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58 guides in 8 tabbed sections, grades K–5. Each guide ends with a grab card to print on cardstock. ★ marks the topics I asked for first.

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CODE	GUIDE	PAGES	VER.
1	Crisis & Safety	8 guides	
CS-01	Suicide Outcry ★ Keep safe, ask, call parent or TTBH, release	10	v2.0
CS-02	Self-Harm (Non-Suicidal) Response Nurse first, ask about suicide, tell the parent	7	v1.0
CS-03	Threat Reports and the Safety Team Safety first, parent notice, team assessment	7	v1.0
CS-04	Violent Student Meltdown ★ De-escalate, clear the room, restraint rules	7	v1.0
CS-05	Death of a Student, Staff or Parent Confirm, tell staff first, support, follow up	7	v1.0
CS-06	Lockdown, Evacuation and Reunification My students during the event, support after it	7	v1.0
CS-07	Disasters and Community Trauma Psychological first aid, routines, basic needs	8	v1.0
CS-08	Student Runs Away ★ Elopement: alert, safe pursuit, prevention	6	v1.0
2	Legal & Reporting Duties	8 guides	
LR-01	Reporting Suspected Child Abuse & Neglect ★	6	v1.1
LR-02	Suspected Human Trafficking Recognize, report to DFPS and police, protect	7	v1.0
LR-03	CPS or Police Interviewing a Student Verify, cooperate, support the child, stay out	7	v1.0
LR-04	Custody Orders and Student Release Court papers, pickups and keeping kids out of it	7	v1.0
LR-05	Parental Consent and Notice (SB 12) What needs a signature, a notice, or neither	7	v1.1
LR-06	Confidentiality, Notes and Records Who may see what I write, and when I share	8	v1.1
LR-07	Subpoenas and Requests to Testify Records, testimony, attorney letters and court	7	v1.0
LR-08	Sexual Harassment Disclosures (Title IX) Listen, tell the coordinator, keep kids safe	7	v1.0
3	Student Support	11 guides	
SS-01	Referral Intake and Triage Receive, sort by urgency, route, close the loop	7	v1.1
SS-02	Short-Term Individual Counseling Consent, brief goals, play tools, ending well	7	v1.1
SS-03	Small Groups Plan, get consent, run and close a group	7	v1.1
SS-04	Bullying Reports: the Counselor's Part Listen, pass it on, keep the target safe	7	v1.0
SS-05	Behavior Support, CICO and MTSS The tiers, Check-In/Check-Out and my role	7	v1.1
SS-06	Attendance and Truancy Concerns Root causes, family plans and support, not court	8	v1.1
SS-07	Family Change: Divorce, Deployment, Jail Steady support, neutral stance, consent first	7	v1.1
SS-08	Grief Support for One Student Honest words, steady check-ins, the family's ways	7	v1.1
SS-09	Welcoming a New or Mid-Year Student Warm start, needs routed, follow-up that sticks	7	v1.1
SS-10	Student Won't Get Out of the Car ★ Drop-off refusal, parent partnership, follow-up	7	v1.1
SS-11	RTI/MTSS: the Counselor's Role ★ My steps at each tier and when not to wait	8	v1.1
NUMBERS I MAY NEED FAST			
911	1-877-289-7199	1-800-252-5400	988
Emergency	TTBH crisis line, 24/7	DFPS abuse hotline	Suicide & Crisis Lifeline
956-262-4741	956-262-0151	956-262-6015	956-262-3004
Garcia Elementary office	Monica Vela, district liaison	EEISD 504 / Special Programs	Edcouch Police (non-emergency)

4	Guidance Lessons & Events	8 guides
GL-01	Planning the Guidance Curriculum (K-5) Required topics, scope and sequence, consent	7 v1.1
GL-02	Teaching a Classroom Guidance Lesson Objective, lesson arc, materials and checks	7 v1.1
GL-03	Abuse-Prevention and Body-Safety Lessons Separate consent, adopted materials, disclosures	7 v1.1
GL-04	Red Ribbon Week Age-right drug prevention, events and partners	7 v1.1
GL-05	Bullying Prevention and Kindness Weeks Upstander lessons, Unity Day and kindness weeks	7 v1.1
GL-06	Career Day and Career Awareness K-5 career lessons, speakers and guest safety	7 v1.1
GL-07	5th-Grade Transition to Junior High Truan visit, parent night and a careful hand-off	7 v1.1
GL-08	Classroom Management During Lessons ★ Routines, engagement and calm corrections	8 v1.0
5	Special Populations	7 guides
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SP-02	Special Education, ARDs and Counseling Child Find, timelines, ARDs, IEP counseling	7 v1.1
SP-03	Students Experiencing Homelessness McKinney-Vento rights, quiet referral, real help	7 v1.1
SP-04	Students in Foster Care Stability, who decides, and keeping it private	7 v1.1
SP-05	Migrant Students and Families Quiet referral, travel planning, strengths first	7 v1.1
SP-06	Emergent Bilingual and Newcomer Students LPAC basics, newcomer care, no status questions	7 v1.1
SP-07	Military-Connected Students Deployment, moves and the Interstate Compact	7 v1.1
6	Family & Community	6 guides
FC-01	Parent Conferences, Hard Conversations Prepare, open warmly, share facts, plan together	7 v1.1
FC-02	Interpreters and Bilingual Messages Trained adults, plain words, never a child	7 v1.1
FC-03	Community Referrals (Hidalgo County) Referring families to outside help, legally	8 v1.1
FC-04	Parent Education Nights Topics families want, bilingual and easy to attend	7 v1.1
FC-05	Angry Parent in Person ★ De-escalation, safety and refusal of entry	7 v1.0
FC-06	Angry Parent on the Phone ★ Listening, limits, threats and call-backs	6 v1.1
7	Program Management	6 guides
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PM-02	80/20 Tracking and the Annual Assessment Logging my time and protecting counseling	7 v1.1
PM-03	Needs Assessment and Program Goals Choosing priorities and one measurable goal	7 v1.1
PM-04	Data Collection and End-of-Year Results Counting, measuring and reporting what worked	7 v1.1
PM-05	Counselor Evaluation and Goal Setting My appraisal, growth goals and evidence	7 v1.1
PM-06	Non-Counseling Duties and Testing Saying yes, logging it and protecting counseling	7 v1.1
8	Professional Practice	4 guides
PP-01	Documentation and Case-Note Habits What I write, when, and where it goes	7 v1.1
PP-02	Ethical Dilemmas: a Decision Model Law first, then ethics, consult and document	7 v1.1
PP-03	Self-Care and Compassion Fatigue Noticing my limits and staying well in this work	7 v1.1
PP-04	Professional Development and Renewal SBEC certificate, LPC license, district training	7 v1.1

How to use this binder: file each guide behind its numbered tab in code order. Crisis guides (Tab 1) and legal duties (Tab 2) come first so they are fastest to reach. Print each grab card on cardstock, cut on the dashed line, and keep a copy at my desk. Check the online tracker for newer versions before each review.