

**HUNTINGTON UNION FREE  
SCHOOL DISTRICT**

**DISTRICT GUIDANCE PLAN**

**K-12**

**2016-2017**

## Table of Contents

	<u>Page</u>
Acknowledgement.....	3
Counseling Staff.....	4
Introduction.....	5-6
-Commissioner’s Regulations 100.2	
-Learning Standards for Career Development and Occupational Studies	
Guidance Program.....	7
Overview of New York State Goals.....	8
Grades K-6.....	9-16
Grades 7-8.....	17-23
Grades 9-12.....	24-34

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Kitty R. Klein  
Director of Guidance and Testing, K-12

### Member Organizations

Suffolk Directors of Guidance (SDOG)

Western Suffolk Counselors Association (WSCA)

American School Counselors Association (ASCA)

New York State School Counselors Association (NYSSCA)

New York State Association for College Admissions Counselors (NYSACAC)

North Shore Consortium

## Counseling Staff

### **Flower Hill Primary School**

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Nina DiGioia, Psychologist  
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### **Jefferson Primary School**

Gisselle Soto, Social Worker  
425-4758  
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### **Southdown Primary School**

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Melody Renick, Psychologist  
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### **Washington Primary School**

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### **Jack Abrams STEM Magnet School**

Navila Armon, Social Worker  
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### **Woodhull Intermediate School**

TBD, Social Worker  
425-4712  
Cynthia Fletcher, Psychologist  
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Christina Martino, Psychologist  
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### **Huntington High School**

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## Introduction

As we continue through the twenty-first century, it is increasingly evident that students require a wider range of counseling services as they face greater societal pressures. Hence, the Guidance Plan was devised for two reasons. The first, to ensure that each student is exposed to age-appropriate activities that surround and support the personal, educational, and career goals for future success; and the second, to assure the educational stakeholders and community residents that academic success is considered for all pupils in the Huntington School District.

The purpose of the school counseling program in a school setting is to promote and enhance the learning process. Our school district families depend on school counselors to serve as valuable human resources, and the Huntington counseling team is committed to helping students achieve their full potential; while helping them to become responsible and independent members of the school and community.

The role of the school counselor has changed drastically over the last thirty years; the responsibilities and tasks assigned have expanded exponentially to meet the needs of our diverse student population. School counselors are not only expected to assist students with scheduling and post-secondary planning (including college advising), but also to facilitate personal/social growth, develop healthy self-concepts, maximize academic potential, engage in career development, partake in various meetings (team, CSE, and leadership), keep current with educational practices and changes, collaborate with staff and faculty, and network with constituents in the counseling field.

### **According to Commissioner's Regulations 100.2**

#### j. Guidance programs

1. Public Schools. Each school district should have a guidance program for all students.

i. In grades K-6, the program shall be designed in coordination with the teaching staff to prepare students to participate effectively in their current and future educational programs, to help students who exhibit any attendance, academic, behavioral or adjustment problems, to educate students concerning avoidance of child sexual abuse, and to encourage parental involvement.

ii. In grades 7-12, the guidance program shall include the following activities or services:

- a. An annual review of each student's educational progress and career plans, with such reviews to be conducted with each student individually or with small groups by personnel certified or licensed as school counselors;
- b. Instruction at each grade level to help students learn about various careers and about career planning skills conducted by personnel certified or licensed as school counselors, or by classroom teachers in cooperation with school counselors;

- c. Other advisory and individual or group counseling assistance to enable students to benefit from the curriculum, to help students develop and implement postsecondary education and career plans, to help students who exhibit any attendance academic, behavioral or adjustment problems and to encourage parental involvement, provided that advisory assistance shall be provided by teachers or counselors, or by certified teaching assistants under the supervision of counselors or teachers, and that such individual or group counseling assistance shall be provided by certified or licensed school counselors or by certified or licensed school psychologists or certified or licensed school social workers in cooperation with school counselors; and
  - d. The services of personnel certified or licensed as school counselors.
- iii. Each school district shall develop a district plan which sets forth the manner in which the district shall comply with the requirements of this subdivision. The City School District of the City of New York shall submit a separate plan for each community school district, for the High School Division and for the Special Education Division. Such plan shall be filed in the district offices and shall be available for review by any individual. The plan shall present program objectives, which describe expectations of what students will learn from the program; activities to accomplish the objectives; specification of staff members and other resources assigned to accomplish the objectives; and provisions for the annual assessment of program results. The plan shall be reviewed annually by the school districts, and revisions shall be made as necessary.
2. Nonpublic schools. Each nonpublic secondary school shall provide a guidance and counseling program for students in grades 7-12.

### **Learning Standards for Career Development and Occupational Studies**

*Standard 1: Career Development*

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

*Standard 2: Integrated Learning*

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

*Standard 3a: Universal Foundation Skills*

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

*Standard 3b: Career Majors*

Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in post-secondary programs.

## Guidance Programs

The Huntington Board of Education recognizes that guidance programs are an integral part of the total instructional program for all students in all grade levels. Thus, a guidance program is incorporated into the curriculum (for grades K-6) through classroom teachers, social workers, and psychologists to aid students in making informed and responsible decisions in various aspects of their lives. In grades seven through twelve, students are provided with direct guidance services and programs through certified New York State school counselors.

The objectives of the guidance department are to assist students to develop into mature self-reflective and understanding individuals who can make sound-decisions; while possessing the necessary core values for productive citizenship. School counseling programs are developed by focusing on the needs and issues related to various stages of student development. The ultimate goal of the school counseling program is to prepare students to meet the demands of college and career readiness; thereby maximizing post-secondary success in various venues (college, workforce, military, etc).

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

## Overview of the New York State Guidance Goals

### **Guidance programs for grades K-6**

Goal 1: Prepare students to participate effectively in their current and future educational programs.

Goal 2: Help students who exhibit attendance, academic, behavioral or adjustment problems.

Goal 3: Educate students concerning personal safety.

Goal 4: Encourage parental involvement in their children's education.

### **Guidance programs for grades 7-8**

Goal 1: Review each child's educational progress and career plans annually.

Goal 2: Teach students about various careers and help them to develop career planning skills.

Goal 3: Provide assistance to enable students to benefit from the curriculum, as well as the following:

- a. Develop and implement post-secondary education and career plans
- b. Help students who exhibit attendance, academic, behavioral and/or adjustment problems

Goal 4: Encourage parental involvement in the educational process.

### **Guidance programs for grades 9-12**

Goal 1: Review each child's educational progress and career plans annually.

Goal 2: Teach students about various careers and help them to develop career planning skills.

Goal 3: Provide assistance to enable students to benefit from the curriculum, as well as the following:

- a. Develop and implement post-secondary education and career plans
- b. Help students who exhibit attendance, academic, behavioral and/or adjustment problems

Goal 4: Encourage parental involvement in the educational process.



## Huntington Public Schools Guidance Plan Grades K-6

The K-6 Guidance Plan is committed to meeting the guidance regulations established by New York State, as well as the National Standards for School Counseling Programs. This plan is designed to assist students in preparing to effectively participate in their current and future educational programs. It is focused on addressing students' attendance, academic, behavioral or adjustment problems, and strongly encourages parental involvement.

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

**B. Target Population:** Grades K-6

**C. Expected Outcome(s):**

1. Students will demonstrate continuous academic achievement as they progress through their elementary school.
2. Grade accomplishments will improve as students promote through the grades.
3. Students will develop appropriate social and emotional skills that will enhance their ability to learn.

**D. Annual Assessment:**

1. Student achievement will be assessed and reported using tri-annual report cards.
2. Pupils receiving remedial instruction will be evaluated through state assessments and teacher evaluation.
3. Students will transition to the next grade level based upon faculty and administrative recommendation(s).

**E. Program Description:**

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Kindergarten screening	Incoming kindergarten students	Classroom Teacher Speech/Language Teacher Reading Specialist	Principal Psychologist Special Education Teacher	May – June Ongoing
State Assessments	Students in grades 3-6	Classroom Teacher	Principal	Spring
Cognitive Aptitude Test(s) - (the OLSAT exam is used to determine placement in the SEARCH program – enriched curriculum)	4th grade students	Classroom Teacher	Principal Psychologist RTI SEARCH Program Coordinator	Spring
Universal Screening/AIMS Web and quarterly assessments (Report Cards)	Students in grades K-6	Classroom Teacher	Principal Psychologist	Ongoing
Instructional Support Team Meetings and RTI	Students requiring RTI services in grades K-6	Instructional Support Team Classroom Teachers Reading Teachers	Principal Pupil Personnel Staff	Ongoing

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Community Read Aloud/ Community Helper Day/ Robotics Program	Students in grades K-4	Classroom Teacher	Principal	Ongoing
CSE/504 Annual Review	Students with special needs	CSE and 504 Committee members	Report Cards Testing Results IEP/504 Plans Teacher Feedback	Winter/Spring Ongoing
Individual Counseling	Students of concern	Psychologist Social Worker	Principal Teacher/Parent feedback	As needed
Group Counseling	Identified students	Psychologist Social Worker		As needed
Building/PBIS (Positive Behavioral Intervention Support) Assemblies – monthly meetings focusing on social and emotional learning and the character trait(s) of the month, Outstanding Osprey Program, and Kindness Campaign	Students in grades K-6	Principal Faculty members Psychologist Social Worker	Security Monitors Aids	Monthly
Bucket Fillers/Splash – students are encouraged to demonstrate good deeds at school and at home	Students in grades K-4	Classroom Teachers Psychologist Social Worker	Principal	Ongoing
Arts in Education Programs – special programs that are provided for promoting the social and emotional well-being of students	Students in grades K-6	Principal Psychologist Classroom Teachers	Director of Fine Arts	Ongoing
GREAT Program – an elementary program that prepares students to develop a positive bond between law enforcement and youth.	Students in grades K-4	Principal Psychologist Classroom Teachers	Suffolk County Sheriff's Office	Fall/Spring
The Friendship Bench – promotes student interaction, social awareness, and empathy for others	Students in grades K-6	Social Worker Aids Physical Education Teacher	Principal	Ongoing
Leadership Team/Student Council	4 <sup>th</sup> grade students	Principal Psychologist Classroom Teachers	Select Faculty Members	Ongoing
Blue Ribbon Behavior/Rainbow Charts	Students in grades K-4	Classroom Teachers Specialty Teachers	Principal Psychologist Social Worker	Ongoing
Peaceful Playground	Students in grades K-6	Physical Ed. Teachers School Aids	Principal	Ongoing
Student Council – Student representatives meet monthly to offer suggestions on improving school climate	Students in grades 3-6	Principal		Monthly

\*Please be advised that programs/activities vary by building

**A. Program Objective:** To assist students who exhibit attendance problems.

**B. Target Population:** Grades K-6

**C. Expected Outcome(s):**

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

**D. Annual Assessment:**

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

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Student attendance reporting	Students in grades K-6	Principal Social Worker	Attendance Secretary Personnel E-school	Daily
Attendance phone calls to parents	Absent students	Attendance Secretary Nurse	Principal Classroom teachers Social Worker	Daily
Written communication to parent/guardian regarding excessive absences	Students with excessive absences	Principal	Pupil Personnel Staff	As needed
Parent Conferences	Students with excessive absences	Principal Social Worker	Pupil Personnel Staff	As needed
Child Protective Services (CPS)	Students with excessive absences	Principal Social Worker	Pupil Personnel Staff	As Needed

**A. Program Objective:** To assist students who exhibit academic problems.

**B. Target Population:** Grades K-6

**C. Expected Outcome(s):**

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

**D. Annual Assessment:**

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

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Parent Teacher Conferences	Students identified as struggling educationally in Grades K-6	Classroom teachers Reading Support Speech Teachers	Principal Psychologist IST, CSE	As needed
Instructional Support Team Meetings/Response To Intervention	Students experiencing major challenges in the classroom environment or as indicated on state mandated exams	Principal Psychologist Classroom Teachers Social Worker Reading Teacher Speech Teacher Math Teacher	Resource Room Teacher, IST, CSE, RTI	Weekly
Student Teacher Conferences	Students exhibiting academic concerns	Classroom Teachers	Principal CSE, RTI, IST	As needed
Student/Social Worker Conferences	Students exhibiting academic concerns	Social Worker	Principal Psychologist	As needed
Referral to the Committee of Special Education (CSE) for Evaluation	Referred Students	Instructional Support Team Parents	Principal Psychologist Social Worker RTI/CSE	As needed
RTI Support Services – Students who are identified through standardized test grades and teacher recommendations.	Identified students	Principal Psychologist Classroom and Reading Teachers	IST, Report Cards, Standardized Test Scores, AIMS Web	Continuous

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

**B. Target Population:** Grades K-6

**C. Expected Outcome(s):**

1. Students will show improvement in behavior.
2. Students will demonstrate improved student adjustment to school.
3. Development of peer relationships.

**D. Annual Assessment:**

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

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Classroom instruction regarding appropriate school behavior	Students in grades K-6	Classroom Teachers	Principal Pupil Personnel Staff Bucket Fillers	Continuous
Student/Teacher Conferences	Students exhibiting behavioral or adjustment problems in grades K-6	Classroom Teachers Nurse Aide	Principal Pupil Personnel Staff	As needed
Teacher/Parent/Principal Conferences	Students exhibiting behavioral or adjustment problems in grades K-6	Principal Classroom Teachers	Pupil Personnel Staff Student Internalizing Behavior Screening Scale (SIBSS)	As needed
Instructional Support Team (IST)/ School Based Inquiry Team (SBIT)/Response to Intervention (RTI)	Students exhibiting behavioral or adjustment problems in grades K-6	Principal Classroom Teachers Psychologist	Social Worker Resource Room Teacher Nurse	As needed

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

**B. Target Population:** Grades K-6

**C. Expected Outcome(s):**

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

**D. Annual Assessment:**

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

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Instruction regarding personal safety – fire safety, stranger-danger, bike safety, pool safety, etc.	Students in grades K-6	Classroom Teachers Physical Education Teachers	Nurse Arts in Education Program Outside Presenters	As needed
Parent notification in the event there potential risk to children's safety	Parents of students in grades K-6	Principal, PPS Staff	Central Office Admin. Nurse Social Worker Psychologist	As needed
Counseling	Identified students in grades K-6	Psychologist Social Worker	Outside Agencies	As needed
Ambulance/EMT Visits/Fire Department	Students in grades K-4	Principal	Local Agencies Nurse	Annual
Health Education Program	Students in grades 4-6	Health Education Teacher Classroom Teachers	Nurse	Ongoing
Fire Prevention Program	Students in grades K-6	Classroom Teacher	Principal	Annual

**A. Program Objective:** To encourage and increase parental involvement and participation.

**B. Target Population:** Grades K-6

**C. Expected Outcome(s):**

1. Parents and/or guardians will be aware of the educational programs and goals established for their children.
2. There will be evidence of parent initiated contact with teachers and school staff.
3. Parent volunteers will volunteer to assist in classroom and field trips.
4. Attendance at “Back-to-School Night” and other planned activities.
5. Parental involvement in school advisory committees.

**D. Annual Assessment:**

1. Parental awareness and support of programs and goals will be assessed by parental feedback.
2. Parent initiated contact will be assessed by the principal.

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Parent Engagement/Academy Workshops highlighting various areas of the curriculum	Parents of students in grades K-6	Classroom Teachers Specialty Teachers	Principal District Directors ELA Coordinator	2 times a year
School/Parent communications, report cards, newsletters, and informal communications	Parents of students in grades K-6	Principal All faculty members	Nurse Pupil personnel staff Website Backpack mail Email Connect Ed Messages	Ongoing
Shared Decision Making Committee	Parents of students in grades K-6	Principal Select faculty members Site-Based Management Team (SBMT)	Administration Pupil Personnel Staff	Ongoing
Parent/Teacher Conferences	Parents of students in grades K-6	Classroom Teachers	Principal Pupil Personnel Staff	Bi-annual Ongoing
Kindergarten Orientation, Meet-the-Teacher Night, Walk-Throughs, and Open Houses	Parents of students in grades K-6	Principal Classroom Teachers Pupil Personnel Staff Specialty Teachers	Hand-outs	Spring/Fall
Family Nights/Programs – Bingo, Sports Night, Movie Night, VIP Night, Princess Ball Night, Math Night, Science/Math Safari Night, Fun Fair Night, Pancake House, Block Party, Parent Socials, Community Read Aloud- Fun Based Reading, Coffee and Conversations, STEM Family Nights	Parents of students in grades K-6	Principal	Parent Teachers Association (PTA)	Varies by Building
Book Fair	Parents of students in grades K-6	Principal	Parent Teachers Association (PTA)	Varies by Building

\*Please be advised that programs/activities vary by building

**A. Program Objective:** To provide articulation between Woodhull Intermediate, Jack Abrams STEM, and J.T. Finley Middle School.

**B. Target Population:** Grades 6-7

**C. Expected Outcome(s):**

1. Sixth grade students will be able to transition effectively and efficiently into the middle school.
2. Students will be placed accurately and will be appropriately scheduled for seventh grade courses.
3. Students will transition into the middle school with a non-anxiety provoking experience.

**D. Annual Assessment:**

1. Counselor contacts with students will be assessed during individual and group meetings.
2. Teacher feedback will be assessed through guidance and administration feedback.
3. Student adjustment will be noted and observed by the classroom teachers.

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Scheduled meetings with the 6 <sup>th</sup> grade students and teachers	Students in grades 6-7	Classroom Teachers School Counselor	Principal Assistant Principal	May/June
Preparation of programs for elementary school students entering the middle school (6 <sup>th</sup> Grade Parent Guidance Night, Mass Class Assignment, Rising 7 <sup>th</sup> Grade Student and Parent Orientation, Teaming)	Students in grades 6-7	Director of Guidance School Counselor Principal	Assistant Principals	Quarterly
Course request confirmations	Students in grades 6-7	Director of Guidance School Counselor	Course Selection Sheets and program verification forms	May
Welcoming Counseling Groups	Students in grade 6-7	School Counselor	Principal Assistant Principal Director of Guidance	Sept. – Nov.



## Huntington Public Schools Guidance Plan Grades 7-8

Middle school counselors play an integral role in the development of the middle school-aged child. One of the main goals is to assist students to acclimate and acculturate into their new environment at the middle school with ease; and ultimately to transition them effectively into the high school. Hence, the Middle School Guidance Plan is intended to meet the New York State regulations by focusing on educational goals and career exploration; as well as encourage parental involvement.

**A. Program Objective:** To review each child’s educational progress and career plans annually.

**B. Target Population:** Grades 7-8

**C. Expected Outcome(s):**

1. Students will be able to identify their academic abilities and achievement levels.
2. Students will understand the relationship of academics to the world of work in relation to life at home and in the community.
3. Students will complete school with the academic preparation essential to choose from a wide range of post-secondary options, including college.

**D. Annual Assessment:**

1. Review student report cards, progress reports, state assessments, and standardized testing.
2. Monitor and review career assessments performed and logged through individual student portfolios.
3. Feedback received from counselors, parents and teachers.

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Academic Reviews – approximately every five weeks counselors review student performance to identify and monitor interventions that are appropriate for student progress.	Students in grades 7-8	School Counselors	Instructional Support Team Assistant Principal	Ongoing
Individual and group counseling student and parent conferences	Students in grades 7-8	School Counselors	Director of Guidance Team Teachers Mental Health Team	Ongoing
Grade Level Guidance Evening Events	Students in grades 7-8	School Counselors	Director of Guidance Principal Assistant Principal	Fall/Spring
Guidance Direct – Career Exploration and Resume-Building program	Students in grades 7-8	School Counselors	Family and Consumer Science Teacher	Fall/Spring
Team Meetings	Students in grades 7-8	School Counselors Classroom Teachers Specialty Teachers	Principal Assistant Principal	Ongoing

**A. Program Objective:** To teach students about various careers and help them to develop career planning skills.

**B. Target Population:** Grades 7-8

**C. Expected Outcome(s):**

1. Students will acquire the skills to investigate the world of work in relation to knowledge of self and to be able to explain career development.
2. Students will be able to identify and use career resources with success.
3. Students will be able to understand the relationship between personal qualities/values in relation to selecting a career.

**D. Annual Assessment:**

1. Counselor evaluation of student's understanding
2. Teacher evaluation through the instructional unit in the classroom
3. Feedback received from counselors, parents and teachers.

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Career Days/Café's – Counselors coordinate for guest speakers to discuss some of the logistics and academic preparation needed for specific careers.	Students in grades 7-8	School Counselors	Director of Guidance	Ongoing
Individual/group instruction on career exploration	Students in grades 7-8	School Counselors Home and Career Teacher	Director of Guidance Guidance Direct Career Zone My Next Move Mi proxy mo paso	Winter/Spring
Resume-Building Groups	Students in grades 7-8	School Counselors	Guidance Direct	Winter/Spring

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

**B. Target Population:** Grades 7-8

**C. Expected Outcome(s):**

1. Students will be aware of the requirements for obtaining a high school diploma.
2. Students will acquire the attitudes, knowledge and skills contributing to effective learning in school and across the life span.
3. Students will complete middle school with the academic preparation necessary for high school placement; that will prepare them for post-secondary options, including college.

**D. Annual Assessment:**

1. Counselor evaluation of student's understanding
2. Teacher/parent evaluation and feedback

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Parent/Student Orientation	Students in grades 7-8	Principal Assistant Principal School Counselors Select Faculty Members	Psychologist Social Worker Student Planner Student Schedule	August
Articulation Visit/Assembly	Rising 7 <sup>th</sup> graders	Principal School Counselors	Director of Guidance	Spring
Classroom Presentations for High School Scheduling and Course Selections	Students in grades 7-8	School Counselors	Director of Guidance Curriculum Guide Course Selection Sheets Hand-outs	Fall/Winter
Individual and group counseling with students to discuss personal, social, emotional needs	Students of concerns in grades 7-8	School Counselors Psychologist Social Worker	Assistant Principal Teacher Referrals Parent feedback Team Meetings	Ongoing
Pre-registration meetings	Students in grades 7-8	School counselor	Director of Guidance Classroom Teachers	Fall/Winter/ Spring
Arts in Education Programs – special programs that are provided for promoting the social and emotional well-being of students	Students in grades 7-8	Principal Assistant Principal Select Faculty Members	Director of Fine Arts School Counselors	Ongoing
Team Meetings	Students in grades 7-8	Assistant Principal School Counselors Psychologist Social Worker Classroom Teachers Specialty Teachers	Family Service League	Ongoing
Grade Level Guidance Presentations	Students in grades 7-8	Director of Guidance School Counselors	Principal Assistant Principal	Fall
Newsletters/E-boards	Students in grades 7-8	Principal School Counselors	Director of Guidance	Quarterly

**A. Program Objective:** To assist students who exhibit attendance problems.

**B. Target Population:** Grades 7-8

**C. Expected Outcome(s):**

1. Student attendance will improve
2. Student incidents of tardiness will be reduced

**D. Annual Assessment:**

1. Daily/monthly attendance reports will be reviewed
2. Overview of the cumulative attendance report

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Daily recording of attendance	Students in grades 7-8	Classroom Teacher Psychologist Social Worker Attendance Office	Principal Assistant Principal School Counselor	Ongoing
Daily follow-up phone calls home	Students in grades 7-8	Attendance Office	Assistant Principal School Counselor Psychologist Social Worker	Ongoing
Referral to Instructional Support Team (IST)/Response to Intervention (RTI)	Students in grades 7-8	Assistant Principal School Counselors Classroom Teacher	Psychologist Social Worker Family Service League	Ongoing
Home Visits	Identified students in grades 7-8	Psychologist Social Worker	School Counselor	Ongoing
Individual/Group Counseling	Students in grades 7-8	School Counselors	Psychologist Social Worker	Ongoing
Daily/Weekly Progress Mentoring/Monitoring	Identified students in grades 7-8	School Counselors Select Faculty Members	Principal Psychologist Social Worker	Ongoing
Child Protective Services (CPS) Referrals	Students with excessive absences	Psychologist Social Worker	Principal Assistant Principal School Counselor	As needed

**A. Program Objective:** To assist students who exhibit academic problems.

**B. Target Population:** Grades 7-8

**C. Expected Outcome(s):**

1. Student failures will be reduced and students will be provided with the necessary support to promote to the following grade in a timely manner.
2. Students scheduled for remedial/support classes will show improvement in courses that correlate to those classes.

**D. Annual Assessment:**

1. Quarterly review of progress reports and report cards
2. Reduction in students requiring summer school and those needing to continue in remedial/support classes

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Quarterly review of report cards	Students in grades 7-8	School Counselors	Principal Assistant Principal Classroom Teachers	November/February April/June
Quarterly review of progress reports	Students in grades 7-8	School Counselors	Principal Assistant Principal Classroom Teachers	October/December March/May
Weekly Extra Help	Students in grades 7-8	Classroom Teacher	Principal Assistant Principal School Counselors Late Buses	Tuesdays/Thursdays Ongoing
Parent/Teacher/Counselor Conferences	Students in grades 7-8	School Counselors Classroom Teachers	Assistant Principal Psychologist Social Worker	As needed
Instructional Support Team (IST)/ Response to Intervention (RTI)	Identified students in grades 7-8	Assistant Principal School Counselors Psychologist Social Worker Classroom Teachers	Principal Family Service League	Ongoing
Academic Level Changes	Students in grades 7-8	School Counselors	Director of Guidance District Supervisors Principal Assistant Principal Classroom Teachers	As needed
Failure lists and notifications	Identified students in grades 7-8	School Counselors Classroom Teachers	Principal Assistant Principal	Ongoing
Summer School Information	Identified students in grades 7-8	School Counselors	Director of Guidance Summer School Packets	June
Academic Intervention Support Services	Identified students in grades 7-8	School Counselors Select Faculty Members	Principal Assistant Principal Read 180/i-Ready Computer Lab	Ongoing

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

**B. Target Population:** Grades 7-8

**C. Expected Outcome(s):**

1. Students with behavioral or adjustment issues will be able to identify better ways to resolve difficulties
2. Students with adjustment problems will be able to elect to participate in individual or group counseling to attempt to resolve their difficulties.
3. Students will make appropriate decisions regarding what is acceptable behavior.

**D. Annual Assessment:**

1. Review the number of disciplinary referrals.
2. Teacher/counselor observations of student behavior.

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Counselor/student meetings	Referred students in grades 7-8	School Counselors Psychologists Social Worker	Principal Assistant Principal Referring Teacher	As needed
Teacher/counselor meetings	Identified students in Grades 7-8	School Counselors Psychologists Social Worker Classroom Teacher	Assistant Principal	As needed
Counselor/parent/teacher meetings	Identified students in Grades 7-8	School Counselors Psychologists Social Worker Classroom Teacher	Principal Assistant Principal	As needed
Referral to Instructional Support Team (IST)/ Response to Intervention (RTI)	Identified students in Grades 7-8	School Counselors Psychologists Social Worker	Principal Assistant Principal Family Service League	As needed

**A. Program Objective:** To encourage parental involvement in the educational process.

**B. Target Population:** Grades 7-8

**C. Expected Outcome(s):**

1. Parents will understand the range of educational programs and services that are available to their children.
2. Parents will assist by partaking in their child's educational program by being present at meetings with their counselor.
3. Parents will participate in the early stages of post-secondary planning and help craft their children's future.

**D. Annual Assessment:**

1. Parent feedback during formal and informal meetings
2. Attendance at various school events
3. Observations by the guidance counselors, administration, and staff

**E. Program Description:**

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Pre-registration meetings	Students in grades 7-8	School Counselors	Director of Guidance Classroom Teachers	Fall/Winter
Parent/Counselor Guidance meetings	Students in grades 7-8	School Counselors	Director of Guidance Classroom Teachers	Ongoing
Orientation	Rising 7 <sup>th</sup> grade students and parents	Principal Assistant Principal School Counselors Select Faculty Members	Director of Guidance Classroom Teachers Psychologist Social Worker	August/March
Meet the Teacher Night	Students and parents in grades 7-8	Classroom Teachers School Counselors	Principal Assistant Principal	Fall
Parent Engagement/Academy Workshops highlighting various areas of the curriculum	Parents of students in grades 7-8	Principal Assistant Principal Select Faculty Members	School Counselors	2x a year
Progress reports and report cards published on the parent portal	Students in grades 7-8	Classroom Teachers Specialty Teachers	Principal Assistant Principal Director of Guidance E-school	Quarterly
Information regarding course placement	Students in grades 7-8	Classroom Teachers Department Chairs School Counselors	Director of Guidance Letters mailed home	Spring
Team Meetings	Students in grades 7-8	Classroom Teachers School Counselors	Principal Assistant Principal	Ongoing
Grade Level Guidance Events/Joint Programs	Students in grades 7-8	Director of Guidance School Counselors	Principal Assistant Principal	Fall/Winter
Parent Teachers Student Meetings (PTSA)	Students in grades 7-8	Principal Assistant Principal	Director of Guidance Parents	Ongoing
Connect Ed Messages	Students in grades 7-8	Principal Assistant Principal Director of Guidance		Ongoing
Shared Decision Making Meetings	Students in grades 7-8	Principal Assistant Principal	Select Faculty Member	Ongoing
Newsletters/e-boards	Students in grades 7-8	Principal School Counselors	School Counselors	Quarterly
Course selection/placement (AIS) notification process	Students in grades 7-8	Department Chairs Classroom Teachers School Counselors	Principal Assistant Principal Director of Guidance	

## Huntington Public Schools Guidance Plan Grades 9-12

Huntington High School counselors play a pivotal role in the development of adolescent-aged children. One of the main goals is to assist students in adjusting into their new environment, while ensuring that they are appropriately placed in courses that best prepare them for their future. This process includes informing students and parents of the graduation and diploma requirements, as well as the academic programs that provide opportunities for students to be placed in rigorous academic programs. Hence, the High School Guidance Plan is intended to meet the New York State regulations by focusing on the educational goals and career exploration opportunities; as well as encourage parental involvement.

**A. Program Objective:** To review each child’s educational progress and career plans annually.

**B. Target Population:** Grades 9-12

**C. Expected Outcome(s):**

1. Students will be able to identify their academic abilities and achievement levels.
2. Students will understand the relationship of academics to the world of work in relation to life at home and in the community.
3. Students will complete school with the academic preparation essential to choose from a wide range of post-secondary options, including college.

**D. Annual Assessment:**

1. Review student report cards, progress reports, state assessments, and standardized testing.
2. Monitor and review career assessments performed and logged through individual student portfolios.
3. Feedback received from counselors, parents and teachers.

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Academic Reviews – approximately every five weeks counselors monitor student performance and review individual progress	Students in grades 9-12 who are at-risk	School Counselors Department Chairs	Instructional Support Team Principal Assistant Principal Classroom Teachers	Quarterly
Individual student, parent, counselor conferences (pre-registration meetings)	Students in grades 9-12	School Counselors	Director of Guidance	Fall/Winter
Naviance/Family Connection	Students in grades 9-12	School Counselors		Fall/Spring
Student Review Team (SRT) Meetings, and Response to Intervention (RTI)	Identified students in grades 9-12	Principal Assistant Principal Psychologists Social Worker School Counselors Deans	Nurse	Ongoing



<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Committee on Special Education (CSE)/504 Annual Review Meetings – counselors participate in these meetings to provide feedback to assist in recommending course placements programs for the following year.	Students in grades 9-12	Psychologists School Counselors Deans Classroom Teachers Special Ed. Teacher	Director of Special Education Director of Guidance Principal Assistant Principal	Spring/ Annual
Articulation Meetings – the 8 <sup>th</sup> grade counselor meets with high school counselors to discuss information regarding the rising ninth grade class. Additionally, building administrators and support staff meet to discuss specific needs of specific incoming students	Students in grades 9-12	School Counselors High School Principal Middle School Principal Assistant Principals Psychologists Social Workers Deans	Director of Guidance Nurse	June
Junior Planning Conferences	Students and parents in grade 11	College Advisor	Director of Guidance College Office Guidance Counselors Naviance/Family Connection	January-June
Senior Planning Conferences	Students and parents in grade 12	College Advisor	Director of Guidance College Office School Counselors Naviance/Family Connection	Sept.- Dec

**A. Program Objective:** To teach students about various careers and help them to develop career planning skills.

**B. Target Population:** Grades 9-12

**C. Expected Outcome(s):**

1. Students will acquire the skills to investigate the world of work in relation to knowledge of self and to be able to explain career development.
2. Students will be able to identify and use career resources with success.
3. Students will be able to understand the relationship between personal qualities/values in relation to selecting a career.

**D. Annual Assessment:**

1. Counselor evaluation of student's understanding
2. Monitor student usage of Naviance/Family Connection
3. Feedback received from parents and teachers, as well as saved career searches through the Interest Profiler.

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Pre-registration meetings	Students in grades 9-12	School Counselors	Director of Guidance Naviance Career Portfolios Transcripts Standardized test results	
Career Days – Counselors coordinate for guest speakers to discuss the logistics and academic preparation needed for specific careers.	Students in grades 9-12	School Counselors	Director of Guidance Classroom Teachers Specialty Teachers	Ongoing
Individual/group counseling on career exploration	10 <sup>th</sup> grade students	School Counselors	Director of Guidance Naviance Career Portfolio Interest Profiler Harrington O'Shea Computer Labs Instruction sheets/hand-outs	Spring
Resume-Building Groups	9 <sup>th</sup> grade students	School Counselors	Naviance Resume Outline Hand-outs	Spring
BOCES Wilson Tech Field Trips	Students in grades 10-12	School Counselors	BOCES Personnel BOCES Resources	November /January
Internship Program	12 <sup>th</sup> grade students	College Advisor	Principal School Counselors Select Faculty Members Internship Workshops	Ongoing
College Visitation Days	Students in grades 11-12	College Advisor College Representatives	Director of Guidance School Counselor College Office	Fall/Winter
Mini College Days	Students in grades 11-12	College Advisor School Counselors Consortium Liaisons	College Representatives	October/March

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Junior/Senior Planning Conferences – meetings with the college advisor to discuss future planning	Students in grades 11-12	College Advisor	College Office	January - June
Military Advisement – provide interested students with information about the armed forces	Interested students in grades 11-12	School Counselor	Military Recruiters Military publications	Ongoing
Scholarship Bulletins – available to students and parents	12 <sup>th</sup> grade students	School Counselor	Director of Guidance Scholarship Committee Guidance Offices District Website	Quarterly
Employment Day	Students in grades 9-12	School Counselors	Local Colleges/Agencies College Representatives	Annual
College/Career Trips	Students in grades 11-12	Project Excel Tri-C-YA	Director of Guidance School Counselors Central Office Secretary	Ongoing
Friday Flyer	Students in grade 12	College Advisor College Office	Director of Guidance Guidance Offices District Website	

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

**B. Target Population:** Grades 9-12

**C. Expected Outcome(s):**

1. Students will be aware of the requirements for obtaining various types of high school diplomas, credentials, and corresponding seals (including Local, Regents through Alternate Pathways, Regents with Honors, Advanced Regents, Advanced Regents with Honors, Mastery in Math and/or Science, Skills and Achievement (SACC), and Career Development and Occupational Services (CDOS)).
2. Students will acquire the attitudes, knowledge and skills contributing to effective learning in school and across the life span.
3. Students will complete high school with the academic preparation necessary for high school placement; that will prepare them for post-secondary options, including college.

**D. Annual Assessment:**

1. Counselor evaluation of student's understanding
2. Teacher/parent evaluation and feedback

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Parent/Student Orientations	Incoming 9 <sup>th</sup> grade students and parents	Principal Assistant Principal Director of Guidance School Counselors Deans	Psychologist Social Worker Select Faculty Members Student Schedule	August/January
Classroom Presentations regarding high school scheduling and course selections	Students in grades 9-11	School Counselors	Director of Guidance Assistant Principal Curriculum Guide Course Selection Sheets	Fall/Winter
Individual and group counseling with students to address personal, social, emotional needs	Students of concern in grades 9-12	School Counselors Psychologist Social Worker	Assistant Principal Teacher Referrals Parent feedback Team Meetings	Ongoing
Pre-registration meetings	Students in grades 9-11	School counselor	Director of Guidance Curriculum Guide Student Planner Volunteer Resource Guide	Fall/Winter/ Spring
Arts in Education Programs – special programs that are provided for promoting the social and emotional well-being of students	Students in grades 9-12	Principal Assistant Principal Classroom Teachers	Director of Fine Arts	Ongoing
Team Meetings	Students in grades 9-12	Assistant Principal School Counselors Psychologist Social Worker Classroom Teachers	Principal Department Chairs	Ongoing

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Grade Level Guidance Evening Events (9 <sup>th</sup> Grade Parent Night, 10 <sup>th</sup> Grade Student and Parent Night, 11 <sup>th</sup> Grade Student and Parent Night, Senior Parent Night, Financial Aid Night, NCAA Night, Hot Topics in College Admissions)	Students in grades 9-12	Director of Guidance School Counselors		Fall/Winter/Spring
Classroom Visits (PSAT registration, the college planning process, linking Naviance accounts with The Common Application, etc.)	Students in grades 10-12	School Counselors College Advisor	Director of Guidance	Fall/Winter
Special needs test registration – assist parents and students with registering for The College Board and ACT exams (for those require testing modifications)	Students in grades 9-12	School Counselors	Director of Guidance Director of Special Education Psychologist	Ongoing

**A. Program Objective:** To assist students who exhibit attendance problems.

**B. Target Population:** Grades 9-12

**C. Expected Outcome(s):**

1. Student attendance will improve
2. Student incidents of tardiness will be reduced

**D. Annual Assessment:**

1. Daily/monthly attendance reports will be reviewed
2. Overview of the cumulative attendance report

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Daily recording of attendance	Students in grades 9-12	Classroom Teacher Select Faculty Members Psychologist Social Worker	Principal Assistant Principal Attendance Office School Counselor	Ongoing
Daily follow-up phone calls home	Students in grades 9-12	Attendance Office	Assistant Principal Deans School Counselors Psychologists Social Worker	Ongoing
Referral to Instructional Support Team (IST)/Response to Intervention (RTI)	Students in grades 9-12	Assistant Principal Deans School Counselors Classroom Teacher	Psychologist Social Worker Family Service League	Ongoing
Home Visits	Identified students in grades 9-12	Psychologist Social Worker	School Counselor	Ongoing
Individual/Group Counseling	Students in grades 9-12	School Counselors Psychologist Social Worker	Deans Family Service League	Ongoing
Daily/Weekly Progress Monitoring	Identified students in grades 9-12	School Counselors Select Faculty Members	Principal Psychologist Social Worker	Ongoing
Child Protective Services (CPS) Referral	Students with excessive absences	Psychologist Social Worker	Principal Assistant Principal Guidance Counselor	As needed

**A. Program Objective:** To assist students who exhibit academic problems.

**B. Target Population:** Grades 9-12

**C. Expected Outcome(s):**

1. Student failures will be reduced and students will be provided with the necessary support to promote to the following grade in a timely manner.
2. Students scheduled for remedial/support classes will show improvement in courses that correlate to those classes.

**D. Annual Assessment:**

1. Quarterly review of progress reports and report cards
2. Reduction in students requiring summer school and those needing to continue in remedial/support classes

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Quarterly review of report cards	Students in grades 9-12	School Counselors	Principal Assistant Principal Director of Guidance Department Chairs Team Teachers	November/February April/June
Quarterly review of progress reports	Students in grades 9-12	School Counselors	Principal Assistant Principal Director of Guidance Department Chairs Classroom Teachers	October/December March/May
Extra Help/Tutorials	Identified students in grades 9-12	Classroom Teachers	Principal Assistant Principal Honor Society Peer Tutors School Counselors	Ongoing
Parent/Teacher/Counselor Conferences	Students in grades 9-12	School Counselors Classroom Teachers	Assistant Principal Psychologist Social Worker	As needed
Student Review Team (SRT)/ Response to Intervention (RTI)	Identified students in grades 9-12	Principal Assistant Principal School Counselors Psychologist Social Worker Deans	Nurse Family Service League	Ongoing
Academic Level Changes	Students in grades 9-12	School Counselors	Director of Guidance District Supervisors Principal Assistant Principal Classroom Teachers	As needed
Failure lists and notifications	Identified students in grades 9-12	School Counselors Classroom Teachers	Principal Assistant Principal Department Chairs	Ongoing
Summer School Information	Identified students in grades 9-12	School Counselors	Director of Guidance Summer School Packets	June
Academic Intervention Support Services (Foundations, Reading, Read 180, Global Support, Math Support, Regents Review, etc.)	Identified students in grades 9-12	School Counselors Department Chairs	Principal Assistant Principal Regents Review Classes	Ongoing

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

**B. Target Population:** Grades 9-12

**C. Expected Outcome(s):**

1. Students with behavioral or adjustment issues will be able to identify better ways to resolve difficulties
2. Students with adjustment problems will be able to elect to participate in individual or group counseling to attempt to resolve their difficulties.
3. Students will make appropriate decisions regarding what is acceptable behavior.

**D. Annual Assessment:**

1. Review the number of disciplinary referrals.
2. Teacher/counselor observations of student behavior.

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Counselor/student meetings	Referred students in grades 9-12	Deans School Counselors Psychologists Social Worker	Principal Assistant Principal Referring Teacher	As needed
Teacher/counselor meetings	Identified students in Grades 9-12	School Counselors Psychologists Social Worker Classroom Teacher	Assistant Principal Deans	As needed
Counselor/parent/teacher meetings	Identified students in Grades 9-12	School Counselors Psychologists Social Worker Classroom Teacher	Principal Assistant Principal Deans	As needed
Referral to the Student Review Team (SRT)/ Response to Intervention (RTI)	Identified students in Grades 9-12	Principal Assistant Principal Deans School Counselors Psychologists Social Worker	Family Service League	As needed



**A. Program Objective:** To encourage parental involvement in the educational process.

**B. Target Population:** Grades 9-12

**C. Expected Outcome(s):**

1. Parents will understand the range of educational programs and services that are available to their children.
2. Parents will assist by partaking in their child's educational program by being present at meetings with their counselor.
3. Parents will participate in the early stages of post-secondary planning and help craft their children's future.

**D. Annual Assessment:**

1. Parent feedback during formal and informal meetings
2. Attendance at various school events
3. Observations by the guidance counselors, administration, and staff

**E. Program Description:**

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Pre-registration meetings	Students in grades 9-12	School Counselors	Director of Guidance Classroom Teachers	Fall/Winter
Parent/Counselor follow-up meetings	Students in grades 9-12	School Counselors	Director of Guidance Classroom Teachers	Ongoing
Orientation/Open Houses/Building Tours	Rising 9 <sup>th</sup> grade students and parents	Principal Assistant Principal School Counselors Select Faculty Members	Director of Guidance Classroom Teachers Psychologist Social Worker	August/January
Progress reports and report cards published on the parent portal	Students in grades 9-12	Director of Guidance Classroom Teachers	Principal Assistant Principal E-school	Quarterly
AP Information Night	Students in grades 9-12	Principal Department Chairs	Director of Guidance	Spring
Meet the Teacher Night	Students in grades 9-12	Classroom Teachers School Counselors	Principal Assistant Principal	Fall
Parent Engagement/Academy Workshops highlighting various areas of the curriculum	Parents of students in grades 9-12	Principal Assistant Principal Select Faculty Members	School Counselors	2 times a year
Team Meetings	Students in grades 9-12	Classroom Teachers School Counselors	Principal Assistant Principal	Ongoing
Grade Level Guidance Day and Evening Events/Joint Programs (9 <sup>th</sup> Grade Parent Night, 10 <sup>th</sup> Grade Student and Parent Night, 11 <sup>th</sup> Grade Student and Parent Night, Senior Parent Night, Financial Aid Night, NCAA Night, Hot Topics in College Admissions)	Students in grades 9-12	Director of Guidance School Counselors		Fall/Winter
Parent Teachers Student Meetings (PTSA)	Students in grades 9-12	Principal Assistant Principal	Director of Guidance Parents	Ongoing

<b>Activity</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Date(s) of Activity</b>
Connect Ed Messages, mailings	Students in grades 9-12	Principal Assistant Principal Director of Guidance	Central Office Admin.	Ongoing
Shared Decision Making Meetings	Students in grades 9-12	Principal Assistant Principal	Select Faculty Members	Ongoing
Guidance website – a wealth of information/resource regarding time sensitive information and forms	Grades 9-12	Director of Guidance School Counselors	Web Technician Specialist	Ongoing
Course selection/placement (AIS) notification process	Students in grades 9-12	Department Chairs Classroom Teachers School Counselors	Principal Assistant Principal Director of Guidance	May-September