



Annual Calendar Template

School: James H. Porter Elementary Academic Year: 22-23

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"> Proactive homeroom circles monthly Homeroom monthly attendance & PBIS celebrations Facilitate Student Lighthouse Monthly Meetings (2nd & 3rd Wednesdays) 	<ul style="list-style-type: none"> Core Leadership daily meetings 504 eligibility and annual reviews PBIS monthly school meetings PBIS monthly district meetings Infinite campus generated attendance letters Attendance success meetings Intervention team monthly meetings 504 eligibility & annual reviews Referrals to school social worker at 7 unexcused days Referrals to truancy panel at 10 unexcused days Chronic absenteeism postcards sent home in signed paper folders for applicable students (beginning December) Monthly attendance goal update sent home in signed paper folders (beginning in January) 	<ul style="list-style-type: none"> Morning & afternoon duty Weekly school counseling updates shared on Principal's newsletters Assessment of tier one and two activities and interventions ongoing at monthly intervention meetings Complete and upload RAMP application artifacts
August	<ul style="list-style-type: none"> Here Every day Ready & On time (HERO) Attendance Lesson (8/16-8/18) PAWS (Positive attitude, Act responsibly, Work together, Show respect) spirit week (8/29-9/2) 	<ul style="list-style-type: none"> Communicate attendance tracking and monthly goal setting information to teachers (week of 8/7) Proactive circle training (8/22) 	<ul style="list-style-type: none"> Finalize school counseling vision & mission statement Finalize school data summary Continuous Improvement Plan Review & Annual student outcome goals

		<ul style="list-style-type: none"> Annual trainings: Mandated reporting, suicide prevention, bullying, McKinney Vento (virtual) 	<ul style="list-style-type: none"> Complete Classroom and Group Mindsets & Behaviors Action Plan Complete annual calendar Identify chronically absent children for tier II intervention 2nd-6 weeks
September	<ul style="list-style-type: none"> Attendance spirit week (9/7-9/9) Child Safety Matters Lessons K-5 (9/15-9/17) Tier II attendance check-in check-out weekly Personalized Accountability Success System Lessons 4th-5th (9/29-10/3) 	<ul style="list-style-type: none"> Universal behavior screening with teachers (9/9) Growing Readers, Building Leaders Fall Open House (9/6) SAS Survey (9/12-10/7) PBIS School Tour with Twiggs County (9/26) 	<ul style="list-style-type: none"> Annual administrative conference & comprehensive school counseling program review Identify tier II SEL groups using PBIS ineligibility celebration data (ineligible 2 consecutive months)
October	<ul style="list-style-type: none"> Second Step: Emotion Management Lesson 1 (9/28-10/3)- K-3rd Student Portal Lesson 1 (9/28-10/3)- 4th-5th grade ABC Breathes 40 day challenge Red Ribbon Week activities (10/24-10/28) 	<ul style="list-style-type: none"> PBIS booster meeting (10/21) Enlist E teacher survey 	<ul style="list-style-type: none"> Identify chronically absent children for tier II intervention 3rd-6 weeks
November	<ul style="list-style-type: none"> Second Step: Emotion Management-Lesson 2 (11/4-11/8)-K- 3rd Student Portal Lesson 2 (11/4-11/8)- 4th & 5th 4th-5th Centervention social/emotional groups (11/7-12/20) Enlist E Focus- Military door decorating, optional student research, and volunteer Veteran readers 	<ul style="list-style-type: none"> Dual Enrollment Night (11/1) Fall into leadership parent workshop (11/30) Mindset De-Escalation Training- Modules 1 & 2 	<ul style="list-style-type: none"> Gordon & Dr. English presented "Elevating Comprehensive School Counseling Programs with MTSS" at the Georgia School Counselor Association annual conference
December	<ul style="list-style-type: none"> Second Step: Emotion Management-Lesson 3- 12/14-12/16 PBIS Awareness Week- (12/12-12/16) 3rd grade Centervention social/emotional group (12/5-1/30) 		<ul style="list-style-type: none"> Identify chronically absent children for tier II intervention 4th-6 weeks Fall Counseling Advisory Meeting (12/9/22)
January	<ul style="list-style-type: none"> 5th Grade Hutchings College and Career Academy tour (1/13) 	<ul style="list-style-type: none"> PBIS Midyear Discipline Update Mindset De-Escalation Training- Modules 3 & 4 	<ul style="list-style-type: none"> Continuous Improvement Plan (CIP) senior cabinet review (1/18/23)

	<ul style="list-style-type: none"> ● 4 Disciplines of Execution: Lesson 1 (1/19-1/23)- K-1st 		<ul style="list-style-type: none"> ● Review Classroom and Group Mindsets & Behaviors Action plan
February	<ul style="list-style-type: none"> ● 4 Disciplines of Execution: Lesson 2 (2/2-2/6)- K-1st ● Think win-win: lesson 1 (2/2-2/6) -3rd-5th ● Empathy lesson- Second Step-2nd (2/2-2/6) ● Show Up spirit week: 2/6-2/10 ● 4 Disciplines of Execution Lesson 3- K-1st; Second Step Empathy Lesson 1; Think Win-Win Lesson 2 (2/16-2/23) ● 1st Grade Calming Strategies Small Group (2/27-3/27) 	<ul style="list-style-type: none"> ● 1st-5th Gifted Screening (2/6-2/17) ● Restorative Practices: Affective Statements Teacher Training (2/24) ● K & 1st teacher SEL needs assessment for identified tier II students 	<ul style="list-style-type: none"> ● Entering lessons for RAMP application ● Identify chronically absent children for tier II intervention 5th-6 weeks
March	<ul style="list-style-type: none"> ● 4th & 5th Lunch on the Lawn (3/3, 3/10, 3/17) ● PBIS Peace Week (3/12-3/17) ● Career Chats- Fridays- (2/23-4/7) ● 4 Disciplines of Execution: Lesson 4- K-1st; (3/7-3/9) ● Second Step Empathy Lesson 2-K-2 (3/28-3/30) ● Employed E Focus: Career caravan (3/31) 	<ul style="list-style-type: none"> ● Kindergarten Gifted Screening (3/1-3/10) ● District PBIS Walkthrough (3/15) 	
April	<ul style="list-style-type: none"> ● End of Year Lessons (4/11-4/13) ● Lunch on the Lawn (4/7, 4/14, 4/21, 4/28) 	<ul style="list-style-type: none"> ● Communication to teachers regarding Awards Day preparation 	
May	<ul style="list-style-type: none"> ● Senior Graduation Walk (5/18) ● Awards Days (5/22-5/24) 	<ul style="list-style-type: none"> ● Awards Day Certificate printing 	<ul style="list-style-type: none"> ● Gordon & Hogan submit a proposal to present "Lighting Up Your School Counseling Program with Leader in Me" at the 23-24 GSCA annual conference ● Spring Counseling Advisory Meeting (5/10) ● Complete School Counseling Program Assessment

			<ul style="list-style-type: none">• Complete School Counselor Performance Appraisal
June			