

# Intradistrict Communication

DATE: May 24, 2016

TO: All Secondary Principals, High School Counselors, and Middle School Counselors

FROM: Brad Sorensen, Administrator of Schools, Herriman K-12 Feeder System  
Michael Anderson, Administrator of Schools, Riverton K-12 Feeder System  
Laura Finlinson, Administrator, Curriculum and Staff Development  
Nancy Karpowitz, Secondary Counselor Specialist

SUBJECT: 2016-2017 Comprehensive School Counseling Program (CSCP) Calendar

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CSCP dates are planned in advance so that individual counseling teams will include them in their school and CSCP calendars.

It is essential that counselors are allowed to prioritize CSCP meetings as they work to perform their other duties and tasks assigned to them.

**CTE/CSCP Summer Professional Development** August 3, 2016, 8:00 am – 3:00 pm,  
JATC-South Campus

## CCSP Steering Committee Schedule

<u>DATE</u>	<u>LOCATION</u>
September 14, 2016	Jordan District Office – Conference Room 129
November 16, 2016	Jordan District Office – Conference Room 129
January 11, 2017	Jordan District Office – Conference Room 129
March 15, 2017	Jordan District Office – Conference Room 129
*May 17, 2017	Jordan District Office – Conference Room 129

Steering Committee meetings will host middle schools from 8:00 – 10:00 am and the high schools from 10:15 am – 12:15 pm. \*The May 20<sup>th</sup> meeting will be a combined middle school/high school meeting at the District Office from 9:00 am to 11:00 am. One representative from each school (typically the team leader) is expected to attend each scheduled meeting.

## In-Service Schedule

<u>DATE</u>	<u>LOCATION</u>
October 12, 2016	Jordan District Office – Conference Room 129
December 7, 2016	Jordan District Office – Conference Room 129
April 5, 2017	Jordan District Office – Conference Room 129

All counselors are expected to attend each scheduled Counselor Inservice. These inservice meetings will have two available sessions:

Session 1 from 8:00 am – 10:00 am  
Session 2 from 10:15 am – 12:15 pm

**Wasatch Front Counselor Fair**      March (Date and Location to be Announced)

**New Counselor Training**

All new counselors and interns are expected to attend New Counselor Training which will be held from 8:00 am to 10:00 am with one exception. On November 10, the training will be held from 8:00 am to 12:00 pm to allow tours of both Jordan Academy for Technology and Careers campuses.

<u>DATE</u>	<u>LOCATION</u>
September 8, 2016	Jordan District Office – Conference Room 230 A
October 4, 2016	Jordan District Office – Conference Room 230 A
November 10, 2016	Jordan Academy for Technology and Careers
February 2, 2017	Jordan District Office – Conference Room 230 A

**GT/Credit Committee**

<u>DATE</u>	<u>LOCATION</u>
September 15, 2016	Jordan District Office – Conference Room 230 A
November 17, 2016	Jordan District Office – Conference Room 230 A
January 12, 2017	Jordan District Office – Conference Room 230 A
March 16, 2017	Jordan District Office – Conference Room 230 A
April 6, 2017	Jordan District Office – Conference Room 230 A
May 18, 2017	Jordan District Office – Conference Room 230 A

GT/Credit Guideline Committee meetings will host middle and high school representatives from 8:00 am to 11:00 am. School counseling team representatives are selected by the Administrator of Schools (High School Level) and the Jordan School District Secondary Counselor Specialist. If a representative is not able to attend a scheduled meeting, they should send another member of their counseling team.

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cc: Jason Skidmore, Clyde Mason, Michael Heaps, Sonja Ferrufino