



**Counseling Services Department
2020-2021**

Planning Calendar

**Counseling Services Department
9400 N. Central Expressway
Dallas, Texas 75231
Phone: (972) 925-3700**

Four Components of a Developing School Guidance and Counseling Program

Guidance Curriculum	Responsive Services	Individual Planning	System Support
Purpose: To provide guidance content to all students in a systemic way, including skill development, awareness, and application Areas Addressed: • Self confidence • Motivation to achieve • Decision making • Goal setting and planning • Problem solving • Communication skills • Cross-cultural effectiveness • Responsible behavior	Purpose: To address the immediate concerns of students through prevention and intervention Areas Addressed: • Academic concerns • School-related concerns ➢ Tardiness ➢ Absences/truancy ➢ Misbehavior ➢ School avoidance ➢ Dropout prevention • Relationship concerns • Physical/sexual/emotional abuse • Grief/loss • Substance abuse • Family issues • Harassment issues • Coping with stress	Purpose: To assist students in monitoring and understanding their own development through student planning and goal setting Areas Addressed: • Academic ➢ Study skills ➢ Awareness of educational opportunities ➢ Lifelong learning ➢ Using test scores • Career ➢ Knowledge of opportunities ➢ Knowledge of career and technical training ➢ Knowledge of positive work habits • Personal/social ➢ Healthy self-concepts ➢ Adaptive and adjustive social behavior	Purpose: To provide program and staff development activities and services for effective counseling program delivery Areas Addressed: • Guidance program development • Parent education • Teacher/administration consultation • Staff development for educators • School improvement planning • Professional development • Research and publishing • Community outreach • Public relations
Counselor Role: Guidance Consultation Program Implementation Facilitation Professionalism	Counselor Role: Counseling Consultation Coordination Referral Professionalism	Counselor Role: Guidance Consultation Assessment Professionalism	Counselor Role: Program Management Consultation Assessment Professionalism

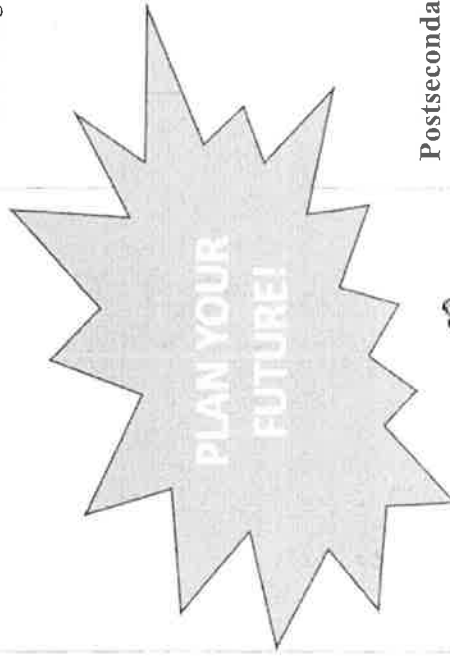
DALLAS

July 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

NOTES

Guidance Curriculum	Responsive Services	Individual Planning	System Support
Plan and conduct orientation for students, staff, and parents Plan a class guidance schedule for the year Character Counts! Word of the Week Create Character Counts! and Anti-Bullying action plans Check student records Complete/adjust student schedules Evaluate student transcripts	Schedule counseling sessions for referred students Plan a tentative small group counseling schedule for the year Schedule conferences with parents as needed Consult with teachers regarding student concerns as needed Verify that students took home Student Handbook brochures and acknowledgment forms	Enroll new students Review schedules of retained and summer school students Review and plan for student repeaters Review test scores for DUKE TIP Talent Search Assist with the enrollment process for new students during the first week of school Schedule parent conferences Assist with development of the Summer Certified Graduation List Register students for PSAT/ACT/SAT exams Notify summer graduates of the summer graduation date, time, and location Assist with ordering diploma jackets	Prepare a welcome message to give to all students Discuss guidance program plans and expectations with principal Provide faculty/staff orientation Conduct a Needs Assessment with parents, staff, and students Meet with the Guidance Advisory Committee to complete the counseling program master calendar and review the Program Standards Participate in the initial Student Support Team meeting



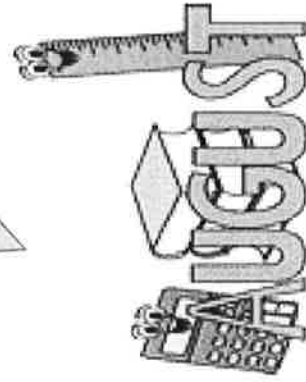
Postsecondary Success Tips for Academic Planning:

ES – Engage students in a discussion about their interest and assist them in setting an academic goal.

MS – Assist students with creating an annual SMART goal that will support their postsecondary dream.

HS – Empower students to take ownership of their academic success by setting personal and academic goals, learning to read a transcript, and verifying the alignment of their graduation and postsecondary plans.

Review the college readiness benchmarks set by the district and plan for the 2020-2021 school year. While scheduling, follow up with your AVID Coordinator (if applicable) to ensure AVID students are scheduled properly. High school staff, submit senior special education accommodations for ACT school day and host a Dual Credit/TSIA Blitz to solidify fall enrollment.



August 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1
3	4	5	6	7	8
10	11 High School Lead Counselors Meeting	12	13	14 H.S. Counselors Meeting	15
17	18 High School Virtual PowerSchool Basics Training	19 High School Virtual PowerSchool Basics Training	20 High School Virtual PowerSchool Basics Training	21	22
24/31	25	26 Middle School Virtual PowerSchool Basics Training	27 Middle School Virtual PowerSchool Basics Training	28	29

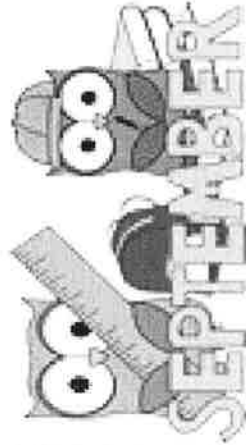
NOTES

Guidance Curriculum	Responsive Services	Individual Planning	System Support
Begin classroom guidance sessions Have students work on brag sheets	Schedule individual counseling sessions Begin screening for small groups Check with attendance office for a list of students with frequent absences Consult with teachers regarding student needs Identify students and parents who should be considered for prevention programs	Meet with new students Meet with TAG Screening Committee Plan 5th-grade transition activities Meet with all retained students Coordinate Districtwide College Fair Register students for PSAT/ACT/SAT exams Conduct senior conferences	Meet with feeder counselors Attend a college fair Begin working on the application for the CREST or LSSSCA Meet with campus leadership team Implement activities for Generation Texas: Education Go Get It Week Meet with principal for a goal-setting conference Conduct orientation for counseling program (students, parents, and staff) Conduct senior parent meetings



Postsecondary Success Tips for Career Investigation & College Assessments:

- ES – Expose students to a variety of college and career options.
 - MS – Encourage students to complete a career assessment/survey and explore colleges in SchoolLinks.
 - HS – Assist students in putting together a plan for preparing for College Entrance Exams:
 - 9th & 10th grade – TSIA and PSAT
 - 11th grade – TSIA and SAT (Fall). ACT (Spring)
 - 12th grade – TSIA, ACT and SAT
- Inspire students and staff to participate in Education Go Get It Week activities. High school staff, host an Apply Texas and Common App Blitz. During higher education guidance lessons, discuss the importance of college matching.



September 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Elementary Opening Meeting New Elementary Counselors Meeting	2 Elementary Virtual PowerSchool Basics Training	3 Elementary Virtual PowerSchool Basics Training	4	5 ACT
7 Labor Day Student/Teacher Holiday	8 First Day of School	9	10	11	12
14	15	16 Virtual College Fair	17	18 New Middle & High School Counselors Meeting	19
21 Middle School Opening Meeting High School Opening Meeting	22	23	24	25	26
28	29	30			
NOTES					

Education Go Get It! Week – Sept. 14–18

Guidance Curriculum	Responsive Services	Individual Planning	System Support
Plan and implement schoolwide activities for Red Ribbon and National Character Counts! weeks Continue Character Counts! Word of the Week	Schedule individual counseling sessions Initiate and continue small group counseling sessions Schedule conferences with parents as requested Consult with teachers, parents, and students as needed Consult with attendance committee Meet each new student who enrolls and provide orientation	Plan career awareness activities Participate in TAG screenings Begin student identification process for and provide information on the DUKE Tip program Counsel with students who have failed two or more classes Encourage students to take rigorous courses Conduct Senior Record Reviews Coordinate STAAR/EOC information sessions Evaluate transcripts Register students for PSAT/ACT/SAT exams Assist with PSAT administration	Attend PTA meetings Plan and present a higher education parent meeting Verify that the implementation of the counseling program is reflected in the CIP



Postsecondary Success Tips for Impacting the Lives of Others/Community Service

ES – Coordinate a day per grade dedicated solely to activities that support another grade level or beautify the campus such as making bookmarks/instructional materials for lower grade levels, hosting a book exchange, or being a big brother/sister.

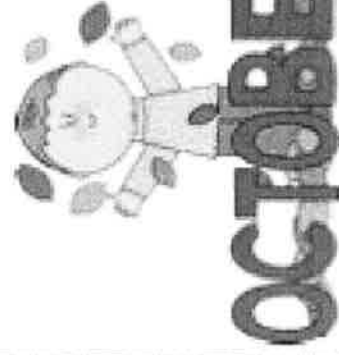
MS – Volunteer to organize a grade-level community-service project for students. Invite staff, community members, and parents to participate in the projects.

HS – Create an online message board and a bulletin board with community-service opportunities for students. Encourage students to volunteer in the communities in which they live and at their neighborhood elementary/middle school campus.

Highlight campus organized community service projects during Character Counts! and Red Ribbon weeks.

High school staff, guide 12th-grade students through the process of completing and submitting an application for admission to the school of their choice. Coordinate with CAP advisors to host a blitz to help 12th-grade students and parents create an FSA ID.

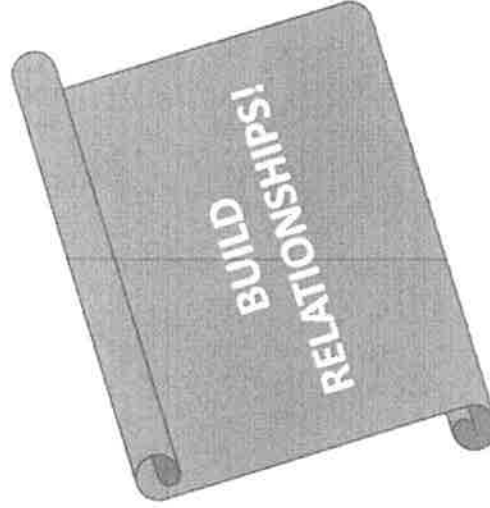
Elementary and middle school staff, target potential magnet applicants by reviewing standardized test scores from previous school years. Provide parents with information regarding magnet eligibility.



October 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 SAT
5 Elementary Parent Conference	6 Middle School Parent Conference	7	8 Elementary, Middle School, & High School New Counselors Meeting	9	10
12 High School Parent Conference	13	14	15 AIMS Meeting	16	17
19	20	21	22	23	24
Character Counts! Week — Oct. 19–23					
26	27	28	29	30 Collegiate Counselors Meeting H.S. Lead Counselors Meeting	31
Red Ribbon Week — Oct. 26–30					
NOTES					

Guidance Curriculum	Responsive Services	Individual Planning	System Support
Provide guidance lessons for all students at least once every 3 weeks Plan and implement activities for Anti-Bullying Week	Consult with parents of students receiving counseling services Continue providing individual and small group counseling for referred students Continue to meet with new students	Participate in TAG screening committee activities Consult with teachers with regard to student progress during 2nd six weeks Continue to meet with new students Begin making schedule changes for second semester Create and monitor at-risk PGPs for middle school students Have all 8th-grade students apply for Bobby Bragan scholarships Review student records and monitor academic progress for all students Post scholarship information Register students for ACT/SAT exams	Write a letter for campus/PTA newsletter Send thank-you notes to stakeholders who support the counseling program Attend counselor division meetings Begin planning for magnet/academy application period Attend LSSSCA professional growth conference Plan and attend vertical team meetings with feeder counselors



Postsecondary Success Tips for Promoting Financial Literacy

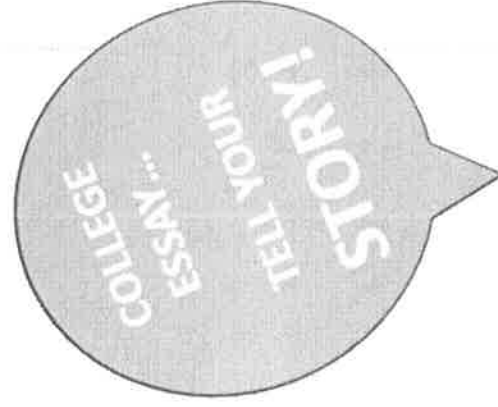
- ES – Provide parents with information regarding the importance of financial planning and saving for college.
 - MS – Encourage students to look at colleges and tuition costs via SchoolLinks.
 - HS – Educate students and parents about Financial Aid and assist seniors with completing FASFA/ TASFA applications.
- Host a vertical team Financial Aid Literacy workshop for parents and students in your feeder pattern. Promote magnet and high school fair to ensure maximum participation. Elementary and middle school staff, target potential magnet applicants by reviewing standardized test scores from previous school years. Provide parents with information regarding magnet eligibility. Participate in the Generation Texas college application month activities.



November 2020

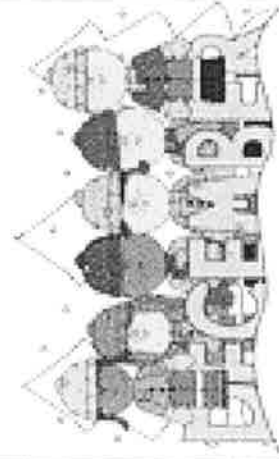
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Student/Teacher Holiday	4 Elementary Counselors Meeting	5 Middle School Counselors Meeting	6 End of 1 st 9 weeks High School Counselors Meeting	7
9 2 nd 9 Weeks	10	11	12	13	14
LSSSCA Conference- Nov. 8-10		TCA Professional Growth Conference — Nov. 11-13			
16	17	18	19	20	21
		Anti-Bullying Week — Nov. 16-20			
23	24	25	26	27	28
		Thanksgiving Break — November 23-27			
30					
NOTES Generation TX College Application & Awareness Month					

Guidance Curriculum	Responsive Services	Individual Planning	System Support
Be sure to have at least 50% of your required guidance lessons complete by winter break Plan schoolwide human rights activities	Provide closure for first semester small groups Maintain referral files and make preholiday referrals as needed Continue consulting with parents and students regarding student needs Consult with the attendance committee	Monitor at-risk students' performance Meet with students that qualify for magnet schools and DUKE Tip program and send home parent notification letters Meet with feeder schools and plan transition activities Submit Bobby Bragan scholarship applications Review second semester schedules and make adjustments Plan financial aid parent workshops for January Prepare for student scheduling for upcoming school year Evaluate transcripts Process college applications and letters of recommendation Post and promote scholarship information Review senior records and send home parent notification letters for students who are failing	Meet with parents of students that qualify for magnet schools and DUKE Tip Plan to participate in preholiday activities with students and staff Plan financial aid workshops Plan and conduct PSAT interpretation workshops



Postsecondary Success Tips for Promoting Aspirations & Magnet School Applications

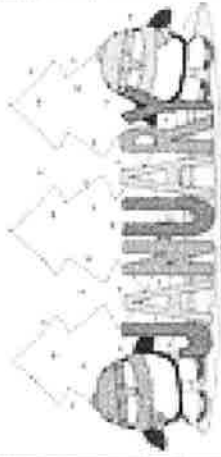
- ES – Promote enrollment in magnet schools, vanguards, and academies, and help parents complete applications.
- MS – Promote magnet and early high school applications.
- HS – Host an Alumni Fair. Invite recent graduates to speak to students and share their college experiences after completing their first semester
- Elementary and middle school staff, provide potential magnet applicants with open house information.



December 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Collegiate Counselors Meeting Lead Counselors Meeting	5
7	8 Elementary New Counselors Meeting	9 High School New Counselors Meeting	10 Middle School New Counselors Meeting AIMS Meeting	11	12
14	15	16	17	18	19
21	22	23	24	25	26
Winter Break — December 21–January 3					
28	29	30	31		
	NOTES				

Guidance Curriculum	Responsive Services	Individual Planning	System Support
Create and share second semester guidance schedule Complete a career interest inventory for all 6th & 7th grade students via SchoolLinks Plan activities for Random Acts of Kindness Week Present magnet school information	Schedule second semester individual counseling sessions Initiate and continue small group counseling sessions Schedule conferences with parents as requested Consult with teachers, parents, and students as needed Consult with attendance committee Meet each new student who enrolls and provide orientation	Present information to parents and students regarding magnet/academy schools Consult with teachers regarding student progress Check assessment calendars for spring testing updates Plan and implement transition activities with feeder schools Plan your College/Career Day activities Schedule new students and students in special programs as needed Review student education plans and AARs Evaluate transcripts and update transcript checklists Conference with seniors and their parents regarding graduation requirements	Meet with Guidance Advisory Committee to evaluate the first semester counseling program Plan for National School Counseling Week Meet with administrator and department heads to discuss course offerings for the next school year and attend district course master meeting Set up scholarship committee



Postsecondary Success Tips for Time Management

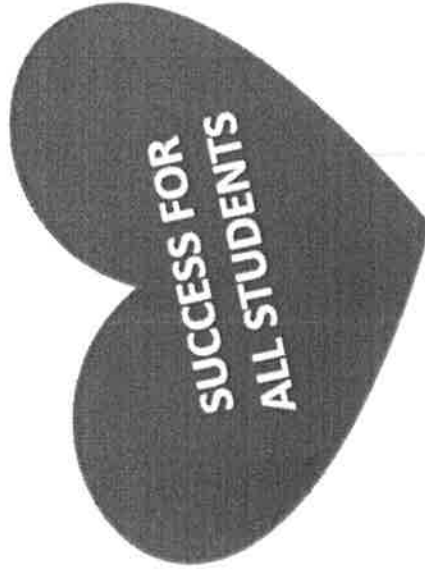
- ES – Use a time management worksheet/log to help students determine the amount of time spent on recommended daily activities.
 - MS – Monitor students' annual SMART goal process and comment on the goal. Assign an additional task related to the student's goal and/or postsecondary plan.
 - HS – Encourage students to use SchoolLinks, including searching colleges and revising postsecondary goals.
- Set aside time to assess your campuses college and career data and plan accordingly for the spring semester. Review assessments, scholarships, and college applications. High school staff, submit senior special education accommodations for SAT school day.



January 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2
		Winter Break — December 21–January 3			
4 Elementary General Meeting Middle School General Meeting High School General Meeting	5	6	7	8	9
11	12	13 AIMS Meeting	14	15	16
18 Martin Luther King, Jr. Student/teacher holiday	19	20	21	22	23
25	26	27	28	29 End of 2 nd 9 Weeks	30
NOTES					

Guidance Curriculum	Responsive Services	Individual Planning	System Support
Create and share second semester guidance schedule Complete Postsecondary Pathway Assessment for 8th grade students via SchoolLinks Implement activities for Random Acts of Kindness Week Present magnet school information	Schedule second semester individual counseling sessions Initiate and continue small group counseling sessions Schedule conferences with parents as requested Consult with teachers, parents, and students as needed Consult with attendance committee Meet each new student who enrolls and provide orientation	Begin transition counseling Finalize DUKE Tip applications Review student grade reports and counsel with students who failed 2 or more classes the first semester Begin scheduling and transition activities Present prescheduling course and program information to students Evaluate transcripts Conduct senior graduation plan reviews and conduct parent conferences Inform students/teachers of procedures for taking AP exams Update campus scholarship report Remind students of college application and financial aid deadlines Assist top 10% juniors with attending Texas Scholars Fair	Implement activities for National School Counseling Week Attend counselor division meetings Inform junior and senior students about financial aid workshops Set up feeder school visits



Postsecondary Success Tips for Overcoming Obstacles & Seizing Opportunities

ES – Host events with your feeder pattern middle school to promote student opportunities prior to scheduling.

MS – Educate students on endorsement options and assist 8th-grade students with creating a four-year plan.

HS – Empower students to search SchoolLinks and discuss endorsement/four-year plan.

Encourage students to seize every opportunity available. Follow up with your AVID coordinator (if applicable) to ensure AVID students are scheduled properly. High school staff, work with the testing coordinator to ensure completion of the SAT

School Day questionnaire and online score sends. Middle school staff, complete electronic endorsement PGPs with students.

Look for something positive associated with academic planning and scheduling, even if some days you have to look a little harder.



February 2021

Teen Dating Violence Awareness Month

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 3 rd 9 Weeks	2	3	4	5	6
8	9	10	11 Texas Scholars College Fair	12	13
15 Presidents' Day Student/Teacher Holiday	16	17	18 New Elementary School Counselors Meeting New Middle School Counselors Meeting New High School Counselors Meeting	19	20
22 Elementary Parent Conferences	23 Middle School Parent Conferences	24	25 High School Parent Conferences	26 Collegiate Counselors Meeting Lead Counselors Meeting	27
NOTES Teen Dating Violence Awareness Month					

Guidance Curriculum	Responsive Services	Individual Planning	System Support
Provide guidance lessons for all students at least once every 3 weeks	Schedule second semester individual counseling sessions Initiate and continue small group counseling sessions Schedule conferences with parents as requested Consult with teachers, parents, and students as needed Consult with attendance committee Meet each new student who enrolls and provide orientation	Continue with transition activities Complete 3- and 4-year plans Finalize student schedules Provide academic planning sessions for all students Evaluate transcripts with students and parents Begin pre-senior conferences with juniors Encourage juniors to sign up for the May/June administrations of the ACT/SAT Continue Course Planner registration for students Update scholarship bulletin and post scholarships Announce scholarship deadlines Register juniors for ACT/SAT exams Continue to update scholarship report Begin graduation conferences with seniors at-risk for not graduating	Provide a stress management workshop for teachers and staff Provide a parent workshop on a social, emotional, or behavioral issue Assist students and parents with test-taking strategies

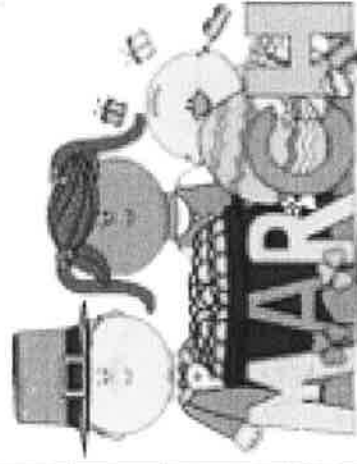
Postsecondary Success Tips for Encouraging Participation in Enrichment Programs

ES – Create mini end-of-school-year/summer to-do lists for students and parents with specific recommendations.

MS – During individual conferences with students, discuss summer plans and provide students with recommendations.

HS – Coordinate opportunities for students to learn about summer internship opportunities. Students can explore national enrichment opportunities in SchoolLinks.

Encourage students to go on an actual or virtual college tour via SchoolLinks. March Madness provides a great way to merge the competitiveness of sports and college awareness.



March 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6
8	9	10	11	12	13 SAT
15	16	17	18	19	20
Spring Break — March 15–19					
22	23	24	25	26	27
29	30	31			
NOTES					

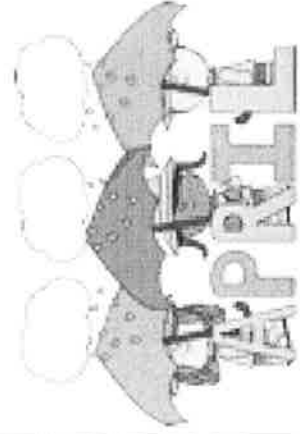
Guidance Curriculum	Responsive Services	Individual Planning	System Support
Provide guidance lessons for all students at least once every 3 weeks	Schedule second semester individual counseling sessions Initiate and continue small group counseling sessions Schedule conferences with parents as requested Consult with teachers, parents, and students as needed Consult with attendance committee Meet each new student who enrolls and provide orientation Provide appropriate interventions for students not passing the STAAR or EOC	Continue with transition activities Finalize student schedules Provide academic planning sessions for all students Evaluate transcripts with students and parents Consult with teachers regarding student progress Complete 3- and 4-year plans Finalize transition and scheduling activities Review all senior records and conduct senior conferences Prepare and submit information for preliminary/final graduation list Monitor senior grades Verify course planner selections for next year Review grading period reports Remind students of AP exam dates Coordinate EOC/STAAR/TAKS information sessions with juniors and seniors Post new scholarship information	Provide a parent information workshop about transitioning to next grade level Coordinate remaining transition activities planned with feeder schools



Coordinate end-of-year activities

Postsecondary Success Tips for Nurturing a Strong Work Ethic & Developing Soft Skills

- ES – Continue Character Counts! Implementation efforts that help develop soft skills and enforce a strong work ethic.
- MS – Continue hosting individual and parent conferences. Reinforce positive character traits while developing academic and transitional plans.
- HS – Continue individual conferences. Help students identify strengths and weaknesses and improve verbal and nonverbal communication skills.
- Expose students to opportunities that enhance their communication, organization, and decision-making skills.

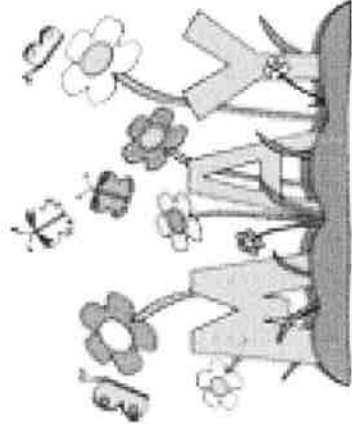




April 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Inclement weather makeup day	3
5 Inclement weather makeup day	6	7	8	9 End of 9 Weeks	10
12 Start of 4 th 9 weeks	13	14	15	16	17
19	20	21	22	23 Collegiate Counselors Meeting Lead Counselors Meeting	24
26	27 Counselor of the Year Reception	28	29	30	
NOTES					

Guidance Curriculum	Responsive Services	Individual Planning	System Support
Wrap up final guidance cycles and review student/teacher evaluations	Provide closure for small groups Provide individual counseling closure and review goals Conduct evaluations on individual and group counseling with students, parents, and teachers	Assist teachers with recommendations for promotion/retention Complete activities for transitions Provide summer school information to students and parents Finalize scheduling Facilitate registration and enrollment for summer school, CBE, dual-credit, and correspondence courses Convene and conduct IGC meetings Notify students of STAAR/EOC scores Check records to ensure all transcripts have been evaluated and entered Verify all students have a schedule for next year in course planner Recommend all qualified seniors be certified by the principal for graduation Notify seniors and parents who must be dropped from the certified list or down a plan Notify parents of summer school/credit-recovery options Work with scholarship committee to finalize scholarship report	Meet with GAC to evaluate the counseling program and to plan, prioritize, and set goals for the next school year Assist the awards committee with student recognitions. Attend Dallas Association of Counselors EOY banquet Take an inventory of all counseling materials Meet with SST to review referrals for the next school year Work with graduation planning committee and participate in end-of-year activities, presentations, graduation, etc.



Postsecondary Success Tips for Helping Students Make Difficult Decisions and Transitions

- ES – Encourage students to participate in summer exploration activities that promote areas of student growth.
- MS – Provide students with encouraging tips that prepare them for high school. Invite high school students to speak with middle school students.
- HS – Motivate students to create grade appropriate Next Steps toward Postsecondary Readiness. Evaluate college and career data for the current year and begin planning for next year.

May 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6 New Elementary, Middle, & High School Counselors Meeting AIMS Meeting	7	8
10	11	12	13	14 Lead H.S. Counselors Meeting Collegiate Meeting	15
17	18	19	20	21	22
24	25	26	27	28	29
31 Memorial Day Student/Teacher Holiday					
NOTES					

June 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18 Last Day of School	19
21 Student Holiday/Staff Development	22	23	24	25	26
28	29	30			
NOTES					