

# Comprehensive K-12 Counseling Plan

2019-2020

Chappaqua Central School District

BEDS CODE: 661004060000

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*The mission of the Chappaqua Central School District is to create a community for learning, where students, parents and staff are joined in the pursuit of academic excellence and personal growth in a caring environment. We seek to develop each student's full potential through a challenging curriculum, a diversified faculty, and a commitment to intellectual freedom. We will teach basic skills, foster creative and critical thinking, and provide a foundation for lifelong learning. We will nourish our students' emotional lives and guide their social development, instilling in them an appreciation of self-worth, of individual difference and of global interdependence. We will help them learn how to manage freedom and to act ethically so that each may become a responsible, contributing member of society.*

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## **Chappaqua Central School District Mission Statement**

The mission of the Chappaqua Central School District is to create a community for learning, where students, parents and staff are joined in the pursuit of academic excellence and personal growth in a caring environment. We seek to develop each student's full potential through a challenging curriculum, a diversified faculty, and a commitment to intellectual freedom. We will teach basic skills, foster creative and critical thinking, and provide a foundation for lifelong learning. We will nourish our students' emotional lives and guide their social development, instilling in them an appreciation of self-worth, of individual difference, and of global interdependence. We will help them learn how to manage freedom and to act ethically so that each may become a responsible, contributing member of society.

## **Chappaqua Central School District Strategic Questions and Priorities**

### **Strategic Question 1 ~ Budget & Operations**

"How can the District ensure continuing excellence in academic and extracurricular programs while developing a budget that is fiscally responsible?"

### **Strategic Question 2 ~ Teaching & Learning**

"How can the District ensure that all students think deeply, support their thinking, apply problem-solving skills, and actively participate in their learning as they acquire content knowledge?"

### **District Strategic Priorities:**

- Using Instructional Space to Amplify Learning
- District-wide Assessment Practices
- K-12 Social Emotional Learning Curriculum
- K-12 Academic Program Alignment
- Instructional Technology as a Tool to Personalize Learning
- Skills & Attributes of a Greeley Graduate

Skill		Attribute	
<b>Problem Solving</b>	<ol style="list-style-type: none"> <li>1. Problem identification and communication</li> <li>2. Ask relevant questions</li> <li>3. Work collaboratively to problem solve</li> <li>4. Recognize multiple &amp; creative ways to solve problems</li> <li>5. Accessing resources &amp; prior knowledge to problem solve</li> <li>6. Reflect/assess/revise solutions</li> </ol>	<b>Perseverance</b>	<ol style="list-style-type: none"> <li>1. Willingness to return to an idea in light of new evidence</li> <li>2. Setting and completing long term goals</li> <li>3. Responds to failure with increased effort</li> <li>4. Testing, prototyping, drafting, experimenting, recalculating</li> <li>5. Practice</li> </ol>
<b>Communications</b>	<ol style="list-style-type: none"> <li>1. Understand &amp; demonstrate the purpose for communication</li> <li>2. Select effective mode(s) of communication</li> <li>3. Communicate with clarity to the intended audience</li> <li>4. Develop &amp; improve the skills in the areas of reading, writing, listening &amp; speaking.</li> </ol>	<b>Ethical</b>	<ol style="list-style-type: none"> <li>1. Truthfulness</li> <li>2. Concern for others</li> <li>3. Actions match core values</li> <li>4. Stand up against violations of core values*</li> <li>5. Ability to look beyond one's self</li> </ol> <p>*core values to be determined</p>
<b>Critical and Creative Thinking</b>	<ol style="list-style-type: none"> <li>1. Embrace risks/failures</li> <li>2. Describe and justify thinking with a willingness to overcome biases</li> <li>3. Self-reflect</li> <li>4. Generate own ideas</li> <li>5. Be open, fair-minded to different points of view/perspectives</li> <li>6. Evaluate resources and be skeptical of unsubstantiated claims</li> <li>7. Be innovative in thinking by suggesting alternatives &amp; seeking solutions (design thinking)</li> </ol>	<b>Self-Directed</b>	<ol style="list-style-type: none"> <li>1. Independently setting goals and making decisions about their own learning to satisfy personal wonders, interest, passions &amp; curiosities</li> <li>2. Develop an action plan to achieve goals</li> <li>3. Seek, secure &amp; evaluate resources including enlisting the help of others and critical feedback</li> <li>4. Self-assess and reflect, leading to resources &amp; learning</li> </ol>

### Counseling Department Mission Statement

Chappaqua K-12 Counseling prepares all students to be contributing and responsible citizens while upholding the District's academic mission.

Our counseling program is designed to support the whole student, enhancing their strengths through academic, experiential, and social emotional learning. We partner with educators, administrators, parents and guardians, and the broader community to promote participation, collaboration, and achievement. Whatever their post-secondary path, Chappaqua students are prepared with the skills and attributes to be successful in their future.

## **Counseling Department Philosophy Statement**

### **Our K-12 Counseling and Clinical Departments Believe:**

1. Students' social/emotional health and well being are the responsibility of all within the school and home communities
2. Students can be taught the skills necessary to be resilient, to self-regulate, and persevere.
3. Students can learn from challenges, setbacks and constructive feedback as well as successes.
4. Establishing clear and consistent boundaries among all constituents is necessary to create a safe and predictable educational environment.
5. Success can be defined on an individual basis.
6. The encouragement and development of strong interpersonal relationships is essential to students' feeling strongly connected to peers and adults.
7. Clear and open communication among administrators, teachers, students and parents is essential to students' success, growth and well being.
8. A partnership with parents is imperative if we hope to build and reinforce a strong community.

### **C.C.S.D. Counseling Department Strategic Goals and Action Steps:**

#### **Goal 1—To ensure that every student has a meaningful connection to an adult**

1. Define what meaningful connection is and looks like (K-12).
2. Research and Identify existing structures and space that connect student to students and students to adults.
3. Look at schedules to identify and/or create time for connections (K-12).
4. Create meaningful ways to match adults to students and students to students.
5. Develop professional learning for all staff to enhance faculty and student connection.
6. Develop systems to ensure knowledge and communication throughout the entire school community.

#### **Goal 2—To teach students needed skills to develop resilience, self-regulation, and perseverance**

1. Adopt common language in and across schools that define the terms: resiliency, self –regulation, and perseverance (what students know and should be able to do).
2. Explore and provide professional learning around resilience, self-regulation, and perseverance for students, staff, and community.
3. Develop ways to assess , and develop strategies to build resilience, self-regulation, and perseverance of students.
4. Students will define success on their own terms based on their knowledge of strengths and weaknesses.
5. Develop systems to ensure knowledge and communication throughout the entire school community.

#### **Goal 3- To establish clear and consistent communication process among administrators, staff, students and their parents**

## **NYSED Career Development & Occupational Studies (CDOS) Student Standards**

**STANDARD 1: Career Development - Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.**

1.1 Students will learn about the changing nature of the workplace, the value of work to society, and the connection of work to the achievement of personal goals.

**STANDARD 2: Integrated Learning - Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.**

2.1 Integrated learning encourages students to use essential academic concepts, facts, and procedures in applications related to life skills and the world of work. This approach allows students to see the usefulness of the concepts that they are being asked to learn and to understand their potential application in the world of work.

**STANDARD 3a: Universal Foundation Skills - Student will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.**

3a.1 Basic skills include the ability to read, write, listen, and speak as well as perform arithmetic and mathematical functions

3a.2 Thinking skills lead to problem solving, experimenting, and focused observation and allow the application of knowledge to new and unfamiliar situations.

3a.3 Personal qualities generally include competence in self-management and the ability to plan, organize, and take independent action.

3a.4 Positive interpersonal qualities lead to teamwork and cooperation in large and small groups in family, social, and work situations.

3a.5 Technology is the process and product of human skill and ingenuity in designing and creating things from available resources to satisfy personal and societal needs and wants.

3a.6 Information management focuses on the ability to access and use information obtained from other people, community resources, and computer networks.

3a.7 Using resources includes the application of financial and human factors, and the elements of time and materials to successfully carry out a planned activity.

3a.8 Systems skills include the understanding of and ability to work within natural and constructed systems.

**STANDARD 3b: Career Majors - Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.**

B/IS Business/Information Systems: Core, Specialized, and Experiential

HS Health Services: Core, Specialized, and Experiential

E/T Engineering/Technologies: Core, Specialized, and Experiential

HPS Human and Public Services: Core, Specialized, and Experiential

NAS Natural and Agricultural Sciences: Core, Specialized, and Experiential

A/H Arts/Humanities: Core, Specialized, and Experiential

**(Adapted from: <http://www.p12.nysed.gov/cte/cdlearn/documents/cdoslea.pdf>)**

**The ASCA Mindsets & Behaviors for Student Success:**

K-12 College- and Career-Readiness Standards for Every Student

Each of the following standards can be applied to the academic, career and social/emotional domains.

<p><b>Category 1: Mindset Standards</b> School counselors encourage the following mindsets for all students.</p>		
<p>M 1. Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being M 2. Self-confidence in ability to succeed M 3. Sense of belonging in the school environment M 4. Understanding that postsecondary education and life-long learning are necessary for long-term career success M 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes M 6. Positive attitude toward work and learning</p>		
<p><b>Category 2: Behavior Standards</b> Students will demonstrate the following standards through classroom lessons, activities and/or individual/small-group counseling.</p>		
<p><b>Learning Strategies</b></p>	<p><b>Self-Management Skills</b></p>	<p><b>Social Skills</b></p>
<p>B-LS 1. Demonstrate critical-thinking skills to make informed decisions</p>	<p>B-SMS 1. Demonstrate ability to assume responsibility</p>	<p>B-SS 1. Use effective oral and written communication skills and listening skills</p>
<p>B-LS 2. Demonstrate creativity</p>	<p>B-SMS 2. Demonstrate self-discipline and self-control</p>	<p>B-SS 2. Create positive and supportive relationships with other students</p>
<p>B-LS 3. Use time-management, organizational and study skills</p>	<p>B-SMS 3. Demonstrate ability to work independently</p>	<p>B-SS 3. Create relationships with adults that support success</p>
<p>B-LS 4. Apply self-motivation and self direction to learning</p>	<p>B-SMS 4. Demonstrate ability to delay immediate gratification for long term rewards</p>	<p>B-SS 4. Demonstrate empathy</p>
<p>B-LS 5. Apply media and technology skills</p>	<p>B-SMS 5. Demonstrate perseverance to achieve long- and short-term goals</p>	<p>B-SS 5. Demonstrate ethical decision making and social responsibility</p>
<p>B-LS 6. Set high standards of quality</p>	<p>B-SMS 6. Demonstrate ability to overcome barriers to learning</p>	<p>B-SS 6. Use effective collaboration and cooperation skills</p>

B-LS 7. Identify long- and short-term academic, career and social/ emotional goals	B-SMS 7. Demonstrate effective coping skills when faced with a problem	B-SS 7. Use leadership and teamwork skills to work effectively in diverse teams
B-LS 8. Actively engage in challenging coursework	B-SMS 8. Demonstrate the ability to balance school, home and community activities	B-SS 8. Demonstrate advocacy skills and ability to assert self, when necessary
B-LS 9. Gather evidence and consider multiple perspectives to make informed decisions	B-SMS 9. Demonstrate personal safety skills	B-SS 9. Demonstrate social maturity and behaviors appropriate to the situation and environment
B-LS 10. Participate in enrichment and extracurricular activities	B-SMS 10. Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities	



## Chappaqua Central School District Members

<b>Counselors</b>				<b>Clinicians</b>		
<b>Elementary</b>	<b>Bell Middle School</b>	<b>Seven Bridges Middle School</b>	<b>High School</b>	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
None	Katie King Emily Sarin Jason Sclafani	Natasha Allison Teren Block Elissa Rappaport	John Brennan Annalise Curtin Tinuke Colpa John Dunphy Bernadette Kenny Conor Lander Sara Lewis Rebecca Mullen	Rosa Amendola Dr. Nancy Chapar Jennifer Mezzancello	Lisa Bisceglia Dr. Sherry Schur Dr. Annemarie Giannettino	Dr. Patrick McAuliffe Dr. Stephanie Lia Dr. John Alkalay Linda Ryan Carolyn D'Agostino

\*The following pages outline the strategies and activities counselors utilize to deliver services. Although this Chappaqua District Counseling Plan attempts to be comprehensive in scope, it is not reflective of everything the counseling staff does throughout the year.

## Goal 1: Academic Support

### Chappaqua Central School District

Chappaqua Central School District							
<i>Delivery</i>	<i>Foundation</i>				<i>Management</i>		<i>Accountability</i>
*Program Activity or Service	Grade(s) *NYSED Regulation	*Program Objective	Student Standard		Timeline	*Staff & Resources	*Assessment
			ASCA Standard	NYSED CDOS			
1. Ninth Grade Family Meeting	9 ii.1 ii.3 ii.4 ii.4.1 ii.4.7 iii.2.3	Counselors will review transition to high school, recommended course sequences, review of graduation requirements and diploma types.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 10 B-SS 1 B-SS 3 B-SS 4 B-SS 8 B-SS 9	3a.7	HS: September - June	School Counselors	Attendance, Q & A
2. Small Group Forums / Safer Smarter Kids curriculum	9-12 ii.1 ii.2 ii.4 ii.4.1 ii.4.3 ii.4.6 ii.4.7	Counselors will review DASA, Cyber safety, and consequences of inappropriate use of social media including; cyberbullying awareness and how their use of social media influences the college admissions process/job application process; communication; harassment	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 7 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2	2.1 3a.2 3a.3 3a.4 3a.6 3a.7 3a.8	September - April	School Counselors, presentations, videos, handouts, Student Assistance Counselor	Attendance

			B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9				
3. Tenth Grade Guidance Group	10 ii.1 ii.3 ii.4.1 ii.4.3 ii.4.6 ii.4.7	Students will complete the Career Interest Profiler and review of survey results; Completion of the “Do What You Are Personality Survey” using Naviance	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 5 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 7 B-SS 1 B-SS 2 B-SS 6 B-SS 8	1.1 2.1 3a.2 3a.3 3a.4 3a.6 3a.7 3a.8 3b	September - March	School Counselors, Naviance registration codes generated and account set up initiated	Completion of Naviance activity
4. Review of “Four Year Plan”	9-12 ii.1 ii.2 ii.3 ii.4	Counselors will review student’s course completion/selection, graduation requirements and Regents Exams by reviewing transcripts.	M 4	1.1 2.1 3a 3b	February - June	School Counselors	Counselors complete credit summary review and course planning.

5. Instructional Support Transition Meetings	5-8 i.4 i.6 ii.3 ii.5	Counselors will meet regarding student academic and social/emotional needs.	M 1 M 2 M 3 M 5 M 6	3a.1 3a.2 3a.3 3a.4 3a.6	Full calendar year	School Counselors, AIS Providers, Teachers, Psychologists, and Social Workers	Collaboration among grade levels
6. Response to Intervention / Child Study Team	K-8 i.1 i.4 i.5 i.6 ii.4.1 ii.4.2 ii.4.3 ii.4.4 ii.4.5	Counselors will meet for the purpose of identifying, addressing, planning and reviewing students with academic concerns	B-LS 7 B-LS 9 B-SMS 3 B-SMS 6 B-SMS 10 B-SS 2	3a.1 3a.2 3a.3 3a.4 3a.6 3a.7 3a.8	Full School Year	Administration, School Counselors, Clinicians and Teachers	Academic, Behavioral, Observational, Emotional.
7. Middle School Orientation	4-5 i.2	Students will become acclimated to the building through student panel visits; guided tours; students will become familiar with counselors, administration, and school faculty	M 1 M 2 M 3 M 6 B-LS 3 B-LS 7 B-SMS 1	3a.3 3a.6 3a.7 3a.8	March - September	School Counselors, Administrators, Psychologists, Social worker, Teachers	Q&A; schedule individualized appointments and phone conferences, Team conferences

8. Freshman Orientation	9 ii.1 ii.3 ii.4	Students will review their schedules and tour with counselor. Small peer group tours and orientation activities including meeting administrators.	M 1 M 2 M 3 M 4 M 5 M 6 B-SMS 1 B-SMS 2 B-SMS 4 B-SMS 7 B-SMS 8 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 6 B-SS 8 B-SS 9	2.1 3a.2 3a.3 3a.4 3a.7 3a.8	August	Administrators, Class Advisors, School Counselors, Student Assistance, Peer Advisor	Attendance, completion of brief survey, peer leaders provide feedback
9. Kindergarten Orientation	K i.2 i.8	Students will tour the elementary building, classroom, and simulate bus run	M 1 M 2 M 3 M 6 B-LS 3 B-LS 7 B-SMS 1	3a.3  3a.6 3a.7 3a.8	June	Administrator, Teachers, related service providers as needed	Attendance, Registration, Feedback from students and parents
10. BOCES Tech Center visit	10,11 ii.1 ii.2 ii.3 ii.4	All interested students will attend PNW BOCES Tech Center by bus; academic criteria and integrated academics reviewed by staff	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 9 B-SMS 10 B-SS 1	1.1 2.1 3a 3b	February	School Counselors	Attendance, permission slips, Feedback forms; interest cards

			B-SS 3 B-SS 8 B-SS 9				
11. PSAT score report distribution	11 ii.1	Counselors will distribute and discuss score reports with students	M 1 M 2 M 5 B-SMS 5 B-SS 1 B-SS 4 B-SS 9	3a.1 3a.2 3a.3 3b	December	School Counselors	Attendance, Registration for SAT/ACT exams
12. Review of "Four-Year Plan"	10-12 ii.1 ii.2 ii.3 ii.4	Counselors will check that the student's transcript accurately reflect courses completed, exams taken and credits earned	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 5 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 4 B-SS 8 B-SS 9	1.1 2.1 3a	Full School Year	School Counselors	Individual appointments, family meetings
13. Curriculum Night	8, 10 ii.1 ii.3 ii.4 ii.4.1 ii.4.7 iii.2.3	Counselors will partake in a presentation to review course selection process, recommended course sequences, review of graduation requirements and diploma types; Decisions Catalog posted online	M 4	3a.6 3a.7	January, February	School Counselors, Department Chairs, Class Advisors, Administrators	Attendance, Q & A, successful course registration
14. Course Selection Process	5-7 8-12 i.1 i.8	Counselors will distribute Decisions Catalog or course offerings, review elective courses, individual teacher recommendations. Guide students through online registration. Encourage parent participation	M 1 M 4 M 5 B-LS 1	1.1 2.1 3a	February - June	School Counselors, teachers,	Successful course registration.

	<ul style="list-style-type: none"> <li>ii.1</li> <li>ii.2</li> <li>ii.3</li> <li>ii.4</li> <li>ii.4.1</li> <li>ii.4.7</li> </ul>	through middle school worksheet and meetings	<ul style="list-style-type: none"> <li>B-LS 3</li> <li>B-LS 4</li> <li>B-LS 6</li> <li>B-LS 7</li> <li>B-LS 8</li> <li>B-SMS 10</li> <li>B-SS 1</li> <li>B-SS 8</li> <li>B-SS 9</li> </ul>				
15. Individual academic advisement	<ul style="list-style-type: none"> <li>K-12</li> <li>i.1</li> <li>i.2</li> <li>i.4</li> <li>ii.2</li> <li>ii3</li> <li>ii.4.3</li> </ul>	Counselors will review interim reports, exam scores, current courses and course requests; identify areas for extracurricular involvement, review tiered level supports for individual students.	<ul style="list-style-type: none"> <li>M 1</li> <li>M 2</li> <li>M 3</li> <li>M 4</li> <li>M 5</li> <li>M 6</li> <li>B-LS 1</li> <li>B-LS 3</li> <li>B-LS 4</li> <li>B-LS 6</li> <li>B-LS 7</li> <li>B-LS 9</li> <li>B-SMS 1</li> <li>B-SMS 2</li> <li>B-SMS 3</li> <li>B-SMS 5</li> <li>B-SMS 6</li> <li>B-SMS 7</li> <li>B-SMS 10</li> <li>B-SS 1</li> <li>B-SS 3</li> <li>B-SS 6</li> <li>B-SS 8</li> <li>B-SS 9</li> </ul>	<ul style="list-style-type: none"> <li>1.1</li> <li>2.1</li> <li>3a.1</li> <li>3a.2</li> <li>3a.3</li> <li>3a.4</li> <li>3a.6</li> <li>3a.7</li> <li>3a.8</li> <li>3b</li> </ul>	Calendar Year	School Counselors, Clinicians, Teachers Administrators	Individual meetings, parent contact, teacher contact
16. CSE Meetings	<ul style="list-style-type: none"> <li>K-12</li> <li>i.1</li> <li>i.2</li> <li>i.4</li> <li>i.5</li> <li>i.6</li> <li>i.8</li> <li>ii.1</li> </ul>	<p>Counselors will follow NYS CSE Regulations to determine eligibility and to develop appropriate ongoing programs and services for students with disabilities district wide.</p> <p>Counselors will review students' progress toward goals, and recommend appropriate programs and services to meet the students' individual needs.</p>	<ul style="list-style-type: none"> <li>M 1</li> <li>M 2</li> <li>M 3</li> <li>M 4</li> <li>M 5</li> <li>M 6</li> <li>B-LS 1</li> <li>B-LS 3</li> </ul>	<ul style="list-style-type: none"> <li>1.1</li> <li>2.1</li> <li>3a.1</li> <li>3a.2</li> <li>3a.3</li> <li>3a.4</li> <li>3a.6</li> <li>3a.7</li> </ul>	12 months	School Counselors, School Psychologists, School Social Workers, Administrators, Teachers,	Meetings scheduled, IEP updates when appropriate

	ii.2 ii.3 ii.4		B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 6 B-SS 8 B-SS 9	3a.8 3b		Related Service Providers, Parents,	
17. Middle School Team Meetings	5-8 I.3, i.4, i.5, i.6 ii.4	Counselors will partake in a multidisciplinary team approach to identify individual student needs and implement interventions.  Counselors will review cumulative file, current grade reports/test scores, attendance, behavior/incident reports, assess students social/emotional functioning, parental concerns and teacher feedback.	M 1 M 5 M 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS2 B-SMS 5 B-SMS 6 B-SS 3 B-SS 8 B-SS 9	3a.1 3a.2 3a.3 3a.4 3a.6 3a.7	Full Calendar Year	School Counselors, Administration, School Psychologists, School Social Workers, Teachers	Agenda, minutes, referrals to internal or external resources
18. Team Meetings/ Parent -Teacher Conferences, Case Conferences	K-12 i.1 i.2 i.4 i.5 i.6 i.8 ii.1 ii.2 ii.3 ii.4.3	Counselors will address academic functioning and progress towards educational goals of individual students.  Counselors will review current grade reports/test scores, attendance, behavior/incident reports, social/emotional functioning, and teacher feedback.  Counselors will follow-up with teachers, parents, students and administrators as needed.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7	3a.2 3a.3 3a.4 3a.6 3a.7 3a.8	Full School Year	Administrators, School Counselors, teachers, clinical staff (upon request), parents, related service providers	Student-centered action plan



	ii4.4 ii4.5 ii4.6 ii4.7		B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 6 B-SS 8 B-SS 9				
19. Junior Parent College Night	11 ii.1 ii.3 ii.4 ii.4.1 ii.4.7	Counselors will Invite speakers from college to review topics specific to the college application process.	M 4	1.1 2.1 3a 3b	November	School Counselors	Attendance
20. Community Service Expo	9-12 ii.1 ii.3 ii.4.6 ii.4.7	Counselors will organize a gathering of community service organizations to present information for students to engage in volunteer opportunities.	M 1 M 2 M 4 M 5 M 6 B-LS 7 B-LS 10 B-SMS 1 B-SMS 2 B-SMS 10 B-SS 1 B-SS 8 B-SS 9	1.1 2.1 3a.6 3a.7 3a.8 3b	December	Student Life Coordinator, Administrators, Parents	Attendance
21. College Admissions Representative Meetings	11,12 ii.1 ii.3	Counselors will arrange for College admissions representatives to offer information sessions during the school day sharing information about their unique offerings and allowing students to discuss academic requirements for admission	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 4	1.1 2.1 3a 3b	September - November	School Counselors	Attendance, Feedback from college admissions reps and students

			B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 5 B-SMS 7 B-SS 1 B-SS 3 B-SS 8 B-SS 9				
22. Disseminate College Scholarship Information	12 ii.1 ii.4.6 ii.4.7	Counselors will disseminate available scholarships (based on academic merit, service, activities etc) regularly through Naviance.	M 4 M 5 B-LS 7	1.1 2.1	Full School Year	School Counselors, Clerical	Student Feedback
23. Individual Social / Emotional Counseling	K-12 i.1 i.2 i.3 i.4 i.5 i.6 ii.1 ii.2 ii.3 ii.4	Counselors will review interim reports, report cards, exam scores, current courses and course requests; identify areas for extracurricular involvement; behavior referrals; social-emotional progress, crisis prevention, response and intervention.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 2 B-LS 3 B-LS 4 B-LS 5 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2	1.1 2.1 3a 3b	Calendar Year	School Counselors, School Psychologists, School Social Workers Student Assistance Counselor Administration	Individual meetings, parent contact

			B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 8 B-SS 9				
24. Interpersonal Skill Development	K-12 i.1 i.2 i.3 i.4 i.5 i.6 ii.1 ii.2 ii.4	Counselors will teaching appropriate strategies for students to resolve conflicts and build interpersonal skills.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 8 B-SS 9	2.1 3a.2 3a.3 3a.4	Full school year	School Counselors Clinicians Building Administrators Student Assistance Counselor Teachers	Feedback to and from individual and group meetings, RULER
25. 504 Accommodation Plans	K-12 i.1 i.2 i.4 i.5 i.6 ii.1 ii.2 ii.4	Counselors will participate in Initial Eligibility Determination meetings and develop appropriate plans to provide accommodations and modifications to ensure that students can access their education without discrimination.  Counselors will periodically review 504 Plans; testing, diagnostics, transcript, current grade reports and course requests;	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4	1.1 2.1 3a.3 3a.4 3a.6 3a.7 3a.8	Calendar year	Building Administrators,S chool Counselors, School Psychologists, School Social Workers, Teachers,	Committee Meeting. 504 Accommodation Plans

			B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 6 B-SS 8 B-SS 9			Parents, Students, Clerical Support	
26. Re-entry meetings	K-12 i.1 i.2 i.3 i.4 i.5 i.6 i.8 ii.1 ii.4	Counselors will support the student's transition back to school following an absence. Focus on academic needs and social emotional supports.  Counselors will review any new educational, medical and/or psychological reports.	M 1 M 2 M 3 M 5 M 6 B-LS 3 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 6 B-SMS 7 B-SMS 9 B-SMS 10 B-SS 1 B-SS 3 B-SS 4 B-SS 8 B-SS 9	2.1 3a.3 3a.4 3a.6 3a.7 3a.8	Calendar Year	School Counselors, School Psychologists, Teachers, School Social Workers Administrators, Nurse (as needed) Transition Support Program (TSP) (HS), Student Assistance Counselor	Meeting with parents, students and community supports (if applicable) Contact teachers as needed. Refer to, contact community supports as needed
27. New Student Intake	K-12 i.1 i.2 i.3 i.4 i.5	Counselors will review cumulative file, report cards from school of origin, academic screenings, transcript review, Naviance login for new account (9-12), CSE/504 records gathered (if any), four year plan discussed.	M 1 M 2 M 3 M 4 M 5 M 6	1.1 2,1 3a.3 3a.4 3a.7 3a.8	Calendar Year	School Counselors, Student Assistance Counselor Infinite Campus,	Feedback from student, parents, teachers. Classroom assigned/schedule created, transcript

	i.6 i.8 ii.1 ii.2 ii.4		B-LS 1 B-LS 3 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 8 B-SS 9			Naviance (9-12), Parent Portal, Transcripts, IEP, 504 Plan	updated
28. Peer-Tutoring	5-8 i.4, ii4.1, ii4.3	Counselors will select 7th & 8th grade students trained to tutor 5th and 6th grade students during after school help	M 1 M 2 M 3 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 10 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SS 1 B-SS 2 B-SS 4 B-SS 6 B-SS 8 B-SS 9	3a.1 3a.2 3a.3 3a.4 3a.5 3a.6 3a.7 3a.8	September - June	School Counselors, Psychologist, Teachers, Students	Attendance, student , peer tutor and teacher feedback
29. Middle School to High School Transition Counseling	8 ii.1, ii, 4	Middle school and high school counseling staff will meet to support students, academic and social/emotional transition to the high school  Counselors will provide support for parents in advocating for their child’s academic, career and	M 1 M 2 M 4 M 5 B-LS 7 B-LS 8	3a.1 3a.2 3a.3 3a.4 3a.6	April - September	School Counselors, Psychologist, Social workers, Administration	Feedback from student, parent, and/or counselor

		personal/social development	B-LS 10				
30. Individual Family Meetings	K-12 i.1 i.2 i.3 i.4 i.5 i.6 i.8 ii.1 ii.2 ii.4	Counselors will review cumulative files, report cards from school of origin, academic screenings, transcript review, Naviance login for new account (9-12), CSE/504 records gathered (if any), four year plan discussed.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 8 B-SS 9	1.1 2.1 3a.3 3a.4 3a.7 3a.8	Full School Year	School Counselors, Clinicians	Attendance, feedback, progress reports
31. 4th to 5th grade transition activities	4-5 i.2 i.8	Counselors will host parent night meetings, special education transition meetings for parents of incoming 5th graders, student tours and information sessions.	M 2 M 3 M 6 B-LS 7	3a.4 3a.6	March - June	School counselors, school psychologists, special education department chair	Attendance, Q and A
32. Guidance Workshop	5 I.1, i.2	Counselors will design a course to enhance students' well-being as it relates to their social, emotional and academic development. In class, the students learned about themselves, interactions with their peers and teachers, decision making and their own self-management.	M 1 M 2 M 3 M 5 M 6 M-LS 1 M-LS 2 M-LS 3 M-LS 4 M-LS 5 M-LS 6 M-LS 7 M-LS 8 M-LS 9 B-SMS 1 B-SMS 2 B-SMS 3	1.1 2.1 3a.1 3a.2 3a.3 3a.4 3a.5 3a.6 3a.7 3a.8	Full School Year	School Counselors	Student Feedback, Various projects and classwork (individual and group).

			B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 9				
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**Goal 2: College and Career Development**

<b>Chappaqua Central School District</b>							
<i>Delivery</i>	<i>Foundation</i>				<i>Management</i>		<i>Accountability</i>
<b>*Program Activity or Service</b>	<b>*NYSED Regulation</b>	<b>*Program Objective</b>	<b>Student Standard</b>		<b>Timeline</b>	<b>*Staff &amp; Resources</b>	<b>*Assessment</b>
			<b>ASCA Standard</b>	<b>NYSED CDOS</b>			
33. Career Cruising	6-8 ii.2, ii.3	Students will complete Interest Inventory(grade 6) Learning Style Inventory (Grade 7) and Career Key Interest Inventory (Grade 8)	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 4 B-LS 7 B-LS 8 B-LS 9 B-SMS 1 B-SMS 4 B-SMS 5 B-SMS 10 B-SS 1 B-SS 5 B-SS 6	1.1 3b	Full School Year	School Counselors, Teachers	Attendance, completion Career Cruising assessment
34. Tenth Grade Guidance Group	10 ii.1 ii.3 ii.4.1 ii.4.3 ii.4.6 ii.4.7	Students will complete the Career Interest Profiler and review of survey results; Completion of the “Do What You Are Personality Survey” using Naviance	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 5 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 7	1.1 2.1 3a.2 3a.3 3a.4 3a.6 3a.7 3a.8 3b	April	School Counselors, Naviance registration codes generated and account set up initiated	Completion of Naviance activity



			B-SS 1 B-SS 2 B-SS 6 B-SS 8				
35. Professional Development	9-12 ii	Counselors will attend college visits, workshops and conferences to increase understanding of our professional knowledge.	M 4	1.1	Full School Year	School Counselors, Clinicians, Student Assistance Counselor	Feedback
36. BOCES Tech Center visit	10,11 ii.1 ii.4.6 ii.4.7	All interested students will attend PNW BOCES by bus; BOCES staff presents academic offerings and integrated academic opportunities.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 9 B-SMS 10 B-SS 1 B-SS 3 B-SS 8 B-SS 9	1.1 2.1 3a 3b	February	School Counselors, Clerical	Attendance, permission slips, Feedback forms; interest cards
37. Career Day	8 i.1 i.2 i.8 ii.1 ii.3 ii.4.1 ii.4.7	Counselors will facilitate invitations to community career representatives, program held in individual classrooms.	M 1 M 2 M 4 M 5 M 6 B-LS 7	1.1 3b	May	Special events coordinator, Parents	Attendance
38. BOCES College & Career Fair	9-12 ii.1 ii.4.6 ii.4.7	Counselors will provide students with Information about the PNW College Fair.	M 4 B-LS 7	1.1 2.1 3a 3b	May	School Counselors	Attendance, permission slips, Feedback forms; interest cards
39. Individual Junior College Meetings	11 ii.1	Counselors will review junior questionnaire, senior year course selection, standardized testing, teacher	M 1 M 2	1.1 2.1	January through	School Counselors,	Appointments tracked; completion

	ii.2 ii.3 ii.4	recommendation process and list of potential colleges to apply to.	M 3 M 4 M 5 M 6 B-LS 1 B-LS 2 B-LS 4 B-LS 5 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 4 B-SS 5 B-SS 8 B-SS 9	3a 3b	April	clerical, parent, student	of tasks such as college list developed in Naviance
40. Junior Groups (College Planning Workshops)	11 ii.1 ii.4	Students will be part of small junior groups and review topics including how to use Naviance Student, making a college list, learning important factors in admission, essay development, interview prep, reviewing the common application and utilizing institution's individual portals.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 2 B-LS 5 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7	1.1 2.1 3a.2 3a.4 3a.5 3a.6 3a.7 3a.8 3b	November - January	School Counselors	Attendance, completion of Junior Questionnaire

			B-SMS 8 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9				
41. Senior College Application Clinic	12 ii.1	Counselors will provide Drop-in Counselor support for students in completion of Common Application and College Application Checklist.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 2 B-LS 4 B-LS 5 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9	1.1 2.1 3a 3b	September - November	School Counselors	Attendance, Successful completion of Naviance Common App match, Colleges I'm applying to, Teacher Recommendation request
42. PSAT score report distribution	11 ii.1	Counselors will distribute and discuss score reports with students.	M 1 M 2	1.1 2.1	December	School Counselors	Attendance, Registration for

	ii.2 ii.3		M 5 B-SMS 5 B-SS 1 B-SS 4 B-SS 9	3a 3b			SAT/ACT exams
43. Financial Aid Night	9-12 ii.1	Counselors will facilitate an evening involving the Financial Aid Director outlining the financial aid process to parents.	M 4	1.1 3a.5 3a.7 3a.8	October	School Counselors	Attendance, Feedback survey
44. College Admissions Representatives Meetings	11,12 ii.1 ii.3	Counselors will arrange for a college admissions representatives to offer information sessions during the school day sharing about their unique offerings and allowing students to discuss academic requirements for admission	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 5 B-SMS 7 B-SS 1 B-SS 3 B-SS 8 B-SS 9	1.1 2.1 3a 3b	September - November	School Counselors	Attendance, Feedback from college admissions reps and students
45. College Scholarship Information	12 ii.1 ii.4.6 ii.4.7	Counselors will disseminate available scholarship information via Naviance.	M 4	2.1	Full School Year	School Counselors, Clerical	Student Feedback
46. Individual / Group Career/College Education	K-12 i.1, i.2 ii.1 ii.2 ii.4	Counselors will review reports, exam scores, current courses and course requests; Inventory results; identify areas of interest and potential majors/careers. Exposure to a variety of careers through speakers, classroom units, resources.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 2	1.1 2.1 3a 3b	Full School Year	School Counselors Classroom Teachers Clinicians	Individual meetings, Workshops, Career Fair parent contact

			B-LS 3 B-LS 4 B-LS 5 B-LS 6 B-LS 7 B-LS 8 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9				
47. New Student Intake	K-12 i.1 i.2 i.3 i.4 i.5 i.6 i.8 ii.1 ii.2 ii.4	Counselors will review cumulative file, report cards from school of origin, academic screenings, transcript review, Naviance login for new account (9-12), CSE/504 records gathered (if any), four year plan discussed.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3	1.1 2.1 3a.3 3a.4 3a.7 3a.8	Calendar Year	School Counselors, Student Assistance Counselor Infinite Campus, Naviance(9-12), Parent Portal, Transcripts, IEP, 504 Plan	Feedback from student, parents, teachers. Classroom assigned/schedule created, transcript updated

			B-SS 8 B-SS 9				
48. Individual Family Meetings	K-12 i.1 i.2 i.3 i.4 i.5 i.6 i.8 ii.1 ii.2 ii.4	Counselors will review cumulative file, report cards from school of origin, academic screenings, transcript review, Naviance login for new account (9-12), CSE/504 records gathered (if any), four year plan discussed.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 8 B-SS 9	1.1 2.1 3a.3 3a.4 3a.7 3a.8	Full School Year	School Counselors, Clinicians	Attendance, feedback, progress reports
49. Guidance Workshop	5 i.1, i.2	Counselors will teach courses designed to enhance students' well-being as it relates to their social, emotional and academic development. In class, the students will learn about themselves, interactions with their peers and teachers, decision making and their own self-management.	M 1 M 2 M 3 M 5 M 6 B-LS 1 B-LS 2 B-LS 3 B-LS 4 B-LS 5 B-LS 6 B-LS 7 B-LS 8 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8	1.1 2.1 3a.1 3a.2 3a.3 3a.4 3a.5 3a.6 3a.7 3a.8	Full School Year	School Counselors	Student Feedback, Various projects and classwork (individual and group).

			B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 9				
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### Goal 3: Social and Emotional Development

#### Chappaqua Central School District

Chappaqua Central School District							
<i>Delivery</i>	<i>Foundation</i>				<i>Management</i>		<i>Accountability</i>
*Program Activity or Service	*NYSED Regulation	*Program Objective	Student Standard		Timeline	*Staff & Resources	*Assessment
			ASCA Standard	NYSED CDOS			
50. Introduction to counseling supports	5-8 i.2, ii.4	Counselors will familiarize students with policies, procedures and available supports in Middle School; Review of roles of various support personnel	M 1 M 3 M 6 B-SMS 10 B-SS 8 B-SS 9	3a.2 3a.3 3a.4 3a.7	Full School Year	School Counselors, Psychologists, Social Worker, RULER	Questionnaire and student information form
51. Small Group Forums / Safer Smarter Kids curriculum	9-12 ii.1 ii.4.1 ii.4.4 ii.4.5 ii.4.7	Counselors will review DASA, Cyber safety, and consequences of inappropriate use of social media including; cyberbullying awareness and how the use of social media influences the college admissions process/job application process; communication; harassment	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 7 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9	2.1 3a.2 3a.3 3a.4 3a.5 3a.6 3a.8	Full School Year	School Counselors, presentation, videos, handouts Student Assistance Counselors, RULER	Attendance
52. Student Incident Reports	5-8 i.3, i.4, i.5, i.6, ii.4	Counselors will complete a Student Incident Report form and review it with student	M1 M3 B-SMS 1	3a.3 3a.4 3a.7	Full School Year	Administrators, school counselors, Clinical staff (as	Completion of form; student, parent contact ,teacher



			B-SMS 2 B-SMS 6 B-SMS 7 B-SMS 9 B-SS 1 B-SS 5 B-SS 8 B-SS 9			needed)	contact as needed
53. Tenth Grade Guidance Group	10 ii.1 ii.3 ii.4.1 ii.4.3 ii.4.6 ii.4.7	Students will complete the Career Interest Profiler and review the survey results with a Counselor; Completion of the “Do What You Are Personality Survey” using Naviance	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 5 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 7 B-SS 1 B-SS 2 B-SS 6 B-SS 8	1.1 2.1 3a.2 3a.3 3a.4 3a.6 3a.7 3a.8 3b	April	School Counselors, Naviance registration codes generated and account set up initiated, RULER	Completion of Naviance activity
54. Review of “Four Year Plan”	9-12 ii.1 ii.2 ii.3 ii.4	Counselor will review student’s course completion/selection, graduation requirements and Regents Exams by reviewing transcripts.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 5 B-SMS 8	1.1 2.1 3a 3b	February - June	School Counselors	Counselors complete credit summary review and course planning.

			B-SMS 10 B-SS 1 B-SS 3 B-SS 4 B-SS 8 B-SS 9				
55. Response To Intervention Meetings	K-4 i.1 i.2 i.3 i.4 i.5 i.6 i.8	Counselors will attend weekly meetings for the purpose of collaborating, brainstorming, planning and reviewing data on students with academic, behavioral, social and emotional concerns.	M 1 M 2 M 3 M 6 B-LS 3 B-LS 1 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 10 B-SS 1 B-SS 6 B-SS 8	1.1 2.1 3a.1 3a.2 3a.3 3a.4 3a.6 3a.7 3a.8 3b	Full School Year	Administration, School Clinicians, Special Education Teacher, Classroom Teacher, Related Service Providers (as needed)	Review of Various forms of data, Progress monitoring

56. Case Conferences	9-12 ii.1 ii.2 ii.4	Counselors will partake in a multidisciplinary team approach to identify individual student needs and implement interventions.  Counselors will review current grade reports/test scores, attendance, social/emotional functioning, and teacher feedback.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 6 B-SS 8 B-SS 9	1.1 2.1 3a	Full School Year	School Counselors, Assistant Principal, Teachers, School Psychologists, School Social Workers, Parent(s), student, RULER	Agenda, academic support plan implemented
57. Conflict Mediation	K-12 i.1 i.2 i.5 i.6 ii.1 ii.2 ii.4	Counselors will teach appropriate strategies for students to resolve conflicts.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4	3a.3 3a.4	Full School Year	School Counselors, Clinicians, Building Administrators, Student Assistance Counselor, RULER	parent contact, individual and group meetings, RULER

			B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 8 B-SS 9				
58. Individual Social-Emotional Counseling	K-12 i.1 i.2 i.3 i.4 i.5 i.6 ii.1 ii.2 ii.3 ii.4	Counselors will review referrals from students, parents, teachers, administrators, interim reports, report cards, current courses and course requests; identify areas for increased connection/extracurricular involvement and social and emotional well-being.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 2 B-LS 3 B-LS 4 B-LS 5 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 8 B-SS 9	1.1 2.1 3a 3b	School Year	School Counselors, School Psychologists, School Social Workers Student Assistance Counselor, RULER	Individual meetings, parent contact, teacher contact

59. Crisis Management	K-12 i.1 i.2 i.8 ii.1 ii.4	Counselors will respond to and assess students in crisis and identify students at risk. Counselors will create support plans to respond to contributing factors.	M 1 M 2 M 3 M 5 M 6 B-LS 1 B-LS 3 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 5 B-SMS 7 B-SMS 9 B-SMS 10 B-SS 1 B-SS 3 B-SS 4 B-SS 5 B-SS 8 B-SS 9	3a.2 3a.3 3a.4 3a.6 3a.7	School Year	Administrators, Counselors, Psychologists, Social Workers Nurses Student Assistance Counselor Teachers, RULER	Consultation, documentation and follow-up
60. New Student Intake	K-12 i.1 i.2 i.3 i.4 i.5 i.6 i.8 ii.1 ii.2 ii.4	Counselors will review cumulative file, report cards from school of origin, academic screenings, transcript review, Naviance login for new account (9-12), CSE/504 records gathered (if any), four year plan discussed.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 8 B-SS 9	1.1 2.1 3a.3 3a.4 3a.7 3a.8	Calendar Year	School Counselors, Student Assistance Counselor Infinite Campus, Naviance(9-12), Parent Portal, Transcripts, IEP, 504 Plan, RULER	Feedback from students, parents, teachers. Classroom assigned/schedule created, transcript updated
61. Team Meetings/ Parent -Teacher Conferences, Case	K-12 i.1 i.2	Counselors will address academic functioning and progress towards educational goals of individual students.	M 1 M 2 M 3	3a.2 3a.3 3a.4	September to June	Administrators School Counselors,	Student-centered action plan

Conferences	i.4 i.5 i.6 i.8 ii.1 ii.2 ii.3 ii.4.3 ii4.4 ii4.5 ii4.6 ii4.7	Counselors will review current grade reports/test scores, attendance, behavior/incident reports, social/emotional functioning, and teacher feedback.  Counselors will follow-up with teachers, parents, students and administrators as needed.	M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 6 B-SS 8 B-SS 9	3a.6 3a.7 3a.8		teachers, clinical staff (upon request), parents, students, RULER	
62. 504 Accommodation Plans	K-12 i.1 i.2 i.4 i.5 i.6 ii.1 ii.2 ii.4	Counselors will participate in Initial Eligibility Determination Meetings and develop appropriate plans to provide accommodations and modifications to ensure that students can access their education without discrimination.  Counselors will periodically review 504 Plans; testing, diagnostics, transcript, current grade reports and course requests.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 10 B-SS 1	1.1 2.1 3a.3 3a.4 3a.6 3a.7 3a.8	Calendar Year	School Counselors, School Psychologists, School Social Workers, Teachers, Parents, Students, Administrators	Eligibility Meetings, 504 updates when appropriate

			B-SS 3 B-SS 6 B-SS 8 B-SS 9				
63. Re-entry meetings	K-12 i.1 i.2 i.3 i.4 i.5 i.6 i.8 ii.1 ii.4	Counselors will support the student’s transition back to school following an absence. Counselors will focus on academic needs and social emotional supports.  Counselors will review any new educational, medical and/or psychological reports.	C	2.1 3a.3 3a.4 3a.6 3a.7 3a.8	Calendar year	School Counselors, School Psychologists, School Social Workers Administrators, Nurse (as needed), RULER	Student-centered action plan
64. CPSE/CSE Meetings	K-12 i.1 i.2 i.4 i.5 i.6 i.8 ii.1 ii.2 ii.3 ii.4	Counselors will follow NYS CSE Regulations to determine eligibility and to develop appropriate ongoing programs and services for students with disabilities district wide.  Counselors will review students’ progress toward goals, and recommend appropriate programs and services to meet the students’ individual needs.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 6 B-SS 8 B-SS 9	1.1 2.1 3a.1 3a.2 3a.3 3a.4 3a.6 3a.7 3a.8 3b	Calendar Year	School Counselors, School Psychologists, School Social Workers, Teachers, Parents, Students	Meetings scheduled, IEP updates when appropriate
65. Safer, Smarter Kids Curriculum	K i.5	Teaching Staff will provide lessons from the “Safer, Smarter Kids” Program. This curriculum	M 1 M 2	3a.3 3a.4	6 lessons	Teachers and School	Student Work Samples,

	i.6 i.7 i.8	delivers critical child safety information that is developmentally -appropriate. The curriculum contains no sensitive material and does not deal with sexual abuse overtly. The purpose of this curriculum is to empower children to protect themselves in situations where someone would abuse them by arming them with a few basic, protective principles. The lessons cover the following topics: safety and assertiveness skills, stranger awareness, identification of adult resources, establishing body boundaries, respect for self and others.	M 3 M 6 B-LS 1 B-SMS 9 B-SS 3 B-SS 6	3a.6 3a.7		Psychologist	Attendance, Parent Communication
66. Safer, Smarter Kids Curriculum	1 i.5 i.6 i.7 i.8	Teaching Staff will provide lessons from the “Safer, Smarter Kids” Program. This curriculum delivers critical child safety information that is developmentally -appropriate. The curriculum contains no sensitive material and does not deal with sexual abuse overtly. The purpose of this curriculum is to empower children to protect themselves in situations where someone would abuse them by arming them with a few basic, protective principles. The lessons cover the following topics: safety and assertiveness skills, stranger awareness, identification of adult resources, establishing body boundaries, respect for self and others.	M 1 M 2 M 3 M 6 B-LS 1 B-SMS 9 B-SS 3 B-SS 6	3a.3 3a.4 3a.6 3a.7	8 Lessons	Teachers and School Psychologist	Student Work Samples, Attendance, Parent Communication
67. Safer, Smarter Kids Curriculum	2 i.5 i.6 i.7 i.8	Teaching Staff will provide lessons from the “Safer, Smarter Kids” Program. This curriculum delivers critical child safety information that is developmentally -appropriate. The curriculum contains no sensitive material and does not deal with sexual abuse overtly. The purpose of this curriculum is to empower children to protect themselves in situations where someone would abuse them by arming them with a few basic, protective principles. The lessons cover the following topics: safety and assertiveness skills, stranger awareness, identification of adult resources, establishing body boundaries, respect for self and others, cyber and digital safety, and bullying prevention.	M 1 M 2 M 3 M 6 B-LS 1 B-SMS 9 B-SS 3 B-SS 6	3a.3 3a.4 3a.6 3a.7	8 lessons	Teachers and School Psychologist	Student Work Samples, Attendance, Parent Communication
68. Safer, Smarter Kids Curriculum	3 i.5	Teaching Staff will provide lessons from the “Safer, Smarter Kids” Program. This curriculum	M 1 M 2	3a.3 3a.4	6 Lessons	Teachers and School	Student Work Samples,



	i.6 i.7 i.8	delivers critical child safety information that is developmentally -appropriate. The curriculum contains no sensitive material and does not deal with sexual abuse overtly. The purpose of this curriculum is to empower children to protect themselves in situations where someone would abuse them by arming them with a few basic, protective principles. The lessons cover the following topics: safety and assertiveness skills, stranger awareness, identification of adult resources, establishing body boundaries, respect for self and others, cyber and digital safety, bullying prevention, and roles of citizenship.	M 3 M 6 B-LS 1 B-SMS 9 B-SS 3 B-SS 6	3a.6 3a.7		Psychologist	Attendance, Parent Communication
69. Safer, Smarter Kids Curriculum	4 i.5 i.6 i.7 i.8	Teaching Staff will provide lessons from the “Safer, Smarter Kids” Program. This curriculum delivers critical child safety information that is developmentally -appropriate. The curriculum contains no sensitive material and does not deal with sexual abuse overtly. The purpose of this curriculum is to empower children to protect themselves in situations where someone would abuse them by arming them with a few basic, protective principles. Builds on prior grade level curriculum and adds kids rights and responsibilities.	M 1 M 2 M 3 M 6 B-LS 1 B-SMS 9 B-SS 3 B-SS 6	3a.3 3a.4 3a.6 3a.7	5 lessons	Teachers and School Psychologist	Student Work Samples, Attendance, Parent Communication
70. Life Skills	5 i.7,i.2	Students will receive lessons to help aid in their transition to middle school. Lessons will include the topics of Decision Making & Goal Setting, Self Confidence/Self Esteem, Friendships/Bullying, Communication Skills, Body Language, Conflict Resolution, Mindfulness-To help decrease Stress & Anxiety	M 1 M 5 M 6 B-LS 1 B-LS 2 B-LS 3 B-LS 4 B-LS 5 B-LS 6 B-LS 7 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 9 B-SS 1 B-SS 2 B-SS 3	3a.2 3a.3 3a.4 3a.6 3a.7 3a.8	Full School Year	Health /FACS Teachers	In-class assignment various projects (individual and group)

			B-SS 4 B-SS 5 B-SS 6 B-SS 8 B-SS 9				
71. Health	7-8 ii.4.1 ii.4.7	Counselors will teach lessons and units about topics of alcohol, tobacco, e-cigarettes, and marijuana education, addiction, short & long term effects, tolerance, and dependency, peer influences/peer pressure, media influence, including videos, movies, magazines, print, social media (texting, instagram). Safer, Smarter Kids - How to recognize danger and go for help, eating disorders including anorexia/bulimia/binge eating, body image, media, proper nutrition, growth process, stress management (stressors, sleep requirements & deficiencies and time management), depression/suicide, relationships, disease prevention, sexually transmitted diseases	M 1 M 2 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 7 B-SMS 9 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 8 B-SS 9	3a.2 3a.3 3a.4 3a.6 3a.7 3a.8	Full School Year	Health Teachers	Various projects (individual and group), Homework, Tests/Quizzes
72. Health	10 ii.4	Counselors will provide students with the knowledge and skills necessary to achieve and maintain a lifetime of wellness and healthy living. Course topics include physical/mental/social health, substance abuse, destructive decisions, diseases, sexuality education and more.	M 1 M 2 M 3 M 5 M 6 B-LS 1 B-LS 2 B-LS 3 B-LS 4 B-LS 5 B-LS 6 B-LS 7 B-LS 8 B-LS 9 B-LS 10 B-SMS 1	2.1 3a	Full School Year	Health Teachers Student Assistance Counselor, RULER	Unit quizzes, student projects, current events, poster projects, in-class/homework assignments

			B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9				
73. Fit for Life Course	12 ii.4	Students will receive instruction in advance health topics including CPR certification and vital health issues that apply to teens on their way to adulthood.	M 1 M 2 M 3 M 5 M 6 B-LS 1 B-LS 2 B-LS 3 B-LS 4 B-LS 5 B-LS 6 B-LS 7 B-LS 8 B-LS 9 B-LS 10 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2 B-SS 3	2.1 3a	Full School Year	PE Teacher, RULER	Unit quizzes, student projects, current events, poster projects, in-class/homework assignments

			B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9				
74. Suicide Prevention and Opioid Awareness	10 ii.4	The Student assistance counselor and Health Teacher will present to students during health classes.	M 1 M 2 M 3 M 5 M 6 B-LS 1 B-LS 2 B-LS 3 B-LS 4 B-LS 5 B-LS 6 B-LS 7 B-LS 8 B-LS 9 B-LS 10 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9	2.1 3a	Full School Year	Health Teachers Student Assistance Counselor, RULER	Attendance
75. Individual Family Meetings	K-12 i.1 i.2 i.3	Counselors will review cumulative file, report cards from school of origin, academic screenings, transcript review, Naviance login for new account (9-12), CSE/504 records gathered (if any), four	M 1 M 2 M 3 M 4	1.1 2,1 3a.3 3a.4	Full School Year	School Counselors, Clinicians, RULER	Attendance, feedback, progress reports

	i.4 i.5 i.6 i.8 ii.1 ii.2 ii.4	year plan discussed.	M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 8 B-SS 9	3a.7 3a.8			
76. Wellness Activities	5-8 I.1,i.8, ii.4.7	Students will be offered the opportunity to participate in various activities that promote healthy behaviors and habits. Healthy food samples and exercise activities are provided.	M 1 M 3 M 4 M 5 M 6 B-LS 2 B-LS 3 B-LS 4 B-LS 7 B-SMS 2 B-SMS 4 B-SMS 5 B-SMS 8 B-SS 2 B-SS 3 B-SS 8 B-SS 9	3a.3 3a.4	Full School Year	Health and PE Teachers, Community Agencies, Counselors, Psychologist, Social Worker, Student Prevention Specialist	Attendance
77. Solution-focused Individual / Group Counseling	9-12 ii.1 ii.4	The Student Assistance Counselor will meet with students both individually and in groups for short-term assessment, intervention and referral.	M 1 M 2 M 3 M 5 M 6 B-LS 1 B-LS 2 B-LS 3 B-LS 4 B-LS 5 B-LS 6	3a	Full School Year	Student Assistance Counselor, RULER	Feedback

			B-LS 7 B-LS 8 B-LS 9 B-LS 10 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9				
78. Response to Intervention (RtI)/ Child Study Team Meetings	5-8 i.1 i.2 i.3 i.4 i.5 i.6 i.8	Counselors will participate in meetings for the purpose of identifying, addressing, planning and reviewing students with academic concerns	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 10 B-SS 1 B-SS 2 B-SS 3	3a.1 3a.2 3a.4 3a.5 3a.7 3a.8	Full School Year	Teachers, Related Service Providers, Administrators, Counselor, and Clinicians	Progress Monitoring Data, Work Samples, Assessments, Attendance, report cards, anecdotal impressions

			B-SS 6 B-SS 8 B-SS 9				
79. RULER	K-12 i.3 i.4 i.5 i.6 i.8 ii.4.2 ii.4.3 ii.4.4 ii.4.5 ii.4.7	Students will be introduced to The RULER approach, which acknowledges the value and impact of emotions in our everyday effectiveness. The RULER approach is designed to teach emotional intelligence to people of all ages, with the goal of creating a healthier, more equitable, innovative, and compassionate society.	M 1 M 2 M 3 M 5 M 6 B-LS 1 B-LS 2 B-LS 3 B-LS 4 B-LS 5 B-LS 6 B-LS 7 B-LS 8 B-LS 9 B-LS 10 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9	3a.2 3a.3 3a.4 3a.8	Full School Year	Teachers, Related Service Providers, Administrators, Counselors, and Clinicians	
80. Guidance Workshop	5 i.1, i.2	Counselors will teach courses designed to enhance students' well-being as it relates to their social, emotional and academic development. In class, the students learned about themselves, interactions with their peers and teachers, decision making and their own self-management.	M 1 M 2 M 3 M 5 M 6 M-LS 1 M-LS 2	1.1 2.1 3a.1 3a.2 3a.3 3a.4 3a.5	Full School Year	School Counselors	Student Feedback, Various projects and classwork (individual and group).

			M-LS 3 M-LS 4 M-LS 5 M-LS 6 M-LS 7 M-LS 8 M-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 9	3a.6 3a.7 3a.8			
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## Goal 4: Parent Engagement

Chappaqua Central School District							
<i>Delivery</i>	<i>Foundation</i>				<i>Management</i>		<i>Accountability</i>
<b>*Program Activity or Service</b>	<b>*NYSED Regulation</b>	<b>*Program Objective</b>	<b>Student Standard</b>		<b>Timeline</b>	<b>*Staff &amp; Resources</b>	<b>*Assessment</b>
			<b>ASCA Standard</b>	<b>CDOS Standard</b>			
81. Middle School Orientation	4-5 i.2 i.8	Counselors will acclimate students to the building through student panel visits; guided tours; students become familiar with counselors, administration, school faculty, and parent information meetings .	M 1 M 2 M 3 M 6	3a.2 3a.3 3a.6 3a.7 3a.8	March-June, August	School Counselors, Administrators, Psychologists, Teachers	Q&A; schedule individualized appointments and phone conferences, Team conferences
82. Freshman Orientation	9 ii.1 ii.4	Students will review their schedules and tour with counselor. Small peer group tours and orientation activities including meeting administrators.	M 1 M 2 M 3 M 4 M 5 M 6 B-SMS 1 B-SMS 2 B-SMS 4 B-SMS 7 B-SMS 8 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 6 B-SS 8 B-SS 9	1.1 2.1	August	Administrators, Class Advisors, School Counselors, Student Assistance	Attendance, completion of brief survey, peer leaders provide feedback
83. Curriculum Nights	8, 10 ii.1 ii.2 ii.3	Counselors will facilitate a presentation to review course selection process, recommend course sequences, review of graduation requirements and diploma types; Decisions Book posted online	M 4	1.1 2.1 3a.6 3a.7	January, February	School Counselors, Department Chairs, Class	Attendance, Q & A, successful course registration

	ii.4.1 ii.4.3 ii.4.6 ii.4.7			3a.8		Advisors, Administrators	
84. Course Selection Process	5-12 ii.1 ii.2 ii.3	Counselors will distribute Decisions Catalog or course offerings, review elective courses, individual teacher recommendations. Guide students through online registration. Encourage parent participation through middle school worksheet and meetings	M 1 M 4 M 5 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 8 B-SMS 10 B-SS 1 B-SS 8 B-SS 9	1.1 2.1 3a 3b	Calendar	School Counselors, teachers, parents, students	Small group guidance, individual appointments, schedule building
85. CSE Meetings	K-12 i.1 i.2 i.4 i.5 i.6 i.8 ii.1 ii.2 ii.3 ii.4	Counselors will follow NYS CSE Regulations to determine eligibility and to develop appropriate ongoing programs and services for students with disabilities district wide.  Counselors will review students' progress toward goals, and recommend appropriate programs and services to meet the students' individual needs.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 6 B-SS 8	1.1 2.1 3a.1 3a.2 3a.3 3a.4 3a.6 3a.7 3a.8 3b	Calendar Year	School Counselors, School Psychologists, School Social Workers, Teachers, Parents, Students	Meetings scheduled, IEP updates when appropriate

			B-SS 9				
86. Team Meetings/ Parent -Teacher Conferences, Case Conference	K-12 i.1 i.2 i.4 i.5 i.6 i.8 ii.1 ii.2 ii.3 ii.4.3 ii4.4 ii4.5 ii4.6 ii4.7	Students will address academic functioning and progress towards educational goals of individual students.  Students will review current grade reports/test scores, attendance, behavior/incident reports, social/emotional functioning, and teacher feedback.  Students will follow-up with teachers, parents, students and administrators as needed.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 6 B-SS 8 B-SS 9	3a.2 3a.3 3a.4 3a.6 3a.7 3a.8	Calendar year	School Counselors, teachers, clinical staff (upon request), parents, students	Student-centered action plan
87. College Admissions Representatives Meetings	11,12 ii.1 ii.3	Counselors will arrange for college admissions representatives to offer information sessions during the school day, sharing information about their unique offerings and allowing students to discuss academic requirements for admission	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 5 B-SMS 7 B-SS 1	1.1 2.1 3a 3b	September - November	School Counselors	Attendance, Feedback from college admissions reps and students

			B-SS 3 B-SS 8 B-SS 9				
88. 504 Accommodation Plans	K-12 i.1 i.2 i.4 i.5 i.6 ii.1 ii.2 ii.4	Counselors will participate in Initial Eligibility Determination Meetings and develop appropriate plans to provide accommodations and modifications to ensure that students can access their education without discrimination.  Counselors will perform periodic reviews of 504 Plans; testing, diagnostics, transcript, current grade reports and course requests;	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 6 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 3 B-SMS 4 B-SMS 5 B-SMS 6 B-SMS 7 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 6 B-SS 8 B-SS 9	1.1 2.1 3a.3 3a.4 3a.6 3a.7 3a.8	Calendar Year	School Counselors, School Psychologists, School Social Workers, Teachers, Parents, Students Nurse	Meetings scheduled, 504 updates when appropriate
89. Re-entry meetings	K-12 i.1 i.2 i.3 i.4 i.5 i.6 i.8 ii.1 ii.4	Counselors will support the student's transition back to school following an absence. Focus on academic needs and social emotional supports.  Counselors will review any new educational, medical and/or psychological reports.	M 1 M 2 M 3 M 5 M 6 B-LS 3 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 6 B-SMS 7	2.1 3a.3 3a.4 3a.6 3a.7 3a.8	School Year	School Counselors, School Psychologists, School Social Workers Administrators, Nurse (as needed)	Student centered action plan

			B-SMS 9 B-SMS 10 B-SS 1 B-SS 3 B-SS 4 B-SS 8 B-SS 9				
90. Communication with families	K-12 ii.1 ii.2 ii.4	Counselors will maintain open lines of communication between home and school. Updates, information sharing with parents regarding student progress and needs.	M 1 M 3 M 4	1.1 2.1 3a 3b	Calendar Year	School Counselors, School Psychologists, School Social Workers, Administrators, Nurse (as needed)	Conferences, calls, emails and mailings
91. Coordination for support of students in need	K-12 ii.2 Ii.4 Ii.4.5 Ii.4.7	Counselors will provide information on school and community organizations for support; coordinate requests and donations to assist families. Make appropriate referrals for outside support options.	M 1 M 2 M 3	3a.2 3a.3 3a.4 3a.5 3a.6 3a.7	Calendar Year	School Counselors,, Clinical team, PTA, Referrals, community programs, & Family Community Outreach	Coordination and delivery of services
92. Community partnerships and programs	K-12	Counselors will partner with various agencies and organizations within the community to support students and/or initiatives	M 3	3a.2 3a.3 3a.4 3a.5 3a.6 3a.7	Calendar Year	All faculty and community members OPWDD OC21 Office of Mental Health New Castle United for Youth and others	
93. Middle School Health/Life Skills	5, 7-8 i.1, i.7, ii.1	Counselors will notify parents and arrange presentations regarding adolescent growth and development lessons. Parent notification for Safer Smarter Kids units in grade 5th, 7th and 8th grade.	M 1 M 2 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 7 B-LS 9 B-SMS 1	3a.2 3a.3 3a.4 3a.7	Full School Year	Health Teachers, Counselors, Psychologist	Parent Communication

			B-SMS 2 B-SMS 3 B-SMS 5 B-SMS 7 B-SMS 9 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 8 B-SS 9				
94. Wellness Committee	K-12 iii	Counselors will participate in a district-wide committee focusing on improving communication to families and students about healthy choices related to nutrition and physical activity.	M 1	3a.3 3a.4	quarterly	District and school administrators, health and physical education teachers, parents, student representatives	
95. Pre-Prom Student/Parent Meetings	12 ii.4.2 Ii.4.3 Ii.4.4 ii.4.5 ii.4.7	Counselors will provide presentations for parents and students on student prom night safety, alcohol and other drug prevention, communication, parent host liability law	M 1 M 2 M 3 M 5 B-LS 1 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 4 B-SMS 7 B-SMS 8 B-SMS 9 B-SMS 10 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 8 B-SS 9	3a.2 3a.3 3a.4 3a.5 3a.7	May	Student Assistance Counselors, Administrators, Grade level advisors, community agency personnel	
103.Counseling Department Newsletter	9-12 Ii.1 Ii.3 ii.4.1 ii.4.7	Counselors will send out seven issues of its newsletter to families throughout the school year to share information about programs, deadlines, and other grade level relevant information.	M 1 M 3 M 4 M 5	1.1 3a.5 3a.6 3a.7 3b	Full School Year	Counseling Department	Feedback

104.Individual Family Meetings	9-10 ii.1 ii.2 ii.4	Counselors will meet with their students and their parents/guardians to discuss extracurricular activity review, academic progress, social/emotional well-being and course planning.	M 1 M 2 M 3 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 4 B-LS 7 B-LS 9 B-SMS 1 B-SMS 2 B-SMS 8 B-SMS 10 B-SS 1 B-SS 3 B-SS 8 B-SS 9	1.1 2.1 3a.3 3a.4 3a.7 3a.8	Full School Year	School Counselors, Clinicians	Attendance, feedback, progress reports
105.Parent Education Workshops	9-12 as needed ii.4.2 ii.4.3 ii.4.4 ii.4.5 ii.4.7	The Student Assistance Counselor and School Social Worker will run parent education programs related to social emotional wellbeing and substance use prevention.	M 1 M 3 M 4	3a.2 3a.3 3a.4 3a.5 3a.7	Full School Year	Student Assistance Counselor, School Social Worker	Feedback, surveys, attendance
106.Pre-school to K transition activities	PK to K ii.1 ii.2 ii.4	Students will be observed through Preschool observations and screenings to inform their placement. Parent orientation to share information about Kindergarten programs. Informal playdates scheduled at school buildings to acclimate students to Kindergarten playground and other school areas.	M 1 M 3 M 4 B-LS 9	3a.2 3a.3 3a.4 3a.5	Spring of each school year	School Administrators, School Psychologist, Kindergarten teachers	Feedback, attendance

\*The above pages outline the strategies and activities counselors utilize to deliver services. Although this District Counseling Plan is comprehensive in scope, it is not intended to be a summary of everything the staff does throughout the year.