

**MIDDLE COUNTRY CENTRAL
SCHOOL DISTRICT**



**GUIDANCE PLAN & PROCEDURES
2016-2018**

Role of a school counselor:

A school counselor is a counselor and an educator who works within our two middle and high schools, to provide academic, career, college readiness, and personal/social competencies to all students grades 6-12.

Major functions of our counseling program:

Academic Advisement: includes the selection of a plan of study, placement into appropriate courses and programs, career development as well as participation in the CSE process as appropriate

Post-Secondary Planning: facilitating the preparation and processing of college, scholarship and employment or military service opportunities.

Crisis Intervention Services: includes counseling student in crisis (i.e. suicide prevention, child abuse, pregnancy, substance abuse, school phobia, bullying and/or mental health issues) and providing assessment and referral to related support services as appropriate.

Student Records: preparation of academic schedules and orientation of students to school procedures and learning opportunities. Counselor is responsible for the maintenance of student academic records.

SUMMARY OF GUIDANCE PROGRAM OBJECTIVES:

1. To help incoming freshman, new entrants, and their families, gain information and become familiar with the high school educational program.
2. To assist students in selecting an educational program, consistent with their specific abilities, interests, and academic/career goals.
3. To encourage parental involvement.
4. To assist students in identifying their interests and abilities through completion of an interest inventory survey (Family Connection/Naviance software) as well as an interpretation of their performance on a number of standardized tests, such as PSAT, SAT, and/or ACT exams.
5. To discuss alternatives, for high school students that struggle academically, emotionally/socially or are currently exposed to extenuating circumstances, aware of the alternative educational programs, that could benefit, to meet their academic/career goals aware of alternative educational programs
6. To assist students with the resolution of personal and school related problems.
7. To maintain accurate and appropriate records and annually review each student's educational progress and career plans
8. To help students become more familiar with post-high school educational opportunities, occupational information and financial aid.
9. To assist students who exhibit attendance problems through advisement, individual or group counseling
10. To assist students and their families, transition into middle school, high school, and then adulthood.
11. To remain up-to-date, in all related guidance areas, through various professional developmental opportunities, including college forums, career, financial aid and counselor workshops, and college visitation programs.

OBJECTIVE #1: TO HELP INCOMING SIXTH GRADERS, INCOMING FRESHMAN, NEW ENTRANTS, & THEIR FAMILIES, GAIN INFORMATION TO BECOME FAMILIAR WITH THE MIDDLE SCHOOL/HIGH SCHOOL EDUCATIONAL PROGRAM

I. Expected Outcomes:

1. Freshman and/or new entrants will adjust to the high school program in order to take full advantage of all services, available to them.
2. Sixth graders and/or new entrants will adjust to the middle school program in order to take advantage of all services, available to them
3. Parents, new to the school and/or district, will be aware of the educational program offered at the middle school and/or high school. They will understand that their involvement is critical to their children's success.

II. Target Population:

1. Incoming sixth graders (middle school) -*NYSED Reg. i.2 & i.8*
2. Incoming freshman (high school) - *NYSED Reg. ii.1, ii.2, ii 4.6, & ii. 4.7*
3. New entrants (grade 6-12)-*NYSED Reg. i.2, i.8 and ii.1, ii.2, ii 4.6, & ii. 4.7*

III. Program Description:

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|---|-------------------------------|--|---|---|
| Meet with new students to develop an academic program and plan of study. For new HS students, credits will also be evaluated | Grades 6-8 Grades 9-12 | MS School Counselors HS School Counselors | -Clerical staff -Pupil Personnel Services -Central Registration | End of August (majority) Ongoing |
| Counselors review course offering booklet, graduation requirements, programs offered | Grade 8-11 | MS & HS School Counselors | -Clerical Staff -Administration | Ongoing |

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|---|--|---------------------------|--|--|
| Orientation to high school for incoming freshman (8 th to 9 th Parent Night event) | Grade 8 | MS & HS School Counselors | -MS & HS Administration -Director of Pupil Personnel Services (PPS) -Teachers | January |
| Orientation to middle school for incoming 6 th graders (5 th to 6 th Parent's Night event) | Grade 5 | MS School Counselors | -MS Administration -Director of Pupil Personnel Services (PPS) & Guidance | |
| Elective Expo Night Event-departments present courses offered; tutorials offered for inputting course selections in PS Parent Student Portal | Grades 8-11 | MS & HS School Counselors | -Director of Pupil Personnel Services & Guidance (PPS) -Director of Student Data Services -HS Administration -Department representatives (teachers) | January |
| Freshman Orientation-students are introduced to building administrators, counselors, extracurricular activities and athletics, tour of building is provided | -Incoming Freshman -New entrants (if enrolled prior to date of event) | HS School Counselors | -Building administration -Advisors of National Honor Society -Student members of the National Honor Society | August/September (last Wednesday before the first day of school) |

OBJECTIVE #2: TO ASSIST STUDENTS IN SELECTING AN EDUCATIONAL PROGRAM, CONSISTENT WITH THEIR SPECIFIC ABILITIES, INTEREST, AND ACADEMIC/CAREER GOALS

I. Expected Outcomes:

1. Students will be offered courses that will assist them in reaching their future
2. Students will demonstrate an understanding of their current academic status, achievement, interests and abilities, educational requirements, and possible career goals.
3. Students will learn about course offerings and their relationship to post-secondary and career plans.
4. Students will explore and become aware of their relative strengths as well as their areas of concern, in both academic and non-academic areas.
5. Students will develop a positive and productive relationship with their counselor.
6. Students will become familiar with all aspects of the course selection process, including the importance of enrolling in courses that can help guide them toward potential post-secondary major and career plan.

II. Target Population:

1. Students grade 8-11 -*NYSED Reg. ii.1, ii.2, ii 4.1, & ii 4.6*

III. Program Description:

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|--|---------------------|---------------|---|-------------------|
| Course offering meeting-select counselors will meet with department coordinators and/or chair people to review current and potential curriculum developments and/or amendments | All Departments | Guidance Team | -Directors -Administrative Coordinators -Principals (HS & MS) -Department chairs -Department team leaders | November/December |

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|---|----------------------------|--|--|---|
| Counselors review course offering book & scheduling timeline (including opening date for course input via PS Parent Student Portal) | Grade 8 Grades 9-11 | MS School Counselors HS School Counselors | -Students -Administrators -Technology Staff -Student Data Services -MCCSD website -PS Parent/Student Portal | January |
| Conduct individual counseling sessions to review credits, post high school plans and course selection | Grades 9-11 | HS School Counselors | -Clerical Staff -Parents -Teacher recommendations -Student 4 year plan -Current report card -"Academy of Applied Technology" (formerly known as BOCES) applications | February-March |
| Counselors are available to meet with students, to discuss possible program/course changes (student request and/or counselor driven due to courses not running) | Grades 9-11 | HS School Counselors | -Clerical staff -Master schedule committee -Administration -Teacher recommendations (amendments) | March-May (grades 9-11; yearly deadline will be listed in annual course offering book) July-August (incoming freshman) |

OBJECTIVE #3: TO ENCOURAGE PARENTAL INVOLVEMENT

I. Expected Outcomes:

1. Parents will gain insight into their child's academic and social progress as well as their child's goals, abilities, and interests
2. Parents and counselors will work together, to remediate any academic, social and/or behavioral problems their child might have
3. Parents will be advised of the procedures and opportunities concerning their child's post-secondary options including:
 - a. Applying for post-secondary education
 - b. Military careers
 - c. Obtaining part or full time employment
 - d. Requesting financial aid
4. Parents will understand that their involvement is critical to their child's success
5. Parents will be informed of how to obtain help from sources within and outside the school when their child exhibits adjustment, behavioral, academic or attendance policies

II. Target Population:

1. Parents of students of incoming freshman-*NYSED Reg. ii, ii.1, ii.2, ii.4, & ii.4.2 - 4.7*
2. Parents of students of incoming 6th graders- *NYSED Reg. i.2 – i.6, & i.8*
3. Parents of students Grades 9-12- *NYSED Reg. ii, ii.1, ii.2, ii.4, & ii.4.1-ii.4.7*

III. Program Description:

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|--|-------------------------------|--|--|---|
| Parent conferences for students exhibiting academic, behavioral and/or attendance problems | Grades 9-12 Grades 6-8 | -HS School Counselors -Administrators -Dean -MS School Counselors -"Team" teachers | -Attendance report -Teacher progress reports -Social Worker -School Psychologist -Classroom teacher(s) | September-June (as needed) |
| Parent conferences for students with disabilities | Grades 6-12 | -CSE Chair (school psychologist and/or Coordinator for Special Ed.) -General Education teacher -IEP teacher -School counselor | -Transcript -Report card -Teacher reports -Psych/educ. testing results -OT, PT and/or speech therapists (if applicable) -Social worker -Administration -Parent member | September-June (as needed) Spring (Annual Reviews) |

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|--------------------------------------|---|--|---|------------------|
| Senior Application Night | Grade 12 | HS School Counselors | <ul style="list-style-type: none"> -Director of Pupil Personnel Services (PPS) & Guidance -Administration -Transcript -On-spot admission events -Commonapp.org -SUNY.edu -SAT/ACT web-sites -College tracking sheet -Family Connection/Naviance -FERPA waiver -Sample resumes, essays, teacher recommendations | September |
| PS Parent/Student Portal | Grades 6-12 | Student Data Services | <ul style="list-style-type: none"> -Clerical -MS & HS School Counselors -Teachers -Administration -Report cards & progress reports -Teacher comments -Assignments for each course, grades and/or missing assignments -Attendance -Set-up for e-mail notification (weekly, daily, etc.) -Teacher e-mail -Course selection | September-June |
| ACCES-VR (Vocational Rehabilitation) | Students with disabilities (Grades 10-12) | ACCES-VR representative -Transition Coordinator | <ul style="list-style-type: none"> -School Counselors -Intake information -Review of program and services offered -Application process | September-June |

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|--|---------------------|---------------------------|---|------------------------------------|
| <p>"Guidance" webpage (link can be found under "Departments" at www.mccsd.net)</p> | Grades 6-12 | Guidance page web-master | <ul style="list-style-type: none"> -Introduction of MS & HS School Counselors -Director of Pupil Personnel Services (PPS) & Guidance -Breakdown of counselor caseload -Links for detailed info. (Scholarships, financial aid, community service, etc.) -Links to helpful web-sites -Course Offering Booklet -Local Scholarship Booklet | September-June |
| Financial Aid Evening Presentations | Grade 12 | HS School Counselors | <ul style="list-style-type: none"> -Keynote address (Financial Aid Counselor) -Director of Pupil Personnel Services (PPS) & Guidance -FAFSA/TAP -Loan information | Two annually: November and January |
| Elective Expo Night Event-departments present courses offered; tutorials offered for inputting course selections in PS Parent Student Portal | Grades 8-11 | MS & HS School Counselors | <ul style="list-style-type: none"> -Director of Pupil Personnel Services (PPS) -Director of Student Data Services -HS Administration -Department representatives (teachers) | January |

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Other Potential Resources</i> | <i>Timeframe</i> |
|---|---------------------|----------------------|--|------------------|
| Junior Planning Night | Grade 11 | HS School Counselors | <ul style="list-style-type: none"> -“Planning Your Future” Booklet -Resource tables (local colleges, SAT/ACT info, sample essays, teacher recommendations, NCAA, ACCES-VR, SSD accommodations) -Keynote Address (Admission Counselor from local college/university) -Presentation of College Application Process -Review of Family Connection -On spot admissions events | March/April |
| 5 th to 6 th Parent’s Night event | Grade 5 | MS School Counselors | <ul style="list-style-type: none"> -MS Administration -Director of Pupil Personnel Services (PPS) & Guidance | Spring |
| Family Connection/Naviance | Grades 9-12 | HS School Counselors | <ul style="list-style-type: none"> -E-mail notifications -Career Profiler -Scholarships -College admissions -Scattergrams -College search -College visits -Student Information (cum GPA, rank, test scores) | September-June |

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|---|---------------------|---|---|------------------|
| 8 th to 9 th Parent Orientation Night Event | Grade 8 | -MS & HS School Counselors -Administration | -MS & HS Administration -Director of Pupil Personnel Services & Guidance (PPS) -Teachers -Review of extracurricular and athletic opportunities -Review of graduation requirements; four year plan and attendance policy -Community Service -PowerPoint | January |
| Notification Letters | Grades 9-12 | School Counselors | -Clerical -Regents/RCT schedules (student specific) -Attendance reports -Notification of course failure for each quarter (seniors only) -Notification of course failure for the year/Summer school information -Upcoming events (i.e. Jr. Planning, Financial Aid, On Spot Admissions, etc.) | September-June |

OBJECTIVE #4: TO ASSIST STUDENTS IN IDENTIFYING THEIR INTERESTS AND ABILITIES THROUGH CAREER INTEREST PROFILER (FAMILY CONNECTION SOFTWARE) AS WELL AS A REVIEW OF THEIR PERFORMANCE ON STANDARDIZED TESTS, SUCH AS PSAT, SAT, AND/OR ACT EXAMS

I. Expected Outcomes:

1. Students will make decisions concerning their future educational and vocational plans
2. Students will gain an understanding of the standardized tests required for college admission
3. Students will gain an understanding of earning college credit based on performance on AP exams and through College Tie-In Courses Offered

II. Target Population:

1. Students Grade 10-11-NYSED. Reg. ii – ii.3, ii. 4.1, & ii.4.6

III. Program Description:

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|---|---------------------|----------------------|--|------------------|
| Distribution of PSAT Results | Grades 10-11 | HS School Counselors | -Computer Lab -Clerical Staff -Test booklet -Score report -"How to Interpret PSAT Scores" handout | December/January |
| Review SAT/ACT test results as requested by student and/or parent | Grades 11-12 | HS School Counselors | -Collegeboard.org -ACTstudent.org -Handout: SAT vs ACT (comparison of scores) -Practice booklets -Review of SAT/ACT study programs and/or tutors | September-June |
| Family Connection/ Naviance | Grade 10 | HS School Counselors | -Career Interest Profiler -Computer Lab -English (or Social Studies) teachers | May |

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|---|---------------------|------------------------------------|--|------------------|
| Family Connection/ Naviance | Grades 9-12 | HS School Counselors | -Career Interest Profiler -Computer Lab -English (or Social Studies) teachers | May |
| Choices (www.bridges.com) | Grade 8 | MS School Counselors | -Family & Consumer Science teachers -Computer Lab | Spring |
| Junior Conferences (individual meetings) | Grade 11 | -HS School Counselors -Clerical | -“Planning Your Future” booklet -SAT/SAT II/ACT: Registration and study materials -Sample essays -Activity sheet draft -“Colleges I’m Thinking About” (Family Connection) -Commonapp.org -SUNY.edu -Application timeline -On-spot admissions information -Letters of recommendation -Parent/Guardian | March-April |

OBJECTIVE #5: TO INFORM AND MAKE "AT-RISK" HIGH SCHOOL STUDENTS, AWARE OF THE ALTERNATIVE EDUCATIONAL PROGRAMS AVAILABLE TO THEM, AND HOW THESE PROGRAMS CAN HELP HIM/HER MEET THEIR ACADEMIC/CAREER GOALS.

I. Expected Outcomes:

1. Some students will have opportunity to earn their high school diploma, at the Alternative Learning Center (ALC)
2. Students will have the opportunity to retake courses and/or exams required for graduation that he/she previously failed, by enrolling in summer school (ACADEMY OF APPLIED TECHNOLOGY (FORMERLY KNOWN AS BOCES) summer school locations) and/or Educere (virtual summer school). Students can retake exams only, by enrolling in MCCSD summer regents review classes and/or exam administration.

II. Target Population:

1. Students referred by administrator, counselor, or teachers: *NYSED Reg. ii.1-ii.2 & ii.4-ii.4.5*
2. Students placed by CSE: *NYSED Reg. ii.1-ii.4.6*
3. Students placed, as a result of "Superintendent Hearing": *NYSED Reg. ii.1-ii.4.6*
4. Students grade 8-12, that have failed a course, required for graduation: *NYSED Reg. i.2-i.6 and ii.1-ii.4.6*

III. Program Description:

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|-----------------------------|---------------------|------------------------------|---|------------------|
| Summer School | Grades 8-12 | -Teachers -Administrators | -Educere online enrollment -Course failure letters -Regents/RCT failure letters -Teachers phone calls -School Counselors -MCCSD Regents Review classes -MCCSD Regents/RCT exam administration | June-July |
| Alternative Learning Center | Grades 9-12 | -Teachers -Administration | -Clerical -School Counselors -Social Worker -Security -School Psychologists -Consultant Teachers | September-June |

OBJECTIVE #6: TO ASSIST STUDENTS WITH THE RESOLUTION OF PERSONAL AND SCHOOL RELATED PROBLEMS

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I. Expected Outcomes:

Students will exhibit one or more of the following desired results:

1. Improvement of school performance
2. Reduced incidence of unacceptable behavior
3. Improved self-image
4. Improved social relationships
5. Acceptance of responsibility for their behavior

II. Target Population

1. Students grades 6-8: *NYSED Reg.i.3-i.6*
2. Students grades 9-12: *NYSED Reg.: ii.4-ii.4.7*

III. Program Description:

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|--|------------------------------------|--|--|----------------------------|
| Identify students in need of/or desiring additional services | Grades 6-12 | -School Counselors -Nurse -Teachers -Social Worker -School Psychologist -Administrators | -Students -Parents -Community agencies -Clerical staff -Pupil personnel services | September-June (as needed) |
| Referral to school psychologist and/or school social worker | Identified students Grades 6-12 | -School Counselors -Nurse -Pupil Personnel Services | -Updated IEP -Community agencies -School psychologists -School social workers | September-June (as needed) |

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| Referral to specialized outside professionals/ agencies | Identified students Grades 6-12 | -MS & HS School Counselors -Nurse -Pupil personnel services | -Physicians -EAP for referrals -Child Protective Services -Therapists -Anger Management programs | September-June (as needed) |
| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
| Individual counseling | Grades 6-12 | -MS & HS School Counselors | -Referrals for outside agencies -Referrals for therapeutic services (outside of school) -Anger Management | September-June (as needed) |
| SST and/or Suite Meetings-discuss high profile students and any student's special management needs | Grades 9-12 | -HS School Counselors -Administrators -Social workers -School psychologist -Nurse | -Teachers -Parent -Representatives from outside agencies -CPS referrals | September-June (as needed) |

OBJECTIVE #7: TO MAINTAIN ACCURATE AND APPROPRIATE RECORDS AND ANNUALLY REVIEW EACH STUDENT'S EDUCATIONAL PROGRESS AND CAREER PLANS

I. Expected Outcomes:

1. Each student will develop the ability to identify credits earned and total credits needed for graduation
2. Each student will engage in academic planning for completion of high school and post-secondary choices
3. Each student will develop the ability to discuss career interests and career plans
4. Academic reports are prepared quarterly with 5 week progress reports
5. Parents, students, staff, the Board of Education and the State Education Department will be provided with appropriate information
6. Academic transcripts requested by graduates are forwarded to appropriate offices

II. Target Population:

1. Grades 6-8: *NYSED Reg. i.2*
2. Grades 9-12: *NYSED Reg. ii.- ii.4.6*

III. Program Description:

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|---|-----------------------|------------------------------------|---|----------------------|
| Keep an individual four year planning record on all students, listing previous coursework, credits earned, courses in progress, Regents exam grades, GPA (both cumulative and yearly), and rank | Grades 9-12 | HS School Counselors | -Clerical -Permanent Record Card -PowerSchool (historical grades) -Student Data Services staff | Ongoing |
| Preparation of graduate's transcripts | High School Graduates | -HS School Counselors -Clerical | -Director of Pupil Personnel Services (PPS) & Guidance -Administration | July As requested |

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| | | | -Records office staff | |
| Survey seniors post-secondary plans and scholarship information for data reporting purposes | Grade 12 | HS School Counselors | -Family Connection/Naviance software -Director of Pupil Personnel Services (PPS) & Guidance -Teachers | May/beginning of June |
| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
| Preparation of MCCSD profile | College Admissions Personnel | -Family Connection/ Naviance software liaisons (one from each HS) -Director of Pupil Personnel Services (PPS) & Guidance | -Clerical -Director of Student Data Services | Late August/September |
| Individual student/counselor conference | Grades 9-12 | -HS School Counselors | -Family Connection/Naviance software -Credit evaluation -Review of graduation requirements completed and/or still pending -Course selection -College search | Ongoing |

OBJECTIVE #8: TO HELP STUDENTS BECOME MORE FAMILIAR WITH POST-HIGH SCHOOL EDUCATIONAL OPPORTUNITIES, OCCUPATIONAL INFORMATION AND FINANCIAL AID

I. Expected Outcomes:

1. Students will become more aware of the many options that exist after high school
2. Students will take all necessary actions to apply to and gain acceptance into their choice of college, occupation, technical school or military service
3. Students will become familiar with the ways to finance a post-secondary education
4. Students will have opportunities to participate in various on-spot admission events as well as mini-college events
5. Students will have the opportunity to meet and communicate with representatives from each military branch

II. Target Population:

1. Students grade 9-12: *NYSED Reg. ii-ii.3, ii.4, ii.4.6 & ii.4.7*
2. Students grade 6-8: *NYSED Reg. i.1 & 1.8*

III. Program Description:

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|--|---------------------|--|--|---|
| Mini-College Day Events | Grades 11&12 | -HS School Counselors -Teachers of "Seniors" (both events) -Teachers of "Juniors" (spring event) | -Administration -College admission representatives -"Questions to Ask" worksheet | Fall (seniors only) Spring (juniors & seniors) |
| Family Connection (Naviance): Career Exploration | Grade 10 | -HS School Counselors | -Computer Lab -SMART board -Teachers -Career exploration handout | Spring |

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|---|---------------------|---|---|---|
| Family Connection (Naviance): College Exploration | Grades 11&12 | -HS School Counselors | -Teachers -Computer Lab -College Search handout | December |
| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
| Financial Aid Evening Presentations | Grade 12 | HS School Counselors | -Keynote address (Financial Aid Counselor) -Director of Pupil Personnel Services (PPS) & Guidance -FAFSA/TAP -Loan information | Two annually: November and January |
| Junior Planning Night | Grade 11 | HS School Counselors | -“Planning Your Future” Booklet -Resource tables (local colleges, SAT/ACT info, sample essays, teacher recommendations, NCAA, ACCESS-VR, SSD accommodations) -Keynote Address (Admission Counselor from local college/university) -Presentation of College Application Process -Review of Family Connection -On spot admissions events | March/April |
| Local Scholarship | Grade 12 | -Scholarship Liaison -Director of Pupil Personnel Services (PPS) | -Activity sheet - www.mccsd.net -Paper applications | February (booklet available online) March (applications due) |

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| | | -Local businesses/agencies -PTA representatives | -Interviews (some agencies require) -Scholarship meeting -Administration -HS School Counselors -Teachers/ Departments -Club Advisors | April (Scholarship Meeting) May (Academic Award Night) |
| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
| Financial Aid Evening Presentations | Grade 12 | HS School Counselors | -Keynote address (Financial Aid Counselor) -Director of Pupil Personnel Services (PPS) & School -FAFSA/TAP -Loan information | Two annually: November and January |
| Junior Conferences (individual meetings) | Grade 11 | -HS School Counselors -Clerical -Parent/Guardian | -“Planning Your Future” booklet -SAT/SAT II/ACT: Registration and study materials -Sample essays -Activity sheet draft -“Colleges I’m Thinking About” (Family Connection) -Commonapp.org -SUNY.edu -Application timeline -On-spot admissions information -Letters of recommendation | March-April |
| Counselors and/or Family Consumer Science will conduct Interest Inventory Survey | Grades 6-8 | -MS School Counselors -Teachers | -Family Connection (Naviance) -Bridges.com | Yearly |

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| | | | -Course exploration geared towards potential major | |
| Military Visits | Grade 9-12 | -School Counselor (Military Liaison) -Recruiting officers (all branches) | -Administration -ASVAB exam (17+ years old) -Parental opt-out list | Ongoing |
| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
| Senior Application Night | Grade 12 | -HS School Counselors | -Director of Pupil Personnel Services (PPS) & Guidance -Administration -Transcript -On-spot admission events -Commonapp.org -SUNY.edu -SAT/ACT web-sites -College tracking sheet -Family Connection(Naviance) -FERPA waiver -Sample resumes, essays, teacher recommendations | September |
| On-Spot Admissions (with local colleges) | Grade 12 | -College admissions counselors -HS School Counselors | -Paper applications -Immunizations -Nurse -Clerical -Librarian -Supplemental materials: letters of rec, transcripts, resume, SAT/ACT scores -Fee waived -On-spot passes | November-March |

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| Scholarship Information | Grades 11&12 | -HS School Counselors | -Family Connection (Naviance) -Scholarship list ("Roads to Scholarships") -Local Scholarships -Scholarship search | Ongoing |
| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
| "Academy of Applied Technology (formerly known as BOCES) Presentation and Field Trip | Grades 10&11 | -HS School Counselors - Academy of Applied Technology (formerly known as BOCES) Presentation and Field Trip representative | -Permission slip -Programs offered -Nurse -CAR's (special education) -Clerical -Transportation Department - Academy of Applied Technology (formerly known as BOCES) Presentation and Field Trip - Cover Sheet -Essay | December-April |
| College Visits | Grades 9-12 (any student interested in gaining more knowledge of college) | -College representative -Clerical | -HS School Counselors -Programs offered -GPA, SAT/ACT scores reviewed -Librarians | Ongoing |
| Counselors will ensure students/families are familiar with the redesigned college | Grades 10-12 | -HS School Counselors | -ACT website (www.act.org/actnext) and/or (www.act.org/actnext/faq.html) | Ongoing |

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| admission exams (PSAT/SAT/ACT) | | | -College Board website (www.collegeboard.org/delivering-opportunity/sat/student-parent) and/or (www.collegeboard.org/delivering-opportunity/sat/faqs) | |
| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
| Counselors will use social media to remind students of upcoming events, SAT/ACT deadlines, college admissions, and bring attention to other helpful resources | Grades 9-12 | -HS School Counselors -Clerical | Via Twitter: Newfield: @NHSWolverineDen Centereach: @cougarSchool -SAT: www.collegeboard.org/socialmedia -ACT: www.act.org/resources/socialmedia -Naviance (Family Connection) www.facebook.com/naviance , @Naviance (Twitter) | Ongoing |

**OBJECTIVE #9: TO ASSIST STUDENTS WHO EXHIBIT ATTENDANCE PROBLEMS THROUGH
ADVISEMENT, INDIVIDUAL, OR GROUP COUNSELING**

I. Expected Outcomes:

1. Students will understand the critical relationship between regular school attendance and academic achievement
2. Students will understand the relationship between attending school and becoming a responsible productive member of society.
3. Students will be informed of attendance and absence procedures through the "Agenda Book" (student handbook) distributed at the beginning of the school year and group assembly programs.
4. Students will understand to demonstrate responsibility regarding the causes and consequences of their non-attendance in school.

II. Target Population:

1. Students grades 6-8: *NYSED Reg. i.-i.-8*
2. Students grades 9-12: *NYSED Reg. ii.-ii.4.7*

III. Program Description:

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|--|--|--|--|------------------|
| Daily "Cut" lists are reviewed by teachers, counselors, and attendance office. Students with excessive absents/cuts will be monitored by attendance office, teachers, assistant principals and deans | Students with attendance problems, Grades 6-12 | -Attendance Office Staff -Teachers -Administrators -Deans | -Discipline assigned (detention) -MS & HS School Counselors -Denial of Credit paperwork -Parental Contact | September-June |
| | | -Teachers | -Agenda Book | |

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| <p>“Agenda Books” are distributed to all students in grades 6-12, at the beginning of the school year. Agenda Books contain written descriptions of all attendance requirements and procedures, which are also reinforced by counselors, teachers and/or administrators</p> | <p>All students Grades 6-12</p> | <p>-Counselors -Administrators</p> | <p>-School web-site</p> | <p>September (Agenda books given out) Ongoing (reinforcement)</p> |
| <p><i>Activities</i></p> | <p><i>Target Group</i></p> | <p><i>Staff</i></p> | <p><i>Potential Resources</i></p> | <p><i>Timeframe</i></p> |
| <p>Meet with ACADEMY OF APPLIED TECHNOLOGY (FORMERLY KNOWN AS BOCES) students to review attendance procedures and policies</p> | <p>ACADEMY OF APPLIED TECHNOLOGY (FORMERLY KNOWN AS BOCES) students (Grades 11&12)</p> | <p>HS School Counselors</p> | <p>-ACADEMY OF APPLIED TECHNOLOGY (FORMERLY KNOWN AS BOCES) attendance policy -ACADEMY OF APPLIED TECHNOLOGY (FORMERLY KNOWN AS BOCES) Attendance report/ -ACADEMY OF APPLIED TECHNOLOGY (FORMERLY KNOWN AS BOCES) Progress Report/Report card</p> | <p>-September-June</p> |
| <p>Staff follows a “cut” policy that involves notification to parents to rectify the students cutting and encourage attendance in class</p> | <p>Identified students in Grades 6-12</p> | <p>-Teachers -MS & HS School Counselors -Administrators</p> | <p>-Cut letters -Pass Room -Detention</p> | <p>September-June</p> |
| <p>Individual conferences with students and/or parents experiencing attendance problems</p> | <p>Identified students in Grades 6-12</p> | <p>-MS & HS School Counselors</p> | <p>-Social Worker -Attendance Records -CPS referral -Nurse</p> | <p>September-June</p> |

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| Follow-up student absences: -Letters home -Home visits -Phone calls | Identified students in Grades 6-8 | -Attendance Personnel -Social Worker -MS School Counselors | -HS School Counselors -Attendance Records -Denial of credit letters | September-June |
| Letters sent home: -Attendance Reports -Denial of Credit Alerts (absences are close to max allowed) -Denial of Credit Letters (absences have reached max. allowed) | Identified students in Grades 6-12 Denial of Credit Letters: Identified students in Grades 9-12 | -Teachers -Administrators -Deans -Attendance Personnel | -Clerical -MS & HS School Counselors -Social Workers | September-June |

OBJECTIVE #10: TO ASSIST STUDENTS AND THEIR FAMILIES, TRANSITION INTO MIDDLE SCHOOL, HIGH SCHOOL, AND THEN ADULTHOOD.

I. **Expected Outcomes:**

1. Students will become familiar with their new building
2. Students will be scheduled based on teacher recommendations (for MS, students are placed on a "team" to meet needs of each student, as specified from fifth grade teacher)
3. Students (and their families) will attend orientation program(s), familiarizing themselves with the rules, policies, and expectations of the new school as well as being introduced to administration and other school personnel
4. Students will have a better understanding of sports and/or extracurricular activities available to them
5. Students will have an understanding of and learn to access any support service they need to be successful
6. Students will understand linkages into the adult world including, but not limited to, ACCESS-VR and OPWWD
7. Give students information about post-secondary offices at college, related to honoring accommodations
8. Students will be given a timeline to plan their transition future

II. **Target population:**

1. Students grades 6-8: *NYSED Reg.i.-i.2, & i.8*
2. Students 9-12: *NYSED Reg. ii.-ii.4.1, ii.4.6, & ii.7*
3. Classified students grades 6-12: *NYSED Reg.i.-i.2, & i.8 and ii.-ii.4.1, ii.4.6, & ii.7*

III. **Program Description:**

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|---|---|--|---|---|
| 8th to 9th Grade Parent Orientation | -Students in Grade 8 -Parents of a 8 th grade child | -MS & HS School Counselors | -PowerPoint presentation -Administration (HS & MS) -Transcript/Four year plan -Community Service | January (8 th grade school year) |
| Review of student's scores on Regents exam and in their classes to identify students that could benefit from AIS services | Incoming Grade 9, identified students | -HS School Counselors | -Regents scores -Coordinators -AIS teachers -Historical grades | July/August |
| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
| Attend CSE meetings for incoming students | Classified students, Grade 5 | -MS School Counselors | -IEP -CSE Chair -School psychologist -Parent/Guardian | Spring (annual reviews) |
| Fifth Grade Orientation Program | Grade 5 | -MS School Counselors -Administration | -Tour of building -Music performances -Fifth grade teachers | May |
| Families may attend transition expo | All students in district (Grades K-12) | -Transition specialist | -Post-secondary agencies (ex: ACCESS-VR) -MS & HS School Counselors -Social Worker | November |

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| | | | -College admissions counselors -Varying college personnel | |
| Groups of identified students, meet individually or in small groups, to get orientation to the process and timeline for agencies such as ACCESS-VR & OPWDD | Identified students (Grade 11 & 12) | -Transition specialist -HS School Counselors | -ACCESS-VR counselor -Administration -Parents | September-June |
| Meet with individual students to go over IEP accommodations & give contact information for "Office of Special Services" at the college he/she will attend | Identified students (Grade 12) | -Transition specialist -HS School Counselors | -IEP teacher -Parent | September-June |
| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
| Meet with students individually | Identified students (Grade 6-12) | -Transition specialist -MS & HS School Counselors | -School psychologist | September-June |

OBJECTIVE #11: TO REMAIN UP-TO-DATE, IN ALL RELATED SCHOOL AREAS, THROUGH VARIOUS PROFESSIONAL DEVELOPMENTAL OPPORTUNITIES, INCLUDING COLLEGE FORUMS, CAREER, FINANCIAL AID AND COUNSELOR WORKSHOPS, AND COLLEGE VISITATION PROGRAMS

I. Expected Outcomes:

1. Student's will have access to the most updated School-related information

II. Target Population

1. Students Grades 6-8
2. Students Grades 9-12

III. Program Description:

| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
|--|---------------------|----------------------|---|------------------|
| Counselors will stay up to date on the redesigned version of the SAT and ACT to be launched in 2015-2016 school year | Grades 9-12 | HS School Counselors | -ACT website (www.act.org/actnext) and/or (www.act.org/actnext/faq.html) | Ongoing |

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| | | | -College Board website (www.collegeboard.org/delivering-opportunity/sat/student-parent) and/or (www.collegeboard.org/delivering-opportunity/sat/faqs) | |
| ACADEMY OF APPLIED TECHNOLOGY (FORMERLY KNOWN AS BOCES) Annual Meeting with School Counselors | Interested students in Grades 10&11 | -School Counselors (ACADEMY OF APPLIED TECHNOLOGY (FORMERLY KNOWN AS BOCES) liaisons) | -Updated course catalogue -Review of new programs -Updated application -Admission requirements -Entrance Exam Packets | November |
| Counselors will have access to School Direct | Grades 6-12 | MS & HS School Counselors | -Colleagues from various districts -Message Forum -Informational Documents section -Events Calendar (Prof. Dev. Opportunities) -Director of Pupil Personnel Services (PPS) | Ongoing |
| <i>Activities</i> | <i>Target Group</i> | <i>Staff</i> | <i>Potential Resources</i> | <i>Timeframe</i> |
| Counselors will participate in professional development (Attend conferences, subscribe to periodic newsletters, participate in webinars, etc.) | Grades 6-12 | MS & HS School Counselors | -SUNY OpInform Workshops www.suny.edu/counselor/ -NYS School Counselor Association www.nyssca.org/ -Western Suffolk Counselors' Association www.wsuffolkcounselors.org/ -American School Counselors' Association www.schoolcounselor.org/ -Naviance | Ongoing |

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| | | | www.naviance.com/college-and-career-readiness-services | |
| Counselors will attend breakfasts and/or luncheons that colleges organize, to showcase the services and programs their particular school offers | Grades 11&12 | HS & MS School Counselors | -Keynote speakers -School related workshops -Campus tour | Ongoing |

SUMMARY OF MIDDLE SCHOOL PROGRAM OBJECTIVES:

EIGHTH GRADE:

Personal/Social:

- Student will meet with their counselor to enhance their social skills development through individual or group meetings
- Students will be assisted in resolving social conflicts with their peers through counselor facilitated mediation
- Students will understand the causes of and accept responsibility for their behavioral issues and be encouraged to seek and discuss alternatives with their counselor
- Students will recognize and learn to utilize support systems, appropriate to their personal and social needs
- Students will be provided with programs addressing relevant safety and survival skills, empathy, and respect for self and others

- Students will learn about the value of extra-curricular and co-curricular activities to enhance the contribution to their school and their community
- Students will be made aware of the importance of establishing challenging and personal goals
- Evening orientation program introducing graduation requirements, scheduling process, and high school transition

Academic:

- Students will learn about course offerings and their relationship to post-secondary and career plans
- Students will understand the benefits of regular school attendance, developing necessary study skills, consistent completion of classwork, and daily preparation of homework assignments as integral contributory factors to overall and optimal academic success
- Students will recognize that positive attitudes towards learning and themselves will result in improved academic achievement
- Students will develop a positive and productive relationship with their counselor
- Student's progress is review for appropriate 9th grade course placement
- Students will recognize and learn to utilize support systems appropriate to their academic needs
- Students at-risk for failure will meet with their counselor to assess and improve academic performance
- Students will participate in 9th grade orientation to the high school
- Students will become familiar with 9th grade course offerings, graduation requirements, and transition to the high school

Career:

- Students will understand the relationship of personal choices to future career decisions
- Students will understand the critical relationship between attending school and becoming a responsible, productive member of the workforce
- Students will demonstrate an understanding of the relationship among personal interests, skills and abilities to career considerations
- Students will be provided with life skill strategies that will develop problem-solving abilities to be used in real word settings
- Students will transfer the knowledge acquired in the classroom to everyday activities, work and life situations

- Students will continue Family and Consumer Science educational coursework
- Students will continue Technology educational coursework
- Students will complete a Career Interest Inventory to explore possible career options and college majors
- Students will be introduced to future college options and the college search process through a Pre-College Awareness Day, held at the middle school

SEVENTH GRADE: