

Annual Calendar

School: Lincolnway Elementary

Academic Year: 2024-25

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) Peer mediations (as needed) Behavior response office calls (as needed) Check in/Check out charts (as needed) New Student Tours (as requested) Check and Connect (as needed) Attendance chart check-ins (as needed) Behavior charts (as needed) 	<ul style="list-style-type: none"> Parent meetings, emails, phone calls, Dojo messages Attend FACTS/BIP, IEP, FBA/PBSP and 504 meetings Behavior Team meetings/ESAP (bi-weekly- Tuesdays from 1:00-3:00 pm) SAIP meetings Consultations with attendance secretary Referrals for outside therapy, PCBH School-Based Counseling, and Crisis Intervention Teacher, administration, social worker, school psychologist, and agency consultations/meetings MH-IDD referrals Social Worker referrals Attend discharge meetings from partial hospitalization programs Assist parents with Medical Assistance Packets Meet with new IBHS service providers as needed when the school social worker is unavailable 	<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 (Fair Share Responsibility) Writing SAIP Plans Packets for Social Security Disability for students Collecting Career and College Readiness (339) Evidence from classroom teachers Preparing (agenda and speakers) for quarterly K-12 School Counseling/Pupil Services Department meetings Update Lincolnway Elementary School Counseling webpage Planning Bulldog Buddy monthly meetings Career and College Readiness (339) Committee Elementary Representative and Advisory Council member (Council meets 2 times a year) MTSS/PBIS Committee meetings on PD days as designated by Principal Weekly newsletter section for faculty/staff due every Friday

August	<ul style="list-style-type: none"> ● Introduction to the School Counselor Lesson 2nd grade 8/20/24-8/23/24 ● Introduction to the School Counselor Lesson 3rd grade 8/26-8/29/24 ● Transition/Self-regulation Group (1st to 2nd grade)- 2nd grade boys co-facilitated with Mrs. Hickey, LSW 8/19/24, 8/26/24 	<ul style="list-style-type: none"> ● Meeting with Turning Points team and Melissa Appnel 8/8/24 9:30-10:30 am ● Back to School Night 8/21/24 6:00-7:30 pm 	<ul style="list-style-type: none"> ● Welcome letter to families on Class Dojo 8/15/24 ● K-12 Counselor Meeting 8/13/24 8:00-11:00 am ● Safety Care Refresher Training 8/30/24
September	<ul style="list-style-type: none"> ● Transition/Self-regulation Group (1st to 2nd grade)- 2nd grade boys co-facilitated with Mrs. Hickey, LSW 9/11/24, 9/16/24, 9/23/24, 9/30/24 ● Coping skills for anxiety-3rd grade girls 9/11/24, 9/18/24, 9/25/24 ● Coping skills for anxiety- 2nd grade students 9/13/24, 9/19/24, 9/26/24 ● Coping skills group to help with self-regulation when students are angry- 2nd and 3rd grade 9/11/24, 9/25/24 ● 2nd grade Listening Skills Lesson-9/10/24-9/12/24; 9/16-9/17/24; 9/23/24 ● Bulldog Buddies HS/Elementary mentoring program 9/20/24 ● 3rd Grade Respect Lesson-Respecting Adults 9/23/24, 9/24/24 ● New student large group meeting 3rd grade 9/17/24 ● New student small group meetings 2nd grade 9/18/24; 9/20/24, 9/23/24 	<ul style="list-style-type: none"> ● Schedule Safe Touch Lessons for 2nd grade with YCAC- Eric Hoffman 9/12/24 ● Phone conference with Ann Agapis from Turning Points to discuss the Prevention Education Program. 9/24/24 11--11:30 	<ul style="list-style-type: none"> ● Instructional leader meeting k-5 leaders 9/3/24 4:00-5:00 pm ● First marking period newsletter posted on Class Dojo and webpage 9/13/24 ● K-12 School Counseling Department Meeting-Threat Assessment protocol training 9/13/24 1:00-3:00 pm ● York County School Counselor Association Meeting 9/18/24 8:30-11:30 am ● 339 (Career and College Readiness) Advisory Council Committee planning meeting 9/19/24 1:00-3:00 pm
October	<ul style="list-style-type: none"> ● Coping skills group to help with self-regulation when students are angry- 2nd and 3rd grade 10/2/24, 10/9/24, 10/23/24 ● Coping skills for anxiety-3rd grade girls 10/2/24, 10/9/24, 10/16/24 ● Coping skills for anxiety- 2nd grade students 10/3/24, 10/17/24 	<ul style="list-style-type: none"> ● 10/3/24 K-5 counselor meeting to determine Turning Points Lessons and Red Ribbon Week activities ● Parent/Teacher Conferences 10/21/24, 10/28/24 and 10/29/24 ● Lincolnway Advisory Council Meeting 10/23/24 8:00-9:00 am 	<ul style="list-style-type: none"> ● 339 (Career and College Readiness) Advisory Council Committee planning meeting 10/15/24 1:00-3:00 pm ● SRSS-IE Data Analysis 10/17 and 10/18/24 ● Red Ribbon Week Planning for week of 10/21-10/25/24

	<ul style="list-style-type: none"> • Transition/Self-regulation Group (1st to 2nd grade)- 2nd grade boys co-facilitated with Mrs. Hickey, LSW 10/7/24 • Bullying Prevention/Including Others Lesson 2nd grade 10/7/24, 10/8/24, 10/9/24, 10/10/24, 10/15/24 • Bullying Prevention Lesson-3rd grade 10/21/24, 10/22/24, 10/23/24 • Bulldog Buddy HS/Elementary mentoring program 10/10/24 • Unity Day- What do you need to hear when you are having a bad day? 2nd and 3rd grades; recess activity 10/16/24 • Co-facilitate The Caring Place Grief Group 10/17/24, 10/24/24, 10/31/24 	<ul style="list-style-type: none"> • 339 (Career and College Readiness) Advisory Council Meeting 10/25/24 12:00-1:30 pm • Red Ribbon Week morning announcement with tips about making healthy choices 10/21-10/25/24 	
November	<ul style="list-style-type: none"> • Respect lesson 2nd grade 11/4/24, 11/6/24, 11/7/24, 11/8/24, 11/12/24 • Coping skills for anxiety- 2nd grade students 11/4/24 • Coping skills group to help with self-regulation when students are angry- 2nd and 3rd grade 11/6/24 • Coping Skills/Feelings Expression group for 3rd grade 11/6/24, 11/13/24 • Co-facilitate The Caring Place Grief Group for 3rd grade 11/7/24, 11/14/24, 11/21/24 • Girls Self-Confidence/Esteem and Coping Skills Group 3rd grade 11/12/24, 11/19/24 • World Kindness Day school wide activity at recess 11/13/24 • Bulldog Buddies HS/Elementary mentoring program 11/15/24 	<ul style="list-style-type: none"> • Schedule Safe Touch Lessons for 3rd grade with Turning Points, Ann Agapis 11/13/24 	<ul style="list-style-type: none"> • 2nd Marking Period Newsletter 11/5/24 posted to Class Dojo and webpage • Instructional leader meeting K-5 leaders 11/5/24 4-5 pm • November PSCA Career Symposium 11/5/24 8:30-10:00 am • World Kindness Day planning • 339 Advisory Council Committee data review 11/15/24 1:00-3:00 pm • High school and Instructional Leader meeting 11/18/24 9:00-10:00 am • Prepare and send letters and wishlists for families receiving Christmas assistance 11/18/24 • Children's Grief Awareness Day coordination- 11/21/24 • York County School Counselor Association board meeting- 11/15/24 4:15-6:15 pm • Leading a book club with six other staff members: Behavior

	<ul style="list-style-type: none"> Problem Solving Lesson 3rd grade 11/13/24, 11/18/24, 11/20/24, 11/21/24, 11/25/24 		<p>Interventions; Strategies for Educators, Counselors and Parents by Amie Dean 11/19</p> <ul style="list-style-type: none"> Hosting York County School Counselor Association meeting- 11/21/24 8:30-11:30 am
December	<ul style="list-style-type: none"> Problem Solving Lesson 3rd grade 12/9/24 Co-facilitate The Caring Place Grief Group for 3rd grade 12/9/24 Entrepreneurship Lesson 2nd grade 12/4/24, 12/9/24, 12/10/24, 12/11/24 Coping Skills Unit- Lesson 1- Mindfulness lesson 3rd grade-12/11/24, 12/16/24, 12/17/24, 12/18/24 Bulldog Buddies HS/Elementary mentoring program 12/5/24 Coping Skills/Feelings Expression group for 3rd grade 12/4/24, 12/11/24 Girls Self-Confidence/Esteem and Coping Skills Group 3rd grade 12/10/24 Anger Management/Coping Skills Group 2nd grade 12/4/24, 12/11/24, 12/18/24 		<ul style="list-style-type: none"> K-12 School Counseling Department Meeting 12/6/24 1:00-3:00 pm PSCA Conference 12/12/24 and 12/13/24 Leading a book club for six other staff members: Behavior Interventions; Strategies for Educators, Counselors and Parents by Amie Dean 12/3/24, 12/10/24

January	<ul style="list-style-type: none"> • 2nd grade Kindness Lesson 1/21/25-1/23/25, 1/30/25 • Coping Skills Unit- Lesson 2 Breathing Strategies lesson 3rd grade 1/8/25, 1/13/25, 1/14/25, 1/15/25, 1/30/25 • Anger Management/Coping Skills Group 2nd grade 1/8/25, 1/29/25 • Girls Self-Confidence/Esteem and Coping Skills Group 3rd grade 1/14/25, 1/27/25 • Bulldog Buddies HS/Elementary mentoring program 1/24/25 • Turning Points Safe-touch lesson- 3rd grade 1/28/25 and 1/29/25 • Friendship/Social Skills 2nd grade 1/30/25 		<ul style="list-style-type: none"> • Chew on This Webinar provided by PSCA 1/15/25 12:00-1:00 pm • Third marking period newsletter posted on Class Dojo and webpage 1/16/25 • Leading a book club for six other staff members: Behavior Interventions; Strategies for Educators, Counselors and Parents by Amie Dean 1/14/25, 1/22/25 • SRSS-IE Data Analysis 1/28/25 • Career and College Readiness Planning session with the committee 1/24/25 1:00-3:00 pm
February	<ul style="list-style-type: none"> • Girls Self-Confidence/Esteem and Coping Skills Group 1- 3rd grade 2/4/25, 2/11/25 • Group 2 Girls Self-Confidence/Esteem and Coping Skills Group 3rd grade 2/5/25, 2/12/25, 2/19/25, 2/26/25 • Anger Management/Coping Skills Group 2nd grade 2/5/25 • Friendship/Social Skills Group 2nd grade 2/5/25, 2/12/25 • 2nd grade Problem Solving using the STEP Model from Second Step 2/19/25, 2/20/25, 2/24/25, 2/25/25, 2/27/25 • Coping Skills Unit- Lesson 3 Resilience lesson 3rd grade 2/4/25, 2/7/25, 2/10/25, 2/17/25 • 2nd grade girls feelings expression and self-advocacy group 2/20/25, 2/28/25 	<ul style="list-style-type: none"> • IPT meeting 2/24/25 1:00-1:45 pm 	<ul style="list-style-type: none"> • Instructional leader meeting k-5 leaders 2/4/25 4:00-5:00 pm • National School Counseling Week 2/3/25-2/7/25 (morning announcements, stakeholder information sharing on Class Dojo and in the Blue and White District Newsletter, Faculty/Staff Maze challenge) • Meeting with Director of Curriculum and Instruction and High School Counselor to review PSCA Conference highlights 2/3/25 12:30-1:30 pm • Random Acts of Kindness Week Daily Challenge 2/10-2/13 and 2/17 • K-12 School Counseling Department Meeting 2/13/25 1:00-3:00 pm • Meeting with HS Counseling Team 2/17/25 1:00-2:00 pm • K-12 guidance plan advisory committee planning meeting 2/18/25 1:00-3:00 pm

			<ul style="list-style-type: none"> • Xello and Smart Futures presentation and discussion with the three HS Counselors, Dan Quickel and Melissa Appnel, Director of Curriculum and Instruction 2/21/24 11:30-3:00 • York County School Counselor Association Meeting (YCSCA) meeting at York Tech 2/26/25 • Instructional Leader meeting with middle school counselors 2/27/25 1:00-2:00 pm
March	<ul style="list-style-type: none"> • 2nd grade Problem Solving using the STEP Model from Second Step 3/3/25 • Career lesson-Teamwork- Laurel Life grade 3 classroom 3/3/25 • Career lesson-Listening skills Laurel Life K-2 classroom 3/4/25 • Autism Support Classes-Career lesson-Listening Skills 3/4/25, 3/5/25 • Friendship Group 3rd grade girls • Group 2 Girls Self-Confidence/Esteem and Coping Skills Group 3rd grade • 2nd grade girls feelings expression and self-advocacy group • Friendship/Social Skills Group 2nd grade 3/5/25 • Safe Touch Lessons provided by YCAC (York County Children's Advocacy Center) 3/12/25 and 3/13/25 • Career Lesson Work Habits and Behaviors 3rd grade • Bulldog Buddies HS/Elementary mentoring program 3/18/25 9:45 am -2:00 pm (day at the HS) 	<ul style="list-style-type: none"> • 339 (Career and College Readiness) Advisory Council Meeting 3/21/25 12-1:30 pm 	<ul style="list-style-type: none"> • EPC (Education Programming Committee) meeting- Presenting All Pro Dad Program to begin in the 2025-26 School Year 3/11/25 5:30 pm • Career and College Readiness Planning session with the committee 3/14/25 1:30-3:00 pm • PSCA Spring Conference online 3/21/25 8:30-11:00 am
April	<ul style="list-style-type: none"> • All Are Welcome-Celebrating Differences Lesson 2nd grade • Henry's Freedom Box-Perseverance Lesson 3rd grade 	<ul style="list-style-type: none"> • Lincolnway School Counseling Advisory Council Meeting 4/17/25 	<ul style="list-style-type: none"> • Instructional Leader meeting 4/1/25 4:00 pm to 5:00 pm • Fourth marking period newsletter • SRSS-IE Data Analysis

	<ul style="list-style-type: none"> ● Bulldog Buddies HS/Elementary mentoring program 4/9/25 		<ul style="list-style-type: none"> ● K-12 School Counseling Department meeting 4/4/25 1:00-3:00 pm
May	<ul style="list-style-type: none"> ● 2nd grade Mindfulness lesson ● Transition lesson 1st grade- ten classrooms on 5/ at Wallace Elementary School ● Missy Gordon, School Counselor at Trimmer, will do Transition Lessons with 3rd grade 	<ul style="list-style-type: none"> ● Transition meeting with Wallace 1st to 2nd graders 5/2/25 ● Transition meeting with Trimmer 3rd to 4th graders 5/16/25 	<ul style="list-style-type: none"> ● Roster development/review ● Filing Career and College Readiness Evidence in cumulative folders ● Roster finalization ● 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