



Annual Calendar

School El Camino Real Charter High School Academic Year 2025-2026

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 campaigns, classroom and group activities, career or college nights, schoolwide academic support campaigns, etc.)</i>	Indirect Student Services Activities <i>(Significant collaborations, leadership and advocacy activities)</i>	
Ongoing Services	Academic - Individual Student Advisement - Responsive Services, as needed - Dual Enrollment/Concurrent Enrollment Meetings - New Student Enrollment Meetings College/Career - Student/Parent Meetings, as needed - Weekly Meetings/Trainings with Peer Counselors - College Reps available to meet with students - Pierce College: Mondays - CSUN: Thursdays Social/Emotional - Student Weekly Check-ins - Student Monthly Check-ins - Wellness Center Lunch Groups - Crisis counseling, as needed	Academic - Student Support and Progress Team Meetings 504 Plan Meetings - IEP Meetings - Parent/Teacher Student Intervention Meetings - Educational Referrals to: - FLEX Credit Recovery Program - Independent Studies Program - Cyber High Credit Recovery Program - Tutoring Referrals to: - Online Varsity Tutoring - After School Teacher-Led Tutoring - Peer Lunchtime Tutoring College/Career - Weekly Pierce Rep Referral Collaboration - Weekly CSUN Rep Referral Collaboration Social/Emotional - Counseling Referrals, as needed to: - School-based Therapy - Community Resources	Academic - Analyze Assessment Data - Review D/F Reports(5-/10-/15-/20-Week Progress Marks) - Review SBAC/MAP Data for program placement - Sending out Canvas information/announcements to students/families College/Career - College and Career Visitor & Planning - Advertising/Collecting Scholarships - Sending out Canvas Information/Announcements to Students/Families - Sending out College Newsletters to Students/Families Leadership - Serve on Committees: - PBIS - Positive Behavior Support Intervention - SSC - School Site Council - PDAC - Professional Development Advisory Committee

			○ LCAP - Local Control and Accountability Plan ○ LAT - Learning Assessment Team ● Instructional Leadership Team Meetings ● School Counseling Professional Learning Community Meetings ● Teacher Professional Learning Community Collaboration Meetings
August	Academic ● (7/28-8/1 from 8:30am-12pm) Welcome Week Incoming Student Scheduling Meetings ● Schedule Change Request Meetings ● Individual Student Planning Meetings ● Credit Recovery Student Plan/Enrollment Meetings ● (8/28) NCAA Eligibility Presentation to Sports Team Classes College/Career ● Senior Classroom Presentations (Topic: College Knowledge) ● Junior Classroom Presentations (Topic: How to get started on the College Apps) ● Wednesday Workshops Every Wednesday Fall Semester ○ Common application step by step workshop ○ How to create a college list ○ UC Application: Step by Step ○ CSU Application: Step by Step ○ How to write a college essay ○ LOR workshops ○ Set up Naviance/Account on Common app	Academic ● (7/29-30 from 5-7pm) Welcome Week Evening campaign s for Students and Parents ● Incoming Transition 504 Meetings College/Career ● Monthly Newsletter	Leadership ● Facilitate In-Service Training for Staff at PD ● Welcome New Teachers ● Scheduling/Balancing Classes ● Information Meetings with Teams Academic ● Send parents Attendance Clearing Information ● Send parents Canvas + Aeries Parent Portal Instructions ● Transcript Evaluations ● Individualized Graduation Plan Evaluations ● Senior A-G Requirement Evaluations ● Send Parents/Guardians Attendance Clearing Information ● Send Parents Canvas + Aeries Parent Portal Instruction ● Schedule NCAA presentations College/Career ● Ongoing College and Career Visitors ● Canvas Information/Announcements Sent to Families ● College Newsletters Sent to Families ● Introduction to Naviance Information Sent to Families

	• Meetings with Dual Enrollment Students • Letter of Recommendation Student Interviews Social/Emotional • Check-ins with Rollover Social/Emotional Counseling Students from Prior Year		• Send out PSAT sign ups to students • Senior Transcripts Notification send out via Canvas Fair-Share Responsibilities • 8/21/25- Back to School Night
September	Academic • Meet with D/F Students Individually • 9th grade classroom visits/presentation (Introduction) • Small group study skills Social/Emotional • Suicide Awareness & Prevention Presentations College/Career • Wednesday Workshops: College Application Support • Meeting with potential Posse-Questbridge, National Merit students • Senior Classroom presentations- Post Grad options • Letters of Recommendation interviews • Weekly meeting with Senior Peer College Counselors • College Knowledge Night for Parents and Students • NCAA Parent and Student Information Night • College Knowledge night ELD presentation to parents and students	Academic • 5 Week D/F List Parent Meeting/Notification • 3 F's or more Mandatory Parent Meetings • Parent Meetings for Students Not on Track	Academic Program Planning • Junior Letter/IGPs/UC Eligibility Report, and Transcript sent home to student and parent • Senior Letter/IGPs/UC Eligibility Report, and Transcript sent home to student and parent • Grad Checks Complete College/Career • Post info on Canvas regarding college applications • College Conferences (UC & Cal State) • FAFSA Workshop for high school counselors Wellness Campaigns • Suicide Prevention Campaign

October	Academic • Individual programming with each student for the spring semester • Meeting with students with D's and Fails on the 10-week progress reports • Meeting with seniors regarding college applications • Meeting with seniors regarding college applications • Sport Eligibility (2.0) • NCAA Eligibility Presentation to Sports Team Classes • Small group study skills College/Career • Wednesday Workshops: College Application Support • Meeting with potential Posse-Questbridge, National Merit students • College Rep meetings with students • 11th grade classroom presentations • Weekly PCC training and meetings • LOR interviews • Meeting with AP students • Wednesday AM workshop (new) • College knowledge night for parents and students Social/Emotional • Unity Day Counseling Lunchtime Student campaign	Academic • Counselor staff presentation for PD College/Career • AP testing reminders and contacts; organizing payment and ordering • Assistance completing college applications • Host Personal Statement workshops • College Knowledge Night with parents	Counseling Department Program Planning • Department Retreat • Counseling Dept presentations to whole group regarding Academic and Socioemotional data and information College/Career • Community College Counselor Conferences • CA Student Aid Conference
November	Academic • 15-week D/F intervention	Academic	Academic

	- Continue Spring programming or freshmen and sophomores - Senior face to face meeting re graduation status (d/f) - Weekly student check ins - Monthly student check ins - Attendance Intervention Meetings - Discipline and behavior support check-ins - Credit Recovery meetings - Small group study skills College/Career - Senior meetings to complete UC/CSU/ Common applications - Letter of Recommendation Student interviews - Wednesday Morning College Application Workshops - Meeting with students about AP exams Social/Emotional - Anti Stress Day Counseling Lunchtime Student campaign	- Face to face meeting /phone calls with parents re: graduation status - D/f list parent/guardian email notifications - Counselor Extended Hours - Credit recovery meetings with parents re graduation College/Career - Post info on Canvas regarding college applications - Writing LOR - Host College Essay workshops - College Rep meetings with students	- Spring programming classroom presentations - Senior Programming - Dual Enrollment Programming - Grad checks - Cyberhigh/FLEX progress checks Wellness Campaigns Awareness Months - College Application Month - Every second Friday of the month- Counselor visibility and games on the quad - Every second Friday of the month- Counselor visibility and games on the quad Awareness Weeks/Days 16 Children's Grief Awareness Day 24 Random Acts of Kindness Friday
December	Academic - end of semester grades intervention - Grade Freeze/Finalize Grades - Meet with Mid-Year Graduates - Final Meetings/Reminders for Cyber High College/Career - Dual Enrollment - Senior Check in - Letters of Recommendation Interviews - Host Personal Statement workshops - Assistance completing college applications	Academic Collaborate with teachers re Alternative Finals for students in need	College/Career - Post info on Canvas regarding college applications - Writing LOR - Complete FAFSA/Dream Act Applications Social/Emotional - Gap in Services check in

January	Academic • Meet with Senior/Juniors who are behind in credits to create plans for credit recovery • New Student Scheduling Meetings • Schedule Change Requests (15 Day) • Transcript Evaluations/IGPs/A-G Requirements • Individual Student Planning • Credit Recovery Meetings College & Career • Junior Workshops for Workshop Wednesday- Every Wednesday ○ How to get started on your college application ○ What to look for when creating a college list ○ What do UC's look for? ○ What do private and out of state schools look for? ○ What do the CSU's look for? ○ How do I start my college essays • Financial Aid presentation	Academic • Parent and Teacher Meetings with Seniors who are in danger of being non-grads • Reach out to Coaches for NCAA Information Meetings with Teams	Leadership • PD Rigor in education, supporting EL and unhoused students, counseling consistency Academic Program Planning • Scheduling/Balancing Classes • Review end of semester D/F list for class/level changes • Review Fall semester grades and ensure college and high school graduation eligibility • Transcript Evaluation/IGPs • Credit Recovery enrollment (Cyber High, FLEX, Others) College/Career • Post info on Canvas regarding college applications • College Reps Visit w/ Students Wellness Campaigns • Every second Friday of the month- Counselor visibility and games on the quad
February	Academic • 5-week D/F Intervention • Focus Groups in 11th grade Classrooms Testing Culture for SBAC • Small group- TBD College & Career • Provide Junior Workshops		College/Career • Naviance updates • Scheduling interviews • Preparing for the AP tests • Preparing for senior awards • Scheduling classroom presentations • Preparing for College celebrations (community college and college)

	9th grade Presentation in the Health/College & Career classes) (Topic: College 101 & Career Discovery) - Meeting students about ELC - Meetings students about FAFSA/Dream Act - Advising students on college match and decisions - Major Prep at the Community College Presentation		Academic - Senior Letter/IGPs/UC Eligibility Report, and Transcript sent home to student and parent - Junior Letter/IGPs/UC Eligibility Report, and Transcript sent home to student and parent Wellness Campaigns Awareness Weeks/Days - National School Counseling Week - Acts of Kindness Week 17 Random Acts of Kindness Day
March	Academic 10-week D/F intervention - Fall Programming for Juniors and Sophomores - Weekly student check ins - Monthly student check ins - Attendance Intervention Meetings - Discipline and behavior support check-ins - Credit Recovery meetings - Summer School Referrals - Small group- TBD College & Career - Junior Workshops - College Visit Reps 10th grade Presentation. (Topic: Career & College) - Meeting with students about college choices - Financial Aid presentation	Academic - Parent meetings - Face to face meeting /phone calls with parents re graduation status - D/f list parent/guardian email notifications Parent Communication/Workshops - Attendance communication - D/F communication - Credit recovery communication if in danger of not passing on time	Academic Program Planning - Grad checks - Cyberhigh/FLEX progress checks College/Career - Community College Workshops - Naviance updates - Writing LOR - Scheduling interviews - Preparing for the AP exams - Preparing for senior awards Wellness Campaigns Awareness Month - Women's History Month/International Women's Day Counseling campaign Every second Friday of the month- Counselor visibility and games on the quad
April	Academic	Academic Parent meetings	Academic Program Planning

	- Meet with D/F Seniors - Cyber High/FLEX progress meet with students - Middle School Visits/Programming Meet with 8th graders from feeder middle schools - Transition Night Incoming 9th graders come to an evening campaign on Campus. - Enrollment Night - Small Group-TBD College/Career - Junior Wednesday Workshops - Meeting students about ELC - Meeting with potential Posse Candidates - Meeting with students about college choices - Resume workshop	- Face to face meeting /phone calls with parents re graduation status - Additional Counselor Extended Hour - Credit recovery meetings with parents re graduation - Parent meetings with incoming 9th graders	- finish Spring programming - Grad checks - Cyberhigh/FLEX progress checks - D/F list parent/guardian email notifications Wellness Campaigns Awareness Month - Counseling Awareness Month - Every second Friday of the month- Counselor visibility and games on the quad - Earth Day lunch Campaign College/Career - Community College Workshops - Creating resume workshop and finding resources for students - Finalizing FAFSA forms (AB469)/opt out forms - Organizing the AP exams
May	Academic 15-week D/F intervention - Incoming Freshmen drop-in evenings - Weekly student check ins - Monthly student check ins - Attendance Intervention Meetings - Discipline and behavior support check-ins - Credit Recovery meetings - Summer School Referrals College/Career - AP testing - Senior Awards - Senior Admit celebration day	Academic - Graduation risk parent communication and meetings - Parent meetings 5/1/25- open house for incoming freshman families - Face to face meeting /phone calls with parents re graduation status - Counselor Extended Hours Social/Emotional - Share summer mental health resources with parents/guardians Parent Communication/Workshops - Attendance communication - Parent D/F communication	Academic Program Planning - Fall programming - Grad checks - Cyberhigh/FLEX progress checks - D/f list parent/guardian email notifications - Attendance communication - Parent D/F communication Wellness Campaigns Awareness Weeks/Days - Mental health awareness campaign at lunch - End of month early Pride kick-off celebration

	• Padres Latinos Meeting Social/Emotional • Student weekly check ins • Student monthly check ins • Groups	• Credit recovery communication if in danger of not passing on time	• Every second Friday of the month- Counselor visibility/interaction and games on the quad College/Career • Administering the AP testing • Organize Senior awards • Senior Awards Fairshare Responsibilities • Support AP Testing
June	Academic • Meet with students at risk of not graduating and explore options • Senior clearance - ensure no fees/fines and hand out caps and gowns • Meet with new/incoming students to program for summer and/or fall • Meet with students who need summer school and make recommendations	Academic • Potential senior fail list calls • Contact/Have conference with parents/guardians of non grads, based on final senior fail list, and provide credit recovery information to earn diploma	Academic Program Planning • Balance and add/remove students from summer school classes • Continue working on balancing classes for fall and finalizing students' schedules • Check for students' final Spring grades; refer/assign summer school and adjust placements in fall classes • Clear students for Graduation • Diploma Holds • Support with Graduation Social/Emotional • Gap in Services check-in Wellness Campaigns Awareness Months • LGBTQ+ Pride Month Fairshare Responsibilities • Graduation Rehearsal

			• Graduation campaign Support
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