

LANSINGBURGH CENTRAL SCHOOL DISTRICT

K-12 GUIDANCE PLAN

2018-19

Board of Education Adopted: June 2017

INTRODUCTION

Lansingburgh Central School District: Serving 2,234 students in a small, urban community in the city of Troy, NY. In 2015-16, the July Lansingburgh graduation rate was 81%. Students graduating with a Regents Diploma with Advanced Designation: 23%, students identified economically disadvantaged: 66% (data from NYS Report Card).

School Counseling Program:

MISSION: To provide a comprehensive, developmentally age appropriate and sequential counseling program that is aligned with the National (ASCA) and NYS (NYSCA) school counseling standards. Our program will address the academic, personal/social, and college and career readiness needs for all students in our district schools.

VISION: Our students will be prepared to reach their fullest educational potential and successfully manage their lives as healthy, independent thinkers, responsible and productive citizens who respect themselves and others.

GOALS:

- 1. To utilize new programs in technology to encourage increased parent communications.**
- 2. To review and strengthen current transition/orientation programs at the different buildings to insure student transitioning success.**
- 3. To develop sequential, age appropriate career development classroom curriculum to include all grade levels.**
- 4. Continue to increase the number of students graduating with an Advanced Regents Diploma.**
- 5. To implement additional programs and services to improve the school retention and attendance rate.**

I. PROGRAM OBJECTIVE: Participation in Current Education Program, K-5

A. Target Population: All students

B. Expected Outcomes: All students will begin to explore short-term goals, areas of concern, interests and activities, academic strengths and weaknesses.

C. Evaluation Method(s): Parent/teacher conference
 Analysis of student records, assessment of student performance

II. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
Annual parent/teacher conferences to review short-term and long-term goals; areas of concern; interests and activities; academic strengths and weaknesses	All students/parents	Classroom teacher, at least 20 minutes per student	Student records, test scores, report cards,	November/December
Informal conferences/contacts	All students/parents	Classroom teachers, administrators, specialists, as appropriate	Student records	Ongoing, as appropriate
Completion of SED "Career Plan"	Students K-5	Classroom teacher		January

I. PROGRAM OBJECTIVE: Participation in Future Education Program, K-5

- A. Target Population: All students
- B. Expected Outcomes: All students will begin to explore short-term goals, areas of concern, interests and activities, academic strengths and weaknesses, as related to planning for future grades.
- C. Evaluation Method(s): Parent/teacher comments
Analysis of student records

II. PROGRAM DESCRIPTION:

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Annual parent/teacher conferences to review short-term and long-term goals; areas of concern; interests and activities; academic strengths and weaknesses	All students/parents	Classroom teachers/parents, at least 20 minutes per year/per student	Secretarial assistance, student records, test scores, assessment	Ongoing
Teacher/counselor conferences	All 5 th grade students entering middle school	Middle school counselors; classroom teachers	Student records middle school students	April, May
Completion of SED Career Plan	All students	Classroom teacher		Ongoing
Informal conferences/contacts	All students/parents	Classroom teachers, administrators, specialists, as appropriate	Student records	Ongoing as appropriate

III. PROGRAM DESCRIPTION: (continued)

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
Middle School Orientation Program	All 5 th grade students entering middle school & their parents/ guardians	6 th Gr. teachers, School counselors Administration Psychologist Social Worker	M.S. Honor Students Lockers Cafeteria	June
Find Your Way Day	All 5 th grade students entering middle school	Administrators and faculty	Student schedules	August
Career Presentation/ Field trips	All students	Classroom teachers, administrators and Other staff as appropriate. Time varies	Career materials; local civic/professional organizations, transportation community resources; professionals representing various careers	Ongoing
Incoming Kindergarten Students visitation	Incoming kindergarten Students	Classroom teachers, administrators, nurse, speech therapist, psychologist, reading facilitator	Informational sheets of expectations of kindergarten students	August

I. PROGRAM OBJECTIVE: To Help Students Who Exhibit Attendance Problems

- A. Target Population: Students K-5
- B. Expected Outcomes: Pupils will understand the importance of good attendance.
- D. Evaluation Method(s): Pupils with poor attendance will improve their attendance patterns

II. PROGRAM DESCRIPTION:

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Teacher reports on a daily basis student attendance	K-5 Pupils	Teacher; 5 minutes		Daily
Attendance reviews absent list and phone calls	K-5 Pupils	Attendance Clerk 60 minutes	Principal	Daily
Attendance Clerk meets with teacher or principal about pupils with poor attendance	K-5 Pupils with	Principal; 20 minutes	Teacher or Principal	Daily
Phone calls and/or notices to home of poor attendance	K-5 Pupils with poor attendance	Attendance Clerk & Principal; 30 minutes	Attendance Clerk	Daily
Home contacts and referrals to community resources	K-5 Pupils with poor attendance	Attendance Officer	Social Worker	Ongoing
Home visits for K-5 Pupils	K-5 Pupils with poor attendance	Principal, Attendance Officer; 30 minutes	Social Worker	Daily
Parent Conference	K-5 Absentees	Teacher & Principal; 30 minutes		Ongoing
Diversion or PINS Petition	K-5 Absentees	Social Worker , Principal		Ongoing

I. PROGRAM OBJECTIVE: To Help Students With Academic Problems

- A. Target Population: Students K-5
- B. Expected Outcomes: Pupils who exhibit academic problems will learn to overcome their academic problems.
- C. Evaluation Method(s): Pupils with academic difficulties will show improvement in their achievements, teacher grades, standardized test scores

II. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
Review of current academic records	K-5 Pupils	Teacher; 120 minutes minutes	Report cards, testing results	Quarterly
Teacher creates list of pupils in need	K-5 Pupils with academic problems	Teacher, reading specialist; 30 minutes		Quarterly
Teacher reviews problem	K-5 Pupils with academic problems	Teacher; 60 minutes	Phone calls, letters, conferences	Quarterly
Teacher establishes a remedial program for the child	K-5 Pupils with academic problems	Teacher; 45 minutes	Remedial teacher, remedial workbooks	Quarterly
Students are referred to the remedial teacher	K-5 Pupils	Remedial teacher; 45 minutes	Remedial materials, congruent planning	Ongoing
Instructional Support Team	K-5 Pupils	Instructional Support Team, teacher, principal; 30 minutes	Nurse, Doctor	Ongoing
Committee on Special Education	K-5 Pupils	Committee on Special Education, teacher; 30 minutes	Psychological report	Ongoing

I. PROGRAM OBJECTIVE: Help for Students’ Behavioral or Adjustment Problems

- A. Target Population: Students K-5 Who Need Additional Assistance
- B. Expected Outcomes: Students will improve school performance, reduce unacceptable behavior, improve self-image, improve social relationships, and accept responsibility for their behavior.
- C. Evaluation Method(s): Teacher/staff observation, Analysis of school records, Folder of students’ work/behavior

II. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
District Discipline Code	K-5 all students	Teachers/Principal	Parents	Ongoing
Individual counseling	K-5 identified	Teachers/Principal	Psychologist, Social Worker, S.A.P.E.P. Counselor	Ongoing
Parent, student, teacher, principal conferences	K-5 identified	Principal/Teacher	Pupil service professionals	Ongoing
Referral procedures	K-5 identified	Instructional Support Team/Committee on Special Education		Ongoing
Appropriate placement to minimize frustration		Principal		
Development of Behavior Plan	K-5 identified by Instructional Support Team	Psychologist, Teacher	Pupil service professionals	Ongoing

I. PROGRAM OBJECTIVE: Encouragement of Parental Involvement

- A. Target Population: Parents K-5
- B. Expected Outcomes: Parents will understand their children’s academic progress, abilities, aptitudes, interests and social development. Parents will understand and participate in the elementary school program.
- C. Evaluation Method(s): Teacher/Principal observation, Parent conference report, Parent involvement, i.e. telephone calls when students are absent, requests for school work, assistance to students, and school support

II. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
Parent/Teacher Conference	K-5 Parents	Teacher – minimum 15 minutes per student	Principal Student records	Ongoing
Parent Group Meetings	K-5 Parents	Adjustment counselor	Professional reference material	Ongoing
Parent volunteers/speakers	K-5 Parents	Relevant staff		Ongoing
PTA Programs	K-5 Parents	Relevant staff		Ongoing
News Publications	K-5 Parents	Editor	Between the Lines Knightline	Ongoing
Report Cards	K-5 Parents	Relevant staff		

I. PROGRAM OBJECTIVE: To Educate Students Concerning Avoidance of Child Sexual Abuse

- A. Target Population: K-5 Students
- B. Expected Outcomes: Pupils will become more aware of the total area of sexual abuse, how it occurs, how best to avoid its occurrence, and what to do if such an occurrence takes place.
- C. Evaluation Method(s): K-5 students will demonstrate more knowledge and a better understanding of the scope of sexual abuse as demonstrated through classroom discussion or referrals.

II. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
K-5 students are given formal presentations on the avoidance of sexual abuse	K-5 Students	Classroom teachers, Rensselaer County Sexual Assault Care Center, Counselors, S.A.P.E.P. Counselor	Video tapes, brochures	Ongoing
Small group discussions with students	K-5 Students	Nurse, Psychologist, S.A.P.E.P. Counselor		Ongoing

SUBSTANCE ABUSE PREVENTION UNDERSTANDINGS

I	II	III	IV
SELF AWARENESS	DECISION MAKING	SUBSTANCE ABUSE INFORMATION	COMMUNICATION
Each person is a special and unique individual.	We can make good choices.	We can stay healthy.	We are part of a family group; a school group.
Each person is unique and has special qualities, same or different from other individuals.	Each individual can make choices that will benefit self/others.	Individuals are responsible for maintaining a healthy body.	We care for others as part of a family; as a friend and a member of our class.
Feelings are expressed in a variety of ways.	There are ways to make good decisions (choices), e.g. the problem-solving model.	We can make healthy decisions to maintain a healthy body.	Good communication involves developing good listening skills; communication is important to good relationships.
Our likes, dislikes and beliefs are important to each of us.	There are alternatives/consequences in making decisions.	We can take responsibility for a healthy body.	Communication involves three parts: it is important to communicate our feelings and thoughts.
Values develop from the family; families differ.	Human factors influence decision making; our decisions may differ from those made by others.	Lives are affected by use of alcohol/substances.	Diverse values or beliefs may cause conflict.
Patterns of behavior are a reflection of values; being aware of one's own values helps in understanding others.	Decision making may be guided by the family/community value system.	Drugs affect the life systems of the body.	Individuals have values/beliefs which are important to them; understanding of self/others improves communication/relationships.

I. PROGRAM OBJECTIVE: Individual or Group Counseling Assistance for Grades 6, 7 and 8

- A. Target Population: Students, Grades 6, 7, 8, in Need of Assistance
- B. Expected Outcomes: Improvement of school performance; Ability to identify career goals and make plans; Reduced incidence of unacceptable behavior, Improved self-image; Improved Social relationships; Acceptance of responsibility for behavior.
- C. Evaluation Method(s): Report cards; Group evaluation form; Mid-term reports; Parent/staff consultations

II. PROGRAM DESCRIPTION:

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Individual and group counseling	Identified students in Need of assistance	School Counselors, as needed	Instructional Support, Team, School Psychologist, Social Worker	September-May
Parent-Student Conferences	Identified students in Need of assistance	School Counselors, Teaching Teams		Ongoing
Group Counseling	Grade 6	School Counselors		September-June
Placement of transfer students	Grades 6-8	School Counselors	Info. from previous school; homeless liaison, PPS Office, School Psychologist, ENL Teacher	Ongoing

I. PROGRAM OBJECTIVE: Advisory Assistance, Grades 6, 7, and 8

- A. Target Population: Students Grades 6, 7 and 8 in Need of Assistance
- B. Expected Outcome: Students and parents will obtain factual or procedural information as needed.
- C. Evaluation Method(s): Parent/Student Feedback; Report Card

II. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
Referrals to Guidance Office: <ol style="list-style-type: none"> 1. Walk-ins 2. Teacher referral 3. Referrals from other School officials 4. Referrals from outside agencies 5. Parental referrals 6. Counselor initiated 	Identified students in need of assistance	School Counselor time as needed	District and community services as needed	Ongoing

III. OTHER CONSIDERATIONS:

The Middle School Guidance Office is capable of providing advisory assistance in the following areas:

1. After-school and summer jobs
2. High School Equivalency and other alternate educational opportunities
3. Community mental health services
4. Occupational forecasts and projections as projected by the U.S. Department of Labor
5. Occupational information regarding educational requirements, entry level requirements, salary, nature of work, etc.
6. Course description regarding available electives
7. School policy regarding promotion, grading, etc.
8. Summer School information
9. Volunteer opportunities (i.e. Candy Strippers)
10. Information regarding colleges/application process
11. Resume writing
12. Summer camps, Questar III Tech. Camps, Summer College Classes either credit bearing or non-credit bearing.

I. PROGRAM OBJECTIVE: Advisory Assistance and Counseling Regarding Attendance

- A. Target Population: Students Exhibiting Irregular Attendance and Truancy
- B. Expected Outcomes: Improve student attendance
- C. Evaluation Method(s): Review attendance data for targeted youths and general population

II. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
Review daily attendance record for building	All students	School Counselors and Attendance Clerk		Ongoing
Individual counseling	Students exhibiting irregular attendance	School Counselors and Attendance Officer		Ongoing
Consultations	Students exhibiting irregular attendance	School Principal, Assistant Principal, Social Worker, Attendance Officer, School Psychologist, CPS Workers	Probation	As needed
Home Visits	Students exhibiting irregular attendance	Attendance Officer Social Worker, School Counselors	Probation CPS Workers	As needed

I. PROGRAM OBJECTIVE: Annual Student Review

A. Targeted Population: Students, Grades 6, 7, 8

B. Expected Outcomes: Students will demonstrate an understanding of their current academic status and educational requirements;
 Students will demonstrate an awareness of their interests and aptitudes in relation to career planning and goal development;
 Students will take this opportunity to raise pertinent concerns and questions.

C. Evaluation Method(s): Career testing materials to be placed in the student educational folder

I. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
Small group student/parent conferences	6 th and 8 th grade students	School Counselors	Student records, career planning profile	October – June
Individual, parent or small group conferences	7 th grade students	School Counselors	Student records, career planning profile	Throughout school year

I. PROGRAM OBJECTIVE: Instruction at Each Grade Level – 6th, 7th, and 8th

A. Target Population: Grade 6, 7

B. Expected Outcomes: Students will understand fundamental distinctions between elementary and secondary school regarding course selection as it pertains to career planning. There will be an overall understanding of the relationship between career goals and education preparation;

Students will consider the relationship between personal values, interests, and abilities and career planning;

Counselors will discuss the topic of child abuse in terms of scope of problem, possible causes, reporting, and treatment.

C. Evaluation Method(s): Review of “Career Occupational Preference System” and related materials; Student Home/Career Projects

II. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
Career Classroom instruction	6, 7, & 8 th grade students	School Counselors, FAC teachers	Counseling Interns	Ten-week blocks throughout the school year
Annual Guidance Review	6/7 grade students	School Counselors		October - May
(Specifically, completion of Career Plan, Intermediate Level)				
Classroom guidance Lessons for Career Awareness & School Success	6/7/8 grade students	School Counselors FAC teachers Reg. Ed. Teachers		October – May

I. PROGRAM OBJECTIVE: Instruction at Each Grade Level

- A. Target Population: Students, Grade 8
- B. Expected Outcomes: Students will identify personal interests and aptitudes, understanding the relationship to the career planning process;
 Students will understand the relationship between career goals and the selection of high school courses;
 Students will understand the relationship of personal goals and values to the career planning process;
 Counselors will discuss the topic of child abuse in terms of scope of problem, possible causes, reporting, and treatment.
- C. Evaluation Method(s): Development of a tentative high school plan for each student; Student Surveys

II. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
Classroom instruction	8 th grade students	School Counselors, 8 th grade FACS	Web-Based Career Development Program, N.Y. Career Zone Org., Others programs	September – June
Annual Guidance Review	8 th grade students	Counselors		December – May

I. PROGRAM OBJECTIVE: Help for Students Who Exhibit School Behavior or Adjustment Problems

- A. Target Population: Grades 6, 7 and 8 Students Identified as Being in Need of Assistance
- B. Expected Outcomes: Students will exhibit growth and greater self-awareness in one or more of the following areas:
 - Acceptance of responsibility for their behavior
 - Family relationships
 - Self-image
 - Social relationships
 - Coping skills
- C. Evaluation Method(s): Professional staff consultations; Analysis of school records; Parent conferences and contacts

II. PROGRAM DESCRIPTION:

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Maintenance of referral systems with appropriate professional staff within school district	6 th , 7 th , and 8 th grade students	Pupil Service Professionals & appropriate staff as needed	Community services and district special services as needed School Resource Officer	Ongoing
Individual counseling	6 th , 7 th & 8 th grade students identified	Counselors, as needed Social Worker	Community services & district special services as needed	Ongoing
Group counseling	6 th , 7 th & 8 th grade students identified	Counselors, Social Worker	Community services & district special services as needed	Ongoing
Parent, student, teacher and appropriate conferences	6 th , 7 th & 8 th grade students identified	Counselors and other support staff as needed.	Community services & district special services as needed	Ongoing

I. PROGRAM OBJECTIVE: Encouragement of Parental Involvement

A. Target Population: Parents of Students Grades 6, 7, and 8

B. Expected Outcomes: Parents will understand their children’s academic progress, abilities, aptitudes and interests;

Parents will participate in their children’s educational and career planning;

Parents will understand the transition from the elementary to secondary grades and become aware of the significant changes in delivery of education services and new opportunities.

C. Evaluation Method(s): Parent surveys

II. PROGRAM DESCRIPTION:

<u>A</u> <u>Activities</u>	<u>B</u> <u>Target Group or Sub Group</u>	<u>C</u> <u>Staff Assigned and Time</u>	<u>D</u> <u>Other Resources Assigned</u>	<u>E</u> <u>Dates of Activity</u>
Parent Conferences (upon request)	Parents of students Grades 6, 7 & 8	Counselor and appropriate Pupil Service Professionals As needed Classroom Teachers	Student records and supportive information	September-June Ongoing
Orientation to middle school Evening meeting with 5 th grade parents and students	Parents & students Grade 5	Counselor and appropriate Pupil Service Professionals As needed	Administrators, Teachers	May
Middle School Open House	Parents & students Grades 6, 7 & 8	Counselor and appropriate Pupil Service Professionals As needed	Administrators, Teachers	September
Evening Parent/student informational meeting for orientation to high school	Parents & students Grade 8	Counselors, H.S.Principal, appropriate teaching staff	Supportive information about graduation requirements	During Spring
Quarterly newsletter to parents from G.O.	Parents & students	Counselors	On District Webpage Sent in Mail	October - May

III. OTHER CONSIDERATIONS:

In conducting the annual review for 8th grade students, parents will be encouraged to participate. During this time the student's academic progress and career plans will be discussed in conjunction with the development of the student's schedule for the following year. Parents will also be advised of the interest inventories, as well as other information from the student's "Career Planning Folder". Evening orientation meeting for students and parents is held for those moving to 9th grade.

I. PROGRAM OBJECTIVE: Encourage Parental Involvement 9-12

- A. Target Population: Parents of Students Grades 9-12
- B. Expected Outcome: Parents will understand their children’s academic progress, abilities, aptitudes, interests and social development, and post-secondary plans. Involved parents will understand and participate in the selection of a school program as it relates to post-secondary plans.
- C. Evaluation Method(s): Teacher/Principal Observation; Participant evaluations of program

IV. PROGRAM DESCRIPTION:

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Four report cards and four interim reports to parents concerning student progress	Students, Grades 9-12	Teachers, Clerical Support Staff School Counselor	Principal Guidance Director	8 times per year, 5 week intervals
Parent/teacher conference	Students, Grades 9-12	Teachers School Counselors	Principal, Pupil Service Professionals	As needed
Parent/teacher/counselor meetings concerning child progress, as needed	Parents 9-12	Pupil Service Professionals, Teachers as requested	Records, grades transcripts	Ongoing
Parent Newsletter	Parents 9-12	School Counselor Clerical Support	Administrative	Ongoing (periodically) Mailed w/ interim reports & report cards
FAFSA Nights	Parents of Seniors	School Counselors	Local College Financial Aid Advisors	October/Decemebr
National Education Week Open House	Parents 9-12	School Counselors, Assistant Principal, Principal, teachers, custodial	Demonstration of classroom computers & other classroom activities	October
Open HS CTE	Parents 10 & 11	School Counselors	Questar VOTEC Tchrs.	January-February
Principal’s Coffee HS	Parents 9-12	Principal, School Counselors Director of Guidance	Invited Speakers	October-May

II. PROGRAM DESCRIPTION (Cont'd.) (Encourage Parent Involvement 9-12)

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Regional College Fair	Parents & students Grades 11 & 12	School Counselors	CDCA Representatives from 12-18 regional colleges	September
Parents/students financial info. & college application process	Parents & students Grades 11 & 12	School Counselors	Director of Guidance NYSHED HVCC Fin. Aid Office	September-November
Senior review and planning mtgs. Individual appointments for parents of all seniors	Seniors	School Counselors		September & October
Academic reviews, career & college planning	Parents/students Grades 9-11	School Counselors	Questar CTE	January – May

I. PROGRAM OBJECTIVE: Career Awareness Program

- A. Target Population: Students Grades 9-12
- B. Expected Outcomes: Students will become aware of opportunities, requirements, and strategies needed to make realistic occupational choices.
- C. Evaluation Method(s): Counselor/teacher evaluation sheet; student evaluation sheet

II. PROGRAM DESCRIPTION:

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Career & Financial Management	Grade 9-12 students Teacher	Teacher	School Counselors	Ongoing
Social Studies Classes	Grades 9-12 students Teacher	Social Studies Teacher	Speakers	Ongoing
Senior Career & College Planning Meeting	Grade 11 students	School Counselors	College Planning Packet	April
Transitions Club	Grade 11 & 12 students	Teacher, Speakers, School Counselors	Naviance	Both semesters
Career Day	Grades 9-12 students	Director of Guidance School Counselors Clerical Support	Invited Speakers H.S. Principal Social Worker	April
Guidance Website	H.S. Parents & students	School Counselors	Director of Guidance	Ongoing
Naviance	Grades 9-12 students	School Counselors Director of Guidance	Transitions Teacher Career	January-May
Classroom Guidance Curriculum	Grades 9-11	Teacher, Librarian, Counselor	Guidance Curriculum	Ongoing

I. PROGRAM OBJECTIVE: Career Awareness

A. Target Population: Students Grades 9-12

B. Expected Outcomes: Students will develop ability to gather information and gain awareness of their abilities, aptitudes, and interests;

Decision-making skills which implement the selection of a career path will be developed;

Goal setting and use of resource and alternative plans are presented as a process for students to follow.

C. Evaluation Method(s): Students will make tentative career choices/post high school education choices; All graduating students will have a plan for employment, post-secondary school or military training.

II. PROGRAM DESCRIPTION:

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Individual Student/ Counselor Meetings	Grades 9-12students	School Counselors	Wide variety of guidance aids & publications	Ongoing
Completion of advanced level "Career Plan"	Grade 12	School Counselors	Naviance NYS Career Worksheets	September-November
Course Selection Process	Grades 9-11students	School Counselors	Curriculum Guide Director of Guidance	January – March
Instruction in resume writing, job applications & interviews in classrooms	Grades 9-12 students	Teachers, School Counselors		Ongoing
"Transitions" Class	Grades 11 & 12 students	Transitions	Counselors/Teachers	1 Semester

I. PROGRAM OBJECTIVE: Annual Student Review 9-12

- A. Target Population: Students Grades 9-12
- B. Expected Outcomes: Students will demonstrate an understanding of the fundamentals of the career planning process, especially as it relates to the high school course selection process.
- C. Evaluation Method(s): Student evaluation of the annual review process; Number of schedule adjustments

II. PROGRAM DESCRIPTION:

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Classroom on-going instruction	Grades 8-12 students	School Counselors	Vo-Tech orientation, career planning, Curriculum Guide, Occupational Outlook Handbook, College Handbook, Career Cluster material, computerized college selection program	Ongoing
Individual Annual Student Review Meeting	Grades 8-11 students	School Counselors	Transcripts, report cards	Spring
4-Year Plan	Grades 9-12	School Counselors	Plan started in Grade 9	Ongoing
Credit Recovery	Grades 9-12	Principal School Counselors Teaching Assistants H.S. Teachers	Apex	Ongoing

I. PROGRAM OBJECTIVE: Advisory Assistance 9-12

- A. Target Population: Students Grades 9-12 Identified as Being in Need of Additional Assistance
Potential Dropouts, Alcohol and Drug Problems, Pregnancy, Family/personal problems
- B. Expected Outcomes: Students will obtain needed assistance in Guidance.
- C. Evaluation Method(s): Student report forms will indicate satisfaction with Guidance assistance; Check-out forms for students who are dropping out; Individual education programs for LOC students; Referrals to outside agencies

II. PROGRAM DESCRIPTION:

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Outside Referral	Identified students	School Counselors	As needed	Ongoing
Advisory Assistance	Identified students	School Counselors, Pupil Service Professionals	As needed	Ongoing
	GED students	School Counselors	Questar III CEO	Ongoing
	CSE classified students	Special Education teacher, parent, School Counselors	As needed School Psychologist H.S. Principal	Ongoing
	Economically Disadvantaged	School Counselors, Principal, Assistant Principal	Employment agencies, employers, free/reduced lunch, summer employment at LHS, STEP Program, CEO	Ongoing
BOCES Continuing Education Referrals	Drop-outs	Local & BOCES Counselors		Ongoing, as needed
Wellness	Identified students 7-12	School Counselors Social Worker	School Nurse	Ongoing

I. PROGRAM OBJECTIVE: Individual or Group Counseling Assistance 9-12

A. Target Population: Students Grades 9-12

- B. Expected Outcomes: Students will exhibit one or more of the following desired results:
- Improvement of school performance
 - Ability to identify career goals and make plans
 - Reduced incidence of unacceptable behavior
 - Improved self-image
 - Improved social relationships
 - Acceptance of responsibility for their behavior

C. Evaluation Method(s): Teacher/staff observation; Analysis of school records; Parent feedback; Employer feedback; Community feedback; Parental feedback

II. PROGRAM DESCRIPTION:

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Identify students in need of additional assistance	Students grades 9-12	School Counselors, teachers, principal, assistant principal teachers	Students, parents, community agencies, Vo-Tech Ctr.	Ongoing
Individual Counseling	Identified students & parents	School Counselors Social Worker	Pupil Services	Ongoing Professionals
Instructional Support Team	Identified students	Psychologist, teachers, School Counselors	Social Worker Principal	Ongoing
Placement of transfer students	Students grades 9-12	School Counselors School Psychologist	Info. from previous school, Homeless Liaison, PPS Office	Ongoing

I. PROGRAM OBJECTIVE: Individual or Group Counseling Assistance 9-12

A. Target Population: Students Grades 9-12

B. Expected Outcomes: Students will exhibit one or more of the following:

- Improved attendance
- Improved in-school performance

C. Evaluation Method(s): Analyze daily attendance sheets; Analyze teachers' attendance records; Teacher/staff observations

II. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
Identify students in need of assistance	Students Grades 9-12	School Counselors	Principal, assistant principal, teachers, Attendance Officer, Parents	Ongoing
Individual Counseling	Identified students	School Counselors	Teachers	Ongoing
Group Counseling	Identified students	School Counselors, as needed	Teachers Counseling Intern	Ongoing

I. PROGRAM OBJECTIVE: Counseling Former Students

- A. Targeted Population: Former Graduates; Dropouts
- B. Expected Outcomes: Students will receive appropriate vocational/educational information as needed.
- C. Evaluation Method(s): Student self-satisfaction; Students reporting that they received Equivalency Diploma; Students transfer to 4-year school from 2-year school (transcripts needed); Students (former graduates) accepted in post-secondary institutions

II. PROGRAM DESCRIPTION:

A	B	C	D	E
<u>Activities</u>	<u>Target Group or Sub Group</u>	<u>Staff Assigned and Time</u>	<u>Other Resources Assigned</u>	<u>Dates of Activity</u>
Conferences with former students	Former Graduates	School Counselors	Questar III	Ongoing
	Dropouts	School Counselors	Referrals to outside agencies	Ongoing

I. PROGRAM OBJECTIVE: Annual Review 9-12

- A. Target Population: Students Grades 9-12
- B. Expected Outcomes: Students will demonstrate an understanding of their current academic status, achievement, interests and abilities, educational requirements, and possible career goals.
- C. Evaluation Method(s): Individual interviews; Counselor notation indicating satisfactory student planning progress

II. PROGRAM DESCRIPTION:

A <u>Activities</u>	B <u>Target Group or Sub Group</u>	C <u>Staff Assigned and Time</u>	D <u>Other Resources Assigned</u>	E <u>Dates of Activity</u>
Conference with individual students and/or small groups to review programs & career plans	Students Gr. 9-12	School Counselors	Career planner, cumulative record, test/ interest results, surveys, school handbooks, secretarial assistance, course selection sheet, college catalogs, Occupational Outlook Handbook, College Fund Finder Computerized College Search Program	September – June Ongoing
Final Senior Review	Students Grade 12 & Parents	School Counselors		Spring
Standardized Testing	Grades 10-11	School Counselors	PSAT	October
Senior Survey	Graduating 12 th Graders	Trans Teachers School Counselors	Naviance	June

III. ANNUAL REVIEW PROCEDURE:

Director of Guidance conducts review meeting with Guidance Staff biweekly to review Guidance Program. Guidance Director consults with Pupil Personnel Services Director at the end of the school year regarding revisions.