



NORTH WARREN CENTRAL SCHOOL
GUIDANCE DEPARTMENT

K-12 GUIDANCE PLAN

6110 STATE ROUTE 8
CHESTERTOWN, NY 12817

JULY 16TH, 2018

BOE APPROVED: 7/23/18

[HTTP://WWW.NORTHWARREN.K12.NY.US/COUNSELINGHOME.HTM](http://www.northwarren.k12.ny.us/counselinghome.htm)

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Overview

The NWCS Mission Statement as referenced within the Student Handbook is the following:

At the North Warren Central School, we feel that learning is best achieved in an orderly, purposeful atmosphere which is free from threat of physical harm and limited in classroom distractions. It is our desire to maintain a learning environment that is not oppressive, but is supportive of teaching and learning.

We realize that within North Warren Central School there needs to exist an atmosphere that is orderly without being rigid, quiet without being oppressive and generally conducive to achievement of desired goals and objectives. We want to promote a school climate that is warm and responsive, emphasizing learning and providing instructional support for learners.

Maintaining an active responsive learning environment is one of our greater challenges. We know that the effort is needed because a well-disciplined school not only promotes

goal achievement, but significantly promotes the ideal that students become self disciplined managers of their own actions and resources.

Guidance Mission

The mission of our school counselors is to support the North Warren Central School district mission statement in the following manner:

By promoting positive academic, career, social and personal development for our children via the coordination and involvement of school, family and community resources.

Commissioner's Regulation 100.2

Public School Guidance Programs

J. Guidance programs and comprehensive developmental school counseling/guidance programs.

- 1. Guidance programs for public schools for school years prior to the 2019-2020 school year and for non-public schools.**

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

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

(b) In grades 7-12, the guidance program shall include the following activities or services:

(1) an annual review of each student's educational progress and career plans, with such reviews to be conducted with each student individually or with small groups by personnel certified or licensed as school counselors;

(2) instruction at each grade level to help students learn about various careers and about career planning skills conducted by personnel certified or

licensed as school counselors, or by classroom teachers in cooperation with school counselors;

(3) other advisory and individual or group counseling assistance to enable students to benefit from the curriculum, to help students develop and implement postsecondary education and career plans, to help students who exhibit any attendance, academic, behavioral or adjustment problems and to encourage parental involvement, provided that advisory assistance shall be provided by teachers or counselors, or by certified teaching assistants under the supervision of counselors or teachers, and that such individual or group counseling assistance shall be provided by certified or licensed school counselors or by certified or licensed school psychologists or certified or licensed school social workers in cooperation with school counselors; and

(4) the services of personnel certified or licensed as school counselors.

(c) Each school district shall develop a district plan which sets forth the manner in which the district shall comply with the requirements of this subdivision. The City School District of the City of New York shall submit a separate plan for each community school district, for the High School Division and for the Special Education Division. Such plan shall be filed in the district offices and shall be available for review by any individual. The plan shall present program objectives, which describe expectations of what students will learn from the program; activities to accomplish the objectives; specification of staff members and other resources assigned to accomplish the objectives; and provisions for the annual assessment of program results. The plan shall be reviewed annually by the school districts, and revisions shall be made as necessary.

Guidance Program

A District plan for the K-12 Guidance Program will be filed in the District Office and made available for review. The plan will be subjected to annual review and will be revised as needed for the following objectives:

1. Identify Guidance Program Objectives
2. Activities that accomplish the Guidance Program Objectives
3. Identify necessary staff members and resources needed to accomplish the objectives
4. Provide for annual assessment of program results

A coordinated Guidance Program in grades K-12 will be developed and implemented to:

Guidance Program (K-6)

- E1. Prepare students to participate effectively in their current and future educational programs
- E2. Help students with attendance, academic, behavioral or adjustment problems.
- E3. Educate students concerning the avoidance of child sexual abuse / trauma
- E4. Encourage parental involvement in their children's education

Guidance Program (7-8)

- M1. Review each student's educational progress and career plans annually.
- M2. Provide advisory assistance to enable students to benefit from the curriculum in the following areas:
 - A. Curriculum options, educational plans
 - B. Attendance
 - C. Post-secondary / Career plans
 - D. Academic Problems
 - E. Social and/or emotional problems
- M3. Encourage parental involvement in the educational process.

Guidance Program (9-12)

- S1. Help students learn about various careers and develop career planning skills.
- S2. Provide advisory assistance to enable students to benefit from the curriculum.
- S3. Provide advisory assistance to help students develop and implement post-secondary educational and career plans.
- S4. Provide advisory assistance for students who exhibit attendance problems.
- S5. Provide advisory assistance for students who exhibit academic problems.
- S6. Provide advisory assistance for students who exhibit behavioral and/or adjustment problems.
- S7. Encourage parental involvement in the educational process.

Program Domains

- **Academic Domain** – The process of learning is a primary goal, and achievement and good scholarship will be publicly recognized and praised. Academic

- Intervention Services (AIS) have been defined and implemented, and are offered to all students that are found to be in need.
- **Social / Personal Domain**– For youth development and character education, the school is one of the critical components that are responsible for helping students to achieve personal and social growth. Open communications and involvement of all members of the school community can promote the intellectual growth, emotional stability, social competency and optimum health of all students.
 - **Career Domain** – A career plan initiative and Career Development and Occupational Standards (CDOS) are critical elements of the career domain. Students should be provided awareness of their career options and information on how to access career interest inventories, descriptions, internship opportunities, and provide access to college information on various programs.

Key Guidance Activity Objectives

It is the desire of the North Warren Central School District Guidance Department to support the students of our school district by working to:

1. Increase **COMMUNICATION** with parents
2. Promote understanding of **SCHOOL ENVIRONMENT**
3. Promote understanding of **EDUCATIONAL REQUIREMENTS**
4. Promote **SCHOOL SUCCESS SKILLS**
5. Provide **CAREER/EDUCATION** awareness and planning *
6. Promote **SOCIAL/PERSONAL** development
7. Increase **COMMUNITY INVOLVEMENT**
8. Provide **COORDINATION OF SERVICES**
9. Provide **CONSULTATION SERVICES**
10. Provide **COUNSELING SERVICES**

(*) Please see **Appendix A** for **NWCS Career and College Readiness Planning**

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

A. Target Population

- Students in K-6 program

B. Objectives

Academic:

Students will:

- Be placed in appropriate classroom situations suitable to personal and academic strengths and weaknesses
- Be given appropriate feedback about their academic progress
- Be encouraged to develop knowledge of personal academic strengths, weaknesses and learning style
- Be instructed and encouraged in the development of positive study skills
- Begin to understand the relationship between current school work and their future educational and career planning

Personal/Social:

Students will:

- Be given appropriate feedback about their social behavior
- Be encouraged to develop self-awareness
- Be instructed and encouraged in the development of interpersonal skills
- Be provided opportunities for leadership
- Be encouraged to develop awareness of their responsibility to the group

Career:

Students will:

- Be instructed in a variety of roles in the school community and outside community

C. Annual Assessment of Program Results

- Teacher observations of student personal, academic and social growth
- Improved student achievement on standardized and local tests
- Parental observation and feedback
- Counselor observation and records
- Student responses and self reports

| D. PROGRAM DESCRIPTION (ES Goal 1) | | | | |
|--|--|--|---|-------------------|
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Presentation in classrooms to share the role of the counselor and procedures for seeing the counselor | K-6 th grade students | Counselor, Classroom Teachers | | September-October |
| Small group orientation and counseling with students new to the North Warren School Community | 4 th -6 th grade students | Counselor | Office staff, information of new families to district | September |
| Career Awareness Program to determine interests, abilities and values as they relate to future careers | 3 rd through 6 th grade students | Counselor, Classroom Teachers | Community Members | January-March |
| Guest speakers in various career fields | 6 th grade students | Counselor, Classroom Teachers | Guest speakers from community | January-March |
| Facilitate Bright Beginnings Program | K students | Counselor, Classroom Teachers | Parent newsletters, unit summaries, songs, books | September-June |
| Facilitate Second Step Character Education Program | 3 rd -4 th grade students | Counselor, Classroom Teachers | Parent newsletters, unit summaries, videos, posters | September-June |
| Reading Buddy Program | K and 6 th grade students | Counselor, Classroom Teachers | Books, Library | October-June |
| Assist in identification of students with special needs | K-6 th grade students | Counselor, Teachers, Administrators Social Worker | RTI Committee Members, Testing Results | September – June |
| Facilitate Banana Splits groups | 2 nd -6 th grade students | Counselor | Parents, Teachers, Support Staff | October-June |
| Facilitate K-6 Olweus Program | Pre K-6 th grade students | Counselor, Olweus Committee Members, Social Worker | Administrators, Teachers, Staff, Parents, books, curriculum suggestions, guest presenters | September-June |
| Developmental Guidance Program for values clarification, diversity training and self esteem & awareness activities | 2 nd grade students | Counselor, Classroom Teachers | | October-June |
| Collaboration and coordination of orientation to the 7 th grade | 6 th grade students | School Counselors, Classroom Teachers | Administrator, parents | June-Aug |

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| Elementary Goal 2a. Assist students who are exhibiting attendance problems |
| A. Target Population |
| <ul style="list-style-type: none"> • Students in K-6 program |
| B. Objectives |
| <p>Academic: Students and parents will:</p> <ul style="list-style-type: none"> • Recognize the relationship between regular school attendance, promptness and educational performance. <p>Personal/Social: Students will:</p> <ul style="list-style-type: none"> • Experience an improvement in attendance. • Experience an improvement in promptness. <p>Career: Students will:</p> <ul style="list-style-type: none"> • Understand the impact to job performance that attendance problems can cause |
| C. Annual Assessment of Program Results |
| <ul style="list-style-type: none"> • Review of attendance and tardy records • Teacher feedback • Parent feedback |

| D. PROGRAM DESCRIPTION (ES Goal 2a) | | | | |
|--|--|--|--|--|
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Student Handbook distributed to students and parents containing attendance policy and procedures | K-6 th grade students and parents | Administrator, Classroom Teachers, Office Staff | | September and any time there is a new family |
| Attendance letter to parents for students | Parents of K-6 th grade students with a minimum of 10 absences and/or tardies | Administrator, School Nurse, Counselor, Office Staff Classroom Teacher Social Worker | School attendance policy and procedures, school attendance records | September-June |
| Parent Conference | Parents of K-6 th grade students with a minimum of 20 absences and/or late arrivals | Counselor, Administrator, School Nurse, Classroom Teacher Social Worker | School attendance policy, school attendance records, letter sent home to parents | September-June |

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| Individual Counseling with students experiencing attendance and/or tardy problems | K-6 th grade students with a minimum of 10 absences and/or late arrivals | Counselor, Social Worker | School attendance records | September-June |
| RTI Meeting regarding students experiencing attendance and/or tardy problems | K-6 th grade students experiencing attendance and or tardy problems | Counselor, Social Worker, Team Members | Teacher, RTI referral form | September-June |
| Child Protective Call or other appropriate outside of school agency resources | All K-6 th grade students and parents that fail to respond to previous steps | Counselor, School Nurse, Social Worker Administrator | Warren County Social Services and Probation Office | September-June |
| Attendance Review Committee (review of top concerns and action plans to be taken) | K-6 who have absences greater than 10 days | Administrator, School Nurse, Counselor, Social Worker | Attendance records | September – June |
| Annual Perfect Attendance Award | All eligible K-6 th grade students | Administrator, PTO | Attendance records | June |
| Home Visitation | As applicable | Administrator, Counselor, Social Worker | Home visits for concerns including, absenteeism, welfare or other | Ongoing |

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| Elementary Goal 2b. Assist students who are exhibiting academic problems |
| A. Target Population |
| <ul style="list-style-type: none"> • Students in grades K-6 who exhibit academic problems |
| B. Objectives |
| <p><i>Academic:</i> Students will:</p> <ul style="list-style-type: none"> • Improve school academic performance • Develop an investment in academic improvement by: <ul style="list-style-type: none"> ○ Acknowledging areas in need of improvement ○ Working with teachers to progress in weak areas <p>Educators will:</p> <ul style="list-style-type: none"> ○ Become aware of early indications of academic difficulties ○ Become aware of a variety of educational approaches to address learning needs ○ Make appropriate referrals to school support personnel and the Child Study Team |
| C. Annual Assessment of Program Results |

- Improved classwork and homework
- Improved grades and teacher comments on progress reports
- Improved participation in class activities
- Improved test performance

| D. PROGRAM DESCRIPTION (ES Goal 2b) | | | | |
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| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Coordinate peer tutoring within the school day for older students to work with younger students experiencing academic difficulty | Identified students in grades K-6 | Counselor | Classroom teachers, teacher reports, progress reports | September-June |
| Coordinate and recommend students to the Extended School Day program | Identified students in grades K-6 | Counselor, Teachers | Parent recommendations, report cards, teacher reports | September-June |
| Referral to RTI Team | Referred students in grades K-6 | Counselor, Social Worker, RTI members, Referring Teacher | Report cards, teacher reports, examples of classwork, homework | September-June |
| Referral to Committee of Special Education and 504 | Identified students in grades K-6 | RTI members, counselor, Social Worker, CSE Chairperson, Special Education teacher | Past and present report cards, progress reports, CST reports | September-June |
| Parent/Teacher Conferences with and without the student to discuss the reasons for academic problems and plan remedies to support the student | Identified students in grades K-6 | Counselor, Classroom Teacher | Report cards, teacher reports, examples of classwork and homework | September-June |
| Banana Splits Groups (familial issues impacting students' academic work) | Referred K-6 th gr. students either by counselor, student, parent or teacher | Counselor | Books, videos, handouts, games | October-June |
| Individual & Small Group Counseling (motivation, study skills support) | Referred K-6 th grade students | Counselor, Social Worker | Books, videos, handouts, activities and games | September-June |

Elementary Goal 2c. Assist students who are exhibiting behavioral or adjustment problems

A. Target Population

- Students in grades K-6 identified as having behavioral or adjustment problems

B. Objectives

Academic:

Students will:

- Demonstrate improved social behavior and improved school adjustment
- Demonstrate improved problem-solving skills
- Demonstrate improved understanding of the purpose for school rules

Educators will:

- Provide a positive school and classroom environment
- Provide clear expectations for school and classroom behavior

Personal/Social:

Students will:

- Demonstrate improved problem-solving skills
- Demonstrate improved understanding of the purpose for school rules

Educators will:

- Address behavioral difficulties in a constructive manner
- Become partners with parents to improve student behavior

C. Annual Assessment of Program Results

- Teacher, psychologist, counselor, administrator and parent observations
- Review of school discipline records
- Self evaluation by student

| D. PROGRAM DESCRIPTION (ES Goal 2c) | | | | |
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| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Individual and Small Group Counseling (including areas of self esteem, family concerns, peer relationships, destructive behavior) | Identified K-6 th grade students | Counselor, School Psychologist School Social Worker | Recommendations from school staff, administrators, parents | September-June |
| Individual Parent/Teacher conferences with and without the student participating | Identified K-6 th grade students | Counselor, Social Worker, Classroom Teacher Administrators | Teacher reports, discipline reports and concerns | September-June |
| RTI Team Referral and Meeting | Identified K-6 th grade students | Counselor, RTI Team Members | RTI referral form, discipline reports, teacher reports and concerns | September-June |
| Referral to School Psychologist | Identified K-6 th grade students | Counselor, Psychologist | RTI, teacher, discipline reports | September-June |
| Referral to appropriate outside agency resources | Identified K-6 th grade students | Counselor, Social Worker, Psychologist, Administrator | Warren County Social Services, community supporting agencies | September-June |
| Facilitate Banana Splits groups | Identified K-6 th grade students | Counselor | Parents, teachers, support staff | October-June |
| Conflict resolution conference with students experiencing difficulties getting along with each other | Identified K-6 th grade students | Counselor, Social Worker, Teachers | Staff reports of issues between students | September-June |
| Elementary Mentoring Program | Identified K-6 th grade students | Counselor | Volunteer staff as mentors, administration, office support staff, bus garage | September-June |
| Bullying Prevention Presentation (School-wide) | All Grades | All Teaching Staff and Administration | Sweethearts & Heroes, Arts & Education Funding, Council for Prevention, Olweus Curriculum | Fall and Ongoing |
| Olweus Presentation and Update | All Grades | All Staff | Update on prior year's Annual Olweus Survey results and program implementation | August / September |
| Olweus Class Meetings | All Grades | Classroom Teacher, School Counselor | Monthly topics presented to individual classes | Ongoing |
| Olweus Committee Meetings | All Grades | Counselors, Social Worker, Administration, Student and Community Representatives | Skye Farm, Council for Prevention, Monthly meeting to address current issues, topics and plans for current month | August through June |

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| Elementary Goal 3. Educate students concerning the avoidance of child sexual abuse. |
| A. Target Population |
| <ul style="list-style-type: none"> • Students in grades K-6 |
| B. Objectives |
| <p><i>Personal/Social:</i></p> <p>Students will:</p> <ul style="list-style-type: none"> • Identify and distinguish between comfortable and uncomfortable types of feelings • Learn self-help strategies • Identify a person they can tell if they encounter a difficult situation • Learn how to express their feelings and thoughts – should they encounter an abusive situation <p>Educators will:</p> <ul style="list-style-type: none"> • Exhibit knowledge in the areas of recognition of the signs of negative feelings and an understanding of their responsibilities for reporting and handling cases <p>Parents will:</p> <ul style="list-style-type: none"> • Understand the scope of educational program related to negative feelings |
| C. Annual Assessment of Program Results |
| <ul style="list-style-type: none"> • Review of student self-referrals • Review of school personnel referrals to support staff and outside agencies |

| D. PROGRAM DESCRIPTION (ES Goal 3) | | | | |
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| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Teacher/Counselor or Parent/Counselor Consultation | Identified K-6 th grade students | Counselor, Social Worker | | September-June |
| Instructional Unit, Child Safety | 1 st grade students | Classroom Teacher, Counselor, Social Worker | School Resource Officer, Safety videos, personal safety and awareness | March |
| Involve Child Protective Services when appropriate | Identified K-6 th grade students | Counselor, School Nurse, Administrator, Social Worker | Warren County Social Services | September-June |
| Individual Counseling | Identified K-6 th grade students | Counselor, Social Worker | School nurse, administrator Teacher reports | September-June |
| Coordinate referrals to the Care Center | Identified K-6 th grade students | Counselor, Nurse, Social | Warren County agencies (Care Center) | September-June |

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| | | Worker | | |
| Post in offices and send home with attached pictures of child predators that live in community | Keep parents & school staff informed | Superintendent, office support staff | Warren County Sheriff, New York State Police http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp | September-June |
| Cyber Safety Presentations | All K-6 Students | Counselor | National Center for Missing & Exploited Children | January |

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| Elementary Goal 4. Encourage parental involvement in the education process. |
| A. Target Population |
| <ul style="list-style-type: none"> • Parents / Guardians of students in grades K-6 |
| B. Objectives |
| <p><i>Academic:</i></p> <p>Parents will:</p> <ul style="list-style-type: none"> • Become more involved in their children’s educational process by: <ul style="list-style-type: none"> ○ Utilizing school resources ○ Partnering with teachers in addressing student school difficulties ○ Providing home support to further school academic and behavioral goals |
| C. Annual Assessment of Program Results |
| <ul style="list-style-type: none"> • Increased attendance of parents at conferences and meetings • Positive parental feedback • Improved student adjustment and performance as a result of increased parental involvement. |

| D. PROGRAM DESCRIPTION (ES Goal 4) | | | | |
|--|---|--|--|--------------------------|
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Per attendance policy, parents receive letter with follow up phone call | Parents of identified students K-6 th grade that have 10 or more absences and/or tardies | Counselor, school nurse, administrator, office support staff | Attendance policy and procedures | September-June |
| Parent/Teacher/Counselor conferences | Parents of K-6 th grade students | Counselor, Classroom Teacher | Student report cards, progress reports, teacher reports | September-June |
| IEP progress reports | Parents of special education students | Social Worker, Special Ed. Teacher | IEP Direct computer system CSE office | Nov., Feb., April & June |
| Parent Open House | Parents of K-6 th grade students | All Staff | Handouts, student materials on display | October |
| Parent Packets regarding information to support Bright Beginnings and Second Step Programs | Parents of K, 3 rd and 4 th grade students | Counselor and Classroom Teachers | Handouts, suggested activities for home | October-June |
| Character education newsletters for parents to inform them of each char. trait | Parents of K-3 grade students (monthly) Grades 4-6 (yearly) | Counselor, School Office Staff | Monthly character traits | September-June |
| Career Letters | Grades 3-6 | Counselor | Informing Parents of what students are working on | Spring |
| Parent Career Presentations | Grade 6 | Counselor | Parents in a variety of careers willing to share with students | Spring |
| Character Counts Assemblies | Parents and students in K-3, 4-6 grades | Counselor, Elementary Principal | Assembly to recognize good character | Monthly and Quarterly |

Junior High School Goal 1. Review each student's educational progress and career plans annually.

A. Target Population

- Students in grades 7-8

B. Objectives

Academic:

Students will:

- Demonstrate an understanding of their current academic status
- Receive assistance in developing a program of study for their ninth grade year in grade 8 (4-Year Planning)

Career:

- Develop an understanding of the relationship between their interests, skills and values as they relate to the world of work and career exploration.

Social:

- Be provided opportunities for leadership
- Be provided with recognition of successes

C. Annual Assessment of Program Results

- Review and update student career planning material
- Student feedback
- Parent feedback
- Counselor observation
- Report and Progress grades
- State assessments

| D. PROGRAM DESCRIPTION (JHS Goal 1) | | | | |
|---|--------------------------|-----------------------|--|--------------------|
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Career Exploration – Choices 360 review of interests, skills and values as related to work. | Students in Grades 7 7&8 | School Counselors | Computer lab with access to Internet and Choices 360. <i>Please see Career and Readiness Plan section of this document.</i> | October |
| Individual conferences to Develop four year plan for their high school program. Also reviewed are their career goals and post-secondary secondary alternatives. | Students in Grade 8 | School Counselors | Four Year Planning template, individual office meeting | November – January |
| Trades & Employment Opportunities Program: NWCSO hosts representatives of trades and careers for students to get information | Students in Grade 8 | School Counselors | Students will be included in grade 8-12 participation during school day. | May |

Junior High School Goal 2a. Provide advisory assistance to enable students to benefit from the curriculum in the areas of course offerings and educational and career plans.

A. Target Population

- Students in grades 7-8

B. Objectives

Academic:

Students will:

- Recognize the need for tutorial assistance either in school or at home, and be provided opportunities as needed.
- Be encouraged to recognize the importance of a positive attitude towards learning and school in general as it relates to improved academic improvement.
- Be encouraged to recognize importance of selected academic and extra-curricular options

Career:

- Gain an awareness of the relationship between chosen academics and how they provide a foundation for future career opportunities

Social:

- Be encouraged to take advantage of opportunities for extra-curricular activities and leadership
- Be recognized for their positive efforts

C. Annual Assessment of Program Results

- Increase in individual student achievement and self-direction.

D. PROGRAM DESCRIPTION (JHS Goal 2a)

| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
|-----------------------------------|---------------------|-----------------------|------------------------------------|----------------|
| Classroom presentations | Students in Grade 8 | School Counselors | Choices 360 | October |
| Individual Meetings | Students in Grade 8 | School Counselors | Four Year Plans | October - May |
| Assistance with Course Selections | Students in Grade 8 | School Counselors | Schooltool, Course Selection Guide | November - May |

Junior High School Goal 2b. Provide advisory assistance to enable students to benefit from the curriculum in the area of attendance.

A. Target Population

- Students in grades 7-8

B. Objectives

Academic:

Students will:

- Be informed of attendance procedures through the Student Handbook and homebase discussions.
- Begin to understand the relationship between school attendance and academic achievement.
- Be encouraged to maintain good attendance.

Career:

- Understand the relationship between attendance at a future job, and the implications for success.

Social/Emotional:

- Begin to develop responsibility for their attendance
- Be provided with feedback and strategies to increase attendance
- Be provided with recognition of success

C. Annual Assessment of Program Results

- Improved student attendance.
- Reduced incidences of school/class tardiness.

| D. PROGRAM DESCRIPTION (JHS Goal 2b) | | | | |
|---|-------------------------|-----------------------------------|--|---------------|
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| New students get a student handbook for review upon registration | Students in Grade 7 & 8 | Registrar | Student Handbook | Sept.- August |
| Attendance policies & procedures are reviewed with the faculty and students during the first week of school | Students in Grade 7 & 8 | Administrators, School Counselors | Opening Assembly to review updates with all students and staff | September |
| Individual Conferences | Students in Grade 7 & 8 | School Counselors, Administrators | Attendance Records, Schooltool, 5-day, 8-day, 10-day, 15-day, loss of attendance letters | Ongoing |
| Parent Conferences | Students in Grade 7 & 8 | School Counselors, Administrators | Attendance Records, Schooltool, 5-day, 8-day, 10-day, 15-day, loss of attendance letters | Ongoing |
| Letters sent to parent/guardian, meetings scheduled | Students in Grade 7 & 8 | School Counselors, Administrators | Attendance Records, Schooltool, 5-day, 8-day, 10-day, 15-day, loss of attendance letters | Ongoing |

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| Junior High School Goal 2c. Provide advisory assistance to enable students to benefit from the curriculum in the area of post-secondary options. |
| A. Target Population |
| <ul style="list-style-type: none"> • Students in grades 7-8 |
| B. Objectives |
| <p><i>Academic:</i></p> <p>Students will:</p> <ul style="list-style-type: none"> • Recognize correlation between their selected academic and extra-curricular options, and how they can enhance their postsecondary options. <p><i>Career:</i></p> <ul style="list-style-type: none"> • Gain an awareness of the relationship between their chosen academics and how they will provide a foundation for future career opportunities. <p><i>Social:</i></p> <ul style="list-style-type: none"> • Be encouraged to develop self-awareness |
| C. Annual Assessment of Program Results |
| <ul style="list-style-type: none"> • Student awareness of how selected options will increase/decrease future opportunities |

| D. PROGRAM DESCRIPTION (JHS Goal 2c) | | | | |
|--|-------------------------|----------------------------|--|---------------|
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Trades & Employment Opportunities Program: NWCSO hosts representatives of trades and careers for students to get information | Students in Grade 8 | School Counselors | Students will be included in grade 8-12 participation during school day. | May |
| Individual Meetings | Students in Grade 7 & 8 | Jr. High School Counselors | | |
| Choices 360 | Students in Grade 8 | Jr. High School Counselors | Computer Lab / Choices 360 Software, Internet Access | October – Feb |

| |
|---|
| Junior High School Goal 2d. Provide advisory assistance to enable students to benefit from the curriculum in the area of academic problems. |
| A. Target Population |
| <ul style="list-style-type: none"> • Students in grades 7-8 |
| B. Objectives |
| <p><i>Academic:</i></p> <p>Students will:</p> <ul style="list-style-type: none"> • Be encouraged to recognize and identify academic problems. • Recognize the consequences of having academic problems. • Be provided with opportunities to learn alternate methods of resolving academic problems. • Demonstrate improved academic school performance. • Students and parents will work cooperatively with the school in reducing areas of poor academic achievement. <p><i>Career:</i></p> <ul style="list-style-type: none"> • Understand importance of identifying and resolving problems in the interest of furthering future career opportunities. <p><i>Social:</i></p> <ul style="list-style-type: none"> • Be encouraged to develop self-awareness • Learn self-help strategies • Be provided with recognition of success |
| C. Annual Assessment of Program Results |
| <ul style="list-style-type: none"> • Improved academic success. • Positive teacher feedback. • Parental satisfaction and feedback. • Fewer students will have to repeat courses or not be promoted due to lack of credits |

| D. PROGRAM DESCRIPTION (JHS Goal 2d) | | | | |
|--|--|--------------------------------------|---|----------------|
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Individual, parent/teacher conferences | Students in Grade 7 & 8 | School Counselors, teachers | | |
| Peer tutoring within or after school day by student volunteers | Identified or referred students grades 7 & 8 | Counselor | Teacher referrals, progress reports, report cards | Oct.-June |
| Academic Intervention Services | All identified students in grades 7 & 8 | Counselor Teacher Parent | State Test Results, Teacher Recommendations, AIS criteria | Sept.-June |
| Principal's List / Honor / Merit Roll Recognition | Students in Grade 7 & 8 | Principal, School counselors | Quarterly reports – Notification to papers | Quarterly |
| Academic Awards Night | Students in Grade 7 & 8 | Principal, Counselors | Quarterly reports, teacher nominations | May |
| YMCA Achiever's Program | Students in Grade 7 & 8 | Principal, Counselors, Social Worker | YMCA Outreach Center (after school from 3:00 to 5:00 pm) | October – June |
| Student At-Risk Committee Referrals | Students in Grade 7 & 8 | Principal, Counselors, Social Worker | Bi-weekly meetings | Ongoing |

Junior High School Goal 2e. Provide assistance to enable students to benefit from the curriculum in the area of social/emotional concerns.

A. Target Population

- Students in grades 7-8

B. Objectives

Academic/Personal:

Students will:

- Begin to recognize the relationship between their behavior and academic success.
- Be provided with appropriate feedback about their academic progress
- Be instructed in the development of positive study skills
- Be placed in an appropriate educational setting
- Be encouraged to develop awareness of personal academic strengths, weaknesses, and learning style.
- Be encouraged to take advantage of support systems to improve their academic performance.

Academic/Personal:

Students will:

- Be provided with opportunities to gain awareness of how their actions can affect their success and to develop positive strategies to improve their academic performance.

- Be provided opportunities for leadership
- Be provided opportunities to develop a more positive self-image, and positive interpersonal skills.
- Begin to accept responsibility for their own behavior
- Gain insight on how to deal with issues and people in a more positive way

Career:

Students will:

- Begin to understand the importance of how their behavior and academic success can affect their future career/educational choices.

C. Annual Assessment of Program Results

- Administration observation and feedback
- Teacher observations and feedback.
- Parent satisfaction and feedback.
- Disciplinary records will indicate a reduction of incidents involving discipline or adjustment problems.
- Annual student review will indicate overall improvement in total program success.

| D. PROGRAM DESCRIPTION (JHS Goal 2e) | | | | |
|---|---------------------|--|--|---------------------|
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Lifelines Student Curriculum (Suicide Awareness and Prevention) | Students in Grade 7 | School Counselors, teachers | In 2017, all grades were provided 3 days of instruction, as of 2018, all 7 th Grade Health students will be taught. Materials from Pearson, and the Council for Prevention. | Ongoing |
| Bullying Prevention Presentation (School-wide) | All Grades | All Teaching Staff and Administration | Sweethearts & Heroes, Arts & Education Funding, Council for Prevention, Olweus Curriculum | Fall and Ongoing |
| Olweus Presentation and Update | All Grades | All Staff | Update on prior year's Annual Olweus Survey results and program implementation | August / September |
| Olweus Class Meetings | All Grades | All Teaching Staff and Administration | Monthly topics presented to Homebase groups with teacher and Natural Helper Team member | Ongoing |
| Olweus Committee Meetings | All Grades | Counselors, Social Worker, Administration, Student and Community Representatives | Skye Farm, Council for Prevention, Monthly meeting to address current issues, topics and plans for current month | August through June |

Junior High School Goal 3. Encourage parental involvement in the educational process.

A. Target Population

- Students in grades 7-8

B. Objectives

Academic:

- Parents will be invited to participate in developing their student's educational plans.
- Parents will be invited to participate in informational/learning programs

Social:

- Parents will be assisted in obtaining help from sources within or outside the school when necessary.
- Parents will be provided with information relating to the educational process through a variety of communications.
- Counselors will avail themselves to parents
- Parents will be provided with opportunities to chaperone field trips
- Parents will be encouraged to communicate with teachers and counselors regularly.
- Counselors will communicate with parents regarding student success and concerns.

Career:

- Parents will be informed of details, procedures & opportunities regarding:
 - Student's school performance
 - College application/selection
 - Financial aid
 - Military careers
 - Obtaining employment

C. Annual Assessment of Program Results

- Improved student performance
- Parental feedback through conferences, telephone contacts or mailings

| D. PROGRAM DESCRIPTION (JHS Goal 3) | | | | |
|--|---------------------------|--------------------------------------|---|--------------|
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Online web based information | Students in Grade 7 & 8 | Guidance Administrative Assistant | School Website | Ongoing |
| Newsletters | Students in Grade 7 & 8 | School Counselors | School Website, Mailings | Quarterly |
| LED Sign | Students in Grade 7 & 8 | Superintendent Secretary | | Ongoing |
| Personal Contacts, Conferences | Students in Grade 7 & 8 | School Counselors | | As needed |
| 7 th Grade Orientation | Students entering Grade 7 | School Counselors | Power Point, Auditorium | August |
| 8 th Grade Parent Night | Students in Grade 8 | School Counselors | Power Point, Auditorium | November |
| Schooltool Parent Portal and Email Notifications | Students in Grade 7&8 | School Counselors | Schooltool | Ongoing |
| Robocall Notifications | Students in Grade 7&8 | Superintendent | Robocall for significant events / dates | Ongoing |

High School Goal 1. Help students learn about various careers and develop career planning skills.

A. Target Population

- Students in grades 9-12

B. Objectives

Academic/Personal:

Students will:

- Demonstrate an understanding of their present academic status, achievement, levels and educational requirement for graduation.
- Work with counselor to develop a program of studies for the following year.
- Be provided with recommendations from their counselor and/or teachers.
- Develop an awareness for the process involving a periodic self-review.

Social:

Students will:

- Develop self-awareness
- Gain awareness about their strengths & weaknesses

Career:

Students will:

- Develop an understanding of their interests, abilities and an overview of the educational requirements for graduation and for other post-secondary options as it relates to their career goals.

C. Annual Assessment of Program Results

- Review career planning material to ascertain that they contain accurate information concerning steps needed to implement plans.
- Update progress using student feedback and self-evaluation concerning their educational and career planning.
- Parent feedback regarding their child's educational and career planning progress.
- Counselor notes indicating satisfactory student planning progress.

D. PROGRAM DESCRIPTION (HS Goal 1)

| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
|--|----------------------------|--|---|---------------------|
| Individual Conferences to review Graduation Plan, individual interests, skills, aptitudes, career goals, post-secondary alternatives | Students in grades 9-12 | School Counselor will conduct 30 – 40 minute conferences | Graduation Plan document, Schooltool Transcript, current quarter and progress reports, Course Selection Sheet, Choices 360 | December – June |
| (Continued) | | | | |
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Junior College & Career Planning Workshop | Students in Grade 11 | School Counselor | Junior College & Career Planning timelines, and Power Point presentations. Development of career goals & interests using Choices 360 Profiles | September - October |
| Career Planning | Students in grades 9-12 | School Counselor | Using Choices 360, each student will gain awareness of their own interests, skills and values as they relate to the world of work <i>Please see Career and Readiness Plan section of this document</i> | November – April |
| Career Exploration Program (Internship) | Students in Grade 12 | School Counselor | Interested students can participate in the BOCES Career Exploration Program, where they can obtain ½ credit while performing 54 hours of “hands-on” at a job location of their choosing | October – May |
| Career and Technical Education (CTE) programs | Students in Grades 11 / 12 | School Counselor | Students will have the opportunity to go to BOCES for a CTE program in order to gain professional certification. | September – May |
| Individual Counseling, CSE/504 Review, Crisis Counseling, and Outside Referral where appropriate | Students in Grades 9-12 | School Counselor, Social Worker, Psychologist, CSE / 504 Committee | Appropriate staff as needed. | Ongoing |

High School Goal 2. Provide advisory assistance to enable students to benefit from the curriculum.

A. Target Population

- Students in grades 9-12

B. Objectives

Academic:

Students will:

- Become familiar with all aspects of the school curriculum offerings and full understand the requirements for graduation.
- Become aware of their own strengths and weaknesses related to academic and extracurricular activities.
- Understand their own potential and select appropriate courses necessary for success in their future career or academic goals.
- Become aware of ways to improve their academic achievements.
- Identify problems encountered in any subject area.

Personal/Social:

Students will:

- Learn how to reduce test anxiety and manage stress under academic or personal pressures.
- Increase their self-awareness
- Become aware of and use available support systems to improve their school performance.
- Understand the need for a good relationship among peers, their parents and school in resolving academic or personal difficulties.
- Be encouraged to develop awareness of their responsibility in achieving success.

Career:

Students will:

- Gain understanding of how curriculum relates to future career goals.

C. Annual Assessment of Program Results

- Improved student academic achievement
- Teacher comments/evaluation
- Parent satisfaction
- Counselor appraisal
- Student evaluation

D. PROGRAM DESCRIPTION (HS Goal 2)

| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
|---|--|--|--|-----------------|
| Individual Conferences to review Graduation Plan, Course Selections, individual interests, skills, aptitudes, career goals, post-secondary alternatives | Students in grades 9-12 | School Counselor | Graduation Plan document, Schooltool Transcript, current quarter and progress reports, Course Selection Sheet, Choices 360 | December - June |
| Group guidance seminars with 11 th grade students Areas include: -PSAT, SAT, ACT test information -Use of Choices 360 Careers -College programs -Career & college orientation -Overview of yearly guidance program | All 11 th grade students Classroom presentations | School Counselor | Testing materials Curriculum guides Review of PSAT results | Oct.-Nov. |
| Individual counseling with academic or personal concerns | Identified or self-referred students grades 9-12 | School Counselor, Social Worker | Student report card Student progress reports or referrals as appropriate | Sept.-June |
| Counseling with new or concerned student/parents including district screening procedures and overall orientation to our curriculum | New students Self-referred students Parents Grades 9-12 | School Counselor, Social Worker | Course Description Guides Cougar Code of Conduct | Sept.-Aug. |
| Parent Conferences / Phone Calls | Grades 9-12 | School Counselor, Social Worker, appropriate staff | Coordinate calls, meetings and communication with parents on issues of interest and concern | Sept – June |

High School Goal 3. Provide advisory assistance to help students develop and implement post-secondary educational and career plans.

A. Target Population

- Students in grades 9-12

B. Objectives

Academic:

Students will:

- Work with counselor to plan sound educational programs, which will enable them to make appropriate post-secondary choices.

Career:

Students will:

- Be able to make appropriate college or career choices based upon:
 - A gained understanding of their own abilities
 - A gained knowledge of their own career interests.
 - A gained knowledge of the programs and requirements of each college.
 - The development of Decision Making Skills
 - The assimilation of knowledge gained through personal contact with college or career representatives.

Social:

Students will:

- Develop skills to clarifying their personal values while broadening the scope of their interests which are compatible with their values.
- Gain more self-awareness

C. Annual Assessment of Program Results

- Student self-evaluation (12th grade)
- The percentage of students who graduate from the high school with specific career, college or specific plans will remain constant or increase
- Parent satisfaction

D. PROGRAM DESCRIPTION (HS Goal 3)

| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
|--|---------------------------|----------------------------|--|-----------------|
| Individual Conferences to review Graduation Plan, individual interests, skills, aptitudes, career goals, post-secondary alternatives | Students in grades 9-12 | School Counselor | Graduation Plan document, Schooltool Transcript, current quarter and progress reports, Course Selection Sheet, Choices 360 | December – June |
| Junior College & Career Planning Workshop | Students in Grade 11 | School Counselors (2 days) | Junior College & Career Planning timelines, and Power Point presentations. Development of career goals & interests using bridges.com portfolios. | Oct.-Nov. |
| Freshman & Sophomore Planning Night | Students in Grades 9 & 10 | School Counselor, Teachers | BOCES, ECCA and New Visions, along with NWCS teacher(s) will present high school opportunities for students and their parents | January |
| Senior Seminar | Students in Grade 12 | School Counselor, Teacher | Curriculum for College and Career Planning and strategies | Sept.-June |
| Guidance Newsletters | Students in Grades 9-12 | School Counselor | 8 times per year, in conjunction with 5-week reporting periods | Sept.-June |
| College & Career Exploration | Students in Grades 9-12 | Counselor | Choices 360, Guidance Direct, <i>Please see Career and Readiness Plan section of this document</i> | Oct – June |
| College Visit – Fall | Grade 12 Students | Counselor | College visit and tour of 4-year campus | September |
| College Fair – Fall | Grade 12 Students | Counselor | Adirondack Community College | November |
| College Fair – Spring | Grade 11 Students | Counselor | Hudson Valley Community College fair with 250+ representatives | April |
| College Financial Aid night | Grade 12 and 11 | Counselor | Partner with Skidmore or Sage to present financial aid information | December |
| Junior Parent Night | Grade 11 | Counselor | Partner with SAGE to provide college and post-secondary planning for junior parents | March |
| College Representative Visits | Grades 11, 12 | Counselor | Coordinate and advertise college representative visits | Sept – Oct |
| Military Information | Grades 9-12 | Counselor | Coordinate visits from recruiters | Ongoing |
| ASVAB Administration | Grades 10-12 | Counselor | Coordinate sign-up, administration and follow-up | October |
| Trades & Employment Opportunities Program: NWCS hosts representatives of trades and careers for students to get information | Grades 9-12 | School Counselors | Students will be included in grade 8-12 participation during school day. | May |

High School Goal 4. Provide advisory assistance for students who exhibit attendance problems.

A. Target Population

- Students in grades 9-12

B. Objectives

Academic:

Students will:

- Be informed of attendance procedures through the Student Handbook and homebase discussions.
- Begin to understand the relationship between school attendance and academic achievement.
- Gain awareness of all alternate programs available at North Warren that will offer students with attendance difficulties the best chance for academic success.
- Be encouraged to improve attendance (if this is a problem area).

Career:

Students will:

- Understand the relationship between their attendance at school being directly related to attendance at a future job and the implications for success.

Social:

Students will:

- Develop awareness of their responsibility
- Be provided with feedback and strategies to increase attendance
- Be provided with recognition of success

C. Annual Assessment of Program Results

- There will be an overall improvement in student attendance rate.
- There will be a reduced incidence of school tardiness/class cutting by students with attendance problems.
- The current dropout rate will be reduced.

| D. PROGRAM DESCRIPTION (HS Goal 4) | | | | |
|---|-------------------------|-----------------------------------|--|---------------|
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| New students get a student handbook for review upon registration | Students in grades 9-12 | Registrar | Student Handbook | Sept.- August |
| Attendance policies & procedures are reviewed with the faculty and students during the first week of school | Teachers in grades 9-12 | Administrators, School Counselors | Opening Assembly to review updates with all students and staff | September |
| Individual Conferences | Students in grades 9-12 | School Counselors, Administrators | Attendance Records, Schooltool, 5-day, 8-day, 10-day, 15-day, loss of attendance letters | Ongoing |
| Parent Conferences | Students in grades 9-12 | School Counselors, Administrators | Attendance Records, Schooltool, 5-day, 8-day, 10-day, 15-day, loss of attendance letters | Ongoing |
| Letters sent to parent/guardian, meetings scheduled | Students in grades 9-12 | School Counselors, Administrators | Attendance Records, Schooltool, 5-day, 8-day, 10-day, 15-day, loss of attendance letters | Ongoing |

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| High School Goal 5. Provide advisory assistance for students who exhibit academic problems |
| A. Target Population |
| <ul style="list-style-type: none"> • Students in grades 9-12 |
| B. Objectives |
| <p><i>Academic:</i></p> <p>Students will:</p> <ul style="list-style-type: none"> - Be encouraged to recognize and identify academic problems. - Recognize the consequences of having academic problems. - Be provided with opportunities to learn alternate methods of resolving academic problems. - Demonstrate improved academic school performance. - Students and parents will work cooperatively with the school in reducing areas of poor academic achievement. <p><i>Career:</i></p> <ul style="list-style-type: none"> - Understand importance of identifying and resolving problems in the interest of furthering future career opportunities. <p><i>Social:</i></p> <ul style="list-style-type: none"> - Be encouraged to develop self-awareness - Learn self-help strategies - Be provided with recognition of success |

C. Annual Assessment of Program Results

- Improved academic success
- Positive teacher feedback
- Parental satisfaction and feedback
- Fewer students will have to repeat courses or not graduate due to lack of credits

D. PROGRAM DESCRIPTION (HS Goal 5)

| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
|--|---|--|--|--------------|
| Individual, parent/teacher conferences | Identified, self or parent referred students in grades 9-12 | School Counselors, teachers | Teacher reports Progress reports Report card Outside agencies or tutoring | |
| Peer tutoring within or after school day by student volunteers | Identified or referred students grades 9-12 | Counselor | Teacher referrals, progress reports, report cards | Oct.-June |
| Academic Intervention Services | All identified students in grades 9-12 | Counselor Teacher Parent | State Test Results, Teacher Recommendations, AIS criteria | Sept.-June |
| Principal's List / Honor / Merit Roll Recognition | Students in Grades 9-12 | Principal, School counselors | Quarterly reports, notification to papers | Quarterly |
| Academic Awards Night | Students in Grades 9-12 | Principal, Counselors | Quarterly reports, teacher nominations | May |
| Student At-Risk Committee Referrals | Referred Students in Grades 9-12 | Principal, Counselors, Social Worker | Bi-weekly meetings | Ongoing |

High School Goal 6. Provide assistance to enable students to benefit from the curriculum in the area of social/emotional concerns.

A. Target Population

- Students in grades 9-12

B. Objectives

Academic/Personal:

Students will:

- Begin to recognize the relationship between their behavior and academic success.
- Be provided with appropriate feedback about their academic progress
- Be instructed in the development of positive study skills
- Be placed in an appropriate educational setting
- Be encouraged to develop awareness of personal academic strengths, weaknesses, and learning style.
- Be encouraged to take advantage of support systems to improve their academic performance.

Academic/Personal:

Students will:

- Be provided with opportunities to gain awareness of how their actions can affect their success and to develop positive strategies to improve their academic performance.
- Be provided opportunities for leadership
- Be provided opportunities to develop a more positive self-image, and positive interpersonal skills.
- Begin to accept responsibility for their own behavior
- Gain insight on how to deal with issues and people in a more positive way

Career:

Students will:

- Begin to understand the importance of how their behavior and academic success can affect their future career/educational choices.

C. Annual Assessment of Program Results

- Administration observation and feedback
- Teacher observations and feedback
- Parent satisfaction and feedback
- Disciplinary records will indicate a reduction of incidents involving discipline or adjustment problems
- Annual student review will indicate overall improvement in total program success

D. PROGRAM DESCRIPTION (HS Goal 6)

| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
|--|---|--|--|--------------|
| Review of students exhibiting social/emotional problems to ascertain scope of existing problems | Identified students in grades 9-12 | Administrators Counselors Teachers Support Staff | Outside evaluations when needed, parents and / or outside counselors | On-going |
| Individual conferences with students to provide assistance in dealing with existing potential problems, i.e., schedule adjustment, alternate programs, school policies and consequences | Identified and self-referred students in grades 9-12 | Counselor Teacher Psychologist | Support help as needed. Behavior Management Plan, Parents | On-going |
| Conference with teachers to determine extent of issue or identify resolution | Identified students in grades 9-12 | Teacher Counselor | Student Referrals General Referrals, parents, or teachers | On-going |
| Conference with parents to intercede in potential problems or to resolve existing behavioral/adjustment problems of their child | Identified students in grades 9-12 | Administrators Counselor Teacher | Aides Discipline referrals Progress reports | On-going |
| Conference with administration to determine appropriate resolution to existing problems | Identified students in grades 9-12 | Administrators Teacher Counselor | Superintendent Hearing record Discipline Referral forms Attendance record Progress Reports | On-going |
| Referral to professionals or outside agencies, i.e., psychologist, Mental Health agency, Hospital | Identified students in grades 9-12 | Counselor School Psychologist | Student records Attendance Progress reports Referrals Evaluation date | On-going |
| North Warren Natural Helpers Team Areas of focus include: -Problem solving -Goal setting -Effective relationships -Conflict resolution -Self-esteem -Communication skills -Advocacy skills | Students in Grades 9-12 | Counselors Teachers Administrators Student Mediators | North Warren Natural Helpers Team Students (grades 9-12) | Ongoing |
| Individual counseling done with students having behavioral/ adjustment problems. May include the following areas: -Substance abuse | Identified students in grades 9-12 Referrals may be self-initiated or parent, teacher, administrator | Counselor Social Worker | Discipline notices Teacher referrals Student Input Parent Input | As-Needed |

| | | | | |
|--|------------------------------------|---|--|---------------------|
| -Poor peer relationships -Poor communication skills -Depression -Loneliness -Violent behavior -Self-defeating or destructive behavior -Abuse -Family problems | | | | |
| Consultation with or referral to alternative support personnel when appropriate | Identified students in grades 6-12 | Counselor Psychologist | Outside agencies Private practitioners | |
| Referral for evaluation to assist in counseling students with behavioral problems | Identified students in grades 9-12 | Counselor, Social Worker Psychologist | Social Worker, Counselor | |
| Student At-Risk Committee Referrals | Referred Students in | Principal, Counselors, Social Worker, Teacher | Bi-Weekly Meetings: Report Cards Progress reports Attendance records Discipline Reports Teacher Referral | |
| Lifelines Student Curriculum (Suicide Awareness and Prevention) | Grades 9-12 | School Counselors, teachers | In 2017, all grades were provided 3 days of instruction, as of 2018, all 7 th Grade Health students will be taught. Materials from Pearson, and the Council for Prevention. | Ongoing |
| Bullying Prevention Presentation (School-wide) | All Grades | All Teaching Staff and Administration | Sweethearts & Heroes, Arts & Education Funding, Council for Prevention, Olweus Curriculum | Fall and Ongoing |
| Olweus Presentation and Update | All Grades | All Staff | Update on prior year's Annual Olweus Survey results and program implementation | August / September |
| Olweus Class Meetings | All Grades | All Teaching Staff and Administration | Monthly topics presented to Homebase groups with teacher and Natural Helper Team member | Ongoing |
| Olweus Committee Meetings | All Grades | Counselors, Social Worker, Administration, Student and Community Representatives | Skye Farm, Council for Prevention, Monthly meeting to address current issues, topics and plans for current month | August through June |

High School Goal 7. Encourage parental involvement in the educational process.

A. Target Population

- Students in grades 9-12

B. Objectives

Academic:

- Parents will be invited to participate in developing their student's educational plans.
- Parents will be invited to participate in informational/learning programs

Social:

- Parents will be assisted in obtaining help from sources within or outside the school when necessary.
- Parents will be provided with information relating to the educational process through a variety of communications.
- Counselors will avail themselves to parents
- Parents will be provided with opportunities to chaperone field trips
- Parents will be encouraged to communicate with teachers and counselors regularly.
- Counselors will communicate with parents regarding student success and concerns.

Career:

- Parents will be informed of details, procedures & opportunities regarding:
 - Student's school performance
 - College application/selection
 - Financial aid
 - Military careers
 - Obtaining employment

C. Annual Assessment of Program Results

- Improved student performance
- Parental feedback through conferences, telephone contacts or mailings

| E. PROGRAM DESCRIPTION (HS Goal 7) | | | | |
|---|---|---|--|---|
| ACTIVITIES | TARGET GROUP | STAFF ASSIGNED | OTHER RESOURCES | DATES |
| Parent conferences for students involved in high school planning | Parents/students in grade 9-12 (Upon Request) | Counselors | Curriculum Guides Progress reports Career planning sheets | Feb.-June |
| Parent conference for students involving career/college planning upon request | Parents/students in grades 11 & 12 | Counselor | Graduation Plan Transcript Career Ware College materials Career printouts College planning guides | March-June |
| Creation, preparation and distribution of curriculum guides including Guidance information | All parents in grades 8-12 | Counselors Guidance Secretary | Course Description Guide | December-Feb. |
| Preparation of guidance related articles for high school newsletter & school website | Parents in grades 9-12 | Principal Counselors Guidance Secretary | Broadcast Journalism students | All Reporting Periods (once each 5 weeks) |
| Parent conferences for students exhibiting academic, behavioral or attendance problems | Parents of students in grades 9-12 | Counselor Administrator | Progress reports Teacher comments Attendance data Discipline referrals | Ongoing |
| Group Parental Seminars on counseling/ academic programs: -Financial Aid -Junior Parent Night | Parents of students in grades 11 and 12 | Administrators Counselors | Guest Speakers: Financial Aid Officers Directors of Admissions | Sept.-May |
| Online web based information | Parents/students in grade 9-12 | Guidance Assistant | School Website | Ongoing |
| LED Sign | Parents/students in grade 9-12 | Superintendent Secretary | | Ongoing |

Career and College Readiness Planning: Grades 3-12

Please see **Appendix A** for NWCS Career and College Readiness Planning

School Success

In summary, the North Warren Central School Counseling department seeks to contribute to the achievement of school success by providing a comprehensive Guidance Program that includes the following services and support:

1. Student Progress, Quarterly Report Cards, and ongoing updates
2. Student scheduling, master schedule development
3. Academic transcript maintenance and generation
4. Transcript Addendum development and guidance
5. Parent Conferences / Phone Calls / Advocacy
6. Peer Tutoring program
7. North Warren Natural Helpers Program
8. Student-At-Risk program
9. Summer School Registration
10. Academic Intervention Services
11. Counseling and Career newsletters
12. Maintenance of website and newsletters with current & timely updates
13. Coordination with foreign exchange student agencies
14. Coordination with in-state and out-of-state school student transfers
15. Letters of recommendations and student college applications
16. Interaction with School Social worker for CSE counseling, per IEP goals
17. Individual and Group Counseling
18. CSE Meetings / Annual reviews / Development and Writing of Goals
19. Coordination with teachers for student success
20. Junior Student of the Month (11th Grade)
21. Rotary Student of the Month (12th Grade)
22. Rotary Youth Leadership Program (Grade 11)
23. Adirondack Teen Leadership and Service Program (ATLAS) (Grades 9-12)
24. Student Recognition
25. Scholarships – identification and application assistance
26. North Warren Community Scholarship Fund (NWCSF) Coordination
27. Academic Awards
28. College and Career Readiness

As we seek to document and implement a program of services that are a critical component of a comprehensive Guidance Plan, our foremost goal is to ensure that our students are provided with all possible means in order to achieve success. As new needs are identified, our program is intended to accommodate those needs and support our most critical asset, which is each and every student.

Adam Bombard, Guidance Director, 7-12 School Counselor
Holley Bedell, K-6 School Counselor