

**Morrisville-Eaton Central School District**

**Pre-K-12 Comprehensive Counseling Plan**



**Morrisville-Eaton Central Schools**

**5061 Fearon Road**

**Morrisville, New York 13408**

## **Table of Contents**

<b>Mission Statement</b>	<b>Page 4</b>
<b>Introduction and Program Standards</b>	<b>Page 5</b>
<b>Academic Domain</b>	<b>Pages 6-11</b>
<b>Social/Emotional Domain</b>	<b>Pages 12-15</b>
<b>Career Domain</b>	<b>Pages 16-18</b>
<b>Parent/Community</b>	<b>Pages 19-21</b>
<b>Glossary of Terms</b>	<b>Page 22-23</b>

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Ms. Debra Dushko	Elementary School Principal
Mrs. Debra Fazio	CSE Chairperson

## **Counseling Department**

Mrs. Janine Anderalli	School Counselor (6-9)
Mrs. Michele Cesta	School Counselor (10-12)
Ms. Shelly Kempton	School Social Worker
Ms. Rhonda Redmond	School Psychologist
Ms. Pam Simons	School Social Worker

**Mission Statement**  
**of the**  
**Morrisville-Eaton Central School Counseling Department**

The mission of Morrisville-Eaton Central School District's school counseling department is to provide a prevention based, comprehensive and developmentally appropriate program that targets the needs of students' academic, social, emotional and career growth. MECS' school counseling staff are professionals who serve as student advocates and collaborate with families, educators and community resources. Working in conjunction with these participants, school counseling staff facilitate the acquisition of knowledge and skill sets necessary for students to become productive and contributing members of their educational settings and communities.

## **Introduction**

Effective school counseling programs are a collaborative effort between the school counseling staff, parents and educators to create an environment that promotes student achievement. Staff and school counseling personnel value and respond to the diversity and individual differences in our societies and communities. Comprehensive school counseling programs ensure equitable access to opportunities and rigorous curriculum for all students to participate fully in the educational process (American School Counselor Association, 2005). The following standards have been adopted by the American School Counselor Association (ASCA) and are part of both the ASCA National Model and the New York State School Counselor Association (NYSSCA) Model.

## **Program Standards**

### **Academic Development**

**Standard A:** Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across their life span.

**Standard B:** Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options including college.

**Standard C:** Students will understand the relationship of academics to the world of work and to life at home and in the community.

### **Personal/Social Development**

**Standard A:** Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.

**Standard B:** Students will make decisions to set goals and take necessary actions to achieve goals.

**Standard C:** Students will understand safety and survival skills.

### **Career Development**

**Standard A:** Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

**Standard B:** Students will employ strategies to achieve future career goals with success and satisfaction.

**Standard C:** Students will understand the relationship between personal qualities, education, training, and the world of work.

## **Morrisville-Eaton Central School District Counseling Program 2015-2020**

### **Academic Domain**

The academic domain addresses the following standards set forth by ASCA:

**Standard A:** Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span.

**Standard B:** Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options including college.

**Standard C:** Students will understand the relationship of academics to the world of work and to life at home and in the community.

**A. Program Objective:** The program prepares students to participate effectively in the current school programs

**B. School Population:** Pre-K to 12

**C. Expected Outcome:**

- 1) Acquire skills for improving learning
- 2) Promote school success
- 3) Relate education to life experiences

**D. Annual Assessment:** Student achievement will be measured quarterly by progress reports and report card grades

**Academic Domain**

<b><u>Activity</u></b>	<b><u>Target Group</u></b>	<b><u>Staff Assigned</u></b>	<b><u>Other Resources</u></b>	<b><u>Months of Implementation</u></b>
Student/Teacher Conferences on Academic Progress	Grades Pre-K-12	Classroom Teachers	School Counselors, Principals, School Social Workers, School Psychologist, and Related Service Providers	Ongoing
Individual Counseling based on needs	Grades K-12	School Counselors, School Social Workers, and School Psychologist	Teachers and Principals	Ongoing
Group Counseling based on needs	Grades K-12	School Counselors, School Social Workers, and School Psychologist	Teachers and Principals	Ongoing
Parent/Teacher Conferences	Grades Pre-K-12	Classroom Teachers	School Counselors, School Social Workers, School Psychologist, Principals, and Related Service Providers	Ongoing

Open House	Grades K-12	Teachers, School Counselors, School Social Workers, School Psychologist, Principals, and Related Service Providers		September
CSE Meetings	Grades K-12	CSE Chair, School Psychologist, School Social Workers, School Counselors, Principals, Classroom Teachers, and Related Service Providers	Parents, Students, Parent Advocate	Ongoing
Telephone Calls to Parents	Grades Pre-K-12	Classroom Teachers	School Counselors, School Social Workers, School Psychologist, Principals, School Nurses, and Related Service Providers	Ongoing
Attendance Meetings	Grades K-12	Principals, School Social Workers, and School Counselors	Teachers, Parents, and School Psychologist	Ongoing
Written Communication with Parents (mailings, emails, websites)	Grades Pre-K -12	School Counselors, School Social Workers, School Psychologist, Principals, Teachers, and Related Service		Ongoing



		Providers		
Home Visits	Grades Pre-K – 12	School Social Workers, School Psychologist, and Principals	School Counselors, Teachers	Ongoing
Instructional Support Team (IST)	Grades K-12	Teachers, School Counselors, School Social Workers, School Nurses, School Psychologist, and Principals	Related Service Providers, Students, and Parents	Ongoing
Orientation	Pre-K, K, 6, 9 & New students	Classroom Teachers, School Counselors, School Social Workers, and Principals	Parents and Students, Athletic Director, School Nurses	April, June, September and As Needed
Career & Interest Inventory	Grade 6, 7, 11	Classroom Teacher	School Counselor	Ongoing
Coordinating Tutoring/Mentoring Program	Grades 3-12	Teachers and Principals	Parents, Teachers, and School Counselors	Ongoing
Meetings to Review Student Failures	Grades K-12	School Counselors and IST members	Principals, Teachers, School Psychologist	Ongoing
Retention Conferences	Grades K-12	School Counselors and Principals	Parents, Students, and Teachers	February-June
8 <sup>th</sup> Grade BOCES Visitation	Grade 8	School Counselor	Teachers, BOCES Staff, and Students	November

BOCES CTE Program Visitations	Grades 10-11	School Counselors	BOCES Staff and Students	March-May
CDOS Credential	Grades 9-12	School Counselors, CSE Chairperson, and Special Education Case Managers	Teachers, School Psychologist, CSE, and Principals	Ongoing
Resumes	Gr 8-12	School Counselors	Teachers	Spring
Junior Checklist	Grade 11	School Counselors	Parents and Students	Ongoing
Senior Seminar, & Financial Aid Evening	Grades 11 & 12	School Counselors	Teachers, Parents, Students, Principals, and College Representatives	September, October and January
Senior Checklist	Grade 12	School Counselors	Parents and Students	Ongoing
Instructional Support Team (IST)	Grades K-12	School Counselors, Psychologist, Administrators	Parents, Classroom Teachers, Community Agencies, and Related Service Providers	Ongoing
Afterschool Academic Assistance	Grades 3-12	Classroom Teachers, volunteers	Principals, School Counselors	Ongoing
4-Year Plan Meetings Initial and Review	Grade 8-12	School Counselors, Parents, and Students		February-June
Meet with New Students and Families	Grades Pre-K-12	School Counselors, Principals, and Secretaries	Parents, Students, and Classroom Teachers	Ongoing
NYS 3-8 Test Coordination and Administration of	Grades 3-8	Principals, Classroom Teachers, and Support Staff	Grading-BOCES RIC and Staff & Curriculum Development	Spring

Make-ups				
Regents/Local Ordering/Scheduling/Coordination	Grades 9-12	Principals, Support Staff and School Counselors	Grading-BOCES RIC and Staff & Curriculum Development	January, June and August
AP, PSAT Coordination and Administration	Grades 10-12	School Counselors	Principal, Parents, and Teachers	October and May
Services for Students with Disabilities (SSD) Coordination for CollegeBoard and ACT Assessments	Approved CSE Students	School Counselors	Parents, CSE Office	Ongoing
Master Scheduling	Grades K-12	School Counselors, Principals		January-August
Student Scheduling (Course Selections, Schedule Changes, and Schooltool Changes)	Grades K-12	School Counselors and Principals		Ongoing
Diploma of Distinction (D of D) coordination/committee members	Grades 6-12	Principal	School Counselors, Students and Families, Local Business, Agencies	Ongoing
ASVAB Administration	Interested Students Grades 11-12	ASVAB Personnel	Parents, Students, and School Counselors	Fall or Spring
Student Activity Sheets	Grades 9-12	School Counselors and Students	Parents	April-May

## Morrisville-Eaton Central School District Counseling Program 2015-2020

### Personal/Social Domain

The personal/social domain addresses the following standards set forth by ASCA:

**Standard A:** Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.

**Standard B:** Students will make decisions to set goals and take necessary actions to achieve goals.

**Standard C:** Students will understand safety and survival skills.

**A. Program Objective:** To cultivate, preserve and support the social and emotional health of the students.

**B. School Population:** Pre-K to 12

**C. Expected Outcome:** 1) Acquire interpersonal and intrapersonal skills to promote successful relationships in the future  
2) Acquire personal safety skills

**D. Annual Assessment:** 1) Observation of classroom teacher and/or school counselor

- 2) Reduction in number of reported disciplinary problems
- 3) Parent feedback

**Personal/Social Domain**

<b><u>Activity</u></b>	<b><u>Target Group</u></b>	<b><u>Staff Assigned</u></b>	<b><u>Other Resources</u></b>	<b><u>Months of Implementation</u></b>
Child Safety Program	Grades K-6	School Social Workers, School Psychologist, and Classroom Teachers	School Counselors, Parents, Community Agencies	Ongoing
Individual Counseling	Grades K-12	School Counselors, School Social Workers, and School Psychologist	Madison County Mental Health, Counseling Providers, Parents, Family Physicians, Teachers, Principals, School Nurses	Ongoing
Group Counseling	Grades K-12	School Counselors, School Social Workers, and School Psychologist	Principals and Teachers, After school Clubs	Ongoing
Instructional Support Team (IST)	Grades K-12	Principal, School Counselors, School Social	Occupational Therapist, Speech Pathologist, Physical	Ongoing

		Workers, Classroom Teachers, School Psychologist, School Nurses, CSE Chairperson, and Related Service Providers	Therapist	
Parent/Teacher Conferences	Grades Pre-K-12	Classroom Teachers, Parents	School Counselors, School Social Workers, School Psychologist, and Principals	Ongoing
Referral to Community Agencies	Grades Pre-K-12	School Counselors, School Social Workers, School Psychologist, and Principals	Madison County Mental Health, Counseling Providers, Community Agencies, and Parents	Ongoing
Parent Contact-Meetings, Phone Calls, Emails, and Letters	Grades K-12	Classroom Teachers	School Counselors, School Social Workers, School Psychologist, and Principals	Ongoing
Team Meetings/Teacher Consultations	Grades K-12	School Counselors, School Social Workers, School Psychologist, and Classroom Teachers	Principals, Parents, Occupational Therapist, Speech Pathologist, Physical Therapist, and Community Agencies	Ongoing
Large Group Assemblies (Based on current needs of student population and teacher feedback-may change yearly)	Grades K-12	School Counselors, School Social Workers, and Classroom Teachers	School Psychologist Principals, and Outside Agencies	Ongoing
Bully Prevention Program Coordination/	Grades Pre-K-	School Counselors, School Social Workers, Teachers,	School Psychologist, Parents, Students, and	Ongoing

Character Education	12	and Principals	Dignity Doorway	
Bully Prevention Program Implementation	Grades Pre-K-12	All Faculty and Staff		Ongoing
Meet with New Students and Families	Grades Pre-K-12	School Counselors, School Social Workers, Principals, and Secretaries	Parents, Students, Classroom Teachers	Ongoing
CSE Meetings	Grades K-12	CSE Committee, School Counselors, School Social Workers, School Psychologist, Principals, and Classroom Teachers	Parents, Students, and Parent Advocate	Ongoing

## Morrisville-Eaton Central School District Counseling Program 2015-2020

### Career Domain

The career domain addresses the following standards set forth by ASCA:

**Standard A:** Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

**Standard B:** Students will employ strategies to achieve future career goals with success and satisfaction.

**Standard C:** Students will understand the relationship between person qualities, education, training, and the world of work.

**A. Program Objective:** To help students understand the connection between interests, abilities and values and the world of work.

**B. School Population:** Pre-K to 12

**C. Expected Outcome:**

- 1) To help students understand how their current academic program helps them to achieve long term career goals.
- 2) To expose students to the concepts of higher education and lifelong learning
- 3) Develop career awareness and self-awareness (values and interests)

**D. Annual Assessment:** 1) Counselor and teacher observation of students in classroom setting and individually



2) Student and parent feedback

**Career Domain**

<b><u>Activity</u></b>	<b><u>Target Group</u></b>	<b><u>Staff Assigned</u></b>	<b><u>Other Resources</u></b>	<b><u>Months of Implementation</u></b>
Individual Counseling	Grades K-12	School Counselors	School Psychologist, Madison County Mental Health, Counseling Providers, Parents, Family Physicians, Teachers, and Principals	Throughout the year
Study Skills	Grades 6-12	School Counselors	Classroom Teachers	Throughout the year
Interest Inventories / Career Activities	Grades 6-12	School Counselors	Classroom Teachers and Outside Agencies	Throughout the year
Grade 8 & 10 BOCES field trip	Grade 8 & 10	School Counselors	BOCES, Classroom Teachers	November and January
High School Orientation	Grade 8	School Counselors	Parents and Administrators	April
CSE Transition Planning	Grades 8-12	Special Education Teachers and School Counselors	Parents, CSE Chairperson, Students, Community Agency	Ongoing
College Search/Visit Process and Intro to	Grade 11&12	School Counselors	Classroom Teachers, parents, students	Spring

Application Processing				
Junior Checklist	Grade 11	School Counselors	Students and Parents	Spring
College Fair Visits (Field Trips)	Grades 11-12	School Counselors	Students, Parents, and Various Area Colleges	Fall and Spring
BOCES Presentation Coordination	Grade 11	School Counselors	BOCES Counselor and BOCES Teachers	Spring
College Application Process	Grade 12	School Counselors	Classroom Teachers	September
Senior Checklist	Grade 12	School Counselors	Students and Parents	Fall
CSE Meetings	Grades K-12	CSE Chair, School Psychologist, School Social Workers, School Counselors, Principals, and Classroom Teachers	Parents, Students, and Parent Advocate	Ongoing
Diploma of Distinction (D of D) coordination/ committee members	Grades 10-12	School Counselors, Principal	Teachers, Support Staff, Students and Families, Local Businesses, Agencies	Ongoing

## Morrisville-Eaton Central School District Counseling Program 2015-2020

### Parent/Community Domain

- A. Program Objective:** To encourage parent involvement
- B. School Population:** Pre-K to 12
- C. Expected Outcome:**
- 1) To help increase student academic, social, emotional success
  - 2) Encourage mutual communication between parents and school personnel
  - 3) Parent will develop a clear understanding of programs and services for their children
- D. Annual Assessment:**
- 1) Parental feedback
  - 2) Teacher, principal, counselor observation

## Parent/Community Domain

<b><u>Activity</u></b>	<b><u>Target Group</u></b>	<b><u>Staff Assigned</u></b>	<b><u>Other Resources</u></b>	<b><u>Months of Implementation</u></b>
Parent Conferences	Grades Pre-K-12	School Counselors, Classroom Teachers, Principals, School Social Workers, School Psychologist, and Related Service Providers	Students, Support Services, Outside Agencies, Parents, and Other Family Members	Ongoing
Open House	Grades Pre-K-12	All Faculty and Administration	Parents and Families	September
Pre-K and Kindergarten Orientation	Grades Pre-K-K	Classroom Teachers, Support Staff, School Social Workers, and Principals	Students, Parents, and Families	Spring and Fall
Middle School Orientation	Grade 6	6 <sup>th</sup> Grade Teachers, School Counselors, and Principals	School Nurse, Students, Parents, and Families	June
High School Orientation	Grade 8	School Counselors	Students and Parents	April
Health and Wellness Day	Grades K-5	All Faculty and Administration, Morrisville State College	Students, Parents, Families, and Community Members	March
Family Picnic Day	Grades K-5	All Faculty and Administration, Cafeteria Staff	Students, Parents, Families, and Community Members	June
New Student Orientation	Grades K-12	School Counselors, Administration	Students and Families	Ongoing

Notice to parents (report cards, progress reports, calls, email, letters...etc.)	Grades K-12	School Counselors, School Social Workers, Classroom Teachers, Support Staff, and Principals	Students, Parents, and Families	Ongoing
Veteran's Day Luncheon	Grades K-5	All Faculty, Administration and cafeteria Staff	Students, Parents and Families	November
Parent Education Presentations	Grades K-12	School Counselors, Administration, School Social Workers, Classroom Teachers, and School Psychologist	Students, Parents, Families, Community Members, and Teachers	Ongoing
Diploma of Distinction (D of D) coordination/committee members	Grades 10-12	School Counselors, Principals	Students, Parents, Families, Local Businesses, and Community Agencies	Ongoing
Financial Aid Night	Grades 11-12	School Counselors	Financial Aid Representatives, Students, Parents, and Families	January
Homecoming/Wall of Fame	Grades 6-12	Administrators, Teachers	Students, Parents, Families, Community, Alumni	October
Academic Award & Picnic Day	Grades 6-12	Principal, support staff, cafeteria staff, teachers, school counselors	Students and Parents	May or June

## Glossary of Terms

**IST = Instructional Support Team:** IST is a school process used to determine if a student is responding to classroom instruction and progressing as expected. In the IST process, a student who is struggling receives additional instructional support provided by matching instruction to the student's individual needs through a multi-tiered instructional model. Each level of instruction, also known as a "tier", provides instruction with increased intensity.

**CSE = Committee on Special Education:** A committee that in conjunction with parents and teachers helps to develop Individual Education Programs (IEP's) or Section 504 Plans for students with special needs.

**AP = Advanced Placement:** Advanced Placement courses are college level classes offered in a variety of subjects. Students take a culminating CollegeBoard AP exam and have the opportunity to earn college credits based on their exam scores and each individual college's policies.

**SAT:** A globally recognized college admissions exam. These assessments are offered by the CollegeBoard.

**PSAT:** A practice assessment that prepares students for the SAT.

**ACT:** A globally recognized college admissions exam. These assessments are offered by the ACT.

**ASVAB:** Armed Services Vocational Aptitude Battery

**CDOS:** Career Development and Occupational Studies (CDOS) Commencement Credential. An alternative graduation credential for students with learning disabilities that includes 216 hours in a career and technical education program and a minimum of 54 hours of related work-based learning.

**BOCES = Board of Cooperative Educational Services:** A cooperative service organization that helps schools save money by pooling services and sharing costs. They also are able to provide services and/or access to programs that districts may not be otherwise able to afford. Our BOCES is often used to provide Career and Technical Education (CTE) programming for students in grades 10-12.

RIC=Regional Information Center.

SSD= Services for Students with Disabilities: Testing accommodations offered through the CollegeBoard. Students must submit a request to counselors in order to begin the approval process.

D of D= Diploma of Distinction: Students have the opportunity to earn this recognition at graduation if they meet the requirements for this community service program.