



Guidance, Counseling & College Readiness

2024-2025 School Year

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VISION

Excellence in counseling services while enhancing education and fostering personal growth with equity for all students

MISSION

We challenge learners to become critical thinkers, leaders, and contributors in a diverse and competitive world.

THE SCHOOL COUNSELORS' ROLE:

School counselors have unique training to address all students' academic, career, and social/emotional development needs and make a positive impact on student achievement, attendance, and behavior.

- American School Counselor Association

Irving ISD Professional School Counselors deliver a developmental, comprehensive school counseling program based on the Texas Model and the ASCA National Model Framework.

Texas Comprehensive School Counseling Model

Guidance Curriculum	Responsive Services	Individual Planning	System Support
Purpose: To provide guidance content in a systematic way to all students including skill development awareness and application	Purpose: To address the immediate concerns of students through prevention and intervention	Purpose: To assist students in monitoring and understanding their own development through student planning and goal setting	Purpose: To provide program and staff development activities and services for effective counseling program delivery

American School Counselor Association (ASCA) National Model Framework

DIRECT STUDENT SERVICES	Instruction/Classroom Guidance	School counselors teach school counseling curriculum in a whole group, classroom, or schoolwide setting based on the ASCA Mindsets & Behaviors
	Appraisal/Advisement	School counselors analyze and assess student abilities, interests, achievement, and skill level and help students make decisions about their future.
	Counseling	School counselors provide short-term professional counseling based to promote academic, career, and social-emotional development.
INDIRECT STUDENT SERVICES	Referrals/Consultation/Collaboration	School counselors work with parents, teachers, administrators, school staff, and community stakeholders to address the needs of students and make referrals to outside agencies.
PROGRAM PLANNING/PROGRAM FOCUS	Defining, Managing, Assessing	School counselors assess their progress in the design and delivery of the comprehensive school counseling program and adjust (as needed) to improve program definition and management.
FAIR SHARE RESPONSIBILITIES	Fair Share Responsibilities/Related to Student Outcomes (Attendance, Behavior, Academics)	School counselors join other members of the school staff to ensure the “smooth operation” of the school.
NON-COUNSELING TASKS	Inappropriate Activities for School Counselors	Tasks that pull counselors away from working <u>with</u> students (creating the master schedule, excessive data entry, excessive aptitude, and achievement testing, signing tardy excuses, disciplinary actions, substitute teaching, excessing paperwork gathering documents/folders for various intervention programs).

Counseling Department Start and End Dates

SCHOOL COUNSELOR	START	END
Elementary (195)	July 29, 2024	June 5, 2025
Middle (200)	July 22, 2024	June 5, 2025
High (205)	July 22, 2024	June 12, 2025
Lead Counselors (220)	July 8, 2024	June 19, 2025

Our Commitment to Professional Development

School counselors attend all district-level professional development training, document services provided to stakeholders, provide leadership and advocacy for all students, and adhere to all legal and ethical guidelines as outlined in the Texas Education Code The Texas Model for Comprehensive School Counseling Programs and the ASCA National Model.

Explanation of Meetings that include All School Counselors

- Opening Meeting – Professional Development focused on the design and implementation of the school counseling program. (Audience: ALL COUNSELORS/ALL LEVELS) **Required**
- Counselor PLC Meeting – Professional development/training related to guidance and counseling, social-emotional learning, and at-risk and crisis procedures. (Audience: ALL COUNSELORS/ALL LEVELS) **Required**
- Counseling Advisory Council – Provide specific guidance to address district-wide counseling related topics and serve as an advocate in our community. (Audience: 3 PER LEVEL and 1 EC)
- New Counselor Meetings-Professional development/training for new counselors focused around Irving ISD process, procedures and policy. (Audience: New Counselors)

COUNSELING SERVICE DELIVERY TARGETS

Classroom Guidance Lessons

Individual Counseling Sessions

Group Counseling Sessions

Individual Academic Planning/Goal-Setting Sessions

Parent Meetings/Topics

Teacher/Staff/Administrator Consultations

Referrals to Outside Agencies

Referrals to Intervention Committees

Progress on Annual Student Outcome Goal Plan

July

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• ORIENTATION TO THE SCHOOL COUNSELING PROGRAM • IDENTIFY YOUR STUDENT CASELOAD • REVIEW CAMPUS DATA & DEVELOP ANNUAL STUDENT OUTCOME GOAL PLAN • CREATE YOUR ANNUAL CALENDAR • DEVELOP CLASSROOM GUIDANCE SCHEDULE TO ADDRESS MANDATED LESSONS: *Counseling Program Orientation *Drug & Alcohol Awareness *Suicide Prevention *Violence Prevention *College/Career Awareness *Freedom from Bullying/Cyberbullying	• ORGANIZE COUNSELING REFERRAL SYSTEM • DEFINE YOUR ROLE ON CAMPUS INTERVENTION TEAMS (Counselor's Role: Student Advocacy, Counseling, Advisement, Parent Communication; paperwork, master schedule creation, & data entry should be relegated to clerical staff per Texas Senate Bill 179) • ORGANIZE CRISIS PROTOCOLS (CPS, Gaggle, Crisis Response, HOA, Community Resource List)	• IDENTIFY AND PLAN FOR ACADEMIC INTERVENTION THROUGHOUT THE YEAR • ADD CRITICAL ONE-ON-ONE ACADEMIC ADVISEMENT DATES TO YOUR ANNUAL CALENDAR. - Report Card Review - Attendance Reports - Course Failure • PREPARE REQUIRED ACADEMIC ADVISEMENT LETTERS TO SEND TO STUDENTS AND PARENTS: - Top ten percent (HS) - Financial aid (HS) - Endorsement opt-out (HS) - Algebra II (HS) - Individual graduation committee (IGC) - Six Week Failure Letters (ALL) • SCHEDULE ANNUAL COLLEGE CAREER READINESS ACTIVITIES: - College/Career Guidance Lessons - Senior Parent Night (HS) - FAFSA Night (HS) - Dual Credit Orientation - College Fair - Career Day - College Week	• PREPARE YOUR ORIENTATION PRESENTATIONS FOR: - all faculty/staff (staff meeting) - all students (classroom guidance) - all parents (parent meeting) • STAFF TRAINING INCLUDES THE FOLLOWING TOPICS: - Orientation to the Counseling Program/Referral - Suicide Awareness & Prevention - Drug & Alcohol Awareness - Anti-Bullying/Violence Prevention • T-SCESS PLANNING: • VISION & MISSION STATEMENTS DATA REVIEW CAMPUS NEEDS ASSESSMENTS • ANNUAL STUDENT OUTCOME GOAL PLAN (TEAM) • ANNUAL ADMINISTRATIVE CONFERENCE DATE W/PRINCIPAL & DIRECTOR (INDIVIDUAL)

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 	2	3	4 FOURTH OF JULY HOLIDAY	5	6
7	8 High School Lead Counselors Return	9	10	11	12	13
14	15 Lead Counselor Meeting 1p-4p	16	17	18	19	20
21	22 HS Counselors & MS Counselors Return	23	24	25 New Counselor Meeting 8:30a-10:30a Administrative Conference Rm	26	27
28	29 ES Counselors Return	30	31 Counselor Opening Meeting (July 31-August 1)			

August

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• ORGANIZE YOUR STUDENT CASELOAD FILES • SCHEDULE SCHOOLWIDE ACTION PLAN INITIATIVES: • REVIEW DATA FROM VARIOUS SOURCES & CONDUCT A CAMPUS NEEDS ASSESSMENT • DEVELOP CLASSROOM GUIDANCE SCHEDULE TO ADDRESS MANDATED LESSONS: *Counseling Program Orientation *Drug & Alcohol Awareness *Suicide Prevention *Violence Prevention *College / Career Awareness *Bullying / Cyberbullying	• DEVELOP A WEEKLY SCHEDULE THAT • ADDRESSES COUNSELING SERVICES - Individual Counseling - Group Counseling - Parent Conferences - Teacher Consultation - Referral to Outside Agencies • ORGANIZE COUNSELING REFERRAL SYSTEM	• IDENTIFY STUDENT GROUPS: ➢ New Enrollees ➢ Grade Placement ➢ Retained/Students Failing Classes ➢ Attendance ➢ Dual credit ➢ Summer school / grads ➢ Duke Tip scholars ➢ Students receiving Interventions/Accommodations ➢ Gifted & Talented ➢ 504/Dyslexia / Speech ➢ STAAR/EOC ➢ SAT/ACT • ORGANIZE ADVISEMENT SCHEDULE (per six weeks) • PLAN FOR COLLEGE WEEK ACTIVITIES • PLAN FOR INTEREST SURVEY ACTIVITIES	• PREPARE AN ORIENTATION FOR THE FOLLOWING STAKEHOLDERS: - Faculty/staff (staff meeting) - Students (classroom guidance) - Parents (parent meeting) • STAFF TRAINING INCLUDES THE FOLLOWING TOPICS: - Orientation to the Counseling Program/Referral - Suicide Awareness & Prevention - Drug & Alcohol Awareness - Anti-Bullying/Violence Prevention • ASSIST CAMPUS WITH “BACK-TO SCHOOL” NIGHT (INTRODUCE YOURSELF TO STUDENTS & PARENTS) • T-SCESS PLANNING - HOLD FORMAL ANNUAL ADMINISTRATIVE CONFERENCE PLAN MEETING - SCHEDULE STAFF ORIENTATION - SCHEDULE PARENT ORIENTATION

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Counselor Opening Meeting (July 31-August 1)	2	3
4	5 New Counselor Meeting 8:30a-10:30a	6 Convocation (8:30a-12p) Back to School Parent Night HS (5:30p-7p) Campus Professional Learning Days (August 6th-8th)	7 Back to School Parent Night MS (5:30p-7p)	8 Back to School Parent Night ES (5:30p-7p)	9 Back to School Parent Night EC (2p-4p) Campus Preparation Day	10 
11	12 School Starts / First Six Weeks Begins GT Parent Meeting held Aug 12th-Sept 20th	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 Counseling Advisory Council Meeting 8:30a-11:30a	29 At-Risk Identification Training 9a-11a Or 1p-3p TBD	30 National Grief Awareness Day College Color Day	31

September

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• BEGIN CLASSROOM GUIDANCE LESSONS • PLAN AND IMPLEMENT SCHOOL WIDE GUIDANCE ACTIVITIES • PROGRESS MONITOR ANNUAL STUDENT OUTCOME GOALS • DEVELOP CLASSROOM GUIDANCE SCHEDULE TO ADDRESS MANDATED LESSONS: *Counseling Program Orientation *Drug & Alcohol Awareness *Suicide Prevention *Violence Prevention *College/Career Awareness *Bullying / Cyberbullying	• PROVIDE COUNSELING SERVICES: ➢ Individual Counseling ➢ Small Group Counseling ➢ Parent conferences ➢ Teacher Consultation • CONSULT WITH & SUPPORT INTERVENTION TEAMS RE: STUDENT ACADEMIC AND SOCIAL EMOTIONAL NEEDS • DOCUMENT COUNSELING & CONSULTATION SERVICES (program planning)	• PROVIDE ADVISEMENT TO THE FOLLOWING STUDENT GROUPS (depending on grade level): ➢ New Enrollees ➢ Grade Placement ➢ Retained/Students Failing Classes ➢ Attendance ➢ Dual credit ➢ Summer school/grads ➢ Duke Tip scholars ➢ Students receiving Interventions/Accommodations ➢ Gifted & Talented ➢ 504/Dyslexia ➢ STAAR/EOC ➢ SAT/ACT • (HS) CONDUCT SENIOR CONFERENCES (1-ON-1 ADVISEMENT SESSIONS TO DISCUSS: ○ College Applications ○ FAFSA Applications ○ Promise Pledge ○ Dual Credit Enrollment ○ Scholarship Applications • (MS/HS) ATTEND DISTRICT WIDE COLLEGE FAIR	• PROVIDE SCHOOL/COMMUNITY INFORMATION • PARENT MEETINGS (SENIOR PARENT NIGHT-ALL HS's) -Sept 1st-September 15 • COUNSELING TEAM MEETING (WKLY-Lead Counselor) • STAFF TRAINING • T-SCESS PLANNING - CLASSROOM GUIDANCE LESSON PLAN -USE OF TIME LOG

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 1 National Suicide Prevention Month Senior Parent Workshops held Sept 1st-13th LSSSCA Award Application Due Dallas County Promise Opens	2 LABOR DAY HOLIDAY	3	4 Fall GT Update Training 1p-4p Barton, Brandenburg, Brown, Davis, Farine, Gilbert, Good, J. Haley, T. Haley New Counselors-GT Basics 8:30a-11:30a	5 Fall GT Update Training 8:30a-11:30a Hanes, Johnston, Keyes, Lee, Llvely, Schulze, Stipes, Townley Townsell 1p-4p HS/MS	6	7
8 GT Parent Meeting held Aug 12th-Sept 20th	9	10 Lead Counselor Meeting 1pm-4pm	11	12	13 Counselor PLC Meeting All: 8:00a-4:00p TBD	14
15	16	17 Districtwide College Fair 7:00pm – 8:30pm	18	19	20	21
22 Senior Transcript Swap Week	23 Second Six Weeks Begins GT Referral Window Sept 23rd-Nov 1st	24	25	26	27	28
29	30 New Counselor Meeting 8:30a-10:30a					

October

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• PROVIDE CLASSROOM GUIDANCE LESSONS • PLAN AND IMPLEMENT SCHOOL-WIDE ACTIVITIES & ACTION PLANS • MONITOR ANNUAL STUDENT OUTCOME GOALS • DEVELOP CLASSROOM GUIDANCE SCHEDULE TO ADDRESS STATE-MANDATED LESSONS: *Counseling Program Orientation *Drug & Alcohol Awareness *Suicide Prevention *Violence Prevention *College/Career Awareness * Bullying / Cyberbullying • AWARENESS DAYS/MONTH: Hispanic Heritage Month European Recognition Day	• PROVIDE COUNSELING SERVICES: ➢ Individual Counseling ➢ Small Group Counseling ➢ Parent conferences ➢ Teacher Consultation • CONSULT WITH & SUPPORT INTERVENTION TEAMS RE: STUDENT ACADEMIC AND SOCIAL EMOTIONAL NEEDS • DOCUMENT COUNSELING & CONSULTATION SERVICES (program planning)	• PROVIDE ADVISEMENT TO THE FOLLOWING STUDENT GROUPS (depending on grade level): ➢ New Enrollees ➢ Grade Placement ➢ Retained/Students Failing Classes ➢ Attendance ➢ Dual credit ➢ Summer school/grads ➢ Duke Tip scholars ➢ Students receiving Interventions/Accommodations ➢ Gifted & Talented ➢ 504/Dyslexia ➢ STAAR/EOC ➢ SAT/ACT • (HS) CONDUCT TRANSCRIPT AUDITS • (HS) ASSIST STUDENTS & PARENTS W/HIGHER ED INITIATIVES: ○ College Applications ○ FAFSA Applications ○ Promise Pledge ○ Dual Credit Enrollment ○ Scholarship Applications • (ALL) ATTEND TRANSITION MEETINGS W/CLUSTER SCHOOLS	• PROVIDE SCHOOL/COMMUNITY INFORMATION • PARENT MEETINGS • COUNSELING TEAM MEETING (WKLY-Lead Counselors) • STAFF TRAINING • T-SCESS PLANNING

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 School Day - ACT FAFSA/TASFA opens this month	2	3	4	5
6 GT Referral Window Sept 23rd-Nov 1st	7	8	9 Counseling Advisory Council Meeting 8:30a-11:30a	10	12 Holiday (October 11th - 14th)	
13 Holiday Continues	14	15 Lead Counselor Meeting 1p-4p Board Conference Rm	16 PSAT Testing	17	18 TSCA CREST Awards Application Due	19
20	21	22	23	24	25 Counselor PLC Meeting All: 8:00a-4:00p TBD	26
27	28	29	30 New Counselor Meeting (8:30a-10:30a) Administrative Conference Rm	31		

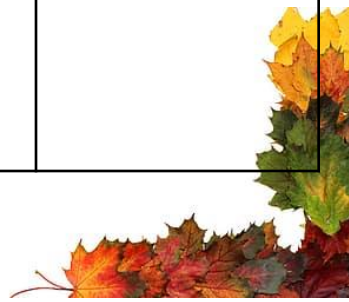


Red Ribbon Week (October 28-November 1)

November

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• PROVIDE CLASSROOM GUIDANCE LESSONS • PLAN AND IMPLEMENT SCHOOL-WIDE ACTIVITIES: • MONITOR ANNUAL STUDENT OUTCOME GOALS • DEVELOP CLASSROOM GUIDANCE SCHEDULE TO ADDRESS STATE-MANDATED LESSONS: *Counseling Program Orientation *Drug & Alcohol Awareness *Suicide Prevention *Violence Prevention *College/Career Awareness *Bullying / Cyberbullying • AWARENESS DAYS/MONTH: National Bullying Prevention Month	• PROVIDE COUNSELING SERVICES: ➤ Individual Counseling ➤ Small Group Counseling ➤ Parent conferences ➤ Teacher Consultation • CONSULT WITH & SUPPORT INTERVENTION TEAMS RE: STUDENT ACADEMIC AND SOCIAL EMOTIONAL NEEDS • DOCUMENT COUNSELING & CONSULTATION SERVICES (program planning)	• PROVIDE ADVISEMENT TO THE FOLLOWING STUDENT GROUPS (depending on grade level): ➤ New Enrollees ➤ Grade Placement ➤ Retained/Students Failing Classes ➤ Attendance ➤ Dual credit ➤ Summer school/grads ➤ Duke Tip scholars ➤ Students receiving Interventions/Accommodations ➤ Gifted & Talented ➤ 504/Dyslexia ➤ STAAR/EOC ➤ SAT/ACT • (HS) CONDUCT TRANSCRIPT AUDITS • (HS) ASSIST STUDENTS & PARENTS W/HIGHER ED INITIATIVES: ○ College Applications ○ FAFSA Applications ○ Promise Pledge ○ Dual Credit Enrollment ○ Scholarship Applications • (ALL) ATTEND TRANSITION MEETINGS W/CLUSTER SCHOOLS	• SCHOOL/COMMUNITY INFORMATION • PARENT MEETINGS (SENIOR PARENT MTG-HS) • COUNSELING TEAM MEETING (WKLY-Lead Counselor) • STAFF TRAINING • T-SCESS PLANNING: CLASSROOM/GROUP RESULTS

	Sunday



December

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• PROVIDE CLASSROOM GUIDANCE LESSONS • PLAN AND IMPLEMENT SCHOOL WIDE ACTIVITIES: • MONITOR ANNUAL STUDENT OUTCOME GOALS • DEVELOP CLASSROOM GUIDANCE SCHEDULE TO ADDRESS STATE MANDATED LESSONS: *Counseling Program Orientation *Drug & Alcohol Awareness *Suicide Prevention *Violence Prevention *College/Career Awareness *Bullying / Cyberbullying	• PROVIDE COUNSELING SERVICES: ➢ Individual Counseling ➢ Small Group Counseling ➢ Parent conferences ➢ Teacher Consultation • CONSULT WITH & SUPPORT INTERVENTION TEAMS RE: STUDENT ACADEMIC AND SOCIAL EMOTIONAL NEEDS • DOCUMENT COUNSELING & CONSULTATION SERVICES (program planning)	• PROVIDE ADVISEMENT TO THE FOLLOWING STUDENT GROUPS (depending on grade level): ➢ New Enrollees ➢ Grade Placement ➢ Retained/Students Failing Classes ➢ Attendance ➢ Dual credit ➢ Summer school/grads ➢ Duke Tip scholars ➢ Students receiving Interventions/Accommodations ➢ Gifted & Talented ➢ 504/Dyslexia ➢ STAAR/EOC ➢ SAT/ACT • (HS) CONDUCT TRANSCRIPT AUDITS • (HS) ASSIST STUDENTS & PARENTS W/HIGHER ED INITIATIVES: ○ College Applications ○ FAFSA Applications ○ Promise Pledge ○ Dual Credit Enrollment ○ Scholarship Applications • (ALL) ATTEND TRANSITION MEETINGS W/CLUSTER SCHOOLS • (MS/HS) ADJUST SECOND SEMESTER SCHEDULES, AS NEEDED	• SCHOOL/COMMUNITY INFORMATION • CONDUCT PARENT MEETINGS (SENIOR PARENT MTG-HS) • COUNSELING TEAM MEETING (WKLY-Lead Counselor) • STAFF TRAINING • SCHOOL COUNSELING ADVISORY TEAM MEETING • T-SCESS PLANNING: APPRAISAL & ADVISEMENT/BEGIN STUDENT TRANSITION ACTIVITIES

December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 STAAR EOC Testing this week	3	4	5	6	7
8 GT Testing Window Nov 4th-Feb 14th	9	10 Lead Counselor Meeting 1p-4p	11	12	13 Counselor PLC Meeting 8:30a – 11:30a	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Winter Break Dec 23 - Jan 3			

January

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• PROVIDE CLASSROOM GUIDANCE LESSONS • PLAN AND IMPLEMENT SCHOOL WIDE ACTIVITIES: • MONITOR ANNUAL STUDENT OUTCOME GOALS • DEVELOP CLASSROOM GUIDANCE SCHEDULE TO ADDRESS STATE MANDATED LESSONS: *Counseling Program Orientation *Drug & Alcohol Awareness *Suicide Prevention *Violence Prevention *College/Career Awareness *Bullying / Cyberbullying Human Trafficking*	• PROVIDE COUNSELING SERVICES: ➤ Individual Counseling ➤ Small Group Counseling ➤ Parent conferences ➤ Teacher Consultation • CONSULT WITH & SUPPORT INTERVENTION TEAMS RE: STUDENT ACADEMIC AND SOCIAL EMOTIONAL NEEDS • DOCUMENT COUNSELING & CONSULTATION SERVICES (program planning)	• PROVIDE ADVISEMENT TO THE FOLLOWING STUDENT GROUPS (depending on grade level): ➤ New Enrollees ➤ Grade Placement ➤ Retained/Students Failing Classes ➤ Attendance ➤ Dual credit ➤ Summer school/grads ➤ Duke Tip scholars ➤ Students receiving Interventions/Accommodations ➤ Gifted & Talented ➤ 504/Dyslexia ➤ STAAR/EOC ➤ SAT/ACT • (HS) CONDUCT TRANSCRIPT AUDITS • (HS) ASSIST STUDENTS & PARENTS W/HIGHER ED INITIATIVES: ○ College Applications ○ FAFSA Applications ○ Promise Pledge ○ Dual Credit Enrollment ○ Scholarship Applications • (ALL) ATTEND TRANSITION MEETINGS W/CLUSTER SCHOOLS • (MS/HS) ADJUST SECOND SEMESTER SCHEDULES, AS NEEDED	• SCHOOL/COMMUNITY INFORMATION • PARENT MEETINGS (ALL) COURSE OPTIONS FOR NEXT YEAR, (HS: FAFSA) • COUNSELING TEAM MEETING (WKLY-Lead Counselor) • STAFF TRAINING • T-SCSS PLANNING: MID-YEAR CONFERENCE • PROMOTE TRANSITION AND CCMR ACTIVITIES

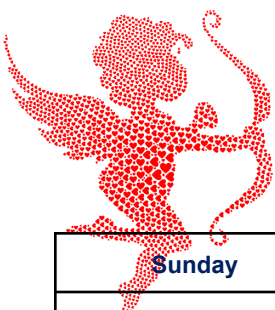


January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Human Trafficking Awareness Month 	Winter Break Dec 23 - Jan 3					
5 GT Testing Window Nov 4th-Feb 14th	6 Campus Preparation Day	7 Students Return Fourth Six Weeks Begins	8	9	10 Fall Semester Canva Doc Due	11 Human Trafficking National Awareness Day
12	13	14 Lead Counselor Meeting 1p-4p	15 Counseling Advisory Council Meeting 8:30a-11:30a	16	17	18
19	20  MLK Student/Teacher Holiday	21 Spring GT Update Training 8:30a-11:30a Barton-T. Haley 12:30p-3:30p Hanes- Townsell	22 Spring GT Update Training 8:30a-11:30a MS/HS	23	24	25
26	27	28	29	30	31	

February

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• PROVIDE CLASSROOM GUIDANCE LESSONS • PLAN AND IMPLEMENT SCHOOL WIDE ACTIVITIES: • MONITOR ANNUAL STUDENT OUTCOME GOALS • DEVELOP CLASSROOM GUIDANCE SCHEDULE TO ADDRESS STATE MANDATED LESSONS: *Counseling Program Orientation *Drug & Alcohol Awareness *Suicide Prevention *Violence Prevention *College/Career Awareness *Bullying / Cyberbullying	• PROVIDE COUNSELING SERVICES: ➤ Individual Counseling ➤ Small Group Counseling ➤ Parent conferences ➤ Teacher Consultation • CONSULT WITH & SUPPORT INTERVENTION TEAMS RE: STUDENT ACADEMIC AND SOCIAL-EMOTIONAL NEEDS • DOCUMENT COUNSELING & CONSULTATION SERVICES (program planning)	• PROVIDE ADVISEMENT TO THE FOLLOWING STUDENT GROUPS (depending on grade level): ➤ New Enrollees ➤ Grade Placement ➤ Retained/Students Failing Classes ➤ Attendance ➤ Dual credit ➤ Summer school/grads ➤ Duke Tip scholars ➤ Students receiving Interventions/Accommodations ➤ Gifted & Talented ➤ 504/Dyslexia ➤ STAAR/EOC ➤ SAT/ACT • (HS) CONDUCT TRANSCRIPT AUDITS • (HS) ASSIST STUDENTS & PARENTS W/HIGHER ED INITIATIVES: ○ College Applications ○ FAFSA Applications ○ Promise Pledge ○ Dual Credit Enrollment ○ Scholarship Applications • (ALL) ATTEND TRANSITION MEETINGS W/CLUSTER SCHOOLS • (MS/HS) ADJUST SECOND SEMESTER SCHEDULES, AS NEEDED	• SCHOOL/COMMUNITY INFORMATION • PARENT MEETINGS (ALL) COURSE OPTIONS FOR NEXT YEAR, (HS: FAFSA) • COUNSELING TEAM MEETING (WKLY Lead Counselor) • STAFF TRAINING • T-SCSS PLANNING: CONTINUE TRANSITION PLANNING ACTIVITIES/ BEGIN SPRING SCHEDULING, 4-YEAR, 3-YEAR PLANS, COLLEGE PLANS -USE OF TIME LOG



February 2025

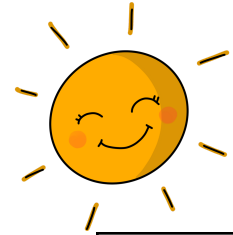


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Teen Dating Violence Awareness Month						1
2 GT Testing Window Nov 4th-Feb 14th	3	4	5	6	7 Counselor PLC Meeting 8:00a-4:00p TBD	8
National School Counseling Week (February 3rd-7th)						
9	10	11 Safer Internet Day	12	13	14	15
16	17 PRESIDENT'S DAY HOLIDAY	18 Fifth Six Weeks Begins	19	20 Lead Counselor Meeting 1p-4p	21	22
23	24	25	26 Counseling Advisory Council Meeting 8:30a-11:30a	27		28



March

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• PROVIDE CLASSROOM GUIDANCE LESSONS • PLAN AND IMPLEMENT SCHOOL WIDE ACTIVITIES: • MONITOR ANNUAL STUDENT OUTCOME GOALS • DEVELOP CLASSROOM GUIDANCE SCHEDULE TO ADDRESS STATE MANDATED LESSONS: *Counseling Program Orientation *Drug & Alcohol Awareness *Suicide Prevention *Violence Prevention *College/Career Awareness *Bullying / Cyberbullying	• PROVIDE COUNSELING SERVICES: ➤ Individual Counseling ➤ Small Group Counseling ➤ Parent conferences ➤ Teacher Consultation • CONSULT WITH & SUPPORT INTERVENTION TEAMS RE: STUDENT ACADEMIC AND SOCIAL-EMOTIONAL NEEDS • DOCUMENT COUNSELING & CONSULTATION SERVICES (program planning)	• PROVIDE ADVISEMENT TO THE FOLLOWING STUDENT GROUPS (depending on grade level): ➤ New Enrollees ➤ Grade Placement ➤ Retained/Students Failing Classes ➤ Attendance ➤ Dual credit ➤ Summer school/grads ➤ Duke Tip scholars ➤ Students receiving Interventions/Accommodations ➤ Gifted & Talented ➤ 504/Dyslexia ➤ STAAR/EOC ➤ SAT/ACT • (HS) CONDUCT TRANSCRIPT AUDITS • (HS) ASSIST STUDENTS & PARENTS W/HIGHER ED INITIATIVES: ○ College Applications ○ FAFSA Applications ○ Promise Pledge ○ Dual Credit Enrollment ○ Scholarship Applications • (ALL) NEXT YEAR REGISTRATION • (HS) CONDUCT SPRING SENIOR REVIEWS • TSIA 2.0 ASSESSMENT	• SCHOOL/COMMUNITY INFORMATION • PARENT MEETINGS (ALL) COURSE OPTIONS FOR NEXT YEAR, (HS: FAFSA) • COUNSELING TEAM MEETING (WKLY-Lead Counselor) • STAFF TRAINING • T-SCESS PLANNING: SPRING ADVISORY COUNCIL



March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 SAT School Day	6	7	8
9	10	11	12	13	14	15
Spring Break						
16	17	18 Lead Counselor Meeting 1p-4p	19	20	21	22
23	24	25	26	27	28 Counselor PLC Meeting All: 8:00a-4:00p TBD	29

April

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• PROVIDE CLASSROOM GUIDANCE LESSONS • PLAN AND IMPLEMENT SCHOOL WIDE ACTIVITIES: • MONITOR ANNUAL STUDENT OUTCOME GOALS • DEVELOP CLASSROOM GUIDANCE SCHEDULE TO ADDRESS STATE MANDATED LESSONS: *Counseling Program Orientation *Drug & Alcohol Awareness *Suicide Prevention *Violence Prevention *College/Career Awareness *Bullying / Cyberbullying	• PROVIDE COUNSELING SERVICES: ➤ Individual Counseling ➤ Small Group Counseling ➤ Parent conferences ➤ Teacher Consultation • CONSULT WITH & SUPPORT INTERVENTION TEAMS RE: STUDENT ACADEMIC AND SOCIAL EMOTIONAL NEEDS • DOCUMENT COUNSELING & CONSULTATION SERVICES (program planning)	• PROVIDE ADVISEMENT TO THE FOLLOWING STUDENT GROUPS (depending on grade level): ➤ New Enrollees ➤ Grade Placement ➤ Retained/Students Failing Classes ➤ Attendance ➤ Dual credit ➤ Summer school/grads ➤ Duke Tip scholars ➤ Students receiving Interventions/Accommodations ➤ Gifted & Talented ➤ 504/Dyslexia ➤ STAAR/EOC ➤ SAT/ACT • (HS) ASSIST STUDENTS & PARENTS W/HIGHER ED INITIATIVES: ○ College Applications ○ FAFSA Applications ○ Promise Pledge ○ Dual Credit Enrollment ○ Scholarship Applications • CONDUCT SENIOR REVIEWS • VERIFY NEXT YEAR COURSE REGISTRATION • CONDUCT SENIOR CONFERENCES/PREP STUDENTS FOR GRADUATION	• SCHOOL/COMMUNITY INFORMATION • PARENT MEETINGS: • COUNSELING TEAM MEETING (WKLY) • STAFF TRAINING • T-SCESS PLANNING: NEEDS ASSESSMENT FOR 2023- 20224

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Stress Awareness Month Child Abuse Awareness Month	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	Six Sixth Weeks Begins	Lead Counselor Meeting 1p-4p			Holiday (April 18th-21st)	
20	21	22	23	24	25	26
Holiday Continues			Counseling Advisory Council Meeting 8:30a-11:30a		Counselor PLC Meeting All: 8:00a-4:00p TBD	
27	28	29	30			

May

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• PROVIDE CLASSROOM GUIDANCE LESSONS • PLAN AND IMPLEMENT SCHOOL WIDE ACTIVITIES: • MONITOR ANNUAL STUDENT OUTCOME GOALS • DEVELOP CLASSROOM GUIDANCE SCHEDULE TO ADDRESS STATE MANDATED LESSONS: *Counseling Program Orientation *Drug & Alcohol Awareness *Suicide Prevention *Violence Prevention *College/Career Awareness *Bullying / Cyberbullying	• PROVIDE COUNSELING SERVICES: ➢ Individual Counseling ➢ Small Group Counseling ➢ Parent conferences ➢ Teacher Consultation • CONSULT WITH & SUPPORT INTERVENTION TEAMS RE: STUDENT ACADEMIC AND SOCIAL EMOTIONAL NEEDS • DOCUMENT COUNSELING & CONSULTATION SERVICES (program planning)	• PROVIDE ADVISEMENT TO THE FOLLOWING STUDENT GROUPS (depending on grade level): ➢ New Enrollees ➢ Grade Placement ➢ Retained/Students Failing Classes ➢ Attendance ➢ Dual credit ➢ Summer school/grads ➢ Duke Tip scholars ➢ Students receiving Interventions/Accommodations ➢ Gifted & Talented ➢ 504/Dyslexia ➢ STAAR/EOC ➢ SAT/ACT • NOTIFY SENIORS AND PARENTS of graduation status • (HS) ASSIST STUDENTS & PARENTS W/HIGHER ED INITIATIVES: ○ Scholarship Award Ceremonies ○ College/Career Day • PREPARE STUDENTS FOR END OF SCHOOL ACTIVITIES: (ES) Summer School Enrollment (MS) Summer School Enrollment - AP SPAN LANG Award Credit (HS) Summer School Enrollment, Baccalaureate, Graduation, Summer Bridge	• SCHOOL/COMMUNITY INFORMATION • PARENT MEETINGS • COUNSELING TEAM MEETING (WKLY-Lead Counselor) • STAFF TRAINING • T-SCESS PLANNING: - PREP FOR T-SCESS - END-OF-YEAR - CONFERENCE/REVIEW - ANNUAL STUDENT GOAL - PLAN OUTCOMES



May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Mental Health Awareness Month	1	2	3
4	5	6	7	8	9	10
	AP Testing (May 6-18)					
11	12	13	14	15	16	17
		Lead Counselor Meeting 1p-4p				
	Fentanyl Awareness Week (May 12th-16th) 6th-12th grades					
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	MEMORIAL DAY HOLIDAY				End of Year Canva Doc Due Campus Preparation Day	



June

Instruction Guidance Curriculum	Counseling Responsive Services	Appraisal & Advisement Individual Planning	School & Community System Support
• EVALUATE YOUR COUNSELING PROGRAM! Determine what worked and did not work. Make decisions regarding changes for next year!	• EVALUATE INDIVIDUAL & SMALL GROUP COUNSELING Make decisions regarding changes for next year! • Meet with INTERVENTION TEAM referrals for next year	• Assist teachers with recommendations for PROMOTION/RETENTION • Complete TRANSITION ACTIVITIES • Provide SUMMER SCHOOL INFORMATION to students and parents • FINALIZE STUDENT SCHEDULES PRIOR TO LEAVING FOR SUMMER BREAK • NOTIFY SENIORS AND PARENTS of graduation status • NOTIFY PARENTS REGARDING SUMMER SCHOOL/CREDIT RECOVERY • PREP SENIORS FOR DUAL CREDIT ENROLLMENT	• MEET WITH ADVISORY COUNCIL TO EVALUATE THE COUNSELING PROGRAM AND SET GOALS OF THE NEXT SCHOOL YEAR • STUDENT RECOGNITIONS Assist the awards committee with • T-SCESS PLANNING: PROGRAM EVALUATION CELEBRATE SUCCESSES



June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 EC/ES Counselors & MS Counselors Last Day Counselor PLC Meeting All: 11:00a-1p TBD	6	7
EC/ES/MS Counselors only -work 8 hour days June 2nd-5th						
8	9 Lead Counselor Mtg 9:00-12:30 TR 4	10	11	12 HS Counselors Last Day	13	14
HS Counselors only -work 8 hour days June 9th-12th						
15	16 AVID Summer Institute	17 AVID Summer Institute	18 AVID Summer Institute	19 Lead Counselor Last Day	20	21
Lead Counselors only -work 8 hour days June 16th-19th						
Summer School STAAR Window (June 17-19)						
22	23	24	25	26	27	28
29	30					