

The Baldwinsville Central School District School Counseling Department

Provide every student with the educational experiences and opportunities that will foster the full development of his or her potential.

VISION STATEMENT:

Through a cooperative effort of the total community, we will create an environment which inspires a desire for lifelong learning, fosters mutual respect, instills a positive philosophy about the worth of participatory citizenship, and empowers all individuals to reach their full potential.

Graduates of Baldwinsville Central School District will prove to be young adults ready to pursue post secondary goals which match their values, passions, abilities and personal intentions so that they may enhance their communities and meet personal fulfillment in life.

Mission:

Our Counseling department will employ a comprehensive counseling program which cultivates personal growth in self advocacy and respect for others; develops an awareness of personal strengths and how they relate to career/college readiness; and ensures the acquisition of 21st Century learning skills.

BELIEFS:

All students will have equitable access to a certified school counselor.

The school counselor will advocate for all students.

All students have the right to participate in the school counseling program.

Each student can achieve academic, career, and social emotional success when given appropriate and timely support and interventions.

All students are individuals and learn at their own pace.

All students are capable of developing resiliency skills.

All students' ethnic, cultural, racial, gender differences and special needs should be recognized and respected throughout the implementation of the school counseling program.

Goal 1: Review each student's educational progress, career directions and future plans annually.

Goal 2: Help students learn about various careers and develop career planning skills.

Goal 3: Provide advisory assistance to enable students to benefit from the curriculum and programming to further develop social and emotional skills (life skills).

Goal 4: Provide advisory assistance to help students develop and implement post-secondary educational and career plans.

Goal 5: Provide advisory assistance for students who exhibit attendance problems.

Goal 6: Provide advisory assistance for students who exhibit academic problems.

Goal 7: Provide advisory assistance for students who exhibit behavioral and/or adjustment problems.

Goal 8: Encourage parental involvement in the educational process.

Academic Development

Activities	Target Group or Sub Group	Staff Assigned and Time	Other Resources Assigned	Outcome
<p>Meet with students in need of further academic assistance. Counselors will provide ongoing review of all student academic progress.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Throughout school year</p>	<p>School Tool Teachers Administrators</p>	<p>Students are provided with information, counseling and academic support to meet their academic goals.</p>
<p>Students will work with counselors on study skills. Students will be provided with study skills and learning style assessments. Students will be provided with suggestions/ideas for study skills based on the outcome of their learning style(s). Students will set goals related to appropriate skills. Counselors will provide parents/guardians with the outcome of the study skills sessions.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Throughout school year</p>	<p>Study skill and learning style assessments</p>	<p>Student(s) will utilize new study skills and self awareness to be more academically accomplished. Students will be able to self advocate regarding the way he or she learns best. Students will be provided with tools to be more successful in the classroom and also when studying at school or at home. Parents/guardians will also have an increased awareness of how their child learns. This will allow the parents/guardians to be able to help their child more efficiently with their school work.</p>

<p>Counselors will provide information and educate students on available academic supports. Counselors will often help set up and monitor supports with students.</p>	<p>Grades K - 12</p>	<p>School Counselors Teachers School Social Workers School Psychologists Throughout school year</p>	<p>Teachers</p>	<p>Students will have the opportunity to improve their academic progress.</p>
<p>Counselors reach out to families via email, phone and letters to inform them of student/counselor meetings regarding academic progress.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Clerical Staff Throughout school year.</p>	<p>School Tool Teachers Administrators</p>	<p>Parent communication will be enhanced to ensure student success.</p>

<p>Parent conferences: Counselors will meet with parents as needed to discuss student progress or parental concerns regarding academic and social development. Counselors gather information from teachers to identify student achievement. If teachers cannot be present at the meeting counselors will provide students information to parents/guardians.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Teachers Throughout school year</p>	<p>School Tool Student Records Additional test scores</p>	<p>Parents/guardians communication and comprehension of student needs/progress will be enhanced to ensure student success</p>
<p>Counselors provides mediation/consultation as needed between student and teacher to increase student's awareness and maximize student's ability to be successful in class. Mediation/consultation encourages communication and increased understanding of student.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Teachers Throughout school year</p>	<p>School Tool Verbal contracts</p>	<p>Student and teacher will have necessary information and tools to enhance future success.</p>

<p>New student intake meetings to facilitate their transition to Baldwinsville schools.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Administration Clerical Staff</p>		<p>Students and parents will learn more about their assigned school, set up academic programming, and understand school expectations.</p>
<p>Each student has a cumulative (K-12) file that is transferred from building to building. Counselors keep records that contain confidential information, reports, testing, personal notes, and schedule change requests.</p>	<p>Grades K - 12</p>	<p>School Counselors Administration Clerical Staff</p>	<p>School Tool Naviance File folders</p>	<p>Each Counselor has an accurate and comprehensive file for each student. These files are confidential.</p>
<p>Counselors help organize Open House/curriculum night and act as a liaison for parents/guardians.</p>	<p>Grades K - 12</p>	<p>School Counselors Clerical Staff Administration Teachers</p>	<p>School Tool</p>	<p>Help facilitate Open House event.</p>

Community/school relationship building	Grades K - 12	School Social Workers School Psychologists Teachers Administration	Parents/Guardians	Monthly events held in community to support academic and building positive relationships with parents.
CSE/504 Meetings	Grades K - 12	School Counselors School Social Workers School Psychologists	IEP Direct	Attend meetings to discuss the whole child and provide support as needed.
Home Instruction	Grades K - 12	School Counselors School Social Workers Teachers Administration	Home Instructors Parents/Guardians	Counselors collaborate with teachers and instructors to ensure that instruction is being provided.

Concussion Protocol	Grades K - 12	School Counselors School Social Workers School Nurse Administration Teachers		Weekly email checks with teachers to evaluate student need.
Stuff a Bus	Grades K - 12	School Social Workers Administration	Transportation Local churches Community Members	Provide school supplies for students.
Getting Ready for Kindergarten	Grade K	School Social Workers Teachers Administration School Psychologists School Nurse Speech Pathologists RTI	Cafeteria Staff	Three session program to promote a positive transition to Kindergarten.

STEM	Grades K - 5	School Social Workers Library Media Specialists Teachers		After school program to promote Science, Technology, Engineering and Math.
Enrichment Day	Grades K - 5	School Social Workers Administration Teachers	PTA	Opportunity for students to participate in a variety of activities that focus on academic, personal and career exploration.
Instructional Support Team	Grades K - 7	School Social Workers School Psychologists Administration Teachers	School Tool RTI staff BIMAS E-doctrina	Multi-disciplinary team to assess and support at risk students.
Student Mentors from Baker	Grades K - 5 Grades 10 - 12	School Counselors School Social Workers Administration	Transportation Clerical staff	High school students work to assist elementary students on academic needs.

Therapy Dog	Grades K - 5 Grades 10 - 12	School Counselors School Social Workers	PAWS of CNY	Dog pushes in to classrooms to encourage participation and engagement in lessons. Used to promote confidence in public speaking. Reduces anxiety for test taking. Provide reward for students academic achievement.
Schedule students in future courses for grades	Grades 5-11	School Counselors	School Tool	Collect data and input course codes for students. Communicate with parents as needed in regards to scheduling concerns.
6th Grade Orientation - To provide parents and students with an overview of Ray Middle School's academic and social expectations. Parents will meet with administration. Students will go on group tours, participate in activities and group presentations with school counselors and the Ray student volunteers.	All students grade 6 and Parents/ Guardians	School Counselors Administration RLT (student reps)		Parents will acquire an initial, comprehensive understanding of Ray Middle School. They will become familiar with school procedures and policies. Parental involvement and support will be fostered, resulting in increased student academic, social and career/college success. Students will gain familiarity with the school set up and be better equipped to handle their transition to middle school.
Create and maintain the Annual Master Schedule for ~900 students each year	For grades 6 + 7	School Counselors Administration	Schooltool, CNYRIC	Implement student centered master schedule.

Information will be provided to help students select LOTE	7th grade	School Counselors	Informational Handouts	Make an informed LOTE decision.
Case Manager for Section 504 students	Grades 6 - 12	School Counselors	IEP Direct	
Annual conference with student to review progress of individual academic plan and program. Review academics and interests as they relate to future classes, career goals, and post-secondary opportunities	Grades 6-12	School Counselors Clerical Staff Throughout school year	School Tool Individual academic plans Course Catalog	Student will have a clear understanding of his or her academic direction, as well as how it will impact future academic and vocational goals while ensuring state district compliance.
Review of student progress reports and report cards with all students who are not doing well in a class(es)	Grades 6-12	School Counselors Through the school year	School Tool Progress reports Report card	Students will be more aware of their academic progress. Students will be encouraged students to seek out and use additional resources for academic support.
Counselors formally notify families when students are in academic jeopardy after 3rd marking period so to keep them abreast of academic impact and the student's options.	Grades 6 - 12	School Counselors Clerical Staff End of 3rd marking period	Mailing	Parents will have a better understanding of the student's academic standing.
Schedules and course levels will be adjusted as necessary	Grades 6 - 12	School Counselors	School Tool	Support students academic needs.

<p>Counselors obtain information about students from many different sources, which is organized and maintained in various ways. This information helps guide student progress towards goals. These records include: information regarding students credits, interventions, etc. Student transcripts which are revised and graduation checklists which are completed to track progress toward graduation. Interim reports and report cards are also managed through the Counseling office.</p>	<p>Grades 6 -12</p>	<p>School Counselors Clerical Staff Registrar</p>	<p>Transcripts, Status sheets, schedules, cumulative folders</p>	<p>Student data will be maintained and available for each student.</p>
<p>7th grade transition presentation: Counselors will visit 7th grade classrooms and introduce themselves to students and share information about Durgee. 7th graders will be provided with information regarding their transition to 8th grade. Students are able to ask questions.</p>	<p>Incoming 7th grade students</p>	<p>Durgee and Ray School counselors</p>	<p>Designated Classrooms at Ray</p>	<p>Students will have a better understanding of what Durgee Jr. High will be like. They will be provided with information that will help with their transition and have key questions answered. They will be more knowledgeable regarding Durgee's Counseling Office.</p>
<p>Counselors review course and Regents failure cards. Families are contacted again regarding students options. Together a decision is made regarding the best option for the student - summer school course placement or a repeat of the unsuccessful course and/or Regents exam. BOCES is contacted regarding student placement. Administration is consulted regarding</p>	<p>Grades 7 - 12</p>	<p>School Counselors Administration Teachers Clerical Staff BOCES staff</p>	<p>School Tool Failure cards BOCES Summer School website</p>	<p>Students program will be updated based upon mutually determined academic plan.</p>

students in jeopardy of full grade failure. Schedules updated accordingly		June		
Weekly Progress Reports are offered to students to provide families with another method of accessing academic progress. Counselors work with students during the first few weeks to demonstrate how to use and to remind students to work with teachers to get weekly report signed. Counselors email appropriate teachers to make them aware student will now be using weekly progress reports.	Grades 6-12	School Counselors Teachers Throughout school year	Weekly progress reports	Student and parents will have an additional communication regarding student's academics as a result of the student taking responsibility for the weekly progress reports. Student develops greater ease and confidence in approaching staff to self advocate.
Provides extra educational support for students based on their individual needs	Grades 8 - 12	School Counselor Teachers Administration	Administration, Teachers, Students, BOCES, Naviance	Homebound Instruction 3-5 Program Peer Tutoring Modified Schedule
Durgee Counselors inform Baker High School Counselors of pertinent student information regarding transitioning students attending summer school and/or need schedule changes. Information provided via failure cards (updated) and spreadsheets.	Grade 9	Durgee and Baker School Counselors June	School Tool and Excel	Baker Counselors will have most updated student academic information.

<p>High School Counselors meet with the Junior High School Counselors whom they share caseloads with.</p>	<p>Incoming Freshman</p>	<p>Baker and Durgee Counselors Social Worker</p>		<p>The JHS Counselors will share important academic and personal background information in order to familiarize the HS Counselors with student situations. Having prior knowledge of students assists in the transition to high school.</p>
<p>Durgee Jr. High and Baker High School Counseling and Guidance Websites are regularly updated to provide a plethora of current information and resources ranging from community agencies, study skills to college and career planning.</p>	<p>Students and Parents Grades 8 - 12</p>	<p>School Counselors</p>	<p>College websites, links to outside sources</p>	<p>Parents and students will access the website for information pertaining to their needs.</p>

<p>Sophomore Seminar Counselors will meet with Sophomores discuss role of the counselor and transition options.</p> <p>Day 1 – Review role of the counselor *Discuss relationship between interests, values and abilities and career goals. *Introduce sources including online and paper resources for further career exploration * Give an overview of the Counseling and Guidance Website * Review Course Catalog</p> <p>Day 2- Introduction to Naviance College and Career Search Engine *Review Personality Inventory and Career Plan on Naviance. *Review Course Catalog and discuss electives appropriate for academic and career development</p>	<p>All 10th grade students</p>	<p>School Counselors</p>	<p>Guidance website Career Links Career Plan Power Point Naviance Seminar Packet</p>	<p>Students will know who their counselor is and their role as well as make further connections with classmates.</p> <p>Sophomores will have an understanding of graduation requirements, volunteer and career related opportunities outside of school. Students will gain knowledge about the Naviance program and will continue to use the program for college and career research</p>
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<p>Counselors will meet with Juniors to overview pathways to transition including work, military and the college search process</p> <p>Day 1 – Overview of Seminar Packet, Including discussion regarding: College Visits, Narrowing down college choices</p> <p>Day 2 -Computer Lab college search-Naviance application process.</p>	<p>Juniors</p>	<p>School Counselors</p> <p>CRC staff</p>	<p>Naviance, Websites, Counseling Websites, CRC Resources</p>	<p>Students will have necessary information to begin and continue the college/career search process. Students will have the information needed to begin the college application process.</p>
<p>Students are invited to meet with College Representatives to gather information on the college firsthand and to have the opportunity to ask questions. Colleges call the CRC during summer and fall and make appointments for specific days and period. A list of college visit dates and times is posted on the Counseling and Guidance Website, Naviance and outside the Career Resource Room. Students come into the CRC to get a pre-signed pass on the morning of the visit. Counselors are invited to help facilitate the meetings</p>	<p>Seniors Jrs. and Soph may come out of study hall or lunch. Jrs. and Sophomore must have parent permission to miss a class.</p>	<p>CRC Staff</p> <p>School Counselors</p>	<p>Passes</p>	<p>Students are better informed and can make better decisions. Admissions Representative will be familiar with our students</p>

<p>Senior Seminar:</p> <p>Senior seminar Day I – Counselors meet with seniors in large groups to review the college search process including visits, essay, test scores, recommendations.</p> <p>Senior Seminar Day II: Counselors meet with seniors in the computer lab to review the Common app process, Career Plan update and senior survey. Students seeking employment or military careers meet in the CRC to review ASVAB testing and create a resume.</p>	<p>Seniors</p>	<p>School Counselors</p> <p>CRC Staff</p> <p>Seniors (on panel)</p>	<p>Seminar Packet</p> <p>Transcript</p> <p>College Folder</p> <p>Various college publications</p> <p>Naviance</p> <p>Preparation: Powerpoint</p>	<p>Students will understand the college application process as it pertains to Baker High School. Students interested in the military or employment will understand the process of job applications and enlistment.</p>
<p>CTE Information Program/Visitation</p> <p>Teachers from the BOCES CTE Programs will present an overview of the all programs, including New Visions to all Sophomores</p> <p>Sophomores interested will set up a visit to BOCES through the Counseling Office</p>	<p>All Sophomores – will come out of one period of Science Lab during December</p>	<p>Assistant Principal and Counselors set up visit dates and schedule.</p> <p>BOCES Staff members facilitate presentations</p>	<p>Powerpoint/Video</p> <p>BOCES Handouts</p> <p>Preparation:</p> <ul style="list-style-type: none"> *Update Visit Passes *Create BOCES *Visit Sheet on Google *Copy Applications for programs 	<p>Students will be informed and able to make appropriate decisions for registrations.</p>

<p>Students will develop firsthand knowledge of a variety of careers through Career Presentations during lunches. Students will be invited to meet with presenters from a variety of career areas. Presenters will discuss academic preparation, job skills and answer questions student have regarding the work. Students will sign up in the CRC to join presentations based on Career Interests. Students will receive a pass to the LGR during lunch.</p>	<p>All Students 10-12 During Lunches throughout the year</p>	<p>The CRC staff will coordinate speakers and advertise to the student body.</p>	<p>Building USE Form Speaker Handouts Preparation: *Update Google Form for each visits *Complete and hand out passes Write Thank You</p>	<p>Students will have first hand knowledge of various careers they are interested in.</p>
<p>Students who are interested in transitioning to the Military after school can get up to date information through Military Representative Visits. Military Representatives schedule visits dates through the CRC. Visits take place in the foyer during all three lunches. Students are able to come out of lunch to ask questions and gather information. Representatives from the Academies can schedule information sessions similar to the College Representative visits.</p>	<p>Grades 10-12</p>	<p>School Counselors CRC Staff</p>	<p>Building Use for for Foyer CRC for Academy Visits</p>	<p>Students interested in military careers with have information to make a good choice.</p>

<p>Students will have to opportunity to visit a college, learn about programming and other supports.</p> <p>Counseling Staff will work with Admissions Staff at OCC to design a campus visit that will not only get students on campus, but will help familiarize students to the process of visiting, applying and enrolling in a community college.</p>	<p>11-12 Graders</p>	<p>Counseling Staff and CRC will coordinate visit. Three staff members will chaperone (including one AP).</p>	<p>Permission Forms Bus Request</p> <p>Preparation:</p>	<p>Students will experience a college visit first hand. They will gain understanding on how to set up a visit, important parts of the visit and how the visit influences college choice.</p>
<p>Students are given the opportunity to take the PSAT (Practice SAT) exam to gain familiarity to College Admissions testing. The PSAT is given in October. Students register online starting in September. Students are given a practice test booklet for review. Counselors and staff proctor the PSAT.</p>	<p>College Bound Juniors, Sophomores who have completed two years of high school math.</p>	<p>School Counselors</p>	<p>Tests are ordered based on percentage taking the test the previous year. Fee Waivers are provided for those students who receive free or reduced lunch. Announcements are made each day for two weeks and an announcement is posted on the Building website. Building Use Form includes test rooms and set up.</p>	<p>Students are able to familiarize themselves with test layout and timing of College Board tests.</p>

<p>Counselors will post a link to PSAT Score Review information on the Guidance and Counseling website. Students interested in learning more about their scores will be encouraged to make an appointment with their counselor. Counselors will use the Score Report to help students understand scores and provide "next step" information for further review.</p>	<p>Sophomores/Juniors who took PSATs</p>	<p>School Counselors</p>	<p>PSAT Score Report, Khan Academy, SAT/ACT Prep List, Naviance</p>	<p>Students will understand how they scored on their PSAT and what to do with the scores.</p>
<p>Counselors will promote the NACAC College Fair through announcements, distribution of flyers. Counselor will encourage students to register online and will answer questions students or parent may have regarding the College Fair</p>	<p>Sophomores/Juniors</p>	<p>School Counselors</p>	<p>NACAC Handouts, NACAC Website,</p>	<p>Students will be informed and ready to attend the NACAC College Fair</p>
<p>A list of scholarships will be maintained on Naviance and the counseling website. This list will also be posted outside of the Career Resource Room. Students will submit scholarships to the Career Resource Center following the same procedure as submitting applications. Student will need to complete a processing form for all scholarship requests.</p>	<p>Juniors (Spring) Seniors (Primary target group)</p>	<p>CRC Staff School Counselors</p>	<p>Naviance, Baker Website, Scholarship Search Engines, Emails</p>	<p>Students will be made aware of scholarships available and will complete and submit scholarship applications</p>

<p>In September of senior year, High School counselors meet with students in groups (Senior Seminars) reviewing all aspects of the college application process. Topics include, types of college applications, application requirements, and process for requesting school materials sent to colleges.</p>	<p>All seniors</p>	<p>School Counselors</p>	<p>LGR/Computer Labs Power Point</p>	<p>All seniors will have the knowledge needed to access appropriate applications, independently apply to colleges, and understand how to send supporting application materials from the school.</p>
<p>In the early Fall, High School Counselors complete individual senior interviews with each to review graduation requirements, college application process, and develop individual post-secondary options and plans.</p>	<p>All Seniors</p>	<p>School Counselors</p>	<p>Naviance and Baker Website</p>	<p>All seniors will have a post-secondary plan and understand the necessary applications and requirements needed of these programs of interest.</p>
<p>All school counselors provide a Senior Parent Night reviewing all aspects of the college application process. Topics include, types of college applications, application requirements, and process for requesting school materials sent to colleges.</p>	<p>All Senior Parents</p>	<p>School Counselors</p>	<p>Naviance</p>	<p>All senior parents will have the knowledge needed for seniors to access appropriate applications, independently apply to colleges, and understand how to send supporting application materials from the school.</p>
<p>Counselors communicate with students regarding athletic interests. Counselors share NCAA information with students who are interested in pursuing DI, II, or III college athletics.</p>	<p>HS Athletes</p>	<p>School Counselors</p>	<p>Coaches / Athletic Director</p>	<p>Students will understand and select NCAA approved courses in order to attain a GPA and SAT/ACT score that will help them be eligible through the NCAA clearinghouse.</p>

<p>An evening meeting will be held with parents to reinforce an organized approach to actualizing their college plan. A question and answer session to follow presentation.</p>	<p>11th grade parents</p>	<p>School Counselors AV Staff</p>	<p>Use of the Baker HS Auditorium</p>	<p>Parents will become better informed on how to proceed with their child's college and career plans.</p>
<p>Counselors present information on the college application process. A question and answer session to follow presentation.</p>	<p>12th grade parents</p>	<p>School Counselors AV Staff</p>	<p>Use of the Baker HS Auditorium</p>	<p>Parents better understand the college application process. Applications are handed in on time and students apply to appropriate colleges.</p>
<p>Counselors present information to families on transitioning their student to college. Topics include: finances, packing, saying goodbye, safety, etc.</p>	<p>12th grade parents</p>	<p>School Counselors</p>	<p>Use of Baker LGR</p>	<p>Parents will understand the practical and emotional needs of their child as they head off to college.</p>
<p>Information is presented on the financial aid application process and interpretation of financial aid awards.</p>	<p>12th grade parents (open to all)</p>	<p>School Counselors Guest speaker AV Staff</p>	<p>Use of Baker HS Auditorium</p>	<p>Parents will have a better understanding on the financial aid process.</p>

Personal/Social Development

Activities	Target Group or Sub Group	Staff assigned and Time	Other Resources Assigned	Outcome
<p>Individual counseling for social /emotional issues: this service is meant for students who are experiencing difficulties such as acting out behavior, anxiety, depression, issues concerning school, etc. Short term counseling and possible referral for outside treatment may also be identified at this time.</p>	<p>Grades K - 12</p>	<p>School Counselor School Social Workers School Psychologists Throughout school year</p>	<p>Self referral Parent or teacher referral</p>	<p>Students will develop strategies and goals. Counselor will assist student in becoming more competent emotionally and/or socially. If appropriate will refer student to outside agencies.</p>
<p>Small counseling groups are formed based on the needs of the students. Students will work with counseling staff in a group setting on topics such as mindfulness, study skills or social skills.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Throughout school year</p>		<p>Students will gain skills and learn from shared experiences of group.</p>

<p>Student Absenteeism: Work with students who have attendance concerns to provide resources, support and guidance. Contact parent/guardian to address attendance concerns.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Administration Attendance Office School Resource Officer School Nurse As needed</p>	<p>Parent, Teacher or Truant Officer</p>	<p>Improve attendance and provide emotional support for underlying concerns.</p>
<p>Student Absenteeism: staff meets to review and address students whose attendance issues raise concern.</p>	<p>Grades K - 12 with multiple absences</p>	<p>School Counselors School Social Workers School Psychologists Administration Attendance Office School Resource Officer School Nurse As needed</p>		<p>Action plan for working with and providing support to target students and families.</p>

<p>Student Absenteeism: Student/parent meeting to develop a plan to improve attendance. Provide parent/guardian with contacts for outside supports.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Administration Attendance Office School Resource Officer School Nurse As needed</p>	<p>Outside agencies</p>	<p>Increase attendance with follow through of implemented attendance plan.</p>
<p>Student Absenteeism: If educational neglect is suspected CPS will be informed of school concerns.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Administration Attendance Office School Resource Officer School Nurse As needed</p>	<p>Department of Social Services</p>	<p>Assure students educational needs are being met by parents/guardians.</p>

<p>Student Absenteeism: Counselor will have follow up meeting with individual student after attendance has improved to continue support of student in his/her effort to catch up with academics.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Administration Attendance Office School Resource Officer School Nurse As needed</p>	<p>School Tool</p>	<p>Students become more aware of opportunities to increase academic success. They will also be aware of how attendance impacts this success.</p>
<p>Peer mediations: This is a process by which two or more students involved in a dispute agree to meet in a private, safe and confidential setting to work out problems with the assistance of a counselor.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers Administration Teachers School Psychologists Throughout school year</p>	<p>Student, Parent or teacher referral</p>	<p>Students will develop strategies to help resolve conflicts amongst their peers using skills modeled and encouraged in mediation.</p>

<p>Provide appropriate counseling and referrals to students' who are exhibiting potential mental health issues. Parents are notified, made aware of concerns and offered recommendations.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists School Resource officer School Nurse Administration Throughout school year</p>	<p>Outside crisis agencies</p>	<p>Parents/guardians will have a full understanding of school's concern for child.</p>
<p>Parent consult: This service is provided at the request of parents who are concerned about the wellbeing of their student specifically regarding developmental changes.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists As needed</p>	<p>Contact information from outside agencies.</p>	<p>Parents are provided with information and resources that will help them understand their student. They will be given suggestions on what they can do in the role of caregiver to support their students social and emotional growth.</p>

<p>Counselor acts as liaison to outside mental health providers. When authorized, school counselor will provide information to outside provider to help support the student in school. School counselor will also receive information from outside provider to give recommendations to help the student.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Administration Throughout school year</p>	<p>Signed parental release giving permission to share information and coordinate services with outside agencies.</p>	<p>Improved student social/emotional success through informed coordination of services to also help ensure success in the school setting.</p>
<p>Counselor may be accessed as a resource for up to date and relevant referral options to student and families who request it.</p>	<p>Grades K - 12</p>	<p>School Counselors School Psychologists School Social Workers Administration Throughout school year</p>	<p>Outside agency pamphlets and written materials.</p>	<p>Students and families will be provided with the appropriate community agencies for necessary support.</p>

<p>Counselors meet to share pertinent student related information with all building counseling staff. These meetings provide awareness regarding what is occurring within the student body- trends, issues, concerns that are likely to impact more than just the individual student.</p>	<p>Grades K - 12</p>	<p>School Counselors School Social Workers School Psychologists Administration Regular meetings throughout school year</p>	<p>Notes, emails and other documentation</p>	<p>Counselors will be provided with important information and will be able to work even more efficiently with their students after consultation with colleagues.</p>
<p>Students experiencing or demonstrating extreme emotional distress within the school environment require immediate intervention. Provide assessment for students who are expressing suicidal or self-injurious thoughts. Provide appropriate interventions including notification to students' parents.</p>	<p>Grades K - 12</p>	<p>School Counselors School Psychologist School Social Worker Throughout school year</p>	<p>Outside crisis agencies</p>	<p>To diffuse dangerous or hazardous situations in order to stabilize the student in an effort to integrate them into their normal classroom routine. Crisis situation will be averted. Student will be able to return to classroom. Appropriate referral to outside agencies for follow up as necessary.</p>
<p>Some students will require services that are beyond the scope of school services and resources. Referring these students and their families to community resources will provide them with appropriate services based upon their individual needs. Outside treatment provided is contingent upon individual problems, such as inpatient for treatment.</p>	<p>Grades K - 12</p>	<p>School Counselors School Psychologists School Social Workers Throughout school year</p>	<p>Outside agency information as appropriate.</p>	<p>Students will be connected with the appropriate community service and will be successfully integrated into the school environment.</p>

Service Coordination	Grades K - 12	School Social Workers School Counselors School Psychologists Administration	Community Providers	Act as the point person with outside providers including therapists, pediatricians, child protective, etc. to discuss student concerns and needs.
Presentations/Professional Development	Grades K - 12	School Social Workers	Transportation PTA Administration District Employees	Educate various professionals and community members on a variety of topics regarding student needs.
DASA	Grades K - 12	School Counselors School Social Workers Administration		Investigate reports of bullying based on protective classes.
Promoting Wellness	Grades K - 12	School Counselors School Social Workers Teachers Administration		Offer a variety of activities to promote mental and physical well being. Examples are Girls on the Run, Wellness Club, Wellness Days, Field Days, Bee Fit Club, Zen Den, Meditation, Therapy Dog, Positivity Project.
Mentoring	Grades K - 12	School Counselors School Social Workers		Informal mentoring, peer mentoring and Baker High School student mentoring.

McKinney - Vento Liaison	Grades K - 12	School Counselors School Social Workers	District Office	Refer students to McKinney-Vento, offer resources and support to students attending under MV
BIMAS	Grades K - 5	School Social Workers School Psychologists Administration Teachers	SUNY Oswego	Screening tool implemented to monitor students mental health and behavior.
Classroom Presentations	Grades K - 5	School Social Workers		Educate students to help them understand and respect self and others. including SEL standards.
Restorative Justice	Grades K - 5	School Social Workers		Meet with students to problem solve around specific incidents to reflect on behavior and facilitate restitution. This can include classroom, cafeteria, recess or bus incidents.
Home Visits	Grades K - 5	School Social Workers School Resource Officer		Visit student's home to address attendance concerns as a family system.
Mandated IEP Counseling	Grades K - 12	School Social Workers School Psychologists School Counselors		Counsel students as required through IEP.

Re-entry Meetings	Grades K - 9	School Counselors School Social Workers Administration Teachers School Psychologists School Resource Officer		Meet with students after long term absences.
Community/Family Outreach	Grades K - 12	School Counselors School Social Workers School Psychologists Administration Teachers	Volunteer Center Sheriff's Department PTA Parents	Food drives, clothing drives, holiday collections, money fundraising, free/reduced lunch paperwork and other activities to teach civic responsibility and strengthen communities.
Outside Agency Presentations	Grades K - 5 Grades 9 - 12	School Social Workers School Counselors Teachers		Working with students on self esteem, safety skills and to empower the community to prevent abuse.

5th Grade Celebration	Grade 5	School Social Workers School Counselors Administration Teachers	PTA Transportation	Foster relationships between all five elementary buildings before transitioning to Ray
8th Grade Meet and Greet: Students will have access to school for the first time, have opportunity to tour the building and open lockers. School counselors and other staff welcome students and families and are available for questions and concerns. Students will have copies of their schedules so they will be able to tour the school in groups and/or with parents/guardians.	Grade 8 Parent/Guardians	School Counselors Administration Student Representatives Clerical Staff Custodial Staff Resource Officer	Whole building access for tours Handouts including student schedules and maps	Students will feel more at ease with the transition to their new building. They will learn how to navigate their setting and where to seek help if needed when they start school.
Counselors will meet with all 8th graders in small groups in the beginning of the school year to help them get to know their school counselor and help transition them to Durgee.	Grades 8	School Counselors September	Clerical Staff	Students will understand the role of the school counseling office and how it can help them. Each will be feel less anxious and become more acquainted with their new surroundings.

<p>Mental Health Awareness: Classroom presentations to 9th grades in Art 2</p>	<p>Grade 9 students in select course</p>	<p>School Counselor October</p>	<p>Art teacher</p>	<p>Students will gain more of an understanding of what mental health means and learn about some types of diagnosed mental health issues. Students will paint masks to support a mental health diagnoses. These masks are displayed throughout the school to educate peers on mental health issues.</p>
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Career Development

Activities	Target Group or Sub Group	Staff assigned and Time	Other Resources Assigned	Outcome
Students will meet individually with counselors to increase knowledge of career opportunities	Grades K - 12	School Counselors School Social Workers Teachers Library Media Specialists Throughout school year	Computers Other resources	Students will have a view of their own strengths, interests and some career possibilities.
Monthly Career Speakers organized by counselors to educate students at Junior High level of potential career options	Grades 8-9	School counselors School Librarian	Library	As students prepare to make important course choices for high school, career speakers offer insight and advice to better guide their future interest areas. Students are able to engage with speakers by interacting, and asking questions they may have.
Counselors will organize career speakers. The speakers vary in professions to provide students exposure to different occupations.	Grades K -7	School Counselors School Social Workers Career Presenters	Library	Students will become more aware of different careers, what different professions are like and get a better understanding of different job sectors.

Enrichment Day	Grades K - 5	School Social Workers Administration Teachers	PTA	Opportunity for students to participate in a variety of activities that focus on academic, personal and career exploration.
STEM	Grades K - 5	School Social Workers Library Media Specialists Teachers		After school program to promote Science, Technology, Engineering and Math.
Classroom Naviance Lessons	Grade 6 - 9	School Counselors Annually	Computers	Student work on understanding career options while learning to better navigate Naviance
Meet with students during individual planning/scheduling conferences	Grades 6 - 12	School Counselors Annually	SchoolTool	Students become knowledgeable about careers and the educational requirements
Individual Naviance training with students.	Grades 6- 12	School Counselors Annually	Computers Annually	Students focus and reflect on their interests and strengths, and explore a wide-variety of career options.

Meet with students to work on individual career plan and goals	Grades 9 - 12 15:1 Students	School Counselors	Computers Spring of 9th grade	Students will begin to make individual career plans that align with the CDOS requirements.
Career Expo	Grade 7 Grades 10 - 12	School Counselors Administration Library Media Specialists		Students will make connections with various employers in the area who will offer information regarding jobs and careers as well as employment opportunities.

APPENDIX: ASCA National Standards for Students

Legend: A:A-1.1 = Academic Domain, Standard A, Competency 1 and Indicator 1

ACADEMIC DEVELOPMENT

ASCA National Standards for academic development guide school counseling programs to implement strategies and activities to support and maximize each student's ability to learn.

Standard A: Students will acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span.

A:A1 Improve Academic Self-concept

A:A1.1 Articulate feelings of competence and confidence as learners

A:A1.2 Display a positive interest in learning

A:A1.3 Take pride in work and achievement

- A:A1.4 Accept mistakes as essential to the learning process
- A:A1.5 Identify attitudes and behaviors that lead to successful learning
- A:A2 Acquire Skills for Improving Learning
 - A:A2.1 Apply time-management and task-management skills
 - A:A2.2 Demonstrate how effort and persistence positively affect learning
 - A:A2.3 Use communications skills to know when and how to ask for help when needed
 - A:A2.4 Apply knowledge and learning styles to positively influence school performance
- A:A3 Achieve School Success
 - A:A3.1 Take responsibility for their actions
 - A:A3.2 Demonstrate the ability to work independently, as well as the ability to work cooperatively with other students
 - A:A3.3 Develop a broad range of interests and abilities
 - A:A3.4 Demonstrate dependability, productivity and initiative
 - A:A3.5 Share knowledge

Standard B: Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.

- A:B1 Improve Learning
 - A:B1.1 Demonstrate the motivation to achieve individual potential
 - A:B1.2 Learn and apply critical-thinking skills
 - A:B1.3 Apply the study skills necessary for academic success at each level
 - A:B1.4 Seek information and support from faculty, staff, family and peers
 - A:B1.5 Organize and apply academic information from a variety of sources
 - A:B1.6 Use knowledge of learning styles to positively influence school performance
 - A:B1.7 Become a self-directed and independent learner
- A:B2 Plan to Achieve Goals
 - A:B2.1 Establish challenging academic goals in elementary, middle/jr. high and high school
 - A:B2.2 Use assessment results in educational planning
 - A:B2.3 Develop and implement annual plan of study to maximize academic ability and achievement
 - A:B2.4 Apply knowledge of aptitudes and interests to goal setting
 - A:B2.5 Use problem-solving and decision-making skills to assess progress toward educational goals
 - A:B2.6 Understand the relationship between classroom performance and success in school
 - A:B2.7 Identify post-secondary options consistent with interests, achievement, aptitude and abilities

STANDARD C: Students will understand the relationship of academics to the world of work and to life at home and in the community.

A:C1 Relate School to Life Experiences

A:C1.1 Demonstrate the ability to balance school, studies, extracurricular activities, leisure time and family life

A:C1.2 Seek co-curricular and community experiences to enhance the school experience

A:C1.3 Understand the relationship between learning and work

A:C1.4 Demonstrate an understanding of the value of lifelong learning as essential to seeking, obtaining and maintaining life goals

A:C1.5 Understand that school success is the preparation to make the transition from student to community member

A:C1.6 Understand how school success and academic achievement enhance future career and vocational opportunities

CAREER DEVELOPMENT

ASCA National Standards for career development guide school counseling programs to provide the foundation for the acquisition of skills, attitudes and knowledge that enable students to make a successful transition from school to the world of work, and from job to job across the life span.

Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

C:A1 Develop Career Awareness

C:A1.1 Develop skills to locate, evaluate and interpret career information

C:A1.2 Learn about the variety of traditional and nontraditional occupations

C:A1.3. Develop an awareness of personal abilities, skills, interests and motivations

- C:A1.4 Learn how to interact and work cooperatively in teams
- C:A1.5 Learn to make decisions
- C:A1.6 Learn how to set goals
- C:A1.7 Understand the importance of planning
- C:A1.8 Pursue and develop competency in areas of interest
- C:A1.9 Develop hobbies and vocational interests
- C:A1.10 Balance between work and leisure time
- C:A2 Develop Employment Readiness
- C:A2.1 Acquire employability skills such as working on a team, problem-solving and organizational skills
- C:A2.2 Apply job readiness skills to seek employment opportunities
- C:A2.3 Demonstrate knowledge about the changing workplace
- C:A2.4 Learn about the rights and responsibilities of employers and employees
- C:A2.5 Learn to respect individual uniqueness in the workplace
- C:A2.6 Learn how to write a résumé
- C:A2.7 Develop a positive attitude toward work and learning
- C:A2.8 Understand the importance of responsibility, dependability, punctuality, integrity and effort in the workplace
- C:A2.9 Utilize time- and task-management skills

Standard B: Students will employ strategies to achieve future career goals with success and satisfaction.

- C:B1 Acquire Career Information
- C:B1.1 Apply decision-making skills to career planning, course selection and career transition

- C:B1.2 Identify personal skills, interests and abilities and relate them to current career choice
- C:B1.3 Demonstrate knowledge of the career-planning process
- C:B1.4 Know the various ways in which occupations can be classified
- C:B1.5 Use research and information resources to obtain career information
- C:B1.6 Learn to use the Internet to access career-planning information
- C:B1.7 Describe traditional and nontraditional career choices and how they relate to career choice
- C:B1.8 Understand how changing economic and societal needs influence employment trends and future training
- C:B2 Identify Career Goals
- C:B2.1 Demonstrate awareness of the education and training needed to achieve career goals
- C:B2.2 Assess and modify their educational plan to support career
- C:B2.3 Use employability and job readiness skills in internship, mentoring, shadowing and/or other work experience
- C:B2.4 Select course work that is related to career interests
- C:B2.5 Maintain a career-planning portfolio

Standard C: Students will understand the relationship between personal qualities, education, training and the world of work.

- C:C1 Acquire Knowledge to Achieve Career Goals
- C:C1.1 Understand the relationship between educational achievement and career success
- C:C1.2 Explain how work can help to achieve personal success and satisfaction
- C:C1.3 Identify personal preferences and interests influencing career choice and success
- C:C1.4 Understand that the changing workplace requires lifelong learning and acquiring new skills
- C:C1.5 Describe the effect of work on lifestyle
- C:C1.6 Understand the importance of equity and access in career choice
- C:C1.7 Understand that work is an important and satisfying means of personal expression
- C:C2 Apply Skills to Achieve Career Goals
- C:C2.1 Demonstrate how interests, abilities and achievement relate to achieving personal, social, educational and career goals
- C:C2.2 Learn how to use conflict management skills with peers and adults
- C:C2.3 Learn to work cooperatively with others as a team member
- C:C2.4 Apply academic and employment readiness skills in work-based learning situations such as internships, shadowing and/or mentoring experiences

PERSONAL/SOCIAL DEVELOPMENT

ASCA National Standards for personal/social development guide school counseling programs to provide the foundation for personal and social growth as students progress through school and into adulthood.

Standard A: Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.

PS:A1 Acquire Self-knowledge

PS:A1.1 Develop positive attitudes toward self as a unique and worthy person

PS:A1.2 Identify values, attitudes and beliefs

PS:A1.3 Learn the goal-setting process

PS:A1.4 Understand change is a part of growth

PS:A1.5 Identify and express feelings

PS:A1.6 Distinguish between appropriate and inappropriate behavior

PS:A1.7 Recognize personal boundaries, rights and privacy needs

PS:A1.8 Understand the need for self-control and how to practice it

PS:A1.9 Demonstrate cooperative behavior in groups

PS:A1.10 Identify personal strengths and assets

PS:A1.11 Identify and discuss changing personal and social roles

PS:A1.12 Identify and recognize changing family roles

PS:A2 Acquire Interpersonal Skills

PS:A2.1 Recognize that everyone has rights and responsibilities

PS:A2.2 Respect alternative points of view

PS:A2.3 Recognize, accept, respect and appreciate individual differences

PS:A2.4 Recognize, accept and appreciate ethnic and cultural diversity

PS:A2.5 Recognize and respect differences in various family configurations

PS:A2.6 Use effective communication skills

PS:A2.7 Know that communication involves speaking, listening and nonverbal behavior

PS:A2.8 Learn how to make and keep friends

Standard B: Students will make decisions, set goals and take necessary action to achieve goals.

PS:B1 Self-knowledge Application

PS:B1.1 Use a decision-making and problem-solving model

PS:B1.2 Understand consequences of decisions and choices

PS:B1.3 Identify alternative solutions to a problem

PS:B1.4 Develop effective coping skills for dealing with problems

PS:B1.5 Demonstrate when, where and how to seek help for solving problems and making decisions

PS:B1.6 Know how to apply conflict resolution skills

PS:B1.7 Demonstrate a respect and appreciation for individual and cultural differences

PS:B1.8 Know when peer pressure is influencing a decision

PS:B1.9 Identify long- and short-term goals

PS:B1.10 Identify alternative ways of achieving goals

PS:B1.11 Use persistence and perseverance in acquiring knowledge and skills

PS:B1.12 Develop an action plan to set and achieve realistic goals

Standard C: Students will understand safety and survival skills.

PS:C1 Acquire Personal Safety Skills

PS:C1.1 Demonstrate knowledge of personal information (i.e., telephone number, home address, emergency contact)

PS:C1.2 Learn about the relationship between rules, laws, safety and the protection of rights of the individual

PS:C1.3 Learn about the differences between appropriate and inappropriate physical contact

PS:C1.4 Demonstrate the ability to set boundaries, rights and personal privacy

PS:C1.5 Differentiate between situations requiring peer support and situations requiring adult professional help

PS:C1.6 Identify resource people in the school and community, and know how to seek their help

PS:C1.7 Apply effective problem-solving and decision-making skills to make safe and healthy choices

PS:C1.8 Learn about the emotional and physical dangers of substance use and abuse

PS:C1.9 Learn how to cope with peer pressure

PS:C1.10 Learn techniques for managing stress and conflict

PS:C1.11 Learn coping skills for managing life events

Cited from:

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