

UNATEGO CENTRAL SCHOOL



COMPREHENSIVE SCHOOL COUNSELING PLAN

2023-2024

K-12 Comprehensive School Counseling Plan

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Introduction

School District Description

Unatego Central School is located in Otego, New York, approximately ten miles from the city of Oneonta. It is a public school drawing students from the towns of Otego and Unadilla and the counties of Otsego and Delaware. The enrollment is approximately 800 students, Kindergarten through 12th.

Board of Education Mission Statements and District Goals

It is the mission of the Unatego Board of Education to provide opportunities for students to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in a safe and positive environment. We believe all children can learn and excel with developmentally appropriate materials, practices, and strategies. We believe all children deserve a quality education in which individual needs are met, exceeded, and supported. School is not just about children: it encompasses families, parents, community, stakeholders, society, the environment and beyond.

Board/District Goals 2022-2023 (taken from Unatego.org)

- Academic Program

The Board will supervise efforts to encourage all students in the development of achievable expectations in personal goals beyond graduation.

- Culture and Climate

The Board will provide the members of its school community with a safe and supportive personal environment.

- Finances

The Board will pursue prudent fiscal management through strong affordable budgets that support high quality educational and social programs.

- Facilities

The Board will provide up-to-date, secure facilities that meet the educational, social, and physical needs of the Unatego community.

- Community Partnerships

The Board will guide Unatego Central School to engage in ongoing communication and outreach efforts with families and social and business partners.

K-12 Counseling Program Overview

The Unatego Central School Comprehensive School Counseling Program is comprised of three main areas: Foundation, Delivery, and Management/Accountability. The foundation grounds the program; it outlines mission/vision statements, current regulations, standards and goals. The delivery outlines what specific activities are being done that meet the regulations and standards or

are working towards meeting goals. Management and Accountability help ensure the program is evaluated for effectiveness and provides the basis for informed decision-making. Analyzing results and adjusting activities means programming is more focused and effective.

“A school counselor’s role is central to the success of students. School counselors support students through individual and group counseling, college and career exploration instruction, assistance in crisis situations, and referrals to school social workers, school psychologists or other professionals when specialized interventions are required for student success in school.” - from NYSED.

Department Members

Rebecca Theophel, Unatego Elementary School Counselor, grades K-5

Ashley Searing, Unatego Middle School Counselor, grades 6-8

Lexi McHenry, Unatego High School Counselor, grades 9-12

Hannah Baskin, Unatego High School Counselor, grades 9-12

Foundation

NYSED Regulation Part 100.2(j)

[NYSED School Counselor Regulations link](#)

School Counseling Program Vision and Mission

In support of our district’s mission and goals, the Unatego School Counseling Program promotes and enhances student learning through three broad and interrelated areas of student development; academic, career, and personal/social. We support all students through a comprehensive developmental school counseling program as well as through a collaborative effort through home, school, and community. Our goal is for Unatego students to become responsible and productive citizens that can effectively manage future challenges and who can progress confidently into an ever-changing society.

School Counseling Program Goals 2023-2024

Counseling Department:

- Update Crisis Plan

Elementary School:

- Continue to monitor mental health needs of students and make referrals.
- Increase the amount of groups that I run focusing on social emotional needs.
- Based on needs assessment, complete classroom lessons.
- Based on the results of the needs assessment I conducted this school year, complete:

- 2nd grade - Resolving Conflicts Lesson
- 4th grade - Mindfulness Lesson
- Meet the Counselor Lessons for Pre-K and Kindergarten
- Erin's Law Curriculum for 2nd and 4th grade.
- Visit classes in the computer lab to show them my virtual school counseling resources on Google Slides/Seesaw. Have students explore my virtual rooms and send home information.
- More training for myself and staff about suicide prevention and what to look for in elementary age students.

Middle School:

- Implement and continue providing career day for all grades 6-8
- Inquire about training MS staff for YMHFA (youth mental health first aid) if not already trained
- Teach Erin's law curriculum for all grades 6-8.
- Teach internet safety lessons to all grades 6-8.
- Develop 3 school-wide lessons with No Place for Hate
- Update counseling webpage to include more information for parents
- Increase my visibility in the school and allow all students to know my role as a school counselor
- Conduct a needs assessment to create interventions (group, individual, classroom lessons).
- Implement an attendance procedure
- More training for myself and staff about suicide prevention and what to look for

High School:

- Increase the percentage of students who can identify one faculty/staff member they feel connected to.
 - Current 9-12 Data: 86% can (Results from June 2023 Survey)
 - Conduct connectedness activities/surveys for students and staff
- Create a new system for students to schedule appointments with counselors using Google Forms
- Expand Career Day
- Update Student Services webpage
- Meet with 9th graders within the first quarter of the year to assess transition to high school
- Continue working with Christina McCall-Hopkins for Career Destinations
 - We would like to increase attendance at Workforce Wednesdays.

Student Standards

NYSED SEL Benchmarks:

[NYSED SEL Benchmarks link](#)

NYSED CSDOS:

[NYSED CSDOS link](#)

ASCA mindsets and behaviors:

[ASCA mindsets and behaviors link](#)

School Counselor Professional Standards

ASCA professional school counselor competencies:

[ASCA professional school counselor competencies link](#)

ASCA Ethical Standards:

[ASCA Ethical Standards Link](#)

Delivery

Systems of Delivery

The school counseling team works collaboratively with school staff to ensure that student needs are being met. School counselors provide services to students through directly working with students, providing school support and through consultation and collaboration which indirectly impacts student success.

Direct Student Services

Individual Student Planning:

- School Counselors meet individually with all students in grades 6-12 to help get an understanding of their academic, personal/social and college and career goals. These meetings happen throughout the course of the school year and are intended to provide students with information and support to meet their goals.
- School Counselors are able to provide brief counseling to students who have an identified need. Brief counseling typically consists of a weekly meeting for six weeks. These meetings are intended to be solution focused to address specific behaviors and attitudes that impact the student at school.

Core Curriculum:

- The school counseling team implements a core curriculum across all grades levels throughout the course of an academic year. The core curriculum covers the domains of personal and social behaviors, academic skills and competencies, and college/career exploration and knowledge.

Responsive Services:

- School Counselors across the Unatego Central School District are

responsible for providing responsive services to our students in need. School counselors work with students who are in crisis and provide information, resources and skills to mediate the concerns.

Indirect Student Services

- School Counselors work collaboratively with teachers, support service providers, administrators, parents/caregivers and community agencies to provide our students with the support they need to be successful, productive and responsible citizens.
- Indirect student services include parent-teacher conferences, participation at IEP and 504 meetings, conversations with teachers, speech therapists, occupational therapists, physical therapists, interventionists, administrators, social workers, aides and other providers as necessary.
- Providing families with referral information for outside counseling or therapy is also an integral part of the work that the school counseling team does.

Program Planning and School Support

- The School Counseling team works collaboratively with school systems and supports to ensure that student needs are being met and monitored and work on a variety of teams within the district.
- The School Counseling Program has an advisory council to provide input, feedback and advice on the school counseling program. Advisory councils meet in the fall to review the school counseling program. An additional meeting is held in the spring to review the progress of school counseling goals.

Unatego School Counseling Program Delivery Map 2023 - 2024

Grade Level	Program Activity/ Service (Curriculum, small group, individual, planning, appraisal, crisis, consultation, referral, advisement)	Tier (1, 2, 3)	Student Standards (NYS SEL, CDOS, ASCA Mindsets & Behaviors)	Program Objectives (Students will be able to...)	Staff & Resources	Assessment & Evaluation Methods (Process, perception, outcomes)
K-5	After School Homework Help (Referral)	2	NYS SEL Benchmark: 1C.1b., 1C.2a., 1C.2b.	...receive academic support in areas of need.	Classroom Teacher(s)	Referral based upon academic performance
K-12	Alternative Placements (Referral)	3	NYS SEL Benchmark: 1A - All, 1C - All	...thrive in a setting that is conducive to their potential success.	Administration	Referral based upon academic performance & behavioral need
8 & 10	BOCES Roadshow (Planning)	1, 2	CDOS: Standard 2 ASCA B-LS 5.	...receive information pertaining to available Career and Technical Education (CTE) programs.	BOCES Presenters, Middle and High School Counselors	Discussion Participation in assembly
10	BOCES Visit (Planning)	2	CDOS: Standard 2	...select a CTE program of interest based on hands-on experience and observation.	High School Counselors	CTE Registration Data
K-5	Bullying Prevention (OLWEUS) (Curriculum)	1	NYS SEL Benchmark: 2C.1b., 2D. 1b.	...reduce and prevent bullying among students and improve peer relations.	Classroom Teacher	Discussion
K-5	Check In & Check Out (Individual)	2	NYS SEL Benchmark: 1A.1b., 3B.1b., 3C.1a.	...begin & end day/period on a positive note with a preferred staff member.	Designated Staff Member	Recommendation based upon behavioral need
8-12	Career Day (Curriculum)	1	CDOS: Standards 1, 2 ASCA B-LS 2.	... explore career options and gain knowledge about the world of work.	Middle and High School Counselors, Career Day Presenters	Post Assessment; Discussion

9-12	Career Destinations (Curriculum, Planning)	All	CDOS: Standards 1, 2, 3a, & 3b	...explore career options and gain knowledge about the world of work.	High School Counselors Career Destinations Work Based Learning Coordinator	Activity participation; Discussion
6 & 7	Career Exploration Lessons (Curriculum)	1	CDOS: Standard 1; ASCA B-LS 7.	... identify at least 1 career that aligns with their interests.	Middle School Counselor, Classroom Teacher	Completion of interest inventory and worksheet
K-5	College & Career (Curriculum)	1	NYS SEL Benchmark: 3B.1a., 3B.2a., 3C.2a.	...select a career or field & identify the required path.	Elementary Counselor, Classroom Teacher	Discussion
11 & 12	College Planning (Curriculum, Planning)	3	NYS SEL Benchmark: 1C.5a., 1C.5b. CDOS: Standard 1	...understand the college search and selection process and navigate the application process.	High School Counselors	Post-Graduation Data
11	College & Career Fair (Planning)	1	NYS SEL Benchmark: 1C.5a., 1C.5b. CDOS: Standard 1	...obtain information about colleges and careers.	High School Counselors, College Fair Presenters	Discussion
12	College Financial Aid/FAFSA Workshop/Scholarship Planning (Curriculum, Planning)	2	NYS SEL Benchmark: 1C.5a., 1C.5b. CDOS: Standard 1	...identify available financial aid/scholarship opportunities and complete necessary applications.	High School Counselors, FAFSA Workshop Presenter	Application Completion Data
9	College Visit (Planning)	1	CDOS: Standard 2	...experience a college setting.	High School Counselors, High School Principal	Discussion
K-12	Committee for Special Education & Programming (Referral)	3	Standards implemented as needed - All	...find support for academic, social/emotional, physical & management needs & disabilities in the least restrictive environment.	Administration, Classroom Teacher, CSE Department	Referral based upon academic performance & behavioral need

K-5	Conflict Resolution (Curriculum)	1	NYS SEL Benchmark: 2D.1a., 2D.1b	... communicate needs and wants with peers and trusted adults, and practice approaches to navigating conflicts.	Elementary Counselor	Discussion; Pre & Post Assessment
K-5	Coping Skills (Curriculum)	1	NYS SEL Benchmark: 1A.2b., 1B.2b.	...reference/apply 1-2 coping skills to regulate self & be ready to learn.	Elementary Counselor, Classroom Teacher	Discussion; Pre & Post Assessment
K-12	Counseling (IEP, 505, Gen. Ed) (Individual, Small Group)	2 & 3	Standards implemented as needed - All	...develop academic, social-emotional & college/career success.	School Counselors	Progress monitoring by counselor based on goals
K-12	Crisis Intervention (Crisis)	3	NYS SEL Benchmark: 2D.2b., 3A.1b., 1B.2b.	...receive support & regulation in the event of a crisis.	Administration, School Counselor	Contact parent; Appropriate documentation; Create safety plan; Referral if needed
K-5	Fire Safety (Curriculum)	1	NYS SEL Benchmark: 3A - All	...understand emergency & fire safety procedures.	Administration	Discussion
K-8	Goal-Setting (Curriculum)	1	NYS SEL Benchmark: 1C.1b., 1C.2a., 1C.2b. ASCA B-LS 7.	... establish & maintain goals oriented to short-term & long-term.	Elementary Counselor, Classroom Teacher, Middle School Counselor	Discussion (K-5) Completed SMART goal (6-8)
6-12	Individual Progress Review/Plan Meeting (Individual)	1	CDOS: Standards 2, 3a. NYS SEL Benchmark: 1B.3b., 3B.3a.	... review academic records, academic skills, social/emotional wellness, and college/career readiness and plans.	Middle and High School Counselors	Completion of individual meetings with school counselors. Completed form for career folder.
6-8	Internet Safety (Erin's Law Req.) (Curriculum)	1	ASCA Standards: M 1., B-LS 1., B-SMS 1. & 2., B-SMS 9., B-SS 5.	... educate students about the benefits and risks of internet use.	Middle School Counselor	Discussion, Exit Ticket

Management & Accountability

Advisory Council

New York State Regulation 100.2(j)2(iii)

“Each school district shall establish a comprehensive developmental school counseling/guidance program advisory council to be comprised of representative stakeholders (such as parents, members of the Board of Education, school building and/or district leaders, community based service providers, teachers, certified school counselors, and other pupil personnel service providers in the district, including school social workers and/or school psychologists).”

Purpose of the Advisory Council:

1. To review the Comprehensive School Counseling Program plan that is updated yearly by the school counseling staff.
2. To review data collected from the previous school year by the school counseling staff.
3. To advise in the establishment of goals and implementation strategies for programs.
4. To support the implementation of programs.

Requirements of the Advisory Council:

1. To meet at least two times per year.
2. Submit meeting minutes to the Board of Education annually. (see Appendix A)

Data Driven Program

Over the course of the school year, school counselors collect data relating to the academic, behavioral, social-emotional and attendance success of our students. This data is used to form our program, curriculum, groups and interventions throughout the course of the school year.

Data Analysis

Data analysis will be used to review collected data as it reflects on the smart goals of the school counseling program. Data will be collected and analyzed by the school counseling team to inform the program for the upcoming school year. Data is collected throughout the school year and is reviewed as it is collected with final determinations made at the end of the year to form the program for the upcoming school year.

Program Evaluation

The use of data is used to identify the success of the school counseling program. These results are based on the school counseling goals and will be shared with the advisory board during fall or spring meetings.

Program Calendar

Unatego School Counseling Annual Calendar 2023 - 2024			
	Elementary School	Middle School	High School
September	OLWEUS Assembly		Progress Reviews (12) Begin College App Process (12) Workforce Wednesday (9-12)
October	Fire Safety	Q1 Career Exploration Lessons (6, 7) Q1 Internet/Personal Safety Lessons (6, 7)	ASVAB (10) PSAT/NMSQT (11) Progress Reviews (9) Workforce Wednesday (9-12)
November	Conflict Resolution Lessons (2nd grade)		Workforce Wednesday (9-12)
December	Meet the Counselor Lessons (UPK-K) Mindfulness Coping Skills Lessons (4th grade)	Q2 Career Exploration Lessons (6, 7) Q2 Internet/Personal Safety Lessons (6, 7)	Progress Reviews (10) Workforce Wednesday (9-12)

January	Virtual School Counseling Resources Lessons (K-5)	BOCES Exploration Presentation (8)	Progress Reviews (11) FAFSA Workshop (12) Workforce Wednesday (9-12)
February	Virtual School Counseling Resources Lessons (K- 5)	Q3 Career Exploration Lessons (6, 7) Q3 Internet/Personal Safety Lessons (6, 7)	BOCES Roadshow (10) BOCES Visit(10) Workforce Wednesday (9-12) Raymond Field Trip (11 & 12)
March	Read Across America Month	Career Day (8) Individual Progress Reviews (7)	PSAT (10) SAT School Day (11) Career Day (9-12) Workforce Wednesday (9-12)
April	Personal Safety Curriculum (K-2)	Q4 Career Exploration Lessons (6, 7) Q4 Internet/Personal Safety Lessons (6, 7) High School Planning Night (8)	Ind. Plan Mtgs. (8) Workforce Wednesday (9-12)
May	Personal Safety Curriculum (3-5) Spartan Student Showcase Mileage Club	Individual Progress Reviews (6)	Workforce Wednesday (9-12)
June	Transition Activities	Transition Activities (5 & 8)	Transition Program (8) Graduation (12)
All year long:	ASHH, CICO, Spartan Student Showcase, OLWEUS	No Place for Hate lessons & activities(6-8), Climate and Culture Committee activities	Restorative Practices, Spartan Closet
All year long; across K-12:	Counseling (gen. ed., CSE, 504), Consultation, Collaboration, Referrals, CSE/504 Meetings, Crisis Intervention, Team Meetings, Parent/Teacher Conferences		

Professional Development Planning

School counselors attend Professional Development to stay current in knowledge and best practices in order to provide support for students.

Continual Professional Development:

- Delaware County Counselors Association - Quarterly meetings scheduled by the local county counselors association to provide information, resources, and the sharing of best practices to area counselors.

- BOCES School Counseling Training - Local BOCES offers a variety of trainings to support the specific needs of school counseling teams throughout the course of the school year and address different components of the school counseling program.
- Unatego Central School District Professional Development Days - School Counselors participate in district wide professional development days throughout the school year.
- Additional Opportunities arise through various organizations throughout the year.

Appendix A
Advisory Council Meeting Minutes
Unatego School Counseling Advisory Council

Meeting Minutes
June 8, 2023

1) Introductions and committee member updates

- Ashley Benz is the new middle school counselor, replacing Amanda Kane who took another position in February.
- Julie Lambiaso will be our administrative representative this year.
- Jill Nordberg is joining us as a parent, BOE member, and school counselor.

2) School updates and goal review for 2022-23 school year by building.

Elementary:

- Continue to monitor mental health needs of students and make referrals.
 - Achieved
- I want to increase my visibility within the school and reach more students and make sure they understand my role. I plan on increasing the amount of groups I am running that focus on social emotional needs.
- Based on needs assessment, complete at least one lesson in each classroom K-5.
- Meet the Counselor Lessons in Pre-K and Kindergarten.
 - Achieved
- Will continue to fulfill Erin's Law curriculum yearly.
 - Achieved: 2nd and 4th grade
- Continue to post resources on virtual platforms.
- Career Day?

Middle:

- Increase the percentage of students who can identify one faculty/staff member they feel connected to (Someone you could talk to about a problem, ask for help, know would listen, or would want to share good news with.)
 - Grades 6-8: 69% of students can (Results from June 2023 survey)
 - Last year 6th grade: 60% can
 - Last year 7th grade: 61% can
 - Last year 8th grade: 82% can
- Reinstate Career Day (8th grade; add 6th and 7th)
- Update crisis plan in coordination with crisis team
- Provide MS staff with training on responding to a student in crisis (suicide ideation)
- Provide MS staff training on CPS reporting
- Provide Erin's Law curriculum for health classes; quarterly 6-8 grades
- Provide internet safety lessons for grades 6-8 (Pers. Dev. classes)
- Facilitate the develop of 3 school-wide lessons/activities with No Place for Hate

High:

- Increase the percentage of students who can identify one faculty/staff member they feel

connected to.

- Current 9-12 Data: 74% can (Results from February 2022 survey)
 - This increased to 86% according to the June 2023 survey.
- Conduct connectedness activities/surveys for students and staff
 - We would like to look into this for next year.
- Reinstated Career Day
 - This was successful, with 12 businesses/presenters represented.
- Update Crisis Plan
 - This is still in-progress.
- Plan HS staff training on responding to a student in crisis
 - Maizy Jaklitsch from ONC BOCES presented “Suicide Safety for Teachers and School Staff” at a Faculty meeting.
- Meet with 9th graders within the first quarter of the year to assess transition to high school
 - 100% of 9th grade students were met with.
- Continue working with Christina McCall-Hopkins for Career Destinations
 - We took the 9th and 10th grade on a field trip to SUNY Broome for college exposure.
 - We instituted Workforce Wednesdays each month, where students gain career exposure.
- Begin the institution of No Place for Hate
 - The club has formed with 24 total members. Ashley Fisher and Hannah Baskin are the advisors.
 - 3 No Place for Hate school-wide activities were performed, so we are considered a NPFH designated school.
- Update Counseling webpage
 - We did not accomplish this and would like to look at this for next year.

3) Ideas for goals for 2023-24 school year:

Elementary:

- Continue to monitor mental health needs of students and make referrals.
- Increase the amount of groups that I run focusing on social emotional needs.
- Based on needs assessment, complete classroom lessons.
- Based on the results of the needs assessment I conducted this school year, complete:
 - 2nd grade - Resolving Conflicts Lesson
 - 4th grade - Mindfulness Lesson
- Meet the Counselor Lessons for Pre-K and Kindergarten
- Erin’s Law Curriculum for 2nd and 4th grade.
- Visit classes in the computer lab to show them my virtual school counseling resources on Google Slides/Seesaw. Have students explore my virtual rooms and send home information.
- More training for myself and staff about suicide prevention and what to look for in elementary age students.

Middle:

- Implement and continue providing career day for all grades 6-8

- Inquire about training MS staff for YMHFA (youth mental health first aid) if not already trained
- Teach Erin's law curriculum for all grades 6-8.
- Teach internet safety lessons to all grades 6-8.
- Develop 3 school-wide lessons with No Place for Hate
- Update counseling webpage to include more information for parents
- Increase my visibility in the school and allow all students to know my role as a school counselor
- Conduct a needs assessment to create interventions (group, individual, classroom lessons).
- Have a meet the counselor night/coffee with the counselor for parents

High:

- Increase the percentage of students who can identify one faculty/staff member they feel connected to.
 - Current 9-12 Data: 86% can (Results from June 2023 Survey)
 - Conduct connectedness activities/surveys for students and staff
- Create a new system for students to schedule appointments with counselors
 - Lexi has created a Google form for this.
- Expand Career Day
- Update Crisis Plan
- Update Counseling webpage
- Meet with 9th graders within the first quarter of the year to assess transition to high school
- Continue working with Christina McCall-Hopkins for Career Destinations
 - We would like to increase attendance at Workforce Wednesdays.

May Bassett Mary Egging Talent Acquisition Business Partner with 3 additional speakers	11 Students
April Dr Kathy Knox Otego Family Dental PC	3 students
March Otsego County 911 & EMS	6 students
Feb Village of Sidney Water/Waste Water Treatment	7 Students
Jan Amy Faulkner Watershed Agricultural Council	7 Students
Dec Korey Rowe, Otsego Media	6 Students
Nov Danielle Rowe, ARC Otsego	7 Students
Oct Tracy Youngs, Mary Todd, SFCU	3 Students
Sept Dr. Dawson, SUNY Delhi, Athletic Trainer	9 Students

4) Input from the committee:

- Staff development next year will be focused on social-emotional learning and behavior management.
- Attendance remains an issue across all buildings.

- Better “marketing” on school Facebook page for counseling-specific events (ex. Career Day)

5) Next meeting date: Fall 2023

Unatego School Counseling Advisory Council
Meeting Minutes
November 20, 2023

- 1) Introductions and committee member updates: Ashley Searing is the new Middle School Counselor, replacing Ashley Benz who took another position in July.
- 2) School updates and goal review for 2023-24 school year by building.

Counseling Department:

- Update Crisis Plan

Elementary:

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- More training for myself and staff about suicide prevention and what to look for in elementary age students.

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Mar Sportsfield Specialties (tentative)	
Feb Springbrook	
Jan NYC Watershed	
Dec Casella	
Nov Otsego County Sheriff	9 Students
Oct Margo Burkett, Sarah Cabochon, & Stacey Smith DOL and Civil Service	6 Students

Sept Jake Cotton, Mayor of Unadilla	14 Students
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- 3) Review updated 2023-2024 annual calendar
 - Suggestion was made to add Raymond's field trip for 11th and 12th grade students (February 2024)

- 4) Review updated 2023-2024 program map

- 5) Open Discussion
 - Building project updates from Julie, including plan for school-based health (including mental health services)
 - Emphasis on school social worker and their positive impact with grades 6-12
 - Discussion surrounding challenges/limitations with mental health services in our area

- 6) Board of Education Presentation
Scheduled for December 4, 2023

- 7) Next meeting date: May 2024