



**Cherry Valley - Springfield Central School District
P-12 Comprehensive School Counseling Program
District Guidance Plan**

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INTRODUCTION

K-12 Counseling Overview:

Our K-12 School Counseling program provides social-emotional, academic, and career college readiness. We provide individual, group, and classroom counseling. We provide resources and instruction to help improve academic skills and prepare students for college, the military, or the world of work. We believe that:

- All students have dignity and worth.
- All students have the ability to achieve their full potential.
- All students can learn and should be given the opportunity to do so.
- All students have the right to participate in the school counseling program.
- All ethnic, cultural, racial, gender, socio-economic status and ability levels are considered in the planning and implementation of the school counseling program.
- Counselors advocate for all students.

Mission:

The mission of the Cherry Valley-Springfield Counseling Department is to provide a comprehensive counseling program that will assist ALL students in acquiring the academic, career, personal and social knowledge and skills to help them reach their full potential, become lifelong long learners, and succeed in a challenging and ever changing global society.

Vision:

Cherry Valley-Springfield School believes that a comprehensive school counseling program is an integral and essential part of the educational process. We believe that ALL students are able to attain the academic, career, personal, and social objectives when the curriculum is taught throughout the district in a consistent manner.

Goals:

- To foster student achievement for EVERY student.
- To provide a comprehensive and collaborative partnership with all members of the school community (including families, supportive community agencies and services) to meet the various needs of our school family.
- To implement a school counseling program which is data-driven, proactive, prevention-based, developmentally appropriate and supports the district's mission and goals.

American School Counseling Association

Cherry Valley - Springfield School Counseling Goals and Activities are directly aligned with the American School Counseling Association (ASCA). School counselors should possess the knowledge, abilities, skills and attitudes necessary to establish the foundations of a school counseling program aligning with the ASCA National Model. ASCA National Standards for Counselors can be found [HERE](#). ASCA National Standards for Students can be found [HERE](#).

NYS Education Department Commissioner's Regulations

PART 100.2 (j) Guidance Programs:

1. Public Schools. Each school district shall have a guidance program for all students.
 - a. In grades K-6, 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.
 - b. In grades 7-12, the guidance program shall include the following activities or services:
 - i. an annual review of each student's educational progress and career plans, with such reviews to be conducted with each student individually or with small groups by personnel certified or licensed as school counselors;
 - ii. 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;
 - iii. 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
 - iv. the services of personnel certified or licensed as school counselors
 - c. 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. The City School District of the City of New York shall submit a separate plan for each community school district, for the High School Division and for the Special Education Division. Such a plan shall be filed in the district offices 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 the school districts, and revisions shall be made as necessary.

DELIVERY SYSTEMS

School counselors will deliver the comprehensive school counseling program in collaboration with students, families, teachers, administration, and community stakeholders. Services will be carried out in different manners including:

Direct Services with students are face-to-face interactions between school counselors and students. These services include but are not limited to: classroom guidance, student planning, individual, group, IEP, and crisis counseling.

Indirect Services are provided on behalf of the student as a result of the counselor’s interactions with others and are not face-to-face. These services include but are not limited to: referrals, consultation, and collaboration.

Cherry Valley - Springfield School Counseling Program Delivery Map 2019-2020

District Goal: ACADEMIC - Support the academic success of all students				
Grade Level(s)	Program Activity/Service With target students & timeline <i>(Curriculum, small group, individual, planning, appraisal, crisis, consultation, referral, advisement, etc.)</i>	Student Standards <i>(ASCA Mindsets & Behaviors, CDOS, etc.)</i>	Program Objectives <i>(Students will be able to __)</i>	Assessments & Evaluation Methods <i>(materials used and outcomes)</i>
prek-12	Annual Progress Reviews and Maintenance of Academic Records	A: A2.4 A: B2.3 A: B2.7 B-PF 2	Students will be able to understand graduation requirements, be aware of their academic standing, know what classes CVS offers to better help them reach their career goals	Course audit sheets, teacher recommendations, parent input, recommendations from CSE (if applicable), report cards and transcripts
prek-12	Schedule ALL students: CSE, RTI, Honors, New to the District	B-PF 5 B-PF 6 B-SS 6	Counselors will review all academic records to best place students in the courses that are most appropriate for the student	Academic records teacher recommendations, parent input, student input, CSE recommendations
prek-12	Create Master Schedule	B-PA 1	Counselors will analyze the school’s vision and mission and help create a schedule that best suits the students and the culture of the district.	Student’s course selection, regents/course data, past academic data for middle school and high school placement

prek-12	<p>Parent/Teacher Conferences</p> <p>Parent/Counselor Conferences</p> <p>Counselor/Teacher Conferences</p>	<p>A:B1.4</p> <p>A:B2.6</p> <p>B-SS 6</p>	<p>Parents, teachers and counselors will have the opportunity to discuss the level of student achievement in the classroom.</p>	<p>Student grades, standardized test scores, progress reports, report cards, discipline records, attendance records, etc.</p>
prek-12	CSE/504 Meetings	<p>B-PA2</p> <p>B-PA3</p> <p>B-PA4</p> <p>B-PA5</p> <p>A:B1.6</p>	<p>Review special education eligibility, review programs, classroom modifications and testing accommodations FBA/BIP</p>	<p>Testing materials and assessments, initial and program review meetings</p>

District Goal: Support the College and Career Readiness of ALL Students				
Grade Level(s)	Program Activity/Service With target students & timeline <i>(Curriculum, small group, individual, planning, appraisal, crisis, consultation, referral, advisement, etc.)</i>	Student Standards <i>(ASCA Mindsets & Behaviors, CDOS, etc.)</i>	Program Objectives <i>(Students will be able to __)</i>	Assessments & Evaluation Methods <i>(process, perception, outcomes)</i>
7-12	Career Planning: resume writing, career research, consultation, Interest Inventories, etc.	<p>C:A2.2</p> <p>C:A2.6</p> <p>C:A2.8</p> <p>C:B1.6</p> <p>C:B1.8</p>	Counselors will help students with all aspects of career planning.	Completion of a resume, completing a career interest inventory, use Careeronestop.org
10-12	SAT, ACT, ASVAB, PSAT registrations	<p>C:A1.3</p> <p>C:A1.6</p> <p>C:A1.6</p>	Administration of standardized testing allows students to gain the knowledge of how college admission testing works, and students will set goals for their academic future.	Students will sign up for and take standardized college entrance exams.
9-12	College Admissions Rep Visits	<p>C:B1.3</p> <p>C:B1.5</p> <p>C:B2.1</p> <p>C:B2.2</p>	If interested, students will meet with admissions representatives from various colleges in the High School Counseling Office. They will ask questions and learn about the admissions process for the particular schools that visit. Admissions reps will fill out a form for the counseling office about their respective schools.	Logs of visitation, attendance at visitations, filled out questionnaire

9-12	Armed Forces Rep Visits	C:A1.2 C:C1.3 C:C1.6	If interested, students will meet with members of different branches of the Armed Forces and learn about careers that they have to offer.	Logs of visitation, attendance at visitations
9-12	College Trips	C:B1.5 C:C1.2 C:C1.3	Students will visit college campuses throughout their high school career. While on these trips they will experience college life and meet with admissions counselors.	Attendance on college trips, post surveys after the trips
8,10	BOCES Career and Technical Center Trips	A:B2.1 A:C1.6 C:A1.8 C:B2.4	Students will attend BOCES Career and Technical Education presentation and then visit their programs of choice.	Interested 10th graders will submit an application and then attend a CTE program at BOCES
9-12	Financial Aid Night	C:B1.3 C:B2.1	The counseling department will host a financial aid night for students who are college bound. Students and parents will learn about the financial aid process for college.	Attendance at the financial aid night, filled out FAFSA forms
12	Letters of Recommendation and Scholarship Nominations	A:B2.7 C:A1.1	Students will have 1 on 1 meetings with the counselor, attend class meetings. They will then ask in person for letters of recommendation for college and scholarships.	Completed application and nomination forms

District Goal: Support the personal/social development of ALL students

Grade Level(s)	Program Activity/Service <i>(Curriculum, small group, individual, planning, appraisal, crisis, consultation, referral, advisement, etc.)</i>	Student Standards <i>(ASCA Mindsets & Behaviors, CDOS, etc.)</i>	Program Objectives <i>(Students will be able to __)</i>	Assessments & Evaluation Methods <i>(process, perception, outcomes)</i>
K-12	IEP Counseling	PS:A1 B-SS 2	Students with IEPs who have counseling as a service will experience personal/social/academic growth.	Improved student academic performance, social skills, and behavior

prek-12	Building Level Counseling	PS:A1 B-SS 2	All students have access to a certified school counselor. Students will experience personal/social/academic growth.	Improved student academic performance, social skills, and behavior
prek-12	Small group Counseling	PS:A1 B-SS 2	Students will work on social skills and building relationships with peers.	Behavior, peer relations, parent and teacher reports
prek-12	Classroom Guidance	PS:A1 B-SS 2	Counselors will address whole classrooms on topics in academic growth, career exploration and personal/social development. Students will improve in these areas.	Grades, teacher/student, feedback, counselor meetings
prek-12	Crisis Counseling	PS:C1.5 B-SS 4	Students will be assessed who are expressing suicidal or self-injurious thoughts. Counselors will provide appropriate interventions including notification to students' parents.	Action plan established, Student deescalated, follow-up, and returned to routine ASAP
prek-12	Referrals to outside Agencies	PS:C1.6 B-SS 4	Some students will require services that are beyond the scope of school services and resources	Referral forms, student data that shows eligibility for services/referrals.
prek-12	Students of Concern Meetings	B-PF 6 B-SS 4 B-SS 6	Counselors will attend weekly meetings to support the individual academic and social-emotional needs of students.	Action plans established, parent/student contact, referrals to outside agencies, change of schedules with extra support(s) in place, etc.

ACCOUNTABILITY

Assessments and Use of Time

Program Assessments: Counselors will use assessments to help improve their program.

Time/Task Assessments: Counselors will keep track of their daily activities and time spent in face to face activities with students.

Use of Data to Promote Change: Counselors will use data to help promote change and growth. Data from various sources can be used and analyzed in order to help the guidance curriculum

Monthly Calendars: Counselors will use calendars to show daily, monthly, and yearly activities. A google calendar is linked on the Counseling webpage and is updated regularly. This calendar can be accessed [HERE](#).

Advisory Council

The Advisory Council helps review the Comprehensive Counseling Program and makes recommendations. To ensure program success, the **Advisory Council** will meet at least twice a year to evaluate the program, the successes, and what to improve upon.

The advisory council will consist of:

- Counselors
- Administration
- Teachers
- Community members
- Parents

The advisory council will:

- Serve in a leadership role to support the mission and goals of the school counseling program.
- Provide a communication link between the school counseling program and stakeholder groups.
- Be a resource and support the school counseling program.
- Review data and provide feedback on the effectiveness of the school counseling program.
- Contribute ideas regarding the various needs of students.

References

Memo RE: Amendments to Commissioner's Regulations Related to School Counseling. (2018, January 3). Retrieved January 23, 2020, from <http://www.p12.nysed.gov/sss/SchoolCounselingMemo.html#ft3>

American School Counselor Association (2004). ASCA National Standards for Students. Alexandria, VA: Author

American School Counselor Association (2019). ASCA School Counselor Professional Standards & Competencies. Alexandria, VA: Author