

Canandaigua City School District



Comprehensive Counseling Plan 2019-2020

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Canandaigua City School District
Certificated School Counselors

Leanne Ducharme	Grades 9-12 student caseload, PK -12 Counseling CALT
Amy Wade	Grades PK-1
Katie Mancuso	Grades 2-3
Shauna Karley	Grades 4-5
Maureen Houlihan	6 th Grade
Alex Clark	7 th Grade
Cassie Mauro	8 th Grade
Chris Gietler	Grades 9-12
Michelle Jones	Grades 9-12
Kristen Kelly	Grades 9-12
Lisa Rounds	Grades 9-12
Kristin Smith	Grades 9-12
Heather Pawlak	CACC Grades 8-12

What is a School Counseling Program?

Reaches Every Student through MTSS

- Group activities

Comprehensive in Scope – ASCA National Standards

- Academic Domain
- Career Domain
- Personal/Social Domain

Individual Student Planning:

- Individual or small-group appraisal
- Individual or small-group advisement

Preventative in Design

Responsive Services

- Consultation
- Individual and small-group counseling
- Crisis counseling
- Referrals to outside agencies

Developmental in Nature

Integral Part of the Total Education Program

System Support

Designs a Delivery System

- Professional development
- Consultation, collaboration and teaming
- Program management and operation

Guidance Curriculum:

- Classroom activities
- Interdisciplinary curriculum development

Introduction

The comprehensive school counseling program is an essential, integrated component of the total instructional program through which students have opportunities for academic, career, and personal/social development. Therefore, the school counseling program involves a planned, purposeful, and sequential program of activities that begins in kindergarten and continues through senior year. Comprehensive school counseling programs are data-informed by student needs and provide outcome-based accountability measures that align the school counseling program with the school's overall academic mission.

Vision Statement: One Community, Transforming Lives

The Canandaigua City School District believes in building a community rooted in inclusion and love, where everyone recognizes the active role they play in educating our children and helping them find a sense of purpose in life.

Mission Statement: Explore - Enrich - Empower

The Canandaigua City School District is dedicated to creating enriched, world-class educational experiences that engage all learners, foster meaningful exploration, and empower our school community to have their voices heard.

Program Goals

The comprehensive school counseling program will align the National counseling standards and the State learning standards to the three domains of school counseling: academic, personal/social, and career. Program goals are focused on these three domains:

Academic: Includes acquiring skills, attitudes and knowledge that contribute to the effective learning in school; employing strategies to achieve success in school; and understanding the relationship of academics to the world of work, and to life at home and in the community. Academic goals support the premise that all students should meet or exceed the local and state requirements.

Social/Emotional: Includes providing the foundation for personal and social growth through experience, expressions, and management of emotions as students progress through school and into adulthood. It involves both intra- and interpersonal skill development. This contributes to academic and career success by helping students understand and respect themselves and others, acquire effective interpersonal skills, and develop into contributing members of society.

Career: Includes providing the foundation for the acquisition of skills, attitudes and knowledge that enable students to make a successful transition from school to the world of work. The comprehensive plan ensures that students develop an understanding of self, skills, abilities, strengths, and interests as well as career awareness and exploration.

American School Counselor Association (ASCA) National Model

The American School Counselor Association (ASCA) created the National Model, a unifying framework for school counseling programs throughout the country. The ASCA model relies upon four components: foundation, delivery system, management system, and accountability. This framework ensures that counselors are providing support to all students through a variety of relevant individual, group, and classroom supports, in order to address national standards. The ASCA national standards are:

Academic Development

- 1. Students will acquire the attitudes, knowledge, and skills contributing to effective learning in school and across the lifespan.*
- 2. Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.*
- 3. Students will understand the relationship of academics to the world of work and to life at home and in the community.*

Career Development

- 1. Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.*
- 2. Students will employ strategies to achieve future career goals with success and satisfaction.*
- 3. Students will understand the relationship between personal qualities, education, training and the world of work.*

Personal/Social Development

- 1. Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.*
- 2. Students will make decisions, set goals and take necessary action to achieve goals.*
- 3. Students will understand safety and survival skills.*

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.

- M1. Belief in development of whole self, including a healthy balance of mental, social/emotional physical well-being
- M2. Self-confidence in ability to succeed
- M3. Sense of belonging in the school environment
- M4. Understanding that postsecondary education and life-long learning are necessary for long-term career success
- M5. Belief in using abilities to their fullest to achieve high-quality results and outcomes
- M6. Positive attitude toward work and learning

Category 2: Behavior Standards

Students will demonstrate the following standards through classroom lessons, activities and/or individual/small-group counseling.

Learning Strategies

- B-LS1. Demonstrate critical-thinking skills to make informed decisions
- B-LS2. Demonstrate creativity
- B-LS3. Use time-management, organizational and study skills
- B-LS4. Apply self-motivation and self-direction to learning
- B-LS5. Apply media and technology skills
- B-LS6. Set high standards of quality
- B-LS7. Identify long- and short-term academic, career and social/emotional goals
- B-LS8. Actively engage in challenging coursework
- B-LS9. Gather evidence and consider multiple perspectives to make informed decisions
- B-LS10. Participate in enrichment and extracurricular activities

Self-Management Skills

- B-SMS1. Demonstrate ability to assume responsibility
- B-SMS2. Demonstrate self-discipline and self-control
- B-SMS3. Demonstrate ability to work independently
- B-SMS4. Demonstrate ability to delay immediate gratification for long-term rewards
- B-SMS5. Demonstrate perseverance to achieve long- and short-term goals
- B-SMS6. Demonstrate ability to overcome barriers to learning
- B-SMS7. Demonstrate effective coping skills when faced with a problem
- B-SMS8. Demonstrate the ability to balance school, home and community activities
- B-SMS9. Demonstrate personal safety skills
- B-SMS10. Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities

Social Skills

- B-SS1. Use effective oral and written communication skills and listening skills
- B-SS2. Create positive and supportive relationships with other students
- B-SS3. Create relationships with adults that support success
- B-SS4. Demonstrate empathy
- B-SS5. Demonstrate ethical decision-making and social responsibility
- B-SS6. Use effective collaboration and cooperation skills
- B-SS7. Use leadership and teamwork skills to work effectively in diverse teams
- B-SS8. Demonstrate advocacy skills and ability to assert self, when necessary
- B-SS9. Demonstrate social maturity and behaviors appropriate to the situation and environment

Program Delivery Components

Canandaigua City School District's comprehensive counseling program will ensure that every student receives counseling services in the three domains of Academic, Career, and Personal/Social development. The domains are delivered through the four components of Classroom Guidance, Individual Student Planning, Responsive Services, and Indirect Student Services.

Classroom Guidance

- Classroom instruction and activities
- Group activities
- Interdisciplinary Activities
- Parent workshops and evening events
- Collaborative Activities

Individual Student Planning

- Individual and small group meetings
- Case Management
- Placement

Responsive Services

- Personal Counseling

- Crisis Counseling
- Consultation
- Referral
- Peer Mediation
- Advocacy

Indirect Student Services

- Professional Development
- In-service
- Consultation, Collaboration, and Teaming
- Community Outreach
- Curriculum development
- Advisory Committees
- Program management

K – 5 Counseling Calendar

September:

- * Meet with every teacher to review children in their classes
- * Classroom Guidance Kick-off Assembly

October:

- *Meet the Counselor Lessons
- *Open House
- *Safe Harbors Lessons
- *Red Ribbon Week

November:

- *Classroom Guidance
- *Parent Conference

December:

- *Classroom Guidance
- *Meet the teachers to discuss concerns raised during parent conferences

January:

- *Classroom Guidance
- *Responsive Classroom 1 & 2

February:

- *Career Week
- *Mid-year parent conferences

March & April:

- *Classroom Guidance

May:

- *Classroom Guidance
- *Problem Solving Fair
- *Kindergarten Screening

June:

- *Year-end classroom interviews
- *Annual reviews and 504 reviews for 5th graders going into 6th grade
- *Placement 1-6

Ongoing Activities:

- *Crisis counseling as needed
- *Group and individual counseling
- *Attend CSE, 504, and IST meetings
- *Attend Counseling Department meetings
- *Primary Project Supervision
- *Attendance Team meetings
- *Building Response Team members

Curriculum

Canandaigua Primary-Elementary School
(PK-5)

The PK-5 counseling plan strives to meet the regulations set by New York State and the American School Counselor Association. School Counselors play a critical role in the primary and elementary grades, providing a range of both preventative and responsive programs to meet the academic and social needs of ALL students. This plan is designed to focus on what students should know, comprehend, and be able to demonstrate to enhance their academic and social development. The programs seek to instill and reinforce good character and encourage development of the whole child.

COUNSELING SERVICES

ACTIVITY: Individual Counseling

DESCRIPTION:	Individual counseling provides students with the opportunity to receive support and build the skills necessary to succeed in school and beyond. Through the use of the child centered approach, solution-focused brief approaches, and non-directive play therapy children begin to develop a greater understanding of self. Students are referred for individual counseling by school personnel, families, or self-referral.
TARGET GROUP:	K-5
STAFF ASSIGNED:	School Counselor
TIME:	School year and as needed
RESOURCES:	Counseling lessons, therapeutic games/activities, art
ASCA STANDARDS:	A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:B1; PS:A2; PS:B1

ACTIVITY: Check-Ins and As-Needed Counseling

DESCRIPTION:	Students who do not require short or long-term counseling services are supported through the use of brief check-ins or as-needed sessions. Students are identified via school counselor data, family or school referral or students may self-refer.
TARGET GROUP:	PK-5
STAFF ASSIGNED:	School Counselor
TIME:	School year and as needed
RESOURCES:	Therapeutic games/activities, art
ASCA STANDARDS:	A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:B1; PS:A1; PS:A2; PS:B1

ACTIVITY: Support Clubs and Groups

DESCRIPTION: Support clubs and groups afford an opportunity for students to participate in activities and lessons designed to facilitate and encourage growth through peer engagement.

Clubs (K-3) include:

F.I.S.H. (Families in Separate Homes) - a support club for children experiencing family change; explores interpersonal relationships and dynamics within family structures.

BEST of ME - children build skills, acquire knowledge and develop life skills to effectively interact and communicate in home, academic and peer environments.

GOOD GRIEF- children who have experienced significant loss come together to explore the grief process.

GIRLS' WORLD - a club just for girls that focuses on self-awareness/confidence, problem solving, coping strategies and friend skills.

SUPERFLEX CLUB - a curriculum-based group focusing on improving children's social and behavioral flexibility to ultimately develop better self-monitoring and self-feedback.

Groups (Grades 4-5) include:

EXPERIENCE SPECIFIC - similar to K-3, need based groups form to learn and grow through similar experiences.

LUNCH EXCHANGE - informal lunch meetings that provide opportunities for social connections.

DROP-INS - open door policy for students to drop in to connect with counselor and/or peers.

TARGET GROUP:	K-5
STAFF ASSIGNED:	School Counselor
TIME:	School year and as needed
RESOURCES:	Counseling lessons, therapeutic games/activities, art therapy, play therapy
ASCA STANDARDS:	A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:B1; PS:A1; PS:A2; PS:B1

ACTIVITY: Primary Project Program

DESCRIPTION:	Identified students participate individually in non-directive play therapy with a child associate to assist with school adjustment and personal development. Primary Project child associates are supervised by the UPK-1 House school counselor.
TARGET GROUP:	K-2
STAFF ASSIGNED:	School Counselor, Child Associates
TIME :	School year
RESOURCES:	Play therapy rooms, Children's Institute
ASCA STANDARDS:	A:A3, PS:A1, PS:A2, PS:B1

ACTIVITY: New Student Support

DESCRIPTION:	Family tour of school building, student welcome 1st day of school, new student breakfast at start of year, and follow up with previous school as necessary.
TARGET GROUP:	New students to school K-5
STAFF ASSIGNED:	School Counselor
TIME:	As needed throughout school year
RESOURCES:	Building tours, welcome letter/invitation to families
ASCA STANDARDS:	A:A1, A:A3, PS:A1

CRISIS COUNSELING

ACTIVITY: Student Crisis Responses

DESCRIPTION:	The counselor supports students in crisis within their classrooms. The counselor will utilize de-escalation techniques to help students regain composure and express emotions that resulted in crisis behaviors.
TARGET GROUP:	Grades K-5 (as necessary)
STAFF ASSIGNED:	School Counselor, Social Worker, School Psychologist, Dean of Students, Behavior Support Aide, administration
TIME:	Ongoing, as necessary throughout academic school year. Follow-up assessment, sessions and referrals for student to build coping skills to prevent future crisis.
RESOURCES:	TCI, Responsive Classroom, outside agencies and counseling providers
ASCA STANDARDS:	A:B2, PS: A1: PS: A2, PS:B1, PS: C1

ACTIVITY: Student and Family Safety

DESCRIPTION:	Child Protective Services are contacted as needed to ensure the safety of students and families. Counselors are present as interviews with student and CPS workers are conducted during the school day. Communication with assigned CPS workers as needed regarding student/family concerns.
TARGET GROUP:	Grades K-5
STAFF ASSIGNED:	School Counselor and Social Worker
TIME:	Ongoing, as necessary throughout academic school year.
RESOURCES:	CPS

ASCA STANDARDS: PS:B1, PS:C1

ACTIVITY: District Wide Crisis Response

DESCRIPTION: In the event of a district wide crisis, counselors provide support to students and staff as needed. Communication with district and building crisis support teams, includes development and implementation of plans to support students, staff, and/or families.

TARGET GROUP: K-12 students, faculty and staff

STAFF ASSIGNED: School Counselor and Mental Health Team

TIME : On-going as necessary throughout academic year/summer

RESOURCES: TIG Kit, art therapy; stress reduction manipulatives; person centered

ASCA STANDARDS: PS:A1, PS:A2, PS:B1, PS:C1

CLASSROOM GUIDANCE

ACTIVITY: Peaceful Solutions Guidance Kick-Off Assembly

DESCRIPTION: Students attend an assembly in the auditorium where they watch a video of peacemakers in action, identify (PK-2) and review (3-5) Big Problems vs. Small Problems, Tattling vs. Telling/Reporting, and learn how to ask for help. Grades 3-5 review the peaceful solutions wheel, practice "I" statements, and practice solving big and small problems using real life scenarios.

TARGET GROUP: PK-5

STAFF ASSIGNED: School Counselors

TIME : Start of the school year
RESOURCES: Kelso's Problem Solving
ASCA STANDARDS: A:A2, A:A3, PS:A1, PS:A2, PS:B1, PS:C1

ACTIVITY: Classroom Guidance K-1

DESCRIPTION: All Kindergarten classes receive classroom guidance lessons throughout the year: Mr. Bear's School Skills, Turtle's Feelings and Behaviors, Boris The Bear's Smile and Frown Choices, Kelso's Problem Solving Skills.
All First Grade classes receive classroom guidance lessons throughout the year: I Care Cat's Rules for Little Kids, Academic Fitness and Career Development, Kelso's Problem Solving Skills.

TARGET GROUP: K-1
STAFF ASSIGNED: School Counselor
TIME: October-April
RESOURCES: Good Talking Words Curriculum, PATHS Curriculum, Kelso Curriculum, Boris the Bear Big Book, I Care Cat Curriculum, NYSSCA Comprehensive School Counseling Program Activity Book
ASCA STANDARDS: A:A1, A:A2, A:A3, A:B1, A:B2, A:C1, C:A1, C:A2, C:C1, C:C2, PS:A1, PS:A2, PS:B1, PS:C1

ACTIVITY: Classroom Guidance 2-3

DESCRIPTION: All classrooms grades 2 and 3 receive classroom guidance throughout the school year. Topics include growth mindset, whole body listening, diversity, emotion identification/regulation strategies, mindfulness, internet safety, and career exploration. The final lesson for 3rd grade classrooms is a transition activity to meet and participate in a community building circle activity with the 4th and 5th grade school counselor.

TARGET GROUP: 2-3
STAFF ASSIGNED: School Counselor
TIME: October-April (2nd) and October-May (3rd)
RESOURCES: PATHS, Mind-Up Curriculum, NetSmartz, Social thinking, social emotional topic books and school counselor designed resources
ASCA STANDARDS: A:A1, A:A2, A:A3, A:B1, A:B2, A:C1, C:A1, C:A2, C:C1, C:C2, PS:A1, PS:A2, PS:B1, PS:C1

ACTIVITY: Classroom Guidance 4-5

DESCRIPTION: All 4th and 5th grade classrooms participate in classroom guidance lessons throughout the school year. Community building circles serve as the primary vehicle whereby students, teachers, staff and the counselor engage together in creating and supporting belonging and significance. Topic specific lessons are available in collaboration with teachers based on need.

TARGET GROUP: 4 - 5
STAFF ASSIGNED: School Counselor
TIME: October - May
RESOURCES: Circle Forward: Building a Restorative School Community, MindUp curriculum, New York State School Counselor Association Comprehensive School Counseling Program K-Elementary School Activity Book, various social-emotional curriculum, books and resources.
ASCA STANDARDS: A:A1, A:A2, A:A3, A:B1, A:B2, A:C1, C:A1, C:A2, C:C1, C:C2, PS:A1, PS:A2, PS:B1, PS:C1

ACTIVITY: Grade Level Morning Assemblies

DESCRIPTION:	Grade levels gather in auditorium to participate in short assemblies related to CCSD district wide character traits: Kindness, Respect, Honesty, Responsibility, Effort and Healthy Choices. Assemblies may also be information driven (i.e. Great Expectations, Enrichment opportunities, special guest speakers etc).
TARGET GROUP:	2-5
STAFF ASSIGNED:	School Counselor
TIME:	Thirty minutes monthly for each grade level
RESOURCES:	District character education initiatives, CPES rules and expectations, guest speaker resources.
ASCA STANDARDS:	A:A1, A:A2, A:A3, PS:A1, PS:A2, PS:B1, PS:C1

ACTIVITY: Prevention Lessons

DESCRIPTION:	All First, Third, and Fifth Grade classes receive 7 prevention lessons using the Too Good for Violence curriculum which employs cooperative learning, role playing, and skill building to reduce violent, anti-social behavior and increase social competency and healthy development.
TARGET GROUP:	Grades 1, 3, and 5
STAFF ASSIGNED:	Prevention Educator
TIME:	Grade 5 - September/October/November Grade 3 - December/January/February Grade 1- April/May/June
RESOURCES:	Council on Alcoholism in the Finger Lakes
ASCA STANDARDS:	PS:A1, PS:A2, PS:B1, PS:C1

CAREER DEVELOPMENT

ACTIVITY: Classroom Guidance Lessons

DESCRIPTION:	As part of the classroom guidance program, school counselors deliver lessons that provide a foundation for the acquisition of skills, attitudes and knowledge that enable students to make a successful transition from school to the world of work, and from job to job across the lifespan.
TARGET GROUP:	K-5
STAFF ASSIGNED:	School Counselor
TIME:	School year
RESOURCES:	New York State School Counselors Association Comprehensive School Counseling Program Activity book, Counselor developed lessons and materials
ASCA STANDARDS:	A:A3, A:B2, A:C1, C:A1, C:A2, C:B1, C:C1, C:C2, PS:B1

ACTIVITY: Career Week

DESCRIPTION:	<p>School counselors supply a variety of activities for the implementation of Career Week. Classroom teachers receive a packet with options for participation in activities to support career development. Activities include:</p> <ul style="list-style-type: none">• Poster Palooza - parents and/or students design a poster representing parents' careers• Dress for Success- students choose a future career and dress the part• Inspire through Attire- faculty and staff wear college gear to inspire student conversation around colleges and college experiences• Families at Work- parents are invited to come into classrooms to talk about their careers• Career Video• Career Play Area- UPK-1 classes explore careers through an interactive play experience
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- Guest Speakers - Adults who work in the school provide presentations: College Days, My First Job, I thought you were a teacher
- Senior Speaks - a panel of CA seniors share memories of fifth grade, extra-curricular activities, and future college and/or career plans.

TARGET GROUP: K-5
 STAFF ASSIGNED: School Counselor
 TIME: Week varies each school year depending on various events
 RESOURCES: School Counselor designed materials
 ASCA STANDARDS: A:A3, A:B2, A:C1, C:A1, C:A2, C:B1, C:C1, C:C2, PS:B1

COLLABORATION

ACTIVITY: Great Expectations Assembly/Class Visits

DESCRIPTION: All K-1 classrooms participate in a lesson with the assistant principal and school counselor to learn who the school helpers are and to learn about the three school rules.
 All 2-5 classrooms, by grade level, attend an assembly with the assistant principal and school counselor to learn the role of school helpers and to review school rules and expectations.

TARGET GROUP: K-5
 STAFF ASSIGNED: Assistant Principal and School Counselor
 TIME: September/October
 RESOURCES: CPES school rules
 ASCA STANDARDS: A:A1, A:A2, A:A3,A:B1, A:B2, A:C1, PS:A1, PS:A2, PS:B1, PS:C1

ACTIVITY: Student Advocacy

- DESCRIPTION:** School counselors perform multiple duties in order to meet the academic, social/emotional, and behavioral needs of the student population:
- Co-facilitate, with Instructional Support Teachers, beginning of the year transition meetings with teachers
 - Co-facilitate, with fellow CPES school counselors, transition meetings with students and/or families
 - Participate in House Instructional Support Team (IST)
 - Participate in House Attendance Committee
 - Participate in Committee on Special Education (CSE) meetings
 - Participate in Character Education Committee
 - Participate in Crisis Response Team
 - Participate in Trauma Core Team
 - Organize and/or participate in student staffings
 - Communicate with families regarding school concerns
 - Participate in Open House
 - Participate in parent-teacher conferences

TARGET GROUP: K-5

STAFF ASSIGNED: School Counselors

TIME: School year, summer

RESOURCES: Class lists, IST minutes, District/School Calendar

ASCA STANDARDS: A:A1, A:A2, A:A3, A:B1, PS:A1, PS:A2, PS:B1, PS:C1

ACTIVITY: Parent Communication

DESCRIPTION: School counselors maintain open lines of communication and provide opportunities for connection between families and CPES. Counselors may also provide ongoing social-

emotional curriculum information to parents/guardians, career week information, school counseling brochures, child development brochures, specific information regarding counseling services for referred students, referrals to the Family Support Center, classroom guidance newsletters, parenting tips for school adjustment and separation anxiety, and grief resources. School counselors provide information to families regarding referrals to community agencies and organizations, the Family Support Center, and medical, dental and eye care practitioners.

TARGET GROUP: K-5
STAFF ASSIGNED: School Counselors
TIME: Ongoing throughout the school year
RESOURCES: List of local community agencies, support information and brochures
ASCA STANDARDS: A:A1, A:A2, A:A3, A:B2, A:C1, C:A1, C:A2, C:B1, C:B2, C:C1, C:C2, PS:A1, PS:A2, PS:B1, PS:C1

ACTIVITY: Safe Harbors

DESCRIPTION: All students receive personal safety presentations delivered by a trained prevention specialist from Safe Harbors of the Finger Lakes.

TARGET GROUP: PK-5
STAFF ASSIGNED: School Counselor, Safe Harbor's prevention specialist
TIME: October
RESOURCES: Safe Harbors of the Finger Lakes
ASCA STANDARDS: PS:A1, PS:A2, PS:C1

ACTIVITY: Problem Solving Fair

DESCRIPTION:	Students participate in an annual Problem Solving Fair where they work in small groups using critical thinking, communication skills and creativity to solve problems. Students participate in two lessons prior to the Fair to prepare.
TARGET GROUP:	Grades 1 and 2
STAFF ASSIGNED:	Enrichment teacher, school counselor
TIME:	May/June
RESOURCES:	Parent volunteers, Enrichment Program materials
ASCA STANDARDS:	A:A1, A:A2, A:A3; A:B1; C:A1; C:A2, PS:A2; PS:B1

Middle School Counseling Calendar

August:

*Scheduling

September:

*Scheduling

*Open House

*Transition Program

Team Building/Civil War Days

October:

*Who am I and how have I Changed career interest worksheet (6th grade)

*Begin Group Counseling targeting coping skills, emotional awareness, anxiety, and mindfulness (7th grade)

November:

*Gum in my Hair Anti-Bullying Program (6th grade)

*Fever in Science Classes (Careers in Medical Sciences) (7th grade)

*Group Counseling continued

December:

*FLTCC Skills Competition (8th grade)

*Workforce Development Presentation (8th grade)

*Group Counseling continued

January:

*Scheduling presentations in 8th grade classes regarding high school coursework

*Sexual Harassment Presentations (7th grade)

*Careers sandwiched in (7th grade)

*Group Counseling continued

February:

*Individual scheduling meetings to plan for 9th grade (8th grade)

*8th grade Parent Night

*Implementation of Olweus Program (6th -8th grades)

March:

*Annual reviews

*Individual scheduling meetings to plan for 9th grade continue (8th grade)

*Naviance “Do What you Are” personality inventory (6th grade)

*Naviance “Learning Style Inventory” (7th grade)

April:

- *Annual reviews continue
- *Naviance “Road Map” and Career Cluster Finder Activity (8th grade)
- *8th grade transition activity – High school students visit for a Q and A

May:

- *Career Day (7th grade)
- *504 review meetings

June:

- *March to the Academy

Ongoing Activities:

- Parent/teacher conferences
- *Crisis Counseling as needed
- *Attend CSE, 504 and IST meetings
- *enroll new students
- *Attend team meeting daily
- *Attending counseling department meetings
- *review student grades and meet with students that are at risk of not passing classes to develop a plan

ACTIVITY: Career Day

DESCRIPTION: Career day exposes students to a variety of careers through presentations by community members from a wide variety of career cluster groups.

TARGET GROUP: 7th Grade Students

STAFF ASSIGNED: 7th Grade Counselor

TIME: Spring

RESOURCES: Community members, classrooms, parents, school staff

ASCA STANDARDS: M4; M5; B-SMS10; B-LS7

ACTIVITY: CSE/504 Meetings (Career)

DESCRIPTION: CSE and 504 meetings include discussion with parents, school staff, and students (if they attend) around their academic progress and develop goals and plans designed to lead students to the goals they have for their future

TARGET GROUP: 6-8

STAFF ASSIGNED: Counselors, School Psych, Teachers, School Psych

TIME: All year

RESOURCES: School staff

ASCA STANDARDS: M1; M5; B-LS7; B-LS8; B-SMS10; B-SS3

ACTIVITY: Do What You Are

DESCRIPTION:	Students explore their personality type and how it impacts their relationships, academics, and future planning. They complete a personality assessment to get a 4-letter personality code, a description of their personality type, and the opportunity to explore careers connected to their personality type.
TARGET GROUP:	6th grade students
STAFF ASSIGNED:	6th grade counselor
TIME:	Fall
RESOURCES:	School staff, Naviance, Chromebooks/Internet
ASCA STANDARDS:	M2, M4, M5, B-LS1, B-SS6

ACTIVITY: Strengths Explorer

DESCRIPTION:	Students explore and discuss their talents and strengths and connect them to their impact on their relationships, academics, and future planning.
TARGET GROUP:	7th grade students
STAFF ASSIGNED:	7th grade counselor
TIME:	Spring
RESOURCES:	Naviance, school staff, Chromebooks
ASCA STANDARDS:	M2, M4, M5, M6, B-LS1, B-LS7, B-SS6

ACTIVITY: Connecting our Interests to our Future

DESCRIPTION:	Students explore their interests, learn about Holland Codes, self-identify the codes that they believe describe them best, and take an interest inventory, followed by a discussion, to connect interests to future planning.
TARGET GROUP:	8th grade student
STAFF ASSIGNED:	8th grade counselor
TIME :	Prior to high school scheduling (December)
RESOURCES:	Career zone, school staff
ASCA STANDARDS:	M4, M5, M6, B-LS8, B-SS6

ACTIVITY: 8th Grade Individual Meetings

DESCRIPTION:	Students meet with their counselor individually to discuss their academic progress and then to begin planning for high school courses, making sure to connect course selection to future goals (career interests).
TARGET GROUP:	8th Grade Students
STAFF ASSIGNED:	8th Grade Counselor
TIME:	Early Spring
RESOURCES:	School staff
ASCA STANDARDS:	M2; M4; B-LS7; B-LS9; B-SMS1; B-SMS8

ACTIVITY: Taste of Technology

DESCRIPTION:	Students select multiple programs to explore at the Finger Lakes Technical and Career Center. Students learn about various career fields in an interactive, hands-on environment, led by students and industry experts/teachers
TARGET GROUP:	8th Grade Students
STAFF ASSIGNED:	8th Grade Counselor/8th Grade teachers
TIME:	Midterm week
RESOURCES:	Finger Lakes Tech and Career Center, transportation, school staff
ASCA STANDARDS:	M4; M6; B-SS9; B-SS8

ACTIVITY: Canandaigua Academic and Career Center Referrals

DESCRIPTION:	Identify students that demonstrate needs for smaller setting and make recommendations to the alternative setting staff at CACC. Complete paperwork, schedule interviews.
TARGET GROUP:	7th and 8th Graders
STAFF ASSIGNED:	School counselors, school psych, teachers at CACC
TIME:	Spring of 7th/8th grade
RESOURCES:	Application materials, meeting location at CACC, IEP/504 Documents
ASCA STANDARDS:	M1; M3; M6; B-LS1; B-SMS6; B-SMS10

ACTIVITY: SPOA Referrals and participation

DESCRIPTION:	Work with families to access SPOA information, complete required paperwork, schedule SPOA meeting and attend with family.
TARGET GROUP:	Grades 6-8th students and families
STAFF ASSIGNED:	School Counselor, School Social Worker, and School psych.
TIME:	On-going, as needed
RESOURCES:	SPOA paperwork, parent/counselor collaboration
ASCA STANDARDS:	M1; B-SS4; B-SMS6

ACTIVITY: Sexual Harassment Prevention Presentation

DESCRIPTION:	Create a classroom guidance lesson with 7th grade health teacher to present to classes. Lesson includes information on defining, recognizing, and responding appropriately to sexual harassment.
TARGET GROUP:	7th grade Health Students
STAFF ASSIGNED:	Health teacher and school counselor
TIME:	Fall and Spring 7th grade semesters, 40 minute lesson
RESOURCES:	PowerPoint, video, class rosters, hands-on activities
ASCA STANDARDS:	M1; B-SMS9; B-SMS7; B-SS3; B-SS8

ACTIVITY: CSE/504 Meetings

DESCRIPTION:	Counselor attends CSE meetings with committee to review data, analyze IEP/revise IEP based on students' needs, communicate as a team to outline proposed SPED program. 504 meetings: attend with school psych to review 504 and discuss current accommodations, recommendations for the following year.
TARGET GROUP:	6-8th graders
STAFF ASSIGNED:	Counselor, Related Services Providers, School Psych, CSE Administration
TIME :	On-going, as scheduled, year-long
RESOURCES:	Conference Room, IEP/504 print out, Infinite Campus
ASCA STANDARDS:	M1; M5; B-LS1; B-LS8; B-SS3; B-SMS10

ACTIVITY: Crisis Counseling

DESCRIPTION:	Gather information from community resources, students, families of identified crises and meet and provide needed counseling support/referral support.
TARGET GROUP:	6-8th graders
STAFF ASSIGNED:	School Counselor
TIME:	As needed
RESOURCES:	Counseling Session with student
ASCA STANDARDS:	M1; B-SS3; B-SMS7; B-SMS9

ACTIVITY: Outside Referrals

DESCRIPTION:	Work with students and families to allocate resources available in the community to assist with various needs. Make connections with families/agencies with community to support student needs.
TARGET GROUP:	Grades 6-8th and families
STAFF ASSIGNED:	School Counselor, School Social Worker
TIME :	As needed
RESOURCES:	Outside agencies
ASCA STANDARDS:	M1; B-SS3; B-SMS6; B-SS8; BSMS8; B-SMS9

ACTIVITY: IEP Counseling

DESCRIPTION:	Individual or group counseling with students to address an identified IEP social/emotional goal, track data and progress with student
TARGET GROUP:	IEP Mandated Counseling Caseload- 6-8th grade
STAFF ASSIGNED:	School Counselor, School Social Worker, School Psych.
TIME:	Weekly or bi-weekly, 30 minutes
RESOURCES:	IEP Direct, Infinite Campus
ASCA STANDARDS:	M1; M2; M4; M6; B-LS1; B-SMS1; B-SS1; B-SS3; B-SMS7; B-SMS9; B-SS8

ACTIVITY: On-Going Consultation with Outside Providers

DESCRIPTION:	Collaborate with outside providers in order to identify social-emotional barriers for student/family and work together to determine the necessary support to overcome identified barriers.
TARGET GROUP:	6-8th graders
STAFF ASSIGNED:	School Counselor, outside services, school social worker
TIME:	As needed throughout school year
RESOURCES:	Supporting documentation, school counselor notes/files
ASCA STANDARDS:	M1; M2; M5; B-LS7; B-LS9; B-SMS7

ACTIVITY: Group Counseling (various focuses/topics)

DESCRIPTION:	Develop a curriculum with lesson plans targeting a specific area (i.e. anxiety management, self-esteem building, general middle school issues, etc.), recruit students and ask teachers for recommendations, participate in weekly group for a course of 8-10 weeks.
TARGET GROUP:	6-8th graders
STAFF ASSIGNED:	Counselors, social worker, prevention specialist
TIME:	1Xweekly, 30 minutes, 8-10 weeks per group
RESOURCES:	Group counseling room, Lesson plans
ASCA STANDARDS:	M1; M3; M6; B-LS1; B-SS1; B-SS2; B-SMS2; B-SS4; B-SS6; B-SS8; B-SMS7; B-SS7; B-SS9

ACTIVITY: Conflict Resolution/Mediation

DESCRIPTION:	Coordinate and facilitate mediations between students in order to communicate their concerns and provide conflict resolution for all parties.
TARGET GROUP:	6-8th graders
STAFF ASSIGNED:	School Counselor
TIME:	As needed
RESOURCES:	Counseling room
ASCA STANDARDS:	M1; B-LS1; B-SMS1; B-SMS7; B-SS2; B-SS3; B-SS6; B-SS8; B-SS9

ACTIVITY: 6th Grade Transition

DESCRIPTION:	Counseling Staff will attend CSE/504/Staffing meetings, lead tours, present at the information night to assist students and parents coming into the Middle School
TARGET GROUP:	5th grade students and parents
STAFF ASSIGNED:	Counselors, Social Worker, School Psychologist
TIME :	Spring
RESOURCES:	School staff
ASCA STANDARDS:	M3; B-SS2; B-SS3; B-SMS10

ACTIVITY: 8th Grade Transition

DESCRIPTION:	Counseling Staff will attend CSE/504/Staffing meetings, pair with Academy counselor at scheduling presentation, and be present at the information night to assist students and parents going into the Academy
TARGET GROUP:	8th grade parents and students
STAFF ASSIGNED:	Counselors and School Psychologist
TIME:	Spring
RESOURCES:	School staff; HS transition presentation
ASCA STANDARDS:	M1; M3; M4; B-LS7; B-SMS5; B-SMS1; B-SMS10

ACTIVITY: RTI/Ateam Team Meetings

DESCRIPTION:	Counseling Staff will attend RTI and A team weekly meetings to discuss students and be the liaison to teachers to discuss implementation of strategies and programs to improve student attendance, academics, mental health and behavior.
TARGET GROUP:	Grades 6-8
STAFF ASSIGNED:	School Counselors
TIME:	Weekly, All year
RESOURCES:	School staff
ASCA STANDARDS:	M1; M2; B-SMS1; B-SMS5

ACTIVITY: Team Meetings

DESCRIPTION:	School Counselor will attend weekly team meetings with administration to discuss students' progress and to develop/track plans to address student concerns
TARGET GROUP:	Grade level teams
STAFF ASSIGNED:	School Counselor
TIME:	Weekly, all year
RESOURCES:	School staff
ASCA STANDARDS:	M2; M3; B-LS4; B-SS6

ACTIVITY: Power Of Zero Presentation

DESCRIPTION:	Staff will show the video highlighting how a zero in the grade book affects grades. Students will use the provided spreadsheet to see the changes
TARGET GROUP:	6th grade students
STAFF ASSIGNED:	All staff
TIME:	Fall
RESOURCES:	Power of Zero Video, Spreadsheet
ASCA STANDARDS:	M6; B-LS4; B-LS6; B-SMS1

ACTIVITY: CSE/504 Meetings

DESCRIPTION: School Counselor will attend all meetings to review student progress and assist in writing of plans

TARGET GROUP: Grades 6-8

STAFF ASSIGNED: School Counselors

TIME: All year

RESOURCES: School staff

ASCA STANDARDS: M1; M5; B-LS1; B-LS8; B-SS3; B-SMS10

ACTIVITY: Summer School Registration

DESCRIPTION: School Counselor will monitor grades, communicate with parents and students regarding possible summer school and finalize recommendations with administration and clerical staff.

TARGET GROUP: 7-8 grade students

STAFF ASSIGNED: School Counselor

TIME: End of year

RESOURCES: School staff; Infinite campus

ASCA STANDARDS: M2; B-LS4; B-SMS6;

ACTIVITY: Progress Report Review

DESCRIPTION:	School Counselor will review progress report grades and determine with administration and teachers plans for success for students not achieving appropriate grades
TARGET GROUP:	6-8
STAFF ASSIGNED:	School Counselor
TIME:	Every 5 weeks
RESOURCES:	School staff; Infinite Campus
ASCA STANDARDS:	M1; B-LS6; B-SMS1; B-SMS6

ACTIVITY: Scheduling

DESCRIPTION:	School Counselors will develop schedules for the year and adjust as needed during the year to include AIS, Special Education and other programming needs.
TARGET GROUP:	6-8
STAFF ASSIGNED:	School Counselor
TIME :	All year
RESOURCES:	Infinite Campus
ASCA STANDARDS:	M5; B-LS7; B-LS8

ACTIVITY: Communication

DESCRIPTION:	School Counselors will use email and phone calls to communicate with parents, school staff and outside service providers (therapists, hospitals, tutors, etc.) to discuss and plan for student success
TARGET GROUP:	6-8
STAFF ASSIGNED:	School Counselors
TIME:	All year
RESOURCES:	Outlook
ASCA STANDARDS:	M1; B-LS8; B-LS10; B-SMS1; B-SMS2; B-SMS6; B-SMS7; B-SMS8; B-SMS9; B-SS9

ACTIVITY: Placement

DESCRIPTION:	School Counselor will sit in on placement team meetings to place students on teams with the focus of balancing student needs and programming.
TARGET GROUP:	5-7
STAFF ASSIGNED:	School Counselor
TIME:	Spring
RESOURCES:	School staff; Infinite Campus
ASCA STANDARDS:	M1; M3; M6; B-LS7; B-LS8; B-SMS1; B-SMS10; B-SS7

ACTIVITY: Braves Camp

DESCRIPTION:	School Counselors will assist with coordination of 6th grade Braves Camp and implementation of the program - designed to reduce stress about entering new building and adapt to new situations and responsibilities
TARGET GROUP:	Incoming 6th graders
STAFF ASSIGNED:	School Counselor, Social Worker, Thompson Health Staff
TIME:	Summer before 6th grade
RESOURCES:	School staff; community members
ASCA STANDARDS:	M1; M3; M4; B-LS7; B-SMS5; B-SMS1; B-SMS10

ACTIVITY: Academic Study Hall (ASH)

DESCRIPTION:	Counselors will support students assigned to ASH by developing plans for improvement, discussing time management and supporting attendance to study hall and completion of student's Blue Sheets.
TARGET GROUP:	Student Athletes
STAFF ASSIGNED:	School Counselors; ASH advisor; coaches
TIME:	All year
RESOURCES:	School staff
ASCA STANDARDS:	M1; B-LS7; B-LS10; B-SMS5; B-SMS6

Academy Counseling Calendar

August:

- *Scheduling
- *Freshman Orientation

September:

- *Schedule changes
- *Freshman Interview – “get to know you”
- *Naviance Strengths assessment (9th grade)
- *Open House
- *Rochester Area College Fair (11th and 12th grades)
- * Senior Seminars (discussion of college applications)
- *PSAT presentations in Juniors classes
- *Senior Parent Night

October:

- *Individual Senior meetings to discuss plans after graduation
- *Administer the PSAT test to juniors
- *College visits in the counseling center
- *Finger Lakes works with their Hands Field Trip – Learn about Careers in Heavy Equipment, Machining, and

Engineering (grades 9-11)

- *Complete Freshman Interviews
- *Write Letters of Recommendation for college bound students
- *Process College Applications

November:

- *Buffalo Area College Fair (11th and 12th grades)
- *College Visits in the Counseling Center
- *Individual Senior meetings completed
- *Continue to write letters or recommendation
- *Continue to Process College applications

December:

- *First group Junior Seminar occurs
- *return and go over the PSAT results with Juniors
- *Begin Prep for College Night
- *Begin Sophomore Seminars – use Onet and the MiAdvantage inventory to explore careers

January:

- *Scheduling presentations in all English classes grades 9-11 for the following years schedule
- *FLTCC presentations in 10th grade history classrooms

- *Curriculum Night for 10th grade parents
- *Send mid-year reports to colleges that students have applied
- *Continue to process college applications

February:

- *Begin to meet individually with students for scheduling
- *Second Junior Seminar meetings to launch the college search process
- *Sophomore Visitation to FLTCC campus
- *Review Local Combined Scholarship Process

March:

- *Scheduling meetings continue
- *Early College Scholars Information session
- *College week
- *National College Fair Field trip for Juniors
- *College Night
- *Attend CSE meetings

April:

- *Third Junior Seminar meetings occur
- *Attend CSE meetings

May:

- *Attend 8th grade CSE meetings for incoming 9th grade students
- *Review graduation program
- *update Sp. Ed. Transition folder for graduating seniors

June:

- *Begin scheduling for the following year
- *Review senior transcripts
- *Complete and send out Counselor reports/final transcripts for college bound seniors
- *Complete destination and diploma reports in IC
- *affix stickers on diplomas

July:

- *review report cards
- *register students for summer school who need it
- *update 4-year plans
- *scheduling for the upcoming year

Ongoing Activities:

- *Parent/teacher conferences

- *Individual and Crisis counseling as needed
- *Collaboration with outside agencies as needed
- *review of student grades and meetings with students at risk to develop a plan
- *Attending RTI, L-team, and A-team meetings
- *department meetings

ACTIVITY: Foreign Exchange Student Liaison

DESCRIPTION:	Foreign exchange student liaison (Counselor assigned) will work with administrators, enrollment and foreign exchange programs to enroll and acclimate foreign exchange student(s) to Canandaigua Academy. Liaison will work with foreign exchange student and host family to determine a course schedule that meets exchange program requirements and the students' academic needs.
TARGET GROUP:	Foreign exchange student, liaison counselor, host family
STAFF ASSIGNED:	Specific foreign exchange counselor
TIME :	Ongoing
RESOURCES:	Foreign exchange student application; relationship with exchange program
ASCA STANDARDS:	A:A1; A:A3; A:B1; A:C1; PS:A1

ACTIVITY: Meetings with College, Career, and Military Representatives

DESCRIPTION:	Students have the opportunity to meet individually or in small groups with various college, military, and career representatives. Counselors will receive a calendar of dates/times for visits, and will announce these visits. At least one counselor will meet with any visiting representative to gather information, ask questions, and then report any new or important information back to the other counselors in the department.
TARGET GROUP:	Grades 9 – 12
STAFF ASSIGNED:	School Counselor, counseling office staff
TIME :	As necessary, roughly 30 minutes with each representative
RESOURCES:	Announcements, counseling conference room or large group instruction area for bigger groups, representative visit schedule
ASCA STANDARDS:	C:A1; C:B2; C:C1

ACTIVITY: Summer School Registration

DESCRIPTION:	Counselors will review final report cards/grades, regents scores and failure reports to determine students in need of retaking a course and/or regents exam over the summer. Counselors will contact students and/or parents via e-mail/or phone calls to discuss end of the year academic outcome and create a plan and register the student to either attend summer school and/or retake a regents exam required for graduation.
TARGET GROUP:	Students requiring or requesting summer school
STAFF ASSIGNED:	School counselors
TIME:	Mid-June through early-July
RESOURCES:	Infinite Campus student database, failure reports from teachers, test results, email, telephone
ASCA STANDARDS:	A:A2; A:A3; A:B1; A:B2

ACTIVITY: College Night

DESCRIPTION:	Counselors will contact college and military representatives to invite them to an evening at Canandaigua Academy where students and parents can meet with representatives and talk about their universities and opportunities. Counselors will plan various presentations to be included in this evening.
TARGET GROUP:	Grades 9-12
STAFF ASSIGNED:	School counselors
TIME:	An evening in April, ongoing planning time for counselors
RESOURCES:	Use of cafeteria and auditorium, email and phone calls to representatives, outside presenters
ASCA STANDARDS:	CA1.1, A:B1.5, C:B1.5

ACTIVITY: Individual Senior Planning Meetings

DESCRIPTION:	Counselors will meet individually with all seniors to discuss post-secondary plans including career, college, and military options. Counselors will answer relevant questions, ensure appropriate coursework is taking place for the student goals.
TARGET GROUP:	Grades 12
STAFF ASSIGNED:	School counselors
TIME :	Beginning of the school year and ongoing
RESOURCES:	Counseling staff will coordinate a schedule of meeting times and inform teachers as necessary
ASCA STANDARDS:	A:B1.4, A:B2.2, A:B2.7, A:C1.5, A:C1.6, C:A1.1, C:B1.1, C:B1.2, C:B2.2

ACTIVITY: Individual Scheduling Meetings

DESCRIPTION:	Counselors will meet with each student individually to evaluate their transcript looking at academic performance and progress toward meeting NYS graduation requirements; post-secondary goals will be discussed. Counselors will review the student's teacher recommendations and present courses available to student for the following year. Student and counselor will select future courses consistent with ability, teacher input, interest, career goals and graduation requirements.
TARGET GROUP:	All grades
STAFF ASSIGNED:	School counselors
TIME:	Beginning of the 2nd marking period. Times will vary, depending on the student.
RESOURCES:	Copy of students' transcript, online scheduling course book, 4-year plan and scheduling worksheet, teacher recommendation and IEP/504 plans (when applicable).
ASCA STANDARDS:	A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:B2; C:C1; C:C2; PS:A1; PS:B1

ACTIVITY: Freshman interviews

DESCRIPTION:	Counselors will meet individually with all 9th grade students to assess their transition to the High School, answer relevant questions, ensure appropriate coursework and interventions, and set goals for the year. Counselor complete a freshman interview form that includes information about career goals, areas of interest (academic, personal interests and activities). Counselors also create a Naviance account for each individual student to use during high school.
TARGET GROUP:	Grade 9
STAFF ASSIGNED:	School counselors
TIME:	Meetings will occur early in the school year (Sept./Oct.). Times will vary, depending on the student's schedule and availability.

RESOURCES: Counseling staff will coordinate a schedule of meeting times and inform students/teachers, as necessary. Access to the Naviance online college and career program.

ASCA STANDARDS: A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:B1; C:B2; C:C1; C:C2; PS:A1; PS:B1

ACTIVITY: Sophomore Seminars

DESCRIPTION: Counselors will meet individually with all 10th grade students to begin research on careers. Students will participate in a career interest inventory that will identify potential career pathways based on their interest area. Students will use an internet-based program that is linked with the US Department of Labor. Students will be introduced to an Academic resume and be guided on how to begin to develop their own resume.

TARGET GROUP: Grade 10

STAFF ASSIGNED: School counselors

TIME: Meetings will occur late in the spring semester (April/May). Times will vary, depending on the student's schedule and availability.

RESOURCES: Counseling staff will coordinate a schedule of meeting times and inform students/teachers, as necessary. Access to Onet online.

ASCA STANDARDS: A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:B1; C:B2; C:C1; C:C2; PS:A1; PS:B1

ACTIVITY: Junior Seminars

DESCRIPTION: Counselors will meet for a series of 3 meetings over the course of the junior year. These meetings will include both group and individual sessions. The Junior seminars will cover college planning. Students will learn how to do a full and comprehensive college search using SCOIR. Additionally, students will learn about college entrance exams, when they should

register for these and what scores colleges look for. Students will plan out college visits. They will additionally begin thinking about which teachers they would like to ask for college recommendation letters.

TARGET GROUP:	Grade 12
STAFF ASSIGNED:	School counselors
TIME:	Meetings will begin in December and continue throughout the spring semester. Times will vary, depending on the student's schedule and availability.
RESOURCES:	Counseling staff will coordinate a schedule of meeting times and inform students/teachers, as necessary. Access to the SCOIR online college and career program.
ASCA STANDARDS:	A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:B1; C:B2; C:C1; C:C2; PS:A1; PS:B1

ACTIVITY: Senior Seminars

DESCRIPTION:	Seniors will gain information/insight about the college application process (i.e. review of admission requirements, review the steps for the application process, deadline policies, how to prepare and complete college applications, introduction to Common Application, and setting a personal timeline for the college process) through an interactive group presentation.
TARGET GROUP:	Grade 12
STAFF ASSIGNED:	School counselors
TIME:	September
RESOURCES:	Smartboard, PowerPoint, information packets/worksheets, Common application website and information video
ASCA STANDARDS:	A:B1; A:B2; A:C1; C:A1; C:A2; C:B1; C:B2; C:C1; C:C2; PS:A1; PS:A2; PS:B1

ACTIVITY: 10th grade Parent Night

DESCRIPTION:	Counselors will offer an evening presentation to parents of 10 th grade students. The purpose of the evening is to explain all the academic choices students will have as they enter into their Junior year. Specifically, the difference between IB, AP, and Gemini courses will be discussed. Additionally, parents will learn about other opportunities such as Finger Lakes Technical and Career Center Program options, and CEIP Co-op program.
TARGET GROUP:	Grade 10 Parents
STAFF ASSIGNED:	School counselors
TIME:	An evening in January
RESOURCES:	PowerPoint, handout materials
ASCA STANDARDS:	A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:B1; C:B2; C:C1; C:C2; PS:A1; PS:B1

ACTIVITY: Senior Parent Night

DESCRIPTION:	Parents of Seniors are invited to attend an evening presentation where they learn about the college application process. In addition, a Financial Aid expert from a local college will present on the Financial aid application process
TARGET GROUP:	Grade 12 Parents
STAFF ASSIGNED:	School counselors
TIME:	An evening in September
RESOURCES:	PowerPoint, Information packets
ASCA STANDARDS:	A:B1; A:B2; A:C1; C:A1; C:A2; C:B1; C:B2; C:C1; C:C2; PS:A1; PS:A2; PS:B1

ACTIVITY: PSAT Presentations

DESCRIPTION:	Meet with 11th grade students in classrooms to review the salient features of the PSAT, including question/section structure, PSAT scoring, test uses and scholarship opportunities, as well as its relevance to post-secondary goals.
TARGET GROUP:	Grade 11
STAFF ASSIGNED:	School counselors
TIME:	September
RESOURCES:	Access to SMART Board and SMART Board technologies, access to PC with PowerPoint, additional educational materials for students (PSAT registration information)
ASCA STANDARDS:	A:B1; A:C1; C:B1; C:B2

ACTIVITY: Sophomore Seminars

DESCRIPTION:	Counselors will discuss the process of identifying a career choice with students, and have students share any potential career interests. Students will complete an online career assessment, utilizing the “Do what you are” survey through Naviance program which they have an account through. Once the assessment is completed, students will review the list of potential careers that were identified through the assessment results. With the assistance of the counselor the student will choose a career from their result list and explore the information that is available through the Naviance program. Students also will be taught how to use the career finder that is part of the Naviance program to search for additional careers.
TARGET GROUP:	Grade 10
STAFF ASSIGNED:	School Counselors
TIME:	45 minute individual meetings during the second semester
RESOURCES:	Chromebooks, Naviance subscription.
ASCA STANDARDS:	A:A1; A:B1; A:B2; A:C1; C:A1; C:A2; C:B1; C:B2; C:C1; C:C2; PS:A1; PS:B1

ACTIVITY: Individual Mental Health Counseling

DESCRIPTION:	Counselors will meet with students, as needed, to help with their continued academic, career, and personal/social development. Appointments may be made at the request of the student and/or parent/guardian, or at the discretion of the counselor and/or other faculty member.
TARGET GROUP:	All students, as necessary
STAFF ASSIGNED:	School counselors
TIME:	Meetings may be short- or long-term, depending on the student's needs and the counselor's recommendations.
RESOURCES:	Counselors will work collaboratively with other staff and parents, as necessary, to facilitate development.
ASCA STANDARDS:	A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:A2; C:B1; C:B2; C:C1; C:C2; PS:A1; PS:A2; PS:B1; PS:C1

ACTIVITY: Collaborative Team Meetings

DESCRIPTION:	School counselors meet weekly to discuss student caseloads, discuss best practices, and identify student concerns affecting academic success and personal wellbeing. The team develops and sets goals to implement plans to provide additional support and services to students. The team will collaborate to determine best practice to ensure all students' needs are equally and adequately addressed.
TARGET GROUP:	Grades 9-12
STAFF ASSIGNED:	School Counselors
TIME:	Weekly, 1-hour meetings
RESOURCES:	High School counseling offices, Administrative input, district policy, NYS education policies and graduation requirements, staff resources

ASCA STANDARDS: A:A1; A:A2; A:A3; A:B1; PS:A1; PS:A2; PS:B1

ACTIVITY: National College Fair Field Trip

DESCRIPTION: Counselors will take students to the college fair where they will be meeting with college admission counselors and acquiring information to assist in determining their college decision.

TARGET GROUP: Juniors

STAFF ASSIGNED: High School Counselors

TIME: Spring

RESOURCES: Handouts at time of student registration, school announcements, Principal's weekly Smore, Schoology, transportation, field trip forms, college fair registration, staff emails regarding field trip, and Junior Seminars

ASCA STANDARDS: A:B1; A:B2; A:C1; C:A1; C:B2; C:C1; PS:A2; PS:B1

ACTIVITY: 8th Grade Curriculum Night

DESCRIPTION: School counselors, teachers and administrators host an evening to provide parents and students with information about academic programs, support services, athletic programs, extracurricular opportunities and more.

TARGET GROUP: Grade 8 parents, but students are welcome to attend

STAFF ASSIGNED: Academy principal, Academy counselors, Academy teachers and CALTS, main office and counseling office secretaries

TIME: January

RESOURCES: Handouts, PowerPoint presentation, AV equipment, Building use form for auditorium, cafeteria, atrium, LGI, and music rooms.

ASCA STANDARDS: A:A1; A:B1; A:B2; A:C1; C:A1; C:B1; C:B2

ACTIVITY: 8th Grade Scheduling Presentation

DESCRIPTION: Academy counselor and Middle School counselor visit 8th grade classes to discuss course information, extracurricular opportunities, general Academy information, and prepare students for their scheduling meetings. Academy Counselor also visits St. Mary's to speak with their 8th grade students.

TARGET GROUP: 8th grade Students

STAFF ASSIGNED: Academy counselor and Grade 8 Middle School Counselor

TIME: Early January over three days

RESOURCES: PowerPoint Presentation, AV equipment, emails to Middle school teams/counselor/secretary/administration to secure dates and location, communication with CALTS and parents regarding the visit

ASCA STANDARDS: A:A1; A:B1; A:B2; A:C1; C:A1; C:B1; C:B2

ACTIVITY: Scheduling Classroom Presentations

DESCRIPTION: Counselors will present in English classrooms regarding the scheduling timeline, NYS graduation requirements, new courses to the Academy, Gemini Offerings, FLTCC opportunities, and where and how to read the descriptions of all course offerings. Emphasis is placed on work ethic and challenging themselves.

TARGET GROUP: All Students grades 9-11
STAFF ASSIGNED: Academy counselors, English teachers and English CALT
TIME: January over a week
RESOURCES: PowerPoint presentation, AV equipment, website course descriptions
ASCA STANDARDS: A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:B2; C:C1; C:C2; PS:A1; PS:B1

ACTIVITY: Schedule Changes

DESCRIPTION: Students are required to meet with their counselor to discuss proposed schedule changes, determine reason for the proposed change, and if the change is in the student's best interests. Graduation requirements, Gemini withdrawal, and BOE class load policy will be reviewed. If it is determined the change is in the student's best interest, the student is required to obtain a schedule change form from their counselor and solicit appropriate signatures from teacher, CALT, parent, and building principal. Once the schedule change form is returned, counselor will make the schedule change in Infinite Campus and provide the student with a copy of their new schedule.

TARGET GROUP: All Students grades 9-12
STAFF ASSIGNED: Academy Counselors, teachers, CALTS, and Building Principal
TIME: Ongoing with the heaviest times in the Fall and Spring after the first week of the new semester.
RESOURCES: Infinite Campus, schedule change forms, 4-year graduation plans
ASCA STANDARDS: A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:B2; C:C1; C:C2; PS:A1; PS:B1

ACTIVITY: 8th grade Q & A

DESCRIPTION:	A small group of high school seniors will go present as a panel to 8 th graders regarding tips, suggestions, and other helpful words of wisdom to ease concerns of the 8 th graders transitioning up to the Academy.
TARGET GROUP:	Grade 8
STAFF ASSIGNED:	Academy counselor, Middle School counselor, and 8 th grade Team Leaders
TIME:	Spring
RESOURCES:	Field trip forms for seniors, communication with 8 th grade teams for a time, date, and location, pre-prepared questions for the seniors, and transportation request
ASCA STANDARDS:	A:A3, A:B1, A:B2, PS:A1, PS:C1

ACTIVITY: College Applications

DESCRIPTION:	Counselors will assist student with completing and submitting their college applications, as well as any other required forms/documentation.
TARGET GROUP:	Grade 12
STAFF ASSIGNED:	School Counselors
TIME:	Continuous
RESOURCES:	Access to a computer with Internet and Microsoft Word, SUNY Common application username and password (if applicable), letters of recommendation, college applications and transcripts
ASCA STANDARDS:	A:A1; A:A2; A:B1; A:B2; A:C1; C:A1; C:A2; C:B1; C:B2; C:C1; C:C2; PS:C1

ACTIVITY: Student Scholarships and Awards

DESCRIPTION:	Scholarships for which CA students are qualified to earn will be gathered and catalogued. Based on the scholarship specifications, the counselors will identify students who meet criteria and process the application on the student's behalf.
TARGET GROUP:	All students, although awards are primarily for 11th and 12th grade students
STAFF ASSIGNED:	School counselors, lead teachers (for subject-based scholarships)
TIME:	Spring
RESOURCES:	Copy of each student's report card and the class rank. Counselors will share information on students' self-reported extracurricular involvement and post-graduation plans.
ASCA STANDARDS:	A:A1; A:A3; C:C2; PS:A1

ACTIVITY: Mandated IEP/504 Counseling

DESCRIPTION:	School counselors and psychologists will provide individual and/or group counseling to students requiring that support, as indicated by their IEP or 504 plan. Counselors will also present information at any relevant meetings and create counseling goals and progress notes, as necessary
TARGET GROUP:	Students with an IEP or 504 plan, recommending either individual and/or group counseling support
STAFF ASSIGNED:	School counselors and/or school psychologist
TIME:	Time will be determined by the level of counseling support required per the students' plans.
RESOURCES:	Mental health staff will work closely with special education teachers and case managers, as indicated.
ASCA STANDARDS:	A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:A2; C:B1; C:B2; C:C1; C:C2; PS:A1; PS:A2; PS:B1; PS:C1

ACTIVITY: College Admissions Rep Meetings

DESCRIPTION:	At least one counselor will meet with all college admissions reps/counselors that visit campus. Counselors will be assigned to meet with a rep, and then will report back information about that college to other counselors. Counselors will also speak with any students interested in that college to facilitate a time to meet with that admissions rep.
TARGET GROUP:	All students with focus on grades 11-12
STAFF ASSIGNED:	School Counselors
TIME:	Fall, roughly 30 minutes with each college rep
RESOURCES:	Counseling staff will coordinate a schedule of meeting times and inform students/teachers, as necessary.
ASCA STANDARDS:	A:B1; A:C1; C:A1; C:B1; C:B2; PS:A2

ACTIVITY: Finger Lakes Technical Career Center Registration

DESCRIPTION:	Counselors will meet with students interested in pursuing vocational training while in High School. Counselors will review transcripts to ensure students have meet course requirements for attendance at FLTCC. Counselor from FLTCC visits classrooms to describe available programs. Students visit two programs of choice. Upon visit completion, counselors will meet with students to create course schedule for the following academic year and register students for FLTCC program. Counselors will meet and communicate regularly with the FLTCC counselor
TARGET GROUP:	Grade 11
STAFF ASSIGNED:	Counselors, Counseling center secretaries

TIME: Beginning of March, two-week timeframe
RESOURCES: High school transcripts, FLTCC visit permission slips
ASCA STANDARDS: A:A3; A:B2; A:C1; C:A1; C:A2; C:B1; C:C2

ACTIVITY: College Career Planning

DESCRIPTION: Counselors will schedule meetings with students to discuss future career interests. Beginning in 9th grade during the Freshman interview, students are asked about future career plans. During 10th grade, students are administered the Career Interest Profiler. The interest inventory introduces students to various career paths, education requirements and salary. Students have opportunities to start a college search through Naviance, attend college fairs at Canandaigua Academy and during a field trip to the National College Fair. Counselors work one on one with students to develop a tentative plan that is revisited each year.

TARGET GROUP: 9th through 12th grade
STAFF ASSIGNED: Academy Counselors
TIME: Individual meetings are held at various times throughout the school year
RESOURCES: Naviance, College Admissions Counselors
ASCA STANDARDS: A:A1; A:B1; A:B2

ACTIVITY: Crisis Counseling

DESCRIPTION:	Counselors are available as needed for students who are experiencing a crisis. Counselors assess student safety as needed, make recommendations for hospitalization if necessary. Counseling staff provides families with resources for outside counseling
TARGET GROUP:	All students, as needed
STAFF ASSIGNED:	School counselors and/or psychologists
TIME:	As needed throughout the school year
RESOURCES:	Outside service providers and agencies
ASCA STANDARDS:	PS:A1; PS:A2; PS:B1; PS:C1

ACTIVITY: Graduation/4 year plan tracking

DESCRIPTION:	Counselors meet with each student individually once or twice per year to review course transcripts, outstanding Regents exams, accuracy of credits earned, etc. Counselors keep an updated four-year plan for each student
TARGET GROUP:	Students grades, 9-12
STAFF ASSIGNED:	Counselors
TIME:	During scheduling, January-February
RESOURCES:	Student transcripts, scheduling handbook, scheduling worksheet
ASCA STANDARDS:	A:A1; A:A2; A:A3; A:B1; A:B2; A:C1; C:A1; C:B2; C:C1; C:C2; PS:A1; PS:B1

ACTIVITY: IEP Annual Reviews

DESCRIPTION:	Counselors participate in Annual Review meetings for students in Special Education at the middle school and high school.
TARGET GROUP:	Students in grades 8 – 12
STAFF ASSIGNED:	High School Counselors, Middle School Counselors, School Psychologists, special and general education teachers, Assistant Director to Special Programs, Secretary to Special Programs
TIME:	March – May
RESOURCES:	Student Cumulative File, staff sign-in sheet
ASCA STANDARDS:	A:A1; A:A2; A:A3; A:B1; A:B2; C:A1; C:B1; C:B2; C:C1; PS:A1; PS:A2; PS:B1; PS:C1

ACTIVITY: Senior Transcripts

DESCRIPTION:	Counselors review senior transcripts to ensure accuracy of coursework, final grades and final credit count towards graduation, Regents exam scores, unweighted and weighted GPA. Counseling secretaries will mail out final transcripts
TARGET GROUP:	Grade 12
STAFF ASSIGNED:	School counselors and secretaries
TIME:	Ongoing throughout the school year, June and July
RESOURCES:	Infinite Campus
ASCA STANDARDS	A:A1; A:A2; A:B2