

**FORT EDWARD UNION FREE SCHOOL DISTRICT  
2023-2024**

**Overview/Mission Statement:**

The comprehensive guidance plan is a framework for the development, implementation and evaluation of the Fort Edward Union Free School District guidance and counseling program. This document identifies strategies, activities, and procedures used to accomplish the goals of the comprehensive guidance program.

**Counseling**

Goal: To provide a supportive, nurturing, confidential environment to promote personal growth that will create a positive learning community.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
To provide academic counseling and support.  NYSED REG: i.4, ii.4.3  CDOS: 3a.1, 3a.2, 3a.3	<ul style="list-style-type: none"> <li>● Meet with students who are struggling with coursework and in the classroom.</li> <li>● Schedule parent-teacher conferences to discuss issues and develop</li> </ul>	School Counselor Teachers	Throughout school year	Students' academic performance improves

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	<p>strategies to help student improve academic and classroom performance</p> <ul style="list-style-type: none"> <li>● Follow-up and re-evaluate when necessary</li> </ul>			
<p>To provide crisis counseling</p> <p>NYSED REG: i.5, i.6,ii. 4.4,ii4.5</p> <p>CDOS: 3a.4,3a.7,3a.8</p>	<ul style="list-style-type: none"> <li>● Meet with students to de-escalate situation</li> <li>● Contact parents when necessary</li> <li>● Refer student to outside agency when appropriate</li> </ul>	<p>School Counselor and other faculty/staff members Social Worker</p>	<p>As needed</p>	<p>Students are able to return to class and function in school.</p>
<p>To provide social/emotional counseling and support</p> <p>NYSED REG: i.5, i.6, ii.4.4, ii 4.5</p> <p>CDOS: 3a.4, 3a.7, 3a.8</p>	<ul style="list-style-type: none"> <li>● Meet with students individual or in groups on a regular basis to implement appropriate counseling strategies.</li> </ul>	<p>School Counselor School Psychologist Social Worker</p>	<p>As needed</p>	<p>Students will have the ability to perform successfully in school on a daily basis.</p>
<p>To serve as a liaison between the school district and outside service agencies.</p>	<ul style="list-style-type: none"> <li>● Make phone calls</li> <li>● Meet with agency personnel</li> </ul>	<p>School Counselor School</p>	<p>As needed</p>	<p>As determined by student need</p>

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NYSED REG: iii.2.3	<ul style="list-style-type: none"> <li>Implement strategies as part of a coordinated service plan</li> </ul>	Psychologist Social Worker		

**Academic Guidance**

Goal: To help students and parents understand NYS graduation requirements and to assist students in making sound academic choices and to encourage students to adopt habits to make them successful.

Objective NYSED Regulation(s) CDOS Standards (s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
To organize middle school student orientation program  NYSED REG: i.2,i.8,ii.2,ii4.6,ii4.7  CDOS 1,2,3a.3	6th grade student orientation	School Counselor Teachers Principal	Spring	Students operate their lockers successfully, manage their new schedule and building and come to class prepared and on time.
To provide middle to high school transition planning.  NYSED REG: ii.2,	Meet with 8th grade students to discuss NYS graduation requirements, NYS Regents testing	School Counselor	Spring	Students and parents understand NYS graduation requirements, Regents testing requirements

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ii.4.6, ii.4.7 CDOS: 1,2,3a.3	requirements, and course options.			and course options.
To provide academic review and transition planning. NYSED REG: ii.2, ii.3, ii.4.6, ii.4.7 CDOS: 1,2,3b	Conduct student interviews, which involves meeting with seniors to review transcripts, discuss postsecondary plans and the graduation rubric.	School Counselor	Fall	Seniors will understand their transcripts and graduation requirements, as well as the steps necessary to accomplish their postsecondary goals.
To coordinate and attend parent/teacher conferences. NYSED REG: i.1-8, ii.4.1-7 CDOS: 3a.7, 3a.8	Meet with parents, teachers and students (when appropriate) to discuss issues impacting academic performance.	School Counselors Teachers Principals	As needed Throughout the school year	Parent/teacher conferences are attended by necessary people.
To present, or schedule guest speakers to present, pertinent academic information in the classroom setting. NYSED REG: i.2, ii.3, ii.4.6 CDOS: 1,3a.6, 3b	Visit classrooms to present information on topics including, but not limited to, college applications, financial aid, career planning and exploration, PSAT, SAT/ACT, and ASVAB.	School Counselors Guest Speakers	Throughout the school year.	Students will sign up for/attend appropriate programs based on the information provided. Students will have an increased understanding of the material presented.
To introduce grade 10	Present CTE program	School Counselor	Fall	Students will make

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<p>students to the academic opportunities available at WSWHE BOCES</p> <p>NYSED REG: i.4,ii.4.3</p> <p>CDOS: 2</p>	<p>information to all 10th grade students, follow up with visitations, with appropriate students making programming choices for their junior year.</p>	<p>BOCES Counselors</p>		<p>informed decisions about their academic options related to career and technical education.</p>
<p>Schedule students into AIS</p> <p>NYSED REG: i.4, ii.4.3</p> <p>CDOS: 3a.1,3a.2</p>	<p>Schedule students into AIS according to NYS test scores and teacher recommendations.</p>	<p>School Counselors</p>	<p>Ongoing</p>	<p>Students who are required to be in AIS are scheduled and attend. Performance in class is improved and tracked by PST/RTI process</p>
<p>Communicate appropriate information to parents.</p> <p>NYSED REG: i.8,ii.4.7</p> <p>CDOS : NA</p>	<p>Send AIS letters home informing parents of placement. Including informing parents of lack of academic progress and parents of seniors who are in danger of not graduating. Send college visit information, financial aid and scholarship information home as well as communicate personally to students.</p>	<p>School Counselors Teachers Principals</p>	<p>Throughout the school year.</p>	

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**Career Exploration**

Goal: To promote self-awareness regarding career interests skills, and abilities, and to increase student awareness of values and attitudes necessary to becoming a successful member of the workforce; to gain the skills necessary to retrieve current career information.

<b>Objective NYSED Regulation(s) CDOS Standard(s)</b>	<b>Activities</b>	<b>Responsible Personnel</b>	<b>Timeframe</b>	<b>Measurable Outcome</b>
<p>To introduce the programs available at WSWHE BOCES to grade 8 students</p> <p>NYSED REG: ii.3, ii4.1</p> <p>CDOS: 1</p>	<ul style="list-style-type: none"> <li>● Visit Southern Adirondack Education Center to receive an introductory presentation from each of the program's instructors</li> </ul>	<p>School Counselor SAEC Counselor SAEC Teachers</p>	<p>Spring semester</p>	<p>Students will understand CTE options available to them later in high school. Students are able to make informed scheduling choices based on their visit to SAEC.</p>
<p>To provide an opportunity for students to use the ASVAB as a career exploration tool.</p> <p>NYSED REG: ii.3</p>	<ul style="list-style-type: none"> <li>● Schedule the ASVAB</li> <li>● ASVAB Administration</li> <li>● Post-test</li> </ul>	<p>School Counselor MEPS Staff</p>	<p>Fall semester</p>	<p>Students will complete the Commencement Career Plan for grade 10</p>

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CDOS: 1	interpretation			
To present, or schedule guest speakers to present pertinent career information in the classroom setting.	<ul style="list-style-type: none"> <li>Organize classroom career presentations</li> </ul>	School Counselor Teachers Guest Speakers	Throughout the school year	Students develop a deeper understanding of career options and training requirements.
To provide an introduction to career exploration software	<ul style="list-style-type: none"> <li>Introduce students to career exploration programs such as Career Cruising</li> <li>Engage in discussions with students about what they learn.</li> <li>Maintain copies of student career plans</li> </ul>	School Counselor Teachers	Throughout the school year	Students produce evidence of the completion of career exploration activities and gain an understanding of the educational ramifications of a chosen field
Objective	Activities	Responsible	Timeframe	Measurable Outcome

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NYSED Regulation(s)		Personnel	
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**College Exploration & Planning**

Goal: To assist college-bound students with the college search, the application process, and the enrollment process, and to educate parents and students about the financial aid process.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
<p>To assist students in the college exploration process.</p> <p>NYSED REG: ii.3,ii.4.6</p> <p>CDOS: 1,3b</p>	<ul style="list-style-type: none"> <li>● Field trips to college campuses, the college fair at ACC</li> <li>● Classroom presentations</li> </ul>	School Counselor	Throughout the school year	Students will make informed decisions related to their college options.
<p>To assist seniors in the college application process.</p> <p>NYSED REG; ii.3,ii.4.6</p> <p>CDOS:3a.5,3a.6</p>	<ul style="list-style-type: none"> <li>● Classroom presentations about the application process.</li> <li>● Meet individually with students and parents to</li> </ul>	School Counselor	September to January	Students complete and submit their college applications.



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	<p>discuss the application process.</p> <ul style="list-style-type: none"> <li>● Provide assistance when necessary</li> </ul>			
<p>To educate students and parents about financial aid and scholarships.</p> <p>NYSED REG: ii.4.6,ii.4.7</p> <p>CDOS: 3a.3, 3a.5.8</p>	<ul style="list-style-type: none"> <li>● Plan and organize Financial Aid Night.</li> <li>● Provide financial aid and scholarship information during senior interviews with students.</li> <li>● Make scholarship and financial aid information available on our website, in our office and send it out via a senior email group list with google classroom.</li> </ul>	School Counselor	Throughout the school year	Students and parents successfully submit their FAFSA forms. Students will be informed about scholarship availability.

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	<ul style="list-style-type: none"> <li>Maintain scholarship lists and applications to provide information in a timely manner to students.</li> </ul>			

**Testing Coordinator**

Goal: To coordinate the registration and/or administration of required or optional exams, and to educate parents and students about the choices and benefits of optional testing.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
Coordinate AP Exam administration when applicable.  NYSED REG: ii.3, ii.4, ii.4.6  CDOS: 1, 3a.1	<ul style="list-style-type: none"> <li>Submit required paperwork to the College Board.</li> <li>Order exams</li> <li>Administer Exams</li> <li>Return materials</li> </ul>	School Counselor	As needed	AP exams are administered correctly

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	<ul style="list-style-type: none"> <li>• Work closely with Business Office to submit remittance to College Board</li> </ul>			
<p>Educate students about college entrance exams (PSAT, SAT, ACT) and the registration process</p> <p>NYSED REG: ii.3, ii.4.1, ii.4.6</p> <p>CDOS: 1, 3a.1</p>	<ul style="list-style-type: none"> <li>• Classroom presentations</li> <li>• Provide SAT/ACT information at junior/senior meetings</li> <li>• Maintain registration and preparation materials in the Guidance Office</li> </ul>	School Counselor	Throughout the school year	Students will understand the necessity of taking college entrance exams and will understand the registration process.
<p>Coordinate College Board testing for students with special needs who receive testing accommodations(SSD Coordinator)</p> <p>NYSED REG: ii.3, ii.4.1, ii.4.6</p>	<ul style="list-style-type: none"> <li>• Assist in the application process for testing accommodations.</li> <li>• Assist with student registration</li> <li>• Coordinate</li> </ul>	School Counselor (SSD Coordinator) School Psychologist CSE Chairperson Special Education teachers	Throughout the school year	Students who wish to take the college board exams have approved accommodations. In-house ACT/SAT testing administration is successful.

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<p>CDOS: 1, 3.a.1</p>	<p>in-house testing</p> <ul style="list-style-type: none"> <li>● Proctor testing when applicable</li> <li>● Return testing materials as directed</li> </ul>			
<p>Coordinate Regents exam testing</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>● Develop a schedule which includes testing rooms, proctors, and substitutes taking into account all students with testing accommodations</li> </ul>	<p>School Counselor Principal</p>	<p>Every Regents exam administration period</p>	<p>All students who are entitled to testing accommodations receive them; Regents exams are administered according to the NYS schedule</p>

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**Grade Reporting & Maintenance**

Goal: To accurately document and communicate student academic progress.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
Process Progress Reports/Report Cards  NYSED REG: i.8, ii.4.7  CDOS: NA	<ul style="list-style-type: none"> <li>● Distribute memo with instructions every five weeks to faculty</li> <li>● Verify accuracy of comments and grades with teachers</li> <li>● Send reports home in the mail</li> </ul>	School Counselor	Eight times per year at 5 week intervals	Accurate reports processed in a timely manner as per district calendar
Process transcript requests  NYSED REG: i.8, ii.4.7  CDOS: NA	<ul style="list-style-type: none"> <li>● Print, copy, sign, seal and mail transcripts as requested</li> <li>● Maintain information on mailing in Guidance Office</li> </ul>	School Counselor	Ongoing	Accurate, official transcripts are sent according to specific deadlines and requests

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<p>Provide parent/student online access to student grades in eSchool Data</p> <p>NYSED REG: i.8, II.4.7</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>● Collect usernames and passwords from interested parents and students.</li> <li>● Activate student/parent accounts in eSchool</li> </ul>	<p>HS Secretary School Counselor</p>	<p>ongoing</p>	<p>Parent and student accounts are activated and available as requested</p>
<p>Maintain permanent record cards</p> <p>NYSED REG</p>	<ul style="list-style-type: none"> <li>● Update permanent record cards as new information coursework, credits, test scores, etc. -becomes available.</li> </ul>	<p>School Counselor</p>	<p>Ongoing</p>	<p>Permanent Record Cards are accurate and current.</p>
<p>Maintain cumulative folders</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>● Update cumulative folders as new information becomes available</li> <li>● Adhere to records retention</li> </ul>	<p>School Counselor</p>	<p>Ongoing</p>	<p>Cumulative folders contain accurate and current information</p>

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	requirements			
Oversee the maintenance of online teacher gradebooks.  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>• Troubleshoot and correct teacher gradebook issues/errors</li> </ul>	School Counselor	Ongoing	Academic reports generated from teacher gradebooks are accurate

**Data Management**

Goal: To provide accurate data to meet district and state mandates.

Objective NYSED Regulation(s) CDOS Standards(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
Facilitate NYS SIRS/Data Warehouse process for the entire district  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>• Maintain required data in student management system.</li> <li>• Export data from student management system and verify accuracy.</li> <li>• Upload data to the NYS</li> </ul>	School Counselors CIO	Ongoing	Data loaded into SIRS/Data Warehouse is accurate. School Report Card is accurate.

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	<p>SIRS/Data Warehouse as per deadlines.</p> <ul style="list-style-type: none"> <li>• Correct all errors created during data movement..</li> <li>• Prepare reports for review in preparation for data certification.</li> </ul>			
<p>Oversee AIS reporting.</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>• Maintain AIS/RTI/PST data /files in the Guidance office.</li> <li>• Send AIS reports from teachers to parents with report cards</li> </ul>	<p>School Counselors Teachers</p>	<p>Ongoing</p>	<p>AIS reports are maintained according to NYSED requirements.</p>
<p>Report CTE information to NYSED.</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>• Submit required reports regarding CTE information as needed for SIRS/Data</li> </ul>	<p>School Counselor</p>	<p>June/July</p>	<p>State reports are accurate.</p>



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	Warehouse.			
<p>Maintain accurate student information in the student management system.</p> <p>NYSED REG; NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>● Input and update all demographic and census data.</li> <li>● Create and maintain student schedules.</li> <li>● Manage academic records and course</li> </ul>	<p>School Counselors Superintendent Secretary</p>	<p>Ongoing</p>	<p>All data in student management system is accurate.</p>

**Master Schedule**

Goal: To create a master schedule based on the needs of the student population within the confines of a PK-12 district.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
<p>Meet with individual departments regarding scheduling</p>	<ul style="list-style-type: none"> <li>● Schedule and attend department</li> </ul>	<p>School Counselors Principals Teachers</p>	<p>January</p>	<p>Meetings are held with each department and suggestions</p>

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<p>NYSED REG: NA</p> <p>CDOS: NA</p>	<p>meetings to discuss scheduling concerns, needs, and wishes for the following school year</p> <ul style="list-style-type: none"> <li>● Take notes at department meetings to be referred to during scheduling process</li> </ul>			<p>regarding scheduling are noted and considered</p>
<p>Meet with students regarding course requests for the following school year</p> <p>NYSED REG: ii.1-4</p> <p>CDOS: 1, 2, 3a, 3b</p>	<ul style="list-style-type: none"> <li>● Meet with students, and parents when necessary/requested, to discuss course requests for the following school year</li> <li>● Discuss relationship between course requests and postsecondary plans</li> </ul>	<p>School Counselor</p>	<p>Spring Semester</p>	<p>Course requests are completed for master schedule building</p>

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	<ul style="list-style-type: none"> <li>● Review graduation requirements, including testing requirements with students/parents</li> <li>● Update written record of status toward meeting graduation requirements and future plans</li> <li>● Update career plans</li> </ul>			
<p>Create and maintain student schedules</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>● Use course requests, conflicts, restrictions, etc., to create a Pre-K master schedule</li> <li>● Create course rosters and teacher schedules</li> <li>● Adjust student</li> </ul>	<p>School Counselors Principals</p>	<p>Ongoing</p>	<p>Master schedule meets the needs of students and requests are honored when possible</p>

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	<p>schedules for course failures and summer school completion</p> <ul style="list-style-type: none"> <li>● Send student schedules home over the summer</li> <li>● Process schedule changes over the summer and during the first week of school</li> <li>● Process schedule changes throughout the year as necessary</li> </ul>			
<p>Create schedules that meet the needs of special education students</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>● Attend annual CPSE, CSE and 504 meetings for all students in grades PK-12</li> <li>● Consult with CSE Chairperson</li> </ul>	<p>School Counselors</p> <p>CSE/CPSE/504 Chairs</p> <p>Principals</p>	<p>Ongoing</p>	<p>Schedules for special education students reflect the needs listed on 504 plans and IEPs</p>

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	<p>and special education teachers to review student needs</p> <ul style="list-style-type: none"> <li>● Discuss special education teacher assignments</li> <li>● Create special education student schedules based on 504 plans and IEPs</li> </ul>			
<p>Communicate with parents throughout the scheduling process</p> <p>NYSED REG: ii.4.7</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>● Send course requests and student schedules to parents</li> <li>● Communicate concerns to parents regarding controversial course requests, especially those that will change</li> </ul>	<p>School counselors</p>	<p>Ongoing</p>	<p>All students have an updated transition plan</p>

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	diploma type or have an effect on college applications			
Maintain district course catalog  NYSED REG: ii.4.1  CDOS: NA	<ul style="list-style-type: none"> <li>Communicate with teachers to ensure that course descriptions are current.</li> </ul>	School counselor Teachers	Ongoing	Students and parents have access to a printed or published course catalog for use in the scheduling process

**Leadership Roles/Committee Membership**

Goal: To be a supportive contributor to the overall mission of the school district.

<b>Objective NYSED Regulation(s) CDOS Standard(s)</b>	<b>Activities</b>	<b>Responsible Personnel</b>	<b>Timeframe</b>	<b>Measurable Outcome</b>
Serve as McKinney-Vento Liaison.  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>Communicate with the registrar and School Support Team members regarding McKinney-Vento Law</li> </ul>	School appointed personnel	ongoing	All temporarily housed students/families are served according to McKinney-Vento Law.

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	<ul style="list-style-type: none"><li>● Format enrollment forms to insure correct data collection</li><li>● Meet with families and/or youth who are identified as temporarily housed or unaccompanied youth to make sure enrollment process moves quickly and efficiently, and access to all necessary services is provided</li><li>● Coordinate with other school personnel, such as transportation department and cafeteria, to insure those</li></ul>			
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	<p>services are adequately provided for identified students/families</p> <ul style="list-style-type: none"> <li>• Attend regional meetings for updates and information sharing</li> <li>• Participate in webinars sponsored by NYSTEACHS for information on identification of</li> </ul>			
<p>Facilitate Scholarship Committee meetings</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>• Facilitate meetings of the FETA Scholarship Committee by providing pertinent information about students' college and career plans</li> </ul>	<p>School Counselor High School Secretary Scholarship Committee Members</p>	<p>June prior to graduation</p>	<p>Scholarships are awarded at the June Graduation ceremony</p>
<p>Serve as a member of</p>	<ul style="list-style-type: none"> <li>• Attend</li> </ul>	<p>Various district staff</p>	<p>Ongoing</p>	<p>Students and staff</p>



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<p>the district Safety Team.</p> <p>NYSED Reg: NA</p> <p>CDOS : NA</p>	<p>scheduled Safety Team meetings and additional meetings as necessary.</p> <ul style="list-style-type: none"> <li>● Contribute to development and revision of procedures related to maintaining a safe school environment.</li> <li>● Report staff safety concerns to Safety Team members.</li> <li>● Assist when drills related to various school safety issues are conducted (fire drills, lockdown drills, evacuation drills, etc.)</li> </ul>			<p>members feel safe at school and are informed about safety plans related to various emergency situations.</p>
<p>Serve as a member of the district Pupil Service Team</p>	<ul style="list-style-type: none"> <li>● Inform students, staff, and parents of</li> </ul>	<p>School Counselor Social Worker</p>	<p>Ongoing</p>	<p>Students are socially and emotionally healthy and are able</p>

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<p>NYSED REG: ii.1, ii.4, ii.4.1-5</p> <p>CDOS: 3a</p>	<p>the support services available to students.</p> <ul style="list-style-type: none"><li>● Attend scheduled PST meetings and additional meetings as needed</li><li>● Address the needs of students experiencing social and/or emotional issues in order to eliminate barriers to their success in school.</li><li>● Communicate with parents, staff members, administrators and community agencies as needed to coordinate services for students.</li></ul>			<p>to fully participate in their education.</p>
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Serve as a member of the Instructional Planning Committee (distance learning)	<ul style="list-style-type: none"> <li>Attend regular meetings to develop the course schedule for the following school year.</li> </ul>	School Counselor	Ongoing	Students are afforded the opportunity to access college courses and high school electives not otherwise available to them.
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**Professional Development**

Goal: To participate in relevant professional development opportunities.

<b>Objective NYSED Regulation(s) CDOS Standard(s)</b>	<b>Activities</b>	<b>Responsible Personnel</b>	<b>Timeframe</b>	<b>Measurable Outcome</b>
To stay updated and current on CTE programs and related services  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>Attend bi-annual component school counselor meetings</li> </ul>	School Counselor	Ongoing	Counselor is able to provide students with current information on available vocational programs and other career exploration activities
To develop a distance learning schedule to increase educational opportunities for	<ul style="list-style-type: none"> <li>Attend meetings of the Instructional Planning</li> </ul>	School Counselor Principal	Ongoing	District is able to provide students with increased educational opportunities.

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<p>students</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<p>Committee</p>			
<p>To collaborate with colleagues in professional development activities</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>● Attend Adirondack School Counseling Association workshops and trainings</li> <li>● Attend BOCES sponsored workshops and trainings</li> </ul>	<p>School Counselor</p>	<p>Ongoing</p>	<p>Counselor will acquire new skills and learn new information relevant to the school counseling profession and other district responsibilities.</p> <p>Counselors will obtain information about updates to services offered in our area.</p>
<p>To collaborate with guidance professionals from neighboring districts with similar demographics and issues</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>● Meet as needed to share best practices and collaborate on new projects and required procedures.</li> </ul>	<p>School Counselor</p>	<p>Ongoing</p>	<p>Counselors use a team approach to develop programs, meet mandated requirements, and continue to improve the services offered to students, staff, and the district.</p>

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***NYSSCA Comprehensive School Counseling Program Map—Based on NYSED Commissioner’s Regulations for Guidance Programs (see above), designed by NYSSCA to determine implementation level of regulations in the district’s Guidance Plan.***

**Each district shall have a guidance program for all students:**

**(i) The K-6 school counseling program:**

- (i.1) is designed in coordination with the teaching staff
- (i.2) prepares students to participate effectively in their current and future educational programs
- (i.3) includes interventions for students with attendance problems
- (i.4) includes interventions for students with academic problems
- (i.5) includes interventions for students with behavioral problems
- (i.6) includes interventions for students with adjustment problems
- (i.7) educates students concerning avoidance of child sexual abuse
- (i.8) encourages parental involvement

**(ii) The 7-12 school counseling program is delivered by school counselors with the assistance of teachers and other staff**

- (ii.1) includes the services of personnel certified or licensed as school counselors
- (ii.2) includes an annual review of each student's educational progress and career plans by a certified school counselor
- (ii.3) includes instruction at each grade level to help students learn about careers & career planning skills
- (ii.4) includes other advisory and individual and/or group counseling provided by school counselors; or school psychologists or school social workers in cooperation with school counselors
  - (ii.4.1) enables students to benefit from the curriculum
  - (ii.4.2) provides interventions for students with attendance problems
  - (ii.4.3) provides interventions for students with academic problems
  - (ii.4.4) provides interventions for students with behavioral problems
  - (ii.4.5) provides interventions for students with adjustment problems
  - (ii.4.6) provides advisement on developing and implementing postsecondary education and career plans
  - (ii.4.7) encourages parental involvement

**(iii) The school district plan:**

- (iii.1) is filed in district office and available for review by any individual
- (iii.2.1) includes program objectives which describe expectations of what students will learn from the program
- (iii.2.2) includes activities to accomplish the objectives

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(iii.2.3) includes specification of staff members and other resources assigned to accomplish objectives
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(iii.2.4) includes provisions for the annual assessment of program results
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(iii.3) is reviewed annually and revised as necessary
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***NYSED Career Development & Occupational Studies (CDOS) Student Standards***

**STANDARD 1: Career Development** -Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

**1.1** Students will learn about the changing nature of the workplace, the value of work to society, and the connection of work to the achievement of personal goals.

**STANDARD 2: Integrated Learning** -Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

**2.1** Integrated learning encourages students to use essential academic concepts, facts, and procedures in applications related to life skills and the world of work. This approach allows students to see the usefulness of the concepts that they are being asked to learn and to understand their potential application in the world of work.

**STANDARD 3a: Universal Foundation Skills** -Student will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

**3a.1 Basic skills** include the ability to read, write, listen, and speak as well as perform arithmetical and mathematical functions

**3a.2 Thinking skills** lead to problem solving, experimenting, and focused observation and allow the application of knowledge to new and unfamiliar situations.

**3a.3 Personal qualities** generally include competence in self-management and the ability to plan, organize, and take independent action.

**3a.4 Positive interpersonal qualities** lead to teamwork and cooperation in large and small groups in family, social, and work situations.

**3a.5 Technology** is the process and product of human skill and ingenuity in designing and creating things from available resources to satisfy personal and societal needs and wants.

**3a.6 Information management** focuses on the ability to access and use information obtained from other people, community resources, and computer networks.

**3a.7 Using resources** includes the application of financial and human factors, and the elements of time and materials to successfully carry out a planned activity.

**3a.8 Systems skills** include the understanding of and ability to work within natural and constructed systems.

**STANDARD 3b: Career Majors** -Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.

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**B/IS Business/Information Systems:** Core, Specialized, and Experiential

**HS Health Services:** Core, Specialized, and Experiential

**E/T Engineering/Technologies:** Core, Specialized, and Experiential

**HPS Human and Public Services:** Core, Specialized, and Experiential

**NAS Natural and Agricultural Sciences:** Core, Specialized, and Experiential

**A/H Arts/Humanities:** Core, Specialized, and Experiential

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