



Ichabod Crane CSD
K-12 Comprehensive School Counseling Program
2020-2021

Ichabod Crane Central School

K-12 Comprehensive School Counseling Model Overview

The Comprehensive School Counseling Model is the framework for the development, implementation, and evaluation of school counseling programs. There are four components of the comprehensive model.

Foundation - Provides the basis for the model and supports the idea that every student will benefit from a counseling program. The foundation consists of mission statement, vision statement, beliefs and goals.

Management System - presents the organizational processes and tools needed to deliver a comprehensive school counseling program. The management system employs the use of calendars (yearly and individual counselor planning calendars), spreadsheets, documentation and a school counseling Advisory Committee.

Accountability System - helps school counselors demonstrate effectiveness of their work in measurable terms. The accountability system relies on using data to improve student achievement.

Delivery System - defines the implementation process and the components of the model. The delivery system consists of the following: Individual student planning, responsive services, school counseling curriculum, and system of support.

Foundation

District Mission Statement

The Ichabod Crane Central School District is committed to fostering the growth of our students in the following areas: academics, career, communication and social/emotional. The Ichabod Crane School Counselors along with the collaboration of teachers and administration, strive to guide and support all students to reach their full potential academically and socially; to become well-rounded, responsible members of society.

Counseling Department Vision Statement

The Ichabod Crane K-12 Counseling Department is committed to fostering the growth of our students in the following areas: Academics, Career, Communication, and Social/Emotional. As counselors, we strive to guide and support all students to help them reach their full potential academically and socially; to become well-rounded, responsible members of society.

Counseling Department Belief Statement

As counselors of Ichabod Crane Central School District, we believe:

- All students can be most successful when encouraged, have a sense of belonging, feel safe, and feel empowered to express their unique strengths.
- All students are valued as individuals and deserve the opportunity to learn and achieve to the best of their ability.
- All students will gain personal, social/emotional, and career readiness skills to be successful citizens in the community.
- All students will benefit from a developmentally appropriate comprehensive school counseling program.
- All students will be supported with collaboration of counselors, administrators, teachers, stakeholders and community resources that align with the ASCA National Model and ASCA Ethical guidelines.

Counseling Department Goals

- Guide students to recognize their strengths, potential and challenges
- Advocate, lead, coordinate, collaborate and educate students to achieve success
- Coordinate activities and programs that support IC's mission
- Spend our time implementing individual and group counseling, crisis interventions, prevention, responsive services, and classroom presentations
- Create partnerships with stakeholders, teachers, the community and the school
- Consult and communicate with other educators and stakeholders, to facilitate a program that adapts to each unique student and ensures each student will have the skills to make wise choices and be productive members of society
- Use data to determine the effectiveness of programs and adapt to student requests
- Participate in on-going professional development that will increase our knowledge and skills

The Rationale for School Counseling Programs

The primary goal AND PURPOSE of school counseling programs is to promote and enhance student learning through three broad and interrelated areas of student development. Each of these areas encompass a variety of desired student learning competencies, which in turn are comprised of specific knowledge, attitudes and skills, which form the foundation of the developmental school counseling program. The three areas of student development are **academic development, career development, and personal/social development**. A comprehensive school counseling program is developmental and systematic in nature, sequential, clearly defined, and accountable. The program is proactive and preventive in its focus and it assists students in acquiring life-long learning skills. School counseling programs are developed by focusing on needs and issues related to various stages of student growth. There is a commitment to individual uniqueness and the maximum development in each of the three areas of students' development (domains).

The delivery methods school counselors utilize in an effective school counseling program to deliver competencies to students are:

DIRECT

1. School Guidance Curriculum
2. Individual Student Planning
3. Responsive Services

INDIRECT

1. System Support

(From the American School Counselor Association, the National Standards for School Counseling Programs)

Management System

- During the school year counselors should monitor their time and collect data to compare to ASCA's guidelines. Counselors monitor their time by meeting monthly to communicate the programs and activities they have implemented for that month and discuss goals for the following months. Counselors also utilize daily calendars to track meetings, lesson plans, 1:1 counseling sessions, group counseling and the use of individual student folders.
- The use of calendars enables counselors to reflect on how their time is being spent and utilize this information as the framework for their programs.

Accountability System

- In order for IC to best serve their students, the school counselors will regularly evaluate their program to determine effectiveness. Counselors will do so with the use of program evaluations, surveys, self-analysis, observations, evaluations from administration, data, and meetings with the Advisory Council.

Delivery System

- According to ASCA, school counselors are recommended to spend 80% of their time in direct or indirect delivery of services for students.
- The sources of delivery are group counseling, crisis counseling, individual counseling, meetings, collaboration, planning and preparation.
- All sources of delivery are academic, career and social/emotional based.

Advisory Committee:

The advisory committee is a group of people appointed to assist in the development of the school-counseling program. This committee will meet twice a year to review goals, tracks minutes and make recommendations for improvement. The committee consists of:

- Teacher (s)
- Parent (s)
- School counselor (s)
- Administrator(s)
- Mental health professional(s)

Ichabod Crane School Counseling Staff

Team Leader/Curriculum Leader

- Joan White

Ichabod Crane High School

- Amanda DeAloe
- Michele Evans
- Joan White

Ichabod Crane Middle School (4-8)

- Dale Tuczynski
- Melissa Vooris (Kasey Conklin, Long-term Substitute)

Ichabod Crane Primary School

- Amy Stephenson

HS Counseling Teaching Assistants

Freshman Seminar: Dave Ames

Senior Seminar: Jean Barford

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.

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

Primary School Counseling Program Map
Grades K-3

Topic: Collaborative Meetings

Program Objective: To ensure students have the support they need to be successful academically, emotionally, and behaviorally.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
PS	504 Plans	Academic	Category 1: M1-6	September – June	Students in grades K-3	School Counselors, School Psychologists	Track & monitor services being rendered to students	Teacher Comment Observations
PS	Child Study Team, CSE meetings & Annual Reviews	Academic Personal/ Social/ Emotional	Category 1: M1-6	September – June	Students in grades K-3	School Counselor, School Psychologist, Teacher(s), Principal, parents at CSE & at request at CST	Examine cases of students who are not progressing in school, academically, behaviorally, or socially. Generate ideas and solutions for effective educational planning.	Teacher Comment Grades Attendance Discipline Files Report Cards Testing & screening
PS	Parent Conferences	Academic/ Personal/ Social/ Emotional	Category 1: M1-6	September – June	Students in grades K-3	Teacher(s), Parents, School Counselor, and others at request	Communicate with parents through meetings. Conferences are used to plan, share information and/or problem solve.	Parent Interviews Teacher Interviews Student Interviews

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
PS	Consultation	Academic/ Personal/ Social/ Emotional	Category 1: M1-6	September – June	Students in grades K-3	School Counselor, Teacher(s), and others as requested	Assist teachers with the needs of individual students. Will help teachers, parents, school psychologists, and administrators find solutions and make a decision about which interventions will be used.	Teacher Comment Parent Interview Student Interview
PS	Referral to Outside agencies	Personal/ Social/ Emotional Communication	Category 1: M1-6	September - June	Students and families K-3	School Counselors, School Psychologists, Administration, outside agencies	Referring at risk students and families for specialized support & assistance beyond what we can give them at school	Parent and student feedback, outside agency rep. feedback

Topic: Intervention Services

Program Objective: To give extra support to students struggling academically, socially/emotionally, or behaviorally.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
PS	Individual Counseling	Personal/ Social/ Emotional Academic	Category 1: M1-6 Category 2: LS1,2,3,4,7,8 SMS1-10	September - June	Eligible students in grades K -3	School Counselor	Meet individually with students who are struggling either social/emotionally, behaviorally, or academically	Teacher feedback Parent feedback, Student feedback Grades Report Card
PS	Group Counseling	Personal/ Social/ Emotional	Category 1: M1-6 Category 2: LS1,2,3,4,7,8,9 SMS1,2,4,5,6,7, 9,10 SS1-9	September - June	Eligible students in grades K-3	School Counselor	Meet in groups with students who are struggling socially, emotionally, and behaviorally and who will benefit from working together with other students with similar struggles.	Teacher feedback, parent feedback, student feedback, grades, report card
PS	Academic Intervention Services	Academic	Category 1: M1-6 Category 2: LS1,4,5,6,8	September – June	Students in grades 3	School Counselor, AIS teachers, gen- ed teachers	Meet with AIS teachers in September. Review/update AIS list of students to monitor progress	Student Achievement Teacher Comment Observations State Exam Scores

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
PS	Crisis Intervention	Personal/ Social/ Emotional/ Communication/ Outreach	Category 1: M1-6 Category 2: LS1,9 SMS1,2,7,8,9, 10 SS1,2,3,4,5,8,9	September - June	Students in grades K-3	School Counselor, Student, Principal, Teacher if needed	Gather necessary information. Involve appropriate Personnel. Seek supportive resources. Formulate a plan of action. Follow the plan	Discipline Files Attendance Teacher Comments Student Interview Parent Interview
PS	Home Tutoring Scheduling	Academic	Category 1: M1,2,4,5,6 Category 2: LS1-9 SMS1,2,3,5,6,7, 10 SS1,3,8,9	September - June	All eligible students in grades K-12	School Counselor Teacher Administration if necessary	To schedule and set up a home tutor for students that will be out of school for a variety of reasons and for more than 3 days.	Student, Parent, and teacher feedback Grades
PS	Behavior Plans	Personal/ Social/ Emotional Academic	Category 2: SMS 1-10	September - June	Students struggling behaviorally in grades K-3	School Counselor School Psychologist Teacher	To develop and implement a behavior plan when necessary for students who are struggling behaviorally in the classroom	Teacher, Student, Parent Feedback Grades Report Card

Topic: Student Planning

Program Objectives: To manage, track and monitor students to ensure they graduate on time and have a post-grad plan.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
PS	Scheduling Class Placement	Academic	N/A	August - June	Students in grades K - 5	School Counselor	Schedule students before beginning of year and ongoing throughout the year as needed.	Teacher(s), Principal, Counselor Input
PS	SchoolTool - Student record management	Academic	N/A	September - August	Students in grades K-3	School Counselor, Teacher input	Update and maintain student records, schedule courses, enter new students, etc.	Report Cards Teacher input Observations Evaluations

Topic: Communication

Program Objective: To keep parents informed and aware of services and programs available.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
PS	Open House	Communication	N/A	September	Students in grades K -3	School Counselor and all staff	Demonstrate awareness and understanding of the guidance and counseling program.	Parent/teacher Feedback
PS	Kindergarten Orientation Program	Communication	N/A	September	Incoming Kindergarten students	School Counselor Administration Teachers	Kindergarten Quest Introduce new students and families to the Primary School Meet teachers in the building	Feedback
PS	Social Media	Communication	N/A	September - June	All students K-3	School Counselor	Provide information on any activities, events, awards, etc. to our social media department to share on Twitter, FB, etc.	Feedback

Topic: Classroom Programs

Program Objective: To inform students on specific topics and give coping and prevention strategies.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
PS	Sexual Abuse Prevention Program	Personal/ Social/ Emotional	Category 2: B-SMS 9, B-SS 2, B-SS 3,	January	Students in grades K-3	School Counselors	Counselor presents the awareness and prevention of child sexual abuse & stranger danger	Parent Feedback Student Feedback Teacher Feedback
PS	Classroom Guidance	Personal/ Social/Emotional	Category 1: M1 Category 2: SMS 5, SMS 7, SS 2, SS 4-9	Sept - June	Students in grades K-3	School Counselors	Assist with personal and social development for all students. Plan appropriate classroom activities to meet their needs.	Observations Teacher comments

Topic: Direct counseling

Program Objective: Meeting in groups or individually with students who are struggling emotionally, behaviorally, socially, or academically to give strategies to improve their social and educational experience.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
PS	Group Counseling Banana Splits	Personal/ Social/ Emotional	Category 2: SMS 5, SMS 7 SS 1-9	Sept - June	Selected K-3rd grade students struggling with divorce	School Counselor, students	Students help each other by working in a group with leadership from a counselor. Students share strategies related to issues that come up in families that are separated. Strategies regarding emotional control, advocating for themselves, problem solving, and conflict resolution are taught.	Observation, Teacher comments, Student Feedback, Parent Feedback

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
PS	Group Counseling Social Skills	Personal/ Social/ Emotional	Category 1: M1-6 Category 2: B-LS1,2,3,4,7,8 SMS1-10 B-SS 3,4,5,8,9	Sept - June	Selected students K-3 struggling socially	School Counselor, students	Students help each other by working in a group with leadership from a counselor. Students share ideas about specific issues such a problem solving, peer relationships, communication skills, decision-making skills, cooperation, conflict resolution, wellness and self-esteem.	Observations Teacher comments Student Feedback, Parent Feedback
PS	Individual Counseling	Personal/ Social/ Emotional	Category 1: M1-6 Category 2: B-LS1,2,3,4,7,8 SMS1-10 B-SS 3,4,5,8,9	Sept - June	Selected struggling students in grades K-3	School Counselor, students	Assist with educational & personal concerns. Help students explore concerns, make appropriate plans of action & be successful in following through with their plans.	Observations Teacher comments, Student interviews

Topic: Referrals

Program Objective: To refer struggling students and families to appropriate outside agencies for support beyond what we can give them at school.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
PS	Collaboration with outside agencies	Personal/ Social/ Emotional	Category 1: M1-6 Category 2: SS1,3,7,8	Sept - June	Students in grades k-3	School Counselor, Outside agencies, Principal when needed.	Obtaining agency involvement in student related issues, when necessary	Teacher Interviews, Parent interviews, student interviews, feedback

Middle School Counseling Program Map
Grades 4 - 8

Topic: Collaborative Meetings

Program Objective: To ensure students have the support they need to be successful academically, emotionally, and behaviorally.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
MS	504 Plans Annual Reviews	Academic	Category 1: M 1-6	September – June	Students in grades 4-8	School Counselors, School Psychologists	Schedule & facilitate meetings, create 504 plans, track & monitor services being rendered to students	Teacher Comment Observations Parent Interviews
MS	Child Study Team and CSE meetings & annual reviews	Academic Personal/ Social/ Emotional	Category 1: M 1-6	September – June	Students in grades 4-8	School Counselor, School Psychologist, Teacher(s), Principal, parents at CSE & at request at CST	Examine cases of students who are not progressing in school, academically, behaviorally, or socially. Generate ideas and solutions for effective educational planning.	Teacher Comment Grades Attendance Discipline Files Report Cards Testing & screening

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
MS	Consultation	Academic Personal/ Social/ Emotional	Category 1: M 1-6	September - June	Students in grades 4- 8	School Counselor, Teacher(s), and others as requested	Assist teachers with the needs of individual students. Will help teachers, parents, school psychologists, and administrators find solutions and make a decision about which interventions will be used.	Teacher Comment Parent Interview Student Interview
MS	Referral to Outside agencies	Personal/ Social/ Emotional Communication	Category 1: M 1-6	September - June	Students and families 4-8	School Counselors, School Psychologists, Administration, outside agencies	Referring at risk students and families for specialized support & assistance beyond what we can give them at school	Parent and student feedback, Outside agency representative's feedback

Topic: Intervention Services

Program Objective: To give extra support to students struggling academically, socially/emotionally, or behaviorally.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
MS	Individual Counseling	Personal/ Social/ Emotional Academic	Category 1: M1-6 Category 2: B-LS1,2,3,4, 7,8 SMS1-10 B-SS 3,4,5,8,9	September - June	Eligible students in grades 4 - 8	School Counselor	Meet individually with students who are struggling either social/emotionally, behaviorally, or academically	Teacher feedback Parent feedback, Student feedback Grades Report Card
MS	Group Counseling	Personal/ Social/ Emotional	Category 1: M1-6 Category 2: B-LS1,2,3,4, 7,8 SMS1-10 B-SS 3,4,5,8,9	September - June	Eligible students in grades 4-8	School Counselor	Meet in groups with students who are struggling socially, emotionally, and behaviorally and who will benefit from working together with other students with similar struggles.	Teacher feedback, parent feedback, student feedback, grades, report card

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
MS	Academic Intervention Services	Academic	Category 1: M2, M4, M5, M6 Category 2: B-LS3, B-LS6, B-LS8,	September – June	Students in grades 4 - 8	School Counselor, AIS teachers, gen ed teachers	Meet with AIS teachers in September. Review/update AIS list of students to monitor progress	Student Achievement Teacher Comment & Observations State Exam Scores
MS	Crisis Intervention	Personal/ Social/ Emotional Communication/ Outreach	Category 1: M2, M3, Category 2: B-SMS 2, B-SMS 6, B-SMS 7, B-SS1- B-SS3	September – June	Students in grades 4 - 8	School Counselor, Student, Principal, Teacher if needed	Gather necessary information. Involve appropriate personnel. Seek supportive resources. Formulate a plan of action. Follow the plan.	Discipline Files Attendance Teacher Comments Student Interview Parent Interview
MS	Home Tutoring Scheduling	Academic	Category 1: M2, M4, M5 Category 2: B-LS 3, B-LS 4, B-LS 8,	September - June	All eligible students in grades 4-8	School Counselor Teacher Administration if necessary	To schedule and set up a home tutor for students that will be out of school for a variety of reasons and for more than 3 days.	Student feedback Parent feedback Teacher feedback Grades

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
MS	Behavior Plans	Personal/ Social/ Emotional Academic	Category 1: M1, M2, M3, M6 Category 2: B-SMS1-10 B-SS1-10	September - June	Students struggling behaviorally in grades 4-8	School Counselor School Psychologist Teacher	To develop and implement a behavior plan when necessary for students who are struggling behaviorally in the classroom.	Teacher feedback Student feedback Parent feedback Grades Report Card

Topic: Student Planning

Program Objectives: To manage, track and monitor students to ensure they graduate on time and have a post-grad plan.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
MS	Grades 4-5 Scheduling Class Placement Grades 6-8 Scheduling, Course Selection/4 year planning	Academic Academic	Category 1: M1-6 Category 2: B-LS 7, B-SMS 10	August - June	Students in grades 4 - 5	School Counselor	Grades 4-5: Schedule students before beginning of year and ongoing throughout the year as needed. Grades 6-8: Assist students and parents in the development of their 9 th grade schedule. Discuss 4 year plans.	Teacher(s), Principal, Counselor Input Grades Parent Feedback Teacher input
MS	SchoolTool - Student record management	Academic	N/A	September - August	Students in grades 4- 8	School Counselor, Teacher input	Update and maintain student records, schedule courses, enter new students, etc.	Report Cards Teacher input Observations Evaluations

Topic: Communication

Program Objective: To keep parents informed and aware of services and programs available.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
MS	Open House Parent Conference	Communication	N/A	September November	Students in grades 4-8	School Counselor and all staff	Demonstrate awareness and understanding of the guidance and counseling program. Discuss individual student needs w/ parents. Also train parents w/ principal on recognizing mental health issues in students.	Parent/teacher Feedback
MS	Orientation Programs	Communication	Category 1: M1-6	February May September	Students going into 4th and into 8th grades	School Counselors, Teachers, Principals	Students and parents of incoming 4th graders and freshmen have the opportunity to attend information sessions	Feedback
MS	Social Media	Communication	N/A	September - June	All students in grades 4-8	School Counselor	Provide information on any activities, events, awards, etc. to our social media department to share on Twitter, FB, etc.	Feedback

Topic: Classroom Programs

Program Objective: To inform students on specific topics and give coping and prevention strategies.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
MS	Sexual Abuse Prevention Program	Personal/ Social/ Emotional	Category 2: B-SMS 9, B-SS 2, B-SS 3,	January	Students in grades 4-6	School Counselors	Counselor presents the awareness and prevention of child sexual abuse & stranger danger	Parent Feedback, Student Feedback, Teacher Feedback
MS	Classroom Mental Health Programs	Personal/ Social/ Emotional	Category 1: M1, M3 Category 2: B-LS 7, B-SMS 5, B-SMS 7, B-SMS 10, B-SS 1, B-SS 4 B-SS 6, B-SS 8, B-SS 9	Oct-Dec	All grade 4 and grade 5 classrooms	School Counselor	Counselors present about mental health awareness and learning to care for others along with themselves.	Teacher Feedback Observations Student Surveys
MS	Maturation Program	Personal/ Social/ Emotional	Category 1: M 1 Category 2: B-SMS 1, B-SMS 10, B-SS 2	May	Girls in 4th grade and boys in 5th grade	School Counselor	To identify and understand how their bodies will change as they grow.	Teacher Feedback, Student Feedback, Parent Feedback

Topic: Direct counseling

Program Objective: Meeting in groups or individually with students who are struggling emotionally, behaviorally, socially, or academically to give strategies to improve their social and educational experience.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
MS	Group Counseling Social Skills	Personal/ Social/ Emotional	Category 1: M1-6 Category 2: B-LS 1-10, B-SS 1-9	Sept - June	Selected students 4-8 struggling socially	School Counselor, School Psychologists, students	Students help each other by working in a group with leadership from a counselor. Students share ideas about specific issues such as problem solving, peer relationships, communication skills, decision-making skills, cooperation, conflict resolution, wellness and self-esteem.	Observations Teacher comments Student Feedback, Parent Feedback
MS	Individual Counseling	Personal/ Social/ Emotional	Category 1: M1-6, B-LS 1-10, B-SMS 1-10, B-SS 3, B-SS 8	Sept - June	Selected struggling students in grades 4-8	School Counselor, students	Assist with educational & personal concerns. Help students explore concerns, make appropriate plans of action & be successful in following through with their plans	Observations, Teacher comments, Student interviews

Topic: College & Post Grad Plans

Program Objective: To help students understand choices and help them prepare for post-grad plans

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
MS	Career Guidance	Career	Category 1: M1-6 B-LS 7	Sept - June	All students in 7th & 8th grades	FACS Teacher	Students will explore their interests to develop a career plan. Students will learn about their own interests and abilities.	Student interview, Group discussions

Topic: Referrals

Program Objective: To refer struggling students and families to appropriate outside agencies for support beyond what we can give them at school.

Grade Level	Program Activity	Domain	ASCA Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
MS	Collaboration with outside agencies	Personal/ Social/ Emotional	Category 1: M1-6 Category 2: SS1,3,7,8	September - June	Students in grades 4-8	School Counselor, outside agencies, Principal when needed	Obtaining agency involvement in student related issues, when necessary	Teacher Interviews Parent Interviews Student Interviews Feedback

**High School Counseling Program Map
Grades 9 - 12**

TOPIC: Collaborative Meetings

Program Objective: To ensure students have the support they need to be successful academically, emotionally, and behaviorally.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	CSE/504 meetings and annual reviews	Academic Career	Category 1: M1-6	September – June	Students in grades 9 - 12	School Counselor, School Psychologist	Review graduation requirements and develop/review 4 year academic plan	Student feedback/self-evaluation. Counselors review of students' academic program.
HS	Child Study Team and CSE meetings & annual reviews	Academic Personal/Social/Emotional	Category 1: M1-6	September – June	Students in grades 9-12	School Counselor, School Psychologist, Teacher(s), Principal, parents at CSE & those requested at CST	Examine cases of students who are not progressing in school, academically, behaviorally, or socially. Generate ideas and solutions for effective educational planning.	Teacher Comment Grades Attendance Discipline Files Report Cards Testing & screening

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	Parent-Teacher Conferences	Academic/ Personal- Social/ Emotional	Category 1: M1-6 Category 2: SS3,6,8,9	September – June	Students in grades 9 - 12	School Counselor, Teacher(s), Parent, Student, and others at request	At parent, teacher, student or counselor request, meetings are held to discuss academic, personal or social concerns in the classroom.	Teacher Comment Grades Attendance Discipline Files
HS	Consultation	Academic/ Personal/ Social/ Emotional	Category 1: M1-6	September – June	Students in grades 9-12	School Counselor, Teacher(s), and others as requested	Assist teachers with the needs of individual students. Will help teachers, parents, school psychologists, and administrators find solutions and make a decision about which interventions will be used.	Teacher Comment Parent Interview Student Interview

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	Referral to Outside agencies	Personal-Social/ Emotional Communication	Category 1: M1-6 Category 2: SS1,3,7,8	September - June	Students and families 9-12	School Counselors, School Psychologists, Administration, outside agencies	Referring at risk students and families for specialized support & assistance beyond what we can give them at school	Parent and student feedback, Outside agency rep. feedback

Topic: Intervention Services

Program Objective: To give extra support to students struggling academically, socially/emotionally, or behaviorally.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	Individual Counseling	Personal/ Social/ Emotional Academic	Category 1: All Category 2: All	September - June	Eligible students in grades 9-12	School Counselor	Meet individually with students who are struggling either social/emotionally, behaviorally, or academically	Teacher feedback Parent feedback, Student feedback Grades Report Card
HS	Academic Intervention Services	Academic	Category 1: M4 Category 2: LS1-10, SMS1,6	September – June	Students in grades 9-12	School Counselor, Teacher	Monitoring of student progress through the use of comments on interims & report cards	Student achievement. Passing marks on regents exams in AIS content areas
HS	Conflict Crisis Intervention	Personal/ Social/ Emotional	Category 1: M1-6 Category 2: SMS 4,7,9,10; SS1-9	September – June	Students in grades 9-12	School Counselor, Student, Principal, Teacher if needed	Help students to develop skills to solve problems	Observation & Feedback

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	Peer Tutoring/ Mentoring	Academic Personal/ Social/ Emotional Career	Category 1: M1-6 Category 2: LS1-10 SMS1,2,6,7 SS1,2,4,6,7,8,9	September – June	Students in grades 9-12	School Counselor, students	Coordinate tutoring for students in need	Tutor feedback Student feedback

Topic: Student Planning

Program Objectives: To manage, track and monitor students to ensure they graduate on time and have a post-grad plan.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	Scheduling, Course selection/4 year planning	Academic	Category 1: M1-6 Category 2: LS1,7,9 SMS1,2,4-6,10 SS1,3,6,7,8,9	August - June	Students in grades 9-12	School Counselor	Meeting all students individually for course placement, scheduling students throughout the year as needed, working with administration on master schedule.	Grades Parent Feedback Teacher input
HS	Course Selection Annual Review	Academic Career	Category 1: M1-6 Category 2: LS1,7,9 SMS1,2,4-6,10 SS1,3,6,7,8,9	February - April	Students in grades 9-11	School Counselor, Student, Teacher input, Parents	Review graduation requirements and develop/review 4 year academic plan Course Selection	Student feedback/self-evaluation. Parental approval of proposed course schedule. Counselors review of students' academic program.
HS	Senior visits	Academic Career	Category 1: M1-6 Category 2: LS1,7,9 SMS1,2,4-6,10 SS1,3,6,7,8,9	September – October	Students in grade 12	School Counselor, student	Review graduation requirements and develop/review 4 year academic plan	Student feedback/self-evaluation. Counselors review of students' program.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	SchoolTool – Student record management	Academic	N/A	September – August	Students in grades 9-12	School Counselor, teacher input	Update and maintain student academic data in SchoolTool and in student’s academic folders.	Transcripts, Report Cards, Interims, Observations

Topic: Communication

Program Objective: To keep parents informed and aware of services and programs available.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	Open House	Communication	N/A	September	Students in grades K-12	School Counselor and all staff	Demonstrate awareness and understanding of the guidance and counseling program.	
HS	Counseling Center website	Communication	N/A	September – August	Students in grades 9-12	School Counseling Department and TA	Provide relevant and updated information on guidance and counseling issues and seminar to parents, students and community.	
HS	Social Media	Communication	N/A	September - June	All students 9-12	School Counselor	Provide information on any activities, events, awards, etc. to our social media department to share on Twitter, FB, etc.	

Topic: Classroom Programs

Program Objective: To inform students on specific topics and give coping and prevention strategies.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	Freshman Seminar	Academic/Personal/ Social/ Emotional/Career	Category 1; M1-6 Category 2: All	Sept - Jan	Students in 9th Grade	School Counselor TA and School Counselors	Students will learn to identify skills and abilities, academic & personal career goals. Students will learn to employ effective communication skills, organizational skills, and decision-making skills through classroom activities, guest speakers, and out of class activities such as community service activities.	Collaboration with seminar teachers/ student feedback/ teacher feedback/ observations
HS	Senior Seminar	Academic Personal/Social/ Emotional Career	Category 1; M1-6 Category 2: All	Sept - Jan	Students in 12th grade	School Counselor TA and School Counselors	Students will learn to identify skills and abilities, academic and personal career goals while in Senior Seminar. Students will learn to identify post high school career goals, effective communication skills, organizational skills, and decision-making skills through classroom activities and guest speakers.	Collaboration with seminar teachers/ student feedback/ Teacher feedback/ Naviance usage

Topic: Direct counseling

Program Objective: Meeting in groups or individually with students who are struggling emotionally, behaviorally, socially, or academically to give strategies to improve their social and educational experience.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	Individual Counseling	Personal/ Social/ Emotional	Category 1: All Category 2: All	Sept - June	Selected struggling students in grades K-12	School Counselor, students	Assist with educational & personal concerns. Help students explore concerns, make appropriate plans of action & be successful in following through with their plans	Observations, Teacher comments, Student interviews

Topic: College & Post Grad Plans

Program Objective: To help students understand choices and help them prepare for post-grad plans

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	Questar CTE Demonstration Day	Academic Career	Category 1: M1-6 Category 2: LS1,4,7,8,9 SMS1 SS9	December	Interested 10th grade students	School Counselor, Questar presenters	Students learn about Career and Tech Ed opportunities	Student Feedback
HS	New Visions Presentation	Academic Career	Category 1: M1-6 Category 2: LS1,4,7,8,9 SMS1 SS9	December	High School Seniors that are invited to apply due to their high GPA	School Counselor, New Visions Presenters	Students learn about the New Visions Program, which are academically challenging programs for High School Seniors only	Student Feedback and students applying to the New Visions Program.
HS	Career Day	Academic/ Personal/ Social/ Emotional/ Career	Category 1: M4 Category 2: LS1,7,9 SMS10 SS1,2,3,9	January			Students learn about career clusters through participating in career panel discussions.	Student Feedback, Counselor Observation

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	ICC College Fair	Academic/ Career	Category 1: M4 Category 2: LS1,7,9 SMS10 SS1,2,3,9	October	Students in grades 9 -12	School Counselors, College Reps	Students have the opportunity to meet with college reps to learn about admissions and financial aid and college planning	Student Feedback, Applications
HS	HVCC College Fair	Academic Career	Category 1: M4 Category 2: LS1,7,9 SMS10 SS1,2,3,9	May	Students in grades 9-12	School Counselors, HVCC	Students have the opportunity to meet with college reps to learn about admissions and financial aid and college planning.	Student Feedback, Applications
HS	Military Recruiter Visits	Academic/ Personal/ Social/ Emotional/ Career	Category 1: M1-6 Category 2: LS1,7,9 SMS5 SS1,3,8,9	Sept- June	Students in grades 10 and 11	School Counselors, Military Recruiters	Students have the opportunity to meet with military representatives to learn about different military branches and military careers.	Student Feedback

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	College Rep Visits	Academic/ Personal/ Social/ Emotional/ Career	Category 1: M1-6 Category 2: LS1,7,9 SMS5 SS1,3,8,9	Sept - June	Students in grades 9-12	School Counselors, College Reps	Students have the opportunity to meet with college representatives to learn about admissions and financial aid and college planning	Student Feedback, Applications
HS	Financial Aid Night	Academic Career	Category 1: M4,6 Category 2: LS1,9 SMS1,3-5,10 SS1	October	Students in grades 11 & 12	School Counselors, invited speakers, Chatham High School	Parents and students attend workshop for current information on financial aid and scholarships	Student and parent feedback

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	College & Career Resources	Academic/ Personal/ Social/ Emotional/ Career	Category 1: M1-6 Category 2: LS SS1,3,9	Sept - June	Students in grades 9-12	School Counselors	Provide resources for students including college applications, scholarship information, career counseling, and resource books	Student and parent feedback
HS	Standardized Testing including PSAT, AP tests, SAT I and II, ACT	Academic Career	Category 2: LS1,3,5,8 SMS3 SS1,9	Sept - June	Students in grades 10-12		Students will take tests necessary for post-secondary plans.	Observations Student Feedback, Testing Feedback
HS	Interest Inventories: Naviance & ASVAB	Academic Career	Category 1: M4 Category 2: LS1,3,5,7,9 SMS3,5 SS1	Sept - June	Students in grades 10-12	School Counselors	Students will learn about career options	Observation Student Feedback, Testing Feedback

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	Resume Writing (Done in Senior Seminar Class)	Career	Category 1: M4,6 Category 2: LS1-10 SMS1,2,3,5, 8,10 SS1	October, November	Students in grade 12	School Counselor TA, School Counselor, College Rep	Students participate in resume building activity with a college rep	Resumes Student Feedback
HS	College Essay Writing (Done in Senior Seminar)	Career	Category 1: M4,6 Category 2: LS1-10 SMS1,2,3,5, 8,10 SS1	October	Students in grade 12	School Counselor TA, School Counselor, College Rep	Students engage in essay building activity with a college rep	Essays Student Feedback

Topic: Referrals

Program Objective: To refer struggling students and families to appropriate outside agencies for support beyond what we can give them at school.

Grade Level	Program Activity	Domain	ASCA Mindsets & Behaviors Standards	Timeline	Focus	Staff & Resources	District Program Goals	Assessment
HS	Collaboration with outside agencies	Personal/ Social/ Emotional	Category 1: M1-6 Category 2: SS1,3,7,8	Sept - June	Students in grades 9-12	School Counselor, Outside agencies, Principal when needed.	Obtaining agency involvement in student related issues, when necessary	Teacher Interviews, Parent interviews, student interviews, feedback