

Annual Calendar

School: Rio Calaveras Elementary

Academic Year: 2021-2022

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 (Defining, Managing, Assessing, Fair-Share Responsibilities)
	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)	
Ongoing Services	<ul style="list-style-type: none"> Restorative Post-Suspension Conferences Restorative Discussions Prior to Disciplinary Action Restorative Circles Conflict Mediation Risk Assessments Individual Counseling Peer Leaders Uniting Students (PLUS) Program Advisor Transition Planning & Academic Planning Attendance Plan (Rewards & Promotion) Attendance Priority List - Check-Ins (Students who have missed 10%+ of enrolled school days) New Student Orientations Mindful Mornings (K-5) Basketball Program (7-8) 	<ul style="list-style-type: none"> CARE (Care, Assess, Respond, Evaluate) Meetings (2x/month) SST (Student Success Team) Meetings (2x/month) Teacher/Administrator/Parent/Staff Consultation/Collaboration <ul style="list-style-type: none"> Parent/teacher conferences Grade-level team meetings Operation team meetings Committee meetings Attendance family outreach Student Referrals to Tier 3 Services Operation School Bell Donation Collections - Basic Needs Provided to Students Referred Social Emotional Learning Videos/Discussions/Worksheets (Sent 1x/Week to Teachers) 	<ul style="list-style-type: none"> Family Engagement Instruction (1 per Domain) <ul style="list-style-type: none"> Community collaboration to set up family engagements & site services STAR Billing Finished Weekly by End of Day Friday Establish and Maintain School Counseling Annual, Monthly & Weekly Calendars Staff Meetings Keep a Time Log to Assess Use-of-Time Maintain School Counseling Website/Newsletter/Bulletin Boards Schedule Counseling Instruction Time with Teachers and Share Counseling Lesson Calendar Monthly PBIS (Positive Behavior Interventions & Supports) Team Member AVID (Advancement Via Individual Determination) Team Member Collaborate with Principal/Leadership Team About Any Areas of Focus for the Year <ul style="list-style-type: none"> PBIS plan, school climate review, discipline data review, schedule data days, advisory council Monthly Data Collection & Analysis (Grades, Discipline, and Attendance Reports) <ul style="list-style-type: none"> Use Tier 2 Data Elements for the following interventions/services: Closing-the-gap, CARE/SST meetings, small group recruitment CARE/SST: Paperwork and Management

<p>July</p>			<p>Additional Activities:</p> <ul style="list-style-type: none"> ● Set up the School Year <p>7/28: Reporting Date 7/28: Beginning-of-the-Year District School Counselor Professional Learning Community (PLC) (10:30-12:00) 7/29: Set Up Office, Gather Needed 7/29: Staff Meeting (8:50-2:50) 7/30: Initial Annual Administrator Agreement Meeting (9:30-10:30) 7/30: Calendar Planning Meeting (11:00-12:00)</p>
<p>August</p>	<p>[8/2: First Day of School]</p> <p>Classroom Instruction: 8/5: Counselor Introduction (7-8) 8/6: Counselor Introduction (K-6) 8/20: What is Harassment (Grade 7) 8/23: Focusing Attention (Kinder) 8/24: Focusing Attention (Grade 1) 8/27: Focusing Attention and Listening (Grade 2) 8/24: My Interests and Strengths (Grade 8)</p> <p>Groups: <i>Groups should not start until enough tier 2 data is collected to appropriately recruit students</i></p> <p>Other Counseling Interventions/Services: 8/17-8/19: School-Wide PBIS Tour (K-8)</p>	<p>[8/2: First Day of School]</p> <p>8/25: SST Day (½ Day PM)</p>	<p>[8/2: First Day of School]</p> <p>Additional Activities:</p> <ul style="list-style-type: none"> ● Character Trait: Guidelines for Success (PBIS) ● Attendance Days: 22 ● CARE/SST: Start process for those who need follow up from the year before. ● Turn in Annual Administrator Agreement to District ● Set Up Students on Xello <p>8/2: Finalize Counseling Calendar & Share with Stakeholders 8/5: Staff Meeting (1:55-2:55) <ul style="list-style-type: none"> ● <i>PD on SAP Process & Relationships in the Classroom Carousel Activity on 9/2 - 15 min.</i> ● <i>Review advisory council & see if anyone is interested in joining</i> 8/13: CARE/SST Schedule Due to District 8/19: Staff Meeting (1:55-2:55) <ul style="list-style-type: none"> ● <i>Staff PD on Signs of Suicide (SOS) - 30-45 min.</i> [Date]: Site Data Day (Time)* <ul style="list-style-type: none"> ● <i>Analyze Data, Discuss Annual Admin Conference, Closing-the-Gap, & Student Outcome Goals</i> </p>

			[Date]: Final Annual Administrator Meeting (Time)
September	<p>[9/6: No School] [9/27: Non-Contact Day]</p> <p>Classroom Instruction: 9/14: Being Assertive (Grade 3) 9/15: Respecting Similarities and Differences (Grade 4) 9/9: Listening with Attention (Grade 5) 9/20-9/22: Kindness (Grade 5) 9/24: Signs of Suicide (Grade 7) 9/28]: Social Factors that Contribute to Bullying (Grade 8) 9/30: Responding to Cyberbullying (Grade 6)</p> <p>Groups: [Dates]: Prepare & Start Small Groups Round 1 (Topic & Grade) <ul style="list-style-type: none"> • Social Skills (K) • Friendship (4) • Motivation & Resilience: Why Try (5-6) </p> <p>Other Counseling Interventions/Services:</p>	<p>[9/6: No School] [9/27: Non-Contact Day]</p> <p>9/8: CARE Team Meeting (9:30-11:00) 9/29: SST Day (All Day) - minimum day/parent conferences</p>	<p>[9/6: No School] [9/27: Non-Contact Day]</p> <p>Additional Activities:</p> <ul style="list-style-type: none"> • Character Trait: Caring • Attendance Days: 20 • CARE/SST: Remind teachers of referral process and being SAP process for new referrals • School-Wide PLUS Survey Distribution <ul style="list-style-type: none"> ◦ <i>Beginning-of-Year Data Collection</i> • Yellow Ribbon Campaign* • Attendance Awareness Month* <p>9/1: Monthly Counselor PLC (8:30-10:00) 9/2: Staff Meeting (1:55-2:55) <ul style="list-style-type: none"> • <i>Staff PD on Relationships in the Classroom Carousel Activity - 30 min.</i> [Date]: Site Data Day (Time)* 9/8: Monthly District Data Report Due 9/6-9/10: Suicide Prevention Week 9/10: Suicide Prevention Day (Wear Yellow) [Date]: Signs of Suicide Parent Training (Time) 9/16: Staff Meeting (1:55-2:55) 9/30: Staff Meeting (1:55-2:55)</p>
October	<p>[10/4-10/8: Fall Break] [10/18: Non-Contact Day] [10/29: Trimester 1 Ends]</p> <p>Classroom Instruction: [Date]: Recognizing Bullying (Kinder) [Date]: Recognizing Bullying (Grade 1) [Date]: Recognizing Bullying (Grade 2) [Date]: How to Grow Your Brain (Grade 6) 10/29: Learning from Mistakes and Failure (Grade 7)</p> <p>Groups:</p>	<p>[10/4-10/8: Fall Break] [10/18: Non-Contact Day] [10/29: Trimester 1 Ends]</p> <p>10/14: CARE Team Meeting (9:30-11:00) 10/27: SST Day (All Day)</p>	<p>[10/4-10/8: Fall Break] [10/18: Non-Contact Day] [10/29: Trimester 1 Ends]</p> <p>Additional Activities:</p> <ul style="list-style-type: none"> • Character Trait: Respect • Attendance Days: 15 • CARE/SST: Remind teachers of retention guidelines <ul style="list-style-type: none"> ◦ <i>Teachers must make comments on Trimester 1 report card to indicate if a student is at-risk for retention</i> • Breast Cancer Awareness Month* • KCRA Kids Can Food Drive Starts* • School Safety Month*

	<p>[Dates]: Continue Small Groups Round 1 (Topic & Grade)</p> <p>Other Counseling Interventions/Services:</p> <ul style="list-style-type: none"> 10/25-10/29: Red Ribbon Week <ul style="list-style-type: none"> Red Ribbon Week (Includes Spirit Days & In-Class, Optional Activities) Door Decorating Contest Charity Drive (Drugs are un'BEAR'able) 10/25: Crazy to do Drugs (Crazy Hair Day) 10/26: Be Happy to Be Drug Free: Rainbow Day 10/27: Unity Day: Wear Orange 10/28: Be Brave to Say No to Drugs: Super Hero Day 10/29: [Redacted] 10/27: Unity Day (Anti-Bullying) 		<p>[Date]: Site Data Day (Time)*</p> <p>10/13: AVID/PBIS Site Team Meetings</p> <p>10/13: Monthly Counselor PLC (Time)</p> <p>10/15: Monthly District Data Report Due</p> <p>10/21: Staff Meeting (1:55-2:55)</p>
November	<p>[11/11: No School]</p> <p>[11/22-11/26: Thanksgiving Break]</p> <p>Classroom Instruction:</p> <p>[Date]: Recognizing Bullying (Grade 3)</p> <p>[Date]: Recognizing Bullying, Report & Refuse (Grade 4)</p> <p>[Date]: Recognizing Bullying Report & Refuse (Grade 5)</p> <p>11/16: College and Career Lesson (Grade 8)</p> <p>Groups:</p> <p>[Dates]: End Small Groups Round 1 (Topic & Grade)</p> <p>[Dates]: Prepare & Start Small Groups Round 2 (Topic & Grade)</p> <ul style="list-style-type: none"> Emotion Management (1) Motivation & Resilience: Why Try (5-6) <p>Other Counseling Interventions/Services:</p> <p>Tri 1 D-F List Student Check-Ins (8)</p>	<p>[11/11: No School]</p> <p>[11/22-11/26: Thanksgiving Break]</p> <p>11/3: CARE Team Meeting (9:30-11:00)</p> <p>11/17: SST Day (All Day)</p>	<p>[11/11: No School]</p> <p>[11/22-11/26: Thanksgiving Break]</p> <p>Additional Activities:</p> <ul style="list-style-type: none"> Character Trait: Tolerance Attendance Days: 16 CARE/SST: Request retention candidates from teachers SUSD is Bully Free Month See Something, Say Something KCRA Kids Can Food Drive* Invite 8th Grade Small School Visit <p>11/3: Monthly Counselor PLC (Time)</p> <p>11/4: Staff Meeting (1:55-2:55)</p> <ul style="list-style-type: none"> How to Intervene with Tier 2 Students Socially/Emotionally - i.e., 2x10 Strategy - 25 min. Coaches will do tier 2 academic interventions <p>11/8: Monthly District Data Report Due</p> <p>11/10: Fall Advisory Council Meeting (4:00-5:00)</p> <p>[Date]: Site Data Day (Time)*</p>

December	<p>[12/20-1/3: Winter Break]</p> <p>Classroom Instruction:</p> <p>Recommended Intentional Instruction: Attendance Matters Specialty High School Choices Restorative Circles, etc.</p> <p>Groups: [Dates]: Continue Small Groups Round 2 (Topic & Grade) [Dates]: Closing-the-Gap Tier 2 Small Group Intervention</p> <p>Other Counseling Interventions/Services: Academic Student Check-Ins (8)</p>	<p>[12/20-1/3: Winter Break]</p> <p>12/1: CARE Team Meeting (9:30-11:00) 12/15: SST Day (All Day) 12/16: SST Day (All Day)</p>	<p>[12/20-1/3: Winter Break]</p> <p>Additional Activities:</p> <ul style="list-style-type: none"> ● Character Trait: Citizenship ● Attendance Days: 14 ● CARE/SST: Prepare & Send Retention Letters to Families <ul style="list-style-type: none"> ○ <i>Retention paperwork is due & should complete the following:</i> ○ <i>Notify students' adults/family of unsatisfactory progress by the 90th day of enrollment (1/7/22)</i> ● Kids Taking Care of Kids* ● KCRA Kids Can Food Drive* <p>12/1: AVID/PBIS Site Team Meetings 12/1: Monthly Counselor PLC (Time) 12/2: Staff Meeting (1:55-2:55) [Date]: Site Data Day (Time)* 12/8: Monthly District Data Report Due 12/16: Staff Meeting (1:55-2:55)</p>
January	<p>1/15: Martin Luther King Jr. Day (Diversity) [1/17: No School] [1/31: Non-Contact Day]</p> <p>Classroom Instruction: [Date]: College and Career Lesson (Grade 6) 1/27: College and Career Lesson (Grade 7)</p> <p>Groups: [Dates]: End Small Groups Round 2 (Topic & Grade)</p> <p>Other Counseling Interventions/Services: [Dates]: High School Registration Events [Dates]: Specialty High School Visits</p>	<p>1/15: Martin Luther King Jr. Day (Diversity) [1/17: No School] [1/31: Non-Contact Day]</p> <p>1/5: CARE Team Meeting (9:30-11:00) 1/19: SST Day (Initial Retentions) (All Day) 1/26: SST Day (Initial Retentions) (All Day)</p>	<p>1/15: Martin Luther King Jr. Day (Diversity) [1/17: No School] [1/31: Non-Contact Day]</p> <p>Additional Activities:</p> <ul style="list-style-type: none"> ● Character Trait: Responsibility ● Attendance Days: 18 ● CARE/SST: January 7th is the 90th day of school ● School-Wide PLUS Survey Distribution <ul style="list-style-type: none"> ○ <i>Middle-of-the-year data collection</i> <p>1/5: AVID Site Meeting (All Day) 1/5: Monthly Counselor PLC (Time) 1/6: Staff Meeting (1:55-2:55) 1/11: Sex Trafficking Parent PD (6:00-7:00?)</p> <ul style="list-style-type: none"> ● <i>Gina to invite guest Police Department speaker; nachos; drinks; Starbucks gift</i>

	1/24-1/28: The Great Kindness Challenge (Includes In-Class, Optional Activities)		cards; \$25 WinCo gift cards; Fire Tablet 7?) - Gina to send out parent poll to find best time [Date]: Site Data Day (Time)* <ul style="list-style-type: none"> Hatching Results Admin Check in Tool 1/20: Staff Meeting (1:55-2:55)
February	<p>[2/14: No School] [2/18: Trimester 2 Ends] [2/21: No School]</p> <p>Classroom Instruction: [Date]: Xello: Mission: Interests (College and Career) (Grade 3) [Date]: Xello: Mission: Skills (College and Career) (Grade 4) [Date]: Xello: Mission: Learning and Future Success (College and Career) (Grade 5)</p> <p>Groups: [Dates]: Prepare & Start Small Groups Round 3 (Topic & Grade) <ul style="list-style-type: none"> Attendance (K-8) Mindful Manners (5-6) </p> <p>Other Counseling Interventions/Services: [Dates]: 8th Grade High School Registration Events <ul style="list-style-type: none"> Chavez High School Pre-Registration (8) [Dates]: Specialty High School Visits</p>	<p>[2/14: No School] [2/18: Trimester 2 Ends] [2/21: No School]</p> <p>2/9: CARE Team Meeting (9:30-11:00) 2/23: SST Day (All Day) 2/24: SST Day (All Day)</p>	<p>[2/14: No School] [2/18: Trimester 2 Ends] [2/21: No School]</p> <p>Additional Activities:</p> <ul style="list-style-type: none"> Character Trait: Kindness Attendance Days: 18 Focus on Anti-Bullying Again <p>2/2: Monthly Counselor PLC (Time) 2/3: Staff Meeting (1:55-2:55) <ul style="list-style-type: none"> Staff PD on Equity & Inclusion Part 2 - 1 hr. 2/1-2/5: National School Counseling Week 2/8: Monthly District Data Report Due [Date]: Site Data Day (Time)* [Date]: No One Eats Alone Day 2/24: Staff Meeting (1:55-2:55)</p>
March	<p>[3/14-3/18: Spring Break]</p> <p>Classroom Instruction: [Date]: Xello-College and Career (Kinder) [Date]: Xello-College and Career (Grade 1) [Date]: Xello-College and Career (Grade 2)</p> <p>Groups:</p>	<p>[3/14-3/18: Spring Break]</p> <p>3/2: CARE Team Meeting (9:30-11:00) 3/30: SST Day (All Day)</p>	<p>[3/14-3/18: Spring Break]</p> <p>Additional Activities:</p> <ul style="list-style-type: none"> Character Trait: Self-Control/Effort Attendance Days: 18 Pennies for Patients* State Test Prep* Goal Setting* <p>3/2: AVID Data Team Meeting (All Day) 3/2: Monthly Counselor PLC (Time)</p>

	<p>[Dates]: Continue Small Groups Round 3 (Topic & Grade)</p> <p>Other Counseling Interventions/Services:</p>		<p>3/3: Staff Meeting (1:55-2:55) [Date]: Site Data Day (Time)* 3/8: Monthly District Data Report Due 3/31: WhiteOUT Day 3/31: Staff Meeting (1:55-2:55)</p>
April	<p>Classroom Instruction: [Dates]: Test Taking Strategies, Etc.</p> <p>Groups: [Dates]: End Small Groups Round 3 (Topic & Grade)</p> <p>Other Counseling Interventions/Services:</p>	<p>4/6: CARE Team Meeting (9:30-11:00) 4/27: SST Day (All Day) 4/27: PLUS Summit (All Day) (Tentative)</p>	<p>Additional Activities:</p> <ul style="list-style-type: none"> ● Character Trait: Trustworthiness ● Attendance Days: 21 ● State Testing Prep* <p>4/6: Monthly Counselor PLC (Time) 4/7: Staff Meeting (1:55-2:55) 4/8: Monthly District Data Report Due [Date]: Site Data Day* [Date]: Spring Advisory Council Meeting (Time) 4/21: Staff Meeting (1:55-2:55)</p>
May	<p>[5/26: Last Day of School] [5/27: Last Contract Day]</p> <p>Classroom Instruction:</p> <p>Groups: <i>If not terminated, terminate small groups round 3</i></p> <p>Other Counseling Interventions/Services:</p>	<p>[5/26: Last Day of School] [5/27: Last Contract Day]</p> <p>[Date]: Promotion Ceremonies 5/4: CARE Team Meeting (9:30-11:00) 5/11: SST Day (Final Retentions) (All Day) 5/12: SST Day (Final Retentions) (All Day)</p>	<p>[5/26: Last Day of School] [5/27: Last Contract Day]</p> <p>Additional Activities:</p> <ul style="list-style-type: none"> ● Character Trait: Fairness ● Attendance Days: 19 ● CARE/SST: Close out CARE/SST information and organize ● Teacher Appreciation Week ● Mental Health Awareness Week <p>5/4: Monthly Counselor PLC (Time) 5/5: Staff Meeting (1:55-2:55) <ul style="list-style-type: none"> ● <i>Support Staff Snacks</i> 5/6: Monthly District Data Report Due [Date]: Site Data Day* 5/10: Spring Advisory Council Meeting (4:00-5:00) 5/12: Staff Meeting (1:55-2:55) [Date]: Administrator Meeting re: Pre-Annual Administrator Agreement (Time) [Date]: End-of-Year Data Report Due 5/24: 8th Grade Promotion @ Chavez</p>

June	[5/28 -8/1: Summer Break]	[5/28 -8/1: Summer Break]	[5/28 -8/1: Summer Break]
------	---------------------------	---------------------------	---------------------------

Tip & Tricks:

- Live document - should be filling in all ASCA activities as they occur
 - For example: all meetings (staff, IEPs, 504s, etc.), family engagement activities, intentional lessons (& which grade you gave them to), school-wide interventions/activities/assemblies, back-to-school night, open house, college/career nights, evening activities provided by the school/community, etc.
 - Specify which small group you are providing (topic & grade)
- Fill in dates & times: Dates should run chronologically from beginning of the month (top) to end of the month (bottom).
- 1 counseling calendar per school counseling program
- Asterisk* marks optional activity; delete if not doing
- *Italicized information* is for your knowledge and should be deleted for the final calendar
- Share your calendar! With admin, post it on the school website, newsletters, etc.