

Benton School District

PURSUIT OF EXCELLENCE THROUGH EDUCATION



Comprehensive School Counseling Plan 2022-2023

**Revised
June 2022**

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BENTON SCHOOL DISTRICT DIRECTORY

BENTON SCHOOLS CENTRAL OFFICE

501-778-4861

Superintendent - Dr. Kim Anderson
Asst. Superintendent - Dan Breshears
Asst. Superintendent - Stacy DeFoor
Asst. Superintendent - Dr. Larry Smith

ANGIE GRANT ELEMENTARY

501-778-3300

Principal - Lori Bacon
Assistant Principal - Mark Rash
Counselor - Misty VanDam
Counselor - Emily Archer

CALDWELL ELEMENTARY

501-778-4444

Principal - Diane Lovell
Asst. Principal - Christina Smith
Counselor - Alayna Ambort

HOWARD PERRIN ELEMENTARY

501-778-7411

Principal - Stacye Shelnut
Asst. Principal - Kelly Keene
Counselor - Gabriel Rhynes
Counselor - Emily Archer

RINGGOLD ELEMENTARY

501-778-3500

Principal - Beverly Mayfield
Asst. Principal - Rhonda Redmond
Counselor - Robin Sparks

BENTON MIDDLE SCHOOL

501-776-5749

Principal - Steven Quinn
Asst. Principal - Karen Crosby
Asst. Principal - Ashley McKell
Asst. Principal - Benji White
Counselor - Pasley Butler
Counselor - Rachel Dodson
Counselor - Lysie Luper

BENTON JUNIOR HIGH SCHOOL

501-778-7698

Principal - Melissa White
Asst. Principal - Dr. Amber Binz
Asst. Principal - Matt McBride
Counselor - Donica Barger
Counselor - Devyn Cates

BENTON HIGH SCHOOL

501-778-3288

Principal - Curt Barger
Asst. Principal - Rusty Davis
Asst. Principal - Karen Hilborn
Asst. Principal - Timothy Hornbuckle
Counselor - Lisa Ladd
Counselor - Rachel Phifer
Counselor - Dot Zaunbrecher

ELEMENTARY ADVISORY COMMITTEES

ANGIE GRANT ELEMENTARY

Lori Bacon, Principal
Mark Rash, Assistant Principal
Misty VanDam, Counselor
Emily Archer, Counselor
Quinton Jackson, SRO
Erin Hohman, Teacher
Veronica Lopez, Parent
Ava Simpson, Student
Blair Norman, Nurse
Kim Benning, SBMH Therapist
Community Stakeholders

CALDWELL ELEMENTARY

Diane Lovell, Principal
Christina Smith, Assistant Principal
Alayna Ambort, Counselor
Quinton Jackson, SRO
Rachel Wooten, Teacher
Amanda Dale, Parent
Margaret Rogers, Student
Candy Sample, Nurse
Denise Gordon, SBMH Therapist
Cody Ladeaux, SBMH Therapist
Community Stakeholders

HOWARD PERRIN ELEMENTARY

Stacye Shelnut, Principal
Kelly Keene, Assistant Principal
Gabriel Rhynes, Counselor
Emily Archer, Counselor
Josh Mungle, SRO
Dee Clary, Teacher
Rhonda Mancilla, Parent
Marissa Ladd, Student
Amber Raymond, Nurse
Julie Kneip, SBMH Therapist
Community Stakeholders

RINGGOLD ELEMENTARY

Beverly Mayfield, Principal
Rhonda Redmond, Assistant Principal
Robin Sparks, Counselor
Angel Oliver, SRO
April Sheridan, Teacher
Laci Goff, Parent
Ann Louise Hendrix, Student
Amanda Hilborn, Nurse
Kim Benning, SBMH Therapist
Community Stakeholders

SECONDARY ADVISORY COMMITTEES

BENTON MIDDLE SCHOOL

Steve Quinn, Principal
Karen Crosby, Assistant Principal
Ashley McKell, Assistant Principal
Benji White, Assistant Principal
Pasley Butler, Counselor
Rachel Dodson, Counselor
Lynsie Luper, Counselor
Timothy Luper, SRO
Amy Vrana, Teacher
Amber Ventress, Parent
Haley Pilkington, Student
Deirdre Fouche, Nurse
Brooke Mosley, Nurse
Elyssa Propst, SBMH Therapist
Cody Ladeaux, SBMH Therapist
Community Stakeholders

BENTON JUNIOR HIGH SCHOOL

Melissa White, Principal
Amber Binz, Assistant Principal
Matt McBride, Assistant Principal
Donica Barger, Counselor
Devyn Cates, Counselor
Angie Lassiter, Career Coach
John Spadero, SRO
Sara Armstrong, Teacher
Ashley Pilkington, Parent
Aaron Stone, Student
Alexis Morris, Student
Lauren Coble, Nurse
Stacy Collier, Nurse
Cody Ladeaux, SBMH Therapist
Community Stakeholders

BENTON HIGH SCHOOL

Curt Barger, Principal
Rusty Davis, Assistant Principal
Karen Hilborn, Assistant Principal
Timothy Hornbuckle, Assistant Principal
Lisa Ladd, Counselor
Rachel Phifer, Counselor
Dot Zaunbrecher, Counselor
Crystal Maxwell, Career Coach
Corey Mize, SRO
Nick McKinley, Teacher
Todd Bevill, Parent
Addison Barger, Student
Kelea Duke, Nurse
Julie Kniep, SBMH Therapist
Community Stakeholders

Benton School District Counseling Mission Statement

The Benton School District Counselors will advocate for all students by addressing academic, career, and social emotional needs, which will promote the overall well-being of our students.

Benton School District Counseling Vision Statement

The Benton School District Counselors empower students with the knowledge, skills, and resources needed to promote student success at school, at home, and in the community.

Benton School District Counseling Beliefs

Students are our first priority.

All students can be successful.

Respect for self and others is essential.

Collaboration is imperative to student success.

Benton School District Counseling Program Goal

1. Area of Concern – Attendance
2. Data Review – The district has set the attendance goal as 95% as reflected on the Benton School District Report Card. Currently we are *not meeting that goal*.
 - a. Data – Benton School District
 - i. **2016–2017** Combined Attendance Rate 94.8
State Average 94.4
 - ii. **2017–2018** Combined Attendance Rate 94.77
State Average 93.92
 - iii. **2018–2019** Combined Attendance Rate 94.97
State Average 94.11
 - iv. **2019–2020** Combined Attendance Rate 94.59*
State Average 94.03
 - v. **2020–2021** Combined Attendance Rate 95.29*
State Average 94.72

* While this shows that the percentage increase meets the goal, this percentage is inaccurate due to COVID tracking inconsistencies; therefore, the goal will remain the same for the 2022–2023 school year.

b. What are we doing well?

- i. At Benton Elementary, Benton Middle, and Benton Junior High schools, the secretaries send a letter after a student accumulates three (3) unexcused absences, which helps to notify parents.
- ii. At Benton Elementary Schools, counselors collaborate with classroom teachers in regard to student attendance concerns and address them as needed.
- iii. At Benton Middle, counselors contact students and/or parents who have exceeded six unexcused absences per semester in efforts to improve attendance goals.
- iv. At Benton Middle, counselors meet with students, who are absent frequently, when they return to school to set goals for attendance to help achieve academic success.
- v. At Benton Junior High, parents are notified after 3rd and 6th periods that their student is missing one or more classes. Every evening parents are notified by phone if their student missed any part of the day.
- vi. At Benton High School, Benton Junior High, administration calls parents and students to report daily absences and collect excuse notes.

- vii. At Benton Junior High, when a student accumulates five (5) unexcused absences in two or more classes, the student is turned over to truancy court.
- viii. At Benton High School, parents are notified by letter when the following absences occur:
 - 1. The second (2nd) unexcused absence from any term class. A letter will be sent only for the first class in which a student misses two (2) days. Letters will also be sent on the fourth (4th) and fifth (5th) unexcused absence from the term class in which he misses.
 - 2. Parents will be notified by letter on the first (1st) unexcused absence from any nine-week course. Letters will also be sent in these classes on the second (2nd) and the third (3rd) unexcused absence as well as every third (3rd) unexcused absence after six (6).
- c. Where are our barriers to learning or areas for growth?
 - i. 2021-2022 attendance data is skewed for multiple reasons, including, but not limited to
 - 1. COVID absences
 - 2. Communication breakdown (COVID vs typical absences)
 - 3. High volume
 - ii. 2018 District Student Demographics: 40% Low Income (ADE My School Info 2018-2019 District Report Card)
 - iii. Parents are unaware how student absences affect achievement. Due to COVID, parental perception has created an environment where education is a lower priority than in previous years.
 - iv. Notification of excessive absences by all personnel must be consistent.
 - v. Incentive programs must be carried out consistently.
 - vi. Student willingness to come to school after being given incentives and counseling.
 - vii. Relying on parents if student does not ride the bus to get the student to school.

3. Smart Goal

The goal of the Benton Counseling Department for 2022-2023 is to increase attendance by .5 percent by the end of the school year..

- i. Action Step – Counselors at all schools will use attendance reports to determine at-risk students who need more attention and encouragement throughout the year. Attendance data will be pulled

from: Eschool, Cognos, Arkansas Student GPS Dashboard, and ADE My School Info.

- ii. Action Step – With the help of teachers, staff, and administration, all counselors will communicate the importance of attendance and the effect it has on educational success to the at-risk students (using Attendance Works).
- iii. Action Step – With the help of administration and teachers, the school counselors will make direct contact with at-risk students:
 - 1. Benton Middle School counselors will make contact with at-risk students to make attendance goals and monitor progress at least once a month throughout the school year.
 - 2. Benton Junior High counselors will make contact with students during 2nd period in order to collect notes or get explanations for absences.
 - 3. Benton Elementary Counselors check in with students who have missed multiple days of school to see if there are any barriers at home or school preventing attendance.
 - 4. Benton High School counselors will meet with at-risk students to create attendance goals, and monitor progress at least once a month throughout the school year.
- iv. Action Step– All school counselors will attempt to make contact with parents/guardians of at risk students. All school counselors will seek to build relationships with these families, and inform the parents/guardians about the importance of school attendance.
- v. Action Step– All school counselors will work with students and families to break down personal barriers to school attendance–clean clothes, transportation, feeling included and wanted at school, etc.

- 4. DESIRED OUTCOME – The desired outcome would be to have a positive .5% effect of student's attendance as measured by the attendance data.

COUNSELING PROGRAM BENEFITS

BENEFITS FOR STUDENTS

- Ensures every student access to school counseling and guidance program
- Monitors and interprets data to facilitate student improvement and school success
- Provides strategies for closing the achievement gap
- Promotes the most challenging and appropriate academic curriculum for each student
- Advocates for students and promotes equitable access to educational opportunities

BENEFITS FOR PARENTS/GUARDIANS

- Supports active partnerships for student learning and career planning
- Invites and coordinates access to school and community resources
- Advocates for student academic, career, and personal development
- Provides data for information on student progress

BENEFITS FOR TEACHERS

- Promotes an interdisciplinary team approach to address student needs and educational goals
- Increases collaboration with school counselors and teachers
- Supports development of classroom management skills
- Analyzes data to improve school climate and student achievement

BENEFITS FOR ADMINISTRATORS

- Develops and implements a school counseling and guidance plan to promote student success
- Utilizes data for school improvement
- Provides a proactive school guidance curriculum that addresses student needs and enhances school climate

BENEFITS FOR SCHOOL COUNSELORS

- Defines responsibilities within the context of a school counseling and guidance program
- Eliminates non-school counseling program activities
- Supports access to every student
- Provides a tool for program management, implementation, and accountability
- Recognizes school counselors as leaders, advocates, and agents of change
- Ensures the school counseling and guidance program contributes to the school's mission

BENEFITS FOR COMMUNITY MEMBERS

- Builds collaboration with businesses and industries and enhances the potential for every student's postsecondary success
- Provides a workforce with a stronger academic foundation
- Promotes equity and access to the workforce

COUNSELING PROGRAM MANAGEMENT SYSTEM

- The counseling program must have planning and management in place in order to successfully reach students.
- The management system includes
 - *Action Plans* – There must be a plan in place in order to effectively deliver the counseling program in order to achieve desired results.
 - *Calendars* – The calendars are created in order to show all stakeholders what counseling activities are planned and when they will occur.
 - *Use of Data* – A comprehensive school counseling program is data-driven. The use of data shows why certain activities are designed.
 - *Use of Time* – School counselors use time intentionally. 90% of the time is for direct and indirect delivery, and 10% is for administrative activities.

CERTIFIED SCHOOL COUNSELORS

- All Benton School District counselors are licensed through the Arkansas Division of Elementary and Secondary Education.
- School counseling services are delivered as part of a team approach that requires the involvement of all school staff; however,
- Certified school counselors deliver direct services to students and are responsible for implementation of the program and its content.
- The school counselor/administrator agreement is completed yearly between the counselor and the principal. The purpose is to ensure effective implementation of the delivery system in order to meet students' needs.

SCHOOL COUNSELING ADVISORY COMMITTEE

- This committee is a representative group selected to review program results and make recommendations.
- The committee consists of stakeholders, parents/guardians, teachers, counselors, administrators, school board members, and business/community leaders.
- The primary purpose of the committee is to provide support, offer advice, review present activities, and encourage new activities to meet the goals of the school counseling program.

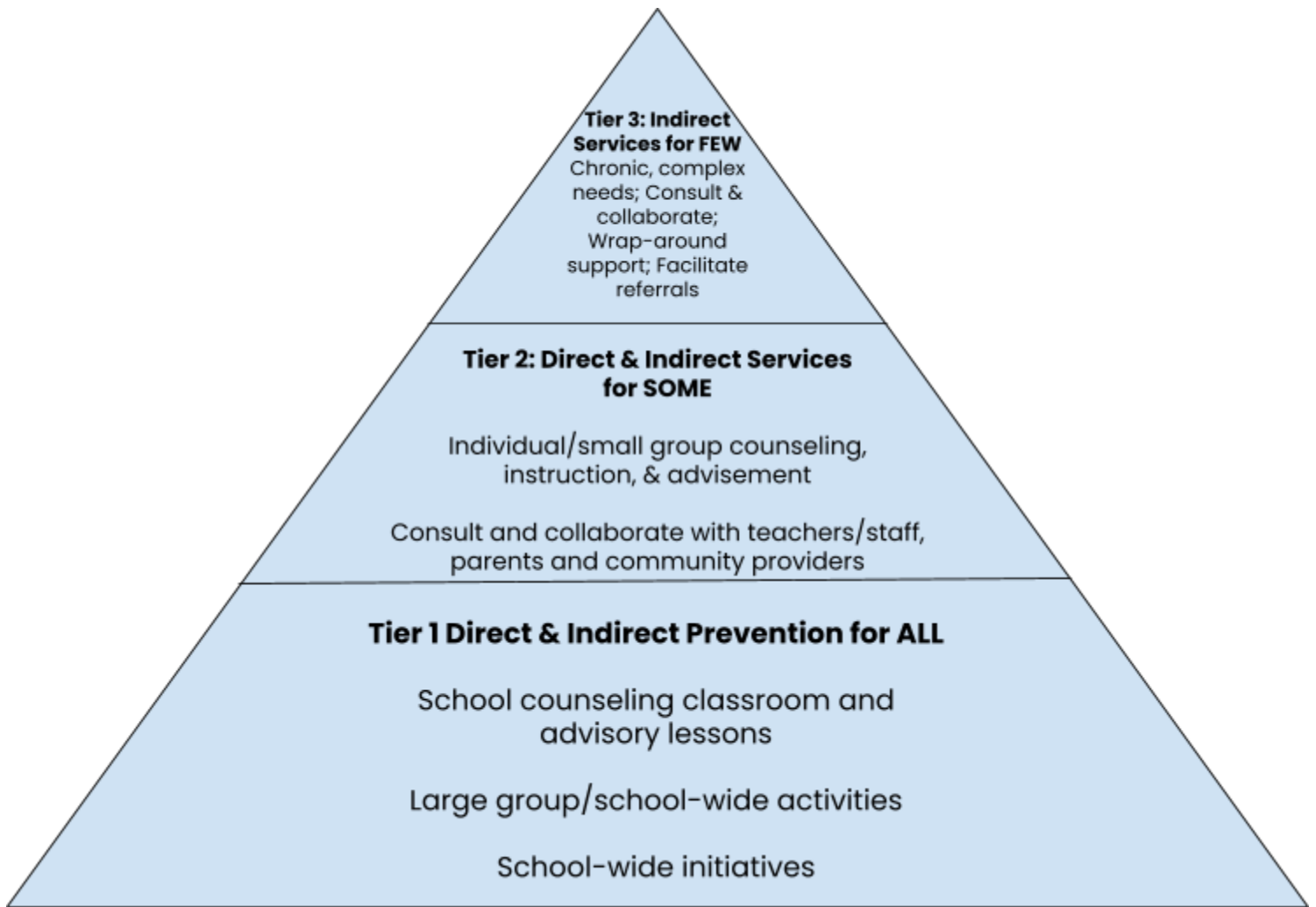
SCHOOL COUNSELOR USE OF TIME

- School counselors' time should be 90% direct/indirect services and 10% administrative activities.
- The following table can serve as a guide to help determine the time the program needs to spend in each component.

DELIVERY	PLANNED USE	RECOMMENDED TIME
Direct Services Face-to-Face with Students	Classroom Lessons Individual Counseling Group Counseling Responsive Services	90%
Indirect Services On Behalf of Students	Consultation Referral Decision Making Teams	
Administrative Activities Coordination, Chair, Duties	Coordination of Programs Data Input Chairing Committees and Meetings Duties	10%

- Benton counselors use various means to document use of time ([example](#)).

SCHOOL COUNSELING MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)



Based on:

Goodman-Scott, Betters-Bubon & Donohue (2016) Professional School Counseling

The ASCA National Model (2019)

COUNSELING PROGRAM DELIVERY SYSTEM

DIRECT SERVICES

- School Counseling Core Curriculum
 - Classroom Activities – Counselors facilitate, co-lead, or assist in delivering the school counseling core curriculum.
 - Classroom Lessons – Elementary Counselors conduct classroom lessons no more than 40 minutes a lesson, 3 lessons a day, and 10 lessons a week.
 - Individual Student Planning – These are activities designed to help students develop academic, career, and social/emotional skills appropriate to their developmental level. This time is used for student academic advisement in order to help students to understand the relationship between classroom performance and success in school. These activities differ at each level but continue to build on the foundation of the ASCA mindsets and behaviors.
 - Group Activities – Counselors conduct small group activities outside the classroom. These groups may be immediate response or long-term.
 - Interdisciplinary Curriculum Development – Counselors work with teachers in order to incorporate the school counseling core curriculum in every day classes. Counselors may assist teachers in delivery, provide materials, and/or plan lessons.
- Responsive Services
 - Consultation – School counselors are advocates for students. As advocates, counselors work with parents/guardians, educators, and community agencies to develop a plan to make the student successful in careers, academically, and personally/socially.
 - Personal Counseling – Counseling can be provided individually or in small groups. This process is designed to help students dealing with relationships, personal concerns, or developmentally appropriate tasks. Personal counseling is designed to help students deal with situations and learn appropriate decision making skills.
 - Crisis Counseling – Counseling is provided to students and families in times of crisis. This counseling is generally short-term and may result in referral to outside sources.
 - Peer Facilitation – Students may be trained as mediators, tutors, mentors, and conflict managers in order to help peers.
 - Referrals – Referrals are used to enhance activities provided through the school counseling program.

INDIRECT SERVICES

- Referrals – These are used to provide school or community resources to further help students and families.
- Consultations – School counselors share strategies that support student achievement with parents, teachers, other educators, and community organizations, advocating for academic, career, and personal/social development of students, as well as to receive information on student needs and identify strategies to assist students.
- Collaboration – School counselors collaborate with other educators, parents, and the community through teaming and partnering, participation on school and district committees, and through parent workshops.

SCHOOL	DIRECT	INDIRECT
Angie Grant Elementary	<ul style="list-style-type: none">* Preventative and Responsive Services* K-4th Grade Classroom Guidance Lessons* Small Group Counseling-variety of topics depending on need* Individual Counseling* Student Meetings/Check-Ins to Identify Issues, Needs, and Challenges* Student Crisis Response* Social/Emotional Support	<ul style="list-style-type: none">* Plan Guidance Lessons* Plan Small Group Lessons* Teacher/Parent/Admin Collaboration and Consultation* Coordinating Community Outreach for Students-Thanksgiving and Christmas Assistance, Food Bags and Clothing* School Based Mental Health Referrals* Participating in Decision Making Teams* DHS Reports/Follow-Up Meetings* Program Planning* Family Farm Scholarships

Caldwell Elementary	<ul style="list-style-type: none"> * Preventative and Responsive Services * K-4th Grade Classroom Guidance Lessons * Small Group Counseling-variety of topics depending on need * Individual Counseling * Student Meetings/Check-Ins to Identify Issues, Needs, and Challenges * Student Crisis Response * Social/Emotional Support 	<ul style="list-style-type: none"> * Plan Guidance Lessons * Plan Small Group Lessons * Teacher/Parent/Admin Collaboration and Consultation * Coordinating Community Outreach for Students-Thanksgiving and Christmas Assistance, Food Bags and Clothing * School Based Mental Health Referrals * Participating in Decision Making Teams * DHS Reports/Follow-Up Meetings * Program Planning * Family Farm Scholarships
Howard Perrin Elementary	<ul style="list-style-type: none"> * Preventative and Responsive Services * K-4th Grade Classroom Guidance Lessons * Small Group Counseling-variety of topics depending on need * Individual Counseling * Student Meetings/Check-Ins to Identify Issues, Needs, and Challenges * Student Crisis Response * Social/Emotional Support 	<ul style="list-style-type: none"> * Plan Guidance Lessons * Plan Small Group Lessons * Teacher/Parent/Admin Collaboration and Consultation * Coordinating Community Outreach for Students-Thanksgiving and Christmas Assistance, Food Bags and Clothing * School Based Mental Health Referrals * Participating in Decision Making Teams * DHS Reports/Follow-Up Meetings * Program Planning * Family Farm Scholarships

Ringgold Elementary	<ul style="list-style-type: none"> * Preventative and Responsive Services * K-4th Grade Classroom Guidance Lessons * Small Group Counseling-variety of topics depending on need * Individual Counseling * Student Meetings/Check-Ins to Identify Issues, Needs, and Challenges * Student Crisis Response * Social/Emotional Support 	<ul style="list-style-type: none"> * Plan Guidance Lessons * Plan Small Group Lessons * Teacher/Parent/Admin Collaboration and Consultation * Coordinating Community Outreach for Students-Thanksgiving and Christmas Assistance, Food Bags and Clothing * School Based Mental Health Referrals * Participating in Decision Making Teams * DHS Reports/Follow-Up Meetings * Program Planning * Family Farm Scholarships
Benton Middle School	<ul style="list-style-type: none"> * Test Scores, CAPS * Small Group Counseling * Individual Counseling-Social/Emotional; Career; and Academic * Crisis Intervention * Conflict Resolution * Grade Intervention and Preparation * At Risk Student sessions * Ambassador Program for New Students * Rookie Camp for incoming 5th grade students. * Jump Start for incoming 5th grade SPED students * Interactions with students during lunch time 	<ul style="list-style-type: none"> * Plan Small Group Lessons * Coordinating Community Outreach for Students-Food Bags, Clothes Closet, Christmas Assistance, etc. * School Based Mental Health Referrals * Mandated Reports/DHS Referrals/Meetings * Parent/Teacher/Admin Collaboration * Student Observations * Participating in Decision Making Teams * Program Planning * Email/Call parents when needed * Attend SPED, 504, ESL when needed * Present at Award Assembly

Benton Junior High School	<ul style="list-style-type: none"> * Large Group Instruction-GPA, SSP, Xello, Test Scores, CAPS * Small Group Counseling * Individual Counseling-Social/Emotional; Career; and Academic * Minute Meetings * Crisis Intervention * Grade Intervention and Preparation * At Risk Student Check-Ins * Ambassador Program for New Students * Conflict Resolution 	<ul style="list-style-type: none"> * Plan Classroom Lessons * Plan Small Group Lessons * Coordinating Community Outreach for Students-Food Bags, Clothes Closet, Christmas Assistance, etc. * School Based Mental Health Referrals * Mandated Reports/DHS Referrals/Meetings * Parent/Teacher/Admin Collaboration * Student Observations * Participating in Decision Making Teams * Program Planning
Benton High School	<ul style="list-style-type: none"> * Responsive Counseling (academic, career, social/emotional) * Crisis Counseling * Individual Senior Meetings * Small group Junior Meetings * Classroom Sophomore Meetings * Small Group Counseling (topic TBD on need shown in data) * Advisory Lessons 	<ul style="list-style-type: none"> * Suicide Prevention Week * College Colors Week * Red Ribbon Week * FAFSA Workshop * College Signing Day * Letters of recommendation (letters, Common Application, Coalition, Send U) * Aid students with college applications, scholarships, FAFSA, ACT/SAT registration * Career Fair * College Fair * Food Pantry * Coat Closet * Christmas Assistance * Participating in Decision Making Teams

AWARENESS ACTIVITIES

- Bullying Prevention
 - Benton School District Counselors follow the suggested guidance set forth by The Arkansas Division of Elementary and Secondary Education on bullying prevention, as required by Act 1029 of 2019, in consultation with state agencies, school personnel, advocacy organizations, and other interested parties, to support public school districts and public charter schools (hereafter referred to as “school districts”) in addressing the issue of school bullying. With the knowledge that bullying can be stopped with careful and sensitive interventions, this guidance is designed to be used by parents and legal guardians, students, and school districts, in preventing, reporting, investigating, and responding to bullying behaviors. A link to this document is attached here: [Guidance on Bullying Prevention](#)
 - Staff Development on Bullying Prevention/Awareness is conducted at the request of administrators usually at the beginning of the school year and/or if necessary at other times throughout the year.
 - If a bullying situation arises, the administration is immediately contacted. It is the duty of the counselors to equip the students with the skills necessary to deal with bullies and be upstanders.
 - Student Policy – The Benton School District has a [Bullying Policy](#) for students.
 - Bully Awareness Activities – Each school in the Benton School District designs age specific Anti-Bullying and Upstander activities. Bullying Awareness is observed year round and highlighted in the month of November.
 - Kindness Activities – Each school in the Benton School District designs age specific Random Acts of Kindness activities. Kindness is taught year round and highlighted in the month of February.
- Red Ribbon Week
 - Student Policy – The Benton School District has a [Drugs and Alcohol Policy](#) for students.
 - Red Ribbon Week Activities – Each school in the Benton School District designs age specific Drugs and Alcohol safety activities. Drugs and Alcohol Awareness is observed year round and highlighted in the month of October.

- Suicide Prevention
 - The Benton School District Elementary School Counselors recognize that it is critical to develop and nurture protective factors both internal and external in elementary school. The following protective factors are addressed in individual, group and classroom sessions.
 - Problem solving skills
 - Cultural identity and support
 - Establishing self esteem/self worth
 - Creating/maintaining relationships with trusted adults
 - Offering opportunities to contribute to school community
 - Responsibility for self and to others
 - Identifying emotions/feelings
 - Knowing when/how to ask for help
 - The Benton School District Secondary School Counselors recognize that it is critical to develop and nurture protective factors both internal and external throughout school. The following protective factors are addressed in individual and group sessions. Suicide Prevention is also addressed in required and elective courses at BJHS and BHS.
 - Problem solving skills
 - Cultural identity and support
 - Establishing self esteem/self worth
 - Creating/maintaining relationships with trusted adults
 - Offering opportunities to contribute to school community
 - Responsibility for self and to others
 - Identifying emotions/feelings
 - Knowing when/how to ask for help
 - Students in crisis are immediately assessed by a therapist in order to determine next steps. If the assessor believes the student needs further assessment, he/she is referred to a hospital ([Assessment Form](#)).
 - If a crisis situation occurs, the administration and counselors in the Benton School District meet with the school staff before the school day begins when possible. A plan designed by the counselors for the specific situation is shared with the staff. All counselors in the Benton School District are available for the campus(es) in need.
 - Beginning in the 2015-16 school-year and every fourth year thereafter, all licensed personnel shall receive two (2) hours of PD in teen suicide awareness and prevention, which may be obtained by self-review of suitable suicide prevention materials approved by ADE.

CAREER PLANNING

- Elementary Schools
 - Angie Grant – These lessons are taught as part of the classroom lesson curriculum. School counselors teach no more than 40 minutes per lesson, 3 lessons a day, and 10 lessons a week.
 - Kindergarten – Students are introduced to many community helpers and discuss why each job is important. Students talk about what a career is and read Career Day. Students are asked to name careers from a story, write on notecards, and place them in a pile. Students are asked to write additional careers from families, school, and community on notecards. Students draw a card from the pile and tell why the job on their card is important to our community.
 - 1st Grade – Students discuss jobs students have at home and record their responses. They then give a thumbs up if they enjoy the job or a thumbs down if they do not enjoy the job. Students discuss interests. What does it mean to be interested in something? Responses from students are recorded. Students show community helpers on the board and hypothesize some of that person's interests.
 - 2nd Grade – Career posters are placed around the classroom with pre-cut tiles and glue sticks. Each group has a career treasure map. They will read clues, find the career poster that the clue describes, and glue the tile on the map. Students will continue until they reach the treasure box at the end. Lastly, students will share one skill or interest they have and discuss which career might be a good fit for them.
 - 3rd Grade – Students discuss characteristics needed to be successful in certain careers and why those are important. Students work independently on “Do I Have What It Takes” worksheet. They are required to match characteristics to specific jobs. The class discusses the worksheet and compares answers and opinions.
 - 4th Grade – Students visit <https://www.careeronestop.org/> and take the interest assessment or skills assessment. They then explore the careers they were matched with in the results.

- Caldwell – These lessons are taught as part of the classroom lesson curriculum. School counselors teach no more than 40 minutes per lesson, 3 lessons a day, and 10 lessons a week.
 - Kindergarten – Students read When I Grow Up by Al Yakovich. They then discuss what kind of career/job they would like (real or imagined).
 - 1st Grade – Students create Career Posters with descriptions.
 - 2nd Grade – Students create a Career Toolbox.
 - 3rd Grade – Students explore job characteristics and discuss their traits and if they have the traits required for certain jobs.
 - 4th Grade – Students visit <https://www.careeronestop.org/> and take the interest assessment or skills assessment. They then explore the careers they were matched with in the results.
- Howard Perrin – These lessons are taught as part of the classroom lesson curriculum. School counselors teach no more than 40 minutes per lesson, 3 lessons a day, and 10 lessons a week.
 - Kindergarten – Students read How Santa Got His Job by Stephen Krensky. They then have a class discussion about careers/jobs they would like to have.
 - 1st Grade – Students read Snowmen At Work by Caralyn Buehner. They then create career drawings with descriptions.
 - 2nd Grade – Students will read What Shoes Will You Wear by Julia Cook. They then will complete a career exploration activity, over the careers discussed in the story.
 - 3rd Grade – Students will complete an Interest Inventory on careers. After completing the interest inventory students learn about career clusters, and use the results of their inventory to learn about careers in their cluster.
 - 4th Grade: Students will learn about Goal Setting. Students will relate the importance of preparation and planning to careers.
- Ringgold – These lessons are taught as part of the classroom lesson curriculum. School counselors teach no more than 40 minutes per lesson, 3 lessons a day, and 10 lessons a week.
 - Kindergarten – The school counselor collaborates with teachers on a Community Helper Unit.
 - 1st Grade – Students are taught Soft Skills which are important to student success as well as success as an adult in a career.
 - 2nd Grade – Students are taught Soft Skills which are important to student success as well as success as an adult in a career.

- 3rd Grade – Students are presented with lessons that allow career exploration and discussion.
 - 4th Grade – Students attend a Career Day with guest speakers. The school counselor collaborates with teachers to do interest inventories and career exploration.
- Secondary Schools
 - Middle School
 - Students explore their academic strengths and weaknesses with counselors.
 - Students set academic goals with students to help direct achievement and success.
 - Students are taught skills by counselors to help in task completion.
 - Counselors teach students how to check their grades and take responsibility for their scores.
 - Students explore teamwork through various activities (such as Rookie Camp) and school clubs (such as Elf Club) offered throughout the school year.
 - Counselors aid in teaching communication skills and social skills in individual and group settings.
 - Students discuss with counselors about characteristics that are needed to be successful in certain careers and why they are important.
 - Junior High
 - Career Coach – The College and Career Coach program is a partnership between the Arkansas Department of Career and Technical Education, ASU–Three Rivers and the Benton School Districts. Coaches provide information on careers, career pathways, and educational requirements. They help students with career path assessments, exploration and planning; development and revision of college and career plans; preparation for admission to college or postsecondary education; financial aid information and applications; connecting students with career exploration opportunities in business and industry; assisting students with opportunities for concurrent credit, secondary certifications, and work-based learning experiences. The activities offered can include:

- Parent Financial Aid Night
 - Arkansas College Application Campaign Month
 - Career Exploration Camp
 - Business and Industry Tours
 - Classroom Guest Speakers
 - YOUniversal Application and FAFSA Day
 - College Fairs
 - Career Fairs
 - College tours and visits
 - Workforce Preparation Workshops
 - One-on-One Advisory Sessions with Students and/or Parents
- College and Career Day - The Benton Junior High College and Career Day will be held every year in May in the Benton Junior High Gym. The Career Coach, along with the school counselors, plan and implement the College and Career Day at the school. The purpose of the Benton Junior High College and Career Day is to allow students to have the opportunity to experience a College and Career Day each year while in school to become more familiar with the process. Students will have the chance to talk with representatives from vocational, trade, technical, two, four year, graduate \ professional schools as well as local career professionals.
 - Student Success Plans (SSPs) - Beginning in the 8th grade, students develop SSPs in order to plan for success in high school and post-secondary education/careers. School counselors do large group lessons on test scores that require students to access their SSPs. During Career Development classes, the school counselors go into the classroom and deliver large group lessons about SSPs. The school counselors help students set up and manage their SSPs. Career Development teachers continue using SSPs throughout the course. Students are able to access their SSPs at any time.
 - Xello - School Counselors and secondary teachers use Xello to build students' knowledge of college and careers. Students have access to the contents of Xello in their SSP. This program is used in Career Development, Enrichment, and Civics at Benton Junior High.

- High School
 - Career Coach – The College and Career Coach program is a partnership between the Arkansas Department of Career and Technical Education, ASU-Three Rivers and the Benton School Districts. Coaches provide information on careers, career pathways, and educational requirements. They help students with career path assessments, exploration and planning; development and revision of college and career plans; preparation for admission to college or postsecondary education; financial aid information and applications; connecting students with career exploration opportunities in business and industry; assisting students with opportunities for concurrent credit, secondary certifications, and work-based learning experiences. The activities offered can include:
 - Parent Financial Aid Night
 - Arkansas College Application Campaign Month
 - Career Exploration Camp
 - Business and Industry Tours
 - Classroom Guest Speakers
 - YOUniversal Application and FAFSA Day
 - College Fairs
 - Career Fairs
 - College tours and visits
 - Workforce Preparation Workshops
 - One-on-One Advisory Sessions with Students and/or Parents
 - Internships
 - Volunteer opportunities
 - Freshman orientation for graduated seniors
 - Resume writing
 - Student Success Plans (SSPs) – SSPs are utilized during advisory and STAT classes. These lessons are designed by the school counselors, but they are implemented by the teachers in large group settings.
 - Xello – School Counselors and secondary teachers use Xello to build students’ knowledge of college and careers. Students have access to the contents of Xello in their SSP. This program is used in STAT classes at Benton High School.

STUDENT ORIENTATION

- Elementary Schools
 - Angie Grant
 - Open House - The week before school starts, each campus hosts an open house in order for students to walk the halls, find their classes, and meet their teachers.
 - Caldwell
 - Ambassadors - When a new student enrolls, the school counselor assigns a student from the same homeroom to help the new student acclimate to their new school.
 - Classroom Lessons - During the last two weeks of classroom lessons, the school counselor focuses on reflection of the current year and orientation into the next grade.
 - New Student Orientation - At the beginning of each year, all kindergarten and new students are involved in a new student orientation.
 - Open House - The week before school starts, each campus hosts an open house in order for students to walk the halls, find their classes, and meet their teachers.
 - Howard Perrin
 - Ambassadors - When a new student enrolls, the school counselor assigns a student from the same homeroom to help the new student acclimate to their new school.
 - Classroom Lessons - During the last two weeks of classroom lessons, the school counselor focuses on reflection of the current year and orientation into the next grade.
 - New Student Orientation - At the beginning of each year, all kindergarten and new students are involved in a new student orientation.
 - Open House - The week before school starts, each campus hosts an open house in order for students to walk the halls, find their classes, and meet their teachers.

- Ringgold
 - Ambassadors - When a new student enrolls, the school counselor collaborates with the classroom teacher to assign a student to help the new student acclimate to their new school.
 - Classroom Lessons - During the last two weeks of classroom lessons, the school counselor focuses on reflection of the current year and orientation into the next grade.
 - New Student Orientation - At the beginning of each year, all kindergarten and new students are involved in a new student orientation.
 - Open House - The week before school starts, each campus hosts an open house in order for students to walk the halls, find their classes, and meet their teachers.
- Middle School
 - Ambassadors - The school counselors established a program to help new students integrate successfully. Student Ambassadors are assigned to new students. The Ambassadors show the student around, introduce them to other students, eat lunch with them, etc.
 - Jump Start -
 - Open House - The week before school starts, each campus hosts an open house in order for students to walk the halls, find their classes, and meet their teachers.
 - Rookie Camp - This is a half day camp that informs incoming 4th graders about life as a student at Benton Middle School. Two elementary schools attend at a time. The camp takes two mornings. Students are placed into 14 different groups made up of both schools. During this time, students participate in team building activities, take a tour of campus led by BMS ambassadors, learn about courses available for 5th grade, and expectations for BMS students.

- Junior High
 - Ambassadors – The school counselors established a program to help new students integrate successfully. Student Ambassadors are assigned to new students. The Ambassadors show the student around, help them with their locker, introduce them to other students, eat lunch with them, etc. This program is an extension of the Ambassador program at Benton Middle School.
 - Open House – The week before school starts, each campus hosts an open house in order for students to walk the halls, find their classes, and meet their teachers.
 - Special Education Tours – The 7th grade special education students are brought to the junior high at the end of the year in order to tour the campus to get a feel for their environment for the next year. This tour is hosted by our Special Education Department at Benton Junior High.
- High School
 - New Student Orientation – This includes individual tours for all new students. In August, new students will have a lunch orientation with the school counselors. In December, all new students will have a check-in lunch with the school counselors. Finally, in May, all new students will have an end of the year lunch celebration with the school counselors.
 - Open House – The week before school starts, each campus hosts an open house in order for students to walk the halls, find their classes, and meet their teachers.

ADMINISTRATIVE ACTIVITIES

- Elementary Schools
 - Angie Grant Archer
 - Building Test Coordinator – The school counselor is responsible for all the testing in the building, as well as testing at Fusion. Every Monday the school counselor has a testing work day.
 - Duty – The school counselor has lunch duty for thirty minutes per week.
 - Angie Grant VanDam
 - Duty – The school counselor has lunch duty two days a week for 1 hour.
 - Building Testing – The school counselor assists with ACT Aspire Interim and ACT Aspire testing coordination.
 - Caldwell
 - Building Testing – The school counselor assists with ACT Aspire Interim and ACT Aspire Summative Testing coordination.
 - Duty – The school counselor has lunch duty for 1 hour a week and 20 minutes of recess supervision a week.
 - Howard Perrin Archer
 - Building Test Coordinator – The school counselor is responsible for all the testing in the building, as well as testing at Fusion. Every Monday the school counselor has a testing work day.
 - Duty – The school counselor has lunch and recess duties.
 - Truancy – The school counselor is responsible for notifying parents of K-1 students that are at risk of violating the truancy policy.
 - Howard Perrin Rhynes
 - Building Testing – The school counselor assists with ACT Aspire Interim and ACT Aspire testing coordination.
 - Duty – The school counselor has recess duty and lunch duty for 1 hour and 45 minutes per week.
 - Special Education Referrals – School counselors are responsible for completing and sending special education referrals to Central Office. This includes collecting evidence such as test scores, attendance, etc.
 - Truancy – The school counselor is responsible for notifying parents of 2-4 students that are at risk of violating the truancy policy.

- Ringgold
 - Building Test Coordinator – The school counselor is responsible for the ACT Aspire testing for 3rd and 4th grade. The school counselor assist as needed with Istation testing for Kindergarten–2nd
 - Duty – The school counselor is responsible for two 30 minute lunch duties a week for a total of 60 minutes
- Middle School
 - Building Test Coordinator Under Assistant Principal – The school counselor is responsible for entering PNPs, creating groups, entering data in testing program for the building, as well as testing at Fusion.
 - CAPS – School counselors are responsible for organizing and implementing the CAPS process at school. These responsibilities include, but are not limited to, timelines, scheduling, training, communicating with parents, teachers, and administrators, checking requests, and correcting mistakes.
 - Scheduling – School counselors are responsible for schedule changes during student contact days for the following reasons:
 - Change of placement to Fusion
 - Change of schedules or corrections requested by students/parents
 - Change of schedule because of IEP adjustments
 - Change of schedule as directed by administration
 - New student enrollment
 - Special Education Referrals – School counselors are responsible for completing and sending special education referrals to Central Office. This includes collecting evidence such as test scores, attendance, etc.
 - Program Maintenance – School counselors are responsible for data analysis, program planning, goal setting, etc.
 - Summer School Coordination – School counselors are responsible for informing students of their failed courses, set dates for summer school, create summer school applications, and meet with potential summer school candidates.
- Junior High
 - CAPS – School counselors are responsible for organizing and implementing the CAPS process at school. These responsibilities include, but are not limited to, timelines, scheduling, training, communicating with parents, teachers, and administrators, checking requests, and correcting mistakes.
 - Dyslexia Referrals – School counselors are responsible for completing referral paperwork for dyslexia.
 - GPA – School counselors are responsible for updating GPA at the beginning of each semester.

- Program Maintenance – School counselors are responsible for data analysis, program planning, goal setting, lesson planning, etc.
- Scheduling – School counselors are responsible for schedule changes during student contact days for the following reasons:
 - Change of placement to Fusion or HUB
 - Change of schedules or corrections requested by students/parents
 - Change of schedule because of IEP adjustments
 - Change of schedule as directed by administration
 - New student enrollment
- Special Education Referrals – School counselors are responsible for completing and sending special education referrals to Central Office. This includes collecting evidence such as test scores, attendance, etc.
- High School
 - CAPS – School counselors are responsible for organizing and implementing the CAPS process at school. These responsibilities include, but are not limited to, timelines, scheduling, training, communicating with parents, teachers, and administrators, checking requests, and correcting mistakes.
 - Credit Recovery – School counselors are responsible for informing students of their failed courses, set dates for credit recovery, create credit recovery applications, and meet with potential credit recovery candidates.
 - Credit Status Updates – School counselors are responsible for updating student credit sheets at the end of each semester.
 - Career Center Liaison – School counselors are responsible for coordinating with SCCTC and ASU Three Rivers to verify course offerings, student applications, seat availability, transcripts, etc.
 - Concurrent Credit Coordinator – School counselors are responsible for coordinating with ASU Three Rivers for concurrent credit. They must collect and send transcripts, test scores, rosters, course fees, teacher licenses, etc.
 - Dyslexia Referrals – School counselors are responsible for completing referral paperwork for dyslexia.
 - GPA/Rank – School counselors are responsible for updating GPA and rank at the beginning of each semester, sending the information to students, and calculating final honor graduate GPA before graduation.
 - Program Maintenance – School counselors are responsible for data analysis, program planning, goal setting, lesson planning, etc.

- Scheduling – School counselors are responsible for schedule changes during student contact days for the following reasons:
 - Change of placement to Fusion or HUB
 - Change of schedules or corrections requested by students/parents
 - Change of schedule due to class failure
 - New student enrollment
 - Enrollment in credit recovery
 - Master schedule creation team
 - Course code changes, Commissioner memo updated
- Summer School Coordination – School counselors are responsible for informing students of their failed courses, setting dates for summer school, creating summer school applications, and meeting with potential summer school candidates.

COUNSELING PROGRAM ACCOUNTABILITY SYSTEM

The Benton School District Counseling Programs use data to drive program design. Data must be used to establish programs that benefit Benton's students. Accountability and evaluation are crucial to success. Student, Teacher, Administrator, and Stakeholder data is essential to validate counseling programs. This data is also used to determine if perception and behaviors have changed as a result of counseling services. The monitoring of student and program progress requires the collection of data to support the link between school counseling programs and student success.

ADMINISTRATOR/COUNSELOR ANNUAL AGREEMENT

Benton School District Counselors use [Administrator/Counselor Annual Agreement](#) to outline each building's Counseling Program. This document is completed at the beginning of each school year. It summarizes the plan of operation for each counselor and for what he or she is accountable.

MASTER CALENDARS

Benton School District Counselors use calendars to outline activities in the counseling department. Each campus completed a monthly calendar that is available to students, parents, teachers, and stakeholders at any time. These [calendars](#) are also attached to the end of this document. In addition to monthly calendars, counselors complete weekly calendars when necessary throughout the year. These calendars outline the activities in the Counseling Office during a typical week. Elementary Counselors conduct classroom lessons no more than 40 minutes a lesson, 3 lessons a day, and 10 lessons a week.

CONTACT LOGS

Benton School District Counselors use contact logs to track the amount of time spent with students, teachers, parents, or stakeholders. These logs are used to trace types of services, program delivery methods, high risk students, etc.

STUDENT PROGRESS MONITORING



- Student Data – School counselors use student data to monitor student success. The use of this data ensures each student has the tools to be successful in school. School counselors must be proficient in collecting, interpreting, and disaggregating data. There are three types of student data, Student Achievement Data, Achievement Related Data, and Standards and Competency Related Data.
 - Student Achievement Data – This data measures academic progress and includes, but is not limited to, the following.
 - Standardized Test Scores (iStation, ACT Aspire)
 - Progress Monitoring Programs (iReady, PAST, Decoding Assessment, Read 180)
 - Grade Point Averages (GPAs)
 - American College Testing (ACT), Preliminary Scholastic Aptitude Test (PSAT), and Scholastic Aptitude Test (SAT) Program scores
 - Graduation Rate
 - At or above grade level in reading, math, and other content areas
 - Successful completion of courses
 - Promotion and retention rates
 - Completing of specific academic programs (AP, Pre-AP, Honors)
 - Achievement Related Data – This data measures areas shown to correlate with student achievement and includes, but is not limited to, the following.
 - In school and out of school suspension and expulsion rates
 - Attendance rates, including tardies, check outs, and trancies.
 - Parent/Guardian involvement
 - McKinney Vento Data
 - Free and Reduced Lunch Data
 - Extracurricular participation
 - Homework completion
 - Standards and Competency Related Data – This data measures student mastery in the competencies outlined in the Comprehensive School Counseling Plan and includes, but is not limited to, the following.
 - Percentage of students actively utilizing Student Success Plans on their own
 - Percentage of students involved in internships, apprenticeships, etc.
 - Percentage of students setting and attaining academic goals
 - Percentage of students applying conflict resolution skills

PROGRAM PROGRESS MONITORING

- Program Evaluations – School counselors use program evaluations to ensure the School Counseling Plan is appropriate for our students. Counseling program evaluations utilize process data, perception data, and results data. This data is used to measure the acquisition of skills outlined in the ASCA Mindsets and Behaviors and Arkansas Department of Education’s G.U.I.D.E. for Life.
 - Process Data includes what the counselors do and for whom they do it. This data includes an evaluation of the number of students served, groups and classroom visits conducted, activities completed, etc.
 - Perception Data includes what students think they know, believe or can demonstrate. This data is collected through surveys, assessments, tests, skill demonstration opportunities, etc.
 - Results Data includes what was changed or learned as a result of activities. This data comes from the observed impact on students’ ability to utilize their knowledge, attitudes, and skills to affect behavior change.
- Program Audits – School counselors are expected to audit their counseling program. The primary purpose of the audit is to guide future actions and improve future results for students.
- Post Graduation Student Tracker – Benton High School will begin using a program called [Student Tracker for High Schools](#) to track students’ post graduation activities.
- Counselor Evaluations – School counselors are evaluated using the Teacher Excellence and Support System (TESS). This system is designed for observation and support of school counselors. The building administration is responsible for conducting the counselor’s evaluation.
- [2021-2022 Climate Survey](#)
- 2022-2023 Arkansas Comprehensive School Counseling Self Assessment

BENTON SCHOOL DISTRICT COUNSELING STANDARDS

ASCA Mindsets and Behaviors

Mindsets	K-4	5-7	8-9	10-12	
M 1: Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being.	●	●	●	●	U
M 2: Self-confidence in ability to succeed.	●	●	●	●	U
M 3: Sense of belonging in the school environment.	●	●	●	●	I
M 4: Understanding that postsecondary education and lifelong learning are necessary for long-term career success.	●	●	●	●	U/I/D
M 5: Belief in using abilities to their fullest to achieve high quality results and outcomes.	●	●	●	●	U/D
M 6: Positive attitude toward work and learning.	●	●	●	●	U
Behavior: Learning Strategies	K-4	5-7	8-9	10-12	
B-LS 1: Demonstrate critical-thinking skills to make informed decisions.	●	○	○	●	G/D
B-LS 2: Demonstrate creativity.	●	○	○	○	U
B-LS 3: Use time-management, organizational and study skills.	●	●	●	○	G
B-LS 4: Apply self-motivation and self-direction to learning.	●	●	○	○	G/U/ D
B-LS 5: Apply media and technology skills.	○	○	●	○	D
B-LS 6: Set high standards of quality.	●	○	○	○	G
B-LS 7: Identify long- and short-term academic, career, and social/emotional goals.	○	○	●	●	G
B-LS 8: Actively engage in challenging coursework.	○	○	●	○	D

B-LS 9: Gather evidence and consider multiple perspectives to make informed decisions.	●	●	○	●	G/U
B-LS 10: Participate in enrichment and extracurricular activities.	○	○	●	○	I
Behavior: Self-Management Skills	K-4	5-7	8-9	10-12	GUIDE
B-SMS 1: Demonstrate ability to assume responsibility.	●	●	○	○	D
B-SMS 2: Demonstrate self-discipline and self-control.	●	●	○	○	G
B-SMS 3: Demonstrate ability to work independently.	●	○	○	○	D
B-SMS 4: Demonstrate ability to delay immediate gratification for long-term rewards.	○	○	○	●	G
B-SMS 5: Demonstrate perseverance to achieve long- and short-term goals.	●	○	○	●	D
B-SMS 6: Demonstrate ability to overcome barriers to learning.	●	○	○	○	D
B-SMS 7: Demonstrate effective coping skills when faced with a problem.	●	●	●	○	G
B-SMS 8: Demonstrate the ability to balance school, home and community activities.	○	○	●	●	G/D
B-SMS 9: Demonstrate personal safety skills.	●	○	○	○	U/D
B-SMS 10: Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities.	●	○	○	○	D
Behavior: Social Skills	K-4	5-7	8-9	10-12	GUIDE
B-SS 1: Use effective oral and written communication skills and listening skills.	●	○	○	○	U/I
B-SS 2: Create positive and supportive relationships with other students.	●	●	○	○	I/E
B-SS 3: Create relationships with adults that	●	○	●	●	I/E

support success.					
B-SS 4: Demonstrate empathy	●	●	○	●	E
B-SS 5: Demonstrate ethical decision-making and social responsibility.	●	○	○	○	I/E/D
B-SS 6: Use effective collaboration and cooperation skills.	●	○	○	○	I
B-SS 7: Use leadership and teamwork skills to work effectively in diverse teams.	●	○	●	○	I/E
B-SS 8: Demonstrate advocacy skills and ability to assert self, when necessary.	●	○	○	●	G
B-SS 9: Demonstrate social maturity and behaviors appropriate to the situation and environment.	○	●	●	○	U/I

ANGIE GRANT MONTHLY ACTIVITY CALENDAR

AUGUST		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Preventive and responsive services * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty

SEPTEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty

OCTOBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Leader in Me/Families * Small group counseling * Preventive and responsive services * Red Ribbon Week * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * Lunch duty * ACT Aspire Testing Interim Preparations * 4th Grade ACT Aspire Interim I

NOVEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Leader in Me/Families * Small group counseling * Preventive and responsive services * Terrific Kids Club * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Thanksgiving baskets * Food bags * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- Thanksgiving assistance, food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty

DECEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Leader in Me/Families * Small group counseling * Preventive and responsive services * Terrific Kids Club * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Christmas angels * Food bags * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- Christmas assistance, food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * 3rd Grade ACT Aspire Interim I * Lunch duty

JANUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Leader in Me/Families * Small group counseling * Preventive and responsive services * Terrific Kids Club * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Chili Cook-Off * Family Farm Scholarships * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty

FEBRUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Leader in Me/Families * Small group counseling * Preventive and responsive services * Terrific Kids Club * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Family Farm Scholarships * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * Lunch duty * ACT Aspire Testing Interim Preparations * 3rd Grade ACT Aspire Interim II * 4th Grade ACT Aspire Interim II

MARCH		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Leader in Me/Families * Small group counseling * Preventive and responsive services * Terrific Kids Club * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Family Farm Scholarships * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * Lunch duty * ACT Aspire Summative Preparations

APRIL		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Individual counseling * Leader in Me/Families * Small group counseling * Preventive and responsive services * Terrific Kids Club * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Family Farm Scholarships * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * Lunch duty * ACT Aspire Summative Assessments

MAY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Leader in Me/Families * Individual counseling * Small group counseling * Preventive and responsive services * Terrific Kids Club * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * Lunch duty * ACT Aspire Make-ups for Summative Assessments

CALDWELL MONTHLY ACTIVITY CALENDAR

AUGUST		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Preventive and responsive services * Student crisis response * Social/emotional support * New Student Orientation * Service Project/Peanut Butter Drive 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings <ul style="list-style-type: none"> -Family Community Engagement -School Improvement -PLC Leadership -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations/Training * Lunch duty * Recess duty

SEPTEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services(Empower Me) * Student crisis response * Social/emotional support * New Student Orientation 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings <ul style="list-style-type: none"> -Family Community Engagement -School Improvement -PLC Leadership -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations/Training * Lunch duty * Recess duty

OCTOBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services(Red Ribbon Week) * Student crisis response * Social/emotional support * Service Project/Canned Food Drive * Caldwell Kind Kids 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings <ul style="list-style-type: none"> -Family Community Engagement -School Improvement -PLC Leadership -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations/Training * Lunch duty * Recess duty

NOVEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support * Caldwell Kind Kids 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings <ul style="list-style-type: none"> -Family Community Engagement -School Improvement -PLC Leadership -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations/Training * Lunch duty * Recess duty

DECEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support * Service Project/Angel Tree * Caldwell Kind Kids 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings <ul style="list-style-type: none"> -Family Community Engagement -School Improvement -PLC Leadership -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty * Recess duty

JANUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support * Service Project/Great Kindness Challenge * Caldwell Kind Kids 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Chili Cook-Off * Family Farm Scholarships * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings <ul style="list-style-type: none"> -Family Community Engagement -School Improvement -PLC Leadership -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty * Recess duty

FEBRUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services (Empower Me) * Student crisis response * Social/emotional support * Caldwell Kind Kids 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Family Farm Scholarships * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings <ul style="list-style-type: none"> -Family Community Engagement -School Improvement -PLC Leadership -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim/Summative Preparations * Lunch duty * Recess duty

MARCH		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support * Caldwell Kind Kids 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Family Farm Scholarships * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings <ul style="list-style-type: none"> -Family Community Engagement -School Improvement -PLC Leadership -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Summative Preparation * Mock Aspire Administration * Lunch duty * Recess duty

APRIL		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support * Caldwell Kind Kids 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings <ul style="list-style-type: none"> -Family Community Engagement -School Improvement -PLC Leadership -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Summative Preparation and Administration Time * Lunch duty * Recess duty

MAY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support * Transition Activities between grades and schools * Caldwell Kind Kids 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings <ul style="list-style-type: none"> -Family Community Engagement -School Improvement -PLC Leadership -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Makeups (if needed) * Lunch duty * Recess duty

HOWARD PERRIN MONTHLY ACTIVITY CALENDAR

AUGUST		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Preventive and responsive services * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty * Recess duty * Car duty * Truancy

SEPTEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty * Recess duty * Car duty * Truancy * Special Education Referrals

OCTOBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Red Ribbon Week * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty * Recess duty * Car duty * Truancy

NOVEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Thanksgiving baskets * Food bags * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- Thanksgiving assistance, food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty * Recess duty * Car duty * Truancy * Special Education Referrals

DECEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Christmas angels * Food bags * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- Christmas assistance, food bags, clothing, etc. * Meetings 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * 3rd Grade ACT Aspire Interim I * 4th Grade ACT Aspire Interim I * Lunch duty * Recess duty * Car duty * Truancy * Special Education Referrals

JANUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Chili Cook-Off * Family Farm Scholarships * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings * SIT Team 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty * Recess duty * Car duty * Truancy * Special Education Referrals

FEBRUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Family Farm Scholarships * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings * SIT Team 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * 4th Grade ACT Aspire Interim II * Lunch duty * Recess duty * Car duty * Truancy

MARCH		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Family Farm Scholarships * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings * SIT Team 	<ul style="list-style-type: none"> * 3rd Grade ACT Aspire Interim II * ACT Aspire Summative Preparations * Lunch duty * Recess duty * Car duty * Truancy

APRIL		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Family Farm Scholarships * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings * SIT Team 	<ul style="list-style-type: none"> * ACT Aspire Summative Assessments * Lunch duty * Recess duty * Car duty * Truancy

MAY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support 	<ul style="list-style-type: none"> * Food bags * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Meetings SIT Team 	<ul style="list-style-type: none"> * ACT Aspire Make-ups for Summative Assessments * Lunch duty * Recess duty * Car duty * Truancy

RINGGOLD MONTHLY ACTIVITY CALENDAR

AUGUST		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Preventive and responsive services * Student crisis response * Social/emotional support * New Student Orientation * Service Project/Peanut Butter Drive * Front Door Welcome 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations/Training * Lunch duty

SEPTEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services(Empower Me) * Student crisis response * Social/emotional support * New Student Orientation * Front Door Welcome 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings -Parental Involvement -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations/Training * Lunch duty

OCTOBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services(Red Ribbon Week) * Student crisis response * Social/emotional support * Service Project/Canned Food Drive * Front Door Welcome 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations/Training * Lunch duty

NOVEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support * Front Door Welcome 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations/Training * Lunch duty

DECEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support * Service Project/Angel Tree * Front Door Welcome 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty

JANUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support * Service Project/Great Kindness Challenge * Front Door Welcome 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Chili Cook-Off * Family Farm Scholarships * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Plan for 4th Grade Career Day * Committee Meetings -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim Preparations * Lunch duty

FEBRUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services (Empower Me) * Student crisis response * Social/emotional support * Front Door Welcome 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Family Farm Scholarships * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Plan for 4th Grade Career Day * Committee Meetings -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim/Summative Preparations * Lunch duty

MARCH		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services (Empower Me) * Student crisis response * Social/emotional support * Front Door Welcome 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Family Farm Scholarships * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Plan for 4th Grade Career Day * Committee Meetings -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Interim/Summative Preparations * Lunch duty

APRIL		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support * Front Door Welcome 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Summative Preparation and Administration Time * Lunch duty

MAY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Classroom lessons * Individual counseling * Small group counseling * Preventive and responsive services * Student crisis response * Social/emotional support * Transition Activities between grades and schools * Front Door Welcome * 4th Grade Career Day 	<ul style="list-style-type: none"> * Planning classroom lessons * Planning small group lessons * Collaborating and consulting with teachers, parents, and admin * Referrals for school-based mental health * DHS reports * Coordinating community outreach for students- food bags, clothing, etc. * Committee Meetings -RTI (as needed) 	<ul style="list-style-type: none"> * ACT Aspire Testing Makeups (if needed) * Lunch duty

BENTON MIDDLE SCHOOL MONTHLY ACTIVITY CALENDAR

AUGUST		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Help students adjust to the new school year and their schedule * Jump Start * Train Ambassadors * Meet new students * Meet with individual/group on social and emotional needs. 	<ul style="list-style-type: none"> * Email parents and teachers * Meetings with parents * Work Schedule Pick-up Day (Possibly meet students) * Attend SPED, 504, and other meetings when needed * Peanut Butter Drive * Site-Based Counseling Referral when needed 	<ul style="list-style-type: none"> * Make Schedules for current and new students * Schedule changes * New Student Registration * Open House - Hand out Schedules

SEPTEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Meet with individual/group on social and emotional needs. * Peanut Butter Advisory Party - Direct time with students. * Small Group 	<ul style="list-style-type: none"> * Email parents and teachers * Meetings with parents * Attend SPED, 504, and other meetings when needed * Peanut Butter Drive * Child Advocacy Care Center Meeting * ADE Meeting at Dawson * PLC with Secondary Teachers * Site-Based Counseling Referral when needed 	<ul style="list-style-type: none"> * Family Engagement Committee Mid-Year Meeting * SPED Referrals when needed * Make Schedules for current and new students as needed * Schedule changes as needed

OCTOBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Meet with individual/group on social and emotional needs. 	<ul style="list-style-type: none"> * Email parents and teachers * Meetings with parents * Attend SPED, 504, and other meetings when needed * PLC with Secondary Teachers * Meet and partner with community agencies to set up Christmas Angels * Site-Based Counseling Referral when needed 	<ul style="list-style-type: none"> * SPED Referrals when needed * Make Schedules for current and new students as needed * Schedule changes as needed

NOVEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Meet with individual/group on social and emotional needs. * Attend and serve at Veteran's Assembly 	<ul style="list-style-type: none"> * Email parents and teachers * Meetings with parents * Attend SPED, 504, and other meetings when needed * PLC with Secondary Teachers * Find Sponsors for Christmas Angels * Site-Based Counseling Referral when needed 	<ul style="list-style-type: none"> * SPED Referrals when needed * Make Schedules for current and new students as needed * Schedule changes as needed

DECEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Meet with individual/group on social and emotional needs. * Christmas Sing Along for students 	<ul style="list-style-type: none"> * Email parents and teachers * Meetings with parents * Attend SPED, 504, and other meetings when needed * PLC with Secondary Teachers * Call Parents to pick up Christmas Angels * Site-Based Counseling Referral when needed * Chili Cook-Off Preparation 	<ul style="list-style-type: none"> * SPED Referrals when needed * Make Schedules for current and new students as needed * Schedule changes as needed

JANUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Meet with individual/group on social and emotional needs. 	<ul style="list-style-type: none"> * Email parents and teachers * Meetings with parents * Attend SPED, 504, and other meetings when needed * PLC with Secondary Teachers * Site-Based Counseling Referral when needed * Chili Cook-Off * Family Farm Selection Meeting 	<ul style="list-style-type: none"> * ACT Aspire District Meetings * Prepare for ACT Aspire -make groups, pnps, rooms, entering information, etc. * SPED Referrals when needed * Make Schedules for current and new students as needed * Schedule changes as needed * Family Engagement Committee Meeting

FEBRUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
* Meet with individual/group on social and emotional needs.	<ul style="list-style-type: none"> * Email parents and teachers * Meetings with parents * Attend SPED, 504, and other meetings when needed * PLC with Secondary Teachers * Site-Based Counseling Referral when needed * Family Farm Collection of Forms 	<ul style="list-style-type: none"> * ACT Aspire District Meetings * Prepare for ACT Aspire –make groups, pnps, rooms, entering information, etc. * SPED Referrals when needed * Make Schedules for current and new students as needed * Schedule changes as needed * ArSCA SW Regional Meeting

MARCH		
DIRECT	INDIRECT	ADMINISTRATIVE
* Meet with individual/group on social and emotional needs.	<ul style="list-style-type: none"> * Email parents and teachers * Meetings with parents * Attend SPED, 504, and other meetings when needed * PLC with Secondary Teachers * Site-Based Counseling Referral when needed 	<ul style="list-style-type: none"> * ACT Aspire District Meetings * Prepare for ACT Aspire –make groups, pnps, rooms, entering information, etc. * SPED Referrals when needed * Make Schedules for current and new students as needed * Schedule changes as needed * Gather Recommendations for next school year * CAPS Preparation, teacher meeting, and student assembly.

APRIL		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Meet with individual/group on social and emotional needs. 	<ul style="list-style-type: none"> * Email parents and teachers * Meetings with parents * Attend SPED, 504, and other meetings when needed * PLC with Secondary Teachers * Site-Based Counseling Referral when needed 	<ul style="list-style-type: none"> * Prepare for ACT Aspire –training, make groups, pnps, rooms, entering information, etc. * Give ACT Aspire and Make-Up Tests * SPED Referrals when needed * Make Schedules for current and new students as needed * Schedule changes as needed * Family Engagement End-Of-The-Year Meeting

MAY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Meet with individual/group on social and emotional needs. 	<ul style="list-style-type: none"> * Email parents and teachers * Meetings with parents * Attend SPED, 504, and other meetings when needed * PLC with Secondary Teachers * Site-Based Counseling Referral when needed 	<ul style="list-style-type: none"> * Give ACT Aspire and Make-Up Tests * SPED Referrals when needed * Make Schedules for current and new students as needed * Schedule changes as needed * Rookie Camp * Awards Assembly Prep and Presentation * Handbook Committee Meeting * Pass/Fail meeting with principals, update and send notes, make notifications, etc.

BENTON JUNIOR HIGH MONTHLY ACTIVITY CALENDAR

AUGUST		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * New Student Introductory Meetings * Large Group New Student Orientation * Ambassador Meeting and Orientation * Open House * Large Group Beginning of the Year Grade Assemblies * ACT Aspire Score Guidance Lesson * Check-in with New Students * Crisis Intervention * SPED Observations * Establish Food Bag list and student locker permission slips 	<ul style="list-style-type: none"> * "High Five" information distribution to teachers and students * PLC Meeting * SPED Meetings * Mental Health Referrals and Consults * Teacher Consultations * Parent Concerns and Contact * Social Work/Abuse and Neglect Reports * Food Bag/Clothing Assistance * Staff Team Building 	<ul style="list-style-type: none"> * Newsletter * New Student Paperwork * Schedule Corrections * Additions/Corrections to GPA Worksheets/Credit Tally Sheets * HUB/Fusion Referrals and Schedules * SPED Referrals * Duty

SEPTEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * New Student Introductory Meetings * Grade Conferences * Large Group High School Credit Lesson * Small Group "Study Skills" * Crisis Intervention * SPED Observations * Suicide Prevention Activities 	<ul style="list-style-type: none"> * PLC Meeting * Regional Counselor Meeting * Classroom Lesson Planning * Small Group Lesson Planning * Suicide Prevention Activity Planning * SPED Meetings * Mental Health Referrals and Consults * Teacher Consultations * Parent Concerns and Contact * Social Work/Abuse and Neglect Reports * Food Bag/Clothing Assistance * Staff Team Building 	<ul style="list-style-type: none"> * Newsletter * New Student Paperwork *Lead 504 Conferences-Eligibility Determination Conferences, Annual Review Conferences * 504 Paperwork * Progress Reports * SPED Referrals * Duty

OCTOBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * New Student Introductory Meetings * Create Student Success Plans-8th Grade * Update Student Success Plans-9th Grade * "High Five" Store * Kickball Tournament * Crisis Intervention * SPED Observations * Red Ribbon Week Activities 	<ul style="list-style-type: none"> * Christmas Angels * PLC Meeting * Red Ribbon Week Activity Planning * Parent/Teacher Conferences * Classroom Lesson Planning * SPED Meetings * Mental Health Referrals and Consults * Teacher Consultations * Parent Concerns and Contact * Social Work/Abuse and Neglect Reports * Food Bag/Clothing Assistance * Staff Team Building 	<ul style="list-style-type: none"> * Newsletter * New Student Paperwork * 504 Paperwork * "Boo" Game * Report Card Corrections * Silent Auction Preparation * SPED Referrals * Duty

NOVEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * New Student Introductory Meetings * Student Grade Meetings * Bullying Awareness Activities * Crisis Intervention * SPED Observations 	<ul style="list-style-type: none"> * PLC Meeting * Christmas Angels * SPED Meetings * Bullying Awareness Activity Planning * Mental Health Referrals and Consults * Teacher Consultations * Parent Concerns and Contact * Social Work/Abuse and Neglect Reports * Food Bag/Clothing Assistance * Staff Team Building 	<ul style="list-style-type: none"> * Newsletter * New Student Paperwork * APNA Survey * Crisis Team Meeting * Progress Reports * SPED Referrals * Duty

DECEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * New Student Introductory Meetings * Crisis Intervention * SPED Observations 	<ul style="list-style-type: none"> * PLC Meeting * Christmas Angels * Chili Cook-off Planning * SPED Meetings * Mental Health Referrals and Consults * Teacher Consultations * Parent Concerns and Contact * Social Work/Abuse and Neglect Reports * Food Bag/Clothing Assistance * Staff Team Building 	<ul style="list-style-type: none"> * Newsletter * New Student Paperwork * Schedule Changes * HUB Referrals * 5 Days of Christmas * SPED Referrals * Duty

JANUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * New Student Introductory Meetings * Talk to Students who Failed * Dropout Prevention Meetings * Crisis Intervention * SPED Observations 	<ul style="list-style-type: none"> * PLC Meeting * "High Five" store * Chili Cook-off Planning * Chili Cook-off * SPED Meetings * Mental Health Referrals and Consults * Teacher Consultations * Parent Concerns and Contact * Social Work/Abuse and Neglect Reports * Food Bag/Clothing Assistance * Staff Team Building 	<ul style="list-style-type: none"> * Newsletter * New Student Paperwork * Dropout Prevention * Report Card Corrections * Schedule Changes * GPA Calculation * Update Credit Tally Sheets * Crisis Team Meeting * CAPS Planning-Schedule * Update course catalog * PNPs for Testing * SPED Referrals * Duty

FEBRUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * New Student Introductory Meetings * Classroom Lessons for CAPs * Individual Schedule Meetings * Student Grade Meetings * Crisis Intervention * SPED Observations * Kindness Week Activities 	<ul style="list-style-type: none"> * PLC Meeting * Classroom Lesson Planning * Kindness Week Activity Planning * SPED Meetings * Mental Health Referrals and Consults * Teacher Consultations * Parent Concerns and Contact * Social Work/Abuse and Neglect Reports * Food Bag/Clothing Assistance * Staff Team Building 	<ul style="list-style-type: none"> * Newsletter * New Student Paperwork * CAPs Planning * Course Catalog Completed * NAEP Testing * SPED Referrals * ArSCA SW Regional Meeting

MARCH		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * New Student Introductory Meetings * Classroom Lessons for CAPs * Individual Schedule Meetings * "High Five" Store * Create Student Success Plans-8th Grade * Crisis Intervention * SPED Observations 	<ul style="list-style-type: none"> * Classroom Lesson Planning * PLC Meeting * Parent/Teacher Conferences * SPED Meetings * Mental Health Referrals and Consults * Teacher Consultations * Parent Concerns and Contact * Social Work/Abuse and Neglect Reports * Food Bag/Clothing Assistance * Staff Team Building 	<ul style="list-style-type: none"> * Newsletter * New Student Paperwork * CAPs Planning * Core Class Recommendations * Report Card Corrections * SPED Referrals

APRIL		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Student Grade Meetings * Crisis Intervention * SPED Observations 	<ul style="list-style-type: none"> * PLC Meeting * SPED Meetings * Mental Health Referrals and Consults * Teacher Consultations * Parent Concerns and Contact * Social Work/Abuse and Neglect Reports * Food Bag/Clothing Assistance * Staff Team Building 	<ul style="list-style-type: none"> * Progress Reports * Course Loads for Master Schedule * Update eSchool for CAPs * SPED Referrals

MAY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Awards Night * 7th Grade SPED Tour * "High Five" Store * Student Grade Meetings * Summer School Meetings * Crisis Intervention * SPED Observations 	<ul style="list-style-type: none"> * Awards Night Coordination * PLC Meeting * SPED Meetings * Mental Health Referrals and Consults * Teacher Consultations * Parent Concerns and Contact * Social Work/Abuse and Neglect Reports * Food Bag/Clothing Assistance * Staff Team Building 	<ul style="list-style-type: none"> * Dropout Prevention List * Report Card Corrections * GPA Calculation * Credit Tally Sheets * 7th/9th Grade File Transfer * SPED Referrals * Assist with Master Schedule

BENTON HIGH SCHOOL MONTHLY ACTIVITY CALENDAR

AUGUST		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * New student orientation * Sophomore Meetings in Beyond Writing Classes * Advisory Lessons 10-12 * Short term individual counseling * Crisis/Response counseling * Meet with students in the target attendance cohort 	<ul style="list-style-type: none"> * Collaborating and consulting with teachers, administrators, and guardians * Snack packs, food pantry, coat closet, and other social work services * DHS reports * Attend 504, SPED, LPAC, HUB, and Fusion meetings * Mental Health Referrals * Career Coach Referrals * Collaboration with College and Military Recruiters * Planning Advisory Lessons * HUB/Fusion collaboration with directors and teachers * Student Birthday Cards 	<ul style="list-style-type: none"> * Deliver back to school PD presentations * New students: schedule creation; transcript writing; GPA calculation; data entry into eschool * HUB/Fusion schedules * Schedule changes/corrections for current students * Concurrent Credit Coordination (Fall) * Career Center Liaison

SEPTEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Individual Senior Meetings * Advisory Lessons 10-12 * Short term individual counseling * Crisis/Response counseling * Meet with students in the target attendance cohort * Counselor Cafe: Lunch Small Groups 	<ul style="list-style-type: none"> * Senior Large Group Meeting * Collaborating and consulting with teachers, administrators, and guardians * Snack packs, food pantry, coat closet, and other social work services * DHS reports * Attend 504, SPED, LPAC, HUB, and Fusion meetings * Mental Health Referrals * Career Coach Referrals * Collaboration with College and Military Recruiters * Planning Advisory Lessons * HUB/Fusion collaboration with directors and teachers * Student Birthday Cards * Financial Aid Parent Night * Suicide Prevention Week Activities 	<ul style="list-style-type: none"> * 6 semester Senior Rank * Credit Recovery student enrollment * New students: schedule creation; transcript writing; GPA calculation; data entry into eschool * Career Center Liaison

OCTOBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Individual Senior Meetings continue * Sophomore Meetings in Beyond Writing Classes * Advisory Lessons 10-12 * Short term individual counseling * Crisis/Response counseling * Meet with students in the target attendance cohort * Counselor Cafe: Lunch Small Groups 	<ul style="list-style-type: none"> * Junior Large Group Meeting * Collaborating and consulting with teachers, administrators, and guardians * Snack packs, food pantry, coat closet, and other social work services * DHS reports * Attend 504, SPED, LPAC, HUB, and Fusion meetings * Mental Health Referrals * Career Coach Referrals * Collaboration with College and Military Recruiters * Planning Advisory Lessons * HUB/Fusion collaboration with directors and teachers * Student Birthday Cards * College Application Week Activities * Red Ribbon Week Activities 	<ul style="list-style-type: none"> * New students: schedule creation; transcript writing; GPA calculation; data entry into eschool * Career Center Liaison

NOVEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * FAFSA Night * Advisory Lessons 10-12 * Short term individual counseling * Crisis/Response counseling * Meet with students in the target attendance cohort * Counselor Cafe: Lunch Small Groups 	<ul style="list-style-type: none"> * Christmas Angels * Collaborating and consulting with teachers, administrators, and guardians * Snack packs, food pantry, coat closet, and other social work services * DHS reports * Attend 504, SPED, LPAC, HUB, and Fusion meetings * Mental Health Referrals * Career Coach Referrals * Collaboration with College and Military Recruiters * Planning Advisory Lessons * HUB/Fusion collaboration with directors and teachers * Student Birthday Cards * Human Trafficking Awareness Week 	<ul style="list-style-type: none"> * 4 semester Junior Rank * New students: schedule creation; transcript writing; GPA calculation; data entry into eschool * Career Center Liaison

DECEMBER		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Junior Small Group Lessons * New Student Check-in Lunch * Advisory Lessons 10-12 * Short term individual counseling * Crisis/Response counseling * Meet with students in the target attendance cohort * Counselor Cafe: Lunch Small Groups 	<ul style="list-style-type: none"> * Christmas Angels * Collaborating and consulting with teachers, administrators, and guardians * Snack packs, food pantry, coat closet, and other social work services * DHS reports * Attend 504, SPED, LPAC, HUB, and Fusion meetings * Mental Health Referrals * Career Coach Referrals * Collaboration with College and Military Recruiters * Planning Advisory Lessons * HUB/Fusion collaboration with directors and teachers * Student Birthday Cards 	<ul style="list-style-type: none"> * F-list: reschedule classes; summer school, or credit recovery * HUB/Fusion referrals to assistant principal * New students: schedule creation; transcript writing; GPA calculation; data entry into eschool * Career Center Liaison

JANUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Junior Small Group Lessons * Advisory Lessons 10-12 * CAPS Activities for 10 and 11 * Short term individual counseling * Crisis/Response counseling * Meet with students in the target attendance cohort * Counselor Cafe: Lunch Small Groups 	<ul style="list-style-type: none"> * Sophomore Large Group Meeting * Collaborating and consulting with teachers, administrators, and guardians * Snack packs, food pantry, coat closet, and other social work services * DHS reports * Attend 504, SPED, LPAC, HUB, and Fusion meetings * Mental Health Referrals * Career Coach Referrals * Collaboration with College and Military Recruiters * Planning Advisory Lessons * HUB/Fusion collaboration with directors and teachers * Student Birthday Cards 	<ul style="list-style-type: none"> * F-list: reschedule classes; summer school, or credit recovery (continued) * HUB/Fusion referrals to assistant principal (continued) * Schedule changes/corrections * Concurrent Credit Coordination (Spring) * Credit Tally Sheets 10-12 * 7 Semester Senior Rank * 3 Semester Sophomore GPA * Local Scholarship Coordination * CAPS Planning * New students: schedule creation; transcript writing; GPA calculation; data entry into eschool * Career Center Liaison

FEBRUARY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Advisory Lessons 10-12 * CAPS Activities for 10 and 11 * Short term individual counseling * Crisis/Response counseling * Meet with students in the target attendance cohort * Counselor Cafe: Lunch Small Groups 	<ul style="list-style-type: none"> * Collaborating and consulting with teachers, administrators, and guardians * Snack packs, food pantry, coat closet, and other social work services * DHS reports * Attend 504, SPED, LPAC, HUB, and Fusion meetings * Mental Health Referrals * Career Coach Referrals * Collaboration with College and Military Recruiters * Planning Advisory Lessons * HUB/Fusion collaboration with directors and teachers * Student Birthday Cards 	<ul style="list-style-type: none"> * CAPS Planning * Local Scholarship Coordination * Credit Recovery enrollment * New students: schedule creation; transcript writing; GPA calculation; data entry into eschool * Career Center Liaison

MARCH		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Advisory Lessons 10-12 * CAPS Activities for 10 and 11 * Short term individual counseling * Crisis/Response counseling * Meet with students in the target attendance cohort * Counselor Cafe: Lunch Small Groups 	<ul style="list-style-type: none"> * Child Abuse Prevention Month * Collaborating and consulting with teachers, administrators, and guardians * Snack packs, food pantry, coat closet, and other social work services * DHS reports * Attend 504, SPED, LPAC, HUB, and Fusion meetings * Mental Health Referrals * Career Coach Referrals * Collaboration with College and Military Recruiters * Planning Advisory Lessons * HUB/Fusion collaboration with directors and teachers * Student Birthday Cards 	<ul style="list-style-type: none"> * CAPS Planning * Local Scholarship Coordination * New students: schedule creation; transcript writing; GPA calculation; data entry into eschool * Career Center Liaison

APRIL		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * Advisory Lessons 10-12 * Short term individual counseling * Crisis/Response counseling * Meet with students in the target attendance cohort * Counselor Cafe: Lunch Small Groups 	<ul style="list-style-type: none"> * Collaborating and consulting with teachers, administrators, and guardians * Snack packs, food pantry, coat closet, and other social work services * DHS reports * Attend 504, SPED, LPAC, HUB, and Fusion meetings * Mental Health Referrals * Career Coach Referrals * Collaboration with College and Military Recruiters * Planning Advisory Lessons * HUB/Fusion collaboration with directors and teachers * Student Birthday Cards * College Signing Day * College Fair * Career Fair 	<ul style="list-style-type: none"> * Senior Final Transcript Request * Local Scholarship Coordination * Senior Awards Night Planning * Honor Graduate Calculation (predictions) * Master Schedule consultation * Student Scheduling for next year * New students: schedule creation; transcript writing; GPA calculation; data entry into eschool * Career Center Liaison

MAY		
DIRECT	INDIRECT	ADMINISTRATIVE
<ul style="list-style-type: none"> * New Student Celebration Lunch * Advisory Lessons as needed * Short term individual counseling * Crisis/Response counseling * Meet with students in the target attendance cohort * Counselor Cafe: Lunch Small Groups 	<ul style="list-style-type: none"> * 10th Grade Orientation * Collaborating and consulting with teachers, administrators, and guardians * Snack packs, food pantry, coat closet, and other social work services * DHS reports * Attend 504, SPED, LPAC, HUB, and Fusion meetings * Mental Health Referrals * Career Coach Referrals * Collaboration with College and Military Recruiters * Planning Advisory Lessons * HUB/Fusion collaboration with directors and teachers * Student Birthday Cards * Mental Health Awareness Week 	<ul style="list-style-type: none"> * Senior Final Transcript Request * Local Scholarship Coordination * Senior Awards Night * Honor Graduate Calculation (Final) * Final Senior Rank Calculation * Concurrent Credit Coordination (Fall) * Master Schedule consultation * HUB/Fusion referrals to assistant principal * Credit Tally Sheets 10-12 * Student scheduling for next year * New students: schedule creation; transcript writing; GPA calculation; data entry into eschool * Career Center Liaison