

SPERRY PUBLIC SCHOOLS

ANNUAL ELEMENTARY & MIDDLE SCHOOL COUNSELING CALENDAR

Academic Year: 2026–2027 | Counselor: _____

Recommended time allocation: A minimum of 80% for direct and indirect student services and 20% or less for program planning and school support.

80% – Direct & Indirect Student Services: Counseling, classroom guidance, academic/career/postsecondary advising, student interventions, parent/family communication, consultation, referrals, and services provided directly to or on behalf of students.

20% – Program Planning & School Support: Program planning/evaluation, professional development, required training, testing logistics/administration, records maintenance, scheduling/program coordination, documentation, and other school-support responsibilities.

Counselor time should be monitored throughout the year to ensure that at least 80% is dedicated to direct and indirect student services and no more than 20% to program planning and school support.

Monthly Time Review: Direct/Indirect Student Services _____% Program Planning/School Support _____%

COUNSELOR TIME ALLOCATION – 80/20 GUIDELINE

Month	Direct Student Services Activities	Indirect Student Services Activities	Program Planning / School Support
Ongoing Services	• Provide short-term crisis response and student support • Provide small group counseling (i.e. grief and loss, emotional regulation, family changes/divorce, anxiety and stress management, academic motivation, and friendship and peer relations) • Provide academic, career, and postsecondary advising • Provide MTSS/Tier 2–3 student supports • Provide Oklahoma's Promise classroom advisement/information	• Provide consultation with students, families, teachers, administrators, and community partners • Complete mental health/community referrals • Review student eligibility, grades, and attendance to identify students needing support • Review student data for targeted interventions • Coordinate student supports and follow-up • Provide IEP/504 consultation as appropriate	• Provide student information system support related to counseling functions • Provide scheduling/program coordination related to counseling services • Complete professional development • Participate in MTSS/leadership team meetings • Maintain counseling calendar, resources, and records • Provide clothes closet/resource program coordination

	• Provide attendance and engagement interventions		• Maintain counseling program data for review
August	• Conduct academic enrollment & course advisement • Conduct schedule change advising • Provide new student orientations • Conduct class meetings – curriculum, handbooks, requirements & expectations	• Participate in Back-to-School Night and parent meetings • Facilitate and participate in teacher communication regarding schedules & student needs • Consult with teachers regarding 504 information/plan distribution • Coordination of schedule change requests • Facilitate gifted and talented identification and referrals • Coordinate grade placement testing to support individual student needs	• Complete school-year counseling program planning • Complete state-required trainings • Conduct enrollment system updates • Facilitate class structure, composition, and leveling
September	• Conduct suicide awareness and prevention lessons for middle school students. Grade Level Lesson Word of the Month: Belonging • Grade 3: “We All Belong” • Grade 4: “Building a Place for Everyone” • Grade 5: “Belonging Starts with Me” • Grade 6: "Finding My Place at Sperry" • Grade 7: "The School We Create" • Grade 8: "Belonging Is Leadership"	• Participate in parent-teacher conferences • Coordinate Suicide Awareness lessons for middle school students	• Suicide Awareness Month counseling program planning and resources
October	• Grade level lessons on Fentanyl Abuse for middle school students ○ Fentanyl, Not Safe at All	• Follow-up with students identified through grade checks and 9-week check-ins	• Plan Red Ribbon Week and required Fentanyl Abuse lessons

	Grade Level Lesson Word of the Month: Responsibility • Grade 3: "My Job, My Responsibility" • Grade 4: "Own Your Choices" • Grade 5: "Ready to Be Responsible" • Grade 6: "My Choices, My Responsibility" • Grade 7: "Own Your Part" • Grade 8: "Ready for What's Next"	• Coordinate Red Ribbon activities	
November	Grade Level Lesson Word of the Month: Compassion • Grade 3: "Notice, Care, Help" • Grade 4: "Look a Little Closer" • Grade 5: "Compassion Is Leadership" • Grade 6: "Notice, Care, Help" • Grade 7: "Look Beyond What You See" • Grade 8: "Compassion Is Leadership"	• Thanksgiving student/family resource program coordination • Coordinate Christmas Tree program for families in need	
December	• Provide check-ins with borderline and failing students • Provide academic support and goal-setting with students needing intervention • Conduct second-semester schedule review and student advisement Grade Level Lesson Word of the Month: Honesty • Grade 3: "Tell the Truth and Fix It" • Grade 4: "Honesty Builds Trust" • Grade 5: "Who I Am When No One Is Watching" • Grade 6: "Tell the Truth, Fix the Problem" • Grade 7: "Integrity Under Pressure" • Grade 8: "Who You Are When No One Is Watching"	• Communicate with guardians regarding students who are failing or borderline • Facilitate teacher communication regarding finals and final grades • Provide finals and final-grade communication/support • Review second-semester schedules to identify students needing academic support • Collaborate with teachers regarding grade book concerns	
January	• Review semester grades and identify students needing academic intervention		

	Grade Level Lesson Word of the Month: Growth Mindset • Grade 3: "I Can't Do It...Yet!" • Grade 4: "Learn from the Struggle" • Grade 5: "Progress Over Perfection" • Grade 6: "I Can't Do It...Yet" • Grade 7: "Use the Struggle" • Grade 8: "Progress Over Perfection"		
February	• Conduct pre-enrollment advising and course planning Grade Level Lesson Word of the Month: Gratitude • Grade 3: "Notice the Good" • Grade 4: "Say It Specifically" • Grade 5: "Gratitude and Perspective" • Grade 6: "Notice the Good" • Grade 7: "Say It Specifically" • Grade 8: "Gratitude and Perspective"	• Coordinate with staff regarding state testing preparation • Provide testing updates and coordination with teachers • Provide pre-enrollment information and support to students, families, and staff	• OSTP training related to counseling/testing responsibilities • Begin preparation and coordination for state testing • Review and organize testing information and student records
March	• Provide pre-enrollment and course planning information to students • Provide nine-week student check-ins and academic advising Grade Level Lesson Word of the Month: Perseverance • Grade 3: "One More Step" • Grade 4: "Try a New Way" • Grade 5: "Finish Strong" • Grade 6: "One More Step" • Grade 7: "Change the Strategy" • Grade 8: "Finish Strong"	• Coordinate state testing schedules • Check in with staff regarding test training and required certifications • Conduct nine-week grade checks and consult with teachers regarding academic needs	• Continue pre-enrollment planning and scheduling • OSTP testing preparation and staff training • Schedule and coordinate state testing • Monitor staff test training and certification requirements • Review nine-week academic data to identify students needing intervention
April	• Pre-enrollment advising and course planning with students		• Coordinate pre-enrollment process and student course planning

	• Meet with students for pre-enrollment • Help students select courses • Discuss advanced-class placement with students Grade Level Lesson Word of the Month: Courage • Grade 3: "Try Something New" • Grade 4: "Courage Under Pressure" • Grade 5: "Lead with Courage" • Grade 6: "Try Something New" • Grade 7: "Courage Under Pressure" • Grade 8: "Lead With Courage"		• Coordinate screening and placement for advanced classes • OSTP staff training, preparation, and testing logistics • Middle school student awards coordination
May	• Provide transition information and support to students entering or exiting middle school.	• Consult with teachers regarding course completion and student schedules • Review students needing continued MTSS/intervention support	• Coordinate pre-enrollment process and student course planning • Scheduling/program coordination • Screening coordination for advanced classes • OSTP testing, documentation, and submission logistics • Middle school award ceremony coordination • Conduct counseling program data review

Sperry Public Schools Counseling Program Priorities

Mental Health & Student Well-Being

Character Development & Positive School Culture

Academic Success, Student Retention & Postsecondary Success

Integration of Counseling Supports Within MTSS and Schoolwide Student-Support Systems