Full Year Group Planning Steps

Plan the year, pick the next group, and protect the time.

Name: _____ **Date:** _____

1. Safety first

Unsafe or in crisis?
Get help first.

2. Needs data

Referrals, attendance,
notes, clusters.

3. Permission

A grown-up at home
says yes.

4. Small group

Four to six students,
eight sessions.

5. Sequence

Fall, winter, spring.
Not all at once.

6. Protect time

A regular slot
teachers can count on.

7. Structure

Same session shape
each week.

8. Check progress

Pre/post, teacher
note, then adjust.

9. Pause and close

Stop if unsafe. Plan a
follow-up.

What a year of groups is and is not

A planned year of short Tier 2 skill groups, not ten groups at once.

Is Skill practice for groups	A few finished series with screening and permission
Is not Not a treatment by itself	Therapy, a diagnosis, running every kit this year
Care Report harm as your school requires	Counselor, family, 988 if unsafe

Skill practice aid only. Does not diagnose or treat any condition.

Crisis: call or text 988 · Text HOME to 741741 · Emergency: 911

If you are being hurt or are not safe, tell a trusted adult now.

Not affiliated with ASCA, CASEL or any named classroom program.

My Year of Small Groups

Terms, referral themes, which group to run, and notes.

Name: _____ **Date:** _____

Fall

Early groups after screening and permission.

Referral themes I am seeing: _____

Group I will run: _____

Grades, day and time: _____

Notes: _____

Winter

Targeted themes the fall data made clear.

Referral themes I am seeing: _____

Group I will run: _____

Grades, day and time: _____

Notes: _____

Spring

Later groups, only if enough weeks remain.

Referral themes I am seeing: _____

Group I will run: _____

Grades, day and time: _____

Notes: _____

Groups I will not run this year

I am leaving these themes on the shelf, because: _____

Individual counseling or a referral instead: _____

First two group candidates for next year: _____

Crisis: 988 · HOME to 741741 · 911 · Tell a trusted adult if you are not safe

More notes:

_____

_____

_____

_____

_____

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Group Progress Log

What I planned, what I ran, and what I noticed next.

Name: _____ **Date:** _____

Week	Theme	What I ran	What I noticed	Next step
1				
2				
3				
4				
5				
6				
7				

Year planning pocket cards (cut out)

Safety 988 · HOME · 911	**Needs data** Look for a cluster	**Permission** A grown-up says yes
Small group Four to six students	**Sequence** Fall, winter, spring	**Protect time** A regular weekly slot
Structure Same shape each week	**Progress** Check and adjust	**Pause** Stop if unsafe

Not a treatment. 988 · HOME 741741 · 911 · Tell a trusted adult if you are not safe

Something that went okay this term:

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