COUNSELING CALENDAR

Every School Counselor at MCHS holds a Masters in School Counseling and a Pupil Personnel Services credential.
We have approximately 350 students each.

YEAR ROUND

- Meet with students for social/emotional, academic, and college and career planning purposes, including students in crisis
- Participate in Student Study Team (SST) meetings to support students facing challenges on our campus
- Counsel students with mental health concerns and refer to outside counseling/ resources when needed
- Compose letters of recommendation for universities, summer programs, internships, or school transfers
- Hold monthly individual check in's with students in the Student Academic Support program, and make referrals to the program as needed
- Help students on a walk-in basis, as well as parents by appointment
- Participate in eligibility meetings for initial 504 plans, as well as collaborate with students for annual reviews
- Facilitate monthly Coffee with the Counselors- Parents join the counselors over coffee and hear more about what's going on in the Counseling Office. This time will be an informal meeting where Counselors will either highlight a certain counseling topics or simply discuss questions/concerns parents may have

AUGUST

- Help with first day of school activities and questions
- Complete Staff Professional Development and start of the year district meetings
- Facilitate New Transfer Student Appointments with families new to Manhattan Beach Unified School District
- Troubleshoot and resolve Master Scheduling Conflicts in Student Schedules
- Complete student Schedule Change Requests

COUNSELING CALENDAR

SEPTEMBER

- Help students settle into their schedules and assist students with schedule change requests
- Host Counselor Open House during Back to School Night
- Assist with 9th-12th Grade Parent meetings in the evenings to present current information and answer questions
- Assist with planning senior meetings through English classes to introduce Post High School Planning tools and the process for requesting a Letter of Recommendation from your counselor and teachers for college applications
- Attend University of California and California State University conferences to acquire updates in California University admissions.

OCTOBER

- Assist seniors with the college application season: for every senior applying to college, their counselor prepares and sends out the following documents to all Common Application, private, and out-of-state colleges & universities: Written evaluation/Letter of Recommendation, Secondary School Report, School Profile, and Official Transcript
- 1st Quarter Progress Report - Notify and provide resources to families of students who are struggling academically
- Help students feel prepared for midterms academically, mentally, and emotionally by connecting students with resources

COUNSELING CALENDAR

NOVEMBER

- Continue working with seniors to submit all required college application materials- Counselors ensure all deadlines are met for students who are applying to colleges for Early Decision, Early Action, Regular Decision, or Rolling admissions
- Continue writing Letters of Recommendation for seniors, and meet the submission deadlines for all
- 2nd Progress Report - Notify and provide resources to families of students who are struggling academically

DECEMBER

- Continue helping students with December college application deadlines, and continue to write senior Letters of Recommendation. We are also helping 12th grade students finish up their application process, as well as helping seniors with any late additions to their college applications
- Help prepare students for final exams academically, mentally, emotionally, and logistically
- Answer questions about scheduling for the Spring semester



COUNSELING CALENDAR

JANUARY

- Adjust schedules for students as needed as we transition to the second semester, including leveling down from Honors or AP courses
- Hold parent conferences & check-in meetings for students who struggled academically in the fall semester
- Review Senior transcripts to ensure they are on track for graduation (as well as college admissions, if that is their goal)
- Submit Midyear Reports to colleges for senior students, which includes a counselor form and student transcript with first semester senior grades included
- Facilitate New Student Appointments for families new to Manhattan Beach Unified
- Assist with 9th-12th Grade Parent meetings in the evenings to present current information and answer questions

FEBRUARY

- Continue to submit Midyear reports for seniors and their college applications
- Assist with 9th-12th Grade Parent meetings in the evenings to present current information and answer questions
- Assist with 8th Grade Parent Welcome Night, where parents get information on scheduling, introduced to staff available to help their students, and get any questions answered
- 3rd Quarter Progress Report - Notify and provide resources to families of students who are struggling academically
- Begin academic planning - meet individually with all 11th grade students to review their transcripts, select their courses for the following year, and discuss any summer course plans

COUNSELING CALENDAR

MARCH

- Continue academic planning - meet individually with all 10th grade students to review their transcripts, select their courses for the following year, and discuss any summer course plans
- Freshman Academic Planning: meet individually with 9th graders to sketch out a draft of how their four years at Costa could look. These meetings take place during their English classes. We do this activity after first semester grades are earned and the students are given their first transcript to explore and understand. This Academic Plan activity will also help students prepare and plan for course scheduling for 10th grade. The Academic Plan is done in Aeries, so students can view and share with their parents. It is important to understand that the completed Academic Plan is simply a draft and can change at any time due to a student's changing interests
- 3rd Quarter Progress Report - Counselors notify and provide resources to families of students who are struggling academically
- Assist with This is Costa, where 8th grade families can come to campus to learn more about MCHS and its offerrings
- Present at and assist with the 8th grade parent informational night

APRIL

- Visit MBMS, Hermosa Valley Middle School and American Martyrs for course selection assistance.
- Continue answering questions and finalizing course requests for the following school year for all students

COUNSELING CALENDAR

MAY

- New Student Appointments for families new to Manhattan Beach Unified
- New-to-District 9th Grade New Student Workshop: parents and students meet with counselors about their incoming 9th grade courses
- Senior Intervention Agreements - for seniors who are struggling in classes required for graduation
- Identify top 9 percent of 11th grade students for UC's Eligibility in the Local Context (ELC) program. The UC ELC program identifies the top 9 percent of students based solely on academics once they have applied to the university. Students who apply to the University of California and achieve ELC status will be notified by the university that, contingent upon completion of all remaining admission requirements, they are eligible for admission. California high school students who are eligible in the statewide context or eligible in the local context and are not admitted to any campus to which they apply will be offered a spot at another campus if space is available
- 4th Quarter Progress Report - Notify and provide resources to families of students who are struggling academically

JUNE

- Help prepare students for final exams academically, mentally, emotionally, and logistically
- Finalize senior intervention process with students and review final lists for graduation
- Collaborate with students to find summer school options that work for their needs
- Support the College and Career Center with Senior Recognition Night for students who have earned scholarships
- Participate in the Graduation Rehearsal
- Participate in the Graduation Ceremony

COUNSELING DEPARTMENT
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