

Annual Calendar

School: Marblehead Elementary School

Academic Year: 2022-2023

A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support

Month	Delivering		Program Planning and School Support <i>(Defining, Managing, Assessing, Fair-Share Responsibilities)</i>
	Direct Student Services Activities <i>(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)</i>	Indirect Student Services Activities <i>(Significant collaborations, leadership and advocacy activities)</i>	
Ongoing Services	<ul style="list-style-type: none"> Second Step SEL Curriculum Classroom Second Step Anti-bullying Lessons Facilitate restorative classroom meetings as needed Individual Counseling Student Check-ins Conflict Mediations as needed Group Counseling Referrals to outside agencies as needed 	<ul style="list-style-type: none"> Identify students in need of additional support (Data Reviews, collaboration) Counselor/Admin Meetings-weekly TBA <p>Attending Parent/Teacher/Student/ Team Conferences to include but not limited to:</p> <ul style="list-style-type: none"> Parent consultations. Teacher consultations. SST (Student Success Team) meetings as needed 504 Meetings as needed. IEP Meetings as needed 	<ul style="list-style-type: none"> Attend Staff Meetings if able Attend Student Success Meetings (As Needed) Attend District “All Counselor” and “Elementary” PLC (Professional Learning Community) Meetings (Monthly) <p>PBIS Team monthly meetings: TBA</p> <p>Identify students in need of additional support (attendance, engagement & behavior data analysis using district wide aeries reports and queries)</p>
August	<ul style="list-style-type: none"> Individual Counseling Check-In with kids as needed Second Step SEL and Anti-bullying Pre tests for 3rd-5th grades New student lunch meetings TBA 1st-5th grade Plan grade-level lunch bunches Counselor & Murphy Classroom introductions - all classes 	<ul style="list-style-type: none"> Parent Collaboration Meetings Teacher Collaboration Meetings Add character and second step resources to admin parent monthly newsletter 	<ul style="list-style-type: none"> Elementary counselor check-in TBA Feeder School counselor “check-ins” as needed Start exploring Data to create SMART goal aligned with school-wide goals, and closing the gap goal for the year. Review/Create SMART goals for the year Amend annual calendar for 2022-2023 school year Identify students in need of additional support (analyze dashboard, attendance & behavior data from previous year using aeries and CA Dashboard) Review Comprehensive School Counseling Program using ASCA model to make sure all components are in place. Attend School PTA meetings as possible
September	<p>Second Step SEL Pre Test 3rd-5th <u>Schoolwide</u>;</p> <p><u>Second Step Classroom SEL: Skills for Learning/Empathy</u></p> <p>K: 1: Listening, 2: Following directions, 1st: 1: Listening, 2: Following directions, 2nd: 4: Being assertive 3rd: 5: Identifying Others Feelings 6: Perspective taking</p>	<ul style="list-style-type: none"> Parent Collaboration Meetings Teacher Collaboration Meetings Share OliveCrest Parent class: TBA Counselor/Admin Meetings-weekly TBA Review parent and teacher counseling referrals 	<ul style="list-style-type: none"> Attend District Elementary School Counselor PLC Meeting TBA Attend District “All Counselor” Meeting TBA Weekly Feeder school counselor meetings-as needed Complete SMART goal and closing the gap goal for the year: discipline referrals and chronic attendance Develop Closing the Gap Action Plan

	<p>4th: 1. Empathy and respect, 2: Listening with attention, 3: Being Assertive 5th: 7: Disagreeing Respectfully <u>Individual Counseling</u></p> <ul style="list-style-type: none"> Meet with students who had multiple discipline referrals for goal setting Meet with students from parent/teacher referrals Meet with chronically absent & identified chronically absent students <p>Participate in PBIS Expectation rotations</p>	<ul style="list-style-type: none"> Add character and second step resources to admin parent monthly newsletter 	<ul style="list-style-type: none"> Develop classroom and group mindset and behaviors action plan Finalize annual calendar for 202202023 school year Review Comprehensive School Counseling Program using ASCA model to make sure all components are in place. PBIS Meeting: TBA Start planning for annual conference
October	<p>Second Step Anti-Bullying Pre Tests <u>Schoolwide:</u> <u>Second Step Classroom Antibullying Lessons</u> K-3rd: 1: Recognize bullying, 2: Report bullying, 3: Refuse bullying, 4: Bystander power 4th-5th: 1: Recognize, report, refuse, 2: Bystander power, 3: Bystander responsibility, 4: Bystanders to bullying</p> <p>Bully Prevention Month: Activities TBA</p> <p>Red Ribbon Week: TBA <u>Individual Counseling</u></p> <ul style="list-style-type: none"> Meet with students who had multiple discipline referrals for goal setting Meet with students from parent/teacher referrals Meet with chronically absent & identified chronically absent students <p><u>Small Groups:</u></p> <ul style="list-style-type: none"> Social Skills Kinder Self regulation Kinder 	<ul style="list-style-type: none"> Promote OliveCrest virtual parent course: Spanish: 10/13-11/17. English: 11/10-12/22. Parent Collaboration Meetings Teacher Collaboration Meetings Counselor/Admin Meetings-weekly every Thursday: TBA Review student citizenship at end of 1st trimester marks looking for 3+ AC (Area of concern) or U (Unsatisfactory) marks Add character and second step resources to admin parent monthly newsletter Add character and second step resources to admin parent monthly newsletter 	<ul style="list-style-type: none"> Attend District "All Counselor" Meeting TBA Attend District Elementary Counselor PLC meeting TBA Review discipline referrals Review students listed with chronic attendance (10%) Hold Annual Administrative conference TBD Plan school counseling advisory TBD Attend if possible PTA meeting TBA: share mission, vision, annual calendar, advisory flier, calendar, parenting classes. Share in principal special email home PBIS Meeting: TBA 1st Trimester Ends: 10/28
November	<p><u>Schoolwide:</u> <u>Second Step Classroom SEL: Feelings and Empathy</u> K: 6: Feelings, 7: More feelings, 9: Same or different; 1st: 6: Feelings, 7: Feeling Clues, 9: Feelings change; 2nd: 5: Identifying feelings, 6: Learning about feelings, 3rd: 9: Showing Compassion 4th: 14: Jumping to Conclusions 5th: 6: Understanding Different Perspectives, 8: Accepting differences</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> Social Skills Friendship Divorce Support 	<ul style="list-style-type: none"> Promote OliveCrest virtual parent course: Spanish: 10/13-11/17. English: 11/10-12/22. Parent Teacher Conference: TBA Parent Collaboration Meetings Teacher Collaboration Meetings Counselor/Admin Meetings-weekly every Thursday:TBA Add character and second step resources to admin parent monthly newsletter 	<ul style="list-style-type: none"> Attend District "All Counselor" Meeting TBA Attend District Elementary Counselor PLC meeting TBA Finalize Advisory meeting Review discipline referrals Review chronic attendance (10%) PBIS Team Meeting TBA

	<ul style="list-style-type: none"> • Self Control/Playground Behavior • Stressbusters • Study Skills <p>Individual Counseling</p> <ul style="list-style-type: none"> • Meet with students who had multiple discipline referrals for goal setting • Meet with students from parent/teacher referrals • Meet with chronically absent & identified chronically absent students 		
December	<p><u>Schoolwide:</u> <u>Second Step Classroom SEL: Emotion Management</u> Kindergarten: 14: Calming Strong Feelings 1st: 14: Calming Down Anger 2nd: 11: Emotion Management, 15: Managing Anger 3rd: 12: Managing Anger, 15: Managing Anxiety 4th: 10-12: Emotion Management 5th: 9: Emotion Management</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> • Social Skills • Friendship • Divorce Support • Self Control/Playground Behavior • Stressbusters • Study Skills <p>Individual Counseling</p> <ul style="list-style-type: none"> • Meet with students who had multiple discipline referrals for goal setting • Meet with chronically absent & identified chronically absent students 	<ul style="list-style-type: none"> • Promote OliveCrest virtual parent course: Spanish: 10/13-11/17. English: 11/10-12/22. • Parent Collaboration Meetings • Teacher Collaboration Meetings • Counselor/Admin Meetings-weekly every Thursday TBA • Add character and second step resources to admin parent monthly newsletter 	<ul style="list-style-type: none"> • Attend District “All Counselor” Meeting TBD • Attend District Elementary Counselor PLC meeting 12/1/21 • Review discipline referrals • Review chronic attendance (10%) • PBIS Team Meeting: TBA • Hold Fall Advisory Meeting: TBA
January	<p><u>Schoolwide:</u> <u>Second Step SEL: Problem Solving</u> Kindergarten: 19: Solving Problems 1st: 17,18: Problem Solving 2nd: 17, 18: Problem Solving 3rd: 17,18: Problem Solving 4th: 16,17: Problem Solving 5th: 17,18: Problem Solving</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> • Social Skills • Friendship • Divorce Support • Self Control/Playground Behavior • Stressbusters • Study Skills <p>Individual Counseling</p>	<ul style="list-style-type: none"> • Parent Collaboration Meetings • Teacher Collaboration Meetings • Counselor/Admin Meetings-weekly every Thursday TBA • Add character and second step resources to admin parent monthly newsletter 	<ul style="list-style-type: none"> • Attend District “All Counselor” Meeting TBD • Attend District Elementary Counselor PLC meeting TBA • Review discipline referrals • Review chronic attendance (10%) • PBIS Team Meeting TBA

	<ul style="list-style-type: none"> Meet with students who had multiple discipline referrals for goal setting Meet with chronically absent & identified chronically absent students 		
February	<p>Schoolwide: College/Career: College/Career Month Activities Career Day 2/10: K-1: Careers on Wheels: outside 2nd-5th: Career Day Speakers in classrooms <u>Schoolwide Classroom Lessons</u> K – 2nd</p> <ul style="list-style-type: none"> What do I want to be when I grow up: Career Overviews <p>3rd-4th</p> <ul style="list-style-type: none"> Career Interest Inventory/Goal Setting Lessons(RIASEC/Hollands Code) <p>5th:</p> <ul style="list-style-type: none"> College/Trade School Lessons <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> Social Skills Friendship Divorce Support Self Control/Playground Behavior Stressbusters Study Skills <p>Individual Counseling</p> <ul style="list-style-type: none"> Meet with students who had multiple discipline referrals for goal setting Meet with chronically absent & identified chronically absent students 	<ul style="list-style-type: none"> Parent Collaboration Meetings Teacher Collaboration Meetings Counselor/Admin Meetings-weekly every Thursday TBA Add character and second step resources to admin parent monthly newsletter 	<ul style="list-style-type: none"> Attend District School Counselor Meeting TBA Identify students receiving 3 or more discipline referrals Identify students with chronic (10%) attendance PBIS Team Meeting TBA 2nd Trimester ends: 2/24
March	<p><u>Schoolwide:</u> <u>Second Step Classroom SEL: More Problem Solving</u> Kindergarten: 21: Fair Ways to Play 1st: 10: Dealing with Accidents 2nd: 21: Playing Fairly on the Playground 3rd:20: Solving Peer Exclusion 4th: 21: Dealing with Peer Pressure 5th: 21: Dealing with Peer Pressure</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> Social Skills Friendship Divorce Support Self Control/Playground Behavior Stressbusters 	<ul style="list-style-type: none"> Parent Collaboration Meetings Teacher Collaboration Meetings Counselor/Admin Meetings-weekly every Thursday TBA Add character and second step resources to admin parent monthly newsletter 	<ul style="list-style-type: none"> Identify students with 3 or more U and AC behavior grades from 2nd Trimester. Attend District Elementary School Counselor Meeting TBA Identify students receiving 3 or more discipline referrals

	<ul style="list-style-type: none"> • Study Skills <p>Individual Counseling</p>		
April	<p><u>Cultural Proficiency Classroom Lessons:</u> K: Empathy, appreciating differences, understanding self, learning about others 1st: Empathy, appreciating differences, understanding self, learning about others. 2nd: Understanding similarities and differences, appreciating differences, understanding how others will feel when being teased. 3rd: Understand what being an upstander means, recognize unfair practices, explore how to intervene when bullying is observed. 4th: Understand different types of conflicts, explore different approaches to dealing with interpersonal conflicts, and practice effective conflict resolution skills. 5th: Understand the role and responsibility of bystanders (upstanders), explore how to intervene with different bullying scenarios.</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> • Social Skills • Friendship • Divorce Support • Self Control/Playground Behavior • Stressbusters • Study Skills <p>Individual Counseling</p> <ul style="list-style-type: none"> • Meet with students who had multiple discipline referrals for goal setting • Meet with chronically absent & identified chronically absent students 	<ul style="list-style-type: none"> • Parent Collaboration Meetings • Teacher Collaboration Meetings • Counselor/Admin Meetings-weekly every ThursdayTBA • Add character and second step resources to admin parent monthly newsletter 	<ul style="list-style-type: none"> • Attend District All School Counselor Meeting TBA • Prepare and plan for School Counseling Advisory meeting. • Identify students with chronic (10%) attendance (Disengagement online) • PBIS Team Meeting TBA
May	<p><u>Mental Health Awareness Month Classroom Lessons:</u> K/1: What is Mental Health 2nd/3rd: Learn about Mental Health 4th/5th: Defining Mental Health</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> • Social Skills • Friendship • Divorce Support • Self Control/Playground Behavior • Stressbusters • Study Skills <p>Individual Counseling</p> <ul style="list-style-type: none"> • Meet with students who had multiple discipline referrals for goal setting 	<ul style="list-style-type: none"> • Parent Collaboration Meetings • Teacher Collaboration Meetings • Counselor/Admin Meetings-weekly TBA • Add character and second step resources to admin parent monthly newsletter 	<ul style="list-style-type: none"> • Attend District Elementary School Counselor Meeting TBA • Complete the closing the gap, small group and classroom instruction results report. • Examine data from groups. (Pre/Post Tests, Attendance, Citizenship, Discipline Referrals) • Examine data from classroom lessons. (pre/posttest) • Identify students with chronic (10%) attendance (Disengagement online) • PBIS Team Meeting TBA • Hold Spring Advisory: TBA

	<ul style="list-style-type: none"> Meet with chronically absent & identified chronically absent students 		
June	Close out groups and individual counseling.		<ul style="list-style-type: none"> Review Program Goals & Outcomes Attend District All School Counselor Meeting TBA Analyze Data from 2022-2023 School Year Begin Planning Goals for 2023-2024 School Year Begin planning annual calendar for 2023-2024 School Year Create end of year report 3rd Trimester ends: 6/1