



**From In-School to Distance Learning:
Delivering Your School Counseling Program**

TIP SHEET for High School Counselors



As high school counselors and advocates, how are we connecting with students? What are the most pressing needs? How are we as counselors (and districts) responding to those needs during these challenging times. Some districts deal with some calamities that affect student engagement and learning while others have transitioned quite smoothly to distance learning. No matter where our districts fall on the spectrum, one thing is for sure: we need new resources in order to

implement our school counseling programs. NYSSCA has gathered ideas to help with the transition from in-school to distance learning. This is not a complete list, but information to get you started systematically with current school counseling program regulations and national standards in mind.

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Counselor self-care: A regular schedule and a work plan are essential, including breaks to stretch and have a lunch. Establish office hours (ex: 8-11:30 & 12:30-3) and maintain close contact with your district to keep in alignment with expectations and work parameters.

District plan: Your district's policies and response plan provide the foundation for your role and can guide you on determining which program components you are expected to deliver and how to deliver them. Each district's plan was to be submitted to NYSED by March 26th, to include: *"response plans and ... mechanisms for ongoing communications with staff, students, families, and communities during this time of closure"* as well as the district's, *"closure plan for alternative instructional options (electronic and non-electronic), distribution and availability of meals, and child care..."*

Meetings and technology: Your district has established mechanisms for communicating with students and families; your communications need to utilize those approved platforms. Some platforms allow you to set up a virtual classroom where you can post activities, messages, and lessons. There may also be a teleconferencing tool that allow callers to see each other, useful for some parent and/or student meetings. It is important that you only use an approved platform. District, school and department websites are an important tool; and you will need to know how to add items.

Program management: A good starting point is to look at your program calendar and school counseling plan to determine what components were scheduled to be provided:

Academics: Districts will be deciding how to address grades (P/F vs. numerical), graduation requirements, content, assignments, homework and projects, tests and quizzes.



College and Career: There are many areas to consider: transcripts, testing (AP, ACT & SAT), college deposits, tours, financial aid, NCAA, internships, community service, clubs, sports, CTE.

Social/Emotional: Triage needs, utilize your mental health team, gather resources, utilize outside agencies.

Related Resources:

NYSSCA COVID-19 webpage: http://nyssca.org/?page_id=3253

NYSUT's "Continuity of Learning" Guidance for Educators DURING THE COVID-19 PANDEMIC:

<https://www.nysut.org/resources/all-listing/research/fact-sheets/fact-sheet-continuity-of-learning-guidance-for-educators-during-covid-19> including "Data Privacy Considerations".

NYSED COVID-19 webpage: <http://www.nysed.gov/coronavirus>

- **Continuity of Learning:**
 - technology options: <http://www.nysed.gov/edtech/continuity-learning-technology-options>
 - digital tools: <http://www.nysed.gov/edtech/digital-tools>
 - non-technological options: <http://www.nysed.gov/edtech/non-technological-options>
 - other education organization resources: <http://www.nysed.gov/edtech/resources-nys-organizations>
- **Message for Parents** (March 27, 2020): <https://myemail.constantcontact.com/Parent-Update--Additional-Resources-and-Guidance-Regarding-Novel-Coronavirus--COVID-19-.html?soid=1110847617454&aid=yo-5E5jcRSE>
- **Resources for Mental Health and Talking to Young People About COVID-19** (March 26, 2020): <http://www.nysed.gov/common/nysed/files/programs/coronavirus/talking-about-covid-19-memo-3-26-2020.pdf>
- **Additional Guidance on Statewide School Closures** (March 17, 2020): <file:///E:/NYSSCA/COVID%2019/nysed-covid-19-third-guidance-3-17-20.pdf>

ASCA COVID-19 Resources: <https://www.schoolcounselor.org/school-counselors/professional-development/learn-more/covid-update>

- **Ethical Considerations: School Counseling in a Virtual Setting:** <https://videos.schoolcounselor.org/ethics-virtual-school-counseling>
- **FAQs on virtual school counseling:** <https://www.schoolcounselor.org/school-counselors/legal-ethical/faqs-virtual-school-counseling-ethics>
- **School Counseling in an Online Setting:** <https://videos.schoolcounselor.org/school-counseling-in-an-online-world>
- **Planning for Virtual/Distance School Counseling During an Emergency Shutdown:** <https://www.schoolcounselor.org/asca/media/asca/home/EmergencyShutdown.pdf>

ACT: <https://www.act.org/content/act/en/covid19.html>

College Board: <https://pages.collegeboard.org/collegeboard-covid-19-updates>

NACAC: <https://www.nacacnet.org/news--publications/newsroom/press-releases/nacac-update-coronavirus/>

NAFAA - National Association of Financial Aid Administrators: <https://www.nasfaa.org/covid19>

NYSFAAA – NYS Financial Aid Administrator Association: <https://www.nysfaaa.org/>

NYS HESC: <https://www.hesc.ny.gov/coronavirus>

Federal Student Aid: <https://studentaid.gov/announcements-events/coronavirus#borrower-questions>