

Port Jefferson School District
Guidance Plan K-12
2019-2020



Port Jefferson School District Guidance Plan

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Port Jefferson School District Guidance Plan

The Port Jefferson School District is located on the prestigious north shore of Long Island, on the Long Island Sound. An education-oriented community with high expectations for its schools, the district includes one elementary school, grades Pre-K-5, one middle school, grades 6-8, and one high school, grades 9-12. The history, character and strong sense of community play an important role in the education of our students. We thrive on the ability to ensure a safe academic atmosphere, while continuing to maintain support for the students and staff in the academic environment. Earl L. Vandermeulen High School was named a 2017 National Blue Ribbon School by the U.S. Department of Education. The high school has also been named a top high school in America in 2017 by U.S. News and World Report.

Mission Statement

The mission of the Port Jefferson School District is to provide a personalized, rigorous education that develops responsible independent adaptable life-long learners. This is accomplished through the acquisition of effective thinking and communication skills, an appreciation of the arts, the proficient use of technology and a healthy lifestyle in an educational community that promotes integrity and mutual respect. Through our comprehensive educational program, the Port Jefferson School District strives to promote the academic, social and emotional growth and development of all our students in order that they may reach their full potential and find success in their post-secondary plans and beyond.

As defined by the American School Counselor Association, "Professional school counselors are certified/licensed educators with the minimum of a master's degree in school counseling and are uniquely qualified to address the developmental needs of all students through a comprehensive school counseling program addressing the academic, career and personal/social development of all students."

Overview of Document Design

Guidance is an essential aspect of the educational experience for all children. It is through the guidance program and counseling relationship that students are helped to interpret and integrate the world in which they live. The guidance program functions as a liaison capacity between administrators, teachers, parents, students and the community. The program goals are:

- To prepare students to be college and career ready
- To increase **COMMUNICATION** with parents
- To promote a clearer understanding of **SCHOOL ENVIRONMENT**
- To promote understanding of **EDUCATIONAL REQUIREMENTS**
- To promote **SCHOOL SUCCESS SKILLS**
- To provide **CAREER/EDUCATION** awareness and planning
- To promote **SOCIAL/PERSONAL/EMOTIONAL** development
- To increase **COMMUNITY INVOLVEMENT**
- To provide **COUNSELING SERVICES**

The District Guidance Plan sets forth a framework to enable each school in the Port Jefferson School District to plan, organize, and implement a school counseling program designed to meet the needs of the entire student body.

According to Commissioner's Regulations 100.2:

- In grades K-5, the guidance program is designed by certified school counselors in coordination with the teaching staff to prepare students to participate effectively in their current and future educational programs, to help students who exhibit any attendance, academic, behavioral or adjustment problems, to educate students concerning avoidance of child sexual abuse and to encourage parental involvement.
- In grades 6-12, the guidance program adheres to the ASCA Standards (pg. 7) and is delivered by "professional school counselors" as documented in this building-level and district-wide manual.

American School Counselors' Association (ASCA) Mindsets & Behavior Standards for Student Success:

<i>Category 1: Mindset Standards</i>		
<p>School counselors encourage the following mindsets for all students:</p> <ol style="list-style-type: none"> 1. Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being. 2. Self-confidence in ability to succeed. 3. Sense of belonging in the school environment. 4. Understanding that postsecondary education and life-long learning are necessary for long-term career success. 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes. 		
<i>Category 2: Behavior Standards</i>		
<i>Learning Strategies</i>	<i>Self-Management Skills</i>	<i>Social Skills</i>
1-Demonstrate critical thinking skills to make informed decisions	1-Demonstrate ability to assume responsibility	1-Use effective oral and written communication skills and listening skills
2-Demonstrate creativity	2-Demonstrate self-discipline and self-control	2-Create positive and supportive relationships with other students
3-Use time-management, organizational and study skills	3-Demonstrate ability to work independently	3-Create relationships with adults that support success
4-Apply self-motivation and self-direction to learning	4-Demonstrate ability to delay immediate gratification for long-term rewards	4-Demonstrate empathy
5-Apply media and technology skills	5-Demonstrate perseverance to achieve long-and short-term goals	5-Demonstrate ethical decision-making and social responsibility
6-Set high standards of quality	6-Demonstrate ability to overcome barriers to learning	6-Use effective collaboration and cooperation skills
7-Identify long-and short term academic, career and social and emotional goals	7-Demonstrate effective coping skills when faced with a challenge	7-Use leadership and teamwork skills to work effectively in diverse teams
8-Actively engage in challenging coursework	8-Demonstrate the ability to balance school, home and community activities	8-Demonstrate advocacy skills and the ability to assert self, when necessary
9-Gather evidence and consider multiple perspectives to make informed decisions	9-Demonstrate personal safety skills	9-Demonstrate social maturity and behaviors appropriate to the situation and environment
10-Participate in enrichment and extra-curricular activities	10-Demonstrate ability to manage transitions and to adapt to changing situations and responsibilities	

Port Jefferson School District Guidance Plan

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

B. Target Population: K-5

C. Expected Outcome(s):

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

D. Measuring Outcome(s) by:

1. Student achievement will be assessed and reported using tri-annual report cards.
2. Pupils receiving remedial instruction will be evaluated through NYS and local assessments.

E. Program Description:

Activity	Target or Subgroup	Staff Assigned	Dates of Activity
Pre-K and Kindergarten Screening	Incoming Pre-K and kindergarten students	Academic Intervention (AIS) Staff, Reading Teachers, Speech & Language Teacher, Nurse	May-June Ongoing
NYS Assessments	Students In grades 3-5	Classroom Teacher	Spring
Foundations Assessment	Students in grades K-2	Classroom Teacher	Ongoing
Instructional Support Team Meetings and RTI	Students requiring RTI services in grades K-5	Instructional Support Team, Assistant Principal	Ongoing
ELA and Math Module Assessments	Students in grades K-5	Classroom Teacher	Ongoing
CSE/504 Meetings	Students with Special Needs	CSE/504 Committee Members	Ongoing
Counseling Services, FBA, BIP, Crisis Intervention	Identified students and students of concern	Psychologist, Behavioral Consultant and School Counselor	As needed

Port Jefferson School District Guidance Plan

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

B. Target Population: K-5

C. Expected Outcome(s):

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

D. Measuring Outcome(s) by:

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

E. Program Description:

Activity	Target or Subgroup	Staff Assigned	Dates of Activity
Student attendance reporting	Students in grades Pre-K-5	Attendance Secretary Classroom Teachers	Daily and Trimester Report Cards
Attendance phone calls to parents	Students who are absent	Attendance Secretary	Daily Automated Calls
Written communication to parent/guardian regarding excessive absences	Students with excessive absences	Attendance Secretary Principal	As needed
Parent Conferences	Students with excessive absences	Classroom Teacher Principal Counselor	As needed
Child Protective Services (CPS)	Students with excessive absences	Classroom Teacher Principal Counselor	As needed

Port Jefferson School District Guidance Plan

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

B. Target Population: K-5

C. Expected Outcome(s):

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

D. Measuring Outcome(s) by:

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 or Subgroup	Staff Assigned	Dates of Activity
Parent-Teacher Conferences	Students identified as struggling academically in grades K-5	Classroom Teachers, Reading Teachers, AIS Staff and Special Education Teachers	As needed
Instructional Support Team Meetings and RTI	Students identified as struggling academically in grades K-5	Instructional Support Team, Service Providers	Monthly or as needed
Student-Teacher Conferences	Students identified as struggling academically in grades K-5	Classroom Teachers	As needed
Referral to the Committee on Special Education (CSE) for Evaluation	Referred students	Instructional Support Team, Parents, CSE Members	As needed
RTI Support Services	Identified students	Classroom Teacher, Reading Teachers, Service Providers	Continuous

Port Jefferson School District Guidance Plan

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

B. Target Population: K-5

C. Expected Outcome(s):

1. Students will demonstrate improved behavior.
2. Students will demonstrate improved adjustment to school.
3. Students will demonstrate development of positive peer relationships.

D. Measuring Outcome(s) by:

1. Improved student behavior will be assessed by the reduction of reported disciplinary incidents.
2. Improved student adjustment to school will be noted by the classroom teacher and school staff through observation of improved academic, social, emotional and behavioral performance.
3. Improved peer relationships will be noted by the classroom and special area teachers.

E. Program Description:

Activity	Target or Subgroup	Staff Assigned	Dates of Activity
Classroom instruction regarding appropriate school behavior	Students in grades K-5	Classroom Teachers, Counselor, Psychologist	Ongoing
Assemblies/Student Meetings regarding behavior, anti-bullying, etc.	Students in grades K-5	Principal, Psychologist, PTA Programs	As needed Ongoing
Leadership Programs (e.g. Safety Patrol, Student Council, etc.)	Students in grades K-5 with an emphasis on 5th graders	Classroom Teachers, Co-Curricular Club Advisors, Principal	Ongoing
Student-Teacher Conferences	Students exhibiting behavioral or adjustment problems	Classroom Teachers, Principal, Counselor, Psychologist	As needed
Teacher/Parent/Principal Conferences	Students exhibiting behavioral or adjustment problems	Classroom Teachers, Principal	As needed
Instructional Support Team (IST)	Students exhibiting behavioral or adjustment problems	Instructional Support Team Members, Assistant Principal	As needed

Port Jefferson School District Guidance Plan

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

B. Target Population: K-5

C. Expected Outcome(s):

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

D. Measuring Outcome(s) by:

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

E. Program Description:

Activity	Target or Subgroup	Staff Assigned	Dates of Activity
Instruction regarding personal safety - fire safety, stranger danger, bike safety, pool safety, etc.	Students in grades K-5	Health Teachers, Outside Presenters and Agencies	As needed
Parent notification in the event there is potential risk to children's safety	Parents of students in grades K-5	Principal, Counselor, Psychologist, Central Office	As needed
Counseling	Identified students in grades K-5	Counselor, Psychologist	As needed
Fire Prevention Program (e.g. Fire truck visit)	Students in grades K-2	Principal, Classroom Teachers	Annually
Teddy Bear Clinic	Students in First grade	Classroom Teachers	When Available
Health Education Program (e.g. Puberty Education, etc.)	Students in grades K-5	Physical Education Teachers, Health Teachers	Ongoing
Mandated Emergency Evacuation Drills (e.g. fire, shelter, evacuation, lock down, etc.)	Students in grade K-5	All Staff	12 Drills - 8 before December 31st

Port Jefferson School District Guidance Plan

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

B. Target Population: K-5

C. Expected Outcome(s):

1. Parents/guardians will be made aware of educational goals and programs established for their children.
2. Parent volunteers will volunteer to assist in classrooms, on field trips and at PTA-sponsored functions and events.
3. Attendance at Meet-the-Teacher Nights, Parent Workshops, and other planned activities.
4. Parental involvement in school and district-wide committees.

D. Measuring Outcome(s) by:

1. Parental awareness and support of programs and goals will be assessed by parental feedback and attendance at events.

E. Program Description:

Activity	Target or Subgroup	Staff Assigned	Dates of Activity
Parent-School Compact	Parents of Title 1 students in grades K-5	Principal, AIS Providers, Service Providers	Annually
Parent Workshops	Parents of students in grades K-5	Principal, teachers, Central Office	Ongoing
Home-School Communication (e.g. report cards, calendars, newsletters, flyers, Virtual Backpack, School Messenger automated calls and email blasts, etc.)	Parents of students in grades K-5	All staff, Principal, Central Office	Ongoing
Shared Decision Making Committee (and other building and district committees such as Health and Wellness)	Select parent volunteers in grades K-5	Shared Decision Making Committee Members	Ongoing
Parent-Teacher Conferences	Parents of students in grades K-5	Classroom Teachers Service Providers	Ongoing
New Student Orientation	Parents of new students to the district	Principal, Assistant Principal, Support Staff	August
Pre-K and Kindergarten Orientation	Parents of incoming Pre-K and Kindergarten	Principal, Kindergarten Teachers and Support Staff	Spring
Meet-the-Teacher Nights	Parents of students in grades K-5	All Teachers and Principal	Fall
PTA-sponsored functions and events (Book Fair, Holiday Boutique, School Photos, PTA meetings, etc.)	Parents of students in grades K-5	Principal, teachers and staff	Ongoing
School-sponsored events (Costume Parades, Field Days, Field Trips, Learning Centers, Holiday Celebrations, Authors' Celebrations, etc.)	Parents of students in grades K-5	Principal and teachers	Ongoing

Port Jefferson School District Guidance Plan

A. Program Objective: To orient parents and students to Middle School

B. Target Population: Grades 5

C. Expected Outcome(s):

1. Parents and students will gain a better understanding of the Middle School environment and curriculum.
2. Parents and students will meet faculty and administration.

D. Measuring Outcome(s) by:

1. Attendance
2. Questions/feedback from parents/students.

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
5 th grade orientation program includes an explanation of the middle school schedule, school hours, academic courses, elective classes, lockers, building tours, school lunch and co-curricular activities	All 5 th grade students	Spring
5 th graders will visit middle school classrooms and spend time with present 6 th grade teachers	All 5 th grade students	Spring
Individual meetings with parents to discuss middle school curriculum, homework, grading system and co-curricular program	Parents of incoming 6 th grade students	Spring
Evening program presentation to review schedule, school hours, academic courses, electives, lockers, building tours, school lunch and co-curricular program	Parents of incoming 6 th grade students	Spring

Port Jefferson School District Guidance Plan

A. Program Objective: Advisory assistance to help students whose academic performance is below expectations

B. Target Population: Students in grades 6-8

C. Expected Outcome(s):

1. Students' academic performance will improve.
2. Students' work/study habits will improve.
3. Students' academic achievement will improve.

D. Measuring Outcome(s) by:

1. Review of progress reports every five weeks.
2. Review of report card

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Mid-quarter student/counselor Progress Report conference	Underachieving and failing students	Mid-marking period each quarter
Quarterly student/counselor Report Card conference	Underachieving and failing students	Quarterly and as needed
Team Conference with student's teachers	Students not meeting class expectations	Quarterly and as needed
Team/Parent Meeting with student's parents and teachers	Students not meeting class expectations	As needed
Student cumulative file review	Underachieving and failing students	As needed
Peer Tutoring Program	Students in need of academic support	Ongoing and as needed
Individual Counseling	Students in need of academic support	Ongoing and as needed
Weekly progress reports	Underachieving and failing students	As needed
Initiate supportive academic services — extra help, AIS	Underachieving and failing students	As needed
Support services team conference	Underachieving and failing students	As needed
Agenda plan/Daily signing	Underachieving and failing students	As needed
Initiate CSE References	Underachieving and failing students	As needed

Port Jefferson School District Guidance Plan

A. Program Objective: To help prepare students for the transition to middle school and participate effectively in the educational programs.

B. Target Population: Students in grades 5-6

C. Expected Outcome(s):

1. Students will become aware of educational expectations of grade 6.
2. Students will maintain achievement levels appropriate to grade 6.
3. Students will maintain an observable interest and effort in their school work.
4. Students will successfully manage the transition to middle school.
5. Parents and students will become more knowledgeable about middle school expectations and extra-curricular activities.

D. Measuring Outcome(s) by:

1. Attendance
2. Questions/feedback
3. Review of Report Cards

F. Program Description:

Activity	Target or Subgroup	Dates of Activity
Articulation between counselor and 5 th grade teacher	Elementary school	Spring of 5 th grade
Counselors visit 5 th grade classes	Elementary school	Spring of 5 th grade
Student orientation program	All 5 th graders	Spring of 5 th grade
Parent Orientation Night	5 th Grade Parents	Spring of 5 th grade
New student orientation program	6 th graders and new entrants	Summer
Large group counseling and discussion about middle school expectations, responsibilities, freedoms and extra-curricular activities	All 6 th graders	Ongoing
Large group counseling and discussion about necessary study and work habits leading to academic success	All 6 th graders	Ongoing
Welcome to Middle School - parent meetings to assist parents with middle school changes, expectations and adolescent development	All 6 th grade parents	October
Parent consultation	6 th graders with transitional issues	As needed
Small group counseling to assist with transitional issues	Identified 6 th graders	As needed
Individual counseling to assist with transitional issues	Identified 6 th graders	As needed
Cumulative file review	Identified 6 th graders	Ongoing
Team consultation	Identified 6 th graders	Ongoing
Administration consultation	Identified 6 th graders	Ongoing
Team/Parent Meeting	Identified 6 th graders	Ongoing

Port Jefferson School District Guidance Plan

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

B. Target Population: Students in grades 6-8

C. Expected Outcome(s):

1. Students will be aware of different types of state diplomas designations.
2. Students will be aware of requirements for state diplomas designations.
3. In cooperation with parents, students will make decisions regarding appropriate middle and high school programs.

D. Measuring Outcome(s) by:

1. Review of progress reports
2. Review of reports cards
3. Teacher input
4. 7th grade career interest inventory results.

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Orientation programs: middle school parents	Incoming 6 th grade parents	Spring (evening)
Orientation programs: middle school students	Incoming 6 th graders	Spring
New student orientation program	All 6 th graders, new entrants and parents.	Late Summer
Classroom guidance and instruction for transition and study skills	All 6 grade	Quarterly
Classroom guidance and instruction for transition	All 8 th grade	Fall
Career Interest inventory	All	Fall/Winter
Course selection for high school	All 8 th grade	January - February

Port Jefferson School District Guidance Plan

A. Program Objective: Individual or group counseling to enable students to benefit from the curriculum

B. Target Population: Students in grades 6-8

C. Expected Outcome(s):

1. Students will be able to plan and progress in educational programs appropriate to their abilities and interest.
2. Students will be aware of stereotypical thinking and inaccurate self-assessments, which may cause problems related to their educational program planning and achievements.
3. Students will become aware of their relative strengths and weaknesses in both academic and non-academic areas.

D. Measuring Outcome(s) by:

1. Review of student progress report cards
2. Review of student report cards

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Individual counseling with students to review present and future programs	All students grades 6-8	Ongoing
Group guidance on program planning	All 8 th grade students	January - February
Group counseling topics: improving academic achievement, future planning, self-esteem	Identified students Grades 6-8	As needed – delivered by Social Worker
Individual or small group counseling on students' programs and future plans	All students grades 6-8 as appropriate	Ongoing

Port Jefferson School District Guidance Plan

A. Program Objective: Individual or group counseling to help students who exhibit academic problems

B. Target Population: Any students, grades 6-8, who are failing at least one academic class

C. Expected Outcome(s):

1. Students will learn to utilize support systems appropriate to their academic problems.
2. Students who choose to participate in group counseling will show improvement in their grades.
3. Students who choose to participate in individual counseling will show improvement in their grades.

D. Measuring Outcome(s) by:

1. Review of progress reports every five weeks
2. Review of quarterly report cards

E. Program Description:

Activity	Target or Sub-group	Dates of Activity
Group counseling academic services	Identified students grades 6-8	Ongoing, as needed
Group and individual counseling: how to study, time management, test taking skills, etc.	Identified students in grades 6-8	Ongoing, as needed
Individual counseling on possible causes of academic problem	Identified students in grades 6-8	Ongoing
Individual counseling with parent and student for purpose of remediation and/or intervention.	Identified students in grades 6-8	Ongoing
Referral to Instructional Support Team	Identified students in grades 6-8	Ongoing
Communication with parents; i.e. counselor/parent meetings, team meetings, teacher/parent/counselor meetings	Identified students in grades 6-8	Ongoing

Port Jefferson School District Guidance Plan

A. Program Objective: Advisory assistance to help students who exhibit attendance problems

B. Target Population: Students in grades 6-8

C. Expected Outcome(s):

1. Students will attend school on a daily basis.
2. Students' incidences of tardiness will decrease.
3. Students' daily attendance will improve.
4. Parents will understand and participate in improving their child's attendance.

D. Measuring Outcome(s) by:

1. Review attendance from onset of attendance problem until after interventions are in place. (Sept-June)
2. Number of times student is addressed at IST as it pertains to attendance.
3. Number of phone calls logged re: attendance
4. Number of home visits

E. Program Expectations:

Activity	Target or Subgroup	Dates of activity
Individual counseling	Identified students grades 6-8	Ongoing
Parent consultation	Identified students grades 6-8	Ongoing
Parent/student/counselor conferences	Identified students grades 6-8	Ongoing
Consult with school attendance office	Identified students grades 6-8	Ongoing
Consult with support services team and Instructional Support Team	Identified students grades 6-8	Ongoing
Consult/referral with school administrator	Identified students grades 6-8	Ongoing
Consult/referral to district attendance officer	Identified students grades 6-8	Ongoing
Report to CPS/PINS	Identified students grades 6-8	After previous interventions have been exhausted

Port Jefferson School District Guidance Plan

A. Program Objective: Individual or group counseling to help students who exhibit attendance problems

B. Target Population: Students in grades 6-8 who exhibit attendance problems

C. Expected Outcome(s):

1. Students participating in group counseling will improve their attendance at school.
2. Students participating in individual counseling will reduce their absenteeism and tardiness.

D. Measuring Outcome(s): by:

1. Review attendance from onset of attendance problem until after interventions are in place. (Sept-June)
2. Number of times student is addressed at IST as it pertains to attendance.
3. Number of phone calls logged re: attendance
4. Number of home visits

E. Program Description:

Activity	Target or Sub-group	Dates of Activity
Review of attendance letters sent home by administration and counselors	Identified students in grades 6-8	Ongoing
Individual counseling	Identified students in grades 6-8	Ongoing
Family counseling: students and parents	Identified students/parents in grades 6-8	Ongoing
Referral to outside agencies resulting in individual counseling	Identified students in grades 6-8	Ongoing

Port Jefferson School District Guidance Plan

A. Program Objective: Advisory assistance to help students who exhibit behavioral or adjustment problems

B. Target Population: Students in grades 6-8

C. Expected Outcome(s):

1. Students with behavioral or adjustment problems will be able to describe some of the possible consequences of their actions.
2. Students with adjustment problems will be able to describe possible ways of resolving their difficulties.
3. Students with behavioral or adjustment problems will, after meeting with counselors, elect to participate in individual or group counseling to attempt to resolve their difficulties.

D. Measurable Outcome(s) by:

1. Number of mediations conducted
2. Number of referrals generated
3. Consultation with teachers/administration/community resources regarding behavior
4. Number of times student is presented at IST regarding behavior
5. Communication with students' parents regarding behavior

E. Program Description:

Activity	Sub Group	Dates of Activity
Counselor/student meeting follow up to referral forms	Referred and self-referred students grades 6-8	Ongoing
Teacher/counselor meeting to resolve student and teacher conflict	Identified students grades 6-8	Ongoing
Counselor and parent meeting to discuss and resolve behavior adjustment problems	Identified students grades 6-8	Ongoing
Group counseling	Identified students grades 6-8	Ongoing, as needed
Individual counseling	Identified students grades 6-8	Ongoing
Referral to building IST	Identified students grades 6-8	Ongoing
Classroom instruction on character education topics	All students grades 6-8	Each marking quarter
Referral to school psychologist or social worker	Identified students grades 6-8	Ongoing
Counselor classroom observation	Identified students grades 6-8	Ongoing
Referrals to outside agencies	Identified students grades 6-8	Ongoing
Referral to AFY (Alternatives for Youth)	Identified students grades 6-8	Ongoing

Port Jefferson School District Guidance Plan

A. Program Objective: Instruction to help students identify current interests and how they relate to various careers

B. Target Population: Students in grades 6&7

C. Expected Outcome(s):

1. Students will be able to identify their three main interest areas (John Holland Code) and how they relate to course selection and careers.
2. Students will be able to identify personal values and how they relate to selecting a career.
3. Students will be able to identify and use career resources.

D. Measurable Outcome(s):

1. Pre-Post surveys re: career awareness/development
2. How often is the information accessed after initial 7th grade program?

E. Program Description

Activity	Target or Subgroup	Dates of Activity
Group instruction on career awareness and development	All 6 & 7 th grade students	Annually
Career exploration online program	All 6 & 7 th grade students	Annually
Group instruction on career resources	All 6 & 7 th grade students	Annually
Interest Inventory	All 6 & 7 th grade students	Annually
Group instruction related to values and interests and how they affect a career choice.	All 6 & 7 th grade students	Annually

Port Jefferson School District Guidance Plan

A. Program Objective: To provide advisory assistance regarding the academic, social and emotional health of our students

B. Target Population: Students in grades 5-8

C. Expected Outcome(s):

1. Parents will learn about their child's progress and performance.
2. Teachers will learn about students' academic potential.
3. Teachers will learn about students' social and emotional health.
4. Communication with outside agencies (with consent) will be open and constructive.

D. Measureable Outcome(s):

1. Review of report card
2. Review test scores
3. Review of electronic grade book.
4. Review of discipline logs

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Articulation meetings with 5 th grade teachers	All 5 ^m grade students	Spring
Articulation meetings with High School Counselors	All 8 th grade students	Spring
Team teacher articulation meetings	All students grades 6-8	Ongoing
Individual parent meetings	Identified students grades 6-8	Ongoing
Communication with home instruction service; serving as liaison with teachers, parents and tutors	Identified students grades 6-8	Ongoing
Communication with outside resources, i.e. tutorial agencies, psychotherapists and psychiatrists	Identified students grades 6-8	Ongoing

Port Jefferson School District Guidance Plan

A. Program Objective: Advisory assistance to enable parents and students to learn about Middle School transition to High School

B. Target Population: Students in grade 8

C. Expected Outcome(s):

1. Parents and students will learn about high school requirements and the scheduling process.
2. Parents and students will learn about graduation requirements and high school diploma designations.
3. Parents and students will learn about the course selection process.

D. Measureable Outcome(s):

1. Fewer schedule changes
2. Post parent surveys
3. Number of parents who attend presentations

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Parent presentations to review High School, scheduling, and graduation requirements	All 8 th grade parents	Mid-year
Teacher/counselor meetings to discuss student placement	All 8 th grade students	Ongoing
Student/counselor meetings to discuss High School course selections, electives and diploma requirements	All 8 th grade students	Ongoing
Information posted to Guidance website	All 8 th grade students	Ongoing
Parent/counselor individual meetings regarding scheduling and scheduling process	All 8 th grade parents	Ongoing and as needed
Review of course selections with building administrators and teachers	All 8 th grade students	Mid-Year
Articulation meetings with High School guidance and support staff to discuss students academics and other concerns	All 8 th grade students	Spring

Port Jefferson School District Guidance Plan

A. Program Objective: Advisory assistance to encourage parental involvement

B. Target Population: Students in grades 6-12

C. Expected Outcome(s):

1. Parents will be aware of educational programs and information pertinent to their child.

D. Measureable Outcome(s):

1. Number of parents in attendance
2. Survey feedback

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Back to School Night: parents meet teachers, counselors and support staff	All students grades 6-12	Fall
Team meetings with teachers and counselor to discuss academic, social and emotional concerns	Identified students grades 6-12	Ongoing
Individual parent meetings to discuss academic, social and emotional concerns	Identified students grades 6-12	Ongoing
Parent portal to view attendance, grades and progress reports	All students grades 6-12	Ongoing
Individual student meeting to discuss scheduling	All students grade 8-11	Mid-Year
Annual reviews to determine special education placement and services for upcoming school year	Students with disabilities grades 6-12	Ongoing

Port Jefferson School District Guidance Plan

A. Program Objective: To help ninth grade students transition successfully to the high school setting

B. Target Population: Students in grade 9

C. Expected Outcome(s):

1. Students will have a smooth transition to the high school setting
2. Students will be aware of support services available

D. Measureable Outcome (s)

1. Attendance at parent workshop/freshman orientation/evening event
2. Reviewing report cards and progress reports to make certain students are meeting classroom expectations
3. In subsequent meetings with students, encourage active involvement in co-curricular activities

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Articulation meetings with middle school counseling and support staff to discuss student issues and concerns	All incoming 9 th grade students	June
Scheduling and orientation for students new to the district	All new entrants	Ongoing
Freshman evening guidance program "Navigating High School"	All incoming 9 th grade parents and students	May/June
Meeting with high school counselor to discuss adjustment to high school, expectations, clubs, sports, extra help, AIS and role of the school counselor.	All students grade 9	Ongoing
Classroom visit to introduce counselors and the role of the counselor.	All students grade 9	September
Classroom visit to re-familiarize students with Naviance programs regarding career and college exploration.	All students grade 9	December

Port Jefferson School District Guidance Plan

A. Program Objective: Individual counseling to assist students in the areas of academics, social relationships, career goals, personal issues and post-secondary planning

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Students adjustment to high school will improve.
2. Students will become aware of their academic strengths and weaknesses.
3. Students will identify and appropriately verbalize changes in feelings and behavior.

D. Measurable Outcomes:

1. Review of electronic grade book and report card

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Individual counseling with students to review present and future goals, academic strengths and weaknesses	All students grades 9-12	Ongoing
Individual counseling in relationship to self-esteem, behavior, relationships, social issues and personal issues	All students grades 9-12	As needed
Individual counseling in relationship to post-secondary planning, employment, military options and the college process	All students grades 9-12	Ongoing
Crisis intervention assistance	Identified students grades 9-12	Ongoing
Contact with admission counselors, coaches, outside agencies, doctors, therapists and county organizations	Identified students grades 9-12	Ongoing
At risk students who are referred by teachers, administration & other school personnel.	Identified students grades 9-12	Ongoing, as needed

Port Jefferson School District Guidance Plan

A. Program Objective: Advisory assistance to enable students to benefit from the course offerings at the high school

B. Target Population: Students in grades 8-12

C. Expected Outcome(s):

1. Students will be aware of the graduation requirements for diploma designations.
2. Students will be knowledgeable in regard to high school course offerings.

D. Measurable Outcomes:

1. Attendance at orientation & evening presentations
2. Course Selections (% scheduled)
3. Parent Surveys

Activity	Target or Subgroup	Dates of Activity
Scheduling overview evening presentation	All students and parents grades 8-11	Winter
Course selection group and individual meetings for upcoming school year	All students in grades 8-11	Winter
Information posted on guidance website	All students in grades 8-12	Ongoing
Automated phone calls/emails regarding scheduling information	All students in grades 8-12	Ongoing
Mailings to parents regarding the timeline of the process and review of the course selection process	All students in grades 8-12	December - January
Mailings regarding dual enrollment course information	All students in grades 10-12	Fall

Port Jefferson School District Guidance Plan

A. Program Objective: An annual review of each student's educational progress and career goals

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Students will be able to identify their academic abilities and relate them to future educational and career goals.
2. Students will have the opportunity to discuss possible career interests and plans relevant to their academic ability and achievement level

D. Measurable Outcome(s):

1. Meet with students who are doing poorly on progress reports and report cards. Assess quarterly for improvement.
2. Review the outcome of Career Assessment/Interest Inventory with students. How accurate are the results? How does it relate to future interests?

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Individual or small group meetings to review overall academic progress, review course placements and general career interest	All students grades 9-12	Ongoing
Quarterly review by counselor of progress reports and report cards; parent/student contact when necessary	All students grades 9-12	Ongoing
Career Assessment Interest Inventory	All students in grade 9	Annually
Strengths and Career Pathway Explorer	All students in grade 10	Annually

Port Jefferson School District Guidance Plan

A. Program Objective: To assist students with the course selection/scheduling process in order to meet graduation requirements, career goals and post-secondary goals

B. Target Population: Students in grades 8-12

C. Expected Outcome(s):

1. Students will select appropriate courses and explore options available to them.

D. Measuring Outcome(s) by:

1. Percentage of students scheduled
2. Number of students attending summer school

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Scheduling new entrants throughout summer and school year	All students grades 8-12	Ongoing
Individual scheduling meeting to select electives, review course placements and review graduation requirements	All students grades 8-11	Winter
Review of course selections by counselors and principal with adjustments made as needed	All students grades 8-11	Winter
Input of requests into scheduling program	All students grades 8-11	Winter/Spring
Mail course selection requests to parents and students for review	All students grades 8-11	Spring
Mail letter for Math Lab recommendations to parents for approval	Identified students	Spring
Counselor review of scheduling conflicts	Identified students grades 8-11	Spring
Resolution of conflicts	Identified students grades 8-11	Spring and Fall
Schedule mailed home to parents and students	All students grades 8-11	Summer
Rescheduling of courses for students who have failed courses	Identified students grades 9-12	Spring and Fall
Review of records and updating of transcripts for Out of District, Alternative School, Home Instruction students and Summer School	Identified students grades 9-12	Ongoing
Review of records, final grades and completion of credit checks to chart graduation progress and designation of diploma type	All students grades 9-12	Ongoing

Port Jefferson School District Guidance Plan

A. Program Objective: To help students and parents understand the college application process

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Students will be aware of post-secondary and educational opportunities appropriate to their interests, abilities and goals.
2. Students will be prepared to participate effectively in the college application process.

D. Measurable Outcome(s):

1. Number of students registered for on-site admissions
2. Number of students registering on NCAA Website
3. Number of parents attending evening presentations
4. Number of students taking advantage of scholarship opportunities

Activity	Target or Subgroup	Dates of Activity
Evening Guidance Presentations	All students grades 9-12	Fall/Winter/Spring
Individual Junior Conferences	All students grade 11	Spring
College Day	All students grades 10-12	Fall- Evening/ Spring- Day
On-site college representative visits	All students grades 10-12	Fall/Spring
On-site college application days	All students grades 12	Fall
Classroom presentation by school counselors on the college application process	All students grade 12	Fall
Automated phone calls, emails and handouts given to students/parents in reference to college planning, college admissions tests, NCAA information and the Junior/Senior College Planning Handbook	All students grades 9-12	Ongoing
Guidance website information in reference to college planning	All students grades 9-12	Ongoing
GPA and transcript mailing	All students grade 12	Fall/February
Monthly scholarship newsletter posted on website and Naviance to publicize scholarship opportunities.	All students grade 12	Ongoing
Individual conferences with students and parents	Identified students grades 9- 12	Ongoing
Post-Secondary Planning Guide	All students grades 9-12	Ongoing
Local Scholarship Applications	All students grade 12	Winter/Spring

Port Jefferson School District Guidance Plan

A. Program Objective: To provide information for students and parents in regard to college admissions tests

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Students and parents will gain a better understanding of the college admissions tests.
2. Students and parents will gain a better understanding of the college admissions tests registration process.
3. Students and parents will gain a better understanding of the interpretation of scoring for the college admission exams and resources available for preparation purposes.

D. Measurable Outcome(s):

1. Number of students registered for PSAT, SAT, ACT, SAT Subject tests
2. Number of Junior conferences conducted
3. Survey feedback from Evening Programs

Activity	Target or Subgroup	Dates of Activity
SAT and ACT information available on Naviance and Counseling websites	All students grades 9-12	Ongoing
Emails in regard to PSAT, ACT, SAT, Subject tests, and AP exam information and registration	All students grades 8-12	Ongoing
PSAT registration information mailed home from the Counseling Office and information distributed in English classes	All students grades 9,10 and 11	Fall
Guidance website information on college admissions tests	All students grades 9-12	Ongoing
Junior conference meeting — review of PSAT results and discussion of timeline for future testing as well as resource information	All students grade 11	Spring

Port Jefferson School District Guidance Plan

A. Program Objective: To assist students with scholarship opportunities

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Parents and students will be informed of scholarship opportunities offered through the high school, as well as some private organizations and colleges.

D. Measurable Outcome(s):

1. Number of students who applied for scholarships(Naviance)
2. Number of students who applied for local scholarships

E. Program Description

Activity	Target or Subgroup	Dates of Activity
Monthly Scholarship Newsletter available on Naviance and on website	All students grade 12	Ongoing
Discuss Scholarship opportunities at Junior Conference and available on guidance website	All students grades 9-12	Ongoing
Evening guidance presentations – “College Information Night” -scholarship search programs discussed	All students grades 9-12	Ongoing
Individual meetings with students and parents to discuss scholarship opportunities, as needed	All students grades 9-12	Ongoing
Awards night — dissemination of scholarships to senior students	Identified students in grade 12	Spring
College representative visits - discussion of scholarships available at individual colleges	All students grades 11-12	Fall/Spring
College Day	All students grades 10-12	Spring
Military personnel visits	All students grades 10-12	Ongoing
Evening College Fair	All Students	Fall
On-site Application Day	All students grade 12	Fall
Information regarding local scholarships is mailed home and sent in an email	All students in grade 12	February/March

Port Jefferson School District Guidance Plan

A. Program Objective: Advisory assistance to help students who exhibit academic difficulties

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Students will be identified through progress reports, report cards, and teacher contact
2. Students will be advised on how to resolve academic problems

D. Measuring Outcome(s) by:

1. Review of Progress reports
2. Graduation Rate
3. Review of report cards
4. Summer School Rate
5. Alternative School Placements
6. Review of Regents/Final Exams

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Review of grade book, progress reports and report cards	All students grades 9-12	Ongoing
Referral for extra help, AIS, and peer tutoring	All students grades 9-12	Ongoing
Parent conference	Identified students grades 9-12	Ongoing
Student schedule change	Identified students grades 9-12	Ongoing
Review of final grades and change of schedule for following year, if necessary	All students grades 9-12	Spring
Dissemination of summer school information and forms	Identified students grades 9-11	Spring
Referral to Alternative programs, TASC and Out of District placements	Identified students grades 9-12	Ongoing
At Risk counseling	Identified students grades 9-12	Ongoing, when needed
Referral to IST to discuss strategies and options	Identified students grades 9-12	Ongoing
Teacher/parent meetings	Identified students grades 9-12	Ongoing
Review Regents exam scores and schedule re-takes	Identified students grades 9-12	Spring/Fall

Port Jefferson School District Guidance Plan

A. Program Objective: Advisory assistance to help students who exhibit attendance problems

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Improvement of daily attendance, tardiness and cutting classes will be noted

D. Measurable Outcome(s):

1. Less teacher referrals for attendance consultations
2. Improvement in student grades

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Review of attendance letter with student regarding absences at second warning	Identified students grades 9-12	Ongoing
Phone contact and parent conference for students and/or letter home with excessive absences from school	Identified students grades 9-12	Ongoing
Referral to IST to explore options, strategies, available services, possible programs or home visits	Identified students grades 9-12	Ongoing
Referral to Special Services for evaluation	Identified students grades 9-12	Ongoing
Referral to API (Alternative for Youth) or PINS (Person in need of supervision)	Identified students grades 9-12	Ongoing
At-risk counseling	Identified students grades 9-12	Ongoing
Referral to county agencies (Child Protective Services)	Identified students grades 9-12	Ongoing
Appeal meeting with principal, counselor and teacher after absences exceed the number established in Attendance Policy	Identified students grades 9-12	Ongoing, as needed

Port Jefferson School District Guidance Plan

A. Program Objective: Advisory assistance to help students who exhibit behavioral problems

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Students will be able to discuss consequences of their actions.
2. Students will be able to discuss problem solving options.
3. Students will be able to discuss alternative ways of dealing with problem situations.

D. Measurable Outcome(s):

1. Decrease in log entries
2. Decrease in suspensions
3. Decrease in AFY/PINS referrals
4. Decrease in parent meetings re: discipline

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Counselor/student meeting to discuss concerns	Identified students grades 9-12	Ongoing
Referral to IST meeting	Identified students grades 9-12	Ongoing
Parents/student/counselor/administrator meeting	Identified students grades 9-12	Ongoing
Referral to and liaison with outside agencies	Identified students grades 9-12	Ongoing
Referral to AFY (Alternative for Youth) or PINS	Identified students grades 9-12	Ongoing
At risk counseling	Identified students grades 9-12	Ongoing

Port Jefferson School District Guidance Plan

A. Program Objective: Career exploration activities to help students learn about various careers and career planning skills

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Students will be able to conduct career research related to their personal interests
2. Students will explore high school course offerings related to career interests.

D. Measurable Outcome(s):

1. Two year vs. Four-year College data
2. Post Grad survey
3. Career interest inventory assessment

E. Program Description:

Activity	Target or Sub group	Dates of Activity
Freshman Naviance meeting with counselor in classroom setting	All students grade 9	December
Career exploration assessment with counselor; exploration of related high school curriculum in small group setting	All students grade 10	Winter
Discussion of career interests and exploration of related programs at the college level during Junior Conferences	All students grade 11	Spring
Review of college application process with students in relation to career goals	All students grade 11-12	Fall, Spring
Summer opportunities for students- list available on website	All students grades 9-12	Ongoing
Eastern Long Island Academy of Applied Technology classroom presentation	All students grades 10-11	January
Eastern Long Island Academy of Applied Technology field trip to visit vocational programs on-site	All students grades 10-11	February
Referral to ACCES: NYSED Adult Career & Continuing Education	Identified students grade 12	Spring
On-site college representative and military personnel small group meetings	All students grades 11-12	Fall/Spring
PSAT testing and dissemination of results including career assessment information	All students grades 10-11	Fall
College Day program	All students grades 10-12	Spring
Financial Aid evening program	All students grades 9-12	Fall
Transitional planning — review of vocational assessment and future goals at annual review	Identified students grades 9-12	Winter/Spring
Evening College Fair	All students grades 9-12	Fall
On-site Application Days	All students grade 12	Fall

Port Jefferson School District Guidance Plan

A. Program Objective: To encourage parental involvement with the high school faculty and staff

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Parents will understand the services available to them.
2. Parents will have the opportunity to plan their child's high school curriculum.
3. Parents will attend junior conference
4. Parents will participate in steps to remediate academic and behavioral concerns
5. Parents will participate in post-secondary planning for their child.

D. Measurable Outcome(s):

1. Attendance at evening parent programs
2. Number of parents logging onto parent portal, Naviance and guidance website.

E. Program Description:

Activity	Target or Subgroup	Dates of Activity
Evening guidance presentations	All students & parents grades 9-12	Ongoing
Back to School Night	All parents grades 9-12	Fall
Financial Aid Night	All parents grades 9-12	Fall
Senior Conference Meeting	All parents/students grade 12	Fall
Junior Conference Meeting	All parents/students grade 11	Spring
Senior Scholarship Night	Selected parents/students grade 12	Spring
Phone contact/parent conferences regarding student progress, academics, course placement, schedule changes, attendance or	All students & parents grades 9-12 as needed	Ongoing
Annual Review Meetings	Identified students & parents grades 9-12	Winter/Spring
Review electronic grade book Progress/Report cards	All students grades 9-12	Ongoing
Information posted on counseling website	All students & parents grades 9-12	Ongoing
Orientation meeting for new entrants	All students grades 9-12	As needed
Monthly Scholarship Newsletter	All students grades 9-12	Ongoing
College Fairs	All students grades 9-12	Fall/Spring

Port Jefferson School District Guidance Plan

A. Program Objective: To provide financial planning information and support for parents and students regarding the financial aid application process

B. Target Population: All students grades 9-12

C. Expected Outcome(s):

1. Parents and students will better understand and successfully complete the college financial aid application process.

D. Measurable Outcome(s):

1. Attendance at Financial Aid Night
2. Scholarship totals
3. Survey feedback

E. Program Description

Activity	Target or Subgroup	Dates of Activity
Financial Aid night presentation	All students & parents grades 9-12	Fall
Junior Conference — brief discussion of financial aid timeline	All students & parents grade 11	Spring
Financial Aid information posted on counseling website with useful links	All students grades 9-12	Ongoing
Senior Meeting-brief discussion regarding available aid, timeline and websites	All students grade 12	Fall

Appendix A
Summary of Guidance and Counseling Activities Grades K-5

Grade Level	K	1	2	3	4	5
I. Information and Counseling						
Grade Level Orientation Programs	X					X
New Student School Visitations	X	X	X	X	X	X
Individual and Group Counseling	X	X	X	X	X	X
Academic counseling	X	X	X	X	X	X
Instructional Support Team meetings	X	X	X	X	X	X
II. Programming						
Program adjustment	X	X	X	X	X	X
New students	X	X	X	X	X	X
III. Programs (Career Guidance)						
Self-Awareness	X	X	X	X	X	X
Values and decision making	X	X	X	X	X	X
Career awareness	X	X	X	X	X	X
Communication skills	X	X	X	X	X	X
IV. Parent Contact						
Back to School/ Teacher Conferences	X	X	X	X	X	X
V. Referrals						
Special Services	X	X	X	X	X	X
Outside agencies	X	X	X	X	X	X
VI. Testing						
NYS Grade 3-5 assessments				X	X	X

Port Jefferson School District Guidance Plan

Appendix B

Summary of Guidance and Counseling Activities Grades 6-12

Grade Level	6	7	8	9	10	11	12
I. Information and Counseling							
Grade Level Orientation Programs	X	X	X	X			
New Student School Visitations	X	X	X	X	X	X	X
Individual Counseling	X	X	X	X	X	X	X
Academic Counseling	X	X	X	X	X	X	X
Instructional Support Team meetings	X	X	X	X	X	X	X
BOCES information and orientation			X		X	X	
College counseling	X	X	X	X	X	X	X
Scholarship information				X	X	X	X
Financial Aid information				X	X	X	X
II. Programming							
Grade level course selections	X	X	X	X	X	X	X
Program adjustment	X	X	X	X	X	X	X
New students	X	X	X	X	X	X	X
III. Programs (Career Guidance)							
Self-Awareness	X	X	X	X	X	X	X
Career exploration	X			X	X	X	X
Values and decision making	X	X	X	X	X	X	X
Career awareness		X	X	X	X	X	X
Communication skills	X			X	X	X	X
IV. Parent Contact							
Course selection orientation	X	X	X	X	X	X	X
Counseling center orientation	X			X			
Parent/student/counselor conferences secondary program planning			X	X	X	X	X
Post-secondary planning				X	X	X	X

Port Jefferson School District Guidance Plan

Parent/Counselor conferences	X	X	X	X	X	X	X
College information evenings				X	X	X	X
Grade Level	6	7	8	9	10	11	12
V. Referrals							
Special Services	X	X	X	X	X	X	X
Outside agencies	X	X	X	X	X	X	X
VI. Testing							
New York State Regents exams			X	X	X	X	X
NYS Grade 6-8 assessments	X	X	X				
College Admissions (PSAT, SAT, ACT)			X	X	X	X	X
Advanced Placement (AP)				X	X	X	X
VII. Post-Secondary Planning Information							
College Day					X	X	X
Military Information					X	X	X
College fairs				X	X	X	X
Junior Conferences						X	
Senior Conferences							X
VIII. Computer Assistance							
Career Search		X			X	X	X
College Search				X	X	X	X
Financial Aid/Scholarship information			X	X	X	X	X