

<b>August (pre-school)</b>	
Must Do	<ul style="list-style-type: none"> <li>● First semester scheduling (make sure you schedule both semesters on PowerScheduler)</li> <li>● Prepare room(s) (place for groups to happen, place for individual, place to display student work, Learner Profile and School Mission posted)</li> <li>● Set up Mental Health Team Collaboration weekly meetings</li> <li>● Healthy Students PD (don't forget Educational Aides)</li> <li>● Circle PD</li> </ul>
Should Do	<ul style="list-style-type: none"> <li>● Contact Feeder School Counselors about incoming class needs</li> <li>● Identify new to DCI students for group/ACE activity/early check ins</li> <li>● Prepare wellness assessment</li> </ul>
Could Do	<ul style="list-style-type: none"> <li>● Find outside supervision (GW professors will have suggestions)</li> </ul>
<b>September</b>	
Week 1	<ul style="list-style-type: none"> <li>● Registering and hand scheduling new students and responding to student/parent emails about schedules</li> <li>● Individual check ins with "new to DCI students" &amp; high needs feeder school/DCI students (based on former counselor recommendations)</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>● Registering and hand scheduling new students and responding to student/parent emails about schedules</li> <li>● Individual check ins with "new to DCI students" &amp; high needs feeder school students/DCI (based on former counselor recommendations)</li> <li>● Start the "New to DCI" boot camp for all non-sixth grade students. Follow sixth grade ATL scope and sequence after school (focus on Restorative Justice, Google Classroom and technology/email use)</li> <li>● Start a "new to DCI" friendship groups during lunch *especially 6th grade non feeder school girls</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>● Start visits/Who Am I presentations during ATLs (15 minute max and name games)</li> <li>● Start SST meetings</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>● Administer Wellness Assessment through ATLs</li> <li>● MAP Data review and subsequent support rescheduling <ul style="list-style-type: none"> <li>○ Have subject teachers notify students &amp; parents; Track notifications in PS logs</li> </ul> </li> <li>● Register for Middle School College Fair through OSSE (invite only 8th graders)</li> </ul>
<b>October</b>	
Week 1	<ul style="list-style-type: none"> <li>● Begin check ins with individual students using results from Wellness to prioritize aka self harm/smoking/drinking/etc (pull students from Science class- make a spreadsheet of when they have science so you can always pull someone!) This may take until December to complete!</li> <li>● Research NACAC college fair (8th graders)</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>● Follow up on School Climate and Connectedness survey</li> <li>● Collate suggestions for lunch groups to increase connectedness based on</li> </ul>

	<ul style="list-style-type: none"> <li>survey</li> <li>Begin Girls Relational aggression group with 8th grade girls</li> </ul>
Week 4	<ul style="list-style-type: none"> <li><a href="#">NACAC College Fair</a> (8th graders)</li> </ul>
<b>November</b>	
Week 1	<ul style="list-style-type: none"> <li>T1 Report cards</li> <li>SST meeting using Term 1 data begin Academic Intervention Meetings</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>Contact parents to ensure report card received/understood</li> <li>First Buddy Day #1</li> <li><i>Data upload to student record files (and possibly PowerSchool)</i></li> <li>Create 2 new friendship/SEL groups (new to DCI should be ending) <ul style="list-style-type: none"> <li>Request input from teachers</li> </ul> </li> </ul>
Week 4	<ul style="list-style-type: none"> <li>Hold information sessions and parent notifications for new SEL groups</li> <li>Buddy Day #2</li> </ul>
<b>December</b>	
Week 1	<ul style="list-style-type: none"> <li>Create academic success groups &amp; hold information sessions and parent notifications</li> <li>Begin individual counseling (SFBC)</li> <li>Be ready for recommendation and transcript requests</li> <li>Buddy Day #3</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>Meet with with directors &amp; support teachers about second semester scheduling</li> <li>Begin Partners in Learn (Mentoring program) notification and interest inquiry</li> </ul>
Winter Break	<ul style="list-style-type: none"> <li>Second semester scheduling</li> <li>Self Evaluation</li> </ul>
<b>January</b>	
Week 1	<ul style="list-style-type: none"> <li>Reach out to stakeholders and inform them of happenings/progress (groups/individuals) staff@ and/or dispatch</li> <li>Just Imagine: French Summer Camp and AfterSchool Programming (FREE) contact in January <ul style="list-style-type: none"> <li>Abby Sondak, wejustimagine.com, 3054958683, wejustimagine@gmail.com</li> </ul> </li> </ul>
Week 2	<ul style="list-style-type: none"> <li>Begin Partners in Learn (Mentoring program) with a retreat (2-3 hours with lunch)</li> <li>Recommendation and transcript requests mostly due</li> <li>Notify teachers of support scheduling <a href="#">timeline</a> and procedures</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>Review Support scheduling and have teachers notify parents</li> <li>Second semester scheduling</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>Begin Jack Coke Kent Scholarship</li> <li>Survey to gauge interest in college trip (8th)</li> <li>Final push during academic success groups for the end of term</li> </ul>
<b>February</b>	

Week 1	<ul style="list-style-type: none"> <li>● SST meetings assess interventions using Q2 data and move up tiers if needed (begin evaluation process)</li> <li>● SYEP application</li> <li>● Summer Camp registration for DC DPR (send out dispatch notification 2 weeks before)</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>● Mail the report cards home for &lt;4.0 GPA (Academic Warning Template only)</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>● Analyze group data for results and make decisions on continuation or re grouping</li> <li>● Parent academic intervention meetings start</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>● Schedule parent meetings, start doing more observations and push ins to support students who showed no growth from group intervention</li> <li>● Parent Tech Night (Digital safety/apps)</li> <li>● Ramp up SST referrals (ensure those who need to are being referred by March at the latest)</li> </ul>
<b>March</b>	
Week 1	<ul style="list-style-type: none"> <li>● Begin Summer School Planning</li> <li>● Global Issues Network application</li> <li>● Create new SEL groups (Nov groups should be ending)</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>● SYEP check ins</li> <li>● Presentations by College Bound and Mentors Inc (hold a PSO for mentors inc at DCI)</li> </ul>
Week 3	
Week 4	<ul style="list-style-type: none"> <li>● Report Cards (16-17)</li> </ul>
<b>April</b>	
Week 1	<ul style="list-style-type: none"> <li>● Follow up on School Climate Survey &amp; Connectedness Spring Survey</li> <li>● Reconfigure lunch groups</li> <li>● Visit 8th grade ATLS to get ideas/input for High School</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>● School Counseling Program Assessment Survey</li> <li>● High School Night for 8th grade parents (invite College Bound and Mentors Inc Reps)</li> <li>● End of Academic Success Groups (pick up new group if time allows)</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>● Spring Break (16-17)</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>● SLC prep/scheduling (15-16)</li> <li>● Summer school notification</li> </ul>
<b>May</b>	
Week 1	<ul style="list-style-type: none"> <li>● Plan for Promotion</li> <li>● SLCs (schedule follow up to academic intervention meetings) (15-16)</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>● SLCs (schedule follow up to academic intervention meetings) (15-16)</li> <li>● Summer school second wave notification</li> </ul>

	<ul style="list-style-type: none"> <li>● Post Secondary Night for parents</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>● College Visit/College Tour-Scavenger Hunt</li> </ul>
<b>June</b>	
Week 1	<ul style="list-style-type: none"> <li>● End of Groups &amp; Surveys/Data Analysis</li> <li>● College Bound Impact Day</li> <li>● Finalize support scheduling recommendations</li> <li>● Finalize Language level recommendations</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>● 8th grade promotion</li> <li>● Field Day 6th &amp; 7th</li> </ul>
<b>June Post-School</b>	
<ul style="list-style-type: none"> <li>● Report cards</li> <li>● SST referrals for next year</li> <li>● Counseling notes and recommendations</li> <li>● Transfer of knowledge for advisors who are leaving</li> <li>● Start organizing for next SY scheduling</li> </ul>	