

DISTRICT GUIDANCE PLAN
2023-2024
PRATTSBURGH CENTRAL SCHOOL

Aimee L. Bristol
Director of Guidance and Counseling

PROGRAM COMPONENTS

This (K-12) program consists of the following components: counseling, consultation, coordination of services, and instruction.

Counseling

The counseling component addresses students' needs in order to achieve the personal, social, academic, and career goals. It emphasizes the development of competencies enabling students to become confident, self-directed, and independent. A counselor assists students in personal crisis situations, and creates planned and individual counseling sessions to address situational and developmental needs of students.

Consultation

The consultation component of the guidance program involves the mutual sharing of ideas and information among significant adults in the students' lives: parents, teachers, special education, personnel, pupil services specialists, school counselors, school psychologists, school social workers, nurses, etc. The use of this team approach facilitates the process of identifying needs as well as suggesting interventions, strategies, and resources to all those involved in the process.

Coordination of Services

The coordination of services in a guidance program organizes all the activities related to guidance and counseling into a meaningful and sequential order. It involves coordinating and facilitating services for pupils and parents, students' course selections, and referrals of students to appropriate school specialists and outside agencies.

Students with handicapping conditions must have equal access to guidance programs. The assistance that is provided through guidance services to these students in grades K-12 is important for their effective participation in their current and future educational programs. In grades 7-12, the guidance program includes an annual review of every student's educational progress and career plans. For a student with a handicapping condition, the guidance annual review and the Committee on Special Education annual reviews are separate reviews that are conducted independently. Information regarding the student is shared on a continuing basis.

Instruction

The instructional component of a guidance program is an integral element of the entire educational process, and is implemented within the framework of the regular school program. Emphasis is placed upon developing the fundamental skills of gathering information, decision-making, communication, and planning. Building upon the various life career roles of an individual, family member, community member, learner and worker, these skills are integrated to formulate an ongoing life career plan. The goals, objectives, and learner outcomes are a measurable benchmark indicative of effective instruction.

Certification of Licensed School counselors:

The following certified or licensed school counselors (or other pupil service workers) are available to work with students to implement the guidance program:

<u>Name</u>	<u>Grade Assignment</u>	<u>Certification Area</u>
Aimee L. Bristol	Guidance and Counseling Director	NYS K-12 Permanent School Counseling Certificate

Plan on File:

A copy of the district plan is on file in the following locations:

- Prattsburgh Central School District Office
- Guidance and Counseling Office

Annual Review and Revision of the Plan:

The following procedure(s) will be used to review the district guidance plan annually:

Counselor(s) will review the plan in the summer months. Additions and revisions will be made based on evaluations provided by counselors, administrators, teachers, parents, and students. Additional activities may be included based on newly discovered resources and research in the education field. The Prattsburgh Central School Guidance Plan will be presented to the Board of Education each year for consideration.

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Encourage students to seek assistance for academic issues, and personal issues.
(As quoted from Commissioner’s Regulations)

B. Target Population: K – 12

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result of these program activities or services.

1. Students will learn that counselors are available to talk with them and be of assistance with both academic and personal problems.

D. Annual Assessment: Describe how the outcomes above will be measured or estimated.

1. There will be an increased number of students utilizing the services of the counseling and guidance office.

E. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Meet with students to introduce counseling program	Groups (K-12)	Counselor		Fall
2. Promotion of services through the school website & email	Family	Staff/Counselor		Yearlong
3. Distribute Prattsburgh Central School Guidance and Counseling Services letters	Individuals	Counselor		As necessary or requested

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Assist students with academic behavioral and personal issues which affect their their personal well-being.
(As quoted from Commissioner’s Regulations)

B. Target Population: K-12

C. Expected Outcomes: Describe what students (or parents) will learn or be able to do as a result of these program activities or services.

1. Students will learn skills that will help them be successful in school and in life.

D. Annual Assessment: Describe how the outcomes above will be measured or estimated.

1. Improved academic performance.
2. Improved appropriate behavior.
3. Increase personal adjustment and well being.

E. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Work with classes on pertinent issues, drugs/alcohol/AIDS, academics, social skills, etc.	Class	Counselors/		Yearlong
2. Individual counseling	Individual	Counselor/		Yearlong
3. Group counseling	Groups	Counselor/		Yearlong

PART I – GUIDANCE PLAN WORKSHEET

District of School Name: Prattsburgh Central School

A. Program Objective: Assist students with academic difficulties.
(As quoted from Commissioner’s Regulations)

B. Target Population: K-12

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result of these program activities or services.

1. Students will learn skills that will help them be successful in school.

D. Annual Assessment: Describe how the outcomes above will be measured or estimated.

1. Increase in grade point average.

E. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Consultation with teachers	Group/Individual	Counselor & Teachers		Yearlong
2. Counseling activities	Group/Family/Individual	Counselor		Yearlong
3. Study skills presentations	Group	Counselor/Study skills teacher		Yearlong
4. Disseminate info. on school website and email	Family	Staff		Yearlong
5. Meet with PEP students & parents to increase academic performance	Individual/Family	Counselor/teachers/staff		Yearlong
6. Meet with students who have report card grades below expectations	Individual/Family	Counselor/teachers/staff		Yearlong

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Assist students with post graduation planning.
(As quoted from Commissioner’s Regulations)

B. Target Population: Grades 10, 11 & 12

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result of these program activities or services.

1. Students will be able to discover choices that they can make after graduation

D. Annual Assessment: Describe how the outcomes above will be measured or estimated.

1. Record attendance at meetings, log all contacts with students and parents.

E. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Financial Aid Information night	Group/Parents (seniors)	Counselor		Jan/Feb
2. Develop letters of inquiry to colleges or employers (cover letters)	Group (seniors)	Counselor	English teachers	Sept/Oct
3. Develop Senior Resume	Group (seniors)	Counselor	Teachers	Fall
4. Research careers and colleges via resource books and the Internet	Group (sophomores-seniors)	Counselor	English teachers	Yearlong
5. College/Career Planning	Individual/Family	Counselor	Staff	Fall
6. Orientation meeting	Group	Counselor		Fall
7. High School course selection	Individual/Group	Counselor		Spring &
8. College Visits	All Seniors	Counselor	College Staff	Fall Dec/Jan

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Begin college application process.
(As quoted from Commissioner’s Regulations)

B. Target Population: Grades 11 & 12

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result of these program activities or services.

1. College bound students will start the application process.

D. Annual Assessment: Describe how the outcomes above will be measured or estimated.

1. College applications will be filled out and sent to appropriate schools.

E. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Career Counseling	Individual/family	Counselor		Yearlong
2. Assist in college entrance examination application	Group	Counselor		Yearlong
3. Review academic grades and college entrance examination	Individual/family	Counselor		Yearlong
4. Completion of college application	Individual/group	Counselor		Yearlong

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<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
6. Assist in college scholarship application process	Individual/group	Counselor		Yearlong
7. Administration and interpretation of PSAT	Group (juniors)	Counselor		Yearlong
8. Coordinate college SAT/ACT review courses	Group	Counselor		Yearlong
9. College Admissions representative meetings	Group	Counselor/College Representative		Yearlong
10. Inform students of area College Fair events	Group	Counselor		Yearlong

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Develop a life career plan including consideration of aptitudes, interests, and values.
(As quoted from commissioner’s Regulations)

B. Target Population: 9th & 10th grade students

C. Expected Outcome(s): Describe what students (or Parents) will learn or be able to do as a result of these program activities or services.

1. Students will begin thinking about their future, their interests, and what they value in a career.

D. Annual Assessment: Describe how the outcomes will be measured or estimated.

1. Student will complete each activity.

E. Program Description:

<i>ACITIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Self Directed Search	Individual/Groups	Counselor		Fall
2. Administer PSAT	Group	Counselor		Fall
3. 2 year course plan	Individual/Groups	Counselor		Fall
4. Career Zone multimedia	Class/Individual	Counselor		Yearlong

PART I – GUIDANCE PLAN WORKSHEET

District of School Name: Prattsburgh Central School

A. Program Objective: Introduce students to career/college resources.
(As quoted from Commissioner’s Regulations)

B. Target Population: 9th & 10th grade students

C. Expected Outcome(s): Describe what students (or) parents will learn or be able to do as a result of these program activities or services.

1. Students will begin thinking about their future, their interests, and what they value in a career.

D. Annual Assessment: Describe how the outcomes above will be measured or estimated.

1. Log meetings with students.

E. Program Description:

<i>ACTIVITIES</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Review and explain student resource center	Group	Counselor		Fall
2. Assignment of reporting	Group	Counselor	Dictionary of Occupational Titles, Occ. Outlook Handbook, Discover Multi-Media, Internet	Spring
3. Career Exploration & Inventory	Individual	Counselor	Self-Directed Search	Fall

PART I – GUIDANCE PLAN WORKSHEET

District of School Name: Prattsburgh Central School

A. Program Objective: Increase awareness of career possibilities.
(As quoted from Commissioner’s Regulations)

B. Target Population: K-12

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result of these program activities or services.

1. Students will begin thinking about possible careers and planning for the future.

D. Annual Assessment: Describe how the outcomes will be measured or estimated.

E. Program Description: Career Development Usage Report.

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
A. Job shadowing	Individual/Group	Counselor/Teachers	Many	Yearlong
B. Community presentations	Individual/Group	Counselor/Teachers	Many	Yearlong
C. Field trips	Individual/Group	Counselor/Teachers	Many	Yearlong Yearlong Spring

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Prepare students for employment after graduation.
(As quoted from Commissioner’s Regulations)

B. Target Population: 12th grade students

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result of these activities or services.

1. Students will acquire skills that will assist them in the process of seeking employment.

D. Annual Assessment: Describe how the outcomes above will be measured and estimated.

1. Students will produce resumes and references for use in job searching.

E. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Develop resumes and cover letters	Individual/Group	Counselor English Teachers		Fall
2. Practice job interviews	Individual/Group	Counselor Staff		Spring
3. Develop reference letter	Individual/Group	Counselor Staff		Fall
4. Job Shadowing	Individual/Group	Counselor		Yearlong

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Assist students in scheduling process to select appropriate course sequences and accumulate appropriate credits.
(As quoted from Commissioner’s Regulations)

B. Target Population: 7-12 grade students

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result of these program activities or services.

1. Students will select an appropriate academic path.

D. Annual Assessment: Describe how the outcomes above will be measured or estimated.

1. All students will complete a 4 year plan.

E. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Review 4 year plan and select courses (annual review)	Individual	Counselor		Spring
2. Modify master course schedule to fit students’ academic needs	Administrative	Counselor Principal		Spring Summer
3. 8th grade parent night to inform parents of course options and graduation requirements	Class	Counselor		Spring
4. Create & distribute student & teacher schedules	Administrative			Summer

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Assist students and parents in transition from elementary to middle school.
(As quoted from Commissioner’s Regulations)

B. Target Population: 6th grade students

C. Expected outcome(s): Describe what students (or parents) will learn or be able to do as a result of these program activities or services.

1. Students will learn middle school expectations and activities.

C. Annual Assessment: Describe how the outcomes above will be measured or estimated.

1. All students will participate.

D. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Parent Night	Family	Counselor/Staff		Spring
2. Meet with classes to outline program	Group	Counselor/Staff		Spring
3. Develop orientation plan with the assistance of 7th grade teachers	Group	Counselor/7th grade teachers		Spring

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: To assist students in transition from middle school to high school.
(As quoted from Commissioner’s Regulations)

B. Target Population: 8th grade students

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result of these programs activities or services.

1. Students will learn what changes to expect when progressing from middle school to high school.

D. Annual Assessment: Describe how the outcomes above will be measured or estimated.

1. Log attendance at meeting.
2. All students will complete 4-year plan.

E. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Parent night	Family	Counselor/staff/ Principal		Spring
2. Meet with classes to outline program	Group	Counselor		Spring
3. Develop students’ academic 4 year plan	Individual/family	Counselor		Spring
				December/January

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Implementation of K – 12 testing program.
(As quoted form Commissioner’s Regulation)

B. Target Population: Grades K – 12

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result to these programs activities or services.

1. Students will be assessed and given testing opportunities.

D. Annual Assessment: Describe how the outcomes will be measured or estimated.

1. Log meetings.

E. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Develop yearly testing schedule	Administrative	Counselor/Principal		Fall
2. Review test administration procedures	Faculty	Counselor/Principal		Yearlong
3. Ordering/organization/storage of testing material	Family	Counselor/Principal		Yearlong

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Develop a transition profile for each CSE student over age 12 (for Level 1) and age 14 on up (for Level 2) for use in CSE transition plan development.
(As quoted from Commissioner’s Regulations)

B. Target Population: CSE students age 12 and older

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result of these programs activities or services.

1. Students will develop goals for future plans.

C. Annual Assessment: Describe how the outcomes above will be measured or estimated.

1. Per CSE file, each student will have a completed transition plan by June.

D. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Initial career assessment near 12th birthday	Individual	Counselor/CSE Chair & Special Ed. Teachers	Parents	Once Annually
2. Yearly update of transition plan beginning at age 14 and thereafter	Individual	Counselor/CSE Chair & Special Ed. Teachers	Parents and Outside Agencies	Once Annually
3. Transition meeting outside of CSE to gather data from parents and teachers	Family/Student/Faculty	Counselor/CSE Chair & Special Ed. Teachers	Parents and Outside Agencies	Once Annually
4. Develop transition plan at CSE annual review	Family/Student	Counselor/CSE Chair & Special Ed. Teachers	Parents and Outside Agencies	Once Annually

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Assess the performance of the Guidance and Counseling program in order to better meet the needs of the of the students.

(As quoted from Commissioner’s Regulations)

B. Target Population: Community, parents, students, faculty, and administration

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result of these programs activities or services.

1. Students and parents will determine needs that should be met by the Guidance Program.

D. Annual Assessment: Describe how the outcomes above will be measured or estimated.

E. Program Description

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Compile Guidance Calendar		Counselor/Secretary		Summer
2. Adjust Guidance Plan		Counselor/Secretary		Yearlong

PART I – GUIDANCE PLAN WORKSHEET

District or School Name: Prattsburgh Central School

A. Program Objective: Maintain records regarding attendance, grading, census, history data and test scores.
(As quoted from Commissioner's Regulations)

B. Target Population: Office and Administration Personnel

C. Expected Outcome(s): Describe what students (or parents) will learn or be able to do as a result of these program activities or services.

1. Students will have an accurate record of school information.

D. Annual Assessment: Describe how the outcomes above will be measured or estimated.

1. Administrative evaluation

E. Program Description:

<i>ACTIVITY</i>	<i>TARGET GROUP OR SUB GROUP</i>	<i>STAFF ASSIGNED & TIME</i>	<i>OTHER RESOURCES</i>	<i>DATES</i>
1. Oversee administration of computer programs designed for testing, grading, attendance, and census		Counselor/Secretary		Yearlong