



Putnam Valley Central School District

**"The Child, First and Foremost...
Building a Foundation for the Future"**

2015/2016 - 2016/2017

Guidance Services for Putnam Valley Central School District

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GUIDANCE PHILOSOPHY

The Guidance Counselors work as a team to support all students at PVHS and PVMS to reach their full potential and to become the leaders of tomorrow. Our roles include academic advising, career and college planning, and social and emotional support. We strive to create a positive and healthy learning environment for students. We collaborate with students, families, teachers, and administrators. We believe that professional development is integral to being a good Guidance Counselor and as such take as many of these opportunities as possible.

Guidance services are based on the following principles:

- 1) Each student needs to be informed about available opportunities.
- 2) Each student needs individual attention to make plans for his or her educational program.
- 3) Each student needs post-secondary advising, which includes college, career, & military.
- 4) Each student and their parents should contribute to the decisions involving the educational and occupational choices of the student.
- 5) Each student needs organized assistance in following through with his or her plans.
- 6) Each student needs to be recognized for the characteristics that make him or her an individual.
- 7) Each student needs the opportunity to have specialized help in developing his or her social, emotional and academic goals.

GUIDANCE SERVICES

The Putnam Valley Central School District employs three full-time Guidance Counselors at the High School and one at the Middle School. The counselors are available for meetings with parents and students during school hours. Counselors may also be contacted at the phone numbers and email addresses listed on the cover page. In addition to meeting with students and parents to address their questions and concerns, the counselors perform the following functions:

1. An annual review of each student's educational progress and career plans.
2. Instruction at each grade level to help students learn about various college and career opportunities.
3. Advisory assistance and counseling to help students:
 - Benefit from the curriculum
 - Develop post-secondary education and career plans
4. Advisory assistance and counseling to help students who exhibit problems in:
 - Attendance
 - Academics
 - Behavior
5. Encouragement of parental involvement through information, advising and counseling.
6. Collaboration with teachers and staff members to assist students with appropriate academic, social and emotional growth.
7. The many and varied tasks of data collection, storage, and dispersal, including maintenance of accurate and appropriate student records.
8. Master scheduling - the counselors work with building administration to ensure that the master schedule is built to addresses the needs of our population.
9. The counselors ensure that each child's schedule is appropriate for their individual needs and goals. This includes continuous monitoring and changes as needed.
10. The counselors strive to maintain effective communication with the community through various means including updating the guidance website, use of connect-ed throughout the year to keep parents and students informed, collaborating with the PTSA/PTA, and providing evening activities.
11. The counselors collaborate with fellow colleagues throughout the region to discuss good practices.

12. Counselors are available to meet with students and parents to discuss concerns, answer questions, and help generate solutions. Please do not hesitate to call, email, or set up an appointment with you child's guidance counselor if you need assistance.

Middle School Counseling Objectives/Programs **Grades 5 - 8**

Fifth Grade

Fifth grade is a time of transition. Many of the guidance activities and programs are designed to help students' and parents' adjustment to the middle school.

- Attend and participate in CSE and 504 meetings to discuss the program needs of students.
- Collaborate with teachers and administration to discuss student concerns and plan for interventions.
- Meet with students throughout the year to discuss academic concerns. Develop a plan of intervention as needed.
- Meet with students as needed throughout the year to discuss any concerns about their social/emotional well being that affect their educational progress.
- Organize school-wide character education events and assemblies.
- Facilitate a successful transition of students from the Elementary School to the Middle School.
- Each student and family is provided the information, assistance, and support that enable him or her to develop personalized educational goals.
- The resources of the department are available to individual students, families, classes, grade levels, and teachers.
- Maintain a climate of mutual respect for all by organizing and participating in various programs.
- *Classroom workshops and presentations* - Various topics are addressed in the classroom and facilitated by guidance counselor, psychologist, social worker, resource officer or an outside professional.

5th grade Parent Night/Meet & Greet:

In June, before perspective 5th graders join the middle school, parents are invited to meet the Principal, Assistant Principal, Guidance Counselor, Social Worker and Psychologist. An overview of the schedule and a typical day of a 5th grader are discussed.

Student Tour:

In June, the fourth grade will visit the fifth grade for two periods of the middle school day. During these periods, fourth grade classes will join fifth grade classes to participate in an academic instructional period. They will also receive a tour of the school.

Summer Orientation:

Parents and students are invited to the middle school before school officially begins to meet the principal, teachers, guidance counselor and other support staff. During this time students will be introduced to their teachers and brought to their perspective classroom. At the same time parents will have the opportunity to speak with administrators to address their questions and concerns.

5th grade Lunch Bunch/Meet & Greet:

Beginning in October the guidance counselor will meet with all 5th graders in small groups to “check in”. Students will get an opportunity to meet the counselor and visit the office. The counselor will explain their role in the middle school followed by the students’ reactions to their new school.

Sixth Grade

Sixth grade is an exciting time as students enter their first year of departmentalization. Students will continue to be exposed to the middle school experience.

- Attend and participate in CSE and 504 meetings to discuss the program needs of students.
- Collaborate with teachers and administration to discuss student concerns and plan for interventions.
- Meet with students throughout year to discuss academic concerns. Develop a plan of intervention as needed.
- Meet with students as needed throughout the year to discuss any concerns about their social/emotional well being that affect their educational progress.
- Organize school-wide character education events and assemblies.

- Each student and family is provided the information, assistance, and support that enable him or her to develop personalized educational goals.
- The resources of the department are available to individual students, families, classes, grade levels, and teachers.
- Maintain a climate of mutual respect for all by organizing and participating in various programs.
- *Classroom workshops and presentations* - Various topics are addressed in the classroom and facilitated by guidance counselor, psychologist, social worker, resource officer or an outside professional.

6th Grade Orientation:

Parents and students are invited to the middle school before school officially begins to prepare for opening day. During this time students will have the opportunity to explore the building and practice opening their locker.

Seventh Grade

During the 7th grade years students begin to mature and develop and begin to think more abstractly. The world around them begins to become more evident and their place in society starts to take shape. Most students will begin a foreign language in 7th Grade.

- Attend and participate in CSE and 504 meetings to discuss the program needs of students.
- Collaborate with teachers and administration to discuss student concerns and plan for interventions.
- Meet with students throughout year to discuss academic concerns. Develop a plan of intervention as needed.
- Meet with students as needed throughout the year to discuss any concerns about their social/emotional well being that affect their educational progress.
- Organize school-wide character education events and assemblies.
- Each student and family is provided the information, assistance, and support that enable him or her to develop personalized educational goals.
- The resources of the department are available to individual students, families, classes, grade levels, and teachers.

- Maintain a climate of mutual respect for all by organizing and participating in various programs.
- *Classroom workshops and presentations* - Various topics are addressed in the classroom and facilitated by guidance counselor, psychologist, social worker, resource officer or an outside professional.
- Develop individual plans with academic strategies, as needed.
- Collaborate with teachers, the student, and parents on supporting academic success.
- Assist with academic issues through response to intervention strategies, parent/teacher meetings, and monitoring student progress.
- Collaborate with students, teachers, parents and administration on problem solving.
- Provide access and support to students for all in-school and extra-curricular activities.
- Provide families with community resources and referrals.

Eighth Grade

The 8th grade year is where students begin to actively plan and prepare for transition to high school. As they grow socially and emotionally, they become more independent thinkers and emerge into young adulthood contemplating their future.

- Attend and participate in CSE and 504 meetings to discuss the program needs of students.
- Collaborate with teachers and administration to discuss student concerns and plan for interventions.
- Meet with students throughout year to discuss academic concerns. Develop a plan of intervention as needed.
- Meet with students as needed throughout the year to discuss any concerns about their social/emotional well being that affect their educational progress.
- Organize school-wide character education events and assemblies.
- Attention is focused on facilitating a successful transition of students to the high school.

- Each student and family is provided the information, assistance, and support that enable him or her to develop personalized educational goals.
- The resources of the department are available to individual students, families, classes, grade levels, and teachers.
- Maintain a climate of mutual respect for all by organizing and participating in various programs.
- *Classroom workshops and presentations* - Various topics are addressed in the classroom and facilitated by guidance counselor, psychologist, social worker, resource officer or an outside professional.
- Develop individual plans with academic strategies, as needed.
- Collaborate with teachers, the student, and parents on supporting academic success.
- Assist with academic issues through response to intervention strategies, parent/teacher meetings, and monitoring student progress.
- Collaborate with students, teachers, parents and administration on problem solving.
- Provide access and support to students for all in-school and extra-curricular activities.
- Provide families with community resources and referrals.
- Manage and coordinate all correspondence and transition information from middle school to high school.

8th Grade Transition Objectives

- Middle School and High School Guidance Departments work collaboratively to ensure a smooth transition from 8th to 9th grade.
- High School and Middle School Guidance Counselors work in partnership with 8th grade teachers prior to freshman year.
- High School and Middle School Guidance Counselors host 8th grade parent orientation evening.
- High School and Middle School Guidance Counselors host 8th grade student community meeting to discuss high school programs and course selection.

- High School and Middle School Guidance Counselors host 8th grade student orientation that include a tour and information from various faculty members.
- High School Guidance Counselors attend and participate in 8th grade CSE and 504 meetings.

High School Counseling Objectives/Programs **Grades 9 – 12**

Freshman Year Objectives

- Assist 9th grade students transition to the high school.
- Begin setting educational goals by developing a long-term graduation plan with each student.
- Address social/emotional needs that affect our students' educational progress.
- Set tentative post-secondary plans.

Freshman Program (Transition Year)

- Attend community meeting on the first day of school to orient students to the high school.
- Host 9th grade freshman lunch bunch program, designed to meet with all 9th graders to introduce them to guidance services.
- Meet with students throughout year to discuss academic concerns. Develop a plan of intervention as needed.
- Classroom presentation to discuss graduation requirements and course selection.
- Meet with all 9th grade students individually to discuss course selection, graduation requirements, post-secondary plans, and career options.
- Attend and participate in CSE and 504 meetings to discuss the program needs of students.
- Meet with all special education students individually to discuss and prepare transition plans.
- Collaborate with teachers and administration to discuss student concerns and plan for interventions.

- Host a financial aid seminar that provides parents and students an overview of the financial aid process and procedures.
- Host a college admissions workshop that provides parents and students the opportunity to hear from a college admissions counselor about the ins and outs of the process.
- Meet with students as needed throughout the year to discuss any concerns about their social/emotional well being that affect their educational progress.
- At the end of the year, students who have failed a course or a state exam are contacted to discuss options. (i.e. summer school, regents retakes, change in schedule)

10th Grade Objectives:

- To assist students throughout the year in career exploration.
- Refine post-secondary plans.
- Address social/emotional needs that affect our students' educational progress.
- Continue to set education goals based on student needs and performance.
- Introduce various career and educational opportunities.

10th Grade Program (Self-Discovery and Exploration):

- Classroom presentation to expose students to the PSAT/NMSQT.
- Organize and administer the PSAT.
- Review the PSAT scores and instruct students on how to interpret the score report.
- Introduce students to the College Board website and College Quickstart Program.
- Host a tech center presentation. Collaborate with guidance counselors from BOCES to introduce opportunities available at the tech center to the entire 10th grade class.
- Take interested students to the tech center for a tour of the various programs and opportunities available to our students.
- Manage and submit tech applications for students.
- Introduce Naviance and provide students with an opportunity to complete a career interest and abilities inventory.

- Classroom presentation to discuss graduation requirements and course selection.
- Meet with all students individually to review their progress, graduation status, and course selection.
- Attend and participate in CSE and 504 meetings to discuss the program needs of students.
- Meet with all special education students individually to discuss and prepare transition plan.
- Collaborate with teachers and administration to discuss student concerns and plan for interventions.
- Host a financial aid seminar that provide parents and students an overview of the financial aid process and procedure.
- Host a college admissions workshop that provides parents and students the opportunity to hear from a college admissions counselor about the ins and outs of the process.
- Meet with students as needed throughout the year to discuss any concerns about their social/emotional well being that affect their educational progress.
- At the end of the year, students who have failed a course or a state exam are contacted to discuss options. (i.e. summer school, regents retakes, change in schedule)

11th Grade Objectives:

- Refine post-secondary plans with each individual student.
- Address social/emotional needs that affect our students' educational progress.
- Collaborate with parents to discuss post-secondary plans.
- Provide opportunities to explore careers, colleges, and other post-secondary options.
- Continue to set educational goals based on student needs and performance.

11th Grade Program (Planning and Preparation):

- Classroom presentation to expose students to the PSAT/NMSQT.
- Organize and administer the PSAT .

- Review the PSAT scores and instruct students on how to interpret the score report.
- Introduce students to the College Board website and college Quickstart Program.
- Host a financial aid seminar that provides parents and students an overview of the financial aid process and procedures.
- Meet with all juniors individually to prepare them for the next stage of life.
- Invite all parents/guardians of 11th graders to meet with their child's guidance counselor to review credits, graduation status, post-secondary plans, and program for following year.
- Classroom presentation to provide an overview of the college admission process and available opportunities for their senior year.
- Host a college admissions workshop that provides parents and students the opportunity to hear from a college admissions counselor about the ins and outs of the process.
- Meet with all students individually to review their progress, graduation status, and course selection.
- Attend and participate in CSE and 504 meetings to discuss the program needs of students.
- Meet with all special education students individually to discuss and prepare transition plan.
- Collaborate with teachers and administration to discuss student concerns and plan for interventions.
- Organize a trip to the college/career conference at BOCES. All juniors are encouraged to attend.
- Address social/emotional needs that affect our students' educational progress.
- At the end of the year, students who have failed a course or a state exam are contacted to discuss options. (i.e. summer school, regents retakes, change in schedule)

12th Grade Objectives:

- Assist students in transitioning to the next chapter of their lives.
- Intervene and advocate on behalf of students who are at-risk of not graduating.

- Assist students throughout the college application process.

12th Grade Program (Graduation/Post-Secondary Planning):

- Classroom presentation to instruct students on the college application process.
- Individual meetings on a regular basis throughout the fall semester to plan, process, and complete college applications.
- Manage all application supplemental materials.
- Write numerous letters of recommendations on behalf of college bound seniors each year.
- Inform and encourage students to attend the fall college fair and individual college visits to PVHS.
- Outreach to college admissions counselors to advocate for our students.
- Meet with college representatives to forge collegial relationships so that we can best assist our students.
- Host a financial aid seminar that provides parents and students an overview of the financial aid process and procedures.
- Address social/emotional needs that affect our students' educational progress.
- Meetings throughout the year with students that are at-risk for not graduating to formulate an appropriate intervention.
- Collaborate with teachers and administration to discuss student concerns and plan for interventions.
- Assist students in making contact with military recruiters.
- Collect and maintain a list of scholarship opportunities for college bound seniors.
- Assist in the organization and participate in the senior awards night.
- Participate in graduation ceremony.