



Annual Calendar Template

School: East Lake 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"> ● Create Lessons based on data analysis <ul style="list-style-type: none"> ● Student of the month celebration ● Monthly counseling lessons ● Individual counseling ● Small Group Counseling (Data Taken from needs assessment, behavior, grades, and attendance to form groups) ● Crisis Counseling/Risk Assessments ● Mediation between students ● Minute meetings/Advisement ● New Kids on the Block (New Students) ● Big Brother/Big Sister (Nov-April) ● SAVE Promise sponsor (Lunch meetings Sept-Nov) ● Lunch Bunch with students as needed. Check-ins (academic, social or emotional) 	<ul style="list-style-type: none"> ● Consultations with parents and teachers ● Consultations with social worker and MHWF ● Consultations with Administrators ● DFCS Referrals ● CARE Team meetings ● Leadership Meetings ● Counseling Department meeting (every Tuesday) ● Faculty Meetings ● Morning Announcements- Encouraging quote of the day and positive affirmations daily to support data driven student outcomes. 	<ul style="list-style-type: none"> ● Morning duty 7:10-7:30 ● Afternoon Duty 2:10-2:40 Daycare & Bus ● Review data (achievement, attendance, discipline) ● Student of the month preparation and planning ● Counseling department meeting (instructional planning (one Wednesday per month) ● Complete district monthly reports ● Referrals for Operation lunchbox ● Monthly faculty meetings <p>Planning: Red Ribbon Week, Kindness Week, Start with Hello, Career Week, Grandparents Breakfast, Wellness Night, Cultural Cafe, Musical, Talent show</p>

<p>August</p>	<p>Counselors give students needs assessment survey with 2rd-5th grade (Aug 12th- Sept. 1st)</p> <p>Introduction lessons with counselors</p> <p>5th and Kindergarten August 12th – August 16th (May)</p> <p>4th and 3rd grade August 12th-16th (May)</p> <p>1st grade August 12th-16th and 2nd grade August 19-23rd (Jenkins)</p> <p>3rd Grade- August 26-30th (Jenkins)</p> <p>Small Group Reading 8/26, 27, 28 (intro and reading strategies) Huddle with students weekly to review test taking strategies.</p> <p>New Kids on the Block 8/16</p>	<ul style="list-style-type: none"> ● Elementary Counselor Meeting 8/22 ● Mandated Reporter Training- 8/1/2023 <ul style="list-style-type: none"> ● 8/13/24 Care Team Meeting ● Leadership and Faculty meeting- 8/14 & 8/21 <p>Open House July 30, 2024</p> <ul style="list-style-type: none"> ● Introduce parents to the counseling department. ● Discuss the duties of the counseling department. ● Consultations with parents. <p>Complete Needs Assessment/Gather Data.</p> <p>Permission slips for Reading Small Groups (3rd grade)</p>	<ul style="list-style-type: none"> ● Plan Activities for Start With Hello SAVE Promise Club (part of the SWH initiative) Create, distribute and collect applications ● Plan Club meeting activities: Define social isolation Overview of goal “reducing social isolation” Create ideas to address social isolation <p>“You Matter/You are Enough” Plan Activities: You Matter yard sign competition T-shirt design and creation You Matter video challenges</p> <p>Counselor’s Meeting 8/22</p>
<p>September</p>	<ul style="list-style-type: none"> ● Lessons on Social Isolation/Self-esteem 4th and 3rd grade September 9th-13th (May) 1st grade(Jenkins) <p>Social Isolation /Self-esteem 5th and kindergarten September 23rd-27th (May) 2nd grade (Jenkins)</p> <ul style="list-style-type: none"> ● Student of the Month Celebration 9/27 	<ul style="list-style-type: none"> ● Faculty & Leadership Meetings 9/4 & 9/25 ● Monthly CARE Team meetings 9/10 ● CSCP Cluster Presentations 9/30 ● Permission slips for small groups Challenging Emotions & Grief ● Lesson planning 	<ul style="list-style-type: none"> ● You Matter Planning ● Behavior Celebration Reflection Group ● Movie on the Lawn planning “Inside Out 2” <p>Plan and coordinate Start with Hello Week (Kindness Week)</p>

	<ul style="list-style-type: none"> ● Grandparents Breakfast 9/3-6th ● SAVE Promise Club Meeting 9/10 & 9/24 (Intro and develop ideas for Start With Hello) ● Student Ambassadors organization 9/5-7th <p>Small Group Counseling (Reading)</p> <ul style="list-style-type: none"> ● September 4th and 5th: Book- “Walter the Farting Dog” ● September 11th and 12th: Book- “The Recess Queen” ● September 25th and 26th: Book- “Just Kidding” ● Huddle with students weekly to review test taking strategies. <ul style="list-style-type: none"> ○ September 6th, 13th, and 27th 		
October	<ul style="list-style-type: none"> ● Red Ribbon Week - October 28th-November 1st <p>Trivia lessons with students (15 minutes RRW)</p> <p>4th and 3rd grade</p> <p>Lessons: Review: Self-esteem, social isolation 9/30-10/4 , 4th and 3rd grade</p> <ul style="list-style-type: none"> ● Movie on the Lawn 10/4 “Inside Out 2” 	<ul style="list-style-type: none"> ● Faculty & Leadership Meetings 10/16 & 10/23 ● Monthly CARE Team meetings 10/8 ● Elementary Counseling Meeting Oct. 16th ● Send out permission slips for Challenging Emotions Group. 	<ul style="list-style-type: none"> ● Plan Red Ribbon Week Activities ● SUBS parent communication and option to opt out. ● Review SUBS Material

● Monthly Counseling Curriculum Lessons (History of RRW and making healthy choices) 5th and kindergarten 10/14-18 (May) 2nd grade(Jenkins)

1st, 4th and 3rd 10/21-25th

- Small Group Counseling (Reading)
10/2, 10/3, "Trouble Talk" Use 5 effective strategies
10/9, 10/10, "The Invisible Boy" Use 5 effective reading strategies
10/16 & 10/17, "Sorry" 5 effective reading strategies
10/23 & 10/24 "The Eye and How it Works" 5 effective reading strategies

Jenkins (Challenging Emotions) 3rd and 4th grade boys 10/1, 8, 15, 22, 29, November 5

October 1: Intro to Group(Create Group name and complete Pre-assessment)

October 8: "What's In Your Closet?" Identify Challenging Emotions

October 15: "Exploring and Identifying Triggers"

October 22: "It's not my Problem...Or is it?"

October 29: "Garbage in/Garbage Out"

	<p>November 5: Group wrap up</p> <p>May (Grief) 10/4 “Places that Make Me Feel Safe”</p> <p>(Grief) 10/11 I Wish Everyone Understood”</p> <p>(Grief) 10/18 What Does Love Mean to You</p> <p>(Grief) 10/25 A Map of My Strings</p> <p>New Kids on the block 10/9</p> <ul style="list-style-type: none"> ● Student of the Month Celebration 10/25 ● SAVE Promise Club Meeting 10/8 and 22nd ● Start Speak Up Be Safe (SUBS) lessons October 30th. 		
November	<p>Counselor and social worker facilitate Big Brother/Big Sister Program meetings 11/7, 11/21 (Pre-assessment, Meet and greet, Get to know you & goal setting activities)</p> <p>New Kids on the Block (New student meeting) Nov. 15 (Meet & Mentor New Students)</p> <p>Challenging Emotions 11/5, 3rd & 4th grade boys</p>	<ul style="list-style-type: none"> ● Collaborate with Henry Cares for Toy Drive ● Collaborate with local churches and community partners for holiday help <ul style="list-style-type: none"> ● Faculty & Leadership Meetings 11/13 & 11/20 ● Monthly CARE Team meetings 11/12 	<p>Advisory Council Meeting 11/15</p> <ul style="list-style-type: none"> ● Wellness Night Planning ● Professional Learning Day-11/5 ● United Way (non-perishable food drive) ● Talent Show planning <ul style="list-style-type: none"> ● Behavior Celebration Reflection Group

	<p>(Grief) 11/1 Protection on Rainy Days</p> <p>(Grief) 11/7 When I Miss You</p> <p>Start with Hello (Kindness) Week Nov. 11th-15th</p> <ul style="list-style-type: none"> • Speak Up Be Safe (SUBS) lessons for grade K, & 5th 10/28-11/1, 11/11-11/15 <p>10/28-11/1 2nd grade (Subs Review)Jenkins</p> <p>4th and 3rd 11/4-8 (SUBS) Review and</p> <p>11/4-8 lesson 1: 1st grade lesson 1(Jenkins)</p> <p>1st and 3rd 11/18-22 SUBS lesson 2 (May/Jenkins)</p> <p>4th 12/2-6 (Anger-Challenging Emotions)</p> <p>Student of the Month Celebration 11/8</p> <p>SAVE Promise Club Meeting November 7th</p>		
December	<p>Big Brother/Big Sister Program 12/12 (Coping skills activity)</p> <p>Drama Club: 12/5 and 12/19</p> <ul style="list-style-type: none"> • Monthly Counseling Curriculum Lessons Problem Solving: 12/2-6th Kindergarten & 5th May 	<ul style="list-style-type: none"> • Faculty & Leadership Meetings 12/18 • Monthly CARE Team meetings 12/3 	<ul style="list-style-type: none"> • Wellness Night Planning • Talent Show planning • Musical Planning

	<p>New Kids on the Block 12/13 (Meet & Mentor New Students)</p> <p>Problem Solving 12/9-13 4th and 3rd grade (May) 1st grade(Jenkins)</p> <p>Problem solving review: 12/16-20 Kind & 5th (May) 2nd Grade(Jenkins)</p> <p>Student of the Month Celebration 12/6</p>		
January	<p>Big Brother/Big Sister Program 1/9 &1/23 (Resilience activities)</p> <p>Drama Club: 1/9 and 1/23</p> <p>New Kids on the Block 1/17 (Meet & Mentor New Students)</p> <ul style="list-style-type: none"> ● Monthly Counseling Curriculum Lessons Art of Disagreeing 1/13-1/31 4th and 3rd grade (May) 1st grade(Jenkins) <p>1/13-17 Kindergarten & 5th (May) 2nd grade(Jenkins)</p> <p>1/20-24 Art of disagreeing (coping) 3rd & 4th grade (May) 1st grade (Jenkins)</p> <p>1/27-1/31 Art of disagreeing (coping) 5th and kindergarten (May) 2nd grade (Jenkins)</p> <ul style="list-style-type: none"> ● 2nd Semester Group Counseling (Anxiety) 1/21, 1/28 	<ul style="list-style-type: none"> ● Elementary School Counselor Meeting 1/22/2024 ● Redeliver Child Abuse Training and Suicide Prevention Protocols for staff 01/05/2023 ● Faculty & Leadership Meetings 1/15 & 1/22 ● Monthly CARE Team meetings 1/14 	<ul style="list-style-type: none"> ● Redeliver Mandated Reporter Training ● Wellness Night Planning ● Career Day Planning ● Cultural Cafe Planning ● Musical Planning

	Student of the Month Celebration 01/24		
February	<p>Big Brother/Big Sister Program 2/6, 2/27 (focus on social skills)</p> <p>Drama Club: 2/14 and 2/28 New Kids on the Block 2/28 (Meet & Mentor New Students)</p> <ul style="list-style-type: none"> Monthly Counseling Curriculum Lessons: Managing Emotions: Forms of Anxiety (testing, social, etc.) <p>2/3-7th 4th and 3rd grade</p> <p>1st grade (Jenkins)</p> <p>2/10-14 5th and kindergarten</p> <p>2nd grade(Jenkins)</p> <p>Anxiety Review 2/24-2/28 3rd and 4th grade (May) 1st grade (Jenkins)</p> <p>Student of the Month Celebration 2/7</p> <ul style="list-style-type: none"> Small Group Counseling (anxiety) 2/4, 2/11, 2/25 	<ul style="list-style-type: none"> National School Counseling Week February 6-10 Cultural Cafe Faculty & Leadership Meetings 2/12 &2/26 Monthly CARE Team meetings 2/4 	<ul style="list-style-type: none"> Career Day Planning Cultural Cafe Planning Planning Coordinating Awareness Week Musical Planning Behavior Celebration Reflection Group
March	<p>Big Brother/Big Sister Program 3/13 & 27 (Self-awareness activities)</p> <p>New Kids on the Block 3/21 (Meet & Mentor New Students)</p>	<ul style="list-style-type: none"> Faculty & Leadership Meetings 3/13 & 3/20 Monthly CARE Team meetings 3/4/25 	<ul style="list-style-type: none"> Career Day Planning Musical Planning

	<ul style="list-style-type: none"> ● Monthly Counseling Curriculum Lessons – Careers 3/3-7 Kindergarten & 5th grade (May) 2nd grade- Jenkins <p>Career 3/10-14 3rd & 4th grade (May) 1st grade-Jenkins</p> <p>College and Career Review 3/17-21 Kindergarten-5th (May) 2nd grade-Jenkins</p> <p>College and Career Review 3/24-28 3rd and 4th grade (May) 1st grade (Jenkins)</p> <p>Student of the Month Celebration 3/28</p> <p>Career Day 3/26/2024</p> <ul style="list-style-type: none"> ● Small Group Counseling (Anxiety) 3/4 		
April	<ul style="list-style-type: none"> ● Monthly Counseling Curriculum Lessons-Gratitude 4/14-18 Kindergarten and 5th (May) 2nd grade (Jenkins) <p>4/21-25 3rd & 4th grade (May) 1st grade (Jenkins)</p> <p>Anger Review 4/21-25th Kindergarten & 5th grade (May) 2nd grade (Jenkins)</p> <p>Anger Review 4/28th-5/2 3rd & 4th grade (May) 1st grade (Jenkins)</p> <p>Big Brother/Big Sister Celebration 4/3 Post assessment</p>	<ul style="list-style-type: none"> ● Elementary Counseling Meeting 4/16/2023 ● 5th grade Transition Activities and Meetings <p>Support School Wide Testing - GMAS</p> <ul style="list-style-type: none"> ● Faculty & Leadership Meetings 4/10 & 4/17 ● Monthly CARE Team meetings 4/1 	<ul style="list-style-type: none"> ● Advisory Council 4/11 ● Musical Planning

	<p>New Kids on the Block 4/12 (Meet & Mentor New Students)</p> <p>Student of the Month Celebration- 4/18</p>		
May	<ul style="list-style-type: none"> ● Monthly Counseling Curriculum Lessons (5th grade transitions/ Locker lessons) ● Transition Counseling Lessons K-5 ● Rising 6th Grade Orientation at UGM <ul style="list-style-type: none"> ● Human Growth and Development Lessons – 5th grade ● Student of the Month Celebration 05/16 	<ul style="list-style-type: none"> ● Faculty & Leadership Meetings 5/8 & 5/15 ● Monthly CARE Team meetings 5/6 	<ul style="list-style-type: none"> ● Musical Planning ● Behavior Celebration Reflection Group
June			