

July 1, 2020

Riverhead Central School District Guidance Plan Grades K-6

The K-6 Guidance Plan is committed to meeting the guidance regulations established by New York State, as well as the National Standards for School Counseling Programs. This Plan is designed to assist students in preparing to participate effectively in their current and future educational programs. It is focused on addressing students' attendance, academic, behavioral or adjustment problems, and encourages parental involvement.

Guidance Plan: Grades K - 6

July	X X X	X X	X	X	X X
August	X X X	X X	X	X	X X
September	X X X X	X X	X	X	X X X
October	X X X	X X	X	X	X X
November	X X X	X X	X	X	X X X
December	X X X	X X	X	X	X X
January	X X X	X X	X	X	X X
February	X X X X X	X X	X	X	X X
March	X X X X X	X X	X	X	X X
April	X X X X X	X X	X	X	X X
May	X X X X X	X X	X	X	X X
June	X X X X	X X	X	X	X X X
As Needed		X X	X X X X	X X X X X X X X	X X X
Varies By					X X

- Kindergarten Screening
- State Assessments
- Psycho-educational Eval(As per CSE)
- Systematic Rdg Testing-Star Assess Tchrs Coli: Rdg Quick Assess
- IST (Meeting for placement in AIS or RTI services)
- CSE/504 /Annual Reviews
- Individual counseling
- Group counseling
- Social Emotional Programs
- Student attendance reporting
- Attendance phone calls to parents
- Written communication regarding excessive absences
- Parent conference
- Parent/Teacher conference
- Instructional Support Team meeting
- AIS Support Services
- Pupil/Social Worker conference
- Referral to CSE for evaluation
- Classroom instruction/appropriate school behavior
- Teacher/Pupil conference
- Teacher/Parent/Principal conference
- IST Referral
- CSE Referral
- Referral to outside agencies
- Instruction regarding personal safety
- Parent notification/risk to child's safety
- Counseling
- Referral to outside agencies
- Parent University
- School/parent communications
- Parent/Teacher conferences
- Kindergarten Orientation
- "Back-to-School Night"
- Book Fair
- Family Nights

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

B. Target Population: Grades K - 6

C. Expected Outcome(s):

1. Students will demonstrate continuous academic achievement as they progress through elementary school.
2. Grade accomplishments will improve as student's progress through the grades.
3. Students receiving systematic remedial instruction will make satisfactory progress in these areas.
4. Students will become aware of academic and behavioral expectations as they progress to the next grade.
5. Students will develop appropriate social and emotional skills that will enhance their ability to learn.

D. Annual Assessment:

1. Student achievement will be assessed and reported using the format of trimester report cards.
2. Satisfactory progress of pupils receiving systematic remedial instruction will be evaluated through State assessments and teacher evaluation.
3. Students will experience a positive transition to the next grade based on faculty and administrative assessment.

E. Program Description: Activity	Target or Sub Group	Staff Assigned	Other Resources	Date of Activity
<i>1. Kindergarten screening</i>	Incoming kindergarten students	Speech/Language Teacher, Reading Teacher, Literacy Coach	Psychologist, Principal, Special Education Dept	May / June September: (Newly registered)
<i>2. State assessments</i>	Students Grades 3 - 6	Classroom Teacher, Special Education Teacher	Principal	Spring
<i>3. Psycho-educational Evaluation (As per CSE)</i>	Students Grades K - 6	Psychologist	Principal	Ongoing
<i>4. Systematic Reading Testing – Star Assessment Teachers College: Reading Quick Assessments</i>	Students Grades K - 6	Classroom Teacher, Reading Teacher	Principal	Ongoing
<i>5. Instructional Support Team (Meeting for placement in</i>	Students requiring AIS/RTI Grades K - 6	Classroom Teacher, IST Team	Pupil Personnel Staff, Principal	Ongoing

<i>AIS or RTI svcs.)</i>				
<i>6. CSE/504 Annual Review Meeting – meets to provide feedback and progress updates to help determine the appropriateness of each student's IEP or 504 Plan.</i>	Special needs students Grades K - 6	CSE and 504 Committee members	Report card, testing results, IEP or 504 Plan, teacher feedback, goals for next year	Annual Review – Spring 504 – One year from date of
<i>7. Individual counseling</i>	Students of concern Grades K - 6	Psychologist, Social Worker	Teacher feedback, parent feedback, IST Team, Principal	As needed
<i>8. Group counseling</i>	Identified students Grades K - 6	Psychologist, Social Worker	Classroom Teacher	As needed
<i>9. Social Emotional Program – Students will gain an understanding of empathy, impulse control, problem solving and anger management</i>	Students Grades K - 4	Classroom Teacher, Psychologist, Social Worker, Principal	Leader in me Curriculum Mind up Curriculum	Ongoing

A. Program Objective: To assist students who may exhibit challenges to academic success including but not limited to attendance problems or behavioral concerns.

B. Target Population: Grades K - 6

C. Expected Outcome(s):

1. Students will begin to attend regularly as a result of attendance services and parents will cooperate with the school to ensure the regular attendance of their children.

D. Annual Assessment:

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

E. Program Description: Activity	Target or Sub Group	Staff Assigned	Other Resources	Date of Activity
1. Student attendance reporting	Students Grades K - 6	Classroom Teacher	Attendance Personnel, eSchool	Daily
2. Attendance phone calls to parents	Absent students Grades K - 6	Automated Calls Home	Classroom Teacher, Principal, Social Worker, Nurse	Daily
3. Written communication to parent/guardian regarding excessive absences	Students with excessive absences Grades K - 6	Principal, Nurse, Social Worker	Pupil Personnel Staff	As needed
4. Parent conference	Students with excessive absences Grades K - 6	Principal, Assistant Principal	Pupil Personnel Staff	As needed

A. Program Objective: Where appropriate make a referral to a licensed professional and/or certified pupil personnel service provider, as appropriate, for more targeted supports.

B. Target Population: Grades K - 6

C. Expected Outcome(s):

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

D. Annual Assessment:

1. Improvement of students' classroom work and homework will be assessed by classroom teacher.
2. Improvement in report card grades will be noted on trimester report card.

E. Program Description: Activity	Target or Sub Group	Staff Assigned	Other Resources	Dates of Activity
1. Parent/Teacher conference	Students identified as struggling educationally Grades K - 6	Classroom Teacher	Principal, Special Area Learning Specialist, Psychologist, AIS, IST, CSE	As needed
2. Instructional Support Team meeting	Students experiencing major challenges in the classroom environment or on state mandated exams Grades K - 6	Psychologist, Classroom Teacher, Learning Specialist and Teachers, Speech Pathologists	Resource Room Teacher, AIS, IST, CSE	As needed
3. AIS Support Services – Students are identified through standardized test scores and teacher recommendations. Supports include AIS classes and monitoring of services	Identified students Grades K - 6	Psychologist, Classroom Teacher, Learning Specialist and Teachers, Speech Pathologists	IST, report card, Star Assessments, State Testing Teachers College: Reading Quick Assessments	Ongoing
4. Pupil/Social Worker conference	Students exhibiting academic concerns Grades K - 6	Psychologist, Classroom Teacher, Learning Specialist and Teachers, Speech Pathologists	Psychologist, Principal	As needed
6. Referral to CSE for evaluation	Referred students Grades K - 6	Classroom Teacher, Parent, IST Team	Principal, Psychologist, Social Worker, Parent, IST, CSE	As needed

A. Program Objective: To assist students who may exhibit challenges to academic success including but not limited to attendance problems or behavioral concerns.

B. Target Population: Grades K - 6

C. Expected Outcome(s):

1. Improved student behavior.
2. Improved student adjustment to school.
3. Development of peer relationships.

D. Annual Assessment:

1. Improved student behavior will be assessed by the reduction of reported disciplinary problems.
2. Improved student adjustment to school will be noted by the classroom teacher and school staff and improved academic performance.
3. Improved peer relationships will be noted by the classroom teacher.

E. Program Description: Activity	Target or Sub Group	Staff Assigned	Other Resources	Dates of Activity
1. Classroom instruction regarding appropriate school behavior	Students Grades K - 6	Classroom Teacher	Principal, IST Team	As needed
2. Teacher/Pupil conference	Students exhibiting behavioral or adjustment problems Grades K - 6	Classroom Teacher	Principal, IST Team	As needed
3. Teacher/Parent/Principal conference	Students exhibiting behavioral or adjustment problems Grades K - 6	Classroom Teacher/ Principal	Principal, IST Team	As needed
4. IST Referral	Students exhibiting behavioral or adjustment problems Grades K - 6	Principal, IST Team	Principal, Nurse	As needed
5. CSE Referral	Students exhibiting behavioral or adjustment problems Grades K - 6	CSE Team	Principal, PPS Dept.	As needed
5. Referral to outside agencies	Students exhibiting behavioral/adjustment problems Grades K - 6	Principal, Social Worker, Psychologist	Principal, Nurse	As needed
6. Peer Mediation	Students exhibiting behavioral	Principal, Fellow Students	Classroom Teacher	As needed

A. Program Objective: To educate students concerning personal safety and the availability of direct student services.

B. Target Population: Grades K - 6

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, the ability to identify someone with whom they can safely confide their feelings, and an age appropriate understanding of sexual abuse.

D. Annual Assessment:

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

E. Program Description: Activity	Target or Sub Group	Staff Assigned	Other Resources	Dates of Activity
1. Instruction regarding personal safety – fire safety, stranger/ danger, Bus Safety, bike safety, road safety, pool safety	Students Grades K- 6	Classroom Teacher, Physical Education Teacher, Nurse, Transportation Dept. Personnel	Nurse, AV materials, Community members, Fire Dept.	Ongoing
2. Parent notification in the event of potential risk to child's safety	Parents of students Grades K - 6	Principal, Classroom Teacher	Nurse, Social Worker	As needed
3. Counseling	Identified students Grades K - 6	Psychologist, Social Worker	Outside agencies	As needed
4. Referral to outside agencies	Identified students Grades K - 6	Principal, Psychologist, Social Worker	Classroom Teacher, Nurse	As needed

A. Program Objective: To encourage parental involvement.

B. Target Population: Grades K - 6

C. Expected Outcome(s):

1. Parental awareness and support of educational programs and goals established for their children.
2. A satisfactory level of parent initiated contact with teachers and other school personnel.
3. A clear understanding by parents of school services and programs provided for the well-being and personal development of their children.
4. Parent volunteers will assist in the classroom and on field trips.
5. Parents will attend "Back-To-School Night" and other planned activities regarding the curriculum.
6. Parents will demonstrate willingness to serve on school advisory committees.

D. Annual Assessment:

1. Parental awareness and support of educational programs and goals will be assessed by parental feedback.
2. Parent initiated contact will be assessed by teacher and administrative observation.
3. Parental understanding of school services and programs will be assessed by parental feedback.

E. Program Description: Activity	Target or Sub Group	Staff Assigned	Other Resources	Dates of Activity
1. Parent University highlighting various areas of support	Parents of students Grades K - 6	Various Classroom Teachers, Specialty Teachers and staff	Principal, Nurse, Pupil Personnel Staff, Psychologist Community Organizations	Ongoing
2. School/parent communications, report cards, newsletter, Website updates, School Messenger services	Parents of students Grades K - 6	All Faculty Members, Principal	Nurse, Pupil Personnel Staff, Backpack Mail District Office Personnel	Ongoing
3. Parent/teacher conferences	Parents of students Grades K - 6	Classroom Teacher	Principal, Pupil Personnel Staff	November
4. Kindergarten Orientation	Future Parents of Kindergarten	Classroom Teacher, Principal	Handouts and other pertinent resources	June
5. "Back-to-School Night"	Parents of students Grades K - 6	Classroom Teacher, Principal	Handouts and other pertinent resources	September
6. Book Fair	Parents and students Gr K - 6	Principal, Select Faculty Members	PTA	Varies by Building
7. Family Nights	Parents and students Gr K - 6	Principal, Select Faculty Members	PTA	Varies by Building