

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	<p>Virtual:</p> <ul style="list-style-type: none"> • Mindful Mornings (K-5) (2xs/Week) • Open Recess/Lunch Bunch (K-4) (1x/Week) • Lunch Bunch (5-8) (1x/Week) • Risk Assessments • Individual Counseling • Peer Leaders Uniting Students (PLUS) Program Co-Coordinator • Transition Planning & Academic Planning • Student Wellness Check-Ins <p>In-Person:</p> <ul style="list-style-type: none"> • Mindful Mornings (K-5) (3-4xs/Week) • Basketball Program (7-8) (2xs/Week) • Attendance Plan Rewards and Promotion • Weekly Attendance Check-Ins (Students missing 10%+ of school) • Restorative Post-Suspension Conferences • Restorative Discussions Prior to Disciplinary Action • Restorative Circles (6-8) • Conflict Mediation • Risk Assessments • Individual Counseling • Peer Leaders Uniting Students (PLUS) Program Co-Coordinator <ul style="list-style-type: none"> ○ Same-Age Peer Mentoring • Transition Planning & Academic Planning 	<p>Virtual:</p> <ul style="list-style-type: none"> • Teacher/Administrator/Parent /Staff Collaboration and Consultation • Social Emotional Learning Videos/Discussions/Worksheets (Sent 1x/Week to Teachers) • Student Referrals to Tier 3 Services <p>In-Person:</p> <ul style="list-style-type: none"> • Teacher/Administrator/Parent /Staff Collaboration and Consultation • Social Emotional Learning Videos/Discussions/Worksheets (Sent 1x/Week to Teachers) • Student Referrals to Tier 3 Services • Operation School Bell Coordinator - Basic Needs Provided to Students Referred • Celebrate Parents More <ul style="list-style-type: none"> ○ Parent award of the month at character trait 	<p>Virtual:</p> <ul style="list-style-type: none"> • Updating School Counseling Webpage & Resources • Monthly Data Collection & Analysis (Grades, Discipline, and Attendance Reports) • Student Achievement Program (SAP) Paperwork and Management • Establish and Maintain School Counseling Annual Calendar <p>In-Person:</p> <ul style="list-style-type: none"> • Monthly Data Collection & Analysis (Grades, Discipline, and Attendance Reports) • Student Achievement Program (SAP) Paperwork and Management • Establish and Maintain School Counseling Annual Calendar

		<ul style="list-style-type: none"> ○ Kids could nominate their parents and why they deserve the award ○ Kid could read the award to their parent 	
July			<p>7/29: Welcome Back District Meeting (8:45-10:00) 7/29: Welcome Back Counselor Meeting (10:00-11:30) 7/29: Finalize Counseling Calendar & Share with Stakeholders (1:15-2:30)</p>
August	<p>8/5: Counselor Introduction Lessons (K-8) 8/20: Building Healthy Habits (K-8) 8/17-8/21: Recognizing Bullying Lesson (3-5) 8/27: Healthy Habits #1: Being Proactive (K-8) 8/31: Learning from Mistakes and Failures (Embracing Challenges) Lesson (7) School-Wide PBIS Tour - CANCELLED</p>	<p>8/3: Parent Newsletter (Welcome Back) 8/26: Student Success Team (SST) Meetings (½ day pm)</p>	<p>8/4: Staff Meeting (7:50-8:50) 8/4: Counselor Meeting (Analyze Data, Discuss Annual Admin Conference, Closing-the-Gap, & Student Outcome Goals) (9:30-10:30; 1:30-2:30) 8/11: Counselor Meeting (Classroom & Group Mindsets & Behaviors) (1:00-2:00) 8/14: Counselor Public Relations (PR) Team (11:30-12:30) 8/14: RAMP Work Group Meeting (2:30-3:30) 8/17: Annual Administrator Conference (11:30-12:15) 8/17: Counselor PR Team (1:00-3:00) 8/18: Staff Meeting (7:50-8:50) 8/18: Weekly Co-Counselor Meeting (10:00-11:00) 8/18: Meet our BCBA Meeting (12:00-1:00) 8/19: RAMP Co-Counselor Meeting (9:15-11:00; 2:00-3:00) 8/19: RAMP Work Group Meeting (11:00-12:00) 8/20: Counselor PR Team (10:00-11:00) 8/21: RAMP Co-Counselor Meeting (9:30-11:00) 8/21: Attendance Meeting (11:00-11:30) 8/24: Counselor PR Team (1:00-2:00) 8/25: Weekly Co-Counselor Meeting (12:00-1:00) 8/26: RAMP Work Group Meeting (11:00-12:00) 8/27: RAMP Co-Counselor Meeting (9:00-10:00) 8/28: Attendance Meeting (11:00-11:30) 8/28: Administrator/Counselor Meeting (11:30-12:00) 8/31: Counselor PR Team (1:00-2:00)</p>
September	<p>9/8-9/25: Recognizing Bullying Lesson (K-2) 9/22: Responding to Cyberbullying Lesson (6)</p>	<p>9/1: Parent Newsletter 9/2: CARE Team Meeting (9:30-11:00)</p>	<p>School-Wide PLUS Survey Distribution (Beginning of Year Data Collection) 9/1: Staff Meeting (7:50-8:50)</p>

	<p>Signs of Suicide Lesson (7) - CANCELLED 9/30: Social Factors that Contribute to Bullying Lesson (8) 9/3: Healthy Habits #2: Start with the End in Mind (K-8) 9/10: Suicide Prevention Awareness (K-4) & (5-8) 9/17: Healthy Habits #3: First Things First (K-8) 9/24: Healthy Habits #4: Think: Win, Win (K-8) 9/30: Healthy Habit #5: Seek 1st to Understand, then be Understood (K-8)</p> <p>Academic Conference Check-Ins (8) Start Round 1 – Small Groups</p> <ul style="list-style-type: none"> ● Social Skills (K) ● Friendship (4) ● Motivation & Resilience: Why Try (5-6) 	<p>9/10: Suicide Prevention Day (Yellow) 9/17: Pillar Awards: Tolerance 9/24: Parent Listening Session (5:00-5:30) 9/30: SST Meetings (½ day PM)</p>	<p>9/1: Weekly Co-Counselor Meeting (10:00-11:00) 9/2: RAMP Work Group Meeting (11:00-12:00) 9/3: RAMP Co-Counselor Meeting (1:30-3:00) 9/3: Site AVID Meeting (3:00-3:30) 9/4: Counselor Professional Learning Community (PLC) (9:30-11:00) 9/4: Attendance Meeting (11:00-11:30) 9/4: Administrator/Counselor Meeting (11:30-12:00) 9/7: Counselor PR Team (1:00-2:00) 9/8: Weekly Co-Counselor Meeting (10:00-11:00) 9/8: Counselor PR Team (2:30-3:00) 9/9: RAMP Work Group Meeting (11:00-12:00) 9/10: Site PBIS Meeting (2:00-3:00) 9/11: Administrator/Counselor Meeting (11:30-12:00) 9/14: Counselor PR Team (1:00-2:00) 9/15: Staff Meeting (7:50-8:50) 9/15: Weekly Co-Counselor Meeting (10:00-11:00) 9/16: RAMP Co-Counselor Meeting (9:15-11:00) 9/16: RAMP Work Group Meeting (11:00-12:00) 9/16: RAMP Advisor Review (3:30-6:30) 9/17: Administrator/Counselor Meeting (11:30-12:00) 9/21: Professional Development (PD) Day 9/22: Weekly Co-Counselor Meeting (10:00-11:00) 9/22: Counselor PR Team (12:30-2:00) 9/22: RAMP Co-Counselor Meeting (2:00-3:00) 9/23: RAMP Co-Counselor Meeting (10:15-11:00) 9/23: RAMP Work Group Meeting (11:00-12:00) 9/24: District Community Relations Equity Meeting (3:30-5:00) 9/25: Administrator/Counselor Meeting (11:00-12:00) 9/25: Counselor PR Team (1:00-2:00) 9/25: RAMP Board Members Presentation Run-Through (2:00-3:00) 9/28: RAMP Board Members Presentation (2:00-3:30) 9/29: Weekly Co-Counselor Meeting (10:00-11:00) 9/29: Counselor PR Team (1:30-2:30) 9/30: RAMP Work Group Meeting (11:15-12:00)</p>
October		<p>Attendance Awareness Month 10/1: RAMP Target Goal 10/1: Parent Monthly Newsletter 10/2: Parent Coffee Hour (8:30-9:00) - Mental Health and Cyberbullying</p>	<p>10/1: District Community Relations Equity Meeting (3:30-5:00) 10/2: Counselor PLC (9:30-11:00) 10/2: Attendance Meeting (11:00-11:30) 10/2: Administrator/Counselor Meeting (11:30-12:00)</p>

	<p>[10/5-10/9: Fall Break]</p> <p>10/15: Healthy Habit #6: Sharpen the Saw (K-8) 10/22: Healthy Habit #7: Synergize (K-8) 10/12-10/16: Self-Talk for Staying on Task Lesson (K) 10/12-10/16: Being Assertive (1-2) 10/22: Lights On Step Up Afterschool Program Presentation: Coping Strategies (K-5) 10/30: How to Grow Your Brain Lesson (6) What is Harassment Lesson (7)</p> <p>10/26-10/30: Red Ribbon Week (Includes Spirit Days & In-Class, Optional Activities)</p> <ul style="list-style-type: none"> • Door Decorating Contest - CANCELLED • Charity Drive (Drugs are un'BEAR'able) - CANCELLED • 10/26: Crazy to do Drugs (Crazy Hair Day) • 10/27: Be Happy to Be Drug Free: Rainbow Day • 10/28: Unity Day: Wear Orange • 10/29: Be Brave to Say No to Drugs: Super Hero Day <p>10/29: Healthy vs. Unhealthy Drugs (K-4) 10/29: Ways to Resist Drugs (5-8)</p> <ul style="list-style-type: none"> • 10/30: Be Free: Red, White, & Blue • 10/31: Harvest Festival 	<p>[10/5-10/9: Fall Break]</p> <p>10/14: CARE Team Meeting (9:30-11:00) 10/22: Pillar Awards: Caring 10/23: 504 Meeting (2:00-3:00) 10/28: SST Meetings (All Day) 10/29: RAMP Due Date 10/29: Individualized Education Plan (IEP) Meeting (9:00-10:00)</p>	<p>[10/5-10/9: Fall Break]</p> <p>10/12: Counselor PR Team (1:00-2:00) 10/14: Weekly Co-Counselor Meeting (10:00-11:00) 10/14: RAMP Work Group Meeting (11:00-12:00) 10/15: District Community Relations Equity Meeting (3:30-5:00) 10/15: Site AVID Meeting (½ Day) 10/16: School Counselor District Collaboration (9:30-10:30) 10/16: Attendance Meeting (11:00-11:30) 10/16: Administrator/Counselor Meeting (11:30-12:00) 10/19: Counselor PR Team (1:00-2:00) 10/20: Staff Meeting (7:50-8:50) 10/20: Weekly Co-Counselor Meeting (10:00-11:00) 10/20: RAMP Work Group Meeting (11:00-12:00) 10/21: Site PBIS Meeting (3:15-3:45) 10/21: RAMP Follow-Up Meeting (11:15-12:00) 10/21: District PBIS Meeting (1:30-3:00) 10/27: Weekly Co-Counselor Meeting (10:00-11:00) 10/27: RAMP Work Group Meeting (11:00-12:00) 10/29: Community Relations Equity Meeting (3:30-5:00) 10/30: School Counselor District Collaboration (9:30-10:30) 10/30: Attendance Meeting (11:00-11:30) 10/30: Administrator/Counselor Meeting (11:30-12:00)</p>
November	<p>11/5: The Right to Vote (K-8) 11/12: Understanding & Growing into my Identities (K-8) 11/16: Nightmare on Puberty Street Assembly (6-8) 11/19: Waking Up: Race, Privilege, & Racism (K-8) End Round 1 – Small Groups</p> <ul style="list-style-type: none"> • Social Skills (K) • Friendship (4) • Motivation & Resilience: Why Try (5-6) 	<p>Bully Prevention Month - Partner with MHC 11/2: Parent Monthly Newsletter 11/2: College Wear Day 11/3: Advisory Council (4:00-5:00) 11/4: CARE Team Meeting (9:30-11:00) 11/4: Amendment IEP Meeting (2:00-3:00) 11/18: SST Meetings (All Day) 11/19: Pillar Awards: Respect 11/19: AVID Family night/turkey trot</p>	<p>11/2: Counselor PR Team (1:00-2:00) 11/3: Staff Meeting (7:50-8:50) 11/3: Weekly Co-Counselor Meeting (10:00-11:00) 11/5: AVID Meeting (½ Day) & PBIS Meeting (½ Day) 11/6: Counselor PLC (9:30-11:00) 11/9: Counselor PR Team (1:00-2:00) 11/10: Weekly Co-Counselor Meeting (10:00-11:00) 11/16: Counselor PR Team (1:00-2:00) 11/17: Weekly Co-Counselor Meeting (10:00-11:00) 11/18: RAMP Work Group Meeting (11:00-12:00) 11/19: Request Retention Candidates 11/30: Counselor PR Team (1:00-2:00)</p>

	11/9-11/1: Tri 1 D-F List Student Check-Ins (8) [11/23-11/27: Thanksgiving Break]	[11/23-11/27: Thanksgiving Break]	[11/23-11/27: Thanksgiving Break]
December	12/3: History of Race & Racism (K-8) 12/3-12/11: College & Career Lessons (6-8) Start Round 2 – Small Groups <ul style="list-style-type: none"> Emotion Management (1) Motivation & Resilience: Why Try (5-6) 12/10: How to Continue Anti-Racist Work (K-8) 12/18: How to Show Empathy (K) 12/7-12/11: Academic Student Check-Ins (8) [12/21-1/4: Winter Break]	12/1: Parent Monthly Newsletter 12/1: College Wear Day 12/1: Diversity & Inclusion Staff Training (7:50-8:50) 12/2: CARE Team Meeting (9:30-11:00) 12/9: PJ Day & Literacy Night 12/16: SST Meetings (All Day) 12/17: SST Meetings (All Day) - CANCEL 12/17: Pillar Awards: Trustworthy [12/21-1/4: Winter Break]	12/1: Staff Meeting (7:50-8:50) 12/1: Weekly Co-Counselor Meeting (10:00-11:00) 12/2: RAMP Work Group Meeting (11:00-12:00) 12/3: Site AVID Meeting (2:30-3:20) 12/4: Prepare Retention Letters 12/4: Counselor PLC (9:30-11:00) 12/4: Attendance Meeting (11:00-11:30) 12/4: Administrator/Counselor Meeting (11:30-12:00) 12/7: Counselor PR Team (1:00-2:00) 12/8: Weekly Co-Counselor Meeting (10:00-11:00) 12/9: RAMP Work Group Meeting (11:15-12:00) 12/10: Site PBIS Meeting (2:30-3:00) 12/11: District Counselor Collaboration Meeting (9:30-11:00) 12/11: Attendance Meeting (11:00-11:30) 12/11: Administrator/Counselor Meeting (11:30-12:00) 12/14: Counselor PR Team (1:00-2:00) 12/15: Staff Meeting (7:50-8:50) 12/15: Weekly Co-Counselor Meeting (10:00-11:00) 12/17: RAMP Work Group Meeting (11:15-12:00) 12/18: District Counselor Collaboration Meeting (9:30-11:00) [12/21-1/4: Winter Break]
January	1/7: Growth vs. Fixed Mindset (K-8) 1/14: Meet your Brain (K-8) 1/12-1/15: Planning to Learn Lesson (3) 1/12-1/15: Understanding Different Perspectives Lesson (4) 1/25: Listening with Attention Lesson (5) 1/25-1/29: The Great Kindness Challenge (Includes In-Class, Optional Activities) <ul style="list-style-type: none"> I'm Kinder Than That Guest Presentation (11 K-5 Classes Attended) Kindness Bookmarks (1-4) 	1/4: Parent Monthly Newsletter 1/4: College Wear Day 1/6: CARE Team Meeting (10:00-11:00) 1/14: Parent Coffee Hour (Social Emotional Wellness) 1/15: Martin Luther King Jr. Day (Diversity) 1/20: Initial Retention SST Meetings (All Day) 1/21: Initial Retention SST Meetings (All Day) 1/21: Pillar Award: Responsibility	School-Wide PLUS Survey Distribution (Middle of Year Data Collection) 1/4: Counselor PR Team (1:00-2:30) 1/5: Weekly Co-Counselor Meeting (10:00-11:00) 1/7: Hatching Results Data Training (11:00-12:00) 1/7: RAMP Work Group Meeting (12:00-1:30) 1/7: AVID Meeting (2:30-3:20) 1/8: Counselor Collaboration Meeting (9:30-11:00) 1/8: Administration/Counselor Meeting (11:30-12:00) 1/14: PBIS Meeting (½ Day)

	1/28: Health Careers Academy Informational Assembly (10:30-11:30) 1/11-1/15: Academic Student Check-Ins (7)	1/25: 100th Day of School! 100 years old dress up day	
February	2/4/21: Merlot Institute Informations Assembly 2/9-2/12: College & Career Lesson (Xello) (3-5) No One Eats Alone Day Chavez High School Pre-Registration (8) (Tentative) End Round 2 – Small Groups <ul style="list-style-type: none"> • Emotion Management (1) • Motivation & Resilience: Why Try (5-6) 	2/1: Parent Monthly Newsletter 2/1: College Wear Day 2/1-2/5: National School Counseling Week Awareness 2/3: CARE Team Meeting (9:30-11:00) 2/5: Sports Day 2/18: Pillar Awards: Kindness 2/24: SST Meetings (All Day) 2/25: SST Meetings (All Day)	2/5: Counselor PLC (9:30-11:00) 2/22: Brief Intervention Training (8:30-12:00) 2/29: Brief Intervention Training (8:30-12:00) 2/4: AVID Meeting (½ Day) No PBIS Meeting
March	3/8-3/12: College & Career (Xello) (K-2) Start Round 3 – Small Groups <ul style="list-style-type: none"> • Mindful Manners (5-6) • Attendance (K-8) Tri 2 D-F List Student Check-Ins (7/8) [3/15-3/19: Spring Break]	3/1: Parent Monthly Newsletter 3/1: College Wear Day 3/3: AVID Open House 3/3: CARE Team Meeting (9:30-11:00) 3/11: Pillar Awards: Effort 3/12: Disney Day PLUS Summit (All Day) (Tentative) [3/15-3/19: Spring Break] 3/24: SST Meetings (All Day) 3/31: White-Out Tobacco Day (White)	3/3: AVID Open House (8:00-10:00) 3/5: Counselor PLC (9:30-11:00) 3/4: AVID Meeting (½ Day) & PBIS Meeting (½ Day) [3/15-3/19: Spring Break]
April	No assigned lessons Middle School Transitioning Lesson (6) End Round 3 – Small Groups <ul style="list-style-type: none"> • Mindful Manners (5-6) • Attendance (K-8) 	4/1: Parent Monthly Newsletter 4/1: College Wear Day 4/21: Final SST Meetings (All Day) 4/22: Pillar Awards: Kindness 4/29: AVID Meeting (All Day) 4/30: Cultural Dress Day	4/2: Counselor PLC (9:30-11:00) 4/8: PBIS Meeting? (All Day)
May	No assigned lessons	Teacher Awareness Week Mental Health Awareness Week	School-Wide PLUS Survey Distribution (End of Year Data Collection) 5/7: Counselor PLC (9:30-11:00)

	<p>High School Transitioning Lesson (8)</p> <p>Last Day of Student School: 5/27 Last Contract Day: 5/28</p>	<p>5/3: College Wear Day 5/3: Parent Monthly Newsletter 5/4: Advisory Council (4:00-5:00) 5/12: Retention SST Meetings (All Day) 5/13: Retention SST Meetings (All Day)</p> <p>Last Day of Student School: 5/27 Last Contract Day: 5/28</p>	<p>Last Day of Student School: 5/27 Last Contract Day: 5/28</p> <p>No PBIS Meeting</p>
June			