

## Horseheads Central School District Guidance Plan

**Goal:**

Expose students to the career development process, including how to gather information about the world of work, how to explore career options and how to access and relate personal skills, aptitudes, interests and values to future decisions.

| <b><u>Objective:</u></b>                                 | <b><u>Action steps:</u></b>                                                                                                                     | <b><u>Target Audience:</u></b> | <b><u>Person(s) Responsible:</u></b>                         | <b><u>Assessment:</u></b>            |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------|--------------------------------------|
| Provide opportunities to students for career exploration | Communicate with students/parents during scheduling, feedback from high school counselors                                                       | 8th Grade                      | School Counselors, Staff, Administrators, Guidance Secretary |                                      |
|                                                          | During the career unit in FACS there will be a career day which includes Bridges/Choices culminating with completed resumes and mock interviews | 8th Grade                      | School Counselors<br>FACs Teachers<br>Administrators<br>CDC  | Review career portfolios             |
|                                                          | Consult with FACS Teachers to coordinate an annual BOCES/High School Information Day for 8th graders                                            | 8th Grade                      | School Counselors, Administration, FACS Teachers<br>CDC      | Follow-up during scheduling meetings |
|                                                          | Discuss college/career exploration with students and parents during 8th grade scheduling meeting                                                | 8th Grade                      | School Counselors                                            | Choose 9th grade courses             |

Enclosure 10.01  
May 28, 2015

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**Goal:**

| <b><u>Objective:</u></b>                                                                                                                                  | <b><u>Action steps:</u></b>                                                                                                                                                 | <b><u>Target Audience:</u></b> | <b><u>Person(s) Responsible:</u></b> | <b><u>Assessment:</u></b>                                                                                        |
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| Counselors will meet with students annually to facilitate the development of career objectives and college goals as part of an individualized future plan | <b>Freshmen:</b><br>Meet with freshmen individually to orient to the high school guidance services and the resources available in the Guidance Office                       | Freshmen                       | School Counselors                    | A Freshman Interview Sheet will be created by all freshmen                                                       |
|                                                                                                                                                           | Create short term and long term academic and career goals.                                                                                                                  |                                | School Counselors                    |                                                                                                                  |
|                                                                                                                                                           | <b>Sophomores:</b><br>Discuss the services available through Career Development Council (CDC), including career panels, individual shadowing opportunities, and internships | Sophomores                     | School Counselors                    | A summative letter will be mailed home upon completion of the annual guidance review detailing these activities. |
|                                                                                                                                                           | Expose students to other resources available in the Guidance Office.                                                                                                        |                                | School Counselors                    |                                                                                                                  |
|                                                                                                                                                           | Expose students to Career and Technical Education (CTE) programs and career options.                                                                                        |                                | School Counselors                    |                                                                                                                  |

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**Goal:**

| <b><u>Objective:</u></b> | <b><u>Action steps:</u></b>                                                                                                                                               | <b><u>Target Audience:</u></b> | <b><u>Person(s) Responsible:</u></b> | <b><u>Assessment:</u></b>                                                                                                                                                  |
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|                          | <b>Juniors:</b><br>Discuss the services available through Career Development Council (CDC), including career panels, individual shadowing opportunities, and internships. | Juniors                        | School Counselors<br>CDC Rep         | Juniors will indicate their career interests to be given to our CDC representative, who then meets with students to arrange for shadowing, career panels, and internships. |
|                          | Meet with juniors individually to review the work on an individualized future plans and review the college and career planning process.                                   | Juniors                        | School Counselors                    | Counselors and Juniors will complete and discuss a future planning checklist.                                                                                              |
|                          | Meet with the juniors as needed to disseminate information regarding college admissions testing, military, college fairs and financial aid workshops.                     | Juniors                        | —                                    | Counselors will annually create and revise the materials used for the college and career planning meeting.                                                                 |
|                          | <b>Seniors:</b><br>Meet with seniors individually to review graduation requirements, and assess progress toward career/college choices and goals.                         | Seniors                        | School Counselors                    | A Senior Interview Sheet is created and a copy is sent to parents/guardians of seniors.                                                                                    |
|                          | Discuss the services available through Career Development Council (CDC), including career panels, individual shadowing opportunities, and internships.                    |                                |                                      |                                                                                                                                                                            |
|                          | Meet with students individually throughout the year, as needed, as they take steps to implement their future plan.                                                        |                                |                                      |                                                                                                                                                                            |

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**Goal:**

| <b><u>Objective:</u></b> | <b><u>Action steps:</u></b>                                                                                                                                                                                                   | <b><u>Target Audience:</u></b> | <b><u>Person(s) Responsible:</u></b>      | <b><u>Assessment:</u></b>                                                                                                |
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|                          | Meet with students in small groups to complete a "Senior Survey" regarding future plans, and scholarships won.                                                                                                                |                                | School Counselors                         | An online senior survey will be completed by all seniors.                                                                |
|                          | <b>All High School Students:</b><br>Interpret standardized career inventories, college admissions tests, and practice tests.                                                                                                  | Sophomores Juniors<br>Seniors  | School Counselors                         | A PSAT interpretation letter is sent to all juniors who take the PSAT, including recommended college admissions testing. |
|                          | Notify classified students who wish to test using their accommodations of the process to apply for them through the appropriate agency.                                                                                       |                                |                                           | A letter is sent home describing the process of applying for accommodations.                                             |
|                          | Work with students in completing college and program applications and provide necessary documentation to support their candidacy. For example, completing School Reports, Letters of Recommendation and Transcript submission | Seniors                        | School Counselor                          | Monitoring changes to online college application programs and discussion with college admissions professionals.          |
|                          | Expose student to various scholarship opportunities as well as scholarship search services. Provide nominations as requested by the building principal for select scholarship programs.                                       | Juniors & Seniors              | School Counselor<br>Scholarship Secretary |                                                                                                                          |

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## Goal:

Promote effective communication among the student, school, and parent populations.

| <u>Objective:</u>                                                                  | <u>Action steps:</u>                                                                                         | <u>Target Audience:</u>                                                             | <u>Person(s) Responsible:</u>                                           | <u>Assessment:</u>                                                        |
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| Communicate regularly with staff members to ensure appropriate student programming | Attend team meetings weekly to discuss social and academic status of students                                | Grades 7-8 Teachers                                                                 | School Counselors, Teachers<br>Administrators<br>CIM Team               | Review report card grades and comments, on-going communication with staff |
|                                                                                    | Share relevant information from team meetings with all stakeholders                                          | School Counselors:<br>Grades 7-8<br>Encore Teachers Support<br>Staff Administrators | School Counselors, Teachers                                             | Review report card grades and comments, on-going communication with staff |
|                                                                                    | Meet with 6th grade teachers each spring to discuss needs of incoming 7th graders                            | Grades 6 6 <sup>th</sup> grade teachers                                             | School Counselors, HIS Teachers                                         | Monitor social, emotional and academic progress                           |
|                                                                                    | Discuss with staff and administrators transfer/retention options for students who failed one or more classes | Grades 7-8 Teachers<br>Guidance Administrators                                      | School Counselors, Administrators, Teachers                             | Review academic progress                                                  |
|                                                                                    | Notify teachers of students with current 504 plans at the start of each semester.                            | Grades 7-12<br>All appropriate staff                                                | School Counselors<br>Administrators                                     | Ongoing communication between counselor and staff                         |
|                                                                                    | Schedule annual review of 504 plans                                                                          | Grades 7-8 parents, appropriate staff                                               | School Counselors, Administrators, Guidance secretary                   | Ongoing communication between counselor, staff, parents and students      |
|                                                                                    | Participates in CSE, 504, CIM & SST meetings                                                                 | School Counselors:<br>Grades 7-12                                                   | School Counselors, Psychologist, Administrators,                        | Review academic progress                                                  |
|                                                                                    | Make appropriate referrals to School Resource Officer, Administrators, Psychologist, and/or Social Worker    | Grades 7-12                                                                         | School Counselors, Psychologist, Administrators, Teachers Support Staff | Review attendance records, communicate with staff                         |
|                                                                                    | Work with, FACS teachers, CDC and BOCES Teachers to coordinate an annual BOCES/High School Information Day   | Grade 8                                                                             | School Counselors, Administrators, FACS Teachers                        | Follow-up during scheduling meetings                                      |
|                                                                                    | Communicate with support staff                                                                               | Grades 7-12 Support Staff                                                           | School Counselors, Administrators, Support Staff, Community Agencies    | Ongoing communication with support staff                                  |

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| <b><u>Objective:</u></b>                                                          | <b><u>Action steps:</u></b>                                                                                                                           | <b><u>Target Audience:</u></b> | <b><u>Person(s) Responsible:</u></b>                                      | <b><u>Assessment:</u></b>                                                                                                       |
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| Communicate regularly with students and parents to ensure their success in school | Provide support to students who are struggling socially or academically. Make referrals to appropriate programs /agencies.                            | Grades 7-12                    | School Counselors                                                         | Communicate with teachers any special needs/concerns during team time. Follow-up with students and parents via email as needed. |
|                                                                                   | Coordinate a tour, an informational video and a question/answer time for 6th graders. Current middle school students participate in the presentation. | Grade 6                        | School Counselors, HIS Teachers, Administrators                           | Discuss during 7th grade meetings in September                                                                                  |
|                                                                                   | Coordinate summer orientation program for incoming students - HOP (Horseheads Orientation Program) "Hop right into Middle School"                     | Grade 6<br>New Students        | School Counselors, Administrators,                                        | Feedback from students, parents                                                                                                 |
|                                                                                   | Visit 6th grade classrooms                                                                                                                            | Grade 6                        | School Counselors, HIS Teachers, St. Mary's Teachers, Montessori Teachers | Feedback from students, HIS, St. Mary's, Montessori teachers                                                                    |
|                                                                                   | Coordinate parent orientation program (spring/summer)                                                                                                 | Grades 6<br>Parents            | School Counselors, Administrators                                         | Feedback from administrators, parents                                                                                           |
|                                                                                   | Communicate with parents and students at Open House and on Parent's Night                                                                             | Parents<br>Grades 7-12         | School Counselors, Staff Administrators                                   | Feedback from parents, students                                                                                                 |
|                                                                                   | Provide helpful information and resources to students in need                                                                                         | Grades 7-12                    | School Counselor<br>Administrators                                        | Follow-up with students                                                                                                         |

## Horseheads Central School District Guidance Plan

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|  | Communicate with students and parents who are failing or in danger of failing                            | Grades 7-12<br>Parents | School Counselors,<br>Teachers<br>Administrators  | Review program reports and report cards                                                               |
|  | Communicate with parents regarding academic concerns, and social/emotional.                              | Grades 7-12<br>Parents | School Counselors<br>Teachers<br>Administrators   | Continue to discuss progress with teachers and monitor progress reports and report cards              |
|  | Meet with parents at team meetings to discuss academic/social concerns                                   | Grades 7-8 Parents     | School Counselors,<br>Administrators,<br>Teachers | Continue to work as a team (parents, student, teachers, administrator, counselor) to support students |
|  | Invite parents to attend 8th grade scheduling meeting with their student                                 | Grades 7-8 Parents     | School Counselors                                 | Communicate with high school counselors                                                               |
|  | Meet with 7th grade students to select classes for 8th grade                                             | Grades 7               | School Counselors                                 | Feedback from students, parents, teachers                                                             |
|  | Contact parents as needed regarding students with chronic attendance issues                              | Grades 7-12 Parents    | School Counselor<br>Administrators                | Review attendance records                                                                             |
|  | Meet with students whose attendance is negatively affecting their grades to encourage regular attendance | Grades 7-12            | School Counselors<br>Administrators               | Review attendance records                                                                             |
|  | Communicate important dates and guidance information in School Newsletter                                | Grades 7-8 Parents     | School Counselors                                 | Feedback from students, parents                                                                       |
|  | Update and post orientation information annually                                                         | Grade 6 Parents        | School Counselor<br>Administrators                |                                                                                                       |



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| <b><u>Objective:</u></b>                                                                      | <b><u>Action steps:</u></b>                                                                                                                                             | <b><u>Target Audience:</u></b>                                  | <b><u>Person(s) Responsible:</u></b>         | <b><u>Assessment:</u></b>          |
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| Communicate with community agencies who are working with our students and families            | Make appropriate referrals to community agencies and maintain a line of communications, serving as a liaison for teachers                                               | Community Agencies                                              | School Counselors, teachers<br>Administrator | updates from agencies and teachers |
| Provide ongoing information to parents regarding Guidance Services and pertinent information. | Send letters/forms home to parents to summarize Guidance program activities including PSAT interpretation; senior interview; course selections; notification of failure | Grades 9-12                                                     | School Counselors, Guidance Office Staff     | Review annually                    |
|                                                                                               | Initiate and respond to individual phone calls and e-mails.                                                                                                             | Grades 7-12                                                     |                                              |                                    |
|                                                                                               | Facilitate meetings, as needed, with students, faculty, parents, and administration.                                                                                    | Grades 7-12 Teachers<br>Support Staff<br>Administrators Parents | School Counselors                            |                                    |
|                                                                                               | Disseminate information through referral booklets; teaching activities; and informational packets                                                                       | Grades 9-12                                                     | School Counselors                            |                                    |
|                                                                                               | Conduct informational sessions with parents of current 8th graders to acquaint them with graduation requirements and the high school scheduling process.                | Grade 9                                                         | School Counselors                            |                                    |



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|  | Host 9th grade parent/new student information night during the first month of school to facilitate a better understanding of the high school experience          | Grade 9     | School Counselors                 |                                    |
|  | Present/host informational workshops such as the annual College Informational Day, Financial Aid workshops, and College Planning Night for students and parents. | Grade 9-12  | School Counselors                 |                                    |
|  | Announcements pertaining to Guidance Activities through the automated phone and e-mail system.                                                                   | Grades 9-12 | School Counselors                 |                                    |
|  | Individual Meetings                                                                                                                                              | Grades 9-12 | School Counselors, Guidance Staff | Review effectiveness of activities |
|  | Group meetings/workshops                                                                                                                                         | Grades 9-12 | School Counselors                 |                                    |
|  | Notification areas (i.e. bulletin boards, display cases, scholarship board)                                                                                      | Grades 9-12 | School Counselors                 |                                    |
|  | Informational packets, teaching activities                                                                                                                       | Grades 9-12 | School Counselors                 |                                    |
|  | Announcements over the P.A. system and automated phone and e-mail system.                                                                                        | Grades 9-12 | School Counselors                 |                                    |
|  | Meet with 9th grade and transfer students as part of the annual freshman first day program.                                                                      | Grade 9     | School Counselors                 |                                    |

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**Goal:**

| <b><u>Objective:</u></b>                                                                                                                                                                         | <b><u>Action steps:</u></b>                                                                                                        | <b><u>Target Audience:</u></b>                                                 | <b><u>Person(s) Responsible:</u></b>             | <b><u>Assessment:</u></b>                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------|
| Provide ongoing information to school personnel regarding Guidance Services and related student information.                                                                                     | Initiate and respond to phone calls and e-mails                                                                                    | Grades 7-12 Teachers, Support Staff, Administrators, Parents, Community Agency | School Counselors, Guidance Staff Administrators | Annually review effectiveness of activities and modify methods as needed.                 |
|                                                                                                                                                                                                  | Facilitate meetings as needed                                                                                                      | Grades 9-12 Parents Staff                                                      | School Counselors                                |                                                                                           |
|                                                                                                                                                                                                  | Share relevant individual student information as appropriate (i.e. 504 plan information and pertinent personal/family information) | Grades 7-12 Teachers Support Staff Administrators                              | School Counselors Administrators                 |                                                                                           |
|                                                                                                                                                                                                  | Attend and present information at monthly faculty meetings as needed                                                               | Grades 7-12                                                                    | School Counselors Administrators                 |                                                                                           |
| Share ongoing information with outside agencies, such as post-secondary institutions, BOCES service providers, and mental/physical health facilities, and county resources (DSS, Probation, CIS) | Host a variety of college representatives and guest speakers throughout the school year                                            | Grades 9 - 12                                                                  | School Counselors Administrators                 | Ongoing review of student/staff concerns, and schedule meetings with appropriate agencies |

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|  |  | Host representatives from the various branches of military and vocational career programs throughout the school year                               | Grades 9-12                             | School Counselors<br>Administrators |  |
|  |  | Collaborate with principal annually to update the school profile which is sent to post-secondary institutions                                      | Grades 9-12 Post-secondary Institutions | School Counselors<br>Administrators |  |
|  |  | Work with ACCES-VR in providing opportunities for students with disabilities                                                                       | Grades 9-12                             | School Counselors<br>Administrators |  |
|  |  | Collaborate with Career Development Council on providing shadowing opportunities, career panels, Department of Labor Resources, and guest speakers | Grades 9-12                             | School Counselors<br>Administrators |  |
|  |  | Initiate and respond to phone calls and e-mails with service providers as related to individual student management needs                           | Grades 7-12                             | School Counselors<br>Administrators |  |
|  |  | Host and communicate with a variety of service providers as needed                                                                                 | Grades 9-12                             | School Counselors<br>Administrators |  |

## Horseheads Central School District Guidance Plan

**Goal:**

Facilitate an environment that promotes opportunities for social and emotional growth and support, and fosters development of problem-solving and decision making skills.

| <b><u>Objective:</u></b>                                                                                | <b><u>Action steps:</u></b>                                                                  | <b><u>Target Audience:</u></b>                                 | <b><u>Person(s) Responsible:</u></b>                               | <b><u>Assessment:</u></b>                                    |
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| Meet the immediate and future personal needs of students through preventive and/or inventive activities | Facilitate groups to address student needs                                                   | Grades 7-8                                                     | School Counselors,<br>Social Workers<br>Administrator              | Feedback from staff, parents and students                    |
|                                                                                                         | Provide short-term individual counseling to students who are in need                         | Grades 7-12                                                    | School Counselors<br>Social Workers                                | Follow-up meetings with students                             |
|                                                                                                         | Consult with parents, teachers, administrators and other educators on student needs/concerns | Grades 7-12 Parents<br>Teachers Administrator<br>Support Staff | School Counselors,<br>Administrators,<br>Teachers<br>Support Staff | Continued communication with students, teachers and staff    |
|                                                                                                         | Refer students to other school support services or community resources                       | Grades 7-12                                                    | School Counselors,<br>Administrators, Staff                        | Communication with referral recipient as needed or requested |
|                                                                                                         | Coordinate opportunities for peer helping (academic, social)                                 | Grades 7-12                                                    | School Counselors                                                  | Feedback from students                                       |
|                                                                                                         | Provide helpful information and resources to students in need                                | Grades 7-12                                                    | School Counselors                                                  | Communication with students                                  |
|                                                                                                         | Provide follow-up support to students during/after depression/suicide unit-health classes    | Grades 7-8                                                     | School Counselors<br>Social Workers<br>Psychologists               | Communication with students, parents, staff                  |

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| <b><u>Objective:</u></b>                                          | <b><u>Action steps:</u></b>                                                                                                                    | <b><u>Target Audience:</u></b>      | <b><u>Person(s) Responsible:</u></b>                  | <b><u>Assessment:</u></b>                                                                                  |
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| Encourage students to perform at their highest academic potential | Meet with students in danger of failing                                                                                                        | Grades 7-12                         | School Counselors<br>Administrators                   | Review report cards                                                                                        |
|                                                                   | Meet with students at the beginning of marking periods 2, 3, and 4 who failed more than 1 class                                                | Grades 7-8                          | School Counselors<br>Administrators                   | Feedback at team meetings, continual review of report cards                                                |
|                                                                   | Meet with students in danger of failing one or more classes - for the year - after marking period 3                                            | Grades 7-12                         | School Counselors<br>Administrators                   | Review final report cards of these students                                                                |
|                                                                   | Schedule parent conferences during team meetings to discuss academic concerns - can be parent or staff initiated                               | Grades 7-8                          | School Counselors,<br>Administrators,<br>Teachers     | Feedback from staff, students and parents - review report cards                                            |
|                                                                   | Attend parent/teacher conferences as requested to discuss academic concerns.                                                                   | Grades 9-12                         | School Counselors,<br>Teachers                        | Feedback from staff, students, parents and administrators. Review report cards, attendance and discipline. |
|                                                                   | Discuss with staff and administrators transfer/retention options for students who failed one or more classes                                   | Grades 7-8 Staff,<br>Administrators | School Counselors,<br>Administrators<br>Support Staff | Review academic progress                                                                                   |
|                                                                   | Schedule students for the next school year                                                                                                     | Grades 7-8                          | School Counselors                                     | Solicit feedback from staff as needed and review academic history                                          |
|                                                                   | Meet with all students annually to review individual progress toward graduation requirements and select courses for the following school year. | Grades 9-12                         | School Counselors                                     | Solicit feedback from staff as needed and review academic history                                          |
|                                                                   | Communicate 504 plans at the start of each semester.                                                                                           | Grades 7-12                         | School Counselors,<br>Teachers                        | Ongoing communication between counselor and staff                                                          |

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|  |  | Schedule annual review of 504 plans during team time                                                     | Grades 7-8  | School Counselors, Teachers, Administrators                          | Ongoing communication between counselor, staff, parents and students |
|  |  | Meet with students to encourage regular attendance                                                       | Grades 7-12 | School Counselors                                                    | Review attendance records                                            |
|  |  | Contact parents as needed of students with chronic attendance issues                                     | Grades 7-12 | School Counselors, Attendance Clerk                                  | Review attendance records                                            |
|  |  | Make appropriate referrals to School Resource Officer, Administrators, Psychologist and/or Social Worker | Grades 7-12 | School Counselors, SRO, Administrators, Psychologist, Social Workers | Review attendance records, communicate with staff                    |
|  |  | Maintain AIS plans for students with deficiencies in core subject areas                                  | Grades 7-8  | School Counselors, Teachers, Administrators                          | Meet with AIS providers at team meetings                             |

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| Coordinate ongoing activities designed to help students transition into and out of middle school | Meet with each new entrant throughout the year                                                                                    | Grades 7-8                     | School Counselors                                                         | Feedback from staff, administrators, students and parents      |
|                                                                                                  | Meet with 6th grade teachers each spring to discuss needs of incoming 7th graders                                                 | Grades 6                       | School Counselors, HIS Teachers                                           | Monitor discipline and academic progress                       |
|                                                                                                  | Host 6th grade students for a tour of the middle school and show an informational video about opportunities in 7th and 8th grade  | Grades 6                       | School Counselors, HIS Teachers                                           | Feedback from staff, administrators, students and parents      |
|                                                                                                  | Review Guidance folders of incoming students                                                                                      | Grades 6, 7, 8                 | School Counselors, Teachers, Administrators                               | Communication with students, parents, staff and administrators |
|                                                                                                  | Discuss student needs at team meetings and implement appropriate programs, services                                               | Grades 7-8                     | School Counselors, Administrators, Teachers                               | Monitor discipline and academic progress                       |
|                                                                                                  | Coordinate summer orientation program for incoming students - HOP (Horseheads Orientation Program) "Hop right into Middle School" | Grades 6                       | School Counselors, HIS Teachers, St. Mary's Teachers, Montessori Teachers | Feedback from students, HIS, St. Mary's, Montessori teachers   |
|                                                                                                  | Coordinate parent orientation program (spring/summer)                                                                             | Grades 6<br>Parents            | School Counselors, Administrators                                         | Feedback from students, parents                                |



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|                                                                                                               |  | Attend CSE meetings of incoming 6th graders with unique needs, as requested                                 | Grade 6                       | School Counselors,<br>Administrators                        | Communication from administrators, parents                                  |
|                                                                                                               |  | Work with FACS Teachers to coordinate an annual BOCES/High School Information Day for 8th graders           | School Counselors:<br>Grade 8 | School Counselors,<br>Administrators                        | Feedback from special education teachers and team teachers                  |
|                                                                                                               |  | Invite parents to participate in individual 8th grade scheduling meeting                                    | Grade 8<br>Parents            | School Counselors                                           | Follow-up during scheduling meetings                                        |
| Coordinate ongoing activities designed to help freshman and transfer students transition into the high school |  | Freshman First Day                                                                                          | Grade 9-12                    | School Counselors,<br>School Psychologist<br>Administrators | Feedback and communication with staff, administration, students and parents |
|                                                                                                               |  | Meet and evaluate records for incoming transfer students.                                                   |                               | School Counselors,<br>School Psychologist                   |                                                                             |
|                                                                                                               |  | Collaborate and disseminate information to school staff to assure proper placement in high school programs. |                               | School Counselors,<br>School Psychologist                   |                                                                             |

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| Establish rapport with individual students at all stages of development                         | Meet with students annually for academic review and planning                                                                      | Grades 9-12                    | School Counselors                    | Maintain records and notes of meetings as appropriate.                                                     |
|                                                                                                 | Attempt to convey warmth, friendliness and enthusiasm in all interactions.                                                        | Grades 9-12                    | School Counselors                    |                                                                                                            |
|                                                                                                 | Interact with students at levels appropriate to individual abilities and cultural heritage differences                            | Grades 7-12                    | School Counselors                    |                                                                                                            |
| Maintain awareness and familiarity with area resources, current trends, and adolescent concerns | Keep apprised of development and technique, philosophy and content                                                                | Grades 7-12                    | School Counselors                    | Attend professional workshops, in-services and conferences. Share and evaluate information with colleagues |
|                                                                                                 | Consult/collaborate with colleagues and diverse professionals and organizations                                                   | Grades 7-12                    | School Counselors                    |                                                                                                            |
|                                                                                                 | Encourage students to communicate concerns and issues related to their quality world through individual and/or group interactions | Grades 7-12                    | School Counselors                    |                                                                                                            |

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| <b><u>Objective:</u></b>                                                          | <b><u>Action steps:</u></b>                                                                           | <b><u>Target Audience:</u></b> | <b><u>Person(s) Responsible:</u></b> | <b><u>Assessment:</u></b>                                                                                           |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Assess and clarify the need for issue resolution through outside service referral | Encourage student/teacher/parent/administrator discussions to resolve concerns.                       | Grades 7-12                    | School Counselors                    | Interact with and monitor local mental health agencies and community resources to facilitate appropriate referrals. |
|                                                                                   | Consult with independent outside agencies for informational and referral purposes                     | Grades 7-12                    | School Counselors                    |                                                                                                                     |
|                                                                                   | Maintain relationships with community resources in order to facilitate a holistic delivery of service | Grades 7-12                    | School Counselors                    |                                                                                                                     |

# Horseheads Central School District Guidance Plan

**Goal:**

Manage activities to maintain the total school counseling program.

| <b><u>Objective:</u></b>                                                                                                          | <b><u>Action steps:</u></b>                                               | <b><u>Target Audience:</u></b> | <b><u>Person(s) Responsible:</u></b>                         | <b><u>Assessment:</u></b>                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Stay current with social trends and school counseling practices                                                                   | Attend field-related conferences annually                                 | Grades 7-12                    | School Counselors                                            | Communications with School Counselors, community agencies, parents, students, and staff |
|                                                                                                                                   | Attend applicable in-service workshops as offered                         | Grades 7-12                    | School Counselors                                            | Communications with School Counselors, community agencies, parents, students, and staff |
| Create opportunities and continue existing practices that familiarize others with the components of our school counseling program | Attend field-related conferences                                          | Grades 7-12                    | School Counselors                                            | Communication with School Counselors, community agencies, parents, students and staff   |
|                                                                                                                                   | Attend applicable in-service workshops as offered                         | Grades 7-12                    | School Counselors                                            | Communications with School Counselors, community agencies, parents, students and staff  |
|                                                                                                                                   | Communicate important dates and Guidance information in School Newsletter | Grades 7-8                     | School Counselors, Administrators                            | Feedback from staff, parents, and students                                              |
|                                                                                                                                   | Update and post orientation info annually                                 | Grades 7-8                     | School Counselors<br>Administrators                          | Follow up with students during 7th grade meetings                                       |
|                                                                                                                                   | Visit 6th grade classrooms                                                | Grade 6                        | School Counselors<br>HIS, St. Mary's and Montessori Teachers | Feedback from students, HIS, St. Mary's, Montessori Teachers                            |

## Horseheads Central School District Guidance Plan

|  |                                                                                                                                             |                        |                                                       |                                                                          |
|--|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------|--------------------------------------------------------------------------|
|  | Participate in orientation sessions                                                                                                         | Grade 6                | School Counselors,<br>Administrators                  |                                                                          |
|  | Host 6th grade students for a tour of the middle school and show an informational video about opportunities for involvement in grades 7 & 8 | Grade 6                | School Counselors,<br>HIS Teachers,<br>Administration | Feedback from students, parents and staff                                |
|  | Continue to improve orientation programs (HOP, parent meetings)                                                                             | Grade 6                | School Counselors                                     | Survey parents, students                                                 |
|  | Utilize time during parent/teacher conferences to communicate the role of the school counselor, as appropriate                              | Grades 7-8             | School Counselors                                     | Communicate with parents                                                 |
|  | Attend Open House                                                                                                                           | Grades 7-12<br>Parents | School Counselors                                     | Communicate with parents, students, staff                                |
|  | Participate in Parents' Night, each semester                                                                                                | Grades 7-12<br>Parents | School Counselors,<br>Teachers,<br>Administrators     | Feedback from parents, Teachers, Administrators                          |
|  | Invite parents to participate in individual 8th grade scheduling meeting                                                                    | Grades 8<br>Parents    | School Counselors                                     | Communication with HHS school counselors, teachers, parents and students |
|  | Discuss the role of the school counselor with new students and parents during the registration process                                      | Grades 7-8<br>Parents  | School Counselors                                     | Follow up with students after they start school                          |

## Horseheads Central School District Guidance Plan

**Goal:**

| <b><u>Objective:</u></b>                                                       | <b><u>Action steps:</u></b>                                                                                                                 | <b><u>Target Audience:</u></b> | <b><u>Person(s) Responsible:</u></b>           | <b><u>Assessment:</u></b>                                                                                                                                       |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain awareness and familiarity with community resources and agencies       | Consult/collaborate with colleagues and diverse professionals and organizations                                                             | Grades 7-12                    | School Counselors, Service Providers           | Ongoing evaluation and discussion of attended workshops and information. Updating and supplementing current information on file pertaining to provider services |
|                                                                                | Host and communicate with a variety of service providers as requested                                                                       | Grades 7-12                    | School Counselors, Service Providers           |                                                                                                                                                                 |
|                                                                                | Attend conferences/workshops to become familiar with current services provided within our community                                         | Grades 7-12                    | School Counselors, Service Providers           |                                                                                                                                                                 |
| Maintain awareness and familiarity with current trends and adolescent concerns | Remain current in developments in technique, philosophy and content through professional reading and in-services, conferences and workshops | Grades 7-12                    | School Counselors, Service Providers, Students | Ongoing evaluation of workshops and information regarding trends within the student population. Updating and supplementing current information on resources     |
|                                                                                | Host and communicate with a variety of service providers and adolescent resources as requested                                              | Grades 7-12                    | School Counselors, Service Providers, Students |                                                                                                                                                                 |
|                                                                                | Encourage students to communicate concerns and issues related to their quality world pictures through individual and/or group interactions  | Grades 7-12                    | School Counselors, Service Providers, Students |                                                                                                                                                                 |

## Horseheads Central School District Guidance Plan

**Goal:**

| <b><u>Objective:</u></b>                                                                                   | <b><u>Action steps:</u></b>                                                                                                      | <b><u>Target Audience:</u></b> | <b><u>Person(s) Responsible:</u></b>                                                                       | <b><u>Assessment:</u></b>                                                                                                                |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain awareness and familiarity with post-secondary trends (college admissions, testing, financial aid) | Keep appraised of developments in technique, philosophy and content through professional reading and in-services and conferences | Grades 7-12                    | School Counselors                                                                                          | Discussion among high school counseling staff as to relevancy and effectiveness of various workshops and presentations.                  |
|                                                                                                            | Host and communicate with college admissions representatives as available in the guidance office                                 | Grades 9-12                    | School Counselors<br>College Admissions Representatives,<br>Financial Aid Administrators/<br>organizations | Ongoing discussion with student population as to pertinence of programs                                                                  |
|                                                                                                            | Host and moderate discussion with diverse college representatives at the annual CASSA College Information Day                    | Grades 9-12                    | School Counselors,<br>Various post-secondary organizations                                                 | Communication among department members to convey information obtained at workshops and conferences regarding new developments and trends |