

**FORT ANN CENTRAL  
SCHOOL DISTRICT  
GUIDANCE PLAN  
2020 - 2021**

Updated June 2020

# FORT ANN CENTRAL SCHOOL DISTRICT GUIDANCE PLAN

## **GOAL:**

To promote the academic, career and social/emotional development of all students to support the learning process and create a culture of college and career readiness.

## **PROCESS:**

While developing the Fort Ann Central School District Guidance Plan, the Counseling Team utilized the following resources:

- *American School Counselor Association (ASCA) Domains*
- *ASCA Mindsets and Behaviors For Student Success: K-12 College and Career Readiness Standards*
- *NYSSCA Guidance Pertaining To School Counseling/Guidance Programs*
- *NYS Social Emotional Learning Benchmarks*

The Counseling Team completed the Program Assessment found in Appendix B of *NYSSCA Guidance Pertaining To School Counseling/Guidance Programs* to help determine strengths and challenges of our current program. This rubric will be completed on a yearly basis.

Each year, the updated Guidance Plan will be posted on the district website.

**ADVISORY COUNCIL:**

During the 2019 - 2020 school year, an advisory council was formed. However, the group did not meet due to the pandemic. The group includes a variety of stakeholders and will meet twice in the 2020-2021 school year to review district data as submitted to SED, by the District CIO. After reviewing the available data, the council will suggest and prioritize changes. Additionally, the Advisory Council will share the annual progress review with the Board of Education. The advisory council will include:

*Elementary Principal (Michelle Discenza)*  
*High School School Counselor (Candice Spooner)*  
*BOE Members (Jim Seeley, Alison West)*  
*Community Based Service Providers*

*K-12 School Counselor (Ashley LaVine)*  
*CSE Chairperson (Lori Johnson)*  
*Parent Member (Katy Simonson, Beth Cusson)*  
*Other Interested Parties*

**AMERICAN SCHOOL COUNSELOR ASSOCIATION (ASCA) DOMAINS:**

The ASCA Mindsets & Behaviors are organized in three broad domains: academic, career and social/emotional development. The definitions of each domain are as follows:

*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 and 2) plan for and make a successful transition from school to postsecondary education and/or the world of work and from job to job across the lifespan.

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

**PROGRAM ACTIVITIES:**

<b>Grade Level:</b>	<b>Program Activity or Service:</b>	<b>Objective:</b>	<b>ASCA Domain:</b>	<b>Staff &amp; Resources:</b>	<b>Timeframe:</b>	<b>Outcome:</b>
K-12	Individual Counseling	Providing students with a healthy, overall well-being and providing them with skills and strategies to ensure student success	Academic Career Social/Emotional  M 1 & M 2	School Counselors Psychologist	ongoing	Students are able to stay in class longer and manage the daily stress of school
K-12	Group Counseling (small & large group)	Helping students with similar needs maintain and establish social connections	Academic Career Social/Emotional  B-SS 4	School Counselors Psychologist	ongoing	Students are able to connect with peers who are struggling with similar issues
K-12	Crisis Intervention Counseling	Short term crisis counseling to help students return to the academic setting	Social/Emotional  B-SMS 7 & B-SMS 9	School Counselors Psychologist	ongoing	Students work with a counselor on de-escalation strategies
K-12	Coordinate with outside service providers and community	Help students and families establish and maintain a healthy school environment that	Social/Emotional  B-SS 3	School Counselors Psychologist Administrators	ongoing	Student's academic and social/emotional well-being

	resources as needed (law enforcement, CPS, PINS, counseling agencies)	promotes academic success and emotional well-being.				increases
K-12	Referrals	Families and students referred to outside counseling agencies	Academic Career Social/Emotional  B-SS 7	School Counselors	ongoing	Outside agencies and school counselors work as a team to ensure positive overall mental health of the student
K-12	Collaboration	Networking with counselors from area school districts	Academic Career Social/Emotional  B-SS 8	School Counselors	ongoing	Counselors are able to work together to ensure that students are receiving the best care as possible
K-12	Consultation	Consulting with staff and administrators to ensure student success	Academic Career Social/Emotional  B-SS 3	School Counselors Teachers Administrators	ongoing	Increase and maintain open lines of communication
K-12	District Open	Families have the	Academic	School	Fall	Students and

	House	opportunity to meet staff and obtain resources that support academic, career, and social/emotional development.	Career Social/Emotional  B-SS 6	Counselors		parents meet
K-12	CSE Meetings, including Annual Reviews	Counselor will participate with the committee to review student progress/needs and develop IEP and 504 Plans for the upcoming school year.	Academic  B-SMS 10	School Counselor Special Education Dept.	as scheduled	Ensure that a student's educational plan is followed and maintained
K-12	Master Schedule Development	Administration will use data from faculty and students to create a master schedule.	Academic Career  B-LS 3	Administration School Counselor Faculty	ongoing	Students will be enrolled in courses that result in a diploma, CDOS Credential, or Skills & Achievement credential.
K-12	Washington County PLC for Counselors	To collaborate with guidance professionals from neighboring districts with similar demographics.	Academic Career Social/Emotional  B-SS 3	School Counselors	as scheduled	Increased networking and positive, professional relationships are developed

K-12	Faculty & Staff Meetings	Administration will share information regarding current issues.	Academic Social/Emotional B-SS 6	School Counselors Teachers Staff members	as scheduled	Teamwork and collaboration as a school building is managed effectively
K-12	Incident Management Team Membership	Counselor will serve as a member of the IMT to support the safety procedures of the district.	Social/Emotional B-SMS 9 & B-LS 1	School Counselors IMT Committee	as scheduled	School safety procedures are followed effectively to ensure a healthy, school environment
K-5	Caught You Caring Awards	Recognizes students for their kind acts throughout the school environment	Social/Emotional B-SS 4	School Counselor District Staff	ongoing	Enriches the school environment and promotes kindness
6-12	Progress report communication (paper-based)	Students and parents/guardians will be aware of academic progress in each course.	Academic B-LS 9	School Counselor Classroom Teachers Guidance Support Staff	every five weeks grades 6-12	Parents/guardians that do not have internet access will have access to academic progress.
6-11	Course Selection Meetings	Counselor will assist students in selecting courses that meet diploma requirements	Academic Career B-LS 9	School Counselor	Winter/Spring	Students will be aware of their progress towards

		and individual student goals.	B-LS 7			requirements.
6-12	Conduct Annual Individual Progress Review Plan	Counselor reviews student's educational process and career plan.	Academic Career B-LS 9 B-LS 7	School Counselor	ongoing	Students will be able to identify strengths and set goals that will support their post-secondary plans.
6-12	Coordinate registration of Summer School courses	Students that did not successfully complete a course required for graduation will receive written communication recommending summer school along with instructions for registration.	Academic B-SMS 1 B-SMS 6	School Counselor Summer School Staff	Spring/Summer	Students will be aware of registration information and how it may impact graduation.
6-12	Adirondack School Counselor Meetings	Counselor will obtain information/updates about programs and services that benefit students locally.	Academic Career Social/Emotional B-SS 3	School Counselor	Monthly	Collaborate with area counselors regarding programs and area speakers.
6-12	Coordinate and attend parent-teacher conferences	Counselor and/or administration will facilitate communication between faculty and student/parent/guardian.	Academic Social/Emotional B-SS 6	School Counselor Administration Teachers	as scheduled	Maintain a positive, working relationship between home



						and school
8-12	Coordinate registration of August Regents exams	Students that did not successfully pass an exam required for graduation will receive written communication recommending an August exam retake along with instructions for registration.	Academic B-SMS 1 B-SMS 6	School Counselor Summer School Staff CIO	Spring/Summer	Students will be aware of registration information and how it may impact graduation.
9-12	Coordinate the Distance Learning Program	Students will have the opportunity to take college courses not offered in our District through the Joint HFM Distance Learning Program Steering Committee & WSWHE Instructional Planning Committee.	Academic Career B-LS 8 B-SMS 1 B-SS 1	School Counselor Administrators Technology Dept.	ongoing	Students will have an opportunity to take advanced or college level courses.
9-12	Facilitate selections for scholarship nominations	Counselor, in coordination with the Academic Standards Committee, will nominate students for awards and scholarships that will support post-secondary education.	Career B-SS 1 B-LS 5	School Counselor Academic Standards Committee	Winter/Spring	Selected students will receive financial support towards their post-secondary goals.

9-12	College & Military Representative visits	Students have the opportunity to meet with college and military representatives that visit our District to ask specific questions	Career M 4 B-LS 9 B-SS 1	School Counselor College Staff Military Recruiter	ongoing	Students will expand their knowledge of post-secondary possibilities.
10-12	Coordinate online course programming (Virtual High School)	Students will be able to take courses not offered in our District for enrichment, recovery, and advanced learning purposes.	Academic Career  B-LS 3,4, 5 B-LS 8	School Counselor Technology Dept.	Fall/Spring	Students expand their academic knowledge by taking an array of electives and AP courses
10-12	Maintain Scholarship Bulletin	Students will have the opportunity to apply for scholarships to assist in paying for the cost of post-secondary education.	Career  B-SS 1 B-SMS 3 B-LS 5	School Counselor	ongoing	Students can support the cost of post-secondary education.
11, 12	Submit requests for testing accommodations for exams offered through College Board and American College Test companies	Students that currently receive testing accommodations may also receive permission to utilize those accommodations with college entrance testing companies.	Academic Career  B-LS 8	School Counselor	ongoing	Students will be able to demonstrate knowledge.
11, 12	Coordinate ASVAB	Students can use the exam to discover	Career	School Counselor Technology Dept.	Winter/Spring	Students will learn more

	administration with the Military Entrance Processing Station	aptitudes in various areas, as well as learn their military entrance score (if needed for military). Counselor will schedule locations/times/proctors, communicate participants with staff.	M 5 B-LS 9			about their own aptitudes.
11, 12	Coordinate registration for College in the High School courses	To assist students in submitting documentation to gain college credits at a reduced cost.	Academic Career  B-LS 4, 8 B-SS 9	School Counselor Washington County Treasurer's Office Colleges	Fall/Spring	Students will be able to earn college credit and begin earning credits towards a post-graduate degree.
11, 12	AP Exam Administration Coordination	Counselor will order exams, fee waivers (if applicable), schedule locations/times/proctors, communicate participants with staff, assemble & return exams, prepare payment.	Academic  B-LS 3	School Counselor	Ongoing	Certain number of students attempt the AP exam in order to earn college credit
11, 12	Coordination of International Baccalaureate Program for attending students	Counselor will support enrollment, scheduling, and grade reporting documentation as a liaison to the host school.	Academic  B-LS 4, 8 B-SS 9	School Counselor Administration	Winter/Spring	Students will be able to attend the program that supports their

						post-secondary goals.
8	Career Jam Event	Students will be exposed to a variety of career choices through interaction with local businesses and industry representatives.	Career M4 B-LS 9 B-SS 1	School Counselor School Staff Transportation Dept.	Fall	Students will expand their knowledge of careers.
9	SUNY Adirondack Open House	Students will be exposed to various college majors and take a tour of a college campus	Career M4 B-LS 9 B-SS 1	School Counselor	Spring	Students will be familiar with what to expect on future college tours.
9	Upward Bound Program presentation	Students will learn about a program that will assist first generation/low income students in becoming more confident in their ability to successfully attend college after graduation.	Academic Career M4 B-LS 9	School Counselor	Winter	Program eligible students will apply to this program.
9	Completion and submission of counselor recommendation & school portion for Upward Bound student application	Counselor will support the student's application by providing requested information for program evaluation by Upward Bound staff.	Academic Career B-SS 1 B-SMS 1 B-LS 7	School Counselor	Winter/Spring	Students will be able to attend the New Visions program (pending acceptance).

10	Early College Career Academy presentation	Students will learn about programs that can offer them advanced coursework, exposure to industry standards, and offer them the opportunity to graduate high school with up to 32 college credits.	Academic Career M 4 B-LS 9	School Counselor ECCA Staff SUNY Adirondack Staff Classroom Teacher	Fall	Students will apply if this program supports their post-secondary goals.
10	Early College Career Academy program-specific visitations	Students will have the opportunity to spend a half-day to shadow a specific program of interest to determine if they would like to apply to admission.	Academic Career M 4 B-SMS 2 B-SS 1,2,3,9	School Counselor ECCA Staff Transportation Dept.	Winter	Students will be able to confirm if this program is a good fit.
10	Completion and submission of counselor recommendation & school portion for Early College Career Academy student application	Counselor will support the student's application by providing requested information for program evaluation by ECCA staff.	Academic Career B-SS 1 B-SMS 1 B-LS 7	School Counselor	Winter/Spring	Students will be able to attend an ECCA program to support their post-secondary goals. (pending acceptance).
10	Southern	Students will visit the	Academic	School Counselor	Winter	Students will

	Adirondack Education Center tour	center to observe the learning environment and briefly meet with each instructor to learn about the programs that are offered.	Career M 4 B-LS 1,7,9 B-SMS 2 B-SS 9	School Staff WSWHE BOCES Staff Transportation Dept.		expand their knowledge of careers.
10	Southern Adirondack Education Center program-specific visitations	Students will have the opportunity to spend a half-day to shadow one or two specific program(s) of interest to assist in the decision-making process.	Academic Career M 4 B-SMS 2 B-SS 1,2,3,9	School Counselor WSWHE BOCES Staff Transportation Dept.	Winter/Spring	Students will be able to confirm if this program is a good fit.
10	Completion and submission of Career & Technical Education applications for new and returning students	Counselor will support the student's application by providing requested information for program evaluation by CTE staff and monitoring the lottery.	Academic Career B-SS 1 B-SMS 1 B-LS 7	School Counselor	Winter/Spring	Students will be able to attend a CTE program to support their post-secondary goals. (pending lottery).
11	College Day at SUNY Plattsburgh	Students will listen to a presentation by admissions staff about the college search process, work in small groups with college	Career M 4 B-LS 1,7,9 B-SMS 2 B-SS 9	School Counselor School Staff Transportation Dept.	Fall	Students will be familiar with what to expect on future college tour experiences.

		faculty members, tour the campus and eat lunch in a dining hall.				
11	PSAT Exam Administration Coordination	Counselor will order exams, fee waivers (if applicable), schedule locations/times/proctors, communicate participants with staff, assemble & return exams, prepare payment.	Academic Career B-SMS 2,3	School Counselor	Fall	Participating college-bound students will be able to practice for the SAT and use results to study for the SAT test.
11	New Visions Program presentation	Students will learn about the opportunities available for advanced coursework and exposure to industry careers through participation in the Engineering and Health Careers New Visions programs.	Career M 4 B-SS 1 B-LS 9	School Counselor	Winter	Students will pursue admission if this program supports their post-secondary goals.

11	New Visions program-specific visitations	Students will be offered the opportunity to spend a half-day to shadow a program of interest to further explore this program option.	Career M4 B-SMS 2 B-SS 1,2,3,9	School Counselor	Spring	Students will be able to confirm if this program is a good fit.
11	Completion and submission of counselor recommendation & school portion for New Visions student application	Counselor will support the student applications by providing information necessary for program evaluation by New Visions staff members.	Career B-LS 4,5,7 B-SS 1	School Counselor	Winter/Spring	Students will be able to attend a New Visions program to support their post-secondary goals. (pending acceptance).
12	SUNY Adirondack Instant Admissions Day	Students will be able to complete and submit an application for enrollment, as well as communicate with the admissions officer about questions or concerns.	Career M 4 B-LS 7 B-SMS 1 B-SS 1,3	School Counselor SUNY Adirondack Staff	as scheduled	Students will be accepted immediately provided the application is complete.



12	Financial Aid Presentation	Families will have the opportunity to learn about federal and state financial aid programs and the application process.	Career M 4 B-LS 5,9	School Counselor College Staff Buildings/Grounds Dept.	Fall/Winter	Families will complete FAFSA and TAP applications by the deadline.
12	Assist students in completing registration information for Early College Admissions application	Students will be able to register for college credit courses if eligible.	Academic Career B-SS 1,6 B-LS 5,7	School Counselor	ongoing	Students will be able to earn college credit and begin earning credits towards a post-graduate degree.
12	College Application Support & Instruction	Counselor will provide required school documentation such as transcripts, school reports, recommendations, etc. to colleges for evaluation of student admission. Electronic submission is the preferred method. used.	Academic Career M 4 B-LS 5,9 B-SS 1,6	School Counselor	ongoing	Students will be able to attend a post-secondary program to support their goals. (pending acceptance).

## **GOALS FOR 2020-2021 SCHOOL YEAR:**

K-5 PROGRAM GOAL: To develop small counseling groups around common areas of need, such as self-regulation, friendship skills, etc. This will enhance the social emotional development of students.

6-12 PROGRAM GOAL: To utilize resources to educate the school community regarding the dangers of vaping.

## **LINKS:**

[\*American School Counselor Association \(ASCA\) Domains \(see page 4\)\*](#)

[\*ASCA Mindsets and Behaviors For Student Success: K-12 College and Career Readiness Standards\*](#)

[\*NYSSCA Guidance Pertaining To School Counseling/Guidance Programs\*](#)

[\*NYS Social Emotional Learning Benchmarks\*](#)