

# **Kingston City Schools Guidance Plan**

## **Our Mission**

*We Inspire. We Educate. We Graduate. All Students, All of the Time.*

## **Our Beliefs**

- High expectations and varied learning experiences inspire all students to reach their full potential.
- A positive school culture is the foundation of an effective teaching & learning environment.
- Change is essential for progress.
- A collaborative partnership of students, school district, family, and community is critical to the successful education of all.
- Upon commencement all students will be college and/or career ready.

## **Our Vision**

Excellence in Everything

## **Guidance Mission**

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

## **Rational for Counseling Programs**

The primary goal of school counseling programs is to promote and enhance student learning through three broad and interrelated areas of student development. Each of these areas encompass a variety of desired student learning competencies; which in turn are comprised of specific knowledge, attitudes and skills which form the foundation of the developmental school counseling program. The three areas of student development are academic, career and personal/social. A comprehensive school counseling program is developmental and systematic in nature, sequential, clearly define and accountable. The program is proactive and preventative in its focus and it assists students in acquiring life-long learning skills. School counseling programs are developed by focusing on needs and issues related to various stages of student growth. There is a commitment to individual uniqueness and the maximum development in the three major areas, academic, career and personal/social.

### **Objectives of K – 4 Counseling Services**

- To prepare students to participate effectively in the current educational programs and in life.
- To prepare students to participate effectively in their future educational program and their lives.
- To help students who exhibit attendance problems.
- To help students who exhibit academic problems.
- To help students who exhibit behavioral or adjustment problems.
- To help students deal with issues that impact their education and life.
- To encourage parental involvement.
- To preserve and support the social and emotional health of all students.

### **Objectives of 5-12 Counseling Services**

- To provide comprehensive, developmental counseling services for all students needing support with academic, career and personal/social issues.
- To evaluate student progress and encourage each student to pursue appropriate programs commensurate with his/her abilities, aptitudes and interests; and to develop a schedule of course work that support progress toward NYS Diploma requirements.
- To inform parents/guardians of student progress and involve them in guidance related services.
- To provide career guidance to students at each grade level so that they may attain the knowledge and skills necessary to secure employment and perform work in a satisfactory manner.
- To provide consultation services to teachers, student support personnel, parents, and administration in understanding and meeting the individual needs of students.
- To maintain a working relationship with all agencies involved with youth.
- To address the needs of students with handicapping or special conditions.
- To provide effective communication to the school community and the community at large.

**Components of a School Counseling Program**

The comprehensive school counseling program integrates academic, career, and personal/social development. Counseling, consultation, collaboration, coordination, case management, guidance curriculum, and program evaluation are the primary delivery methods in an effective school counseling program. The purpose of a counseling program in a school setting is to promote and enhance the learning process.

(From the American School Counselor Association, the National Standards for School Counseling Programs)

## **GUIDANCE OBJECTIVE 1 (K-4)**

**Program Objective: To prepare students to participate effectively in their future educational program and their lives.**

### **ACTIVITIES:**

- a. Parent Orientation/Open House.
- b. Visits to the Middle School in the spring.

### **EXPECTED OUTCOME(S):**

- Student will demonstrate continuous achievement as they progress through the grade levels.
- Student will feel comfortable in their educational placement and be emotionally available to learn.

### **ANNUAL ASSESSMENT:**

- Report card grades each marking period: standardized test results, classroom evaluations, and Instructional Support Team (IST).
- Continuous monitoring of students will result in appropriate interventions within the building.

## **GUIDANCE OBJECTIVE 2 (K-4)**

**Program Objective: To provide consultation services to teachers, parents and administration in understanding and meeting the individual needs of students.**

### **ACTIVITIES:**

a. Attend and participate in C.S.E. meetings as available

### **EXPECTED OUTCOME(S):**

- Students will be scheduled for appropriate academic programs as defined by CSE meetings.

### **ANNUAL ASSESSMENT:**

- Parent feedback
- Teacher feedback

### **GUIDANCE OBJECTIVE 3 (K-4)**

**Program Objective: To address the needs of students with disabilities or special conditions.**

#### **ACTIVITIES:**

- a. Work with District's Committee on Special Education in development and implementation of Individual Education Plans.
- b. Provide staff with information regarding students' needs, goals, modifications and accommodations as per their I.E.P.s and 504 plans

#### **EXPECTED OUTCOME(S):**

- Students with special needs will receive a comprehensive and coordinated program and services.

#### **ANNUAL ASSESSMENT:**

- Students will demonstrate growth on their I.E.P. goals.

## **KINGSTON MIDDLE SCHOOL/HIGH SCHOOL GUIDANCE PLAN GRADES 5-12**

### **GUIDANCE OBJECTIVE 1**

**Program Objective:** To provide comprehensive developmental counseling services for all students needing support with academic, career and personal/social issues.

**ACTIVITIES:** Counsel students in self-awareness, interpersonal skills, problem solving and conflict resolution.

#### **Areas to be addressed include:**

- a. academic
- b. emotional
- c. self regulation
- d. interpersonal
- e. attendance

#### **EXPECTED OUTCOME(S) (5-12):**

- Students will demonstrate interpersonal communication and problem solving skills as appropriate.
- Students will demonstrate appropriate coping and decision making strategies in above areas.
- Students will maintain and show continued progress academically with grades equal to their ability level.

#### **ANNUAL ASSESSMENT (5-12):**

- Review report cards and progress reports to track student progress.
- Attend academic team meetings and parent teacher conferences to get teacher input regarding student progress.

## **GUIDANCE OBJECTIVE 2**

**Program Objective:** To evaluate student progress and encourage each student to pursue appropriate programs commensurate with his/her abilities/aptitudes and interests.

### **ACTIVITIES:**

- a. Review student report cards and progress reports.
- b. Facilitate student/parent/teacher conferences.
- c. Adjust programs and schedules when necessary.
- d. Gather data on students' abilities, aptitudes and interests through state/ standardized testing and cumulative records.
- f. Provide information regarding Career and Tech Center.
- g. Conduct individual and/or small group counseling sessions on program and course selections.
- h. Maintain school records and verification of graduation credits and requirements.
- j. Work with graduating seniors on post-high school planning.
- k. Individual meetings with students and/or parents for course selections.
- l. Review of records to ensure proper placement of new students.
- n. Participate in team meetings.
- o. Assist 10th grade students in career readiness through attendance at the Ulster County Career Conference.

### **EXPECTED OUTCOME(S) (5-12):**

- Students will maintain achievement levels appropriate to their ability in all academic areas.
- Students are placed in appropriate programs.
- Increased student awareness of availability of course offerings and selections at all grade levels.
- Increased student organizational skills.

### **ANNUAL ASSESSMENT (5-12):**

- Counselor and staff review of report cards.
- Review state assessments for appropriate academic placement.
- Review course requests report and IEPs to ensure appropriate student placement for upcoming year.



### **GUIDANCE OBJECTIVE 3**

**Program Objective:** To inform parents/guardians of student progress and involve them in guidance related services.

#### **ACTIVITIES:**

- a. Participate in summer orientation program for incoming fifth and ninth graders.
- b. Conduct ongoing orientation sessions for new students and parents as needed.
- c. Host college financial aid/scholarship information program.
- d. Conduct college fair.
- e. Notify parents/guardians of student program plans and changes and encourage them to be involved in the planning process.
- f. Conduct telephone conferences with parents when appropriate.
- g. Notify parents of seniors who may not graduate.
- h. Participate in Back to School Night.
- i. Notify parents of student retention and summer school needs.
- j. disseminates important guidance information via KHS TV and/or website.

#### **EXPECTED OUTCOME(S) (5-12):**

- Increase in parent knowledge base: parents develop a clear understanding of school services and programs for children.
- Students and parents are more prepared and less anxious for their transition into middle school, high school, college, trade school or the world of work.
- Ongoing consultation with parents and teachers to ensure highest level of student performance and encourage open lines of communication.
- Information is easily accessible to parents via the Internet.

#### **ANNUAL ASSESSMENT (5-12):**

Monitor progress reports and report card comments as well as parent/teacher/ counselor conferences.

## **GUIDANCE OBJECTIVE 4**

**Program Objective:** To provide career guidance to students at each grade level so that they may attain the knowledge and skills necessary to secure employment and perform work in a satisfactory manner.

### **ACTIVITIES:**

- a. Conduct individual/group guidance sessions concerning career planning.
- b. Utilize Naviance and other computer related sources.
- c. Refer students to Internship Center to improve skills necessary for job applications, resumes, interviews etc.
- d. Participate in the Ulster County Career Conference.
- e. Classroom guidance activities specific to future planning during advisory.

### **EXPECTED OUTCOME(S) (9-12):**

- Students have an increased knowledge base of career options and information.
- Students can match careers to their abilities/interests.

### **ANNUAL ASSESSMENT (9-12):**

- Promote discussions on career and college readiness and high school planning.
- Career assessment surveys through Family and Consumer Science.
- Counselors ensure accurate placement in New Visions and Career and Technical programs.

## **GUIDANCE OBJECTIVE 5**

**Program Objective:** To provide consultation services to teachers, student support personnel, parents, administration in understanding and meeting the individual needs of students.

### **ACTIVITIES:**

- a. Maintain folder for each student containing data relevant to academic performance including academic and testing records.
- b. Consult with parents as needed.
- c. Make recommendations for revisions in course offerings in keeping with the changing needs of students.
- d. Attend team meetings to discuss students.
- e. Attend RTI meetings to discuss students.

### **EXPECTED OUTCOME(S) (5-12):**

- Counselor will have more knowledge of student achievement and behavior.
- Prevention of escalation of student at risk behaviors.
- Reduction in the number of missed assignments, classes, and disciplinary problems.
- Feedback from counseling staff and administration.

### **ANNUAL ASSESSMENT (5-12):**

- Track progress of students toward graduation/promotion.

## **GUIDANCE OBJECTIVE 6**

**Program Objective:** To maintain a working relationship with agencies involved with youth.

### **ACTIVITIES:**

- a. Provide student information to appropriate public and private agencies.
- b. Maintain contact with agencies.
- c. Coordinate with school social worker and school psychologist for appropriate referrals for students and families.
- d. Coordinate with outside community agencies to provide students with opportunities for self-exploration/building community connections.

### **EXPECTED OUTCOME(S) (5-12):**

- Decrease in crisis incidents.
- Increased ability to quickly provide help in time of crisis to students and families.
- Increase in student involvement in community activities.

### **ANNUAL ASSESSMENT (5-12):**

- Able to give students proper help and referrals in crisis situations.
- Review at team meeting after crisis situations occur.

## **GUIDANCE OBJECTIVE 7**

**Program Objective:** Address the needs of students with IEPs/504s, ESL/ENL and home instructed students.

### **ACTIVITIES:**

- a. Work with district's Committee on Special Education in implementing IEPs.
- b. Work with school psychologist, school social worker, and bilingual family worker to inform teachers and other staff members about student needs.
- c. Refer students to support team and CSE when appropriate.
- e. Collaborate with home teachers and school building teachers for students on home instruction.

### **EXPECTED OUTCOME(S) (5-12):**

- Counselors can better address student needs through coordination with support staff.
- Ensure appropriate placement in all academic and related service areas.

### **ANNUAL ASSESSMENT (5-12):**

- Attend yearly CSE and 504 meetings when possible.
- Review observation and feedback provided by teachers, school psychologist and social worker.
- Consultation with special education, ESL/ENL staff and teachers on program availability and needs for students.
- Monitor report cards and student achievement.

## **GUIDANCE OBJECTIVE 8**

**Program Objective:** To provide effective communication to the school community and the community at large.

### **ACTIVITIES:**

- a. Email, post online, or mail home guidance related information.
- b. Provide middle and high school documents, course guides and college planning books for students and parent use.
- c. Maintain guidance bulletin boards with pertinent information.
- d. Correspond with parents/guardians by telephone, mail and email.

### **EXPECTED OUTCOME(S) (5-12):**

- Increase in positive community relations and feedback regarding school guidance program.
- Increase in community understanding and response to information.
- Community has information easily accessible through Internet and bulletin boards.

### **ANNUAL ASSESSMENT (5-12):**

- Community feedback to counseling staff.
- Observation and feedback from administration.