

Canastota Central School District

Pre-K-12 Comprehensive Counseling Plan



Canastota Central Schools

101 Roberts Street

Canastota, New York 13032

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Mrs. Amanda Schlegel	School Psychologist (K-3)
Mrs. Kerry Callegari	School Social Worker (K-3)
Mrs. Dana Podkowka	School Social Worker (4-6)

Mission Statement
of the
Canastota Central School Counseling Department

The mission of Canastota Central School District's school counseling department is to provide a prevention based, comprehensive and developmentally appropriate program that targets the needs of students' academic, social, emotional and career growth. CCS's school counseling staff are professionals who serve as student advocates and collaborate with families, educators and community resources. Working in conjunction with these stakeholders, school counseling staff facilitate the acquisition of knowledge and skill sets necessary for students to become productive and contributing members of their educational settings and communities.

Introduction

Effective school counseling programs are a collaborative effort between the school counseling staff, parents and educators to create an environment that promotes student achievement. Staff and school counseling staff value and respond to the diversity and individual differences in our societies and communities. Comprehensive school counseling programs ensure equitable access to opportunities and rigorous curriculum for all students to participate fully in the educational process (American School Counselor Association, 2005). The following standards have been adopted by the American School Counselor Association (ASCA) and are part of both the ASCA National Model and the New York State School Counselor Association (NYSSCA) Model.

Program Standards

Academic Development

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

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

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

Personal/Social Development

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

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

Standard C: Students will understand safety and survival skills.

Career Development

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.

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

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

Canastota Central School District Counseling Program 2014-2020

Academic Domain

The academic domain addresses the following standards set forth by ASCA:

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

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

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

A. Program Objective: The program prepares students to participate effectively in the current school programs

B. School Population: Pre-K to 12

C. Expected Outcome:

- 1) Acquire skills for improving learning
- 2) Promote school success
- 3) Relate education to life experiences

D. Annual Assessment: Student achievement will be measured quarterly by report card grades

Academic Domain

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Months of Implementation</u>
Student/Teacher Conferences on Academic Progress	Grades K-12	Classroom Teachers	School Counselors, Principals, School Social Workers, School Psychologists, and Related Service Providers	Ongoing
Individual Counseling based on needs	Grades K-12	School Counselors, School Social Workers, and School Psychologists	Teachers and Principals	Ongoing
Group Counseling based on needs	Grades K-12	School Counselors, School Social Workers, and School Psychologists	Teachers and Principals	Ongoing
Parent/Teacher Conferences	Grades K-12	Classroom Teachers	School Counselors, School Social Workers, School Psychologists, Principals, and Related Service Providers	Ongoing
Open House	Grades K-12	Teachers, School Counselors, School Social Workers, School Psychologists, Principals, and Related Service Providers		September

CSE Meetings	Grades K-12	CSE Chair, School Psychologists, School Social Workers, School Counselors, Principals, Classroom Teachers, and Related Service Providers	Parents, Students, Parent Advocate	Ongoing
Telephone Calls to Parents	Grades K-12	Classroom Teachers	School Counselors, School Social Workers, School Psychologists, Principals, and Related Service Providers	Ongoing
Attendance Meetings	Grades K-12	Principals, School Social Workers, and School Counselors	Teachers, Parents, and School Psychologists	Monthly
Written Communication with Parents (mailings, emails, websites)	Grades Pre-K -12	School Counselors, School Social Workers, School Psychologists, Principals, Teachers, and Related Service Providers		Ongoing
Home Visits	Grades K – 12	School Counselors, School Social Workers, School Psychologists, and Principals	Teachers	Ongoing

Response to Intervention (RTI)	Grades K-12	Teachers, School Counselors, School Social Workers, School Psychologist, and Principals	Related Service Providers, Students, and Parents	Ongoing
Orientation	K, 4, 7-8, 9 & New students	Classroom Teachers, School Counselors, School Social Workers, and Principals	Parents and Students	June and August
4th Grade Student Orientation	Grade 3 Grade 4	School Counselor, School Social Worker, Principal, and Teachers	Parents, 3 rd /4 th grade students	June and August
Career & Interest Inventory	Grade 7 Grade 8	Classroom Teacher	School Counselor	Spring
Coordinating Mentor Program	Grades 4-12	Principals, Teachers, and School Counselors	Parents, Principals, Teachers, and Teaching Assistants	Ongoing
Coordinating Peer Tutoring	Grades 4-12	Teachers and School Counselors	Parents, Teachers, Principals, and Teaching Assistants	Ongoing
Meetings to Review Student Failures	Grades K-12	School Counselors and RTI members	Principals, Teachers, School Psychologists	Ongoing
Retention Conferences	Grades 7-8	School Counselors and Principals	Parents, Students, and Teachers	February and April

8 th Grade BOCES Visitation	Grade 8	School Counselor	Teachers, BOCES Staff, and Students	November
BOCES CTE Program Visitations	Grades 9-11	School Counselors	BOCES Staff and Students	March-May
CDOS Credential	Grades 9-12	School Counselors and Special Education Case Managers	Teachers, School Psychologists, CSE, and Principals	Ongoing
Resumes	Grade 9-12	Teachers	School Counselors	Spring
Junior Checklist	Grade 11	School Counselors	Parents and Students	Ongoing
College Seminar & Financial Aid Evening	Grades 11 & 12	School Counselors	Teachers, Parents, Students, Principals, and College Representatives	September
Senior Checklist	Grade 12	School Counselors	Parents and Students	Ongoing
Student Support Team (SST)	Grades K-12	School Counselors, Psychologist, Administrators	Parents, Classroom Teachers, Community Agencies, and Related Service Providers	Ongoing (weekly)
Afterschool Academic Assistance	Grades 4-12	Classroom Teachers	School Counselors and Parents	Ongoing
4-Year Plan Meetings	Grade 8	School Counselors, Parents, and Students		January-March
Meet with New Students and Families	Grades K-12	School Counselors, Principals, and Secretaries	Parents, Students, and Classroom Teachers	Ongoing

NYS 3-8 Test Coordination and Administration of Make-ups	Grades 3-8	School Counselors, School Social Worker, Principals, Classroom Teachers, and Support Staff	BOCES	Spring
Regents/Local Ordering/Scheduling/Coordination	Grades 8-12	School Counselors, Principals, Support Staff	BOCES	January and June
AP, PSAT Coordination and SAT Administration	Grades 10-12	School Counselors	Principal, Parents, and Teachers	October and May
SAT Administration (School-Based Testing)	Approved CSE Students	School Counselors, Special Education Teachers		Ongoing
Services for Students with Disabilities (SSD) Coordination for CollegeBoard Assessments	Approved CSE Students	School Counselors	Parents, CSE Office	Ongoing
Master Scheduling	Grades K-12	School Counselors	Principals, Teachers	January-August
Student Scheduling (Course Selections, Schedule Changes, and Schooltool Changes)	Grades K-12	School Counselors and Principals	Support Teachers, Classroom Teachers, and Parents	Ongoing
Diploma of Distinction (D of D) coordination/committee members	Grades 10-12	School Counselors, Teachers, and Principal	Students and Families, Local Business, Agencies	Ongoing

ASVAB Administration	Grades 11-12	ASVAB Personnel	Parents, Students, and School Counselors	November
Teacher Recommendation	Grades 6-12	School Counselors and Teachers	Students and Parents	December
Student Activity Sheets	Grades 9-12	School Counselors and Students	Parents	April-May

Canastota Central School District Counseling Program 2014-2020

Personal/Social Domain

The personal/social domain addresses the following standards set forth by ASCA:

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

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

Standard C: Students will understand safety and survival skills.

A. Program Objective: To cultivate, preserve and support the social and emotional health of the students.

B. School Population: Pre-K to 12

C. Expected Outcome: 1) Acquire interpersonal and intrapersonal skills to promote successful relationships in the future
2) Acquire personal safety skills

D. Annual Assessment: 1) Observation of classroom teacher and/or school counselor
2) Reduction in number of reported disciplinary problems
3) Parent feedback

Personal/Social Domain

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Months of Implementation</u>
Child Safety Program	Grades K-6	School Counselors, School Social Workers, School Psychologists, and Classroom Teachers	Parents	Ongoing
Individual Counseling	Grades K-12	School Counselors, School Social Workers, and School Psychologists	Director of Pupil Personnel Services Madison County Mental Health, Counseling Providers, Parents, Family Physicians, Teachers, Principals	Ongoing
Group Counseling	Grades K-12	School Counselors, School Social Workers, and School Psychologists	Principals and Teachers	Ongoing
Response to Intervention Team (RTI)	Grades K-12	Principal, School Counselors, School Social Workers, Classroom Teachers, School Psychologists, and Related Service Providers	Occupational Therapist, Speech Pathologist, Physical Therapist, and Director of Pupil Personnel Services	Ongoing (Meets weekly)
Parent/Teacher Conferences	Grades K-12	Classroom Teachers, Parents	School Counselors, School Social Workers, School Psychologists, and Principals	Ongoing

Referral to Community Agencies	Grades K-12	School Counselors, School Social Workers, School Psychologists, and Principals	Madison County Mental Health, Counseling Providers, Community Agencies, and Parents	Ongoing
Parent Contact-Meetings, Phone Calls, Emails, and Letters	Grades K-12	School Counselors, School Social Workers, School Psychologists, and Principals	Classroom Teachers	Ongoing
Team Meetings/Teacher Consultations	Grades K-12	School Counselors, School Social Workers, School Psychologists, and Classroom Teachers	Principals, Parents, Director of Pupil Personnel Services Student, Occupational Therapist, Speech Pathologist, Physical Therapist, and Community Agencies	Ongoing
Large Group Instruction (Based on current needs of student population and teacher feedback-may change yearly)	Grades K-12	School Counselors, School Social Workers, and Classroom Teachers	School Psychologists Principals, and Outside Agencies	Ongoing
Bully Prevention Program Coordination/ Character Education	Grades K-12	School Counselors, School Social Workers, Teachers, and Principals	School Psychologists, Parents, and Students	Ongoing
Bully Prevention Program Implementation	Grades K-12	All Faculty and Staff		Ongoing
Meet with New Students and Families	Grades K-12	School Counselors, School Social Workers, Principals, and Secretaries	Parents, Students, Classroom Teachers	Ongoing

CSE Meetings	Grades K-12	CSE Committee, School Counselors, School Social Workers, School Psychologists, Principals, and Classroom Teachers	Parents, Students, and Parent Advocate	Ongoing
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Canastota Central School District Counseling Program 2014-2020

Career Domain

The career domain addresses the following standards set forth by ASCA:

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.

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

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

A. Program Objective: To help students understand the connection between interests, abilities and values and the world of work.

B. School Population: Pre-K to 12

C. Expected Outcome:

- 1) To help students understand how their current academic program helps them to achieve long term career goals.
- 2) To expose students to the concepts of higher education and lifelong learning
- 3) Develop career awareness and self awareness (values and interests)

D. Annual Assessment:

- 1) Counselor and teacher observation of students in classroom setting and individually
- 2) Student and parent feedback

Career Domain

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Months of Implementation</u>
Individual Counseling	Grades K-12	School Counselors	School Psychologist, Director of Pupil Personnel Services Madison County Mental Health, Counseling Providers, Parents, Family Physicians, Teachers, and Principals	Throughout the year
Study Skills	Grades 6-12	School Counselors	Classroom Teachers	Throughout the year
Interest Inventories / Career Activities	Grades 6-12	School Counselors	Classroom Teachers and Outside Agencies	Throughout the year
8 th grade BOCES field trip	Grade 8	School Counselors	BOCES, Classroom Teachers	November
High School Orientation	Grade 8	School Counselors and Classroom Teachers	Parents and Administrators	August
CSE Transition Planning	Grades 8-12	School Counselors, School Social Workers, and School Psychologists	Parents, special education teachers	Ongoing
Resume Writing Workshop	Grade 9-12	Classroom Teachers	School Counselors	Spring
College Search/Visit Process and Intro to Application Processing	Grade 11	School Counselors	Classroom Teachers	Spring
NYSED Career Plan	Grades 6-12	School Counselors	Classroom Teachers	Spring

Junior Checklist	Grade 11	School Counselors	Students and Parents	Spring
College Visits (Field Trip)	Grades 11-12	Students and Parents	School Counselors, Classroom Teachers, and Various Area Colleges	Ongoing
BOCES Presentation Coordination	Grades 11-12	School Counselors	BOCES Counselor and BOCES Teachers	Spring
College Application Process	Grade 12	School Counselors	Classroom Teachers	September
Senior Checklist	Grade 12	School Counselors	Students and Parents	Fall
CSE Meetings	Grades K-12	CSE Chair, School Psychologists, School Social Workers, School Counselors, Principals, and Classroom Teachers	Parents, Students, and Parent Advocate	Ongoing
Diploma of Distinction (D of D) coordination/ committee members	Grades 10-12	School Counselors, Teachers, Principal	Students and Families, Local Businesses, Agencies	Ongoing

Canastota Central School District Counseling Program 2014-2020

Parent/Community Domain

- A. Program Objective:** To encourage parent involvement
- B. School Population:** Pre-K to 12
- C. Expected Outcome:**
- 1) To help increase student academic, social, emotional success
 - 2) Encourage mutual communication between parents and school personnel
 - 3) Parent will develop a clear understanding of programs and services for their children
- D. Annual Assessment:**
- 1) Parental feedback
 - 2) Teacher, principal, counselor observation

Parent/Community Domain

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Months of Implementation</u>
Parent Conferences	Grades K-12	School Counselors, Classroom Teachers, Principals, School Social Workers, School Psychologists, and Related Service Providers	Students, Support Services, Outside Agencies, Parents, and Other Family Members	Ongoing
Open House	Grades K-12	All Faculty and Administration	Parents and Families	September
4 th grade Orientation	Grade 4	Fourth Grade Classroom Teachers, School Counselors, School Social Workers, and Principals	Students, Parents, and Families	August/September
Junior High Orientation	Grades 7-8	7 th and 8 th Grade Teachers, School Counselors, School Psychologists, and Principals	Students, Parents, and Families	August/September
High School Orientation	Grade 8	Classroom Teachers, School Counselors, and Principals	Students, Parents, and Families	August/September
Health and Wellness Fair	Grades K-12	All Faculty and Administration	Students, Parents, Families, and Community Members	March
Family Fun Day	Grades K-12	All Faculty and Administration	Students, Parents, Families, and Community Members	June

New student Orientation	Grades K-12	School Counselors, Administration	Students and Families	Ongoing
Notice to parents (report cards, progress reports, calls, email, letters...etc.)	Grades K-12	School Counselors, School Social Workers, Classroom Teachers, Support Staff, and Principals	Students, Parents, and Families	Ongoing
College Night	Grades 10-12	School Counselors	College Admissions Representatives, Students, and Families	September
Parent Education Presentations	Grades K-12	School Counselors, Administration, School Social Workers, Classroom Teachers, and School Psychologists	Students, Parents, Families, Community Members, and Teachers	Ongoing
Diploma of Distinction (D of D) coordination/ committee members	Grades 10-12	School Counselors, Teachers, and Principals	Students, Parents, Families, Local Businesses, and Community Agencies	Ongoing
Financial Aid Night	Grades 10-12	School Counselors	Financial Aid Representatives, Students, Parents, and Families	November

Glossary of Terms

RTI = Response to Intervention: RTI is a school process used to determine if a student is responding to classroom instruction and progressing as expected. In the RTI process, a student who is struggling receives additional instructional support provided by matching instruction to the student's individual needs through a multi-tiered instructional model. Each level of instruction, also known as a "tier", provides instruction with increased intensity.

SST = Student Support Team: A group consisting of administrators and counselors that meets on a weekly basis to review student behavior, determine patterns of behavior, and develop early intervention strategies. The goal is to help to prevent crises or threats before they occur.

CSE = Committee on Special Education: A committee that in conjunction with parents and teachers helps to develop Individual Education Programs (IEP's) or Section 504 Plans for students with special needs.

AP = Advanced Placement: Advanced Placement courses are college level classes offered in a variety of subjects. Students take a culminating CollegeBoard AP exam and have the opportunity to earn college credits based on their exam scores and each individual college's policies.

SAT: A globally recognized college admissions exam. These assessments are offered by the CollegeBoard.

PSAT: A practice assessment that prepares students for the SAT.

ACT: A globally recognized college admissions exam. These assessments are offered by the ACT.

ASVAB: Armed Services Vocational Aptitude Battery

CDOS: Career Development and Occupational Studies (CDOS) Commencement Credential. An alternative graduation credential for students with learning disabilities that includes 216 hours in a career and technical education program and a minimum of 54 hours of related work-based learning.

BOCES = Board of Cooperative Educational Services: A cooperative service organization that helps schools save money by pooling services and sharing costs. They also are able to provide services and/or access to programs that districts may not be otherwise able to afford. Our BOCES is often used to provide Career and Technical Education (CTE) programming for students in grades 10-12.

SSD= Services for Students with Disabilities: Testing accommodations offered through the CollegeBoard. Students must submit a request to counselors in order to begin the approval process.

D of D= Diploma of Distinction: Students have the opportunity to earn this recognition at graduation if they meet the requirements for this community service program.