

COMMACK UNION FREE SCHOOL DISTRICT

DISTRICT GUIDANCE PLAN

K-12

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COMMACK PUBLIC SCHOOLS

GRADES K – 12

The following information represents a guideline of the District Guidance Plan for grades K-12 in the Commack School District.

The format follows the suggested outline for implementing the Commissioner's Regulation 100.2 (iii), as communicated by the New York State Education Department, Division of Student Development and Family Support Services. The National Standards for School Counseling Programs are also referenced throughout this plan.

Introduction

One of the primary goals of the Commack School District is:

To prepare all students to succeed responsibly in post-secondary education and/or the workplace.

To achieve its goal, the District is committed to ongoing efforts aimed at setting and maintaining high expectations for all students and building the capacity for all students to succeed. This is done within a systemic K-12 framework which acknowledges the academic, physical, and social development of pupils in distinct stages over time and the satisfaction of local, state, and national learning standards.

Of critical importance to the District's comprehensive effort is the role of its counseling and related services components for students, parents, and teachers. The explanation and coordination of these responsibilities K-12, are articulated in this Guidance Plan. It is intended to assist educational stakeholders in assuring the academic and social success of all pupils.

Commissioner's Regulations 100.2

a. Guidance programs

1. Public schools. Each school district shall have a guidance program for all students.
 - i. In grades K-6, the program shall be designed in coordination with the teaching staff to prepare students to participate effectively in their current and future educational programs, to help students who exhibit any attendance, academic, behavioral or adjustment problems, to educate students concerning avoidance of child sexual abuse, and to encourage parental involvement.
 - ii. In grades 7-12, the guidance program shall include the following activities or services:
 - a. An annual review of each student's educational progress and career plans, with such reviews to be conducted with each student individually or with small groups by personnel certified or licensed as school counselors;
 - b. Instruction at each grade level to help students learn about various careers and about career planning skills conducted by personnel certified or licensed as school counselors, or by classroom teachers in cooperation with school counselors;
 - c. Other advisory and individual or group counseling assistance to enable students to benefit from the curriculum, to help students develop and implement postsecondary education and career plans, to help students who exhibit any attendance, academic, behavioral or adjustment problems and to encourage parental involvement, provided that advisory assistance shall be provided by teachers or counselors, or by certified teaching assistants under the supervision of counselors or teachers, and that such individual or group counseling assistance shall be provided by certified or licensed school counselors or by certified or licensed school psychologists or certified or licensed school social workers in cooperation with school counselors; and
 - d. The services of personnel certified or licensed as school counselors.

- iii. Each school district shall develop a district plan which sets forth the manner in which the district shall comply with the requirements of this subdivision. The City School District of the City of New York shall submit a separate plan for each community school district, for the High School Division and for the Special Education Division. Such plan shall be filed in the district offices and shall be available for review by any individual. The plan shall present program objectives, which describe expectations of what students will learn from the program; activities to accomplish the objectives; specification of staff members and other resources assigned to accomplish the objectives; and provisions for the annual assessment of program results. The plan shall be reviewed annually by the school districts, and revisions shall be made as necessary.
2. Nonpublic schools. Each nonpublic secondary school shall provide a guidance and counseling program for students in grades 7-12.

Learning Standards for Career Development and Occupational Studies

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.

Standard 2: Integrated Learning

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

Standard 3a: Universal Foundation Skills

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

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.

Counseling Department Goals

The Commack School District Counseling personnel fully support the district's goal:

To prepare students to succeed responsibly in post-secondary education and/or the workplace.

To do so, the Counseling Department will seek to:

- Assure school success for all students as per the outcomes of all counseling efforts
- Provide timely and effective communication with students, parents, and teachers on all matters germane to its responsibility
- Continuously educate the students and community as to the expectations of the Commack School District's experience including graduation requirements, assessments, and the breadth of opportunities created by school programming

- Provide and support career and college education awareness and planning at all levels
- Coordinate counseling, consulting, and related services efforts of all support components within the School District

Overview of Document Design

The following goals show the breadth and depth of the formalized Counseling Department activities and initiatives currently being practice in the school district. It is with these goals in mind, that guidance activities are created and initiated.

- To increase **COMMUNICATION** with parents
- To promote clearer understanding of **SCHOOL ENVIRONMENT**
- To promote understanding of **EDUCATIONAL REQUIREMENTS**
- To promote **SCHOOL SUCCESS SKILLS**
- To provide **CAREER/EDUCATION** awareness and planning
- To promote **SOCIAL/PERSONAL** development
- To increase **COMMUNITY INVOLVEMENT**
- To provide **COORDINATION OF SERVICES**
- To provide **CONSULTATION SERVICES**
- To provide **COUNSELING SERVICES**

Counseling services are an essential aspect of the educational experience for all children. It is through the counseling program and relationship with their counselor that students are helped to interpret and integrate the world in which they live.

Commack Public Schools Guidance Plan Grades K-5

The K-5 Guidance Plan is committed to meeting the guidance regulations established by New York State, as well as the National Standards for School Counseling Programs. This Plan is designed to assist students in preparing to participate effectively in their current and future educational programs. It is focused on addressing students' attendance, academic, behavioral or adjustment problems, and encourages parental involvement.

A. Program Objective: To enable students to participate effectively in their current and future educational programs.

B. Target Population: Grades K-5

C. Expected Outcome(s):

1. Students will demonstrate continuous academic achievement as they progress through elementary school.
2. Grade accomplishments will improve as students progress through the grades.
3. Students receiving systematic remedial instruction will make satisfactory progress in these areas.
4. Students will become aware of academic and behavioral expectations as they progress to the next grade.
5. Students will develop appropriate social and emotional skills that will enhance their ability to learn.

D. Annual Assessment:

1. Student achievement will be assessed and reported using the format of tri-annual report card.
2. Satisfactory progress of pupils receiving systematic remedial instruction will be evaluated through State assessments and teacher evaluation.
3. Students will experience a positive transition to the next grade based on faculty and administrative assessment.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned | Other Resources | Date of Activity |
|--|-----------------------------------|--|--|--|
| 1. Kindergarten screening – Dial 4 | Incoming kindergarten students | Classroom Teacher, Speech/Language Teacher, Reading Specialist | Psychologist, Principal, AIS, Special Education Teacher | May/June |
| 2. State assessments | Students Grades 3-5 | Classroom Teacher | Principal | Spring |
| 3. Cognitive Aptitude Test | Students Grades 2-4 | Classroom Teacher | Psychologist, Principal, AIS | Spring |
| 4. Systematic Reading Testing – Fountas and Pinell | Students Grades K-5 | Classroom Teacher, Reading Teacher | Psychologist, Principal, CSE, AIS | Ongoing |
| 5. Instructional Support Team Meeting for placement in AIS | Students requiring AIS Grades K-5 | Classroom Teacher, Reading Teacher | Pupil Personnel Staff, Principal, AIS | Ongoing |
| 6. CSE/504 Annual Review Meeting – meeting to provide feedback and progress updates to help determine the appropriateness of each student’s IEP or 504 Plan. | Special needs students Grades K-5 | CSE and 504 Committee members | Report card, testing results, IEP or 504 Plan, teacher feedback, goals for next year | Annual Review – Spring 504 – One year from date of Plan |

| | | | | |
|---|-----------------------------------|--|--|-----------------|
| 7. Individual counseling | Students of concern Grades K-5 | Psychologist, Social Worker | Teacher feedback, parent feedback, Principal | As needed |
| 8. Group counseling | Identified students Grades K-5 | Psychologist, Social Worker | | As needed |
| 9. Building Assemblies – monthly meetings that focus on social and emotional learning and the character trait of the month | Students Grades K-5 | All Faculty Members | | Monthly |
| 10. Bus intervention program | Students Grades K-5 | Classroom Teacher, Psychologist, Social Worker, Principal | Peaceful Bus Program | Ongoing |
| 11. 2nd Step Program – Students will gain an understanding of empathy, impulse control, problem solving and anger management | Students Grades K-5 | Classroom Teacher, Psychologist, Social Worker, Principal | 2nd Step Curriculum | Ongoing |
| 12. CAPS Caring Kids Program – a bullying and anti-violence program | Students Grades K-1 | Social Worker | CAPS Curriculum | Ongoing |
| 13. AVID – Anti Violence Initiative Day – students wear purple and participate in activities that focus on anti-violence | Students Grades K-5 | Social Worker, Classroom Teacher | Anti-violence materials, the book “If Peace Is” | February |
| 14. Have You Filled a Bucket Today? – students are encouraged to be bucket fillers and demonstrate good deeds at school and at home | Students Grades K-5 | Social Worker, Classroom Teacher | | February |
| 15. The Buddy Bench-promotes student interaction, social awareness, and empathy for others | Students Grades K-5 | Social Worker, School Monitor, Psychologist | Classroom Teacher | Fall and Spring |
| 16. Arts in Education Programs – special programs provided throughout the year for students often pertaining to social and emotional well being | Students Grades K-5 | Parent Members, Principal, Social Worker, Psychologist | Outside Presenters | Ongoing |

A. Program Objective: To help students who exhibit attendance problems.

B. Target Population: Grades K-5 pupils exhibiting attendance problems.

C. Expected Outcome(s):

1. Students will begin to attend regularly as a result of attendance services and parents will cooperate with the school to ensure the regular attendance of their children.

D. Annual Assessment:

1. Improved student attendance will be assessed by daily, monthly and year-end reports.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned | Other Resources | Date of Activity |
|--|--|--------------------------------|---|-------------------------|
| 1. Student attendance reporting | Students Grades K-5 | Classroom Teacher | Attendance Personnel, Infinite Campus | Daily |
| 2. Attendance phone calls to parents | Absent students Grades K-5 | Automated Calls Home | Classroom Teacher, Principal, Social Worker | Daily |
| 3. Written communication to parent/guardian regarding excessive absences | Students with excessive absences Grades K-5 | Principal, Assistant Principal | Pupil Personnel Staff | As needed |
| 4. Parent conference | Students with excessive absences Grades K-5 | Principal, Assistant Principal | Pupil Personnel Staff | As needed |

A. Program Objective: To help students who exhibit academic problems.

B. Target Population: Grades K-5

C. Expected Outcome(s):

1. Students will improve classroom work and homework.
2. Students' report card grades will improve.

D. Annual Assessment:

1. Improvement of students' classroom work and homework will be assessed by classroom teacher.
2. Improvement in report card grades will be noted on trimester report card.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|--|--|--|--|--------------------------|
| 1. Parent/Teacher conference | Students identified as struggling educationally Grades K-5 | Classroom Teacher | Principal, Special Area Learning Specialist, Psychologist, AIS, IST, CSE | As needed |
| 2. Instructional Support Team meeting | Students experiencing major challenges in the classroom environment or on state mandated exams Grades K-5 | Principal, Psychologist, Classroom Teacher, Special Area Learning Specialist | Resource Room Teacher, AIS, IST, CSE | As needed |
| 3. Pupil/Teacher conference | Students exhibiting academic concerns Grades K-5 | Classroom Teacher | Principal, CSE, AIS, IST | As needed |
| 4. Pupil/Social Worker conference | Students exhibiting academic concerns Grades K-5 | Social Worker | Psychologist, Principal | As needed |
| 5. Referral to CSE for evaluation | Referred students Grades K-5 | Classroom Teacher | Principal, Psychologist, Learning Specialist, Social Worker, Parent, AIS, IST, CSE | As needed |
| 6. AIS Support Services – Students are identified through standardized test grades and teacher recommendations. Supports include AIS classes and monitoring services | Identified students Grades K-5 | Psychologist, Classroom Teacher, Building Administrator | IST, report card, standardized test results | Fall/ Quarterly |

A. Program Objective: To help students who exhibit behavioral or adjustment problems.

B. Target Population: Grades K-5

C. Expected Outcome(s):

1. Improved student behavior.
2. Improved student adjustment to school.
3. Development of peer relationships.

D. Annual Assessment:

1. Improved student behavior will be assessed by the reduction of reported disciplinary problems.
2. Improved student adjustment to school will be noted by the classroom teacher and school staff and improved academic performance.
3. Improved peer relationships will be noted by the classroom teacher.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|--|---|---|--|--------------------------|
| 1. Classroom instruction regarding appropriate school behavior | Students Grades K-5 | Classroom Teacher | Principal, Pupil Personnel Staff, Second Step Program | As needed |
| 2. Teacher/Pupil conference | Students exhibiting behavioral or adjustment problems Grades K-5 | Classroom Teacher | Principal, Pupil Personnel Staff | As needed |
| 3. Teacher/Parent/ Principal conference | Students exhibiting behavioral or adjustment problems Grades K-5 | Classroom Teacher/ Principal | Principal, Pupil Personnel Staff | As needed |
| 4. IST Referral | Students exhibiting behavioral or adjustment problems Grades K-5 | Principal, Classroom Teacher, Psychologist | Social Worker, Resource Room Teacher, Nurse | As needed |
| 5. Referral to outside agencies | Students exhibiting behavioral/adjustment problems Grades K-5 | Principal, Social Worker, Psychologist | Psychologist, Nurse | As needed |
| 6. Peer Mediation | Students exhibiting behavioral problems Grades K-5 | Classroom Teacher | REACH/CYO Trainer | As needed |

A. Program Objective: To educate students concerning personal safety.

B. Target Population: Grades K-5

C. Expected Outcome(s):

1. Students will be able to recognize potentially dangerous situations, including the ability to realize when their personal safety is threatened, the ability to identify someone with whom they can safely confide their feelings, and an age appropriate understanding of sexual abuse.

D. Annual Assessment:

1. Expected outcome will be assessed by classroom teachers' observations of student responses and parental feedback.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|--|--------------------------------------|---|--|--------------------------|
| 1. Instruction regarding personal safety – fire safety, stranger/danger, bike safety, road safety, pool safety | Students Grades K-5 | Classroom Teacher, Physical Education Teacher | Nurse, AV materials, appropriate program materials, Arts in Education Program, outside presenters (Safe Routes) | Ongoing |
| 2. Parent notification in the event of potential risk to child's safety | Parents of students Grades K-5 | Principal, PPS Staff | Nurse, Social Worker | As needed |
| 3. Counseling | Identified students Grades K-5 | Psychologist, Social Worker | Outside agencies | As needed |
| 4. Referral to outside agencies | Identified students Grades K-5 | Psychologist, Social Worker | Classroom Teacher, Psychologist, Nurse, Social Worker | As needed |

A. Program Objective: To encourage parental involvement.

B. Target Population: Grades K-5

C. Expected Outcome(s):

1. Parental awareness and support of educational programs and goals established for their children.
2. A satisfactory level of parent initiated contact with teachers and other school personnel.
3. A clear understanding by parents of school services and programs provided for the well-being and personal development of their children.
4. Parent volunteers will assist in the classroom and on field trips.
5. Parents will attend "Back-To-School Night" and other planned activities regarding the curriculum.
6. Parents will demonstrate willingness to serve on school advisory committees.

D. Annual Assessment:

1. Parental awareness and support of educational programs and goals will be assessed by parental feedback.
2. Parent initiated contact will be assessed by teacher and administrative observation.
3. Parental understanding of school services and programs will be assessed by parental feedback.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|--|---------------------------------|--|--|---|
| 1. Parent workshops highlighting various areas of the curriculum | Parents of students Grades K-5 | Classroom Teachers, Specialty Teachers | Principal, Nurse, Pupil Personnel Staff | Ongoing |
| 2. School/parent communications, report cards/newsletter, informal communication | Parents of students Grades K-5 | All Faculty Members, Principal | Nurse, Pupil Personnel Staff, Website, Backpack Mail | Ongoing |
| 3. Parent Advisory Committees | Parents of students Grades K-5 | Principal, Select Faculty Members, SBMT | Administration, Pupil Personnel Staff | Ongoing |
| 4. Parent/teacher conferences | Parents of students Grades K-5 | Classroom Teacher | Principal, Pupil Personnel Staff | November, Ongoing March K-2, Ongoing |
| 5. Kindergarten Orientation, Visitation Day K-5 and "Back-to-School Night" | Parents of students Grades K-5 | Classroom Teachers, Pupil Personnel Staff, Specialty Teachers, Principal | Handouts and other pertinent resources | May/August/September |
| 6. Book Fair | Parents and students Grades K-5 | Principal, Select Faculty Members | PTA | Varies by Building |
| 7. Family Nights – Bowling, Bingo, Carnival, Sports Night | Parents and students Grades K-5 | Principal, Select Faculty Members | PTA | Varies by Building |
| 8. Transition Night | Parents and Students Grade 3 | Principal, 3 rd Grade Teachers, AIS Staff | PTA | March |

Commack Public Schools Guidance Plan Grades 6-8

Commack Middle School plays an essential role in the development of the middle aged child and their ability to transition from the elementary level to the High School. The unique and developmental needs of these young adolescents are met by providing them with the tools to develop into productive and involved members of their school and community. The Middle School Guidance Plan will meet the State regulations by providing the following activities or services:

- An annual review of each student's educational progress and career plans
- Instruction at each grade level to help students learn about various careers and career planning skills
- Individual or group counseling assistance to enable students to benefit from the curriculum
- Assistance to students who exhibit attendance, academic, behavioral, or adjustment problems
- Opportunities for parental involvement

A. Program Objective: An annual review of each student's educational progress and career plans.

B. Target Population: All students 6-8

C. Expected Outcome(s):

1. Students will be able to identify their academic abilities and achievement levels.
2. Students will be able to relate their academic abilities and achievement levels to future educational and career opportunities.

D. Annual Assessment:

1. Review of student report card and state assessment results.
2. Review of student career portfolio.
3. Teacher feedback.
4. Parent feedback.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|--|--|---|--|
| 1. Individual or small group conference to review students' overall academic progress and general career interest | Students Grades 6-8 | Counselor and/or Grade Level Team | Career references, cumulative file, teacher recommendations, AIS, Curriculum Guide, Naviance | January- May |
| 2. Course selection and program planning special needs and 504 students | Special needs and 504 students Grades 6-8 | Counselor, Special Education Teacher, Psychologist, Social Worker | Building Administrators, SST, course selection materials, Annual Review, CSE recommendations | Ongoing |
| 3. CSE/504 Annual Review Meetings – counselors participate in these meetings to provide feedback and progress updates to help determine the appropriateness of each student's IEP or 504 Plan, and to make recommendations for the following school year. | Special needs students Grades 6-8 | CSE and 504 Committee members | Report card, transcript, testing results, course requests, IEP or 504 Plan, teacher feedback, goals for next year | CSE – Spring 504 – One year from date of Plan |

A. Program Objective: Instruction - grades 6 and 7, to help students learn about various careers and about career planning skills.

B. Target Population: All students in grades 6 and 7.

C. Expected Outcome(s):

1. The student will be able to describe career development.
2. The student will be able to identify worker traits.
3. The student will be able to identify and use career resources.
4. The student will be able to identify personal values and how they relate to selecting a career.

D. Annual Assessment:

1. Teacher's evaluation and assessment of students' understanding of instructional unit.
2. Counselor's evaluation of students' understanding.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|----------------------------|--|--|--------------------------|
| 1. Group instruction on career awareness and development, and career resources | Students Grades 6-7 | Family and Consumer Science Teacher, Librarian | Family and Consumer Science syllabus, instructional handouts | Ongoing |
| 2. Co-taught (2 Day) career lesson provided by Counselor and Family and Consumer Science teacher using Naviance | Students Grade 7 | Counselor, Family and Consumer Science Teacher | Naviance, Family and Consumer Science syllabus, handouts | Quarterly |

A. Program Objective: Instruction - grade 8, to help students learn about various careers and about career planning skills.

B. Target Population: All students in grade 8.

C. Expected Outcome(s):

1. The student will be able to describe career development.
2. The student will develop the ability to describe his/her career related interests and possible future careers.
3. Students will be acquainted with and understand the requirements, preparation, advantages, and disadvantages of various careers.

D. Annual Assessment:

1. Teacher's evaluation and assessment of student understanding of instructional units.
2. Counselor evaluation of career speaker series.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|----------------------------|--|---|--------------------------|
| 1. Group instruction-review of past career awareness instruction | Students Grade 8 | Family and Consumer Science Teacher | Family and Consumer Science syllabus, career reference materials | Ongoing |
| 2. Career Day | Students Grade 8 | Counselors, Building Administration | Career professionals, Instructional handouts | November |
| 3. Co-taught (2 Day) career lesson provided by Counselor and Family and Consumer Science teacher using Naviance | Students Grade 8 | Family and Consumer Science Teacher, Counselor | Family and Consumer Science syllabus, Naviance Strengths Explorer, instructional handouts | Quarterly |

A. Program Objective: To enable students to benefit from the curriculum.

B. Target Population: Students in grades 6 – 8.

C. Expected Outcome(s):

1. Students will be aware of requirements for a State and Local Diploma.
2. In cooperation with parents, students will plan an appropriate high school program.

D. Annual Assessment:

1. Parent feedback (informal and formal).
2. Counselor review of progress reports, report cards and standardized exam scores.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|---|---|--|---------------------|
| 1. Student Ambassadors' visits to Burr and Sawmill Intermediate Schools | Incoming 6 th grade students | Counselors | Student Ambassadors – current middle school students | Spring |
| 2. Incoming 6 th grade visitations to the Middle School | Incoming 6 th grade students | Counselors, Building Administrators, 5 th Grade Teachers | Middle school students | May |
| 3. Parent/student summer orientation | Incoming 6-8 th grade students | Counselors, Principal | Student's schedule, locker assignments, Student Handbook | August |
| 4. Course Selection- Grades 6-8 | Students Grades 6-8 | Teachers, Counselors | Course selection materials, course flow charts and standardized test results | December-February |
| 5. Visitations to 6 th grade classrooms to welcome students and explain the role of a school counselor | Students Grades 6-8 | Counselors | Handouts, classroom teacher | September - October |
| 6. Individual counseling with students of concern to discuss personal, social, and academic issues that may be impacting their academic performance | Students of concern Grades 6-8 | Counselor, Psychologist, Social Worker | Report card, teacher feedback, parent feedback, team meetings | As needed |
| 7. Group counseling for identified students with common issues | Identified students Grades 6-8 | Counselor, Psychologist, Social Worker | | As needed |

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| 8. Classroom presentations regarding the high school scheduling process | Students Grade 8 | Counselors | Classroom Teachers, Special Education Teachers, 9 th Grade Transition Counselors | December |
| 9. Arts in Education Programs – Special programs provided throughout the year for students often pertaining to social and emotional well being | Students Grades 6-8 | Parent Members, Building Administrators, Lead Counselor | Outside presenters | Ongoing |

A. Program Objective: To maintain students' cumulative records.

B. Target Population: Students in grades 6–8.

C. Expected Outcome(s):

1. An accurate comprehensive confidential student file will be maintained for each student.

D. Annual Assessment:

1. Cumulative record for each student will be updated at the conclusion of each school year to include the latest academic and standardized testing data.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|----------------------------|--|-------------------------------------|--------------------------|
| 1. Counselors will maintain scheduling, career pathway, standardized testing, interventions and supports provided on how each student is progressing toward graduation. | Students Grades 6-8 | Counselors, Counseling Secretaries | Cumulative folder for every student | Ongoing |

A. Program Objective: To help students who exhibit attendance problems.

B. Target Population: Students in grades 6-8.

C. Expected Outcome(s):

1. Student's daily attendance will improve.
2. Student's incidents of tardiness will be reduced.
3. Incidents of class cutting will be reduced.

D. Annual Assessment:

1. Annual attendance report.
2. Cumulative attendance report.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|--|-----------------------------------|---|--|--------------------------|
| 1. Daily recording of attendance | Students Grades 6-8 | Classroom Teacher, Counselor, Social Worker, Psychologist | Attendance Office, Assistant Principal | Ongoing |
| 2. Daily follow-up phone calls to home | Students Grades 6-8 | Attendance Office | Assistant Principal, Counselors, Social Workers, Psychologists | Ongoing |
| 3. Referral to Dean's Office or Assistant Principal | Identified students Grades 6-8 | Assistant Principal, Deans, Teacher of Referral | Referral Form, Counselor, SST | Ongoing |
| 4. Home visits | Identified students Grades 6-8 | Social Worker, Counselor, Psychologist | Assistant Principal, SST | Ongoing |
| 5. Attendance hearing | Identified students Grades 6-8 | Assistant Principal, Counselor | Psychologist, Social Worker, Principal, SST | Ongoing |
| 6. Referral to SST | Identified students Grades 6-8 | Counselor, Assistant Principal, Social Worker, Psychologist, Nurse | Attendance Reports, Report Card, | Ongoing |
| 7. Referral to family court, Alternative for Youth (AFY) | Identified students Grades 6-8 | Assistant Principal, Social Worker, Counselor, Psychologist | SST | Ongoing |

A. Program Objective: To help students who exhibit academic problems.

B. Target Population: Students in grades 6-8.

C. Expected Outcome(s):

1. Students identified through quarterly progress reports (6-8) will be advised on how to resolve academic problems. Students will be identified by report card grades.
2. Students in remedial programs will improve academically in those remediated areas.

D. Annual Assessment:

1. Quarterly report card review and analysis.
2. Failure lists.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|--|--|---|--|---------------------------------------|
| 1. Quarterly progress reports to parents | Students Grades 6-8 | Classroom Teachers, Data Office, Counselors | Principal, SST, AIS, | October/ December/ February/May |
| 2. Report card review | Students Grades 6-8 | Counselor | SST, AIS, Assistant Principal | Quarterly |
| 3. Progress review | Students experiencing academic difficulties and students in remedial programs Grades 6-8 | Counselor, Classroom Teacher | Psychologist, SST, AIS | Ongoing |
| 4. Extra help and peer tutoring | Identified students Grades 6-8 | Honor Society, Peer Leadership Group, Classroom Teacher | Counselor, Peer Leader Advisor, SST, AIS | Ongoing |
| 5. Parent conferences | Parents of identified students Grades 6-8 | Counselor, Classroom Teacher | Social Worker, Psychologist, SST | As needed |
| 6. Academic level changes | Identified students Grades 6-8 | Counselor, Department Leaders, Classroom Teacher | Director of Guidance, SST | As needed |
| 7. Failure list compiled, notification letter for students in danger of retention | Identified students Grades 6-8 | Counselor, Classroom Teacher, Director of Guidance Assistant Principals | Report cards, summer school bulletin, SST | Quarterly |
| 8. Summer school information | Identified students Grades 6-8 | Counselor, Summer School Bulletin | Report cards, SST, AIS | June |

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| <p>9. AIS Support Services – students are identified through standardized test grades and teacher recommendations. Supports include AIS classes and monitoring services</p> | <p>Identified students Grades 6-8</p> | <p>Counselor, Classroom Teacher, Building Administrator</p> | <p>SST, report card, standardized test results</p> | <p>Fall/Quarterly</p> |
|---|---|---|--|-----------------------|

A. Program Objective: To help students who exhibit behavioral or adjustment problems.

B. Target Population: Students in grades 6-8 who are referred by teachers, counselors, deans, administrators, and who are repeatedly cited for disciplinary action.

C. Expected Outcome(s):

1. Students with behavioral or adjustment problems will be able to describe some of the possible consequences of their actions.
2. Students with adjustment problems will be able to describe better ways of solving their difficulties.
3. Students with behavioral or adjustment problems will, after meeting with counselors, elect to participate in individual or group counseling to attempt to resolve their difficulties.
4. Students will make appropriate decisions concerning acceptable behavior.

D. Annual Assessment:

1. Review number of disciplinary referrals.
2. Administrative observations and feedback.
3. Teacher/counselor observations of student's behavior.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|-----------------------------------|---|---|-------------------|
| 1. Counselor/student meeting follow-up to referral forms | Referred students Grades 6-8 | Dean, Counselor, Social Worker, Psychologist | Assistant Principal, Referring Teacher, SST | As needed |
| 2. Teacher/counselor meeting to improve student behavior in classroom | Identified students Grades 6-8 | Counselor, Social Worker, Psychologist, Teacher | Dean's Office, SST | As needed |
| 3. Counselor/parent meeting to discuss and resolve behavior adjustment problems | Identified students Grades 6-8 | Counselor, Assistant Principal | Teacher, Psychologist, SST | As needed |
| 4. Referral to SST | Identified students Grades 6-8 | Counselor, Psychologist, Social Worker, Assistant Principal | Nurse, Classroom Teacher | As needed |
| 5. Counselor referrals to outside agencies | Identified students Grades 6-8 | Counselor, Psychologist, Social worker | SST, Assistant Principal | As needed |

A. Program Objective: The plan encourages parental involvement.

B. Target Population: Parents of all students in grades 6-8.

C. Expected Outcome(s):

1. Parents will understand the range of educational programs and services available to their children and to them.
2. Parents will have an opportunity to participate with their child and counselor in the creation of their child's academic program.
3. Parents will participate in steps to remediate any academic and/or behavioral challenges their children might have.
4. Parents will participate and help begin planning post-secondary plans.

D. Annual Assessment:

1. Parental feedback
2. Increased attendance of parents at orientations, conferences and other parent/school functions.
3. Staff, Counselor, Administrator observations.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|--|---|---|---|---|
| 1. Parental requested counselor conferences or team meetings grades 6-8 | Students Grades 6-8 | Counselor, Classroom Teachers | Principal, Assistant Principal, Social Worker, Psychologist, SST | As needed |
| 2. Parent Orientation Program | Incoming 6 th grade parents | Administration, Counselors, Department Leaders | Student Handbook, evening presentations, CMS website | August & December/ April (Evening) |
| 3. Open School Nights | Parents of students Grades 6-8 | Counselors, Administration, Teachers | Curriculum outlines, classroom/special displays, clubs, PTA | September /October |
| 4. Weekly Progress Report | Identified students Grades 6-8 | Counselor, Classroom Teachers | Weekly Progress Report forms, report cards, SST, AIS | As needed |
| 5. Quarterly Progress Reports to parents | Students Grades 6-8 | Classroom Teachers, Counselors | Progress Report Form, Data Department | October/De cember/Ma rch/May |
| 6. Information about subject selection and placement | Students Grades 6-8 | Counselor, Classroom Teacher, Department Leaders | Teacher recommendation forms, course selection sheet, standardized test scores, Director of Guidance | As needed |
| 7. Phone contact for purposes of academic, adjustment, behavior, personal problems | Identified students Grades 6-8 | Administration, Counselors, Classroom Teacher, Social Worker, Psychologist | Pertinent student information, SST, AIS | As needed |
| 8. Parent conferences for placement into remedial or special education programs | Identified students Grades 6-8 | Psychologist, Counselor, Special Education Teacher, Classroom | Pertinent testing and confidential reports, SST/CSE, AIS | As needed |

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|---|--------------------------------|---|--|-----------|
| | | Teachers, Nurse, Assistant Principal, Special Education Coordinator | | |
| 9. Distribution/ mailing of report cards, Progress reports, | Parents of students Grades 6-8 | Principal, Director of Guidance, Assistant Principal, Counselors, Data Department | Mailings | Quarterly |
| 10. Special Services Orientation Evening | Parents of students Grade 5 | Counselor, Special Education Coordinator, Special Education Teachers, Principal | Special education information packet | April-May |
| 11. PTA meetings | Parents of students Grades 6-8 | Parents, Building Administrators | Resources specific to each meeting topic | Ongoing |
| 19. School Messenger calls and emails regarding important information and upcoming events | Parents of students Grades 6-8 | Director of Guidance, Building Administration | Central Office Administration | Ongoing |
| 20. Parent Advisory Meetings – monthly meetings that will occur with a committee of parents to review and make recommendations regarding the services being provided by the Counseling Department | Parents of students Grades 6-8 | Director of Guidance, Secretary to the Director of Guidance, Counselor, Committee Members | Counseling Center resources | Monthly |

Commack Public Schools

Guidance Plan

Grades 9-12

The Commack High School Counseling Department is dedicated to assisting students in meeting their personal, social, and academic goals, and preparing them for post-secondary college and career aspirations. This process includes informing students and parents of graduation requirements and academic programs that will allow students to enroll in a challenging and enriching academic curriculum. The Counseling Department will also assist students in their transition to the High School, as well as their transition to college, the military, or post-secondary employment.

The High School Counseling Department will succeed in these areas by providing the following services or activities:

- An annual review of each student's educational progress and career plans
- Instruction at each grade level to help students learn about various careers and career planning skills
- Individual or group counseling assistance to enable students to benefit from the curriculum
- Assistance to students who exhibit attendance, academic, behavioral, or adjustment problems
- Opportunities for parental involvement

Program Objective: An annual review of each student's educational progress and career plans.

A. Target Population: All students in grades 9-12

B. Expected Outcome(s):

1. Students will be able to identify their academic abilities and achievement levels.
2. Students will be able to relate their academic abilities and achievement levels to future educational and career opportunities.
3. Student will know his/her GPA, and other indicators of educational progress.

C. Annual Assessment:

1. Review of student performance.
2. Review of student career portfolio.
3. Teacher feedback.
4. Parent feedback.

D. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|---|---|---|--|
| 1. Individual conference to review students' overall academic progress and career interests. Course selections and four year planning will be discussed. | Students Grades 9-12 | Counselor | Transcript, course request sheets, Naviance, teacher recommendations | December -February |
| 2. Quarterly Progress Review | At-risk students Grades 9-12 | Counselor, Social Worker, Psychologist, Department Leaders, SST | Progress report, report card | Ongoing |
| 3. Graduation Requirements Checklist – this form will be utilized by the counselors to update and track each students' diploma requirements | Students Grades 9-12 | Counselors | Student transcript, report card | Fall |
| 4. Articulation meetings between 8 th grade counselors and 9 th grade transition counselors to obtain academic, social and personal information | Incoming 9 th grade students | | | |
| 5. CSE/504 Annual Review Meetings – counselors participate in these meetings to provide feedback and progress updates to help determine the appropriateness of each student's IEP or 504 Plan, and to make recommendations for the following school year. | Special needs students Grades 9-12 | CSE and 504 Committee members | Report card, transcript, testing results, course requests, IEP or 504 Plan, teacher feedback, goals for next year | CSE – Spring 504 – One year from date of Plan |

A. Program Objective: Instruction-grade 9, to help students learn about various careers and career planning skills.

B. Target Population: Students in grade 9.

C. Expected Outcome(s):

1. The student will be able to describe career development.
2. The student will be able to describe relationships between careers and required educational achievement levels.
3. A student will be able to conduct career research related to his/her personal interests.

D. Annual Assessment:

1. Counselor notation indicating satisfactory student planning process.
2. Student feedback concerning educational and career planning.
3. Student will utilize Naviance.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|---------------------|---|--|-------------------|
| 1. Career Guidance lesson through CCC classes. Students will become familiar with Naviance and take a Career Interest Inventory. Specific research regarding possible careers will occur. | Students Grade 9 | Counselor CCC teacher | Interest inventory, Career portfolio, Naviance | Ongoing |
| 2. Career Café - opportunity for students to meet with various career representatives | Students Grade 9 | Counselors, Career and Internship Teacher, Business Teachers | School-Business Partnership Members | Fall |

A. Program Objective: Instruction-grade 10, to help students learn about various careers and about career planning skills.

B. Target Population: Students in grade 10.

C. Expected Outcome(s):

1. The student will be able to describe his/her own career related interests and possible future career.
2. The student will be able to describe relationships between careers and required educational achievement levels.
3. The student will be able to identify obstacles to effective career planning such as stereotyping and discrimination on the basis of race, sex, religion, national origin, age, handicap and other possible barriers.

D. Annual Assessment:

1. Review of interest survey results by student, counselor and parent.
2. Counselor/student annual review process.
3. Counselor observation of students' participation in career days.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|------------------------------|---|---|--------------------------|
| 1. Sophomore Class Meetings – yearly meeting in small groups to discuss career interests and college search and selection process | Students Grade 10 | Counselors | Career and college resources, standardized exam information, transcript, Naviance | October |
| 2. BOCES Field Trip – visit to specific vocational programs offered through Western Suffolk BOCES | Students Grade 10 | Counselors, Career & Internship Teacher | BOCES resources | December |
| 3. Internship Program Orientation – introduction to Career Internship Program | Students Grade 10 | Career & Internship Teacher | Counselors, Curriculum Guide | December |
| 4. Shadow Day – opportunity for students to shadow a career professional for a day | Students Grade 10 | Career and Internship Teacher | Community resources, School-Business Partnership Members | February |
| 5. ASVAB Exam | Interested students Grade 10 | Counselor | | March |
| 7. Military Advisement – provide students with information about the armed forces and connect them to military recruiters | Interested students Grade 10 | Counselor | Military recruiters, military publications | Ongoing |
| 6. College and Career Fair | Students Grade 10 | College Fair Committee, Counselors | College Admission Representatives, Career Representatives | April |

A. Program Objective: Instruction-grade 11, to help students learn about various careers and career planning skills.

B. Target Population: All students in grade 11.

C. Expected Outcome(s):

1. The student will review his/her career related interests.
2. The student will understand the required educational level particular to his/her personal career plans.
3. The student will develop personal plans, as well as alternatives to those plans.

D. Annual Assessment:

1. Review results of career interest survey.
2. Counselor observation/satisfaction of student goals.
3. Review of standardized test scores and report cards.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|--|------------------------------|---|--|-------------------|
| 1. College Visitation Days | Students Grade 11 | Counselor, College Admissions Representatives | College brochures | Ongoing |
| 2. Career Internship Program | Students Grade 11 | Career and Internship Teacher, Counselors | BOCES resources | Ongoing |
| 3. BOCES Vocational Program | Students Grade 11 | Career and Internship Teacher, Counselor | BOCES resources | Ongoing |
| 4. Mini College Days | Students Grade 11 | Consortium Liaison, Counselors | College Admission Representatives, Career Representatives | October and March |
| 5. Junior Planning Conference – individual meeting with student and parent to review and make post-secondary plans. | Students Grade 11 | Counselor | Career portfolio, standardized test results, transcript, Naviance, Junior Planning Guide, report card, Counseling Center | January-May |
| 6. Junior Class Meetings – small class meetings to review college selection and application process and future career plans. | Students Grade 11 | Counselor | Transcript, college and career resources, standardized exam information | November |
| 7. ASVAB Exam | Interested students Grade 11 | Counselor | | March |
| 8. Military Advisement – provide students with information about the armed forces and connect them to military recruiters | Interested students Grade 11 | Counselor | Military recruiters, military publications | Ongoing |

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|---|----------------------|--|--|---------|
| 9. College and Career Fair | Students Grade 11 | College Fair Committee, Counselors | College Admission Representatives, Career Representatives | April |
| 10. Scholarship Bulletins – scholarship opportunities will be made available through the posting of periodic bulletins | Students Grade 11 | Director of Guidance, Counselor, Counseling Secretaries, Scholarship Committee | Scholarship eBoards, School Messenger, classroom postings, bulletin boards, | Ongoing |

A. Program Objective: Instruction-grade 12, to help students learn about various careers and career planning skills.

B. Target Population: Students in grade 12.

C. Expected Outcome(s):

1. The students will develop personal career plans related to his/her career interest and achievement.
2. Students will learn about various employment opportunities.
3. Student will develop skills to succeed at the post-secondary level.

D. Annual Assessment:

1. Student/parent feedback..
2. Senior Survey.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Sources | Dates of Activity |
|---|------------------------------------|--|--|--------------------------|
| 1. Individual Counseling- College and Career Alternatives | Students Grade 12 | Counselor | College and career resources, military, Naviance, transcript, standardized test scores | Ongoing |
| 2. BOCES Vocational Program | Students Grade 12 | Career and Internship Teacher, Counselor | BOCES resources | Ongoing |
| 3. Career Internship Program | Students Grade 12 | Career and Internship Teacher, Counselor | BOCES resources | Ongoing |
| 4. Senior Class Meetings – review of college selection and application process | Students Grade 12 | Counselor (one period) | Transcript, college and career resources, Naviance, standardized exam information | September |
| 5. Mini College Days | Students Grade 12 | Consortium Liaison, Counselors | College Admission Representatives, Career Representatives | October and March |
| 6. ASVAB Exam | Interested students Grade 12 | Counselor | | March |
| 7. Military Advisement – provide students with information about the armed forces and connect them to military recruiters | Interested students Grade 12 | Counselor | Military Recruiters, military publications | Ongoing |
| 8. Scholarship Bulletins – scholarship opportunities will be made available through the posting of periodic bulletins | Students Grade 12 | Director of Guidance, Counselor, Counseling Secretaries, Scholarship Committee | Scholarship eBoards, School Messenger, classroom postings, bulletin boards, Senior Awards Ceremony | Ongoing |

A. Program Objective: To enable students to benefit from the curriculum.

B. Target Population: Students in grades 9 – 12.

C. Expected Outcome(s):

1. Students will be aware of requirements for a State and Local Diploma.
2. In cooperation with parents, students will plan an appropriate high school program.

D. Annual Assessment:

1. Parent feedback (informal and formal).
2. Counselor review of progress reports, report cards and standardized scores.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|--|--|---|--------------------------|
| 1. Freshman Student Orientation | Incoming 9 th grade students | Principal, Assistant Principal, counselors, Director of Guidance, Class Advisors | Student's schedule, locker assignment, school clubs | August |
| 2. Individual counseling with students of concern to discuss personal, social, and academic issues that may be impacting their academic performance | Students of concern Grades 9-12 | Counselor, Psychologist, Social Worker | Report card, transcript, teacher feedback, parent feedback, team meetings | As needed |
| 3. Scheduling Orientation – classroom presentations regarding the scheduling process | Students Grades 9-11 | Counselors | Curriculum Guide | December |
| 4. Course Selection – individual scheduling meetings | Students Grades 9-11 | Counselors | Curriculum Guide, report card, standardized test results, Naviance | December-February. |
| 5. Course selection and program planning special needs students | Special needs students Grades 9-11 | Counselor, Special Education Teacher, psychologist | Curriculum Guide, report card, standardized test results, Naviance, annual reviews, CSE recommendations | Ongoing |
| 6. PSAT/Aspire Testing | Students Grade 9 Aspire/Students grades 10 and 11 PSAT | Counselors, Teachers, Department Leaders, Testing Committee, Building Administrators | College Board and ACT testing materials, | October |

| | | | | |
|--|---------------------------------------|---|--|---------|
| 7. Special needs test registration – assist parents and students in registering for College Board exams and the ACT | Special needs students Grades 9-12 | Special Education Coordinator, Case Manager, Psychologist, Counselor | College Board and ACT websites and application forms, SSD Portal, testing rooms, psychological testing results | Ongoing |
| 8. Arts in Education Programs – special programs provided throughout the year for students often pertaining to social and emotional well being | Students Grades 9-12 | Parent Members, Building Administrators, District Coordinators/ Directors | Outside presenters | Ongoing |

A. Program Objective: To maintain students' cumulative records.

B. Target Population: Students in grades 9–12.

C. Expected Outcome(s):

2. An accurate comprehensive confidential student file will be maintained for each student.

D. Annual Assessment:

2. Cumulative record for each student will be updated at the conclusion of each school year to include the latest academic and standardized testing data.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|----------------------------|--|-------------------------------------|--------------------------|
| 1. Counselors will maintain scheduling, diploma type, career pathway, standardized testing, interventions and supports provided on how each student is progressing toward graduation. | Students Grades 9-12 | Counselors, Counseling Secretaries | Cumulative folder for every student | Ongoing |

A. Program Objective: To help students who exhibit attendance problems.

B. Target Population: Students in grades 9-12.

C. Expected Outcome(s):

1. Student's daily attendance will improve.
2. Student's incidents of tardiness will be reduced.
3. Incidents of class cutting will be reduced.

D. Annual Assessment:

1. Annual attendance report.
2. Cumulative attendance report.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|--|------------------------------------|---|---|--------------------------|
| 1. Daily recording of attendance | Students Grades 9-12 | Classroom Teacher, Counselor, Social Worker, Psychologist | Attendance Office, Administrative Dean of Students, Assistant Principal | Ongoing |
| 2. Daily follow-up phone calls to home | Students Grades 9-12 | Attendance Office | Administrative Dean of Students, Attendance Deans, Assistant Principal, Counselors, Social Workers, Psychologist | Ongoing |
| 3. Referral to Administrative Dean of Students | Identified students Grades 9-12 | Administrative Dean of Students, Attendance Deans, Teacher Providing Referral | Referral form, Counselor, Social Worker, Psychologist, SST | Ongoing |
| 4. Home Visits | Identified students Grades 9-12 | Social Worker, Counselor, Psychologist | Assistant Principal, Administrative Dean of Students, SST | Ongoing |
| 5. Attendance Hearing | Identified students Grades 9-12 | Assistant Principal, Administrative Dean of Students, Counselor | Psychologist, Social worker, Principal, SST | Ongoing |
| 6. Referral to SST | Identified students Grades 9-12 | Counselor, Assistant Principal, Dean of Students, Social Worker, Psychologist, Nurse, | Attendance reports, report card | Ongoing |
| 7. Referral to Family Court, Alternative for Youth (AFY) | Identified students Grades 9-12 | Assistant Principal, Social Worker, Counselor, Psychologist | Administrative Dean of Students, SST | Ongoing |

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| <p>9. SST Committee Meetings – students are referred to the Committee who are experiencing academic, behavioral, or personal issues.</p> | <p>Identified students Grades 9-12</p> | <p>Assistant Principal, Counselor, Psychologist, Social Worker, Classroom Teacher, Nurse</p> | <p>Report card, attendance record, discipline record, teacher feedback</p> | <p>Weekly</p> |
|--|--|--|--|---------------|

A. Program Objective: To help students who exhibit academic problems.

B. Target Population: Students in grades 9-12.

C. Expected Outcome(s):

1. Students in grades 9-12 who are identified through teacher input and 4 marking period report cards will receive support services to improve academically.
2. Students receiving remedial services will improve academically through the use of these supports.

D. Annual Assessment:

1. Quarterly report card review and analysis grades 9-12.
2. Review of failure lists each marking period.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|--|---|--|---|--------------------------|
| 1. Report card review | Students Grades 9-12 | Counselor | SST, AIS, Assistant Principal | Quarterly |
| 2. Progress review | Students experiencing academic difficulties and students in remedial programs Grades 9-12 | Counselor, Classroom Teacher | Psychologist, SST, AIS | Ongoing |
| 3. Extra help and peer tutoring | Identified students Grades 9-12 | Honor Society, Peer Leadership Group, Classroom Teacher | Counselor, Peer Leader Advisor, Honor Society tutors, SST, AIS | Ongoing |
| 4. Parent conferences | Parents of identified students Grades 9-12 | Counselor, Classroom Teacher | Social Worker, Psychologist, SST | As needed |
| 5. Academic level changes | Identified students Grades 9-12 | Counselor, Department Leader, Classroom Teacher | Director of Guidance, IST/CST | As needed |
| 6. Failure list compiled, notification letter for students in danger of retention | Identified students Grades 9-12 | Counselor, Classroom Teacher, Director of Guidance, Assistant Principals | Classroom Teacher, report cards, SST | Quarterly |
| 7. Summer School information | Identified students Grades 9-12 | Counselor | Report card, summer school bulletin, SST | June |
| 8. AIS Support Services – students are identified through standardized test grades and teacher | Identified students Grades 9-12 | Counselor, Classroom Teacher, Building Administrator | SST, report card, standardized test results | Fall/Quarterly |

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| recommendations. Supports include AIS classes and monitoring services | | | | |
| 9. SST Committee Meetings – students are referred to the Committee who are experiencing academic, behavioral, or personal issues. | Identified students Grades 9-12 | Assistant Principal, Counselor, Psychologist, Social Worker, Classroom Teacher, Nurse | Report card, attendance record, discipline record, teacher feedback | Weekly |

A. Program Objective: To help students who exhibit behavioral or adjustment problems.

B. Target Population: Students in grades 9-12 who are referred by teachers, counselors, deans, administrators, and who are repeatedly cited for disciplinary action.

C. Expected Outcome(s):

1. Students with behavioral or adjustment problems will be able to describe some of the possible consequences of their actions.
2. Students with adjustment problems will be able to describe better ways of solving their difficulties.
3. Students with behavioral or adjustment problems will, after meeting with counselors, elect to participate in individual or group counseling to attempt to resolve their difficulties.
4. Students will make appropriate decisions concerning acceptable behavior.

D. Annual Assessment:

1. Review number of disciplinary referrals.
2. Administrative observations and feedback.
3. Teacher/counselor observations of student's behavior.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|---|------------------------------------|--|---|-------------------|
| 1. Counseling/student meeting follow-up to referral forms | Referred students Grades 9-12 | Administrative Dean of Students, Dean, Counselor, Social Worker, Psychologist | Assistant Principal, Referring Teacher, SST | As needed |
| 2. Teacher/counselor meeting to improve student behavior in classroom | Identified students Grades 9-12 | Counselor, Social Worker, Psychologist, Classroom Teacher | Dean's Office, SST | As needed |
| 3. Counselor/parent meeting to discuss and resolve behavior adjustment problems | Identified students Grades 9-12 | Counselor, Administrative Dean of Students or Assistant Principal | Teacher, Psychologist, SST | As needed |
| 4. Referral to SST | Identified students Grades 9-12 | Counselor, Psychologist, Social Worker, Assistant Principal | Nurse, Classroom Teacher | As needed |
| 5. Counselor referrals to outside agencies | Identified students Grades 9-12 | Counselor, Psychologist, Social Worker | SST, Assistant Principal | As needed |

A. Program Objective: The plan encourages parental involvement.

B. Target Population: Parents of all students in grades 9-12.

C. Expected Outcome(s):

1. Parents will understand the range of educational programs and services available to their children and to them.
2. Parents will have an opportunity to participate with their child and counselor in the creation of a four year high school academic plan.
3. Parents will participate in steps to remediate any academic and/or behavioral challenges their children might have.
4. Parents will participate and help implement post-secondary plans with their child.

D. Annual Assessment:

1. Parental feedback
2. Increased attendance of parents at orientations, conferences and other parent/school functions.
3. Staff, Counselor, Administrator observations.

E. Program Description:

| Activity | Target or Sub Group | Staff Assigned and Time | Other Resources | Dates of Activity |
|--|---|---|---|----------------------------------|
| 1. Parental requested counselor conferences or team meetings | Students Grades 9-12 | Counselor, Classroom Teachers | Principal, Assistant Principal, Social Worker, Psychologist, SST | As needed |
| 2. Parent orientation programs | Parents of students Grades 8 to 9 | Administration, Counselors, Department Leaders | Student Handbook, Curriculum Guide, Counseling Center website | August & December |
| 3. Open School Night | Parents of students Grades 9-12 | Counselors, Administration, Classroom Teachers | Curriculum outlines, classroom/special displays, clubs, PTA | September |
| 4. Weekly Progress Report | Identified students Grades 9-12 | Counselor, Classroom Teachers | Weekly progress report forms, report cards, SST, AIS | As needed |
| 5. Information about subject selection and placement | All students Grades 9-12 | Counselor, Classroom Teachers, Department Heads | Teacher recommendation forms, course selection sheet, standardized test scores, Director of Guidance | As needed |
| 6. Phone contact for purposes of academic, adjustment, behavior, personal problems | Identified students Grades 9-12 | Administration, Counselors, Classroom Teacher, Social Worker, Psychologist | Pertinent student information, SST, AIS | As-needed |
| 7. IB Information Nights | Parents of students Grades 9-12 | IB Coordinator | Reference materials, Counselors, Director of Guidance, Curriculum Guide | September /November |
| 8. College Planning Nights – these evenings explain and review the college selection and application process for parents | Parents of students Grades 10-12 | Director of Guidance, Counselors, Guest Speakers | Handouts, Curriculum Guide | September /November /March |

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| 9. College Financial Aid Night | Parents of students Grades 11-12 | Director of Guidance, Guest Speaker, Counselor | Financial aid materials | January |
| 10. Junior Planning Conference – Individual meeting with student and parent to review and make post-secondary plans. | Students Grade 11 | Counselor | Career portfolio, standardized test results, transcript, Naviance, Junior Planning Guide, report card, Counseling Center | January-May |
| 11. Parent conferences for placement into remedial or special education programs | Identified students Grades 9-12 | Psychologist, Counselor, Special Education Teacher, Special Education Coordinator, Classroom Teachers, Nurse | Pertinent testing and confidential reports, SST/CSE, AIS | As needed |
| 12. Distribution/Mailing of Report Cards, Jeopardy Letters | Parents of students Grades 9-12 | Principal, Director of Guidance, Counselors, Data Department | Mailings | Quarterly |
| 13. Scholarship Information Night | Parents of students Grades 9-12 | Counselor, Director of Guidance, Guest Speaker | Counseling Center website, handouts | October |
| 14. College and Career Fair | 11 th Grade students | College Fair Committee, Counselors | College Admission Representatives, Career Representatives | April |
| 15. Special Services Orientation Evening | Parents of students Grades 8 | Counselors, Special Education Coordinator, Special Education Teachers | Special education information packet | April |
| 16. NCAA Night | Parents of students Grades 9-12 | Counselor, Director of Guidance, Athletic Director, Guest Speaker | NCAA eligibility materials, Junior Planning Guide, Counseling Center website | December |
| 17. College Planning Night for Students with Special Needs | Parents of special needs students Grades 9-12 | Director of Guidance, Counselor, Special Education Administrators, Guest Speaker | College Admissions for Students with Special Needs Handbook | February |
| 18. Counseling Center Webpage – This resource provides parents and students with a wealth of information regarding the services provided by the Counseling Center | Parents and students Grades 9-12 | Director of Guidance, Secretary to the Director of Guidance, Webmaster | College and Counseling Center reference materials and resources, eBoard | Ongoing |
| 19. School Messenger calls and emails regarding important information and upcoming Counseling Center events | Parents of students Grades 9-12 | Director of Guidance, Building Administration | Central Office Administration | Ongoing |

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|---|------------------------------------|--|-----------------------------|---------|
| 20. Parent Advisory Meetings – monthly meetings that will occur with a committee of parents to review and make recommendations regarding the services being provided by the Counseling Department | Parents of students Grades 9-12 | Director of Guidance, Secretary to the Director of Guidance, Counselor, Committee Members | Counseling Center resources | Monthly |
|---|------------------------------------|--|-----------------------------|---------|

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