

Mount Pleasant Cottage School

Guidance Plan

2014 – 2015

Counselors

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PROGRAM DESCRIPTION

DESCRIPTION

MPCS School Counselors are defined as all Pupil Personnel Staff providing counseling services including: School Psychologists, School Social Workers and Guidance Counselors. School counselors work with all students, school staff, families and members of the community as an integral part of the education program. These services are under the professional direction and coordination of qualified counselors and the administrative leadership of the Assistant Principal for Student Services.

The role of the school counselor is to promote school success through a focus on advocacy, academic achievement, prevention and intervention activities, and social/emotional and career development. All services and outcomes are regularly monitored and supervised by the Assistant Principal for Student Services.

MAJOR FUNCTIONS OF THE GUIDANCE PROGRAM

Academic Counseling and Planning: includes the selection of a plan of study, placement into appropriate courses and programs, career development as well as participation in the CSE process as appropriate.

Personal Counseling: includes managing peer relationship, anger management, mediation and the provision of IEP mandated counseling services.

Transition planning: facilitating independent living skills and the preparation and processing college, scholarship and employment or military service opportunities.

Crisis Intervention Services: includes counseling student in crisis (i.e. suicide prevention, child abuse, pregnancy, substance abuse) and providing assessment and referral to related support services as appropriate.

Student records: preparation of academic schedules and orientation of students to school procedures and learning opportunities. Maintenance of student academic records.

Summary of School Counseling Program Objectives

1. To help students and parents, new to the school, gain information and become familiar with the school educational program.
2. To assist students in program choices consistent with abilities and academic/career goals.
3. To offer alternatives and assistance for students who are struggling academically.
4. To assist students to identify their interests and abilities through an interpretation of their performance on a number of standardized tests and interest inventories.
5. To provide students and parents with guidance related information in a timely fashion.
6. To assist students with the resolution of personal and school related problems.
7. To maintain accurate and appropriate student records.
8. To help students become more familiar with post-high school educational opportunities, occupational information and financial aid.
9. To provide a developmental career guidance program that will enable students to make education and vocational plans.
10. To annually review each student's educational progress, career plans and IEP (if applicable)
11. To provide IEP mandated counseling (if applicable) to assist students development of goal directed, socially appropriate and self-management behaviors.

HIGH SCHOOL GUIDANCE PROGRAM OBJECTIVES

OBJECTIVE#1: To help students and parents, new to the school, gain information and become familiar with the school educational program.

Expected Outcomes:

1. New students will adjust to the school program in order to take full advantage of all services available to them.
2. Parents new to the school will be aware of the educational program offered.

Methods of Evaluation:

1. Counselor observations
2. Student/parent feedback
3. Teacher observations

Program Description:

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Meet with every transfer student to develop an academic program, plan of study, and evaluate credits.	Students in intake	School Counselors	Clerical Staff	Ongoing
Counselors present academic Program of Studies	Grade 8	School Counselors	Clerical Staff Administrators	March

OBJECTIVE #2: To assist students in program choices consistent with abilities and careers goals.

Expected Outcomes:

1. Students will be placed in courses that will provide them with maximum options upon graduation from high school.
2. Students will demonstrate an understanding of their current academic status, achievement, interests and abilities, educational requirements, and possible career goals

Methods of Evaluation:

1. Counselor observations
2. Student/Individual Learning Plan

Program Description:

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Counselors process and evaluate student course selections	Grades 9-11	School Counselors	Students Teachers Parents Administrators Clerical Staff Technology Staff	Spring
Conduct individual counseling sessions to review credits, post high school plans and course selection	All Grades	School Counselors	Clerical Staff Teacher recommendations Course selection Student Individual Learning Plan Reference material	Ongoing
Counselors are available for individual counseling sessions with students to discuss possible program changes	All Grades	School Counselors	Clerical Staff Teachers Administrators	Ongoing

OBJECTIVE #3: To offer alternatives and assistance for students who are struggling academical

Expected Outcomes:

1. Students will have opportunity to remediate up to 2 core courses in summer school.
2. After alternative supports have been provided. The Alternate High School Equivalency Program (AHSEP) will be an option.

Methods of Evaluation:

1. Student report cards
2. Teacher/Counselor observation
3. Student/parent feedback

Program Description:

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Individual Review with student	All Grades	School Counselors	Clerical Staff	Ongoing
Summer School	All Grades	School Counselors	Clerical Staff	June
AHSEP Referral	Students age 16-20 who have earned fewer than 2.75 credits per year must take GED placement test before entry	School Counselors	Clerical Staff AHSEP Staff Parent Superintendent	Ongoing (individual basis)

OBJECTIVE #4: To assist student to identify their interests and abilities through an interpretation of their performance on a number of standardized tests and interest inventories.

Expected Outcomes:

1. Students will make decisions concerning their future educational and vocational plans.
2. Students will gain an understanding of the standardized tests required for college admission.

Methods of Evaluation:

1. Counselor observations
2. Student/parent feedback
3. Seniors Post High School Plan Reports

Program Description:

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Interpret NY State Assessment results in group and individual sessions	All Grades	School Counselors	Clerical Staff Educational Testing Materials	Fall
Review SAT and ACT test results as requested by student and/or parent	Grades 11 & 12	School Counselors	Testing resources The College Board ACT	Ongoing
Review SAT Seniors Post High School Plan Reports	Grade 12	School Counselors	College Board	Spring

OBJECTIVE #5: To provide students and parents with guidance related information in a timely fashion.

Expected Outcomes:

1. Parent and student access to guidance related information.

Methods of Evaluation:

1. Counselor observations
2. Student/parent feedback

Program Description:

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Periodic news releases will be provided through the district website	All Grades	School Counselors	Clerical Staff	Ongoing
Guidance bulletin boards will provide information about important events, special programs, standardized testing dates, summer programs, scholarships, employment information, college information sessions, etc.	All Grades	School Counselors	Clerical Staff	Monthly

OBJECTIVE #6: To assist students with the resolution of personal and school related problems.

Expected Outcomes:

Students will exhibit one or more of the following desired results:

1. Improvement of school performance.
2. Reduced incidence of unacceptable behavior.
3. Improved self-image.
4. Improved social relationships.
5. Acceptance of responsibility for their behavior.

Methods of Evaluation:

1. Counselor/teacher/staff observations
2. Analysis of school records
3. Student self-reporting
4. Clinical summaries

Program Description:

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Identify students in need of or desiring additional services	All Grades	School Counselors Nurse Teachers Administrators	Students Parents Community agencies Pupil personnel services	As needed
Individual counseling	All Grades	School Counselors	Pupil personnel services	1x weekly
Coordination with JCCA clinicians	Identified youth	School Counselors Nurse Pupil personnel services	JCCA Clinicians Physicians	As needed

OBJECTIVE #7: To maintain accurate and appropriate student records.

Expected Outcomes:

1. Academic reports are prepared quarterly with 5 week progress reports.
2. Parents, students, staff, the Board of Education and State Education Department will be proved with appropriate information.
3. Academic transcripts requested by graduates are forwarded to appropriate offices

Methods of Evaluation:

1. Ongoing analysis of student records and state reports.

Program Description:

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Grades are exported to Guidance Department	All Grades	Clerical Staff Teachers	School Counselors	Every 5 and 10 week interval
Keeps an Individual Learning Plan record on all students listing credits earned, courses in progress, and post-high school graduation report.	All Grades	School Counselors	Clerical Staff Permanent Record Card School tools Individual Learning Plan	Ongoing
Survey seniors' post-high school plans for completion of post-high school graduation report.	Grade 12	School Counselors	Clerical Staff Teachers	Ongoing
Preparation of graduate transcripts	High school graduates	Clerical Staff	School Counselors	As requested

OBJECTIVE #8: To help students become more familiar with post-high school educational opportunities, occupational information and financial aid.

Expected Outcomes:

1. Students will become more aware of the many options that exist after high school.
2. Students will take all necessary actions to apply to and gain acceptance into their choice of college, occupation, technical school or military service.

Methods of Evaluation:

1. Counselor observations
2. Student/parent feedback

Program Description:

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Conduct College/Career Planning Workshop in senior English classes	Grade 12	School Counselors	Clerical Staff Handouts	Early Fall
Conduct individual senior/counselor interviews to review current schedule, graduation requirements, important dates and deadlines, and post-high school planning	Grade 12	School Counselors	Clerical Staff Resource materials Principal	Early Fall
Assist students with post-high school applications and write student recommendations	Grade 12	School Counselors	Clerical Staff	Ongoing
Encourage students with use of the internet in their search for a post-high school institution, financial aid and career information	Grades 9-12	School Counselors	Internet Resources materials	Ongoing
Coordinate school visits by representatives from colleges, technical schools and the military	Grades 11 and 12	School Counselors Clerical staff	College representatives Military representatives	Ongoing
Keep students current on scholarships and financial aid information	Grade 12	School Counselors	Clerical Staff Guidance bulletin boards Daily announcements Blue Hawk Spirit	Ongoing
Discuss post-high school plans when scheduling students for the following year	Grades 9-11	Guidance Counselors	Clerical Staff	Spring

OBJECTIVE #9: To provide a developmental career guidance program that will enable students to make educational and vocational plans.

Expected Outcomes:

1. Students will become more aware of their individual interests, talents, work values, and preferred life styles in relation to the career decision making process.
2. Students will be more familiar with the process of career decision making and planning.
3. Counselors will help students develop effective educational/career plans.

Methods of Evaluation:

1. Counselor observations
2. Student/parent feedback
3. 12th grade survey
4. Self-directed search

Program Description:

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Select career materials (DVDs, software, pamphlets, etc.) for Resources Room for use of teaching staff and students	All Grades	School Counselors	Clerical Staff	Ongoing
Provide referrals to various career internship experiences	Grades 9-12	School Counselors	Teachers Principal	Ongoing
Compete Self-Directed Search	All Grades	School Counselors	Resource material	Ongoing

OBJECTIVE #10: To annually review each student's educational progress career plans and IEP (if applicable).

Expected Outcomes:

1. Each student will develop the ability to identify skills gained and/or credits earned and compare to commencement level requirements.
2. Each student will engage in academic planning for completion of high school and for post-high choices.
3. Each student will develop the ability to discuss career interest and career plans.

Methods of Evaluation:

1. Counselor observation
2. Student/parent feedback

Program Description:

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Individual student/counselor conference	All Students	School Counselors	Cumulative record Program of Study Test results Credit evaluation Clerical Staff	Ongoing

Objective #11: To provide IEP mandated counseling to assist students development of goal directed, socially appropriate and self-management behaviors

Expected Outcomes:

1. Each student will develop the ability to identify strategies to achieve IEP goals.
2. Each student will develop self-advocacy skills needed to be successful in the least restrictive environment.

Methods of Evaluation:

1. Counselor Observation
2. Student/Parent feedback

Program Description:

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
IEP Counseling	All Students	School Counselor	CSE, IEP	Ongoing