



# **Cincinnati Central School District**

## **Guidance Plan**

### 2015

#### Counselors

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#### Secretary

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## **CINCINNATUS CENTRAL SCHOOL MISSION STATEMENT**

As a community dedicated to ongoing learning, we embrace educational practices that engage students, foster collaboration and innovation, and promote creative and independent thinking. Our graduates will be competent and compassionate individuals, responsible for themselves and their community, and committed to making a positive dynamic impact on our world.

### **PROGRAM DESCRIPTION**

School counselors work with all students, school staff, families and members of the community as an integral part of the education program. As professionals, we are trained with unique qualifications and skills to address all students' academic, personal/social and career development needs. We implement a comprehensive school counseling program that promotes and enhances student achievement. This work is differentiated by attention to developmental stages of student growth, including the needs, tasks and student interests related to those stages.

### **SCHOOL COUNSELING NATIONAL DOMAINS AND STANDARDS**

The National Standards for School Counseling Programs facilitate student development in three broad areas: academic development, career development and personal/social development. Following are the nine national standards adopted by New York State.

#### **Academic Development**

##### **Standard A**

Students will acquire the attitudes, knowledge and skills contributing to effective learning in school and across the life span.

##### **Standard B**

Students will complete school with the academic preparation essential to choose from a wide-range of substantial post-secondary options, including college.

##### **Standard C**

Students will understand the relationship of academics to the world of work and to life at home and in the community.

#### **Career Development**

##### **Standard A**

Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

##### **Standard B**

Students will employ strategies to achieve future career success and satisfaction.

##### **Standard C**

Students will understand the relationship between personal qualities, education and training and the world of work.

#### **Personal/Social Development**

##### **Standard A**

Students will acquire the attitudes, knowledge and interpersonal skills to help them understand and respect self and others.

Standard B

Students will make decisions, set goals and take necessary action to achieve goals.

Standard C

Students will understand safety and survival skills.

**SUMMARY OF HIGH SCHOOL GUIDANCE PROGRAM OBJECTIVES**

1. To help students and parents, new to the high school, gain information and become familiar with the high school educational program.
2. To assist students in program choices consistent with abilities and academic/career goals.
3. To offer alternatives for students who are struggling academically.
4. To assist students in identifying their interests and abilities through an AP program; an interpretation of their performance on a number of standardized tests, such as PSAT, SAT, ACT, and use of 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, financial aid, career/college readiness classes, fee waivers, scholarship meetings, etc.
9. To provide a developmental career guidance program that will enable students to make educational and vocational plans.
10. To annually review each student’s progress and career plans.
11. To keep current in all related guidance areas through various professional developmental opportunities, including college forums, career, financial aid and counselor workshops, and college visitation programs.
12. To maintain master schedule management – data entry requests. Once a determination has been made – work with creating schedule, balancing classes and resolving conflicts.

**SUMMARY OF MIDDLE SCHOOL GUIDANCE PROGRAM OBJECTIVES**

1. To help students and parents, new to the school, gain information and become familiar with the 5-8 educational program.
2. To assist students in program choices consistent with abilities and academic/career goals.
3. To offer alternatives for students who are struggling academically.
4. To provide students and parents with guidance related information in a timely fashion.
5. To assist students with the resolution of personal and school related problems.
6. To maintain accurate and appropriate student records.
7. To provide a developmental career guidance program that will enable students to make educational and vocational plans.
8. To annually review each student’s progress and career plans.
9. To keep current in all related guidance areas through various professional developmental opportunities, including college forums, career, financial aid and counselor workshops, and college visitation programs.
10. To maintain master schedule management – data entry requests. Once a determination has been made – work with creating schedule, balancing classes and resolving conflicts.

## ACADEMIC DEVELOPMENT

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

**Expected Outcomes:**

1. New students will adjust to the high 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 programs offered at the high school.

**Methods of Evaluation:**

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

**Program Descriptions:**

Activities	Target Group	Staff Assigned	Other Resources	Time Frame
Meet with every transfer student to develop an academic program, plan of study, and evaluate credits.	Grades 6 – 12	School Counselors	Clerical Staff Attendance	On-going
Present Academic Program of Studies in classes	Grade 8	School Counselors	Clerical Staff Administrators Teachers	March
Orientation to high school for incoming 9 <sup>th</sup> graders and parents	Grade 8	School Counselors	Clerical Staff Teachers	March
Provide all students with an academic planner, a student handbook and technology use forms	Grades 6–12	School Counselors	Clerical Staff	On-going
7 <sup>th</sup> Grade Orientation	Grade 7	Guidance Counselor	Clerical Staff Teachers Administration	August

**OBJECTIVE #2:** To assist students in course selection consistent with abilities and career 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/parent feedback
3. Review of Guidance Direct
4. Teacher feedback
5. Review of national exams such as PSAT

**Program Description:**

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Time Frame</b>
Counselors will meet with all departments to review current and potential course developments	All Departments	School Counselors	Teachers Administrators Clerical Staff	January
Counselors process and evaluate student course selections	Grades 6 – 11	School Counselors	Students Teachers Parents Administrators Clerical Staff	February – May
Conduct individual counseling sessions to review credits, post high school plans and course selection	Grades 8 – 11	School Counselors	Clerical Staff Teacher Recommendations Course selection Student 4 yr plan Reference material	February – May
Counselors are available for individual counseling sessions with students to discuss possible program changes	Grades 8 – 12	School Counselors	Clerical Staff Teachers Administrators	On-going`
Counselors design and implement course selection form	Grades 8 – 12	School Counselors	Teachers Parents Students	January
Counselors design and update the Course Description Catalog	Grades 9 – 12	High School Counselor	Clerical	On-going
Continual review of progress reports and report cards	Grades 5 – 12	School Counselors	Administration	On-going
Senior review	Grade 12	High School Counselor	Parents	September

**OBJECTIVE #3:** To offer alternatives for students who are struggling academically.

**Expected Outcomes:**

1. Students will have additional opportunity to recover credit when available.
2. Students will have opportunity to remediate up to 2 core courses in summer school as available.
3. A small number of students will be eligible to attend the Alternative High School as available.

**Methods of Evaluation:**

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

**Program Description**

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Time Frame</b>
Individual review with student	Grades 9 – 12	High School Counselor	Clerical Staff	On-going
Register for repeat course	Grades 9 – 12	High School Counselor	Clerical Staff	September January June
Summer School, if eligible	Grades 7 – 12	School Counselors	Clerical Staff	June

Alternative High School, if available	Grades 9 – 12	High School Counselor	Clerical Staff Principal	September February
Assign AIS	Grades 5 – 12	School Counselors	Parents Teachers Administrators	On-going (individual basis)
Weekly review of academics and attendance	Grades 7 – 12	School Counselors Registrar	Clerical	On-going
Consultation for services	Grades 9 – 12	High School Counselor	Social Work Outside resources	On-going
National Honor Society Tutoring, if available	Grades 9 – 12	High School Counselor	Student volunteers National Honor Society Advisor	On-going
Academic At-Risk/Failure Letters	Grades 9 – 12	High School Counselor	Clerical Administration	On-going

**OBJECTIVE #4:** 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**

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Time Frame</b>
Guidance information will be disseminated through the district school calendar, the Lion's Roar newsletter and on district website.	Grades 5 – 12 Students Families	School Counselors	Clerical Staff Lion's Roar Staff Technology Coordinator	On-going
Informational announcements made via announcements	Grades 7 – 12	School Counselors	Clerical Staff	On-going
Guidance bulletin boards will provide information about scholarships, testing, employment, college, etc.	Grades 7 – 12	School Counselors	Clerical Staff	Monthly
Scholarship information emails	Grades 12	High School Counselor		Monthly
Guidance related mailings	Grades 5 – 12	School Counselors	Clerical Staff	On-going

**OBJECTIVE #5:** 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 the State Education Department will be provided 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 Descriptions

Activities	Target Group	Staff Assigned	Other Resources	Time Frame
Grades are distributed by Guidance Department	Grades 5 – 12	Clerical Staff Teachers	School Counselors	Every 5 and 10 week interval
Keep an individual 4 year planning record on all students listing credits earned, courses in progress, and post-high school plans	Grades 8 – 12	School Counselors	Clerical Staff SchoolTool	On-going
Survey seniors post-high school plans for completion of post-high school graduation report.	Grade 12	High School Counselor	Clerical Staff Teachers	May
Preparation of Cincinnatus School Profile	College Admissions Staff	High School Counselor	Clerical Staff	Summer
Preparation of transcripts	Students College Admissions Staff	High School Counselor Clerical staff		As requested
Review of report cards, state test results, and transcripts.	Grades 5 – 12	School Counselors	Clerical	On-going
Review transcripts	Grades 9 – 12	High School Counselor	Clerical	On-going
GPA/rank review	Grades 9 – 12	High School Counselor	Clerical	On-going

## CAREER DEVELOPMENT

**OBJECTIVE #6:** To assist student to identify their interests and abilities through an interpretation of their performance on a number of standardized tests, such as PSAT, SAT, and ACT for college and career readiness.

### 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 admissions.

### Methods of Evaluation:

1. Counselor observations
2. Student/parent feedback
3. SAT College-Bound Seniors Reports

### Program Description

Activities	Target Group	Staff Assigned	Other Resources	Time Frame
Offer the PSAT at CCHS	Grade 11	High School Counselor		October
Interpret PSAT results in group and offer individual sessions	Grade 11	High School Counselor	Clerical Staff Educational Testing	Winter
Review SAT and ACT test results as requested by student and/or parent	Grades 11 – 12	High School Counselor	Testing resources The College Board ACT	On-going

Offer the ASVAB at CCHS	Grades 10 – 12	High School Counselor	ASVAB Test Coordinator	November
Guidance Direct Interest Inventory	Grades 9 – 12	High School Counselor	Teachers	On-going
Strong Interest Inventory	Grades 9 – 12	High School Counselor	Clerical Staff	On-going
IDEAS Interest Inventory	Grade 8	Middle School Counselor		Spring

**OBJECTIVE #7:** To help students become more familiar with post-high school opportunities such as higher education and occupational and military information.

**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
3. Review college application data
4. Review exit interview information

**Program Descriptions**

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Time Frame</b>
Encourage all seniors to take College Success during senior year. Guidance Counselor helps teach and present information during classes.	Grade 12	High School Counselor	Teachers	Spring
Advertise scholarships on Guidance website, Guidance bulletin board, and through email	Grades 9 – 12	High School Counselor		On-going
Conduct individual senior/counselor interviews to review current schedule, graduation requirements, important dates and deadlines, and post-high school planning	Grade 12	High School Counselor	Clerical Staff Resource materials	September
Encourage students and their parents to attend various college day/nights at colleges	Grades 9 – 12	High School Counselor	College representatives	On-going
Assist students with post-high school applications	Grade 12	High School Counselor	Clerical Staff	On-going
Fill out and write student recommendations	Grade 12	High School Counselor	Clerical Staff The Common Application SUNY Application Other college applications	On-going
Encourage students with use of the internet in their search for as post-high school institution, financial aid and career information	Grades 9 – 12	High School Counselor	Internet Resource materials	On-going



Coordinate school visits by representatives from colleges, technical schools and military	Grades 11 – 12	High School Counselor Clerical Staff	College representatives Military representatives	On-going
Keep students current on scholarships and financial aid information	Grade 12	High School Counselor Website	Clerical Staff Guidance bulletin boards Daily announcements	On-going
Discuss post-high school plans when scheduling students for the following year	Grades 9 – 11	High School Counselor	Clerical Staff	Spring
Visit BOCES/Field trip	Grade 10	High School Counselor Clerical Staff	Bus transportation	Late winter – early spring
Visit New Visions	Grade 11	High School Counselor	Area colleges	February/March
Take students to the TC3 College Fair	Grades 10 – 12	High School Counselor	Area colleges	October
Encourage students to join A.C.E. (Access to College Education)	Grades 8 – 12	School Counselors	A.C.E. Staff Clerical Staff	On-going
Facilitate conversations between students and military per student request	Grades 9 – 12	High School Counselor	Military recruiter	On-going
Host Financial Aid Parent Night	Grades 11 – 12	High School Counselor	Parents	Winter
Organize and facilitate Higher Education Week	Grades 9 – 12	High School Counselor	Clerical Staff Teachers College Representatives	January

**OBJECTIVE #8:** 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. 12<sup>th</sup> grade survey
4. Self-directed search

**Program Description**

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Time Frame</b>
Select career materials (DVD, software, pamphlets, etc.) for Resource Room for use of teaching staff and students	Grades 9 – 12	High School Counselor	Clerical Staff	On-going
Provide referrals to various career internship experiences	Grades 9 – 12	High School Counselor		On-going
Offer the ASVAB at CCHS and review the results when available	Grades 10 – 12	High School Counselor	ASVAB Test Coordinator	Winter
Guidance Direct Interest Inventory and review results	Grades 9 – 12	High School Counselor	Teachers	On-going
Strong Interest Inventory and	Grades	High School Counselor	Clerical Staff	On-going

review results in class and in individual student meetings	9 – 12			
IDEAS Interest Inventory and review results in class and in individual student meetings	Grade 8	School Counselors		Spring

## PERSONAL/SOCIAL DEVELOPMENT

**OBJECTIVE #9:** To assist students with the resolution of personal and school related problems.

**Expected Outcomes:**

1. Improvement of school performance
2. Reduced incidence of discipline referrals
3. Improved self-image
4. Improved social relations
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. Clerical summaries of outside treatment agencies
5. Review attendance data

### Program Descriptions

Activities	Target Group	Staff Assigned	Other Resources	Time Frame
Identify students in need of or desiring additional services	Grades 5 – 12	School Counselors Teachers Administrators	Students Parents Community agencies	As needed
Individual counseling	Grades 5 – 12	School Counselors	Community agencies	As needed
Referral to specialized outside professionals/agencies	Grades 5 – 12	School Counselors	Family Counseling Therapists Physicians Counselors	As needed
Teacher Team or Parent Meeting	Grades 5 – 12	School Counselors Teachers	Clerical Staff	As needed
Referral to RtI or Committee of Special Education	Grades 5 – 12	School Counselors Teachers	Administration	As needed

**OBJECTIVE 10:** To keep current in all related guidance areas through various professional development opportunities, including college forums, career, financial aid and counselor workshops, and college visitation programs.

**Expected Outcomes:**

1. Counselors will learn most up-to-date information to use to better serve students and families and the community.

**Methods of Evaluation:**

1. Counselor observations
2. Student/parent feedback

**Program Descriptions**

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Time Frame</b>
Counselor will visit post-high school institutions, attend conferences on the SUNY system, college testing and financial aid to keep current on trends in occupations, careers, and the college selection process.	Grades 9 – 12	High School Counselor	NY State Financial Aid Administrator's Assoc., NY State Financial Aid Administrator's Assoc., College Board, NCAA, ACT, NYSACAC NYSSCA, County Counselors, ACE Advisory Board, PACAC	On-going