



PHS Counseling ASCA Annual Calendar

School: Portola High School

Academic Year: 2024-25

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	<ul style="list-style-type: none"> Individual counseling as needed Student check-ins Assigned Office Hours Non-grad meetings Credit Review Meetings Enrollment Appointments Re-entry Meetings Crisis Response/Suicide Screener College Visits Referrals to mental health specialist or outside agencies as needed 	Attend Parent/Teacher/Student/Team Conferences: <ul style="list-style-type: none"> Parent consultations Teacher consultations SST (Student Success Team) meetings 504 meetings IEP meetings SARB 2 (school attendance review board) meetings 	<ul style="list-style-type: none"> Transcript Reviews, Data Analysis (attendance, behavior, grades using Aeries reports and queries) Counseling department meetings (weekly) Professional Learning Community PLC meetings (weekly) CCC Meetings (monthly) District "All Counselor" and "Secondary Counselor" PLC Meetings (bi-monthly) PBIS Team meetings (2x a month) - schoolwide supports and individual intervention planning Professional Development
August	<u>Schoolwide:</u> Registration 12th Grade Classroom Guidance Lesson: Postsecondary Planning and College Applications <u>Individual Counseling:</u> New Student Meetings Learning Lab Enrollment (students with D/Fs)	Collaboration with Link Crew and PHS Ambassadors	<ul style="list-style-type: none"> Update Annual Calendar for school year District Secondary Counselors Meeting Schedule balancing
September	<u>Schoolwide:</u> 9th Grade Classroom Guidance Lesson: Getting Involved 10th Grade Classroom Guidance Lessons: Unlocking Your Career Code Mock Admissions Night FAFSA/CADAA Workshops <u>Individual Counseling:</u> 9th Grade counseling check-ins 12th Grade counseling check-ins Students chronically absent, parent/teacher referrals	12th Grade Parent Info Meeting 9th Grade Parent Info Meeting 10th Grade Parent Info Meeting 11th Grade Parent Info Meeting College Panel Night	<ul style="list-style-type: none"> Review data to create annual student outcome goal and closing-the-gap goal aligned with school-wide goals District Secondary Counselors Meeting
October	<u>Schoolwide:</u> Financial Aid Night College Application Workshops (3): Common App, UC, CSU	Letter of Rec Writing	<ul style="list-style-type: none"> Standardized Testing Coordination-PSAT 9, PreACT 10, and PSAT/NMSQT 11 Quarter 1 Ends

	<u>Small Groups:</u> Project Success: Social Skills, Stress Management, Study Skills <u>Individual Counseling:</u> 9th Grade counseling check-ins 12th Grade counseling check-ins Students chronically absent, parent/teacher referrals		<ul style="list-style-type: none"> Identify students with 2.0-2.49 GPA in 10th grade and students in EL in 9th grade with Fs Annual Administrative Conference Invite & select advisory council Prepare and plan for School Counseling Advisory meeting
November	<u>Small Groups:</u> Project Success: Social Skills, Stress Management, Study Skills Assigned Office Hours: 10th students w/ 2.0-2.49 GPA, 9th EL with F's in core courses <u>Individual Counseling:</u> 9th Grade counseling check-ins 12th Grade counseling check-ins Students chronically absent, parent/teacher referrals	Letter of Rec Writing English Learner Advisory Committee (ELAC) Presentation Financial Aid Night/FAFSA Workshop TBD	<ul style="list-style-type: none"> Fall School Counseling Advisory Meeting Attend English Learner Advisory Committee (ELAC)
December	<u>Small Groups:</u> Project Success: Social Skills, Stress Management, Study Skills Assigned Office Hours: 10th students w/ 2.0-2.49 GPA, 9th EL with F's in core courses <u>Individual Counseling:</u> Students chronically absent, parent/teacher referrals	Letter of Rec Writing	
January	<u>Schoolwide:</u> 9th Grade Classroom Guidance Lesson 10th Grade Planning Conferences Alumni Panel FAFSA/CADAA Workshops <u>Small Groups:</u> Project Success: Topics TBD ELPAC Chats Assigned Office Hours: 10th students w/ 2.0-2.49 GPA, 9th EL with F's in core courses <u>Individual Counseling:</u> Students chronically absent, parent/teacher referrals	Letter of Rec Writing FAFSA Workshop	<ul style="list-style-type: none"> Quarter 2/Semester 1 Ends Review data/grades from Semester 1 District Secondary Counselors Meeting Attend English Learner Advisory Committee (ELAC)
February	<u>Schoolwide:</u> 10th Grade Planning Conferences <u>Small Groups:</u> Project Success: Topics TBD ELPAC Chats	Financial Aid Night/FAFSA Workshop TBD	<ul style="list-style-type: none"> Quarter 3 Ends Examine pre/post tests and outcome data (grades)

	<u>Individual Counseling:</u> Students chronically absent, parent/teacher referrals Non-grad meetings		
March	<u>Schoolwide:</u> 10th Grade Planning Conferences <u>Small Groups:</u> Project Success: Topics TBD ELPAC Chats <u>Individual Counseling:</u> Students chronically absent, parent/teacher referrals	Summer school recommendations NCAA Eligibility Seminar for student athletes	<ul style="list-style-type: none"> • District Secondary Counselors Meeting • Attend English Learner Advisory Committee (ELAC)
April	<u>Schoolwide:</u> Out of State College Fair 11th Grade Student Workshops Registration/course selection days at feeder middle schools College essay writing workshop <u>Small Groups:</u> Project Success: Topics TBD <u>Individual Counseling:</u> Students chronically absent, parent/teacher referrals	Coffee with Counselor events at feeder middle schools; Summer school recommendations	<ul style="list-style-type: none"> • PHS Family Night • Prepare and plan for School Counseling Advisory meeting • Examine pre/post tests and outcome data (grades, ELPAC scores)
May	<u>Individual Counseling:</u> Non-grad meetings Parent/teacher referrals		<ul style="list-style-type: none"> • All Award/Senior Awards night • Spring School Counseling Advisory Meeting • District Secondary Counselors Meeting • Complete closing the gap, small group and classroom instruction results reports
June			<ul style="list-style-type: none"> • Graduation • Quarter 4/Semester 2 Ends • Review Program Goals and Outcomes • Plan Annual Calendar for next school year • Create end of year report