

**WESTFIELD
ACADEMY
and
CENTRAL
SCHOOL**



**School Counseling
Program
Grades K-12**

2025/2026 School Year

INTRODUCTION

Westfield Academy and Central School Community

The Village of Westfield, with a population of approximately 3500, is a historical, picturesque community located in western New York State along the shores of Lake Erie. Westfield's flat lakeshore plain, edged by the hill and upper escarpment, contains sparkling streams flowing through deep gorges and open fields that offer a multitude of recreational opportunities for the whole family. There are eight churches, a modern library and cultural center, museum, a YWCA, and many antique shops. Chautauqua Institution is located only 20 minutes away and offers summer programs in education, fine arts, recreation, and religion. A small, modern hospital offering emergency and outpatient services, with available heliport service to metro hospitals serves the community. Westfield has a diverse economic base including industries in software, machine manufacturing, banking and finance, insurance, real estate, and agriculture, specifically dairy and grape. Westfield produces concord grapes, juices, jellies, and fine wines.

Westfield Academy and Central School

Mission Statement

With a commitment to excellence, Westfield Academy and Central School, in partnership with the community, will educate all students to the highest level of their academic potentials, teaching them the skills and knowledge to become capable and responsible members of society. We will provide all students with a range of challenging educational opportunities in a safe, supportive environment that fosters honesty, integrity and respect for self and others.

School Counseling Department

Program Overview

The School Counseling Program grades K-12 recognizes student development in three domains:

Academic Development-Standards guiding school counseling programs to implement strategies and activities to support and maximize each student's ability to learn.

Career Development-Standards guiding school counseling programs to help students:

- 1) Understand the connection between school and the world of work.
- 2) Plan for the successful transition from school to postsecondary education and/or world of work and from job to job across the life span.

Social/Emotional Development-Standards guiding school counseling programs to help students manage emotions and learn and apply interpersonal skills.

American School Counselor Association (2014). *Mindsets and Behaviors for Student Success: K-12 College- and Career-Readiness Standards for Every Student*. Alexandria, VA:Author.

School Counseling Department

Mission Statement/Goal

To help students have a successful school experience in the following domains:
academic, career, and social/emotional development.

Pupil Personnel Services

Stacey Asel, LCSW

School Social Worker

Ashley Raynor, MS

School Psychologist

DeAnn Shelters, LMSW

School Social Worker

Kris Soderberg, MS

School Psychologist

School Counseling Department

Amy Brinkley, MS

Middle School Counselor

Scott Eric Cooper, MS, CAS

High School Counselor

Cindy Keefe

Guidance Secretary

Elementary School Principal

Molly Anderson

Director of Curriculum/Director of Special Education

Lauren Harper

Interim Secondary School Principal

Todd Crandall

Superintendent of Schools

Ryan Sikorski

Advisory Committee

Amy Brinkley, Scott Eric Cooper, Corey Markham, Ashley Raynor, Molly Anderson, Stacey Asel, Deann Shelters, Elementary Teacher, Elementary Parent, Middle School Teacher, Middle School Parent, Middle School Student, High School Teacher, High School Parent, High School Student

FOUNDATION/MANAGEMENT

NYSED 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 school social workers in cooperation with school counselors; and
 - d. the services of personnel certified or licensed as school counselors.

NYSED Regulations Part 100.2(j)
Guidance programs.

(Continued)

- 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.

ASCA Mindsets & Behaviors for Student Success: K-12 College- and Career-Readiness Standards for Every Student

Category 1: Mindset Standards

School counselors encourage the following mindsets for all students.

- 1) Belief in development of whole self, including a health balance of mental, social/emotional, and physical well-being
- 2) Self-confidence in ability to succeed
- 3) Sense of belonging in the school environment
- 4) Understand that postsecondary education and life-long learning are necessary for long-term career success
- 5) Belief in using abilities to their fullest to achieve high-quality results and outcomes
- 6) Positive attitude toward work and learning

Category 2: Behavior Standards

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

Learning Strategies

- 1) Demonstrate critical-thinking skills to make informed decisions
- 2) Demonstrate creativity
- 3) Use time-management, organizational and study skills
- 4) Apply self-motivation and self-direction to learning
- 5) Apply media and technology skills
- 6) Set high standards of quality
- 7) Identify long- and short-term academic, career, and social/emotional goals
- 8) Actively engage in challenging coursework
- 9) Gather evidence and consider multiple perspectives to make informed decisions
- 10) Participate in enrichment and extracurricular activities

Self-Management Skills

- 1) Demonstrate ability to assume responsibility
- 2) Demonstrate self-discipline and self-control
- 3) Demonstrate ability to work independently
- 4) Demonstrate ability to delay immediate gratification for long-term rewards
- 5) Demonstrate perseverance to achieve long- and short-term goals
- 6) Demonstrate ability to overcome barriers to learning
- 7) Demonstrate effective coping skills when faced with a problem
- 8) Demonstrate the ability to balance school, home, and community activities
- 9) Demonstrate personal safety skills
- 10) Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities

Social Skills

- 1) Use effective oral and written communication skills and listening skills
- 2) Create positive and supportive relationships with other students
- 3) Create relationships with adults that support success
- 4) Demonstrate empathy
- 5) Demonstrate ethical decision-making and social responsibility
- 6) Use effective collaboration and cooperation skills
- 7) Use leadership and teamwork skills to work effectively in diverse teams
- 8) Demonstrate advocacy skills and ability to assert self, when necessary
- 9) Demonstrate social maturity and behaviors appropriate to the situation and environment

American School Counselor Association (2014). *Mindsets and Behaviors for Student Success: K-12 College- and Career-Readiness Standards for Every Student*. Alexandria, VA:Author.

Career Development and Occupational Studies Standards

Standard 1: Career Development

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

Standard 2: Integrated Learning

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

Standard 3a: Universal Foundation Skills

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

Standard 3b: Career Majors

Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.

(NYSED.GOV)

School Counselor Competencies

<https://www.schoolcounselor.org/asca/media/asca/home/SCCompetencies.pdf>

Ethical Standards

<https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>

DELIVERY/ACCOUNTABILITY

The School Counseling Program Grades K-12 is delivered by Pupil Personnel Services and School Counselors with the assistance of teachers and staff:

- 1) Includes the services of personnel certified as school counselors
- 2) Includes an annual review of each students educational progress and career plans
- 3) Includes instruction at each grade level to help students learn about careers and career planning skills
- 4) Includes other advisor and individual and/or group counseling
 - a. Enables students to benefit from the curriculum
 - b. Provides interventions for students with attendance problems
 - c. Provides interventions for students with academic problems
 - d. Provides interventions for students with behavioral problems
 - e. Provides interventions for students with adjustment problems
 - f. Provides advisement on developing and implementing postsecondary education and career plans
 - g. Encourages parental involvement

Westfield Academy and Central School Counseling Plan Grades K-12:

- 1) Is filed in district office and available for review by any individual
- 2) Includes program objectives which describe expectations of what students will learn from the program
- 3) Includes activities to accomplish the objectives
- 4) Includes specification of staff members and other resources assigned to accomplish objectives
- 5) Includes provisions of the annual assessment of program results
- 6) Is reviewed annually and revised as necessary

Category 1: Mindset Standards and **Category 2: Behavior Standards** are achieved through the following activities in the School Counseling Program Grades K-12:

Counseling

- 1) Individual (academic, career, and social/emotional)
- 2) Group
- 3) Crisis
- 4) IEP/Mandated

Parent/Student Communication

- 1) Weekly email messages to seniors
- 2) Weekly updates on the school website
- 3) Weekly announcements (intercom and posted)
- 4) Parent letters home throughout the school year
- 5) Report cards sent quarterly
- 6) Parent/Guardian and student conferences as needed
- 7) Parent/Guardian telephone conferences

Informational Meetings

- 1) K-12 Open House
- 2) 8th Grade Night to discuss transition to high school
- 3) 11th Grade Night to discuss senior year and transition to post-secondary plan

Classroom Presentations

- 1) Career exploration (grades K-5)
- 2) English class (grades 8-11) to discuss scheduling, rigor, courses, and appropriate placement examinations (JCC)
- 3) English 12 project to focus on post-secondary plan
- 4) English class presentations to review courses, pathways, and extra-curricular opportunities

Student Interviews

- 1) Individual Progress Review (IPR) Plan for students in grades 6-12
- 2) Senior Interview 1 through 6 throughout the school year
- 3) 9th grade interview to focus on student transition to high school
- 4) 11th grade interview to focus on senior year, requirements, and opportunities
- 5) 8th through 11th grade course selection
- 6) New student enrollment

Coordination Services

- 1) JCC placement examinations
- 2) Financial Aid Night
- 3) PSAT and PSAT score interpretation
- 4) ASVAB
- 5) Organize CTE presentation and field trips
- 6) Western New York College Consortium
- 7) Advanced Placement examination
- 8) Community service providers

Additional Services

- 1) SAT/CSE meetings
- 2) Scheduling

Appendix B

PROGRAM ASSESSMENT				
<i>This scored list can help assess implementation of the amended Part 100.2(j) of the Commissioner's Regulation with related American School Counselor Association National Model¹ components.</i>				
IMPLEMENTATION RATING	1= None	2= Beginning	3= Developing	4= In Full Practice
	1	2	3	4
1. FOUNDATION				
a. All students K-5 have access to a certified school counselor and the comprehensive program				
b. All students 6-8 have access to a certified school counselor and the comprehensive program				
c. All students 9-12 have access to a certified school counselor and the comprehensive program				
d. Program vision and mission are developed in alignment with district vision and mission				
e. Program focus and annual goals are developed in alignment with district goals				
f. Relevant student competencies and standards K-12 are adopted to provide measurable knowledge, attitude and skill outcomes				
g. School counselor professional competencies and ethical standards are regularly reviewed and applied				
2. MANAGEMENT				
a. Program delivery is mapped including district goal, activities and services, students served, timeline, student standards, program objectives, staff and resources, evaluation and assessment methods				
b. Program monthly and annual calendars are provided for communicating about the program				
c. Advisory Council meets twice annually to review program goals and results, and provide advisement				
3. DELIVERY				
a. An annual individual progress review is provided to all students 6-12 to review each student's career/college planning and readiness, academic progress and social/emotional development				
b. Core curriculum instruction is provided by a certified school counselor to all students K-5 addressing student competencies in career/college readiness, academic skills and social/emotional development				
c. Core curriculum instruction is provided by a certified school counselor to all students 6-8 addressing student competencies in career/college readiness, academic skills and social/emotional development				
d. Core curriculum instruction is provided by a certified school counselor to all students 9-12 addressing student competencies in career/college readiness, academic skills and social/emotional development				
e. Direct and indirect student services are provided K-5 to assist students with academic, attendance and behavior needs such as individual and group counseling, advisement, consultation, and referral				
f. Direct and indirect student services are provided K-5 to assist students with academic, attendance and behavior needs such as individual and group counseling, advisement, consultation, and referral				
g. Direct and indirect student services are provided 6-8 to assist students with academic, attendance and behavior needs such as individual and group counseling, advisement, consultation, and referral				
h. Information on college and careers is provided to all students in grades K-5				
i. Information on college and careers is provided to all students in grades 6-8				
j. Information on college and careers is provided to all students in grades 9-12				
4. ACCOUNTABILITY				
a. Program data is analyzed annually resulting in gap action plans and program adjustments				
b. A program outcomes report is presented to the district board of education annually				
c. The Advisory Council provides a report to the district board of education annually				
d. The Program is posted on district and school websites				
	SUBSCORES			
	TOTAL SCORE			

¹see ASCA National Model (2012). Alexandria, VA: American School Counselor Association; or visit: <https://www.schoolcounselor.org/school-counselors-members/asca-national-model>

Westfield Middle School Calendar of Activities

Year-long Activities Individual Counseling, Small Group Counseling, Grade 8 School to Work Unit, Self-esteem Unit in Grade 6 Home and Career Skills Class, CSE meetings, Student Assistance Team meetings, Crisis Plan Committee, Parent letters, Mail Home Ineligibility Notices to Parents

August

Student registration/transfer
Master schedule changes
Student scheduling/changes
New student orientation
Update student records
Open House

October

Grade 6 social groups
Lunch groups for all 6th graders
Parent/Teacher conferences
1:12:1 Social Skills Group

December

Grade 6 groups
1:12:1 Social Skills Group

February

Grade 7 & 8 groups
Eighth grade parent/student night
Update student records
Complete Grade 8 scheduling
1:12:1 Social Skills Group

September

Group counseling survey
Grade 6 groups begin
New student meetings and pizza party
Sexual Harassment Training and DASA
DASA training provided to all staff
Training in high school health classes and Grade 6 Health

November

Grade 6 groups
Parent conferences
1:12:1 Social Skills Group

January

Complete Grade 6 groups
Begin grade 7 & 8 groups
Grade 6, 7, 8 Anti-bullying/Respect classroom lessons
1:12:1 Social Skills Group

March

Grade 7 & 8 groups
Grade 6 groups
Grade 6, 7, 8 Math test
1:12:1 Social Skills Group

April

Grade 7 & 8 Groups
Begin student scheduling
1:12:1 Social Skills Group

May

Complete Groups
Complete schedule changes
1:12:1 Social Skills Group
State Examinations

June

Grade 6 Student Orientation
State Examinations
Written assessments
Grade 8 Celebration
Update student records
Summer school enrollment (if applicable)

July

Complete scheduling
Review Annual Plan

2025/2026 School Calendar
Guidance & Counseling Department

July 7, 2025

August 2025

- 1) ACT (September 6, 2025)
Registration Deadline
Friday, August 1, 2025

- 2) ACT (September 6, 2025)
Late Registration Deadline
Tuesday, August 19, 2025

September 2025

- 1) First Quarter Marking Period begins
First Semester begins
Tuesday, September 2, 2025
- 2) Last Day to Drop/Add High School Courses
Friday, September 5, 2025
- 3) ACT Administered
Saturday, September 6, 2025
- 4) ACT (October 18, 2025)
Registration Deadline
Friday, September 12, 2025
- 5) SAT (Home School-Wednesday, October 22, 2025)
Registration Deadline
Thursday, September 18, 2025
- 6) **Western New York College Consortium**
Friday, September 26, 2025
9:15 am to 10 am
Large Gymnasium
- 7) Sophomores and Juniors sign up for PSAT
Monday, September 29, 2025
PSAT administered on Wednesday, October 29, 2025
- 8) ACT (October 18, 2025)
Late Registration Deadline
Tuesday, September 30, 2025
- 9) SUNY Fredonia Tour (Class of 2026)
Tuesday, September 30, 2025
8:45 am to 11:30 am

October 2025

- 1) Sophomores and Juniors last day to sign up for the PSAT
Registration Deadline
Thursday, October 9, 2025
PSAT administered on Wednesday, October 29, 2025
- 2) ACT Administered
Saturday, October 18, 2025
- 3) SUNY Free Application Week begins
Monday, October 20, 2025
- 4) SAT (Home School)
Wednesday, October 22, 2025
8 am-12 pm
LGI
- 5) Jamestown Community College
Instant Admission Day
Monday, October 27, 2025
8 am -2:30 pm
Guidance and Counseling Department
- 6) PSAT Administered to Sophomores and Juniors
Wednesday, October 29, 2025
8 am-12 pm
LGI
- 7) First Quarter Marking Period ends
Friday, October 31, 2025

November 2025

- 1) Second Quarter Marking Period begins
Monday, November 3, 2025

- 2) SUNY Free Application Week ends
Friday, November 3, 2025

- 3) SUNY Fredonia
Instant Admission Day
Wednesday, November 5
9 am to 2 pm
Guidance and Counseling Department

- 4) ACT (December 13, 2025)
Registration Deadline
Friday, November 7, 2025

- 5) Financial Aid Night
Wednesday, November 12, 2025
6 pm
LGI

- 6) ACT (December 13, 2025)
Late Registration Deadline
Monday, November 24, 2025

December 2025

- 1) Career and Technical Education (CTE) presentation for ALL Sophomores by
LoGuidice Center BOCES
Wednesday, December 3, 2025
9:15 am-10 am
LGI

- 2) ACT Administered
Saturday, December 13, 2025

January 2026

- 1) ACT (February 14, 2026)
Registration Deadline
Wednesday, January 7, 2026

- 2) Career and Technical Education tour at the LoGuidice Center BOCES for interested Sophomores
Friday, January 16, 2026
8:30 am-11:15 am

- 3) ACT (February 14, 2026)
Late Registration Deadline
Wednesday, January 21, 2026

- 4) Second Quarter Marking Period ends
First Semester ends
Friday, January 23, 2026

- 5) Third Quarter Marking Period begins
Second Semester begins
Monday, January 26, 2026

February 2026

- 1) Course selection for students in grades 8-11 begins
- 2) SAT (Home School-Wednesday, March 25, 2026)
Registration Deadline
Wednesday, February 11, 2026
- 3) Eighth Grade Parent/Student Night
Wednesday, February 11, 2026
6 pm
LGI

March 2026

- 1) Course selection complete for grades 8-11

- 2) Armed Services Vocational Aptitude Battery (ASVAB) for interested students
Monday, March 2, 2026
12:15 pm-3:15 pm
LGI

- 3) ACT (April 11, 2026)
Registration Deadline
Friday, March 6, 2026

- 4) ACT (April 11, 2026)
Late Registration Deadline
Tuesday, March 24, 2026

- 5) SAT Administered at Westfield Academy
Wednesday, March 25, 2026
8 am-12 pm
LGI

April 2026

- 1) Third Quarter Marking Period ends
Thursday, April 2, 2026
- 2) ACT Administered
Saturday, April 11, 2026
- 3) Fourth Quarter Marking Period begins
Monday, April 13, 2026
- 4) JCC Get Connected
Tuesday, April 21, 2026
10 am to 11 am
LGI

May 2026

- 1) AP US Government and Politics Exam
Tuesday, May 5, 2026
12 pm
LGI
- 2) Junior Parent/Student Night
Wednesday, May 6, 2026
6 pm
LGI
- 3) ACT (June 13, 2026)
Registration Deadline
Friday, May 8, 2026
- 4) JCC Placement Examination
Next-Generation Reading
Next-Generation Quantitative Reasoning, Algebra, and Statistics
Monday, May 11, 2026
- 5) AP Microeconomics Exam
Wednesday, May 20, 2026
8 am
LGI
- 6) ACT (June 13, 2026)
Late Registration Deadline
Wednesday, May 27, 2026

June 2026

- 1) ACT Administered
Saturday, June 13, 2026
- 2) Fourth Quarter Marking Period ends
End of Second Semester
End of School Year
Friday, June 26, 2026