

Sky Lake Elementary School

Professional School Counseling Department Monthly Calendar*

August

- Beginning of the year Office Set- Up –forms, files, etc.
- Master Calendar
- Classroom Guidance Lessons Schedule
- Crisis Plan
- District Meetings, Staff Meetings
- Community Referral Sheet
- Website
- Newsletter
- Parent Information re: Guidance lessons
- School Supplies
- Welcome New Students & Families
- Bulletin Boards
- Staff Presentation: 504/Mental Health/Suicide/Confidentiality/Counseling Program Intro
- Crisis Plan
- Set up Mentor Program
- Set up Recess Buddies Program
- Review new student Cum. Files/Records
- Set up Student Report Tracking
- Set up Counselor Log
- Field Day – what to play during recess –options/rules
- Back to School Night
- Connect with PTO on needs/support needed
- Special Lessons – ex. Teambuilding; student differences

September

- Classroom Guidance Lessons – Teamwork, Native American Day (4th Friday)
- Staff meetings, District meetings, Parent meetings, Individual Student meetings
- Teacher consultation
- Groups
- MDT/504's/IEP's
- Attendance/Tardies Follow Up
- Mentor Program
- Recess Programs: Intramurals, On the Move; Recess Buddies
- Set up Homework Club
- Student Report Tracking & Counselor Log