



Bayport-Blue Point School District

K-12 Comprehensive Developmental School Counseling Program

2024-2025

Introduction

The Bayport-Blue Point Comprehensive Developmental School Counseling program:

- *Gives our district the opportunity to review student support services district wide to ensure student needs are being identified and met*
- *Will collect data to identify gaps in services, curriculum, and interventions*
- *Will implement appropriate universal interventions for all students*
- *The focus on evaluation will ensure program growth with the identification of student needs and the implementation of meaningful and result driven interventions*
- *Activities within the Academic Domain are linked to the ASCA Mindsets & Behaviors*
- *Activities within the Career Domain are linked to the NYS CDOS standards*
- *Activities within the Social Emotional Learning Domain are linked to the NYS Social Emotional Benchmarks*

The Comprehensive Developmental School Counseling program is the start of a meaningful foundation for developmental services, curriculum and activities K-12. This year's program is by no means a complete listing of what school counselors, school support staff, and administration do to support students. This foundation was created to support the evaluation goals for the 2024-2025 school year and will continually grow and become more complete as various components are evaluated and added.

Bayport Blue-Point Mission Statement

Bayport-Blue Point provides a wide variety of opportunities, experiences, and supports that develop each student as a person and as a learner prepared to contribute positively to society.

Bayport Blue-Point Vision Statement

We are a district where every student feels a sense of *Belonging*, and *Believes* in their potential, as they grow socially, emotionally, and academically, into the leaders of tomorrow for whom anything is *Possible*.

Bayport Blue-Point Core Beliefs

We will focus on and demonstrate the following beliefs and values:

- *Challenge all students:* Encourage students to push their boundaries and strive for excellence.
- *Respect, hard work, and consistency:* Uphold these values to maintain integrity, work ethic, and professionalism.
- *Honesty:* Be open and honest in all communications and actions.
- *Inclusivity:* Ensure everyone feels welcome and valued, regardless of their background or identity.
- *Whole child approach:* Consider all aspects of a child's development.
- *Academic excellence:* Strive for the highest standards in education.
- *Belonging:* Foster a sense of appreciation, validation, acceptance, and fair treatment among all members of the community.

Bayport Blue-Point Core Beliefs (continued)

- *Students first:* Prioritize the needs and well-being of students in all decisions and actions.
- *Empathy:* Understand and respect the different lived experiences of families, students, and staff.
- *Civility:* Exchange ideas and share perspectives through civil discourse and mutual respect, even when our perspectives differ.

School Counseling Mission Statement

The mission of the Bayport-Blue Point Counseling Department is to provide a proactive, comprehensive, and developmentally appropriate program to address students' academic and career goals while promoting social emotional wellness and awareness. We look to foster and facilitate partnerships with students, parents/guardians, staff, and community members providing resources, programs, and access to information, allowing students to develop the lifelong learning skills necessary for our diverse and changing world.

District Goals 2024-2025

COMMUNITY CONNECTION

- *Goal:* We will enhance communication between school and home to create greater opportunities for students both in and out of the classroom.

ACADEMIC EXCELLENCE

- *Goal:* In order to prepare students for multiple pathways, we will ensure that the programs provided at all levels demonstrate a commitment to providing challenging and diverse experiences tailored to their individual needs and interests.

THE STUDENT EXPERIENCE

- *Goal:* We will provide students with opportunities to explore vocations while being given sufficient mental/social health supports and real-world experiences.

For additional information, please visit [Bayport-Blue Point "Blueprint for Excellence" Strategic Plan, January 2024](#)

School Counseling Program Goals for 2024-2025

1. Continue to add to the foundation of the Comprehensive Developmental School Counseling Program.
2. Identify gaps in the current program in regard to academic, social emotional, and career needs of our students.
3. Review all student transitions throughout the district identifying student needs and evaluating whether they are being met successfully.

School Counselor Advisory Board

NYS Commissioner's Regulation 100.2(j)(2)(iii)

1. Each school district shall establish a comprehensive developmental school counseling/ guidance program advisory council to be comprised of representative stakeholders (such as parents, members of the board of education, school building and/or district leaders, community-based service providers, teachers, certified school counselors and other pupil personnel service providers in the district including school social workers and/or school psychologists).
2. The advisory council shall meet no less than twice a year for the purpose of reviewing the comprehensive developmental school counseling/guidance program plan and advising on the implementation of the school counseling/guidance program.
3. The advisory council shall create and submit an annual report to the Board of education.

NYS Commissioner's Regulation 100.2 (J)(2)

(1) Guidance programs for public schools for school years prior to the 2019-2020 school year and for non-public schools.

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

(a) 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.

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

(1) 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;

(2) 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;

(3) 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

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

(c) 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.

(ii) Nonpublic schools. Each nonpublic secondary school shall provide a guidance and counseling program for students in grades 7-12.

(2) Comprehensive developmental school counseling/guidance programs. Beginning with the 2019-2020 school year, each school district shall have a comprehensive developmental school counseling/guidance program, for all students in kindergarten through grade 12. Each school district shall also ensure that all students in grades kindergarten through twelve have access to a certified school counselor(s).

(i) For all grades kindergarten through twelve, district and building level comprehensive developmental school counseling/guidance programs shall 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, and academic and social/emotional development standards. The comprehensive developmental school counseling/guidance program (“program”) shall include the following activities or services:

(a) In grades kindergarten through five, the program shall be designed by a certified school counselor in coordination with the teaching staff, and any appropriate pupil personnel service providers, for the purpose of preparing students to participate effectively in their current and future educational programs, to provide information related to college and careers, and to assist students who may exhibit challenges to academic success, including but not limited to attendance or behavioral concerns, and where appropriate make a referral to a properly licensed professional and/or certified pupil personnel service provider, as appropriate, for more targeted supports.

(b) For students in grades six through twelve, certified school counselors shall provide an annual individual progress review plan, which shall reflect each student's educational progress and career plans. For a student with disability, the plan shall be consistent with the student's individualized education program;

(c) school counseling/guidance core curriculum instruction for the purpose of addressing student competencies related to career/college readiness, academic skills and social/emotional development by a certified school counselor(s);

(d) other direct student services which may include, but need not be limited to, responsive services, crisis response, group counseling, individual counseling, appraisal, assessment and advisement, for the purpose of enabling students to

benefit from the curriculum, assisting students to develop and implement postsecondary education and career plans, assisting students who exhibit attendance, academic, behavioral or adjustment concerns and encouraging parental involvement. Provided that nothing herein shall prohibit certified or licensed school psychologists or certified or licensed school social workers pursuant to Part 80 of the Commissioner's regulations from providing other direct student services within their applicable scope of practice;

(e) indirect student services which may include but need not be limited to, referrals to appropriately licensed or certified individuals, consultation, collaboration, leadership, advocacy, and teaming.

(ii) Each school district shall develop district-wide and building-level comprehensive developmental school counseling/guidance plans which set forth the manner in which the district shall comply with the requirements of this subdivision. Such district and building level plans shall be developed by or under the direction of certified school counselor(s) and be updated annually, available for review at the district offices and each school building, and made available on the district's website.

(a) Each plan shall be developed annually and shall include program objectives, activities, program development and maintenance planning, school counseling curriculum, professional development planning, evaluation methods based on data analysis of program results and closing the gap analysis reports to inform program improvement, and assessment of the resources necessary to support positive student outcomes.

(b) Each plan shall also include the preparation of a program outcomes report that includes an analysis of all systematic components of a comprehensive developmental school counseling/guidance program as defined by this subdivision. Such report shall be annually presented to the board of education.

(iii) Each school district shall establish a comprehensive developmental school counseling/guidance program advisory council to be comprised of representative stakeholders (such as parents, members of the board of education, school building and/or district leaders, community-based service providers, teachers, certified school counselors and other pupil personnel service providers in the district including school social workers and/or school psychologists). The advisory council shall meet no less than twice a year for the purpose of reviewing the comprehensive developmental school counseling/guidance program plan and advising on the implementation of the school counseling/guidance program. The advisory council shall create and submit an annual report to the board of education.

(2) Nothing in this section shall be construed to authorize any individual to provide professional services where certification is required under Part 80 of the Commissioner's regulations or where licensure is required under Title VIII of the Education Law.

K-12 Chairperson of Guidance

Daniel Harrington

School Counselors

High School

Ronald Bard
Matthew Birdsall
Susan Mullins

Middle School

James Hughes
Heather Woods

Elementary School

Tiffany Morici

School Social Workers

Liza Bruno
Gina Criscuola
Michelle Muccio
Sarah Post
Brooke Yonick

Principals

Jamal Walcott
Bayport-Blue Point High School

Patricia Westerlund
James Wilson Young Middle School

Lorie Beard
Academy Street Elementary School

Tara Falasco
Blue Point Elementary School

Meredith Kelly
Sylvan Avenue Elementary School

Administration

Timothy P. Hearney
Superintendent of Schools

Robert Haas
Assistant Superintendent for Curriculum and Instruction

Louis Frontario
Assistant Superintendent for Finance and Operations

Natalie Doyle
Administrator for Pupil Personnel Services

Emily Eckstrum
Executive Director of Personnel and PPS

Timothy M. Mullins
Director of Physical Education, Health and Interscholastic Sports

Carolyn Kiefer
Director of Technology

Board of Education

Michael Miller, *President*
Brian Johnson, *Vice President*
Mallory Dougherty, *Trustee*
Sandi Kanne, *Trustee*
John Kroog, *Trustee*
Jessica Pignataro, *Trustee*
Paul Wright, *Trustee*

Elementary Guidance Plan - Activities, Standards, Timeline								
<u>Program Activity</u>	<u>Program Objective</u>	<u>ASCA Domain Mindsets & Behaviors</u>	<u>Learning Standard CDOS</u>	<u>Timeline</u>	<u>Grade</u>	<u>Staff/Resource</u>	<u>Goal</u>	<u>Assessment</u>
5th to 6th grade Orientation	Provide students opportunity to meet staff, tour building, visit classroom, ask questions, etc	Academic & Social/Emotional; M2, M3, M6; SMS, SS	None	May	5	Administration Counselors School Psychologists Social Workers Teachers	Familiarize students with new building, staff, and structure of the day	Survey
5th to 6th grade student transition meeting	Middle School counselors meet with all 5th grade teachers, elementary counselor, psychologists, and administrators to discuss incoming class	Academic & Social/Emotional; M1, M3; LS, SS	None	May - June	5	Administration School Psychologists Social Workers Teachers	Providing relevant history to support students future success	Teacher feedback
Annual DASA update	Presentation to familiarize students with the Dignity for All Students Act (DASA) to combat bullying	Social/Emotional; M3; SS	None	Oct OR Feb	K-5	Administration Support Staff	Student will understand the guidelines of NYS DASA regulations and how it applies in the school community	Discipline reports
At-Risk Meetings	Hold individual, parent, and staff meetings for students with academic, attendance, and/or social emotional concerns	Academic & Social/Emotional; M1, M2, M3, M4, M5, M6; LS, SMS, SS	None	September - June	K-5	Administration Counselors School Psychologists Social Workers Teachers	Help students overcome barriers to learning	Report cards and attendance; student, parent, and staff feedback
Back to School Night/Open House	Provide parents with an opportunity to visit their child's classroom, meet their teacher and other support staff, and learn about the curriculum and expectations for the upcoming school year	Academic & Social/Emotional; M1, M3, M5, M6; LS, SMS	None	September	K-5	Administration Counselors School Psychologists Social Workers Teachers	Establish a connection between home and school to support student's education throughout the year.	Parent feedback

Elementary Guidance Plan - Activities, Standards, Timeline								
<u>Program Activity</u>	<u>Program Objective</u>	<u>ASCA Domain Mindsets & Behaviors</u>	<u>Learning Standard CDOS</u>	<u>Timeline</u>	<u>Grade</u>	<u>Staff/Resource</u>	<u>Goal</u>	<u>Assessment</u>
Banana Splits Group	Groups run for students that share a similar experience	Social/Emotional; SS	None	November - March	K-5	Counselor Social Workers	Provide a safe place to express feelings and to normalize feelings through sharing and helping children see they are not the only ones with different family situations.	Student and parent feedback
Mindfulness Areas	Provide students with an introduction to mindfulness	Social/Emotional; M1, M3, SS	None	September - June	K-5	Counselor School Psychologists Social Workers	To assist teachers in maintaining a mindfulness program in the classroom	Teacher and student feedback
Career Awareness	Provide students with an introduce to different careers	Career; M3; SMS	1	September - June	K-5	Counselor	Help students understand the skills required for different careers	Parent and student feedback
Career Day	Students dress up for the job that they aspire to have and complete activities to learn about careers	Career; M3; SMS	1	November OR May	K-5	Administration Teachers	Students will learn about different occupations and steps needed to have that career.	Parent and student feedback
Career Fair (Student led)	Provide students with an opportunity to research careers	Career; M3; SMS	1		3-5	Counselor Teachers Librarians	Students will learn how to conduct research on different careers	Parent and student feedback
Committee on Special Education (CSE) and 504	Attend/participate in CSE meetings to support students	Academic & Social/Emotional; M1, M2, M4, M5, M6; LS, SMS, SS	None	September - June	K-5	Administration Counselors School Psychologists Social Workers Teachers	Review academic, career, and social-emotional progress of student	Parent and student feedback
Community Referrals	Connect child to appropriate community resources as needs arise	Social/Emotional; SMS, SS	None	September - June	K-5	Administration Counselors School Psychologists Social Workers Teachers	Help and support the needs of students and families	Parent and student feedback

Elementary Guidance Plan - Activities, Standards, Timeline								
<u>Program Activity</u>	<u>Program Objective</u>	<u>ASCA Domain Mindsets & Behaviors</u>	<u>Learning Standard CDOS</u>	<u>Timeline</u>	<u>Grade</u>	<u>Staff/Resource</u>	<u>Goal</u>	<u>Assessment</u>
Conflict Resolution and Peer Mediation	Provide conflict mediation to students as needs arise	Social/Emotional; SS	None	September - June	K-5	Administration Counselors School Psychologists Social Workers	Improve students ability to resolve conflicts with others	Staff, parent, and student feedback
Consult with Teachers, Administrators, and Parents on Academic and Social Emotional Concerns	Regular contact via face-to-face, individual, group, committee, and email/phone contact	Academic & Social/Emotional; M1, M2, M4; LS, SMS, SS	None	September - June	K-5	Administration Counselors School Psychologists Social Workers Teachers	Indirect counseling to support student success	Parent and student, teacher feedback
Crisis Counseling	Meet with students who are experiencing social emotional crisis	Social/Emotional; M1; SMS, SS	None	September - June	K-5	Counselor School Psychologists Social Workers	Assist students in resolving crisis situations as they arise	Parent, student and teacher feedback
Crisis Team	Meet with all support staff and Administration to address crisis intervention	Social/Emotional; M1; SMS, SS	None	September - June	K-5	Administration Counselors School Psychologists Social Workers Teachers	To keep everyone that works with a student informed to help and support the student and/or school	Member of team feedback
Educational Support Team (EST)	Weekly meeting to discuss and support students in need	Academic & Social/Emotional; M1; LS, SMS, SS	None	September - June	K-5	Administration Counselors School Psychologists Social Workers Teachers	To assess what school can provide to help and support students	Member of team feedback; student success and improvement
Grade level team meetings	Meet with entire team to support students academically and social-emotionally	Academic & Social/Emotional; M1, M2, M3, M5, M6; LS, SMS, SS	None	September - June	K-5	Administration Teachers	Foster student success	Team member feedback
Group Counseling	Meet with students in small group setting to talk about problems, share feelings, and learn from each other.	Social/Emotional; M1, M3; SS	None	September - June	K-5	Counselor School Psychologists Social Workers	Improve social, emotional and communication skills for students, and build support.	Parent and student feedback

Elementary Guidance Plan - Activities, Standards, Timeline								
<u>Program Activity</u>	<u>Program Objective</u>	<u>ASCA Domain Mindsets & Behaviors</u>	<u>Learning Standard CDOS</u>	<u>Timeline</u>	<u>Grade</u>	<u>Staff/Resource</u>	<u>Goal</u>	<u>Assessment</u>
Guidance Advisory Committee	Serve on committee to review, discuss, and update the K-12 Guidance Plan	Academic & Career & Social/Emotional; M1, M2, M3, M4, M5, M6;	1, 2, 3a, 3b	September - June	K-12	Administration Counselors Parents School Psychologists Social Workers	To review and assess the guidance plan	Committee and community feedback
Individual Counseling	Meet with students individually to talk about problems, share and manage feelings, improve behavior and address individualized social emotional goals	Social/Emotional; M1, M3; SS	None	September - June	K-5	Counselor School Psychologists Social Workers	Improve social, emotional and communication skills for students, and build support.	Parent and student feedback
Internet Safety	Students will be aware of dangers and risks of using the internet and social media	Academic; M3; LS, SMS, SS	None	September - June	K-5	Administration Teachers	Educating students on proper way to search accurate information online while maintaining privacy and not sharing information that would put students at risk	Parent and student feedback
Kindergarten Orientation	To familiarize students with a Kindergarten classroom and activities, to provide parents information and to ask questions prior to the start of kindergarten	Academic; M1, M2, M3, M5, M6; LS, SMS, SS	None	May	Pre-K	Administration School Psychologists Social Workers Teachers	Promote positive feelings about Kindergarten	Parent feedback

Elementary Guidance Plan - Activities, Standards, Timeline								
<u>Program Activity</u>	<u>Program Objective</u>	<u>ASCA Domain Mindsets & Behaviors</u>	<u>Learning Standard CDOS</u>	<u>Timeline</u>	<u>Grade</u>	<u>Staff/Resource</u>	<u>Goal</u>	<u>Assessment</u>
Kindergarten Screening	Assess incoming kindergarteners' readiness skills, academic, medical, and/or social concerns of incoming Kindergarten students and meet with parents to discuss specific concerns about his/her child's Kindergarten start.	Academic; Social/Emotional; M3, LS, SMS, SS	None	July - August	Pre-K	Administration School Psychologists Teachers	To ascertain if there are any academic and/or social concerns	Parent feedback
Kindergarten Snack Visit	To familiarize incoming students with their new building	Social/Emotional; M3, SS	None	May	Pre-K	Administration Teachers	Promote positive feelings about Kindergarten, meet classmates, and make a positive school to home connection	Parent feedback
New Student Orientation	Assist students new to the district to assimilate to their new building	Academic & Social/Emotional; M1, M2, M3; SMS, SS	None	September - June	K-5	Administration	To ensure the student a smooth transition to the school	Parent and student feedback
Principal Read Alouds	Principal pushes in to classrooms to read a book	Academic & Social/Emotional; M3, M6; SMS, SS	None	October - June	K-5	Administration	Students will learn about having good character and being role models in the school	Parent and student feedback
Start with Hello Week	Inspired by the Sandy Hook tragedy, each day of the week has a themed activity to help promote awareness and make connections	Academic & Social/Emotional; M1, M3, M6; LS, SMS, SS	None	One week in Fall		Administration Counselors School Psychologists Social Workers Teachers	Raises awareness about social isolation and prevention	Parent and student feedback

Elementary Guidance Plan - Activities, Standards, Timeline								
<u>Program Activity</u>	<u>Program Objective</u>	<u>ASCA Domain Mindsets & Behaviors</u>	<u>Learning Standard CDOS</u>	<u>Timeline</u>	<u>Grade</u>	<u>Staff/Resource</u>	<u>Goal</u>	<u>Assessment</u>
No Homework Night	Provide families with suggested activities and ways to connect at home	Academic & Social/Emotional; M1, M3, M6; LS, SMS, SS	None	October - April	K-5	Administration Teachers	Students will take time away from homework to connect with family	Parent and student feedback
Welcome Back Assembly	Principal introduces the students to the new year	Academic & Social/Emotional; M1, M3, M5, M6; LS, SMS	None	September	K-5	Administration Teachers	Students will feel welcome and ready to start the new school year and learn about how to be an appropriate student	Parent and student feedback

Middle School Guidance Plan - Activities, Standards, Timeline								
<u>Program Activity</u>	<u>Program Objective</u>	<u>ASCA Domain Mindsets & Behaviors</u>	<u>Learning Standard CDOS</u>	<u>Timeline</u>	<u>Grade</u>	<u>Staff/Resource</u>	<u>Goal</u>	<u>Assessment</u>
6th grade classroom presentation	Counselors push-in to classrooms with school social worker to discuss counseling services	Academic & Social/Emotional; M1, M2, M3, M4, M5, M6; LS, SMS, SS	None	September	6	Counselors Social Worker	Familiarize students with middle school counseling services	Student Feedback
6th grade orientation	Counselors meet with entire 6th grade first day of school	Academic & Social/Emotional; M1, M2, M3, M4, M6; SMS, SS	None	September	6	Counselors	Provide global support for students first day of school	Student and teacher feedback
7th grade transition meeting	Provides opportunity for parents to learn about curriculum differences including honors/regents, teacher recommendations, self-selection, sports, and expectations	Academic & Career & Social/Emotional; M1, M2, M3, M4, M5, M6; LS, SMS, SS	None	April	6	Administration Counselors	Provide parents with insight into secondary educational options	Survey
8th to 9th grade student transition meeting	MS and HS counselors meet to consult about incoming Freshman class	Academic & Social/Emotional; M2, M3, M6; SMS, SS	None	September	8	Administration Counselors School Psychologist Social Worker	Collaborate with and inform HS staff of important information about incoming students	Student feedback
At-risk meetings	Hold individual, parent, and staff meetings for students with academic, attendance, and/or social emotional concerns	Academic & Social/Emotional; M1, M2, M3, M4, M5, M6; LS, SMS, SS	None	September - June	6-8	Administration Counselors School Psychologist Social Worker Teachers	To identify student needs and brainstorm ways to address them	Report cards and attendance; student, parent, and staff feedback

Middle School Guidance Plan - Activities, Standards, Timeline								
<u>Program Activity</u>	<u>Program Objective</u>	<u>ASCA Domain Mindsets & Behaviors</u>	<u>Learning Standard CDOS</u>	<u>Timeline</u>	<u>Grade</u>	<u>Staff/Resource</u>	<u>Goal</u>	<u>Assessment</u>
Back to School Night/Open House	Provide parents opportunity to discuss academic, career, and social emotional needs	Academic & Social/Emotional; M1, M3, M5, M6; LS, SMS	None	September	6-8	Administration Counselors	Provide parents with insight into the upcoming school year	Parent feedback
Committee on Special Education (CSE) and 504	Attend/participate in CSE and 504 meetings (both annually and as needed) to support students	Academic & Social/Emotional; M1, M2, M4, M5, M6; LS, SMS, SS	None	September - June	6-8	Administration Counselors School Psychologist Social Worker Teachers	Review academic, career, and social-emotional progress of student	Parent and student feedback
Community support: families in need	Counselors coordinate with local and outside community agencies to provide financial assistance for items such as summer school tuition, school supplies, and basic needs.	Social/Emotional; M1, M2, M3	None	September - June	6-8	Counselors	Provide family and student financial and basic concrete needs	Parent feedback
Consult with Teachers, Administrators, and Parents on Academic and Social Emotional Concerns	Regular contact via face-to-face, individual, group, committee, and email/phone contact	Academic & Social/Emotional; M1, M2, M4; LS, SMS, SS	None	September - June	6-8	Administration Counselors School Psychologist Social Worker Teachers	Indirect counseling to support student success	Parent and student, teacher feedback
Course selection (Scheduling)	Meet with each student/parent individually to create and discuss course schedule	Academic, M5; LS	None	January - February	6-8	Counselors	To assist students to meet academic and career needs for the upcoming school year	Parent and student feedback

Middle School Guidance Plan - Activities, Standards, Timeline								
<u>Program Activity</u>	<u>Program Objective</u>	<u>ASCA Domain Mindsets & Behaviors</u>	<u>Learning Standard CDOS</u>	<u>Timeline</u>	<u>Grade</u>	<u>Staff/Resource</u>	<u>Goal</u>	<u>Assessment</u>
Crisis Team	Meet with all support staff and Administration to address crisis intervention	Social/Emotional; M1; SMS, SS	None	September - June	6-8	Administration Counselors School Psychologist Social Worker	To keep everyone that works with a student informed to help and support the student and/or school	Member of team feedback
Educational Support Team (EST)	Regularly scheduled meeting (weekly/bi-weekly) to discuss and support students in need	Academic & Social/Emotional; M1; LS, SMS, SS	None	September - June	6-8	Administration Counselors School Psychologist Social Worker Teachers	To assess what school can provide to help and support students	Member of team feedback; student success and improvement
Grade level team meetings	Counselors meet with entire team to support students academically and social-emotionally	Academic & Social/Emotional; M1, M2, M3, M5, M6; LS, SMS, SS	None	September - June	6-8	Counselors Teachers	Foster student success	Team member feedback
Guidance Advisory Committee	Serve on committee to review, discuss, and update the K-12 Guidance Plan	Academic & Career & Social/Emotional; M1, M2, M3, M4, M5, M6;	1, 2, 3a, 3b	September - June	6-8	Administration Counselors Parents School Psychologist Social Worker	To review and assess the guidance plan	Committee and community feedback
Incoming Freshman & Parent Orientation Night	Provide incoming 9th grade and parents opportunity to visit the high school, meet staff, explore programs and answer questions	Academic & Social/Emotional; M3, M4, M5, M6; LS, SMS, SS	None	January	8	Administration Counselors Teachers	To assist parents to become more familiar and comfortable with the high school	Survey
Locker Try-out Day	Counselors assist students opening their lockers and decorating them	Social/Emotional; M2, M3; SMS	None	August	6	Counselors	Assist students with organizational skills and decrease anxiety regarding using the locker	Student feedback

Middle School Guidance Plan - Activities, Standards, Timeline								
<u>Program Activity</u>	<u>Program Objective</u>	<u>ASCA Domain Mindsets & Behaviors</u>	<u>Learning Standard CDOS</u>	<u>Timeline</u>	<u>Grade</u>	<u>Staff/Resource</u>	<u>Goal</u>	<u>Assessment</u>
Naviance Introduction 6th Grade	Students access the Naviance Software and complete a career assessment	Career; M2, M4; LS	1	May	6	Counselors	To introduce the Naviance program and create an account	Student feedback
New Student Orientation	Assist students new to the district to assimilate to their new building including schedule creation, tour of school, obtaining school ID, locker, etc	Academic & Social/Emotional; M1, M2, M3; SMS, SS	None	September - June	6-8	Counselors	To ensure the student a smooth transition to the middle school	Parent and student feedback
Nominate Students for Awards, Scholarships, etc	Complete forms, documents, and/or letters for student recognition	Academic & Career & Social/Emotional;	None	September - June	6-8	Administration Counselors	To assist students to be recognized for outstanding achievements	Acceptance into program and/or receive award
Peer Mediation	Prepare students to resolve conflicts	Social/Emotional; M1, M3, SS	None	September - June	6-8	Counselors School Psychologist Social Worker	Assist students in navigating difficult peer interactions	Student feedback
Schedule adjustment	Change courses as needed	Academic; LS	None	September - June	6-8	Counselors	To assist students individual needs	Parent and student feedback
Train 7th graders as presenters to 5th graders	Counselors select 7th graders to bring to 5th grade classrooms to answer questions and talk about the middle school	Academic & Social/Emotional; M1, M2, M3; M6; LS, SMS, SS	None	May	7	Counselors	Prepare 7th graders to be middle school ambassadors for 5th graders entering the building	Student and teacher feedback

High School Guidance Plan - Activities, Standards, Timeline								
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8th to 9th Grade Student Transition Meeting	MS and HS counselors meet to consult about incoming Freshman class	Academic & Social/Emotional	None	September	9	Administration Counselors School Psychologist Social Worker	Collaborate with and inform HS staff of important information about incoming students	Proactive measure to ensure student success
At-Risk Meetings	Hold individual, parent, and staff meetings for students with academic, attendance, and/or social emotional concerns	Academic & Social/Emotional; M1, M2, M3, M4, M5, M6	None	September - June	9-12	Administration Counselors School Psychologist Social Worker Teachers	To identify student needs and brainstorm ways to address them	Parent/student, staff, Administration, feedback
Back to School Night/Open House	Provide parents opportunity to discuss academic, career, and social emotional needs	Academic & Social/Emotional; M1, M2, M3, M4, M5, M6	None	September	9-12	Administration Counselors Teachers	Provide parents with insight into the upcoming school year	Survey
College Application Review and Processing and Forms and Documents Completion	Assist students in completing all aspects of the college application, submit letters, documents, forms, etc	Academic & Career; M1, M2, M4, M5; LS, SMS, SS	1 & 3b	September - March	12	Counselors	To complete all necessary paperwork in a timely fashion	College acceptance and parent/student feedback
College Fair	Provide students opportunity to meet with college representatives face-to-face	Career & Social/Emotional; M4, M5; LS, SS	1 & 3b	Fall and/or Spring	11-12	Administration Counselors	To allow students exposure to a large number of colleges and to speak with them directly	Survey
College Planning Guide	Review and update guide each year	Career; M4	1 & 3b	September - January	11	Administration Counselors	To prepare students for the college process	Parent/student feedback
College Representative Visits	Students meet with individual college representatives	Career; M4; LS, SS	1 & 3a & 3b	September - June	11-12	Counselors	To allow students to speak to individual college reps directly	Student feedback; college representative feedback

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College Admissions Exam Testing	Provide students opportunity to take the PSAT/SAT/Pre-ACT/ACT at BBP and advisement regarding these tests	Academic & Career; M2, M4, M5, M6; LS, SMS	3a	September - June	9-12	Administration Counselors	To provide students opportunity to take college entrances exams within their own school building	Score reports and number of students taking exams
Committee on Special Education (CSE) and 504	Attend/participate in CSE and 504 meetings (both annually and as needed) to support students	Academic & Career & Social/Emotional; M1, M2, M4, M5, M6	None	September - June	9-12	Administration Counselors School Psychologist Social Worker Teachers	Review academic, career, and social-emotional progress of student	Parent/student feedback
Consult with Teachers, Administrators, and Parents on Academic and Social Emotional Concerns	Regular contact via face-to-face, individual, group, committee, and email/phone contact	Academic & Social/Emotional; M1, M2, M3, M4, M5, M6	None	September - June	9-12	Administration Counselors Parents School Psychologist Social Worker Teachers	To keep everyone that works with a student informed to help and support the student	Parent/student, staff feedback
Crisis Team	Meet with all support staff and administration to address crisis intervention	Social/Emotional; M3,	None	September - June	9-12	Administration Counselors School Psychologists Social Worker	To keep everyone that works with a student informed to help and support the student and/or school	Member of team feedback
Educational Support Team (EST)	Weekly meeting to discuss and support students in need	Academic & Social/Emotional; M1, M2, M3, M4, M5, M6	None	September - June	9-12	Administration Counselors School Psychologist Social Worker Teachers	To assess what school can provide to help and support students	Member of team feedback; student success and improvement
Financial Aid Night	Provide financial planning information and support parents/students on financial aid	Career; LS	1	October	12	Administration Counselors	To inform parents/students about the financial aid process	Survey

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Freshman and Sophomore Parent College Night	Provide parents access to college professional on a variety of topics including college admission, financial aid, college applications, etc	Academic & Career; M4, M5; LS, SS	1 & 3b	November	9-10	Administration Counselors	To assist parents/students earlier in the college process	Survey
Freshman Goal Setting	Freshman complete a goal setting sheet with their school counselor which is kept for high school career	Academic & Career & Social/Emotional; M1, M2, M3, M4, M5, M6; LS, SMS, SS	1	October	9	Counselors	To have students discuss and review their individual goals and to allow the counselor to get to know the student better	Student feedback
Freshman Orientation Day	Provide students opportunity to meet staff, tour building, adjust schedule	Academic & Social/Emotional; M1, M2, M3, M4, M5, M6; LS, SMS, SS	1	August	9	Administration Counselors	To assist students to become more familiar and comfortable with their new school	Survey
Graduation Requirements Review	Complete graduation checksheet and diploma status for each senior	Academic & Career	None	September - June	12	Counselors	To ensure that all students are meeting graduation requirements	Graduation rate and parent/student feedback
Guidance Advisory Committee	Serve on committee to review, discuss, and update the K-12 Guidance Plan	Academic & Career & Social/Emotional; M1, M2, M3, M4, M5, M6	1, 2 3a, 3b	Bi or Tri-Annually	9-12	Administration Counselors Parents School Psychologist Social Worker	To review and assess the guidance plan	Committee and community feedback
Incoming Freshman & Parent Orientation Night	Provide incoming 9th grade parents opportunity to visit the high school, meet staff, and answer questions	Academic & Career & Social/Emotional; M1, M2, M3, M4, M5, M6;	None	January	8	Administration Counselors Teachers,	To assist parents and become more familiar and comfortable with the high school	Survey

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Junior Classroom Visit	Review college application process, promote college fair, and Junior College Planning Night	Career, M4, M5; LS, SS	1, 3b	March	11	Counselors	To encourage students to participate in college related activities and the college process	Parent/student feedback
Junior College Planning Night	Provide parents access to college professional on a variety of topics including college admission, financial aid, college applications, etc	Career; M4, M5; LS, SS	1 & 3b	March	11	Administration Counselors	To help parents/students become better informed about different aspects of the college process	Survey
Junior Conference	Beginning during scheduling and assisting as needed throughout the remainder of the school year, counselors provide information on post-secondary planning including college visitations, SAT/ACT, choosing colleges, major, completing college applications, etc	Academic & Career; M1, M2, M4, M5, M6	1 & 3b	January - June	11	Counselors	To help students meet their specific individual goals related to post-secondary planning	Parent/student feedback
Letter of Recommendation Writing	Write letters for students for college applications, scholarships, summer programs, volunteer work, etc	Career	None	August - June	9-12	Counselors	To help students be accepted to programs to which they are applying	Acceptance into the programs

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Military Advisement	Provide students with opportunity to meet with local representatives	Career; M4, M5; LS, SS	1 & 3b	September - June	9-12	Counselors	To allow students To gather information directly from the individual branches of the military	Parent/student feedback
Naviance and eSchool Record Keeping	Inputting, importing, and exporting data on an ongoing basis	Career	None	September - June	9-12	Counselors	To ensure that all student information is accurate and accessible as needed	Data
Naviance Introduction Freshman	Students access the Naviance Software and complete a career assessment	Career; M2, M4, M5, M6; LS, SM, SS	1, 3a, 3b	October	9	Counselors	To continue to utilize the Naviance program for career and college search	Student feedback
NCAA Eligibility and Record Keeping	Ensure student athletes meet NCAA requirements and utilize NCAA website to electronically submit all required documents	Academic & Career	None	September - June	11-12	Counselors	To ensure that all student athletes meet NCAA requirements	Data
New Student Orientation	Assist students new to the district to assimilate to their new building including schedule creation, tour of school, obtaining school ID, locker, etc	Academic & Career & Social/Emotional; M1, M2, M3, M4, M5, M6; LS, SMS, SS	None	September - June	9-12	Counselors	To ensure the student a smooth transition to the high school	Parent/student feedback
Nominate Students for Awards, Scholarships, etc	Complete forms, documents, and/or letters for student recognition	Academic & Career	None	September - June	9-12	Counselors	To assist students to be recognized for outstanding achievements	Acceptance into the programs

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Re-Entry Meeting	To help a student that has been out due to a crisis, social-emotional issue, or illness re-acclimate to the school	Academic & Social/Emotional; M1, M2, M3; SMS, SS	None	September - June	9-12	Administration Counselors Parents School Psychologist Social Worker Student	To ensure the student a smooth transition back to school	Parent/student, staff feedback
Report Card/Progress Report Review	Review all students report cards and progress reports to determine if any concerns/needs arise	Academic; M5, M6; LS, SMS	None	Every 5 and 10 weeks	9-12	Counselors	Identify students struggling, underperforming, and to monitor progress	Data
Schedule Adjustment	Change courses as needed	Academic	None	September - June	9-12	Counselors	To assist students individual needs	Parent/student feedback
Course Selections (Scheduling)	Meet with each student/parent individually to create and discuss course schedule for the following school year	Academic, Career; M1, M2, M5, M6; LS, SS	None	January - February	9-11	Counselors	To assist students to meet academic and career needs for the upcoming school year	Parent/student feedback
Scholarships	Assist students in completing applications for local and outside scholarships	Career; M4, M5, LS, SMS, SS	None	February - April	12	Counselors	To provide students opportunity for financial reward	Quantity of applicants and applications
School Profile	Review and update each year	Career	None	August - September	12	Administration Counselors	To provide overview of our school and community for colleges	Data
Senior Awards	Recognizing students for their accomplishments	Career; M3, M5	None	June	12	Administration Counselors	To award deserving students and celebrate their achievements	Parent/student feedback

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Senior Classroom Visit	Review college application process	Career; M2, M4, M5; LS, SS	1 & 3b	September	12	Counselors	To prepare students for the college process and answer questions	Student feedback
Senior Conference	All seniors meet individually with their counselor to discuss post-secondary planning	Academic & Career; M1, M2, M4, M5, M6; LS, SS	1 & 3b	September - December	12	Counselors	To help students meet their specific individual goals related to post-secondary planning	Student feedback
Senior Exit Survey	Ensure all seniors inform us of college application decisions and the attending college or post-secondary plan to process final transcripts	Career; M4	None	May - June	12	Administration Counselors	To collect all necessary information for graduating seniors and update Naviance accordingly	Data
Sophomore Classroom Visit	Review college search, resume, and utilization of Naviance	Academic & Career; M1, M2, M3, M4, M5, M6; LS, SS	1 & 3a & 3b	March	10	Counselors	To assist students in creating a resume and introduce them on how to navigate Naviance to search for colleges	Student feedback
Summer School Registration	Provide parents/students with summer school information and assist registering	Academic; M2, M5, M6; LS, SMS	None	June	9-12	Counselors	Ensure all students are registered for courses as needed	Parent/student feedback
Transcript Review	Ensure that all students meet graduation requirements and determine type of diploma and designations	Academic	None	September - June	9-12	Counselors	To ensure that all students are meeting graduation requirements	Data