

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 <i>(Defining, Managing, Assessing, Fair-Share Responsibilities)</i>
	Direct Student Services Activities <i>(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)</i>	Indirect Student Services Activities <i>(Significant collaborations, leadership and advocacy activities)</i>	
Ongoing Services	Elementary/Middle School: <ul style="list-style-type: none"> ● Individual/Group Counseling ● Community Circles ● Risk Assessments ● Classroom SEL Lessons ● New student schedules ● Planning and academic advising upon enrollment ● Review grades with students ● Review school promotion policy ● Wellness center support during lunches 	Elementary/Middle School: <ul style="list-style-type: none"> ● SST, 504, & IEP Meetings as needed ● Staff Meetings ● MTSS, Leadership, PBIS & Avid Team Committees ● ELAC, SSC, & PTA Meetings ● Home visits 	Elementary/Middle School: <ul style="list-style-type: none"> ● School Counselor District Meetings ● Hatching Results Trainings ● Establish School Counseling annual, monthly and weekly calendars ● Review grade & attendance reports ● Collect data
August	Elementary/Middle School: <ul style="list-style-type: none"> ● K-8: Welcome/Behavior Expectations Assembly ● K-8: Supporting Students with Academics and Technology Parent Presentation ● 6-8: Intro to school counselor lesson 	Elementary/Middle School/:	Elementary: <ul style="list-style-type: none"> ● Staff Development Aug.10 - 11 ● Teacher Prep Day Aug.14 ● Site Staff Development Aug.15 ● First Day of School Aug.16

September	<p>Elementary:</p> <ul style="list-style-type: none"> ● Panorama Survey ● Monthly Lessons <ul style="list-style-type: none"> ○ K-1: Friendship and Kindness ○ 2-3: Friendship and Kindness ○ 4-5: Relationships/Friendships <p>Middle School:</p> <ul style="list-style-type: none"> ● Monthly Lessons <ul style="list-style-type: none"> ○ 6: Transition to Middle School 	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● Back to School Night 	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● National Hispanic Heritage Month ● Labor Day Sep.4
October	<p>Elementary:</p> <ul style="list-style-type: none"> ● 5: Roadshow ● Monthly Lessons <ul style="list-style-type: none"> ○ K-1: Learning to be a learner ○ 2-3: Anti-Bullying ○ 4-5: Bullying/Cyberbullying <p>Middle School:</p> <ul style="list-style-type: none"> ● 6-8: Social Media/Bullying Lesson ● Johnny’s Ambassadors Presentation Oct. 9 ● K-8: Social Media/Anti Bullying Parent Presentation 	<p>Elementary:</p> <p>Middle School:</p>	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● Bullying Awareness Month ● Staff Development Day Oct.9-10 ● National stop bullying day Oct. 11 ● California Association of School Counselor Conference Oct. 19-20 ● Red Ribbon Week Oct. 23-31st ● Unity Day Oct. 31

November	<p>Elementary:</p> <ul style="list-style-type: none"> ● Monthly Lessons <ul style="list-style-type: none"> ○ K-1: Self control ○ 2-3: Impulse control ○ 4-5: Emotion regulation <p>Middle School:</p> <ul style="list-style-type: none"> ● 6-8: 6-8: Goal Setting/Promotion Requirements Lesson ● K-8: Building Resilience Parent Presentation 	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● Conferences Day Nov.14-17 (Minimum Days) 	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● Last Day of Trimester 1 ● Veterans Day Nov.10 ● World Kindness Day Nov. 13 ● School Psych Week Nov. 13-17 ● Thanksgiving Break Nov. 20-24
December	<p>Elementary: N/A</p> <p>Middle School: N/A</p>	<p>Elementary:</p> <p>Middle School:</p>	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● County Association Counselors Conference ● Minimum Day Dec.15 ● Winter Break Dec.18-29
January	<p>Elementary:</p> <ul style="list-style-type: none"> ● Panorama Survey ● Monthly Lessons <ul style="list-style-type: none"> ○ K-1: Managing Emotions ○ 2-3: Coping Skills ○ 4-5: Study Skills/Organization <p>Middle School:</p> <ul style="list-style-type: none"> ● Panorama Survey ● 6-8: Study Skills Lesson ● K-8: How to Connect with your Child Parent Presentation 	<p>Elementary:</p> <p>Middle School:</p>	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● Winter Break Jan. 2-5 ● Martin Luthe King Jr. Jan. 15 ● The Great Kindness Challenge Jan. 22-26
February	<p>Elementary:</p> <ul style="list-style-type: none"> ● Monthly Lessons 	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● Conference Days (Minimum Days) Feb.1-2 	<p>Elementary:</p> <ul style="list-style-type: none"> ● Black History Month ● National School Counseling Week Feb. 5-9

	<ul style="list-style-type: none"> ○ K-1: Identifying/Expressing Emotions ○ 2-3: Identifying Emotions ○ 4-5: Conflict Resolution <p>Middle School:</p> <ul style="list-style-type: none"> ● High School Transition ● 6-8: Why Grades Matter Lesson ● K-8: Drug Awareness Parent Presentation 		<ul style="list-style-type: none"> ● President's Day Jan.16 ● National Random Acts of Kindness Day Feb. 17 ● President's Day Jan. 19 <p>Middle School:</p> <ul style="list-style-type: none"> ● D & F Progress Reports
March	<p>Elementary:</p> <ul style="list-style-type: none"> ● Read Across America Mar. 2 ● Monthly Lessons <ul style="list-style-type: none"> ○ K-1: Problem Solving ○ 2-3: Problem Solving ○ 4-5: Problem Solving <p>Middle School:</p> <ul style="list-style-type: none"> ● Read Across America Mar. 2 ● 6-8: College/Career & HS Transition Lesson ● K-8: Peer Pressure Parent Presentation 	<p>Elementary:</p> <ul style="list-style-type: none"> ● Open House Night 	<p>Elementary:</p> <ul style="list-style-type: none"> ● National Disability Awareness Month ● Last Day of Trimester 2 ● Spring Break Mar. 25-29 <p>Middle School:</p> <ul style="list-style-type: none"> ● Last Day of Trimester 2
April	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● ELPAC Testing ● 6-8: A-G requirements Parent Presentation 	<p>Elementary:</p> <p>Middle School:</p>	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● Autism Awareness Month ● Arab American Heritage Month ● Spring Break Apr. 1-5 ● School Administrative Assistant's Day Apr. 4
May	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● Panorama Survey ● Wellness Week ● CAASPP Testing ● K-8: Mental Health Parent Presentation 	<p>Elementary:</p> <p>Middle School:</p>	<p>Elementary/Middle School:</p> <ul style="list-style-type: none"> ● Mental Health Awareness Month ● Asian Pacific American Heritage Month ● Principal's Day May 1 ● National Nurses Day May 1

			<ul style="list-style-type: none"> • National PTA Teacher Appreciation Week May 6-10 • Memorial Day May 27
June	<p>Elementary:</p> <ul style="list-style-type: none"> • 5th-Grade Promotion Ceremony <p>Middle School:</p> <ul style="list-style-type: none"> • 8th-Grade Promotion Ceremony 	<p>Elementary:</p> <p>Middle School:</p>	<p>Elementary:</p> <ul style="list-style-type: none"> • 14 Last day of school (Minimum Day) <p>Middle School:</p> <ul style="list-style-type: none"> • Trimester 3 ends