



**Sachem Central School District  
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## **2017-2018 Guidance Plan**

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**Anthony J. Mauro, Ed.D.,** *Assistant Superintendent for Student Support & Administration*  
*Adopted by the Sachem Board of Education September 6, 2017*

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# Introduction

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## **Sachem Central School District Mission Statement**

The Sachem Family (students, parents, employees and residents) works interdependently to develop leaders of great character who are highly competent, confident and caring. Most importantly, we are motivating our students to become the best possible version of themselves.

**WE ARE SACHEM!**

## **Overview of School Counseling Program and Services**

The School Counselors in the Sachem Central School District work to support and address each student's individual personal, academic and social development needs. Counselors are assigned to students in grades 6-12.

### **Academic Advisement/Counseling**

- Counselors review student progress reports and report cards, meet with the teachers and administrators and maintain contact with students' parents in order to effectively monitor academic progress.
- Counselors make referrals for extra help, peer tutoring or academic intervention as needed.
- Counselors make referrals, when necessary, to the building level Instructional Support Team for review, the Office of Student Services for educational evaluation or outside counseling agencies.
- Counselors maintain current knowledge of course offerings, prerequisite requirements and graduation requirements in order to guide students appropriately.
- Counselors facilitate the entire course recommendation and course selection process, including the distribution of Guidance Handbooks and programming folders and the collection of all programming data.
- Counselors will review transcripts regularly to maintain accuracy and appropriate program placement. Counselors meet with students regularly, including an annual review meeting where the following is reviewed and discussed with parent:

- Academic progress
- Next year's schedule
- Personal goals and career aspirations
- Personal and/or social issues or concerns

### **Personal/Social Emotional Counseling**

- Counselors provide personal and social counseling, including crisis intervention when necessary.
- Counselors may make referrals to students and/or families for family counseling, substance abuse counseling, social worker/psychological services and/or crisis management.
- Counselors work with students to develop positive and healthy social skills, including but not limited to problem solving skills, organization skills, character development and positive interpersonal skills.

### **Transitional/Post High School Planning**

- Counselors work with students at particular transitional times, including grade 5 to 6 middle school transition, grade 8 to 9 high school transition and grade 12 post high school options, in order to prepare students for future success.
- Counselors provide informational programs to both parents and students throughout middle school and high school on the topics of college exploration and college planning.
- Counselors provide information about career options and educational training, including BOCES, CTP programs and post high school vocational training.
- Counselors utilize technology to assist students and families in the post high school planning process, including working with the Naviance program and individual college websites.
- Counselors conduct visits between buildings to meet students, discuss items of interest with colleagues and develop/implement transitional activities for students.

# School Counseling Activities by Month

## August

- 6<sup>th</sup> Grade Parent Orientation - Explore the middle school.
- Freshman Preview - meet our freshman, including tour of the building, meet the administrators, locker distribution, scheduling distribution.
- Finalizing student schedules 9-12.
- Enrolling new students/parent meetings.

## September

- Schedule concerns and changes 9-12.
- Senior parent/student post high school planning meetings.
- Senior transcript review/ mailing sent home to parents.
- PSAT/College Night counselor classroom visits, 10<sup>th</sup> and 11<sup>th</sup>.
- Open School Night
- College Visits- reps from various schools meet with interested students.
- Code of Conduct Assembly
- Grade 12 Classroom Presentations
- Fall Scholarship Newsletter
- Individual/group counseling.

## **October**

- Senior parent/student post high school planning meetings.
- Junior transcript review/mailing sent home to parents.
- Progress Report review and meetings where applicable 9-12.
- Senior College Information Night - open to parents and students.
- Athletic Recruiting Night - open to parents and students grades 9-12.
- ASVAB
- PSAT- run by counseling department during the school day.
- College Night- run by counseling department. Over 200 colleges participate and all students are encouraged to attend.
- College Visits- reps from various schools meet with interested students.
- Back to School Night
- Individual / group counseling.

## **November**

- Senior post high school planning – 2<sup>nd</sup> meeting.
- Sophomore Transcript Review/mailing sent home to parents.
- Freshman Transcript Review.
- Report Card Review and meetings where applicable 9-12.
- College Onsite - Various local colleges participate. Students meet with admissions reps and are typically accepted “onsite”.
- Financial Aid Night - open to all college bound parents and students.
- College Visits - reps from various schools meet with interested students.
- Individual/group counseling.

## **December**

- Finalizing senior college applications.
- PSAT Review Group Meetings - 10<sup>th</sup> and 11<sup>th</sup>.
- Progress Report Review 9-12 - meetings where applicable.
- Check in with Freshman.
- Career Training Program Visits 10<sup>th</sup> and 11<sup>th</sup>.
- College Visits - reps from various schools meet with interested students.
- College Onsite - Various local colleges participate. Students meet with admissions reps with all of their paperwork and are typically accepted "onsite".
- Individual/group counseling.

## **January**

- Grade Level Programming Informational Visits (9-11) - review our course catalogue, set scheduling time lines, review BOCES and Career Training Programs and application process, etc.
- College Information Night - Grades 9-11.
- Student/Counselor Scheduling Meetings - (9-11) choosing courses for the following school year.
- CSE Annual Reviews Begin- 9-12.
- Spring Scholarship Newsletter.
- Individual/group counseling.

## **February**

- Student/Counselor Scheduling Meetings - (9-11) choosing courses for the following school year.
- Junior Parent/Student Appointments - includes scheduling information as well as post high school planning.
- Report Card Review and meetings where applicable 9-12.

- Individual/group counseling.
- BOCES Field Trip - Gives students an opportunity to view the programs they are planning to attend.

### **March**

- Student/Counselor Scheduling Meetings - (9-11) choosing courses for the following school year.
- Junior Parent/Student Appointments - includes scheduling information as well as post high school planning.
- Sophomore and Freshman Parent Scheduling appointments - including, scheduling information, review of current transcript status, beginning information on post high school planning.
- Review of Graduation List – meeting with students and reviewing graduation status were applicable.
- BOCES Applications Due.
- Individual/group counseling.

### **April**

- Sophomore and Freshman Parent Scheduling appointments - including, scheduling information, review of current transcript status, beginning information on post high school planning.
- Progress Report Review 9-12 - meetings where applicable.
- Report Card Review and meetings where applicable 9-12.
- Review of Graduation List – meeting with students and reviewing graduation status were applicable.
- ASVAB
- Individual/group counseling.



## **May**

- 5<sup>th</sup> Grade Elementary School Visits.
- Middle School Student Informational Meetings.
- All scheduling finalized for 9-11.
- Progress Report Review 9-12 - meetings where applicable.
- Senior Surveys - Meet with all seniors to finalize paperwork for colleges and input data on future plans.
- Scholarship Night - run by the guidance department. Recognizes all scholarships won by seniors.
- AP Testing.
- Student Scheduling Meetings for those who conflict out of a course.
- Individual/group counseling.

## **June**

- Senior Awards Breakfast.
- Senior Surveys - Meet with all seniors to finalize paperwork for colleges and input data on future plans.
- Final Transcript Review 9-12.
- Final Report Card Review 9-12.
- Summer School Registration 9-11.
- Final Graduation List Review 12.
- Student Scheduling Meetings for those who conflict out of a course 9-11.
- Individual/group counseling.

# School Counseling Staff

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## Assistant Superintendent for Student Services & Administration

Anthony J. Mauro, Ed.D.

<b>High School East</b> .....	<b>631-716-8200</b>
Kristin Dunseith (Chairperson)	
Christian Aliperti	
Wendy Corrigan	
Francine Ciancimino	
Donna Jackson	
Nicole Koerber	
Megan MacLellan	
Tina Moon	
Therese Robinson	
Kate Taylor	
<b>High School North</b> .....	<b>631-471-1400</b>
Sue Hance (Chairperson)	
Ray Connolly	
Jennifer Conti	
Jennifer Cruz	
Beth Farber	
Deana Huisman	
Christine Launer	
Edward Manly	
Kathleen Morgillo	
Carolyn Roell	
<b>Sagamore Middle School</b> .....	<b>631-696-8600</b>
Jennifer Jargo	
Sabrina Sorrentino	
Dan Zilberstein (Lead)	
<b>Samoset Middle School</b> .....	<b>631-471-1700</b>
Kurt Baumiller	
Melissa Capuano	
Lisa Carlen (Lead)	
<b>Seneca Middle School</b> .....	<b>631-471-1850</b>
Ada Conte	
Kara Proctor (Lead)	
Dave Sheehan	

# Middle School and High School Counseling

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## Planning and Transition

Entering a new school year can be challenging for students and their parents/guardians. To assist students moving forward to different school buildings within the district and those new to the district, the Middle School and High School Counseling Departments have developed a series of programs geared to building a comfortable outlook for a bright educational future within the Sachem Central School District.

**Code of Conduct Assembly**

<b>Target Grade</b>	<b>Time Frame</b>		<b>Preparation Time</b>	<b>Activity Duration</b>
6-12	September		4 hrs.	1 hr.
<b>Need</b>	<b>Objective</b>		<b>Activity</b>	
Familiarize students with rules, procedures, behavioral expectations and consequences	Student safety and maintaining order in the building		Auditorium assembly	
<b>Outcome</b>	<b>Evaluation</b>	<b>Staff</b>	<b>Resources</b>	<b>Preparation</b>
To present information regarding school rules and expectations, students will be well informed of school rules, understand disciplinary consequences and proper school etiquette	End of year DASA reports	Counseling staff and administration	Powerpoint presentation	Update powerpoint

## 5th Grade Elementary School Visits

Target Grade	Time Frame		Preparation Time	Activity Duration
5	Spring prior to middle school entry		Ongoing	2 hrs
Need	Objective		Activity	
Orientation to middle school	To provide students with accurate information concerning the location, personnel and the activities of the middle school and how to access services		5th grade students will participate in an interactive power point presentation/assembly from the counselors and support staff	
Outcome	Evaluation	Staff	Resources	Preparation
Familiarize students with middle school expectations, schedules, rules and procedures, activities and clubs offered and introduce support staff	Parent/student feedback	Counselors, support staff and 5th grade teachers	Orientation packet/power point presentation	Coordinate assembly dates with elementary buildings principals, update orientation literature

## Student Informational Meeting

<b>Target Grade</b>	<b>Time Frame</b>		<b>Preparation Time</b>	<b>Activity Duration</b>
5	May-June prior to students entering 6th grade		1 hr.	6-8hrs
<b>Need</b>	<b>Objective</b>		<b>Activity</b>	
To gain useful and pertinent information regarding students' needs and placement	To collect information regarding student's academic, social and emotional needs for proper placement		Counselor/Teacher meetings	
<b>Outcome</b>	<b>Evaluation</b>	<b>Staff</b>	<b>Resources</b>	<b>Preparation</b>
Counselors will acquire necessary info and gain a comprehensive understanding of the incoming students (including AIS needs, team placement, special education, individual needs)	Parent/student/staff feedback	5th grade teachers and counselors	Assessment profiles	Counselors provide 5th grade teachers with assessment profile for each student. 5th grade teachers complete it

# 6th Grade Parent Orientation to Middle School

Target Grade	Time Frame	Preparation Time	Activity Duration
6	August	Ongoing	2 sessions - 2 hrs each
Need	Objective	Activity	
Parent/student knowledge of middle school requirements and information regarding school programs and expectations.	To provide an overview about middle school programming including course opportunity, the team-teaching concept, the school's expectations for student success, college/career exploration, maintaining building rules, discipline, transportations, school library use, health requirements and attendance.	Power point presentation, Naviance introduction, tour of building, demonstration of opening a locker.	

<b>Outcome</b>	<b>Evaluation</b>	<b>Staff</b>	<b>Resources</b>	<b>Preparation</b>
<p>Parents and students will have a comprehensive understanding of the middle school. They will be familiar with the building and the general procedures and policies of the school. They will be aware of the student responsibilities that must be met in order for success in the learning process. Parents will be given Naviance log on information to follow student college/career exploration activities. Future communication and support will be encouraged.</p>	<p>Follow-up phone calls and emails, individual student/parent conferences can be scheduled with counselors upon request.</p>	<p>Administration, counselors, school nurse</p>	<p>Power point presentation, locker tutorial, bell schedule, bus schedule</p>	<p>Devise roster of incoming students, assemble folders with pertinent course and middle school information for each family, coordinate informational presentations throughout the building, make connected. calls to invite to orientation, update website with pertinent information</p>



## Freshman Preview

Target Grade	Time Frame		Preparation Time	Activity Duration
9	August		2 Months	3 Hours
Need	Objective		Activity	
Parents/students receive information about what to expect in 9th grade related to 9th grade activities: scheduling, teacher/building expectations, locker assignments, building layout, club/sports involvement, and GPA/credit requirements	This event is designed to alleviate anxiety related to transitioning into high school. The goal is to help students/guardians develop a connection to the high school/teachers/administration/guidance counselors, prior to the start of the new school year		Parents/guardians view a presentation related to successful transitioning into high school. This presentation is run by the administrator in charge of guidance and focuses on 9th grade related expectations. After the conclusion of the presentation, students receive tours of the building from National Honor Society students, copies of their schedule, and locker assignments. They are also able to visit with guidance counselors to discuss any incoming questions/conflicts regarding the schedule received	
Outcome	Evaluation	Staff	Resources	Preparation
Information related to high school transition is communicated to alleviate stress for student/guardian entering 9th grade	Parents/guardians provide feedback and remain updated on high school expectations	Administrators, faculty, counselors, support staff	Auditorium, National Honor Society/Student Government volunteers, guidance counselors, student schedules/locker information, support staff	Assist in the coordination of all necessary staff involvement, provide information related to student schedules

# Back to School Night/Parent-Teacher Conferences

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	September - June		2 Hours	1.5/3 Hours
Need	Objective		Activity	
<p><u>Parent/Teacher Conferences:</u>            Student/guardians receive information related to course requirements/graduation requirements/current performance level/future goal setting/progress monitoring.</p> <p><u>Back to School Night:</u>            Parents/guardian are able to meet counselors</p>	Provide parent/guardian with information related to student performance and current academic programming. The goal is to enhance communication to promote academic success		Parent/Teacher Conferences: Parent/student schedule meeting with counselor to discuss student performance and future goals. Back to School Night: Parent/guardian follow abbreviated student class schedule and have the opportunity to meet guidance counselor	
Outcome	Evaluation	Staff	Resources	Preparation
Communication between school and home is enhanced thus promoting academic success for students. Counselor bridges the gap between teacher/parent or guardian toward future academic success and communication	Parent/guardian provide feedback and remain updated on child's needs, strengths, and growth potential	Administrators, faculty, counselors, support staff	Literature, student schedules, transcripts, parent portal, progress reports, academic testing materials, Naviance information, teacher input	Knowledge of student academic record and organizing meeting with teachers and parent/guardian

## College/Career Planning

The 6-12 counseling program is an essential piece of our role in preparing students for post high school success. The process includes informing and advising students and parents/guardians of the academic requirements, and aiding students in exploring their opportunities and what future plan best fits their goals. The counselors utilize Naviance software and other resources to aid in this process. The middle school and high school counselors provide transitional programming at every stage, with the ultimate goal being the student making a successful adjustment from high school to college, military or employment.

### Early College/Career Awareness and Exploration

Target Grade	Time Frame	Preparation Time	Activity Duration	
6	All year	2 hours	1 period two times per year for each student	
Need	Objective	Activity		
Develop career awareness and acquire knowledge and skills to create career goals	Establish meaningful post-secondary goals and connect those goals with coursework and college planning	Create a list of academic, college, career and personal goals (long term and short term), identify steps needed to achieve those goals, intro to resume writing		
Outcome	Evaluation	Staff	Resources	Preparation
Goals are created to work towards students current 6th grade school year as well as future years	Students revisit goals and determine if they have met their short term goals	counselors	Naviance (college/career readiness computer program), computer lab	scheduling classes, computer lab usage, lesson planning

## Early College/Career Awareness and Exploration

Target Grade	Time Frame	Preparation Time	Activity Duration	
7	September - June	2 hours	1 period two times per year for each student	
Need	Objective	Activity		
To help students investigate their personality traits, interests and strengths and the correlation to possible career paths	Students will identify careers that match with their Holland Code categories	Career Key and Cluster Finder		
Outcome	Evaluation	Staff	Resources	Preparation
Students will gain insight and acquire knowledge regarding a wide range of career options	Student/Parent feedback	Counselors	Naviance (college/career readiness computer program), computer lab	scheduling classes, computer lab usage, lesson planning

## Early College/Career Awareness and Exploration

Target Grade	Time Frame		Preparation Time	Activity Duration
8	September - June		2 hours	1 period two times per year for each student
Need	Objective		Activity	
Students learn how to navigate Naviance website for college and career information	To introduce students to the college admission process and begin early college exploration		College Search, revisit and update resume	
Outcome	Evaluation	Staff	Resources	Preparation
Students will understand college terms and basic college entrance requirements.	Student feedback	counselors	Naviance (college/career readiness computer program), computer lab	scheduling classes, computer lab usage, lesson planning

## Character Education

Target Grade	Time Frame	Preparation Time	Activity Duration	
6, 7, 8	September - June	Ongoing	Ongoing	
Need	Objective	Activity		
To respect one and others difference	Students will acquire knowledge and skills to help them understand themselves and others	Classroom presentations regarding anti-bullying, DASA regulations, internet safety, respecting each other's differences and resources for student support		
Outcome	Evaluation	Staff	Resources	Preparation
Students will be aware and accountable for their actions and behaviors both in school and in the community	Student feedback	Counseling staff	Powerpoint, guest speakers, high school peer educators	Organize class visits, update Powerpoint presentation to include current topics and preview guest speakers

## College Visits and Information Sessions

Target Grade	Time Frame		Preparation Time	Activity Duration
11-12	Year Round		Varies	40 minutes - 1 hour
Need	Objective		Activity	
Students are provided the opportunity to become aware of post-secondary education opportunities in their college planning and course selection process	Students will meet with college representatives to gather information and determine their mutual compatibility		Students will be made aware of specific higher evaluation representative visits through online publication, High School Counseling Office postings, announcements and individual conferences. Students will speak directly to representatives to receive first hand feedback regarding the school's programs, admission requirements and environment, specific lists of college visits are posted on Naviance Family Connections & announced on the P. A. system	
Outcome	Evaluation	Staff	Resources	Preparation
Students will have a better understanding of various post-secondary program offerings	Students will narrow their list of desirable post-secondary education programs	Guidance Counselors, college and other post-secondary school program admission representatives, Administrative Assistants	P. A. reminders, & Naviance Family Connections	Confirm attendance of representatives, reserve space in the building.

## Junior Conferences

Target Grade	Time Frame		Preparation Time	Activity Duration
11	February-March		30 minutes	40 minutes
Need	Objective		Activity	
Students need information regarding careers, college majors, the college/career/post-secondary program application process, progress toward graduation goals, and standardized testing (SAT/ACT) requirements	To explain the college/career selection/application process, gather information on future plans and provide information on post-secondary programs that is specific to individual needs		Counselors meet with each 11th grade student and his/her parent(s)/guardian who choose to attend and review course selections. The college application process is explained. College/program visitation is stressed and college search information and resources are reviewed. Graduation requirements, diploma type, letters of recommendation, and SAT/ACT/SAT Subject Test information are further discussed	
Outcome	Evaluation	Staff	Resources	Preparation
Students will have the necessary information to begin/continue their post-secondary search process; Graduation requirements and the importance of academic success will also be reviewed	Discussion during conferences allows counselors to assess student transition needs and whether students are setting appropriate goals aligned with their academic progress	Counselors	Transcripts, course handbook, Junior Guide to the College Admission Process, report cards, teacher course recommendations as uploaded to e-school	Review Junior Guide; Review each student's transcript, credits, diploma type, courses and exams needed; Schedule conferences with each student/parent; Distribute passes



## Grade 12 Classroom/Large Group Presentation

Target Grade	Time Frame		Preparation Time	Activity Duration
12	September		40 minutes	42 minutes
Need	Objective		Activity	
Disseminate info to seniors to help them begin the college admission process	Precursor to senior conference with counselor to reach students on a broader scale		Counselors review info from the Senior Guide to the College Application Process. Topics include: SAT/ACT, Common App, SUNY App, individual college apps, Naviance, meeting deadlines and the transcript/LOR request procedures	
Outcome	Evaluation	Staff	Resources	Preparation
Students have received info to begin working on applications and compiling their needed information	Counselors review progress in senior conference which follows up to this in October	Counselors	Senior Guide to the College Application Process and the transcript request form	Update our 'Senior Guide to the College Application Process', Review presentation outline and review application websites

## Senior Conferences

Target Grade	Time Frame		Preparation Time	Activity Duration
12	September-November		30 minutes	40 minutes
Need	Objective		Activity	
Counselors need to review graduation status, post-secondary plans, and the college admission process with 12th grade students	To assist 12th graders with post-secondary planning and review courses required for graduation		Counselors meet with students (and parents by individual request) to discuss college plans, review how to fill out college/career applications, discuss deadlines, and how to apply for financial aid. Graduation requirements, diploma status, and transcripts are also reviewed. Students initiate appointments based on their individual needs and/or counselors reach out to students who have not made appointments to discuss their plans	
Outcome	Evaluation	Staff	Resources	Preparation
Students understand the application process and complete college/post-secondary program applications	Students will file complete and timely applications for college admissions/post-secondary program applications, and submit transcript request forms in accordance with departmental procedures	Counselors	Transcripts, Senior Credit Check, Senior Guide to the College Application Process, Common Application, SUNY/CUNY applications, Naviance, SAT/ACT registration literature	Update literature, Senior Credit Check

## College Application and Selection Process

Target Grade	Time Frame		Preparation Time	Activity Duration
12	September-July		40 minutes	Varies by student (min. 45 min)
Need	Objective		Activity	
Supporting documentation (transcripts/letters of recommendation) must be forwarded to colleges in order for applications/enrollment to be processed. Students must make their final college selections. Accurate records must be maintained	To provide students with year-long guidance and supervision in the college application process		Students meet as needed with their counselors to review the selection process, ask questions, and review college applications. Secondary school reports and letters of recommendation are written for 4-yr college bound students. Supporting documentation (transcript, LORs) is electronically transmitted or mailed to colleges for which student has submitted a transcript request form. Mid-year reports/report cards are forwarded to colleges. Graduation surveys are completed in Naviance. Final transcripts are mailed to the college at which the student has chosen to enroll	
Outcome	Evaluation	Staff	Resources	Preparation
Students select appropriate post-secondary schools and programs	Outcomes of student applications are maintained in Naviance database	Counselors, faculty, secretarial staff	College applications, transcripts, senior college folders, recommendations, college/employment recommendation questionnaire, Naviance, Senior Guide to the College Admission Process	Year-round data collection; Reviewing college applications/requirements; Review individual student records/college/employment recommendation questionnaires

## On-Site College Admissions Day

Target Grade	Time Frame		Preparation Time	Activity Duration
12	September-December		Fall	Ongoing in the fall
Need	Objective		Activity	
Creating a more efficient way to enroll students into local colleges	Creating a simple application process for those students planning on attending local colleges. Utilizing the On-Site Admissions Day also gives students an edge they may not have had if applying regularly		Counselors meet with their seniors who are interested in attending St. Johns University, St. Joseph's College, NYIT, CW Post, and Suffolk Community College. An application package is put together with the pieces that each of the above titled schools require. Counselors review the packages for accuracy. Each college is given an onsite day in which they come and meet with each of the applicants. Those students appropriate are admitted onsite to the college and do not have to wait until the spring to receive word	
Outcome	Evaluation	Staff	Resources	Preparation
Students attending local colleges will have an efficient means to obtain admittance	Parent/student feedback	Guidance counselor, College Representatives	Naviance, college admissions criteria	Two months

## Suffolk County Community College On-Site for Classified Students

Target Grade	Time Frame		Preparation Time	Activity Duration
12	Fall of senior year		3 to 4 weeks	Typically periods 3-8
Need	Objective		Activity	
To assist classified, declassified, and 504 students apply to SCCC early on in the senior year	To assist classified, declassified, and 504 students with applying to college and meeting with the disability support office in the same day		Students meet with admissions office in order to be accepted on the spot. Students also meet with the disability office to be informed of how testing modifications are administered in college as opposed to high school. On-site typically lasts from periods 3-8 and students rotate about every 10 minutes in order for all students to be accepted by the end of the day	
Outcome	Evaluation	Staff	Resources	Preparation
Students are accepted on-site thus saving them a spot in the following Fall class at SCCC in Selden	No formal evaluation; however, the students seem pleased and Suffolk CCC raves that we are very accommodating	School counselor and transition coordinator work together to make the day a success	SCCC applications, transcript request forms, and special education release forms are required	Reminding the students and the parents are critical in making an on-site a success. Teachers and student workers also assist with the process

## ACT and College Board Special Testing

Target Grade	Time Frame		Preparation Time	Activity Duration
9-12	Ongoing		Ongoing	Ongoing
Need	Objective		Activity	
Students with testing accommodations via a CSE, declassified IEP (within the past 5 years), or 504 are encouraged to apply for testing modifications since both testing services require that students apply for testing modifications with their respective organizations. Testing modifications are not automatic due to having an IEP, 504, or declassified IEP	The objective is to inform all eligible students of the testing modification process and to inform students how to register for exams once approved for testing modifications. Students are also informed that it is the decision of the ACT and the College Board to determine if a student is eligible based upon the documentation submitted. Letters are mailed to parent/guardians in April of each year to inform parents/students how to apply for testing modifications. Student, parents/guardians are given approximately six weeks in order to submit eligibility forms to the special testing coordinator		Once students are approved for testing modifications, the testing coordinator works with students, parents/guardians, and other counselors to ensure that students are registering for the ACT and the College Board examinations with his or her approved testing modifications. Students and parent/guardians need to be mindful of registration versus accommodation submission deadlines	
Outcome	Evaluation	Staff	Resources	Preparation
The outcome is that students with testing modifications are offered the opportunity to take College Board and ACT examinations with approved testing modifications	Updated accommodations are requested if testing modifications are altered at CSE or 504. Parent/student responsibility to inform testing coordinator of any changes	Counselors, Office of Student Services and Information Systems work together to identify which students need a mailing	Mailings, IEP, educational reports, and psychological reports need to be reviewed	This is an ongoing process since students can sign up for College Board and ACT examinations at any time

## ASVAB/Military Advisement

Target Grade	Time Frame		Preparation Time	Activity Duration
9-12	September-June		3 Hour	4 Hours
Need	Objective		Activity	
<p>Students who are interested in pursuing a military career need to be provided with information related to this pursuit and have access to recruitment officers.</p> <p>Students also need to be informed/take the ASVAB test which is offered twice a year in the high school</p>	<p>To obtain current information pertaining to opportunities in the military, and take necessary exam related to eligibility</p>		<p>Representatives from military branches provide information related to opportunities in the military via tables located close to the cafeteria. Students take a 3/4 hour ASVAB exam in designated area in the high school building. Post-test workshops are provided by military representatives to interpret and explore exam results</p>	
Outcome	Evaluation	Staff	Resources	Preparation
<p>Students will receive information about possible opportunities in the military</p>	<p>Feedback is provided by military recruiters and participating students</p>	<p>Counselor, military personnel, administrative assistance</p>	<p>Meeting room, literature, tables</p>	<p>Recruitment officers must be scheduled and met with to discuss exam results and statistics</p>

# Scholarships

Target Grade	Time Frame		Preparation Time	Activity Duration
12	September - June		20 + Hours	10 months
Need	Objective		Activity	
School Counselors are responsible for maintaining a current database of scholarships that are effectively communicated to students and parents/guardians	Provide opportunities for students to apply and earn scholarship awards to put toward their post-secondary goals		In this role the school counselor collects National and Local Scholarship opportunities, applications, deadlines, sets up time to review the applicants and forwards this information to the benefactors, Assistant Principal and Administrative Assistant	
Outcome	Evaluation	Staff	Resources	Preparation
Students will be afforded the opportunity to apply and earn scholarships and be recognized by the school and community	Counselors collect and compile a list of winners and scholarship amounts. Students are then recognized by the school and community at the scholarship award night	School Counselors, Administrators and Administrative Assistant	Scholarship newsletters are posted on the school website and Naviance Family Connection	One Month



## Grade 10 & 11 Parent Information Night

Target Grade	Time Frame		Preparation Time	Activity Duration
10-11	January		2 hours	2 hours
Need	Objective		Activity	
Parents and Guardians need to be made aware of the college planning process early on in their child's academic career	To assist students in learning the importance of building a strong post-secondary educational portfolio as well-rounded individuals with appropriately challenging courses, varying extracurricular activities and community service experiences. To inform parents about the college application process and timeline for a student's junior year, including testing timelines, the college search process, along with the basics of applying to college and financial aid. Parents will be introduced to the college search and statistical features in the Naviance program		Parents and Guardians will listen to a presentation given by two high school level Guidance Counselors. A detailed overview of the college search and admission process will be presented. In addition, there will be a question and answer period at the end of the presentation	
Outcome	Evaluation	Staff	Resources	Preparation
Parents, Guardians and students will become more aware of the college search and admission processes	Parents/Guardians and students will be initiating the college exploration process earlier on in their high school career. This could include: PSAT testing, SAT/ACT preparation, visiting colleges, etc.	Two high school Guidance Counselors	Powerpoint presentation, Naviance	ConnectEd Call, mailing, updating presentation materials

## Grade 12 Parent Information Night

Target Grade	Time Frame		Preparation Time	Activity Duration
12	September		2 hours	2 hours
Need	Objective		Activity	
Parents, guardians and students need specific information about the college application process	To inform parents about the college application process and timeline for a student's senior year, including testing timelines, the college search process, specific details of applying to college and general information regarding financial aid. Parents gain further knowledge of how to use internet-based programs that assist with applying to college, including Naviance/Family Connection, and The Common Application		Parents and Guardians will listen to a presentation given by two high school level Guidance Counselors. A detailed overview of the college application process will be presented. In addition, there will be a question and answer period at the end of the presentation	
Outcome	Evaluation	Staff	Resources	Preparation
Parents, guardians and students will understand the college application process	Feedback from those in attendance including students, parents/guardians, administrators and counselors	Two high school Guidance Counselors	Powerpoint presentation, Naviance	ConnectEd Call, mailing, updating presentation materials

## College Night

Target Grade	Time Frame		Preparation Time	Activity Duration
11-12	October or March		5 hours	1.5 hours
Need	Objective		Activity	
Students should have adequate exposure to a variety of college, university, military and technical education representatives	To assist students in deciphering their personal needs in post-secondary programs and devising a list of possible options while understanding admission requirements		Students and parents/guardians will attend the evening event to gather information from over 200 post-secondary education program representatives who will be available for informal conferences/presentations	
Outcome	Evaluation	Staff	Resources	Preparation
Students will become more aware of their own needs in a post-secondary education program and develop a list of options	Students attendance and engagement with representatives, representative feedback	School Counselors, Administrative Assistants, Security staff, Custodial staff	Colleges, universities, technical schools, military representatives	Mailings to representatives, mailings to students/parents/guardians and reminder connect ed. phone calls, cafeteria and building set-up

## Athletic Recruiting Night

Target Grade	Time Frame		Preparation Time	Activity Duration
9-12	November		Two Days	Two hours
Need	Objective		Activity	
Parents/guardians need guidance and general information in the college athletic recruiting process	To provide parents with all the tools and information necessary to aid in their child's success with the athletic recruiting process		Wayne Mazzoni, head coach of Sacred Hearts Baseball team and published author, provides a comprehensive presentation to parents and students who are looking to play college athletics. Mr. Mazzoni provides a powerpoint with extensive information on recruiting statistics, NCAA requirements, and steps toward getting recruited	
Outcome	Evaluation	Staff	Resources	
Students and parents will have an understanding of the roles and processes necessary to becoming a college athlete	Parent/student feedback	Guidance counselor, presenter	Provided by presenter	

## Financial Aid Night

Target Grade	Time Frame		Preparation Time	Activity Duration
12	October		2 Hours	2 Hours
Need	Objective		Activity	
Students, parents/guardians need to be aware of different types of financial aid for post-secondary education and how to complete the Free Application for Federal Student Aid (FAFSA Form)	To assist students, parents/guardians in understanding and completing FAFSA and find additional opportunities for financial awards. Explain to students, parents/guardians what the CSS Profile and Tap forms are		Students and parents/guardians will listen to an information session from a Financial Aid expert as to the details of the FAFSA form and the existence of financial opportunities available for post-secondary education/career programs	
Outcome	Evaluation	Staff	Resources	Preparation
Students, parents/guardians will become more aware of the details of the financial aid process	More families file their FAFSA Forms in October	Financial Aid expert, Guidance Department Chairperson	Financial Aid expert, presentation, FAFSA Forms	Scheduling of Financial Aid guest speaker, Connect Ed calls to the community

## Record Keeping

The school counseling staff actively reviews student schedules, credits, and transcripts to maintain the integrity of academic records. The school counselor maintains records for all students receiving academic intervention services.

### Record Review

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	Ongoing		Ongoing	Ongoing
Need	Objective		Activity	
To ensure accurate grades, credits, transcripts, GPA, and class rank	To maintain the integrity of student records		Verify transcripts, current student grades, end of the year verification of grades, final exams, state assessments, and Regents exams	
Outcome	Evaluation	Staff	Resources	Preparation
Information sent to colleges and other high schools will accurately reflect student achievement	Information in Naviance and eschool	Counselors, secretaries, Information Systems, Assistant Principal for grade reporting	Computer, report cards, transcripts	Ongoing collection of academic data

## Maintaining Cumulative Record

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	ongoing		ongoing	ongoing
Need	Objective		Activity	
The school district is required to keep cumulative record of individual student academic progress, diploma type, testing information, and post graduate plan.	To accurately maintain all relevant student information in a confidential, central student file.		Counselors maintain scheduling, diploma type, special credentials, standardized testing, and post graduate plans.	
	Evaluation	Staff	Resources	Preparation
An accurate, comprehensive and confidential student file will be maintained for each student.	Each student will have a complete file containing academic information.	Administrators, counselors, faculty, staff.	File folder for each.	N/A

## Documentation and Information Maintenance

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	September - June		Ongoing	Ongoing
Need	Objective		Activity	
Almost every aspect of counselor responsibilities requires documentation and record maintenance.	To accurately document pertinent information to ensure its accessibility when needed.		Counselors maintain information about students from many different sources. Counselors compile information regarding student's credits, state exams, grade level and academic standings. Student transcripts are reviewed and progress toward graduation is tracked. College supplemental forms are completed.	
Outcome	Evaluation	Staff	Resources	Preparation
Information on students will be accurately compiled and maintained for future reference, comparison, and/or evaluation purposes.	Records are kept and appropriate information is collected.	Counselors, Administrative Assistants, technical support personnel	Transcripts, credit checks, schedules, state assessment reports	Year-round gathering of data/information.



## Senior Survey

Target Grade	Time Frame		Preparation Time	Activity Duration
12	May		30 minutes	40 minutes
Need	Objective		Activity	
Counselors need to review graduation status and post-secondary plans. Data must be entered into Naviance for statistical use.	To collect data used for state reporting and projections for upcoming seniors.		Counselors meet with students to obtain post-secondary plans, admissions status at all colleges applied to, scholarship information, and to review diploma status. That information is added to Naviance and used for an array of functions.	
Outcome	Evaluation	Staff	Resources	Preparation
Counselors will know and log what all seniors post graduate plans.	Naviance Reports	Counselors	Naviance	One week

## **Program Planning**

The school counselors actively communicate with parents and students when deciding programming choices each year. Course selections are carefully designed for individual students based on their needs, future goals and post-secondary desires. At times schedule adjustments are necessary in order to continue to meet student's needs. Those changes are carefully made with the collaboration of administrators, counselors, teachers, students, and parents.

It is critical that information from the elementary school base shared with the middle school counselors and administrators, and that student information from the middle school be shared with the high school counselors and administrators. Academic records will follow the student in the K-12 process. The students' cumulative folder will maintain all relevant student information and be kept confidential. Student report cards and transcripts will be reviewed for accuracy annually and filed in the cumulative folder.

# Course Selection

Target Grade	Time Frame		Preparation Time	Activity Duration
5-12	December - September		12 hours	6+ weeks
Need	Objective		Activity	
Students require assistance in selecting courses appropriate for their educational success, career plans, & graduation requirements.	Individually help students design a realistic, appropriate, & challenging class schedule. Focus is put on graduation requirements, college admissions requirements, and other post-secondary goals.		Counselors distribute and discuss course materials in group settings and expect students to review their proposed schedule with parents/guardians. Counselors meet with students individually for class selection, follow up with students/parents/guardians regarding issues with their schedules. Course failures are rescheduled after summer school registration and again after summer school is completed.	
Outcome	Evaluation	Staff	Resources	Preparation
Students will have a schedule that supports his or her vocational and educational plans, while assuring district and state compliance.	Students will meet their academic goals.	Counselors and teachers	Course selection programming folders, Course Offerings Handbook, eSchool Student Management System	Meet with administrators and Department Chairs to discuss course offerings, update course selection sheet

## Schedule Adjustment

Target Grade	Time Frame		Preparation Time	Activity Duration
5-12	Year-Round		Varied	Varied
Need	Objective		Activity	
During the school year students require schedule adjustments/ level changes to ensure academic success. Classes are also balanced to ensure equity of opportunity.	To review all change requests and to assess their validity consistent with state and local graduation requirements, to create course enrollments considerate of class size, student ability, and student interests.		Students must discuss possible schedule changes with their counselor, including the student's purpose for wanting the change. The counselor will determine if the change is in the student's best interest. Teacher, parent, and administrator input will be ascertained. Once the counselor validates the possibility of the change and change is approved, it is then made via the eSchool Student Management System. New schedules are printed out and given to the student.	
Outcome	Evaluation	Staff	Resources	Preparation
Relevant changes will be made which do not limit or diminish student opportunity. Courses will be balanced considerate to size and student ability.	Schedule changes and balanced classes will enhance the quality of the education and assist in the overall academic success of the student	Counselors, teachers, administrators	eSchool Management System, up-to-date master schedule, student files, assessment scores	

## Student Achievement

The ultimate goal of every educator and counselor is to help students achieve mastery of the curriculum and graduate from high school prepared to meet the rigors of post-secondary education and/or the workforce. Improving communication between home and school enhances student success in school. This is provided with regularity throughout the year in many ways.

### Student Progress Reports

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	September-June		Ongoing	Ongoing
Need	Objective		Activity	
During the school year, parents/guardians may request updates on their child's academic progress.	To provide students and parents/guardians with adequate information on the academic progress of their child		Students and parents/guardians can access the E-school student and parent/guardian Portal for quarterly academic progress reports. Teacher's email is available through the building's web-page. Counselors are available for personal teacher/student/parent meetings	
Outcome	Evaluation	Staff	Resources	Preparation
Parents/guardians will receive timely and informative feedback from teachers and counselors on the academic progress of their child.	Increased communication between parents/guardians, teachers, counselors and students.	Counselors, faculty	Telephone, e-school student and parent portal, email	Faculty, counselor, administrator collaboration

## Parent Counselor Conferences

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	September - June		Ongoing	Ongoing
Need	Objective		Activity	
Parents/guardians and counselors need to work collaboratively to enhance student performance.	To provide parents/guardians with ongoing academic and social consultation regarding their child.		At the request of the student, parent/guardian, teachers and/or counselors, counselors will meet with parents to discuss student progress or parental concerns as it pertains to academic and social development. Counselors gather information from teachers in order to communicate thorough information. If teachers cannot be present, counselors will communicate conference outcomes with teachers.	
Outcome	Evaluation	Staff	Resources	Preparation
Parent/guardian communication will be enhanced to ensure student success.	Increased communication between parents/guardians, teachers and counselors. Improvement in areas of concern.	Counselors, faculty.	Student grades, student standardized test scores, student progress information.	Pre-schedule all parent conferences with staff and parent/guardian, review student information to be shared with parents/guardians.

## Academic Intervention Services (AIS): Assisting with Selection, Scheduling, and Monitoring

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	September-August		Ongoing	Ongoing
Need	Objective		Activity	
Students are identified as needing AIS for success in school and ultimately to meet the NYS learning standards. Students are identified through standardized tests (NYS assessments), grades, and teacher recommendations, assisting in the selection and scheduling of students.	To help students work towards meeting the NYS learning standards and graduation requirements.		Assisting in the selection and monitoring of students receiving AIS services. Letters are mailed to families of students qualifying for AIS services. Students are scheduled for the appropriate AIS support courses based on their learning needs as determined by departmental/teacher recommendations, grades, and local and NYS assessments.	
Outcome	Evaluation	Staff	Resources	Preparation
Students receive academic support in targeting areas.	Students' grades and test scores.	Counselors, administrators, faculty	Student records, test scores, course grades	Review student record, test results, and departmental/teacher recommendations; letters mailed for each student indicated for AIS; maintain accurate records

# Summer School Registration

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	June - July		3 Weeks	30 min/student
Need	Objective		Activity	
Student/guardian are notified about course failures by teachers/counselors/final report cards. Summer school registration information is communicated by counselors.	To notify student/guardian of course failures and summer school registration procedure.		District and building personnel provide accurate information related to student course and state exam failures. Counselors relay information directly to student/guardian related to failures and summer school procedures. Paperwork is prepared by counselors to confirm course failures and student/guardian are advised to pick up information to register for summer school.	
Outcome	Evaluation	Staff	Resources	Preparation
Student/guardian receive timely and accurate information regarding summer school registration.	Student/guardian receive summer school information with the hopes that registration occurs.	Counselors, administrative assistance.	Course and state exam failure lists, summer school registration forms.	Coordinate with district office to gather academic data for contact to be made by counselors to student/guardian with related failure information. Counselors prepare summer school registration material.



# Senior Awards

Target Grade	Time Frame		Preparation Time	Activity Duration
12	September -June		20+	2 Hours
Need	Objective		Activity	
Student's receiving scholarships and awards will be acknowledged by the school and community.	To recognize students for their academic, athletic, and community accomplishments.		Work collaboratively to develop the evening's schedule and program, mail invitations to presenters and winners, work closely with Assistant Principal Administrative Assistant to develop a printed audience program.	
Outcome	Evaluation	Staff	Resources	Preparation
Students who have earned awards will be recognized by the school and community.	Number of students who are recognized at awards ceremony, input from presenters, parents, Administrators, students.	Guidance Counselors, Teachers, Administrators, Custodial Staff, Administration Assistants, Food Service Personnel.	High School auditorium, presenter copies of program, audience copies of program	Once recipients are determined, the coordinator works to collaborate with, Assistant Principal, Administrative Assistant and benefactors to devise the evening plan. All presenters receive a program, student program is designed and finalized, Custodians are given a head count.

## **Sachem Alternative High School**

Sachem Alternative High School is an option available to students who may require a non-traditional school setting.

Our students have specific, individualized needs and their paths to our program are unique.

**The mission of our Alternative High School is simple: Our team works to establish an academic plan for each student leading to the attainment of their New York State High School diploma. This enables our students to become successful and productive members of our community.**

Our team consists of a Sachem administrator, a substance abuse counselor, a social worker, guidance counselors, and content certified teachers. Together, these professionals evaluate and create a realistic educational plan for each student. This plan includes the recovery of academic credit, regents preparation, dual high school enrollment, academic classes and support for students returning to day school and students working beyond the traditional four year high school plan.

The experienced counseling staff targets individualized student support through group and individual counseling. With this support, our students are able to realize the importance of the connection between school and successful life time employment.

## Alternative Evening High School Program

Target Grade	Time Frame		Preparation Time	Activity Duration
10-12	September - May		Ongoing	Ongoing
Need	Objective		Activity	
Students who are not meeting with success in day school for a variety of reasons, still work towards earning their high school diploma. Students did not graduate with their class can attend the Alternative Evening Program in order to earn their high school diploma.	To have students continue to earn high school credits in order to earn their high school diploma.		Students and parents attend an interview with the Alternative Evening Staff in order to go over the rules of the program. The student and parent sign an agreement that the student will follow the rules in order to earn high school credit. The Alternative Evening Staff does a transcript review (credit check) in order to place student in appropriate courses. Students attend credit bearing high school courses in order to work towards their high school diploma and take necessary regents exams. Students can meet with guidance counselors, social worker and/or drug and alcohol counselor on a regular basis in order to receive support.	
Outcome	Evaluation	Staff	Resources	Preparation
Students will be scheduled for necessary courses needed for high school graduation. Students will also do high school course selection for the following school year, college/technical school planning, or school to work planning.	Students will be successful and either go back to day school for the following school year or graduate.	Principal, Assistant Supervisor, Guidance Counselors, Social Worker, Drug & Alcohol Counselor.	Transcripts, administrator, faculty, counseling services.	Parent and Student attend Interview to register. Transcript review, so that student is placed in appropriate courses, student attends class and earns credit.

## Additional Programs/Testing

The Sachem Central School District provides students with many opportunities to further prepare themselves for college and or the work force. Our academic and career programs include rigorous coursework opportunities for students to explore areas of interest and the expectation that Sachem students will achieve a high level of excellence.

### Advanced Placement (AP) Program Facilitation

Target Grade	Time Frame		Preparation Time	Activity Duration
9 - 12	September - May		Ongoing	Ongoing
Need	Objective		Activity	
Students need the opportunity to take challenging courses that can also earn them college credit.	To offer courses to students that will expand their coursework and provide a variety of academic experiences.		Administration and staff will determine what courses will be offered. Faculty to attend AP conferences and be involved in scoring of exams (ex. Social Studies). AP Coordinator distribute materials to students to sign p for exams, order exams, set up rooms for testing, pre-administration of exams, package exams up and submit to College board.	
Outcome	Evaluation	Staff	Resources	Preparation
Students will be programmed into AP courses based on teacher recommendations, counselor recommendations and self-selection.	More students will enroll in AP courses. Student's scores will increase.	Administration, faculty, staff	AP curriculum, administrator and faculty training.	Administrator, and faculty training. AP Coordinator arranges AP sign-ups, pre-administration of exams and set-up of testing rooms.

## College-Level Course Offerings

Target Grade	Time Frame		Preparation Time	Activity Duration
10-12	August-June		Ongoing	Ongoing
Need	Objective		Activity	
Students are given the opportunity to take college-level courses.	To offer courses to students that will provide a variety of academic experiences.		Counselors will collaborate with faculty to discuss course offerings. Counselors will meet with individual students to discuss course selection and its impact on the students college and career goals.	
Outcome	Evaluation	Staff	Resources	Preparation
Student will be scheduled for college-level courses.	Students will earn college credit by taking and passing their college-level courses.	Administration, faculty and staff alignment with college personnel.	Faculty training on college/university specific curriculum	Administrator and faculty training.

## Regents Exams

Target Grade	Time Frame		Preparation Time	Activity Duration
8-12	September -June		Ongoing	Ongoing
Need	Objective		Activity	
Students and their parents need to be informed of state assessments needed to successfully graduate from High School,	To ensure that all students have the opportunity to meet state exam graduation requirements.		Analyze student records to determine which students still need to pass exams for their diploma type at least three times annually.	
Outcome	Evaluation	Staff	Resources	Preparation
Students and parents are informed of specific exams required for graduation in September/October of each year and again in February after mid-year grades are submitted.	All students will take exams needed to graduate and meet diploma requirements.	Administrators, faculty, staff.	New York State Curriculum assessment materials, student assessment records and transcripts.	New York State Curriculum, past assessment materials, student assessment records and transcripts review.

# BOCES Programs

Target Grade	Time Frame		Preparation Time	Activity Duration
10-12	January-June		Ongoing	Ongoing
Need	Objective		Activity	
Students are given the opportunity to take Career Training Programs at BOCES/Eastern Long Island Academy of Applied Technology.	To offer to students career training programs that will provide a variety of career and academic experiences.		Counselors will meet with individual students to discuss career training programs and the student's course selections needed for graduation. Students are given the opportunity to attend a BOCES Field Trip in February to view programs that Sachem CSD subscribes to. Interested Students will apply to their program of choice by completing required BOCES In take Application. Counselors will review their students application ensuring the student is on track for graduation. Building Administration will review applications. Approved Applications are sent to BOCES for final approval. Some programs require passing an entrance exam. (Pharm Tech & LPN Practical Nursing).	
Outcome	Evaluation	Staff	Resources	Preparation
Students are scheduled to take Career Training Programs at BOCES/Eastern Long Island Academy of Applied Technology.	Students will earn elective credit by taking and passing their career training programs. Students enrolled in CTE Approved programs will also earn the CTE Endorsement upon successful completion of required state assessment exams given by BOCES (NOCTI).	Administrators, faculty, staff alignment with BOCES Personnel.	BOCES Course Offerings Outlined in the Guidance Handbook. BOCES Field Trip Experience, New York State Curriculum Outline for Career Education.	Liaison Counselor attends three meetings annually with BOCES for program updates and review, disseminates information to counselors and administration. Counselors meet with interested students to discuss programs and graduation.

## Career Training Programs- Onsite

Target Grade	Time Frame		Preparation Time	Activity Duration
11-12	January-June		ongoing	ongoing
Need	Objective		Activity	
Students are given the opportunity to take Career Training Programs at Sachem High School North and East.	To offer to student's career training programs that will provide a variety of career and academic experiences without having to travel outside of the building.		Counselors will meet with individual students to discuss the career training programs we offer onsite, Computer Repair Technician 1 & 2, Carpentry 1 &2, Communication Design 1 &2, and Cosmetology 1 &2. Students are given the opportunity to view the programs before they commit. For those interested students, they meet with their counselor to review credits and gradation status in order to be considered.	
Outcome	Evaluation	Staff	Resources	Preparation
Students are scheduled into the onsite Career Training Program of their choice.	Students will earn elective credit by taking and passing their career training programs. Students enrolled in CTE Approved programs will also earn the CTE Endorsement upon successful completion of required state assessment exams given by BOCES (NOCTI).	Counselor, teacher, administrators.	Guidance Handbook.	Counselors meet with interested students to discuss programs and graduation.



## **Student Intervention**

Optimally, students would always come to school ready to learn. However, there are several reasons that this may not be the case. Examples are problems at home, conflicts with peers or teachers and learning disabilities. When these issues arise, the counseling staff has a variety of ways to deal with them. These can include interventions within the school or referral to outside agencies. Interventions are made when students have attendance, behavioral, home or academic problems. In-school interventions may consist of crisis counseling, individual counseling, and referral to the PPS Team, or referral to the Committee on Special Education (CSE). Often issues that students and families deal with are beyond the realm of what the school is able to offer. When this arises, referrals are made to community agencies. This could involve outside counseling or intervention services, such as a PINS petition. These interventions are all focused on putting the student and/or the family in a better position to be successful.

## Student Team Meetings

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	September-June		1 hour	40 minutes/week (as needed)
Need	Objective		Activity	
Students have varying needs that should be addressed completely from the start to avoid prolonged difficulty.	To improve the academic and social performance of students by teaming them with core subject teachers who share common planning time with support staff to discuss and intervene with students.		Team teachers in main core subjects meet with grade level counselors to discuss behavioral and academic observations of students thought to be "at-risk". Strategies are mapped out for each student and implemented by the group. This also may include referrals to PPS staff, CSE, etc.	
Outcome	Evaluation	Staff	Resources	Preparation
Once the needs of the "at-risk" students are addressed, a plan is devised and implemented.	Student's progress is reviewed at scheduled followed up meetings.	Included but not limited to; Team teachers, counselors, PPS, staff if necessary.	Student grades, work examples, progress reports and teacher feedback.	Gather all student data to make informed plan for future success of students.

## Pupil Personal Services (PPS)

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	September-June		1 hour	1 1/2 hours per week
Need	Objective		Activity	
Students referred by counselors or PPS staff that is experiencing academic or behavioral difficulty.	To improve the academic, social and emotional performance of students who are at-risk.		A team of school personnel meet weekly to discuss and develop a plan to assist referred students. Possible interventions are reviewed, strategies discussed, and a plan is devised.	
Outcome	Evaluation	Staff	Resources	Preparation
The needs of at risk students will be addressed and interventions implemented collaboratively.	Student success is reviewed at scheduled follow up meetings.	Included but limited to: administrators, school counselors, school social workers, school psychologists, nurses.	Teacher feedback, report cards, progress reports.	Compile all resources to make informed plan for student success.

## Child Protective Services Referrals

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	When Necessary		Ongoing	Ongoing
Need	Objective		Activity	
Student safety must be continuously promoted both within the school and at home.	To report incidents as mandated and support students when their safety may be compromised.		Students come to counselors, teachers or support staff describing an incident that may need to be reported to Department of Child Protective Services if presenting as the potential for harm. If necessary, the student is seen by the nurse for documentation. If the incident must be reported, the counselors work with PPS personnel, who call CPS after filing the report/referral. When CPS representatives come to school, a PPS member will stay with the student during questioning. The PPS team will follow up taking any necessary and appropriate steps needed. The team will also inform the principal.	
Outcome	Evaluation	Staff	Resources	Preparation
Students are safe and supported, allowing them to refocus on their education. The agency will then investigate the allegations.	Students are safe, and relationship with family improves.	Counselor, PPS staff, nurse	Child Protective Services	Compile data and evidence for referral, meet with appropriate staff to discuss students of concern, follow through on recommendations.

## New Entrant Registration

Target Grade	Time Frame		Preparation Time	Activity Duration
6-12	ongoing		ongoing	45 min.
Need	Objective		Activity	
Obtain academic information from previous schools	To accurately place students in classes that are appropriate to their needs and future plans.		Meet with student and parent/guardian, discuss career goals, courses offered, and school procedures.	
Outcome	Evaluation	Staff	Resources	Preparation
Students will be scheduled for appropriate courses that will allow them to pursue career goals as well as meet graduation requirements.	Receipt of registration documents, verification of course selection based on previous school records	Counselors, central registration, administrative assistants, The Office of Student Services if applicable, The Office of ENL Services if applicable.	Student academic records from previous institutions, supporting documents as deemed necessary (past 504 plans, etc.)	Collect previous school information and records

## Counseling Publications

The Counseling Department writes and/or updates a number of publications each year. The counseling section of the Sachem Central School Districts High School and Middle School website pages provides up-to-date information about guidance activities, counselor assignments, scholarship information, PSAT, SAT, ACT, and AP information. Our pages also provide links to provide both students and parents with all publications, and copies of letters which are sent home to parents periodically throughout the school year.

Some of the written documents available in the guidance office are:

- Our **School Profile** provides a description of Sachem High School North and East, the profile is included with every college application.
- The **Guidance Handbook** provides students and parents/guardians with detailed information of courses offered at Sachem High School North and East as well as documents on graduation requirements, college application process, Naviance, attendance policy, National Honor Society requirements, NCAA and evening parent events.
- The **Junior College Handbook** is a step-by-step guide to the college selection and application process.
- The **Senior College Handbook** is a step-by-step guide to the college selection and application process.

These publications are updated yearly by the Counseling Department with the assistance of the administrative staff. The guidance website is updated regularly.