

WASHINGTONVILLE CENTRAL SCHOOL
DISTRICT

District Guidance Plan

September 1, 2019 – August 31, 2020

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I. Commissioner's Regulations

The Washingtonville Central School District offers guidance services in compliance with Commissioner's Regulations Part 100: Elementary and Secondary Education School Program, Section 100.2 General School Requirements, as well as those associated New York State Board of Regents requirements.

Part 100: Section 100.2: j. Guidance Programs

1. Public Schools. Each school district shall have a guidance program for all students.
 - (i) In grades K-6, the program shall be designed in coordination with the teaching staff to prepare students to participate effectively in their current and future educational programs, to help students who exhibit any attendance, academic behavioral or adjustment problems, to educate students concerning avoidance of child sexual abuse, and to encourage parental involvement.
 - (ii) In grades 7-12, the guidance program shall include the following activities or services:
 - a. an annual review of each student's educational progress and career plans, with such reviews to be conducted with each student individually or with small groups by personnel certified or licensed as school counselors;
 - b. instruction at each grade level to help students learn about various careers and about career planning skills conducted by personnel certified or licensed as school counselors, or by classroom teachers in cooperation with school counselors;
 - c. other advisory and individual or group counseling assistance to enable students to benefit from the curriculum, to help students develop and implement postsecondary education and career plans, to help students who exhibit any attendance, academic, behavioral, or adjustment problems and to encourage parental involvement, provided that advisory assistance shall be provided by teachers or counselors, or by certified teaching assistants under the supervision of counselors or teachers, and that such individual or group counseling assistance shall be provided by certified or licensed school counselors, or by certified or licensed school psychologists or certified or licensed school social workers in cooperation with school counselors; and
 - d. the services of personnel certified or licensed as school counselors.

- (iii) Each school district shall develop a district plan, which sets forth the manner in which the district shall comply with the requirements of this subdivision. The City School District of the City of New York shall submit a separate plan for each community school district, for the High School Division and for the Special Education Division. The plan shall present program objectives, which describe expectations of what students will learn from the program; activities to accomplish the objectives; specification of staff members and other resources assigned to accomplish the objectives; and provision for the annual assessment of program results. The plan shall be reviewed annually by the school districts, and revisions shall be made as necessary.

II. School Counseling & Student Support Programs

Decision Making	Health Education	504 Service	Alternative Ed. Counseling
IEP Counseling	AIDS Information	CSE Meetings	Safe School Ambassadors
Peer Mediation	Women's Issues	Teen Issues	Stereotypes
Bullying Education	Peer Tutoring	Goal Setting	Substance Abuse Counseling
Child Abuse Prevention	Anger Management	I Decide	Behavior Management
Conflict Resolution	Parental Referrals	IST	Diversity/Cultural Awareness
"Growing Up Safely"	Friendship & Social Skills	Crisis Intervention	Career Counseling
Problem Solving	Stranger Danger	Internet Safety	Emotional Regulation
Mindfulness			

Please call one of our schools counseling offices if you need additional help with any of these issues, or others that your child and family may be experiencing. If there is a need that you do not see listed but feel your child would benefit from, please do not hesitate to contact us. In addition to the above services, other support groups run on an "as needed" basis. Examples include: grief, divorce, teen relationships, COA, sexual identity issues, eating disorders, and stress. Listed below are other phone numbers and referral numbers for some of our area support services.

Teen Help Line	1-800-823-1200
Sexual Assault / Rape	1-800-832-1200
Child Abuse Reporting Hotline	1-800-342-3720
Orange County Mental Health	291-2600
Orange County Social Services	291-4000
Al-Anon / Al-a-teen	294-9999
Alcoholics Anonymous	324-5757
Mobile Mental Health	1-888-750-2266
Merakey Human Services of OC	561-1038
Dispute Resolution Center	294-8082
Child Protective Services	1-800-342-3720
Cornell Cooperative Extension	344-1234
SAFE Homes of OC	1-888-503-4673
"A Friend's House"	343-0970
System of Care	360-6710
RESTART	294-0526
Intensive Day Treatment	615-0224
Alcohol and Drug Abuse	294-9000
PIN Diversion / Probation	291-4761

III. Washingtonville Central School District Counselors & Building Assignments

Elementary Schools

Little Britain	Geralyn Vertoske	extension 23511
Taft	Lamount Anglin	extension 22511
Round Hill	Erin Milteer (Social Worker)	extension 25508

Middle School

Nicole Michaels		extension 21514
Molly Iafrate		extension 21517
Linda Losquadro (Student Assistance Counselor)		extension 21554
Kathleen Martin Brown		extension 21516
Kimberly Pietris		extension 21513

High School

Scott Lerner (Director)		extension 24516
Susan Cooney		extension 24515
Jill Exarchakis		extension 24518
George Gebert		extension 24517
Kimberly Kelly		extension 24514
Melissa Lynch		extension 24513

Social Worker – Secondary Level

Paul Saladino		extension 24523
Katherine O'Sullivan		extension 24524

At the secondary level individual counselors are assigned primarily for scheduling and career counseling purposes. Any counselor in the building may perform group discussions, counseling, general questions and any other needed services. Our belief is that this model of a counseling center, rather than individual counselors singly, can better serve our students and families in a more efficient and timely manner.

IV. School Guidance Plan Goals and Objectives

E.1

Washingtonville Central School District Guidance Plan

- A. PROGRAM OBJECTIVE: To initiate and develop a cooperative relationship between home and school.
- B. TARGET POPULATION: All K-5 Students
- C. EXPECTED OUTCOMES:
1. To address and assist students with developing prosocial behaviors in individual and group settings.
 2. To help students adjust in the school environment.
 3. To improve academic and personal management skills
- D. ANNUAL ASSESSMENT:
1. Teacher/staff observation of student actions and responses
 2. Parent feedback
 3. Increased feedback between students and school personnel
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	MS	BS
Communication Skills	K-5 students	School Counselor or Social Worker	Staff	September- June	1	SS1
Problem solving – Responsibility, decision making, motivation	K-5 students	School Counselor or Social Worker	Staff	September- June	1	SS2
Friendship Skills	K-5 students	School Counselor or Social Worker	Staff	September- June	3	SS6
Anger Management/Distress Tolerance	K-5 students	School Counselor or Social Worker	Staff	September- June	1	SMS2
Conflict Resolution/Mediation	K-5 students	School Counselor or Social Worker	Staff	September- June	1	SMS7
Self-esteem building	K-5 students	School Counselor or Social Worker	Staff	September- June	2	SMS10

E.1. p.2.**Washingtonville Central School District
Guidance Plan**

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	MS	BS
DBT counseling and coordination	3-5 students	School Counselor, Social Worker, Psychologist	Admin	September-June	5	SMS7 SS2,3
Socialization Skill Groups	K-5 students	School Counselor or Social Worker	Staff	September- June	1	SS2
Changing Families Groups	K-5 students	School Counselor or Social Worker	Staff	September-June	1	SMS10
Grief and Loss Issues	K-5 students	School Counselor or Social Worker	Staff	September-June	1	SMS7
Mindfulness	K-5 students	School Counselor or Social Worker	Staff	September-June	1	SMS2
Promote peer helping skills/prosocial behaviors	K-5 students	School Counselor or Social Worker	Staff	September-June	3	SS2
Provide consultation with building administration, parents, teachers, and students	K-5 students, Teachers, Parents	School Counselor or Social Worker	Staff	September-June	1	LS9
Member of District's Anti-Bullying Committee	K-5 students	School Counselor or Social Worker	Staff	September-June	5	SMS2, SS5,8
Crisis intervention	K-5 students	School Counselor or Social Worker	Staff	September-June	1	SMS7, 9
Separation Anxiety/difficulty transitioning between home and school settings	K-5 students, Parents	School Counselor or Social Worker	Staff	September-June	1	SMS10
Home Visits	K-5 students, Parents	School Counselor or Social Worker	Staff	September-June	3	LS7
Bullying	K-5 students	School Counselor or Social Worker	Staff	September-June	1	SS5

E.1. p.3.**Washingtonville Central School District
Guidance Plan**

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	MS	BS
Relational Aggression	K-5 students	School Counselor or Social Worker	Staff	September-June	1	SS2
Cyber Bullying	K-5 students	School Counselor or Social Worker	Staff	September-June	5	LS5
Hygiene	3-5 students	School Counselor or Social Worker	Staff	September-June	1	SMS1
Provide supportive counseling services to identified students	K-5 students	School Counselor or Social Worker	Parents, Teachers	September-June	1-6	LS7, SMS7, SS2, 3
Participate in Rtl process upon request	K-5 students	School Counselor or Social Worker	Teachers, Psychologists	September-June	5	LS7
Participate in development of Functional Behavior Assessments/Behavior Intervention Plans as requested	K-5 students	School Counselor or Social Worker	Psychologists	September-June	5	SMS7, 9, 10
Conduct testing and/or make up sessions for all State Testing	3-5 students	School Counselor or Social Worker	Admin	Spring		

E.2**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: To initiate and develop a cooperative relationship between home and school.
- B. TARGET POPULATION: All K-5 Students
- C. EXPECTED OUTCOMES: To increase parental involvement.
- D. ANNUAL ASSESSMENT:
 1. Teacher/staff observation of student actions and responses.
 2. Parent feedback
 3. Increase feedback between students and school personnel.
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	MS	BS
Act as referral source for outside support and collaboration	K-5 students	School Counselor or Social Worker	Staff, Community Resources	September-June	1	LS10
Offer a series of parent education classes, workshops and/or parent training sessions	Parents of K-5 students	School Counselor or Social Worker	Staff, Community Resources	September-June	1,3,5	LS10
Open House Night	Parents of K-5 students	School Counselor or Social Worker	Staff, Parents	Fall	3	LS10
Parent Teacher Conferences	Parents of K-5 students	School Counselor or Social Worker	Staff, Parents	Fall	3,5	LS9
Communication with parents via phone and/or in-person meeting	Parents of K-5 students	School Counselor or Social Worker	Staff, Parents	September-June	1,3,5	LS9

**Washingtonville Central School District
Guidance Plan**

E.3

- A. PROGRAM OBJECTIVE: To prepare students to effectively participate in their current and future educational program.
- B. TARGET POPULATION: All K-5 Students
- C. EXPECTED OUTCOMES:
1. To promote school adjustment for all children.
 2. Students will understand the purpose of education and expected curriculum for that year.
 3. Students will understand the role testing plays in the education process.
 4. Grade 5 students will be provided an orientation to the Middle School.
- D. ANNUAL ASSESSMENT:
1. Teacher/staff observation of student actions and responses.
 2. Parent feedback
 3. Increased articulation concerning personal problems between students and school personnel.
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	MS	BS
Conduct career awareness sessions	K-5 students	School Counselor or Social Worker, Classroom Teacher	Staff	September to June	4	LS7
Grade/classroom orientation and expectations	K-5 students	Classroom teacher	Admin, School Counselor, Social Work	Sept.	3	LS6
Grade 5 visitation/orientation	Grade 5 students	School Counselor or Social Worker, Classroom Teacher	M.S. Counselor	May	4	LS7

E.4

**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: To identify emotional and behavioral interventions for students with Individual Education Plans.
- B. TARGET POPULATION: All K-5 Students
- C. EXPECTED OUTCOMES: To participate in counseling Special Education.
- D. ANNUAL ASSESSMENT:
 - 1. Teacher/Staff observations of student actions and responses.
 - 2. Parent feedback.
 - 3. Increase feedback between students and school personnel.
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	MS	BS
To identify all goals and objectives of students' Individual Education Plans.	All K-5 students with Individual Educational Plans	School Counselor or Social Worker	PPS	September-June	5	LS7
Attend CSE meetings, provide counseling information	All K-5 students with IEPs	School Counselor or Social Worker	PPS	September-June	5	LS7
Prepare counseling reports	All K-5 students with IEPs	School Counselor or Social Worker	PPS	September-June	5	LS7
Assess students' quarterly counseling progress	All K-5 students with IEPs	School Counselor or Social Worker	PPS	Quarterly	5	LS7
Provide school-based counseling services	Assigned K-5 students with IEPs	School Counselor or Social Worker	PPS	September-June	1-6	LS7, SMS7, SS2, 3

**Washingtonville Central School District
Guidance Plan**

E.5

- A. PROGRAM OBJECTIVE: To provide our school population with programs which address child abuse.
- B. TARGET POPULATION: K-5
- C. EXPECTED OUTCOMES: To educate students concerning the avoidance of child abuse.
To help students define and understand what constitutes sexual abuse.
To help students understand resources available for reporting suspected problems.
- D. ANNUAL ASSESSMENT: 1. Teacher/Staff education of students
2. Student feedback
3. Communication between students and school personnel
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	MS	BS
Act as a resource during parent meetings	Parents of K-5 students	Teachers	Staff	September-June	1	LS9
Act as a resource for classroom teachers regarding maturation film	5 th Grade Teachers, Physical Education Staff	Physical Education Teacher	School Counselor or Social Worker	September-June	1	LS9
Act as a resource for Health Staff	Nurse & Support Staff	Administrators	School Counselor or Social Worker	September-June	1	LS9
Act as a resource for classroom teachers regarding Too Good For Drugs/I Decide Programming	Grade 4,5 Teachers	Teachers	School Counselor or Social Worker	September-June	1	LS9
Provide psychoeducation regarding risk and protective factors	K-5 students, Parents, Teachers	School Counselor/Social Worker	Teachers, Admin	September-June	1	LS9
Facilitate contact with Child Protective Services when necessary	K-5 students, Parents	School Counselor/Social Worker, Teachers	Teachers, Admin	September-June	1	LS9
Provide referral to supportive/preventive services	K-5 students, Parents	School Counselor/Social Worker	Teachers, Admin	September-June	1	LS9

M.1**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: Encourage Parental Involvement
- B. TARGET POPULATION: 5th – 8th Parents
- C. EXPECTED OUTCOMES:
1. Parents will develop an awareness and support of educational goals and program established for their children.
 2. Parents will develop a positive relationship with their child's counselor.
 3. Parents will become familiar with the Middle School building facilities.
 4. Parents will develop an understanding of school programs and services.
- D. ANNUAL ASSESSMENT: Parent feedback
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
Incoming 6th Grade Parent Orientation	Incoming 6 th grade parents	Counselors, Administration	Teachers, Student Assistance Counselor	May
Address individual concerns initiated by parents for incoming 6th graders	5 th grade parents	Counselors	Student Assistance Counselor, Nurse	Spring/Summer
Visitations & tours for new students/parents to the district	6 th , 7 th , 8 th grade students new to district	Counselors		August
Open House	6,7,8	Counselors/Teachers	Admin.	October
Parent Teacher Conference	6,7,8	Counselors/Teachers	Admin.	Oct. & Feb.
Team meeting with parents	6,7,8	Counselors/Teachers	Admin.	Ongoing
Website	Parents of 6,7,8	Counselors	Admin., PTO	Periodically
Volunteers – Career Day Presenters	6 th grade students	Counselors	Community Members	Spring
Opening Day Greeters	6 th grade parents	Counselors		September

M.1. p.2**Washingtonville Central School District
Guidance Plan**

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
Communication - emails & phone calls to parents	6, 7, 8	Counselors	Teachers, Student Assistance Counselor, School Psychologist, School Social Worker	Periodically
-Failure letters	Students in jeopardy of failing the grade	Counselors	Admin.	May
-Summer School Letters & Summer Program Letters	Students who have failed for the year	Counselors	Admin.	June
-First 3 Quarter Honor Roll Breakfast	6,7,8	Counselors	Admin.	May
Moving Up Ceremony	8 th grade	Counselors	Admin. & Teachers	June
High School 4-Year Plan	8th grade students & parents	Counselors		Dec. - March
Individual Parent Meetings	6,7,8	Counselors	Admin., Teachers, School Social Worker, Student Assistance Counselor, Nurse, School Psychologist	Ongoing
Communication regarding curriculum changes and alignment with Common Core Standards	6,7,8	Admin./Counselors	Teachers, Engage NY	Ongoing
Schedule individual visitation and tours for concerned incoming 6 th grade parents and students	6 th grade students	Counselors		August
RTI - inform parents of progress and goals	6,7,8	Counselors	School Psychologist, Student Assistance Counselor	As needed
Parenting workshops	6,7,8	School Social Worker	Counselor, School Psychologist, Student Assistance Counselor	Ongoing

M.2**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: Student Recognition
 B. TARGET POPULATION: Students in 6,7,8 grade
 C. EXPECTED OUTCOMES: 1. Students will be recognized by peers, parents and faculty for their achievements.
 2. Students will feel a sense of accomplishment and heightened self-esteem.
 D. ANNUAL ASSESSMENT:
 E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
Recognize student academic improvement	6,7,8	Counselor	Teachers	Ongoing
Student of Month – pictures in Arch of Triumph	6,7,8	Teacher/Counselor	Guidance	Monthly
Honor Roll & High Honor Roll	6,7,8	Guidance Staff	Orange County Post	Oct/Jan/ April/June
Three-Time Honor Roll Breakfast	6,7,8	Counselors	Admin./Staff	May
VISA (Vastly Improved Student Award)	6,7,8	Counselors	Admin.	MP 2 and 3
Attorney General's Triple-C Award	8	Counselors	Attorney General, Staff, Teachers	June
Sojourner Truth Award	6,7,8	Counselors	Orange County Community College	March
NJHS Eligibility	7,8	Counselors		Spring
Moving Up Ceremony	8	Counselors / Teachers	Admin.	June
Principal's Recognition for Honor Roll	6,7,8	Principal	Guidance Secretary	3x's per year
N.Y.S. Comptroller's Award	8	Counselors		June
Sojourner Truth School Based Recognition	6,7,8	Counselors	Admin., Orange County Community College	February
Orange County Youth Bureau Awards	6,7,8	Counselors	Admin.	Spring

M.3

**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: To help students develop and implement educational and career plans.
- B. TARGET POPULATION: 6th, 7th & 8th Grade
- C. EXPECTED OUTCOMES:
 - 1. Students will begin to evaluate different career opportunities.
 - 2. Students will have a clear understanding of High School graduation requirements and a better understanding of post-secondary opportunities.
 - 3. Students will understand college entrance requirements.
- D. ANNUAL ASSESSMENT: Ongoing
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
8 th grade 4-year plan conference for HS	8 th grade students & parents	Counselor		Dec.- March
6 th grade Career Day	6 th grade students	Counselor	Parents & Community	November
Classroom Presentations	6 th & 7 th grade students	Counselor	Guest Speakers	Ongoing
Transition Plans for IEP Students	8th grade	Counselor	Sp. Ed. Teacher	Spring
Career Development Occupational Studies	6,7,8	Counselor	Sp. Ed. Teachers	Ongoing

M.4**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: Staff & Student Support Service
 B. TARGET POPULATION: Staff & Students
 C. EXPECTED OUTCOMES: Assist Administration, Faculty and Support Staff in the daily operation of the Middle School.
 D. ANNUAL ASSESSMENT: Ongoing
 E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
RTI Meetings/Referrals	Teachers with concerns, Admin., Parents	Counselor, School Psychologist, Teachers, Administrators, Special Ed Teachers	Student Assistance Counselor, Nurse, Attendance Officer, School Social Worker	As needed
Teacher/Team Conferences	Teachers with concerns	Counselor, Team Time		As needed
Referrals to outside agencies	6,7,8	Counselor	Student Assistance Counselor, Psychologist, Nurse, Social Worker	As needed
Interact with other support staff	6,7,8	Counselor	Nurse, Student Assistance Counselor, Psychologist, School Social Worker	As needed
Referrals to other school-based providers	6,7,8	Counselor	Nurse, Student Assistance Counselor, Psychologist, School Social Worker	As needed
Individual conference with students to help foster positive relationships with teachers / Mediation with teachers and students as necessary	6,7,8	Counselor	Admin., Teachers	As needed

M.5

**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: Assist students with academic, behavioral or adjustment problems.
- B. TARGET POPULATION: Students at risk - 6,7,8
- C. EXPECTED OUTCOMES: Students will improve attendance
Students will improve their academic performance
Students will demonstrate more appropriate behavior
- D. ANNUAL ASSESSMENT: Review Report Cards – Review Discipline
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
Social/emotional support for students in need of mental health counseling	6,7,8	Counselor	Student Assistance Counselor, School Psychologist, Admin.	Ongoing
Crisis Intervention	6,7,8	Counselor	Student Assistance Counselor, Psychologist, School Social Worker	Ongoing
Mediations	6,7,8	Counselor	Student Assistance Counselor, Psychologist	Ongoing
Summer Skills program -retention & promotion meeting -summer program registration	6,7,8	Counselor	Administration, Dept. Supervisors	June

M.5. p.2.

**Washingtonville Central School District
Guidance Plan**

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
Academic Counseling <ul style="list-style-type: none">● review every student's progress report & report card● conference with students who are at academic risk● coordinate parent team meeting● parental contact● letters sent to students in danger of failing● organizational support and assistance with time management● letters sent home to notify parents of Quarterly failures	6,7,8	Counselor	Student Assistance Counselor, School Psychologist	Ongoing
DASA Investigation, Mediation, Follow-up for all reported incidents	6,7,8	Counselor and DASA Committee	Student Assistance Counselor, School Psychologist, Administration	Ongoing
Involvement with -RTI	6,7,8	Counselor / Psychologist	Teacher	Ongoing
-504 & IEP counseling and meetings	6,7,8	Counselor / Psychologist	Teacher	Ongoing
-Merakey (community preventative resource)	6,7,8	School Social Worker	Counselor, School Psychologist	Ongoing
-P.I.N.S. Diversion	6,7,8	School Social Worker	Attendance, Counselor, School Psychologist, Student Assistance Counselor	Ongoing

**Washingtonville Central School District
Guidance Plan**

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
-Child Protective Services (CPS)	6,7,8	Counselor	School Social Worker, Nurse, Teacher, Student Assistance Counselor	Ongoing
-Functional Behavior Plan	6,7,8	Counselor/Psychologist	Administrator	Ongoing
-Friend's House Runaway Shelter	6,7,8	Counselor	School Social Worker	Ongoing
NJHS Tutors	6,7,8	Counselor/NJHS Students	NJHS Advisor	As needed
Provide Administrators names of students at risk both academically & behaviorally	6,7,8	Counselors	Administrator, Teachers, Student Assistance Counselor	Ongoing
Homework Club Referrals	6,7,8	Counselor/Principal	Teachers	Ongoing
DBT Counseling and coordination	6,7,8	Counselors/Psychologists	Admin.	Ongoing
IDT Referrals and coordination	6,7,8	Counselors	Teachers, BOCES, Admin.	As needed

M.6 **Washingtonville Central School District**
Guidance Plan

- A. PROGRAM OBJECTIVE: Prepare students to participate effectively in their current educational program and to benefit from the current curriculum offered.
- B. TARGET POPULATION: 6-7-8
- C. EXPECTED OUTCOMES:
1. Students will become familiar with the Middle School.
 2. Students will feel comfortable and safe in the Middle School.
 3. Students will learn what resources are available to them.
- D. ANNUAL ASSESSMENT:
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
5 th Grade Tours	5	Counselors	Admin.	March
Incoming 6th Grade Parent Orientation	5 th grade parents	Counselors	Admin., Student Assistant Counselor, Teacher	May
5 th grade (teacher) conferences, Counselors, Elem. Psychologists	5	Counselors/Teachers		May
New student tours & orientation	6,7,8	Counselors		Ongoing
Individual Meeting with all 6th & 7th grade students.	6,7	Counselors		Sept./Oct.
Schedule all new students to district	6,7,8	Counselors		Ongoing
Class Visitation-Introduction of counselors	6	Counselors		September
Class presentations	6,7,8	Counselors		Ongoing
New Student Social event	6,7,8	Counselors	Admin.	September
Referrals to outside counselor/agencies	6,7,8	Counselors	School Psychologist, Student Assistance Counselor, School Social Worker	Ongoing

**Washingtonville Central School District
Guidance Plan**

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
4-Year High School Plans	8	Counselors	Parents	Dec - March
Intensive Day Treatment (IDT)	6,7,8	Counselor		As Needed
CSE	6,7,8	Administration/Psychologist	Counselor	As Needed
Parent Conferences re: Attendance	6,7,8	Counselor/Attendance Officer		As Needed

M.7**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: Scheduling
- B. TARGET POPULATION: Grades 6-7-8
- C. EXPECTED OUTCOMES: 1. All students in the Middle School will be scheduled in the appropriate classes for their current educational placement.
2. All teacher schedules and student schedules will be coordinated into the master schedule.
- D. ANNUAL ASSESSMENT:
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
Create master schedule	Grades 6-8	Counselors	Administration	Ongoing
- Teacher utilization				
- Room utilization				
Input & adjust master schedule	Grades 6-8	Counselors	Administration	Ongoing
- Rotate teacher schedules				
- Student course requests				
- Teacher assignments				
- Problem solve master schedule conflicts				
Assign students to teams	Grades 6-7	Counselors/Administration	Psychologists	Ongoing
- Input students into:				
- Special areas (chorus, band), Encore, AIS, Special Education	Grades 6-8	Counselors		Spring/Summer
- Foreign Language selections	Grades 6-8	Counselors		Spring
Adjust student schedules (resolve conflicts, add new students, balance class size)	Grades 6-8	Counselors	Administration	Ongoing
Verify master schedule and students' schedules for accuracy	Grade 6-8	Counselors	Administration	August

M.8

**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: Educate students concerning appropriate use of social media.
- B. TARGET POPULATION: 6th Grade
- C. EXPECTED OUTCOMES:
 - 1. Students will be able to identify navigate the internet safely.
 - 2. Students will know what is inappropriate behavior, how to protect themselves, and who to go to for help.
- D. ANNUAL ASSESSMENT:
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
Internet Safety Presentations	7th grade	Counselors		Fall & Spring

M.9

**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: Educate students concerning all aspects of harassment.
- B. TARGET POPULATION: Grades 6-7-8
- C. EXPECTED OUTCOMES:
 - 1. Students will be able to identify what is harassment.
 - 2. Students will gain a heightened awareness of their own behavior in regard to harassment, and therefore modify any negative behavior.
 - 3. Students will be able to identify when and to whom to report harassment.
- D. ANNUAL ASSESSMENT:
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity
Dignity for All Students Act - DASA	6, 7, 8	Counselor/ DASA Committee	Counselors, Teachers, Assistant Principal, Psychologists, Student Assistance Counselor	Ongoing

H.1**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: To enable students to benefit the curriculum
- B. TARGET POPULATION: All students grade 9-12
- C. EXPECTED OUTCOMES: Students will meet with counselors to review educational requirements for curriculum.
Students will understand expectations and requirements of individual courses.
Students will review annually their progress and educational course of study.
- D. ANNUAL ASSESSMENT: Feedback/Interaction between students and school personnel
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	M	B
Student Program Conferences	9-12	Counselors	Course Catalog, NYS Grad. Req.	Ongoing	4	LS9
Orientation to High School	Grade 9 & all new students	Counselors	Administration, Students, Custodial Staff	August	3	SMS8
New Student Registration	9-12	Counselors	Handout, Student Handbook, Calendar	Ongoing	3	LS1
C-Tech Visitation	10	Counselors	C-Tech Personnel and Students	Feb., April	5	LS5
Student/Parent/Teacher Conferences	9-12	Counselors	Progress Reports, Monthly Plans Admin./Teacher	As needed	4	SS3,6
Back to School Nights	9-12	Counselors	Teachers	Fall/Spring	6	LS6
Career Interest Inventory-CSE	10	Counselors	Computer Lab, Naviance	January	4	LS7
10 th Grade Parent/Student Conference	10	Counselors	Course Catalog, Program Review, C-Tech/media	Feb. - March	1	LS4,7,8
Personal & Crisis Counseling	9-12	Counselors	School Psych./Social worker	Ongoing	2	SS4,9

H.1 p. 2**Washingtonville Central School District
-Guidance Plan**

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	M	B
IEP Mandated Counseling	9-12	Psych/S.W./Counselors	Student Assist. Counselor, Social Worker	Ongoing	2	SS2
Referral to Alternative Educational Programs	9-12	Counselors	Admin. BOCES	Ongoing	6	LS4
Study Habits	9-12	Counselors	Teachers	Ongoing	5	SMS1
AIS	9-12	Teachers	Technology, Media, Review material	Ongoing	5	SMS6
ESL	9-12	Teacher	Technology, Media Specialized material	Ongoing	5	SMS6
Tutoring Services Referrals	9-12	Peer/Prof. Staff	NHS/Science Tutoring lists	All Year	6	SMS7
Regents Review Sources	9-12	Teachers, Internet	PBS, Internet	All Year	5	SMS1
Academic Assistance	9-12	Student & Staff	Classroom resources	All year	2	SS8
Compact Comm.	9-12	Parents/Teachers/Counselors/ Admin		Ongoing	3	SS5
Discipline Referrals Follow-up Intervention	9-12	Teachers/Monitor/ Admin/ Student Handbook	Admin. referral	All year	6	SMS2
Internet Search for Academic Support & Information	9-12	Teachers, Library counselor, Computer staff, District website	Library	Ongoing	5	LS9
Professional Development	Counselor	Counselors	Workshop	Ongoing	1,6	SMS10
Honor Roll – High Honor Roll	9-12	Administration	School Tool		2	LS6
Sojourner Truth Award	9-12	Guidance/OCCC	School Tool	Dec-March	2	SS9
Vocational NHS	11-12	C-Tech Center	C-Tech, Guidance	Spring	5	LS4
Awards Ceremony	9-12	Counselors/Teachers/Admin.	Teacher Support	Spring	5	LS10
C-Tech Honor Roll	11-12	Teachers/Admin.	School Tool	Quarterly	5	LS10
Perfect Attendance	9-12	Attendance Teacher	School Tool	Ongoing	2	SMS2
DBT Counseling	9-12	PPS Staff	School	Ongoing	1	SMS9

H.2**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: To help students learn about various careers and career planning skills.
- B. TARGET POPULATION: All students grade 9-12
- C. EXPECTED OUTCOMES: Students will be aware of and able to use the career resources available to them.
Students will receive personalized feedback regarding careers.
- D. ANNUAL ASSESSMENT:
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	M	B
Career Interest Inventory	10 th grade	Library Staff, Counselors and 10 th grade English Teachers	Computer Lab, Naviance	Fall or Spring Term	4	LS7
Orientation to High School	Grade 9 – all new students	District Counselors/Admin. Staff	Orientation booklet	August	3	LS1, SS2 SMS8
New Student Registration	All New High School Students	Counselors, Clerical Staff, Admin.	NYS Requirements Guidance Library	Ongoing	3	LS1
Senior Interviews	Grade 12	Counselors	Guidance Office	Sept./Oct.	4	MS4,5
WHS College Night	Grades 11 & 12	Counselors, College Reps.	College Media	Annually Sept./Oct.	4	SS1
Hosting College Visitations	Grades 11 & 12	Counselors, College Reps.	College Media	Ongoing	4	SS1
ASVAB	Grades 11 & 12	Counselors, Military Personnel	ASVAB profile & Workbook	Oct.	4	SS5
ACCES-VR/Transition Meeting	Grades 11 & 12	Counselors, ACCES-VR Counselors	Psychological/IEP	Ongoing	4	SS8
Professional Development	Counselors	Counselors	Job Search/workshops College visits	Ongoing	1,6	SMS10
College Application Process	Grade 12	Counselors, Students, Parent	Files, Naviance Internet	Ongoing	4	LS1,3,7

H.2 p. 2**Washingtonville Central School District
Guidance Plan**

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	M	B
C-Tech Presentation	Grade 10	Counselors, Vo-Tech Counselors, Students	C-Tech handout, Media Presentation, C-Tech	Dec.	5	LS5
College Application Workshop	Grade 12	Counselor (Eve Acad)	Internet, Naviance	Fall	4	LS7
C-Tech-Job Fair	Grade 11&12	Counselors, C-Tech Staff, Business Partners	Application	May	5	LS7
School to Work	Grades 12	STW Coordinator	STW Supervisor	Ongoing	4	LS10
Classroom presentation for Career Options	Grades 9-12	Teacher, Business or College Professional	Handouts, Media	Ongoing	4	LS7
Annual Review	Grades 9-11	Counselors	4 yr. plan, course selection sheet & testing information	Dec–March	1	SS6
College Night (SUNY Orange)	Grades 10 & 11	Counselors, Professional College Staff	website, internet	April-May	4	SS1
Resume Preparation individually or for various classes	Grades 9 -12	C-Tech, Business Staff, Counselors	Technology, English Teachers	Ongoing	5	SMS8
Portfolio Development	Grades 9-12	Art Education	Technology	Ongoing	1	LS2,5
Campus Based Work Experience	Grades 9-12	Life Skills Teacher & T.A.	Business Partner	Ongoing	6	LS10
Careers related to Academic Areas	Grades 9-12	Classroom and C-Tech teachers	Technology, Posters & Handouts	Ongoing	2	SMS10
Recruitment Tables.	Grades 9-12	Military personnel/ College Advisor	Custodian	Ongoing	2	SS1,5
Internet Search College Career	Grades 10-12	Counselors	School District Wide Website	Ongoing	4	SMS1, SS8

**Washingtonville Central School District
Guidance Plan**

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	M	B
SAT/ACT Prep Course	Grades 10 – 12	Instructor/Tech/Media	Castle Learning, KHAN/ACT Academy	Ongoing	5	LS6
Clubs & Activities	Grades 9-12	Advisor/Coach	Student Handbook	Ongoing	3	SS2
Military recruiting	Grades 9-12	Military Rec./Alumni	Printed Material/Media	Ongoing	1	SM5
JROTC Class	Grades 9-12	Staff & Alumni	Field Study/outside Agency & Posters	Ongoing	1	SS7
Scheduling for courses in Career Interest	Grades 9-12	Teachers/Counselors	Professional speakers and Media Tech.		4	LS9
Guidance Advisory Committee	Grades 9-12	Counselor, Parent, Teacher	website	Ongoing	4, 6	SS5 SS6

H.3**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: To help students develop and implement current and future educational and career plans.
- B. TARGET POPULATION: All students grade 9-12
- C. EXPECTED OUTCOMES: Students will be informed and evaluate potential career opportunities.
Students will have a clear understanding of individual graduation requirements.
Students will be informed and evaluate post-secondary educational opportunities.
- D. ANNUAL ASSESSMENT: Feedback/interaction between students and school personnel
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	M	B
Individual Planning Meetings	All students gr. 9-12	Counselor	Naviance	Dec-March	2,5	LS7
Senior Interview	Grade 12	Counselor	Website, Naviance	Sept-Oct.	4	LS7
PSAT	Grades 10 - 11	Counselor	Eng/S.S. Teachers	Sept.-Oct.	2	LS4
WHS College Night	Grade 11 - 12	Counselor	Admiss. Counselors	Oct.	4	SS1
10th grade Parent/Student Conferences	Grade 10	Counselor	Naviance/ Internet/Course Catalog	Feb./March	1	LS4,7,8
College Visitation	Grade 11 & 12	Counselor	Family	Ongoing	4	SS1,3
Career Interest Inventory Classroom Presentation	Grade 10	Counselor	Naviance	Fall/Winter	4	LS7
College Applications	Grade 12	Counselor		Ongoing	4	LS1,3,7 SMS1
Financial Aid Night	Grades 11 - 12	Counselor	Fin. Aid Counselor	October	4	LS1, SS1
Scholarship Awareness/Searches	Grade 9-12	Counselor	Internet/District website	Ongoing	4	SS8
C-tech Presentation	Grade 10	Counselor	Vo-tech staff	December	5	LS9
ASVAB	Grade 11- 12	Counselor	Armed Services	October	5	SMS1, LS9
Progress & Report Card Review	Grade 9 – 12	Guidance Counselor	Student, Parents, Classroom Teachers	Ongoing	5	LS3,4
Summer School Registration	Grade 9-12	Guidance Counselor	Summer programs	June	5	SMS 1
Work Based Learning	Grade 11&12	WBL Teacher, Counselor	Community Business	Ongoing	6	SS3, SMS3
Professional Development	Counselors	Counselor	Outside workshops & College Visits	Ongoing	1,6	LS6, SMS10

H.4**Washingtonville Central School District
Guidance Plan**

- A. PROGRAM OBJECTIVE: To help students who exhibit attendance, academic, behavioral or adjustment problems and encourage parental involvement.
- B. TARGET POPULATION: All students Grade 9-12
- C. EXPECTED OUTCOMES: Improved attendance
Improved academic performance
Decrease in disciplinary referrals
Improved interpersonal communications
Increased communications with parents
- D. ANNUAL ASSESSMENT:
- E. PROGRAM DESCRIPTION:

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	M	B
Review of attendance and call/visit home	All students	Attendance teacher, Social Worker	Attendance Records Guidance Counselor	All year/on-going	3	SMS1
Review report cards & progress Reports	All students	Counselor	Transcript/Admin.	All year/on-going	5	LS3,4
Review and adjust schedules	All students	Counselor	Computer	All year as needed	2,5	LS7
Review discipline letter	All students	Counselor	Referral file A.P.'s	All year as needed	2	SMS7
Notification of home instruction	All students	Counselor	Administration	All year as needed	2	LS4
Home visits	Identified students	Social Worker/ Attendance Officer	Guidance Counselor, Parent	All year as needed	1	SMS6
Meet with new family to district during school year.	New students 9-12	Registrar & Counselor	Calendar/Student Handbook Administration	Ongoing	3	SS3
Communicate with family via phone or in-person conferences	All students	Counselor	Social Worker/ School Psychologist, Teacher	Ongoing	5	LS9

**Washingtonville Central School District
Guidance Plan**

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	M	B
Refer students to outside agencies	Identified students	Social Worker, School Psychologist, Counselors	Community Agencies	Ongoing	1	SMS6,7
Summer school registration	Grade 9-12	Counselor	Summer programs	June/July	5	SMS1
Meet with students in danger of failing	Grade 9-12	Counselor	Report card Teacher	Ongoing	2	SMS1,3
Evening Academy	Grade 10-12	Counselor	Administration Social Worker	Ongoing	5	SMS6
9 th grade & New Student orientation	Grade 9-12	Counselor/Administration	Other Educ. Service Administration	August	3	SS2, SMS8
After school extra help & Peer Tutoring	Grade 9-12	Teacher	Guidance Counselor & Librarian	Ongoing	6	SMS7
Al-Anon – Al-Ateen meetings	Identified students	Student Assistance Counselor	Guidance/Social Worker	Ongoing	1	SS2
Interventions – Alcohol, Pregnancy, Drugs, Domestic Violence	Identified students	Guidance Counselor	Administration, Nurse /Social Worker	Ongoing	1	SMS7,9
Court legal proceeding	Identified students	Counselor	Social Worker/ Administration	Ongoing	1	SMS7
PINS	Students in need	Counselor & Social Worker	Parent/Admin./Teachers	Ongoing	1	SMS7
Web site	9-12 Parents	Teacher/Web Manager	Tech. Department	Ongoing	3	LS9
Senior Warning letters	12 Parents	Counselor/Admin.	Report card Senior interview	3 times	2	LS7
Referral for Spec. Services	9-12	Counselor/Psychologist	Tests, Reports, Teacher, Parent	Ongoing	5	SMS6
IST Committee.	9-12	Teacher/Counselor/ Psychologist	Report card, Teacher Reports, Referrals	Ongoing	5	SMS6

**Washingtonville Central School District
Guidance Plan**

Activity	Target Group or Sub-Group	Staff Assigned / Time	Other Resources	Dates of Activity	M	B
Crisis Intervention	9-12	Counselor	Depending on Crisis	Ongoing	1	SMS7
Intensive Day Treatment	Students re-entering from outside placement	Counselor/Psychologist/ Social Worker/Admin.	Agency, Teachers, Tutors, BOCES, Outside Agency	As needed	1	SMS6