

Glens Falls City School District
Comprehensive School Counseling Plan
(Last Update: October 22, 2024)

Purpose: The district comprehensive program sets the foundation for the school counseling services and program delivered across the school district to all students.

Components of a district comprehensive school counseling program:

- District School Counseling Vision and Mission Statements
- Professional Ethics and Standards & Competencies
- Standards Driven School Counseling
- Data Driven
- Advisory Council
- Description of the Elementary, Middle, and High School Program
- Link to Individual School Counseling Plans

Advisory Council

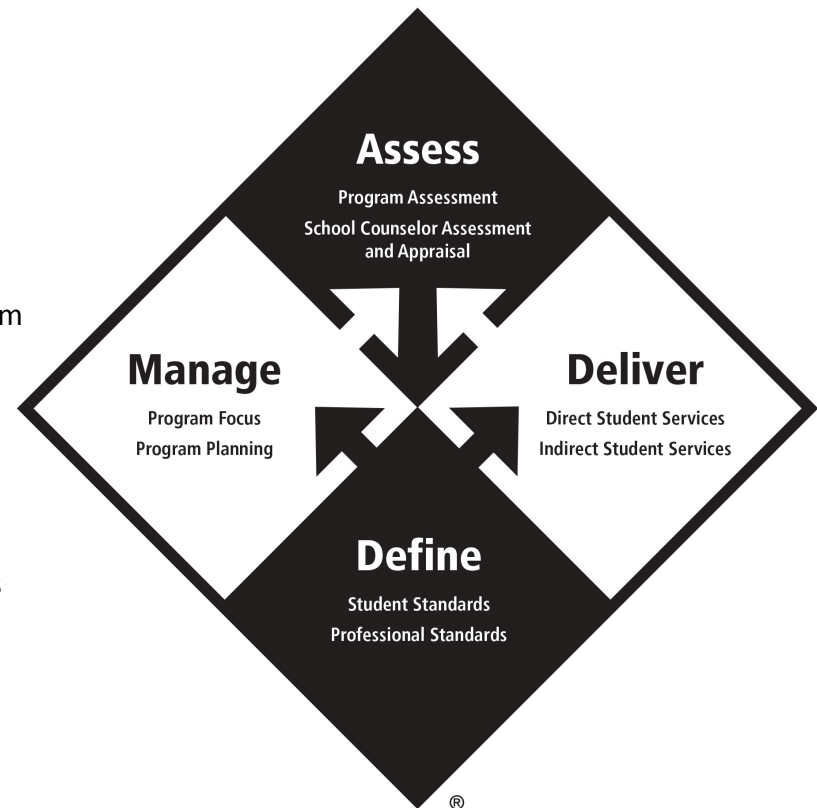
District stakeholders will meet twice a year (once per semester) to:

- Guide and support the school counseling program
- Provide feedback on annual student outcome goals and results
- Advocate for the program
- Learn the role of the school counselor

Meeting Dates: 10/22/24 and 4/22/25

Advisory Council Members 24-25

District Admin: Dr. Krislynn Dengler, Amanda Simmes, Liz Malone, Kristy Moore



Building Administrators: Paul Morcone, Ryan Estey, Marissa Macey, Jen McDonald, Carrie Mauro, Kevin Warren

School Counselors: Jennifer Shaver, Kristen Conway, Laura Hammer, Andy Akins, Brian Bombard, Arlene Tobias

Parents: Jennifer Pouliot, Steven Babson, TBD (HS Parent Rep)

Board Members: Kelly Culliton, Sara DiLandro, Katie Johnson

GFCSD Vision Statement

At GFSD, we are a dynamic and inclusive school community focused on the success of all students in achieving graduation by fostering diverse pathways and providing a multitude of engaging experiences.

School Counseling Department 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.

Professional Ethics and Standards & Competencies

Professional ethics for school counselors in New York State are primarily guided by the American School Counselor Association (ASCA) Ethical Standards. These standards outline the ethical responsibilities of school counselors in various areas, including: Confidentiality, Informed Consent, Dual Relationships, Professional Boundaries, and Advocacy

In New York State, school counselors must meet specific standards set by the New York State Education Department (NYSED) and the ASCA. These standards ensure that counselors are well-prepared to address the needs of students in a comprehensive and developmentally appropriate manner. Key standards include: Comprehensive School Counseling Program, Collaboration and Leadership, and Cultural Competency.

The competencies required for school counselors in New York State are outlined in the ASCA School Counselor Competencies. These competencies ensure that school counselors possess the necessary knowledge, skills, and attitudes to effectively perform their roles.

Key competencies include: Counseling Skills, Assessment and Data Use, Program Development, Ethical and Legal Knowledge, Understanding, and Professional Growth.

In New York State, school counselors are expected to follow ethical standards that emphasize confidentiality, informed consent, and advocacy, among others. They must adhere to standards that ensure the delivery of a comprehensive school counseling program, collaborate effectively, and respect cultural diversity. Additionally, they need to demonstrate competencies in areas such as counseling skills, program development, and legal knowledge to effectively support student success.

Standards Driven School Counseling

The established scope and sequence for K-12 is based on both state and national school counseling standards.

Data Driven

Goals for 24-25 School Year:

Goal 1 - 100% of Students in Grades 7-11 will complete the Find Your Path Assessment in Schoollinks

Goal 2 - 100% of Students with a Disability in grades 8-12 will complete the Exploring Careers Learning Unit in Schoollinks for their required Transition Planning

Other Data Points to Consider:

Graduation Rate Trend, Feedback from Students who did not graduate on time, Enrollment statistics for existing pathways

Summary of field trips and guest speaks related to college and careers, including number of participants and feedback from students

Program Components of NYSED Commissioner's Regulation Part 100.2(j)

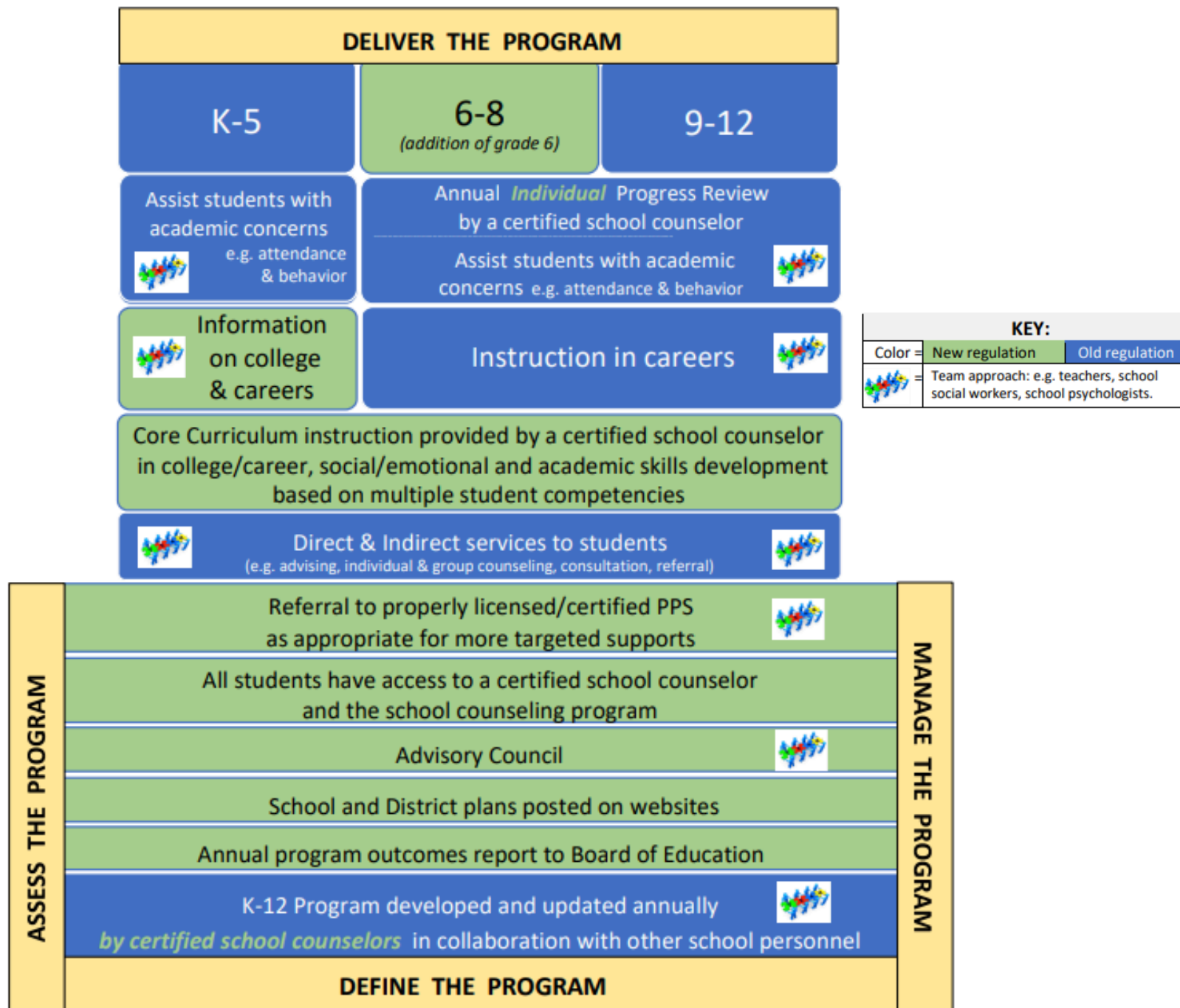
The Glens Falls City School district has developed a comprehensive school counseling plan in accordance with the New York State 100.2 (j) regulations. The chart below references the specific comprehensive school counseling plan regulations.

Cooperative Roles

In a school with a comprehensive school counseling program, administration, faculty, and staff understand and support the program. In addition, all teachers, administrators and staff assist in program delivery to ensure every student receives the services he or she needs. These roles are defined according to the New York State Comprehensive School Counseling Plan.

Administrators	Teachers	Parents/Guardians	Students	Community Members
Provide leadership in developing the program and in the ongoing program improvement. Administrators provide continuous support and emphasize the importance of the program to others. They promote cooperation between counselors, faculty and others. They also provide facilities, resources and allow time to facilitate the program process.	Are partners with school counselors. They develop and infuse school counseling activities into the instructional program that are integral to good learning. They may serve as advisors, mentors and in a number of other roles.	Work cooperatively with school personnel in delivering the program. They serve on committees and provide linkages to the community by communicating program goals to others.	Actively participate and assume responsibility for meeting standards /developing competencies. They will be able to identify the skills, knowledge and attitudes they have gained in structured guidance sessions. Representatives from Business and Industry and others in the community serve on committees, talk with classes, act as mentors, provide financial support and generally	Provide proactive leadership to ensure every student is served. They manage the comprehensive program and coordinate strategies and activities with others (e.g., teachers, parents, community agencies, business representatives) to meet the program goals and standards/competencies.

			serve as partners in the education of youth.	
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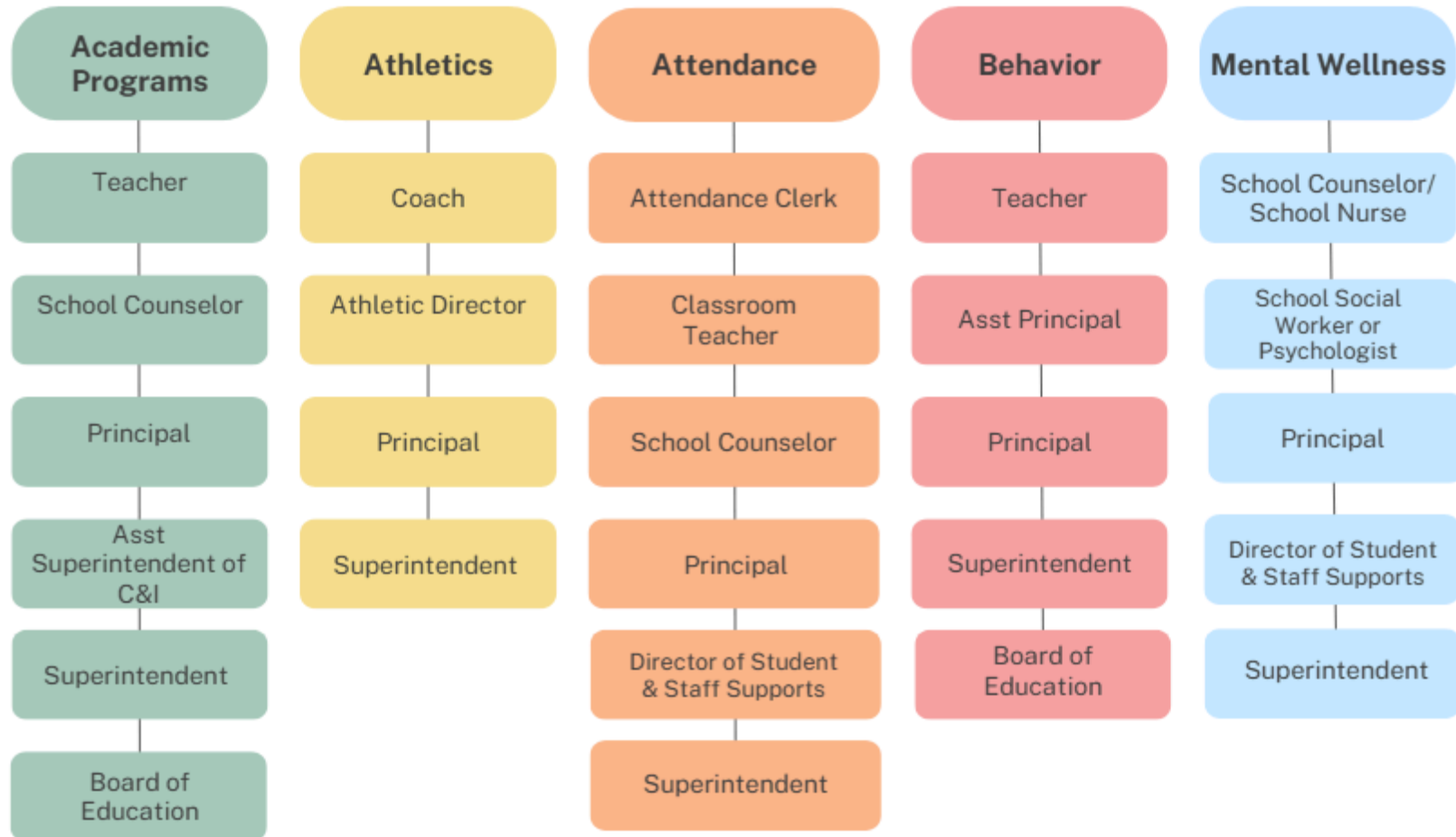


Source: New York State School Counselor Association, www.NYSSCA.org, May 2020



GFCSD District Contact Guide for Parents & Guardians

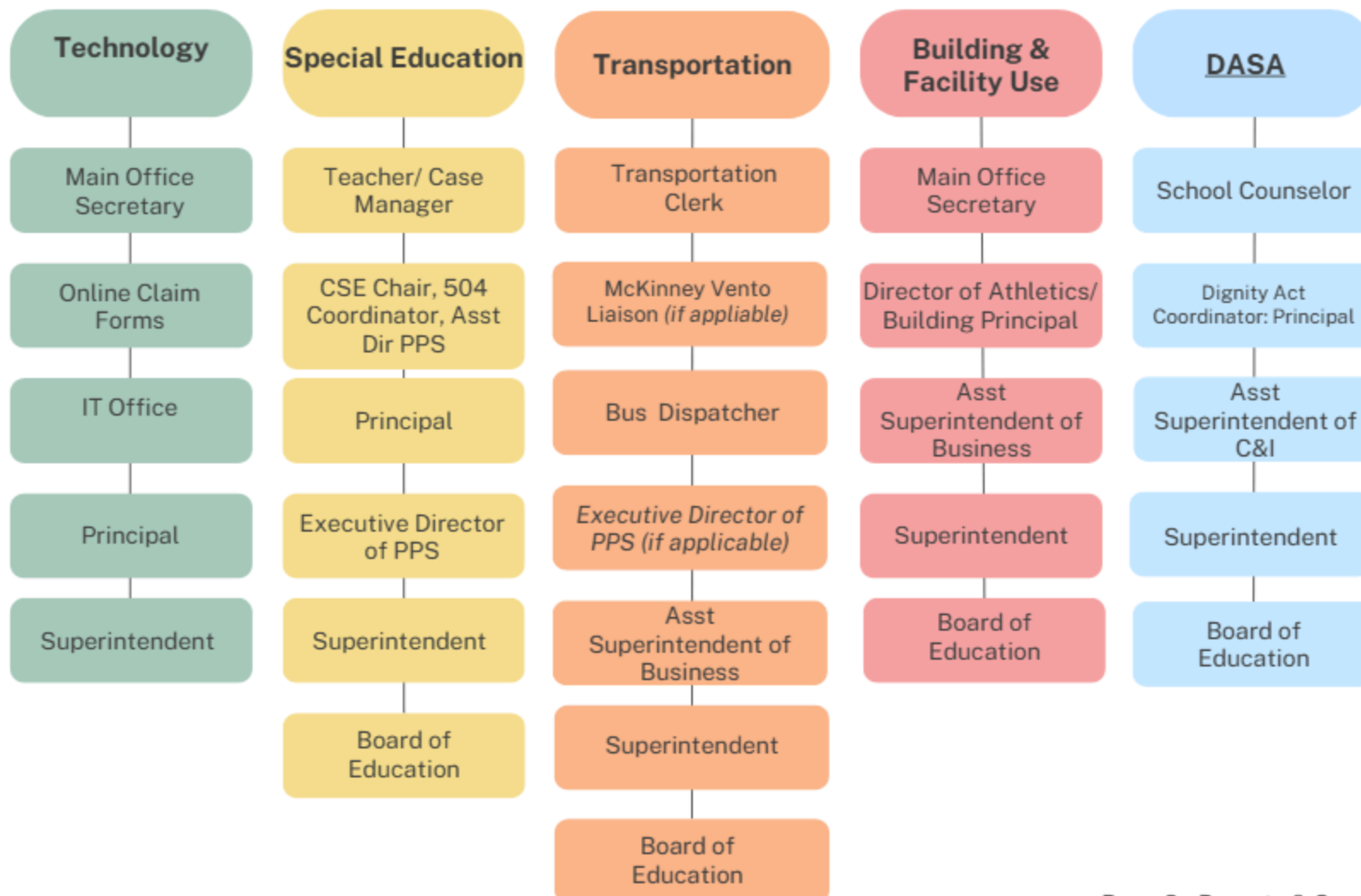
Do you have a question? The following chart indicates the communication hierarchy to follow when you need assistance. After speaking with the staff member most closely involved, if your question or concern is still unresolved you should proceed to contact the staff member at the next level. Following this chain ensures concerns are addressed efficiently and by the appropriate staff member(s). Building specific contact information is listed in the front of our [district calendar](#).





GFCSD District Contact Guide for Parents & Guardians

Do you have a question? The following chart indicates the communication hierarchy to follow when you need assistance. After speaking with the staff member most closely involved, if your question or concern is still unresolved you should proceed to contact the staff member at the next level. Following this chain ensures concerns are addressed efficiently and by the appropriate staff member(s). Building specific contact information is listed in the front of our [district calendar](#).

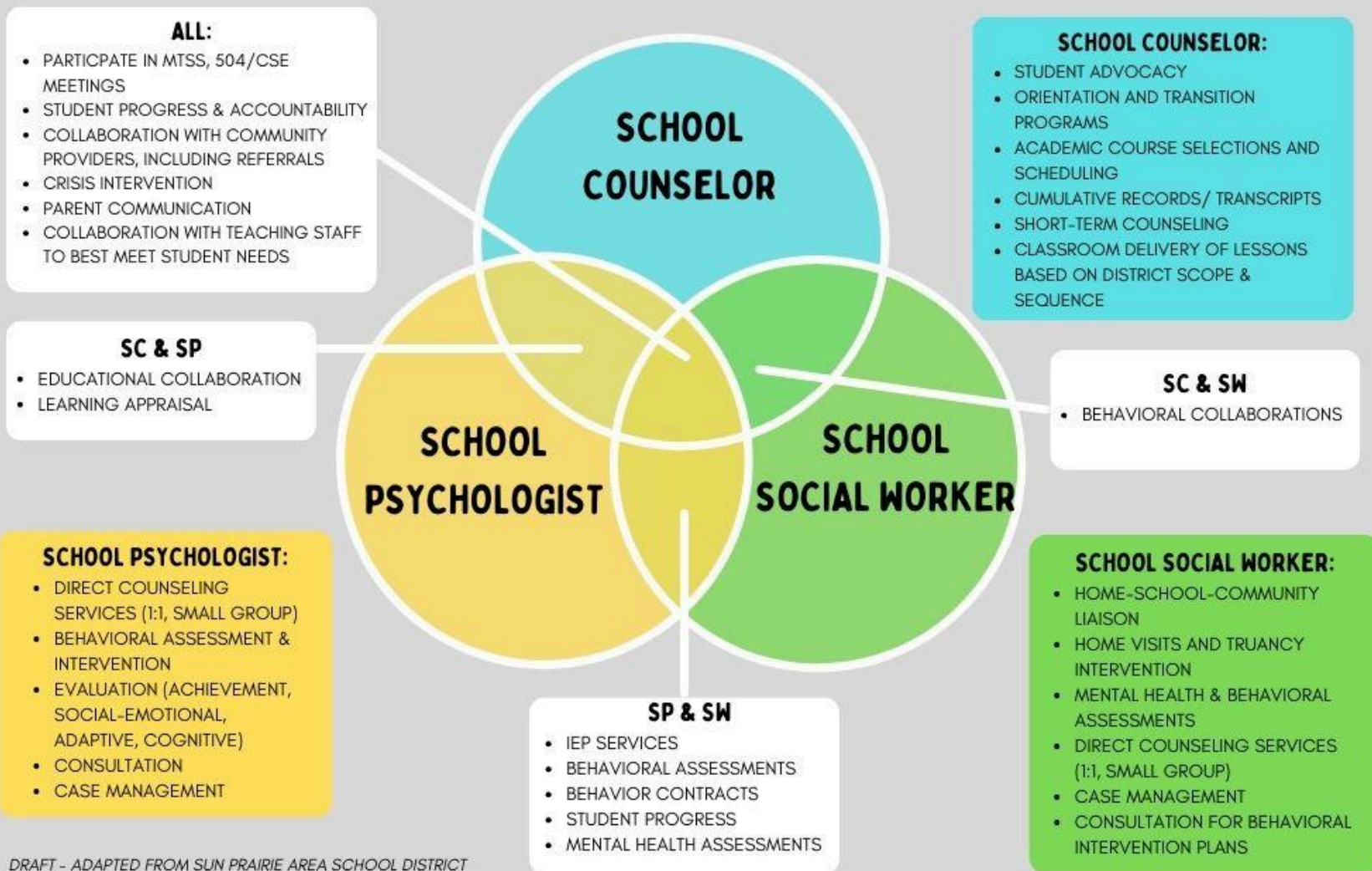


MTSS Teams By Grade Level (as of September 2025)

	5th	6th	7th	8th	9th	10th	11th	12th
Principal	Mauro	Mauro	Mauro	Mauro	Warren	Warren	Warren	Warren
Asst Principal	Drummond	Drummond	Motsiff	Motsiff	Collins	Collins	Levett	Levett
Psychologist	Miller	Miller	Wolfstich	Wolfstich	Wolfstich	Bell	Bell	Bell
Social Worker	Barbieri & Fraser				Caffarel & Cerny			
School Counselor(s)	Conway/ Hammer	Conway/ Hammer	Conway/ Hammer	Conway/ Hammer	Currao	Akins/ Bombard/ Tobias	Akins/ Bombard/ Tobias	Akins/ Bombard/ Tobias
PPS Liaison	Klippel	Klippel	Klippel	Klippel	Malone	Malone	Malone	Malone
Nurse	Romeo & McCloud				Webster	Webster	Webster	Webster



OVERLAPPING CARE TEAM ROLES AT GFSD



Description of Elementary, Middle and High School Programs

Elementary (Grades UPK-4) - 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.

Middle School (Grades 5-8) - 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.

High School - 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, employment and/or military. Students will be supported in successfully managing emotions and applying effective interpersonal skills.

Individual School Counseling Plans:

Elementary (Grades K-4)

Activities	Target Grades	Activity Description	Activity Time-frame	ASCA Domain
Available to attend building level meetings for student support	K-4	Counselors attend grade level meetings, data team meetings, child study meetings and attendance meetings to help support students academically and emotionally.	Throughout the year	Academic/SED
Parent Teacher Conferences	K-4	Teachers, students, counselors and parents provide information and develop plans as needed for student improvement.	Throughout the year	Academic/SED
Parent & student correspondence via phone &/or email	K-4	School counselors communicate with parents on topics including academic progress, personal concerns and other information as needed.	Throughout the year	Academic/SED
4th to 5th Grade Transition Activities	4	Elementary and Middle School Counselors collaborate to transition students from Elementary to Middle School. Presentations, tours, information sessions and Q&A sessions are planned for students and their parents.	Spring	Academic/SED
Individual Student Counseling	K-4	Provide Tier One/Two short term, solution based counseling for children struggling in school due to social, emotional or academic issues.	Throughout the year	Academic/SED
Group Counseling	K-4	Provide small group instruction on topics such as social skills, friendship, school success	Throughout the year	Academic/SED
Crisis Counseling	K-4	Provide counseling for students in crisis due to family tragedies, CPS hotline calls, peer mediation	Throughout the year	Academic/SED
Classroom Observations	K-4	Assist in observing and collecting data for students struggling emotionally or academically to discuss appropriate intervention strategies.	Throughout the year	Academic/SED

Kindergarten Classroom Curriculum	K	Provide classroom instruction on the topics of identifying and controlling emotions, uniqueness, tolerance, diversity, whole body listening, personal space, self control, gratitude, community helpers	Weekly, Sept. - June	Academic/Career/ SED
First Grade Classroom Curriculum	1	Provide classroom instruction on the topics of self control, whole body listening, managing anger, uniqueness, tolerance, diversity, families, gratitude, kindness	Weekly, Sept. - December, June	SED
Second Grade Classroom Curriculum	2	Provide classroom instruction on the topics of tone of voice, body language, the words we use, kindness, social filter, qualities of friendship	Weekly, Sept. - December, June	SED
Third Grade Classroom Curriculum	3	Provide classroom instruction on the topics of tolerance, empathy, compassion, qualities of a healthy friendship, bullying, the value of diversity	Weekly, January - April, June	SED
Fourth Grade Classroom Curriculum	4	Provide classroom instruction on the topics of goal setting, growth mindset, the power of yet, learning from mistakes, perseverance, gratitude, grit, transition to Middle School	Weekly, January - April, June	Academic/SED
Erin's Law Curriculum	K, 3	Provide required curriculum for New York State Erin's Law mandate.	K - January/February 3rd - March, April	SED
Consultation/Referrals	K-4	School counselors refer students to psychologists/social workers, and outside counseling for more intensive and/or ongoing emotional health interventions as needed.	Throughout the year	SED
Character Strong Program Support	K-4	Assist as needed on monthly character education themes/presentations.	Monthly	SED
Open House	K-4	School Counselors provide assistance to parents and present information about the school counseling program.	Fall	Academic/SED
Professional Development	K-4	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
Implement District and building level programs	K-4	Unity Day - Project Connect at KRS and district wide first grade project No Place For Hate - KRS building coordinator Beyond Differences - Grade 2 project at BC Maintain K bulletin board at BC and schoolwide SEL bulletin board at	Throughout the year	SED

		KRS		
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Middle School

A. Activities	B. Target Grades	C. Activity Description	D. Activity Time-frame	E. ASCA Domain
Upward Bound	8	School Counselors assist in the completion of applications for the program, and facilitate Upward Bound presentations to students	Spring	Academic/Career
PTECH	8	School Counselors assist in the completion of applications for the program, and facilitate PTECH presentations to students and program visitations	Spring	Academic/Career
Orientation for new students	5-8	Counselors assess student information from previous school, create an academic schedule, meet with new students and family, and give building tours.	August then ongoing throughout the year	Academic/SED
Grade transition meetings	4-9	School counselors are involved with all aspects of students transitioning from one grade level to the next.	June & September	Academic/SED
Individual Annual Progress Reviews	6-8	School Counselors will meet with all students to review academic progress and future academic planning, career planning, attendance, and behavior.	Throughout the year	Academic/Career
Student Intervention Team	5-8	Weekly meeting with follow up for individual students as determined by meeting participants.	Throughout the year	Academic/SED

Parent/Teacher conferences	5-8 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 the meeting is addressed and follow up planned as needed.	Throughout the year	Academic/Career/SED
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	5-8	Counselors attend team meetings to collaborate with teachers regarding the academic success of students.	daily	Academic/SED
Parent & student correspondence via phone &/or email	5-8	School counselors communicate with parents on topics including academic progress, personal concerns and other information as needed.	Throughout the year	Academic/Career /SED
Parent letters	5-8	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
Open House	5-8	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
Class Meetings	5-8	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	5-8	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	5-8	Participate in discussion of academic and emotional needs of classified students	ongoing throughout the year	Academic/Career/SED
504 Meetings	5-8	Participate in discussion of academic and emotional needs of classified students	ongoing throughout the year	Academic/Career/SED
Professional Development	5-8	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	5-8	Counselors introduce students to online resources including but not limited to Naviance and New York Career Zone	Ongoing throughout year	Academic/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 applications in consultation with Warren County Youth Campership employees	Spring	SED
ALS scheduling coordination	5-8	Counselors meet with other faculty members every five weeks to review elevate and iReady assessments in ELA and Math classes. Students are added or dropped from services dependent on current iReady scores and teacher recommendation.	ongoing throughout the year	Academic
Board of Review	5-8	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
Summer Programming	5-8	School Counselors share information about GFMS Summer Success Program. School Counselors coordinate the identification and application process and monitor academic progress.	May - July	Academic
Course Description Guide	5-8	<u>MS Course Description Guide</u>		
Student Scheduling	5-8	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
Restorative Circles	5-8	Restorative discipline strategies to develop relationships, build communities, and respond to conflicts and problems that arise. With restorative circles, everyone has an equal opportunity to speak, and be listened to.	Throughout the year	SED
Social/Emotional Learning Time	5-8	Various activities for social emotional exploration and growth. School counselors develop a lesson scheduling including content from Character Strong.	Throughout the year	SED
Referrals to psychologists/social workers	5-8	School counselors refer students to psychologists/social workers for more intensive and/or ongoing emotional health interventions as needed.	Throughout the year	SED

School Links	5-8	Provide students resources for success in their academic program, and help them navigate their individual paths to post-secondary pursuits. Each student and family is given information, assistance, and support that enable them to develop personalized educational and career goals.		
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High School

A. Action	B. Target Grades	C. Description	D. Time-frame	E. ASCA Domain
Student Support Team (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/guardians 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 day, date and time needed for exams needed to fulfill graduation requirements. Notice is shared with students/parents/guardians.	December/January, May/June, July/August	Academic
Senior Letter re: Graduation Requirements	12	School counselors complete letter listing courses, credits and Regents exams (if needed) required for graduation. Shared with parents/guardians and high school administrators.	September to October	Academic

Class Meetings	9-12	School counselors meet with individual classes and present information, timelines and dates of events to assist students in high school and post-secondary planning.	Fall and Spring	Academic/Career
Grade 8 to 9 Information Night	8	8th Grade students and parents mingle and meet school counselors, teachers, students and administrators. Information re: graduation requirements, departmental information and student club opportunities is presented.	February	Academic/Career
College Fair	9-12	School Counselors host a traveling college fair at GFHS. Students have the opportunity to meet with admissions representatives. Teachers are invited to bring their classes to the fair.	Fall and Spring semesters	Academic/Career
Field Trips	9-12	School counselors chaperone students on field trips to various educational and leadership opportunities, such as college tours, CTE Works and Women in Trades events.	Throughout the year	Academic/Career
College Rep Visits	11-12	College admissions representatives meet with students in small group settings. Representatives also have the opportunity to speak with school counselors as well.	Throughout the year	Academic/Career
Post-Secondary Planning Panel Discussion	11	School counselors invite college admissions reps from a variety of colleges (2 year/4 year/public/private), a military rep, and a rep from Warren Co. Workforce Development to provide information about post-secondary planning.	Spring	Academic/Career
Upward Bound	9-12	School counselors assist in scheduling classroom presentations with UB staff to promote the program, support completion of applications for the program, and communicate, on an ongoing basis, with Upward Bound students and staff.	Throughout the year	Academic/Career
PSAT/NMSQT	11/10	Registered students sit for the PSAT/NMSQT exam and later meet with school counselors to review results.	October (exam) and January (results review)	Academic/Career
PreACT	10	Registered 10th graders sit for the PreACT exam and later meet with school counselors to review results.	March (exam) and April (results review)	Academic/Career

ASVAB	10-12	Registered 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 Presentation	12	School counselors present information to students and parents regarding the college application process including timelines, types of applications, and financial aid/scholarship information, and provide them a folder of resources developed by school counselors.	September	Academic/Career
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
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
Annual Progress Meetings	9-12	School counselors meet with each student to review progress toward graduation requirements and review post-secondary plans.	Throughout the year	Academic/Career/SED
SchoolLinks Classroom Lessons	9-12	School counselors push into classrooms to facilitate yearly lessons to encourage use of the program. School counselors instruct students in the use of resources provided by the program.	Throughout the year	Academic/Career
Special Programs Info (CTE, ECCA, NEW VISIONS, IB)	10-11	School counselors arrange or promote opportunities for students to visit programs, attend presentations, and learn about unique out-of-district programs.	Throughout the year	Academic/Career
Referrals for student mental health support	9-12	School counselors refer students to school psychologists, social workers and outside mental health support providers for more intensive and/or ongoing emotional health interventions as needed.	Throughout the year	SED
CSE/504 Plan Meetings	5-8	Participate in discussion of programming needs for students with IEPs or 504 Plans.	ongoing throughout the year	Academic/Career/SED

Academic Planning Guide	8-11	Course descriptions, graduation requirements and school policies are updated annually and shared with students and families as part of the course selection process. Link also posted online. GFHS Academic Planning Guide	August through December	Academic/Career
GFHS Open House	9-12	School counselors are available to communicate with students/families about services provided by the school counseling office.	Fall	Academic/Career
College Financial Aid Information	12	School counselors coordinate and facilitate a presentation about the college financial aid application process.	Fall	Academic
Classroom Push-In Lessons	9-12	School counselors will present in classes on various 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 request process. Information about graduation requirements and course options is presented, reviewed, and explained.	December	Academic/Career
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, as available	Academic/Career
Saint Mary's - Saint Alphonsus (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
College Application Processing	12	School counselors assist students with their applications, as well as complete and submit school counselor portions of student college applications.	Throughout the year	Academic/Career
Scholarship coordination	9-12	School counselors communicate with scholarship providers, promote scholarship opportunities for students, and provide/submit information for student applications as needed. School counselors facilitate the Local Scholarship application/selection process and assist with planning the annual	Throughout the year	Academic/Career

		June awards ceremony.		
Student Leadership Program coordination	9-12	School counselors coordinate information and share leadership opportunities with students. School counselors coordinate registration processes as needed for programs such as HOBY, Boys' State and the Student Leadership Conference.	Throughout the year	Academic/Career/SED
NCAA	9-12	School counselors provide student athletes and parents/guardians information regarding NCAA regulations as appropriate. 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 school 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. School counselors are members of the Adirondack School Counselors Association, New York State School Counselors Association, and American School Counselors Association.	Throughout the year	Academic/Career/SED
AP test coordination	10-12	Coordination of the AP program including AP Course Audit, AP student registrations, and administration of AP Exams.	Throughout the year	Academic
Committee memberships	9-12	School counselors participate on committees on various school-related topics.	Throughout the year	Academic/Career/SED
Summer School Registration	9-12	School counselors share information about GFHS summer school and coordinate registration.	June through August	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 released at the end of August. During the school year, schedule change requests are processed and schedules are updated upon administrative approval. School Counselors also meet with new students for	Throughout the year	Academic/Career

		scheduling and a building tour as needed during the year.		
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