

**HUNTINGTON UNION FREE
SCHOOL DISTRICT**

**DISTRICT GUIDANCE PLAN
K-12**

2022-2023

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Jeannette Alomia
District 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

Gisselle Soto, Social Worker
425-4782
Christina Martino, Psychologist
425-2055
Jessica Rodriguez, Bilingual Psychologist
425-2055

Jefferson Primary School

Gisselle Soto, Social Worker
425-4758
Kathleen Mallen-Ozimkowski, Psychologist
425-4756

Southdown Primary School

Linda Kohan, Social Worker
425-2085
Julissa Garris Shade, Bilingual Psychologist
425-2082
Melody Renick, Psychologist
425-2082

Washington Primary School

Linda Kohan, Social Worker
425-2095
Christina Martino, Psychologist
425-2369

Jack Abrams STEM Magnet School

TBD, School Counselor
Catherine Juliano, Social Worker
673-2383
Julissa Garris Shade, Bilingual Psychologist
673-2062
Nina DiGioia, Psychologist
673-2062

Woodhull Intermediate School

TBD, School Counselor
673-4712
Mary Guzman-Lewis, Social Worker
673-4712
Catherine Juliano, Social Worker
673-4712
Cynthia Fletcher, Psychologist
425-4707
Julissa Garris-Shade, Psychologist
425-4712

J.T. Finley Middle School

Alison Logan, School Counselor
673-2191
Paloma Ramlogan, Bilingual School Counselor
673-2187
Kathryn Costa, Social Worker
673-2190
Mary Guzman Lewis, Bilingual Social Worker
673-2063
Mary DiBenedetto, Psychologist
673-2096
Jasmina Nakevska, Bilingual Psychologist
673-2034

Huntington High School

Ivy Alvayero, Bilingual School Counselor
673-2162
Diana Bonilla, Bilingual School Counselor
673-2008
Lauren Brunoni, School Counselor
673-2016
Evelyn Hernandez, Bilingual School Counselor
812-4026
Steve Lashin, School Counselor
673-2161
Daphne Marcelin, School Counselor
673-2014
Bernadette Walsh, College Advisor
673-2131
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TBD, Psychologist
673-2164
Nancy DeVito, Psychologist
673-2163
Melody Renick, Psychologist
673-201

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 past 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 emotional growth, develop healthy self-concepts, maximize academic potential, engage in career exploration and 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 comprehensive developmental school counseling/guidance program, and ensure that all students in K-12 have access to a certified counselor.
 - i. For all grades kindergarten through twelve, district and building level comprehensive developmental school counseling/guidance programs shall prepare students to participate effectively in their current and future educational programs as age appropriate, and be designed to address multiple student competencies including career/college readiness standards, and academic and social/emotional development standards. The comprehensive developmental school counseling/guidance program ("program") shall include the following activities or services:
 - a. In grades kindergarten through five, the program shall be designed by a certified school counselor in coordination with the teaching staff, and any appropriate pupil personnel service providers, for the purpose of preparing students to participate effectively in their current and future educational programs, to provide information related to college and careers, and to assist students who may exhibit challenges to academic success, including but not limited to attendance or behavioral concerns, and where appropriate make a referral to a properly licensed professional and/or certified pupil personnel service provider, as appropriate, for more targeted supports.

- b. For students in grades six through twelve, certified school counselors shall provide an annual individual progress review plan, which shall reflect each student's educational progress and career plans. For a student with disability, the plan shall be consistent with the student's individualized education program:
 - c. School counseling/guidance core curriculum instruction for the purpose of addressing student competencies related to career/college readiness, academic skills and social/emotional development by a certified school counselor(s);
 - d. Other direct student services which may include, but need not be limited to, responsive services, crisis response, group counseling, individual counseling, appraisal, assessment and advisement, for the purpose of enabling students to benefit from the curriculum, assisting students to develop and implement postsecondary education and career plans, assisting students who exhibit attendance, academic, behavioral or adjustment concerns and encouraging parental involvement. Provided that nothing herein shall prohibit certified or licensed school psychologists or certified or licensed school social workers pursuant to Part 80 of the Commissioner's regulations from providing other direct student services within their applicable scope of practice;
 - e. Student services which may include but need not be limited to, referrals to appropriately licensed or certified individuals, consultation, collaboration, leadership, advocacy, and teaming.
- (ii) Each school district shall develop district-wide and building-level comprehensive developmental school counseling/guidance plans which set forth the manner in which the district shall comply with the requirements of this subdivision. In the case of the City School District of the City of New York, the Department of Education shall submit separate plans for each community school district, for the High School Division and for the Special Education Division. Such district and building level plans shall be developed by or under the direction of certified school counselor(s) and be updated annually, available for review at the district offices and each school building, and made available on the district's website.
- (a) Each plan shall be developed annually and shall include program objectives, activities, program development and maintenance planning, school counseling curriculum, professional development planning, evaluation methods based on data analysis of program results and closing the gap analysis reports to inform program improvement, and assessment of the resources necessary to support positive student outcomes.
 - (b) Each plan shall also include the preparation of a program outcomes report that includes an analysis of all systematic components of a comprehensive developmental school counseling/guidance program as defined by this subdivision. Such report shall be annually presented to the board of education, or in the case of the City School District of the City of New York, the Chancellor of the City School District of the City of New York, or to the extent provided by law, the board of education of the City School District of the City of New York.

(iii) Each school district shall establish a comprehensive developmental school counseling/guidance program advisory council to be comprised of representative stakeholders (such as parents, members of the board of education, school building and/or district leaders, community-based service providers, teachers, certified school counselors and other pupil personnel service providers in the district including school social workers and/or school psychologists). In the case of the City School District of the City of New York, the Department of Education shall establish a comprehensive developmental school counseling/guidance program advisory council for each community school district. The advisory council shall meet no less than twice a year for the purpose of reviewing the comprehensive developmental school counseling/guidance program plan and advising on the implementation of the school counseling/guidance program. The advisory council shall create and submit an annual report to the board of education, or in the case of the City School District of the City of New York, the Chancellor of the City School District of the City of New York, or to the extent provided by law, the board of education of the City School District of the City of New York.

(3) Nothing in this section shall be construed to authorize any individual to provide professional services where certification is required under Part 80 of the Commissioner's regulations or where licensure is required under Title VIII of the Education Law.

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 Department Mission Statement

The mission of the guidance department is to provide all students with a comprehensive, grade level curriculum to develop academic skills, social/emotional well-being, and college/career readiness. The Guidance Department curriculum incorporates an annual individual progress review (IPR) to document student academic growth, goal setting, college and career readiness, and social/emotional development.

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-5) through classroom teachers, social workers, and psychologists to aid students in making informed and responsible decisions in various aspects of their lives. In grades six 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, career, and civic 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 American School Counselor Association Standards: Mindsets and Behaviors for Student Success](#) 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 concerns.

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/Measurable 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 Teach 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 Support Staff RTI Team Reading Teacher	Principal Psychologist	Ongoing
Instructional Support Team Meetings and RTI	Students requiring RTI services in grades K-6	Instruct. Support Team Classroom Teachers Reading Teachers	Principal Pupil Personnel Staff	Ongoing

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Community Read Aloud/ Community Helper Day/ Robotics Program	Students in grades K-6	Classroom Teacher	Principal	Ongoing
CSE/504 Annual Review	Students with special needs	CSE and 504 Committee Members Teacher Feedback	Director of PPS Report Cards Testing Results IEP/504 Plans	Winter/Spring Ongoing
Individual Counseling	Students of concern	Psychologist School Counselor Social Worker	Director of PPS Director of Guidance Principal Teacher/Parent feedback	As needed
Group Counseling	Identified students	Psychologist School Counselor Social Worker	Director of PPS Director of Guidance	As needed
Career/College and Social-Emotional Assemblies	Students in grades K-3	School Counselor Social Worker Psychologist	Director of Guidance Principal	Fall/Spring
Individual Progress Review (IPR)	Students in grade 6	School Counselor	Director of Guidance	Ongoing
Building/PBIS (Positive Behavioral Intervention Support) Assemblies – monthly meetings focusing on social and emotional learning and the character trait(s) of the month, STAR Student Program, Kindness Campaign, Washington Winners	Students in grades K-6	Principal Faculty members Psychologist Social Worker	Security Monitors Aides	Monthly
Bucket Fillers/Splash – students are encouraged to demonstrate good deeds at school and at home, Classroom Dojo	Students in grades K-3	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
The Friendship Bench – promotes student interaction, social awareness, and empathy for others	Students in grades K-6	Social Worker Aides Physical Ed. Teachers	Principal	Ongoing
Leadership Team	3 rd grade students	Principal Psychologist Classroom Teachers	Select Faculty Members	Ongoing
Blue Ribbon Behavior/Rainbow Charts/ Class Dough Joe and Individual Behavior Charts	Students in grades K-3	Classroom Teachers Specialty Teachers	Principal Psychologist Social Worker	Ongoing
Peaceful Playground	Students in grades K-3	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
School Safety Patrol Team	Students in grade 3	ENL Staff Select Teacher	Principal	Sept. – June
Peaceful Bus	Students in grade 3	Psychologist Social Worker Computer Teacher Asst.	Principal Select Faculty	Ongoing
PARP/Lego Club	Students in grades K-3	Classroom Teacher	Principal	Ongoing

		Psychologist Social Worker Computer Teacher Asst.	PTA Community District Personnel	
Student of the Week	Students in grades K-3	Teachers	Principal	Ongoing
Sanford Harmony (Social Emotional Learning)	Students in grades K-6	Classroom Teachers Librarian Computer Teacher Asst.	Principal	Ongoing
Maker-Space	Students in grades K-3	Classroom Teachers Librarian Computer Teacher Asst.	Principal	Ongoing
Technology Enhancement Initiative: One-to-one Chromebook initiative, hour of code, project-based learning	Students in grades K-6	Aides Teacher Assistants ENL Teacher Math Teacher Reading Teacher	Principal Technology Department	Ongoing
College and Career Exploration	Students in grades 4-6	Principal School Counselor Classroom Teachers	Director of Guidance College/University Rep.'s	Fall/Spring
Career Day	Students in grades 4-6	Classroom Teachers	Principal Community Leader Parents	Spring
Family Connection Nights	Students in grades 4-6	Classroom Teachers	Principal Students Families	Monthly

*Please be advised that programs/activities vary by building

A. Program Objective: To assist students who exhibit attendance concerns.

B. Target Population: Grades K-6

C. Expected/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Student attendance reporting	Students in grades K-6	Principal Social Worker Psychologist	Attendance Secretary Personnel E-school	Daily
Attendance phone calls to parents	Absent students	Attendance Secretary Nurse	Principal Classroom teachers Social Worker Blackboard Connect	Daily
Individual meetings	Identified students in grades K-6	School Counselor	Social Worker Director of Guidance	As needed
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 School Counselor Social Worker	Pupil Personnel Staff	As needed
Child Protective Services (CPS)	Students with excessive absences	Principal School Counselor Social Worker	Pupil Personnel Staff	As Needed

A. Program Objective: To assist students who exhibit academic concerns.

B. Target Population: Grades K-6

C. Expected/Measurable Outcome(s):

1. Students will improve classroom work and homework.
2. Students' report card grades will improve.
3. Improvement in Aimsweb Plus benchmarking and progress monitoring data.

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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Parent Teacher Conferences	Students identified as struggling educationally in Grades K-6	Classroom teachers Reading Support School Counselor 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 School Counselor CSE, RTI, IST	As needed
Individual meetings	Identified students	School Counselor	Social Worker Director of Guidance	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 School Counselor 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
Progress Monitoring (based on universal benchmark screening)	Identified students	Computer Teacher Assistants	Math Teacher Reading Teacher Aimsweb Plus	Ongoing

*Please be advised that programs/activities vary by building

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

B. Target Population: Grades K-6

C. Expected/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
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
Individual meetings	Identified students in grades K-6	School Counselor	Social Worker Director of Guidance	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
Sanford Harmony (SEL)	Students in grades K-6	Classroom Teachers	Principal	Ongoing

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

B. Target Population: Grades K-6

C. Expected/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
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	Grades K-6	School Counselor Psychologist Social Worker	Outside Agencies	Annual
Classroom Visits	Grades K-6	School Counselor	Director of Guidance	Fall/Spring
Ambulance/EMT Visits/Fire Department	Students in grades K-6	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
Internet Safety/Cyberbullying	Students in grades K-6	Computer Teacher Assistants	Principal	Ongoing
Sanford Harmony (SEL)	Students in grades K-6	Classroom Teachers	Principal	Ongoing

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

B. Target Population: Grades K-6

C. Expected/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
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
Guidance Advisory Meeting	Parents of students in grades K-6	School counselor Director of Guidance	Principal Building Staff	Fall/Spring
Parent/Teacher Conferences	Parents of students in grades K-6	Classroom Teachers	Principal Pupil Personnel Staff	Bi-annual Ongoing
Parent Portal Access/Eschool Data	Parents of students in grades K-6	Chief Information Officer Principal	Director of Guidance	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, Pancake House, Block Party, Parent Socials, Fun Fair Night, Open House, Community Read Aloud- Fun Based Reading, Coffee and Conversations, STEM Family Nights, Sweetheart Dance, Family Fitness Night, College/Career Exploration, Technology Night, Family Fitness,	Parents of students in grades K-6	Principal	Parent Teachers Association (PTA) School Counselor	Monthly
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 the Primary Schools and Jack Abrams STEM or Woodhull Intermediate.

B. Target Population: Grade 3

C. Expected/Measurable Outcome(s):

1. Third 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 fourth grade courses.
3. Students will transition into their intermediate school with a non-anxiety provoking experience.

D. Annual Assessment:

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

E. Program Description:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Preparation of programs for primary school students entering intermediate school (Orientation)	Students and parents in grade 3	Principal	Assistant Principal Dean	Annual
Open House	Students/parents in Grade 3	Principal Support Staff RTI Reading Teacher RTI Math Teacher ENL Staff	Assistant Principal Director of World Lang. Teachers	Annual

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

B. Target Population: Grade 6

C. Expected/Measurable 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 be able to explore various careers and learn about the skills needed to be successful.

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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Academic Reviews – Student performance will be reviewed to identify and monitor interventions for student progress.	Students in grade 6	School Counselor	Principal Assistant Principal Dean	Quarterly
Individual and group counseling	Students in grade 6	School Counselor	Director of Guidance Team Teachers Mental Health Team	Ongoing
Grade Level Evening Event	Students in grade 6	School Counselor	Director of Guidance Principal Assistant Principal	Annual
Career Zone – Career Exploration,	Students in grade 6	School Counselor	Classroom Teachers	Ongoing
Team Meetings	Students in grade 6	School Counselor Classroom Teachers Specialty Teachers	Principal Assistant Principal	Ongoing
Classroom Push-ins	Students in grade 6	School Counselor	Director of Guidance Classroom Teachers	Fall/Spring
Individual Progress Review (IPR)	Students in grade 6	School Counselor	Director of Guidance	Ongoing

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

B. Target Population: Grade 6

C. Expected/Measurable Outcome(s):

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

D. Annual Assessment:

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

E. Program Description:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Scheduled meetings with the 6 th grade students and teachers	Students in grade 6	Classroom Teachers School Counselors	Principal Assistant Principal	May/June
Preparation of programs for elementary school students entering the middle school (6 th Grade Parent Guidance Night, Mass Class Assignment, Rising 7 th Grade Student and Parent Orientation, Teaming)	Students in grade 6	Director of Guidance School Counselors Principal	Assistant Principals	Quarterly
Course request confirmations	Students in grade 6	Director of Guidance School Counselors	Course Selection Sheets and program verification forms	May
Welcoming Counseling Sessions	Students in grade 6	School Counselors	Principal Assistant Principal Director of Guidance	June
Sixth Grade Orientation	Students and parents in grade 6	Director of Guidance School Counselors Principal	Teachers	Winter

**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 in acclimating and acculturating into their new environment with ease; and ultimately to transition effectively into 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.

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

G. Target Population: Grades 7-8

H. Expected/Measurable Outcome(s):

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

I. Annual Assessment:

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

J. Program Description:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Academic Reviews – approximately three times a year counselors review student performance to identify and monitor appropriate interventions for student progress.	Students in grades 7-8	School Counselors	Instructional Support Team Principal	November February May
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	Winter/Spring
Naviance – Career Exploration, Scavenger-Hunt, My Planner, Road Trip Nation, and Resume-Building	Students in grades 7-8	School Counselors	Family and Consumer Science Teachers	Fall/Spring
Team Meetings	Students in grades 7-8	School Counselors Classroom Teachers Specialty Teachers	Principal Assistant Principal	Ongoing
Classroom Push-ins (High School Planning, Scheduling)	Students in grades 7-8	School Counselors	Classroom Teachers	Fall
Individual Progress Review (IPR)	Students in grades 7-8	School Counselors	Director of Guidance	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/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Career 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 and resume building	Students in grades 7-8	School Counselors Home and Career Teacher	Director of Guidance Naviance Career Zone My Next Move/ Mi Proximo Paso	Winter/Spring
Resume-Building Groups	Students in grades 7-8	School Counselors	Naviance	Winter/Spring
Road Trip Nation	Students in grades 7-8	School Counselors	Naviance FACS Teachers	Ongoing
Career Clusters	Students in grades 7-8	School Counselors FACS Teachers	Director of Guidance	Fall/Spring
Classroom Lessons	Students in grades 7-8	School Counselors FACS Teachers	Director of Guidance	Fall/Spring

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

B. Target Population: Grades 7-8

C. Expected/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
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 th graders	Principal School Counselors	Director of Guidance	Spring
College Awareness Week/College Day	Students in grades 7-8	School Counselors	Director of Guidance	Fall/Winter
Classroom Presentations for High School Scheduling, Course Selections, and Naviance	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, and 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	Fall
Newsletters/E-boards	Students in grades 7-8	Principal School Counselors	Director of Guidance	Quarterly
Naviance Email Blasts	Students in grades 7-8	School Counselors	Director of Guidance	Ongoing
Electives Fair	Students in grade 8	Teachers Department Supervisors	Principal Assistant Principal	Fall/Winter
Summer School	Students in grades 7-8	School Counselors	Director of Guidance Principal	Summer

A. Program Objective: To assist students who exhibit attendance concerns.

B. Target Population: Grades 7-8

C. Expected/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
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	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 School Counselors	Principal Assistant Principal	As needed

A. Program Objective: To assist students who exhibit academic concerns.

B. Target Population: Grades 7-8

C. Expected/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
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
Individual Meetings	Students in grades 7-8	School Counselors Classroom Teachers	Principal Assistant Principal Social Worker Psychologist	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	Faculty Members	Principal Assistant Principal AIMS Web School Counselors	Ongoing

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

B. Target Population: Grades 7-8

C. Expected/Measurable 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:

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

A. Program Objective: To assist students with social emotional development

B. Target Population: Grades 7-8

C. Expected/Measurable Outcome(s):

1. Students will be able to understand the value of making good choices.
2. Students will elect to participate in after school clubs and activities, as well as take on leadership roles that will enhance their connections to others.
3. Students will be able to engage in self-reflection, as well as develop academic and social awareness in diverse settings.

D. Annual Assessment:

1. Assess student involvement and interaction in groups.
2. Observed behaviors during individual meetings and conferences.

E. Program Description:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Human Relations Day	Students in grades 7-8	Classroom Teachers School Counselors	Principal Assistant Principal Social Workers Psychologists	Annual
National School Counselors Week	Students in grades 7-8	School Counselors	Director of Guidance	Winter
ENL Support Groups	Students in grades 7-8	School Counselors	Social Worker Director of Guidance Director of World Languages	Ongoing
Educational Related Support Services (ERSS)	Students in grades 7-8	School Counselors	Mental Health Team	Ongoing
Individual/Group Counseling	Students in grades 7-8	School Counselors	Director of Guidance CAST Project Excel Family Service League Huntington Sanctuary	Ongoing
Monthly Character Themes	Students in grades 7-8	School Counselors School Psychologists	Director of Guidance Principal	Ongoing
Guidance Newsletters	Students in grades 7-8	School Counselors	Director of Guidance	Quarterly
Weekly Check-in's	Students in grades 7-8	School Counselors	Director of Guidance School Psychologist Social Worker Teachers	
Re-integration/New Entrant Meetings	Students in grades 7-8	School Counselors	Director of Guidance Principal School Psychologist Social Worker	Ongoing

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

B. Target Population: Grades 7-8

C. Expected/Measurable 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 th grade students and parents	Principal Assistant Principal School Counselors Select Faculty Members	Director of Guidance Classroom Teachers Psychologist Social Worker	March
Meet the Teacher Night	Students and parents in grades 7-8	Classroom Teachers School Counselors	Principal Assistant Principal	Fall
Parent Engagement/Academy Workshops/ENL highlighting various areas of the curriculum	Parents of students in grades 7-8	Principal Assistant Principal	School Counselors Faculty Members	Twice a year
Progress reports and report cards published on the parent portal	Students in grades 7-8	Classroom Teachers Specialty Teachers Director of Guidance	Principal Assistant Principal E-school	Quarterly
Counselor Evening Hours	Students and parents in grades 7-8	School Counselors	Director of Guidance	Ongoing
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 Teacher Student Conferences and Meetings (PTSA)	Students in grades 7-8	Principal Assistant Principal	Director of Guidance Parents	Ongoing
Connect Ed Messages/Naviance Email Blasts	Students in grades 7-8	Principal Director of Guidance	Assistant Principal	Ongoing
Shared Decision Making Meetings	Students in grades 7-8	Principal Assistant Principal	Select Faculty Members	Ongoing

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
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	Ongoing
Guidance Advisory Meeting	Parents of students in grades 7-8	School Counselors Director of Guidance	Principal Teachers Students	Fall/Spring
Student and Parent Portal Access/ Eschool Data Mobile Application	Students and parents in grades 7-8	Chief Information Officer Assistant Principals Director of Guidance	Secretarial Staff School Counselors	Ongoing
Committee on Special Education (CSE) Meetings	Students and parents in grades 7-8	School Counselors Classroom Teachers School Psychologist Special Education Coordinator	Social Worker Director of PPS Director of Guidance	Ongoing

**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/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Academic Reviews – approximately every five weeks counselors monitor student performance and review individual progress reports and report cards	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/scheduling (pre-registration meetings)	Students in grades 9-12	School Counselors	Director of Guidance	Fall/Winter
Naviance (Resume-Builder, Interest Profiler, Career Clusters, RoadTrip Nation, ‘Do What You Are’, etc.)	Students in grades 9-12	School Counselors	Director of Guidance	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

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Individual Progress Review (IPR) - Goal Setting - Student/Portal Access - College Board Accounts	Students in grades 9-12	School Counselors	Director of Guidance	Ongoing
Committee on Special Education (CSE)/504 Annual Review Meetings – counselors participate in these meetings to provide feedback to assist in recommending course placements and 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 th 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 School Counselors Naviance	January-June
Senior Planning Conferences	Students and parents in grade 12	College Advisor	Director of Guidance College Office School Counselors Naviance	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/Measurable 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
3. Feedback received from parents and teachers, as well as saved career searches through the Interest Profiler.

E. Program Description:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Pre-registration meetings Career Spotlight	Students in grades 9-12	School Counselors	Director of Guidance Naviance Career Portfolios Transcripts Standardized test results	October-March
Career Days – Counselors coordinate for guest speakers to discuss the logistics and academic preparation needed for specific careers. Presentations in English and Spanish	Students in grades 9-12	School Counselors	Director of Guidance Classroom Teachers Specialty Teachers	Ongoing
Individual/group counseling on career exploration	10 th grade students	School Counselors	Director of Guidance Naviance Career Portfolio Interest Profiler Do What You Are Computer Labs Instruction sheets/hand-outs	Spring
Resume-Building Groups	9 th grade students	School Counselors	Naviance Resume Outline Hand-outs	Spring
BOCES Wilson Tech Field Trips Orientation, Classroom Push-Ins	Students in grades 9-12	School Counselors	BOCES Personnel BOCES Resources	November /Janu
Internship Program	12 th grade students	Faculty Advisors	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

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Junior/Senior Planning Conferences – meetings with the college advisor to discuss future planning	Students in grades 11-12	College Advisor	College Office School Counselor Director of Guidance	January - June
Scholarship Bulletins – available to students and parents	12 th grade students	School Counselor	Director of Guidance Scholarship Committee Guidance Offices District Website	Quarterly
Internship Program	Students in grades 12	Internship Advisors	Principal	September-June
College/Career Trips	Students in grades 11-12	Project Excel Tri-C-YA School Counselors	Director of Guidance Colleges/Universities Central Office Secretary	Ongoing
Friday Flyer	Students in grade 12	College Advisor College Office	Director of Guidance Guidance Offices District Website	Weekly
Guidance Newsletters Google Site College Office Google Classrooms Remind App.	Students in grades 9-12	School Counselors	Director of Guidance	Quarterly

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

B. Target Population: Grades 9-12

C. Expected/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Parent/Student Orientations	Incoming 9 th grade students and parents	Principal Asst Principal/Deans Director of Guidance School Counselors	Psychologist Social Worker Select Faculty Members Student Schedule	August/January
Classroom Presentations - PSAT's - Scheduling - Course selections - College Planning - Naviance - Common Application - ENL Push-in Visits	Students in grades 9-12	School Counselors	Director of Guidance Director of World Lang./ENL Assistant Principal Curriculum Guide Course Selection Sheets	Fall/Winter
Individual and group counseling with students to address personal, social, and 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
Team Meetings	Students in grades 9-12	Assistant Principal School Counselors Psychologist Social Worker Classroom Teachers	Principal Department Chairs	Ongoing

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Grade Level Guidance Evening Events: <ul style="list-style-type: none"> - 9th Grade Parent Night - 10th & 11th Grade Student and Parent Night - 12th Grade Parent Night - Financial Aid Night - NCAA Night - Topics in College Admissions - PSAT Information Sessions - Financial Aid Night - FAFSA Completion Workshop 	Students in grades 9-12	Director of Guidance School Counselors	College/University Admissions Representatives Financial Aid Advisors NCAA Representatives	Ongoing
Freshmen Seminar	Students in grade 9	School Counselor Teacher	Principal Director of Guidance Assistant Superintendent Curriculum and Instruction	Summer
Summer School	Students in grades 9-12	School Counselors	Director of Guidance Principal	Summer
Alumni Day	Students in grades 9-12	School Counselors	Director of Guidance	Winter
College Application Week	Students in grade 12	School Counselors	Director of Guidance	Fall
Special needs test registration – assist parents and students with registering for The College Board and ACT exams (for those who require testing modifications)	Students in grades 9-12	School Counselors	Director of Guidance Director of Special Ed. Psychologist	Ongoing
Newsletters	Students in grades 9-12	School Counselors	Director of Guidance	Ongoing
Naviance Email lasts	Students in grades 9-12	School Counselors	Director of Guidance	Ongoing
Electives Fair	Students in grades 9-12	Teachers Department Supervisors	Principal Assistant Principal Director of Guidance School Counselors	Fall
On-site College Admission	Students in grade 12	College Advisor School Counselor	College Representatives Director of Guidance	October-Janua
College Visits/trips	Students in grades 9-12	College Advisor School Counselor	College Representatives Director of Guidance Principal	Ongoing

A. Program Objective: To assist students who exhibit attendance concerns.

B. Target Population: Grades 9-12

C. Expected/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Daily recording of attendance	Students in grades 9-12	Classroom Teacher Select Faculty Members	Principal Assistant Principal Attendance Office School Counselor Psychologist Social Worker	Ongoing
Daily follow-up phone calls home	Students in grades 9-12	Attendance Office	Assistant Principal Deans School Counselors Social Worker Psychologists Automated Notifications	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	Assistant Principal Deans 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 School Counselors	Principal Assistant Principal	As needed

A. Program Objective: To assist students who exhibit academic concerns.

B. Target Population: Grades 9-12

C. Expected/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
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 concerns.

B. Target Population: Grades 9-12

C. Expected/Measurable 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:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Individual meetings with students	Referred students in grades 9-12	Psychologists Social Worker	Principal Assistant Principal Referring Teacher Deans School Counselors	As needed
Teacher/counselor meetings	Identified students in Grades 9-12	School Counselors Psychologists Social Worker Classroom Teacher	Assistant Principal Deans	As needed
Student Support Staff/parent/teacher meetings	Identified students in Grades 9-12	Psychologists Social Worker Classroom Teacher	Principal Assistant Principal Deans School Counselors	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 assist students with social emotional development

B. Target Population: Grades 9-12

C. Expected/Measurable Outcome(s):

4. Students will be able to understand the value of making good choices.
5. Students will elect to participate in after school clubs and activities, as well as take on leadership roles that will enhance their connections to others.
6. Students will be able to engage in self-reflection, as well as develop academic and social awareness in diverse settings.

D. Annual Assessment:

3. Assess student involvement and interaction in groups.
4. Observed behaviors during individual meetings and conferences.

E. Program Description:

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Alumni Day	Students in grades 9-12	School Counselors	Director of Guidance	Winter
National School Counselors Week	Students in grades 9-12	School Counselors	Director of Guidance	Winter
ENL Support Groups	Students in grades 9-12	School Counselors Social Worker	Director of Guidance Director for Bilingual Programs and World Languages	Ongoing
Educational Related Support Services (ERSS)	Students in grades 9-12	School Counselors	Mental Health Team	Ongoing
Individual/Group Counseling	Students in grades 9-12	Social Worker Psychologist	Director of Guidance Family Service League Project Excel Huntington Sanctuary	Ongoing
Student Review/Team Meetings	Students in grades 9-12	School Counselors Psychologists Social Workers	Principal Assistant Principals Deans	Ongoing
Guidance Newsletters	Students in grades 9-12	School Counselors	Director of Guidance	Quarterly
9 th grade Orientation	Students in grade 9	School Counselors	Principal Assistant Principal Deans Director of Guidance	Summer
Grade Level Evening Guidance Programs	Students in grades 9-12	School Counselors	Director of Guidance	Fall/Winter
Ninth Grade Groups	Students in grade 9	School Counselors	Director of Guidance	Fall
Individual Meetings	Students in grades 9-12	School Counselors	Director of Guidance	Ongoing
Re-integration/New Entrant Meetings	Students in grades 9-12	School Counselors	Director of Guidance Principal School Psychologist Social Worker	Ongoing
Weekly Check-in's	Students in grades 9-12	School Counselors	School Psychologist Social Worker Classroom Teachers	Ongoing
College Visits/Trips	Students in grades 9-12	College Advisor School Counselors	College Representatives Director of Guidance Principal	Ongoing

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

B. Target Population: Grades 9-12

C. Expected/Measurable 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 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 th grade student 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
Guidance Advisory Meeting	Students in grades 9-12	Students School Counselors Director of Guidance Classroom Teachers Principal Department Supervisors	Central Office	Fall/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: <ul style="list-style-type: none"> - 9th Grade Parent Night - 10th & 11th Grade Student and Parent Night - 12th Grade Student and Parent Night - NCAA Night - Topics in College Admissions - PSAT Information Sessions - Financial Aid Night - FAFSA Completion Workshop 	Students in grades 9-12	Director of Guidance School Counselors	College/University Representatives Admissions Counselors Financial Aid Advisors NCAA Representatives	Ongoing

Activity	Target Group	Staff Assigned	Other Resources	Date(s) of Activity
Parent Square Messages, mailings, Naviance Emails, Remind App.	Students in grades 9-12	School Counselors 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	Ongoing
CSE Meetings	Students in grades 9-12	Department Chairs Classroom Teachers School Counselors	Principal Assistant Principal Director of Guidance	Ongoing
Parent Teacher Student Meetings (PTSA)	Students in grades 9-12	Principal Assistant Principal	Director of Guidance Parents	Ongoing
Counselor Evening Hours	Students in grades 9-12	School Counselors	Director of Guidance	Ongoing