** Underwood School Counselor** **Annual Calendar**

**School: Brett Pesce, MA, LCMHC, Underwood Gifted and Talented Magnet Elementary Academic Year: 2023-2024**

**A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support**

\***Confidence & Self Love: Small Group Counseling Program**/Counselor Keri

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|  | **Delivering** |  |  |
| **Month** | **Direct Student Services Activities***(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)* | **Indirect Student Services Activities***(Significant collaborations, leadership, and advocacy activities)* | **Program Planning and School Support***(Defining, Managing, Assessing,**Fair-Share Responsibilities)* | **Non-Counseling School Task** |
| **Ongoing** | **\*Classroom SEL Counseling** * Classroom counseling in grades 2-5
* Once a week K and 1st *Second Step* SEL lessons
* K and 1st weekly *Second Step* letters to families via teacher’s newsletters

**Mentoring Program*** Write up activities document month-by-month and distribute to Mentors
* Coordinate with Heather Callahan about mentor assignments and plans
* Mentors meet once a week with their students

**Clothing Closet*** Organize and maintain a Clothing Closet (including coats) in coordination with the school social worker and in cooperation with the principal
* Request and receive items from teachers and parents
* Give these items **directly to students** that need them throughout the year

**Counseling/Intervention*** Respond to acute and chronic student concerns
* Individual Counseling: K-5
* Respond to student and family needs
* Regularly consult, communicate, and consult with teachers and staff about student and family needs
* Engage and communicate with families to build and maintain relationships
* *Tenemos Esto!* small group
* Play & Communication Skills groups
* Establish groups that are based on needs of students/parents
* Mentor program students
 | -School supplies, clothing & backpack distribution**Mentoring Program**-Meet with Magnet Coordinator to establish and implement Mentor Program between students referred by teachers, last year’s mentees and linking staff mentors with those students.-Devising possible activities for the mentors to do with mentees. **504 Eligibility Coordinator**-Coordinate and collaborate with teachers, parents, and administration to set up 504 Eligibility and Annual Review meetings-Print copies of 504 Accommodation Plans to teachers and specialists that have those students -Send new and updated Annual Plans to Specialists and Testing Coordinators**Backpack Buddies**-Collaborate with Crystal Floyd-Wilson (School Social Worker) and parent volunteer Jillian Keefe with needed food bags to be delivered on Wednesdays**Student Needs**-Collaborate with school social worker to distribute to classrooms-Create and update Backpack Buddies list of students in Google Docs and who received food bags **Attendance Committee**-Attend monthly meetings and consult with school social worker about students with attendance concerns**\**Second Step* SEL Programming**-Communicate with teachers about program implementation, parent communication to be sent out. -Weekly lesson letters to parents via weekly teacher communication K and 1st, with this direction given to teachers in grades 2-5 with links to access-Train new teachers how to use the program yearly.-Monitor lessons taught and ensure that the Prep and Extend Activities for teachers in K and 1 are taught-Provide administration with usage data quarterly.**Behavior Team**-Meet once a month to discuss Majors and Minors-Update students that I have contact with and add new information in UGTM Google Doc-Collaborate with staff to strategize and implement plans to meet student and family needs/concerns**Leadership Team**-Meet with grade level chairs, specials chair, intervention staff and admin to review, revise and analyze school data to meet the needs of students and families.**Web Page**Update the Counselor’s Corner on the school webpage | **Update School Counselor pages on school website****Google Documents in Shared Drive**Continuously update and add to when needed**\**Second Step* SEL Programming**Collaborate with media center staff to create a library of books and media resources related to regulation of emotions to share with students and families. | **Breakfast Duty 8:45am-9:20am daily** Monitoring students and behaviors coming in the building**Lunch Duty 1:00pm-1:45pm Tuesday & Thurs.**Meet 2nd grade classes Supervise and redirect student behaviorClean tables and pick up trash**Carpool Duty 3:40pm-4:10pm daily**Supervise students in the cafeteria getting picked up in the carpool line |
| **August** | **See Ongoing Services****Counseling/Intervention*** Respond to acute and chronic student concerns
* Respond to student and family needs identified by the spring staff survey

**Parent Coffee, Parent Orientations*** Consult and coordinate with Magnet Coordinator about agenda, training, refreshments, communication with PTA representative
* Carry out training to kindergarten parents via Google Presentation (adjusting to kindergarten, common emotions, and behaviors, how to help your child succeed, SEL strategies)
 | **504 Eligibility Coordinator**Respond to new 504 requests, out of state cases**Fall Needs Assessment**Collaborate with team about what to put on assessment, implementation dates.Devise assessment School supplies & backpack distribution**Counseling/Intervention**-Look at spring 2023 staff and parent survey data, determine identified needs, and develop plans to address-Collaborate with teachers and administrators regarding student issues/needs for the year**Needs Assessment: Backpack Buddies**-Obtain names from last year’s Needs Assessment-Add and delete students throughout the year-Collaborate with Jen Page about how many families need food bags on Fridays-Determine how to distribute food bags weekly.**\**Second Step* SEL Programming***-Second Step* calendar planning-Second Step information to teachers to hand out at Meet the Teacher night  |  |  |
| **September** | **See Ongoing Services**Planning for *Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **Fall Needs Assessment:**-Collaborate with team -Edit assessment -Devise Google Docs for all areas of Needs Assessment documents-Send out Needs Assessment to all families via parent emails, PTA weekly e-news, and paper versions to all students on the Backpack Buddies list.**Classroom Counseling**-Set up classroom counseling dates and times for the year**ASCA Model Plan**-Review last year’s results-Present data and needs to UCARES team/Advisory Council-Have Advisory Council sign the plans for the year |  |  |
| **October** | **See Ongoing Services**Planning for*Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **Counseling/Intervention:**-Initiate and organize small groups based upon staff and parent surveys and what we’re seeing in school.**Fall Needs Assessment/Thanksgiving:**-Get family names from Needs Assessment responses-Contact families from high needs list who haven’t responded by paper forms-Communicate and coordinate with parents and partner organizations about meals, pickup and delivery dates and times**Fall Needs Assessment/Angel Tree: List due to Hayes-Barton Baptist October 2023**-Get family names from Needs Assessment responses-Contact families from high needs list who haven’t responded about Angel Tree needs-Get detailed information from parents about what they need.-This year, do the beginning of the year Note in the Pocket referrals.-Communicate and coordinate with SISP team about important dates and team member roles.**Spotlight on Students Award**-Get nominees from teachers-Let admin know nominees and have staff vote**ASCA Model Plan**Gather data for ASCA model plan-Look at 1st quarter data for behavior-Analyze parent and staff survey results from the prior spring-Determine the goals and strategies for the year-Update ASCA plan in RAMP portal, review and update sub-categories and documents-Upload new documents-Have Annual Administrative Conference form completed-Meet with Principal about Administrative Conference form/goals for the year**Middle School** Send any middle school tour information to parentsPut middle school tour information on the school counselor’s page on the school website |  |  |
| **November** | **See Ongoing Services***Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **-See Ongoing Services** | **Classroom SEL Counseling** * Post student work in hallway
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| **December** | **See Ongoing Services***Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **Fall Needs Assessment/Angel Tree**-Assign any remaining students to staff who offer to help-Pick up and organized hundreds of gifts-Communicate and coordinate with parents and partner organizations about pickup, delivery dates and times**Fall Needs Assessment/Book Fair Certificates**Identify requests from Needs Assessment and teachers and distribute to students |  |  |
| **January** | **See Ongoing Services** | **ASCA Plan/Second Step:**Administer post-assessment to all 1st graders about knowledge learned from Second Step**Spring Needs Assessment:**Mid-January: Utilize the same students/families who responded to the Fall Needs Assessment.-Contact those families by paper to see if and what they need. -Contact parents who haven’t responded. **Start preparations for middle school registration** |  |  |
| **February** | **See Ongoing Services****Student Council meetings with administration, for 2nd-5th graders** ***Tenemos Esto!* Small Group Counseling Program/Counselor Keri: Small group of seven sessions for 4th and 5th grade Hispanic boys** | **Middle School Registration Procedures:****Send out Math choices for Parents****Mid-Late February:** Next School Loaded into PowerSchool (get list from Holly)**Late February to early March:**-Communication with AIG Teacher: -SSA Test REQUEST window-Some who want extra testing (SSA) with Jen Page/AIG (she needs to notify parents and set a testing date. ‘21-’22 year, the request window was Feb. 22 to March 22. Actual testing window was April 7-28)**-Make recommendations or do waivers for Math 6+/7+**   **-Teacher Recommendations for Core** due in PowerSchool (get instructions to 5th grade teachers, meet, and go through it)**-Parent Communication/PTA E-News and other locations:****-Communicate with parents** about the middle school registration process and dates. -Parents able to view electives online--**send links to them.****-Add note to parents about electives that require auditions****Spring Needs Assessment:**-Beginning of February: Send parents/guardians the SPRING NEEDS ASSESSMENT. -Contact parents who haven’t responded. -February 2024: Google Spreadsheet emailed to me for Spring Needs Assessment (The Giving Cross) | **Classroom SEL Counseling** * Post student work in hallway
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| **March** | **See Ongoing Services****Middle School Registration Mid-March to Mid-April:**Meet with 5th grade students, help them make elective selections in PowerSchool**Student Council meetings with administration, for 2nd-5th graders** *Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **Middle School Registration Procedures:****Late February to early March**: SSA Test REQUEST window**Early March:** **Send home envelopes with:**-Middle school letters -Paper copies of electives with directions sent with the letters-Mail to any VA students -Teacher collects them in their classroom**Mid-March to Mid-April:** Core Recommendations printed by Holly (Data Manager), and I send home to parents/guardians to review for accuracy/approval**Spring Needs Assessment:****Spring Wish List Due March 2024:** Completed Google Spreadsheet Wish List due to Karen Strickland at Hayes Barton Baptist |  |  |
| **April** | **See Ongoing Services****Student Council meetings with administration, for 2nd-5th graders** *Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **504 Eligibility Coordinator**Get ready for EOG testing/ROAs, and required paperwork |  |  |
| **May** | **See Ongoing Services****Student Council meetings with administration, for 2nd-5th graders (n=34)****Classroom SEL Counseling** * *Funny Tummy* Program for 1st graders/District expectation

*Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **Middle School Registration:****Early May:** Elementary Schools will send info to middle schoolsFinal Core AND electives requests copies sent home to parents**Mid-May:** Counselor Watch Lists Due**Spring Needs Assessment:****May 11th:** Spring Needs Assessment pick up time emailed to Karen Strickland at Hayes-Barton Baptist. **May 2024:** Pick up on May 16th. Distribution to students and families | **ASCA/MEASURE:**-ASCA data collection and MEASURE workup. Due June 30th.**-Survey teachers and parents about next years’ needs and things to focus on** (Magnet Coordinator can add to *End of Year Checklist*) |  |
| **June** | **See Ongoing Services****Counseling/Intervention:*** Wrap up Classroom Counseling: K & 1st via **\****Second Step*
* Wrap up Individual Counseling: K-5
* Wrap up small group/ *Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys
* Identify students who need to be seen or need continued counseling next year
 | **EOG testing administrator/proctor**-Attend training-Do administration and/or proctoring**Retention Committee**Meet about students listed for possible retention | **ASCA/MEASURE:**-ASCA data collection/workup. Due June 30th.-Survey teachers and parents about next years’ needs and areas to focus on.***\*Second Step* SEL Programming**-Wrap up**\****Second Step* implementation for kindergarten and first grade-Wrap up **\****Second Step* for 2nd-5th grade teachers, obtain feedback via teacher survey-Devise *\*Second Step* usage report and send to Admin Team**Shared Drives**Check over all documents and finalize them as needed.**Prep calendar for next year** |  |