

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	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● <a href="#">Classroom SEL Lessons</a></li> <li>● Individual/Group Counseling</li> <li>● Community Circles</li> <li>● Risk &amp; Threat Assessments</li> <li>● Lunch wellness center</li> <li>● Leader fellows club</li> <li>● Playground support</li> <li>● Spirit Weeks</li> <li>● STARbucks Raffles</li> </ul>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● SST, 504, &amp; IEP Meetings as needed</li> <li>● Staff Meetings</li> <li>● MTSS, Leadership, &amp; PBIS Team Committees</li> <li>● ELAC, SSC, &amp; PTA Meetings</li> <li>● Home visits</li> <li>● Consultation and collaboration</li> <li>● Outside counseling referrals</li> </ul>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● District Meetings</li> <li>● Hatching Results and Safe/Civil Schools Trainings</li> <li>● Collect and review data</li> <li>● Documentation</li> <li>● Counselor &amp; ORC Newsletter</li> </ul>
August	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● K-5: Welcome/Behavior Expectations Assembly</li> </ul>	<b>Elementary:</b>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Staff Development, Site Staff Development, &amp; Teacher Prep Day</li> <li>● First Day of School</li> </ul>

<b>September</b>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Fall Panorama Survey</li> <li>● Monthly Lessons <ul style="list-style-type: none"> <li>○ K-5th: Meet the School Counselor &amp; ORCs</li> </ul> </li> <li>● Supporting Students with Academics and Technology Parent Presentation</li> </ul>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Back to School Night</li> </ul>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● National Hispanic Heritage Month</li> <li>● Labor Day</li> </ul>
<b>October</b>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● 5th: Roadshow/Middle School Presentation</li> <li>● Monthly Lessons <ul style="list-style-type: none"> <li>○ K-5: Anti-Bullying</li> </ul> </li> <li>● Drug Awareness Parent Presentation</li> </ul>	<b>Elementary:</b>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Bullying Awareness Month</li> <li>● Staff Development Day</li> <li>● National stop bullying day</li> <li>● California Association of School Counselor Conference</li> <li>● Red Ribbon Week</li> <li>● Unity Day</li> </ul>
<b>November</b>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Monthly Lessons <ul style="list-style-type: none"> <li>○ K-3rd: Identifying Emotions</li> <li>○ 4-5th: Emotion Regulation</li> </ul> </li> <li>● Bullying Parent Presentation</li> </ul>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Teacher/Parent Conferences (Minimum Days)</li> </ul>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Veterans Day</li> <li>● World Kindness Day</li> <li>● School Psychology Week</li> <li>● Thanksgiving Break</li> </ul>
<b>December</b>	<b>Elementary: N/A</b> <ul style="list-style-type: none"> <li>● Monthly Lessons</li> </ul>	<b>Elementary:</b>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● County Association Counselors Conference</li> </ul>

	<ul style="list-style-type: none"> <li>○ K-1st: Managing Emotions</li> <li>○ 2-3rd: Coping Skills</li> <li>○ 4-5th: Study Skills</li> <li>● Connect With Your Child Parent Presentation</li> </ul>		<ul style="list-style-type: none"> <li>● Minimum Day</li> <li>● Winter Break</li> </ul>
January	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Winter Panorama Survey</li> <li>● Monthly Lessons <ul style="list-style-type: none"> <li>○ K-3rd: Self Control</li> <li>○ 4-5th: Smart Goals</li> </ul> </li> <li>● Building Resiliency Parent Presentation</li> </ul>	<b>Elementary:</b>	<b>Elementary</b> <ul style="list-style-type: none"> <li>● Winter Break</li> <li>● Martin Luther King Day</li> <li>● The Great Kindness Challenge</li> </ul>
February	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Monthly Lessons <ul style="list-style-type: none"> <li>○ K-5th: Friendship &amp; Kindness</li> </ul> </li> <li>● A-G Requirements Parent Presentation</li> </ul>	<b>Elementary</b> <ul style="list-style-type: none"> <li>● Parent/Teacher Conference (Minimum Days)</li> </ul>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Black History Month</li> <li>● National School Counseling Week</li> <li>● President's Day</li> <li>● National Random Acts of Kindness Day</li> </ul>
March	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Monthly Lessons <ul style="list-style-type: none"> <li>○ K-5th: Problem Solving</li> </ul> </li> </ul>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Open House</li> </ul>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Read Across America</li> <li>● National Disability Awareness Month</li> <li>● Staff Development Day</li> </ul>
April	<b>Elementary:</b>	<b>Elementary:</b>	<b>Elementary:</b>

	<ul style="list-style-type: none"> <li>● Monthly Lessons <ul style="list-style-type: none"> <li>○ K-1st: Learning to be a Learner</li> <li>○ 2-3rd: Study Skills</li> <li>○ 4-5th: College &amp; Careers</li> </ul> </li> <li>● ELPAC Testing</li> <li>Mental Health Parent Presentation</li> </ul>		<ul style="list-style-type: none"> <li>● Autism Awareness Month</li> <li>● Arab American Heritage Month</li> <li>● Spring Break</li> <li>● School Administrative Assistant Day</li> </ul>
May	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Spring Panorama Survey</li> <li>● Wellness Week</li> <li>● CAASPP Testing</li> </ul>	<b>Elementary:</b> OSD Creates	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Mental Health Awareness Month</li> <li>● Asian Pacific American Heritage Month</li> <li>● Principal's Day</li> <li>● National Nurses Day</li> <li>● National PTA Teacher Appreciation Week</li> <li>● Memorial Day</li> </ul>
June	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● K &amp; 5: Celebration Ceremony</li> <li>● Peer Pressure Parent Presentation</li> </ul>	<b>Elementary:</b>	<b>Elementary:</b> <ul style="list-style-type: none"> <li>● Last day of school (Minimum Day)</li> </ul>