

Riverhead Central School District

School Counseling Plan

Grades 7-12

7/1/2018

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RIVERHEAD CENTRAL SCHOOL DISTRICT

Guidance Mission

The counseling staff's mission is to assist students in the recognition and development of their unique abilities and by encouraging an individual approach to educational and career goals, respect for diversity, and the development of effective personal social relationships.

Introduction

The following information represents a guideline of the School Counseling Plan for grades 7-12 in the Riverhead Central School District. The format follows the suggested outline for implementing the Commissioner's Regulation 100.2 (iii), as communicated by the New York State Education Department, Division of Student Development and Family Support Services.

The role of counseling and related services is critically important to providing support for students, parents, and teachers. The explanation and coordination of these responsibilities are articulated in this School Counseling Plan. It is intended to assist educational stakeholders in assuring the academic and social success of all pupils.

Commissioner's Regulations 100.2

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

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

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

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

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

2. Nonpublic schools. Each nonpublic secondary school shall provide a guidance and counseling program for students in grades 7-12.

The Rationale for School Counseling Programs

The primary goal of school counseling programs is to promote and enhance learning and understanding through three interrelated areas of student development. Each of these areas includes a variety of desired student learning competencies. These three areas are academic, social/emotional and career

development. They are the foundation of the school counseling program. The program is both proactive and reactive in its nature. It is designed to assist students in becoming lifelong learners who are capable of adapting to change and ultimately become contributing members of society.

Objectives of 7-12 Counseling Services

- To provide comprehensive, developmental counseling services for all students and families needing support with academic, social/emotional and career matters.
- To evaluate student development and progress and encourage all student's to pursue appropriate programs commensurate with his/her abilities, aptitudes and interests while working toward a NYS High School Diploma.
- To inform parents and guardians of student's individual progress and to involve them in guidance related services.
- To provide career guidance to students at each grade level so that they may gain the skills and knowledge necessary to perform work in an employment setting.
- To provide consultation services to teachers, parents, administrators and support personnel on behalf of the students that we serve.
- To continually build and maintain positive working relationships with all outside agencies working with our student body.
- To provide for effective communication between the school community and the community at large.

Components of a School Counseling Program

The school counseling program integrates academic, career and social/emotional development. Counseling, consultation, collaboration, case management and program evaluation are the primary delivery modes in maintaining and effective school counseling program.

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Riverhead Central School District
School Counseling Plan
Grades 7-8

Riverhead Middle School plays an essential role in the development of the middle aged child and their ability to transition from the elementary level to the secondary level. The unique and developmental needs of these young adolescents are met by providing them with the tools to develop into productive and involved members of their school and community. The Middle School Counseling Plan will meet the State regulations by providing the following activities or services:

- An annual review of each student’s educational progress and career plans
- Instruction at each grade level to help students learn about various careers and career planning skills
- Individual or group counseling assistance to enable students to benefit from the curriculum
- Assistance to students who exhibit attendance, academic, behavioral, or adjustment problems
- Create opportunities for parental involvement

September

- Refine student schedules
- Review State Testing Results to insure proper AIS placement where necessary
- Assist staff with IEP/504 interpretations
- Attend CSE meetings
- Contact students for individual counseling
- Communicate with teachers regarding new students
- Complete new student registration and schedules
- Individual and crisis counseling
- Instructional support team meetings
- Meet with parents and teachers regarding students

October

- Review student progress reports and conduct meetings with students of concern
- Meet with new entrants who have already started classes
- Continue new student registration and orientation
- Coordinate extra help times with students of concern
- Attend CSE meetings
- Individual and crisis counseling
- Instructional support team meetings
- Meet with parents and teachers regarding students

November

- Review student reports cards and conduct meetings with students of concern
- Continue new student registration and orientation
- Coordinate extra help times with students of concern
- Attend CSE meetings
- Individual and crisis counseling
- Child support team meetings
- Meet with parents and teachers regarding students
- Thanksgiving Food Drive

December

- Review student progress reports:
- Prepare and cross check student schedules for 2nd semester
- Attend CSE meetings
- Individual and crisis counseling
- Meet with parents and teachers regarding students
- Meet with academic teams of teachers
- Meet with all 8th grade students to establish career/college planning Naviance accounts thru Career Key
- Holiday Drive (assisting families in the community in need of assistance for Christmas Holiday)

January

- Meet with students of concern to review mid-year assessments
- Meet with 7th grade students individually to plan schedules and enter course requests
- Review new semester schedule
- Continue new student registration and orientation
- Coordinate extra help times with students of concern
- Attend CSE meetings
- Individual and crisis counseling
- Child support team meetings
- Meet with parents and teachers regarding students

February

- Review student reports cards and conduct meetings with students of concern
- Meet with 8th grade classes to discuss high school course offerings
- Meet with 8th grade students individually to plan schedules and enter course requests
- Continue new student registration and orientation
- Coordinate extra help times with students of concern
- Attend CSE meetings
- Attend Annual Reviews
- Individual and crisis counseling
- Child support team meetings
- Meet with parents and teachers regarding students

March

- Review student progress reports and conduct meetings with students of concern
- Attend CSE meetings
- Attend Annual Reviews
- Individual and crisis counseling
- Instructional support team meetings
- Meet with parents and teachers regarding students

April

- Review 3rd quarter report cards and conduct meetings with students of concern
- Attend CSE meetings
- Attend Annual Reviews
- Group counseling
- Individual and crisis counseling
- Instructional support team meetings
- Meet with parents and teachers regarding students
- Assist with NYS Assessments as necessary
- Proctoring NYS Assessments

May

- Review student progress reports and conduct meetings with students of concern
- Attend CSE meetings
- Attend Annual Reviews
- Individual and crisis counseling
- Assist with end of the year student awards and scholarships
- Child support team meetings
- Meet with parents and teachers regarding students

June

- Attend CSE meetings
- Attend Annual Reviews
- Individual and crisis counseling
- Child support team meetings
- Meet with parents regarding scheduling for next year

Summer Activities (July-August)

- Facilitate new entrant meetings
- Reconcile student schedules

- Parent meetings

Yearlong Activities

- Academic Counseling
 - Intervention Strategies
 - Meet with teachers
 - Counselor and student meetings
 - Develop student plan to improve grades
 - Counselor, student and parent meetings
 - Counselor, parent, teacher conference
 - Referral to CST
-
- Attend CSE, 504 meetings
 - Manage student referrals for Family Service League mental health program
 - Individual and crisis counseling
 - Child support team meetings
 - Meet with parents and teachers regarding students
 - Communication by phone, email and mail with parents/guardians
 - Coordination of classroom work/assignments for students absent from school
 - Assist with Home Instruction communications between teachers, tutors and students
 - Arrange parent/teacher conferences
 - New student scheduling and orientation
 - Involvement in various community service activities
 - Contact local agencies and community resources

**Riverhead Central School District
School Counseling Plan
Grades 9-12**

- The Riverhead High School Guidance Department is dedicated to assisting students in meeting their personal, social, and academic goals, and preparing them for post-secondary college and career aspirations. This process includes informing students and parents of graduation requirements and academic programs that will allow students to enroll in a challenging and enriching academic curriculum. The Counseling Department will also assist students in their transition to the High School, as well as their transition to college, the military, or post-secondary employment.

- The High School Guidance Department will succeed in these areas by providing the following services or activities:
 - An annual review of each student’s educational progress and career plans
 - Instruction at each grade level to help students learn about various careers and career planning skills
 - Individual or group counseling assistance to enable students to benefit from the curriculum
 - Assistance to students who exhibit attendance, academic, behavioral, or adjustment problems
 - Create opportunities for parental involvement

September

- Program and student schedule adjustments
- New student orientation and scheduling
- Schedule College Representative visits
- Finalize senior transcripts
- Recognize PSAT/NMSQT commended students
- Preparation of recommendation letters for college bound students

- Student training of Naviance program
- NCAA updates and verification
- RHS Home Instruction
- Monitor student attendance at RHS and BOCES
- Meet with new students
- Coordination of parent/teacher conferences
- Publication of Guidance Newsletter
- Communication with parents and outside agencies via email and phone
- HS Guidance website updates
- Attend Weekly Student Support Team meetings
- Attend CSE meetings
- Senior college meetings with students and parents

October

- Program and student schedule adjustments
- New student orientation and scheduling
- RHS Home Instruction
- Schedule College Representative visits
- Small group and individual meetings with all seniors
- Preparation of recommendation letters for college bound students
- Processing of college applications and supporting documents
- Student training of Naviance program
- Monitor student attendance at RHS and BOCES
- Meet with new students
- Coordination of parent/teacher conferences
- Facilitation of In-School PSAT
- Fall College Fair
- Parent and Student College Night
- Publication of Guidance Newsletter
- Administration of Dowling Early College Program for French and Spanish classes
- Communication with parents and outside agencies via email and phone
- HS Guidance website updates
- Attend Weekly Student Support Team meetings
- Attend CSE meetings

November

- Evening program for parents: Freshman Information Night
- Campus Connections event for seniors
- Review student reports cards and conduct meetings with students of concern
- Senior Failure Letters
- Schedule College Representative visits
- Small group and individual meetings with all seniors
- Preparation of recommendation letters for college bound students
- Processing of college applications and supporting documents
- Communication with parents and outside agencies via email and phone
- HS Guidance website updates
- RHS Home Instruction
- Attend Weekly Student Support Team meetings
- Attend CSE meetings

December

- Schedule College Representative visits
- Small group and individual meetings with all seniors
- Preparation of recommendation letters for college bound students
- Processing of college applications and supporting documents
- Meet with students in danger of failing
- Publication of Guidance Newsletter
- Facilitate annual BOCES presentation to all interested 10th grade students
- NCAA Information Night
- Financial Aid Night
- RHS Home Instruction
- Communication with parents and outside agencies via email and phone
- HS Guidance website updates
- Attend weekly Student Support Team meetings
- Attend CSE meetings

January

- Student scheduling meetings (8 thru 11) to complete the following year's course requests
- Meet with students in danger of failing classes
- Suffolk Community College Early College Program
- Communication with parents and outside agencies via email and phone
- RHS Home Instruction
- HS Guidance website updates
- Attend weekly Student Support Team meetings
- Attend CSE Meetings

February

- Student scheduling meetings (8 thru 11) to complete the following year's course requests
- Review student reports cards and conduct meetings with students of concern
- Senior Failure Letters
- Communication with parents and outside agencies via email and phone
- RHS Home Instruction
- Naviance training for students
- College/Career Searches
- HS Guidance website updates
- Attend weekly Student Support Team meetings
- Attend Annual Reviews
- Attend CSE Meetings

March

- Student scheduling meetings (8 thru 11) to complete the following year's course requests
- Meet with students in danger of failing classes
- Naviance training for students and parents
- College/Career Searches
- RHS Home Instruction
- HS Guidance website updates

- Attend weekly Student Support Team meetings
- Attend Annual Reviews
- Attend CSE Meetings
- **April**

- Review student reports cards and conduct meetings with students of concern
- Senior Failure Letters
- Naviance training for students and parents
- On-Line College/Career Searches
- HS Guidance website updates
- RHS Home Instruction
- Facilitate Student Grade Appeal meetings
- Attend weekly Student Support Team meetings
- Attend Annual Reviews
- Attend CSE Meetings

May

- Meet with students in danger of failing
- Naviance training for students and parents
- On-Line College/Career Searches
- HS Guidance website updates
- RHS Home Instruction
- Facilitate Student Grade Appeal meetings
- Attend weekly Student Support Team meetings
- Attend Annual Reviews

June

- Meet with students in danger of failing
- Facilitate Student Grade Appeal meetings
- RHS Home Instruction
- Attend weekly Student Support Team meetings
- Attend Annual Reviews

Summer Activities (July-August)

- Facilitate new entrant meetings

- Summer School Registration
- Reconcile student schedules
- Parent meetings
- **Yearlong Activities**
 - Academic Counseling
 - Intervention Strategies
 - Meet with teachers
 - Counselor and student meeting
 - Develop student plan to improve grades
 - Counselor, student and parent meeting
 - Counselor, parent, teacher conference
 - Referral to CST
- Attend CSE, 504 meetings
- Manage student referrals for Family Service League mental health program
- Individual and crisis counseling
- Attend Student support team meetings
- Meet with parents and teachers regarding students
- Communication by phone, email and mail with parents/guardians
- Coordination of classroom work/assignments for students absent from school
- RHS Home Instruction communications between teachers, tutors and students

