

# Annual Calendar

School: Castille Elementary School

Academic Year: 2022-2023

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"> <li>Second Step SEL Curriculum Classroom</li> <li>Second Step Anti-bullying Lessons</li> <li>Facilitate restorative classroom meetings as needed</li> <li>Individual Counseling</li> <li>Student Check-ins</li> <li>Conflict Mediations as needed</li> <li>Group Counseling</li> <li>Referrals to outside agencies as needed</li> </ul>	<ul style="list-style-type: none"> <li>Identify students in need of additional support (Data Reviews, collaboration)</li> <li>Counselor/Admin Meetings-weekly TBA</li> </ul> <p>Attending Parent/Teacher/Student/ Team Conferences to include but not limited to:</p> <ul style="list-style-type: none"> <li>Parent consultations.</li> <li>Teacher consultations.</li> <li>SST (Student Success Team) meetings as needed</li> <li>504 Meetings as needed.</li> <li>IEP Meetings as needed</li> </ul>	<ul style="list-style-type: none"> <li>Attend Staff Meetings if able</li> <li>Attend Student Success Meetings (As Needed)</li> <li>Attend District “All Counselor” and “Elementary” PLC (Professional Learning Community) Meetings (Monthly)</li> </ul> <p>PBIS Team monthly meetings: TBA</p> <p>Identify students in need of additional support (attendance, engagement &amp; behavior data analysis using district wide aeries reports and queries)</p>
August	<ul style="list-style-type: none"> <li>Individual Counseling</li> <li>Check-In with kids as needed</li> <li>Second Step SEL and Anti-bullying Pre tests for 3<sup>rd</sup>-5<sup>th</sup> grades</li> <li>New student lunch meetings TBA 1st-5th grade</li> <li>Plan grade-level lunch bunches</li> <li>Counselor &amp; Murphy Classroom introductions - all classes</li> </ul>	<ul style="list-style-type: none"> <li>Parent Collaboration Meetings</li> <li>Teacher Collaboration Meetings</li> <li>Add character and second step resources to admin parent monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Elementary counselor check-in TBA</li> <li>Feeder School counselor “check-ins” as needed</li> <li>Start exploring Data to create SMART goal aligned with school-wide goals, and closing the gap goal for the year.</li> <li>Review/Create SMART goals for the year</li> <li>Amend annual calendar for 2022-2023 school year</li> <li>Identify students in need of additional support (analyze dashboard, attendance &amp; behavior data from previous year using aeries and CA Dashboard)</li> <li>Review Comprehensive School Counseling Program using ASCA model to make sure all components are in place.</li> <li>Attend School PTA meetings as possible</li> </ul>
September	<p>Second Step SEL Pre Test 3rd-5th <u>Schoolwide</u>;</p> <p><u>Second Step Classroom SEL: Skills for Learning/Empathy</u></p> <p>K: 1: Listening, 2: Following directions, 1st: 1: Listening, 2: Following directions, 2nd: 4: Being assertive 3rd: 5: Identifying Others Feelings 6: Perspective taking</p>	<ul style="list-style-type: none"> <li>Parent Collaboration Meetings</li> <li>Teacher Collaboration Meetings</li> <li>Share OliveCrest Parent class: TBA</li> <li>Counselor/Admin Meetings-weekly TBA</li> <li>Review parent and teacher counseling referrals</li> </ul>	<ul style="list-style-type: none"> <li>Attend District Elementary School Counselor PLC Meeting TBA</li> <li>Attend District “All Counselor” Meeting TBA</li> <li>Weekly Feeder school counselor meetings-as needed</li> <li>Complete SMART goal and closing the gap goal for the year: discipline referrals and chronic attendance</li> <li>Develop Closing the Gap Action Plan</li> </ul>

	<p>4th: 1. Empathy and respect, 2: Listening with attention, 3: Being Assertive 5th: 7: Disagreeing Respectfully</p> <p><u>Individual Counseling</u></p> <ul style="list-style-type: none"> <li>Meet with students who had multiple discipline referrals for goal setting</li> <li>Meet with students from parent/teacher referrals</li> <li>Meet with chronically absent &amp; identified chronically absent students</li> </ul> <p>Participate in PBIS Expectation rotations</p>	<ul style="list-style-type: none"> <li>Add character and second step resources to admin parent monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Develop classroom and group mindset and behaviors action plan</li> <li>Finalize annual calendar for 2022-2023 school year</li> <li>Review Comprehensive School Counseling Program using ASCA model to make sure all components are in place.</li> <li>PBIS Meeting: TBA</li> <li>Start planning for annual conference</li> </ul>
October	<p>Second Step Anti-Bullying Pre Tests <u>Schoolwide:</u> <u>Second Step Classroom SEL: Feelings and Empathy</u> K: 6: Feelings, 7: More feelings, 9: Same or different; 1st: 6: Feelings, 7: Feeling Clues, 9: Feelings change; 2nd: 5: Identifying feelings, 6: Learning about feelings, 3rd: 9: Showing Compassion 4th: 14: Jumping to Conclusions 5th: 6: Understanding Different Perspectives, 8: Accepting differences</p> <p>Red Ribbon Week: TBA</p> <p><u>Individual Counseling</u></p> <ul style="list-style-type: none"> <li>Meet with students who had multiple discipline referrals for goal setting</li> <li>Meet with students from parent/teacher referrals</li> <li>Meet with chronically absent &amp; identified chronically absent students</li> </ul> <p><u>Small Groups:</u></p> <ul style="list-style-type: none"> <li>Social Skills Kinder</li> <li>Self regulation Kinder</li> </ul>	<ul style="list-style-type: none"> <li>Promote OliveCrest virtual parent course: Spanish: 10/13-11/17. English: 11/10-12/22.</li> <li>Parent Collaboration Meetings</li> <li>Teacher Collaboration Meetings</li> <li>Counselor/Admin Meetings-weekly every Thursday: TBA</li> <li>Review student citizenship at end of 1st trimester marks looking for 3+ AC (Area of concern) or U (Unsatisfactory) marks</li> <li>Add character and second step resources to admin parent monthly newsletter</li> <li>Add character and second step resources to admin parent monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Attend District "All Counselor" Meeting TBA</li> <li>Attend District Elementary Counselor PLC meeting TBA</li> <li>Review discipline referrals</li> <li>Review students listed with chronic attendance (10%)</li> <li>Hold Annual Administrative conference TBD</li> <li>Plan school counseling advisory TBD</li> <li>Attend if possible PTA meeting TBA: share mission, vision, annual calendar, advisory flier, calendar, parenting classes.</li> <li>Share in principal special email home</li> <li>PBIS Meeting: TBA</li> <li>1st Trimester Ends: 10/28</li> </ul>
November	<p><u>Schoolwide:</u> <u>Second Step Classroom SEL: Emotion Management</u> Kindergarten:14: Calming Strong Feelings 1<sup>st</sup>:14: Calming Down Anger 2<sup>nd</sup>: 11: Emotion Management, 15: Managing Anger 3<sup>rd</sup>:12: Managing Anger, 15: Managing Anxiety 4<sup>th</sup>:10-12: Emotion Management 5<sup>th</sup>:9: motion Management</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> <li>Social Skills</li> </ul>	<ul style="list-style-type: none"> <li>Promote OliveCrest virtual parent course: Spanish: 10/13-11/17. English: 11/10-12/22.</li> <li>Parent Teacher Conference: TBA</li> <li>Parent Collaboration Meetings</li> <li>Teacher Collaboration Meetings</li> <li>Counselor/Admin Meetings-weekly every Thursday:TBA</li> <li>Add character and second step resources to admin parent monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Attend District "All Counselor" Meeting TBA</li> <li>Attend District Elementary Counselor PLC meeting TBA</li> <li>Finalize Advisory meeting</li> <li>Review discipline referrals</li> <li>Review chronic attendance (10%)</li> <li>PBIS Team Meeting TBA</li> </ul>

	<ul style="list-style-type: none"> <li>• Friendship</li> <li>• Divorce Support</li> <li>• Self Control/Playground Behavior</li> <li>• Stressbusters</li> <li>• Study Skills</li> </ul> <p>Individual Counseling</p> <ul style="list-style-type: none"> <li>• Meet with students who had multiple discipline referrals for goal setting</li> <li>• Meet with students from parent/teacher referrals</li> <li>• Meet with chronically absent &amp; identified chronically absent students</li> </ul>		
December	<p><u>Schoolwide:</u>  <u>Second Step SEL: Problem Solving</u>  Kindergarten: 19: Solving Problems  1st: 17,18: Problem Solving  2nd: 17, 18: Problem Solving  3rd: 17,18: Problem Solving  4th: 16,17: Problem Solving  5th: 17,18: Problem Solving  Small (possible) Groups and Pretests:</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> <li>• Social Skills</li> <li>• Friendship</li> <li>• Divorce Support</li> <li>• Self Control/Playground Behavior</li> <li>• Stressbusters</li> <li>• Study Skills</li> </ul> <p>Individual Counseling</p> <ul style="list-style-type: none"> <li>• Meet with students who had multiple discipline referrals for goal setting</li> <li>• Meet with chronically absent &amp; identified chronically absent students</li> </ul>	<ul style="list-style-type: none"> <li>• Promote OliveCrest virtual parent course: Spanish: 10/13-11/17. English: 11/10-12/22.</li> <li>• Parent Collaboration Meetings</li> <li>• Teacher Collaboration Meetings</li> <li>• Counselor/Admin Meetings-weekly every Thursday TBA</li> <li>• Add character and second step resources to admin parent monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Attend District “All Counselor” Meeting TBD</li> <li>• Attend District Elementary Counselor PLC meeting 12/1/21</li> <li>• Review discipline referrals</li> <li>• Review chronic attendance (10%)</li> <li>• PBIS Team Meeting: TBA</li> <li>• Hold Fall Advisory Meeting: TBA</li> </ul>
January	<p><u>Schoolwide:</u>  <u>Second Step Classroom SEL: More Problem Solving</u>  Kindergarten: 21: Fair Ways to Play  1<sup>st</sup>: 10: Dealing with Accidents  2<sup>nd</sup>: 21: Playing Fairly on the Playground  3<sup>rd</sup>:20: Solving Peer Exclusion  4<sup>th</sup>: 21: Dealing with Peer Pressure  5<sup>th</sup>: 21: Dealing with Peer Pressure</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> <li>• Social Skills</li> <li>• Friendship</li> <li>• Divorce Support</li> <li>• Self Control/Playground Behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Collaboration Meetings</li> <li>• Teacher Collaboration Meetings</li> <li>• Counselor/Admin Meetings-weekly every Thursday TBA</li> <li>• Add character and second step resources to admin parent monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Attend District “All Counselor” Meeting TBD</li> <li>• Attend District Elementary Counselor PLC meeting TBA</li> <li>• Review discipline referrals</li> <li>• Review chronic attendance (10%)</li> <li>• PBIS Team Meeting TBA</li> </ul>

	<ul style="list-style-type: none"> <li>• Stressbusters</li> <li>• Study Skills</li> </ul> <p>Individual Counseling</p> <ul style="list-style-type: none"> <li>• Meet with students who had multiple discipline referrals for goal setting</li> <li>• Meet with chronically absent &amp; identified chronically absent students</li> </ul>		
February	<p>Schoolwide: Second Step Anti-Bullying Pre Tests</p> <p><u>Schoolwide:</u> <u>Second Step Classroom Antibullying Lessons</u> K-3rd: 1: Recognize bullying, 2: Report bullying, 3: Refuse bullying, 4: Bystander power 4th-5th: 1: Recognize, report, refuse, 2: Bystander power, 3: Bystander responsibility, 4: Bystanders to bullying</p> <p>Bully Prevention Month: Activities TBA</p> <p>College/Career: College/Career Month Activities Career Day 2/10: K-1: Careers on Wheels: outside 2nd-5<sup>th</sup>: Career Day Speakers in classrooms</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> <li>• Social Skills</li> <li>• Friendship</li> <li>• Divorce Support</li> <li>• Self Control/Playground Behavior</li> <li>• Stressbusters</li> <li>• Study Skills</li> </ul> <p>Individual Counseling</p> <ul style="list-style-type: none"> <li>• Meet with students who had multiple discipline referrals for goal setting</li> <li>• Meet with chronically absent &amp; identified chronically absent students</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Collaboration Meetings</li> <li>• Teacher Collaboration Meetings</li> <li>• Counselor/Admin Meetings-weekly every Thursday TBA</li> <li>• Add character and second step resources to admin parent monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Attend District School Counselor Meeting TBA</li> <li>• Identify students receiving 3 or more discipline referrals</li> <li>• Identify students with chronic (10%) attendance</li> <li>• PBIS Team Meeting TBA</li> <li>• 2nd Trimester ends: 2/24</li> </ul>
March	<p><u>Schoolwide:</u> <u>Cultural Proficiency Classroom Lessons:</u> K: Empathy, appreciating differences, understanding self, learning about others 1st: Empathy, appreciating differences, understanding self, learning about others. 2nd: Understanding similarities and differences, appreciating differences, understanding how others will feel when being teased.</p>	<ul style="list-style-type: none"> <li>• Parent Collaboration Meetings</li> <li>• Teacher Collaboration Meetings</li> <li>• Counselor/Admin Meetings-weekly every Thursday TBA</li> <li>• Add character and second step resources to admin parent monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Identify students with 3 or more U and AC behavior grades from 2<sup>nd</sup> Trimester.</li> <li>• Attend District Elementary School Counselor Meeting TBA</li> <li>• Identify students receiving 3 or more discipline referrals</li> </ul>

	<p>3rd: Understand what being an upstander means, recognize unfair practices, explore how to intervene when bullying is observed.</p> <p>4th: Understand different types of conflicts, explore different approaches to dealing with interpersonal conflicts, and practice effective conflict resolution skills.</p> <p>5th: Understand the role and responsibility of bystanders (upstanders), explore how to intervene with different bullying scenarios.</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> <li>● Social Skills</li> <li>● Friendship</li> <li>● Divorce Support</li> <li>● Self Control/Playground Behavior</li> <li>● Stressbusters</li> <li>● Study Skills</li> </ul> <p>Individual Counseling</p>		
<p>April</p>	<p><u>Schoolwide Classroom Lessons: College/Career</u> K – 2<sup>nd</sup></p> <ul style="list-style-type: none"> <li>● What do I want to be when I grow up: Career Overviews</li> </ul> <p>3<sup>rd</sup>-4<sup>th</sup></p> <ul style="list-style-type: none"> <li>● Career Interest Inventory/Goal Setting Lessons(RIASEC/Hollands Code)</li> </ul> <p>5<sup>th</sup>:</p> <ul style="list-style-type: none"> <li>● College/Trade School Lessons</li> </ul> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> <li>● Social Skills</li> <li>● Friendship</li> <li>● Divorce Support</li> <li>● Self Control/Playground Behavior</li> <li>● Stressbusters</li> <li>● Study Skills</li> </ul> <p>Individual Counseling</p> <ul style="list-style-type: none"> <li>● Meet with students who had multiple discipline referrals for goal setting</li> <li>● Meet with chronically absent &amp; identified chronically absent students</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Collaboration Meetings</li> <li>● Teacher Collaboration Meetings</li> <li>● Counselor/Admin Meetings-weekly every ThursdayTBA</li> <li>● Add character and second step resources to admin parent monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>● Attend District All School Counselor Meeting TBA</li> <li>● Prepare and plan for School Counseling Advisory meeting.</li> <li>● Identify students with chronic (10%) attendance (Disengagement online)</li> <li>● PBIS Team Meeting TBA</li> </ul>
<p>May</p>	<p><u>Mental Health Awareness Month</u> <u>Classroom Lessons:</u> K/1: What is Mental Health 2nd/3rd: Learn about Mental Health 4th/5th: Defining Mental Health</p> <p>Small (possible) Groups and Pretests:</p> <ul style="list-style-type: none"> <li>● Social Skills</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Collaboration Meetings</li> <li>● Teacher Collaboration Meetings</li> <li>● Counselor/Admin Meetings-weekly TBA</li> <li>● Add character and second step resources to admin parent monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>● Attend District Elementary School Counselor Meeting TBA</li> <li>● Complete the closing the gap, small group and classroom instruction results report.</li> <li>● Examine data from groups. (Pre/Post Tests, Attendance, Citizenship, Discipline Referrals)</li> </ul>

	<ul style="list-style-type: none"> <li>● Friendship</li> <li>● Divorce Support</li> <li>● Self Control/Playground Behavior</li> <li>● Stressbusters</li> <li>● Study Skills</li> </ul> <p>Individual Counseling</p> <ul style="list-style-type: none"> <li>● Meet with students who had multiple discipline referrals for goal setting</li> <li>● Meet with chronically absent &amp; identified chronically absent students</li> </ul>		<ul style="list-style-type: none"> <li>● Examine data from classroom lessons. (pre/posttest)</li> <li>● Identify students with chronic (10%) attendance (Disengagement online)</li> <li>● PBIS Team Meeting TBA</li> <li>● Hold Spring Advisory: TBA</li> </ul>
June	Close out groups and individual counseling.		<ul style="list-style-type: none"> <li>● Review Program Goals &amp; Outcomes</li> <li>● Attend District All School Counselor Meeting TBA</li> <li>● Analyze Data from 2022-2023 School Year</li> <li>● Begin Planning Goals for 2023-2024 School Year</li> <li>● Begin planning annual calendar for 2023-2024 School Year</li> <li>● Create end of year report</li> <li>● 3rd Trimester ends: 6/1</li> </ul>