SS

THREE VILLAGE CENTRAL SCHOOL DISTRICT
Setauket, New York

BOARD OF EDUCATION AGENDA MATERIALS

DATE OF BOARD MEETING: July 7, 2015 **DATE MATERIALSUBMITTED:** June 19, 2015

OFFICE OF ORIGIN: Superintendent's Office **CATEGORY OF ITEM:** ACTION

TITLE: THREE VILLAGE CENTRAL SCHOOL DISTRICT COMPREHENSIVE GUIDANCE PLAN

STAFF RECOMMENDATION:

Upon recommendation of the Superintendent of Schools be it resolved that the Three Village Central School District Comprehensive Guidance Plan be approved.

BACKGROUND – RATIONALE:

NOT AN OFFICIAL RECORD; SUBJECT TO CHANGE

THREE VILLAGE
CENTRAL SCHOOL DISTRICT

COMPREHENSIVE GUIDANCE PLAN

THREE VILLAGE CENTRAL SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Three Village School District, in concert with its families and community, is to provide an educational environment which will enable each student to achieve a high level of academic proficiency and to become a well-rounded individual who is an involved, responsible citizen.

The Three Village Central School District is committed to improving the academic performance of all students and provides opportunities for students to reach their full potential. The district also supports students in building self-esteem, motivation and pride in a positive, safe and nurturing environment.

School counselors assist students in the individual development and understanding of their behavior and self-worth. The aim of the counseling program is to encourage attainable goals, to assist in the design of positive strategies to accomplish these goals and to encourage increased self-direction. Together with parents, the school community and society, counselors assist our young people in accepting responsibility which will enable them to assume contributory roles in our ever-changing society.

With emphasis on self-direction and decision-making skills, the school counseling program serves to assist students in gaining a more realistic understanding of themselves and make viable educational and vocational choices.

ABOUT THE COMMUNITY

Located 50 miles from Manhattan, the Three Village Central School District is situated in one of the most picturesque and inviting communities on Long Island's North Shore. The presence of Stony Brook University affords the opportunity to participate in a plethora of intellectual and co-curricular activities. The Young Scholars Program at Stony Brook University offers gifted students the opportunity to take college level courses while still in high school. The Bridge Program affords students the opportunity to take college courses at Suffolk County Community College and earn high school course credit as well as college credit.

The areas of Stony Brook, Setauket, and Old Field are home to a culturally diverse population whose residents are frequently employed by Stony Brook University, the Stony Brook Medical Center, and Brookhaven National Laboratory. This internationally represented community is reflected in the High School, granting our students a unique global view of the world in which they live.

CENTRAL ADMINISTRATION

SUPERINTENDENT

Cheryl Pedisich

ASSISTANT SUPERINTENDENTS

Kevin Scanlon, Educational Services

Jeffrey Carlson, Business Services

Gary B. Dabrusky, Ed.D., Assistant Superintendent for Human Resources

BOARD OF EDUCATION

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THREE VILLAGE
CENTRAL SCHOOL DISTRICT

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COUNSELING STAFF

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COUNSELING OBJECTIVES

OBJECTIVES OF K-6 COUNSELING SERVICES

1. School staff will prepare students to participate effectively in their current and future educational programs.
2. School staff will help students who exhibit any attendance, academic, behavioral or adjustment problems.
3. School staff will help students deal with family issues that impact their education and life.
4. School staff will preserve and support the social and emotional health of all students.
5. School staff will encourage parent involvement.

OBJECTIVES OF 7-12 COUNSELING SERVICES

1. School counselors will conduct an annual review of each student's educational progress.
2. School counselors will provide instruction at each grade level to help students learn about various careers and about career-planning skills.
3. School counselors will help students develop and implement post-secondary education.
4. School counselors will identify and assist students who exhibit attendance problems.
5. School counselors will identify and assist students who exhibit academic difficulties.
6. School counselors will identify and assist students who exhibit behavioral and adjustment issues.
7. School counselors will encourage parent involvement.
8. School counselors will assist each student in becoming more fully aware of student support services.
9. School counselors will assist each student in effecting a smooth transition from one educational level to another.
10. School counselors will work with administrators, teachers, other pupil personnel services providers to introduce and support integrated school violence prevention as well as alert others to early indicators of preconditions for incidences of violence toward self and others. This includes school climate indicators and anti-bullying.
11. School counselors will support students and families representing a wide range of diversity, including but not limited to ethnicity, race, gender, language and culture. Counselors will also utilize a breadth of resources and tools to support students with disabilities in the general population.

ELEMENTARY GUIDANCE PLAN FOR GRADES K-6

GUIDANCE OBJECTIVE #1 (K-6)

Program Objective: The program prepares students to participate effectively in their current and future educational programs

ACTIVITIES:

a. Study skills/Social Skills
b. Student/Teacher conferences pertaining to Academic Progress
c. Instruction about appropriate behavior (anti-bullying)
d. Problem-solving skills instruction

EXPECTED OUTCOMES:

- Students will maintain achievement levels appropriate to their ability and maturity in all curricula areas
- Students will maintain an observable interest and effort in their school work
- Students will demonstrate interpersonal communication and problem-solving skills as appropriate

ANNUAL ASSESSMENT:

- Student achievement will be measured by report cards each trimester
- Student motivation will be noted by the classroom teacher and also by his/her report card grade
- Interpersonal communication and problem-solving skills growth will be noted by the classroom teacher and school personnel

GUIDANCE OBJECTIVE #2 (K-6)

Program Objective: To help students who exhibit attendance problems

ACTIVITIES:

a. Regular attendance reporting
b. Telephone calls to parents
c. Individual counseling by social worker/psychologist
d. Parent conferences
e. Home visits by social worker
f. Referrals to community organizations by social worker

EXPECTED OUTCOMES:

- Students will attend school regularly as a result of this process
- Parents will cooperate with the school to ensure the regular attendance of the students

ANNUAL ASSESSMENT:

- Review of monthly and year end student attendance records

GUIDANCE OBJECTIVE #3 (K-6)

Program Objective: To help students who exhibit academic problems

ACTIVITES:

a. Parent/teacher conferences
b. Assessment by the Instructional Support Team
c. Assignment of Academic Intervention Services
d. Individual counseling by social worker/ psychologist
e. Group counseling by social worker/psychologist
f. Before school extra help
g. Referral to the building Instructional Support Team (IST)
h. Referral to the Committee on Special Education (CSE)

EXPECTED OUTCOMES:

- The classwork and homework of students in the program will improve
- The report card grades of the students in the program will improve
- The students will demonstrate responsible behavior

ANNUAL ASSESSMENT:

- Observation by classroom teacher
- Improvement noted on students' report cards

GUIDANCE OBJECTIVE #4 (K-6)

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

ACTIVITIES:

a. Instruction on classroom behavior
b. Parent/teacher conferences
c. Assessment by Instructional Support Team
d. Individual counseling by social worker/psychologist
e. Group counseling by social worker/psychologist
f. Referral to school administrator for discipline purposes
g. Referral to Committee on Special Education
h. Referral to resources outside of school

EXPECTED OUTCOMES:

- Student behavior will improve
- Student adjustment to school will improve
- Student will be more comfortable and successful in the school environment

ANNUAL ASSESSMENT:

- A reduction in the number of reported disciplinary problems
- Student population enjoying their educational experience

GUIDANCE OBJECTIVE #5 (K-6)

Program Objective: To encourage parental involvement

ACTIVITIES:

a. Current report card conferences
b. Parent conferences
c. Open House-Parent Orientation
d. Notices to parents, report cards, progress reports, formal and informal communication
e. Parent Teacher Association
f. E-mail correspondence; Parent Portal; District and Building Website; E-mail Blast; Messenger Call System

EXPECTED OUTCOMES:

- Parents will be more involved in the development and support of the goals designed for their child
- There will be improved communication between parents and school personnel
- Parents will develop a clear understanding of school services and programs for their children

ANNUAL ASSESSMENT:

- Teacher/principal observation
- Parental feedback
- Report card comments

GUIDANCE OBJECTIVE #6 (K-6)

Program Objective: To educate students concerning avoidance of child sexual abuse

ACTIVITIES:

a. Classroom instruction by health teacher
b. Child Abuse Prevention Services workshops
c. Police Officer presentations "Good Touch-Bad Touch"
d. Great Body Shop Personal Safety units
e. Discovery Education On-Line science units on Personal Safety

EXPECTED OUTCOMES:

- Students will be educated about avoidance of child sexual abuse
- Students will have a clear understanding of how to protect themselves

ANNUAL ASSESSMENT:

- Parental feedback
- Classroom discussion and feedback from teachers

SECONDARY GUIDANCE PLAN FOR GRADES 7-12

GUIDANCE OBJECTIVE #1 (7-12)

Program Objective: To conduct an annual review of each student's educational progress

ACTIVITIES:

a. Report card review quarterly
b. Progress review quarterly
c. Transcript review (9-12)
d. Individual academic counseling
e. Courses selection and scheduling conference
f. Eighth grade Four-Year Plan

EXPECTED OUTCOMES:

- Students will set academic goals for themselves
- Students' grades will improve
- Students will have a good understanding of graduation requirements and their progress toward graduation and diploma type
- Counselors will effectively implement intervention services proactively when appropriate
- Students will be placed in appropriate level courses

ANNUAL ASSESSMENT:

- Report card grades
- Report card teacher comments
- Student academic success following school year
- Graduation rate

GUIDANCE OBJECTIVE #2 (7-12)

Program Objective: To provide instruction to help students learn about various careers

ACTIVITIES:

a. "Do What You Are" Career Exploration through Naviance program (8th)
b. Career Interest Profiler through Naviance program (10th-12th)
c. Discussion of possible college majors during scheduling process (7th-12th)
d. Career counseling (7th-12th)
e. Individual post-secondary planning conference (7th-12th)
f. Internships through Stony Brook University
g. Student advisement regarding opportunities at BOCES vocational centers (10th-12th)
h. Community Workshop (7th-12th)
i. ACCES-VR conferences (7th-12th)
j. Parent conferences (7th-12th)

EXPECTED OUTCOMES:

- Students will have a better understanding of their personality types and Holland's Occupational themes
- Students will have a comprehensive understanding of their academic and career interests as it relates to their post-secondary plans
- Students will graduate career and college ready

ANNUAL ASSESSMENT:

- Alumni feedback
- Parental feedback

GUIDANCE OBJECTIVE #3 (7-12)

Program Objective: To help students develop and implement post-secondary education

ACTIVITIES:

a. Four-Year Plan parent/student meeting (8^{th})
b. Course selection meetings to ensure strength of program (7th-12th)
c. Development of Activity Resume in Family and Consumer Science classes (7th-9th)
d. College Advising conferences (7th-12th)
e. Parent meetings (7th-12th)
f. Counselor Professional Development (7th-12th)
g. Classroom College Orientation Program (11th)
h. Open House presentation to review college application process (12th)
i. College Planning Night-guest speaker (7th-12th)
j. Alumni Day (12th)
k. On-Site College Admissions Program (12th)
l. College Representatives Program (11th-12th)
m. Financial Aid Night (7th-12th)
n. Military Representative Presentations (10th-12th)
o. Individual on-going Naviance program instruction (7th-12th)
p. Individual college application review (12th)
q. College essay assistance (11th-12th)
r. Field trip to Suffolk Community College (12th)
s. Field trip to BOCES Vocational Centers (10th-11th)

EXPECTED OUTCOMES:

- Students will successfully navigate the college application process
- Students will gain a comprehensive understanding of college admissions requirements
- Students will be educated regarding campus options
- Families will make informed decisions regarding post-secondary options
- Families will have a better understanding of the Financial Aid process
- Counselors will have a broader understanding of post-secondary options for students

ANNUAL ASSESSMENT:

- Students will have a post-secondary plan
- College acceptance rates
- College attendance rates
- Alumni Day feedback

GUIDANCE OBJECTIVE #4 (7-12)

Program Objective: To identify and assist students who exhibit attendance problems

ACTIVITIES:

a. Implementation of the Attendance for Credit policy
b. Individual counseling
c. Parent communication and conferences
d. Consultation with Dean of Students
e. Assistant Principal and Principal Conferences
f. Home visits
g. Referral to CPS
h. Consults with PPS staff
i. Referrals to outside agencies (e.g. PINS)
j. IST referrals

EXPECTED OUTCOMES:

- Student attendance will improve
- Loss of course credit will decrease

ANNUAL ASSESSMENT:

- Student attendance annual review
- Feedback from Dean

GUIDANCE OBJECTIVE #5 (7-12)

Program Objective: To identify and assist students who exhibit academic difficulties

ACTIVITIES:

a. Individual counseling
b. Group counseling
c. Parent communication
d. Academic advisement
e. Schedule adjustments
f. AIS services
g. ERSS services
h. IST referrals
i. CSE referrals
j. PPS staff consults
k. Assistant Principal/Principal conferences

EXPECTED OUTCOMES:

- Student achievement will increase
- Student self-esteem will increase
- Student perception of school will be positive
- Student attendance will increase
- Students will be provided with support needed to reach their potential
- Graduation rate will increase

ANNUAL ASSESSMENT:

- Report cards
- Progress reports
- Teacher report card comments

GUIDANCE OBJECTIVE #6 (7-12)

Program Objective: To identify and assist students who exhibit behavioral or adjustment issues

ACTIVITIES:

a. Transition programs (6^{th} to 7^{th} grade, 9^{th} to 10^{th} grade)
b. Counselors consult with PPS staff regularly (7th-12th)
c. Individual counseling by counselors and PPS staff
d. Group counseling
e. Counseling as a Related Service through CSE
f. Students of Concern meetings (6th-7th, 9th-10th)
g. Instructional Support Team meetings
h. Dean meetings
i. In-school suspension
j. Referrals to outside agencies and therapists
k. Review of attendance reports

EXPECTED OUTCOMES:

- Students will gain a better understanding of themselves
- Students will form positive relationships with support staff
- Student discipline incidents will decrease
- Student attendance will increase
- Student achievement will increase

ANNUAL ASSESSMENT:

- Amount of behavioral referrals will decrease
- Student feedback
- Parent feedback

GUIDANCE OBJECTIVE #7 (7-12)

Program Objective: To encourage parent involvement

ACTIVITIES:

a. Parent conferences
b. Parent phone calls
c. Evening parent conferences
d. PTA meetings
e. Regular school Messenger messages
f. Open House program
g. Email updates
h. District website informational updates
i. CSE meetings
j. Evening guidance programs (Financial Aid Night, Senior Scholarships, College Planning Speaker)

EXPECTED OUTCOMES:

- Parents will develop a clear understanding of school services and programs for their children
- School and community relationships will be positive
- Parents will play an integral part in their child's education

ANNUAL ASSESSMENT:

- Parental feedback
- Teacher/principal/counselor observation
- Parent attendance at school events

GUIDANCE OBJECTIVE #8 (7-12)

Program Objective: To assist each student in becoming more fully aware of student support services

ACTIVITIES:

a. Transition programs (6th-7th, 9th-10th)
b. Individual introductory counselor meetings with all 10th graders
c. Group counseling
d. Course of Studies Guide available on District Website
e. Counselor On-Call every period
f. Teacher referrals
g. Counselor classroom presentations
h. New Student Breakfast (7th-12th)

EXPECTED OUTCOMES:

- Students will become aware of pupil personnel support services available
- Students will learn problem-solving skills
- Students will feel supported
- Students will receive counseling services as needed

ANNUAL ASSESSMENT:

- Student feedback
- Parent feedback
- Pupil Personnel services staff evaluation and assessment

GUIDANCE OBJECTIVE #9 (7-12)

Program Objective: To assist each student in effecting a smooth transition from one educational level to another

ACTIVITIES:

a. Transitional programs (6th-7th, 9th-10th)
b. Sophomore Summer Orientation
c. Seventh Grade Evening Parent Orientation
d. Individual counseling sessions (7th-12th)
e. Individual scheduling meetings with students (7th-12th)
f. Post-secondary Planning meetings (11th)
g. Four-Year Plan meetings (8th)
h. New Student Breakfast (7^{th}-12^{th})

EXPECTED OUTCOMES:

- Students will experience a smooth transition from one educational level to another
- Students will have a shorter adjustment period as they move from one level school to another
- Students will form stronger relationships with their school counselors

ANNUAL ASSESSMENT:

- Student feedback
- Parent feedback
- Teacher feedback
- Pupil Personnel services staff evaluation and assessment

GUIDANCE OBJECTIVE #10 (7-12)

Program Objective: To work with administrators, teachers, other pupil personnel services providers to introduce and support integrated school violence prevention as well as alert others to early indicators of preconditions for incidences of violence toward self and others, including school climate indicators and anti-bullying

ACTIVITIES:

a. Patriot Pride Day (10^{th}-12^{th})
b. Large group assembly programs (7^{th}-12^{th})
c. Group Counseling
d. Individual Counseling
e. Health Curriculum
f. Extra-Curricular clubs and activity programs

EXPECTED OUTCOMES:

- Students will be able to identify indicators of school violence
- Student discipline incidents will decrease
- Students will proactively support one another in reporting concerns for potential violence
- Bullying incidents will decrease

ANNUAL ASSESSMENT:

- Dean reports
- Student feedback
- Pupil personnel services staff evaluation and assessment

GUIDANCE OBJECTIVE #11 (7-12)

Program Objective: To support students and families representing a wide range of diversity, including but not limited to ethnicity, race, gender, language and culture. Counselors will also utilize a breadth of resources and tools to support students with disabilities in the general population.

ACTIVITIES:

a. Extra-Curricular clubs and activities (Gay Straight Alliance, Woman's Forum, Teen Social Skills Group)
b. Patriot's Pride Day
c. Large Group Assembly Programs
d. Individual Counseling
e. Group Counseling
f. Dean Intervention
g. Mediation

EXPECTED OUTCOMES:

- Students will respect each other's differences
- Students will appreciate diverse beliefs, customs, and cultures
- Students will form new friendships
- Decreased number of reported incidents to Dean's office

ANNUAL ASSESSMENT:

- Dean feedback
- Student feedback
- Pupil personnel services staff evaluation and assessment

GELINAS/MURPHY JUNIOR HIGH SCHOOL
GUIDANCE DEPARTMENT
ANNUAL SCHEDULE

AUGUST

- District calendar publicizing new student orientation
- New student enrollments (all year)
- Student Government representatives act as guides/helpers to incoming new students during summer orientation program
- Student schedule changes
- Course recommendation level appeals reviewed by administration
- Review schedules and update placement for accuracy re: special education placements and 504 students
- AIS scheduling
- Intake of incoming cumulative folders
- Individual meetings with students and parents as needed to prepare schedules
- Four-Year Plan appointments and letters generated for the year

SEPTEMBER

- "Meet the Counselor" Transition Program for 7th graders
- Schedule changes
- Maintain an elective course waiting list and place students by lottery
- Update schedules to include monitoring service providers, indirect and direct case managers
- Host New Staff Breakfast
- Attend New Student Breakfast
- Distribute information on after school activities, clubs and sports
- Review and discuss concerns regarding new 7th grade students
- Attend Jr. High School open house

- Review IEP and 504 of classified students
- Counselor/student appointments daily (all year)
- Individual and crisis student counseling (all year)
- Balance class rosters
- Meet with academic teachers regarding new students
- Consult with PPS staff on group counseling recommendations
- Provide working papers to age appropriate students (all year)
- Recommend students for IST review and attend team meetings (all year)
- Attend SCSE and CSE meetings (all year)
- Meet with parents as needed or as requested (all year)
- Attend department meetings (2x month)
- Meet regularly with administration to discuss student concerns (all year)
- Review state testing results with classroom teachers as necessary

OCTOBER

- Conduct Four-Year High School Plan meetings individually with 8th graders and parents (all year)
- New entrant screening sent to teachers
- Review progress reports of students of concern and follow up with meeting
- Consult with classroom teachers on pre-assessment data to ensure appropriate academic placement in enrichment or AIS classes
- Make recommendations for students to attend extra help sessions (all year)

NOVEMBER

- Counselors review course failures and offer academic advisement to all grades (all year).
- Attend district timeline meeting for following school year
- District-wide counselor/chairperson curriculum meeting

DECEMBER

- Parent/teacher evening conference
- Coordinate the submission of INSTAR applications
- Review and prepare material for scheduling with 9th, 8th and 7th grade students
- Communicate and coordinate with elementary schools and department chairs for junior high school counselor visitation and presentation to 6th graders
- Course offering guide updated and posted to district website

JANUARY

- Review new student screening reports
- Maintain an internal elective course waiting list and place students appropriately
- Counselor presentation to 9th grade students regarding WMHS scheduling process for the following year
- Attend CSE meeting for incoming 7th grade students as requested (continued)

FEBRUARY

- Counselors review course failures and offer academic advisement to all grades (all year).
- 6th grade parent orientation
- Junior High School counselor visitation to elementary schools

MARCH

- Complete scheduling process for following school year with 9th graders attending WMHS
- Junior high school counselors distribute scheduling materials to 7th and 8th graders
- Facilitate collection and inputting of student elective choices

APRIL

- Input and finalize all elective requests for incoming 7th, 8th and 9th grades
- Corrections made to elective course requests for following school year
- Transitional concerns meeting scheduled with high school counselors
- Assist with ELA and Math assessments

MAY

- High School PPS staff meets with junior high school staff regarding students of concern
- Transitional concerns meeting scheduled with high school counselors
- Coordinate special scheduling requests
- Input incoming 7th grade academic course placement based on administrative review

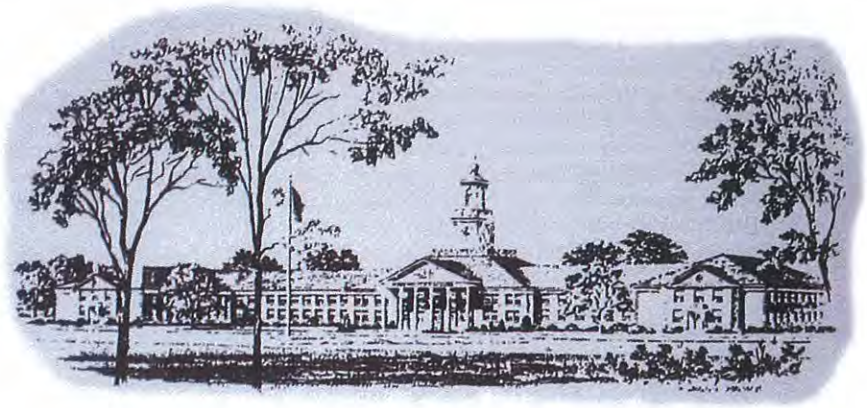
- Help facilitate SRI and district created math assessment to new incoming 7th grade students
- High School counselors provide transition program to 9th graders at the junior high schools

JUNE

- Academic advisement based on 4th quarter progress
- Review 4th quarter report cards
- Review and send out failure letters
- Advise students on summer school and tutorials offered over the summer
- Provide summer school registration material
- Student course requests based on updated exception list
- Generate student failure report and advise parents of options

JULY

- Review special scheduling requests with administration
- Support administration on the creation of the master schedule
- Send failure report of incoming 10th graders to WMHS
- Modify schedules
- New student enrollment



WARD MELVILLE HIGH SCHOOL GUIDANCE DEPARTMENT ANNUAL SCHEDULE

AUGUST

- District calendar publicizes Sophomore Orientation
- Student Government students act as guides/helpers at Sophomore Orientation
- Student schedule changes
- AIS scheduling
- New student enrollment (on-going)
- Review special accommodations schedule requests
- Order senior transcripts, labels and informational letter to be mailed home
- Secretarial staff organizes incoming student cumulative files
- Review and update school profile

SEPTEMBER

- Counselors meet with sophomore students for transition counseling session
- New Student Breakfast and orientation
- Schedule changes
- Counselors meet with seniors to review college process
- Counselors review all senior transcripts for graduation requirements, errors, corrections
- Order printed school profiles
- Review counselor caseloads and responsibilities
- Open House/College Refresher Program for seniors and their parents
- Review IEPs and 504 plans of classified students
- Secretarial staff assists students requesting working papers (on-going)
- Attend department meetings (on-going)

- Attend Instructional Support Team (IST) meetings (on-going as needed)
- Attend CSE and SCSE meetings (on-going as needed)
- Individual and group counseling with students (on-going as needed)
- Organize and implement College Representative Visitation Program (September-November)

OCTOBER

- Academic advisement based on interim course grades
- PSAT exam given at WMHS
- ACT given at WMHS
- School profile distributed to BOE members and Superintendent's Cabinet
- *Looking to the Future College Planning Guide* updated and posted to district website
- College conferences with seniors
- Organize and implement College Planning Night speaker
- Organize and implement the College On-site Admissions Program (September-December)
- Counselors advise students to be aware of Early Decision, Early Action, Early Notification, and Rolling Admission deadline dates
- Counselors complete National Merit Semi-Finalist applications
- Secretaries input National Merit application information and send electronically to College Board

NOVEMBER

- Counselors review report cards and offer academic advisement to all grades
- Certified letters sent to seniors in danger of failing courses needed for graduation
- SAT I and II given at WMHS
- Attend District Timeline meeting for following school year
- Counselors continue to meet with seniors for college advisement
- First quarter grades of seniors sent to colleges when requested
- Financial Aid Night
- District-wide counselor/chairperson curriculum meeting
- Course of Studies Guide updated
- Review candidates for New York State Academic Excellence Scholarship

DECEMBER

- SAT and ACT administration at WMHS
- College application process continues with seniors
- Academic advisement based on second quarter interim course grades
- Counselors present College Orientation Program to juniors through English classes
- Review all student transcripts and advise students to take January Regents examinations as needed
- Prepare budget requests for new school year as needed
- Course of Studies Guide posted to district website
- Attend Parent Conference Night

JANUARY

- SAT I and II administration at WMHS
- BOCES Technical Program Presentation to 10th and 11th graders
- Counselors present scheduling materials for following school year to 10th and 11th graders
- Counselors review senior transcripts for accuracy
- Certified letters sent to seniors in danger of failing or not graduating
- Evaluate Robert C. Byrd Award List
- Schedule changes for Spring semester
- Beginning of scheduling process with individual students

FEBRUARY

- Academic advisement based on second quarter report cards
- Mid-term grades posted to transcripts
- Mid-year senior transcripts sent electronically to colleges
- NCAA eligibility list transcripts sent for potential athletes
- BOCES Technical Program Visitation Trip
- Mail Robert C. Byrd Scholarship applications pending Federal Fund availability
- Complete and mail New York State Academic Excellence Scholarship applications
- IST for potential Non-Graduates
- Continue scheduling process with individual students
- Junior College Conferences with students and parents begin

MARCH

- Complete scheduling process for following school year with 10th and 11th graders
- Make corrections/adjustments to student course request for following school year
- Advise students of courses not running for school year
- SAT administration at WMHS
- Academic advisement based on third quarter interim course grades
- Attend Parent Conference Night
- Verification of course requests for following school year posted to website
- Corrections made to course requests for following year
- BOCES Technical Program applications process
- Local Scholarship Committee meetings
- ACCES-VR meetings for special education department by Transition Coordinator

APRIL

- Continue to conduct junior college conferences
- ACT administration at WMHS
- Academic advisement based on 3rd quarter grades
- Transitional concerns meeting scheduled with junior high school counselors
- Continue Local Scholarship Committee meetings
- Override letters from teachers mailed home
- Memo for profile updating sent to department chairpersons
- Valedictorian/Salutatorian meeting
- *Newsday* graduation list determined and sent
- National Merit applications distributed and processed for eligible students for following year

MAY

- High school PPS staff meets with junior high school counseling/PPS staff to discuss student transitional concerns
- Transition Program for junior high school students to visit WMHS
- SAT I and II administration at WMHS
- Continue College Conferences with juniors and their parents
- Academic advisement based on 4th quarter interim course grades
- High School counselors provide Transition Orientation Program to 9th graders at the junior high schools

- Review counselor and secretarial responsibilities for following school year
- Junior high school PPS/ WMHS PPS transitional meeting
- Complete Local Scholarship meeting results

JUNE

- Counselor assignments prepared for upcoming school year
- Counselor caseloads established for upcoming school year
- Counselors conduct final review of senior transcripts for graduation
- Counselors complete Graduation Report
- Counselors monitor 4th quarter grades for possible failures
- Counselors review final report cards for all grades and record all course failures
- Counselors contact parents of students not graduating
- Failure notices mailed home to students who have failed courses or Regents examinations
- Summer school registration
- Transitional concerns information reviewed by counselors
- Schedules for upcoming school year reviewed by counselors
- SAT and ACT administration
- Senior final transcripts sent home
- Senior final transcript put in students' cumulative files
- Student cumulative files culled by secretarial staff
- Verify post-secondary plans for seniors
- Review college results data
- Final transcripts sent to NCAA for college athletes
- Order guidance supplies for upcoming school year
- Counselors involved in graduation ceremony attend Graduation Meeting
- Assist assigning diploma designations for graduation

JULY

- Review final senior transcripts for accuracy
- Senior final transcripts sent to college student will be attending
- Graduation and college data prepared for school profile
- Revise student schedules based on failed courses and AIS mandates done by administration

COMPREHENSIVE SCHOOL COUNSELING PROGRAM MAP									
THREE VILLAGE CENTRAL SCHOOL DISTRICT									
Delivery	**Foundation**				**Management**			**Accountability**	
			Student Standard						
***Program Activity or Service**	***NYSED Regulation**	***Program Objective**	**ASCA Standard**	**NYSED CDOS**	**Timeline**	**Student Focus**	***Staff & Resources**	**District/ Program Goal**	***Assessment**
Students will participate effectively in their current and future educational programs	K-6 (i.2)	Students will maintain achievement levels appropriate to their ability and maturity in all curricula areas	Domain: A Mindset: LS 1-10	3a.1	Review of report cards each trimester	All students K-6	Classroom teachers K-6	Improve academic performance to meet district targeted goals	Teacher evaluations and report card comments
Student attendance will be monitored and interventions implemented for excessive absences	K-6 (i.3)	Student attendance will improve	Domain: A &S/E Mindset: SMS 1-10	3a.3	Daily attendance monitoring September-June	All students K-6	Classroom teachers, social workers, administrators K-6	To improve district-wide yearly attendance rates K-6	Review of monthly and year end student attendance records

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To assist students who exhibit academic problems	K-6 (i.4)	Classwork, homework and report card grades will improve	Domain: A Mindset: LS 1-10	3a.1, 3a.2	Regular assessment September-June	Students who struggle academically	Classroom teachers, IST and AIS committees	Improve academic performance of students achieving below grade level	Review report cards after each trimester
To assist students who exhibit behavioral or adjustment problems	K-6 (i.5)	Students will be more comfortable and successful in the school environment	Domain: S/E Mindset: SMS 1-10, SS 1-9	3a.3, 3a.4	Review of monthly behavioral/ disciplinary reports	Students who exhibit behavior problems	Classroom teachers, social workers, psychologists and administrators	A reduction in the number of reported disciplinary problems	Year-end review of discipline records
To increase elementary level parental involvement	K-6 (i.8)	Parents will be more involved in the development and support of the goals designed for their child	Domain: A & S/E, Mindset: LS 1-10, SS 1-9	3a.4	September-June	All students K-6	Classroom teachers, administrators and PPS staff as needed	Broaden community awareness and advocacy for public education	Parental feedback

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To educate students concerning avoidance of child sexual abuse	K-6 (i.7)	Students will learn strategies to avoid child sexual abuse	Domain: S/E Mindset: SMS 7 and 8, SS 3, 8, and 9	3a.3	September - June	All students K-6	Health teachers, police officers/guest speakers, classroom teachers, psychologists, social workers	Provide a safe and secure learning environment for all students	Decrease in number of CPS reports
To conduct an annual review of each student's educational progress	7-12 (ii.2)	Students will have a clear understanding of graduation requirements and their progress toward graduation and diploma type	Domain: A and C Mindset: SMS 1-10	3a.2, 3a.6	January and June	All students 7-12	School counselors	The school will develop targets aligned with college and career readiness for raising achievement for all students	Students will be placed in appropriate course levels that will challenge them and allow them to reach their full academic potential

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To provide instruction to help student learn about various careers	7-12 (ii.3)	Students will have a comprehensive understanding of their academic and career interests as it relates to their post-secondary plans; Introduction to Naviance	Domain: A and C Mindset: SMS 1-10	1.1	September-June	All students 7-12	School counselors, teachers; FACS	Students will be career and college ready upon graduation	Career Interest Inventory Results, alumni and parent feedback
To assist students with developing and implementing post-secondary plans	7-12 (ii.4.6)	Students will make informed decisions regarding post-secondary options	Domain: A and C Mindset: LS 1-10 and SMS 1-10	1.1, 3a.5, 3a.6	September-June	All students 7-12	School counselors and classroom teachers	Students will be career and college ready upon graduation	Students will graduate with a clear and appropriate post-secondary plan

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To identify and assist students who exhibit attendance problems	7-12 (ii.4.2)	Student attendance will improve and loss of credit will decrease	Domain: A and S/E Mindset: SMS 1-10	3a.3	September - June	Students who are approaching the limits of the attendance for credit policy	Dean, administrators, classroom teachers and school counselors	Student attendance will improve	Loss of Credit Report will show improved attendance rates
To identify and assist students who exhibit academic difficulties	7-12 (ii.4.3)	Increase student achievement	Domain: A Mindset: LS 1-10, SMS 1-10	3a.1, 3a.2	September - June	Students whose grades fall below 65	Classroom teacher, school counselors, social workers, psychologists, administrators	Student achievement will reach pre-determined district-wide targets	Report cards, progress reports, diploma types, Regents score reports, and graduation reports

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To identify and assist students who exhibit behavioral or adjustment issues	7-12 (ii.4.4, ii.4.5)	Student discipline incidents will decrease and students will have a better understanding of themselves	Domain: S/E Mindset: SMS 1-10	3a.3, 3a.4	September - June	Students who have been referred to the Dean for disciplinary issues	Classroom teacher, school counselors, social workers, psychologists, administrators	To provide a safe and secure learning environment for all students	Amount of behavioral referrals will decrease
To encourage parental involvement	7-12 (ii.4.7)	Parents will be more involved in the development and support of the goals designed for their child	Domain: A and S/E Mindset: LS 1-10 and SS 1--10	3a.4	September - June	All students 7-12	Classroom teachers, administrators and PPS staff and school counselors	Broaden community awareness and advocacy for public education	Parental feedback

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To assist students in becoming more aware of student support services	7-12 (ii.1)	Students will learn problem-solving skills and feel supported	Domain: S/E Mindset: SMS 1-10, SS 1-9	3a.2	September-June	All students 7-12	School counselors, social workers and psychologists	Provide a safe, secure and supportive learning environment for all students	Annual evaluation of the amount of PPS appointments made
To assist students with transitioning from one level to another	7-12 (ii.1)	Students will successfully transition through each level of their secondary education	Domain: A and S/E Mindset: SMS 1-10, SS 1-9	3a.2, 3a.3	May- October	All students 7-12	School counselors, social workers, psychologists and Student Transition Coordinator	Provide a safe, secure and supportive learning environment for all students	Feedback from students, parents, administrators and PPS staff

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To implement Anti-Violence and Anti-Bullying programs	7-12 (ii.4)	Students will be able to identify indicators of school violence and pro-actively support one another in reporting concerns	Domain: S/E Mindset: SMS 1-10 and SS 1-9	3a.4	September - June	All Students 7-12	School counselors, social workers, psychologists and Student Transition Coordinator	Provide a safe, secure and supportive learning environment for all students	Dean reports and decrease in bullying incidents
To provide a learning environment that embraces respect and diversity	7-12 (ii.1, ii.4)	Students will appreciate diverse beliefs, customs and cultures	Domain: S/E Mindset: SS 1-9	3a.3, 3a.4	September - June	All Students 7-12	School counselors, social workers, psychologists and Student Transition Coordinator	Provide a safe, secure and supportive learning environment for all students	Student feedback and Dean reports