



# **2023-2024**

## **COMPREHENSIVE GUIDANCE PLAN**

### **THREE VILLAGE CENTRAL SCHOOL DISTRICT**

#### **MISSION STATEMENT**

*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.*



**THREE VILLAGE**  
**CENTRAL SCHOOL DISTRICT**

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# **COUNSELING OBJECTIVES**

## **OBJECTIVES OF K-5 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 6<sup>th</sup> GRADE COUNSELING SERVICES**

1. School counselor will prepare students to participate effectively in their current and future educational programs.
2. School counselor will help students who exhibit any attendance, academic, behavioral or adjustment problems.
3. School counselor will focus on academic advisement for all 6<sup>th</sup> graders.
4. School counselor will emphasize activities related to future careers and post-secondary planning/choices.
5. School counselor will encourage parent involvement and deal with family issues that impact 6<sup>th</sup> grade students.

## **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-5**

### **GUIDANCE OBJECTIVE #1 (K-5)**

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 and anti-bullying
- d. Problem-solving skills instruction

#### **EXPECTED OUTCOMES:**

- Students will maintain achievement levels appropriate to their ability and maturity in all curricular 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 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-5)**

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:**

- Student attendance will increase
- 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
- Consult with classroom teachers and administration for feedback

### **GUIDANCE OBJECTIVE #3 (K-5)**

Program Objective: To help students who exhibit academic problems

#### **ACTIVITIES:**

- 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
- District benchmarking
- Standardized assessment data

## **GUIDANCE OBJECTIVE #4 (K-5)**

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
- i. Building-wide programs delivered by Positive Behavior Intervention (PBIS) supports

### **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
- Reviewing the Behaviors Related to Learning on the district's triennial report card



## **GUIDANCE OBJECTIVE #5 (K-5)**

Program Objective: To encourage parent 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. School/community events

### **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
- Parent attendance at school events
- Parent University workshops

## **ELEMENTARY GUIDANCE PLAN FOR GRADE 6**

### **GUIDANCE OBJECTIVE #1 (GRADE 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
- e. Time Management skills activities
- f. Skills related to Executive Functioning

#### **EXPECTED OUTCOMES:**

- Students will maintain achievement levels appropriate to their ability and maturity
- 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 by his/her report card grade
- Interpersonal communication and problem-solving skills growth will be noted by the classroom teacher and 6<sup>th</sup> grade school counselor

## **GUIDANCE OBJECTIVE #2 (GRADE 6)**

Program Objective: To help students who exhibit attendance problems

### **ACTIVITIES:**

- a. Attendance reporting
- b. Telephone calls to parents
- c. Individual counseling by social worker/psychologist/ 6<sup>th</sup> grade school counselor
- d. Parent conferences with 6<sup>th</sup> grade school counselor, in coordination with social worker/ building administration
- e. Coordination of home visits by social worker
- f. Referrals to community organizations by social worker and 6<sup>th</sup> grade school counselor

### **EXPECTED OUTCOMES:**

- Student attendance will increase
- Parents will cooperate with the school to ensure the regular attendance of the students

### **ANNUAL ASSESSMENT:**

- Review of daily, monthly and year end student attendance records

### **GUIDANCE OBJECTIVE #3 (GRADE 6)**

Program Objective: To help students who exhibit academic problems

#### **ACTIVITIES:**

- a. Parent/teacher conferences
- b. Assessment by the Instructional Support Team
- c. Help evaluate the need for Academic Intervention Services
- d. Individual counseling by social worker/ psychologist/ 6<sup>th</sup> grade school counselor
- e. Group counseling by social worker/psychologist/ 6<sup>th</sup> grade school counselor
- f. 6<sup>th</sup> grade school counselor will help monitor academic progress
- g. Referral to the Committee on Special Education (CSE)

#### **EXPECTED OUTCOMES:**

- Classwork and homework of students will improve
- Report card grades of the students will improve
- Students will demonstrate responsible behavior

#### **ANNUAL ASSESSMENT:**

- Observation by classroom teacher and assessment of 6<sup>th</sup> grade school counselor
- Improvement noted on students' report cards

## **GUIDANCE OBJECTIVE #4 (GRADE 6)**

Program Objective: School counselor will emphasize activities related to future careers and post-secondary planning/choices.

### **ACTIVITIES:**

- a. Push-in classroom career lessons by 6<sup>th</sup> grade school counselor
- b. Building-wide Career Fair
- c. Individual meetings with students and parents
- d. Career interest inventory activities
- e. Small group career activities
- f. Community members invited to meet with students representing different careers
- g. SEL lessons/activities in classroom

### **EXPECTED OUTCOMES:**

- Students will be exposed to a variety of career options
- Student knowledge of career options will increase
- Students will understand that there are many possible options available to them after high school

### **ANNUAL ASSESSMENT:**

- An increase in the number of students who understand career options
- Student population widening their understanding of different careers

## **GUIDANCE OBJECTIVE #5 (GRADE 6)**

Program Objective: To encourage parent involvement

### **ACTIVITIES:**

- a. Parent conferences with 6<sup>th</sup> grade school counselor
- b. Open House- Parent Orientation
- c. Notices to parents, report cards, progress reports, formal and informal communication
- d. Parent Teacher Association activities
- e. 6<sup>th</sup> grade school counselor invitation to Career Fair
- f. 6<sup>th</sup> grade school counselor invitation to community members to participate in career speaker opportunities
- g. School and community events
- h. Guidance website as a vehicle for shared information and communication

### **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 counselor
- Parents will develop a clear understanding of school services and programs for their children

### **ANNUAL ASSESSMENT:**

- 6<sup>th</sup> grade school counselor observation
- Parental feedback
- Parent involvement in school activities

## **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
- Current student academic success predicts achievement in the following school year
- Graduation rate

## **GUIDANCE OBJECTIVE #2 (7-12)**

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

### **ACTIVITIES:**

- a. "Find Your Path" Career Exploration through SchoolLinks program (8th)
- b. "Would You Rather" Career Assessment through SchoolLinks 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/Mentors 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)
- k. Business courses offer internships and job opportunities
- l. Review requests of Interest Profiler with individual students
- m. College Fair (7<sup>th</sup>-12<sup>th</sup>)

### **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
- Exit Survey at the end of 10<sup>th</sup> grade

### **ANNUAL ASSESSMENT:**

- Alumni feedback
- Parental feedback
- Community 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<sup>th</sup>)
- b. Course selection meetings to ensure strength of program (7th-12th)
- c. Development of Activity Resume in Family and Consumer Science (7th-9th)
- d. Post-Secondary and 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 Program (7th-12th)
- j. Alumni Day (12th)
- k. Preferred Early Action Program (12th)
- l. College Representatives Program (11th-12th)
- m. Financial Aid Program (7th-12th)
- n. Virtual College Admissions Panel (10<sup>th</sup>-12<sup>th</sup>)
- o. Military Representative Presentations (10th-12th)
- p. Individual on-going SchoolLinks program instruction (7th-12th)
- q. Individual college application review (12th)
- r. College essay assistance (11th-12th)
- s. Field trip to Suffolk Community College (12th)
- t. 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. AFY/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
- Early Warning Dashboard in Student Management System

## **GUIDANCE OBJECTIVE #5 (7-12)**

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

### **ACTIVITIES:**

- a. Individual counseling
- b. Group counseling
- c. Communication with classroom teacher
- d. Parent communication
- e. Academic advisement
- f. Schedule adjustments
- g. AIS services
- h. ERSS services
- i. IST referrals
- j. CSE referrals
- k. PPS staff consults
- l. 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<sup>th</sup> to 7<sup>th</sup> grade, 9<sup>th</sup> to 10<sup>th</sup> grade)
- b. Counselors consult with PPS staff regularly (7<sup>th</sup>-12<sup>th</sup>)
- c. Individual counseling by counselors and PPS staff
- d. Group counseling
- e. Counseling as a Related Service through CSE
- f. Students of Concern meetings (6<sup>th</sup>-7<sup>th</sup>, 9<sup>th</sup>-10<sup>th</sup>)
- g. Instructional Support Team meetings
- h. Dean meetings
- i. In-school suspension
- j. Referrals to outside agencies and therapists
- k. Review of attendance reports
- l. Parent/counselor meetings
- m. Counselor review of report cards quarterly
- n. Daily rotating On-Call period staffed by guidance counselor
- o. Referral to Behavior Tiering Committee

### **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:**

- Number of behavioral referrals will decrease
- Student feedback

- Parent feedback
- Utilize restorative practices

## **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. Guidance Programs (Financial Aid Program, Senior Scholarships, College Planning Night, Virtual College Admissions Panel, College Admissions Speaker Presentation)
- k. Evening parent workshops and presentations

### **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 6<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> graders
- c. Group counseling
- d. Course of Studies Guide available on District and Guidance Websites
- e. Counselor On-Call every period
- f. Teacher referrals
- g. Counselor classroom presentations
- h. New Student Breakfast (7<sup>th</sup>-12<sup>th</sup>)
- i. Outreach to students by counselors
- j. PPS staff introductory lessons to all 10<sup>th</sup> grade students

### **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
- Review of daily guidance sign-in attendance sheets

## **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 program
- c. Sophomore Evening Orientation program
- d. Seventh Grade Evening Parent Orientation
- e. Individual counseling sessions (7th-12th)
- f. Individual scheduling meetings with students (7th-12th)
- g. Post-secondary Planning meetings (11th)
- h. Four-Year Plan meetings (8th)
- i. New Student Breakfast (7<sup>th</sup> -12<sup>th</sup>)
- j. Summer guidance staffing (7<sup>th</sup>-12<sup>th</sup>)

### **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. PBIS building wide initiatives
- b. Large group assembly programs (7<sup>th</sup>-12<sup>th</sup>)
- c. Group Counseling
- d. Individual Counseling
- e. Health Curriculum
- f. Extra-Curricular clubs and activity programs
- g. Dean intervention

### **EXPECTED OUTCOMES:**

- Students will be able to identify indicators of school violence
- Student discipline incidents will decrease
- Students will be 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, religion 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. PBIS Initiatives
- c. Building level Racism and Diversity Task Force
- d. Large Group Assembly Programs
- e. Individual Counseling
- f. Group Counseling
- g. Dean Intervention
- h. 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 7<sup>th</sup> 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 7<sup>th</sup> 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 8<sup>th</sup> 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 9<sup>th</sup>, 8<sup>th</sup> and 7<sup>th</sup> grade students
- Communicate and coordinate with elementary schools and department chairs for junior high school counselor visitation and presentation to 6<sup>th</sup> 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 9<sup>th</sup> grade students regarding WMHS scheduling process for the following year
- Attend CSE meeting for incoming 7<sup>th</sup> grade students as requested (continued)

### **FEBRUARY**

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

### **MARCH**

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

### **APRIL**

- Input and finalize all elective requests for incoming 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> 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 7<sup>th</sup> grade academic course placement based on administrative review
- Help facilitate SRI and district created math assessment to new incoming 7<sup>th</sup> grade students
- High School counselors provide transition program to 9<sup>th</sup> graders at the junior high schools

### **JUNE**

- Academic advisement based on 4<sup>th</sup> quarter progress
- Review 4<sup>th</sup> 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 with administration special scheduling requests
- Support administration on the creation of the master schedule
- Send failure report of incoming 10<sup>th</sup> 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
- Virtual College Admissions Panel Program
- Review counselor caseloads and responsibilities
- Open House/College Refresher Program for seniors and their parents
- Review IEPs and 504 plans of classified students
- Clerical 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)
- Classroom presentations on college application processing procedures (12<sup>th</sup> Grade)

## **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
- College conferences with seniors
- Organize and implement College Admissions Speaker Program
- Organize and implement the Preferred Early Action 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 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 Program
- College Planning Night Program
- District-wide counselor/chairperson curriculum meeting
- Course of Studies Guide updated
- Review candidates for New York State Academic Excellence Scholarship
- Classroom presentations to introduce the college admissions process (11<sup>th</sup> Grade)

## **DECEMBER**

- SAT and ACT administration at WMHS
- College application process continues with seniors
- College planning meetings begin (11<sup>th</sup> Grade)
- Academic advisement based on second quarter interim course grades
- 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
- Alumni Day
- Preferred Early Action Program at WMHS (12<sup>th</sup> Grade)

## **JANUARY**

- SAT administration at WMHS
- BOCES Technical Program Presentation to 10<sup>th</sup> and 11<sup>th</sup> graders
- Counselors present scheduling materials for following school year to 10<sup>th</sup> and 11<sup>th</sup> graders
- Counselors review senior transcripts for accuracy
- Certified letters sent to seniors in danger of failing or not graduating
- 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
- Complete and mail New York State Academic Excellence Scholarship applications
- IST for potential Non-Graduates
- Continue scheduling process with individual students
- Sophomore Orientation for in-coming 10<sup>th</sup> graders

## **MARCH**

- Complete scheduling process for following school year with 10<sup>th</sup> and 11<sup>th</sup> 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
- 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
- SchoolLinks Interest Inventory/Career and College Search for all sophomores
- ACT administration at WMHS
- Academic advisement based on 3<sup>rd</sup> 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 administration at WMHS
- Continue College Conferences with juniors and their parents
- Academic advisement based on 4<sup>th</sup> quarter interim course grades
- High School counselors provide Transition Orientation Program to 9<sup>th</sup> graders at the junior high schools
- Trip to Suffolk County Community College with seniors
- Junior high school PPS/ WMHS PPS transitional meeting
- Complete Local Scholarship meeting results
- Submit New York State Academic Excellence Scholarship Nominees

## **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 4<sup>th</sup> quarter grades for possible failures
- Counselors review final report cards for all grades and record all course failures
- Counselor 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

# **THREE VILLAGE ACADEMY GUIDANCE ANNUAL SCHEDULE**

## **AUGUST**

- In-take and review 3Village Academy student enrollment
- Review master schedule based on student requests
- Create teacher assignments based on allotted staffing
- In-take new students
- Update and review summer Odysseyware program results
- Review summer Regents exams
- Review senior transcripts for graduation requirements

## **SEPTEMBER**

- PPS team review of student IEP and support services required
- Review of student transcripts to verify graduation requirements are being met
- Parent meetings as needed
- Student counseling needs reviewed
- Student schedules reviewed

## **OCTOBER**

- Academic advisement on-going
- College meetings with seniors
- Teacher meetings to review student progress
- Communication with junior high school and high school counselors

## **NOVEMBER**

- Review senior transcripts and report cards for students in danger of not graduating
- Continued parent communication
- PPS team meetings on-going
- College Planning Night speaker at WMHS

## **DECEMBER**

- Team building class trips

- Administrator, counselor, psychologist IST reviews
- On-site Suffolk County Community College visitation WMHS

### **JANUARY**

- BOCES Technical program presentation
- Junior College Conferences
- Scheduling requests for 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders for following year

### **FEBRUARY**

- Mid-term transcript review
- On-going PPS reviews of IEPs
- Meet with individual students to review courses for following year

### **MARCH**

- BOCES Technical Programs application process
- ACCES-VR meetings with students and parents
- On-going IST, CSE, 504 meetings

### **APRIL**

- On-going case reviews
- Career planning and exploration
- Parent planning meetings for following year
- Post-secondary planning

### **MAY**

- Transitional concerns meeting with PPS staff at junior highs
- Academic advisement for 4<sup>th</sup> quarter
- Trip to SCCC with seniors
- Continued planning for following September regarding staffing, course offerings and electives

### **JUNE**

- Create final exam schedule
- Graduation report completed
- Plan for graduation
- Review final grades and transcripts
- Plan for summer school /Odysseyware program

### **JULY**

- Review enrollment for school year
- In-take new students
- Complete master schedule based on enrollment
- Adjust student schedules

