

Dunmore Elementary Center **Monthly Counseling Calendar**

<u>July</u>	<u>January</u>
<p>Academic:</p> <p>xxx</p>	<p>Academic:</p> <ul style="list-style-type: none"> • Individual Counseling, • Participation in Child Study & SAP Teams, Meetings & Parent/Teacher Conferences, • Input into ER, RR, GIEP, and 504 Plans, evaluations/referrals, • Attendance at 504 Plan and IEP meetings, • Time-On-Task Observations, • Psychological & Gifted Screening as necessary, • Communication with parents re: their child's academic needs, • Data Processing of Report Cards including GPA calculations for grades 5 & 6. • Classroom Lesson (41) – Human Machines (Grade 1) • Classroom Lesson: Making Sense of Senses (Grade 4) • Classroom Lesson: Doghouse (Grade 5) • Classroom Lesson: The Future (Grade 6) • Meeting with School Psychologist to discuss Academically At-Risk Students, • Meet with Academically At-Risk Students.

<p>Career:</p> <p>xxx</p>	<p>Career:</p> <ul style="list-style-type: none"> • Classroom Lesson: Human Machines (Grade 1) • Classroom Lesson: Doghouse (Grade 5) • Classroom Lesson: The Future (Grade 6)
<p>Personal/Social:</p> <p>xxx</p>	<p>Personal/Social:</p> <ul style="list-style-type: none"> • Individual & Small Group School Counseling, • Facilitate Parent Communication, • Facilitation of and participation in Risk Assessment, Child Study, & SAP Teams. • Classroom Activity/Lesson (41) – Human Machines (Grade 1) • Mid-year meeting with Scranton Counseling Center to coordinate services and collaborate regarding students with mental health needs as well as discussing program goal & objectives, • Meeting with Dean of Students to discuss at risk students referred to office in past month.
<p><u>August</u></p>	<p><u>February</u></p>
<p>Academic:</p> <ul style="list-style-type: none"> • Individual & small group counseling, • Create class lists and student schedules 	<p>Academic:</p> <ul style="list-style-type: none"> • Individual & small group counseling, • Participation in Child Study & SAP Teams, Meetings &

<ul style="list-style-type: none"> • Reviewing 504 Plans of students with the teachers they will have for upcoming school year. • New student & parent tours of school upon request. 	<p>Parent/Teacher Conferences,</p> <ul style="list-style-type: none"> • Attendance at 504 Plan and IEP meetings, • Input into ER, RR, GIEP, and 504 Plans, • Time-On-Task Observations, • Communication with parents re: their child’s academic needs, • Psychological & Gifted Screening when warranted, • Meet with Academically At-Risk Students. • Lesson: Career Research (Grade 5)
<p>Career:</p> <ul style="list-style-type: none"> • Classroom Presentation: Introduction to Career Topics & Activities to be discussed throughout year (All grades) 	<p>Career:</p> <ul style="list-style-type: none"> • Classroom Activity: Career Puppets (Grade 1) • Classroom Lesson: All About Me (Grade 1) • Classroom Activity: Career Research (Grade 5)
<p>Personal/Social:</p> <ul style="list-style-type: none"> • Individual & small group school counseling. • Discussion of School District’s Bullying Policy in each grade. 	<p>Personal/Social:</p> <ul style="list-style-type: none"> • Individual & small group counseling, • Facilitate Parent Communication, • Facilitation of and participation in Risk Assessment, SAP, & Child Study Team meetings, • Meeting with Scranton Counseling Center School-Based Team for coordination & collaboration of services of students with mental health

	<p>needs,</p> <ul style="list-style-type: none"> • Classroom Activity: How Do You Feel? (Grade K) • Classroom Lesson: All About Me (Grade 1) • Classroom Activity: What I Like About You (Grade 3) • Meeting with Dean of Students to discuss students who have been referred to the office in past month for behaviorally issues.
<u>September</u>	<u>March</u>
<p>Academic:</p> <ul style="list-style-type: none"> • Individual & Small Group Counseling, • Participation in Child Study & SAP Teams, Meetings & Parent/Teacher Conferences, • Input into ER, RR, GIEP, and 504 evaluations/referrals, • Attendance at 504 Plan and IEP meetings, • Time-On-Task Observations, • Psychological Screenings (i.e. K-BIT 2 IQ tests) when necessary, • Back to School Night. • Classroom Activity – The Kissing Hand (K) • Bullying Presentations/Discussion in each grade (K-6), • Classroom Lesson: Healthy Choices (Grade 1) 	<p>Academic:</p> <ul style="list-style-type: none"> • Individual & Small Group Counseling, • Participation in Child Study & SAP Teams, Meetings & Parent/Teacher Conferences, • Input into ER, RR, GIEP, and 504 evaluations/referrals, • Attendance at 504 Plan and IEP meetings, • Time-On-Task Observations, • Communication with parents re: their child’s academic needs, • Psychological Screenings (i.e. K-BIT 2 IQ tests) when warranted, • Meet with academically at-risk students, • Meeting with School Psychologist to discuss Academically At-Risk Students. • Data Processing of Report Cards including GPA calculations for grades 5 & 6

<p>Career:</p> <ul style="list-style-type: none"> • Classroom Activity – Do You Know You? (Grade 2) 	<p>Career:</p> <ul style="list-style-type: none"> • Classroom Activity – Making A Personal Coat of Arms (Grade 3)
<p>Personal/Social:</p> <ul style="list-style-type: none"> • Individual School Counseling, • Facilitation of & participation in Risk Assessment Team, • Classroom Activity/Lesson (34): Healthy Choices (Grade 1), • Classroom Activity: The Kissing Hand (Grade K) • Meeting with Scranton Counseling Center’s School-Based Team to collaborate and coordinate services for students with mental health needs. • Meeting with Dean of Students to process students who have been referred to office in the past month for behaviorally issues. 	<p>Personal/Social:</p> <ul style="list-style-type: none"> • Individual School Counseling, • Facilitation of & participation in Risk Assessment Team, • Classroom Activity – Wemberly Worried (Grade 1) • Meeting with School-Based Scranton Counseling Team to coordinate and for collaboration of students with mental health needs.
<p><u>October</u></p>	<p><u>April</u></p>
<p>Academic:</p> <ul style="list-style-type: none"> • Individual Counseling, • Participation in Child Study & SAP Teams, Meetings & Parent/Teacher Conferences, • Input into ER, RR, GIEP, and 	<p>Academic:</p> <ul style="list-style-type: none"> • Individual Counseling, • Participation in Child Study Team Meetings & Parent/Teacher Conferences, • Attendance at 504 Plan and

<p>504 Plan evaluations/referrals,</p> <ul style="list-style-type: none"> • Attendance at 504 Plan and IEP meetings. • Time-On-Task Observations, • Preparation of report card data for the year, • Psychological Screenings when necessary (i.e. K-BIT 2 IQ tests), • Communication with parents re: their child's academic progress and concerns. • Classroom Activity/Lesson (75): Let's Figure Out Why (Grade 2) • Classroom Lesson: Friends & The Real Me (Grade 5) 	<p>IEP meetings,</p> <ul style="list-style-type: none"> • Input into ER, RR, GIEP, and 504 evaluations/referrals, • Time-On-Task Observations, • Psychological Screenings when necessary, • Communication with parents re: their child's academic progress and concerns, • Data Processing of Report Cards, • Meet with academically at-risk Students,
<p>Career:</p> <ul style="list-style-type: none"> • Classroom Activity/Lesson: Finding My Spark (Grade 4) 	<p>Career:</p> <ul style="list-style-type: none"> • (Career component addressed by Computer Teacher in April)
<p>Personal/Social:</p> <ul style="list-style-type: none"> • Individual & small group counseling, • Facilitation of Risk Assessment Team Meetings, • Communication with parents re: their child's personal/social needs. • Meeting with Dean of Students to discuss students who have been referred to office in the past month for behaviorally issues. • Classroom Lesson: Friends & The Real Me (Grade 5) 	<p>Personal/Social:</p> <ul style="list-style-type: none"> • Individual & small group counseling, • Facilitation of Risk Assessment Team Meetings, • Communication with parents re: their child's personal/social needs, • Classroom Activity/Lesson – The Label Game (Grade 6) • Meeting with the Dean of Students to discuss students who have been referred to the office in the past month.

<u>November</u>	<u>May</u>
<p>Academic:</p> <ul style="list-style-type: none"> • Individual & small group counseling, • Participation in Child Study Team, • Parent/Teacher conferences, • Input for ER, RR, GIEP, and 504 Plans, evaluations/referrals, • Attendance at 504 Plan and IEP meetings, • Time-On-Task Observations, • Psychological Screenings when necessary, • Communication with parents re: their child's academic progress and concerns, • Participation in Parent/Teacher Conference Night, • Data Processing of Report Cards including GPA calculations for grades 5 & 6. 	<p>Academic:</p> <ul style="list-style-type: none"> • Individual & small group counseling, • Participation in Child Study Team, • Parent/Teacher conferences, • Input for ER, RR, GIEP, and 504 Plans, evaluations/referrals, • Attendance at 504 Plan and IEP meetings, • Time-On-Task Observations, • Psychological Screenings when necessary, Communication with parents re: their child's academic progress and concerns, • Begin preparation for creation of class lists for next school year. • Classroom Activity/Lesson (154): Job Requirements: It's Skill, Not Gender (Grade 6)
<p>Career:</p> <ul style="list-style-type: none"> • Classroom Activity – Grab Bag (Grade K) • Classroom Lesson – Tools Used At Our School (Grade 2) 	<p>Career:</p> <ul style="list-style-type: none"> • Classroom Activity/Lesson (127): Career Webs (Grade 4) • Classroom Activity/Lesson (154): Job Requirements: It's Skill, Not Gender (Grade 6) • 5th Grade Class Trip to Career Technology Center of Lackawanna County

<p>Personal/Social:</p> <ul style="list-style-type: none"> • Individual & small group counseling, • Facilitation of and participation in Child Study & SAP Teams. • Meeting with the Dean of Students to discuss students who have been referred to the office for behavioral issues in the past month. • Classroom Lesson – Tools Used At Our School (Grade 2) 	<p>Personal/Social:</p> <ul style="list-style-type: none"> • Individual & small group counseling, • Facilitation of and participation in Child Study and SAP Teams, • Anti-Bullying Puppet Show (Grade K) • Classroom Activity/Lesson (127): Career Webs (Grade 4) • Meeting with the Dean of Students to discuss students who have been referred to the office for behavioral issues in the past month.
<p><u>December</u></p>	<p><u>June</u></p>
<p>Academic:</p> <ul style="list-style-type: none"> • Individual & small group counseling, • Participation in Child Study Team, • Parent/Teacher conferences, • Input for ER, RR, GIEP, and 504 evaluations/referrals, • Attendance at 504 Plan and IEP meetings, • Time-On-Task Observations, • Psychological Screenings when necessary. 	<p>Academic:</p> <ul style="list-style-type: none"> • Processing report card data including calculation of GPA for 5th & 6th grade students, • Compiling class ranks, • Communication with parents re: students who will be retained, • Documentation of 6th grade students who are in need of summer school (including contact with those students' parents as well as providing summer school information), • Completion of class lists for the following school year.

<p>Career:</p> <ul style="list-style-type: none"> Classroom activity: Cre8tive Minds Pretend Professionals (Grade K) 	<p>Career:</p> <p>xxx</p>
<p>Personal/Social:</p> <ul style="list-style-type: none"> Individual & small group counseling, Facilitation of and participation in Risk Assessment Team, Meeting with the Dean of Students to discuss students who have been referred to the office for behavioral issues in the past month. 	<p>Personal/Social:</p> <ul style="list-style-type: none"> Individual & small group counseling, Facilitation of and participation in Risk Assessment Team. Meeting with the Dean of Students to discuss students who have been referred to the office for behavioral issues in the past month. End of year meeting with Scranton Counseling Center to review program goals and objectives from the past school year.

Ongoing Monthly Counseling Activities

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non Counselor Related
Individual & small group counseling	Correct teacher report card errors in computer system
Write & maintain counseling notes	Create class lists
Facilitate Risk Assessment Meetings	Write & maintain Guidance budget

