

# Annual Calendar

School: Young Women’s Leadership Academy

Academic Year: 2019-2020

A minimum of 80% of time 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>	
Ongoing Services	<p>Handprints on Hearts program</p> <p>Kindness Crew Activities/Monthly Meetings</p> <p>Campus wide posters on Child Abuse, Stop It! App, Bullying and Suicide Prevention, Social Emotional Learning, and Teen Dating Violence.</p> <p>GPISD brochure of McKinney Vento rights and services will be available for students and parents as needed</p> <p>Identify and provide support services to McKinney Vento students</p> <p>SEL Assignments and supports in Xello for RTI students</p> <p>Social Worker will distribute school uniforms and school supplies as needed</p> <p>Distribute feedback instrument to assess student learning of SEL topics</p> <p>Recognition of students for exhibiting positive character traits</p> <p>Individual counseling and crisis counseling for students as needed</p>	<p>Team meetings will be held every Tuesday from 9:30 A.M.-10:30 A.M. These meetings include the counselors, social worker, and college bound advisor. They may sometimes include administrators depending on information being disseminated. If the team is unable to meet on Tuesday, make up meetings will be on Thursdays from 9:30 a.m.-10:30 a.m.</p> <p>6 week decision point BRTI meetings</p> <p>Social Worker will collaborate with community partners for donations.</p> <p>Post events on Lovin What I do</p> <p>Staff trainings?</p>	<p>Updating counselor binder</p> <p>Social Worker will maintain BRTI records and documentation</p> <p>Social worker will maintain and update EBinder</p> <p>Social Worker will manage clothes and school supplies cabinet.</p> <p>Social worker will manage community resource list to address school needs</p> <p>Develop pre/post tests to evaluate teacher and student effectiveness of SEL lesson topics</p> <p>Maintain record of student interventions in ESTAR</p> <p>Maintain CEU and ethics requirements for professional license</p>

<p>August</p>	<p>12<sup>th</sup>-Social Worker will begin assessing SRQs for McKinney Vento eligibility</p> <p>19<sup>th</sup>-Social worker will distribute school supplies to students who were signed up for assistance.</p> <p>20<sup>th</sup>-Social worker will begin distributing school supply request forms.</p>	<p>1<sup>st</sup> - Mind Body Skills &amp; Emotional Regulation Training</p> <p>5<sup>th</sup>- Social Worker will attend Dallas County Homelessness Training</p> <p>1<sup>st</sup>-9<sup>th</sup>- counselors review credit check sheets, correct scheduling conflicts, review Spanish CBE credits</p> <p>13<sup>th</sup>- Social Worker will attend McKinney Vento Training</p> <p>27<sup>th</sup>- Annual Administrative Conference</p> <p>30<sup>th</sup>-Monthly Social Work Meeting</p>	<p>9<sup>th</sup> - Update e-mail and phone numbers. Ensure posters are visible and updated.</p> <p>13<sup>th</sup>- Begin creating brochure for McKinney Vento students and parents</p> <p>13<sup>th</sup>- Start prepping for annual administrative conference</p> <p>16<sup>th</sup> - Complete Counseling annual calendar</p> <p>26<sup>th</sup>- Start planning activities for suicide Prevention Week</p> <p>26<sup>th</sup>- start prepping for senior chats</p> <p>26<sup>th</sup>- start prepping for Welcome to middle school groups</p> <p>5<sup>th</sup>- Work on 1<sup>st</sup> 9 weeks counseling newsletter</p>
<p>September</p>	<p><b>SEL: Getting to know the counselors to be scheduled upon meeting with advisory committee</b></p> <p>2<sup>nd</sup> -Start recruiting Kindness Crew members and developing plan for Bullying Prevention Month</p> <p>6<sup>th</sup>- Start meeting with all students who have a suicide risk assessment on file</p> <p>6<sup>th</sup>- Begin Kindness Crew Monthly Meetings</p> <p>9<sup>th</sup>-13<sup>th</sup>- Suicide Prevention week</p> <p>9<sup>th</sup>-19<sup>th</sup>- Senior Chats</p> <p>9<sup>th</sup>- College Night (SGP)</p> <p>12<sup>th</sup>- Start advertising and student incentives for GPISD college night</p> <p>17<sup>th</sup>- Start advertising and student incentives for Be Kind Parent enrichment series</p> <p>20<sup>th</sup>- Deadline to meet with all students who have a suicide risk assessment on file</p> <p>23<sup>rd</sup>- Welcome to middle school groups begin</p> <p>26<sup>th</sup>-Begin S.T.E.E.R. Group (Steps Towards Effective Emotion Regulation)</p> <p>30<sup>th</sup>- Time management groups begin</p> <p>Sept. 30<sup>th</sup>-Oct. 10<sup>th</sup> Junior Chats begin</p>	<p>5<sup>th</sup>- Xello Webinar</p> <p>6<sup>th</sup> - Annual administrative counseling forms are due. Annual Student Outcome Goals Plan &amp; Closing the Gap action plan is due</p> <p>9<sup>th</sup>- Send out needs assessment</p> <p>9<sup>th</sup>-30<sup>th</sup>- Pre-Conference campus visits</p> <p>17<sup>th</sup>- middle/high school counselors/social worker meeting</p> <p>24<sup>th</sup>- BE Kind Campaign Parent Enrichment series: Online Monitoring</p> <p>27<sup>th</sup>- Lead Counselor Meeting</p> <p>30<sup>th</sup>- School Culture survey is due</p>	<p>3<sup>rd</sup>- Start planning Bullying Prevention Month</p> <p>6<sup>th</sup>-Suicide Prevention Week activities due to Liz Hummert</p> <p>16<sup>th</sup>- Start Prepping for junior chats</p> <p>16<sup>th</sup>- Start preparing for S.T.E.E.R group</p> <p>23<sup>rd</sup>- Start preparing for School Culture Survey</p> <p>24<sup>th</sup>- Start planning Red Ribbon Week</p> <p>16<sup>th</sup>- start prepping for time management groups</p> <p>27<sup>th</sup>- Culclager at College Board Counselor Workshop</p>

<p>October</p>	<p><b>SEL: Bullying Awareness and Prevention to be scheduled upon meeting with advisory committee</b>          Kindness Crew Community Service Project #1 Bobby Bragan Scholarship (TBD)          Sept. 30<sup>th</sup>-Oct. 10<sup>th</sup>- Junior Chats begin          1<sup>st</sup>-31<sup>st</sup>- Bullying Prevention Month (Schedule visit with Cheryl Golden)          1<sup>st</sup>- Bullying Prevention and Kindness Crew Campus activities due to Cheryl Golden          3<sup>rd</sup>- Start advertising and offering incentives for district FAFSA night          10<sup>th</sup>- District FAFSA night (SGP)          11<sup>th</sup>-Start meeting with McKinney Vento students for 9 week check in          11<sup>th</sup>- RRW week activity plan due to Tammy Lewis          17<sup>th</sup>- District FAFSA night (GP)          21<sup>st</sup>-25<sup>th</sup>- RRW Week          22<sup>nd</sup>- Start advertising and student incentives for Be Kind Parent Enrichment night          24<sup>th</sup>- District FAFSA night at Dubiski          28<sup>th</sup>- Meet with 1<sup>st</sup> 9 week failures          Oct. 28<sup>th</sup>-Nov. 8<sup>th</sup>- Sophomore chats begin          30<sup>th</sup>- Begin "I Can" Academic Support Group for McKinney Vento Students</p>	<p>1<sup>st</sup>- Advisory Council Meeting          1<sup>st</sup>-11<sup>th</sup>- Preparation for running rank          3<sup>rd</sup>- Monthly Social Work Meeting          4<sup>th</sup>- 6- week decision point meetings for Behavior RTI          3<sup>rd</sup>- High school counselor/social worker meeting          4<sup>th</sup>- Start working on PEIMS at risk list          4<sup>th</sup>- Middle School Counselors meeting          15<sup>th</sup>- Student rank posted to transcripts          18<sup>th</sup>- PEIMS at risk list due to Dana Jackson          18<sup>th</sup>- Start preparing for Class of 2020 high school auditing session          21<sup>st</sup>- Work on 2<sup>nd</sup> 9 weeks counseling newsletter          24<sup>th</sup>- Lead Counselor Meeting          25<sup>th</sup>- 9 week check with McKinney Vento students due          29<sup>th</sup>- Be Kind Parent Enrichment series; Bullying Prevention</p>	<p>1<sup>st</sup>- start planning for Gen TX Week/Xello Campus          7<sup>th</sup>- Start planning HOH program          16<sup>th</sup>- Start preparing for "I Can" academic support group          21<sup>st</sup>- Start Working on quarterly report          21<sup>st</sup>- start prepping for salvaging sisterhood group          25<sup>th</sup>- Quarterly report is due          25<sup>th</sup>- McKinney Vento Report due</p>
<p>November</p>	<p><b>SEL: College and career planning to be scheduled upon meeting with advisory committee</b>          Oct. 28<sup>th</sup>-Nov. 8<sup>th</sup>- Sophomore chats begin          1<sup>st</sup>- Gen TX Week/Xello Campus activity plan due to Cheryl Golden          4<sup>th</sup>-22<sup>nd</sup>- Gen TX Week/Xello Campus/Xello 8<sup>th</sup> grade lessons          My Future, My Way          GPISD Experience          5<sup>th</sup>- Start advertising/student incentives for Be Kind Enrichment Series: For your Future</p>	<p>1<sup>st</sup>- Middle School Counselors meeting          1<sup>st</sup>- Class of 2020 high school auditing session          3<sup>rd</sup>-5<sup>th</sup>- LSSSCA conference          4<sup>th</sup>- Social worker Academy          8<sup>th</sup>- social worker meeting          12<sup>th</sup>- Be Kind Parent Enrichment Series: For your Future          15<sup>th</sup>- 6-week Decision Point Meeting for Behavior RTI          15<sup>th</sup>- Lead Counselor Meeting          19<sup>th</sup>- Stat working on High school items that must be completed and entered</p>	<p>Wellness and Launch at counselors' meeting          24<sup>th</sup>- Begin preparing for Think Good, Feel Good Anger Management Group</p>

	<p>6<sup>th</sup>- Deadline for all campuses to have HOH kickoff activity and for mentoring groups to begin</p> <p>7<sup>th</sup>- Begin Think Good, Feel Good Anger Management Groups</p> <p>11<sup>th</sup>-22<sup>nd</sup>- Freshman Chats</p> <p>Nov-Dec- Secondary Step group observation scheduling window (Elementary only?)</p> <p>4<sup>th</sup>- Salvaging sisterhood group begins</p>	<p>(endorsements, 4 year plans, correct grad plans, performance acknowledgements)</p> <p>19<sup>th</sup>- Stat working on entering all endorsements and CBE's into skyward</p> <p>21<sup>st</sup>- Start preparing for Class of 2020 high school auditing session</p> <p>22<sup>nd</sup>- Mandatory Staff Trainings are Due</p>	
December	<p><b>SEL: Suicide Awareness and Prevention to be scheduled upon meeting with advisory committee</b></p> <p>Nov-Dec- Secondary Step group observation scheduling window</p> <p>13<sup>th</sup>- Meet with McKinney Vento Students for 9 week check in</p> <p>19<sup>th</sup>- All Kindness Crew challenges and projects must be completed</p>	<p>5<sup>th</sup>- Class of 2020 high school transcript auditing session</p> <p>6<sup>th</sup>- Lead Counselor Meeting</p> <p>12<sup>th</sup>- Middle School Counselors/Social Worker meeting</p> <p>13<sup>th</sup>- All BRTI caseloads entered into eSTAR</p> <p>19<sup>th</sup>- High school items must be completed and entered (endorsements, 4 year plans, correct grad plans, performance acknowledgements)</p> <p>6<sup>th</sup>- Middle School Counselors Meeting</p> <p>19<sup>th</sup>- All endorsements and CBE's must be entered into skyward</p> <p>20<sup>th</sup>- Transcript Audit form of completion is due</p>	<p>3rd - Start planning for 8<sup>th</sup> grade Xello lesson</p>
January	<p><b>SEL: Future Planning</b></p> <p>Jan-Feb- Xello 8<sup>th</sup> grade lesson 2</p> <p>Jan-Feb- Secondary Step group observation scheduling window</p> <p>9<sup>th</sup>- District FAFSA night @ Ed Center</p> <p>13<sup>th</sup>- meet with 2<sup>nd</sup> 9 week failures</p> <p>21<sup>st</sup>- Start advertising/student incentives for Be Kind Enrichment Series: For Yourself</p> <p>Jan 29<sup>th</sup>-Feb 4<sup>th</sup>- 7<sup>th</sup> and 10<sup>th</sup> grade registration</p> <p>29<sup>th</sup>- Spring semester S.T.E.E.R Group (Steps Towards Effective Emotion Regulation)</p>	<p>9<sup>th</sup>- High School counselor/social worker meeting</p> <p>21<sup>st</sup>-30<sup>th</sup>- Begin Preparation to run rank</p> <p>24<sup>th</sup>- 6-week Decision Point Meeting for Behavior RTI</p> <p>24<sup>th</sup>- Lead Counselor meeting</p> <p>27<sup>th</sup>- Social Worker Academy</p> <p>28<sup>th</sup>- Be Kind Parent Enrichment Series- For Yourself</p> <p>31<sup>st</sup>- student rank posted</p>	<p>Wellness and Launch at counselors meeting</p> <p>7<sup>th</sup>- start working on quarterly report</p> <p>7<sup>th</sup>- start planning for TDV month</p> <p>10<sup>th</sup>- Quarterly report is due</p> <p>10<sup>th</sup>- McKinney Vento report due</p> <p>15<sup>th</sup>- Prepare for spring semester STEER group</p> <p>17<sup>th</sup>- start planning for national school counseling week</p> <p>13<sup>th</sup>-31<sup>st</sup>- mid-year evaluations</p> <p>30<sup>th</sup>- Prepare for "I AM" self esteem group</p>

<p>February</p>	<p><b>SEL: Teen Dating Violence and Sexual Harrassment Prevention and Awareness</b>  Jan-Feb- Secondary Step group observation scheduling window  Teen Dating violence prevention and awareness month (schedule time for Cheryl Golden to visit)  Jan-Feb- Xello 8<sup>th</sup> grade lesson 2  Jan 29<sup>th</sup>-Feb 4<sup>th</sup>- 7<sup>th</sup> and 10<sup>th</sup> grade course registration  3<sup>rd</sup>-7<sup>th</sup>: National School Counseling Week  7<sup>th</sup>- Texas Scholar medal numbers are due  5<sup>th</sup>-11<sup>th</sup>- 8<sup>th</sup> and 11<sup>th</sup> grade course registration  12<sup>th</sup>-19<sup>th</sup>- 12<sup>th</sup> and MS  12<sup>th</sup>-19<sup>th</sup>- HS clean up  13<sup>th</sup>- Begin "I AM" self esteem group  18<sup>th</sup>- Start advertising and student incentives for Be Kind Parent enrichment series: In relationships  20<sup>th</sup>-28<sup>th</sup>- MS visit elementary campuses  28<sup>th</sup>- School culture post survey is due</p>	<p>6<sup>th</sup>- High School counselor/social worker meeting  7<sup>th</sup>- Middle School counselors meeting  21<sup>st</sup>- Lead counselor's meeting  25<sup>th</sup>- Be Kind Campaign Parent Enrichment Series: In relationships  28<sup>th</sup>- 6<sup>th</sup> grade signed course request sheets due to MS counselors from 1-3</p>	<p>14<sup>th</sup>- start planning for school culture post survey  3<sup>rd</sup>- Start Planning for Big Event  24<sup>th</sup>- start planning for Kick Butts Week</p>
<p>March</p>	<p><b>SEL: Drug Prevention and Awareness to be scheduled upon meeting with advisory committee</b>  Big Event  2<sup>nd</sup>-27<sup>th</sup>- Rising 9<sup>th</sup> grade registration  2<sup>nd</sup>-6<sup>th</sup>- National School Social Work Week  5<sup>th</sup>- All middle School Course registration in Skyward  6<sup>th</sup>- Meet with McKinney Vento students for 9 week check in  17<sup>th</sup>- Start advertising/student incentives for Be Kind Campaign Parent Enrichment Series: Online monitoring  18<sup>th</sup>- Start working on All A awards  16<sup>th</sup>-20<sup>th</sup>- Kick Butts Week  23<sup>rd</sup>- meet with 3 nine week failures  25<sup>th</sup>- College and Career group for McKinney Vento students</p>	<p>3<sup>rd</sup>- Social Worker Meeting  6<sup>th</sup>- 6-week Decision Point Meeting for Behavior RTI  23<sup>rd</sup>-Social Worker Academy  24<sup>th</sup>- Be Kind Campaign Parent Enrichment Series: Online monitoring  30<sup>th</sup>- All high school registration and 4 year plans complete  16<sup>th</sup>- Send out end of the year needs assessment</p>	<p>11<sup>th</sup>- Begin preparing for College and Career group for McKinney Vento students  16<sup>th</sup>- start working on quarterly report  20<sup>th</sup>- quarterly report is due  20<sup>th</sup>-McKinney Vento report due  16<sup>th</sup>- Work on 3<sup>rd</sup> 9 weeks counseling newsletter</p>

April	<p>Community Service Project #2          April 27<sup>th</sup>-May 21<sup>st</sup>- Career Bound and Beyond Program          1<sup>st</sup>- All A Awards are due</p>	<p><b>Parent SE workshop</b>          15<sup>th</sup>- Begin top ten identification process          21<sup>st</sup>- start entering performance acknowledgments          22<sup>nd</sup>- High School counselor/social worker meeting          23<sup>rd</sup>- Middle School counselor's meeting          24<sup>th</sup>- 6 week decision point meetings          24<sup>th</sup>- lead counselor meeting</p>	<p>21<sup>st</sup>- Summative e-binders are due</p>
May	<p>April 27<sup>th</sup>-May 21<sup>st</sup>- Career Bound and Beyond Program  <b>1<sup>st</sup>- Meet with McKinney Vento students for 9 week check in</b>          15<sup>th</sup>- TEA mandated guidance lessons due to Cheryl Golden</p>	<p>4<sup>th</sup>- Performance acknowledgements due in skyward  <b>11<sup>th</sup>- Social Worker Academy</b>          27<sup>th</sup>- All-inclusive counselor/social worker meeting          1<sup>st</sup>- Begin working on the items from EOY High School Data Checklist           5<sup>th</sup>-15<sup>th</sup>- Parent signatures will be entered by MS counselors</p>	<p><b>15<sup>th</sup>- McKinney Vento Report Due</b>          26<sup>th</sup>- Work on Quarterly Report          27<sup>th</sup>- Quarterly report is due</p>
June			

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