

Syracuse City School District
Department of Student Support Services
K – 12 Comprehensive School Counseling Program
District Guidance Plan
2020-2021



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The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District's non-discrimination policies should be directed to:

Civil Rights Compliance Officer
Syracuse City School District
725 Harrison Street • Syracuse, NY 13210
(315) 435-4131

Email: CivilRightsCompliance@scsd.us

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I. INTRODUCTION

District Vision

To prepare and inspire all of our student to innovate locally and contribute globally

Mission

To build, support and sustain school communities that provide all students with a high-quality education that prepares them to graduate as responsible, active citizens ready for success in college and careers and prepared to compete in a global economy

School Counselor Vision/Mission

To provide every student the opportunity to become a lifelong learner by fostering and supporting a balanced approach to the development of academic, social, emotional and physical health.

- To nurture respect and understanding for self and all people
- To promote responsible citizenship in a society, community, culture and in the world

Syracuse City School District School Counselors Believe...

- Every child should have an adult in their school life who they can trust
- Every child should have hope for their future
- In valuing the unique aspect of each child, education should provide a balance (equal importance) of academic and social emotional development
- All families and children are entitled to equal access to information and resources
- The School Counseling program shares in the responsibility of carrying out the mission, vision and goals of the district

DISTRICT PRIORITIES - <http://www.syracusecityschools.com/districtpage.cfm?pageid=10710>

Priority 2: Implement Culturally Responsive Practices

Goal: Our students feel that their teachers and leaders truly understand them, care about them and want them to be successful in school.

Priority 4: Personalize Learning for Students

Goal: Our students set and monitor meaningful and ambitious goals and achieve them through learning experiences that leverage their strengths, needs, interests and cultures

COMPREHENSIVE SCHOOL COUNSELING PLAN

Annual Goals:

Goal 1: All students in grade 6-12 will be provided an annual individual progress review plan, which shall reflect each students' educational progress and career plans by June 2021 as measured by individual or small group attendance records whether in person or remotely, and representative plans for each grade level including ENL students and students with IEPs will be submitted. For students with disability, the plan shall be consistent with the student's IEP

Goal 2: Each building shall develop a comprehensive school counseling plan and post on the district's website

School Counselor	School
Quilty-Koval, Jacob	Brighton Academy
McElroy, Carrie	Brighton Academy
Royal, Thomas	Clary MS
Boyce, Drisa	Corcoran HS
Dunn, Julie	Corcoran HS
Lara, Kimberly	Corcoran HS
Anderson, Mariel	Corcoran HS
Marrin, Heather	Corcoran HS
O'Leary, John	Edward Smith K-8
Cilano, Cameron	Edward Smith K-8
Holness, Carlene	Delaware Elementary
Gibbs-Griffith, Brian	ELMS K-8
Buda, Brian	Elmwood (Transition Coach)
Mason, Jillian	Elmwood (Transition Coach)
Sturgeon, Sue	Elmwood (Transition Coach)
Teasdale-Edwards, Katherine	Elmwood (Transition Coach)
Garner, Holly	Huntington
Riley, Andrea	Frazer K-8
Hanley, Christine	Frazer K-8
Coates, James	Grant MS
Herndon, Dominique	Grant MS
TBD	H.W. Smith
Days, Jamie	Henninger HS
Delia, Michelle	Henninger HS
Drazek, Leah	Henninger HS
Mallory, Robert	Henninger HS
Hitzfield, Jason	Henninger HS
Rowser-Davis, Tamara	Henninger HS
Mackins, Shirley	HSE
Leonardo, Andrew	Huntington K-8
Santiago, Natasha	Institute of Technology

Snyder, Stacey	Institute of Technology
Gower, Dan	Lincoln MS
Abdo, Lauryn	Lincoln MS
Daige, Tracy	Nottingham HS
Gaugler, Kristin	Nottingham HS
Mason, Mark	Nottingham HS
Espinosa, Jeanette	Nottingham HS
Rubadeau, Tia	Nottingham HS
Bradbury, Todd	Oasis Academy
Bergamo, Michelle	PFLA
Burke, Marrietta	PSLA @ Fowler HS
Casamento, Nicole	PSLA @ Fowler HS
Isham, Shannon	PSLA @ Fowler HS
Pelligra, Christopher	PSLA @ Fowler HS
Griffin, Julie	Roberts K-8
Mack, Yvonne	STEAM @ King
Zavaglia, Evangelia	Syracuse Latin
Walker, Michelle	Syracuse STEM @ Blodgett
Mendoza, Marta	Seymour Elementary School
Bartelli, Cathy	McKinley Brighton Elementary School
Burkett, Rebecca	Dr. Weeks Elementary School
Jackson, Kaitlyn	Porter Elementary School
Berrian, Jordan	Lemoyne Elementary School
Giannino, Megan	Bellevue Elementary School

The Syracuse City school District School Counseling Advisory Committee – in accordance with NYS requirements must meet at least two times per year, reviews the Comprehensive School Counseling Plan. The committee includes:

Mayra Ortiz, Director of Student Support Services
Katherine Teasdale – Special Ed Transition Counselor HS
Jacob Quilty Koval – MS Brighton Academy Counselor
Julie Dunn – Corcoran HS Counselor
Stacey Snider – ITC HS Counselor
Mark Mason – Nottingham HS Counselor
Nicole Casamento – PSLA HS Counselor

Shannon Isham – PSLA HS Counselor
Andy Riley – Frazer Counselor
Melissa Mendez- ITC HS Social Worker
Mark Vazquez- Brighton Academy MS Social Worker
Brian Gibbs-Griffith – ELMS MS Counselor
Allison Zales, - Elementary Social Work Assistant

II. FOUNDATION

<http://www.counsel.nysed.gov/rules/indices-fulltext/2017/032>

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.

STUDENT STANDARDS:

THE ASCA SCHOOL COUNSELOR PROFESSIONAL STANDARDS AND COMPETENCIES

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

ASCA MINDSETS AND BEHAVIORS K-12 COLLEGE AND CAREER READINESS STANDARDS

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

NYSED CAREER DEVELOPMENT AND OCCUPATIONAL STUDIES (CDOS) STUDENT STANDARDS

<http://www.p12.nysed.gov/cte/cdlearn/documents/cdoslea.pdf>

ASCA ETHICAL STANDARDS FOR SCHOOL COUNSELORS

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

NYS SOCIAL EMOTIONAL LEARNING STANDARDS

<http://www.p12.nysed.gov/sss/documents/NYSSELBenchmarks.pdf>

III. DELIVERY AND ACCOUNTABILITY

Syracuse City School District Counseling Map

COMPONENTS OF THE SCSD SCHOOL COUNSELING PROGRAM

The components of a comprehensive school counseling program are: school counseling curriculum, counseling and responsive services, individual planning and program support. The objectives address the following:

School Counseling Curriculum

The SCSD School Counseling Curriculum presents structured developmental experiences, based on the American School Counseling Association (ASCA) National Standards for School Counselors, designed to address academic, career and personal/social needs of student in SCSD. The Curriculum is delivered through:

- Classroom activities: school counselors present lessons in the classrooms
- Individual and Group activities: school counselors may participate in developing curriculum across content areas
- Interdisciplinary activities: school counselors may participate in developing curriculum across content areas

Counseling and Responsive Services

School Counselors coordinate activities to meet the needs of students through:

- **Consultation:**
School counselors work with parents/caregivers, teachers, students, community based services and other involved parties to develop strategies to assist students
- **Personal counseling:**
Provides a student maximum privacy in which to freely explore ideas, feelings and behaviors
- **Crisis counseling:**
Provides prevention and intervention; such counseling is short term in nature addressing a student's particular concern
- **Referral:**
Counselors refer students and their families to appropriately community-based agencies and supports when needed

Individual Student Planning

Counselors provide the necessary monitoring of individual student progress towards achieving success in academic, career, and personal/social areas.

- Case Management: school counselors monitor individual student progress through the student information system
- Individual Appraisal: school counselors use test information and other data in analyzing and evaluating their interests, skills, and abilities to assist students in planning
- Individual Advisement: school counselors work directly with students to develop an appropriate educational and career plan

SYRACUSE CITY SCHOOL DISTRICT
GRADE K -5
ACADEMIC DOMAIN

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
Parent Workshops: How to support your child's academics	Provide tools for parents to help support their child with meeting academic goals	M-3, M-4, M-5, B-LS7, B-LS8, B-LS10, B-SMS8	K-5	Virtual in October 2020 PTC Open house	School Counselors	Evaluation survey
Attendance Meeting and Interventions	Participate and support attendance teams to implement student interventions	M-3, M-4, M-5, B-LS7, BLS8, B-LS10, B-SMS8	K-5	October 2020 – June 2021	School counselors, social workers, Social worker assistants, County based liaison	Attendance data
Attendance Data	Assist in the creation of maintaining an Attendance Tracker Data Base to assist in completing attendance interventions	M-5, B-SS4, B-SS5, B-SS6, B-PA2	K-5		School Counselor, Social Workers, Social Worker Assistance, Community Based Organizations; Data Analyst assigned to the building, School Tool reports	Attendance Data
Grade Level Team Meetings	Meet with teachers to discuss upcoming events or program initiatives provided by the school counseling program; Discuss student attendance and behavioral needs	M-5, B-SS5, B-SS6, B-PA 1	K-5	Sept to June	School Counselor, Grade Level Teachers, Schooltool Data, School Counselor Program Timeline	Minutes from Team Meetings; Following up with teachers on student/classroom concerns
Classroom Guidance	Study Skills lessons with teachers in grade 4-5 (in preparation for middle school)	M-2, M-4, B-SS5, B-SS6, B-LS3	4-5	Dec to Feb	School Counselor, Study Skills Lessons (generated by counselor or school counseling source)	Exit Ticket
Middle School Transition Program	Program consists of several different activities that are completed for outgoing 5 th graders prior to them	M-2, M-4, M-7, B-SS5, B-SS6	5	March to April	School Counselor, Classroom Teachers	Exit Ticket, Feedback from Teachers and Feedback from

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
	transitioning to middle school (schedule middle school counselor to present to 5 th grade classrooms, provide classroom guidance on middle school expectations, discuss ways to prepare for middle school prior to leaving elementary school)					Transitioning Middle School Counselors
Study Skills: Organizational Skills	Provide students with skills to support prioritizing and organizing assignments	B-LS3, B-LS7, MS3, B-SMS5, B-SMS8	3-5	November – May	School Counselors, Classroom Teachers	Student reflection, student agendas, Pre/post assessment
Study Skills: Following Directions	Provide students with skills to support positive academic outcomes	B-LS3, B-LS7, MS3, B-SMS5, B-SMS8, B-SMS10	3-5	November – May	School Counselors, Classroom Teachers	Student reflection, teacher anecdotal records, Pre/post assessment
Understanding the report card	Provide student with ability to read and understand report cards	M-3, M-4, M-5, B-LS7, B-LS8, B-LS10, B-SMS8	3 –5	November - January	School Counselor, Classroom teacher	Exit ticket
Parent Workshop MS Selection	Provide parents information about the process and school choice and transfer process	M-2, M-7, B-SS5, B-SS6	5	February- March	School Counselor, Social workers, Classroom teachers	School choice applications

SYRACUSE CITY SCHOOL DISTRICT
GRADE K -5
COLLEGE AND CAREER READINESS DOMAIN

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
Career Presentations	Presentations from professionals in the community	M-3, M-4, M-5, B-LS7, B-LS8, B-LS10, B-SMS8	K-5	October –June 2021 Potential for virtual sessions by grade level	School Counselors	Job Fair worksheets
Career Lessons: Development for each grade	Lesson developed in collaboration with classroom teachers to ensure that content provided can be imbedded in material already being learned in class.	M-2, M-7, B-PA 1, B-SS5, B-SS6	K-5	October to June, All Lessons will be developed virtually	Seesaw, School Counselor, Classroom Teachers	Completion of seesaw activities, rubric provided for each lesson to ensure that students are gaining the content
School Wide College Readiness Program – Classroom Guidance	Present information regarding College admissions, tuition, and financial aid process in connection with their appropriate developmental age.	M-3, M-5, M-7, B-PA 1, B-SS1, B-SS 5, B-SS 6	4-5	March to May	School Counselor, Lesson Plans	Exit Ticket (lessons will also be provided virtually)
Career Fair	Stations of a variety of career personnel for students to ask questions and explore	M-3, M-4, M-5, B-LS7, B-LS8, B-LS10, B-SMS8	3-5	March to May	School Counselors, Parent Engagement, program aides, classroom teachers	Fair attendance
Career Interest Inventory	Explore occupation using the web and the occupational outlook handbook	M-3, M-4, M-5, B-LS7, B-LS8, B-LS10, B-SMS8	4-5	March to May	School Counselor, classroom teacher	Completed inventories

**SYRACUSE CITY SCHOOL DISTRICT
GRADE K -5
SOCIAL AND EMOTIONAL DOMAIN**

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
Counseling Curriculum: Diversity	Celebrate Diversity by teaching students how to embrace differences Use Second Step	M3, B-LS9, B-SS2, BSS4, B-SS6, B-SS7	K – 5	October 2020 – June 2021	School Counselors, Social Workers, Classrooms Teachers	Exit ticket Pre/post assessment created by the team
Individual Counseling Services	Brief Short-Term Counseling for students experiencing social/emotional difficulties. Not to exceed six weeks. Not more than one 30-minute block of a time provided per week.	M-1, M-4, B-SS2, B-SS3	K-5	September to June	School Counselor, Referrals by Teachers and School Staff	Exit Ticket, Progress Monitoring of Behavioral Referrals, Self-Assessment of Students Symptom Improvement, Parent and Teacher Feedback on Student Behavior, Mood and Academic Progress
New Student Support	Ensure that new students are supported in their transition to starting a new school, this includes: Family tour of the building, student welcome 1 st day of school, new student lunch with a friend from same class, and follow up w2ith previous school as necessary	M-2, M-5, B-SS5, B-SS6	K-5	October to June	School Counselor, Guidance Secretary to collect information from previous school; Welcome letter to parents	Check Back in with Students During the 1 st month of School, Speak with teachers regarding transition experience of student; Check in with parents
Individual Student Crisis Response	Counselor supports student in crisis inside and outside of the classroom environment. Counselor	M-1, M-4, M-7, B-SS5, B-SS6	K-5	September to June	School Counselor, Social Worker, School Psychologist, Dean of Students, Student support team, Administration	

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
	will utilize de-escalation techniques to help students regain composure and express emotions that resulted in crisis behaviors.					
District Wide Crisis Response	Counselors provide support to students and staff as needed.	M-1, M-4, M-7, B-SS5, B-SS6	K-5	Ongoing	School Counselors, Social Workers, School Psychologist, Administrators, District Crisis Response Plan, School Crisis Response Plan	
Crisis Response Team	Counselor should be on the crisis response team to assist administration, social workers, students, and school staff in a crisis event that affects the school.	M-4, M-7, B-SS5, B-SS6	K-5	September to June	School Counselors, Social Workers, School Psychologist, Administrators, District Crisis Response Plan, School Crisis Response Plan	
Conflict Mediation	Counselor will assist in completing conflict mediations with students who are experiencing difficulties with each other in or outside of the classroom environment	M-1, M-2, M-7, B-SMS 1, BSMS 2, BSMS-7	K-5	September to June	School Counselors	Exit Ticket and Agreement to Resolve Issues (if persistent)
Meet the School Counselor	Presentations to all grade level on what a school counselor is and provide some information about accessing school counselor	M-4, B-SS2, B-SS3,	K-5	Sept to October	School Counselor	Exit Ticket, Feedback from Classroom Teachers

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
Small Group Counseling Social and Emotional Curriculum – Second Step	Provide students with social emotional interventions in a small group format (not more than 5 students) for a brief period of time (up to 6 weeks), between 5-6 groups a year Students learn how to develop a growth mindset and apply research-based goal-setting strategies to their social and academic lives	B-LS3, B-LS7, B-SMS3, B-SMS5, B-SMS8, B-SMS10, B-SS1	K-5	September – June	School Counselor, classroom teacher	Exit Ticket, Feedback from Classroom Teachers regarding behavioral changes, Referral data, Exit ticket, activity sheets, student logs
Anti-Bullying lesson	Increase awareness and alert student to signs of bullying and student responsibility	M-1, M-5, B-SMS2, B-SMS6, B-SMS7, B-SMS8, B-SMS9, B-SMS10	3-5	October – June	School counselor, classroom teachers, community partners	Pre-post assessment
MTSS	Work in collaboration with student support team to identify needed support. Develop and implement multi-tiered system of support	M-5, M-7, B-SS4, B-SS5, B-SS6, B-PA 2, B-PA 3, B-PA 4	K-5	September – June	School counselor, social workers, psychologists, admin, community partners	Agendas, meeting minutes

**SYRACUSE CITY SCHOOL DISTRICT
MIDDLE SCHOOL GRADE 6-8
ACADEMIC DOMAIN**

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
Annual Individual student progress review	Review of students' academic, behavior and attendance to set goals	M-3, M-4, M-5, B-LS7, B-LS8, B-LS10, B-SMS8	6	October 2020 – June 2020	School Counselors	Sign-in sheets, Checklists
Attendance Meeting and Interventions	Participate and support attendance teams to implement student interventions	M-3, M-4, M-5, B-LS7, BLS8, B-LS10, B-SMS8	6-8	October 2020 – June 2021	School counselors, social workers, Social worker assistants, County based liaison	Attendance data
IEP Counseling	Support the implementation of the IEP by providing counseling around academic readiness skills	M-1, M-2, M-5, BLS3, BLS 4, BLS 8, B-SMS 1, B-SMS 2, B-SMS 6 B SS6	6-8	October – June	School counselors, social workers, psychologist, special education teachers	Progress monitoring log
Grade Level Team Meetings	Meet with teachers to discuss upcoming events or program initiatives provided by the school counseling program; Discuss student attendance and behavioral needs	M-1, M-5, B-SS 4, B-SS 5, B-SS 6, B PA 2	6-8	Sept to June	School Counselor, Grade Level Teachers, Schooltool Data, School Counselor Program Timeline	Minutes from Team Meetings; Following up with teachers on student/classroom concerns
How to be successful in middle school	Teach kids the habits of successful middle school students including keeping an agenda, daily homework routine, daily attendance, study skills, and keeping a binder.	M-4, M-7, B-LS3, B-LS 7, B-SMS 1	6	Sept or Oct	School Counselor, 6 th grade teacher	Binder Boot-Camp grades.
What to work for	Teaching kids why middle school work matters and how to have a growth mindset.	M-1, M-4, B-LS 4, B-LS7, B-SS 6	6, 7, or 8	Fall	School Counselor, teachers	Report card grades improving
Welcome to Middle School	Teach kids about the role of the guidance counselor and what's different about middle	M-1, M-4, M-7, B-LS 4, B-LS7, B-SS 6	6	Sept.	School Counselor	Attendance lists, logs of student meetings dates

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
	school compared to elementary					
Schooltool and the power of the zero	Show kids how to access schooltool to check grades and give examples of how much a zero impacts an average.	M-1, M-7, B-SMS 1, B-LS6, B-LS7	6-8	Just after the first 5 week report	School Counselor or Math teacher	Attendance lists, logs of student meeting dates
HS student panel	Bring in HS students who previously attended the middle school to talk about what high school has been like from a student perspective.	M-2, M-7, B-LS6, B-LS 7, B-SMS 5,	8	Spring? Some teachers feel it would be better to do it in the fall	School Counselor, 8 th grade teachers	Survey
Middle School Orientation	Students meet 6 th grade teachers and see their classrooms Counselor teaches what the 6 th grade schedule will look like and how the first day of school will work Possible “meet your locker” time as well Visit Feeder schools to meet and greet rising 5 th graders	M-1, M-7, B-LS3, B-LS7, B-PA 1	6	June or over the summer	School Counselor, 6 th grade teachers, 5 th grade teachers	Attendance lists
Conference with parents of students experiencing difficulties	Meet with guardians to communicate challenges and identify and plan for supports	M-3, M-4, M-5, B-LS8, B-LS10, B-SMS89	6,7,8	October – June	School counselors Classroom teachers Social Workers Student support staff	Sign in sheets, telephone logs
CTE Exploration	Meet with all MS students in the classroom to review HS Choice Planning	M-2, M-3, M-7, B-LS7, B-SS5, B-SS6, B-PA 4	6,7,8	December – March	School Counselors	Kahoot games, Canvas assignments, PowerPoint

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
						presentation and CTE website navigation
Grade Review Meetings	Meet individually with students identified as at-risk based on grade concerns (identified by teachers) and develop goals with strategies to improve current grades. Meet with parent and student if grade concerns remain into the next MP	M-1, M-2, B-LS7, B-SS4, B-SS5, B-SS6, B PA 3, B-PA 4	6,7,8	Every 5 weeks (IE) Progress Reports, Report Cards	School Counselors	Notes of goal development and follow-up meetings to assess progress or lack there of
Course Requests	Identify student needed courses and inform admin to support creation of master schedule	M-2, M-3, B-LS7, B PA 3, B-PA4	6-8	Quarterly	School Counselors	Master schedule template
HS/CTE Registration	Support students in the selection of courses, guide students to resources around programs, support students in the application process	M-2, M-3, B-LS7, B PA 3, B-PA4	8	December – March	School Counselors, CTE	Student CTE selection surveys
Individual counseling with students identified in need of assistance by counselor or self-referral	Conduct individual or group counseling activities for students on an as needed basis to address needs	M1, M2, B-SMS1, B-SMS2, B-SMS6, B-SMS7, B-SMS10, B-SS9	6,7,8	October – June	School counselors, social workers	Attendance logs, schooltool notes, anecdotal records
Parent orientation meetings- 9 th grade transition	To inform and answer questions about the 9 th grade transition	M-3, M-4, M-5, B-LS8, B-LS10, B-SMS89	8 th students and parents	August	School counselors, classroom teachers,	Parent sign in sheets

**SYRACUSE CITY SCHOOL DISTRICT
MIDDLE SCHOOL GRADE 6-8
COLLEGE AND CAREER READINESS**

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
Career Exploration Presentation	Plan virtual field trips to introduce students to a variety of career paths Invite (in person or virtual) speakers from careers to share their career path/story CTE Pathway Visit	M-2, M-4, M-5, M-6, B-LS4, B-LS9, B-LS10, B-SS1 B-SS9	6-8	January 2020 0 May 2021	School Counselors,	Surveys Sign-in sheets
Do What You Are Or Career Key	Administer the DWYA or Career Key assessment on Naviance. Help the students understand their Myers-Briggs type indicator or Holland Code. Link their type indicator or code to certain careers they would be most likely to enjoy.	M-1, M-3, M-7 B-LS7, B PA 3, B-PA4	8	Fall – leading up to CTE Expo	School counselors, 8 th grade teacher	Class work assignment showing their assessment result and how they use the info to lead them to a type of career or CTE program.
Graduation Requirements	Present Graduation Requirements Explain transcripts and why they matter Explain credits and what 8 th grade classes earn credit for high school	M-1, M-3, M-7 B-LS7, B PA 3, B-PA4	8	Winter	School Counselors	Quiz – partner up and then review answers as a class
Naviance Tutorial	Give a tutorial of Naviance and what it's used for	M-2, M-7, B-LS 5, B-SS2	6	Spring – prior to 6 th grade career project in ELA (embed into ELA curriculum	School Counselors, 6 th grade ELA teacher	Completed Career Research Project

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
				during Research Unit)		
Parent info night-College and career	Highlight tools used to support students in career exploration-Naviance	M-3, M-4, M-5, B-LS8, B-LS10, B-SMS89	6-8	March	School Counselors	Sign-in sheets
Career Cluster Finder	Give assessment to students to help them understand what types of careers they are most likely to enjoy Teach students how to find information about careers they are interested in using Naviance Show students how to search for a college that has the major associated with the career they are interested in	M-2, M-7, B-LS 5, B-LS7, B-PA 3	6-8	Spring – prior to 6 th grade career project in ELA (embed into ELA curriculum during Research Unit)	School Counselors, 6 th grade ELA teacher	Completed Career Research Project
Road Trip Nation	Kids find interview videos from professionals in an area of career interest who discuss the road they took to reach their success	M-2, M-7, B-LS 5, B-LS7, B-PA 3	7	October-June	School Counselors, 7 th grade teachers	Log in data
College searches	Use of Naviance to support student in researching colleges	M-2, M-7, B-LS 5, B-LS7, B-PA 3	6,7,8	December – June	School Counselor, teachers	Naviance
Career Day	Work collaboratively to provide students with exposure to various careers using Naviance data	M=2, M-4, M-5, M-6, B-LS4, B-LS7, B-LS8, B-LS9, B-LS10, B-SS1		March	School counselor, classroom teachers, social workers, administrators	Sign in sheets, log in data
Incorporating career exploration into curriculum	Co-facilitate, co-plan with content area teacher to support the implementation of career exploration into content area courses	M2, M3, M7, B SS 1,	6-8	October – June	School counselors, classroom teachers	

**SYRACUSE CITY SCHOOL DISTRICT
MIDDLE SCHOOL GRADE 6-8
SOCIAL AND EMOTIONAL DOMAIN**

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
DASA Anti-Bullying Presentation	Teach students about the Dignity for All Students Act and its processes	M1, M2, B-SMS1, B-SMS2, B-SMS6, B-SMS7, B-SMS10, B-SS9	6-8	October – November 2020	School counselors, DASA coordinators. Social workers	Pre/Post assessment
Wellness checks	Communicate with students/parents regarding concerns of student's well-being	M-5, B-SS5, BSS6	6,7,8	September – June	School Counselor, Social Workers,	SchoolTool Notes and safety assessment
IEP Counseling	Met with students, per their IEP, to address goal achievement	M-1, M-2, M-7, B-SS 2, B-SS 3, B-SMS 3, B-SMS3	6,7,8	September – June	School Counselor, Social Workers, Psychiatrist, Ass. Social Worker	IEP Notes
Attendance Incentive Programs	Develop an incentive program for students (at-risk of chronic absenteeism, perfect attendance, etc.)	M-1, M-5, B-LS7, B-LS10, B-SMS8	6,7,8	October – June	School Counselors, Social Workers, etc. Attendance Team Members	School Tool attendance records
Citizenship award	Identify 4 students (all grade levels) a marking period that is exemplifying positive citizenship characteristics (referred by any staff member) and awarded a end of year field trip and certificate of appreciation	M-1, B-SS 2, B-SS3, B-SS5, B-SS7, B-SS9	6,7,8	October – June	School Counselors	Referrals from staff members
Team Building	As part of school wide climate and culture programming; push into	M-1, M-2, M-5, M-7,	6, 7, 8	Sept-June	School Counselor and Support teacher	Formative Assessment via Debriefing model

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
	classes IE; PE, facilitate adventure/experiential activities aimed help student make peer and counselor connections while framing activities to foster; emotional regulation, social skills development, cognitive flexibility, Language acquisition, memory recall	B-SMS 2, B-SS 2, B-SS 3, B-SS6, B-SS7				
Summer Bridges/Summer Academy Programming	Incoming 6 th grade students attend 4-6 week summer program. Focus is to develop student/teacher/Counselor rapport, prescreen student academically, pair students with peer mentors, orient students to school building, climate and culture expectations, demonstrate how to use lockers, review schedules	M-2, M-2, M-7, B-SS2, B-SS5, B-SS6, B-LS 3, B-LS 4, B-LS 6	6th	July	School Counselor and teacher teams	Qualitative - Student Pre and Post survey
Mediations	Provide responses and preventative services to students in conflict, mediate and contract for emotional and physical safety	M-4, B-SMS 1, B-SMS2, B-SMS7, B-SMS10, B-SS2, B-SS5	6-8	Sept-June	SIT Team	
Restorative Conferences	Meet with students, families, teachers etc facilitating restorative conferences aimed at repairing rapport for teachers, student and or families. Minimizing relational barriers for student achievement	M-2 B-SMS 1, B-SMS2, B-SMS7, B-SMS10, B-SS2, B-SS5	6-8	Sept-June	SIT Team	

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
Hope and Dreams Conference	Meet with student, family and teacher team, facilitate a restorative conference aimed at academic improvement	M-7, B-SS5, B-SS6, B-PA 2	6-8	Sept-June	SIT Team, teacher Team	
Round Tables	Classroom push in to offer lessons on social emotional topics	M-2, B-SS1, B- PA 1	6-8	Sept-June	School counselors, classroom teachers Classroom	
Monthly News Letter	Send letter home to families to address variety of items; dates, joke of month, tips and skills	M-7, B-SS6	6-8	Sept-June		
MTSS	Work in collaboration with student support team to identify needed support. Develop and implement multi-tiered system of support	M-5, M-7, B-SS4, B-SS5, B-SS6, B-PA 2, B-PA 3, B-PA 4	6-8	Sept – June	School counselor, social workers, psychologists, admin, community partners	
Individual and small group counseling	Provide advisory assistance for students who exhibit behavioral problems	M1, M2, B-SMS1, B-SMS2, B-SMS6, B-SMS7, B-SMS10, B-SS9	6-8	Sept-June	School counselor, social workers, psychologists, community partners	

**SYRACUSE CITY SCHOOL DISTRICT
HIGH SCHOOL
GRADES 9 – 12
ACADEMIC DOMAIN**

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
Individual Progress Review	Review students' academic, social, emotional, attendance and college and career progress and helps set goals	M-3, M-4, M-5, B-LS7, B-LS8, B-LS10, B-SMS8	9-12	October 2020-May 2021	School Counselors	Individual Student Checklist
Attendance Meeting and Interventions	Participate and support attendance teams to implement student interventions	M-3, M-4, M-5, B-LS7, BLS8, B-LS10, B-SMS8	9-12	October 2020 – June 2021	School counselors, social workers, Social worker assistants, County based liaison	Attendance data
Cohort Meeting	Meet with administrators to discuss progress towards graduation	M-2, M-5, B-SS4, B-SS5, B-SS6	9-12	September-June	School counselors, Administrators, building level staff	Spreadsheet indicating meeting times
504/Safety Net Meetings	The 504 Meeting identifies students' strengths, challenges, concerns, and a Medical Diagnosis, that could have an adverse effect, on their learning process.	M-1, M-2, M-5, B-SS4, B-SS 5, B-SS 6	9-12	September-June 2021	504 Coordinator, Parent/Guardian, Teachers, School Counselors	Approval of 504 with/without a Safety Net
IEP Counseling	Met with students, per their IEP, to address goal achievement	M-1, M-2, M-7, B-SS 2, B-SS 3, B-SMS 3, B-SMS3	9-12	September – June	School Counselor, Social Workers, Psychiatrist, Ass. Social Worker	IEP Notes, annual review

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
Schedule Changes	Schedule changes are made to ensure that the student is taking the correct classes, in order to graduate, change to a higher level, or lower-level class, based on a student's ability and/or need	M.1, M3, M5, B-SS2, B-SS 3, B-SS 5, B-SS 6, B-PA 2	9-12	End date is determined by Administration	School Counselors	Feedback from Administrators, school counselors, parents, and students
Danger of Failing and/or Not Graduating Letters Mailed Home	The Danger of Failing and/or Not Graduating Letter is mailed home so that parents/guardians have received communication in writing, to let them know that their child is in jeopardy of failing and/or not graduating	M1, M2, M5, M7, B-SS1, B-SS2, B-SS3, B-SS5, B-SS6, B-PA2, B-PA3, B-PA4	9-12	Sent home with Report cards or shortly after Report Cards are sent out	School Counselors	Feedback from parents/guardians. i.e., phone calls, emails, or a parent meeting
Report Card Conference / Meeting	A brief Report card Conference/meeting gives the school counselor a chance to ask the student why they are failing and devise a plan together, to help the student succeed.	M-1, M-7, B-LS 7, B-PA 2, B-PA 3, B-PA 4	9-12	October 2020-June 2020	School Counselors Teachers, Parents/Guardians	Monitor Students Report cards for improvement and or also have students use a Progress report, feedback from student and/or parents/guardians
Applying to College-Academic Plan		M1, M2, M3, M5, M7, B-PF6, B-SS2, B-SS4, B-SS5, B-SS6, B-	9-12	September 2020 March 2021-4yr. September 2020-July 2021-2yr.	School Counselors Teachers	School Counselors review students' Naviance accounts to make sure all the steps have been completed. If completed, students submit their application. Acceptance Letters

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
		PA 2, B-PA4,				
APC Referrals	Students are referred to Alternative programs. The Alternative programs help students recover credits, to help them graduate, in a smaller setting	M1, M2, M3, M5, M7, B-PF 6, B-SS2, B-SS3, B-SS4, B-SS5, B-SS6, B-PA2, B-PA3, B-PA 4	9-12	September 2020-April 2021	Administration Input School Counselors Teacher Input	Students pass classes and increase the number of credits that they have Students graduate
SIT Referrals	Students are referred to the SIT Team, based on Academic, Attendance, and/or Behavior needs	M1, M5, B-SS2, B-SS3, B-SS4, B-SS5,	9-12	October 2020-June 2021	School Counselors Teachers Administrators Agency Workers	Grade improvement on Progress Reports and Report Cards Improvement in attending school, decrease in referrals, or being sent to the BIC or ISS
Individual and group counseling-Academic	Conduct individual or group counseling activities for students on an as needed basis to address needs	M1, M2, B-SMS1, B-SMS2, B-SMS6, B-SMS7, B-SMS10, B-SS9	9-12	October 2020 – June 20201	School counselors, social workers	Attendance logs
Individual and group counseling-seniors	Conduct individual or group counseling activities for students on an as needed basis to address needs	M1, M2, B-SMS1, B-SMS2, B-SMS6, B-SMS7,	12	October 2020 – June 20201	School counselors	Attendance logs

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
		B-SMS10, B-SS9				
School Counselor District Meetings	School Counselors meet with their District Supervisor and share successes and challenges. The District Supervisor also shares upcoming events, and/ or information pertaining to upcoming things that need to be completed, advocates for school counselors, shares upcoming trainings, and locates resources. Counselors complete needs assessment.	M-5, B-SS6, B-PA 7, B-PA 9	9-12	October 2020 – June 20201	School Counselor District Supervisor	Areas of challenges are alleviated through design challenge process and or improved. Questions are answered in a timely fashion through collaborative two-way communication
ENL Schedule Changes	School counselors work with the ENL Dept. Chair/Teachers to ensure that students are in the correct class based on their ENL Testing level	M.1, M3, M5, B-SS 5, B-SS 6, B-PA 2, B-PA 3, B-PA 4	9-12	Changes are made as soon as possible	ENL Dept. Chair ENL Teachers School Counselors	ENL Dept. Chair/Teachers review schedules to ensure students are in the correct classes
Grade Level Team Meetings	Weekly meetings with grade level teams to identify and discuss students struggling academically.	M1, M4 B-SS 5	9-12	October 2020-June 2021	School Counselor Teachers Administrators	Virtual meeting with all stake holders on a weekly basis
Annual Review Meetings	School Counselors will collaborate with CSE to provide academic, career,	M-3, M-4, M-5, B-LS7, B-LS8, B-	9-12	September 2020-June 2021	School Counselors Teachers CSE Admin	Finalized Individualized Education Plans

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
	and social emotional support to students with disabilities.	LS10, B-SMS8				
Transcript Reviews	Audit: graduation requirements, diploma types, grade changes, credit corrections.	M-3, M-4, M-5, B-LS7, B-LS8, B-LS10, B-SMS8	9-12	September 2020-June 2021	School Counselors	Schedule creation and changes to reflect needs
MTSS	Work in collaboration with student support team to identify needed support. Develop and implement multi-tiered system of support	M-5, M-7, B-SS4, B-SS5, B-SS6, B-PA 2, B-PA 3, B-PA 4	9-12	September-June	School counselor, social workers, psychologists, Classroom teachers, admin, community partners	MTSS agenda and minutes
Study Skills-Inter-disciplinary approach	Co-teach or co-plan counseling curriculum within content areas	M-2, M-5, B-SS1, B-SS2, B-SS6, B-SMS1, B-SMS2, B-SMS6		September – June	School counselors, Social workers, classroom teachers	Lesson plans, student assignments
Appeals process	School counselor and school administrator will review grades and work submitted for the appeals process	M1, M3, BSS4, BSS5, BSS8	9-12	Quarterly	School Counselors, building administrators	Report card review
Teacher Counselor Collaboration	To foster student success, teacher and counselor will meet to develop an action plan	M1, M2, M4, BSS2, BSS3, BSS6	9-12	October 2020 – June 2021	School counselors, classroom teacher, community based organizations	Student plans, meeting notes

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
	(academic/behavior/attendance)					

**SYRACUSE CITY SCHOOL DISTRICT
HIGH SCHOOL
GRADES 9 - 12
COLLEGE AND CAREER READINESS**

Program Service	Program Objective	ASCA Standard s	Grade	Time	Staff & Resources	Evaluation
Naviance Introduction	Introduce students to Naviance Scope and Sequence Career readiness activities	M-2, M-4, M-5, M-6, B-LS4, B-LS7, B-LS8, B-LS9, B-LS10, B-SS1, B-SS9	9-12	October – June	School Counselors	Naviance log it rate – report
FASFA Night	College Reps work with families and help them complete their Financial Aid Forms.	B-SS2, M2, M7	12	October - December 2020	College Reps, School Counselors, and an Administrator	Sign in Sheets to show who completed the forms
Senior Graduation Plan Night	Parents/Guardians are given their child's Senior Graduation Plan. The plan identifies what they need to complete, in order to graduate.	M1, M3, M5, B-SS 5, B-SS 6, B-PA 4, B-PA 5	12	October 2020-this could be held virtually. However, parent signature/agreement is needed.	Administration Team, School Counselors, Teachers	Virtual Sign in Plan sent back/emailed with Parents/Guardians signature, or possibly a virtual signature
Parent meeting- Post-Secondary Plans	Counseling assistance for parents by appointment to discuss post-secondary plans	M-3, M-4, M-5, B-LS8, B-LS10, B-SMS89	11-12	September-May 2021	School counselors, classroom teachers, social workers	Attendance sign in sheets

Program Service	Program Objective	ASCA Standard s	Grade	Time	Staff & Resources	Evaluation
Transcript Review	Transcripts are reviewed, updated and finalized	M2, M3, A3, B SS-5	12	Late June-July 2021	School Counselors	Confirmation from College Admissions Reps, (if sent) that they received the Final Transcript
NCAA	Ensure enrolled courses meet eligibility requirements and current courses are approved by NCAA. Communicate requirements to students, families and staff. Upload required documentation into high school portal.	M-2, M-4, M-5, M-6, B-LS4, B-LS7, B-LS8, B-LS9, B-LS10, B-SS1, B-SS9	12	September – June	School counselors, athletic director, Director of student support	Transcript reviews
Certify final graduation list	Students have earned 22 credits and passed their Regents Exams.	M1, M2, M3, M5, M7, BP-PF 5, B-SS2, B-SS3, B-SS5. B-PA2, B-PA3, B-PA4	12	June 2021	Superintendent District Leaders Administrators Teachers School Counselors Students Families	Final total number/list of students that graduated
ACCES-VR	Special Education Transition School Counselors will identify and enroll students with disabilities in programs to assist them with their college/career goals post high school	M-2, M-4, M-5, M-6, B-LS4, B-LS7, B-LS8, B-LS9, B-LS10, B-	12	September 2020-June 2021	School Counselors	Number of students enrolled

Program Service	Program Objective	ASCA Standard s	Grade	Time	Staff & Resources	Evaluation
		SS1, B-SS9				
OPWDD	Special Education Transition School Counselors will identify and educate students and families on community services available for post high school for students with moderate to severe disabilities.	M-2, M-4, M-5, M-6, B-LS4, B-LS7, B-LS8, B-LS9, B-LS10, B-SS1, B-SS9	9-12	September 2020-June 2021	School Counselors	Number of students enrolled
Pre-Employment Services	Special Education Transition School Counselors will identify students with disabilities that could benefit from pre-employment services offered through local agencies.	M-2, M-4, M-5, M-6, B-LS4, B-LS7, B-LS8, B-LS9, B-LS10, B-SS1, B-SS9	9-11	September 2020-June 2021	School Counselors	Number of students enrolled
Career Assessment (Are we using Skills USA or another provider this year?)	Collaborate with the CTE department to prepare and students for Career & Technical Education skills and assessments.	M-2, M-4, M-5, M-6, B-LS4, B-LS7, B-LS8, B-LS9, B-LS10, B-SS1, B-SS9	11-12	September 2020-June 2021	School Counselors CTE department	The number of students taking the career assessment

Program Service	Program Objective	ASCA Standard s	Grade	Time	Staff & Resources	Evaluation
Work Based Learning	Help connect, track and monitor students Work Based Learning (WBL) hours and document on transcript	M-2, M-4, M-5, M-6, B-LS4, B-LS7, B-LS8, B-LS9, B-LS10, B-SS1, B-SS9	9-12	September 2020-June 2021	School Counselor CTE Teachers Work Based Learning Teacher	Number of students who earn WBL hours
Applying for College	Assist students with the College Application process. Monitor students' progress on Naviance and write letters of recommendation. Encourage students to have their recommendation letters, College essays, and Transcripts. students have completed all application requirements. Verify that students have completed all the steps before they can submit their applications. Submit applications materials through Naviance.	M-3, M-7, B-LS 7, B-SMS 1, B-SS 1	12	July-June	School Counselors	Number of applications processed, college acceptance rates
Individual counseling with students who are failing or having academic challenges and attendance issues	Conduct individual or group counseling activities for students on an as needed basis to address needs. Develop plans with students, families and staff. Conduct follow up as needed.	M1, M2, B-SMS1, B-SMS2, B-SMS6, B-SMS7, B-SMS10, B-SS9	9-12	September-June	School counselor, classroom teachers, administration	Attendance logs
Individual and group counseling-College and Career	Conduct individual or group counseling activities for students on an as needed basis	M1, M2, B-SMS1, B-SMS2,	9-12	September-June	School counselor,	Attendance logs

Program Service	Program Objective	ASCA Standard s	Grade	Time	Staff & Resources	Evaluation
		B-SMS6, B-SMS7, B-SMS10, B-SS9			social worker	
Parent event – College and Career Night	Introduce families/students to the college application process, including: Naviance, financial aid information, common application, SAT/ACT and available supports available to help students and families through the process.	M-3, M-4, M-5, B-LS8, B-LS10, B-SMS89	11-12	September October (Seniors) May (Juniors)	School counselor, classroom teachers, administration	Sign in sheets
Meetings with local employers	Discuss local career opportunities with companies and connect students with opportunities	M-2, M-4 B-LS7	12	September-June	School Counselors	Meeting Calendar
Individual Senior meetings	Develop post-secondary plans and support application process	M-2 M-4 B-LS7 B-SMS5 B-SMS1, B-LS9, B-SS1	12	July-June	School Counselors, teachers	Meeting Calendar, Naviance, transcript request forms, Graduation plan form/Senior Certification form
College Fair/College visits	Coordinate college visits. Prepare students with expectations, etiquette and question for college representatives. Encourage and assist students in research.	M-2 M-4 B-LS7 B-SMS5 B-SMS1, B-LS9, B-SS1	11-12	Fall and Spring	School Counselors, teachers	Student field trip lists, classroom presentation dates
CTE	Collaborate with CTE teachers and CTE coordinators to support work-based opportunities to students throughout their high school experience.	M-2, M-3, M.7, B-SS1	9-12	September-June	CTE department, School Counselors, CTE Coordinators, Teachers	Field trip data, career coach lists of with students that participated

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
Classroom Guidance	Present college/career information in classes, including Naviance activities.	M-2 M-4 B-LS7 B-SMS5 B-SMS1, B-LS9, B-SS1	9-12	November-May	School Counselors, teachers	Naviance Data, successful completion of assigned task

**SYRACUSE CITY SCHOOL DISTRICT
HIGH SCHOOL
GRADES 9 - 12
SOCIAL AND EMOTIONAL DOMAIN**

Program Service	Program Objective	ASCA Standard s	Grade	Time	Staff & Resources	Evaluation
9 th Grade Orientation	Students participate in orientation to prepare them to transition into HS	M-3, M-4, M-5, B-LS7, B-LS8, B-LS10, B-SMS8	9	August of each school year.	School Counselors	Sign in Student evaluations
Meet the School Counselor	School Counselors will introduce themselves and explain what their role is. They can also send home an Introductory Letter.	M-7, B-PF4, B-PF5, B-PF8	9-12	September - October Maybe this could be also be done virtually	School Counselors	DIN and /or Exit Ticket Sign in Sheet
Superintendent's Cabinet support	The Superintendent identifies different issues in schools and asks students for their input. He asks students to identify areas of concern and how can they be improved. Counselors' role will be to support the student recruitment and collaborate with the group during the meetings.	M-7, B-LS1, B-SS5, B-SS6, B-SS7, B-SS8	9-10 (usually, 60 students)	October/November-June 2021	Superintendent, District Office Staff, Nutritional Services, and School Counselors as support (Can still be held virtually).	Exit Questions, from the Superintendent.
Mandated Reporters	School Counselors are required by law to report suspected cases of child abuse or maltreatment, if they suspect it.	B-PF3, B-SS4, B-SS5	9-12	September 2020-June 2021	School Counselors, social workers, classroom teachers, administrators,	CPS Worker contacts the school counselor and tells you the status of the case, closed or is moving forward as Child Neglect and/or Abuse

Program Service	Program Objective	ASCA Standard s	Grade	Time	Staff & Resources	Evaluation
					psychologists, nurse	
Individual and Group Counseling	Conduct short-term individual or group counseling activities for students on an as needed basis to address needs	M1, M2, B-SMS1, B-SMS2, B-SMS6, B-SMS7, B-SMS10, B-SS9	9-12	September – June	School counselors, school social workers, CBOs	Attendance logs
Crisis Intervention/immediate needs	Support students and families with pressing concerns and navigate necessary interventions and supports	M-1, M-2, B-SMS1, B-SMS2, B-SMS6, B-SMS7, B-SMS10, B-SS9	9-12	September – June	School counselors, social workers, classroom teachers, administrators	Schooltool documentation, MTSS documentation
Referrals to Student Assistance Counselors, and outside agencies on an as needed basis for long term support.	To connect students with increased support for mental health needs.	M-1, M-2, B-SS3, B-SMS6, B-SMS-7, B-SMS9, B-SS9	9-12	Ongoing	School counselors, social workers	Email, referral forms
Attend/coordinate stakeholder meetings	Enhance student success. Collaborate with families, teachers, administrators and community agencies to support student long-term successful outcome	M-5, M-3, B-SS3, B-SS1, B-LS7, B-SS8, B-LS9	9-12	Ongoing	School counselors, classroom teachers, student support personnel, administrators, community based organizations	Notes, schooltool, Meeting minutes

Program Service	Program Objective	ASCA Standards	Grade	Time	Staff & Resources	Evaluation
Student advocate	Advocate for students at individual education plan meetings and other student-related meetings.		9-12	Ongoing	School counselors	School Tool Student Notes
Analyze data including, report cards, transcripts, attendance and behavioral to identify student needs and trends	Create individual success and graduation plans, tier 2 interventions, increase access to rigorous and appropriate curriculum.		9-12	Ongoing	School counselors, social workers, classroom teachers, administrators	School Tool attendance data, Report Cards, transcripts, Canvas log in
Classroom Guidance	Support/facilitate classroom lessons around social and emotional topics in conjunction with classroom teachers and other support staff		9-12	October - June	School counselors, social workers, classroom teachers, community based organizations	Pre-post test, surveys, student self-reports
IEP Counseling	Support students in achieving their behavioral goals as stated on their IEP to assist them in academic success and progress.	M-1, M-2, M-7, B-SS 2, B-SS 3, B-SMS 3, B-SMS3	9-12	September-June	School Counselors, School social workers	Annual review meeting

APPENDIX A

Naviance Scope & Sequence: 2020-2021

Syracuse Public Schools

District Readiness

Counseling and Guidance Services

Mission and Vision:






- To provide every student the opportunity to become a lifelong learner by fostering and supporting a balanced approach to the development of **academic**, social, emotional and physical health.
- To nurture respect and **understanding for self and all people**
- To promote **responsible citizenship** in a society, community, culture and in the world
- To be **career** and **college** ready to pursue individual goals

Syracuse City School District's school counselors are committed to providing all students with a comprehensive school counseling program which systematically addresses the three areas of **academic**, **career**, and **personal/social** development. It is our belief that in doing so, we assist students in exploring, planning, and realizing their individual interests, abilities, and goals, thus helping them to reach their full potential as productive members of society.







- Students are more likely to be engaged and take ownership of their learning if they have in place a network of adults providing consistent encouragement and feedback.
- Through Naviance, Syracuse City School District students will create and reflect on goals, complete assessments to learn about themselves, and use that knowledge to make plans for college, career, and life.
- Staff will be able to use Naviance analytics tools to ensure equity of access to district resources, support tools, and assessments.
- Naviance supports Syracuse City School District's School Counseling and Guidance goals, each activity in the following Scope and Sequence is aligned to one of the 6 core competencies in the [Naviance College, Career, and Life Readiness Framework](#)








Middle School Scope and Sequence: Grade 6

CCLR Alignment	Due Date	Objective	Naviance Activity	Responsibility	ASCA Mindsets and Behaviors for Student Success
		Introduction to Naviance Transition to MS Survey (45 minutes)	After introductory session, students will complete a survey asking questions about their transition to middle school.		M2, M3 B-SMS10
		Explore Roadtrip Nation	Students will explore Themes in the Roadtrip Nation Interview Archive and complete a survey about their experience.		M2 B-SMS6, B-SMS7, B-SMS10, B-SS5
		Create SMART goals (30 minutes)	Students will use what they learned in RTN to create and reflect upon academic, career and personal SMART goals.		M2, M4, M5, M6 B-LS7 B-SS3, B-SS5
		Individual Progress Review Meeting	Students and parents will attend a 1:1 meeting with a certified school counselor to review students' academic progress, career exploration, and social emotional needs. Students and counselors will use the survey tool to record the meeting.		M1, M2, M3, M4, M5, M6 B-SS 3, B-LS 4
		Career Cluster Finder Add Career Clusters to Favorites List (30 minutes)	Students add one or more career to Favorites List in Naviance Student. Students are encouraged to use Career Cluster Finder assessment results to save related careers.		M4 B-LS9







Middle School Scope and Sequence: Grade 7

CCLR Alignment	Due Date	Objective	Naviance Activity	Responsibility	ASCA Mindsets and Behaviors for Student Success
 TRANSITION SKILLS		Naviance Review/Scavenger Hunt	After review session, students will complete a scavenger hunt that aligns with 7 th grade scope activities.		M2, M3 B-SMS10
 SOCIAL EMOTIONAL LEARNING		Explore Roadtrip Nation	Students will explore Interests in the Roadtrip Nation Interview Archive and complete a survey about their experience.		M2 B-SMS6, B-SMS7, B-SMS10, B-SS5
 ACADEMIC SKILLS		Create SMART goals (30 minutes)	Students will use what they learned in RTN to create and reflect upon academic, career and personal SMART goals.		M5, M6 B-LS7, B-SMS5
 ACADEMIC SKILLS		Complete Learning Styles Inventory (20 minutes)	Learning Styles Inventory is an assessment to help students see how they learn best and how they can be most productive.		M2, M3 B-SMS10
 INTERPERSONAL SKILLS		Individual Progress Review Meeting	Students and parents will attend a 1:1 meeting with a certified school counselor to review students' academic progress, career exploration, and social emotional needs. Students and counselors will use the survey tool to record the meeting.		M1, M2, M3, M4, M5, M6 B-SS 3, B-LS 4
 CAREER KNOWLEDGE		Career Cluster Finder Add Career Clusters to Favorites List (30 minutes)	Students add one or more career to Favorites List in Naviance Student. Students are encouraged to use Career Cluster Finder assessment results to save related careers.		M4 B-LS9







Middle School Scope and Sequence: Grade 8

CCLR Alignment	Due Date	Objective	Naviance Activity	Responsibility	ASCA Mindsets and Behaviors for Student Success
		Naviance Review/Scavenger Hunt	After review session, students will complete a scavenger hunt that aligns with 8 th grade scope activities.		M2, M3 B-SMS10
		Explore Roadtrip Nation	Students will explore leader videos in the Roadtrip Nation Interview Archive and complete a survey about their experience.		M2 B-SMS6, B-SMS7, B-SMS10, B-SS5
		Create SMART goal (20 minutes)	Students will use what they learned in RTN to create and reflect upon academic, career and personal SMART goals.		M5, M6 B-LS7, B-SMS5
		Individual Progress Review Meeting	Students and parents will attend a 1:1 meeting with a certified school counselor to review students' academic progress, career exploration, and social emotional needs. Students and counselors will use the survey tool to record the meeting.		M1, M2, M3, M4, M5, M6 B-SS 3, B-LS 4
		Career Key Assessment Add Careers to Favorites List (30 minutes)	Students take Career Key assessment based on Holland's interest codes. When students complete the assessment, their results will display their top Holland Code matches. Students add one or more career to Favorites List in Naviance Student.		M4 B-LS9







High School Scope and Sequence: Grade 9


CCLR Alignment	Due Date	Objective	Naviance Activity	Responsibility	ASCA Mindsets and Behaviors for Student Success
		Introduction to Naviance Transition to HS Survey (45 minutes)	After introductory session, students will complete a survey asking questions about their transition from middle school to high school		M2, M3 B-SMS10
		Complete Strengths Explorer Add careers to favorites (20 minutes)	Strengths Explorer assesses 10 talent themes for individuals and identifies each student's three strongest emerging talents. Students add careers to favorites based on their results.		M2, M3 B-SMS10
		Explore Roadtrip Nation Create SMART goals (45 minutes)	Students will watch leader videos in the Roadtrip Nation Interview Archive and complete a survey about their experience. Students will use what they learned to create academic and personal SMART goals.		M2, M5, M6 B-LS7, B-SMS5, B-SMS6, B-SMS7, B-SMS10, B-SS5
		Individual Progress Review Meeting	Students and parents will attend a 1:1 meeting with a certified school counselor to review students' academic progress, career exploration, and social emotional needs. Students and counselors will use the survey tool to record the meeting.		M1, M2, M3, M4, M5, M6 B-SS 3, B-LS 4
		Create initial resume to update throughout HS (20 minutes)	Compile a list of academic and extracurricular activities and honors.		M3 B-LS10, B-SS2, B-SS3, B-SS7
		College Exploration Scavenger Hunt	Explore various college research tools in Naviance, such as College Lookup or College Maps, to better understand the college exploration process.		M4 B-LS 5, B-LS 7

High School Scope and Sequence: Grade 10







CCLR Alignment	Due Date	Objective	Naviance Activity	Responsibility	ASCA Mindsets and Behaviors for Student Success
		Find My Road: Roadtrip Nation Create SMART goals (30 minutes)	Students will follow the Find My Road path in the Roadtrip Nation Interview Archive and complete a survey about their experience. Students will use what they learned to create and reflect upon academic and personal SMART goals.		M2, M5, M6 B-LS7, B-SMS5, B-SMS6, B-SMS7, B-SMS10, B-SS5
		MI Advantage Assessment Favorite Careers (40 minutes)	Students will take the MI Advantage assessment to reveal their intelligence strengths and challenges, and investigate suggestions on ways to develop all their intelligences. Students will favorite related careers.		M4, M5, M6 M-LS3 B-LS3, B-LS4B-LS7, B-LS9
		Game Plan Survey (30 minutes)	Students will research colleges using Naviance Student college pages, answering questions in a built-in college Game Plan survey.		M5, M6 B-LS7, B-SMS5
		Individual Progress Review Meeting	Students and parents will attend a 1:1 meeting with a certified school counselor to review students' academic progress, career exploration, and social emotional needs. Students and counselors will use the survey tool to record the meeting.		M1, M2, M3, M4, M5, M6 B-SS 3, B-LS 4
		Complete a SuperMatch College Search View 3 Virtual College Tours (30 minutes)	Students will learn important details about their colleges of interest. Students add colleges they are interested in to the Colleges I'm Thinking About list.		M4 B-LS1, B-LS5, B-LS9
		Update resume t (20 minutes)	Add to a list of academic and extracurricular activities and honors. Focus on Community Service activities.		M3 B-LS10, B-SS2, B-SS3, B-SS7


High School Scope and Sequence: Grade 11

CCLR Alignment	Due Date	Objective	Naviance Activity	Responsibility	ASCA Mindsets and Behaviors for Student Success
		Explore Roadtrip Nation, Create SMART goals (30 minutes)	Students will select a theme in the Roadtrip Nation Interview Archive and explore the theme. Students will then use what they learned to create and reflect upon academic and personal SMART goals.		M2, M5, M6 B-LS7, B-SMS5, B-SMS6, B-SMS7, B-SMS10, B-SS5
		Career Cluster Finder Add Clusters to Favorites (30 minutes)	Students add one or more career to Favorites List in Naviance Student. Students are encouraged to use Career Cluster Finder assessment results to save related careers.		M4 B-LS9
		SuperMatch College Search Attend a virtual college tour/RepVisit (20 minutes)	Students will learn important details about their colleges of interest. Students add colleges they are interested in to the Colleges I'm Thinking About list.		M4 B-LS1, B-LS5, B-LS9
		Explore Scholarships (20 minutes)	Students explore how to pay for college by using Scholarship Match and adding to a list.		M4 B-LS9, B-SMS10
		Update Resume (20 minutes)	Add to a list of academic and extracurricular activities and honors. Focus on Community Service activities.		M3 B-LS10, B-SS2, B-SS3, B-SS7
		Complete Do What You Are assessment and examine report (30 minutes)	Students complete the DWYA assessment to learn which careers and college majors offer the greatest likelihood of success. Students will utilize the Personality Type report to better understand themselves.		M2 B-LS1, B-LS6, B-SMS6, B-SMS8

		Individual Progress Review Meeting	Students and parents will attend a 1:1 meeting with a certified school counselor to review students' academic progress, career exploration, and social emotional needs. Students and counselors will use the survey tool to record the meeting.		M1, M2, M3, M4, M5, M6 B-SS 3, B-LS 4
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High School Scope and Sequence: Grade 12

CCLR Alignment	Due Date	Objective	Naviance Activity	Responsibility	ASCA Mindsets and Behaviors for Student Success
		View 3 Virtual College Tours, add colleges to list (30 minutes)	Students will use Naviance college search tools to add colleges they are interested in to a list of colleges they are thinking about.		M4 B-LS-1, B-LS B-LS9
		Research current job outlook for careers of interest (20 minutes)	Students will search careers focusing on aligned college majors. Task is marked complete when the student answers a survey about the careers they researched and what they can study to achieve their goals		M4 B-LS1, B-LS9
		Apply to College	Students will create Common App accounts, submit applications to college choices and request teacher recommendations and transcripts.		M4 B-LS1, B-LS9
		Explore Scholarships (30 minutes)	Students explore how to pay for college by using Scholarship Match and completing New Haven Promise Scholarship documentation.		M2 B-LS1, B-LS9
		Resume: Update final version (15 minutes)	Task is marked complete when the student creates or updates their resume. Focus on Community Service activities.		M3 B-LS10, B-SS2, B-SS3, B-SS7
		Individual Progress Review Meeting	Students and parents will attend a 1:1 meeting with a certified school counselor to review students' academic progress, career exploration, and social emotional needs. Students and counselors will use the survey tool to record the meeting.		M1, M2, M3, M4, M5, M6 B-SS 3, B-LS 4

		Senior Exit Survey (20 minutes)	Students will complete a survey at the end of the year that provides the district with information about their post-secondary plan		M5, M6 B-LS7, B-SMS5
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APPENDIX B

High School Counselor Activities

July

1. Summer senior certifications
2. Transcript corrections/adjustments
3. Finalized transcripts mailed
4. Verify/change cohort year and grade of record
5. Summer school registrations
6. Adjust student schedules based on NYSESLAT ESL and Special Ed student placement
7. Adjust student schedules based on summer school registration
8. Team and assign students

August

1. Adjust requests/schedules as needed after summer school
2. Enter, and adjust master schedule, and mass move student based on changes
3. Generate senior list (Including 11, 12 and T plus)
4. Freshmen orientation (with an introduction to Naviance)
5. Create schedules for new students
6. Meet with parents and students prior to the start of school
7. Summer school assistance – determine graduating seniors/graduation
8. Regents exams (verify student attendance, communicating with families, review scores)
9. NYSESLAT ESL and Special Ed student placement monitored and adjusted

September

1. Schedule new students
2. Mass/Individual schedule adjustments
3. New Schedules handed out first day of school
4. Update school profile
5. Update college visits and scholarships – Naviance
6. Transcript adjustments for all students
7. Senior certification – complete forms
8. Identify students with AIS needs
9. Expectation and grade level assemblies
10. Register ALL seniors for fall school Day SAT exam

October

1. Classroom presentations-Seniors College Process
2. Begin senior certification meeting with students and parents
3. Senior meeting – Senior Year Expectations, Dates of Importance, SAY YES
4. Assist seniors with college and scholarships applications
5. Host College Planning Night for seniors and their families
6. Create and maintain excel spreadsheet of all seniors and their graduation needs
7. Classroom presentations – Sophomores and Juniors PSAT Preparation
8. Support Open House
9. Send letters to seniors and their families regarding Senior Certification appoints and college activities
10. Sign up for college visits

November

1. Review college application process with seniors and parents
 - a. Searches (Naviance)
 - b. Resume
 - c. Transcripts
 - d. Recommendations
 - e. Applications
 - f. Financial Aid
2. Assist seniors with college and scholarship applications
3. Write recommendations
4. 9th grade students check in- Restorative circles for struggling 9th graders
5. Identify students needing to retake regents in January for admin/input regents buckets
6. NCAA clearinghouse assistance for senior athletes
7. Early decision applications
8. Review 1st marking period report cards for all students
9. Create academics intervention plans and identify supports for 9th graders
10. Credit recovery arrangements for seniors

December

1. Assist students with college applications
2. Write recommendations
3. Disseminate scholarship information (as it is acquired)
4. Classroom presentations-9th grade
5. Complete Senior Certifications
6. Send home Regents exams schedule to seniors who need it to graduate

January

1. Classroom presentations and individual meetings – juniors and sophomore PSAT results, seniors financial aid nights and info
2. Update senior certifications

3. Host FAFSA/Financial Aid night
4. Assist students and families with all aspects of financial aid
5. Regents exams (communicating, proctoring, review scores)
6. Review 2nd marking period report cards, Send home at-risk letters for seniors as needed

February

1. Continue college application and financial aid assistance
2. Review senior lists
3. Provide diploma information to secretary (names, diploma type, etc.)
4. Discuss options with Special Education district counselors for students with IEP after high school plans
5. Update course selection sheets/info

March

1. College application and process assistance
2. Graduation at risk letters
3. National college fair
4. Assist students with CNY Works applications
5. Plan for Junior Awards
6. Summer Camp/opportunities-disperse as information comes
7. Junior college planning night
8. Junior class presentations/Junior Plan
9. Complete course selections with all students grade 9-11

April

1. Evening presentation to ENL families
2. Credit recovery arrangements and contacts for seniors
3. CNY Works applications
4. Summer Camp/Opportunities
5. Review 3rd marking period report cards for seniors. IF they are failing a required course, send home a failure letter

May

1. Prepare and proctor AP exams
2. Planning for at risk seniors
3. Senior awards committee meeting
4. Course requests input for next academic year
5. Identify potential retentions
6. Identify potential summer school candidates
7. CNY Works applications
8. Summer Camp/Opportunities
9. Devise summer calendar

June

1. Request adjustments for next academic year
2. Graduation preparations
3. Senior Night awards
4. Regents exams
5. Summer school Registration and Requests
6. Verify Say Yes certification forms
7. Complete senior survey and final transcript requests
8. Graduation
9. Promotional Flag adjustments
10. On Point presentation to Juniors
11. Order PSAT
12. Verify cohort year and grade of record. Also, update next year registration information
13. Regents exams (communicating, proctoring, review scores in January and June)

Ongoing Daily Counselor Responsibilities and Expectations

- Organizing, coordinating and counseling related to course selection process
- Update student academic maps yearly
- Transcript adjustments
- Consistently review NCAA Clearinghouse Eligibility
- Individual counseling to students for social emotional support, academic support, and college and career readiness
- Mediations
- Small groups
- Academic Advisement and schedule adjustment
- Student outreach
- New student records review, update records and schedule accordingly
- Review report cards with students
- Facilitating Parent teaching conferences
- Educate parents and students how to access school resources and schooltool
- Provide Financial aid/scholarship/Say Yes/On Point information
- ACT and SAT waiver and registrations
- Schooltool adjustments as necessary
- Monitor McKinney Vento Students
- Process alumni and former student requests as needed
- Interpreting test results to students and families
- Refer to community supports and resources to help meet student and family needs
- Collaborate with School and Community Resources to support students and families
- Child Protective Services referrals
- Child Protective Services communications
- Meet with probation officers
- Crisis intervention Team member
- Coordinate with parents to meet to support students

- Communicate with special education teachers regarding student needs
- Coordinate, collect and send teacher evaluations for 504
- Attend 504 meetings
- Attend Special Education Meetings
- Coordinate homework support
- Assist with homebound and alternative placement requests
- Coordinate with Onondaga County Justice System for Incarcerated Youths regarding academic needs of mutual students
- Coordinate with Mental Health facilities regarding academic needs of mutual students
- Push into classrooms to deliver Counselor curriculum related to college and career readiness, social emotional learning and Academic skills support
- Coordinate with Hillside for student support
- Coordinate with applicable community based partners for student support
- Coordinate with Say Yes for student supports and tutoring
- Provide information for Volunteer experiences
- HSE referrals
- Assist with field trips
- Consistent outreach to parents regarding academic readiness, social and emotional support and college and career readiness
- Counselors meetings
- School SIT team
- School Leadership team
- Coordinate with school based team to support attendance initiative

APPENDIX C

Program Assessment
This list can help assess Implementation of the amended Part 100.2(j) of the Commissioner’s Regulation with related American School Counselor Association National Model* components
I.FOUNDATION
a. All students K-5 have access to a certified school counselor and the comprehensive program
b. All students 6-8 have access to a certified school counselor and the comprehensive program
c. All students 9-12 have access to a certified school counselor and the comprehensive program
d. Program vision and mission are developed in alignment with district vision and mission
e. Program focus and annual goals are developed in alignment with district goals
f. Relevant student competencies and standards K-12 are adopted to provide measurable knowledge, attitude and skill outcomes
g. School counselor professional competencies and ethical standards are regularly reviewed and applied
II MANAGEMENT
a. Program delivery is mapped including district goal, activities and services, students served, timeline, student standards, program objectives, staff and resources, evaluation and assessment methods
b. Program monthly and annual calendars are provided for communicating about the program
c. Advisory Council meets twice annually to review program goals and results, and provide advisement
III DELIVERY
a. An annual individual progress review is provided to all students 6-12 to review each student’s career/college planning and readiness, academic progress and social/emotional development
b. Core curriculum instruction is provided by a certified school counselor to all students K-5 addressing student competencies in career/college readiness, academic skills and social/emotional development
c. Core curriculum instruction is provided by a certified school counselor to all students 6-8 addressing student competencies in career/college readiness, academic skills and social/emotional development
d. Core curriculum instruction is provided by a certified school counselor to all students 9-12 addressing student competencies in career/college readiness, academic skills and social/emotional development
e. Direct and indirect student services are provided K-5 to assist students with academic, attendance and behavior needs such as individual and group counseling, advisement, consultation, and referral

f. Direct and indirect student services are provided 6-8 to assist students with academic, attendance and behavior needs such as individual and group counseling, advisement, consultation, and referral

g. Direct and indirect student services are provided 9-12 to assist students with academic, attendance and behavior needs such as individual and group counseling, advisement, consultation, and referral

h. information on college and careers is provided to all students in grades K-5

i. information on college and careers is provided to all students in grades 6-8

j. information on college and careers is provided to all students in grades 9-12

IV ACCOUNTABILITY

a. Program data is analyzed annually resulting in gap action plans and program adjustments

b. A program outcomes report is presented to the district board of education annually

c. The Advisory Council provides a report to the district board of education annually

d. The Program is posted on district and school websites

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