

# Comprehensive School Counseling Plan

2019-2020

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Glens Falls City School District



The Glens Falls City School district has developed a comprehensive school counseling plan in accordance of the New York State 100.2 (j) regulations. The chart below references the specific comprehensive school counseling plan regulations.

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### 1. Mission Statement

The mission of the school counseling department is to provide a proactive, comprehensive, and developmentally appropriate program to address students' academic and career goals in addition to supporting their personal and social needs. This is accomplished through a partnership with parents/guardians, staff, and community members to enable all students to become successful, productive citizens and lifelong learners in a diverse and changing world.

2. Program Components of NYSED Commissioner’s Regulation Part 100.2(j)

Program Components		
Grades K-5	Grades 6-8	Grades 9-12
 Assist students with academic concerns e.g. attendance and behavior	 Annual Individual Progress Review by a certified school counselor Assist students with academic concerns e.g. attendance and behavior	
 Information on college and careers	 Instruction in careers	
Core Curriculum instruction provided by certified school counselors in college/career, social/emotional and academic skills developments based on multiple student competencies		
 Direct and indirect services to students (e.g. advising, individual and group counseling, consultation, referral)		

<b>PROGRAM ACCOUNTABILITY</b>	 Referral to properly licensed/certified PPS as appropriate for more targeted supports	<b>PROGRAM MANAGEMENT</b>
	All students have access to a certified school counselor and the school counseling program	
	 Advisory Council (committee comprised of various stakeholders who meet biannually to review the plan)	
	School and District plans posted on district website ( <a href="http://www.gfsd.org">www.gfsd.org</a> )	
	Annual program outcomes report to Board of Education	
	 K-12 Program developed and updated annually by certified school counselors in collaboration with other school personnel	
<b>PROGRAM FOUNDATION</b>		

Reference: [www.nyssca.org](http://www.nyssca.org) © 2018



- Team Approach

### 3. School Counselor, School Psychologist and School Social Worker Personnel

#### 3.1 School Counselors- High School:

Arlene Tobias  
Brian Bombard  
Andrew Akins

#### 3.2 School Counselors- Middle School:

Laura Hammer  
Kristen Conway

#### 3.3 School Counselor - Elementary Schools:

Jennifer Shaver

#### 3.4 School Psychologists:

Elizabeth Bell - HS  
Elaine Hersey- MS  
Allison Wolfstich- MS  
Paula Rehm - Elementary  
Sabrina Columbus- Elementary  
Julie Miller- Elementary  
Heather Heinz- CPSE / Pre-school

#### 3.5 School Social Workers:

Jennifer Caffarel- HS  
Kathy Cerny- HS  
Brianna DeGregory- MS  
Carol Hobbs- MS  
Deidre Grieve- Elementary  
Cameron Mazza- Elementary  
Tiffany Britt- Elementary

#### 4. School Counseling Plan - **Elementary Schools**

##### A. Target Population **Students Grades K- 4**

##### B. Expected Outcomes

Regarding academics, students and parents will have access to information, activities, and strategies to maximize each student's ability to learn. Grade appropriate lessons will integrate elements of social/emotional, academic and college/career domains.

##### C. Evaluation Method(s)

To be determined based on activity and district/building goals

##### D. Program

Elementary school counselor will collaborate with educational stakeholders across all three elementary buildings to provide social/emotional, academic and college/career support to all Glens Falls elementary students.

5. School Counseling Plan - **Middle School**

A. Target Population **Students Grades 5 - 8**

B. Expected Outcomes

Regarding academics, students and parents will have access to information, activities, and strategies to maximize each student’s ability to learn. For career planning, students will understand the connections between Middle School academic success, future High School academic success, and plan for a successful transition from Middle School to High School and then to postsecondary education and/or employment. Students will effectively manage emotions and apply interpersonal skills.

C. Evaluation Method(s)

To be determined based on activity and district/building goals

D. Program Description

A. Activities	B. Target Grades	C. Activity Description	D. Activity Time-frame	E. ASCA Domain
Student Intervention Team (SIT)	6-8	Weekly meeting with follow up for individual students as determined by meeting participants.	Throughout the year	Academic/SED
Parent/Teacher conferences	6-8 as requested	Teachers, students, counselors and parents provide information and develop plans as needed for student improvement.	Throughout the year	Academic/Career/SED
Individual Student Meetings	6-8	Topic of meeting is addressed and follow up planned as needed.	Throughout the year	Academic/Career/SED
Academic warning letters	6-8	School counselors compile data every five weeks and send out letters for academic support programs such as mandatory after school help, academic focus and homework club.	Every five weeks at report card and progress reports	Academic
Course selection presentations	6-8	School Counselors coordinate presentations for LOTE selection in 7th grade and High School course selection in 8th grade	Winter	Academic
Team Meetings	6-8	Counselors attend team meetings to collaborate with teachers regarding the academic success of students.	daily	Academic/SED

Upward Bound	8	School Counselors assist in the completion of applications for the program, and facilitate Upward Bound presentations to students	Spring	Academic/Career
ECHS	8	School Counselors assist in the completion of applications for the program, and facilitate ECHS presentations to students and program visitations	Spring	Academic/Career
CTE	8	School Counselors facilitate program visitations	Spring	Academic/Career
Orientation for new students	6-8	Counselors assess student information from previous school, create an academic schedule, meet with new student and family, and give building tours.	August then ongoing throughout the year	Academic/SED
5th to 6th grade transition meetings	6	Counselors will meet with 5th grade teachers to review any special needs of students entering 6th grade.	June	Academic/SED
Individual Progress Reviews	6-8	School Counselors will meet with all students to review academic progress and future academic and career planning.	Throughout the year	Academic/Career
Report Cards/Progress Reports	6-8	Reports are mailed to parents/guardians every 5 weeks to provide information regarding students' academic progress.	Every five weeks	Academic
Parent phone calls	6-8	School counselors communicate with parents on topics including academic progress, personal concerns and other information as needed.	Throughout the year	Academic/Career /SED
Parent/student emails	6-8	School counselors communicate with students and parents on topics including academic progress, personal concerns and other information as needed.	Throughout the year	Academic/Career /SED
Parent letters	6-8	School counselors communicate with parents and families on a wide variety of topics including reminders, deadlines and the ability to participate in a variety of activities and opportunities.	Throughout the year.	Academic/Career
Naviance Student	8	HS & MS Counselors, and Home and Career Skills teachers provide initial training in the us of Naviance Student	April	Academic/Career
Open House	6-8	School Counselors provide assistance to parents and present information about the school counseling program.	Fall	Academic/Career/SED
Abraham Wing School Student Orientation	6 to 7	Counselors invite 6th graders transferring to Glens Falls Middle School for an orientation day consisting of tours, Q and A with school counselors, lunch with students and a LOTE presentation.	Winter	Academic/SED

Scholarship Coordination	6-8	Counselors coordinate selection of students for awards at GFMS Awards Ceremony, notify parents, write speeches and present awards.	June	Academic
New York State Testing Coordination	5-8	Counselors create testing groups, room assignments and staff assignments for ELA, Math, Science and Field Testing. Counselors schedule makeup testing and submit all information electronically when the testing window closes.	Spring	Academic
Class Meetings	6-8	Take part in class meeting with Principal to introduce ourselves and speak about the role we play in the building with students.	September	Academic/SED
Class Meetings	6-8	Take part in class meeting with Principal to introduce ourselves and speak about the role we play in the building with students.	September	Academic/SED
Outside Agency referrals	6-8	Refer families/students to community resources such as but not limited to therapists, Warren County DSS services, Care Center, Camp Comfort	Ongoing as needed	SED
CSE Meetings	6-8	Participate in discussion of academic and emotional needs of classified students	ongoing throughout the year	Academic/Career/SED
504 Meetings	6-8	Participate in discussion of academic and emotional needs of classified students	ongoing throughout the year	Academic/Career/SED
Professional Development	6-8	School counselors participate in various programs/activities in order to maintain current information and best practices on a wide range of topics.	Throughout the year	Academic/Career /SED
Career/College Website Resources	6-8	Counselors introduce students to online resources including but not limited to Naviance and New York Career Zone	Ongoing throughout year	Academic/Career
Parent Portal	6-8	Counselors assist parents in accessing the parent portal and demonstrate how to use portal	ongoing throughout the year	Academic
Working Papers	7-8	Counselors assist students in applying for working papers	ongoing throughout the year	Career
JTPA (Job Training Partnership Act)	7-8	Counselors identify JTPA eligible students, distribute applications, schedule interviews and consult with Warren County Youth Employment and Training	Spring	Career
Warren County Youth Campership	5-8	Counselors identify eligible students, distribute applications, coordinate application completion with colleagues and submit school	Spring	SED



		applications in consultation with Warren County Youth Campership employees		
AIS scheduling coordination	6-8	Counselors meet with other faculty members every five weeks to review STAR and iReady assessments in ELA and Math classes. Students are added or dropped from services dependent on current STAR scores and teacher recommendation.	ongoing throughout the year	Academic
Board of Review	6-8	Counselors schedule meetings with faculty to review recommendations for summer net, summer success and retention. Counselors provide eSchool data regarding students in jeopardy of failing classes and share with team members.	June	Academic
Honors Identification	6-8	Counselors compile data on student grades, STAR scores, test averages, NY State exam scores and teacher recommendations. Information is shared at each grade level to determine students offered honors level classes in each grade.	May - June	Academic
Summer Programming	6-8	School Counselors share information about GFMS Summer Net classes and the Summer Success Program. School Counselors coordinate the identification and application process for both programs.	May - July	Academic
Student Scheduling	6-8	During summer months, school counselors review and revise student schedules. Students are contacted as needed to resolve schedule conflicts. During the school year, schedule change requests are processed and schedules are updated upon administrative approval.	Throughout the year	Academic

6. School Counseling Plan- **High School**

A. Target Population **Grades 8-12**

B. Expected Outcomes:

Regarding academics, students and parents will have access to information, activities, and strategies to maximize each student’s ability to learn. For career planning, students will understand the connection between school and the world of work, and plan for a successful transition from school to postsecondary education and/or employment. Students will also successfully manage emotions and apply interpersonal skills.

C. Evaluation Method(s)

To be determined based on activity and district/building goals

D. Program Description

A. Activities	B. Target Grades	C. Activity Description	D. Activity Time-frame	E. ASCA Domain
SST	9-12 as referred	Weekly meeting with follow up for individual students as determined by meeting participants.	Throughout the year	Academic/SED
Parent/Teacher Conferences	9-12 as requested	Teachers, students, counselors and parents provide information and develop plans as needed for student improvement.	Throughout the year	Academic/Career /SED
Individual Student Meetings	9-12	Topic of meeting is addressed and follow up planned as needed.	Throughout the year	Academic/Career /SED
Failure Warning Letters	12	School counselors note information re: failures in required courses including marking period grades, midterms and final grades. Letters are mailed to parents/guardians.	Completed after Marking Periods 1, 2 and 3	Academic
Regents Re-test Notification	9-12 as applicable	School counselors complete form listing Regents Exam day, date and time of exam needed for graduation requirements and mail notice to parents/guardians.	June, November and April	Academic
Senior Parent Letter re: Graduation Requirements	12	School counselors complete letter listing courses, credits and/or Regents exams required for graduation and mail to parents/guardians.	September to October	Academic
Course Selection Presentations	8-11	School counselors meet with students in classrooms and guide students through the course request process, ensuring graduation requirements, prerequisites and course information are presented, reviewed and explained.	December	Academic/Career
Class Meetings	9-12	School counselors meet with individual classes and present information, timelines and dates of activities needed to assist students in high school and post-secondary planning.	September and February	Academic/Career
Grade 8 to 9 Transition Night	8	8th Grade students and parents mingle and meet school counselors, teachers, students and administrators. Information	May	Academic/Career

		re: graduation requirements, departmental information and student club opportunities is presented.		
College Caravan	9-12	Students have the opportunity to meet with admissions representatives. Teachers are invited to bring their classes to the caravan.	Fall	Academic/Career /SED
College Tour Field Trips	11-12	School counselors invite students to attend a field trip to area colleges where admission representatives provide campus tours and information sessions.	Fall and Spring (one trip per semester)	Academic/Career /SED
College Rep Visits	11-12	College admissions representatives meet with students in small group settings. Representatives also have the opportunity to talk with school counselors as well.	Throughout the year	Academic/Career /SED
College Panel Discussions	11	School counselors invite college admissions representatives from a variety of colleges (2 year, 4 year, public and private) to provide information about the college search and admissions process	Fall and Spring semesters	Academic/Career /SED
Upward Bound	9-12	School counselors assist in the completion of applications for the program, facilitate presentation meetings in classes and communicate, on an ongoing basis, with Upward Bound students and staff.	Throughout the year	Academic/Career /SED
PSAT/NMSQT	10-11	10th and 11th graders sit for the PSAT/NMSQT exam and later meet with school counselors to review scores, register for the Khan Academy online tutoring program and review interest inventory scores.	October (exam) and January (score review)	Academic/Career
PreACT	10	10th graders sit for the Pre-ACT exam and later meet with school counselors to review scores and interest inventory scores.	March (exam) and April (score review)	Academic/Career
ASVAB	10-12	Students sit for the ASVAB exam and later participate in test interpretation and review of possible career options	November (exam), December (score review), May (exam) and June (score review)	Academic/Career
College Application Information Night	12	Students and parents are given information regarding the college application process including timelines, types of applications, scholarship information as well as an information packet developed by school counselors.	September	Academic/Career /SED
Career/College Research Workshops	9-12	School counselors are available throughout the school day in the library to assist students with career/college research. Teachers are invited to bring classes to the workshops.	March, April, May	Academic/Career /SED
College Application Workshops	12	School counselors are available throughout the school day in the library to assist students in completing college applications. Teachers are invited to bring classes to the workshop.	September through December	Academic/Career /SED
Individual Annual Reviews	9-12	School counselors meet with all students to review progress toward graduation requirements and post secondary plans.	Throughout the year	Academic/Career /SED
SUNY Adirondack Open House Field Trip	11	Students interested in attending SUNY can sign up for an Open House sponsored by the college. (Activities as per SUNY ADK).	Spring Semester	Academic/Career /SED

Naviance	8-12	8th grade and transfer students receive initial training in the use of the Naviance program. School counselors push into classrooms to facilitate yearly lessons to encourage use of the program. School counselors instruct students in the use of career/college planning resources provided by the program.	Throughout the year	Academic/Career /SED
Special Program Visits (CTE, ECHS, NEW VISIONS)	10-11	Students have the opportunity to visit programs, attend presentations and learn about opportunities for unique out-of-district programs.	Throughout the year	Academic/Career /SED
SASS	9-12 as appropriate	SASS facilitators identify recommended students who could benefit from the opportunity to work in a small group setting with academic support. SASS applications are provided by facilitators who are ongoing liaisons for SASS students.	Throughout the year	Academic/SED
Course Description Guide	8-11	Course descriptions, graduation requirements and school policies are updated annually and distributed to students and families as part of the course selection process.	August through December	Academic/Career
Open House	9-12	School counselors provide assistance to parents and present information about the school counseling program.	Fall	Academic/Career /SED
FAFSA Completion Workshop	12	School counselors coordinate and facilitate a presentation about the college financial aid application process and offer an opportunity for families to complete the FAFSA and TAP applications.	Fall	Academic
Classroom Push-In Lessons	9-12	School counselors make presentations to academic classes regarding Naviance, course selections and other topics upon teacher request.	Throughout the year	Academic/Career /SED
Course Request Presentations	8-11	School counselors meet with classes and guide students through the course selection process. School Counselors ensure graduation requirements, prerequisites and course information are presented, reviewed and explained.	December	Academic/Career /SED
College Instant Admit Days	12	School counselors facilitate these application opportunities for students to submit a free college admissions application and meet with a college admissions representative at the high school.	Throughout the year	Academic/Career
SMSA Orientation	8	School counselors invite SMSA students transferring to GFHS in 9th Grade to participate in a shadowing experience with 9th grade students and schedule individual meetings to select 9th grade courses.	May	Academic/Career /SED
College Application Processing	12	School counselors complete and submit portions of student college applications.	Throughout the year	Academic/Career
Scholarship coordination	9-12	School counselors promote scholarship opportunities for students and provide/submit information for student applications as needed. School counselors facilitate the Local Scholarship application/selection process.	Throughout the year	Academic/Career
Leadership Program coordination	9-12	School counselors coordinate information and share leadership opportunities with students. School counselors coordinate registration processes as needed.	Throughout the year	Academic/Career /SED

NCAA	9-12	School counselors provide student athletes and parents/guardians information regarding NCAA regulations as requested. Updated course information and student transcripts are also submitted to the NCAA.	Throughout the year	Academic/Career
College Board/ACT Accommodations	9-12	School counselors and the psychologist submit student information for test accommodation requests and school counselors administer special testing as needed.	Throughout the year	Academic
Professional Development	9-12	School counselors participate in various programs/activities in order to maintain current information and best practices on a wide range of topics.	Throughout the year	Academic/Career /SED
AP testing coordination	10-12	Coordination of the AP program including AP Course Audit, AP district registration and administration of AP Exams.	Throughout the year	Academic
Various committee memberships	9-12	School counselors participate in a wide variety of committees intended to improve the school.	Throughout the year	Academic/Career /SED
Summer Programming	9-12	School counselors share information about GFHS summer credit recovery and regional summer school opportunities. School counselors also coordinate GFHS summer credit recovery registration.	June through August	Academic
Credit/Component Recovery	9-12	School counselors schedule students for component recovery at the conclusion of Marking Periods 1 through 3 based on marking period failures per teacher request and scheduling availability. School counselors also schedule students for credit recovery based on course failures per student request.	Throughout the year	Academic
Student Scheduling	9-12	During summer months, school counselors review and revise student schedules. Students are contacted as needed to resolve schedule conflicts. Final schedules are mailed home at the end of August. During the school year, schedule change requests are processed and schedules are updated upon administrative approval..	Throughout the year	Academic/Career
Referrals to psychologists/social workers	9-12	School counselors refer students to psychologists/social workers for more intensive and/or ongoing emotional health interventions as needed.	Throughout the year	SED

**7. Annual District School Counseling Plan Review Procedure:**

- 5.1 A. The Comprehensive School Counseling Plan Advisory Council will meet at least two times per year to review the plan.
- B. Program outcomes will be presented to the Glens Falls Board of Education annually with a copy of the updated Comprehensive School Counseling Plan Posted on the school website.