Nyack School District

K- 12 Comprehensive School Counseling/Guidance Program

Building Bridges for today's students to cross into tomorrow's world with Equity, Innovation and Optimism.

Updated annually: 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022- 2023, 2023-2024, 2025-2026, 2026-2027

Table of Contents

Introduction	2
Nyack School Mission Statement	2
Department Members	3
Members of the Advisory Council	4
Program Objectives	4
Program Development and Maintenance Planning	5
Yearly School Counseling /Guidance Program Calendar	5
K - 5th Grade Comprehensive School Counseling /Guidance Program at the Elementary Schools	6
Academic Development	6
Career Development	8
Personal/Social Development	9
6th - 8th Grade Comprehensive School Counseling/Guidance Program at the Middle School	10
Academic Development	13
Career Development	16
Personal/Social Development	15
9th - 12th Grade Comprehensive School Counseling/Guidance Program at the High School	16
Academic Development	16
Career Development	20
Personal/Social Development	23
NYS Education Department Commissioner’s Regulations Part 100.2j Guidance Program	25

Introduction

The following pages outline the District's K- 12 Comprehensive Counseling/Guidance Program. In accordance with the national standards for school counseling program, as set forth by the American School Counseling Association(ACSA), the primary function of the school counseling department is to facilitate student development in three broad content areas: academic development, career development and personal/social development.

By 2019- 2020, all public schools are required to have a guidance program for all students. The K - 12 School Counseling/Guidance Program should prepare students to participate effectively in their current and future educational programs as age appropriate, and be designed to address multiple student competencies including career/college readiness standards, academic and social/emotional development standards.

Nyack School District has developed a comprehensive school counseling/guidance plan which describes how the district is addressing the New York State Education Department, Part 100 Regulations as stated in the mandates of section 100.2 (j). The purpose of the guidance plan, in accordance to the revised commissioner's regulations adopted by the New York State Board of Regents in November 2016, can be found at http://www.regents.nysed.gov/common/regents/files/517brca14.pdf. This plan will be updated annually, available for review at the district office and each school building and made available on the district's website. The plan includes program objectives, activities, program development and maintenance planning, school counseling curriculum development, professional development planning, evaluation methods based on data analysis reports to inform program improvement and assessment of the resources necessary to support positive student outcomes.

The District's K-12 Comprehensive School Counseling/Guidance plan supports the Nyack School District Mission Statement and the Board of Education definition of a guidance plan.

Nyack School District Mission and Vision Statements

We, the students, parents, community, and staff of the Nyack School District value:

The pursuit of scholastic excellence; the richness of our diverse community; harmonious relationships among individuals and groups; partnerships among students, staff, parents, and community; respect for self and others; responsible ethical behavior that engenders trust; individuals who think critically and creatively; ongoing involvement in local and global issues; development of essential skills and attitudes for a productive life; a safe and nurturing environment.

We are building bridges for today's students to cross into tomorrow's world with equity, innovation and optimism. Embedded into the Profile of a Graduate of Nyack High Public Schools are seven core competencies; Critical Thinking; Creativity; Collaboration, Communication, Compassion, Content Mastery, and Cultural Awareness. Nurturing these competencies in each student begins at birth, extends into each classroom and prepares students for success and wellness beyond graduation onto a global platform.

Department Members

Lorraine Longing - District Director for Guidance
Karina Arias - High School ENL School Counselor
Liz Battista - 6th Grade School Counselor
Nina Capitelli – High School School Counselor, 10 grade AVID Counselor
Sean Cavanagh - High School School Counselor, 12th grade AVID Counselor
Francesca Falvo - 7th Grade School Counselor
Marina Gomez - Elementary School Bilingual School Counselor (K- 5)
Tara Kuber- High School School Counselor, 9th grade AVID Counselor
Jon Christopher Hogg - Elementary School Counselor(K-5)
Edgar Lambert - 8th grade School Counselor
Alissa Lynch, High School School Counselor, 11 grade AVID Counselor
Andrea Perez - Elementary School Counselor (K- 5)

Members of the Advisory Council

Ms. Lorraine Longing, District Director for Guidance
Ms. Jarilyn Aguilar, High School Student Representative
Mrs. Liz Battista, Middle School Counselor
Mr. Sean Cavanagh , High School Counselor
Ms. Kaelyn Clarke, High School Student Representative
Ms. Tara Kuber, High School School Counselor
Ms. Marina Gomez, Liberty Elementary School Counselor
Mrs. Nina Labrada, Middle School Teacher

Nyack's K -12 Comprehensive School Counseling/Guidance Program Objectives

The Nyack School District's guidance plan addresses the national standard developed by the American School Counselor Association (ASCA). The ASCA national standards for students serve as the foundation of the framework for a school counseling program. It is meant to help counselors design and implement programs that meet the academic, college and career, and personal/ social needs of students, kindergarten through 12th grade. Through the national standards for academic development, students will be able to identify and access the many academic resources available to them, learn to advocate for themselves, and become aware of their own academic strengths and challenges. Through the national standards for career development, students will gain knowledge of various colleges and careers available to them, and will be prepared to develop post-graduation goals. Through the national standards for personal/social development, students will develop a positive self-image, understand the relationship between their actions and consequences, develop healthy relationships, and learn positive coping skills and effective communication skills.

Nyack's K- 12 Comprehensive School Counseling /Guidance Program Development and Maintenance Planning

In 2017, a committee was developed to review the current guidance program to create a comprehensive school counseling/guidance plan. The committee consisting of Director of Guidance, counselors, social workers, and elementary principals began the process of reviewing the current program for the development of a comprehensive districtwide school counseling and guidance plan. This plan is a result of that collaboration. This plan is modeled after a variety of local district's school counseling and guidance plans. A special thank you to the Bedford, White Plains and Lakeland school districts for allowing us to observe their exceptional guidance programs and learn from them. Additionally, we are indebted to Croton Harmon, Nanuet, Ossining, Katonah - Lewisboro, and Edgemont's guidance plans which were reviewed and adapted for the purposes of creating Nyack's comprehensive school counseling/ guidance plan.

On a biannual basis, starting in the 2019- 2020 school year, an advisory council comprised of parents, members of the board of education, school building and district leaders, community-based service providers, teachers, certified school counselors, social workers and school psychologists, will meet to review Nyack's K-12 Comprehensive School Counseling/Guidance Program plan. The

advisory council will submit a report to the Board of Education. A program outcome report including data analysis will be presented to the Board of Education for review.

The Nyack School Counseling program is a comprehensive developmental guidance program. The K - 12 Comprehensive School Counseling/Guidance plan described herein is a general outline of the activities that are offered to all students in the Nyack School District. It is not intended to be a summary of everything that guidance counselors in the Nyack School district does throughout the year. It can be found on the www.nyackschools.org

Yearly K-12 School Counseling/Guidance Program Calendar

A yearly calendar is developed by the Director of Guidance in conjunction with counselor input which indicates major activities for the middle and high school. This is used as a guideline for the year. The calendar is available to staff, students and parents. This calendar is embedded into the School Counseling webpage.

K - 5th Grade Comprehensive School Counseling/Guidance Program at Nyack Elementary Schools

Academic Development: ACSA (American School Counselor Association) National Standards for Academic Development guide school counseling programs to implement strategies and activities to support and maximize each student's ability to learn.
Standard A: Students will acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span.
Standard B: Students will complete school with the academic preparation essential to choose from a wide range of substantial post secondary options including college.
Standard C: Students will understand the relationship of academics to the world of work and to life at home and in the community.

Expected Outcomes:
Students will:

- A:A1: Improve Academic Self Concept
- A:A2: Acquire Skills for improved Learning
- A:A3: Achieve School Success

A:B1: Improve Learning
A:B2: Plan to Achieve Goals
A:C1: Relate School to Life Experiences

Methods of Evaluation:

Student's Elementary School Report Cards
Student's Elementary School Progress Reports
Team Meeting conversations
Formal and Informal assessments by counselors and teachers
Student's IEP and 504 Plan
MTSS data and student progress notes through LinkIt

Activity	Target Group	ASCA Standards	Staff Assigned	Other Resources	Timeframe
Social Emotional Learning (SEL) Education - push in lessons through SECOND Step curriculum	K - 5	A: A1, A:A2, A:C1	Elementary Counselors	Second Step Curriculum K-5 Classroom lessons New York State Comprehensive School Counseling program, Kindergarten through elementary school activity book Recorded MAX, BUDDY AND SUNNY SHOW CALM CLASSROOM Erin's Law	September - May
Reopening grade level Welcome messages	K- 5	A: A1, A:A2, A:C1	Elementary Counselors	Elementary School Counseling Department page	September
Individual/personal Counseling	K - 5	A:A2, A:B2, A:C1	Elementary Counselors	School Social Workers School psychologists	September - June
Group Counseling	K - 5	A:A2, A:B2, A:C1	Elementary Counselors	School Social Workers School Psychologists	September - June
Behavior Management	K - 5	A:A2, A:B2, A:C1	Elementary Counselors	School Social Workers School Psychologists	September - June

Crisis Intervention	K - 5	A:A2, A:B2, A:C1	Elementary Counselors	Building level crisis teams	September - June
In School Suspension Counseling	K - 5	A:A1, A:A2, PS:A1, PS:B1, PS:C1	Elementary Counselors	Building Administration	September - June
MTSS Committee Meeting	K - 5	A:A2, A:B2, A:C1	Elementary Counselors	MTSS committee	September - June
Parent Meeting	K - 5	A:A2, A:B2, A:C1	Elementary Counselors	Teachers Parents/Guardians	September - June
Teacher Consults	K - 5	A:A2, A:B2, A:C1	Elementary Counselors	Teachers Team Meetings	September - June
5 to 6th grade Bridges Program	K - 5	A:A1, A:B2, A:C1	Elementary Counselors	Teachers Recorded Videos	May

Career Development: ASCA National Standards for Career Development guide school counseling programs to provide 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, and from job to job across the life span**.**
Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.
Standard B: Students will employ strategies to achieve future career goals with success and satisfaction.
Standard C: Students will understand the relationship between personal qualities, education, training and the world of work.

Expected Outcomes:
Students will:

- C:A1: Develop Career Awareness
- C:A2: Develop Employment Readiness
- C:B1: Acquire Career Information
- C:B2: Identify Career Goals
- C:C1: Acquire knowledge to achieve Career Goals
- C:C2: Apply Skills to achieve Career Goals

Methods of Evaluation:

Student survey results
Student feedback from career assemblies and lessons
Formal and informal assessments by counselors

Activity	Target Group	ASCA Standards	Staff Assigned	Other Resources	Timeframe
Career Day Classroom Presentations	K - 5	C:A1, C:B1, C;C1	Elementary Counselors	Local Professionals Parent volunteers Teachers and Staff	September - June
Bulletin Boards	K - 5	C:A1	Elementary Counselors	College and Career posters and information	September - June
Classroom lessons push in on different careers from the New York State Learning Standards	K - 5	C:A1, C:B1, C;C1	Elementary Counselors	Career resources American School Counselors Association New York State Comprehensive School Counseling program,	September - June
March Madness College Spirit day- wear your favorite college shirt to promote positive messages	K - 5	C:A1, C:B1, C:B2, C:C1,	Elementary Counselors	Support Staff Building Administration	March
Career Day Assemblies	K - 5	C:A1, C:B1, C;C1	Elementary Counselors	Building administration Parent volunteers	March

Personal/Social Development: ASCA National Standards for Personal/Social Development guide school counseling programs to provide the foundation and social growth as students progress through school and into adulthood.
Standard A: Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.
Standard B: Students will make decisions, set goals, and take necessary action to achieve goals.
Standard C: Students will understand safety and survival skills.

Expected Outcomes:

Students will:

PS:A1: Acquire Self- Knowledge
PS:A2: Acquire Interpersonal Skills
PS:B1: Self Knowledge Application
PS:C1: Acquire Personal Safety Skills

Methods of Evaluation:

Second step: SEL curriculum student feedback
Saebrs SEL Assessment results

Activity	Target Group	ASCA Standards	Staff Assigned	Other Resources	Timeframe
Social Emotional Learning lessons through SECOND Step curriculum	K - 5	PS:A1, PS:A2, PS:B1, PS:C1	Elementary Counselors	Second Step Curriculum K- 5 classroom lessons	September - June
“Start with Hello” Activities Week	K- 5	PS:A1, PS:A2, PS:B1, PS:C1	Elementary Counselors	Teachers Sandy Hook Promise Foundation	September
“Stomp Out Bullying/ Blue Shirt Day” activities	K - 5	PS:A1, PS:A2, PS:B1, PS:C1	Elementary Counselors	Teachers www.STOMPOutBullying.org	October
Mindfulness Lessons	K - 5	PS:A1, PS:A2, PS:B1, PS:C1	Elementary Counselors	Mindful School’s curriculum Habits of Mind, Mindful Games Sitting Still Like A Frog, Breathe like a Bear,	September - June
Building Wide Monthly Themes	K- 5	PS:A1, PS:A2, PS:C1	Elementary Counselors	Bulletin boards,	September - June
Mood meters/zones of regulations	K - 5	PS:A1, PS:B1,	Elementary Counselors	Mood meter posters Yale Ruler	September - June

Consultations with outside providers	K-5	PS:A1, PS:A2	Elementary Counselors	IDT, Community based agencies, Alternative Placements, Home instruction , Mental Health of New York	September - June

6th - 8th grade Comprehensive School Counseling/Guidance Program at Nyack Middle School

Academic Development: ACSA National Standards for Academic Development guide school counseling programs to implement strategies and activities to support and maximize each student's ability to learn.
Standard A: Students will acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span.
Standard B: Students will complete school with the academic preparation essential to choose from a wide range of substantial post secondary options including college.
Standard C: Students will understand the relationship of academics to the world of work and to life at home and in the community.

Expected Outcomes:
Students will:

- A:A1: Improve Academic Self Concept
- A:A2: Acquire Skills for improved Learning
- A:A3: Achieve School Success
- A:B1: Improve Learning
- A:B2: Plan to Achieve Goals
- A:C1: Relate School to Life Experiences

Methods of Evaluation:

- Nyack Middle School Report Cards
- Nyack Middle School Progress reports
- Completed Annual Individual Progress Review sheets
- Team Meeting conversations
- Effective use of the campus portal

Activity	Target Group	ASCA Standards	Staff Assigned	Other Resources	Timeframe
6th grade orientation	Incoming 6th graders	A:A1, A:A2, A:B1, A:B2	6th grade School Counselor	Middle School Administrators Social Worker School Psychologist Family Resource Center Coordinator	August
Grade Level SEL Welcoming Activity (large groups outside field)	Middle school students, grades 6,7,8	A:A1, A:A2, A:B1, A:B2	School counselor	Middle school Administrators Teachers	September
Annual Individual Progress Review Meetings	Middle school students, grades 6, 7, 8	A:A1, A:A2, A:A3, A:C1	School Counselor	Annual Progress Review Sheets Google “check in” forms	September - June
Nyack Pride Week Activities	Middle school students grades 6, 7, 8	A:A3, A:C1	School Counselor	Teachers Middle School Administrators	October
In School suspension Counseling	Middle school students grades 6, 7, 8	A:A1, A:A2, PS:A1, PS:B1, PS:C1	School Counselor Student Support Services	Building Administration	September - June
Schedule Team meetings	Middle school students grades 6,7,8	A:A2, A:A3, A:B2, A:C1	School Counselor	Parents Teachers	September through June
Good News Post cards to welcome all new students to the middle school	Middle school students grades 6,7,8	A:A2, A:A3, A:B1, A:B2	School Counselor	District Registrar	Throughout the year
Monitor academic success through the review of progress and reports cards	Middle school students grades 6,7,8	A:A2, A:A3, A:B1, A:B2	School Counselor	Infinite Campus Data	October through June at progress and report card time
Identify Middle School students at risk and conduct formal at risk meetings	Middle School students grades 6,7,8, who have failed two or more subjects	A:B1	School counselor	Administration Failure lists gathered from data in Infinite Campus, LinkIT	November through June at report card time.
Counsel students to help them understand their academic strengths and	Middle school students grades 6, 7, 8	A:A1	School Counselor Student Support Services	Social Workers School Psychologists Family Resource Center	September through June

challenges and identify resources for students who are demonstrating a need for support				Coordinator Thinking Maps activity	
Help students identify clubs and activities that are available to them	Middle school students grades 6,7, 8	A:C1	School Counselor Student Support Services	Club Advisors and Coaches	September through June
Help teachers and parents/guardians understand student's academic capabilities and provide translation when needed	Middle School students grades 6, 7,8	A:A3	School Counselor Teachers Parents	Infinite Campus Data Family Resource Center Coordinator	September through June
Assist with summer school registration for students who have failed a course or a regents exam	Middle school students grades 6, 7, 8	A:A3	School Counselor	Regional summer school staff	June
Guide parents and guardians through the CSE referral process and Section 504	Middle School parents and guardians	A:A2	School Counselor	Social Worker School Psychologist 504 Coordinator	September through June
Participate in initial reviews and annual reviews	Middle School students grades 6, 7, 8	A:A1, A:A2, A:A3, A:B1, A:B2	School Counselor Special Education Teachers	Social Worker School Psychologist Special Education Coordinator	September through June
Provide students with a smooth transition into middle school through the BRIDGES program	5th grade students	A:A1, A:A2, A:A3, A:B1, A:B2, A:C1	School Counselor Teachers Administrators	Elementary School Administration	May
Acknowledge and celebrate students' achievements	Middle School students grades 6,7,8	A:A1, A:A3, A:C1	School Counselor Director of Guidance Student Support Services	Honors assemblies	May
Prepare Parents for transition	Middle school parents	A:A3	Director of	6th to7th grade transition night ,	Spring Semester

			Guidance School Counselor, Building leadership	7th to 8th grade transition night, 8th to 9th grade orientation	

Career Development: ASCA National Standards for Career Development guide school counseling programs to provide 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, and from job to job across the life span**.**

Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

Standard B: Students will employ strategies to achieve future career goals with success and satisfaction.

Standard C: Students will understand the relationship between personal qualities, education, training and the world of work.

Expected Outcomes:

Students will:

C:A1: Develop Career Awareness
C:A2: Develop Employment Readiness
C:B1: Acquire Career Information
C:B2: Identify Career Goals
C:C1: Acquire knowledge to achieve Career Goals
C:C2: Apply Skills to achieve Career Goals

Methods of Evaluation:

Naviance Interest Inventory results
Student survey results
Student feedback from Career Day

Activity	Target Group	ASCA Standards	Staff Assigned	Other Resources	Timeframe
Naviance Interest inventories for middle	Middle school students grades 6, 7, 8	C:A1, C:B1, C:B2, C:C1,	School Counselors	Naviance AVID College and Career	September through June

school (6th grade- Cluster Finder, 7th grade - Career Key, 8th grade- Strength Explorer)				Readiness Activities	
Career Plans - update career and related academic goals in students' files	Middle school students grades 6, 7, 8	C:A1,C;A2, C:B1, C;B2, C:C1, C;C2	School Counselors	Annual progress review sheets Career Questionnaires AVID College and Career Readiness activities	September through June
Plan, organize and offer presentations on a variety of careers for all middle school students during our annual college and career fair	Middle school students grades 6, 7,8	C:A1, C:B1, C:B2, C:C1,	School Counselors Support staff Director of Guidance	Local agencies Parents Family Resource Center Coordinator T.E.E.N. Works	March
Promote college awareness through during March Madness:6th grade - the college pennant lesson, 7th grade - the boys march madness brackets , 8th grade - the girls march madness brackets	Middle school students grades 6, 7, 8	C:A1, C:B1, C:B2, C:C1,	School Counselors Support Staff Director of Guidance	March Madness teams	March
College Spirit Day- wear your favorite college shirt to promote positive messages	Middle school students 6, 7, 8	C:A1, C:B1, C:B2, C:C1,	School Counselors	Support staff Building Administration	March

Personal/Social Development: ASCA National Standards for Personal/Social Development guide school counseling programs to provide the foundation and social growth as students progress through school and into adulthood.
Standard A: Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.
Standard B: Students will make decisions, set goals, and take necessary action to achieve goals.
Standard C: Students will understand safety and survival skills.

Expected Outcomes:
Students will:

PS:A1: Acquire Self- Knowledge
PS:A2: Acquire Interpersonal Skills
PS:B1: Self Knowledge Application
PS:C1: Acquire Personal Safety Skills

Methods of Evaluation:

Second Step: SEL curriculum student feedback via Exit Tickets
Saebrs SEL Assessment results

Activity	Target Group	ASCA Standards	Staff Assigned	Other Resources	Timeframe
Meet with students to address issues of concern	Middle school students grades 6,7,8	PS:A1	School Counselors Student Support Services	Social Workers School Psychologists Family Resource Center	September through June
SEL/ Activities presented during extended homerooms	Middle School students grades 6, 7, 8	PS:A1, PS:A2, PS:B1, PS:C1	School Counselors	WoodBurn Press Activity Books	September through June
Mindfulness Activities presented in core classes	Middle School students grades 6, 7, 8	PS:A1, PS:A2, PS:B1, PS:C1	School Counselors Teacher	Mindful School's curriculum Mindfulness games Sit like a Frog	September through June
Promote social and emotional health through community "circles" -	Middle School students grades 6, 7, 8	PS:A1, PS:A2, PS:B1, PS:C1	School Counselors Teachers	Building administration Dean of Students	September through June
Conduct Social Emotional Learning curriculum presentations in 6, 7, and 8th grade classes	Middle school students grades 6,7,8	PS:A1, PS:A2, PS:B1, PS:C1	School Counselors School Psychologist Teachers	Teachers Second Step Curriculum New York State Comprehensive School counseling program: AVID activities	September through June
Participate in MTSS meetings to discuss students of concern and develop behavioral plans and next steps.	Middle school students grades 6,7, 8	PS:B1	MTSS Committee	Infinite Campus Data LINKIt	September through June

Participate in restorative justice circles	High School students grades 9 - 12	PS:A1, PS:A2	School Counselors	Dean of Students Restorative Circle protocol	September through June
Crisis intervention	Middle school students grades 6,7,8	PS:C1	Director of Guidance School Counselors	Crisis Team Members Social Worker School Psychologist Family Resource Center	September through June

Grades 9 - 12 Comprehensive School Counseling/Guidance Program at Nyack High School

Academic Development: ACSA National Standards for Academic Development guide school counseling programs to implement strategies and activities to support and maximize each student's ability to learn.
Standard A: Students will acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span.
Standard B: Students will complete school with the academic preparation essential to choose from a wide range of substantial post secondary options including college.
Standard C: Students will understand the relationship of academics to the world of work and to life at home and in the community.

Expected Outcomes:
Students will:

- A:A1: Improve Academic Self Concept
- A:A2: Acquire Skills for improved Learning
- A:A3: Achieve School Success
- A:B1: Improve Learning
- A:B2: Plan to Achieve Goals
- A:C1: Relate School to Life Experiences

Methods of Evaluation:

- Nyack High School Report Cards and Progress reports
- Parent Portal
- Alumni Tracker Data

Activity	Target Group	ASCA Standards	Staff Assigned	Other Resources	Timeframe
Monitor academic success through the review of progress reports and report cards every 5 weeks	High School students grades 9 - 12	A:A1, A:A2, A:A3, A:B1, A:B2, A:C1	School Counselors	School Counseling Department clerical staff Student information in Infinite Campus Students in danger of failing reports Senior at risk meetings Goal Setting Activities LinkIt	October through June at progress report and report card time
Conduct individual counseling sessions with students regarding their academic progress, develop academic goals for all students	High School students grades 9 -12	A:A1, A:A2, A:A3, A:B1, A:B2, A:C1	School Counselors Director of Guidance Building Administration	Infinite Campus Data	September through June
In School Suspension Counseling	High School Students Grades 9 -12	A;A1, A:A2, PS:A1, PS:B1, PS:C1	School Counselors Student Support Services	Teachers Reflection Activity	September through June
Help students understand credit and graduation requirements needed for high school as well as those needed for post-secondary education	High School students grades 9 -12	A:C1	School Counselors Director of Guidance	Conferences with individual students Senior credit letters Credit checks at scheduling meetings Transcripts and data in IC New Custom Transcript	September through June
To assist students with program planning	High School students grades 9 -12	A:A1, A:A2, A:A3, A:B1, A:B2, A:C1	School Counselors Director of Guidance	Program of Studies Teacher input Parent input Director of special education Department chairs Building administration	January through March
Collaborate with faculty members to identify areas of need and strategies for student success	High School students grades 9 -12	A:A1, A:A2, A:A3, A:B1, A:B2, A:C1	School Counselors Student Support Services Equity Team Eligibility Team	IST Meetings 504 Meetings Teacher/ parent / counselor meetings	September through June

Assist with summer school placement for students who have failed a required course or Regents/Common Core examination	High School students grades 9 - 12	A:A2, A:B1, A:B2	School Counselors	BOCES Summer School Administrators	June
Participate in Annual Reviews for students who receive services and or accommodations through CSE	Special education High School students 9 - 12	A:A1, A:A2, A:A3, A:B1, A:B2, A:C1	School Counselors	Special Education Coordinator Social Worker School Psychologist Transition Coordinator	September through June
Participate in 504 meetings for students who receive services under Section 504	High School students 9 - 12 with a 504 plan	A:A1, A:A2, A:A3, A:B1, A:B2, A:C1	School Counselors	504 Chair Support Staff Building administration Social worker School Psychologist Transition Coordinator Student Support Services	September through June
Assist parents and guardians in requesting accommodations for standardized tests	High School students grades 9 - 12	A:A1, A:A2, A:A3, A:B1, A:B2, A:C1	School Counselors	College board support Parents	September through June
Keep track of graduation requirements for all students	High School students grades 9 - 12	A:A1, A:A2, A:A3, A:B1, A:B2, A:C1	School Counselors	Infinite Campus data Senior credit letters	September through June
Develop personalized education plans for students who are struggling to meet graduation requirements	High School at risk students	A:A1, A:A2, A:A3, A:B1, A:B2, A:C1	School Counselors	Fresh Start program FUEL education program	September through June
Participate in weekly IST meetings	High School students grades 9 -12	A:A1, A:A2, A:A3, A:B1, A:B2, A:C1	School Counselors	Building Administration Director of Guidance Social Worker School Psychologist Student Support Services	September through June
Prepare senior credit letters	High School Seniors	A:B2	School Counselors	Infinite Campus Data	August thru September

Announce information on bulletin boards around the building	High School students grades 9 -12	A:C1	Director of Guidance Support staff	Posters and information	September through June
Acknowledge and celebrate students' achievements	High School students grades 9 - 12	A:A3	Director of Guidance School Counselors Student Support Services	National Merit Scholarships Applications Senior Awards Night Scholarship Applications Honors Assemblies RCC Hispanic Achievement Ceremony RCC Black Achievement Ceremony	September through June
Prepare high school Parents for transition	High School Parents	A:A3	Director of Guidance Building leadership Athletic Director School Counselors Student Support Services	Grade level parent nights; senior parent night, junior parent night, sophomore parent night, 8th grade orientation	September – June

Career Development: ASCA National Standards for Career Development guide school counseling programs to provide 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, and from job to job across the life span**.**

Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

Standard B: Students will employ strategies to achieve future career goals with success and satisfaction.

Standard C: Students will understand the relationship between personal qualities, education, training and the world of work.

Expected Outcomes:

Students will:

C:A1: Develop Career Awareness

C:A2: Develop Employment Readiness

C:B1: Acquire Career Information

C:B2: Identify Career Goals

C:C1: Acquire knowledge to achieve Career Goals

C:C2: Apply Skills to achieve Career Goals

Methods of Evaluation:

Attendance at college informational evenings and college fairs
Participation in College Mondays and other college visits
Completion of career inventories and college searches in the Naviance program
End of the year graduation survey
Alumni Tracker Data

Activity	Target Group	ASCA Standards	Staff Assigned	Other Resources	Timeframe
Conduct classroom presentations on PSAT and the use of standardized tests in the college admissions process	High School Juniors	C:A2, C:C1	School Counselors	PSAT student scores reports College Board website Powerpoint	October
Conduct classroom presentations for the PSAT and the use of standardized tests in the college admissions process	High School Sophomores	C:A1, C:A2, C:B2, C:C1	School Counselors	PSAT student scores reports Website	November
Meet with individual students and in groups to discuss the course selections and the impact on transcripts and the college admissions process	High School students grades 9 - 12	C:B2, C:C1	School Counselors	High School Program of Studies Infinite campus	January through March
Conduct Junior College Planning Conferences with students and parents/guardians	High School Juniors	C:A1, C:A2, C:B1, C:B2, C:C1, C:C2	School Counselors	Junior Planning Conference Folder Naviance AVID College and Career Readiness activities	Spring semester
Common Application workshops	High School seniors	C:A2, C:C1	School Counselors	Naviance Program Common Application website	Fall semester
Host parent evenings on early college awareness, college planning and financial	High School parents	C:A1, C:A2, C:B1, C:B2, C:C1, C:C2	Director of Guidance School Counselors Support staff	Local college admissions representatives	September through June

aid- Senior Parent night, Junior Parent Night, Sophomore Parent night-					
Host Mini College Fairs prior to our grade level parent presentations	High School parents	C:A1, C:A2, C:B1, C:B2, C:C1, C:C2	Director of Guidance School Counselors Support staff	Local college admissions representatives	September through May
Host college admissions representatives and military officers to meet with students during lunch period	High School students 9 - 12 grades	C:A1, C:A2, C:B1, C:B2, C:C1, C:C2	Director of Guidance Support staff	Local college admissions representatives	September through June
Write college letters of recommendation for students for the college application process, scholarship opportunities and summer programs	High School Seniors	C:A2	School Counselors	Teachers Naviance Scholarship applications Resume builder in Naviance	September through June
Advise student athletes about the NCAA clearinghouse process	High School students that are planning to play division sports in college	C:A1, C:A2, C:B1, C:B2, C:C1, C:C2	School Counselors Support Staff	NCAA website Athletic Director	September through June
Provide students with career information	High School students grades 9 - 12	C:A1, C:A2, C:B1, C:B2, C:C1, C:C2	Director of Guidance Support Staff	Local organizations	September through June
Announce information on bulletin boards around the building, morning announcements and district approved electronic communication apps	High School students grades 9 - 12	C:A1, C:B1	Director of Guidance	Posters, flyers, information	September through June
Organize college campus local tours	High School Juniors and Seniors	C:A1, C:B1	Director of Guidance School Counselors	Local college admissions representatives	Fall semester
Inform students and parents about local college fairs	High School students grades 9- 12	C:A1, C:B1	School Counselors	RCC College Fair	October
Organize and plan Instant Decisions Days	High School Seniors	C:C2	Director of Guidance School Counselors	College Admissions representatives	February

Provide transition services to seniors	High School Seniors	C:C2	School Counselors	Transition Coordinator ACCES-VR liaison ACCES-VR applications	Spring semester

Personal / Social Development: ASCA National Standards for Personal/Social development guide school counseling programs to provide the foundation and social growth as students progress through school and into adulthood.
Standard A: Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.
Standard B: Students will make decisions, set goals, and take necessary action to achieve goals.
Standard C: Students will understand safety and survival skills.

Expected Outcomes:
Students will:

PS:A1: Acquire Self - Knowledge
PS:A2: Acquire Interpersonal Skills
PS:B1: Self Knowledge Application
PS:C1: Acquire Personal Safety Skills

Methods of Evaluation:

IST meeting discussions
Saebrs SEL Assessment results

Activity	**Target Group**	**ASCA Standards**	**Staff Assigned**	**Other Resources**	**Timeframe**
Meet and greet "circle" activity with the counselor at Freshman Orientation	Freshmen	PS:A1, PS:A2, PS:B1	School Counselors	Community circle protocol AVID activities	August
Counsel students	High School students	PS:A1, PS:A2,	School Counselors,	Mentors	September - June

individually	9 - 12	PS:B1, PS:C1	Social Workers School Psychologists Transition Coordinator Student Support Services	Administrators Teachers Parents Annual Progress review Sheets	
Freshmen minute meetings	Freshmen	PS:A1, PS:A2, PS:B1, PS:C1	School Counselors	Ice breakers Student surveys through Naviance AVID Activities	September, October and November
SEL push in classroom lessons	High School students grades 9 -12	PS:A1, PS:A2, PS:B1, PS:C1	School Counselors	SEL lessons Mindfulness activities	September through June
Collaborate with school social workers and school psychologists to address the social, emotional and personal issues of students	High School students grades 9 -1 2	PS:A1, PS:A2, PS:B1, PS:C1	School Counselors	Social Worker School Psychologists Transition Coordinator Student Support Services	September through June
Establish and maintain positive relationships with outside service providers	High School students grades 9 - 12	PS:A1, PS:A2, PS:B1, PS:C1	School Counselors Social Workers School Psychologist Transition Coordinator Student Support Services	Local mental health agencies Center for Safety and Change Mental health Of New York	September through June
Refer students to IST/MTSS meetings	High School students grades 9 - 12	PS:A1, PS:A2, PS:B1, PS:C1	IST committee and MTSS committee	Social Worker School Psychologists Transition Coordinator Student Support Services	September through June
Meet with parents and guardians to support student's physical, social and emotional health	High School parents	PS:A1, PS:A2, PS:B1, PS:C1	School Counselors	Teachers Social Worker School Psychologist Student Support Services	September through June
Encourage	High School students	PS:A1, PS:B1,	School Counselors	Club advisors and coaches	September through

leadership roles in extracurricular activities, clubs and local organizations such as HOBY, Nyack Rotary(RYLA) and Center for Safety and Change	grades 9 - 12			Local organizations	June
Participate in restorative justice circles	High School students grades 9 - 12	PS:A1, PS:A2	School Counselors	Dean of Students Restorative Circle protocol	September through June
Announce information on bulletin boards around the building	High School students grades 9 - 12	PS:A1, PS:A2, PS:B1, PS:C1	Director of Guidance Support Staff	Posters, flyers, information	September through June
Crisis intervention	High School students grades 9 - 12	PS:A1, PS:A2, PS:B1, PS:C1	Director of Guidance School Counselors	Crisis Team members Social Worker School Psychologist Student Support Services	September through June
Reflective activity - and Discussion with counselor	High School students grades 9 -12 involved in School AIP	PS:A1, PS:A2	School Counselors	Alternative to suspension activity Thinking Maps Activities	September through June
Follow up Conference with students who are suspended	High School students grade 9- 12 involved in School AIP	PS:A1, PS:B1	School Counselors Student Support Services	Alternative to suspension program Re- entry Meetings	September through June

NYS EDUCATION DEPARTMENT COMMISSIONER'S REGULATIONS

PART 100.2 (j) Guidance programs

(1) Public Schools. Each school district shall have a guidance program for all students.

(i) In grades K-6, the program shall be designed in coordination with the teaching staff to prepare students to participate effectively in their current and future educational programs, to help students who exhibit any attendance, academic, behavioral or adjustment problems, to educate students concerning avoidance of child sexual abuse, and to encourage parental involvement.

(ii) In grades 7-12, the guidance program shall include the following activities or services:

(a) an annual review of each student's educational progress and career plans, with such reviews to be conducted with each student individually or with small groups by personnel certified or licensed as school counselors;

(b) instruction at each grade level to help students learn about various careers and about career planning skills conducted by personnel certified or licensed as school counselors, or by classroom teachers in cooperation with school counselors;

(c) other advisory and individual or group counseling assistance to enable students to benefit from the curriculum, to help students develop and implement postsecondary education and career plans, to help students who exhibit any attendance, academic, behavioral or adjustment problems and to encourage parental involvement, provided that advisory assistance shall be provided by teachers or counselors or by certified teaching assistants under the supervision of counselors or teachers, and that such individual or group counseling assistance shall be provided by certified or licensed school counselors or by certified or licensed school psychologists or certified or licensed schools social workers in cooperation with school counselors; and

(d) the services of personnel certified or licensed as school counselors.

(iii) Each school district shall develop a district plan which sets forth the manner in which the district shall comply with the requirements of this subdivision. The City School District of the City of New York shall submit a separate plan for each community school district, for the High School Division and for the Special Education Division. Such plan shall be filed in the district offices and shall be available for review by any individual. The plan shall present program objectives, which describe expectations of what students will learn from the program; activities to accomplish the objectives; specification of staff members and other resources assigned to accomplish the objectives; and provisions for the annual assessment of program results. The plan shall be reviewed annually by the school districts, and revisions shall be made as necessary.