Broadalbin-Perth Central School District
PreK-12 Comprehensive School Counseling Program

2025-2026

Brief Description of School District

About 1,800 students make up the district's two schools, which are situated three miles apart in the town of Perth and village of Broadalbin. The Elementary School, which is grades PreK-6 and the Junior Senior High school is grades 7-12. The district employs about 300 total staff, including about 135 teachers.

The Broadalbin-Perth Central School District was formed in 1987 when the Broadalbin Central School District annexed the Perth Central School District. The district includes more than 11,500 residents and covers about 83 square miles in portions of Fulton, Montgomery and Saratoga counties. It includes parts of the towns of Broadalbin, Perth, Amsterdam, Galway, Edinburg, Johnstown, Mayfield, Northampton and Providence.

Mission Statement

Broadalbin-Perth Central School District provides a stimulating and safe environment of success for lifelong learning. Students of all ages will develop intellectually, emotionally, creatively, socially and physically through the cooperative efforts of school and community, all striving for excellence.

School Counselor Mission Statement

Our mission as School Counselors is to advance the academic development, career/ college readiness development and the social-emotional development of all students.Through the comprehensive School Counseling Model we will improve a range of student learning and behavioral outcomes. Through data review and collaboration with stakeholders we will provide equitable access to opportunities and rigorous curriculum for all students to participate fully in the educational process.

PreK-12th Grade School Counseling Plan Overview

The Broadalbin-Perth Central School District developed this comprehensive school counseling plan based on the district goals to make sure educational programs are more flexible, customizable, college- and career-oriented, and tailored to meet students' interests and needs to better prepare students for their futures. The school counseling plan will meet all NYS Part 100 regulations to ensure each student is provided with the tools to reach their full potential.

The School Counselors, along with an advisory council, teachers, administrators, school psychologists, and social workers all work together to help students achieve. The School Counselors and social workers provide individual and group counseling to support overall student success. Parental involvement is always welcome and encouraged.

List of Department Members, Principal, Superintendent

Jennifer Grimmick, 10-12 School Counselor (last names A-L) and Academy Counselor
Charla Simonson, 10-12 School Counselor (last names M-Z) and Pathways Counselor
Stephanie Hotaling, 7-9 School Counselor (last names A-L)
Jennifer Steele, 7-9 School Counselor (last names M-Z)
Deana Rowland, 7-12 School Counseling Secretary
Adam Barnhart, 9-12 Principal
Kristina Marshall, 7-8 Principal
Assistant Principal, 9-12 Jennifer Sandford
Marshall Gottung, 10-12 School Social Worker
Alianna Zevola, 7-10 School Social Worker
Erin Compani, 7-12 School Psychologist/CSE/CPSE Chair
Stephen Tomlinson, Superintendent
Erica Darling, Director of Special Programs & CSE/CPSE Chairperson
Alexandra Keen, PreK-2 School Psychologist
Dan Casey, 3-6 Principal
Kerri Barker, PK-2 Principal
Sarah Gabriel, PreK-2 School Counselor
Shelby Parker, 3-6 School Counselor
Andrea Hamill, Elementary Social Worker
Lauren O'Donnell, Elementary Social Worker
Jessica Lape-Schwab, Social Worker / District Mental Health Provider

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The Broadalbin-Perth Comprehensive School Counseling Plan

The Broadalbin-Perth Comprehensive School Counseling Plan aligns with the amended Part 100 of the New York State Commissioner's Regulations.

Part 100 Regulations: Broadalbin-Perth School Counseling Program Requirements

The Broadalbin-Perth Central School District provides a comprehensive, developmental school counseling program for all students in grades PreK–12.

1. **Access to Certified Counselors**
   All Broadalbin-Perth students in grades PreK–12 have access to a certified School Counselor.

2. **Program Design**
   The district's PreK–12 counseling program is designed in collaboration with teaching

staff to:

- Prepare students to participate effectively in current and future educational programs
- Address multiple student competencies, including academic development, social-emotional development, and college/career readiness
- Support PreK–5 students through a program designed by a certified School Counselor in coordination with instructional staff

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Plan Requirements

The Broadalbin-Perth CSD has developed a district-wide and building-level comprehensive school counseling plan that complies with state regulations and includes the following components:

- **Development by Certified School Counselors**
  The plan is developed by, or under the direction of, certified School Counselors.
- **Annual Review and Reporting**
  The plan will be reviewed and updated annually. A report will be presented to the Broadalbin-Perth Board of Education at the end of each school year.
- **Public Availability**
  The plan is filed in the district office, available for public review, and posted on the Broadalbin-Perth Central School District website (School Counseling page).
- **Program Objectives**
  The plan outlines program objectives describing what students will learn and the skills they will acquire.
- **Activities and Assessment**
  The plan includes activities to accomplish objectives; identifies staff and resources; and outlines the district's process for annual evaluation of program outcomes.

School Counseling Services

PreK–6 Counseling Program

The Broadalbin-Perth PreK–6 Counseling Program is designed to:

- Prepare students to participate effectively in current and future educational programs
- Provide early exposure and information related to careers and college
- Assist students with challenges that impact academic success, including attendance or behavioral concerns
- Refer students to appropriately licensed professionals or pupil personnel service providers when more intensive supports are needed

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Grades 6–12 Counseling Program

Certified School Counselors provide:

- **Annual Individual Progress Reviews**
  Each student receives an annual review summarizing educational progress, strengths, areas for improvement, goal setting, and career planning.
  For students with disabilities, the review aligns with the IEP and/or CDOS plan.

PreK–12 Services (All Students)

The counseling program includes:

1. **School Counseling Core Curriculum Instruction**
   Delivered by certified School Counselors to address academic, social-emotional, and college/career readiness competencies.

2. **Direct Student Services**
   - Responsive services
   - Crisis response

- Group counseling
- Large group guidance

3. **Individual Counseling, Appraisal, and Advisement**
4. **Postsecondary Planning**
   Support in developing and implementing postsecondary education and career plans.
5. **Support for Attendance, Academic, Behavioral, or Adjustment Concerns**
6. **Parent/Guardian Engagement**
7. **Indirect Student Services**
   - Referrals to licensed or certified providers
   - Consultation and collaboration with stakeholders
   - Leadership, advocacy, and teaming
   - Scheduling and programming to meet student needs

Counseling Advisory Council (CAC)

The district convenes an advisory council annually composed of parents, teachers, counselors, administrators, students, and community members.
The council reviews program goals, outcomes, and provides recommendations for improvement.

Broadalbin-Perth Comprehensive School Counseling Program Framework

The Broadalbin-Perth Comprehensive School Counseling Plan is aligned with the **ASCA National Model**. The program:

- Ensures equitable access to a rigorous education for all students
- Identifies the knowledge and skills all students will acquire through the PreK–12 program

- Is delivered systematically to all students
- Is based on data-driven decision-making
- Is implemented by certified School Counselors

The American School Counseling Association's (ASCA) National Model for School Counseling Programs incorporates the national standards, the comprehensive process and results-based accountability, while considering the developmental needs of every student. The four main components of the model are:

1. ***Foundation*** - focus on student outcomes, teach student competencies and are delivered with identified professional competencies
2. ***Management*** - incorporate organizational assessments and tools that are concrete, clearly delineated and reflective of the school's needs
3. ***Delivery*** - a comprehensive school counseling program in collaboration with students, families, school staff and community stakeholders
4. ***Accountability*** - demonstrate the effectiveness of School Counselor's work in measurable terms such as impacts over time, performance evaluation, and a program audit

Delivery System:

Component	Elementary	Middle School	High School
Direct and Indirect Delivery of Services	70% - 90%	70% - 90%	70% - 95%
• Counseling Curriculum	35% - 45%	25% - 35%	15% - 25%
• Individual Planning	5% - 25%	15% - 25%	25% - 35%
• Responsive Services	30% - 40%	30% - 40%	25% - 35%
System Support	10-15%	10-15%	15-20%

Counseling services are delivered through four primary components:

1. **School Counseling Curriculum**

Structured lessons designed to promote academic, social-emotional, and career development.

2**. Individual Student Planning**

Personalized goal-setting, progress monitoring, and academic/career planning sessions.

3. **Responsive Services**

Short-term counseling, crisis intervention, and referrals based on immediate student needs.

4. **System Support**

Program planning, professional development, community outreach, and data analysis to maintain program effectiveness.

Accountability:

The accountability system ensures that the counseling program's implementation results in measurable improvements in student outcomes. Counselors use data to:

- Identify student needs
- Guide program decisions
- Develop outcome-oriented goals
- Demonstrate program effectiveness

References

American School Counselor Association. (2012a). The ASCA National Model: A framework for school counseling programs (3rd ed.). Alexandria, VA: Author.

American School Counselor Association. (2012) The ASCA National Model: Executive summary. Alexandria, VA: Author. Retrieved from https://schoolcounselor.org/Ascanationalmodel/media/ANM-templates/ANMExecSumm.pdf

American School Counselor Association. (2012). ASCA School Counselor competencies. Alexandria, VA: Author. Retrieved from https://www.schoolcounselor.org/asca/media/asca/home/SCCompetencies.pdf

American School Counselor Association. (2016) ASCA National Model implementation guide: Foundation, management and accountability. Alexandria, VA: Author.

Broadalbin-Perth School Counseling Plan

All Students PreK-12

Grade Level	Guidance Lesson Content	ASCA Domain/ Standard/ SEL Benchmark	Projected Start	Tier Level	Projected Number of Students Affected	Assessment & Evaluation methods (Process, perceptions outcomes)	Staff & Resources
All	School Counseling Department Mtg	Academic Career Personal/Social Indirect	Monthly	N/A	District	Review data and assessments to improve the school counseling plan. Check to make sure all NYS and ASCA standards are being met	All School Counselors
All	Advisory Council	Academic Career Personal/Social Indirect	Monthly	N/A	District	Opportunity to talk to stakeholders about what we are doing as the school counseling department. Review of goals and progress made.	School Counselors Administrators Teachers Social Workers Parent/Community Reps
All	School Crisis Team-Building Emergency Response Team	Academic Career Personal/Social	Quarterly	N/A	District	Create a plan that identifies roles and actions of each members in the event a crisis occurs	School Counselors Social Workers Administrators School Psychologist Mental Health Counselor
All	1st, 2nd, 3rd, 4th quarter grade reporting	Indirect	Quarterly Trisemester	N/A	District	Students will have an understanding from report cards on how they are doing academically in each course	School Counselors
All	Master Schedule Consultation	Indirect	Ongoing	N/A		Discuss program changes and implementations of new programs	School Counselors Principal
All	Parent Teacher Conferences	Academic Career Personal/Social	Ongoing	N/A	District As needed for students	Improved parent participation/investment, collaboration between all stakeholders	School Counselors Principal Teachers Social Worker Mental Health Counselor
All	Academic Review & Promotion/Retention/Summer School Conversations	Academic	June-July	N/A	100	Discuss remediation opportunities over the summer, summer school and AIS supports	School Counselors

All	IST Meetings	Academic Career Personal/Social	Ongoing	2,3	75	Instructional Support Team to address student concerns and needs	School Counselors Principal Teachers Psychologist Social Worker
All	Child Protective Services	Academic Personal/Social	Ongoing	2,3	25	Student safety is addressed	School Counselors Social Workers Mental Health Counselor
All	Group Counseling	Academic Career Personal/Social	Ongoing	2,3	50	Improved student success academically, socially, and behaviorally	School Counselors Social Workers
All	Individual Counseling	Academic Career Personal/Social	Ongoing	2,3	75	Improve student success academically, socially and behaviorally. Goal setting along with tracking of progress on goals	School Counselors Social Workers Mental Health Counselor
All	Crisis Counseling	Personal/Social	Ongoing	2,3	100	Students will have the opportunity to meet with a counselor, have a mental health assessment, deescalation and understand coping strategies to use.	School Counselor Social Workers Mental Health Counselor
All	Registration of new students and meetings	Academic Personal/Social	Ongoing	N/A	40	Discuss transition planning and academic advising upon enrollment. Assist students with academic planning.	School Counselors
All	Open House	Academic Personal/Social	Ongoing	1	District	Parents are able to meet with teachers and understand the curriculum of each classroom.	School Counselors Teachers Principals
All	Consultation Services	Academic Personal/Social	Ongoing	2,3	70	Referrals to outside agencies	School Counselors Social Workers Mental Health Counselor Psychologist
All	SEL Character Strong 7-12 Second Step PreK-6	Academic Personal Social	Ongoing	1	District	Students will be provided with access to social-emotional learning with the intentions that students will meet SEL benchmarks. Which include:	Character Education Department Chair Teachers School Counselors Social Worker

						1. Development of self-awareness and management skills 2. Use social awareness and interpersonal skills to maintain healthy relationships 3. Demonstrate ethical decision-making skills and engage in responsible behaviors.	Support Staff
All	Scheduling Changes/Conflict	Indirect	Ongoing	N/A	100	Addressing student needs through the student schedule builder.	School Counselors
All	Attendance Meeting	Direct	Ongoing Weekly	2,3	District	Team meeting to discuss attendance issues and support plans for students experiencing issues.	School Counselors Social Workers Mental Health Nurse Principal
PreK	New family Orientation /Information night	Academic Career Personal/Social 1B.1b	April	N/A	120	Parents feel more comfortable and understand expectations for PreK program	Teachers School Counselor Principal
PreK-5	Character Education	Personal/Social 2C.1a 2C.2a 3A.1b	Ongoing	1	800	In collaboration with teachers, School Counselors and social workers will implement activities in the classrooms that supports the learning process of character education. It will enable students in a school community to understand, care about and act on core ethical values such as respect, justice, civic virtue, citizenship, and responsibility for self and others.	School Counselor Social Worker Teachers
PreK-5	Self-Management	Academic Personal/Social 1A.1b 1A.2c	February	1	800	Teachers will provide teaching strategies for self-management within the classrooms. These strategies will help students to independently	PreK-5 Teachers School Counselor

						complete tasks and take an active role in monitoring and reinforcing their own behavior. This will foster self-reliance and independence for each student.	
3-6	Internet Safety	Personal/Social 2C.1b 3C.2a	Nov-May	1	350	Students will earn digital citizenship which is the use of technology to learn, create, and participate in a safe effective way.	Teachers
Pre-K	Emotional Awareness	Academic Personal/Social 1A.1a 1A.2a 1A.2b	Dec-Jan	1	800	Teachers and School Counselors will implement classroom activities which will teach students the importance of emotional intelligence. Students will be able to express personal feelings/emotions along with showing qualities of emotional intelligence (empathy,responsibility and self- expression)	Teachers School Counselor
PreK-5	Bullying Prevention	Personal/Social 2A.2a 2A.2b 2B.2b 2D.1a 2D.1b	October	1	800	Using age appropriate lessons in the classroom and school wide events the teachers and School Counselors will foster a bully free-zone. Students will be able to recognize, report and refuse bullying.	Teachers Outside Presenters School Counselor
PreK-6	Career Awareness	Career Academic 1C.1a 1C.1b	April-June	1	800	Through lesson plans, career fairs and field trips students will have a better understanding of different careers, job duties and higher education opportunities.	Teachers School Counselor
PreK-6	Conflict Resolution	Personal/Social 2D.1a 2D.1b 2D.2a 2D.2b	Ongoing	1	800	Through PBIS and classroom lessons students will gain skills on how to solve and resolve conflicts. Students will become empowered, have an increase in confidence and gained problem-solving skills.	All Elementary Staff
K-2	Friendship Skills	Personal/Social 3B.1b 2B.1a 2B.1b	Nov-Dec	1	350	Through lessons students will be able to identify:	Teachers School Counselor

						1. How to identify what characteristics are important in a friend. 2. How to identify what a good friend does. 3. How to practice skills that help people make friends	
PreK-5	Goal Setting	Personal 1C.1b 1C.2a	Ongoing Focus in March	1	800	Students will have the ability to set and achieve goals	Teachers School Counselor Social Worker
PreK-5	Self Care	Personal/Social 1B.1b 1B.2a 1B.2b	Ongoing Focus in May	1	800	Students will understand the state of overall well-being. Topics covered will be nutrition, physical activity, self care, positive routines, sleeping habits and caring relationships.	Teachers
K	Kindergarten Screening	Academic Personal/Social		1	120	Students will be evaluated to determine if additional interventions and supports need to be implemented in Kindergarten	Teachers School Counselor PT/OT
3-5	Wellness Day	Personal/Social 3A.2b	May	1	550	Students will be able to engage in self building activities that promote healthy lifestyle and mental health.	All Elementary Staff 3-5
7-12	Wellness Day	Personal/Social 3A.2b	Dec March	1	800	Students will be able to engage in self building activities that promote healthy lifestyle and mental health.	ALL 7-12
5	Intermediate to Junior High transition activities - surveys, classroom meetings, presentations	Academic Personal/Social 1B.3a 1B.3b 3B.3a	March	N/A	150	Students feel more comfortable and prepared for the upcoming transition to Junior High	School Counselors Principal Teachers Social Worker
7 & 9	Back to school transition - Schedule pick up, school walk through, locker organization and counselor meetings as needed	Academic Career Personal/Social 1B.3b	August	N/A	450	Preparing students for the upcoming school year	School Counselors Principal

8	Junior High to High School transition - Individual planning meetings 6th, 8th and 9th Grade-Individual Meetings	Academic Personal/Social 1B.3b	February - April	N/A	150	Students will have a schedule that best supports his/her academic needs, career interests as well as meeting district and state mandates. Course Selection and goal setting sheets complete.	School Counselors
8-12	New student orientation and workshop	Personal/Social 1B.3a	May	N/A	20	SPED students are more comfortable heading to the HS after a tour of the building, meeting staff and talking with current HS students	School Counselors Case Managers
11-12	College Fairs	Academic Career Personal/Social 1B.3a 1B.3b 1C.3a	March/ April	N/A	300	Attend local FMCC College Fair	School Counselors Teachers
7-12	Career Talks	Career	September - June	N/A	800	Provide opportunities for students to be exposed to different careers.	School Counselors
11-12	Work-Based Learning	Academic Career Personal/Social 1B.3a 1B.3b 1C.3a	Full year plus summer months	N/A	25	Provide opportunities for students to engage in internships and receive mentors in different career fields that students have an interest in.	School Counselors Business Teachers
7	Introduction to Naviance	Academic Career Personal/Social 1C.3a	October-May	N/A	150	Accounts created. Students utilize Naviance to increase awareness of career pathways; watch video interviews of professionals in career areas with Road Trip Nation, complete Cluster Finder Assessment to identify career clusters that align to their interests and preferences. Students will complete two additional self-discovery assessments including, Learning &	School Counselors Teachers

						Productivity and Personality	
8	Naviance Assessments/Resume	Academic Career Personal/Social 1B.3a	October-May	N/A	300	In 8th Grade, Students will complete the Career Interest Profiler as well as the Strengths Explorer assessment; students learn about careers that may align with their personal strengths. Students will begin building a resume.	School Counselors Teachers
7-12	Student Support Team Meetings	Academic Personal/Social 3C.3a	Ongoing	2,3	50-100	Updates on student progress, develop and implement any interventions needed	Support team Teachers
7-12	IEP Counseling	Academic Personal/Social 3C.3a	Ongoing	N/A	40-50	Utilize a variety of counseling techniques to assist students with their academic, social/emotional goals per their IEP; Document progress quarterly	School Social Worker
7-12	Crisis Counseling	Academic Career Personal/Social 1A.4a	Ongoing	2,3	450	Student is de-escalated and returned to routine as soon as possible	School Counselors School Social Workers Mental Health Counselor
6-8	SEL Themed School wide events and assemblies PBIS Awards	Personal/Social	Ongoing	1	450	Activities and assemblies covering topics such as Bullying Prevention, Self, Care, Kindness ect	School Counselors Principal
7-12	Coordinated Care Team Meetings	Academic Career Personal/Social	Sept - Jun	2,3	50-100	*Academic Records *Behavioral Records Develop a strategic plan for success	Support Team Principal Assistant Principal Nurse Social Worker Mental Health Counselor
Grade 7 9-12	Mental Health Education	Personal/Social 1A.4a 1A.4b	Ongoing	1	450	In health classes and additional school activities, students will gain the skills to understand what overall well-being means and how it can be achieved.	Health Teacher School Counselors Mental Health Counselor Mental Health Association

7-12	Master Schedule	Academic	Jan - Jul	N/A	900 - 1000	Create Master Schedule with Administration	School Counselors Principal
7-12	Attendance: Monitored attendance of targeted students and report to counselors and administrators	Academic Career Personal/Social	Ongoing	2,3		*Report Cards *Attendance and Discipline Referrals Students will demonstrate academic, personal, social and/or emotional growth	At-Risk Support Team
7-12	Summer School Mailing and Registration	Academic	Ongoing	N/A	50 - 100	Report Cards Parents and students will receive timely and accurate information regarding failed courses, summer school eligibility and registration	School Counselors
7-12	Academic Intervention Services	Academic	Aug - Sep	2,3	200 - 300	Student Records, Standardized Test Scores (NYS Assessment), grades, and teacher recommendations. Students will be placed in appropriate support classes.	School Counselor & NYS reporting
7-12	Academic Counseling for students at-risk	Academic 1B.3a 1B.3b	Min 1x a quarter	2,3		*Report Card *Attendance Record *Discipline Record Students will evaluate their academic progress and develop a plan for improvement	School Counselors
7-12	Counsel students with social and emotional issues	Personal/Social Development 2C.3a 2D.3a	Ongoing	2,3	900-1000	*Behavior records *Teacher feedback *Observation Students will develop self-awareness and begin to identify strategies and skills to address their needs.	School Counselor Social Worker Mental Health Counselor
7-12	Consult with various supports both inside and outside school (psychologists, social workers, etc) and collaborate	Personal/Social 2A.3a 2A.3b	Ongoing	2,3	900-1000	Observation, feedback, group sharing. Assist students w/academic, social and emotional needs	School Counselor and support team

	w/parents, teachers and administrators						
7-12	CSE/504 Reviews	Academic Career Personal/Social	Annually	N/A	120-140	*Annual review notes *Minutes *Attendance Records *Academic Records Students will be placed in, or remain in, an appropriate program with appropriate accommodations	CSE Committee
7-12	Consult with external education/health facilities (hospitalizations)	Personal/Social Responsive services 1B.3b	Ongoing	2,3	20-30	Academic plan created and/or maintained Students will gain support in maintaining academic success while transitioning	School Counselors Social Worker Mental Health Counselor Outside providers
7-12	Consulting & communicating with parents via e-mail, phone calls, conferences, parent portal and evening programs.	Personal/Social Responsive services 1B.3b	Ongoing	1	900-1000	Communication log emails & Notes on School-tool Provide support to students and parents	School Counselors
7-12	Maintain Cumulative Records	Academic	Ongoing	N/A	900-1000	School tool An accurate comprehensive confidential student file will be maintained for each student	School Counselor
7-12	Meet with transfer/new Registrants	Academic Career	Ongoing	N/A	30 - 50	New students will successfully transition to BP Jr/Sr High	School Counselors
7-12	Registration of new students: reviewing transcripts, planning academic program, communicating with previous school, and disseminating pertinent info to	Academic	Ongoing	N/A	30 - 50	Ensure that all students are appropriately placed in academic course, AIS and referred to the Committee on Special Education when determined	School Counselors

	teachers, administrators, and support staff						
7-12	Individual student follow-up meeting w/new students to monitor their transition to Broadalbin-Perth	Academic Career Personal/Social 1B.4b	Within the first 2 weeks of the start date	N/A	30 - 50	Student Feedback New student successfully transitions to Broadalbin-Perth	School Counselors
7-12	Naviance: Individualized Plans for students. Individual meetings to create action-oriented and personalized plans that focus students on the future	Academic Career Personal/Social 1B.4a 3B.5a	Sep - May Annual Reviews	N/A	500 - 600	Students will be able to self-navigate the system. Students begin creating a resume and understand the importance of the resume. Students will also explore and research career information to increase knowledge/ understanding. Students will also goal-plan	School Counselors
7-11	Individual planning meeting for course selection, goal setting, career interests and areas for improvements	Academic Career Personal/Social 1B.4a 3B.5a	Jan - May	N/A	700-800	Course selection data sheet completed. Students will select courses based on HS transcript review; post high school goals. Students will have a schedule that supports his/her vocational and educational plans, while assuring district and state compliance. Students will set goals for themselves to work towards the following school year.	School Counselor
10	Career Project	Academic Career	Gr 10	N/A	160	Students will have a better understanding on how to use Naviance	School Counselor Teachers
11	Course Selection/ Naviance Classroom presentations	Academic Career	Gr 11 January	N/A	125 - 150	*Course selection data sheet completed *Naviance Students will understand diploma type: graduation requirements and course offerings. Students will compare colleges and save colleges to their Colleges I'm Thinking about list.	School Counselor Naviance

9-12	Mental Health Education	Personal/Social	Ongoing	1	500-600	In health classes and group work during advisory students will gain the skills to understand what overall well-being means and how it can be achieved. Topics covered will be mental health awareness, alcohol/drug abuse, self care, nutrition, healthy sleeping habits, positive routines/practices, physical activity and having caring relationships.	Health Teacher Advisory Teachers School Counselors
9-12	College and Career Planning	Academic Career	Ongoing	1	500 - 600	*Naviance *College Board *Application Resources Review *College trends and data. Students will be knowledgeable of career and college information, expectations and requirements. Students will have access to RoadTrip Nation and a complete SuperMatch College Search or College Search Assessments.	School Counselor
12	College Application Process	Academic	September - March	N/A	125 - 160	Naviance, college applications, transcripts, letters of recommendation & school profile Students will be knowledgeable of the college application process, and requesting teacher recommendations via Naviance	School Counselor Teachers
9-12	Counseling Center Website/Naviance	Academic Career	Ongoing	N/A	500 - 600	Naviance /Website updated. Provide current information and resources.	School Counselor
9-12	Naviance Scholarships	Academic Career	Ongoing	N/A	500 - 600	Naviance Updated Students will become aware of and apply for various scholarships and recognitions	School Counselor

9-12	Naviance College Visits/ Representatives	Academic Career	Ongoing	N/A	500 - 600	Naviance Updated Students will be able to receive email invitation via Naviance to attend a college representative visit	School Counselors
11-12	College Representative Visit	Academic Career	Sep - Mar	N/A	250 - 300	College profile sheets Students will be able to assess a school's compatibility in a timely, efficient manner	School Counselor
9-12	Documentation and Information Maintenance	Academic	Ongoing	N/A	500 - 600	School Tool, transcripts, forms, graduation check sheets, schedules and computer Information on students and data on many aspects of student's success will be compiled, and maintained for future reference, comparison and/or evaluation	School Counselor Data Coordinator
12	Common Application Workshops	Career Academic	Aug-Nov	N/A	70	Students will leave the workshops with one-on-one assistance with understanding the application and essay support/review	School Counselors
10, 11	Organize and Administer PSAT	Academic Career	Sep - Jun	N/A	300	Data on number of students who take the test. Students will become familiar with standardized testing procedure and the type of questions they can expect when taking the SAT during their junior year	School Counselor
11-12	SAT/ACT Implementation/ Administration	Academic Career	Sep - Jun	N/A	300	Testing Results Students and parents will understand standardized test results and integrate that understanding into learning and college application process	School Counselor

12	Senior Seminar	Academic Career	Sep	1	150	Students and parents are invited to hear counselors speak about the college application process	School Counselor
11-12	College Caravan	Academic Career	Sep	1	300	Students and parents are invited to speak with colleges that may be of interest	School Counselor
9-12	College visits	Academic Career	ongoing	1	100	Students and parents are invited to attend college visits to start their college search process.	School Counselor
12	Senior Conference: Counselors review graduation status, post high school plans, and the college admissions process with seniors	Academic Career	Sep - Nov 45 minutes per family	N/A	150	Naviance Transcripts, activity sheets, SUNY Applications, Common Applications, SAT/ACT registration information. Senior Students and parents will understand the college/job application process	School Counselor
11	Junior Conferences: Juniors need information regarding careers, college majors, the college and career application process and their progress toward graduation and their goals	Academic Career	Feb - Apr	N/A	150	Students will have the necessary information to begin/continue the college/ career search process. Students will be aware of the graduation requirements and the importance of academic success.t	School Counselor

11	Junior Seminar: Students learn about the application process and requirements for college	Academic Career.	January	N/A	150	Students will have the necessary information to begin/continue the college/ career search process. Students will be aware of the graduation requirements and the importance of academic success.	School Counselor
11-12	Military Advisement	Academic Career	Ongoing	N/A	300	Recruiters/ Schedule Visitations Students will receive information regarding possible options in the military service, as well as military schools.	
12	FAFSA Financial Aid Night	Academic	October November	N/A	150	Students and parents will gain knowledge about the financial aid process and scholarships	FMCC Financial aid reps and School Counselors
6	6th Grade Parent Night	Academic	March	N/A	150	Parents and students will learn about the transition to Jr. High School	School Counselors
8	8th Grade Parent Night	Academic	February	N/A	150	Parents and students will learn about the transition to Sr High School	School Counselors
9	9th Grade Parent Night	Academic	February	N/A	150	Students will gain knowledge about personal interests and relate it to career exploration and future planning	School Counselors

10	Sophomore Parent Night.	Academic Career	January	N/A	150	Students will gain knowledge about personal interests and relate it to career exploration and future planning	School Counselor
11	Junior Information Night	Academic Career	January	N/A	150	Parents and students will gain greater knowledge on how to proceed with their college and career plans	School Counselor
7-12	Junior/Senior Academic Awards Ceremony.	Academic	June	N/A		Counselors keep track of honor roll, high honor roll and principal's list. The school and community should recognize students receiving scholarships and awards	School Counselor Principal
12	The Graduation Awards Counselor keeps track of all the awards, contacts, and presenters. The counselor is responsible for establishing new scholarships	Academic	Ongoing	N/A		The school and community recognize students receiving scholarships and awards.	School Counselor
9-12	High School Graduation Rehearsal and Ceremony	School Counseling Program	June	N/A	150	Students will receive their cap/gown and diplomas	Graduation Team

9-12	Homebound Instruction Coordination	Academic	Ongoing	N/A		School data records will be reviewed to make sure students are on track.	School Counselor
9-12	Counselor is responsible for maintaining course eligibility for NCAA	Academic Career	Ongoing	N/A		NCAA Eligibility Center Students will become aware of the NCAA Eligibility Requirements for College-bound student-athletes	School Counselor Athletic Director
9-12	School Counselor is responsible for collecting and inputting grades from BOCES into School Tool	Indirect	Ongoing	N/A	60 - 80	Report Cards	School Counselor
9-12	School Counselor is responsible for Out of District & Special Education Students. Also the maintenance and the documentation of report cards	Academic	Ongoing	N/A	5 - 10	Update report cards	School Counselor
9-12	Program Planning Guide (Course Description Guide)	Academic	Nov - Jan	N/A	500 - 600	Update Course Selection sheets and add descriptions of new courses	School Counselor
9-12	Group Counseling and Career planning in Pathways program	Academic/social emotional	ongoing	II	12-20	Career planning and social groups to prepare students for independent living	School Counselor/Social Worker