Counseling Services Department
2020-2021

Planning Calendar

Counseling Services Department
9400 N. Central Expressway
Dallas, Texas 75231
Phone: (972) 925-3725

Four Components of a Developmental School Guidance and Counseling Program

Guidance Curriculum

Responsive

Revised 08/19/20

July 2020

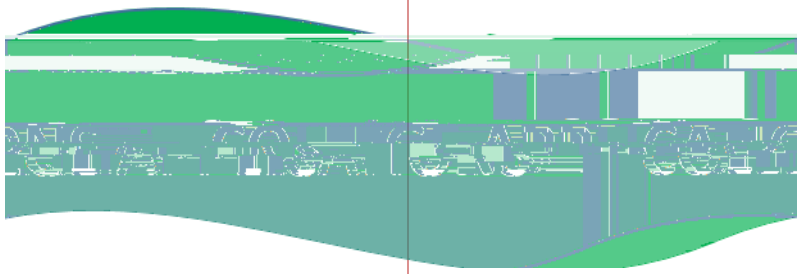
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18

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 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	Help students choose courses for 2021 -2022. Review schedules of retained and summer school students Review and plan for student repeaters Review test scores for DUKE TIP Talent Search 8th & 7th Grade Assist with the scheduling enrollment process for new students during the first week of school Schedule parent conferences	Prepare with a welcome message or rally to give to all students Discuss guidance program plans and expectations with principal and evaluator Provide students with information about 8th & 7th

Guidance Curriculum	Responsive Services	Individual Planning	System Support

- Begin classroom guidance sessions
- Have students work on brag sheets and Minute Meetings

- 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 for the Spring
- Meet with all retained students
- Coordinate Districtwide College Fair

- Meet with feeder counselors
- Attend a college fair
- Meet with campus leadership team by 10/11/20
- 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)

Postsecondary Success Tips for Career Investigation & College Assessments:

ES – Expose students to a variety of college and career options.

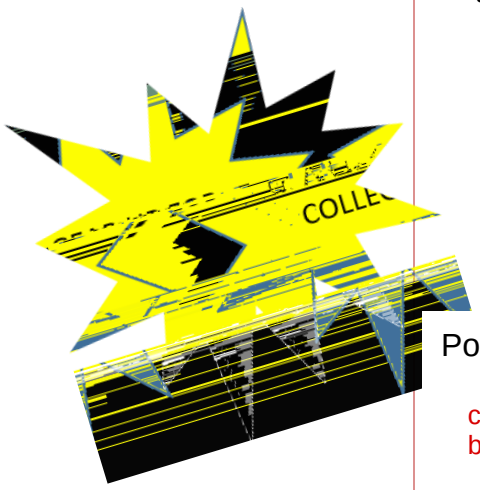
MS –

Revised 08/19/20

September 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Elementary Opening Meeting New Elementary Counselors Meeting	2 Elementary Virtual Pow w Pot J 0 Tc 0 Ty Vme o(le)-141.52 477e f	3	4 Tw 3.6.4 (me)-16.0(E)-0.6 (l)11.2 (e)14.5 (m)117>>BDC	5 641.0 Tc 0 Tw 3.0(

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 Coordinate STAAR/EOC information sessions Evaluate transcripts	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.

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.

Revised 08/19/20

October 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Revised 08/19/20

November 2020

	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7

Revised 08/19/20

December 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	

Revised 08/19/20

February 2021

Teen Dating Violence Awareness Month

Monday	Tuesday	Wednesday	Thursday

Guidance Curriculum	Responsive Services	Individual Planning	System Support

Revised 08/19/20

March 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20

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Guidance Curriculum

Responsive Services

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	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.

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Revised 08/19/20

May 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6 **New Elementary, Middle, & High School Counselors Meeting**	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31 Memorial Day					

Revised 08/19/20

June 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday School
	1	2	3	4	5
7	8	9			