

Mattituck-Cutchogue Union Free School District

7-12 Comprehensive Guidance
Plan



Mattituck-Cutchogue Union Free School District
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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-CUTCHOGUE
UNION FREE SCHOOL DISTRICT

The Mattituck-Cutchogue 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.

Counseling Staff

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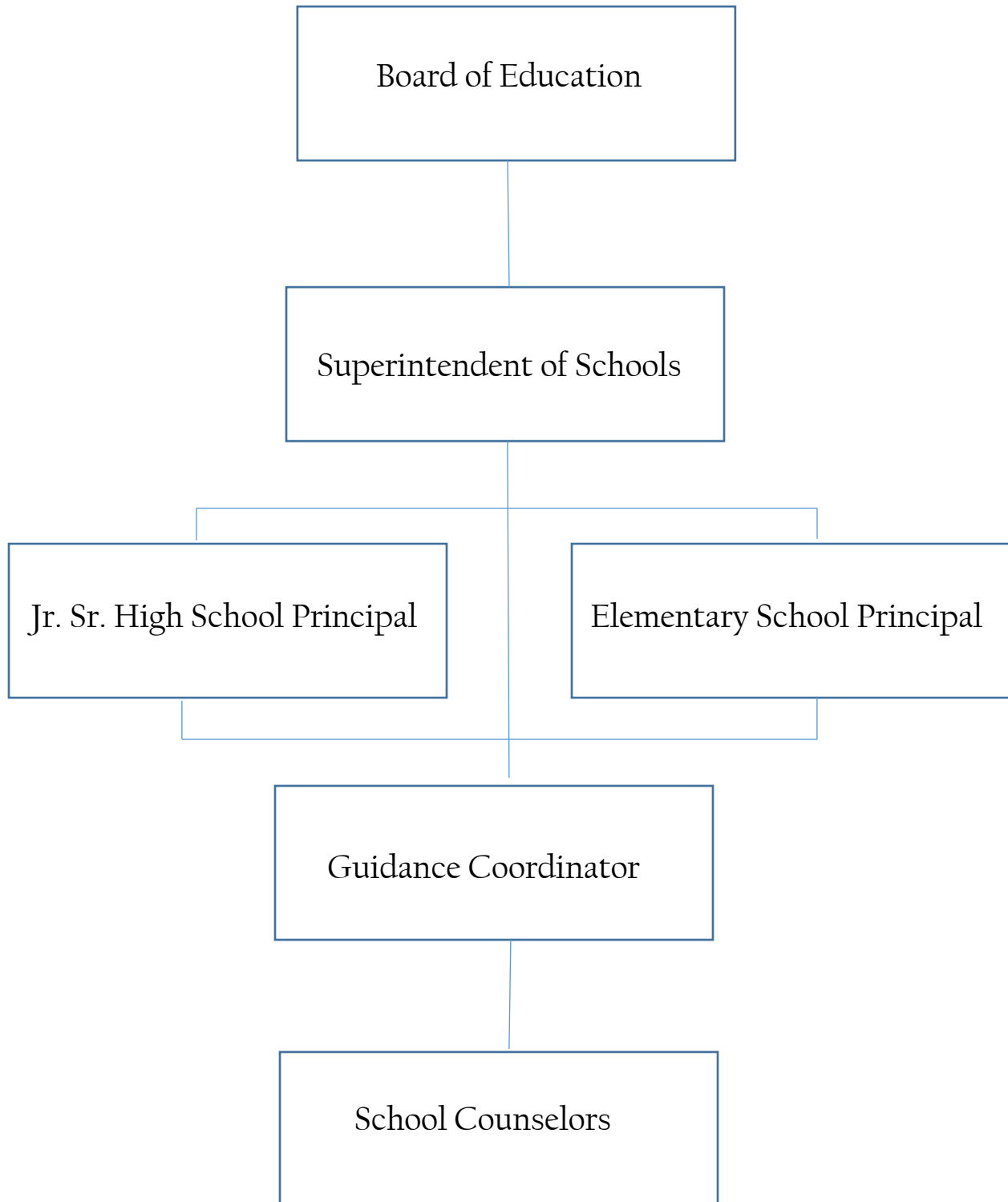
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Guidance Department Organizational Chart



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, 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)

Counseling Department Mission Statement

The mission of the Mattituck –Cutchogue Counseling Department is to meet the individual needs of all students by providing them with support, information, resources, and guidance through a comprehensive developmental school counseling program. The services provided by the Mattituck school counselors empower students to develop the knowledge, skills, abilities and character needed to pursue their individual goals and become contributing members of our society.

Overview of Document Design

The following goals show the breadth and depth of the formalized Counseling Department activities and initiatives currently being practice in the school district. It is with these goals in mind, that guidance activities are created and initiated.

- To increase **COMMUNICATION** with parents
- To promote clearer understanding of **SCHOOL ENVIRONMENT**
- To promote understanding of **EDUCATIONAL REQUIREMENTS**
- To promote **SCHOOL SUCCESS SKILLS**
- To provide **CAREER/EDUCATION** awareness and planning
- To promote **SOCIAL/PERSONAL** development
- To increase **COMMUNITY INVOLVEMENT**
- To provide **COORDINATION OF SERVICES**
- To provide **CONSULTATION SERVICES**
- To provide **COUNSELING SERVICES**

Counseling services are an essential aspect of the educational experience for all children. It is through the counseling program and relationship with their counselor that students are helped to interpret and integrate the world in which they live.

Data Analysis – Counselors collect, analyze, and report data by specific subgroups and ensure that decisions about student instruction and learning are driven by achievement data for every subgroup. The use of data provides factual information that reinforces current practices and procedures used by school counselors and student support staff in planning and delivering learning support programs for all students.

Program Objectives and Goals

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.

ASCA Mindset & Behavior Standards

The ASCA Mindsets & Behaviors for Student Success: K-12 College and Career Readiness Standards for Every Student

Each of the following standards can be applied to the academic, career and social/emotional domains.

Category 1: Mindset Standards School counselors encourage the following mindsets for all students.		
1. Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being 2. Self-confidence in ability to succeed 3. Sense of belonging in the school environment 4. Understanding that postsecondary education and life-long learning are necessary for long-term career success 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes 6. Positive attitude toward work and learning		
Category 2: Behavior Standards Students will demonstrate the following standards through classroom lessons, activities and/or individual/small-group counseling.		
Learning Strategies	Self-Management Skills	Social Skills
1. Demonstrate critical-thinking skills to make informed decisions	1. Demonstrate ability to assume responsibility	1. Use effective oral and written communication skills and listening skills
2. Demonstrate creativity	2. Demonstrate self-discipline and self-control	2. Create positive and supportive relationships with other
3. Use time-management, organizational and study skills	3. Demonstrate ability to work independently	3. Create relationships with adults that support success
4. Apply self-motivation and self-direction to learning	4. Demonstrate ability to delay immediate gratification for long-term rewards	4. Demonstrate empathy
5. Apply media and technology skills	5. Demonstrate perseverance to achieve long- and short-term goals	5. Demonstrate ethical decision-making and social responsibility
6. Set high standards of quality	6. Demonstrate ability to overcome barriers to learning	6. Use effective collaboration and cooperation skills
7. Identify long- and short-term academic, career and social/emotional goals	7. Demonstrate effective coping skills when faced with a problem	7. Use leadership and teamwork skills to work effectively in diverse teams
8. Actively engage in challenging coursework	8. Demonstrate the ability to balance school, home and community activities	8. Demonstrate advocacy skills and ability to assert self, when necessary
9. Gather evidence and consider multiple perspectives to make informed decisions	9. Demonstrate personal safety skills	9. Demonstrate social maturity and behaviors appropriate to the situation and environment
10. Participate in enrichment and extracurricular activities	10. Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities	

Learning Standards for Career Development and Occupational Studies

Standard 1: Career Development

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

Standard 2: Integrated Learning

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

Standard 3a: Universal Foundation Skills

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

Standard 3b: Career Majors

Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.

**Mattituck-Cutchogue School Jr-Sr HS
Counseling and Development Plan**

- A. Program Objective: **Social/Emotional**
- B. Target Population: All Students 7-12
- C. Expected Outcome: Students will be supported through individual and classroom activities along with social/emotional resources to assist them in making informed decisions on academic, social, college and career related issues

Activity	National Standard/ASCA Mindsets	Target Group	Staff Assigned	Other Resources	Dates of activity	District/Program Goal
SADD Club Workshops (Bullying, Vaping and Suicide Prevention)	Domains: SE Mindset: 1 Behaviors: SS 2,3,4,5,6,7,8,9	K-12	Social Worker/Counselors	Student Leaders/Staff	On-going	Program Objective: 2,3,8,11
Unity Day	Domains: SE Mindset: 1,2,3 Behaviors: SS 2,3,4,5,6,7,8,9	K-12	Social Worker/Counselors	Student Leaders/Staff	Winter	Program Objective: 2,3,8,9,13
Project Success	Domains: SE Mindset: 1,2,3,5,6 Behaviors: SS: 2,3,4,5,6,7,8	7	Social Worker	Student Leaders/Health Staff	On-going	Program Objective: 2,3,8,9,13
Individual Counseling	Domains: SE Mindset: 1 Behaviors: SMS 1, 5, 7-8	7-12	Counselors	Social Worker, School Psychologist	On-going	Program Objective: 1, 3, 5, 7
Counseling as a Related Service	Domains: SE Mindset: 1 Behaviors: SMS 1, 5, 7-8	7-12	Counselors	Special Education	On-going	Program Objective: 1, 3, 5, 7

Group Counseling	Domains: SE Mindset: 1 Behaviors: SMS 1, 5, 7-8	7-12	Counselors	Social Worker, School Psychologist	On-going	Program Objective: 1, 3, 5, 7
Refer and attend Child Study Team Meetings (CST)	Domains: A, SE Mindset: 4, 5 Behaviors: SS 1-3	7-12	Counselors	Administration, Social Worker, Nurse	On-going	Program Objective: 1, 2, 5, 13
Crisis Counseling / Crisis Intervention	Domains: SE Mindset: 1 Behaviors: SMS 1,5, 7-8	7-12	Counselors	Social Worker, School Psychologist, Outside Referral	On-going	Program Objective: 1, 3, 5, 7
Facilitate Individual Parent Meetings	Domains: A, C, SE Mindset: 1, 4, 5 Behaviors: SS 3	7-12	Counselors	Social Worker	On-going	Program Objective: 1, 2, 4, 5, 13
Communicate/Collaborate with Outside Counseling Agencies	Domains: A, SE Mindset:1 Behaviors: SS 3, 4	7-12	Counselors/Social Worker	Community Counseling Providers	On-going	Program Objective: 1, 2, 4, 13
Facilitate Team Meetings	Domains: A, SE Mindset: 3, 5 Behaviors: SS 3	7-12	Counselors	Faculty	On-going	Program Objective:1, 2, 5, 13
Refer Students and Families to Outside Agencies	Domains: SE Mindset: 1 Behaviors: SMS 1,5, 7-8	7-12	Counselors	Referral List	On-going	Program Objective: 8
Connect Students with Community Service Opportunities	Domains: C, SE Mindset: 5 Behaviors: SMS 1,5, 7-8	7-12	Counselors	Community Resources	On-going	Program Objective: 1, 2, 10
Dignity For All Students Act (DASA)	Domains: A, SE Mindset: 1 Behaviors: SMS 1,5, 7-8	7-12	Counselors	Administrator	On-going	Program Objective: 3

Peer Mediation	Domains: SE Mindset: 1 Behaviors: SS 2, 8, 9	7-12	Counselors	Social Worker	On-going	Program Objective: 3, 8
Long Island Cares Food Drive	Domains: SE Mindset: 1 Behaviors: LS 10 SS 4	7-8	Counselors	Faculty	Spring	Program Objective:10, 13
Community Service Awareness/Activity Fair	Domains: SE Mindset: 1 Behaviors: LS 10 SS 2, 4, 5	7-12	Counselors	Community Resources/Student Leaders	Fall	Program Objective:10,13
Counseling Referral Guide	Domains: SE Mindset: 1 Behaviors: SS 8,10	7-12	Counselors/Social Worker	Community Counseling Providers	On-going	Program Objective: 3,11,13

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

- D. Program Objective: **Academic**
 E. Target Population: All Students 7-12
 F. Expected Outcome: Students will be supported with pertinent information along with academic resources and academic advising to assist them in making informed decisions on academic, college and career related issues

Activity	National Standard/ASCA Mindsets	Target Group	Staff Assigned	Other Resources	Dates of activity	District/Program Goal
7 th Grade Orientation	Domains: A, SE Mindset # 2,3 Behaviors: LS 8, 10 SMS 10 SS 3	7	Counselor	Administration	September	Program Objective: 2, 6,7, 12
7 th Grade Parent Night	Domains: A, SE Mindset # 3 Behaviors:LS 7 SS 3	7	Counselor	Administration	October	Program Objective: 7
8 th Grade Parent Night	Domains: A, SE Mindset # 3,4 Behaviors:LS 1, 7	8	Counselor	Administration	Spring	Program Objective: 5,7, 9
Meet with New Students and their Families	Domains: A Mindset:3 Behaviors: SS 3	7-12	Counselors	Social Worker	On-going	Program Objective: 2
Group Scheduling Meetings	Domains: A Mindset: 5 Behaviors: SS 2, 6	7-12	Counselors	Administration, Faculty	Jan-Feb	Program Objective: 1, 9, 10
Individual Scheduling Meetings	Domains: A, C Mindset: 1, 4 Behaviors: LS 4, 6; SMS 1, 5, 8	7-12	Counselors	Faculty	March-June	Program Objective: 1, 9, 10

Review and Adjust Schedules	Domains: A, C Mindset: 4 Behaviors: LS 6-8	7-12	Counselors	Faculty	On-going	Program Objective: 1, 9, 10
Monitor Students Academic Progress	Domains: A Mindset: 4, 5 Behaviors: LS 7,9; SMS 5	7-12	Counselors	Faculty	On-going	Program Objective: 5
AIS Monitoring	Domains: A Mindset: 4, 5 Behaviors: LS 6, SM 5, 6, 8	7-12	Counselors	Guidance Secretarial Staff	On-going	Program Objective: 5
Meet with students in danger of failing	Domains: A Mindset: 4-6 Behaviors: LS 3; SMS 1, 5	7-12	Counselors	Faculty, Social Worker, Administration	On-going	Program Objective: 1, 4, 8
Summer School Registration	Domains: A Mindset: 5 Behaviors: SMS 1, 4, 7, 10	7-12	Counselors	Guidance Secretarial Staff	On-going	Program Objective: 1, 7
Notify and Assign Home Tutors as needed	Domains: A Mindset: 5-6 Behaviors: LS 3, 7; SMS 6, 8,10	7-12	Counselors	Faculty	On-going	Program Objective: 10
Maintain Cumulative Records	Domains: A, C, SE Mindset: 4 Behaviors: LS 7, 8	7-12	Counselors	Guidance Secretarial Staff	On-going	Program Objective: 7
Refer and attend Instructional Support Meetings (IST)	Domains: A Mindset: 1,5 Behaviors: LS 1, SMS 5, SS 3	7-12	Counselors	Faculty, Administration, Social Worker	On-going	Program Objective: 1, 2
Counselor- Teacher Conferences	Domains: A Mindset: 1, 3, 5 Behaviors:	7-12	Counselors	Faculty	On-going	Program Objective: 1, 2
Attend Committee on Special Education (CSE) and 504 Meetings	Domains: A, C Mindset: 4 Behaviors: LS 1,7	7-12	Counselors	Special Education, Administration	On-going	Program Objective: 1, 2

Oversee Declassified Student Accommodations	Domains: A Mindset: 5 Behaviors: LS 4, SMS 1, SS 6	7-12	Counselors	Faculty, Special Education	On-going	Program Objective: 7
Connect Students with Extra-Curricular and athletic opportunities	Domains: A Mindset: 4, 5 Behaviors: LS 10, SMS 8, SS 6	7-12	Counselors	Guidance Secretarial Staff	On-going	Program Objective: 4, 6, 10
Review Daily Attendance	Domains: A Mindset: 4, 5 Behaviors: SMS 1	7-12	Counselors	Administration	On-going	Program Objective:1
Facilitate Attendance Committee Meeting	Domains: A Mindset: 4, 5 Behaviors: LS 9, SMS 1, SS 3	7-12	Counselors	Administration, Faculty	On-going	Program Objective:5
Back to School Night	Domains: A Mindset # 3,4 Behaviors:LS 6, 7	7-12	Counselors	Administration, Faculty	Fall	Program Objective: 2, 10, 13
9 th Grade Orientation	Domains: A Mindset: 3 Behaviors: LS 7	9	Counselors	Administration, Students	Aug-Sept	Program Objective: 2,
Freshman Introduction Meetings	Domains: A, C, SE Mindset: 3 Behaviors: LS 7, SMS 1	9	Counselors	Social Worker	Sept	Program Objective: 2, 5, 6, 7, 10, 12
Transcript / Graduation Evaluation	Domains: A Mindset: 4 Behaviors: LS 3, 5, 6, 7, 9	9-12	Counselors	Guidance Secretarial Staff	On-going	Program Objective:7
Academy of Applied Technology Advisement	Domains: A, C Mindset: 4 Behaviors: LS 7, 9; SMS 8, 10	10-11	Counselors	Academy Guidance Counselors	On-going	Program Objective: 9, 10

Mattituck Cutchogue Jr-Sr HS
Counseling and Development Plan

- A. Program Objective: **Career/College Preparation**
- B. Target Population: All Students 7-12
- C. Expected Outcome: To successfully prepare and challenge students academically and prepare them for college and career success.

Activity	National Standard/ASCA Mindsets	Target Group	Staff Assigned	Other Resources	Dates of activity	District/Program Goal
Learning Style Inventory	Domains: A Mindset: 4 Behaviors: LS 1-10	7	Counselor	Naviance Family Connection	Sept-June	Program Objective:4, 9, 10,11
Career Key	Domains:A, C Mindset: 4 Behaviors LS 1-10	7	Counselor	Naviance Family Connection	Sept-June	Program Objective:4, 9, 10,11
Working Papers	Domains: C Mindset: 1 Behaviors SMS 2, 8	7-12	Counselors	Clerical	On-going	Program Objective: 10
Strengths Explorer	Domains: A, C Mindset: 4 Behaviors LS 1-10	8	Counselor	Naviance Family Connection	Sept-June	Program Objective:4, 9, 10,11
Do What You Are	Domains:A, C Mindset:4 Behaviors LS 1-10	8	Counselor	Naviance Family Connection	Sept-June	Program Objective:4, 9, 10,11
Naviance Freshman Survey	Domains: A, C Mindset: 4 Behaviors: SMS 1, 3, 6	9	Counselors	Naviance Family Connection	Sept-June	Program Objective: 7, 12
Naviance Resume	Domains: C Mindset: 4 Behaviors: LS 3-5, 7, 10	9-12	Counselors	Naviance Family connection	Sept-June	Program Objective: 10

Armed Service Opportunities	Domains: A, C Midset: 2, 4 Behaviors: LS 1-10	9-12	Counselors	Military Liason Officer NJROTC	Sept-June	Program Objectives: 9, 10
Method Test Prep (SAT Prep)	Domains: A Mindset: 4 Behaviors: LS 3,4,6-8	9-12	Counselors	Naviance	On-going	Program Objective: 5,10
Career Cluster Finder	Domains: C Midset: 4 Behaviors: LS 1, 7	10	Counselors	Naviance Family Connection	Sept-June	Program Objectives: 9, 10
Naviance Sophomore Survey	Domains: A, C Midset: 4 Behaviors: SMS 1, 3, 6	10	Counselors	Naviance Family Connection	Sept-December	Program Objective: 7
Naviance Personality "Do What You Are" Survey	Domains: C, SE Midset: 4, 5 Behaviors: LS 1, 7	10	Counselors	Naviance Family Connection	Sept-June	Program Objective: 9, 10
Coordinate Services for Students With Disabilities on SAT and ACT Tests	Domains: A Mindset: 4, 5 Behaviors:LS 1,SMS 5,7	10-12	Counselors	Collegeboard.org, ACT.org	On-going	Program Objective: 1, 2, 3
Classroom Presentation: Introduction to the PSAT	Domains: A, C Mindset: 4 Behaviors: LS 3,4 7, 9	10-11	Counselors	Collegeboard.org	Sept-Oct	Program Objective: 4, 5
Administer Preliminary Scholastic Aptitude Test (PSAT)	Domains: A, C Mindset: 4 Behaviors: LS 1, 3, 7, 8	10-11	Counselors	Collegeboard.org	Oct	Program Objective: 4, 5
Junior College Meetings	Domains: A, C SE Mindset: 6 Behaviors: LS 7, 9, 10, SMS 8, SS 3	11	Counselors	Naviance Family Connection	March-June	Program Objective: 9, 10
PSAT Review Class	Domains: A Mindset: 4, 5 Behaviors: LS 1, 3, 7, 8	11	English/Math Teachers	Guidance Secretaries	October	Program Objective: 4,5
Naviance Junior Bio Survey	Domains: A, C Mindset: 4 Behaviors: SMS 1, 3, 6	11	Counselors	Naviance Family connection	January-June	Program Objective: 9, 10

Career Interest Inventory	Domains: C Mindset: 4 Behaviors: LS 1, 7	11	Counselors	Naviance Family Connection	January	Program Objectie: 10
Naviance Password Locker Creation	Domains: A Mindset: 4 Behaviors:SMS 1	11	Counselors	Naviance Family Connection	January	Program Objective: 12
College Classroom Presentations	Domains: A, C Mindset: 1-4 Behaviors: LS 1, 3, 5, 7, 9; SMS 1	11	Counselors	www.mufsd.com	January	Program Objective: 9, 10, 12
College/Financial Aid Parent Night	Domains: A Mindset: 4,5 Behaviors: SS 8	11	Counselors	www.mufsd.com	February	Program Objective: 10
Financial Aid/Scholarships	Domains: A, C Mindset: 2 Behaviors: LS 3, 4, 5, 7 SMS 1, 2, 5, SS 1, 3, 6, 8	11-12	Counselors	Naviance/ Clerical	Sept-June	Program Objective: 7
SAT Exam	Domains: A Mindset: 4 Behaviors: LS 1, 3, 7, 8	11-12	Counselors	www.Collgeboard.org	March-December	Program Objective: 4,5
ACT Exam	Domains: A Mindset: 4 Behaviors: LS 1, 3, 7, 8	11-12	Counselors	www.ACT.org	March-December	Program Objective: 4,5
Naviance College Search	Domains: A, C Mindset: 4, 5 Behaviors: LS 7, 9	11-12	Counselors	Naviance Family connection	Sept-June	Program Objective: 10, 12
Senior Meetings	Domains: A, C, SE Mindset: 4 Behaviors: LS 1,3,5,7, SMS 1,2,5,10	12	Counselors	Naviance Family connection	Sept-December	Program Objective: 9, 10, 12
Naviance Senior Autobiography	Domains: A, C Mindset: 4 Behaviors: SMS 1, 3, 6	12	Counselors	Naviance Family Connection	Sept-December	Program Objective: 9

College Visitations at Mattituck	Domains: A, C Mindset: 4 Behaviors: LS 1, 4, 9, SS 3, 8	12	Counselors	Naviance Family connection	Sept-December	Program Objective: 3, 9, 10
Teacher Recommendations	Domains: A SE Mindset: 2, 3 Behaviors: SS 1, 3, 8	12	Counselors	Naviance Family connection	Sept-December	Program Objective: 3
Student FERPA Waiver	Domains: A Mindset: 4 Behaviors: SS 3, 5	12	Counselors	Naviance Family connection	Sept-December	Program Objective: 9
Graduation Survey	Domains: A, C Mindset: 4 Behaviors: SMS 1, 3, 6	12	Counselors	Naviance Family Connections	May-June	Program Objective: 9
Common Application Registration	Domains: A Mindset: 4 Behaviors: LS 5, 9 SS 1, 6, 8	12	Counselors	Naviance Family Connection	August-December	Program Objective: 10
College Application Processing	Domains: A, C Mindset: 2, 4 Behaviors: LS 3, 4, 5, 9 SS 1, 6, 8	12	Counselors	Naviance Family Connection	Sept-June	Program Objective: 10
Suffolk County Community College on-site Registration	Domains: A Mindset: 2, 4 Behaviors: SS 1, 3, 6, 8	12	Counselors	Infinite Campus/Naviance	November	Program Objective: 9, 10

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

- A. Program Objective: **Student Driven Administrative Activities**
- B. Target Population: All Students 7-12
- C. Expected Outcome: All Administrative tasks necessary to assist students in their Academic, Social and Personal Development will be completed as necessary

Activity	National Standard/ASCA Mindsets	Target Group	Staff Assigned	Other Resources	Dates of activity	District/Program Goal
JH-HS Master Schedule Creation	Domains: A Mindset: 3, 5 Behaviors: LS 7, 9	7-12	Counselors, Guidance Coordinator	HS Principal	Jan-Aug	Program Outcomes: 1, 5
Update Course Descriptions in School Management System(IC)	Domains: A Mindset 4, 5 Behaviors: LS 6, 7, 8	7-12	Guidance Coordinator	Clerical	October-January	Program Outcomes: 10
Develop Staffing and Section Projections	Domain: A Mindset 3, 6 Behaviors:LS 6, 7, 9	7-12	Counselors	JH-HS Principal	Jan- May	Program Outcomes: 7
State Course Code Alignment and Verification	Domain: A Mindset 5 Behaviors :LS 1	7-12	Counselors	Tech Coordinator	On-going	Program Outcomes: 5
AIS(Academic Intervention Services) Student Identification	Domains: A Mindset # 2, 4 Behaviors: SMS 5, 6	7-12	Guidance Coordinator Counselors	Clerical	July, August, January and June	Program Outcomes: 1, 9
AIS Student Placement	Domain: A Mindset # 2, 4 Behaviors: LS 7, 9 SMS 5, 6	7-12	Guidance Coordinator Counselors	Asst. Principal	July, August, January and June	Program Outcomes: 1, 9
AIS Monitoring and Reporting	Domain: A Mindset # 2, 4 Behaviors: LS 7, SMS 5, 6	7-12	Counselors	Clerical, Teachers	On- Going- Quarterly	Program Outcomes: 5, 6

AIS Entry and Exit Notifications	Domains: A Mindset # 2, 5 Behaviors: LS SMS 6, 7, 8	7-12	Guidance Coordinator	Clerical	Jan, June and August	Program Outcomes: 5, 6
Report Card, Progress Report and Portal Access Grading	Domains: A Mindset # 2, 5 Behaviors: LS 5, 6, 7, 8 SMS 5, 10	7-12	Guidance Coordinator., Counselors	Clerical	On- Going- Quarterly	Program Outcomes: 5
Maintain Student Cumulative Records(both electronic and hard copy files)	Domains: A, C SE Mindset # 5 Behaviors: LS 3, 5, 6, 7 SMS 1, SS 1	7-12	Counselors	Clerical	On-Going	Program Outcomes: 5, 6, 9
New Student Registration	Domains: A, CSE Mindset # 3, 5 Behaviors: LS, 7, 9, 10, SMS 1, SS 3	7-12	Counselors	Central Registration	On-Going	Program Outcomes: 1, 4, 6, 7, 10, 12
Parent Letters and Communications via Website for Testing, Grading and College Application Process	Domains: A, C Mindset # 1, 2 Behaviors: SS 1,3, 6	7-12	Counselors	Clerical	On Going	Program Outcomes: 12, 13
Coordinate Computer Based Testing	Domains: A Mindset # 5 Behaviors: LS 5,6	7-8	Counselor	Administration, Faculty	Jan-May	Program Outcomes: 5, 9
Coordinate Modifications for Students With Disabilities on State Assessments	Domains: A Mindset # 5 Behaviors: LS 5,6	7-8	Counselor	Special Education	Jan-May	Program Outcomes: 5,9
Create and Update Student Schedule Presentation	Domains:A Mindset : 1, 4, 6 Behaviors: LS 6, 7, 9 SMS 1, 8	8-11	Counselors	Depart. Coordinators	Nov-February	Program Outcomes: 1, 2, 6, 10
Group Course Request Meetings	Domains:A Mindset 4 Behaviors: LS 7, 8, 9	8-11	Counselors	Teachers	Jan.	Program Outcomes: 10

Naviance Student Survey Creation	Domains: A, C Mindset # 1, 4 Behaviors: LS 5, 6	8-12	Counselors	Clerical	On- Going-	Program Outcomes: 9, 10
Test Ordering and Admin for Regents Exams, AP Exams, ACT, PSAT and SAT	Domains :A Mindsets 5 Behaviors: LS 6, 7	8-12	Counselors, Guidance Coordinator	Asst. Principal	On-going	Program Outcomes:9, 10
Guidance Website Update	Domain: A Mindset 2, 3 LS 5, SS 1	9-12	Counselors	Clerical	On-going	Program Outcomes: 12, 13
Requests and Documentation for Testing Accommodations through the appropriate Testing Agency	Domain: A Mindset 5 Behaviors: SMS 5, 6	9-12	Counselors	School Psychologist	On-going	Program Outcomes: 5, 9
Regents Exam Scoring Entry	Domain: A Mindset # 4, 5 Behaviors: LS 7	9-12	Counselors, Guidance Coordinator	Tech. Dept, Clerical	January and June	Program Outcomes: 9
Course Guide Creation and Updates	Domains: A Mindset: 1, 4 Behaviors: LS 1, 6, 8	9-12	Counselors	Clerical	Jan-Feb	Program Outcomes:1, 9, 10
AP Group Registration Meeting	Domain: A Mindset # 5 Behaviors: LS 3, 4, 6, 8 SMS 1, 3	9-12	Counselors	Teachers	April	Program Outcomes: 2, 9, 10
Naviance Success Planner Administration for College Planning Process	Domains: A, C Mindset # 4 Behaviors:LS 5, 6	9-12	Guidance Coordinator	Clerical	On- Going-	Program Outcomes: 9, 10
Teacher Access and Training Resources for Naviance EDOCS Teacher Recommendations	Domains: A, C Mindset # 3, 6 Behaviors: LS 5, 6 SS 6	9-12	Guidance Coordinator, Counselors	Tech Department	Sept	Program Outcomes: 12, 13
HOBY and RYLA Leadership Conference Administration	Domain: A, SE Mindset # 2, 3 Behaviors: LS 1, 4, 9, 10, SMS 5, 7, 9, SS 1-9	10	Counselors	Local Rotary and HOBY Organization	Oct- Dec	Program Outcomes: 2, 3, 6

Coordinate Academy of Applied Science Visitation Day	Domain: A, C Mindset # 4, 5 Behaviors: LS 3, 4, 5, 7, 10 SMS 1, 2, 8, 10, SS 1, 2, 3	10	Counselors	Guidance Staff at the Academy of Applied Science	December and February	Program Outcomes: 7, 10
Academy of Applied Science District Contact Meetings	Domain: A, C Mindset # 4, 5 Behaviors: LS 3, 4, 5, 7, 9	10-12	Counselors	Academy of Applied Sciences Counseling Dept	On-Going	Program Outcomes: 10
Create and Update School Informational profile	Domains: A,, C Mindset # 5 Behaviors: LS 6	11-12	Guidance Coordinator	Clerical	August	Program Outcomes:12
College Document Electronic Submission through Naviance	Domain: A Mindset # 5 Behaviors: LS 5-9 SS 5, 6	12	Counselors	Clerical	Sept-Feb	Program Outcomes: 9, 10
Maintain Monthly Scholarship List	Domain, A, C Mindset # 4 Behaviors: LS1, 3, 4, 7, 9, SMS 1, 2, 3, 5	12	Counselor	Clerical	On-Going	Program Outcomes:12