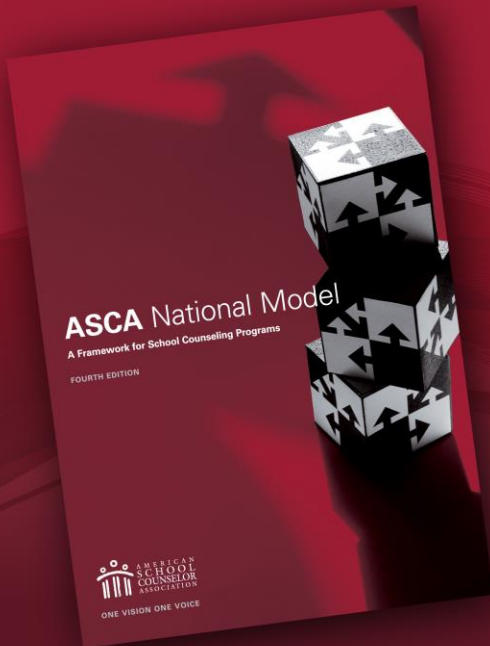


Calendars

ASCA National Model, 4th Edition



1



An Important Message from ASCA

*These professional development materials are to be viewed only
with permission from ASCA.*

*These materials may not be made available publicly in any way.
Rebroadcasting is strictly prohibited.*

2



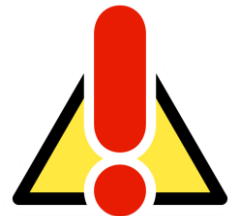
3



A Word about ASCA Templates

[ASCA Templates](#)

- Always check ASCA website for the most current editions of the various ASCA templates
- Note which templates are required



4



ASCA National Model

FOURTH EDITION

Direct Services to Students

Student/Counselor Interactions

Instruction: Teaching school counseling curriculum to students focused on the selected student standards from the ASCA Mindsets & Behaviors.

Appraisal: Working with students to help them understand their abilities, values and career interests and to attain the ASCA Mindsets & Behaviors.

Advisement: Making recommendations based on appraisal of tests, inventories and other data to help students make decisions for their future.

Counseling: Professional assistance and support provided to a student or small group during times of transition, heightened stress, critical change or other situations impeding student success.

5



ASCA National Model

FOURTH EDITION

Indirect Services to Students

Non-Students/Counselor Interactions

Consultation: The process of providing information, opinions and recommendations to individuals who can support a student's need or seeking information from an expert about student needs.

Collaboration: The process in which multiple individuals work toward a common goal and share responsibility for associated tasks in a variety of situations:

- Teaming and partnering
- School/district committees
- Parent workshops
- Community partnerships
- Crisis response

Referrals: This occurs when students' needs extend beyond the training and/or responsibilities of the school counseling role.

6



Defining, Managing, Assessing, Fair Share

Defining, Managing, Assessing Activities:

- all tasks associated with Define, Manage, and Assess components

Fair Share Responsibility Activities:

- duties that are assigned to everyone in the building that help with the safety and efficiency of the school

7



ASCA Definitions

Do's

- Learn these definitions
- Check with other SC to verify own interpretation
- Encourage district guide for coding

Don'ts

- Confuse direct/indirect services
- Justify activities by stretching definitions
- Validate inappropriate tasks/duties with inaccurate coding

8



9



ASCA National Model

FOURTH EDITION

Weekly Calendars

Ethical Expectation
 Maintained all year.
 Balancing planning and flexibility.
 Will upload two in portal.

- Per counselor
- Detailed plan of counselor's activities for the week
- Serves as plan for program implementation, but flexible
- Includes (but not limited to):
 - Classroom lessons
 - Group & individual counseling
 - Meetings with students
 - Indirect services
 - Program Defining, Managing, and Assessing Activities
- Weaves together your when, how, and why
 - When and how is clear
 - Why is revealed in our priorities and time spent

10

ASCA National Model

FOURTH EDITION

Weekly Example

- Note Detail
- Memory Jogger
- Documentation of Activities/Tasks
- Should be published (public version)
 - Conveys scope & work of SC
- Maintain Confidentiality
 - May have public & private versions

Time	Monday 9/29	Tuesday 9/30	Wednesday 10/1	Thursday 10/2	Friday 10/3
7:30	Program Planning (PS)	7:30 - 7:45 Teacher consult: 1st boy (Con)	7:30 - 7:45 Emails	7:30 - 7:45 Emails	7:30 - 7:45 Teacher consult: 1st boy (Con)
8:00					
8:15					
8:30					
8:45					
9:00					
9:15					
9:30	8:30 - 9:15 Cald and Johnston (SP) Core Curriculum: Rules for Fighting Fair, Part 2 (CC)	8:30 - 8:45 K.S./ 1st boy/ emotional concern (RR)	8:30 - 9:00 Barrows (R) Core Curriculum: Howard Learns to Listen (CC)	8:30 - 8:45 S.P./ 5th girl/ reporting misbehavior on bus (RR)	8:30 - 8:45 Emails
9:45		8:45 - 9:00 Program Planning (PS)		8:45 - 9:00 J.P. / 5th boy/ conflict with classmate. Teacher consult (RR) (Con)	8:45 - 9:00 Y.G./3rd boy/ behavior issues and peer mediation (RR)
9:00		9:00 - 9:15 Teacher consult: 5th boy (Con)	9:00 - 9:15 D.S./5th boy/motivation issues (RR)	9:00 - 9:30 5th boy/ physical attack on 1st grader Administrator consult. (RR) (Con)	9:00 - 10:30 Weekly Counselors Mtg. with Admin. Team (PS) (Con)
9:15	9:15 - 10:15 K.P./K boy/ behavior issue (RR)	9:15 - 9:45 SST meeting with staff and parent A.S./3rd girl (Con)	9:15 - 10:00 Small Group - 1st Astros Friendship Group (RR)	9:30 - 10:00 R.M. /4th boy/ school anxiety issues (RR)	
9:30		9:45 - 10:45 SST meeting with staff and parent L.S./1st boy (Con)	10:00 - 10:15 Administrator consult: boy (Con)	10:00 - 10:15 J.Z. /5th boy/ family issues (RR)	
9:45					
10:00					
10:15	10:15 - 10:30 Peer mediation: 5th boy and 5th girl (RR)		10:15 - 11:00 A.T. / 5th girl/ parents' divorce. Parent phone call. (Con) (RR)	10:15 - 10:30 B.M./3rd boy/emotional concerns (RR)	
10:30	10:30 - 10:45 Emails			10:30 - 10:45 D.O./3rd boy/ family issues (RR)	10:30 - 10:45 D.O./4th boy/ family issues (RR)
10:45	10:45 - 11:30 Herman (SP) Core Curriculum: Rules for Fighting Fair, Part 2 (CC)	10:45 - 11:00 Emails		10:45 - 11:30 Allen (SP) Core Curriculum: Rules for Fighting Fair, Part 2 (CC)	10:45 - 11:00 1st girl and 3rd girl/ conflict resolution (RR)
11:00		11:00 - 12:00 SST meeting with staff and parent E.B./3rd girl (Con)	11:00 - 11:15 Emails		11:00 - 11:30 Lunch/Counseling partner consult. (PS)
11:15			11:15 - 12:15 Lunch Bunch combined with Small Group - 3rd Phoenix Friendship Group (RR)	11:30 - 1:00 2nd girl/ DFCS referral for physical abuse (RR) (Con)	11:30 - 2:30 1st girl/DFACS referral for physical abuse. Gwinnett County PD came to interview student. (RR) (Con)
11:30	11:30 - 12:00 Lunch/Counseling partner consult. (PS)				
11:45	12:00 - 12:15 A.T. / 5th girl/ parents' divorce (RR)	12:00 - 12:30 Lunch/ emails			
12:00					
12:15	12:15 - 1:00 G.R./1st boy/ behavior issue (RR)	12:30 - 1:00 SST meeting with staff and parent N.W./1st boy (Con)	12:15 - 1:00 Small Group - 1st Panda Friendship Group (RR)		
12:30					
12:45					

11

ASCA National Model


FOURTH EDITION

	Direct Services	Indirect Services	Program Planning & School Support	Non-Counseling Duties
Percent of Time	_____ %	_____ %	_____ %	_____ %

EXAMPLE Weekly Calendar, Sept. 22-26, Madison Middle School

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30	Make morning announcement/ check email	Make morning announcement/ check email	Make morning announcement/ check email	Make morning announcement/ check email	Make morning announcement/ check email
8:00	Consultation with principal (homebound student concerns) 8-8:55 a.m.	Small Group Appraisal & Advisement Goal Work Grade 6 8-8:30 a.m.	Individual Appraisal & Advisement Grades 7th/8 8-8:30 a.m.	Individual Counseling Anxiety 7th/8 8:10-8:25 a.m.	Scholar's Club (College and Career Club Grades 6-8) 8-8:30 a.m.
8:30		Teacher consultation, W. Perry (help with upcoming parent conference) 8:35-8:50 a.m.	Classroom Instruction Anger Management, Grades 7-8 (4 Classes) 8:30-9:15 a.m. 7/Smith 9:20-10:05 a.m. 7/Jones 10:20-11:10 8/Wilson 11:15 a.m.-12 p.m. 8/Mathis	Individual Counseling (guardian with illness - coping) 6th/7 8:30-8:45 a.m.	Classroom Instruction Angry Birds, Grade 6 (3 classes) 8:30 a.m. - Marshall 9:15 a.m. - Williams 10 a.m. - Saavedra
9:00		Consultation with principal, parent, director of student support 9-10:50 a.m.		Consultation with student and parent about issues in a class, discuss class change 9:30-10 a.m.	
9:30	Phone conference, district SPED director, homebound services 9:30-9:55 a.m.				
10:00	Classroom Instruction Grade 6 (Demonstrate advocacy skills and ability to assert self) 1 class 10-10:45 a.m. Individual Counseling Behavior 8th/9 11-11:30 a.m.			Consultation with principal and assistant principal about sixth-grade student 10:05-10:25 a.m.	Individual Counseling (safety/disclosure) 8th/9 10-12:30 a.m.
10:30				Counseling Small Groups (Academic Support) 40 minutes/each 10:30-11:10 a.m. 11:10-11:50 a.m. 11:50 a.m.-12:30 p.m.	
11:00		LUNCH			
11:30	LUNCH	Planning/records			
12:00	Classroom Instruction Grade 6 Self-advocacy 1 class 12:10-12:50 p.m.	Small-Group Counseling Resiliency 6th 12-12:30 p.m.	LUNCH		
12:30		Individual Counseling	Individual Counseling	LUNCH	LUNCH

12



ASCA National Model
FOURTH EDITION

Use-of-Time Calculator DATE: _____

Time frame	Activity or Task	Direct Student Services			Indirect Student Services		Program Planning and School Support		Non-School Counseling Tasks	
		Instruction	Assessment & Advisement	Counseling	Referral/Consultation/Collaboration	Defining, Managing, Assessing Activities	Fair Share Responsibility Activities	Non-School Counseling Tasks		
7:00-7:15 a.m.										
7:15-7:30 a.m.										
7:30-7:45 a.m.										
7:45-8 a.m.										
8:00-8:15 a.m.										
8:15-8:30 a.m.										
8:30-8:45 a.m.										
8:45-9 a.m.										
9:00-9:15 a.m.										
9:15-9:30 a.m.										
9:30-9:45 a.m.										
9:45-10 a.m.										
10:00-10:15 a.m.										
10:15-10:30 a.m.										
10:30-10:45 a.m.										
10:45-11 a.m.										
11:00-11:15 a.m.										
11:15-11:30 a.m.										
11:30-11:45 a.m.										
11:45 a.m. - Noon										
12:00-12:15 p.m.										
12:15-12:30 p.m.										
12:30-12:45 p.m.										
12:45-1 p.m.										
1:00-1:15 p.m.										
1:15-1:30 p.m.										
1:30-1:45 p.m.										
1:45-2 p.m.										
2:00-2:15 p.m.										
2:15-2:30 p.m.										
2:30-2:45 p.m.										
2:45-3 p.m.										
3:00-3:15 p.m.										
3:15-3:30 p.m.										
3:30-3:45 p.m.										
3:45-4 p.m.										
TOTALS		0	0	0	0	0	0	0		0%
% per topic										0%
% per category										0%

Should contain sufficient detail to allow for

- Application to Use-of-Time Calculator
- Memory of specific events/activities identified
- Validate counselor completion of planned events

13



Weekly Calendars

Do's

- Maintain a clear, complete calendar each week
- Adjust and modify calendar as needed, with clear reasons documented
- Publish so everyone knows where you are and what you are doing
- Maintain confidentiality


Don'ts

- Keep your calendar a secret
- Publish confidential information
- Use vague terms/notations/jargon
- Preplan/preschedule every moment – need time and space for adjustments


14



15



ASCA
FOURTH EDITION

 **AMERICAN SCHOOL COUNSELOR ASSOCIATION**

Annual Calendar Template

School: _____ Academic Year: _____

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 (Defining, Managing, Assessing, Fair-Share Responsibilities)
	Direct Student Services Activities <small>(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)</small>	Indirect Student Services Activities <small>(Significant collaborations, leadership and advocacy activities)</small>	
Ongoing Services			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

Updated, June 2021

16



Annual Calendar

- Use the ASCA Template
- Include all classroom and group activities
- Be sure all activities classified according to ASCA definitions
- Provide enough information that all stakeholders understand each listing
- When appropriate, include the topics, dates, and times


17

 The ASCA Annual Calendar Template is a form for planning school counseling activities. It includes the ASCA logo and the title "Annual Calendar Template". Below the title are fields for "School:" and "Academic Year:". A note states: "A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support". The template is a table with three main columns: "Delivering" (which is further divided into "Direct Student Services Activities" and "Indirect Student Services Activities"), and "Program Planning and School Support". The rows represent the months from August to June. The "Delivering" column is further divided into "Direct Student Services Activities" (which includes a note: "(include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)") and "Indirect Student Services Activities" (which includes a note: "(Significant collaborations, leadership and advocacy activities)"). The "Program Planning and School Support" column includes a note: "(Defining, Managing, Assessing, Fair-Share Responsibilities)".

Month	Delivering		Program Planning and School Support (Defining, Managing, Assessing, Fair-Share Responsibilities)
	Direct Student Services Activities (include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)	Indirect Student Services Activities (Significant collaborations, leadership and advocacy activities)	
Ongoing Services			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

Updated, June 2021

18

Annual Calendar		School: Battle Creek	
A minimum of 80% of time recommended for direct student services			
Month	Direct Student Services Activities (Include dates of school counseling initiatives, classroom and group activities, career or college readiness activities, and schoolwide academic support events.)		
Ongoing Services	<p>*Classroom lessons 2x/month, including academic, social-emotional, bully-prevention, personal safety, and at least one 6A career-related lesson per quarter</p> <p>*Individual & small group meetings as needed</p> <p>*Small groups based on teacher referral, school counseling program goals/Closing-the-Gap Action Plan</p> <p>*Crisis response as needed</p>	<p>Vue 9/19/19 8:30 am, Her 9/19/19 9 am</p> <p>1 - I am Enough & Interest Inventory: Xiong 9/18/19 9:30 am, Stueber 9/18/19 1:05, Loesch 9/19/19 1:05</p> <p>2 - I am Special & Interest Inventory: Thao 9/23/19 9 am, Bloom 9/19/19 9:45 am, Ahmed 9/19/19 12:15 pm</p> <p>3 - I am Unique & Interest Inventory: Providence 9/25/19 9 am, Lein 9/25/19 10:45 am, Engstrom 9/17/19 1:15 pm</p> <p>4 - Multiple Intelligences: Onley 9/25/19 8 am, Johnson 9/25/19 1:15 pm, Blat 9/26/19 1 pm</p> <p>5 - Neuroplasticity: Shinn 9/23/19 10 am, Rivas 9/23/19 1:10 pm, Ricci 9/27/19 12:50 pm</p> <p>Small groups: 5 - Friendship Skills for 5th grade: 9/2/19 11:45 am</p>	<p>am</p> <p>*PBIS Team Meetings: 9/23/19, 9/30/19 at 7:35 am</p> <p>*Leadership Team Meetings: 9/11/19 & 9/25/19 at 2:15 pm</p>
August	*School open-house - meet & greet with families 8/29/19	<p>October</p> <p>[Friendly, Kind] Classroom lesson focus: *Self-Awareness Q1 (grades 2-5 did Self-Awareness first, grades K-1 did Social-Emotional first)</p> <p>K - Me & My Family: Opine 10/30/19 1 pm, Longsdorf 11/7/19 8 am, Vue 11/7/19 8:30 am, Her 11/7/19 9 am</p> <p>1 - My Interests: Xiong 10/30/19 9:30 am, Stueber 11/11/19 1:05, Loesch 10/29/19 1:05</p> <p>2 - My Strengths: Thao 10/7/19 9 am, Bloom 10/3/19 9:45 am, Ahmed 9/30/19 10 am</p> <p>3 - My Culture: Providence 10/16/19 9 am, Lein 10/9/19 10:30 am, Engstrom 10/8/19 1:15 pm</p>	<p>*Consult with teachers for referrals to small groups.</p> <p>*Letter home to families</p> <p>*Annual Administrative Conference: 10/1/19, 10:45 am</p> <p>*Attendance Team Meeting: 10/2/19, 9 am</p> <p>*SAT Team Meetings: 10/2/19 at 12:30 pm; 10/3/19 & 10/10/19 at 2:10 pm</p> <p>*PBIS Team Meetings: 10/7/19, 10/28/19 at 7:35 am</p> <p>*Leadership Team Meetings: 10/9/19 at 2:15 pm</p>
September	<p>[Friendly, Kind]</p> <p>*Introduction Lessons (Non-Core) 9/16/19 1 pm, Longsdorf 9/19/19 8 am,</p>		<p>classroom (e.g. Class 1 would be every other Tuesday at 9 am). In some cases due to days off or time conflicts, lessons need to be adjusted throughout the year, but for the most part the same days of the week and times are used consistently on an every-other-week basis.</p> <p></p>

19



Annual Calendar

- Details!
- Shows scope of program
- Identifies program priorities
- All program events
- Published & posted
- Crosswalk with Classroom and Small-Group M&B Action Plan and Closing-the-Gap Action Plan

20



ASCA National Model

FOURTH EDITION

Annual Calendar

Do's

- Begin each year with a planned annual calendar
- Provide specific, clear information (dates, topics, times for events)
- Adjust and modify calendar as needed
- Update & publish throughout the school year
- Maintain confidentiality

Don'ts

- Include items/tasks that are not part of your school counseling program
- Forget the intended audience (all stakeholders)
- Use vague language (jargon, acronyms, trendy terms, etc.)
- Validate non-counseling duties/tasks

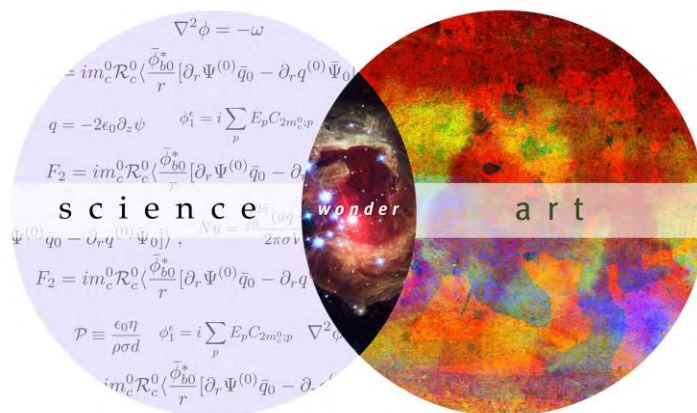
21



ASCA National Model

FOURTH EDITION

Just a thought...



Creating your weekly calendar is as much an art as it is a science.

22



Details, details, details

- Include
 - all program events
 - everything from Class/SG M&B Action Plan
 - everything on CTG AP
- Provides dates and times when appropriate
- Include topics (so a non-counselor understands)
- Explain all acronyms and 'titles'
- Let a non-counselor check for clarity
- Know the definitions for direct, indirect, program planning
- Protect confidentiality



See pages
68-71 of
ASCA
National
Model

