

**2019-2020**  
**Board of Education adopted June 2019**

# **COMPREHENSIVE SCHOOL COUNSELING PLAN**

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STILLWATER CENTRAL SCHOOL

# Grades K – 12

The Stillwater Central School District’s Counseling Department and administration (Gr. K-12) have developed a Comprehensive School Counseling Plan in response to the new SED Part 100.2(j) regulation requiring districts to increase opportunities for students to be more successful, align with New York State plan for Every Student Succeeds Act (ESSA), support the “whole school, whole community, whole child” multi-tiered model, emphasize Social Emotional Learning (SEL), and follow national standards (ASCA National Model). Program outcomes are to be reported annually to the Board of Education. Our district counseling program follows the National American School Counselor Association (ASCA) model (addendum A) and is aligned with the **Stillwater CSD Strategic Plan** and **Mission**. It is our belief that this comprehensive plan will allow us to serve and prepare our district’s students while in attendance and beyond.

**Elementary School:**

Mrs. Deanna Sargent - School Social Worker, LCSW  
Mrs. Jennifer Oliver-Goodwin - Behavior Specialist  
Mrs. Rebecca Toleman - Principal

**Middle School:**

Mrs. Teresa Guiry - School Counselor  
Mr. Timothy Hulihan - Principal

**Middle School/High School:**

Ms. Danielle Wright - Student Assistant Counselor  
Mr. Clint Froschauer - Assistant Principal

**High School:**

Ms. Lisa Miller - School Counselor  
Mrs. Jennifer O’Brien - School Counselor  
Dr. Michael Johnson - Principal

**Superintendent of Schools:**

Mrs. Patricia Morris

## **New York State Part 100 Regulations- General School Requirements for School Counseling Programs**

### **Guidance programs**

1. Public schools. Each school district shall have a guidance program for all students.
  - i. In grades K-5, the program shall be designed in coordination with the teaching staff to prepare students to participate effectively in their current and future educational programs, to help students who exhibit any attendance, academic, behavioral or adjustment problems, to educate students concerning avoidance of child sexual abuse, and to encourage parental involvement.
  - ii. In grades 6-12, the guidance program shall include the following activities or services:
    - a. an annual review of each student's educational progress and career plans, with such reviews to be conducted with each student individually by a certified school counselor;
    - b. instruction at each grade level to help students learn about various careers and about career planning skills conducted by personnel certified or licensed as school counselors, or by classroom teachers in cooperation with school counselors;
    - c. other advisory and individual or group counseling assistance to enable students to benefit from the curriculum, to help students develop and implement postsecondary education and career plans, to help students who exhibit any attendance, academic, behavioral or adjustment problems and to encourage parental involvement, provided that advisory assistance shall be provided by teachers or

counselors, or by certified teaching assistants under the supervision of counselors or teachers, and that such individual or group counseling assistance shall be provided by certified or licensed school counselors or by certified or licensed school psychologists or certified or licensed school social workers in cooperation with school counselors; and

- d. the services of personnel certified or licensed as school counselors.
- iii. Each school district shall develop a district plan which sets forth the manner in which the district shall comply with the requirements of this subdivision. Such plan shall be filed in the district offices, and each school building, and shall be available for review by any individual. The plan shall present program objectives, which describe expectations of what students will learn from the program; activities to accomplish the objectives; specification of staff members and other resources assigned to accomplish the objectives; and provisions for the annual assessment of program results. **The plan shall be reviewed annually by an advisory council, and revisions shall be made as necessary.**

*STILLWATER CENTRAL SCHOOL*

# **Guidance and Counseling Program Grades K- 12**

1068 Hudson Avenue  
Stillwater, NY 12170  
(518) 373-6100 ext. 30003

# Stillwater Elementary School - Grades K - 5

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week/month):	Evidence	Program Objective
K, 1, 2, 3	Kelso's Choices Conflict Resolution Programming	Personal/Social Development ABC Self Knowledge Application	October '19 To March '20 (continuous, starting with K & 1 early in year/ September/Oct; Grade 2 & 3: November/ December)	Handouts to students and parents/Wheel of Choices/Coloring Packets	Helps students identify and distinguish between Big and Small Problems. Promotes self awareness, autonomy in choice making, self control and use of problem solving wheel of choices. Helps students identify trusted adults to share big problems. Teaches conflict resolution skills
4-5	KC's Choices	Personal/Social Development ABC	October '19 - March '20 (continuous, younger grades first; Grade 4: January/Grade 5: February/March	Wheel of Choices and Parent copy	Helps students identify and distinguish between Serious and Minor Problems. Promotes self awareness, autonomy in choice making, self control and use of problem solving wheel of choices. Helps students identify trusted adults to share serious problems. Teaches conflict resolution skills
K-3	Three Kinds of Touches	Personal/Social Development ABC (Personal Safety)	November (two sessions over 3 days in individual classrooms)	Handouts/Safety Hand/Safety Bingo	Personal Safety and abuse/sexual abuse prevention: Violence Prevention educator Lauren Minkoff teaches developmentally appropriate lessons in accordance with New York State laws on the difference between good, safe, nurturing touches vs. unwanted, uncomfortable touches; defines the importance of privacy; educates children to take ownership/control of each's own body; helps identify appropriate people who may need to help with problems concerning our private parts (i.e., doctors and nurses); teaches personal safety rules: say no, get away, tell a trusted adult, and continuing to tell until the problem stops, and how to say "NO" to unwanted touches; teaches the importance of telling a trusted adult about unwanted touches (who, why and how to tell), and promotes understanding it is never the child's fault if abuse occurs.
K-5	PBIS / Schoolwide Program	Academic AB Personal/Social Development ABC	Yearlong/School wide	Earned Wampum, Warrior/fun days	positive behavior intervention & supports

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week/month):	Evidence	Program Objective
K-1	We Thinkers	Academic A Personal / Social Development AB	Available ongoing as schedule allows/ September - December 2019	indirect/wampum	Teaches social executive functioning/social problem solving, core social concepts and figuring out hidden rules; expected and unexpected behavior, making smart guesses, flexible vs. stuck thinking, matching the size of a reaction to the size of a problem, and sharing imagination, social cues to share space, flexibly interact, and regulate emotions; surveying a social situation, understanding group behavior, considering others' perspectives, motives and ideas, negotiating roles or turns, and self-regulating to keep emotions and behaviors under control when problems arise.
K-2	Wondergrove	Personal/Social Academic ABC	Ongoing Availability as classrooms	Lesson Plans, worksheets	Teaches social emotional learning (SEL), life skills, school readiness, health, safety, nutrition and fitness. WonderGrove offers 200 instructional animations that model appropriate behavior for students in Pre-K - 2nd grade with printable extension lessons that are aligned to the Common Core State Standards (CCSS)
K-5	Morning Program	Academic / Personal/Social Development ABC	Monthly TBD	Earned Character/Warrior awards	To continue to instruct/provide framework for the recognition of expected behaviors in all settings across the school; promotes Tier 3 school-wide expectations
K-5	Small Lunch Groups	Academic, Career & Personal/Social Development ABC	Ongoing	Progress Monitoring/IEP & 504's	Provision of social/emotional/coping skill instruction and counseling support as needed per IEP/504
K-5	Small Lunch Groups/RTI and general student population	Academic, Career & Personal/Social Development ABC	Ongoing, as time allows	Progress Monitoring for targeted students	Provision of social/emotional/coping skill instruction and counseling support as needed based on teacher/staff/parent perception and/or student interest as peer buddies
K-5	Individual Attendance plans	Personal/Social Development ABC Academic AB Career A	Ongoing	Attendance records, teacher and parental response	Individualized consultation and counseling to support student behavior improvement and parental connection to potential community supports
K-5	Junior Achievement	Career Development AB	May/June 2020	Handouts	Run and coordinated through volunteers, Junior Achievement's purpose is to inspire and prepare young people to succeed in a global economy. Introductory career concepts, builds in a developmental fashion through Grade levels: K Ourselves, 1: Our Family; 2 Our Community 3: Our City 4: Our Region 5: Our Nation

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week/month):	Evidence	Program Objective
5	Too Good for Drugs	Personal/Social Development ABC	May/June 2020	Handouts	Social emotional learning and substance abuse prevention
4,5	Personal Safety/Internet Safety	Personal/Social Development ABC	November / December 2019		(Guest presenter from St. Peters/Mr. Mike Fonda or colleague, compliance with NYS Ed law and Department of Health, teaches differences between good, safe, nurturing touches vs. unwanted, uncomfortable touches, defines the importance of privacy; educates children to take ownership/control of one's own body, identifies appropriate people who may need to help with problems concerning our private parts (i.e., doctors, nurses), teaches safety rules, how to say "NO" to unwanted touches, the importance of telling a trusted adult about unwanted touches (who, why and how to tell and promotes understanding it is never the child's fault if abuse occurs.)
K-5	Behavioral Consult/RTI	Academic, Career & Personal/Social Development ABC	Ongoing	Behavior Consult Form	Counselor participation at team meetings as well as with individual teachers to consult regarding challenging or atypical behaviors at convenience of teacher/team
K-5	Bullying Education/Prevention	Personal/Social Development ABC	November 2019	Teacher survey	Guest presenter from St. Peters: Mike Fonda/Prevention educator or colleague teaches the types of bullying (i.e., direct bullying: Aggressive behaviors occur in the presence of the targeted youth (face-to-face interaction, pushing, hitting, direct harmful written or verbal communication--taunting, mean notes) and Indirect bullying (i.e., spreading rumors, telling others to exclude, etc.) Also teaches types: Physical/Verbal/Relational/Cyber/Social, with specific examples and expected coping for big/serious problems, in telling a trusted adult right away.



# Stillwater Middle School - Grades 6 - 8

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week of):	Evidence	Program Objective
6,7,8	Resolve all class scheduling conflicts	Academic ABC	May- September and January	Schedules	Resolve all scheduling conflicts, balance class sizes
6,7,8	School Walk Through	Academic ABC Personal/Social ABC	August	Event attendance	Students can practice getting to their classes by following their schedule. They can set up their locker so that they are organized and ready to begin the year.
6,7,8	New Student Orientation	Academic ABC Career AC Personal/Social ABC	September	Survey Academic records Attendance records	Assist in the transition to our school and answer any remaining questions students may have as well as assist in helping students get involved in clubs and sports. Meet individually with new students as needed.
6,7,8	Open House	Academic ABC Career ABC Personal/Social ABC	September/ October	Event attendance	Answer parent questions regarding middle school expectations and requirements, direct parents to individual classes and address individual concerns, communication between school and home is enhanced
8	Career Jam	Academic ABC Career ABC Personal/Social ABC	October	Survey	Provide students with an opportunity to learn about various careers by speaking to different individual representatives.. They will have exposure to hands on activities. Students will learn about the educational background of representatives as well as how academics tie into actual careers.
6	Personal Safety, Internet Safety and Bullying Prevention	Academic ABC Personal/Social ABC	November- January	Quiz	Students will learn about ways to stay safe in school, home and on the internet through a presentation
6,7,8	Banana Splits/Changing Families Group	Academic A Career A Personal/Social ABC	November- January	Survey	Students will discuss feelings and develop coping skills surrounding separation, divorce, death or blending of families
6,7,8	Personal and Internet Safety	Academic ABC Personal/Social ABC	January- March	--	Students will learn about ways to stay safe in school, home and on the internet through videos that show what can happen when we make poor decisions
6,7,8	Master Schedule	School Counseling Program	January – July	--	Develop a comprehensive master schedule along with the support of the data processor and administration
6,7,8	Annual Review	Academic ABC Career ABC Personal/Social ABC	February- June	Career plans are completed	Meet with students for annual review to discuss current progress, academic goals and future plans

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week of):	Evidence	Program Objective
5 to 6 6 to 7 7 to 8 8 to 9	Scheduling	Academic ABC Career ABC Personal/Social ABC	February-Oct.	Class checks and balances	Place students in appropriate classes for the school year based on programming and grade level (ex. Foreign language starting grade 7 and electives)
6,7,8	Being a Successful Middle School Student Presentation	Academic ABC Career ABC Personal/Social ABC	March-April	--	Students will review what they know about ways to be a productive student and identify areas that they can work on to improve their academic performance
8	Middle School to High School Transition	Academic ABC Career ABC Personal/Social ABC	March-April	Programming sheets are completed	Introduce 8th graders to their counselors for high school, discuss their role, academic expectations, ways to achieve success, introduction to graduation requirements and credits and course selections
6,7,8	Middle School Awards	School Counseling Program	March- April	--	The school and community jointly recognize students receiving awards
6,7,8	Principal Meetings	Academic ABC Career ABC Personal/Social ABC	April-June	--	Address issues impacting a student's education and discuss the possibility of half days, summer school and possible retention/other options
6	Accelerated Programming	Academic ABC Career ABC Personal/Social ABC	April- August	Students are scheduled	Specific aspects of student's record are reviewed along with placement testing and teacher recommendation to determine eligibility for accelerated programming
5	Grade 5-6 Transition Day	Academic ABC Career ABC Personal/Social ABC	May/June	--	The incoming 6th graders will become acclimated with the setup of Middle School and the typical routine of 6th grade, differences between Elementary and Middle School, the expectations of 6th graders, understanding schedules, study skills, managing lockers, organization and time management and clubs and activities
5	Elementary to Middle School transition meetings with teachers, psychologist, behavior specialist, social worker and counselor	Academic ABC Career ABC Personal/Social ABC	June	--	Staff awareness of students needs prior to students entering the middle school
6,7,8	Promotion/Retention notification and summer school registration	Academic ABC Career ABC Personal/Social ABC	June	Registration packets are completed and received	Parents are notified regarding summer school recommendation for students, mandated summer school for students, or retention of students

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week of):	Evidence	Program Objective
6,7,8	Half Day Make-Up	Academic ABC Career ABC Personal/Social ABC	June	Parent conversation- Student attendance	Parents are notified that their student is required to stay for the half days to make up work that has not been completed because they are currently failing the course(s)
5	Grade 6 Parent/Student Orientation to Middle School	Academic ABC Career ABC Personal/Social ABC	August	Event attendance	Parents and students attend an evening program to learn about Middle School expectations and the 6th grade routine
6,7,8	Individual follow-up meetings with retained students	Academic ABC Career ABC Personal/Social ABC	Quarterly	Report card	Students will succeed academically
6,7,8	Report Cards School Tool Liaison	School Counseling Service	Quarterly	Report card	Verification that report card grades are computed correctly
6,7,8	Accelerated/Honors Program Monitoring	Academic ABC Career ABC Personal/Social ABC	Quarterly	Probations letters are mailed Parent meetings are held as needed	Place identified students in accelerated/honors programming and monitor their progress
6,7,8	Registration of transfer students: Reviewing grades, planning academic program, communicating with previous school, and disseminating pertinent information to teachers and support staff	Academic ABC Career ABC Personal ABC	Ongoing	Meeting with student and family and tour of building	Ensure that all new students are appropriately placed in academic courses, AIS support, and Special Education support if identified. Introduce new students to our district and building by explaining school hours, schedule, A/B day, class periods, report cards, after school support, sports and activities
6,7,8	New Student Placements- Placement of transfer/new registrants	Academic B	Ongoing	Schedule	Students begin attending school as soon as possible with an appropriate schedule
6,7,8	Follow-up meetings with teachers to monitor new student transition and progress	Academic ABC Career ABC Personal/Social ABC	Ongoing	Meeting within first two weeks of school	Students' academic and social progress are monitored
6,7,8	Academic counseling for students at-risk	Academic ABC Career ABC Personal/Social ABC	Ongoing	Grades on report cards	Students will evaluate their academic progress and develop a plan for improvement
6,7,8	Individual Counseling Support	Academic ABC Career ABC Personal/Social ABC	Ongoing	--	Improve student growth both socially and emotionally

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week of):	Evidence	Program Objective
6,7,8	IEP/504 Counseling	Academic ABC Career ABC Personal/Social ABC	Ongoing as determined by IEP/504	--	Improved student success academically, socially, behaviorally and emotionally
6,7,8	Crisis Counseling	Academic ABC Personal/Social ABC	Ongoing	Meeting	Student de-escalates and is able to return to routine as soon as possible. Inform parent as needed.
6,7,8	Student Services Team Meetings	Academic ABC Career ABC Personal/Social ABC	Ongoing	Meeting notes Academic records Attendance records	Increase awareness of high needs students discussed. Referrals made by teachers after strategies have been attempted with little success.
6,7,8	Committee on Special Education (CSE) and 504 Meetings	Academic ABC Career ABC Personal/Social ABC	Ongoing	Meeting notes Academic records Attendance records	Appropriate programming and support are implemented based on committee decision
6,7,8	Career Awareness and Development Presentations	Academic ABC Career ABC Personal/Social ABC	Ongoing	--	Provide students an understanding of the stepping stones occurring currently and the impact it has on their future planning. Students understanding of careers is enhanced
6,7,8	Parent/Teacher Team Meetings	Academic ABC Career ABC Personal/Social ABC	Ongoing	--	Issues impacting a student's education are discussed. Strategies for success are identified
6,7,8	Team Meetings	Academic ABC Career ABC Personal/Social ABC	Ongoing	Meeting notes	Issues impacting a student's education are addressed
6,7,8	Maintain Cumulative Records	Academic ABC Career ABC Personal/Social ABC	Ongoing	Individual Student Records	An accurate comprehensive confidential student file will be maintained for each student
6,7,8	Peer Tutoring	Academic ABC Career ABC Personal/Social ABC	Ongoing	Individual Student Records	Place students based on grades and teacher input into the peer tutoring program for added academic support
6,7,8	Consult with various supports both inside and outside school (psychologists, social workers, etc.) and collaborate w/parents, teachers and administrators	Personal/Social ABC	Ongoing	Observation feedback, group sharing	Assist students w/ academic, social and emotional needs

6,7,8	Child Protective Services	Academic ABC Personal/Social ABC	As needed	Meetings, phone calls	Student safety/issues are addressed
<b>Grade Level</b>	<b>Program, Activity or Service</b>	<b>ASCA Domain/ Standard</b>	<b>Projected Start/ Projected End (week of):</b>	<b>Evidence</b>	<b>Objective</b>
6,7,8	Documentation and Information Maintenance	Academic ABC Career ABC Personal/Social ABC	Ongoing	SchoolTool report cards, transcripts, schedules, attendance and assessment scores are on record	Information on students and data on many aspects of student's success will be compiled and maintained for future reference, comparison and/or evaluation
6,7,8	Academic Intervention Services	Academic ABC Career ABC	Ongoing	Student records, standardized test scores (NYSTP), other assessments, grades and teacher recommendation	Students receive support/monitoring in area(s) of need to strengthen skills and ultimately meet NYS requirements for graduation
6,7,8	Consulting & communicating with parents via email, phone calls, conferences and evening programs	Academic ABC Career ABC Personal/Social ABC	Ongoing	Communication notes and emails	Provide support to students and parents
6,7,8	Middle School Counseling Website and School News Notifier(SNN)	School Counseling Program	Ongoing	Website and Email Blasts	Provide current information and resources
6,7,8	Communicate with Administration and School Support Staff	Academic ABC Career ABC Personal/Social ABC	Ongoing	Meetings, notes, phone calls and email	Notification of student issues
6,7,8	School Counseling Department Meetings between School Counselor and Administration	School Counseling Program	Ongoing	Meetings, notes, phone calls and email	Effective and consistent communication between administration and the counseling center. Administration will have improved understanding of school counseling functions and awareness of all ongoing projects. Counselor will obtain administrative support of all efforts to communicate between home and school.
6,7,8	Attendance: Attendance Clerk/ Assistant Principal and Principal	Academic ABC Career ABC Personal/Social ABC	Ongoing	Report cards Attendance and Discipline Referrals	Attendance information will be reported to parents and students. Outside intervention will be sought as needed. Students will demonstrate academic, personal, social and/or emotional growth.

	Monitored attendance of targeted students				
<b>Grade Level</b>	<b>Program, Activity or Service</b>	<b>ASCA Domain/ Standard</b>	<b>Projected Start/ Projected End (week of):</b>	<b>Evidence</b>	<b>Objective</b>
6,7,8	Consult with external educational/health facilities (hospitalizations)	Responsive Services	As needed	Academic plan created and/or maintained	Students will gain support in maintaining academic success while transitioning from school to placements and vice versa
6,7,8	Group Counseling	Personal/Social ABC	As needed	--	Improve student success academically, socially, behaviorally, and emotionally
6,7,8	Mediation/Conflict Resolution	Personal/Social ABC	As needed	--	Students will be allowed to discuss the situation with specific stipulations in a safe, controlled and supervised environment with the goal of being able to attend school peacefully without the situation interfering with schoolwork or the school day
6,7,8	Tutoring Instruction Coordination	Responsive Services	As needed	Application submitted and approved	Review collaboration with teachers and tutors regarding work received and returned as needed
6,7,8	Referrals to Community Resources	Responsive Services	As needed	Referrals submitted, phone calls	Counselor will work with the student assistance counselor for collaboration between home, school and community for support needed

## Stillwater High School - Grades 9 - 12

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week of):	Evidence	Objective
9-12	Meet with transfer / new Registrants	Academic ABC Career ABC Personal/Social ABC	Ongoing	--	New students will successfully transition to Stillwater
9-12	Registration of new entrants: reviewing transcripts, planning academic program, communicating with previous school, and disseminating pertinent info to teachers, administrators, and support staff.	Academic ABC Career ABC Personal/Social ABC	Ongoing	--	Ensure that all students are appropriately placed in academic course, AIS and referred to the Committee on Special Education when determined.
9-12	Individual student follow up meeting w/ new entrants to monitor their transition to Stillwater	Academic ABC Career ABC Personal/Social ABC	Within the first 2 weeks of the start date	Student Feedback Parent Feedback Teacher Feedback	New student successfully transitions to Stillwater
9-12	Freshman Orientation, Link Crew Program Introduction to HS and HS services	Academic ABC Career ABC Personal/Social ABC	August	--	Students will become familiar with HS services.
9-11	Individual planning meeting for course selection	Academic ABC Career ABC Personal/Social ABC	Jan - May	Course selection data Sheet Completed	Students will select courses based on teacher recommendation; HS transcript review; post high school goals. Students will have a schedule that supports his/her vocational and educational plans, while assuring district and state compliance. Students will understand diploma type: graduation requirements and course offerings

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week of):	Evidence	Objective
9-12	Schedule Adjustment	Academic ABC Career ABC Personal/Social ABC	Ongoing	Change request forms Parent/student feedback Teacher feedback	Relevant changes will be made which do not limit or diminish student opportunity.
9-12	Individual Counseling Support	Academic ABC Career ABC Personal/Social ABC	Ongoing	Report card Attendance record Discipline record	Students will demonstrate social and/or emotional growth
9-12	Academic Counseling for students at-risk	Academic ABC Career ABC Personal/Social ABC	Ongoing	Report card Attendance record Discipline record	Students will evaluate their academic progress and develop a plan for improvement
9-12	College and Career Planning	Academic ABC Career ABC Personal/Social ABC	Ongoing	College Board Application Resources Review college trends and data	Students will be knowledgeable of career and college information, expectations and requirements through interest inventories and self exploration.
8-9	Transition to High School	Academic ABC Career ABC Personal/Social ABC	May	--	8 <sup>th</sup> grade students will meet their counselors in a large group classroom setting: gain information important to a successful transition to HS, and review course offerings
9-12	Open House	School Counseling Program	September – October	--	Communication between school and home is enhanced, promoting academic success.
12	College Application Process	Academic ABC Career ABC Personal/Social ABC	September – March	College applications, transcripts, letters of recommendation, school profile	Students will be knowledgeable of the college application process
9-12	Counseling Center Website, scholarship and counseling, college and career website	School Counseling Program	Ongoing	Website, scholarship, counseling, college and career newsletter updated	Provide current information and resources



Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week of):	Evidence	Objective
11-12	College Representative Visit	School Counseling Program	Sept-December	College profile sheets	Students will be able to assess a school's compatibility in a timely, efficient manner.
9-12	Maintain Cumulative Records	Academic ABC Career ABC Personal/Social ABC	On-going	SchoolTool	An accurate comprehensive confidential student file will be maintained for each student.
9-12	Documentation and Information Maintenance	Academic ABC Career ABC Personal/Social ABC	Ongoing	School Tool transcripts, forms, graduation check sheets, schedules and computer.	Information on students and data on many aspects of student's success will be compiled, and maintained for future reference, comparison and/or evaluation.
9-12	Consulting & communicating with parents via email, phone calls, conferences and evening programs	Responsive Services	Ongoing	Communication log e-mails	Provide support to students and parents
9-12	Consult with external education/health facilities (hospitalizations)	Responsive Services	Ongoing	Academic plan created and/or maintained	Students will gain support in maintaining academic success while transitioning from school to placements, and vice versa.
9-12	Attendance at CSE and 504 meetings	Individual Student Planning	Sept-June	Annual review notes Attendance records Academic records	Provide support/resources: information to help students achieve their goals.
10-11	Organize and Administer PSAT	School Counseling Program	Sept-June	Data on number of students who take the test	Students will become familiar with standardized testing procedure and the type of questions they can expect when taking the SAT during their junior year.
9-12	SAT / ACT Information	School Counseling Program	Sept-June	Testing results	Students and parents will understand standardized test results and integrate that understanding into learning and college application process.
10-12	Services for Students with Disabilities	School Counseling Program	Sept-June	Testing Results & College Board	Documentation of the student's disability can be submitted to College Board to determine if requested accommodation is appropriate.
9-12	Counsel students with social and emotional issues	Personal/Social Development	Ongoing	Behavior records Teacher feedback Observation	Students will develop self- awareness and begin to identify strategies and skills to address their needs

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week of):	Evidence	Objective
9-12	CSE / 504 Reviews	Academic ABC Career ABC Personal/Social ABC	Annually	Annual review notes Attendance records Academic records	Students will be placed in, or remain in, an appropriate program with appropriate accommodations.
9-12	Consult with various supports both inside and outside school (psychologists, social workers, etc.) and collaborate w/parents, teachers and administrators	Personal/Social ABC	Ongoing	Observation feedback, group sharing	Assist students w/ academic, social and emotional needs
9-11	Meet w/students for annual review and course selection, reviewing transcripts and planning academic program	Academic ABC Career ABC Personal/Social ABC	Jan-April	Course selection sheet is completed	Students will be aware of graduation requirements and will choose courses appropriately
10	CTE Counselor Meeting / Visitation Students need exposure to vocational opportunities.	Academic ABC Career ABC	February - March	--	Students will gather information regarding programs at the CTE campus.
9-12	School Counseling Department Meetings  School Counselors and Administrator	School Counseling Program	Weekly	--	Effective and consistent communication between administration and the counseling center. Administration will have improved understanding of School Counseling functions and awareness of all ongoing projects. Counselors will obtain administrative support of all efforts to improve communication between home and school.
12	Processing of College Applications, forms, and writing of letters of recommendation based on Student & Parent Perspective.	Academic ABC Career ABC	Sept-February	Data of the number of application completed	Students develop post high school plans i.e. applications. Applications will include recommendations which will enhance the overall presentation of the student to the committees they are applying to.
12	FAFSA Financial Aid Night	School Counseling Program	September/ October	--	Students and parents will gain knowledge on the financial aid process

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week of):	Evidence	Objective
10-12	<p>Advanced Placement Program Coordination.</p> <p>Designated counselor will serve as an Advanced Placement Coordinator, working with administration and faculty to administer the AP exams. Counselor(s) is responsible for the collection.</p>	School Counseling Program	Ongoing	Testing results	Provide coursework that challenges and prepares students to be college and career ready.
9-12	Academic Intervention Services	Academic ABC Career ABC	August – September	Student Records, Standardized Test Scores (NYS Assessment), grades, and teacher recommendation.	Students receive stronger grades in school and ultimately meet NYS requirements for graduation. Counselors will assist in the selection, identifying, scheduling and monitoring of students.
11-12	<p>Senior Awards Night</p> <p>Counselor keeps track of all the awards, contacts, and presenters. Counselor then works with the principal's secretary to develop the program and mail invitations. Counselors are also responsible for arranging all of the awards in our possessions and for requesting checks from the business office when necessary.</p>	School Counseling Program	January –May	--	The school and community jointly recognize students receiving scholarships and awards.

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week of):	Evidence	Objective
12	Graduation Awards Counselor keeps track of all the awards, contacts, and presenters.	School Counseling Program	Ongoing	--	The school and community jointly recognize students receiving scholarships and awards.
9-12	Scholarship Newsletter	School Counseling Program	Ongoing	Feedback from students/parents	Students will become aware of and apply for various scholarships and recognitions.
9-12	High School Graduation Rehearsal and Ceremony	School Counseling Program	June	Graduation program	Students will receive their cap/gown and diplomas.
11	SAT Preparation Course Counselor is responsible for coordinating the SAT preparation class with the outside agency providing the course.	Academic ABC Career ABC School Counseling Program	February – May	--	Students will become familiar with standardized testing procedure and the type of questions they can expect when taking the SAT during their junior year.
9-12	Summer School Registration	School Counseling Program	June – July	School Tool Report Cards	Register students to keep them on track and graduate on time.
9-12	Referrals to Community Resources	School Counseling Program	Ongoing	--	Students and families will receive the help they need
9-12	Attendance: Attendance Clerk/ Assistant Principal  Monitored attendance of targeted students and report to counselors and administrators.	Academic ABC Career ABC Personal/Social ABC	Ongoing	Report cards Attendance and Discipline Referrals	Students will demonstrate academic, personal, social and/or emotional growth.

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Projected Start/ Projected End (week of):	Evidence	Objective
9-12	NCAA Coordinator Counselor is responsible for maintaining course eligibility for NCAA.	Academic ABC Career ABC	Ongoing	NCAA Eligibility Center	Students will become aware of the NCAA Eligibility Requirements for College-bound student-athletes.
11-12	Alumni Panel Presentation	Academic ABC Career ABC	December- January	--	Students will develop a better understanding of college from alumni in college.
9-12	Program of Studies	Academic ABC Career ABC	November - January	Course Selection	Provide up to date information on courses offered
9-12	Master Schedule	School Counseling Program	January – July	--	Develop a comprehensive master schedule
9-12	Tutor Coordinator	Academic ABC Career ABC	Ongoing	--	Work with teachers and tutors when necessary
9-12	BOCES Liaison Counseling office is responsible for collecting and inputting grades from BOCES into School Tool.	Academic ABC Career ABC Personal/Social ABC	Ongoing	Report Cards	Monitor progress on our VOTEC/CTE students
12	Senior Survey	Academic ABC Career ABC	May – June	Survey	Finalize Senior plans for after high school

**Addendum:**

- A. American School Counselor Association (ASCA) National Standards
- B. Stillwater Strategic Plan and Mission Statement