

Pawling Central School District  
**Comprehensive School Counseling Plan**  
School Year 2019-2020

BOE Approved 6/17/19

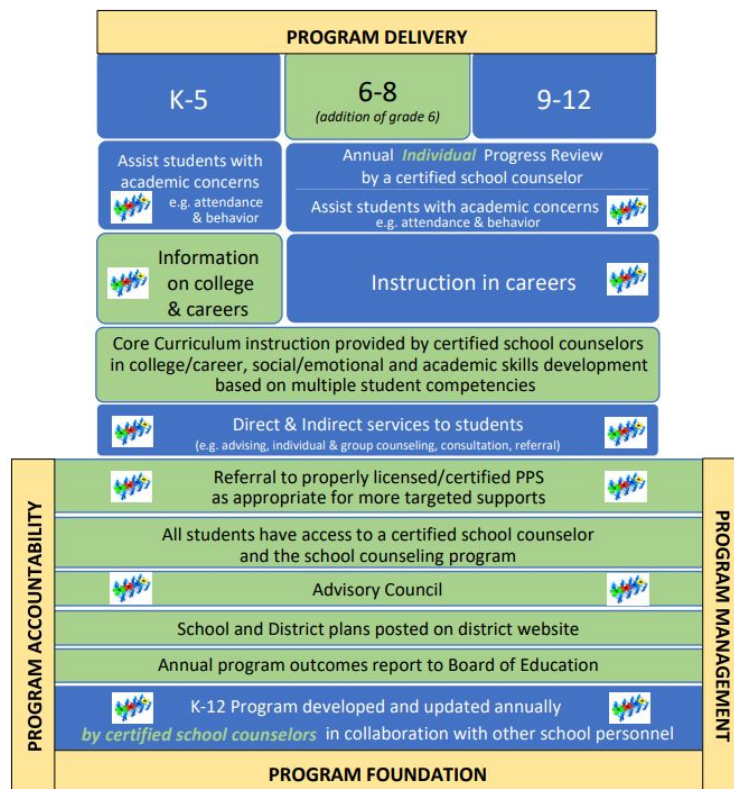
(Revised Spring 2019)

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# NYSED Part 100.2 Regulations

New + Old Requirements of NYSED Commissioner's Regulation Part 100.2(j)  
 School Counseling and Guidance Programs for Public Schools  
 (adopted July 1, 2017, to be implemented by September 2019)



Key: New regulation Old regulation  
 Team approach: e.g. teachers, school social workers, school psychologists.

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# Comprehensive School Counseling Plan

## **Program Objectives and Activities**

### *VISION*

The vision of the Pawling Central School District School Counseling Program is to prepare today's students to become tomorrow's successful adults who have options in competitive colleges and careers and are informed and responsible citizens, prepared to take the next steps in their education, careers, and lives in our diverse society.

### *MISSION*

The mission of the Pawling Central School District's Comprehensive School Counseling Program is to support our culture of a safe, welcoming, and inclusive climate, using multiple methods to promote proactive, interactive, and meaningful communication with parents and the community. The program will provide all students at all levels with engaging, personalized, and differentiated learning experiences through activities such as individual counseling and planning, group counseling, classroom guidance, advocacy and collaboration to prepare students to take the next steps in their education, careers and lives in our diverse society.

# School Counseling Curriculum

## Elementary School Counseling Core Curriculum Action Plan

Grade Level	Lesson Topic	ASCA Domain and Mindsets & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
1	Identifying Problems and Resources to Address Personal Problems (3 Lessons)	B-SMS 7: Demonstrate effective coping skills when faced with a problem	Pin the Role on the School Counselor poster  "How Big is the Problem?" powerpoint  Laminated windy, rainy, stormy and tornado signs  Smart Board	September to October	All 1st Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor
1	Personal Safety Program (1 Lesson)	B-SMS 9: Demonstrate personal safety skills	Personal Safety Presenters	Fall (month varies from year to year based on presenter availability)	All 1st Graders	Verbal comprehension check	Child abuse referrals	Elementary School Counselor
1	Identifying Feelings and Demonstrating Empathy and Compassion	B-SS 4: Demonstrate empathy B-SS 2:	"Proud of Feelings" book  Second Step Empathy Poster	October to January	All 1st Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor

	(5 Lessons)	Create positive and supportive relationships with other students	Second Step Lesson Cards Smart Board					
1	Assertive Communication Skills (2 Lessons)	B-SS 1: Use effective oral and written communication skills and listening  B-SS 8: Demonstrate advocacy skills and ability to assert self, when necessary	Second Step Lesson Cards  Practice scenarios on dice  Smart Board	January to February	All 1st Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor
1	Diversity and 3 "R's" of Bullying (Recognizing, Reporting and Refusing) (2 Lessons)	B-SS 8: Demonstrate advocacy skills and ability to assert self, when necessary  B-SS 9: Demonstrate social maturity and behaviors appropriate to the situation and environment	Second Step videos  3 R's of Bullying poster  Smart Board	February to March	All 1st Graders	Verbal comprehension check at the end of each lesson	Discipline referral report  DASA report	Elementary School Counselor
1	Emotion Management (4 Lessons)	B-SMS 2: Demonstrate self-discipline and self-control  B-SMS 7: Demonstrate effective coping skills when faced with a problem	Second Step lesson cards  Smart Board  Second Step Calm Down Poster	March to April	All 1st Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor
1	Problem Solving (3 Lessons)	B-SMS 7: Demonstrate effective coping skills when faced with a problem	Second Step lesson cards  Smart Board	April to May	All 1st Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor

		B-SS 5: Demonstrate ethical decision-making and social responsibility	Second Step Problem Solving Poster					
1	Review of all Units (1 Lesson)	B-SS 4: Demonstrate empathy  B-SMS 7: Demonstrate effective coping skills when faced with a problem	Second Step mini-posters  Smart Board  Paper "What I learned" Bracelet cut outs	June	All 1st Graders	Review of students' written responses	Discipline referral report	Elementary School Counselor

2	Identifying Problems and Resources to Address Personal Problems (3 Lessons)	B-SMS 7: Demonstrate effective coping skills when faced with a problem	Pin the Role on the School Counselor poster  "How Big is the Problem?" powerpoint  Laminated windy, rainy, stormy and tornado signs  Smart Board	September to October	All 2nd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor
2	Personal Safety Program (1 Lesson)	B-SMS 9: Demonstrate personal safety skills	Personal Safety Presenters	Fall (month varies from year to year based on presenter availability)	All 2nd Graders	Verbal comprehension check	Child abuse referrals	Elementary School Counselor
2	Identifying Feelings and Demonstrating Empathy and Compassion (4 Lessons)	B-SS 4: Demonstrate empathy B-SS 2: Create positive and supportive relationships with other students	Feelings Cards  Second Step Empathy Poster  Second Step Lesson Cards	October to December	All 2nd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor

			Smart Board					
2	Assertive Communication Skills (3 Lessons)	B-SS 1: Use effective oral and written communication skills and listening  B-SS 8: Demonstrate advocacy skills and ability to assert self, when necessary	Second Step Lesson Cards  Practice scenarios on index cards  Smart Board	December to January	All 2nd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor
2	Diversity and the 3 "R's" of Bullying (Recognizing, Reporting and Refusing) (2 Lessons)	B-SS 8: Demonstrate advocacy skills and ability to assert self, when necessary  B-SS 9: Demonstrate social maturity and behaviors appropriate to the situation and environment	Second Step videos  3 R's of Bullying poster  Smart Board	January to February	All 2nd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report  DASA report	Elementary School Counselor
2	Emotion Management (4 Lessons)	B-SMS 2: Demonstrate self-discipline and self-control  B-SMS 7: Demonstrate effective coping skills when faced with a problem	Second Step lesson cards  Smart Board  Second Step Calm Down Poster	February to April	All 2nd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor
2	Problem Solving (3 Lessons)	B-SMS 7: Demonstrate effective coping skills when faced with a problem  B-SS 5: Demonstrate ethical decision-making and social responsibility	Second Step lesson cards  Smart Board  Second Step Problem Solving Poster	April to May	All 2nd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor



2	Review of all Units (1 Lesson)	B-SS 4: Demonstrate empathy  B-SMS 7: Demonstrate effective coping skills when faced with a problem	Second Step mini-posters  Eggbert Story  1 white egg per class  Clear tupperware container with feelings gage on outside  1 cup of salt	June	All 2nd Graders	Review of students' oral responses	Discipline referral report	Elementary School Counselor
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3	Identifying Problems and Resources to Address Personal Problems (4 Lessons)	B-SMS 7: Demonstrate effective coping skills when faced with a problem	Pin the Role on the School Counselor poster  "How Big is the Problem?" powerpoint  Laminated windy, rainy, stormy and tornado signs  Smart Board	September to November	All 3rd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report  Written student self-referrals	Elementary School Counselor
3	Personal Safety Program (1 Lesson)	B-SMS 9: Demonstrate personal safety skills	Personal Safety Presenters  Smart Board	Fall (month varies from year to year based on presenter availability)	All 3rd Graders	Written post-tests	Child abuse referrals	Elementary School Counselor
3	Identifying Feelings and Demonstrating Empathy and Compassion (2 Lessons)	B-SS 4: Demonstrate empathy B-SS 2: Create positive and supportive	Feelings Cards  Second Step Empathy Poster	December	All 3rd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor

		relationships with other students	Second Step Lesson Cards Smart Board					
3	Assertive Communication Skills (2 Lessons)	B-SS 1: Use effective oral and written communication skills and listening  B-SS 8: Demonstrate advocacy skills and ability to assert self, when necessary	Second Step Lesson Cards Practice scenarios on index cards  Smart Board	December to January	All 3rd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor
3	Diversity (2 Lessons)	M 3: Sense of belonging in the school environment  B-SS 2: Create positive and supportive relationships with other students	Second Step Lesson Card  Second Step Empathy Poster  Text: <i>Rhinos and Raspberries</i> "The Blindman and the Hunter" (Teaching for Tolerance)  Respecting Differences Worksheet	January to February	All 3rd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report  DASA report	Elementary School Counselor
3	3 "R's" of Bullying (Recognizing, Reporting and Refusing) (2 Lessons)	B-SS 8: Demonstrate advocacy skills and ability to assert self, when necessary  B-SS 9: Demonstrate social maturity and behaviors appropriate to the situation and environment	Second Step videos  3 R's of Bullying poster  Smart Board	February to March	All 3rd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report  DASA report	Elementary School Counselor

3	Emotion Management (3 Lessons)	B-SMS 2: Demonstrate self-discipline and self-control  B-SMS 7: Demonstrate effective coping skills when faced with a problem	Second Step lesson cards  Second Step videos  Smart Board  Second Step Calm Down Poster  Test Anxiety slideshow	March to April	All 3rd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor
3	Problem Solving (3 Lessons)	B-SMS 7: Demonstrate effective coping skills when faced with a problem  B-SS 5: Demonstrate ethical decision-making and social responsibility	Second Step lesson cards  Smart Board  Second Step Problem Solving Poster  Problem solving flow chart worksheets	April to May	All 3rd Graders	Verbal comprehension check at the end of each lesson  Review of problem solving flow chart worksheets	Discipline referral report	Elementary School Counselor
3	Review of all Units and Post-Test Survey (2 Lessons)	B-SS 4: Demonstrate empathy  B-SMS 7: Demonstrate effective coping skills when faced with a problem	Second Step mini-posters  Smart Board  Chromebooks (for Google Surveys)  Table number cards	May to June	All 3rd Graders	Review of students' written responses on surveys  Verbal responses to review game	Discipline referral report	Elementary School Counselor
3	4th Grade Ambassadors Visit (1 Lesson)	M 3: Sense of belonging in the school environment  B-SMS 10: Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities	Two 4th grade students per lesson  Extra time to meet with 4th grade teachers and students to prepare for class visit	June	All 3rd Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor

4	Identifying Problems and Resources to Address Personal Problems (4 Lessons)	B-SMS 7: Demonstrate effective coping skills when faced with a problem	Pin the Role on the School Counselor poster  “How Big is the Problem?” powerpoint  Laminated windy, rainy, stormy and tornado signs  Smart Board	September to November	All 4th Graders	Verbal comprehension check at the end of each lesson	Discipline referral report  Written student self-referrals	Elementary School Counselor
4	Personal Safety Program (1 Lesson)	B-SMS 9: Demonstrate personal safety skills	Personal Safety Presenters  Smart Board	Fall (month varies from year to year based on presenter availability)	All 4th Graders	Written post-tests	Child abuse referrals	Elementary School Counselor
4	Identifying Feelings and Demonstrating Empathy and Compassion (2 Lessons)	B-SS 4: Demonstrate empathy B-SS 2: Create positive and supportive relationships with other students	Feelings Cards  Second Step Empathy Poster  Second Step Lesson Cards  Smart Board	December	All 4th Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor
4	Assertive Communication Skills (2 Lessons)	B-SS 1: Use effective oral and written communication skills and listening  B-SS 8: Demonstrate advocacy skills and ability to assert self, when necessary	Second Step Lesson Cards  Practice scenarios on index cards  Smart Board	December to January	All 4th Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor

4	Diversity (1 Lesson)	M 3: Sense of belonging in the school environment  B-SS 2: Create positive and supportive relationships with other students	Second Step Empathy Poster  G4 L8 Respecting Differences Worksheet	January	All 4th Graders	Verbal comprehension check at the end of each lesson	Discipline referral report  DASA report	Elementary School Counselor
4	3 "R's" of Bullying (Recognizing, Reporting and Refusing) (2 Lessons)	B-SS 8: Demonstrate advocacy skills and ability to assert self, when necessary  B-SS 9: Demonstrate social maturity and behaviors appropriate to the situation and environment	Second Step videos  3 R's of Bullying poster  Smart Board	February to March	All 4th Graders	Verbal comprehension check at the end of each lesson	Discipline referral report  DASA report	Elementary School Counselor
4	Emotion Management (4 Lessons)	B-SMS 2: Demonstrate self-discipline and self-control  B-SMS 7: Demonstrate effective coping skills when faced with a problem	Second Step lesson cards  Second Step videos  Smart Board  Second Step Calm Down Poster  Test Anxiety slideshow	March to April	All 4th Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor
4	Problem Solving (2 Lessons)	B-SMS 7: Demonstrate effective coping skills when faced with a problem  B-SS 5: Demonstrate ethical decision-making and social responsibility	Second Step lesson cards  Smart Board  Second Step Problem Solving Poster	May	All 4th Graders	Verbal comprehension check at the end of each lesson  Review of problem solving flow chart worksheets	Discipline referral report	Elementary School Counselor

			Problem solving flow chart worksheets					
4	Review of all Units and Post-Test/Middle School Transition Survey (2 Lessons)	B-SS 4: Demonstrate empathy  B-SMS 7: Demonstrate effective coping skills when faced with a problem	Second Step mini-posters  Smart Board  Chromebooks (for Google Surveys)  Table number cards	May to June	All 4th Graders	Review of students' written responses on surveys  Verbal responses to review game	Discipline referral report	Elementary School Counselor
4	Middle School Counselor Visit (1 Lesson)	M 3: Sense of belonging in the school environment  B-SMS 10: Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities	Middle School Counselor  Middle School Transition surveys given to MS counselor ahead of time	June	All 4th Graders	Verbal comprehension check at the end of each lesson	Discipline referral report	Elementary School Counselor

## Middle School Counseling Core Curriculum Action Plan

Grade Level	Lesson Topic	ASCA Domain and Mindsets & Behaviors Standards	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
5	5th grade Orientation	M3 B-SMS 10	Student schedules, locker information, peer helpers, principal, assistant principal	Aug.	All 5th graders, 10 -6th grade peer helpers	Pre and post student survey	90% attendance rate of 5th graders for the first 10 weeks of school	Middle School Counselor

5	Personal/ Cyber Safety Presentation	B-SMS9 B-SS 8	Personnel from the CCAP, safety video	Nov.	All 5th graders	Pre and post knowledge survey	Decrease in discipline referrals for cyber bullying	Middle School Counselor
5	Empathy and Respect 8 lessons	B-SS 2 B-SS B-SS 6	Second Step unit 1 lessons and DVD videos, SEL teacher	Sept.- June	All 5th graders	Unit 1 pre and post test	Decrease in discipline referrals involving peer conflict	Middle School Counselor
5	Emotion Management 7 lessons	B-SMS 2 B-SMS 7	Second Step unit 2 lessons and DVD videos, SEL teacher	Sept.- June	All 5th graders	Unit 2 pre and post test	Decrease in discipline referrals involving peer conflict	Middle School Counselor
5	Problem Solving 7 lessons	B-LS 1 B-SS 9	Second Step unit 3 lessons and DVD videos	Sept.- June	All 5th graders	Unit 3 pre and post test	Decrease in discipline referrals involving peer conflict	Middle School Counselor
5	Always Changing Body Video	B-SMS 1 B-SMS 10	Always Changing video, 3 teachers	April	All 5th graders	Verbal pre and post test	Increase in class period attendance	Middle School Counselor
5	SEL- Mental and Emotional Health (Suicide prevention)	M1	TBD, SEL teacher	Sept.- June	All 5th graders	Pre and post knowledge survey	Increase in class period attendance	Middle School Counselor
5	4 <sup>th</sup> Grade "Welcome to the Middle School" classroom	M3 B-SMS 10	ES Counselor	June	All 4 <sup>th</sup> graders	Pre and post survey	Increase in class period attendance	Middle and Elementary School Counselors

	lesson							
6	Empathy and Communication	B-SS1 B-SS B-SS 6	Second Step unit 1 lessons and DVD videos, SEL teacher	Sept.- June	All 6th graders	Program pre and post test	Decrease in discipline referrals involving peer conflict	Middle School Counselor
6	Bullying Prevention	B-SS-4 B-SS-8 B-SS-9	Second Step unit 2 lessons and DVD videos, SEL teacher	Sept.- June	All 6th graders	Program pre and post test	Decrease in discipline referrals involving peer conflict	Middle School Counselor
6	Emotion Management	B-SMS 2 B-SMS 7	Second Step unit 3 lessons and DVD videos, SEL teacher	Sept.- June	All 6th graders	Program pre and post test	Increase in class period attendance	Middle School Counselor
6	Problem Solving	B-SMS 7 B-SMS 8	Second Step unit 4 lessons and DVD videos, SEL teacher	Sept.- June	All 6th graders	Program pre and post test	Increase in class period attendance	Middle School Counselor
6	Substance Abuse Prevention	B-SMS 2 B-SMS 4 B-SMS 9	Second Step unit 5 lessons and DVD videos, SEL teacher	Sept.- June	All 6th graders	Program pre and post test	Decrease in discipline referrals involving drug and alcohol use	Middle School Counselor



6	Annual Individual Progress Review	M4 B-LS 5 B-LS 7 B-LS 8 B-LS 10	Educational Progress and Career Plan, Report Card/ Progress Report, Naviance	Oct.- May	All 6th graders	Naviance "Do What Your Are" self-assessment	Increase in attendance, career awareness	Middle School Counselor
6	Depression /Suicide Awareness for Middle School Students	M1	Erika's Lighthouse Program, Classroom Teacher	Feb.	All 6th graders	Program pre and post test	Increase in attendance	Classroom Teacher, Middle School Counselor
6	Resilience	M5, B-SMS6	Resilience lesson	Sept.- June	All 6th graders	Program pre and post test	Increase in attendance	Classroom Teacher, Middle School Counselor
6	Gratitude and Forgiveness	M1	Gratitude and Forgiveness lesson	Sept.- June	All 6th graders	Program pre and post test	Increase in attendance	CE Teacher, Middle School Counselor
6	Cyber Safety and Sexting Presentation	B-SMS 9 B-SS 8	Personnel from the CCAP, safety video	Nov.	All 6th graders	Pre and post knowledge survey	Decrease in discipline referrals for cyber bullying	Middle School Counselor
6	Vaping / JUULing	B-SMS 9	Presentation on Vaping and JUULing, Classroom Teacher	March	All 6th graders	Exit Ticket	Decrease in discipline referrals for tobacco products	Health Teacher, Middle School Counselor

7	7th grade Orientation	M3 B-LS 3 B-SMS 10	Time management, Organizational and Study Skills	Aug.	90 -incoming 5th graders, 10 -6th grade peer helpers	Pre and post student survey	90% attendance rate of 7th graders for the first 10 weeks of school	Middle School Counselor
7	Empathy and Communication	B-SS 1 B-SS 4 B-SS 6	Second Step unit 1 lessons and DVD videos, SEL teacher	Sept.- June	All 7th graders	Program pre and post test	Decrease in discipline referrals involving peer conflict	SEL Teacher, Middle School Counselor
7	Bullying Prevention	B-SS-4 B-SS-8 B-SS-9	Second Step unit 2 lessons and DVD videos, SEL teacher	Sept.- June	All 7th graders	Program pre and post test	Decrease in discipline referrals involving peer conflict	SEL Teacher, Middle School Counselor
7	Emotion Management	B-SMS 2 B-SMS 7	Second Step unit 3 lessons and DVD videos, SEL teacher	Sept.- June	All 7th graders	Program pre and post test	Increase in class period attendance	SEL Teacher, Middle School Counselor
7	Substance Abuse Prevention	B-SMS 2 B-SMS 4 B-SMS 9	Second Step unit 4 lessons and DVD videos, SEL teacher	Sept.- June	All 7th graders	Program pre and post test	Decrease in discipline referrals involving drug and alcohol use	SEL Teacher, Middle School Counselor

7	Annual Individual Progress Review	M4 B-LS 5 B-LS 7 B-LS 8 B-LS 10	Educational Progress and Career Plan, Report Card/ Progress Report, Naviance	Oct.- May	All 7th graders	Naviance – Strengths Explorer	Increase in attendance, career awareness	Middle School Counselor
7	Depression /Suicide Awareness for Middle School Students	M1	Erika's Lighthouse Program, Classroom Teacher	Feb.	All 7th graders	Program pre and post test	Increase in attendance	Classroom Teacher, Middle School Counselor
7	Resilience / Trauma	M5, B-SMS 6	Resilience / Trauma lesson ELA teacher	Oct.	All 7th graders	Program pre and post test	Increase in attendance	ELA Teacher, Middle School Counselor
7	Gratitude and Forgiveness	M1	Gratitude and Forgiveness lesson, Technology teacher	Sept.- June	All 7th graders	Program pre and post test	Increase in attendance	Tech Teacher, Middle School Counselor
7	Vaping / JUULing	B-SMS 9	Presentation on Vaping and JUULing, Classroom teacher	March	All 7th graders	Exit Ticket	Decrease in discipline referrals for tobacco products	Health Teacher, Middle School Counselor
7	Family Career Profile	M6	Family Career Profile Lesson, Social Studies teacher	Oct.	All 7 <sup>th</sup> graders	Completed Family Career Profile	Increase in attendance	SS 7 Teacher, Middle School Counselor

8	Self-Management	B-SS 1 B-SS 6 B-SS 9	Lessons on Self Esteem, Resiliency, Mental Health, Coping Skills, Communication skills, Social Media and Technology	Sept.- June	All 8th graders	Program pre and post test	Decrease in discipline referrals involving peer conflict	Health Teacher, Middle School Counselor
8	Empathy, Compassion and Acceptance	B-SS-4 B-SS-8 B-SS-9	Accepting others, Accepting differences. reducing stigma of Mental Health	Sept.- June	All 8th graders	Program pre and post test	Decrease in discipline referrals involving peer conflict	SEL Teacher, Middle School Counselor
8	Resources Management Depression /Suicide /Mental Health	B-SMS 2 B-SMS 7	How to ask for help for yourself and others, identifying resources, Assertive communication, resilience and trauma	Sept.- June	All 8th graders	Program pre and post test	Increase in class period attendance	Health Teacher, Middle School Counselor
8	Substance Abuse Prevention	B-SMS 2 B-SMS 4 B-SMS 9	Health Class lessons on drugs and alcohol	Sept.- June	All 8th graders	Program pre and post test	Decrease in discipline referrals involving drug and alcohol use	Health Teacher, Middle School Counselor
8	Managing Relationships- Friendships, Dating, Stereotyping, Labeling and Prejudice	B-SS 3 B-SS 2 B-SS 9	Second Step 8 Unit 2, Civic Engagement teacher	Sept.- June	All 8th graders	Second Step 8 activities pre and post tests	Decrease in discipline referrals involving peer conflict	CE Teacher, Middle School Counselor

8	Annual Individual Progress Review	M4 B-LS 5 B-LS 7 B-LS 8 B-LS 10	Educational Progress and Career Plan, Report Card/ Progress Report, Naviance	Oct.- May	All 8th graders	Naviance – Career Key	Increase in attendance, career awareness	Middle School Counselor
8	My Life in 20 Years	M2 M6 B SMS 3 B-LS 9 B-SMS 10	My Life Projection lesson, Classroom teacher	Nov.	All 8 <sup>th</sup> graders	Completed “My Life in 20 Years” document	Increase in attendance	Middle School Counselor, Classroom Teacher
8	Vaping / JUULing	B-SMS 9	Presentation on Vaping and JUULing, Classroom teacher	March	All 8th graders	Exit Ticket	Decrease in discipline referrals for tobacco products	Middle School Counselor, Health Teacher

# High School Counseling Core Curriculum Action Plan

Grade Level	Lesson Topic	ASCA Domain and Mindsets & Behaviors Standard(s) See Appendix i	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Provider
9-12	Annual Program Review Meeting	M 1 B-LS 9	Report cards course selections, curriculum guide, PSAT, SAT, Pre-ACT, ACT scores; transcript; review notes from previous years; Naviance.	Sept. -May	All PHS Students (384)	student college and career plan interviews	graduation rate, college acceptance data	High School Counselors
9-12	Individual Counseling: Social/Emotional	M1 B-SS 9	List of referral resources, Counseling resources	Sept. - June	All PHS Students (384)	student interview	class attendance, frequency of accessing support staff	High School Counselors
9-12	Individual Counseling: Academic	M 6 B-SS 8	SchoolTool, grades, attendance, discipline, curriculum guide, graduation requirements chart, promotion policy, translator for MLL students as needed	Sept.-June	All PHS Students (384)	student interview	grades, promotion rates, graduation rate	High School Counselors
8-11	Course Selections	M 5 B-LS 8	Curriculum guide, course selection worksheet, 4 year plans, recommendations, test results,	Feb. - May	All PHS Students (384)	pre-post survey	diploma type, promotion rate	High School Counselors
9-12	Eastern Dutchess College Fair	M5 B-LS 4	Building use, tables and chairs, college signs, flyers, invitations for college reps, list of questions for student use	Jan. - April	All PHS Students (384)	survey	College Rep Visit log, percentage of students applying to college	High School Counselors

9-12	Transfer Student Orientation	M 3 B-SS 2	Peer leader, records from previous school, school calendar, SchoolTool, the following in English and Spanish: curriculum guide, student handbook, extracurricular pamphlet	August - July	Incoming students transferring from other schools	student interview	class attendance, report cards, extra-curricular involvement	High School Counselors
10-11	PNW BOCES College & Career Fair	M 4 B-LS 7	permission slips, bus usage, chaperones including bilingual	Dec. -April	All 10th & 11th grade students (~200)	survey	College Rep Visit log, percentage of students applying to college	High School Counselors
8	Incoming 9th Grade Informational Night	M3 B-SMS 10	Teacher presenters, curriculum guides, course selection worksheets, laptop/projector, peer leaders, club advisors and students, tiger costume, refreshments	Feb.	All incoming 9th grade students	course requests	Attendance rate, involvement in extracurriculars	High School Counselors, teachers, principal

9	Freshman Counselors' Workshop: Graduation Requirements, Promotion Policy, Smart Goal, Resume	M-2 B-SMS 8	Naviance, chromebooks, Brightlink, slide show, graduation requirements, promotion policy	Sept.	All 9th grade students	Needs Assessment	freshmen failure rate and promotion rate	High School Counselors
9	Four Year Plan	M-6 B-LS 7	Curriculum Guide, 4 Year plan worksheet	Feb.	All 9th grade students	Completion of 4 year plan	freshman failure rate and promotion rate	High School Counselors

9	Freshman Scavenger Hunt	M-3 B-SMS 10	Scavenger hunt forms, student schedule, folders, handouts, lanyards	Aug.	All incoming 9th grade students	Completion of scavenger hunt forms	First cycle attendance	High School Counselors
10	Counselors' Workshop: Pre-ACT	M-4 B-LS 6	Pre-ACT Information, Brightlink, computer, chromebooks	Sept.	All 10th grade students	sophomore pre-survey	Pre-ACT Scores	High School Counselors
10	College & Career Counselors' Workshop: CTI, HOBY, Career Assessment	M 1 B-LS 9	Chromebooks, Naviance Career Assessment, career videos, Brightlink and computer	Jan.	All 10th grade students	pre/post sophomore survey	Sophomore failure rate and promotion rate	High School Counselor
10	CTI Visit	M- 4 B- SMS 10	Permission slips, bus, chaperones; including bilingual chaperone	Feb.	All interested 10th grade students	Pre/post sophomore survey	CTI applications	High School Counselors
11	Counselors' Workshop: Junior Timeline	M 4 B-LS 6	PSAT/NMSQT handout, Naviance, computer & Brightlink, Timeline slideshow, chromebooks	Sept.	All 11th grade students	Pre and post post secondary plan surveys	PSAT scores List of colleges of interest	High School Counselors

11	Alumni Panel	M 1 B-LS 1	Alumni from previous class, building use: auditorium, Sound system with microphone, refreshment for alumni	Jan.	All 11th grade students	Pre and post post secondary plan surveys	Rigor of course selections for senior year	High School Counselors
11	Counselors' Workshop two part Series: Post	M 5 B-LS 9	Naviance, computer & Brightlink, slide show, chromebooks	Feb.	All 11th grade students	Pre and post post secondary plan surveys	Rigor of course selections for senior year	High School Counselors



	Secondary Research							
11	Individual Post Secondary Planning Meeting with Parent & Student	M 2 B-SMS 10	Naviance, computer, PSAT results, transcript, Post Secondary Planning form, SAT/ACT information, timeline	Jan.	All 11th Grade Students	Interview	SAT & ACT scores, Use of post-secondary planning tools in Naviance	High School Counselors
11	Counselors' Workshop for Parents: Post Secondary Research	M 4 B-SS 3	Naviance, computer & Brightlink, slide show, chromebooks, refreshments	Feb.	All 11th Grade Students	Pre and post post secondary plan surveys	Parent attendance, Percent of parents who access Naviance	High School Counselors
11/12	Financial Aid Night	M 4 B-SMS 6	Financial Aid Director from Marist, computer & Brightlink	Sept.	All 11th & 12th Grade Students	Survey	Percent of FAFSA Completion	High School Counselors
11/12	College Rep Visits	M 5 B-SS 1	Counseling College & Career Center, Naviance,	Sept. - Nov.	All 11th & 12th Grade Students	Pre and post survey	College applications	High School Counselors
12	Senior Counselors' Workshop Series: 10 Part Series	M 5 B-LS 3 B-LS 9 B-SMS 1 B-SMS 5 B-SMS 10 B-SS 1 B-SS 3	Google Calendar, Naviance, chromebooks, Brightlink, FERPA Waiver forms, slideshows: College Application Process Overview, Resume Writing, Essay Writing, Virtual College Fair, College Comparison Tools	Sept.- Nov.	All 12th Grade Students (93)	Pre and post survey	College applications, College acceptances, College attending, Other post secondary plans	High School Counselors, Senior English teachers

12	Senior Parent Counselors' Workshop: College Application Process-Breakfast meeting	M 4 B-LS 9	Naviance, chromebooks, guest logins, Brightlink, FERPA Waiver forms, slideshows: College Application Process Overview, breakfast foods and beverages	Sept.	All 12th Grade Parents (93)	Survey	Parent attendance Percentage of parents accessing Naviance	High School Counselors
12	Individual Senior Post-Secondary Planning Meeting	M 4 B-SMS 10	Naviance, transcript, SAT/ACT scores, chromebooks	Sept. - Dec.	All 12th Grade Students (93)	Interview	College applications, College acceptances, College attending, Other post secondary plans	High School Counselors
12	Scholarship Assembly & Senior Awards Night	M 5 B-SMS 4	Financial commitment from organizations, Scholarship packet with application procedures	June	All 12th Grade Students (93)	Scholarship applications	Scholarship applications, Scholarships award	High School Counselors

# Program Development and Maintenance Planning

## Elementary School Calendar 2019-2020

	Direct Student Services			Indirect Student Services	Program Planning and School Support
Month	School Counseling Core Curriculum	Individual Planning	Responsive Services	Referrals, Collaboration, Consultation	Foundation, Management, Accountability
<b>Ongoing Services</b>	Social Emotional Learning (SEL) lessons for grades 1-4 (refer to calendar months below for specific unit topics)	Behavior Support Plans  Student Safety Plans  Goal Setting for students in counseling	Individual Counseling (IEP, 504 Plan and Building-Level)  Short Term Counseling <ul style="list-style-type: none"> <li>● Personal/Social</li> <li>● Academic</li> </ul> Topic specific group counseling <ul style="list-style-type: none"> <li>● Changing Families</li> <li>● Anxiety</li> <li>● At-risk students</li> <li>● Social Skills</li> <li>● Culture Explorers</li> </ul> Conflict Resolution Meetings  Written Self-Referral Program  Special classroom lessons based on need (K-4)	Mental Health Agencies /Therapist referrals  Classroom observations and action plans  504 plan meetings  IST meetings  CSE meetings  Meetings with Families  Student Review Meetings	Counseling Department meetings  ASCA training and RAMP application development  Emergency Response Team meetings  Ongoing trainings through BOCES  Faculty Meetings
<b>Aug.</b>		Transfer Student Orientation		Coordination and preparation for Transfer Student Orientation  Beginning of Year 504	

				Plan Consultations w/ Staff	
<b>Sept.</b>	Identifying Social Emotional and Safety Problems and Resources to Address these Problems (1-4)			Beginning of Year 504 Plan Consultations w/ Staff  Open House	Scheduling: Counseling and lessons
<b>Oct.</b>	Identifying Social Emotional and Safety Problems and Resources to Address these Problem(1-4)			Coordination and preparation for Personal Safety Program	
<b>Nov.</b>	Personal Safety Program visit (K-4)  Identifying Social Emotional and Safety Problems and Resources to Address these Problems (3-4)  Identifying Feelings/ Demonstrating Empathy and Compassion (1-2)			Parent Teacher Conferences	NYSSCA Conference  Guidance Expo
<b>Dec.</b>	Identifying Feelings/ Demonstrating Empathy and Compassion (1-4)  Assertive Communication Skills (2-4)				
<b>Jan.</b>	Identifying Feelings/ Demonstrating Empathy and Compassion (1)				

	Assertive Communication Skills (1-4) Diversity and Bullying (2-4)				
<b>Feb.</b>	Assertive Communication Skills (1) Diversity and Bullying (1-4) Emotion Management (2)				
<b>March</b>	Diversity and Bullying (1, 3, 4) Emotion Management (1-4)				
<b>April</b>	Emotion Management (1-4) Problem Solving (2-4)				
<b>May</b>	Problem Solving (1-4) Review of all Unit Areas (4)			504 Plan review meetings CSE review meetings	School Counseling Program Annual Agreement 2020-2021
<b>June</b>	Review of all Unit Areas (1-4) Middle School Transition (4)			Articulation meetings	Program Data Analysis 4th Grade Middle School Transition Survey 4th Grade SEL Assessment
<b>July</b>					Program Data Analysis Orientation Preparation

## Middle School Calendar 2019-2020

	Direct Student Services	Indirect Student Services	Program Planning and School Support
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Month	School Counseling Core Curriculum	Individual Planning	Responsive Services	Referrals, Collaboration, Consultation	Foundation, Management, Accountability
<b>Ongoing Services</b>	5 <sup>th</sup> ,6 <sup>th</sup> ,7 <sup>th</sup> ,8 <sup>th</sup> SEL and Civic Engagement, Agriculture, Technology lessons	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Annual Individual Progress Review <ul style="list-style-type: none"> <li>· Naviance training</li> <li>· Academic Review</li> <li>· Goal Setting</li> </ul>	Individual Counseling  Short Term counseling <ul style="list-style-type: none"> <li>· Academic,</li> <li>· Personal/social</li> <li>· Career growth</li> </ul> Topic specific group counseling <ul style="list-style-type: none"> <li>· Academic Success</li> <li>· Changing Families</li> <li>· Anxiety / Depression</li> <li>· At-Risk Students</li> </ul> Student tutoring and transition back to PCMS  Home visits	8 <sup>th</sup> Grade Health Self-Management <ul style="list-style-type: none"> <li>· Empathy, Compassion and Acceptance</li> <li>· Resources Management</li> </ul> Depression /Suicide /Mental Health <ul style="list-style-type: none"> <li>· Substance Abuse Prevention</li> </ul> Grade Level Team, Crisis Response Team, 504. CSE, IST, PRIDE Meetings  Mental Health Agencies /Therapist  Classroom observations and action plans	Master Scheduling <ul style="list-style-type: none"> <li>· January – August</li> </ul> Counseling Department Meetings <ul style="list-style-type: none"> <li>· September – June</li> </ul> ASCA Training and RAMP Application development

<b>Aug.</b>	5 <sup>th</sup> , 7th Grade Orientation		5 <sup>th</sup> -8 <sup>th</sup> Student schedule changes		
<b>Sept.</b>		Transfer Student Orientation/support	5th-8th Student schedule changes	Open House	
<b>Oct.</b>	7 <sup>th</sup> Grade Resilience / Trauma Lesson  7 <sup>th</sup> Grade Family and Career Profile				
<b>Nov.</b>	5th Grade Personal and Cyber Safety  6th Grade Cyber Safety and Sexting  8 <sup>th</sup> Grade "My Life in 20 Years"		6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Private Middle & High School Applications	Family Collaborative Conference  Parent Teacher Conferences	NYSSCA Conference Guidance EXPO
<b>Dec.</b>			6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Private Middle & High School Applications		BOCES Training on Master Scheduling
<b>Jan.</b>					
<b>Feb.</b>	5 <sup>th</sup> and 6 <sup>th</sup> Depression and Suicide Awareness		At-Risk Student Analysis and Action Plan		
<b>March</b>	6 <sup>th</sup> 7 <sup>th</sup> and 8 <sup>th</sup> Vaping and Juuling Presentation			8 <sup>th</sup> Washington DC Trip	6 <sup>th</sup> Foreign Language Selection

<b>April</b>	5 <sup>th</sup> Always Changing Body – (Puberty Lesson)				
<b>May</b>			At-Risk Student Analysis and Action Plan	8 <sup>th</sup> Articulation awards – Presidential, NYS AG, NYS Comptroller	School Counseling Annual Agreement 2020-2021
<b>June</b>	4 <sup>th</sup> Grade “Welcome to the Middle School” classroom lesson 8 <sup>th</sup> grade visit to the HS				Accelerated Class placements  4 <sup>th</sup> Grade Articulation  8 <sup>th</sup> Grade Articulation
<b>July</b>					5 <sup>th</sup> – 8 <sup>th</sup> AIS Placement  4 <sup>th</sup> – 7 <sup>th</sup> SPED / Declassification/ 504 Program Review



## High School Calendar 2019-2020

	Direct Student Services			Indirect Student Services	Program Planning and School Support
Month	School Counseling Core Curriculum	Individual Planning	Responsive Services	Referrals, Collaboration, Consultation	Foundation, Management, Accountability
<b>Ongoing Services</b>		Transfer Student Orientation  Individual Senior Post-Secondary Planning Meeting	Individual Counseling: Social/Emotional  Individual Counseling: Academic, Meetings: 504, CSE, Attendance, Parent-teacher; Peer tutor and AIS coordination; Summer school/Regents exam authorization;	Eastern Dutchess College Fair, PNW BOCES College & Career Fair, Building Level Student Support Services meetings, Parent communication & meetings; Homebound instruction request; Alumni transcript requests; Working paper requests; Official record/transcript review & maintenance; Services for Students with Disabilities testing accommodations requests; Referral, collaboration, & consultation with outside service providers; Process DC BOCES CTI applications; College application processing; Recommendation letter writing;	Maintenance of Counseling, College, & Career Center website; Maintenance of Naviance Tasks, Surveys, Documents, Scholarships, & Links; Annual PHS K-12 Comprehensive School Counseling Plan update; PSAT 8/9, PSAT/NMSQT, PreACT coordination; assist with coordination and administration of the Advanced Placement program;
<b>Aug.</b>		Schedule Changes			

<b>Sept.</b>	Freshman Counselors' Workshop: Graduation Requirements, Promotion Policy, Smart Goal, Resume, Sophomore Counselors' Workshop: Pre-ACT Junior Counselors' Workshop: Junior Timeline, Senior Parent Counselors' Workshop: College Application Process-Breakfast meeting, Senior Counselors' Workshop Series: 10 Part Series	Annual Program Review Meeting, College Rep Visits Schedule Changes		Financial Aid Night	
<b>Oct.</b>	Senior Counselors' Workshop Series: 10 Part Series	Annual Program Review Meeting, College Rep Visits PSAT 8/9, PSAT/NMSQT, PreACT Administration			
<b>Nov.</b>	Senior Counselors' Workshop Series: 10 Part Series	Annual Program Review Meeting, College Rep Visits			
<b>Dec.</b>	Senior Counselors' Workshop Series: 10 Part Series	Annual Program Review Meeting			
<b>Jan.</b>	College & Career Counselors' Workshop: CTI, HOBY, Career Assessment,	Annual Program Review Meeting			

	Summer Scholars Alumni Panel				
<b>Feb.</b>	Course Selections, Incoming 9th Grade Information Night CTI Visit Counselors' Workshop two part Series: Post Secondary Research	Annual Program Review Meeting, Four Year Plan Individual Post Secondary Planning Meeting with Parent & Student			
<b>March</b>	Course Selections Counselors' Workshop for Parents: Post Secondary Research	Annual Program Review Meeting			
<b>April</b>	Course Selections, Eastern Dutchess College Fair, PNW BOCES College & Career Fair	Annual Program Review Meeting			Master Schedule Building Team
<b>May</b>	Course Selections, Scholarship Assembly	Annual Program Review Meeting			
<b>June</b>			Awards Day Ceremony; Senior Awards Night		
<b>July</b>				Student Scheduling	

## Elementary Action Plan - Closing the Gap

By June 2019, 100% of 4th grade students identified for the Culture Explorers group who are below benchmark on their Fountas and Pinnell assessment scores will increase their Fountas and Pinnell assessment scores by at least one letter (when comparing their Fall F&P scores to the Fall F&P benchmarks and their End of Year F&P scores to the End of Year F&P benchmarks).

Goal:

Target Group:

Data to Identify Students

Culture Explorers group members below F&P benchmarks

F&P Scores

Activities	ASCA Domain and Mindsets & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
8 Sessions which will cover the following topics: Overview of cultural differences and similarities; Significance of different elements of flags and creation of a flag which represents the group; Overview of future clubs and activities that will be available in the middle school	M3: Senses of belonging in the school 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	Culture Explorers curriculum Oversized paper pad Markers Water color paint Color pencils Construction paper Scissors Glue Pencils Plastic utensils Paper towels Binder "Like My Home /Como en mi tierra" book "My Diary from Here to There/Mi Diario de Aqui hasta Allí"	January through April	7	Pre and post tests	F&P Scores for Fall 2018 and End of Year 2019	Elementary School Counselor

# Middle School Action Plan - Closing the Gap

Goal: The number of sixth, seventh and eighth grade students failing two or more academic courses with an average of 64 percent or below at the end of the second marking period will decrease by 50 percent from 20 to 10 by the end of the third quarter.

Target Group: Ineligible 6th, 7th and 8th graders

Data to Identify Students: Progress report, Report card and Teacher grade books

Activities	ASCA Domain and Mindsets & Behaviors Standard	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
Ineligible letter to parent(s)/guardians with invitation to AASH	B-SMS 1	report card, progress report	Jan-April	students with an average below 65% in 2 or more classes	n/a	Quarter 3 report card	Middle School Counselors
Individual counseling with student	M6, B-LS 3	report card, progress report, teacher grade book, ASCA Organizational Skills Boot Camp, Goal setting Sheet	Jan-April	students with an average below 65% in 2 or more classes	Structured interview, individual needs assessment, Who's in Control?	Quarter 3 progress report and report card, teacher grade book	Middle School Counselors
Counselor Consult with teacher(s)	B-LS 9	report card, progress report, teacher grade book,	Jan-April	students with an average below 65% in 2 or more	team meeting notes	Quarter 3 progress report and report card, teacher grade book	Middle School Counselors

				classes			
Support in After School Academic Study Hall	M3 BSS- 8	Report card, Progress report, teacher grade book, teacher web pages, Exit ticket	Jan-June	students with an average below 65% in 2 or more classes	Completed exit ticket -student /teacher conference	Quarter 3 progress report and report card, teacher grade book	Middle School Counselors
Group counseling with students	B-SS 2 B-LS 7	Report card, progress report, teacher grade book, teacher web pages, ASCA Organizational Skills Boot Camp, Goal setting Sheet	Jan-June	students with an average below 65% in 2 or more classes	Pre/post on academic goals	Quarter 3 progress report and report card, teacher grade book	Middle School Counselors

# High School Action Plan - Closing the Gap

Goal: By June 26, 2019, 19 out of 20 or 95% of seniors with below a 70 in a required course at the end of 1st quarter will receive a final average of 65 or above and receive the required credit(s) for graduation.

Target Group: Seniors with below a 70 in a course required for graduation

Data to Identify Students: There are 20 seniors who are failing a required course for graduation (English, SS, PE & any additional credits required)

Activities	ASCA Domain and Mindsets & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
Letter to parents	B-SMS 1	Printer Paper stationary/ envelopes	Nov.-June	20	Survey	Report cards/Transcripts	High School Counselors
Individual Counseling Sessions	M 6 B-LS 3	Access to schooltool to review grades: -Transcript -NYSED Diploma Requirements	Nov.-June	20	Pre-post needs assessment	Report cards/Transcripts	High School Counselors
Program/ course placement change	B-SMS 10	Master schedule Access to Schooltool	Nov.-June	20	Interview	Report cards/Transcripts	High School Counselors
Consultation with teachers and administration	B-SS 3	Grade reports	Nov.-June	20	Survey	Report cards/Transcripts	High School Counselors
Parent Meetings	BS-SMS 1	Transcript NYSED Diploma Requirements	Nov.-June	20	Survey	Report Cards/Transcripts	High School Counselors

## **Professional Development Planning**

### **Elementary School**

The elementary school counselor will attend the annual NYSSCA conference and the Guidance Expo. As a member of ASCA & ACA there are monthly publications and specialized workshops available on a variety of topics. Workshops on counseling specific topics based on student needs are scheduled throughout the year.

### **Middle School**

The middle school counselors will attend the Annual NYSSCA conference, Guidance Expo, and BOCES Master Scheduling workshop. As members of ASCA & ACA there are monthly publications and specialized workshops available on a variety of topics. Workshops on counseling specific topics based on student needs are scheduled throughout the year.

### **High School**

The high school counselors will attend the Annual NYSSCA conference, Director Of Guidance Meetings at PNW BOCES, annual update at DC BOCES CTI, college visits, Naviance webinars, and SAT and ACT annual workshops. Workshops on counseling specific topics based on student needs are scheduled throughout the year.



## **Evaluation Methods**

Pawling school counselors will regularly evaluate their program to determine its effectiveness using accountability strategies to monitor, evaluate, and improve the school counseling program. The school counseling program elements may be assessed through the following:

**Data Analysis** - Counselors collect, analyze, and report data to provide factual information and guide the school counselors in planning and delivering learning support programs for all students.

**Program Results** - Counselors analyze the school counseling program using information collected through process, perception, or outcome data to inform decisions related to program improvements. The Counseling Program Advisory Council at each school along with each counseling department will review the programs to identify trends and areas of success and areas in need of improvement.

**Evaluation and Improvement** - School counselor self-assess strengths and areas of improvement using the ASCA School Counselor Competencies (see Appendix ii), analysis of the school counseling program's strengths and areas of improvement, and review of annual goals. Evaluation of the school counselor's performance using the ASCA School Counselor Competencies needs to be negotiated between labor and management.

## **Program Outcomes Report**

Program Outcomes Report will be developed during the 2019-2020 school year.

Closing the Gap Analysis Report will be created for each school level throughout the school year and presented to the Advisory Councils for each building.

## **Program Advisory Council**

There will be an advisory council established for each school building. The council will meet at least two times per year. Minutes must be taken and reports will be provided to BOE annually.

# Appendix i: ASCA Mindset & Behaviors

## 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.*

<b>Category 1: Mindset Standards</b> School counselors encourage the following mindsets for all students.		
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		
<b>Category 2: Behavior Standards</b> 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	

# Appendix ii: ASCA Profession Standards and Competencies

## ASCA School Counselor Professional Standards & Competencies

MINDSETS	
School counselors believe:	
M 1. Every student can learn, and every student can succeed.	
M 2. Every student should have access to and opportunity for a high-quality education.	
M 3. Every student should graduate from high school prepared for postsecondary opportunities.	
M 4. Every student should have access to a comprehensive school counseling program.	
M 5. Effective school counseling is a collaborative process involving school counselors, students, families, teachers, administrators, other school staff and education stakeholders.	
M 6. School counselors are leaders in the school, district, state and nation.	
M 7. Comprehensive school counseling programs promote and enhance student academic, career and social/emotional outcomes.	

BEHAVIORS		
School counselors demonstrate the following standards in the design, implementation and evaluation of a comprehensive school counseling program.		
Professional Foundation	Direct and Indirect Student Services	Planning and Evaluation
B-PF 1. Apply developmental, learning, counseling and education theories	B-SS 1. Design and implement instruction aligned to ASCA Mindsets & Behaviors for Student Success in large-group, classroom, small-group and individual settings	B-PE 1. Create school counseling program beliefs, vision and mission statements aligned with the school and district
B-PF 2. Demonstrate understanding of educational systems, legal issues, policies, research and trends in education	B-SS 2. Provide appraisal and advisement in large-group, classroom, small-group and individual settings	B-PE 2. Identify gaps in achievement, attendance, discipline, opportunity and resources
B-PF 3. Apply legal and ethical principles of the school counseling profession	B-SS 3. Provide short-term counseling in small-group and individual settings	B-PE 3. Develop school counseling program goals based on student data
B-PF 4. Apply school counseling professional standards and competencies	B-SS 4. Make referrals to appropriate school and community resources	B-PE 4. Develop and implement action plans aligned with program goals and student data
B-PF 5. Use ASCA Mindsets & Behaviors for Student Success to inform the implementation of a comprehensive school counseling program	B-SS 5. Consult to support student achievement and success	B-PE 5. Evaluate and report program results to the school community
B-PF 6. Demonstrate understanding of the impact of cultural, social and environmental influences on student success and opportunities	B-SS 6. Collaborate with families, teachers, administrators, other school staff and education stakeholders for student achievement and success	B-PE 6. Use time appropriately according to national recommendations and student/school data
B-PF 7. Demonstrate leadership through the development and implementation of a comprehensive school counseling program		B-PE 7. Establish agreement with the principal and other administrators about the comprehensive school counseling program
B-PF 8. Demonstrate advocacy in a comprehensive school counseling program		B-PE 8. Establish and convene an advisory council for the comprehensive school counseling program
B-PF 9. Create systemic change through the implementation of a comprehensive school counseling program		B-PE 9. Use appropriate school counselor performance appraisal process