Galway Central School

COMPREHENSIVE SCHOOL COUNSELING PLAN

2023-2024

Grades K-12

The Galway Central School District's Counseling Department and administration (K-12) have developed a Comprehensive School Counseling Plan in response to the new SED Part 100.2(j) regulation requiring districts to ensure all students have access to a certified school counselor and quality school counseling program by September 2019. Program outcomes are to be reported annually to the Board of Education. Our district counseling program follows the National American School Counselor Association (ASCA) model (addendum A) and is aligned with the **Galway CSD Strategic Plan** and **Mission.** It is our belief that this comprehensive plan will allow us to serve and prepare our district's students while in attendance and beyond.

K-5 School Counseling

Rebecca Roberts

6-8 School Counseling:

Shannon Britten

9-12 School Counseling:

Kathy Morck

Administration:

Michael Miller-High Principal
Nicole Luft-Elementary Principal
Christine Delaney-Curriculum, Assessment & Diversity
Jennifer Hall-Director of Pupil Services
Roger Powers-Associate Principal

Superintendent of Schools:

Brita Donovan

New York State Part 100 Regulations- General School Requirements for School Counseling Programs

Guidance programs

1. Public schools. Each school district shall have a guidance program for all students.

    i. In grades K-5, 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 6-12, 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.

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. 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 district, and revisions shall be made as necessary.**

Galway Central School Grades K-5

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Program Objective
K-8	Resolve all class scheduling conflicts	Academic	1	June- August and January	Schooltool updated	Resolve all scheduling conflicts, balance class sizes
K-5	New Student Orientation	Academic Career Personal/Social	1	Ongoing	--	Assist in the transition to our school and answer any remaining questions students may have as well as assist in helping students get involved in clubs and sports
K-5	Open House	Academic Career Personal/Social	1	September/ October	--	Answer parent questions regarding elementary expectations and requirements, direct parents to individual classes and address individual concerns
K-5	Master Scheduling	Academic Career Personal/Social	1	March-Oct	Class checks and balances	Develop a master schedule. Place students in appropriate classes for the next school year based on programming and grade level
K-5	Summer School Scheduling	Academic	2	May/June	Schooltool updated	Set up master schedule in SchoolTool and schedule all Pre K-5 students
K-5	Individual follow-up meetings with at-risk students	Academic Career Personal/Social	2	Quarterly	Report card	Assist students with academic needs
K-5	Report Cards School Tool Liaison	School Counseling Service	1	Quarterly	Report card	Verification that report card grades are computed correctly
K-5	Individual follow-up meetings with new students students	Academic Career Personal/Social	1	Ongoing	--	Students' academic and social progress are monitored

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Program Objective
K-5	Registration of new students: Reviewing grades, plan academic program, communicating with previous school, and disseminating info.	Academic Career Personal	1	Ongoing	Registration paperwork completed	Introduce new students to our district and building by explaining school hours, schedule, report cards, school activities
K-5	Attendance Monitor	Academic Career Personal/Social	1	Ongoing	Report cards, attendance reports, discipline referrals	Monitor the attendance of at-risk students and offer supports as needed
K-5	Academic counseling	Academic Career Personal/Social	1	Ongoing	Grades on report cards	Students who are struggling will learn strategies for success
K-5	Individual Counseling	Academic Career Personal/Social	1	Ongoing	--	Improve student success academically, socially, behaviorally, and emotionally
K-5	Crisis Counseling	Academic Personal/Social	1	Ongoing	--	Student de-escalates and is able to return to routine as soon as possible.
K-5	IST Team Meetings	Academic Career Personal/Social	2	Ongoing	Meetings held; notes recorded	Discuss at-risk students and strategies for a plan for success
K-5	504 Plan case manager/team member	Academic Career Personal/Social	2	Ongoing	Meeting notes Academic records Attendance	Disseminate all 504 Plans to all teachers/attend 504 Plan meetings
K-5	Parent/Teacher Conferences	Academic Career Personal/Social	1	Ongoing	Meetings are held	Issues impacting a student's education are discussed. Strategies for success are identified

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Program Objective
K-5	Maintain Cumulative Records	Academic Career Personal/Social	1	Ongoing	--	An accurate comprehensive file will be maintained for each student
K-5	Documentation and Information Maintenance	Academic Career Personal/Social	1	On-going	School Tool transcripts, forms, , 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.
K-5	Consulting & communicating with parents via e-mail, phone calls, conferences and evening programs	Academic Career Personal/Social	1	On-going	Communication notes and emails	Provide support to students and parents
K-5	School Counseling Department Meetings between School Counselor and Administration	School Counseling Program	1	On-going	Meetings, notes, phone calls and email	Effective and consistent communication between administration and the counseling staff. Administration will have improved understanding of school counseling functions and awareness of all ongoing projects. Counselor will obtain administrative support of all efforts to communicate between home and school.
K-5	Consultation with administration, counselors, teachers, social worker to review academically at risk students	System support	1	On-going	Academic Records Attendance records Behavioral records	Develop a strategic plan for success

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Program Objective
K-5	Consult with various supports both inside and outside school (psychologists, social workers, etc.) and collaborate w/parents, teachers and administrators	Personal/Social	1	On-going	Observation feedback, group sharing	Assist students w/ academic, social and emotional needs
K-5	Committee participation	Academic Career Personal/Social	1	On-going	Meetings are held	Participate, provide information & make decisions for various committees
K-5	Consult with external educational/health facilities/(hospitals)	Responsive Services	1	As needed	Academic plan created and/or maintained	Students will gain support in maintaining academic success while transitioning to supportive agencies outside of the school district
K-5	Skill Building Classroom Activities (Kelso, Ruler, etc)	Academic Career Personal/Social	1	Ongoing	—--	Work with grade levels to push into classrooms to teach skill deficits to students (self-esteem, conflict resolution, anti-bullying, etc.)
K-5	Child Protective Services Liaison	Academic Personal/Social	1	As needed	Academic/attendance paperwork submitted	Student safety/issues are addressed
K-5	Group Counseling	Academic Personal/Social	1	As needed	--	Improve student success academically, socially, behaviorally, and emotionally
K-5	Mediation/Conflict Resolution	Personal/Social	1	As needed	--	Students will be allowed to discuss the situation with specific stipulations in a safe, controlled and supervised environment with the goal of being able to attend school peacefully without the situation interfering with schoolwork or the school day
K-5	Referrals to Community Resources	Responsive Services	1	As needed	Release signed in some cases	Counselor will work with the social worker for collaboration between home, school and community

Galway Central School Grades 6-8

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Program Objective
6-8	Resolve all class scheduling conflicts	Academic	1	June- August and January	Schooltool updated	Resolve all scheduling conflicts, balance class sizes
6,7,8	School Walk Through	Academic Personal/Social	1	August /Sept.	--	Students can practice getting to their classes by following their schedule. They can set up their locker so that they are organized and ready to begin the year.
6-8	New Student Orientation	Academic Career Personal/Social	1	Ongoing	--	Assist in the transition to our school and answer any remaining questions students may have as well as assist in helping students get involved in clubs and sports
6-8	Open House	Academic Career Personal/Social	1	September/ October	--	Answer parent questions regarding middle school expectations and requirements, direct parents to individual classes and address individual concerns
7,8	Personal and Academic Goal Writing Activity	Academic Career Personal/Social	1	Sept.-Oct.	Letters	Students will write a letter to themselves re: goals that they have for the current school and year and throughout high school and beyond
8	Career Jam	Academic Career Personal/Social	1	October	Survey	Provide students with an opportunity to learn about various careers by speaking to different individual reps. They will have exposure to hands-on activities. Students will learn about the educational background of the reps as well as how academics tie into actual careers.
6-8	RULER Activities	Academic Career Personal/Social	1	Ongoing	Charters	Work with classroom teachers on RULER lessons, creating Charter, etc.

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Program Objective
6-8	Master Scheduling	Academic Career Personal/Social	1	March-Oct	Class checks and balances	Develop a master schedule. Place students in appropriate classes for the next school year based on programming and grade level
6-8	Annual Individual Progress Review	Academic Career Personal/Social	1	Ongoing	Goal Sheets/Career Major Sheets	Meet with students for annual review to discuss current progress, academic goals and future plans
8	Myers Center Field Trip	Academic Career	1	February/March	Site visit	Introduce all interested 8th grade students to the CTE careers at the Myers Center
8	Junior High to High School Transition	Academic Career Personal/Social	1	May	--	Introduce 8th graders to their counselor for high school, discuss their role, academic expectations, ways to achieve success, introduction to graduation requirements and credits and course selections
7/8	Junior High Handbook	Academic Career	1	May	Submitted online	Provide up to date information in Junior High Handbook re: course descriptions, procedures, etc.
5	Junior High Orientation	Academic Career Personal/Social	1	May/June	Slideshow presentation-	The incoming 6th graders will become acclimated with the setup of Middle School and the typical routine of 6th grade, differences between Elementary and Middle School, the expectations of 6th graders, understanding schedules, study skills, managing lockers, organization and time management and clubs and activities
6-8	Summer School Scheduling	Academic	2	May/June	Schooltool updated	Set up master schedule in SchoolTool and schedule all 6-8 students
6,7,8	Promotion/Retention notification and summer school registration	Academic Career Personal/Social	2	June	Letters mailed home	Parents are notified regarding summer school recommendation for students, mandated summer school for students, or retention of students

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Program Objective
6-8	Individual follow-up meetings with at-risk students	Academic Career Personal/Social	2	Quarterly	Report card	Assist students with academic needs
6-8	Report Cards School Tool Liaison	School Counseling Service	1	Quarterly	Report card	Verification that report card grades are computed correctly
6,7,8	Accelerated/Honors Programming and monitoring	Academic Career Personal/Social	1	Quarterly	Meetings are held	Place identified students in accelerated/honors programming and monitor their progress
6-8	Individual follow-up meetings with new students students	Academic Career Personal/Social	1	Ongoing	--	Students' academic and social progress are monitored
6-8	Registration of new students: Reviewing grades, plan academic program, communicating with previous school, and disseminating info.	Academic Career Personal	1	Ongoing	Registration paperwork completed	Introduce new students to our district and building by explaining school hours, schedule, A/B day, class periods, report cards, after school support, sports and activities, & create schedule
6-8	Attendance Monitor	Academic Career Personal/Social	1	Ongoing	Report cards, attendance reports, discipline referrals	Monitor the attendance of at-risk students and offer supports as needed
6,7,8	Academic counseling	Academic Career Personal/Social	1	Ongoing	Grades on report cards	Students who are struggling will learn strategies for success
6-8	Individual Counseling	Academic Career Personal/Social	1	Ongoing	--	Improve student success academically, socially, behaviorally, and emotionally
6-8	Crisis Counseling	Academic Personal/Social	1	Ongoing	--	Student de-escalates and is able to return to routine as soon as possible.
6-8	IST Team Meetings	Academic Career Personal/Social	2	Ongoing	Meetings held; notes recorded	Discuss at-risk students and strategies for a plan for success

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Program Objective
6,7,8	504 Plan case manager/team member	Academic Career Personal/Social	2	Ongoing	Meeting notes Academic records Attendance	Disseminate all 504 Plans to all teachers/attend 504 Plan meetings
6,7,8	Career Awareness Exploration	Academic Career Personal/Social	1	Ongoing	Inventories, Career Fair, Etc.	Students take various career inventories to explore various career options.. Students will participate in the Career Fair
6-8	Parent/Teacher/ Team Meetings	Academic Career Personal/Social	1	Ongoing	Meetings are held	Issues impacting a student's education are discussed. Strategies for success are identified
6-8	Maintain Cumulative Records	Academic Career Personal/Social	1	Ongoing	--	An accurate comprehensive file will be maintained for each student
6-8	Documentation and Information Maintenance	Academic Career Personal/Social	1	On-going	School Tool transcripts, forms, , 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.
7/8	Academic Intervention Services Collaboration	Academic Career	1	On-going	Student Records, Standardized Test Scores (NYS Assess), grades, and teacher rec.	Counselors will assist in the selection, identifying, scheduling and monitoring of students.
6-8	Consulting & communicating with parents via e-mail, phone calls, conferences and evening programs	Academic Career Personal/Social	1	On-going	Communicati on notes and emails	Provide support to students and parents

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Program Objective
6-8	School Counseling Department Meetings between School Counselor and Administration	School Counseling Program	1	On-going	Meetings, notes, phone calls and email	Effective and consistent communication between administration and the counseling staff. Administration will have improved understanding of school counseling functions and awareness of all ongoing projects. Counselor will obtain administrative support of all efforts to communicate between home and school.
6-8	Consultation with administration, counselors, teachers, social worker to review academically at risk students	System support	1	On-going	Academic Records Attendance records Behavioral records	Develop a strategic plan for success
6-8	Consult with various supports both inside and outside school (psychologists, social workers, etc.) and collaborate w/parents, teachers and administrators	Personal/Social	1	On-going	Observation feedback, group sharing	Assist students w/ academic, social and emotional needs
7/8	Guidance Website	School Counseling Program	1	On-going	Website, scholarship, counseling, college and career	Provide current information and resources
6-8	Committees Participation	Academic Career Personal/Social	1	On-going	Meetings are held	Participate, provide information & make decisions for various committees
6-8	Consult with external educational/health facilities/(hospitals)	Responsive Services	1	As needed	Academic plan created and/or maintained	Students will gain support in maintaining academic success while transitioning to supportive agencies outside of the school district

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Objective
6-8	Child Protective Services Liaison	Academic Personal/Social	1	As needed	Academic/attendance paperwork submitted	Student safety/issues are addressed
6-8	Group Counseling	Academic Personal/Social	1	As needed	--	Improve student success academically, socially, behaviorally, and emotionally
6-8	Mediation/Conflict Resolution	Personal/Social	1	As needed	--	Students will be allowed to discuss the situation with specific stipulations in a safe, controlled and supervised environment with the goal of being able to attend school peacefully without the situation interfering with schoolwork or the school day
6-8	Referrals to Community Resources	Responsive Services	1	As needed	Release signed in some cases	Counselor will work with the social worker for collaboration between home, school and community

Galway High School - Grades 9 - 12						
Grade Level	**Program, Activity or Service**	**ASCA Domain/ Standard**	**Tier**	**Projected Start/ Projected End**	**Evidence**	**Objective**
9-12	Meet with transfers / new registrants	Academic Career Personal/Social	1	On-going	--	New students will successfully transition to Galway
9-12	Registration of new entrants: reviewing transcripts, planning academic program, communicating with previous school, and disseminating pertinent info to teachers, administrators, and support staff.	Academic Career Personal/Social	1	On-going	--	Ensure that all students are appropriately placed in academic course, AIS and referred to the Committee on Special Education when determined.
9-12	Individual student follow up meeting w/ new entrants to monitor their transition to Galway	Academic Career Personal/Social	1	Within the first 2 weeks of the start date	Student Feedback Parent Feedback Teacher Feedback	New student successfully transitions to Galway
9-12	Department Meetings between School Counselors and Administration	School Counseling Program	1	On-going	Meetings, notes, phone calls and email	Effective and consistent communication between administration and the counseling staff. Administration will have improved understanding of school counseling functions and awareness of all ongoing projects. Counselor will obtain administrative support of all efforts to communicate between home and school.

Grade Level	Program, Activity or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Objective
9-11	Meet w/students for annual individual progress review and course selection, reviewing transcripts and planning academic program	Academic Career Personal/Social	1	Jan - May	Course selection data sheet completed	Students will select courses based on teacher recommendation, 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 understand diploma types, graduation requirements and course offerings
9-12	Schedule Adjustment	Academic Career Personal/Social	1	August – September	Change request forms Parent/student feedback Teacher feedback	Relevant changes will be made which do not limit or diminish student opportunity.
9-12	Individual Counseling Support	Academic Career Personal/Social	1	On-going	Report card Attendance records Discipline records	Students will demonstrate social and/or emotional growth
9-12	Academic Counseling for students at-risk	Academic Career Personal/Social	2	Min 1x a quarter	Report cards Attendance records Discipline records	Students will evaluate their academic progress and develop a plan for improvement
9-12	Mediation/Conflict Resolution	Personal/Social	1	As needed	--	Students will be allowed to discuss the situation with specific stipulations in a safe, controlled and supervised environment with the goal of being able to attend school peacefully without the situation interfering with schoolwork or the school day
9-12	Crisis Counseling	Academic Personal/Social	1	Ongoing	--	Student de-escalates and is able to return to routine as soon as possible.

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Objective
9-12	Group Counseling	Academic Personal/Social	1	As needed	--	Improve student success academically, socially, behaviorally, and emotionally
9-12	Consulting & communicating with parents via e-mail, phone calls, conferences and evening programs	Responsive Services	1	On-going	Communication log e-mails	Provide support to students and parents
9-12	Consult with external education/health facilities (hospitalizations)	Responsive Services	1	On-going	Academic plan created and/or maintained	Students will gain support in maintaining academic success while transitioning
9-12	Personal Safety, Internet Safety and Bullying Prevention	Academic Personal/Social	1	November-January		Students will learn about ways to stay safe in school, home and on the internet through a presentation
9-12	Referrals to Community Resources	School Counseling Program	1	On-going	--	Students and families will receive the help they need
9-12	Academic Intervention Services Collaboration	Academic Career	1	August – September	Student Records, Standardized Test Scores (NYS Assessment), grades, and teacher recommendation.	Counselors will assist in the selection, identifying, scheduling and monitoring of students.

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Objective
9-12	Consultation with administration, counselors, teachers, social worker to review academically at risk students	System support	1	Sept-June	Academic Records Attendance records Behavioral records	Develop a strategic plan for success
9-12	Consult with various supports both inside and outside school (psychologists, social workers, etc.) and collaborate w/parents, teachers and administrators	Personal/Social	1	On-going	Observation feedback, group sharing	Assist students w/ academic, social and emotional needs
8-9	High School Orientation	Academic Career Personal/Social	1	May	--	8th grade students will meet HS counselor in a large group classroom setting: reviewing course offerings and to gain information important to a successful transition to HS.
9-12	Open House	School Counseling Program	1	September – October	--	Communication between school and home is enhanced, promoting academic success.
9-12	College and Career Planning	Academic Career Personal/Social	1	On-going	Naviance College Board Applications Resources Review college trends and data	Students will be knowledgeable of career and college information, expectations and requirements.
9	Career Jam	Academic Career Personal/Social	1	October	Survey	Provide students with an opportunity to learn about various careers by speaking to different individual reps. Exposure to hands on activities. Students will learn about the educational background of the reps as well as how academics tie into actual careers.

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Objective
12	College Application Process	Academic Career Personal/Social	1	September – March	College applications, transcripts, letters of recommendation, school profile	Students will be knowledgeable of the college application process
9-12	Guidance Website: scholarships, colleges, careers and counseling websites	School Counseling Program	1	On-going	Website, scholarship, counseling, college and career	Provide current information and resources
11-12	Processing of College Applications, forms, and writing of letters of recommendation based on Student & Parent Perspective.	Academic Career	1	Sept-February	Data of the number of application completed	Students develop post high school plans i.e. applications. Applications will include recommendations which will enhance the overall presentation of the student to the committees they are applying to.
9-12	NCAA Coordinator Counselor is responsible for maintaining course eligibility for NCAA.	Academic Career	1	On-going	NCAA Eligibility Center	Students will become aware of the NCAA Eligibility Requirements for College-bound student-athletes.
10-12	Military Advisement	Academic Career	1	On-going	Recruiters / Schedule Visitations	Students will receive information regarding possible options in the military service, as well as military schools.
12	FAFSA Financial Aid Night	School Counseling Program	1	October	--	Students and parents will gain knowledge on the financial aid process and have ability to complete FAFSA
10-12	College Representative Visit	School Counseling Program	1	Sept-December	College profile sheets	Students will be able to assess a school's compatibility in a timely, efficient manner.
9-12	Report Cards School Tool Liaison	School Counseling Service	1	Quarterly	Report card	Verification that report card grades are computed correctly

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Objective
9-12	Maintain Cumulative Records	Academic Career Personal/Social	1	On-going	School tool	An accurate comprehensive confidential student file will be maintained for each student.
9-12	Documentation and Information Maintenance	Academic Career Personal/Social	1	On-going	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.
9-12	BOCES Liaison	Academic Career Personal/Social	1	On-going	Report Cards	Counseling office is responsible for collecting and inputting grades from BOCES into School Tool. Monitor progress on our CTE students.
9-12	Tec Smart Liaison	Academic Career Personal/Social	1	On-going	Report Cards	Counseling office is responsible for collecting and inputting grades from Tec Smart into School Tool. Monitor progress on our Tec Smart students
9-12	Child Protective Services Liaison	Academic ABC Personal/Social ABC	1	As needed	--	Student safety/issues are addressed
9-12	Attendance at CSE and 504 meetings	Individual Student Planning	1	Sept-June	Annual review notes Attendance records Academic records	Provide support/resources: information to help students achieve their goals.
9-12	CSE / 504 Reviews	Academic Career Personal/Social	1	Annually	Annual review notes Attendance records Academic records	Students will be placed in, or remain in, an appropriate program with appropriate accommodations.
10-11	Organize and Administer PSAT 10 and PSAT 11	School Counseling Program.	1	Sept-June	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.

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Objective
9-12	SAT / ACT Information	School Counseling Program	1	Sept-June	Testing results	Students and parent will understand standardized test results and integrate that understanding into learning and college application process.
10-12	Services for Students with Disabilities	School Counseling Program	2	Sept-June	Testing Results & College Board	Documentation of the student's disability can be submitted to College Board to determine if requested accommodation is appropriate.
10-12	Advanced Placement Program Coordination.	School Counseling Program	1	On-going	Testing results	Provide coursework that challenges and prepares students to be college and career ready. Counselor will serve as AP Coordinator working with admin, & faculty to administer the AP exams. Counselor is responsible for the collection of fees.
11	SAT Preparation Course	Academic Career School Counseling Program	1	September – May	--	Students will become familiar with standardized testing procedure and the type of questions they can expect when taking the SAT during their junior year. Counselor is responsible for notifying students of SAT prep classes with the outside agency providing the course.
10	CTE Counselor Meeting / Visitation	Academic Career	1	December - March	--	Students need exposure to vocational. Opportunities. Students will gather information regarding program at the CTE campus.
9-12	Promotion/Retention notification and Summer School Registration	School Counseling Program	2	June – July	School Tool Report Cards	Parents are notified regarding summer school recommendation for students, mandated summer school for students, or retention of students
11-12	Academic Awards Night:	School Counseling Program	1	January –May	--	Counselor works with the principal's secretary, principal, and committees to choose recipients.The school and community jointly recognize students receiving scholarships and awards.

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Objective
12	Graduation Awards:	School Counseling Program	1	On-going	--	Counselor works with the principal's secretary, principal, and committees to choose recipients. The school and community jointly recognize students receiving scholarships and awards.
9-12	Scholarship Folder	School Counseling Program	1	On-going	Feedback from students/parents	Students will become aware of and apply for various scholarships and recognitions.
12	High School Graduation Rehearsal & Ceremony	School Counseling Program	1	June	Graduation program	Students will receive their cap/gown and diplomas.
9-12	Attendance: Monitored attendance of targeted students	Academic Career Personal/Social	1	On-going	Report cards Attendance and Discipline Referrals	Students will demonstrate academic, personal, social and/or emotional growth.
11	College Fair	Academic Career	1	April	--	Students will have access to admissions reps and develop a better understanding of college selection process.
9-12	Course Description Guide -edit/revise	Academic Career	1	November - January	Course Selection	Provide up to date information on courses offered
9-12	Master Schedule	Academic		January – July	--	Develop a comprehensive master schedule
9-12	Tutor Coordinator	Academic Career	1,2,3	On-going	--	Work with teachers and tutors when necessary
12	Senior Survey	Academic Career	1	May – June	Survey	Finalize Senior plans for after high school.

Grade Level	Program, Activity, or Service	ASCA Domain/ Standard	Tier	Projected Start/ Projected End	Evidence	Objective
9-12	Committees: AIS Committee Graduation Committee Scholarship Committee Advisory Council Mental Health Committee DASA Committee	School Counseling Program	1	On-going	--	Provide information and make decisions for different committees.