

Annual Calendar

School: Lincolnway Elementary

Academic Year: 2022-23

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"> ● Individual Counseling (as needed) ● Check in/Check out charts (as needed) ● New Student Tours (as requested) ● Check and Connect (as needed) ● Counseling Groups (as needed) ● Attendance chart check-ins (as needed) 	<ul style="list-style-type: none"> ● Parent meetings, emails, phone calls, Dojo messages ● FACTS/BIP meetings ● Behavior Team meetings/ESAP (weekly- Tuesdays from 1:00-3:00) ● MTSS/PBIS Committee meetings (First and Third Thursday of the month from 8:15-9:00 am) ● Career and College Readiness (339) Committee Elementary Representative and Advisory Council member (Council meets 2 times a year) ● SAIP meetings/Consultations with attendance secretary ● Referrals for outside therapy, PCBH School-Based Counseling, and Crisis Intervention ● Teacher, administration, dean, social worker, school psychologist, and agency consultations/meetings ● MH-IDD referrals ● PCBH referral packets ● Social Worker referrals ● Schedule and attend discharge meetings from partial hospitalization programs ● Family letters shared on class Dojo describing lessons ● 504 Meetings 	<ul style="list-style-type: none"> ● Weekly attendance data review ● Weekly behavior data review ● Classroom lesson pre/post data review ● Group Counseling pre/post data review ● Assist with arrival and dismissal ● SAIP Plans ● Packets for Social Security Disability for students ● Assist parents with Medical Assistance Packets ● Collecting Career and College Readiness (339) Evidence from classroom teachers ● Monthly K-12 School Counseling Department meetings ● Collaboration with Dean of Students (7 times a year) ● PSCA Government Relations Committee Member ● Update Lincolnway Elementary School Counseling webpage

August	<ul style="list-style-type: none"> ● Introduction to the School Counselor Lessons 2nd- 8/22/22 to 8/26/22 and 3rd grade- 8/29-8/31 	<ul style="list-style-type: none"> ● Back to School Night 8/22/22 6:00-7:00 pm 	<ul style="list-style-type: none"> ● Welcome PDF letter on Class Dojo 8/22/22
September	<ul style="list-style-type: none"> ● 3rd grade Introduction to the School Counselor 9/1/22-9/2/22 ● Zones of Regulation Lesson 4 Grade 2 2- 9/12/22 to 9/16/22 and Grade 3 9/22/22to 9/29/22 ● New student meetings grades 2 and 3 		<ul style="list-style-type: none"> ● First marking period newsletter posted on Class Dojo 9/1/22 ● K-12 LIU Counselor Networking Check-in Meeting 9/7/22 1-2:30 ● SRSS-IE Data Analysis 10/25/22 1-3:00
October	<ul style="list-style-type: none"> ● Inclusion Lessons 2nd grade- 10/12/22 to 10/17/22, 10/19/22 ● Is it Rude, Mean, a Peer Conflict or Bullying Lesson-3rd grade- 10/24/22, 10/26/22 to 10/31/22 ● Bulldog Buddy Program 10/27/22 9:30-10:30 ● Growth Mindset Group for 3rd Grade- 10/3/22, 10/17/22, 10/24/22, 10/31/22 2:45-3:15 ● Zones of Regulation 3rd grade group 1-10/19/22 and 10/26/22- 2:45-3:15 		<ul style="list-style-type: none"> ● MTSS Networking Meeting with the IU ● Lincolnway Advisory Council Meeting 10/19/22 8:00-8:45 am ● WY Elementary PTO Meeting 10/19/22 6:00-7:00 pm
November	<ul style="list-style-type: none"> ● Following Directions Lesson 2nd grade- 11/7/22 to 11/11/22 ● Zones of Regulation Lesson 5 3rd grade 11/15/22, 11/17/22 to 11/22/22, 11/30/22 ● Bulldog Buddies 11/18/22 9:30-10:30 ● Growth Mindset Group for 3rd Grade- 11/7/22, 11/14/22, 11/21/22-2:45-3:15 ● Zones of Regulation 3rd grade group 1 11/2/22, 11/8/22 and 11/30/22 2:45-3:15 	<ul style="list-style-type: none"> ● Parent/Teacher Conferences ● World Kindness Day Activities- 11/14/22 ● Children's Grief Awareness Day coordination- 11/17/22 ● Assist with Shop with a Cop and NorthShore Christmas assistance programs 	<ul style="list-style-type: none"> ● K-12 LIU Counselor Networking Deep Dive Meeting 11/2/22- 9- 10:30 am
December	<ul style="list-style-type: none"> ● Entrepreneurship Lesson 2nd grade-12/1/22 to 12/7/22 ● Zones of Regulation Lesson 6 3rd grade 12/12/22, 12/14/22, 12/19/22 ● Bulldog Buddies 12/16/22 9:30-10:30 	<ul style="list-style-type: none"> ● Assist with Shop with a Cop and NorthShore Christmas assistance programs 	<ul style="list-style-type: none"> ● Second marking period newsletter posted on Class Dojo 12/5/22 ● PSCA Conference 12/8/22 and 12/9/22 ● District WIDA Virtual PD day 12/15/22 7:45 am to 12:15 pm

	<ul style="list-style-type: none"> ● Friendship Group 12/1/22 and 12/7/22- 2:20-2:40 ● Growth Mindset Group for 3rd Grade- 12/12/22 and 12/19/22 2:45-3:15 ● Zones of Regulation 3rd grade group 11/6/22 and 12/21/22- 2:45-3:15 		<ul style="list-style-type: none"> ● District Threat Assessment Training 12/23/22 8:00-9:00 am
January	<ul style="list-style-type: none"> ● Peer Conflict Lesson 2nd grade 1/10/23-1/11/23; 1/23/23 and 1/25/23 ● Zones of Regulation Lesson 6-3rd grade-1/5/23 and 1/9/23 ● Zones of Regulation Lesson 7-3rd grade 1/30/23, 2/1-2/3/23; 2/6/23 ● Attendance Group # 1 Tuesdays 10:40-11:10 1/18/23, 1/24/23, 1/31/23 ● Attendance Group #2 Wednesdays 10:30-11:00 1/11/23 ● Bulldog Buddies 1/20/23 9:30-10:30 		<ul style="list-style-type: none"> ● Third marking period newsletter ● K-12 LIU Counselor Networking Check-in Meeting- 1/26/23 1 - 2:30 pm ● SRSS-IE Data Analysis 1/17/23 1-3:00 pm
February	<ul style="list-style-type: none"> ● Attendance Group Tuesdays 10:40-11:10 2/7/23 ● Attendance Group #2 Wednesdays 10:30-11:00 2/1/23, 2/8/23 ● Following Directions and Listening Skills Lesson 2nd grade 2/13, 1=2/15, 2/16, 2/21, 2/22 ● Zones of Regulation Lesson 7- 3rd grade ● Friendship Group 3rd grade girls 2/7/23 every Tuesday 10:00-10:30 for 5 weeks ● Social Detective Group 2nd grade boys 2/9/23 every Thursday 11:45-12:15 for 5 weeks 	<ul style="list-style-type: none"> ● Schedule Safe Touch Lessons with YCAC- Eric Hoffman 	<ul style="list-style-type: none"> ● K-12 West York Counseling Department meeting 2/3/23 2-3:45 pm ● Third marking period newsletter ● Board Presentation on the Bulldog Buddy Program with Mrs. Kveragas 2/21/23
March	<ul style="list-style-type: none"> ● Safe Touch Lessons provided by YCAC March 29 and March 30 ● Career Lesson Work Habits and Behaviors 3rd grade 3/16/23, 		<ul style="list-style-type: none"> ● MTSS Networking Meeting with the IU 3/22/23 8-9:30 am

	<p>3/17/23, 3/20/23, 3/22/23 and 3/23/23</p> <ul style="list-style-type: none"> ● Bulldog Buddies 9:30-10:30 		
April	<ul style="list-style-type: none"> ● Cultural Responsiveness/Impact Lesson 2nd grade: 4/3/23, 4/5/23, 4/13/23, 4/14/23; Cultural Responsiveness/Impact Lessons 3rd grade: 4/12/23, 4/17/23, 4/19/23, 4/20/23 and 4/21/23 ● Bulldog Buddies 9:30-10:30 		<ul style="list-style-type: none"> ● SRSS-IE Data Analysis ● Lincolnway School Counseling Advisory Council Meeting
May	<ul style="list-style-type: none"> ● Respect Lessons 2nd grade: 5/3/23, 5/5/23, 5/8/23 and 5/11/23 ● Transition Lessons on 5/10/23; 10 1st grade classrooms ● Missy Gordon, School Counselor at Trimmer, will do a Transition Lesson with 3rd grade ● Bulldog Buddies 5/18/23 10:15 am-1:30 pm ● Meet with students in first grade coming to Lincolnway next year; 5/22/23 	<ul style="list-style-type: none"> ● Transition meeting with Wallace 1st to 2nd graders ● Transition meeting with Trimmer 3rd to 4th graders ● Tier 1 School Counselor Classroom Lesson Survey emailed and analyzed ● Set up transition meetings for any students with anxiety for the next school year. ● Review curriculum results reports ● Review small-group results reports ● Review closing-the-gap results reports ● Share program results with stakeholders ● Review current data for next school year's goals 	<ul style="list-style-type: none"> ● Roster development/review ● Fourth marking period newsletter ● K-12 LIU Counselor Networking Check-in Meeting 5/9/22 9-10:30 am ● Filing Career and College Readiness Evidence in cumulative folders ● Roster finalization