

Mattituck-Cutchogue Union Free School District

K-12 Comprehensive Guidance
Plan



Mattituck-Cutchogue Union Free School District

385 Depot Lane

Cutchogue, NY 11935

www.mufsd.com

Table of Contents

Preface.....	1
Mission Statement.....	2
Rationale for School Counseling Programs	3
Philosophy	4
Program Objectives	5
Current Counseling Staff.....	6
Guidance Department Organization Chart.....	7
Elementary Guidance Plan for Grades K-6.....	8
Junior High School Guidance Plan for Grades 7-8	16
High School Guidance Plan for Grades 9-12	
Career/College Preparation	18
Social/Emotional/Academic Develompent	20
Administrative	22

Preface
Guidance Services
Mattituck- Cutchogue Union Free School District

In order to better prepare our students for an ever changing society, the guidance services program in the Mattituck-Cutchogue Union Free School District continues to evolve and change. Our program uses a purposeful approach designed to provide assistance to all of our students in their pursuit of educational and career goals.

The District Plan for the Guidance Services Program provides an overview of guidance services and activities available within our schools. The guidance services program specifically directs some of its activities toward parents, teachers and administrators as we are aware that others significantly influence the progress and growth of students.

MISSION STATEMENT
of the
MATTITUCK-CUTCHOQUE
UNION FREE SCHOOL DISTRICT

The Mattituck-Cutchoque Union Free School District is dedicated to providing a welcoming and safe environment where diversity, interdependence and self-discovery are valued.

Educators, students, families, and community members work together creating a dynamic, flexible, and engaging learning process to:

- Nurture individuals' passion for life and learning*
- Foster collaboration, creativity, and critical thinking*
- Encourage a range of perspectives*
- Promote and practice personal integrity*

As a result, students develop academic excellence, confidence, and resiliency to face future challenges in order to contribute to and inspire positive change in the local and global community.

The Rationale for School 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 encompasses 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 development, career development, and personal/social development. A comprehensive school counseling program is developmental and systematic in nature, sequential, clearly defined, and accountable. The program is proactive and preventive 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.

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)

Philosophy
Guidance Services
Mattituck-Cutchogue Union Free School District

Guidance services are intrinsic to the educational process of each individual. The guidance process enables each individual to learn about his/her uniqueness as a person and to concurrently understand the uniqueness and differences of others with whom each interacts. Through the understanding of individuality, one can better understand his/ her own inherent worth and role in contemporary society.

The guidance process assists in the individual development of an understanding of ones' behavior and self-worth. The thrust of our guidance and counseling program is to encourage attainable goals, to assist in the design of positive strategies to accomplish these goals and to encourage increased self-direction. Together with parents, the school community and society, counselors assist our young people in accepting responsibility, which will enable them to assume contributory roles in our ever changing society.

With emphasis on self-direction and decision-making skills, the guidance process serves to assist each individual in gaining a more realistic understanding of oneself, clarifying personal alternatives, and making viable educational and vocational choices.

Program Objectives

Guidance Services

Mattituck-Cutchogue Union Free School District

1. The school counselor will assist each student in achieving at a level commensurate with his/her abilities.
2. The school counselor, with the help of the teacher(s) and parent(s), will assist each student in understanding the achievements and behaviors expected of him/her.
3. The school counselor will assist the student in achieving effective interpersonal behavior.
4. The school counselor, with the help of the teacher(s) and parent(s), will assist each student in understanding the scope of his/her capabilities.
5. The school counselor will assist each student in achieving an optimum level of educational performance.
6. The school counselor will assist each student in acquiring a positive attitude toward school.
7. The school counselor will assist each student in effecting a smooth transition from one educational level to another.
8. The school counselor will assist each student in learning effective problem-solving skills.
9. The school counselor will assist each student in developing appropriate levels of aspirations.
10. The school counselor will assist each student in being aware of the career, educational, and social experiences available to him/ her.
11. The school counselor will assist each student in learning that the pattern of personal characteristics is not a constant, but changeable through different life experiences.
12. The school counselor will assist each student in becoming more fully aware of the guidance services.
13. The school counselor will assist school personnel in their relationships with parents and the community.

Counseling Staff

High School

Brian Lynch Guidance Coordinator
631-298-8460 ext. 3244
blynch@mufsd.com

Michelle Fussa
631-298-8460 ext. 3225
mfussa@mufsd.com

Jason Mastropierro
631-298-8460 ext. 3229
jmastropierro@mufsd.com

Middle School

Megan Collins
631-298-8460 ext. 3238
mcollins@mufsd.com

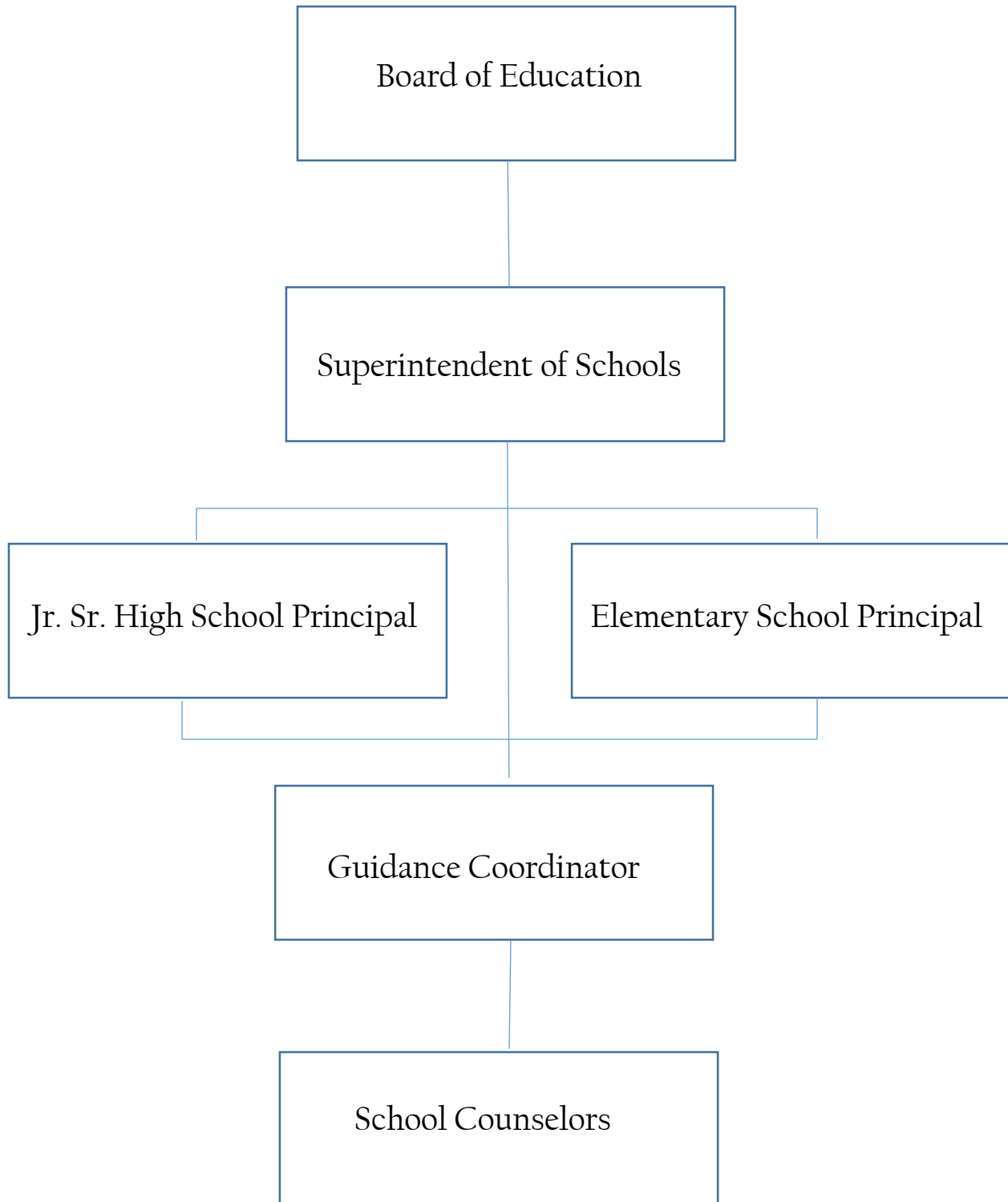
Elementary School

Kelly Pickering
631-734-6049 ext. 233
kpickering@mufsd.com

Social Work

Andrea Nydegger
631-298-8460 ext. 4230
anydegger@mufsd.com

Guidance Department Organizational Chart



Cutchogue East Elementary Guidance Plan for Grades K-6

- A. **Program Objective:** The program prepares students to participate effectively in their current educational programs.
- B. **Target Population:** All Grades K-6
- C. **Expected Outcome:**
 - 1. Student will maintain achievement levels appropriate to their ability and maturity in all curriculums
 - 2. Students will maintain an observable interest and effort in their school work
 - 3. Students will demonstrate interpersonal communication and problem-solving skills
- D. **Annual Assessment:**
 - 1. Student achievement will be measured by report cards at the end of each marking period and running records and informal assessments during the marking period
 - 2. Student motivation will be monitored by the classroom teacher and also by their informal assessments and report cards
 - 3. Interpersonal communications and problem-solving skills will be monitored by the classroom teacher and other school personnel

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Study Skills	K-6	Classroom Teachers	Guidance Counselor & Administration	On-going
Student/Teacher Conferences on Academic Progress	K-6	Classroom Teachers	Guidance Counselor & Administration	On-going
Instruction about appropriate Behavior	K-6	Classroom Teachers	Guidance Counselor & Administration	On-going

Cutchogue East Elementary Guidance Plan for Grades K-6

- A. **Program Objective:** The program prepares students to participate effectively in their future educational programs.
- B. **Target Population:** All Grades K-6
- C. **Expected Outcome:**
 - 1. Student will demonstrate continuous achievement as they progress through curriculum
 - 2. Failure rate will remain stable or decrease
 - 3. Students receiving academic intervention services (AIS) may make progress and will be progress monitored
- D. **Annual Assessment:**
 - 1. Report cards after each marking period, results of formal and informal assessments and running records and assessments facilitated through AIS services
 - 2. Continuous monitoring of students will result in placement of students in AIS

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Pre-Enrollments Orientation of Kindergarten Registrants	All Kindergarten students	Classroom Teachers & nurse	Guidance Counselor, School Psychologist & Administrators	On-going
Parent Orientation/ Open -House	Kindergarten parents	Principal, Nurse & Kindergarten Teachers	Guidance Counselor	On-going
Unit, Chapter and Standardized Testing reveal student strength and weaknesses	K-6	Classroom Teachers	Guidance Counselors & School Psychologist	On-going

Cutchogue East Elementary Guidance Plan for Grades K-6

- A. **Program Objective:** To help students who exhibit Attendance Concerns.
- B. **Target Population:** All Grades K-6
- C. **Expected Outcome:**
 - 1. Students will attend school regularly as a result of this process.
 - 2. Parents will cooperate with the school to ensure the student attends regularly
- D. **Annual Assessment:**
 - 1. Review of attendance records weekly, monthly and quarterly

Activity	Target group	Staff Assigned	Other Resources	Dates of Activity
Regular Attendance Reporting	K-6	Classroom Teacher, Attendance person, Guidance Counselor	Nurse & Administration	On-going
Telephone Calls to Parents	All students exhibit attendance concerns	Guidance Counselor & School Psychologist	Classroom Teachers and Administration	On-going
Individual Counseling	All excessive absentee students	Guidance Counselor & School Psychologist	Classroom Teachers and Administration	On-going
Parent Conferences	All excessive absentee students	Guidance Counselor & School Psychologist	Classroom Teachers, Nurse & Administration	On-going
Home Visits	All excessive absentee students	Guidance Counselor & School Psychologist	Administration	On-going
Referrals to Community Organizations	All excessive absentee students	Guidance Counselor & School Psychologist	Administration	On-going

Cutchogue East Elementary Guidance Plan for Grades K-6

- A. **Program Objective:** To help students who exhibit Academic Problems.
- B. **Target Population:** All Grades K-6
- C. **Expected Outcome:**
 - 1. The class work and home work of students in the programs will improve
 - 2. The report card grades of students will improve
 - 3. The student will demonstrate responsible behavior
- D. **Annual Assessment:**
 - 1. Use of formal and informal assessments
 - 2. The improvement will be reflected on the students report card

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Parent/Teacher Conferences	K-6	Classroom Teacher & Service Providers	Guidance Counselor and Administration	On-going
Assessment by the Instructional Support Team	Students K-6 who exhibit academic/behavioral and social emotional concerns	IST Committee and any teachers who service the student	Community Agencies or Private Therapists	6-8 weeks for progress monitoring
Assignments to Academic Intervention Services (AIS)	Students K-6 in need of this service	Guidance Counselor/Service Providers/IST Committee	School Psychologist, Classroom Teacher & Parent	On-going
Individual Counseling	Students K-6 in need of this service	Guidance Counselor	School Psychologist	On-going
Group Counseling	Students K-6 in need of this service	Guidance Counselor	School Psychologist	On-going
Peer Tutoring/Mentoring	Students K-6 in need of this service	Guidance Counselor to coordinate with HS	HS Guidance	On-going

Cutchogue East Elementary Guidance Plan for Grades K-6

- A. **Program Objective:** To help all students who exhibit Behavioral or Adjustment problems
- B. **Target Population:** All Grades K-6
- C. **Expected Outcome:**
 - 1. Student behavior will improve
 - 2. Student adjustment to school will improve
- D. **Annual Assessment:**
 - 1. There will be a reduction in the number of reported disciplinary problems

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Instruction on Classroom Behavior	K-6	Classroom Teacher	Guidance Counselor	On-going
Parent/Teacher Conferences-Principal-Guidance Counselor	Students K_6 who exhibit behavior concerns	Classroom Teacher, Guidance Counselor & Administration	Committee of Special education	On-going
Assessment by Instructional Support Team (IST)	Students grades K-6 who have behavioral concerns	IST Committee	Parent, Classroom Teacher or Support Staff	Every 6-8 weeks Progress Monitoring
Individual Counseling	Students K-6 who may need this service	Guidance Counselor	School Psychologist, Parent and/or Classroom Teacher	On-going
Group Counseling	Students K-6 who may need this service	Guidance Counselor	School Psychologist, Parent & Classroom Teacher	On-going
Referral to School Administrator for disciplinary purposes	K-6	Assistant Principal	Principal	On-going
Referral to Committee of Special Education	Students grade K-6 who may need this service	Guidance Counselor/ IST committee	IST Team	On-going
Referral to Community Agencies	Students grades K-6 who may need this service	Guidance Counselor	School Psychologist	On-going
Distribution of Disciplinary Handbook	Students Grades K-6	Principal & Classroom Teachers	Guidance Counselor	September and New Entrants

Cutchogue East Elementary Guidance Plan for Grades K-6

- A. **Program Objective:** To help students deal with Family Issues that impact education
- B. **Target Population:** All Grades K-6
- C. **Expected Outcome:**
 - 1. Improved academic performance
 - 2. Students will develop the ability to identify their feelings
 - 3. Students will develop coping skills
- D. **Annual Assessment:**
 - 1. Classroom teachers will observe students responses and behaviors
 - 2. Parents and counselors to provide feedback

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Individual Counseling	Students in grades K-6 who may need this service	Guidance Counselor	Parents, Classroom Teachers, & School Psychologist	On-going
Group Counseling	Students in grades K-6 who may need this service	Guidance Counselor	Parents, Classroom Teachers, & School Psychologist	On-going
Guidance Counselor/ Parent Conferences	Students in grades K-6 who may need this service	Guidance Counselor	Parents, Classroom Teachers, & School Psychologist	On-going
Referral to Community Agencies	Students in grades K-6 who may need this service	Guidance Counselor	School Psychologist and Community Agencies	On-going

Cutchogue East Elementary Guidance Plan for Grades K-6

- A. **Program Objective:** To encourage parent involvement
- B. **Target Population:** All Grades K-6
- C. **Expected Outcome:**
 - 1. Encouragement of parental involvement in the development and support of the targets and goals designed for their child
 - 2. Encouragement of parent communication in support and understanding of the services provided
- D. **Annual Assessment:**
 - 1. Parent feedback
 - 2. Teacher, principal and counselor observation
 - 3. Report cards and conferences

Activity	Target Group	Staff Assigned	Other resources	Dates of Activity
Current Report Card Conferences and Progress Reports	All Students K-6	Classroom Teachers, Administrators and Service Providers	Guidance Counselor	On-going
Parent Conferences	All Students K-6	Guidance Counselor and Classroom Teachers	Administration	On-going
Open House-Parent orientation/Meetings Etc.	All Parents and grades K-6	Administrators, Classroom Teachers and Guidance Counselor		Fall/Spring
Notices to Parents, Report Cards, Progress Reports, Informational Letters or Announcements	All Parents, Teachers and Students K-6	Classroom Teachers	Administration and Guidance Counselors	On-going
Parent Teacher Association (PTA)	All Parents Grades K-6	Principal, Classroom Teachers and Guidance Counselor		On-going

Cutchogue East Elementary Guidance Plan for Grades K-6

- A. **Program Objective:** To preserve and support the Social Emotional Health of all students
- B. **Target Population:** All Grades K-6
- C. **Expected Outcome:**
 - 1. Students will feel comfortable in their educational setting
 - 2. Students will learn to demonstrate good character
 - 3. Faculty and Staff will model good character
- D. **Annual Assessment:**
 - 1. Student’s level of comfort will be monitored by classroom teachers
 - 2. Discipline referrals will be decreased

Activity	Target Group	Staff Assigned	Other resources	Dates of Activity
Individual Counseling	All students Grades K-6 in need of this service	Guidance Counselor	School Personal, Parents and Outside Agencies	On-going
Group Counseling	All students grades K-6 in need of this service	Guidance Counselor	School Personal, Parents and Outside Agencies	On-going

Mattituck High School

Counseling and Development Plan 2015-2016

- A. Program Objective: Career/College Preparation
- B. Target Population: All Students 7-8
- C. Expected Outcome: To Successfully prepare and challenge students academically and prepare them for college and career success.

Activity	Target Group	Staff Assigned	Other Resources	Dates of activity
Career Lessons	7	Counselor	Career Exploration Lessons	Sept-June
Career Interest Inventory	8	Counselor	Naviance Family Connection	Spring
IST (Instructional Support Team) Meetings- with teachers	7-8	Counselors & Administration	Infinite Campus	Sept-June
CSE (Committee On Special Education) Meetings	7-8	Counselors	Department of Special Education	Sept-June

Mattituck High School

Counseling and Development Plan 2015-2016

- D. Program Objective: Scheduling
- E. Target Population: All Students 7-8
- F. Expected Outcome: Students will meet with counselor to review educational requirements for curriculum. Students will understand expectation and requirements of individual courses. Students will review annually their progress and educational course of study.

Activity	Target Group	Staff Assigned	Other Resources	Dates of activity
Class Presentation	7	Counselor		Spring
Class Presentation	8	Counselors	Infinite Campus	January
CSE (Committee On Special Education) Meetings	7-8	Counselors	Department of Special Education	Sept-June
6 th Grade Parent Night	Parents	Counselor	Administration	Spring
7 th Grade Orientation	7 and Parents	Counselor	Administration	September
8 th Grade Parent Night	8 and Parents	Counselor		
Scheduling Meetings	8 and Parents	Counselor		Spring

Mattituck High School

Counseling and Development Plan 2015-2016

- G. Program Objective: Counselor/ Teacher Conferences
- H. Target Population: All Students 7-8
- I. Expected Outcome: Meet to gain additional information regarding individual students in their classes and to share their concerns about students' levels of achievement and behavior.

Activity	Target Group	Staff Assigned	Other Resources	Dates of activity
Team meetings	7-8	Counselor	Staff/ Social Worker, parents	On Going
Communicate with Family	7-8	Counselors	Staff	On Going
Refer students to outside agencies	7-8	Counselors	Social worker	On Going
IST (Instructional Support Team) Meetings- with teachers	7-8	Counselors & Administration	Staff/ Social Worker, parents	On-Going
Weekly Progress Reports	7-8	Counselor	Weekly Progress Report	On-Going

Mattituck High School

Counseling and Development Plan 2015-2016

- A. Program Objective: Social/ Emotional
- B. Target Population: All Students 7-8
- C. Expected Outcome: To provide assistance students in need of social, educational, emotional or family problems.

Activity	Target Group	Staff Assigned	Other Resources	Dates of activity
Meet with new family to District	7-8	Counselor		All year
Communicate with Family	7-8	Counselors	Staff	On Going
Refer students to outside agencies	7-8	Counselors	Social worker	On Going
Meet with Students in Danger of Failing	7-8	Counselor	Report Card, Teachers	On-Going
7 th Grade Parent Night	7	Counselor	Administration	October
Crisis Intervention	7-8	Counselors	Administration, CST	On-Going
Individual Counseling	7-8	Counselor	Teachers, Social Worker	On-Going
Group Counseling	7-8	Counselor	Teachers, Social Worker	On-Going

Mattituck High School

Counseling and Development Plan 2015-2016

- A. Program Objective: Career/College Preparation
- B. Target Population: All Students 9-12
- C. Expected Outcome: To Successfully prepare and challenge students academically and prepare them for college and career success.

Activity	Target Group	Staff Assigned	Other Resources	Dates of activity
Naviance Freshman Survey	9	Counselors	Naviance Family Connection	Sept-June
Career Cluster Finder	10	Counselors	Naviance Family Connection	Sept-June
Naviance Sophomore Survey	10	Counselors	Naviance Family Connection	Sept-December
PSAT Exam	10	Counselors	www.collegeboard.org	November
Naviance Personality "Do What You Are" Survey	10	Counselors	Naviance Family Connection	Sept-June
Junior College Meetings	11	Counselors	Naviance Family Connection	March-June
Career interest Inventory	11	Counselors	Naviance Family connection	January
PSAT Review Class	11	English/Math Teachers	Guidance Secretaries	October
Naviance College Search	11-12	Counselors	Naviance Family connection	Sept-June
Naviance Junior Bio Survey	11	Counselors	Naviance Family connection	January-June
Naviance Resume	9-12	Counselors	Naviance Family connection	Sept-June
Naviance SAT Prep	9-12	Counselors	Naviance Family connection	Sept-June
Naviance Password Locker Creation	11	Counselors	Naviance Family Connection	January
College Classroom Presentations	11	Counselors	www.mufsd.com	January
College/Financial Aid Parent Night	11	Counselors	www.mufsd.com	February
SAT Exam	11-12	Counselors	www.Collgeboard.org	March-December
ACT Exam	11-12	Counselors	www.ACT.org	March-December
Senior Meetings	12	Counselors	Naviance Family connection	Sept-December
Naviance Senior Autobiography	12	Counselors	Naviance Family Connection	Sept-December
College Visitations at Mattituck	12	Counselors	Naviance Family connection	Sept-December
Teacher Recommendations	12	Counselors	Naviance Family connection	Sept-December

Student FERPA Waiver	12	Counselors	Naviance Family connection	Sept-December
Graduation Survey	12	Counselors	Naviance Family Connections	May-June
Common Application Registration	12	Counselors	Naviance Family Connection	August-December
College Application Processing	12	Counselors	Naviance Family Connection	Sept-June
Suffolk County Community College on-site Registration	12	Counselors	Infinite Campus/Naviance	November
Financial Aid/Scholarships	11-12	Counselors	Naviance/Guidance office	Sept-June
Sophomore Academy of Applied Learning/ BOCES Presentation	10	Counselors	Eastern Suffolk BOCES	January
BOCES/ Academy of Applied Learning Student Visitation	10	Counselors	Eastern Suffolk BOCES	February
BOCES/Academy of Applied Learning	11-12	Counselors	Eastern Suffolk BOCES	Sept-June
IST (Instructional Support Team) Meetings- with teachers	9-12	Counselors & Administration	Infinite Campus	Sept-June
CSE (Committee On Special Education) Meetings	9-12	Counselors	Department of Special Education	Sept-June

**Mattituck-Cutchogue School District
Counseling and Development Plan**

- A. Program Objective: Social/Emotional/Academic
- B. Target Population: All Students 9-12
- C. Expected Outcome: Students will be supported with pertinent information along with social, academic and emotional resources to assist them in making informed decisions on academic, social, college and career related issues

Activity	Target Group	Staff Assigned	Other Resources	Dates of activity
9 th Grade Orientation	9	Counselors	Administration, Students	Aug-Sept
Freshman Introduction Meetings	9	Counselors	Social Worker	Sept
Meet with New Students and their Families	9-12	Counselors	Social Worker	On-going
Group Scheduling Meetings	9-12	Counselors		Jan-Feb
Individual Scheduling Meetings	9-12	Counselors		March-June
Review and Adjust Schedules	9-12	Counselors		On-going
Monitor Students Academic Progress	9-12	Counselors	Faculty	On-going
AIS Monitoring	9-12	Counselors		On-going
Meet with students in danger of failing	9-12	Counselors	Faculty, Social Worker, Administration	On-going
Summer School Registration	9-12	Counselors		On-going
Academy of Applied Technology Advisement	10-11	Counselors		On-going
Notify and Assign Home Tutors as needed	9-12	Counselors	Faculty	On-going
Maintain Cumulative Records	9-12	Counselors		On-going
Transcript / Graduation Evaluation	9-12	Counselors		On-going
Communicate with Families	9-12	Counselors		On-going
Refer and attend Instructional Support Meetings (IST)	9-12	Counselors	Faculty, Administration, Social Worker	On-going
Refer and attend Child Study Team Meetings (CST)	9-12	Counselors	Administration, Social Worker, Nurse	On-going
Facilitate Team Meetings	9-12	Counselors	Faculty	On-going
Facilitate Individual Parent Meetings	9-12	Counselors		On-going
Counselor- Teacher Conferences	9-12	Counselors	Faculty	On-going
Attend Committee on Special Education (CSE) and 504 Meetings	9-12	Counselors	Special Education, Administration	On-going
Oversee Declassified Student Accommodations	9-12	Counselors	Faculty, Special Education	On-going
Individual Counseling	9-12	Counselors	Social Worker, School Psychologist	On-going
Counseling as a Related Service	9-12	Counselors	Special Education	On-going
Group Counseling	9-12	Counselors	Social Worker, School Psychologist	On-going

Crisis Counseling / Crisis Intervention	9-12	Counselors	Social Worker, School Psychologist, Outside Referral	On-going
Refer Students and Families to Outside Agencies	9-112	Counselors	Referral List	On-going
Classroom Presentation: Introduction to the PSAT	10-11	Counselors	Collegeboard.org	Sept-Oct
Administer Preliminary Scholastic Aptitude Test (PSAT)	10-11	Counselors	Collegeboard.org	Oct
PSAT Review Course	11	Counselors		Oct
Method Test Prep (SAT Prep)	9-12	Counselors	Naviance	On-going
Administer Scholastic Aptitude Test (SAT) and Achievement Tests (ACT)	10-12	Counselors	Collegeboard.org, ACT.org	On-going
Coordinate Services for Students With Disabilities on SAT and ACT Tests	10-12	Counselors	Collegeboard.org, ACT.org	On-going
Connect Students with Community Service Opportunities	9-12	Counselors	Community Resources	On-going
Connect Students with Extra-Curricular and athletic opportunities	9-12	Counselors		On-going
Review Daily Attendance	9-12	Counselors	Administration	On-going
Facilitate Attendance Committee Meeting	9-12	Counselors	Administration, Faculty	On-going
Dignity For All Students Act (DASA)	7-12	Counselor	Administrator	On-going

**Mattituck-Cutchogue School District
Counseling and Development Plan**

- A. Program Objective: Student Driven Administrative Activities
 B. Target Population: All Students
 C. Expected Outcome: All Administrative tasks necessary to assist students in their Academic Social and Personal Development will be completed as necessary

Activity	Target Group	Staff Assigned	Other Resources	Dates of activity
JH-HS Master Schedule Creation	7-12	Counselors, Guidance Coordinator	HS Principal	Jan-Aug
Create and Update Student Schedule Presentation	8-11	Counselors	Depart. Coordinators	Nov-February
Course Guide Creation and Update	9-12	Counselors	Clerical	Jan-Feb
Group Course Request Meetings	8-11	Counselors		Jan.
Update Course Descriptions in School Management System(IC)	7-12	Guidance Coordinator	Clerical	October-January
Develop Staffing and section Projections	7-12	Counselors	JH-HS Principal	Jan- May
State Course Code Alignment and verification	7-12	Counselors	Tech Coord.	On-going
Guidance Website Update	9-12	Counselors		On-going
Test Ordering and Admin for Regents Exams, AP Exams, ACT, PSAT and SAT	8-12	Counselors, Guidance Coordinator	Asst. Principal	On-going
Requests and Documentation for Testing Accommodations through the appropriate Testing Agency	9-12	Counselors	School Psychologist	On-going
Regents Exam Scoring Entry	9-12	Counselors, Guidance Coordinator	Tech. Dept, Clerical	January and June
AP Group Registration Meeting	7-12	Counselors		April
AIS(Academic Intervention Services) Student Identification	7-12	Guidance Coordinator Counselors	Clerical	July, August, January and June
AIS Student Placement	7-12	Guidance Coordinator Counselors		July, August, January and June
AIS Monitoring and Reporting	7-12	Counselors	Clerical, Teachers	On- Going- Quarterly
AIS Entry and Exit Notifications	7-12	Guidance Coordinator	Clerical	Jan, June and August

Report Card, Progress Report and Portal Access Grading	7-12	Guidance Coordinator., Counselors	Clerical	On- Going- Quarterly
Naviance Success Planner Administration for College Planning Process	9-12	Guidance Coordinator	Clerical	On- Going-
Naviance Student Survey Creation	8-12	Counselors		On- Going-
Teacher Access and Training Resources for Naviance EDOCS Teacher Recommendations	9-12	Guidance Coordinator, Counselors		Sept
College Document Electronic Submission through Naviance	12	Counselors	Clerical	Sept-Feb
Maintain Monthly Scholarship List	12	Counselor	Clerical	On-Going
Parent Letters and Communications via Website for Testing, Grading and College Application Process	7-12	Counselors	Clerical	On Going
Create and Update School Informational profile	11-12	Guidance Coordinator	Clerical	August
Maintain Student Cumulative Records(both electronic and hard copy files)	7-12	Counselors	Clerical	On-Going
New Student Registration	7-12	Counselors	Central Registration	On-Going
NCAA Clearinghouse Course Approval Administration for students seeking eligibility for DI/DII College Athletics	9-12	Guidance Coordinator		On-Going
Academy of Applied Science District Contact Meetings	10-12	Counselors	Academy of Applied Sciences Counseling Dept	On-Going
Coordinate Academy of Applied Science Visitation Day	10	Counselors		December and February
HOBY and RYLA Leadership Conference Administration	10	Counselors	Local Rotary and HOBY Organization	Oct- Dec