

COMPREHENSIVE SCHOOL COUNSELING PLAN GRADES 9-12



HICKSVILLE HIGH SCHOOL

[Hicksville Public Schools District Plan](#)

HICKSVILLE PUBLIC SCHOOLS
Hicksville, New York

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ACTIVITY: 9th Grade Orientation

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
To Transition students by inquiring information about the high school.	Letter sent home, robocall, school messenger

DEFINE

Objective
Prepare entering 9th grade students for the expectations, rigor, and credit requirements of the high school.
ASCA Standards Domain: Academic Development: Standard A, Standard A:B2, Career Development: Standard C Mindset: Mindset Standards (1-6); Behavior Standards: LS (3,6,7,), SMS (1,2,10), SS (2, 3) CDOS Standard: Standard 2

MANAGE

Target Grade	Time Frame	Activity Duration
9	August	45 minutes
Procedure	Staff	Resources
Administrators will review high school procedures and policies through assemblies. Counselors and current students will present graduation requirements, counseling resources, provide advice in small groups, and pass out student schedules.	Administrators, school counselors, current students	Student schedules

ASSESS

Evaluation	Outcome
Student attendance	Students will acquire an initial and comprehensive understanding of the high school. They will become familiar with school procedures and policies. They will also obtain information regarding every opportunity available in the high school.

ACTIVITY: 10th Grade Career Exploration

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students need to explore interests to determine career paths and the educational requirements necessary for a future in those fields.	Schedule sessions with each English class. Administer Career Interest Profiler and Road trip Nation during scheduled classes.

DEFINE

Objective
To have students explore their interests and careers to facilitate their college selection process.
ASCA Standards Domain: Academic Development: A:B2, A:C1; Career Development: C:A1, C:B1, C:C1; Personal/Social Development: PS:B1 Mindsets and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (1, 3-9), SMS (1-8, 10), SS (1, 6, 7) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
10	April	40 minutes per class
Procedure	Staff	Resources
Meet with students through their English classes to take the Career Interest Profiler through the Naviance software. Reset usernames and passwords as needed for Naviance. Explore Road trip Nation with the class.	School counselors	Students' Chromebooks, Naviance career software.

ASSESS

Evaluation	Outcome
Students will complete the Career Interest Profiler.	10th grade students will be knowledgeable of their interests and career paths to make better informed decisions about their courses of study.

ACTIVITY: ACCES VR Meeting

☐ College/Career Planning
☐ Scheduling
☐ Transitions

☐ Professional Development
☐ School Achievement

☐ Record Keeping
☐ Student Interventions

DELIVER

Need	Preparation
Special Education students have the opportunity to plan for post-secondary success with a counselor from ACCES VR.	Letter home Review of student's post-secondary goal

DEFINE

Objective
Special Education students will have a plan for their transition out of high school.
<p>ASCA Standards</p> <p>Domain: Academic Development: Standard A:C1.5, A:C1.6 Career Development: Standard C:A1.7, C:A1.9, C:B1.1, C:B1.2, C:B1.3, C:B1.5, C:B2.1, C:C1.6, C:C2.1</p> <p>Mindset: Mindset Standard: (1-6); Behavior Standards: LS (1,4,6,7,9), SMS (1,4,6,10), SS (3,5,8,9)</p> <p>CDOS: Standard 1, Standard 2, Standard 3a, Standard 3b</p>

MANAGE

Target Grade	Time Frame	Activity Duration
12	Ongoing	20 minutes
Procedure	Staff	Resources
Students and parents/guardians will be invited to meet with the ACCES VR counselor. Students, parent/guardian, school counselor, and ACCES VR counselor will meet to discuss the student's post-secondary plan	Counselors ACCES VR Counselor	Transcript

ASSESS

Evaluation	Outcome
Students and guardians will give verbal feedback.	Students and guardians will be better informed of opportunities available to them post-graduation.

ACTIVITY: Agency Referrals

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Student safety and wellness	Compile data and evidence for referral and inform building administrator

DEFINE

Objective
To support students when their safety may be compromised and to report incidents as mandated
<u>ASCA Standards</u> Domain: Personal/Social Development: Standard A, Standard B, Standard C Mindsets and Behaviors: Mindset Standards(1, 2, 3, 6); Behavior Standards: LS(3, 4), SMS(1, 2, 3, 4, 5, 6, 7, 9, 10), SS(2, 3, 4, 5, 6, 8, 9) CDOS: N/A

MANAGE

Target Grade	Time Frame	Activity Duration
K - 12	When necessary	30 min - 1 hour
Procedure	Staff	Resources
When students come to counselors or any other school personnel describing an incident that warrants referring to an outside agency. If a physical injury is reported, the student should be seen by the school nurse for documentation.	Any mandated reporter who works in the school including all faculty, School Counselors, Social Workers, Psychologists, Nurses, and Administrators	List of agencies, Referral forms

ASSESS

Evaluation	Outcome
Students are in a safe mindset and do not have the desire to hurt themselves or others.	Students are safe and supported, allowing them to refocus on their education.

ACTIVITY: Alumni Day

☐ College/Career Planning
☐ Scheduling
☐ Transitions

☐ Professional Development
☐ School Achievement

☐ Record Keeping
☐ Student Interventions

DELIVER

Need	Preparation
Students need to become aware of post-secondary education opportunities	Invite alumni via Naviance e-mail, confirm alumni attendance for each session, secure space in the school, sign students up for event, invite teachers to attend with classes

DEFINE

Objective
Students will hear from a panel of Hicksville Alumni and will ask questions in an assembly format, as well as, one on one format to learn about preparation for college and the college experience
ASCA Standards Domain: Academic Development- Standard A, Standard B, Standard C. Career Development- Standard A, Standard B, Standard C Mindsets and Behaviors: Mindset Standards(1-6), Behavior Standards: LS(7, 9), SMS(10), SS(1, 2, 6, 8, 9) CDOS: Standard 1, Standard 2, Standard 3b

MANAGE

Target Grade	Time Frame	Activity Duration
11-12	November	1 full day
Procedure	Staff	Resources
Students will be made aware of Alumni Day through Naviance e-mail, school announcements, classroom announcements, and Google Classrooms. Students will sign up to attend one or more sessions, ask questions of the alumni, hear about the college, programs, activities, and how students might prepare to succeed in college.	High school counselors and some teachers	High school counseling center, Kristoff Theatre, and High School Library

ASSESS

Evaluation	Outcome
Attendance of those students who attend	Students will have a better understanding of how to prepare and what to expect in college

ACTIVITY: Annual Review of Counselor Plan

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
To review the current school counseling plan and make adjustments	Counselors and administrators will review the counselor plan to update according to NYS and ASCA standards

DEFINE

Objective
To ensure the school counseling program is reflective of the needs of the students, parents, faculty, and community
ASCA Standards Domain: Academic Development Standard A, Standard B A:B1.2, Standard C Mindset: Mindset Standards: (1); Behavior Standards: LS (2,6,9), SMS (5), SS (1, 3, 6, 7, 8) CDOS: Standard 2

MANAGE

Target Grade	Time Frame	Activity Duration
K-12	Bi-annually	1 hour
Procedure	Staff	Resources
Meet with a committee of stakeholders and review the school counseling program	Counselors Administrators	Copy of Comprehensive School Counseling Plan

ASSESS

Evaluation	Outcome
N/A	School Counselor plan will meet NYS and ASCA standards, and counselors will update based on changing roles

ACTIVITY: Advanced Placement Exam Administration

☐ College/Career Planning
☐ Scheduling
☐ Transitions

☐ Professional Development
☐ School Achievement

☐ Record Keeping
☐ Student Interventions

DELIVER

Need	Preparation
Students need to take their AP exams	Previous student online registration, order tests, determine proctoring schedule, print rosters

DEFINE

Objective
To implement administration of AP exams
<u>ASCA Standards</u> Domain: Academic Development: A:A3, A:B2 Mindsets and Behaviors: Mindset Standards: (2, 4-6); Behavior Standards: LS (3, 6-8), SMS (1, 5) CDOS: Standard 2, Standard 3A

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	May	3 weeks
Procedure	Staff	Resources
AP exams are administered through the Counseling Department	School Counselors, Chairperson for Guidance Services, AP Coordinator	Testing rooms, gym, testing materials, testing schedule and proctors

ASSESS

Evaluation	Outcome
Percentage of students who take AP exams	Students will take their AP exams

ACTIVITY: Advanced Placement Exam Proctoring

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students who are in Advanced Placement classes will be given the opportunity to prepare for college and challenge themselves with college level exams	Take attendance, organize testing rooms, read testing script, actively monitor students

DEFINE

Objective
Students take the Advanced Placement exam for the AP classes they are taking
ASCA Standards Domain: Academic Development- Standard A, Standard B Mindsets and Behaviors: Behavior Standards: LS(6), Social Skills(1, 5, 9) CDOS: N/A

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	May	2 weeks
Procedure	Staff	Resources
Students will be made aware of the Advanced Placement exams through their AP teachers and announcements. Students will sign up for their exams in the Counseling Center, and sit for the exam in the assigned testing room. Counselors proctor the exams.	School counselors, teacher assistants, and secretaries	High school counseling center, classrooms, and gymnasium

ASSESS

Evaluation	Outcome
Results of exams are sent to students over the summer via College Board	Students will have a better understanding of how to prepare and what to expect on college exams

ACTIVITY: Advanced Placement Exam Registration

☐ College/Career Planning
☐ Scheduling
☐ Transitions

☐ Professional Development
☐ School Achievement

☐ Record Keeping
☐ Student Interventions

DELIVER

Need	Preparation
Students need to register for their AP exams	Letters are mailed home with the information to register and pay, registration list is compiled, and exams are ordered

DEFINE

Objective
To provide students the opportunity to register for AP exams.
ASCA Standards Domain: Academic Development: A:A3, A:B1, A:B2 Mindsets and Behaviors: Mindset Standards: (5, 6); Behavior Standards: LS (1, 7-9), SMS (1, 5), SS (5) CDOS: Standard 2, Standard 3A

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	October	2 weeks
Procedure	Staff	Resources
Letters are sent home with information and prices to register for AP exams. Students report to the School Counseling Center with their registration forms and payment	School counselors, secretaries, and AP Coordinator	Letters with parent communication. Registration forms. Spreadsheets. Money boxes

ASSESS

Evaluation	Outcome
Student registration will be examined	Students enrolled in AP classes will register to take their AP exams

ACTIVITY: Back to School Night

☐ College/Career Planning
 ☐ Professional Development
 ☐ Record Keeping
☐ Scheduling
 ☐ School Achievement
 ☐ Student Interventions
☐ Transitions

DELIVER

Need	Preparation
Parents/guardians need information regarding their child's current course expectations	Parents can review their child's schedule on PowerSchool

DEFINE

Objective
To provide guardians with information regarding current academic programming, thus enhancing communication and promoting support for student's academic success
ASCA Standards Domain: Academic Development Standard A: A:A1.5, A:A2.2, Standard B A.B1.4 Mindset: Mindset Standards: (1,3,5,6); Behavior Standards: LS (3,6,7,9), SMS (1,8,10), SS (2,3) CDOS: Standard 2

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	September	2 hours
Procedure	Staff	Resources
Parents follow an abbreviated class schedule of their child's typical school day, teachers disseminate information regarding expectations for each course, and parents are encouraged to visit counselor and other related service providers	School counselors, administrators, teachers, and support staff	Classrooms, appropriate handouts, and student schedules

ASSESS

Evaluation	Outcome
Guardians give verbal feedback.	Communication between school and home is enhanced, promoting academic success for students

ACTIVITY: BOCES Student Conferences

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students may apply to attend BOCES for the following school year	Transcripts and Quick Lookups of each student

DEFINE

Objective
Meet with each student applicant, listen to and advise students in their future career plans
ASCA Standards Domain: Academic Development, Career Development A:A1, A:A2, A:A3 , A:B1, A:B2, C:C1, C:C2, C:A1, C:A2, C:B1, C:B2 Mindsets and Behaviors: Mindset Standards (1-6); Behavior Standards: LS (1, 4, 6, 7, 9, 10), SMS (5, 6, 7, 8, 10), SS (1, 2, 3, 8, 9) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
10-12	January	15 minutes
Procedure	Staff	Resources
Inform students about the BOCES application procedure during scheduling push-in sessions, collect student's BOCES applications, conduct committee interviews with each student	School counselors	BOCES program offerings guide

ASSESS

Evaluation	Outcome
BOCES will evaluate the students that are approved in the high school	Each student will receive a decision from the committee

ACTIVITY: Career Fair

- ☐ College/Career Planning
 ☐ Professional Development
 ☐ Record Keeping
 ☐ Student Interventions
☐ Scheduling
 ☐ School Achievement

DELIVER

Need:	Preparation:
Students will be exposed to careers and the educational requirements necessary to qualify for jobs in those fields	School counselors host volunteers from various occupational backgrounds

DEFINE

Objective:
Students will explore careers that fit their interests and abilities, facilitating their college major and career choices

ASCA Standards

Domain: Academic Development: Standard A, AC:1; Career Development: Standard A, Standard B, Standard C

Mindsets and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (4,7,9,10), SMS (1,3,5,8,10), SS (1-9)

CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade:	Time Frame:	Activity Duration:
9-12	Spring	2 hours
Procedure	Staff	Resources
Students in grades 9-12 are invited to attend a career fair to interview representatives from various career fields, students will be exposed to multiple occupations, and are free to interview individuals representing careers that are interesting to them	School counselors, teachers, and custodians	Parents, community members, and volunteers from different occupations

ASSESS

Outcome	Evaluation
Students will be knowledgeable of several career paths, as well as the educational expectations and requirements for those careers	Students will complete interview forms

ACTIVITY: Child Protective Services Referrals

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students need to be kept safe.	Inform school administrator, compile data and evidence for referral, fill out form, and call CPS to file report

DEFINE

Objective
To support students when their safety may be compromised and report incidents as mandated reporters
ASCA Standards Domain: Personal/Social Development: PS:B1.5, PS:C1.2, PS:C1.6 Mindsets and Behaviors: Mindset Standards: (1-3); Behavior Standards: LS (1, 9), SMS (1, 2, 4-10), SS (3-6, 8, 9) CDOS: Standard 2

MANAGE

Target Grade	Time Frame	Activity Duration
9th-12	School year	As needed
Procedure	Staff	Resources
When students report to counselors or any other school staff an incident that warrants reporting to the Department of Social Services or Child Protective Services, that initial person is obliged to call CPS and file a report. The appropriate school administrator is informed and CPS is called. If a physical injury is reported, the student is also referred to the school nurse. If a CPS worker visits the school, the counselor may accompany the student during questioning. Counselors will follow up by taking any necessary and appropriate steps as needed.	All faculty, counselors, social workers, teachers, psychologists, nurses, and administrators are mandated reporters.	Referral form, phone number, Child Protective Services, and Department of Social Services

ASSESS

Evaluation	Outcome
Students are safe and their relationship with their family improves. Results of the investigation to determine abuse are made by the agency.	Students are safe and supported, allowing them to focus on their education. Agency investigates allegations.

ACTIVITY: College Application Processing

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Counselors need to support college application completion.	Review student materials

DEFINE

Objective
To provide students with year-long school counseling and supervision in the college selection and application process
ASCA Standards Domain: Academic Development: Standard A: B1 and A: B2 Mindsets and Behaviors: Mindset Standards: (2, 4, 5, 6), Behavior Standards: LS (1, 3, 8, 10), SS (1, 8) CDOS: Standard 2

MANAGE

Target Grade	Time Frame	Activity Duration
12	All year	As needed
Procedure	Staff	Resources
Students meet repeatedly with their counselors to review the selection process, ask questions and review college applications. Mid-year marks are forwarded to colleges as required. Final grades are mailed to the college of choice.	Counselors, guidance secretaries, teachers	College applications, transcripts, recommendations, computers, time consideration per student (# of applications x amount of time needed to process each student), multiple meetings from September to June

ASSESS

Evaluation	Outcome
Colleges evaluate applications and decide whether or not students are accepted.	Students select appropriate colleges and programs. Materials are sent to the colleges.

ACTIVITY: College Planning Night

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students and parents will receive additional information on college admission requirements from admissions officers.	Invite college admission officers

DEFINE

Objective
Students and parents will have an understanding of the college admissions requirements.
ASCA Standards Domain: Academic Development: Standard A:A2.2, A:A3.1, Career Development: C:A1.1, C:A1.6, C:A1.7, C:B1.1, C:B1.3, C:B1.5, C:B1.6, C:C1.1, C:C2.1 Mindset: Mindset Standards: (1,2,4,5); Behavior Standards: LS (1,4,6,7,9,10), SMS (1,5), SS (3,9) CDOS: Standard 1, Standard 3B

MANAGE

Target Grade	Time Frame	Activity Duration
11	April	2 hours
Procedure	Staff	Resources
College admission officers will present panel style, will answer questions and discuss the pieces of a complete college application, will meet with students and parents individually to answer individual questions.	Counselors and administrators	Auditorium and college representatives

ASSESS

Evaluation	Outcome
Student and guardian feedback	Students and guardians will become better informed on how to proceed with their college and career plans.

ACTIVITY: College Tours

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students need to be exposed to a college campus tour.	Field trip forms, securing transportation, and securing college(s) to visit

DEFINE

Objective
Students will be able to gain a better understanding of the admissions process and begin developing a feel for what they are looking for in a college or university.
ASCA Standards Domain: Career Development: Standard C, C:A1.7, C:B1.2C:C1.1, C:C1.3, C:CS.1 Mindsets and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (1, 4, 7, 9), SMS (5, 10), SS (2, 3, 9) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
10-12	Throughout the year	1 day
Procedure	Staff	Resources
Students will spend a day on a college campus meeting with admissions officers, individual departments, the student center, library, and tour classrooms and dorms.	School counselors, staff and admission representatives	Bus and college campus

ASSESS

Evaluation	Outcome
Student feedback	Students will have a better understanding of preparation necessary for college readiness.

ACTIVITY: College Visits

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students need to become aware of post-secondary education opportunities in their college selection process.	Confirming attendance of representatives, signing students up for event, and reserving space in building

DEFINE

Objective
Students will meet with college representatives to gather information and determine their mutual compatibility.
ASCA Standards Domain: Career Development, Standard C, C:A1.7, C:B1.2C:C1.1, C:C1.3, C:CS.1 Mindsets and Behaviors: Mindset Standards: (1-6), Behavior Standards: LS (1, 3, 6, 7), SMS (1, 3, 10), SS (1, 3, 8, 9) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	All year	40 minutes
Procedure	Staff	Resources
Students will be made aware of college visits through Naviance e-mail, school announcements, and Google Classrooms. Students attend the sessions, ask questions, and hear from the representative about the college, programs, requirements, athletics, activities, and other relevant information.	High school counselors and admission representatives	High school counseling center

ASSESS

Evaluation	Outcome
Students will narrow their list of desirable colleges.	Students will have a better understanding of various college program offerings.

ACTIVITY: Common Application Login

☐ College/Career Planning
 ☐ Professional Development
 ☐ Record Keeping
 ☐ Student Interventions
☐ Scheduling
 ☐ School Achievement

DELIVER

Need	Preparation
12th grade students need assistance linking their Common Application to their Naviance accounts.	Create lesson schedule and reserve computer lab

DEFINE

Objective
Have students familiarize themselves with the college application website, waive their FERPA rights, and begin their college applications
ASCA Standards Domain: Career Development: Standard C:B1.6 Mindsets and Behaviors: Mindset Standards: (4); Behavior Standards: LS(1,5,7). SMS(3,4,10), SS(1) CDOS: Standard 3B

MANAGE

Target Grade	Time Frame	Activity Duration
12	September	42 minutes
Procedure	Staff	Resources
Bring 12th grade classes into computer labs, have students log-in to Naviance and create a Common App account, guide students through Naviance account matching, FERPA waiver, and letter of recommendation requests.	Counselors	Computer lab and appropriate handouts

ASSESS

Evaluation	Outcome
Student feedback	12th grade students will have a Common Application created and linked it to the FERPA waiver form.

ACTIVITY: Credit Checks

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
To ensure students are on track for graduation	Review historical grades and transcripts

DEFINE

Objective
To maintain the accuracy of student records and schedules
ASCA Standards Domain: Academic Development: Standard A:B2.2, A:B2.3, A:B2.4, A:B2.5 Mindset: Mindset Standards (6); Behavior Standards: LS(2,3,6,7,10), SMS(1), SS(1,3) CDOS: N/A

MANAGE

Target Grade	Time Frame	Activity Duration
8-12	Ongoing	8 hours
Procedure	Staff	Resources
Verify current student courses and Regents grades from previous years and update credit checks.	Counselors and administrators	Current transcripts

ASSESS

Evaluation	Outcome
Information in PowerSchool and Naviance	Counselors will maintain accurate records to ensure graduation requirements are met. Information sent to colleges and other high schools will accurately reflect student achievement.

ACTIVITY: Crisis Counseling

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students who need immediate counseling	Professional Development

DEFINE

Objective
Resolve conflicts that interfere with student success
ASCA Standards Domain: Personal/Social Development: Standard C: PS:C1 Mindset: Mindset Standards (1-3, 6); Behavior Standards: LS (1,9), SMS (1,2,7,9,10), SS (2,3,4,5,8,9) CDOS: N/A

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	Ongoing	As needed
Procedure	Staff	Resources
Administrators, counselors, social workers, and school psychologists address issues that arise throughout the school year.	Administrators, counselors, social workers, psychologists	Varies as needed

ASSESS

Evaluation	Outcome
Report Cards, attendance, progress reports	Student is able to better regulate emotions and proceed with their day.

ACTIVITY: Diploma Designation

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Graduating seniors need to be assigned a diploma designation.	Transcripts, credit checks, and calculator

DEFINE

Objective
Assign a diploma designation for each graduating senior
ASCA Standards Domain: Academic Development: Standard A, A:A1, A:A2, and A:A3 Mindsets and Behaviors: Mindset Standards: (5, 6); Behavior Standards: LS (3, 4, 6, 7, 8, 10), SS (1) CDOS: Standard 1, Standard 2, Standard 3A

MANAGE

Target Grade	Time Frame	Activity Duration
12	June	One week
Procedure	Staff	Resources
Counselors review graduation requirements met by each student in addition to number of regents exams completed. Grades are calculated to determine honors or mastery achievements.	Counselors	Transcripts

ASSESS

Evaluation	Outcome
Spreadsheet of all graduating seniors and a diploma designation	Each graduating senior will have a validated transcript and a diploma designation.

ACTIVITY: ENL Career Exploration Field Trip

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
ENL students need to become aware of post-secondary education opportunities and career options.	ENL students are invited and provided with the information letter and field trip form to attend. Sites are arranged for visits.

DEFINE

Objective
Students will attend BOCES, a local college, and/or a job placement site to explore post-secondary career opportunities.
ASCA Standards Domain: Academic Development: A:A1, A:B2; Career Development: C:A1, C:A2, C:B1, C:B2, C:C1, C:C2; Personal/Social Development: PS:B1 Mindsets and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (1-10), SMS (1-10), SS (1-9) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	School year	One day field trip
Procedure	Staff	Resources
Students will be invited to attend BOCES, a local college, and/or a job site such as a hospital to talk directly to representatives to receive career and/or higher education information.	All school counselors, ENL teachers	Bus, field trip location, handouts

ASSESS

Evaluation	Outcome
ENL students will narrow their list of desirable post-secondary options.	ENL students will have a better understanding of various career options.

ACTIVITY: ENL Parent Student University

☐ College/Career Planning
☐ Scheduling
☐ Transitions

☐ Professional Development
☐ School Achievement

☐ Record Keeping
☐ Student Interventions

DELIVER

Need	Preparation
ENL parents/guardians and students need specific information unique to their experiences to learn about education in New York State.	ENL class push-ins to inform the ENL students of the evening programs, letters are given to students for their parents, school messenger communication to promote attendance, order dinner, and invite guest speakers

DEFINE

Objective
To provide parents/guardians with information regarding various themes to support the academic and social development of their children
ASCA Standards Domain: Academic Development Standard C, Career Development Standard B, Personal/Social Development Standard A & Standard C Mindset and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (4,6,7,10), SMS (2,4-8,10), SS (2-6,9,10) CDOS: Standard 1

MANAGE

Target Grade	Time Frame	Activity Duration
K-12	2-4 evening programs	2 hours
Procedure	Staff	Resources
ENL parents and students will be invited to attend the Parent Student University to learn about various topics throughout the year. Dinner is provided to promote community inclusion. Presentations are provided simultaneously in English and Spanish. These presentations may include drug/alcohol prevention, immigration hardships, college planning, child development, or character education.	ENL teachers, all school counselors, Chairperson for Guidance Services, National Honor Society advisor and volunteers, Supervisor of ENL, World Languages and Activities	Parent communication letters, guest speakers, and dinner

ASSESS

Evaluation	Outcome
Written evaluation survey from participants and collect attendance data	Parent/guardian involvement is enhanced, promoting academic success and inclusion

ACTIVITY: ENL Programming

☐ College/Career Planning
☐ Scheduling
☐ Transitions

☐ Professional Development
☐ School Achievement

☐ Record Keeping
☐ Student Interventions

DELIVER

Need	Preparation
To meet the specific needs of ENL student success	Counselors & department supervisors will coordinate a meeting to discuss each student and their academic/language needs.

DEFINE

Objective
To appropriately place ENL students as per their NYSESLAT results
<u>ASCA Standards</u> Domain: Academic Development Standard B and Standard C Mindset and Behaviors: Mindset Standards: (5); Behavior Standards: LS (6), SMS (5) SS (6) CDOS: Standard 2

MANAGE

Target Grade	Time Frame	Activity Duration
8-12	January	Ongoing
Procedure	Staff	Resources
Create and review of students schedules and current performance to appropriately place them for the following school year	All school counselor, Chairperson of Guidance Services, Supervisor of ENL, World Languages and Activities	Scheduling materials, student records, IEP information, and NYSESLAT scores

ASSESS

Evaluation	Outcome
The appropriate scheduling of ENL students	Each ENL student will receive a projection of classes unique to their language needs.

ACTIVITY: ENL Workshops

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
ENL students need exposure to specific topics that will support their academic achievement, career exploration, and mental health.	Bilingual guest speakers will be identified and invited to make two presentations to ENL students (one in English and one in Spanish), Handouts will be prepared, and computer equipment will be arranged, if necessary. Passes given to all ENL students.

DEFINE

Objective
To provide exposure to a variety of topics targeting the ENL population's unique needs such as post-secondary options, career options, mental health, etc.
ASCA Standards Domain: Academic Development: A:A1, A:A2, A:A3, A:B2, A:C1; Career Development: C:A1, C:A2, C:B1, C:B2, C:C1, C:C2; Personal/Social Development: PS:A1, PS:A2, PS:B1, PS:C1 Mindsets and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (1-10), SMS (1-10), SS (1-9) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	School year	1-2 periods per workshop
Procedure	Staff	Resources
ENL students are given passes to attend a workshop to learn about a specific topic. Guest speakers are invited to present in English for non-Spanish speaking ENL students and in Spanish for Spanish speakers.	All school counselors, Chairperson for Guidance Services	Kristoff Theater reservation, attendance, guest speaker invitation, passes for students

ASSESS

Evaluation	Outcome
Attendance will be taken and verbal feedback will be given by students in Q&A.	ENL students will be knowledgeable about specific topics that will help them be more successful in school and in life.

ACTIVITY: Financial Aid Night

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Parents and students need information regarding financial planning for college and how to complete financial aid forms.	Contact speakers, robocall, and Eblast to all parents and students.

DEFINE

Objective
To provide financial planning information and support for parents and students for the complex process of applying for financial aid.
ASCA Standards Domain: Career Development Standard: C:A1.7, C:B1.6 Mindset: Mindset Standard: (4), Behavior Standards: LS (3,9,10), SMS (6,10), SS (1,3) CDOS: N/A

MANAGE

Target Grade	Time Frame	Activity Duration
11-12	September	1 hour
Procedure	Staff	Resources
A financial aid expert will present on topics including FAFSA and CSS Profile.	Financial aid experts, School counselors	PowerPoint, handouts.

ASSESS

Evaluation	Outcome
Parent feedback, attendance	Parents and students will better understand the college financial aid planning and application process.

ACTIVITY: Individual Counseling

☐ College/Career Planning
☐ Scheduling
☐ Transitions

☐ Professional Development
☐ School Achievement

☐ Record Keeping
☐ Student Interventions

DELIVER

Need	Preparation
On occasion, students in the building need to meet with their counselors regarding various topics. They may have questions or concerns that the school counselor can assist in helping.	Counselors must have knowledge of various online sites to assist the student. Counselors need to have different help lists available.

DEFINE

Objective
Individual counseling to assist students in the areas of academics, social relationships, career goals, personal issues and post-secondary planning.
ASCA Standards Domain: Academic Development Standard A, Personal/Social Development Standard A and Standard B Mindsets and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (1,3,4,6,7,9,10), SMS (1,2,4-10), SS (1-9) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	As needed.	15 min - 1 hour
Procedure	Staff	Resources
Students will access the counselor calendar through the district website and schedule a meeting at their desired time. Students will come to the School Counseling Center prior to their appointment to obtain a pass. On the day of the appointment, student will show pass to classroom teacher and come to the counseling office. The counselor and student will meet in the individual counselor's office to speak in private. Other support staff or parents may be included, if necessary.	Counselor, if needed assistant principals, teachers, parents, social workers, and psychologists.	PowerSchool, Naviance, College board, extra help schedule, clubs lists.

ASSESS

Evaluation	Outcome
Student feedback and if necessary parent feedback is obtained.	Student adjustment to high school will improve. Students will become aware of their academic strengths and weaknesses. Students will identify and appropriately verbalize changes in feelings and behavior.

ACTIVITY: Internships and Work Experience

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students need to gain first-hand experience in their chosen field.	Discussion with the students, internship application.

DEFINE

Objective
To allow students the opportunity to gain first-hand experience in a workplace that they are interested in pursuing as a career.
<u>ASCA Standards</u> Domain: Career Development Standards: Standard C:A2, C:C2 Mindsets and Behaviors: Mindset Standards: (2,4); Behavior Standards: LS (3,4,7), SMS (1,2,3,5,6,8,10), SS (1,3,5,6,7,9) CDOS: Standard 1, Standard 2, Standard 3a, Standard 3b

MANAGE

Target Grade	Time Frame	Activity Duration
12	September through June	40 to 80 minutes per day
Procedure	Staff	Resources
During programming, rising seniors will choose to take an internship as their elective. Students will have to get an application from the counseling department and complete all necessary paperwork.	School counselors, internship teacher, work-based coordinator.	Work-Based Coordinator

ASSESS

Evaluation	Outcome
Senior participation rate in the internship program.	12th grade students will be able to get hands on experience in a job field the student is interested in pursuing.

ACTIVITY: Junior Assembly

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students require additional information and assistance as they continue to plan post high school activities.	Update PowerPoint and reserve auditorium.

DEFINE

Objective
To inform students of available college and career resources in the high school and to help facilitate their post-secondary school career and education search.
ASCA Standards Domain: Career Development: Standard C: A1.1, C:A1.6, C:A1.7, C:B2.1, C:B2.2 Mindsets and Behaviors: Mindset Standards: (1,2,4); Behavior Standards: LS (4,5,7), SMS (1,2,4,5), SS (3,9) CDOS: Standard 1, Standard 3b

MANAGE

Target Grade	Time Frame	Activity Duration
11	January	42 minutes
Procedure	Staff	Resources
Call student groups down to the auditorium. Deliver a PowerPoint on the post-secondary planning process.	Counselors	PowerPoint, appropriate handouts.

ASSESS

Evaluation	Outcome
Students give verbal feedback.	Students will become better informed on how to proceed with college and career plans.

ACTIVITY: Junior Conference

☐ College/Career Planning ☐ Professional Development ☐ Record Keeping
☐ Scheduling ☐ School Achievement ☐ Student Interventions
☐ Transitions

DELIVER

Need	Preparation
11th grade students and guardians need specific information regarding careers, college majors, college or career application process, and their progress towards graduation and their goals.	Review information to be covered and given out in conference folder Update all sheets Review transcript

DEFINE

Objective
To explain the college/career application process, gather information on future plans, and give information on college that is specific to the individual student's needs.
ASCA Standards Domain: Academic Development: A:A1.3, A:B1.4, A:B2.2, A:B2.4, A:B2.6, A:B2.9, A:C1.1, A:C1.3, A:C1.5, A:C1.6 Mindset: Mindset Standards: (1-6), Behavior Standards: LS (1,3,4,5,6,7,9), SMS (1,2,4,5,6,8,10), SS (1,3,6) CDOS: Standard 1, Standard 2, Standard 3a, Standard 3b

MANAGE

Target Grade	Time Frame	Activity Duration
11	March	45 minutes
Procedure	Staff	Resources
Counselors meet with Juniors and their parents/guardians to: Review high school transcripts Course selections for next year Graduation requirements Post-secondary planning process Review college search and application process	Counselors	Transcripts, recommendation sheets, activity sheets, Naviance

ASSESS

Evaluation	Outcome
Observation during junior conferences allows counselors to assess preparedness for post high school transition.	Students will have the necessary information to begin the college career application process. Students will be aware of graduation requirements and the importance of academic success.

ACTIVITY: Letters of Recommendation

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students who are planning to attend a four year university after high school apply for certain scholarships and summer programs.	Review student questionnaire and ask any pertinent questions

DEFINE

Objective
Highlight student achievements, unique skills, talents, circumstances, and extracurricular accomplishments for college admissions, summer programs, and scholarships.
<u>ASCA Standards</u> Domain: Academic Development: A:B1.4, Career Development: C:A1.3 Mindset: Mindset Standards: (3,4); Behavior Standards: LS (2,6), SMS (8,10), SS (3) CDOS: N/A

MANAGE

Target Grade	Time Frame	Activity Duration
12	Ongoing	45 minutes
Procedure	Staff	Resources
Review Student Questionnaire and transcript. Write letter.	Counselors	Student records Student questionnaire Parent questionnaire

ASSESS

Evaluation	Outcome
N/A	Counselors will write a letter of recommendation for the student.

ACTIVITY: Local Scholarship Directory

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Senior students need access to local scholarship opportunities.	Update Local Scholarship Directory. Upload to School Counseling Center website. Make copies of supplemental forms. Advertise. Determine selection committee.

DEFINE

Objective
To provide the opportunity for all graduating 12th grade students to apply for local scholarships.
ASCA Standards Domain: Career Development: C:A1.7, C:B1.6 Mindsets and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (1, 3-7, 9), SMS (1-8), SS (3, 6, 8) CDOS: Standard 2, Standard 3A

MANAGE

Target Grade	Time Frame	Activity Duration
12	February-March	Ongoing
Procedure	Staff	Resources
The local scholarship directory is advertised through announcements when it is available. Copies of supplemental forms are made available in the School Counseling Center.	School Counseling Center secretaries and director.	Online local scholarship directory, Hicksville High School website access, copies of completed applications for selection committee.

ASSESS

Evaluation	Outcome
12th grade students will receive scholarships.	Deserving 12th grade students will apply to and receive scholarships for their higher education.

ACTIVITY: Monthly Scholarship Bulletin

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | | |
| <input type="checkbox"/> Transitions | | | |

DELIVER

Need	Preparation
Senior students need access to scholarship opportunities.	Update scholarship opportunities monthly.

DEFINE

Objective
To provide the opportunity for all graduating students to apply for scholarships.
ASCA Standards Domain: Career Development Standard C:A1.7, C:B1.6 Mindsets and Behaviors: Mindset Standards: (2,4); Behavior Standards: LS (3,5,7,9), SMS (1,3,4,10), SS (1,5) CDOS: Standard 1, Standard 3b

MANAGE

Target Grade	Time Frame	Activity Duration
12	Monthly	Monthly
Procedure	Staff	Resources
The monthly scholarship bulletin is available in the School counseling office.	School counseling center secretaries and director.	Scholarship directories.

ASSESS

Evaluation	Outcome
Students will receive scholarships.	Deserving 12th grade students will apply to and receive scholarships for their higher education.

ACTIVITY: NCAA Advisement

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Student athletes need advisement regarding NCAA eligibility	Transcripts NCAA course list

DEFINE

Objective
Advise student athletes and provide information related to NCAA eligibility rules.
ASCA Standards Domain: Academic Development: Standard A, A:B2 Mindsets and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (1, 3, 4, 5, 8, 10), SS (7, 8, 9) CDOS: Standard 1, Standard 2

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	All year	All year
Procedure	Staff	Resources
Courses are added and updated each year for NCAA eligibility An NCAA workshop is offered to students and parents during the fall college fair. Information is provided during junior college information presentation and students may make individual appointments.	School Counselors	NCAA.org

ASSESS

Evaluation	Outcome
Students will receive a determination from NCAA regarding their eligibility.	Students will receive a determination from NCAA regarding their eligibility.

ACTIVITY: New Entrant

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
New entrants need their transcripts evaluated and help acclimating to a new school	Review new student's records.

DEFINE

Objective
Orient new students to the high school. Build the students schedule, provide resources, and offer tour.
ASCA Standards Domain: Academic Development: Standard A:A1.1, A:A2.3, A:B1.4, A:B2.3, A:C1.1 Personal/Social Development: Standard PS:A1.4, PS:A2.8 Mindsets and Behaviors: Mindset Standard: (1-6); Behavior Standard: LS (1,3,4,7,9,10), SMS (1,2,8,10), SS (2,3,6,8,9) CDOS: Standard 2

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	Ongoing	20 minutes
Procedure	Staff	Resources
Counselors will meet with the new student and guardian, and will create a schedule. Counselors will also explain school procedures such as behavior and building expectations, as well as answer any questions the student or guardian may have.	School counselor Student	Transcripts Schedule Extra Help Schedule Student activities

ASSESS

Evaluation	Outcome
Student records	New students will be given a schedule according to graduation requirements and student interests. Students will become familiar with the high school.

ACTIVITY: Onsite College Admissions

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Seniors who want to interview with participating colleges for admissions.	Inform students and parents via letter, eblast, and robocall. Sign students up. Review applications.

DEFINE

Objective
Provide college admissions opportunities for seniors.
ASCA Standards Domain: Career Development: Standard C: B2.1 Mindset: Mindset Standards: (2,4); Behavior Standards: LS (10), SMS (5), SS (3) CDOS: Standard 2, Standard 3a, Standard 3b

MANAGE

Target Grade	Time Frame	Activity Duration
12	November-December	25 Minutes
Procedure	Staff	Resources
Students must sign up in the counseling office. Students must complete their required applications and provide supporting documentation. Students meet with admissions officers and receive a decision.	Counselors	Meeting Space

ASSESS

Evaluation	Outcome
Student signups	Students will be given the opportunity to apply to a university/college and meet with a college admissions counselor.

ACTIVITY: Out of District Placement

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students who are placed in school outside of the district need to have their graduation status monitored.	Review transcripts and graduation requirements.

DEFINE

Objective
To maintain the records of students placed out of district.
ASCA Standards Domain: Academic Development: A:B2.2, A:B2.3, A:B2.4, A:B2.5 Mindsets and Behaviors: Mindset Standards: (1,3,4); Behavior Standards: LS (1,4,7,9), SMS (6), SS (8) CDOS: Standard 1

MANAGE

Target Grade	Time Frame	Activity Duration
K-12	As needed	As needed
Procedure	Staff	Resources
Monitor transcripts, Regents Exams, and distribute exam materials.	School Counselors, Out of District Coordinators, Assistant Principals, Director of Guidance.	Transcripts, Individualized Education Programs, CSEs.

ASSESS

Evaluation	Outcome
N/A	Out of district students will meet the graduation requirements.

ACTIVITY: Parent Meetings

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Parents/guardians and counselors work collaboratively to enhance student performance.	Schedule all parent conferences with staff and parents and review student information.

DEFINE

Objective
Encourage and increase parental involvement and participation. Provide parents with ongoing academic and social consultation regarding their child.
ASCA Standard: Domain: Academic Development Standard A, Standard B, Standard C. Career Development Standard C. Personal/Social Development Standard A and Standard B Mindset and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (3,4,6,7,9), SMS (1,2,4,5,8,10), SS (1-5, 8, 9) CDOS: Standard 1, Standard 2, Standard 3a, Standard 3b

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	As needed	30 min - 1 hour
Procedure	Staff	Resources
Counselors and/or teachers will meet with parents to discuss student progress or parental concerns as it pertains to academic and social development. Counselors gather information from teachers and may use the phone to communicate information to parents. If teachers cannot be present, counselors can communicate conference outcomes with student's teachers.	Parents, teachers and school counselors	Student grades, Student test scores, student progress information

ASSESS

Evaluation	Outcome
Increase communication between parents, teachers and counselors.	Parent communication will be enhanced to assure student access.

ACTIVITY: PowerSchool Parent Sign up

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students and parents need to be able to view grades and attendance from home.	Chromebooks set up in main lobby during the College Fair

DEFINE

Objective
To provide students and parents with up to date access to grades and attendance. Encourage and increase parent involvement.
ASCA Standards Domain: Academic Development: Standard A, A:A1, A:A2, and A:A3, A:B1 and A:B2 Mindsets and Behaviors: Mindset Standards (3, 4, 5, 6); Behavior Standards: LS (3, 4, 5, 7, 9), SMS (1, 3, 5, 10), SS (1, 3, 8) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	October and school year	3 minutes
Procedure	Staff	Resources
During the October College Fair, counselors will invite parents to sign up for PowerSchool accounts in the main lobby. Parents may sign up for PowerSchool accounts any time during a counselor appointment throughout the year.	Counselors	Chromebooks set up in main lobby

ASSESS

Evaluation	Outcome
N/A	Parents will have PowerSchool accounts.

ACTIVITY: Professional Development

☐ College/Career Planning
☐ Scheduling
☐ Transitions

☐ Professional Development
☐ School Achievement

☐ Record Keeping
☐ Student Interventions

DELIVER

Need	Preparation
Counselors need to get updated and accurate information in order to assist students properly.	Research topics to be discussed at meetings. Gather questions on areas that need further explanation. Find low cost opportunities to visit college campuses.

DEFINE

Objective
To remain current and increase knowledge on topics related to the field.
ASCA Standard: Domain: Academic Development: Standard A-C, Career Development: Standard A-C, Emotional/Social Development: Standard A-C Mindset and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (1-10), SMS (1-10), SS (1-9) CDOS: Standard 1, Standard 2, Standard 3a, Standard 3b

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	During School Year	Varies
Procedure	Staff	Resources
Counselors attend meetings, participate in list-serves, review materials on relevant topics, and get updated information as well as exchange ideas with counselors from other districts and colleges. Counselors take advantage of opportunities with invited speakers and campus tours around the country offer meaningful development to enhance counseling and college advising repertoire of the counseling staff.	School counselors and Director of Guidance Services.	Registration fees and administrative support.

ASSESS

Evaluation	Outcome
Counselors review workshops at the end of each year to determine value. Counselors share their experiences at staff meetings.	Counselors remain abreast of new information and topics in the field.

ACTIVITY: Programming

☐ College/Career Planning
☐ Scheduling
☐ Transitions

☐ Professional Development
☐ School Achievement

☐ Record Keeping
☐ Student Interventions

DELIVER

Need	Preparation
Students require assistance in selecting courses appropriate for their educational and career plans and graduation requirements.	Meet with curriculum coordinators to discuss course offerings. Update course selection sheet.

DEFINE

Objective
To individually help students design a realistic and challenging class schedule to meet requirements and promote post-secondary request.
ASCA Standards Domain: Academic Development: Standard A, A:A1, A:A2, A:A3 Mindsets and Behaviors: Mindset Standards: (1-6), Behavior Standards: LS (1, 3, 4, 6, 7, 8, 9, 10), SMS (1, 3, 5, 8, 10), SS (1, 3, 8) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
Current 9-11	December-September	3 weeks
Procedure	Staff	Resources
Counselors discuss course selections in classes. Students are expected to review their proposed schedule with their teachers and parents and obtain signatures. Counselors meet with students individually for course selections. Counselors program student course requests into PowerSchool. Counselors follow up with students/parents regarding problems with their schedules. Failures are rescheduled after summer school sign ups and again after summer school completion. Appropriate courses are assigned.	Counselors	Course selection sheets and PowerSchool. Meetings with special area teachers to update course offerings.

ASSESS

Evaluation	Outcome
Students will meet their academic goals.	Students will have a schedule that supports his or her vocational and educational plans, while assuring district and state compliance.

ACTIVITY: Preliminary Scholastic Assessment Test (PSAT)

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
10th and 11th grade students will be given the opportunity to gain experience with college admission testing.	Registration, test ordering, room organization, read exam manuals

DEFINE

Objective
Provide students with the opportunity to take the Preliminary SAT/National Merit Scholarship Qualifying Exam.
ASCA Standards Domain: Academic Development Standards: A: A2.5, A: B1.3, A:B2.4, A:C1.6, Career Development Standard: C:A1.6 Mindset: Mindset Standards: (4); Behavior Standards: LS (3,10) CDOS: Standard 1

MANAGE

Target Grade	Time Frame	Activity Duration
10-11	October	3 Hours
Procedure	Staff	Resources
Register students, administer exam	Administrators, counselors, proctors, secretarial staff, custodial staff	Testing materials

ASSESS

Evaluation	Outcome
Counselors will receive feedback from students following exams. Students will receive interpretation of results.	Students will become familiar with standardized testing procedures and the types of questions they can expect. Students will understand which tests are appropriate to take.

ACTIVITY: Regents Appeals

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students need to be given the opportunity to have their qualifying Regents scores appealed to allow for graduation.	School counselors identify 12th grade students' Regents scores that need to be appealed to allow the student to graduate. Appeal committee is identified and invited. Appeal meeting is held. Students are allowed to graduate.

DEFINE

Objective
To appeal qualifying Regents scores for 12th graders to allow students to graduate.
ASCA Standards Domain: Academic Development: A:A1, A:A2, A:A3, A:B1, A:B2 Mindsets and Behaviors: Mindset Standards: (1, 2, 6); Behavior Standards: LS (1, 9), SMS (1, 5-7), SS (3, 5, 8, 9) CDOS: Standard 2, Standard 3A

MANAGE

Target Grade	Time Frame	Activity Duration
12	January, June	40 minutes each appeal
Procedure	Staff	Resources
School counselors identify 12th graders' Regents scores that qualify for appeals. Counselors complete appropriate paperwork to present to the appeal committee.	School counselors, Guidance Chairperson, Department teachers specific to the Regents subject area being appealed, Principal, Curriculum Supervisor	Data for Regents scores, AIS, tutoring, Regents review sessions, Regents appeal forms

ASSESS

Evaluation	Outcome
Number of students able to graduate	12th grade students will be able to graduate with the appeal of qualifying Regents scores.

ACTIVITY: Scholastic Assessment Test (SAT) Administration

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students need to be given the opportunity to take SATs for college admissions purposes.	Determine number of registered students. Hire staff to proctor SATs. Receive tests, organize testing rooms and schedules. Administer SATs. Return SATs.

DEFINE

Objective
To provide Hicksville School District and other districts' students the opportunity to take SATs for college planning purposes.
<u>ASCA Standards</u> Domain: Academic Development: A2.5, A: B1.3, A:B2.4, A:C1.6; Career Development: C:A1.6 Mindsets and Behaviors: Mindset Standards: (1, 2, 4-6); Behavior Standards: LS (1-9), SMS (1-10), SS (1, 9) CDOS: Standard 3A

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	November, December, May, June	4 days
Procedure	Staff	Resources
School counselors advise students to register for SATs. Staff is hired by the College Board through the SAT Supervisor at HHS. Students register and take the SATs. SATs are ordered and returned.	SAT Supervisor, hired staff to proctor.	Classrooms to test in, SATs to administer, test supervisor manuals and packets.

ASSESS

Evaluation	Outcome
Students register and take the SATs.	Students and parents will receive standardized test results for the SATs to better plan for post-secondary options.

ACTIVITY: Schedule Adjustment

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
During the school year, students require schedule adjustments and classes need to be balanced to ensure equity of opportunity.	N/A

DEFINE

Objective
To ensure students have an appropriate schedule of classes
ASCA Standards Domain: Academic Development Standard: A: B1.4, A:B1.5, A:B2.1, A:B2.3, A:B2.4 Mindsets and Behaviors: Mindset Standards: (1,3,5); Behavior Standards: LS (1,3,5,9), SMS (1,8,10), SS (3,5,8,9) CDOS: Standard 1

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	Ongoing	Varies
Procedure	Staff	Resources
Students discuss possible schedule changes with their school counselor. After discussing the change, including the student's purpose for the change, the counselor will make a determination. Teacher, parent, and administrator input may be requested. Schedule change is made in the Student Management System.	Counselors, teachers, administrators	Change request forms, PowerSchool, up-to-date master schedule, and assessment scores

ASSESS

Evaluation	Outcome
Enrollment numbers	Relevant changes will be made which do not limit or diminish students' opportunities. Courses will be balanced considerate of size and student ability.

ACTIVITY: Senior Assembly

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | | |
| <input type="checkbox"/> Transitions | | | |

DELIVER

Need	Preparation
Students need a review of the college application process	Update PowerPoints and handouts Create assembly schedule

DEFINE

Objective
To share college application information with students
ASCA Standards Domain: Career Development Standard: C: A1.1, C:A1.6, C:A1.7, C:B2.1, C:B2.2 Mindset: Mindset Standards: (1-6); Behavior Standards: LS (1,5,6,7,9), SMS (5,10), SS (9) CDOS: Standard 1, Standard 2, Standard 3a, Standard 3b

MANAGE

Target Grade	Time Frame	Activity Duration
12	September	42 minutes
Procedure	Staff	Resources
Students report to the auditorium and counselors distribute handouts and give a PowerPoint presentation	School counselors	PowerPoint, appropriate handouts, and computer

ASSESS

Evaluation	Outcome
Students give verbal feedback	Students understand the college application process. Applications are handed in a timely fashion and apply to appropriate colleges

ACTIVITY: Senior Failure Notifications

☐ College/Career Planning
 ☐ Professional Development
 ☐ Record Keeping
 ☐ Scheduling
 ☐ School Achievement
 ☐ Student Interventions
 ☐ Transitions

DELIVER

Need	Preparation
Students and parents need to be notified when their 12th grade student is failing a course required for graduation.	Report cards Transcripts

DEFINE

Objective
To inform students and parents when a student receives a failing grade in a class required for graduation
ASCA Standards Domain: Academic Development, Standard A, A:A1, A:A2, A:A3, A:B1, A:B2 Mindsets and Behaviors: Behavior Standards: LS (3, 4, 7, 9), SMS (1, 2, 3, 4, 5, 8) CDOS: N/A

MANAGE

Target Grade	Time Frame	Activity Duration
12	After report cards 1, 2, and 3	As needed
Procedure	Staff	Resources
A letter is mailed home to each parent of seniors that have failing grades or missing Regents exams.	School counselors Counseling department secretaries	PowerSchool

ASSESS

Evaluation	Outcome
N/A	Students and parents will receive a letter detailing a course with a failing class grade or a missing regents exam required for graduation

ACTIVITY: Senior Surveys

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Upcoming students will need data to compare themselves to current students who have applied to colleges and received decisions	Reserve computer labs

DEFINE

Objective
To collect data on college acceptances/denials and scholarship offers
<u>ASCA Standards</u> Domain: Academic Development, Standard A, A:A1, A:A2, A:A3, A:B1, A:B2 Mindsets and Behaviors: Mindset Standards: (4, 5, 6), LS (5, 7), SMS (3, 10) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
12	May	2-3 days
Procedure	Staff	Resources
Senior classes work with school counselors in the computer lab to complete the senior survey questionnaire on Naviance	School Counselors Teachers	Naviance

ASSESS

Evaluation	Outcome
Data collected through the Naviance survey	The counseling department receives data on college acceptances/denials and scholarship offers for current seniors

ACTIVITY: Services for Students with Disabilities (SSD)

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Classified students may request accommodations on their college entrance and advanced placement exams	IEPs, 504 plans, psychological testing results and student health information

DEFINE

Objective
Request accommodations for college entrance and advanced placement exams for classified students
ASCA Standards Domain: Academic Development Standard A, A:B2 Mindsets and Behaviors: Mindset Standards: (1, 2, 4, 5); Behavior Standards: LS (3, 4, 9), SMS (1, 2, 3, 5, 6, 7, 10), SS (1, 8, 9) CDOS: N/A

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	All year	All year
Procedure	Staff	Resources
Collect signed accommodation request forms, collaborate with school psychologist, and request accommodations from College Board and/or ACT testing center	School counselor and School psychologist	Collegeboard.com ACT.org

ASSESS

Evaluation	Outcome
Decision will be sent to school and student from College Board and/or ACT	Students receive a decision from the College Board and/or ACT testing center

ACTIVITY: Summer School and August Regents Registration

- | | | |
|--|---|--|
| <input type="checkbox"/> College/Career Planning | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> School Achievement | <input type="checkbox"/> Student Interventions |
| <input type="checkbox"/> Transitions | | |

DELIVER

Need	Preparation
Students who failed academic courses and regents exams need to register to retake the classes during summer school and/or retake regents exams.	Teachers submit failure notices to the School Counseling Center to be mailed to parents to inform them of failed courses. Classes are determined for students and parents to register for summer school. Summer school registration forms are provided to students and parents.

DEFINE

Objective
To register students for summer school courses, summer school regents preparation courses, and/or to retake regents exams
ASCA Standards Domain: Academic Standards: A:A1, A:A2, A:A3, A:B1, A:B2 Mindsets and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (1-10), SMS (1-10), SS (1-9) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	June	2 days
Procedure	Staff	Resources
Students and parents meet with their school counselor to determine summer school courses, regents preparation courses, and/or regents exams needed. School counselors and parents fill out summer school registration forms to retake courses or regents exams.	Teachers, school counselors, secretaries, and teacher aides	Counselor offices, PowerSchool information, summer school registration forms, and failure notices from teachers.

ASSESS

Evaluation	Outcome
Students earn their credits and/or pass their regents exams needed for graduation after successful completion of summer school courses and/or summer school regents preparation courses.	Students are able to make up credits and/or regents exams needed for graduation requirements that were previously failed.

ACTIVITY: Volunteer/Job Fair

☐ College/Career Planning
☐ Scheduling
☐ Transitions

☐ Professional Development
☐ School Achievement

☐ Record Keeping
☐ Student Interventions

DELIVER

Need	Preparation
Students have part-time jobs to help with financial needs and job experience. Through volunteer experiences, students learn to give back to community, learn about themselves, and help improve college applications.	Gym is prepared with tables, chairs, tablecloths, signs. Handouts: List of attending organizations, materials from all organizations that attend, and those that do not attend.

DEFINE

Objective
Students will be exposed to different opportunities in the community that are available to offer community service and/or part-time jobs.
ASCA Standards Domain: Academic Development: A:A3.5, A:C1.1, A:C1.2, A:C1.5, A:C1.6; Personal/Social Development: PS: A1.9 Mindsets and Behaviors: Mindset Standards: (1-6); Behavior Standards: LS (1-10), SMS (1-10), SS (1-9) CDOS: Standard 1, Standard 2, Standard 3A, 3B

MANAGE

Target Grade	Time Frame	Activity Duration
9-12	October	1 ½ hours
Procedure	Staff	Resources
Fair date is chosen. Counselors reach out to local organizations to attend fair. Work based coordinator contacts local businesses to attend, and building is secured. Program is advertised to students and teachers for individual students and some classes to attend.	Counselors, work based coordinator, custodians	Handouts and materials from different organizations

ASSESS

Evaluation	Outcome
Students give verbal feedback.	Students are exposed to opportunities in the community to work or volunteer.