

Annual Calendar

School: Grand Prairie Collegiate Institute Academic Year: 2022-2023

A minimum of 80% of the time is 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>	
January	<p><u>BE KIND: RESILIENT</u></p> <p><u>January 4th-31st:</u> See Something, Say Something Campaign (Bullying Prevention and Suicide Prevention AND StopIt App) [Goal 1, 3]</p> <p><u>January 5th- 8th:</u> NY Course Registration for 6th and 7th Grade</p> <p><u>January 10th:</u> Kindness Crew Meeting [Goal 1: Discipline]</p> <p><u>January 12th:</u> HOH Day [Goal 1: Discipline, Goal 3]</p> <p><u>January 12th-</u> See something, say something trivia [Goal 1, 3]</p> <p><u>January 23rd-27th:</u> 2nd 9 Weeks Student Achievement Goal Setting Conferences [Goal 1,2: Achievement]</p> <p>By <u>January 27th:</u> MS ONLY: Xello 8th Grade Lesson #2: Personal Graduation Plans; Core Course Sequence, Required Electives and Endorsement Requirements. DUE: Counselors enter core high school courses into Xello course planner for 8th Graders. [Goal 2: Achievement]</p>	<p><u>January 9th-</u> Dropout prevention parent workshop [Goal 1, 3]</p> <p><u>January 7th:</u> (SW only) MV 9 week checks due</p> <p><u>January 26th:</u> Advisory Council Meeting [Goal 1, 2, 3]</p> <p><u>January 26th-</u> PBIS:Decision Point Roster- Due to Robert Beck [Goal 1, 3]</p>	<p><u>January 9th-28th:</u> Secondary Counselors and Social Workers Mid-Year Evaluations</p> <p><u>January 9th:</u> Quarterly Campus Counseling Services Report Due (See google form on the Due Date Tab) See Elizabeth "Liz" Hummert with questions</p> <p><u>January 19th:</u> District School Counselor meeting (1-4) Review & Data entry CBE</p> <p><u>January 20th:</u> District Social Worker Meeting (8:30-11:30)</p> <p><u>January 25th-March 10th:</u> MS ONLY: NY registration for current 5th, 6th, and 7th Grade students. All NY course selections in Skyward by 6 pm March 19.</p> <p><u>January 26th:</u> New Counselor meeting</p>

	<p><u>January 26th</u>- SOAR incentive [Goal 1. Goal 3]</p>		
February	<p><u>BE KIND: IN RELATIONSHIPS</u></p> <p><u>January-March</u>: Next Year Course Registration Activities</p> <p><u>February 3rd-21st</u>: For all 8th grade students only-Middle School College & Career Knowledge Assessment Post-Survey (During 8th to 9th grade course registration) [Goal 2: Achievement]</p> <p><u>February 1-28th</u>: Teen Dating Violence Prevention and Awareness Month (Post to LovinWhatIDo/Social Media. Jasmine Gaines will provide documentation verification form) [Goals 1 ,3]</p> <p><u>February 7th</u>- KC Crew Meeting [Goal 1: Discipline, 3]</p> <p><u>February 21st-March 24th</u>- Rising 9th grade registration</p> <p>February 14th-18th- Xello lesson 2 [Goal 2]</p> <p><u>February 1st-28th</u>- Panorama Survey Window [Goal 1, 3]</p> <p><u>February 17th</u>-Random Acts of Kindness</p> <p><u>February 21st-March 3rd</u>: Parent Needs Assessment [Goals 1, 2,3]</p> <p><u>February 23rd</u>: SEL Lesson 1 during PE [Goal 1. Goal 3]</p>	<p><u>January-March</u>: Course registration- Inputting</p> <p><u>February 3rd</u>: 6th grade Course Registration Due to MS Counselors from 1-3 p.m. (South Side Schools-Jackson MS/North Side Schools YMLA)(Zoom meetings)</p> <p><u>February 6th-10th</u>: National School Counseling Week- Details provided by Patricia [Goal 1, 2, 3]</p> <p><u>February 23rd</u>- PBIS Decision Point Roster- Due to Joe Beck [Goal 1, 3]</p> <p><u>February 14th-28th</u>- Social work hub: Spring Sharing Meal sign-up</p>	<p><u>February 1st</u>- Submit online registration for the Big Event 2023-Contact Jasmine Gaines with Questions</p> <p><u>February 9th</u>: District Counseling Meeting (1-4)</p> <p><u>February 10th</u>: District Social Worker meeting (8:30-11:30)</p> <p><u>February 23rd</u>: New Counselor meeting</p> <p><u>February 28th</u>- 6th grade signed course request sheets due 1-3</p>

	<p>February 23rd- HOH Day [Goal 1: Discipline, Goal 3]</p>		
March	<p><u>BE KIND: TO YOUR SCHOOL</u></p> <p><u>March 2nd:</u> SEL Lesson2 during PE [Goal 1. Goal 3]</p> <p>March 1st- End of year staff Needs Assessment [Goal 1, 2, 3]</p> <p>March 3rd- End of year student Needs Assessment [Goal 1, 2, 3]</p> <p><u>March 7th-</u> KC Crew Meeting [Goal 1: Discipline, 3]</p> <p><u>March 7th:</u> SEL Lesson 1 during PE [Goal 1. Goal 3]</p> <p><u>March 20th-24th:</u>MS/HS Only: Escape the Vape Week (photo documentation of posted bulletin due to Samone Donald on Mar. 10) [Goal 1]</p> <p><u>March 21-May 20th:</u> MS and HS ONLY: Complete paper PGPs for students enrolled after registration window has closed. MS scan PGPs to HS for course entry in Skyward. Cheryl Golden to verify.</p> <p>March 20th-24th- Xello lesson 3 and Escape the Vape [Goal 1, 2]</p> <p>March 23rd- Escape the Vape trivia</p>	<p>March 8th-10th: Social Work Hub: Spring Sharing Meal Distribution</p> <p><u>March 5th-11th:</u> National School Social Work Week [Goal 1, 3]</p> <p><u>January-April:</u> Course registration- Inputting [Goal 2]</p> <p>March 25th- (SW only) MV 9 week Checks due</p> <p>March 31- Advisory Council Spring Meeting [Goal 1, 2, 3]</p>	<p>March 1st: TBD All GPISD campus Kindness Crews and sponsors participate in The Big Event. Schedule a time for Jasmine to visit your project. Link will be provided in your calendar for March 1, 2022.</p> <p><u>March 1st-31st:</u> Secondary Summative Evaluations e-binders due [Goals 1, 2, 3]</p> <p><u>March 1st- May 20th:</u> All MS student PGPs to HS for course entry in Skyward [Goal 2]</p> <p><u>March 3rd:</u> District Social Worker meeting (8:30-11:30)</p> <p><u>March 10th-</u> All course request due in Skyward by 6pm</p> <p><u>March 10th:</u> District School Counselor meeting (Audits) 8:30-3:30 pm</p> <p><u>March 20th:</u> New Counselor meeting</p> <p><u>March 24th:</u> Quarterly Campus Counseling Services Report Due (See google form on the Due Date Tab) See Elizabeth "Liz" Hummert with questions</p> <p><u>March 30th:</u> Middle School Transcript Audits</p>

	<p>[Goal 1, 3]</p> <p>March 23rd- HOH Day</p> <p>[Goal 1, 3]</p>		
April	<p><u>BE KIND: Be Brave</u></p> <p><u>April 3rd:</u> Secondary Only: Xello 6-12 third assigned Lesson completed (See Xello Secondary Lesson Completion Timeline). Elementary Only: Xello K-2, 5th and 6th of 6 Locations completed (See Xello Elementary Completion Timeline) Each campus should have 90 to 95% Lesson 2 completion by February 4. Cheryl will send each campus a report to be added to the ebinder.</p> <p>[Goal 2]</p> <p><u>April 4th:</u> KC Club Meeting at 4:20 pm</p> <p>[Goal 1: Discipline, 3]</p> <p><u>April 6th-</u> SOAR 3rd 9 Weeks Student Incentive</p> <p>[Goal 1, 2]</p> <p><u>April 4th-8th:</u> 1st 9 Weeks Student Goal Setting Meetings</p> <p>[Goal 3]</p> <p><u>January-April:</u> Next Year Course Registration Activities</p> <p><u>November 27th:</u> HOH day</p> <p>[Goal 1, 3]</p>	<p><u>April 27th-</u> PBIS:Decision Point Roster- Due to Robert Beck</p> <p>[Goal 1]</p> <p><u>April 5th</u> All "A" Awards Report due to Patricia Callahan. [Goal 1,3]</p>	<p><u>April 3rd- May 5th:</u> Window for electronic parent signature for rising 9th grade students in Family Access</p> <p><u>April 3-28 Summative Evaluation Window</u></p> <p><u>April 5th:</u> All "A" Awards Reports due to Patricia</p> <p><u>April 21st-</u> Social Worker Meeting (8:30-11:30)</p> <p><u>April 11th:</u> (MS & HS ONLY): SPED NY Schedule verification begins - See Cheryl Golden</p> <p><u>April 20th-</u> District MS Counselor Meeting (1-4)</p> <p><u>April 27th:</u> New Counselor meeting</p>

<p>May</p>	<p><u>BE KIND: TO YOUR MENTAL HEALTH</u></p> <p><u>May 16th</u>- KC Club Meeting at 4:20 pm [Goal 1: Discipline, 3]</p> <p><u>May</u>: 7th grade Career Bound & Beyond (HB18) Program begins</p>	<p><u>May 8- May 23rd</u>: MS Career Bound & Beyond Program through 7th grade TX History</p> <p><u>May 18th</u>- PBIS:Decision Point Roster- Due to Robert Beck [Goal 1, 3]</p> <p>May 31st: (SW only) MV 9 week checks due</p> <p><u>May 31st</u>-Quarterly Counseling Report Due</p>	<p><u>May 12th</u>: Guidance Lessons uploaded to Google Folder: 1. Bullying Prevention 2. Teen Dating Violence Awareness and Prevention / Sexual Harassment Awareness and Prevention (Secondary only) 3. Suicide Prevention (Secondary only) - See Jasmine Gaines</p> <p><u>May 24th</u>: SECONDARY ONLY: Deadline to have all parent and student signature dates in Skyward for Endorsements/4-year plans. Electronic signature window closes May 6.Counselors will collect parent signatures on paper and enter in Skyward May 6 through May 20.</p> <p><u>May 25th</u>: New Counselor meeting</p> <p>**May 31st: Middle School Counseling/Social Worker Meeting 8:30-11:30**</p>
<p>June</p>			<p><u>Before off contract</u>: Transition Student Records and EOY Checklists</p> <p><u>May 31st</u>: Quarterly Campus Counseling Services Report Due (See google form on the Due Date Tab) See Elizabeth "Liz" Hummert with questions</p> <p><u>June 2nd</u>: M. S. Counselors will upload final Transcripts to the google folder</p>