



# Bethlehem Central School District

2019 - 2020 K-12 School Counseling Plan

# BETHLEHEM CENTRAL SCHOOL DISTRICT

## K-12 School Counseling Comprehensive Plan

### *INTRODUCTION*

The Bethlehem Central Guidance Plan has been developed in compliance with the New York State Education Department Commissioner's Regulations 100.2(j) and in alignment with the Bethlehem Board of Education Mission Statement and Student Exit Standards. Other resources utilized to ensure our program remains current with all relevant professional standards includes: New York State Career Development and Occupational Studies (CDOS) standards, The American School Counselor Association (ASCA) National Standards for School Counseling Programs, The American School Counselor Association Ethical Standards for School Counselors, and The New York State School Counselor Association Guidance Program guidelines.

Per NYS Education Department Commissioner's Regulations, this plan will be reviewed and updated annually.

# BETHLEHEM BOARD OF EDUCATION

## District Mission Statement and Goals

### Mission Statement & Goals

Mission: To educate and prepare all students to reach their potential, discover their purpose, and be engaged members of the community.

In 2019, the [district approved a Strategic Plan](#) that will guide district decision making through the 2023-24 school year. The plan reflects core values and goals within four areas:

**Academics:** Instructional and assessment practices that are aligned to a strong and relevant curriculum.

**Character:** Positive character traits are essential to becoming contributing members of society.

**Community:** Strengthening family, school and community partnerships through transparent communication.

**Wellness:** Enhancing social-emotional wellness and balance for students and staff by supporting active, healthy lifestyles and promoting positive behavior.

# Bethlehem K-12 Counseling Department

## Mission and Vision Statement

### ➤ Mission Statement

The mission of the K-12 Bethlehem School Counseling department is to provide all students with a comprehensive, developmentally appropriate learning experience that values knowledge and character education. Our program will ensure the social/emotional, academic and career development of all students. In collaboration with stakeholders; we advocate for our students, promote systemic change and serve as leaders in our district.

### ➤ Vision Statement

Students of Bethlehem Central School District are life-long learners that have an understanding of what it means to have a growth mindset. Students will be able to acquire knowledge and skills to effectively promote and enhance student achievement. They have obtained the skills necessary to navigate college and career pathways. They are mindful and empathic individuals that appreciate diversity and embrace challenges. Our students are creative learners that will be successful through personal GRIT and will be able to identify and implement their character strengths. Our students are able to reflect on their individual growth and value collaborating with others.

# BETHLEHEM CENTRAL SCHOOL DISTRICT

## K-12 School Counseling Plan

### *Program Overview*

The Bethlehem K-12 Counseling Program has evolved over the years in response to the needs of our students, parents, and community. Our program is aligned with both the NYSED requirements and American School Counselor Association (ASCA) national standards.

The elementary counseling staff consists of a full-time counselor at each of the five elementary schools. School counselors meet student needs through whole class instruction, small group, and individual sessions. Classroom lessons follow our social-emotional learning (SEL) curriculum. Small group counseling covers an array of topics such as family change, social skills, making and keeping friends, anxiety, and self-regulation. Individual counseling is offered to students who have a need identified through a collaboration with families and professionals within the building. Elementary counselors play a vital role in each of the buildings Coordinated Care Team (CCT) and Child Study Team (CST). The counseling staff is committed to each student's academic, social and emotional success.

The middle school counseling staff consists of four full-time school counselors. Counselors focus on the complex developmental needs of all young adolescents. Responsibilities include student advocacy, orientation/ transition services, cumulative records and scheduling, classroom and small group lessons, individual counseling, as well as curriculum development and implementation. Middle School Counselors are essential members of the Coordinated Care Team. Consultation and Coordination are key components of the role of the middle school counselor.

The high school counseling program consists of two dedicated 9th grade counselors who assist students in their transition to our high school. Social/emotional development, career exploration, course advisement and individual student advocacy is the focus of our curriculum. Grades 10-12 counselors assist students with social/emotional development, course advisement, career/college readiness and tracking post-high school plan outcomes and student advocacy. The high school Student Assistance Counselor provides therapeutic interventions to students experiencing acute mental health crises, acts as a liaison between students and faculty and provides solution focused counseling services intended to reintegrate students the classroom in a timely manner. At each grade level, the counseling department has implemented the use of Naviance, a post-secondary planning tool. This has proven to be a useful and informative tool for our entire high school community in order to complete vocational inventories, resume building, post high school planning, and submission and organization of post high school documents.

# Current Student: Counselor Ratios

The American School Counselor Association (ASCA) recommends a counselor to student ratio of 250:1. Per ASCA, the national average is 470:1 and the NYS average is 624:1. Our ratios are as follows:

<b>Level</b>	<b>School</b>	<b>Counselor FTE</b>	<b>Projected #Students</b>	<b>Counselor:Student</b>
<b>Elementary</b>	Eagle	1 FTE	430	430:1
	Elsmere	1 FTE	261	261:1
	Glenmont	1 FTE	351	351:1
	Hamagrael	1 FTE	323	323:1
	Slingerlands	1 FTE	456	456:1
<b>Middle</b>	BCMS	4 FTE	1030	258:1
<b>High</b>	BCHS	7 FTE	1519	217:1

# BCSD Elementary School Counseling Plan

*Kindergarten - 5th grade*  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
All Grades	Meet the Counselor	MS 3, BS 2	"Tool box", Powerpoint, etc	September	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Self Regulation: Whole Body Listening	B-SMS 1, 2, 10 B-SS-1, 2, 3, 4, 5,, 6,9	Literature, handout, parent letter	1 week	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Self Regulation: Personal Space	B-SMS 1, 2,3 10, B-SS 2, 9	Literature, role play, handout, parent letter	1-2 weeks	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Self Regulation: Interrupting	B-SMS 1, 2, 3, 7, 10 B-SS 1, 3, 6, 9	Literature, handout, parent letter	1 week	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Social Thinking: Thinking Thoughts and Feeling Feelings	M 3, BLS 1, B-SMS 2, 3, 10, B-SS 1, 2, 6, 9	Social Thinking book, role play, handout, parent letter	1-2 weeks	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Social Thinking: The Group Plan	M 3, B-LS 1, 4, 5 B-SMS 1, 2, 3, 10 B-SS 2, 3, 5, 6, 7, 9	Social Thinking book, role play, handout, parent letter	1-2 weeks	All kindergarten students	All kindergarten classes	Elementary Counselors

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*Kindergarten - 5th grade*  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
K	Social Thinking: Thinking With Your Eyes	B-LS 1, 4, B-SMS 2, 3, 7, 10, B-SS 1, 3, 5, 6, 9	Social Thinking book, role play, handout, parent letter	1-2 weeks	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Social Thinking: Body in the Group	MS 3, B-LS 1, 4, 5, 7, BSMS 1, 2, 9, 10, B-SS 1, 2, 3, 4, 5, 6, 7, 8, 9	Social Thinking book, role play, handout, parent letter	1-2 weeks	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Social Thinking: Whole Body Listening	B-SMS 1, 2, 10, B-SS 1, 2, 3, 4, 5, 6, 9	Social Thinking book, role play, handout, parent letter	1-2 weeks	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Friendship/Conflict Resolution: Making friends	B-LS 1, 2, 4, 7, B-SMS 3, B-SS 1, 2, 3, 4, 5, 8, 9	Literature, handout, parent letter	1-2 weeks	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Friendship/Conflict Resolution: I feels	M2, B-LS 1, 4, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 6, 8, 9	Literature/Video, handout, role play, parent letter	1-2 weeks	All kindergarten students	All kindergarten classes	Elementary Counselors



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Kindergarten - 5th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
K	Friendship/Conflict Resolution: Solution Circle	M2, B-LS 1 ,2, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 4, 5, 6, 8, 9	Kelso materials, parent letter	1-2 weeks	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Zones Intro	B-LS 1, 2, 4, 5, 6, 7, 8, 9	Zones of Regulation materials, parent letter	2 weeks	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Zones Expected/Unexpected	B-LS 1, 2, 4, 5, 6, 7, 8, 9	Zones of Regulation materials, parent letter	2 weeks	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Zones Tools: Positive Self- Talk	B-LS 1, 2, 4, 5, 6, 7, 8, 9	Zones of Regulation materials, parent letter	1 week	All kindergarten students	All kindergarten classes	Elementary Counselors
K	Zones Tools: Calming Caddy	B-LS 1, 2, 4, 5, 6, 7, 8, 9	Zones of Regulation materials, parent letter	1 week	All kindergarten students	All kindergarten classes	Elementary Counselors

# BCSD Elementary School Counseling Plan

Kindergarten - 5th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
1	Self Regulation: Whole Body Listening	B-SMS 1, 2, 10, B-SS 1, 2, 3, 4,5 ,6, 9	Literature, role play, handout, parent letter	1 week	All first grade students	All first grade classes	Elementary Counselors
1	Self Regulation: Personal Space	B-SMS 1, 2, 3, 10, B-SS 2, 9	Literature, role play, handout, parent letter	1 week	All first grade students	All first grade classes	Elementary Counselors
1	Zones Review	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Zones bingo, zones memory, zones picture sort, centers, etc.	1-3 weeks	All first grade students	All first grade classes	Elementary Counselors
1	Social Thinking: Hidden rules and unexpected and expected behaviors	B-LS 1, 2, 5, 9, B-SMS 2, 3, 7, 9, 10, B-SS 1, 2, 3, 5, 6, 7, 9	Social Thinking book, role play, handout, parent letter	1-2 weeks	All first grade students	All first grade classes	Elementary Counselors
1	Social Thinking: Smart Guess	M 1, 2, 3, B-SS 5	Social Thinking book, role play, handout, parent letter	1-2 weeks	All first grade students	All first grade classes	Elementary Counselors

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Kindergarten - 5th grade  
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Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
1	Social Thinking: Flexible and Stuck Thinking	M 5, 6, B-SS 5, 6, 8, B-LS 1, 2	Social Thinking book, role play, handout, parent letter	1-2 weeks	All first grade students	All first grade classes	Elementary Counselors
1	Social Thinking: Size of the Problem	M 2, 6, B-LS 1, 5, 6, 8, B-SMS 1, 2, 3, 7, 10, B-SS, 1, 2, 3, 5, 9	Social Thinking book, role play, handout, parent letter	1-2 weeks	All first grade students	All first grade classes	Elementary Counselors
1	Social Thinking: Sharing an Imagination	M 6, B-SS 5, 6, 7, 8, 9, B-LS 2	Social Thinking book, role play, handout, parent letter	1-2 weeks	All first grade students	All first grade classes	Elementary Counselors
1	Friendship/ Conflict Resolution: Making Friends	B-LS 1, 2, 4, 7, B-SMS 3, B-SS 1, 2, 4, 5, 8, 9	Literature, role play, handout, parent letter	1-2 weeks	All first grade students	All first grade classes	Elementary Counselors
1	Friendship/Conflict Resolution: I feels	M 2, B-LS 1, 4, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 6, 8, 9	Literature, role play, handout, parent letter	1-2 weeks	All first grade students	All first grade classes	Elementary Counselors

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Kindergarten - 5th grade  
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Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
1	Friendship/ Conflict Resolution: Solution Circle	M 2, B-LS 1, 2, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 4, ,5 ,6 , 8, 9	Kelso materials, role play, handout, parent letter	1-2 weeks	All first grade students	All first grade classes	Elementary Counselors
2	Zones: Review	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Zones bingo, zones memory, zones picture sort, centers, etc.	1-3 weeks	All second grade students	All second grade classes	Elementary Counselors
2	Friendship/Conflict Resolution: Diversity	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Literature, role play, handout, parent letter	1 week	All second grade students	All second grade classes	Elementary Counselors
2	Friendship/Conflict Resolution: I feels	M 2, B-LS 1, 4, B-SMS 1, 2, 3, 7, B-SS 1, ,2, 3, 5, 6, 8, 9	Literature, role play, handout, parent letter	1 week	All second grade students	All second grade classes	Elementary Counselors
2	Friendship/Conflict Resolution: Solution Circle	M 2, B-LS 1, 2, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 4, ,5 ,6 , 8, 9	Kelso materials, role play, handout, parent letter	1-2 weeks	All second grade students	All second grade classes	Elementary Counselors

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Kindergarten - 5th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
2	Friendship/Conflict Resolution: Bullying	M 3, BSMS 1, 2, 7, 9, BSS 1, 2, 3, 4, 5, 8, 9	Literature, role play, handout, parent letter	2-3 weeks	All second grade students	All second grade classes	Elementary Counselors
2	Sportsmanship		Literature, role play, handout, parent letter	1 week	All second grade students	All second grade classes	Elementary Counselors
3	Zones: Review	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Zones bingo, zones memory, zones picture sort, centers, etc.	1-3 weeks	All third grade students	All third grade classes	Elementary Counselors
3	Self-Discovery: Growth Mindset	SED, CD, M 1, 2, 5, 6, B-LS 5, 7, 8	Literature, role play, handout, parent letter		All third grade students	All third grade classes	Elementary Counselors
3	Diversity	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Literature, role play, handout, parent letter		All third grade students	All third grade classes	Elementary Counselors

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Kindergarten - 5th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
3	Friendship/Conflict Resolution: I feels	M 2, B-LS 1, 4, B-SMS 1, 2, 3, 7, B-SS 1, ,2, 3, 5, 6, 8, 9			All third grade students	All third grade classes	Elementary Counselors
3	Friendship/ Conflict Resolution: Solution Circle	M 2, B-LS 1, 2, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 4, ,5 ,6 , 8, 9			All third grade students	All third grade classes	Elementary Counselors
3	Bullying	SED, M 2, 3, B-SMS 1, 2, B-SS 8			All third grade students	All third grade classes	Elementary Counselors
3	Empathy	BSS 1, 2, 4, 5, BSS 7, 9			All third grade students	All third grade classes	Elementary Counselors
4	Zones: Review	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9			All fourth grade students	All fourth grade classes	Elementary Counselors

# BCSD Elementary School Counseling Plan

Kindergarten - 5th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
4	Empathy	BSS 1, 2, 4, 5, BSS 7, 9			All fourth grade students	All fourth grade classes	Elementary Counselors
4	Diversity	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9			All fourth grade students	All fourth grade classes	Elementary Counselors
4	Bullying / Cyber Bullying	M 3, BSMS 1, 2, 7, 9, BSS 1, 2, 3, 4, 5, 8, 9	Weird Dare and Tough series		All fourth grade students	All fourth grade classes	Elementary Counselors
4	Friendship/Conflict Resolution: Solution Circle	M 3, 6, BSMS 1, 2, 4, 7, 9, 10, BSS 1, 2, 4, 5, 6, 8, 9			All fourth grade students	All fourth grade classes	Elementary Counselors
4	Friendship/Conflict Resolution: I feels	M 2, B-LS 1, 4, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 6, 8, 9			All fourth grade students	All fourth grade classes	Elementary Counselors

# BCSD Elementary School Counseling Plan

Kindergarten - 5th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
4	Careers	M 1, 2, 4, 6, BLS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, BSMS 1, 2, 3, 4, 5, 8, BSS 1, 5, 7, 8, 9	Interest Inventory, Powerpoint, Activity	3 weeks	All fourth grade students	All fourth grade classes	Elementary Counselors
4	Self-Discovery: Growth Mindset	M 1, 2, 6, BSMS 1, 2, 7, 8, 10, BSS 2, 3, 9		1-2 weeks	All fourth grade students	All fourth grade classes	Elementary Counselors
4	Self-Discovery: Mindfulness	M 1, 2, 4, 5, 6, BSMS 1, 2, 7, 8, 10, BSS 2, 3, 9		1-2 weeks	All fourth grade students	All fourth grade classes	Elementary Counselors
5	Zones: Review	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9		3 weeks	All fifth grade students	All fifth grade classes	Elementary Counselors
5	Self-Discovery: Self-Esteem	M 1, 2, 6, BSMS 1, 2, 7, 8, 10, BSS 2, 3, 9		1-2 weeks	All fifth grade students	All fifth grade classes	Elementary Counselors



# BCSD Elementary School Counseling Plan

Kindergarten - 5th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
5	Self-Discovery: Mindfulness	M 1, 2, 4, 5, 6, BSMS 1, 2, 7, 8, 10, BSS 2, 3, 9	Mind Up materials	1-2 weeks	All fifth grade students	All fifth grade classes	Elementary Counselors
5	Empathy	BSS 1, 2, 4, 5, 7, 9	Literature/Video, role play, handout, parent letter	1-3 weeks	All fifth grade students	All fifth grade classes	Elementary Counselors
5	Friendship/Conflict Resolution: Solution Circle	M 3, 6, BSMS 1, 2, 4, 7, 9, 10, BSS 1, 2, 4, 5, 6, 8, 9		1-2 weeks	All fifth grade students	All fifth grade classes	Elementary Counselors
5	Diversity	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9		1 week	All fifth grade students	All fifth grade classes	Elementary Counselors
5	Bullying	M 3, BSMS 1, 2, 7, 9, BSS 1, 2, 3, 4, 5, 8, 9		1-2 weeks	All fifth grade students	All fifth grade classes	Elementary Counselors

# BCSD Elementary School Counseling Plan

Kindergarten - 5th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
5	Careers	M 1, 2, 4, 6, BLS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, BSMS 1, 2, 3, 4, 5, 8, BSS 1, 5, 7, 8, 9	Powerpoint, interest Inventory, Sample resume	3 weeks	All fifth grade students	All fifth grade classes	Elementary Counselors
5	Middle School Transition: Sharing Concerns	M 2, B-SMS 7, 8, 9, 10, B-SS 7, 8, 9	Locks, Powerpoint, Student survey, brochure	3-6 weeks	All fifth grade students	All fifth grade classes	Elementary Counselors

# BCSD Middle School Counseling Plan

6th -8th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Evaluation Methods How Will the Results be Measured?	Implementation Contact Person
5	Transition - Classroom Visit	BS SS 3 BS SMS 10	6th grade student presenters, bus transportation	May	360	All 5th grade classrooms	Surveyed questions and feedback	Counselors
5	Transition - Visit to the MS	BS SMS 10 MS 3	Bus transportation, Audio support, powerpoint, auditorium space	May	360	All 6th Grade Classrooms		Counselors
6	Meet the Counselor	MS 3, BS/SS #3	Pre-Survey Form, Counselor Pases, Helium Stick, Bingo Card	October	100	Social Studies, English, Science	Pre-Survey will be provided to students at start of class	Counselors
6	KUDOS- for students in split households, divorced, etc.		KUDOS Cirriculum	October-February	8-12	Lunch group-Room # 122	Pre-Survey, Activities	Chynna Marcucci and Carla Young
6	New Student Party	MS 3 BS SMS10	Games, Cups, Snacks	September	6-8	PIT	Follow up meeting	All Counselors
6	Middle School Review the Zones of Regulation	BS/SS #4 BS/SS #5 BS/SS #6	PowerPoint Scenario Handouts Legal Paper Index Cards Pencils Chromebooks	November / December	100	Social Studies English Science	Pre-Survey Post-Test	Counselors

# BCSD Middle School Counseling Plan

6th -8th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Evaluation Methods How Will the Results be Measured?	Implementation Contact Person
6	Expected vs. Unexpected Behaviors	BS/SS #4 BS/SS # 8 MS #5	Power Point Reproducible J Reproducible	January/ February	100	Social Studies English Science	Pre-Test Post-Test	Counselors
6	Growth Mindset	BS/LS #6 BS/LS #9 BS/SS #8	Power Point Handouts	March/ April	100	Social Studies English Science	Pre-Test Post -Test	Counselors
6	Beautiful Me	MS 1, 2	Hance Family Foundation materials	All year	150	Room 122	Google Form Survey	Carla Young, Chynna Marcucci
6	LiveRespect	MS 1, 2	LiveRespect Curriculum	January-March	30	Room 122	Google Survey	Matt Farnan, Andy Lenhardt
7	Mind/Body Connection	BS SMS 2, 7, 10	Powerpoint, stopwatch, paper, water bottles, warm water, glitter, glue	March	300	Science	Heart Rate Graph	Counselors
7	Brain Child Online Decision Making	BS 9	Brainchild series, handouts	April	360	Social Studies	Survey	Counselors

# BCSD Middle School Counseling Plan

6th -8th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Evaluation Methods How Will the Results be Measured?	Implementation Contact Person
7	Building Healthy Relationships	BS SS 5, 9	Albany County Crime Victims and Sexual Violence Center	October	400	FACS		Counselors and FACS Teachers
7	Annual Review	BS LS 4	Google Classroom	All year				Counselors
8	Course Selection	BS SMS 10 MS 4	PowerPoint Chromebooks, course selection handbook	January	360			Counselors
8	Mindful Gratitude Lesson	BS SMS 2, 7	Mindful script/ body scan, chime, worry stone		100	Social Studies or Science		Counselors
8	Mental Health & Wellness Lesson	MS 1, 3		January 5th	350			Health teacher/ counselors
6, 7 & 8	American Education Week-Presentation		PowerPoint	November	Parents	LMC		Counselors

# BCSD High School Counseling Plan

9th -12th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
9	New Student Orientation	MS 3, 4, 6	New Student Packet, Curriculum Handbook, Building Map, Clubs/Activities Guide, Community Service	1 week	20	Ice Breaker/ School Tradition Tour of the school	9-Counselors
9	New to the District Orientation	MS 3, 4, 6	New Student Packet, Curriculum Handbook, Building Map, Clubs/Activities Guide, Community Service	1 week	15	School Tour Student Services	9-Counselors
9	Social and Emotional Learning: Self Awareness	MS 1, B-SMS 2	SEL lesson plans, Literature handout		400		9-Counselors
9	Social and Emotional Learning: Self Management	B-SMS 2, 3	SEL lesson plans, Literature handout	All Year	400		9-Counselors
9	Social and Emotional Learning: Responsible Decision Making	MS 2, B-LS 1, B-SMS 1, 2			400		9-Counselors

# BCSD High School Counseling Plan

9th -12th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
9	Social and Emotional Learning: Relationship Skills	MS 3, B-SS 2, 3, 6, 9	Units	3-4 weeks	400		9-Counselors
9	Social and Emotional Learning: Social Awareness	B-SS 2, 3, 5, 9	Units	3-4 weeks	400		9-Counselors
9	Career Assessment: Career Cluster	MS 4, B-LS 7	Career Cluster	3-4 Weeks	400	Road Trip Nation Resume Building	9-Counselors
9	Career Assessment: Strengths Assessment	MS 2, 5	Naviance	4 weeks	400	Social Studies	9-Counselors
9	Meet the Counselor	MS 3, BS 2	Overview of HS	4 weeks	400	Social Studies	9-Counselors

# BCSD High School Counseling Plan

9th -12th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
9-12	Academic Improvement	MS 2, 6, B-LS 3, 4, 6, 7, 8, 9, 10		All Year	1600		9-12 Counselors
9	8th Grade Transition Night	MS 1, 3, 4, 6		1 week	400	High School Standards Breakdown of Schedule The importance of being Involved in school community	9-Counselors
9	Course selection	MS 1, 4, 6, B-LS 1, B-SMS 1		4 weeks	400		9-Counselors
9	8th Grade Course Selection	MS 1, 4, 6, B-LS 1, B-SMS 1		3 weeks	400	Balancing Schedules/	9-Counselors
10	9th and 10th Grade Jump Start	B- LS 7, B- LS 6, B- LS 9	John Young from Hobart & William Smith presents, PowerPoint	1 week	150	College prep program for 9th and 10th grade students and parents	Lisa C. Carr



# BCSD High School Counseling Plan

9th -12th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
10-12	New Student Registration	MS 3, 4, 6	New Student Records and New Student Packet on BCHS website	On-going, primarily in summer	50	School Tour Student Services	10-12 Counselors
12	Senior Planning Meeting	MS 4, 5, B-LS 7, 9, B-SMS 8, 10	Required Forms and informational handouts	1 day	400	College Applications and Deadlines	10-12 Counselors
9	Application Bootcamp	MS 4, B-LS 1, B-SMS 1, B-SS1	Important information about the essay	2 weeks	400	Important application information and worksheets	10-12 Counselors
11-12	ACT/SAT Coordination	MS 4, 5	Order materials, secure proctors, arrange building use, advertising to students/families administer and mail out exams	3 SAT's, 2 ACT;s	600	SAT/ACT college prep exams	Ryan St. John

# BCSD High School Counseling Plan

9th -12th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
11	PSAT	MS 4, 5	Plan, order and coordinate proctors	1 week	400	PSAT Testing	Liz Colloton
11	Junior Family Night	MS 3	College/Career planning workshops	1 Night	250	Evening program in classrooms	Ryan St. John
10-12	College Fair	MS 4, B-SS 1	College search information	2 Nights - 1 fair in fall, 1 in spring	400	Evening program in cafeteria	Ryan St. John
12	Application Help Sessions	MS 4, B-SS 1	Addition application assistance for Seniors	12 weeks	25-50 students	Common App/ Naviance assistance	10-12 Counselors
12	Senior Parent Financial Aid Night	MS 4	PowerPoint, handouts	1 week	250		Darnell Douglas
11	2 Day Junior Program	MS 4, 5, 6	Powerpoint and mock admission process	8 weeks	400	Large group into college search. 2nd day small group meets with counselors	10-12 Counselors

# BCSD High School Counseling Plan

9th -12th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
11	HVCC college trip	MS 4	HVCC Visit	1 Day	60	11-3 SS class visit HVCC	Scott Carlton
10-11	Course Selection	MS 1-6	Teacher recommendation into course requests	3 weeks	800	Create Schedule from course requests	10-12 Counselors
10	Sophomore Meetings, Naviance follow-up, counselor intro small groups	MS 1, 4, 6, BLS 8, BSMS 8	Meet and greet, Naviance and post HS planning timeline	3 weeks	400	10th grade counselor intro individually or in group	10-12 Counselors
9-12	New Teacher Orientation	MS 3	Handouts, powerpoint and winning personality	1 Day	13	Teacher question and answer sessions	Scott Carlton
12	Lab School College Prep Push-in program	MS 4	Handouts, Naviance	2 Days	25	Naviance, informational handouts, and post secondary planning	Scott Carlton & Lisa C. Carr

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9th -12th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
11	Junior Conferences	MS 1, 4, 6 , BLS 8, BSMS 8	Folders, informational handouts, transcript worksheets, financial aid information	12 weeks	400	Individual post HS planning	10-12 Counselors
10-12	Advisory Council	MS 1-6	Curriculum handbook	on-going	1600	All content areas	10-12 Counselors
12	Senior in Danger Meetings	MS 1, 4, 6 BLS 8, BSMS 5, 8	Transcripts, Naviance, report cards, graduation worksheets and administrator	2 weeks	50	Notify student and parent of the graduation risk. Develop a plan	10-12 Counselors
12	Naviance Teacher Training	MS 3, 4	Add new teachers to Naviance	8 weeks	400	Trouble shoot and show them the ins and outs of the program	Kate Burkart & Lisa C. Carr, Scott Carlton

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9th -12th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
10-12	Naviance Coordination	MS 4, 5, 6	Naviance	40 weeks	1200	Lead liaison with Naviance tech support to open/resolve cases and share concerns with stakeholders	Lisa C. Carr
10-12	AP Exam Co-Coordination	MS 4, 5, BLS 8	Order, exams, complete AP course audit, track payment	40 weeks	975	Exam administration	Kate Burkart
11-12	Scholarship Committee	MS 4, 5	Review transcripts and resumes. Inform committee of individual students	2 weeks	800	Select scholarship winners	10-12 Counselors
12	Recommendation Writing	MS 4, 5, 6	Parent & student perspective, resumes and general knowledge of student	12 weeks (on-going)	400	Individual recommendation for all seniors for college applications and scholarship opportunities	10-12 Counselors

# BCSD High School Counseling Plan

9th -12th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
12	Instant Admit/Decision College Days	MS 4	HVCC, St. Rose, Sage Colleges, Brockport	6 Days	400	Student interviews held to determine admission	Ryan St. John
11-12	College Rep. Visits fall and spring	MS 4	Over 160 colleges visit the counseling center between September and April	24 weeks	800	College reps meet w/ students in small groups to provide information	Ryan St. John
10-12	CTE Coordinator	MS 4, 5, 6	CTE brochures ordered and housed in counseling center	on-going	45		Ryan St. John, Darnell Douglas
10	CTE Visit	MS 4, 5, 6, BLS 7	Informational handouts	1 Day	45	Students visit various programs at CTE	Ryan St. John, Darnell Douglas
10-12	Crisis Response Team	MS 1-6	Information on student in crisis	on-going	1600	Develop a building response plan and a health plan for the student	10-12 Counselors

# BCSD High School Counseling Plan

9th -12th grade  
Year 2019

Grade Level	Guidance Level Content	ASCA Domain/Standard	Curriculum and Materials	Project Start/ Project ended	Projected Number of Students Affected	Lesson Will be Presented in Which Class/Subject	Implementation Contact Person
10-12	Crisis Counselor	MS 1-6, BLS 7, BSMS 7	Information on student	as needed	1600	Using the relationship built with the student, come up with a plan to ensure safety	10-12 Counselors
10-12	Transcript Committee	MS 4	Transcript	4 weeks	1600	Coordinate with Administration, Supervisors and Teachers to create transcript	Scott Carlton, Kate Burkart, Liz Colloton
10-12	Scheduling Team	MS 1,5,6, BLS 8, BSMS 8	Building wide schedule	12 weeks	1600	Collaborate with administration and supervisors to create school wide schedule	Scott Carlton, Kate Burkart
11	First Generation Program: Bridge 2 College	MS 4, 5, B-LS 4, B-SMS 5	Informational documents, mentoring, financial aid info and college visits. Post HS planning		20-50	Assist with the coordination of the First Generation Program: Bridge to College	Lisa C. Carr, Scott Carlton

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9th -12th grade  
Year 2019

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10-12	SSD Coordinator	MS 1-6		on-going	80		Ryan St. John
10-12	Case Manager: 504 Plans	MS 1-6	The 504 plan	on-going	60	Ensure teachers understand and implement 504 plan	10-12 Counselors
10-12	Committee for Equity, Diversity, & Inclusivity	MS 3	Informational documents.	6 weeks	District wide	Attend lectures and training. Participate in dialog and long term planning for the district.	Lisa C. Carr
10-12	Curriculum Council	MS 1-6	New course development and discussion	5 weeks	1600	Collaborate with administrators, supervisors and teachers to develop new courses	Scott Carlton
10	Sophomore Conferences	MS 1, 4, 6 , BLS 8, BSMS 8	Naviance and post HS plans	12 weeks	400	To build a relationship with the student	10-12 Counselors



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9th -12th grade  
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10-12	Scheduling Clean-up (conflicts, courses not running, etc.)	MS 1, BLS8	ASPEN and graduation worksheets	6 weeks	800	Plan student meeting	10-12 Counselors
12	College & Financial Aid Review meetings	MS 4	Financial aid packages, scholarships and college decisions.	4 weeks	50	Meeting with student and/or parent to discuss college decisions and financial aid literacy	10-12 Counselors
10-12	Hall Principal/Principal Hearing	MS 1-6	Aspen, school records and info on student	on-going	25	To collaborate with administration, parent and student to develop a plan for success	10-12 Counselors
10-11	SAT II Class Visits	MS 4	Handout with registration information	2 weeks	400	Meet with Honors, AP, accelerated courses to inform them about SAT II exams	10-12 Counselors
10-12	Mental Health Committee	MS 1-6	Shared google doc with administration, student file	10 weeks	1600	Collaborate with mental health committee team to discuss mental health issues and trends/solutions in building	10-12 Counselors

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9th -12th grade  
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10-12	Open House/Open House Presentation	MS 3	Introduction presentation	1 Night	1600	Develop rapport with parents	10-12 Counselors
10-12	PST Meetings	MS 1-6	Student file, information and background of student, ASPEN attendance, academics, and discipline	10 weeks	1600	Collaborate to come up with interventions to best help students	10-12 Counselors
10-12	Case Conference Coordinators	MS 1	Academic, mental health, and social information	on-going, as-needed	25	Meeting with teachers and family to discuss a plan for success	10-12 Counselors
10-12	Re-entry Meetings	MS 1, 2, 3	Family, nurse, administrator, identify risk factors	on-going, as needed	60	Develop safety, academic, and social plan on re-entering the school community	10-12 Counselors
10-12	Parent Sophomore Meetings (as requested)	MS 1, 3, 4	Naviance, ASPEN, post high school planning materials	on-going, as needed	25	Address parent and student questions about future planning	10-12 Counselors

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9th -12th grade  
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10-12	Home Visits	MS 1, 3, 6, BSMS 10	Resource officer, administrator, counselor, student information	on-going, as needed	25	Encourage student to get back to school/on path	10-12 Counselors
10-12	Summer School Registration/Regents retake sign-up	MS 4, 6	Documents from schools hosting exams and classes, permission letter from principal and nurse, final report card	2 weeks	50	Makeup failed classes or exams	10-12 Counselors
10-12	Department Meetings	MS 1-6	Collaborate with department on all on-going programs	20 weeks	1600	Talk about best practices	10-12 Counselors
9-12	Peer Helper Club Advisor	MS 3, 5, 6, BSS 2	Students	20 weeks	20	Advising and guiding students to help their peers in the school community	Liz Colloton

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9th -12th grade  
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9-12	ALANA Club Advisor	MS 4	Speakers from local colleges and guest speaker from the high school	10 weeks	10	College & career prep, leadership development, and mentoring	Lisa C. Carr
10-12	Personal Social Emotional Counseling	MS 1-6, BSS 2, 3, 8	Counseling skills, suicide assessment if necessary, referrals to outside mental health providers	40 weeks	50	As needed counseling for students that are in need of social, emotional, or academic support	10-12 Counselors
10-12	Balancing Schedule	MS 1, 4	Aspen, Graduation worksheets,	3 weeks	1200	Promote healthy course loads taken on by students, ensure balancing course #'s	10-12 Counselors
10-12	Track Graduation Requirements	MS 4	Transcript and scheduling material	on-going	1200	Complete graduation sheet at the Junior conference and monitor throughout senior years.	10-12 Counselors

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9th -12th grade  
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10-12	CSE, 504, Senior Exit, Declassification Meetings	MS 1, 2,5, BLS 1, 3, 4, BSMS 1	SESS document, testing and transcript	on-going	188 (total # sped students @ high school)	Meet with CSE, student and family to develop a special ed success plan	10-12 Counselors
11-12	College Rep. Visitation Coordination	MS 4	Naviance RepVisits	On-going	400	Students register for college visits and meet with College representatives	Ryan St. John

## Bethlehem Central School Counseling Department

To maximize each student's potential academically, socially and emotionally, our School Counselors evaluate the program to determine its effectiveness. The school counseling program plan may be assessed through a variety of measures, including our K-12 Advisory Council, program assessment as well as a self-analysis of the school counselor's strengths and goals.

### References

American School Counselor Association. "ASCA Mindsets & Behaviors for Student Success: K-12 College and Career-Readiness Standards for Every Student." <https://www.schoolcounselor.org/asca/home/MindsetsBehaviors.pdf>

American School Counselor Association. "ASCA Ethical Standards for School Counselors." <https://www.schoolcounselor.org/asca/media/asca/EthicalStandards2016.pdf>

New York State Department of Education. "Learning Standards for Career Development and Occupational Studies at Three Levels." <http://www.p12.nysed.gov/cte/cdlearn/documents/cdoslea.pdf>

New York State Department of Education. "Commissioner's Regulation Park 100.2(j)." <http://www.counsel.nysed.gov/rules/indices-fulltext/2017/032>

Bethlehem Central School District Mission Statement and Goals. <https://www.bethlehemschools.org/strategic-plan-highlights/>