

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 	<ul style="list-style-type: none"> ● Open House 8/18/25 10-11 am and 2-3 pm ● Back to School Night 8/26/25 6:00-7:30 pm 	<ul style="list-style-type: none"> ● Welcome letter to families on Class Dojo 8/14/25 ● Safety Care Refresher Training
September	<ul style="list-style-type: none"> ● 2nd grade Following Directions and Listening Skills Lesson-Bulldog Buddies HS/Elementary mentoring program ● 3rd Grade Respect Lesson-Respecting Adults ● New student large group meeting 3rd grade ● New student small group meetings 2nd grade 		<ul style="list-style-type: none"> ● Instructional leader meeting k-5 leaders 4:00-5:00 pm ● First marking period newsletter posted on Class Dojo and webpage ● York County School Counselor Association Meeting ● 339 (Career and College Readiness) Advisory Council Committee planning meeting 1:00-3:00 pm ● CHEW on This 9/24/25
October	<ul style="list-style-type: none"> ● Bullying Prevention/Including Others Lesson 2nd grade ● Bullying Prevention Lesson-Is it a Conflict, Rude, Mean or Bullying-3rd grade Bulldog Buddy HS/Elementary mentoring program ● Unity Day- What do you need to hear when you are having a bad day? 2nd and 3rd grades; recess activity 10/22/25 ● Co-facilitate The Caring Place Grief Group 	<ul style="list-style-type: none"> ● Parent/Teacher Conferences ● Lincolnway Advisory Council Meeting 8:00-9:00 am ● 339 (Career and College Readiness) Advisory Council Meeting 10/24/25 12:00-1:30 pm ● Red Ribbon Week morning announcement with tips about making healthy choices 10/27-10/31/25 	<ul style="list-style-type: none"> ● 339 (Career and College Readiness) Advisory Council Committee planning meeting 1 ● SRSS-IE Data Analysis ● Red Ribbon Week Planning ● PDE/PSCA Symposium
November	<ul style="list-style-type: none"> ● Respect lesson 2nd grade ● Coping skills for anxiety- 2nd grade students ● Co-facilitate The Caring Place Grief Group ● World Kindness Day school wide activity at recess 11/13/25 ● Bulldog Buddies HS/Elementary mentoring program ● Problem Solving Lesson 3rd grade 		<ul style="list-style-type: none"> ● 2nd Marking Period Newsletter posted to Class Dojo and webpage ● Instructional leader meeting K-5 leaders 4-5 pm ● CHEW on This 11/12/25 ● World Kindness Day planning ● 339 Advisory Council Committee data review 1:00-3:00 pm ● Prepare and send letters and wishlists for families receiving Christmas assistance

			<ul style="list-style-type: none"> ● Children's Grief Awareness Day coordination- 11/20/25 ● York County School Counselor Association board meeting- ● 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 ● Co-facilitate The Caring Place Grief Group ● Entrepreneurship Lesson 2nd grade ● Coping Skills Unit- Lesson 1- 3 Resilience lesson 3rd grade ● Bulldog Buddies HS/Elementary mentoring program 		<ul style="list-style-type: none"> ● K-12 School Counseling Department Meeting 1:00-3:00 pm ● PSCA Conference 12/3-12/5/25
January	<ul style="list-style-type: none"> ● 2nd grade Kindness Lesson ● Coping Skills Unit- Lesson 2 Mindfulness lesson 3rd grade ● Bulldog Buddies HS/Elementary mentoring program ● Turning Points Safe-touch lesson- 3rd grade ● Friendship/Social Skills 2nd grade 		<ul style="list-style-type: none"> ● Chew on This Webinar provided by PSCA 1/14/26 12:00-1:00 pm ● Third marking period newsletter posted on Class Dojo and webpage ● SRSS-IE Data Analysis ● Career and College Readiness Planning session with the committee 1:00-3:00 pm

<p>February</p>	<ul style="list-style-type: none"> ● 2nd grade Problem Solving using the STEP Model from Second Step ● Coping Skills Unit- Lesson 3-Breathing Strategies lesson 3rd grade 		<ul style="list-style-type: none"> ● Instructional leader meeting k-5 leaders 4:00-5:00 pm ● National School Counseling Week 2/2/26-2/6/26 (morning announcements, stakeholder information sharing on Class Dojo and in the Blue and White District Newsletter, Faculty/Staff Maze challenge) ● Random Acts of Kindness Week Daily Challenge 2/15-2/21/26 ● K-12 School Counseling Department Meeting 1:00-3:00 pm ● K-12 guidance plan advisory committee planning meeting 2/18/25 1:00-3:00 pm ● PDE/PSCA Symposium ● York County School Counselor Association Meeting (YCSCA) meeting at York Tech ● Instructional Leader meeting with middle school counselors 1:00-2:00 pm
<p>March</p>	<ul style="list-style-type: none"> ● Career lesson-Teamwork- Laurel Life grade 3 classroom ● Career lesson-Listening skills Laurel Life K-2 classroom ● Autism Support Classes-Career lesson-Listening Skills ● Complex Needs Class-Career lesson ● Safe Touch Lessons provided by YCAC (York County Children’s Advocacy Center) ● Career Lesson Work Habits and Behaviors 3rd grade ● Bulldog Buddies HS/Elementary mentoring program 	<ul style="list-style-type: none"> ● Counselor meeting to transition students from 1st to 2nd grade ● 339 (Career and College Readiness) Advisory Council Meeting 3/27/26 12-1:30 pm 	<ul style="list-style-type: none"> ● Career and College Readiness Planning session with the committee 1:30-3:00 pm ● PSCA Spring Virtual Conference ● Career and College Readiness Advisory Council Committee meeting 1:00-3:00 p.m.
<p>April</p>	<ul style="list-style-type: none"> ● All Are Welcome-Celebrating Differences Lesson 2nd grade 	<ul style="list-style-type: none"> ● Meeting with K and 1 counselor for transition to Lincolnway 	<ul style="list-style-type: none"> ● Instructional Leader meeting 4:00 pm to 5:00 pm

	<ul style="list-style-type: none"> ● Bulldog Buddies HS/Elementary mentoring program 	<ul style="list-style-type: none"> ● Lincolnway School Counseling Advisory Council Meeting ● Meeting with 4th and 5th grade counselor for transition to Trimmer. 	<ul style="list-style-type: none"> ● Fourth marking period newsletter uploaded to Class Dojo and added to webpage ● SRSS-IE Data Analysis ● K-12 School Counseling Department meeting ● PDE/PSCA Virtual Symposium 4/17/26
May/June 2 and 3	<ul style="list-style-type: none"> ● Henry's Freedom Box-Perseverance Lesson 3rd grade ● 2nd grade Mindfulness lesson Transition lesson 1st grade- ten classrooms at Wallace Elementary School ● Mrs. Gordon, School Counselor at Trimmer, will do Transition Lessons with 3rd grade ● Transition counseling appointments at Wallace 	<ul style="list-style-type: none"> ● Transition meeting with Wallace 1st to 2nd graders. ● Transition meeting with Trimmer 3rd to 4th graders 	<ul style="list-style-type: none"> ● PSCA CHEW on This (lunch webinar) 5/6/26 ● Roster development during PD ● Filing and checking Career and College Readiness Evidence in cumulative folders ● Roster finalization ● 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