

# REMINDERS: ELEMENTARY SCHOOL COUNSELORS

- ⇒ **COUNSELOR'S CORNER MONTHLY NEWSLETTER**  
To foster communication with students, parents, and staff. Due **end of first week of each month**: Email copy to s21williams@nps.k12.nj.us, send home with students, email to your school leaders, post throughout school
- ⇒ **STUDENT NEEDS ASSESSMENT**  
To be completed with all students by end of **September** to analyze data, trends, and to determine areas of support. Also to be completed with all students (again) early-**June** to analyze data, impact of counseling services throughout the year, and to determine areas of improvement in your school counseling program. Feel free to use the Google form created [here](#) and modify as needed.
  - Goal setting to be completed with each student by the end of September (be strategic and intentional)
- ⇒ **SCHOOL COUNSELOR BROCHURE**  
To be completed by end of **September**: Email copy to s21williams@nps.k12.nj.us, provide to families during Back-to-School Night, open house, parent workshops, etc. and leave copies within your school
- ⇒ **WEEKLY CLASSROOM LESSONS**  
To be facilitated based on the Annual Framework: Monthly Character Education and SEL Competencies
  - Complete your weekly schedule and post on door to display direct/indirect services. Remember, the aim is to do more counseling and implement preventative supports vs reactive
- ⇒ **WEEKLY ACTS OF KINDNESS**  
Ensure all classrooms are actively involved in **weekly** Acts of Kindness. Get super creative to help you track the progress as a school. Ex: Maybe a large display or bulletin board near main entrance. Each week staff can tally up their "Acts of Kindness" and provide you with their tickets, slips, post-its, etc. and you track this on the large display. Perhaps the class with the most Acts of Kindness at the end of month can have a celebration or recognition!
- ⇒ **SERVICE LEARNING/COMMUNITY EXCHANGE**  
To be completed with grade spans **each month**: The key is to have every grade level actively participating in this monthly initiative. Be sure to complete the Service Learning/Community Exchange Form as it is part of your Monthly Reporting
- ⇒ **MONTHLY REPORTING**  
Monthly Reports (Counseling Program Report AND Service Learning Community Exchange data sheet) are due the **first Friday** of each month. See Annual Framework for dates
- ⇒ **GROUP COUNSELING**  
Four cycles of small group sessions 2x weekly for 5 weeks each:
  - Cycle I begins October 7th
  - Cycle II begins December 2nd
  - Cycle III begins February 3rd
  - Cycle IV begins March 23rd

## MONTHLY PROFESSIONAL DEVELOPMENT

**AUGUST 29TH**

**8:30am-2:30pm**

**First Avenue School**

**OCTOBER 23RD**

**8:30am-2:30pm**

**Science Park High School**

**NOVEMBER 14TH**

**8:30am-11:30am**

**Harold Wilson**

**(Media Center)**

**DECEMBER 5TH**

**8:30am-11:30am**

**Location TBA**

**JANUARY 15TH**

**8:30am-2:30pm**

**Location TBA**

**FEBRUARY 6TH**

**8:30am-11:30am**

**Location TBA**

**MARCH 11TH**

**8:30am-2:30pm**

**Location TBA**

**APRIL 2ND**

**8:30am-11:30am**

**Harold Wilson**

**(Community Room)**

**MAY 7TH**

**8:30am-11:30am**

**Harold Wilson**

**(Community Room)**

**JUNE 18TH**

**8:30am-11:30am**

**Harold Wilson**

**(Community Room)**

**RESOURCES: ANNUAL FRAMEWORK • GOOGLE DRIVE • TRAININGS**