<u>Monthly Counseling Calendar</u> <u>Middle Smithfield</u>

July	January
Academic:	Academic:
• SWPBS	• SWPBS
• Early Intervention ERs/Meetings	• K-5 DIBELS
• Transfer IEP Meetings/Paperwork	• MAP Testing (2-5)
Chapter 15 paperwork	• Enrichment and Intervention (K-5)
Gifted Screenings	RTII Meetings
• Meetings with parents	• CST
Parent Contacts	Grade Level PLC Meetings
 Parent Teacher Conferences 	• FBA
Kindergarten Screenings	• MDT/IEP Meetings & Paperwork
 Maintain student records 	Transfer IEP Meetings & Paperwork
• Special Ed. Paperwork	• Chapter 15 Meetings & Paperwork
Scheduling Special Ed. Meetings	• Meetings with parents
• Liaison for IU special services (i.e.	• Gifted screenings
psychiatric eval, PT, OT, S/L, audiology, hearing, vision) in	Psychiatric Evaluation
relation to EI/Transfer students	• Staffings/Parent Meetings
Grouping Cards	Parent Contacts
Consultation with District/IU Staff	Parent Teacher Conferences
	• Intake Meetings for Alternative Placement
	Individual Counseling

	• Maintain student records
	• Special Ed. Paperwork
	• Scheduling Special Ed. Meetings
	• Teacher consultation for academic concerns
	• Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L,
	audiology, hearing, vision)
	• Consult with District/IU Staff
Career:	Career:
Coordination of Career Day	• Achieve 3000 (3-5)
Individualized Career Lesson	• Individualized Career Lessons (K-5
Planning	(Paws in Jobland, vacareerview)
Coordination of Career Cruising	 Career/MCTI Visit/Miliatry Visit Days
	• Interest Inventory (4 ^{th and 5th} grade)/Career Cruising
	Individual Counseling
	Coordination of Career Days
	Career Lesson Planning
	Staff Consultation
Personal/Social:	Personal/Social:
• SWPBS	• SWPBS
Second Step Lesson Prep	Second Step
Bullying Prevention Lesson Prep	Bullying Prevention Lessons
Bully Prevention Week/Month Prep	• Cyber Bullying/Internet Safety Presentation (K-5)

SWPBS	• SWPBS
<u>August</u> Academic:	<u>February</u> Academic:
	 Consultations with Provider 50 personnel Lesson Planning for Small Groups and Classroom Guidance Lessons Bus Duty
	Teacher consultation for behavior concerns/plans
	Staffings/Parent Meetings
	Psychiatric Evaluation
	Parent Contacts
	Crisis Team Meetings
	Intake Meetings for Alternative Placement
	• Provider 50 meetings
	Individual counseling
Bullying Prevention Staff Development prep	• FBA
Bullying Parent Newsletter	Crisis Intervention
• Consultation with District/IU Staff	Project FAME Coordination
and Classroom Guidance Lessons	• Grade Level PLC meetings
Lesson Planning for Small Groups	Conflict Resolution/Peer Mediation
SWPBS Team Member	• Small counseling groups
Crisis Intervention	• RTII
Parent Contacts	• CST

- Early intervention ERs/Meetings
- Transfer IEP Meetings/Paperwork
- EI Meetings
- Chapter 15 Paperwork
- Meetings with parents
- Gifted screenings
- MDT Meetings
- Parent Contacts
- Kindergarten Screenings
- Intake Meetings for Alternative Placement
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)
- Kindergarten and New Student Orientation
- Consultation with District/IU Staff
- Classroom Assignments/Grouping Cards
- Provide Special Ed. Services information to teachers

- Enrichment and Intervention (K-5)
- RTII Meetings
- CST
- Grade Level PLC Meetings
- FBA
- MDT/IEP Meetings & Paperwork
- Transfer IEP Meetings & Paperwork
- Early Intervention Meetings
- Chapter 15 Meetings/Paperwork
- Meetings with parents
- Gifted screenings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Parent Teacher Conferences
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e.

	 psychiatric eval, PT, OT, S/L, audiology, hearing, vision) Consult with District/IU Staff Coordination of OLSAT PSSA Boot Camp Team Member
 Career: Coordination of Career Day Individualized Career Lesson Planning Coordination of Career Cruising 	 Career: Achieve 3000 (3-5) Individualized Career Lessons (K-5 (Paws in Jobland, vacareerview) CareerMCTI visit/Military Days Coordination Interest Inventory (4th and 5th grade)/Career Cruising Individual Counseling Career Lesson Planning Staff Consultation
Personal/Social: • SWPBS	Personal/Social: • SWPBS
 Second Step Lesson Prep Bullying Prevention Week/Month Prep Bullying Prevention Staff Development Prep Bullying Prevention Parent training Prep Bullying Prevention Parent training 	 Second Step Bullying Prevention CST RTII Small counseling groups Conflict Resolution/Peer Mediation
Bullying Parent Newsletter Prep	• Grade Level PLC meetings

• Coordinate Drainet FAME	Project FAME
Coordinate Project FAME	Project FAME
Crisis Intervention/Team Meetings	Crisis Intervention
Create CICO List	• FBA
• Provider 50 meetings/Consultation	Crisis intervention
• Intake Meetings for Alternative	Individual counseling
Placement	• Provider 50 meetings
Teacher consultation for behavior concerns/plans	Intake Meetings for Alternative Placement
Lesson Planning for Small Groups and Classroom Guidance Lessons	Crisis Team Meetings
	Parent Contacts
	Parent Teacher Conferences
	Psychiatric Evaluation
	Staffings/Parent Meetings
	• Teacher consultation for behavior concerns/plans
	Coordinate Project FAME
	Consultations with Provider 50 personnel
	• Lesson Planning for Small Groups and Classroom Guidance Lessons
	Bus Duty
<u>September</u>	<u>March</u>
Academic:	Academic:
SWPBS Team Member	• SWPBS
• K-5 DIBELS	• PSSA Field Test Proctoring (3-5)
• MAP Testing (2-5)	• OLSAT Preparation (2)

- RTII Meetings
- CST
- Grade Level PLC Meetings
- FBA
- IEP Meetings
- Transfer IEP Paperwork/Meetings
- Chapter 15Paperwork/Meetings
- Meetings with parents
- Gifted screenings
- MDT Meetings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)
- Consultation with District/IU Staff

- PSSA Boot Camp (3-5) Activities Preparation/Planning
- RTII Meetings
- CST
- Grade Level PLC Meetings
- FBA
- MDT/IEP Meetings & Paperwork
- Transfer IEP Meetings & Paperwork
- Chapter 15 Meetings & Paperwork
- Meetings with parents
- Gifted screenings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)

Open House	Consult with District/IU Staff
	PSSA Administrator Trainings
Career:	Career:
• Achieve 3000 (3-5)	• Achieve 3000 (3-5)
• Individualized Career Lessons (K-5	• Individualized Career Lessons (K-5
(Paws in Jobland, vacareerview)	(Paws in Jobland, vacareerview)
 Interest Inventory (4th grade)/Career Cruisin 	Career Days/MCTI/Military visit Preparation
Individual Counseling	• Interest Inventory (4 th grade)/Career
• Supplying JA kits to teachers	Cruising
Coordination of Career Day	Individual Counseling
Career Lesson Planning	Career Lesson Planning
Career Presentation Coordination	Staff Consultation
Staff Consultation	
Personal/Social:	Personal/Social:
• SWPBS Team Member	SWPBS Team Member
Second Step	Second Step
Bullying Prevention Week/Month Prop	Bullying Prevention
Prep	• CST
Bullying Prevention Staff Development	• RTII
Bullying Prevention Parent training	• Small counseling groups
Prep	Conflict Resolution/Peer Mediation
Cyber Bullying/Internet Safety Presentation (K-5) Prep	• Grade Level PLC meetings
CST	Project FAME
	• FBA

• RTII	Crisis intervention
Conflict Resolution/Peer Mediation	• Individual counseling
• Grade Level PLC meetings	• Provider 50 meetings
Project FAME	• Intake Meetings for Alternative
Crisis Intervention	Placement
• FBA	Crisis Team Meetings
• Individual counseling	Parent Contacts
• Provider 50 meetings	Psychiatric Evaluation
• Intake Meetings for Alternative	Staffings/Parent Meetings
Placement	• Teacher consultation for behavior
Parent Contacts	concerns/plans
Psychiatric Evaluation	Coordinate Project FAME
Staffings/Parent Meetings	Consultations with Provider 50 personnel
• Teacher consultation for behavior concerns/plans	Lesson Planning for Small Groups and Classroom Guidance Lessons
• Informal new student orientation/transitioning	• Bus Duty
• Consultations with Provider 50 personnel	
• Discipline	
• Lesson Planning for Small Groups and Classroom Guidance Lessons	
• Bus Duty	
October	April
Academic:	Academic:
SWPBS	SWPBS
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- K-5 DIBELS
- MAP Testing (2-5)
- RTII Meetings
- CST
- Grade Level PLC Meetings
- FBA
- IEP Meetings
- Transfer IEP Paperwork/Meetings
- Chapter 15 Paperwork/Meetings
- Meetings with parents
- Gifted screenings
- MDT Meetings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L,

- PSSA Proctoring (3-5)
- OLSAT Proctoring (2)
- Enrichment and Intervention (K-5)
- PSSA Boot Camp (3-5) Activities
- RTII Meetings
- CST
- Grade Level PLC Meetings
- FBA
- MDT/IEP Meetings & Paperwork
- Transfer IEP Meetings & Paperwork
- Early Intervention ER's/Paperwork
- Early Intervention Transfer IEP's
- Chapter 15 Meetings/Paperwork
- Meetings with parents
- Gifted screenings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Retention Meetings
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records

audiology, hearing, vision)	• Second Ed Denormoult
audiology, heating, vision)	• Special Ed. Paperwork
• Consult with district and IU staff	• Scheduling Special Ed. Meetings
	• Teacher consultation for academic concerns
	 Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision) Consult with District/IU Staff
Career:	Career:
• Achieve 3000 (3-5)	• Achieve 3000 (3-5)
• Individualized Career Lessons (K-	• Individualized Career Lessons (K-5
5(Paws in Jobland, vacareerview)	(Paws in Jobland, vacareerview)
Career Days	• Career Day/MCTI/Military visit
 Interest Inventory (4th grade)/Career Cruising 	Preparation
Individual Counseling	 Interest Inventory (4th grade)/Career Cruising
Career Lesson Planning	Individual Counseling
Presentation Coordination	Career Lesson Planning
Staff Consultation	Staff Consultation
Personal/Social:	Personal/Social:
• SWPBS	• SWPBS
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Second Step	Second Step
• Bullying Prevention Week/Month	• CST
Lessons	• RTII
Cyber Bullying/Internet Safety	

Presentation (K-5)

- Parent Presentation on Bullying Awareness Prep
- Bullying Parent Newsletter Distribution
- CST
- RTII
- Small counseling groups
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- Project FAME
- Crisis Intervention
- FBA
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Parent Contacts
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Consultations with Provider 50 personnel
- Lesson Planning for Small Groups and Classroom Guidance Lessons

- Small Counseling Groups
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- Project FAME
- Crisis Intervention
- FBA
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Crisis Team Meetings
- Parent Contacts
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Consultations with Provider 50 personnel
- Lesson Planning for Small Groups and Classroom Guidance Lessons
- Bus Duty

Bus Duty	
November	May
Academic:	Academic:
• SWPBS	• SWPBS
RTII Meetings	• K-5 DIBELS
• CST	• MAP Testing (2-5)
Grade Level PLC Meetings	OLSAT Results/Distribution
• FBA	Meeting
MDT/IEP Meetings/Paperwork	RTII Meetings
• Transfer IEP Meetings/Paperwork	• CST
• Chapter 15 Meetings/Paperwork	Grade Level PLC Meetings
• Meetings with parents	• FBA
• Gifted screenings	Early Intervention ERs/Paperwork
Psychiatric Evaluation	MDT/IEP Meetings & Paperwork
• Staffings/Parent Meetings	Transfer IEP Meetings & Paperwork
Parent Contacts	• Chapter 15 Meetings & Paperwork
Parent Teacher Conferences	• Meetings with parents
Intake Meetings for Alternative Placement	• Gifted screenings
Individual Counseling	Psychiatric Evaluation
Maintain student records	Staffings/Parent Meetings
Scheduling Special Ed. Meetings	Parent Contacts
Teacher consultation for academic	Retention Meetings
concerns	Kindergarten Screenings
• Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L,	Intake Meetings for Alternative Placement

audiology, hearing, vision)	Individual Counseling
• Consult with District/IU Staff	• Maintain student records
	• Special Ed. Paperwork
	• Scheduling Special Ed. Meetings
	• Teacher consultation for academic concerns
	• Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)
	Consult with District/IU Staff
	Grouping Cards
Career:	Career:
• Achieve 3000 (3-5)	• Achieve 3000 (3-5)
• Individualized Career Lessons (K-5	• Individualized Career Lessons (K-5
(Paws in Jobland, vacareerview)	(Paws in Jobland, vacareerview)
• Career Days	• Career/MCTI/Military Visit Days
• Interest Inventory (4 ^{th and 5th}	• Interest Inventory (4 th and
grade)/Career Cruising	5thgrade)/Career Cruising
Individual Counseling	Individual Counseling
Coordination of Career Day	Coordination of Career Day
Career Lesson Planning	Career Lesson Planning
Consultation with District Staff	Consultation with District Staff
Personal/Social:	Personal/Social:
SWPBS	SWPBS
Second Step	Second Step

- Bullying Prevention Lessons
- Parent Presentation on Bullying Awareness
- CST
- RTII
- Small Counseling Group Planning
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- Project FAME Consultation/Coordination
- Crisis Intervention
- FBA
- CICO
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Crisis Team Meetings
- Parent Contacts
- Parent Teacher Conferences
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Consultations with Provider 50

- CST
- RTII
- Small counseling groups
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- Project FAME
- FBA
- Crisis intervention
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Crisis Team Meetings
- Parent Contacts
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Consultations with Provider 50 personnel
- SWPBS Team Member
- Lesson Planning for Small Groups and Classroom Guidance Lessons
- Bus Duty
- Transition Meetings (5th to 6th

	personnel	Grade)
•	Entering CICO data	
•	Discipline	
•	Lesson Planning Classroom Guidance Lessons	
•	Bus Duty	
	December	June
Acade	emic	Academic:
·	SWPBS	• SWPBS
•	RTII Meetings	RTII Meetings
•	CST	• CST
•	Grade Level PLC Meetings	• Grade Level PLC Meetings
•	FBA	• FBA
•	MDT/IEP Meetings & Paperwork	• Early Intervention ERs/Paperwork
•	Transfer IEP Meetings/Paperwork	• MDT/IEP Meetings & Paperwork
•	Chapter 15 Meetings/Paperwork	• Transfer IEP Meetings &
•	Meetings with parents	Paperwork
•	Gifted screenings	Chapter 15 Meetings & Paperwork
•	Psychiatric Evaluation	 Meetings with parents Cifted corrections
•	Staffings/Parent Meetings	 Gifted screenings Developting Evolution
•	Parent Contacts	Psychiatric Evaluation
•	Intake Meetings for Alternative Placement	Staffings/Parent MeetingsParent Contacts
•	Individual Counseling	Retention Meetings
•	Maintain student records	Kindergarten Screenings

 Special Ed. Paperwork Scheduling Special Ed. Meetings Teacher consultation for academic concerns Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision) Consult with District/IU Staff 	 Intake Meetings for Alternative Placement Individual Counseling Maintain student records Special Ed. Paperwork Scheduling Special Ed. Meetings Teacher consultation for academic concerns Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision) Consult with District/IU Staff Grouping Cards Transition Meetings (5th-6th Grade)
Career: • Achieve 3000 (3-5)	Career: • Individual Counseling
• Individualized Career Lessons (K-5	Staff Consultation
(Paws in Jobland, vacareerview)	Career Cruising Preparation
Career Days	
 Interest Inventory (4th grade)/Career Cruising 	
Individual Counseling	
Coordination of Career Days	
Career Lesson Planning	
Presentation Coordination	
Staff Consultation	

Personal/Social:	Personal/Social:
• SWPBS	• SWPBS
Second Step	• CST
Bullying Prevention	• RTII
• Cyber Bullying/Internet Safety Presentation (K-5)	Conflict Resolution/Peer Mediation
CST	Grade Level PLC meetings
• RTII	• FBA
 Small counseling groups 	Crisis Intervention
Small counseiing groupsConflict Resolution/Peer Mediation	Individual counseling
	• Provider 50 meetings
Grade Level PLC meetingsProject FAME	Intake Meetings for Alternative Placement
Project FAMECrisis Intervention	
• FBA	Parent Contacts
Individual counseling	Psychiatric Evaluation
• Provider 50 meetings	Staffings/Parent Meetings
• Intake Meetings for Alternative Placement	• Teacher consultation for behavior concerns/plans
Crisis Team Meetings	• Consultations with Provider 50
Parent Contacts	personnel
Psychiatric Evaluation	Bus Duty
Staffings/Parent Meetings	
• Teacher consultation for behavior concerns/plans	
Coordinate Project FAME	