

Smithtown Central School Distr

GUIDANCE PLAN

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The Smithtown Central School District serves an area composed of six villages located in Suffolk County, about 50 miles east of New York City. The district includes seven elementary schools, three middle schools and two high schools. Smithtown High School East and Smithtown High School West are accredited by the New York State Board of Regents.

Mission Statement

The Smithtown Central School District believes United States citizens of the 21st Century who possess a system of core values will function effectively as independent individuals in our democratic society. We believe that all stakeholders of the District should embody and model these traits in their daily endeavors.

- ❖ *Empathy – Possessing the ability to understand others*
- ❖ *Productivity – Working cooperatively with others in a creative manner*
- ❖ *Integrity – Conducting an honorable lifestyle*
- ❖ *Curiosity – Developing a passion for learning*

Through its comprehensive educational program Smithtown School District strives to provide each child with the academic skills and knowledge base required for his/her maximum educational development, the opportunity for each child to develop his/her individual potential, and special services to promote his/her physical, mental, and emotional development.

The ultimate goal of the District is to develop resilient adults who possess the confidence to lead a life of purpose.

*Due to the COVID-19 pandemic, the delivery method of the comprehensive plan may be shifted to a virtual format as needed to reduce the risk of spreading the infectious disease.

As defined by the American School Counselor Association, “professional school counselors are certified/licensed educators with the minimum of a master’s degree in school counseling and are uniquely qualified to address the developmental needs of all students through a comprehensive school counseling program addressing the academic, career and personal/social development of all students.”

Overview of Document Design

Guidance is an essential aspect of the educational experience for all children. It is through the guidance program and counseling relationship that students are helped to interpret and integrate the world in which they live. The guidance program functions as a liaison capacity between administrators, teachers, parents, students and the community. The program goals are:

- To prepare students to be college and career ready
- To increase **COMMUNICATION** with parents
- To promote a clearer understanding of **SCHOOL ENVIRONMENT**
- To promote understanding of **EDUCATIONAL REQUIREMENTS**
- To promote **SCHOOL SUCCESS SKILLS**
- To provide **CAREER/EDUCATION** awareness and planning
- To promote **SOCIAL/PERSONAL/EMOTIONAL** development
- To increase **COMMUNITY INVOLVEMENT**
- To provide **COUNSELING SERVICES**

The District Guidance Plan sets forth a framework to enable each school in the Smithtown School District to plan, organize, and implement a school counseling program designed to meet the needs of the entire student body.

Commissioner’s Regulations 100.2

Guidance programs and comprehensive developmental school counseling/guidance programs.

Beginning with the 2019-2020 school year, each school district shall have a comprehensive developmental school counseling/guidance program, for all students in kindergarten through grade 12. Each school district shall also ensure that all students in grades kindergarten through twelve have access to a certified school counselor(s), which for the city school district of the City of New York and the city school district of the City of Buffalo shall include a licensed guidance counselor(s) pursuant to Part 80 of the Commissioner’s regulations.

(i) For all grades kindergarten through twelve, district and building level comprehensive developmental school counseling/guidance programs shall prepare

students to participate effectively in their current and future educational programs as age appropriate, and be designed to address multiple student competencies including career/college readiness standards, and academic and social/emotional development standards. The comprehensive developmental school counseling/guidance program (“program”) shall include the following activities or services:

(a) In grades kindergarten through five, the program shall be designed by a certified school counselor in coordination with the teaching staff, and any appropriate pupil personnel service providers, for the purpose of preparing students to participate effectively in their current and future educational programs, to provide information related to college and careers, and to assist students who may exhibit challenges to academic success, including but not limited to attendance or behavioral concerns, and where appropriate make a referral to a properly licensed professional and/or certified pupil personnel service provider, as appropriate, for more targeted supports.

(b) For students in grades six through twelve, certified school counselors shall provide an annual individual progress review plan, which shall reflect each student's educational progress and career plans. For a student with disability, the plan shall be consistent with the student's individualized education program;

(c) school counseling/guidance core curriculum instruction for the purpose of addressing student competencies related to career/college readiness, academic skills and social/emotional development by a certified school counselor(s);

(d) other direct student services which may include, but need not be limited to, responsive services, crisis response, group counseling, individual counseling, appraisal, assessment and advisement, for the purpose of enabling students to benefit from the curriculum, assisting students to develop and implement postsecondary education and career plans, assisting students who exhibit attendance, academic, behavioral or adjustment concerns and encouraging parental involvement. Provided that nothing herein shall prohibit certified or licensed school psychologists or certified or licensed school social workers pursuant to Part 80 of the Commissioner's regulations from providing other direct student services within their applicable scope of practice;

(e) indirect student services which may include but need not be limited to, referrals to appropriately licensed or certified individuals, consultation, collaboration, leadership, advocacy, and teaming.

(ii) Each school district shall develop district-wide and building-level comprehensive developmental school counseling/guidance plans which set forth the manner in which the district shall comply with the requirements of this subdivision. In the case of the City School District of the City of New York, the Department of Education shall submit separate plans for each community school district, for the High School Division and for the Special Education Division. Such district and building level plans shall be developed by or under the direction of certified school counselor(s) and be updated annually, available for review at the district offices and each school building, and made

available on the district's website.

(a) Each plan shall be developed annually and shall include program objectives, activities, program development and maintenance planning, school counseling curriculum, professional development planning, evaluation methods based on data analysis of program results and closing the gap analysis reports to inform program improvement, and assessment of the resources necessary to support positive student outcomes.

(b) Each plan shall also include the preparation of a program outcomes report that includes an analysis of all systematic components of a comprehensive developmental school counseling/guidance program as defined by this subdivision. Such report shall be annually presented to the board of education, or in the case of the City School District of the City of New York, the Chancellor of the City School District of the City of New York, or to the extent provided by law, the board of education of the City School District of the City of New York.

(iii) Each school district shall establish a comprehensive developmental school counseling/guidance program advisory council to be comprised of representative stakeholders (such as parents, members of the board of education, school building and/or district leaders, community-based service providers, teachers, certified school counselors and other pupil personnel service providers in the district including school social workers and/or school psychologists). In the case of the City School District of the City of New York, the Department of Education shall establish a comprehensive developmental school counseling/guidance program advisory council for each community school district. The advisory council shall meet no less than twice a year for the purpose of reviewing the comprehensive developmental school counseling/guidance program plan and advising on the implementation of the school counseling/guidance program. The advisory council shall create and submit an annual report to the board of education, or in the case of the City School District of the City of New York, the Chancellor of the City School District of the City of New York, or to the extent provided by law, the board of education of the City School District of the City of New York.

(3) Nothing in this section shall be construed to authorize any individual to provide professional services where certification is required under Part 80 of the Commissioner's regulations or where licensure is required under Title VIII of the Education Law.

American School Counselors' Association (ASCA) Mindsets & Behavior Standards for Student Success:

Standards:

Category 1: Mindset Standards

School counselors encourage the following mindsets for all students:

1. Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being
2. Self-confidence in ability to succeed
3. Sense of belonging in the school environment
4. Understanding that postsecondary education and life-long learning are necessary for long-term career success
5. Belief in using abilities to their fullest to achieve high-quality results and outcomes
6. Positive attitude toward work and learning

Category 2: Behavior Standards

<i>Learning Strategies</i>	<i>Self-Management Skills</i>	<i>Social Skills</i>
1-Demonstrate critical thinking skills to make informed decisions	1-Demonstrate ability to assume responsibility	1-Use effective oral and written communication skills and listening skills
2-Demonstrate creativity	2-Demonstrate self-discipline and self-control	2-Create positive and supportive relationships with other students
3-Use time-management, organizational and study skills	3-Demonstrate ability to work independently	3-Create relationships with adults that support success
4-Apply self-motivation and self-direction to learning	4-Demonstrate ability to delay immediate gratification for long-term rewards	4-Demonstrate empathy
5-Apply media and technology skills	5-Demonstrate perseverance to achieve long-and short-term goals	5-Demonstrate ethical decision-making and social responsibility
6-Set high standards of quality	6-Demonstrate ability to overcome barriers to learning	6-Use effective collaboration and cooperation skills
7-Identify long-and short term academic, career and social and emotional goals	7-Demonstrate effective coping skills when faced with a problem	7-Use leadership and teamwork skills to work effectively in diverse teams
8-Actively engaged in challenging coursework	8-Demonstrate the ability to balance school, home and community activities	8-Demonstrate advocacy skills and ability to assert self, when necessary
9-Gather evidence and consider multiple perspectives to make informed decisions	9-Demonstrate personal safety skills	9-Demonstrate social maturity and behaviors appropriate to the situation and environment
10-Participate in enrichment and extra-curricular activities	10-Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities	

A. Program Objective: To enable students to participate effectively in their current and future educational programs

B. Target Population: K-5

C. Expected Outcome(s):

1. Students will demonstrate continuous academic achievement as they progress through their elementary school.
2. Grade accomplishments will improve as students promote through the grades.
3. Student will develop appropriate social and emotional skills that will enhance their ability to learn.

D. Measuring Outcome(s) by:

1. Student achievement will be assessed and reported using tri-annual report cards.
2. Pupils receiving remedial instruction will be evaluated through NYS and local assessments.
3. Students will transition to the next grade level based upon faculty and administrative recommendations.

E. Program Description:

Activity	Target or Sub group	Staff Assigned	Dates of Activity
Kindergarten Screening	Incoming kindergarten students	Academic Intervention (AIS) Staff, Reading Teachers, Speech & Language Teacher, Nurse	May-June Ongoing
NYS Assessments	Students in grades 3-5	Classroom Teacher	Spring
NWEA - MAP Assessments - Reading & Math	Students in grades 2-5	Classroom Teacher	Fall, Winter and Spring
Foundations Assessment	Students in grades K-2	Classroom Teacher	Ongoing
Instructional Support Team Meetings and RTI	Students requiring RTI services in grades K-5	Instructional Support Team	Ongoing
ELA and Math Module Assessments	Students in grades K-5	Classroom Teacher	Ongoing
CSE/504 Meetings	Students with Special Needs	CSE/504 Committee Members	Ongoing
Counseling Services, FBA, BIP, Crisis Intervention	Identified students and students of concern	Psychologist Social Worker	As needed

A. Program Objective: To assist students who exhibit attendance problems.

B. Target Population: K-5

C. Expected Outcome(s):

1. Students will attend class on time and regularly as a result of intervention services provided, and parents will cooperate with the school to ensure the regular attendance of their children.

D. Measuring Outcome(s) by:

1. Improved student attendance will be daily, monthly, and year-end reports.

E. Program Description:

Activity	Target or Sub group	Staff Assigned	Dates of Activity
Student attendance reporting	Students in grades K-5	Attendance Secretary Classroom Teachers Principal Social Worker	Daily and Trimester Report Cards
Attendance phone calls to parents	Students who are absent	Attendance Secretary	Daily
Written communication to parent/guardian regarding excessive absences	Students with excessive absences	Attendance Secretary Principal	As needed
Parent Conferences	Students with excessive absences	Classroom Teacher Principal Social Worker	As needed
Child Protective Services (CPS)	Students with excessive absences	Classroom Teacher Principal Social Worker	As needed

A. Program Objective: To assist students who exhibit academic problems.

B. Target Population: K-5

C. Expected Outcome(s):

1. Students will improve classroom work and homework.
2. Students' report card grades will improve.

D. Measuring Outcome(s) by:

1. Improvement of students' classroom work and homework will be assessed by classroom teacher.
2. Improvement in report card grades will be noted on trimester report cards.

E. Program Description:

Activity	Target or Sub group	Staff Assigned	Dates of Activity
Parent Teacher Conferences	Students identified as struggling academically in grades K-5	Classroom Teachers, Reading Teachers, AIS Staff and Special Education Teachers	As needed
Instructional Support Team Meetings and RTI	Students identified as struggling academically in grades K-5	Instructional Support Team Service Providers	Weekly
Student Teacher Conferences	Students identified as struggling academically in grades K-5	Classroom Teachers	As needed
Referral to the Committee on Special Education (CSE) for Evaluation	Referred students	Instructional Support Team Parents CSE Members	As needed
RTI Support Services	Identified students	Classroom Teacher, Reading Teachers, Service Providers	Continuous

A. Program Objective: To assist students who exhibit behavioral or adjustment problems.

B. Target Population: K-5

C. Expected Outcome(s):

1. Students will demonstrate improved behavior.
2. Students will demonstrate improved adjustment to school.
3. Students will demonstrate development of positive peer relationships.

D. Measuring Outcome(s) by:

1. Improved student behavior will be assessed by the reduction of reported disciplinary incidents.
2. Improved student adjustment to school will be noted by the classroom teacher and school staff through observation of improved academic, social, emotional and behavioral performance.
3. Improved peer relationships will be noted by the classroom and special area teachers.

E. Program Description:

Activity	Target or Sub group	Staff Assigned	Dates of Activity
Classroom instruction regarding appropriate school behavior	Students in grades K-5	Classroom Teachers School Counselor	On-going
Assemblies/Student Meetings regarding behavior, anti-bullying, etc.	Students in grades K-5	Principal, Social Worker, Psychologist, School Counselor, Cultural Arts Programs	As needed On-going
Leadership Programs (e.g. Leader in Me, Peaceful Bus, Safety Patrol, Student Council, Happiness Project, Social-Emotional Learning, etc.)	Students in grades K-5 with an emphasis on 5th graders	Classroom Teachers, Co-Curricular Club Advisors, Principal	On-going
Student-Teacher Conferences	Students exhibiting behavioral or adjustment problems	Classroom Teachers, Principal, Nurse, Aides, Social Worker, Psychologist	As needed
Teacher/Parent/Principal Conferences	Students exhibiting behavioral or adjustment problems	Classroom Teachers, Principal	As needed
Instructional Support Team (IST)	Students exhibiting behavioral or adjustment problems	Instructional Support Team Members	As needed

A. Program Objective: To educate students concerning personal safety

B. Target Population: K-5

C. Expected Outcome(s):

1. Students will be able to recognize potentially dangerous situations, including the ability to realize when their personal safety is threatened, and the ability to identify someone with whom they can safely confide their feelings.

D. Measuring Outcome(s) by:

1. Expected outcomes will be assessed by classroom teachers' observations of student responses and parental feedback.

E. Program Description:

Activity	Target or Sub group	Staff Assigned	Dates of Activity
Instruction regarding personal safety - fire safety, stranger danger, bike safety, pool safety, etc.	Students in grades K-5	Classroom Teachers, Outside Presenters and Agencies	As needed
Parent notification in the event there is potential risk to children's safety	Parents of students in grades K-5	Principal, Social Worker, Psychologist, Central Office	As needed
Counseling	Identified students in grades K-5	Social Worker Psychologist	As needed
Fire Prevention Program (e.g. Fire truck visit)	Students in grades K-2	Principal, Classroom Teachers	Annually
Teddy Bear Clinic	Students in Kindergarten	Classroom Teachers	Annually
Health Education Program (e.g. The Great Body Shop, Puberty Education, etc.)	Students in grades K-5	Physical Education Teachers, Classroom Teachers	On-going
Mandated Emergency Evacuation Drills (e.g. fire, shelter, evacuation, lock down, etc.)	Students in grade K-5	All Staff	12 Drills - 8 before December 31st

A. Program Objective: To encourage and increase parental involvement and participation.

B. Target Population: K-5

C. Expected Outcome(s):

1. Parents/guardians will be made aware of educational goals and programs established for their children.
2. Parent volunteers will volunteer to assist in classrooms, on field trips and at PTA-sponsored functions and events.
3. Attendance at Meet-the-Teacher Nights, Parent Workshops, and other planned activities.
4. Parental involvement in school and district-wide committees.

D. Measuring Outcome(s) by:

1. Parental awareness and support of programs and goals will be assessed by parental feedback and attendance at events.

E. Program Description:

Activity	Target or Sub group	Staff Assigned	Dates of Activity
Parent-School Compact	Parents of Title 1 students in grades K-5	Principal, Classroom Teachers, Service Providers	Annually
Parent Workshops and Parent University	Parents of students in grades K-5	Principal, School Counselor, Teachers, Central Office	On-going
Home-School Communication (e.g. report cards, calendars, newsletters, flyers, Virtual Backpack, School Messenger automated calls and email blasts, etc.)	Parents of students in grades K-5	All staff, Principal, Central Office	On-going
Shared Decision Making Committee (and other building and district committees such as Health and Wellness)	Select parent volunteers in grades K-5	Shared Decision Making Committee Members	On-going
Parent-Teacher Conferences	Parents of students in grades K-5	Classroom Teachers Service Providers	On-going
Kindergarten Orientation	Parents of incoming kindergarten students	Principal, Kindergarten Teachers and Support Staff	Spring
Meet-the-Teacher Nights	Parents of students in grades K-5	All Teachers and Principal	Fall
PTA-sponsored functions and events (Book Fair, Holiday Boutique, School Photos, Blood Drives, PTA meetings, etc.)	Parents of students in grades K-5	Principal, teachers and staff	On-going
School-sponsored events (Costume Parades, Field Days, Field Trips, Learning Centers, Holiday Celebrations, Authors' Celebrations, etc.)	Parents of students in grades K-5	Principal and teachers	On-going

A. Program Objective: To orient parents and students to Middle School

B. Target Population: Grades 5-6

C. Expected Outcome(s):

1. Parents and students will gain a better understanding of the Middle School environment and curriculum.
2. Parents and students will meet faculty and administration.

D. Measuring Outcome(s) by:

1. Attendance
2. Questions/feedback from parents/students.

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. 5 th grade orientation program includes an explanation of the middle school schedule, school hours, academic courses, elective classes, lockers, building tours, school lunch and co-curricular activities	All 5 th grade students	Spring
2. 5 th graders will visit middle school classrooms and spend time with present 6 th grade teachers	All 5 th grade students	Spring
3. Small groups presentations with parents to discuss middle school curriculum, homework, grading system and co-curricular program	Parents of incoming 6 th grade students	Spring
4. Individual meetings with parents to discuss middle school curriculum, homework, grading system and co-curricular program	Parents of incoming 6 th grade students	Spring
5. Evening program presentation to review schedule, school hours, academic courses, electives, lockers, building tours, school lunch and co-curricular program	Parents of incoming 6 th grade students	Spring

A. Program Objective: Advisory assistance to help students whose academic performance is below expectations

B. Target Population: Students in grades 6-8

C. Expected Outcome(s):

1. Students' academic performance will improve.
2. Students' work/study habits will improve.
3. Students' academic achievement will improve.

D. Measuring Outcome(s) by:

1. Review of progress reports every five weeks.
2. Review of report card

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Mid-quarter student/counselor Progress Report conference	Underachieving and failing students	Mid-marking period each quarter
2. Quarterly student/counselor Report Card conference	Underachieving and failing students	Quarterly and as needed
3. Academic Case Conference presented at weekly Instructional Support Team meetings	Underachieving and failing students	As needed throughout the year
4. Team Conference with student's teachers	Students not meeting class expectations	Quarterly and as needed
5. Team/Parent Meeting with student's parents and teachers	Students not meeting class expectations	As needed
6. Student cumulative file review	Underachieving and failing students	As needed
7. Peer Tutoring Program	Students in need of academic support	On-going and as needed
8. Individual Counseling	Students in need of academic support	On-going and as needed
9. Weekly progress reports	Underachieving and failing students	As needed
10. Initiate supportive academic services – extra help, AIS	Failing students	As needed
11. Support services team conference	Failing students	As needed
12. Agenda plan/Daily signing	Failing students	As needed
13. Initiate CSE References	Failing students	As needed

A. Program Objective: To help prepare students for the transition to middle school and participate effectively in the educational programs.

B. Target Population: Students in grades 5-6

C. Expected Outcome(s):

1. Students will become aware of educational expectations of grade 6.
2. Students will maintain achievement levels appropriate to grade 6.
3. Students will maintain an observable interest and effort in their school work.
4. Students will successfully manage the transition to middle school.
5. Parents and students will become more knowledgeable about middle school expectations and extra-curricular activities.

D. Measuring Outcome(s) by:

1. Attendance
2. Questions/feedback
3. Review of Report Cards

E. Program Description:

Activity	Target or sub group	Dates of activity
1. Articulation between counselor and 5 th grade teacher	Feeder elementary schools	Spring of 5 th gr.
2. Counselors visit 5 th grade classes	Feeder elementary schools	Spring of 5 th gr.
3. Student orientation program	All 5 th graders	Spring of 5 th grade
4. Parent Orientation Night	5 th Grade Parents	Spring of 5 th grade
5. New student orientation program	6 th graders and new entrants	Summer
6. Large group counseling and discussion about middle school expectations, responsibilities, freedoms and extra-curricular activities	All 6 th graders	On-going
7. Large group counseling and discussion about necessary study and work habits leading to academic success	All 6 th graders	On-going
8. Welcome to Middle School - parent meetings to assist parents with middle school changes, expectations and adolescent development	All 6 th grade parents	October
9. Parent consultation	6 th graders with transitional issues	As needed
10. Small Group counseling to assist with transitional issues	Identified 6 th graders	As needed
11. Individual counseling to assist with transitional issues	Identified 6 th graders	As needed
13. Cumulative file review	Identified 6 th graders	On-going
14. Team consultation	Identified 6 th graders	On-going

15. Administration consultation	Identified 6 th graders	On-going
16. Team/Parent Meeting	Identified 6 th graders	On-going

A. **Program Objective:** Advisory assistance to enable students to benefit from the curriculum

B. **Target Population:** Students in grades 6-8

C. **Expected Outcome(s):**

- a. Students will be aware of different types of state diplomas designations.
- b. Students will be aware of requirements for state diplomas designations.
- c. In cooperation with parents, students will make decisions regarding appropriate middle and high school programs.

D. **Measuring Outcome(s) by:**

1. Review of progress reports
2. Review of reports cards
3. Teacher input
4. 7th grade career interest inventory results.

E. **Program Description:**

Activity	Target or Sub group	Dates of Activity
1. Orientation programs: middle school parents	Incoming 6 th grade parents	Spring (evening)
2. Orientation programs: middle school students	Incoming 6 th graders	Spring
3. Counselor visit to elementary school	All 5 th graders	Spring
4. New student orientation program	All 6 th graders, new entrants and their parents.	Late Summer
5. Classroom guidance and instruction for transition and study skills	All 6 th grade	Quarterly
6. Classroom guidance and instruction for transition	All 8 th grade	Fall
7. Career Interest inventory	All	Fall/Winter
8. Course selection for high school	All 8 th grade	Winter - January
9. Large group transition meetings	All 8 th grade parents	Winter

A. **Program Objective:** Individual or group counseling to enable students to benefit from the curriculum

B. **Target Population:** Students in grades 6-8

C. **Expected Outcome(s):**

- a. Students will be able to plan and progress in educational programs appropriate to their abilities and interest.
- b. Students will be aware of stereotypical thinking and inaccurate self-assessments, which may cause problems related to their educational program planning and achievements.
- c. Students will become aware of their relative strengths and weaknesses in both academic and non-academic areas.

D. **Measuring Outcome(s) by:**

1. Review of student progress report cards
2. Review of student report cards

E. **Program Description:**

Activity	Target or Sub Group	Dates of Activity
1. Individual counseling with students to review present and future programs	All students grades 6-8	On-going
2. Group guidance on program planning	All 8 th grade students	Winter
3. Group counseling topics: improving academic achievement, future planning, self-esteem	Identified students Grades 6-8	As needed
4. Individual or small group counseling on students' programs and future plans	All students grades 6-8 as appropriate	On-going

A. **Program Objective:** Individual or group counseling to help students who exhibit academic problems

B. **Target Population:** Any students, grades 6-8, who are failing at least one academic class

C. **Expected Outcome(s):**

- a. Students will learn to utilize support systems appropriate to their academic problems.
- b. Students who choose to participate in group counseling will show improvement in their grades.
- c. Students who choose to participate in individual counseling will show improvement in their grades.

D. **Measuring Outcome(s) by:**

1. Review of progress reports every five weeks
2. Review of quarterly report cards

E. **Program Description:**

Activity	Target or Sub-group	Dates of Activity
1. Group counseling academic services	Identified students grades 6-8	On-going, as needed
2. Group and individual counseling: how to study, time management, test taking skills, etc.	Identified students in grades 6-8	On-going, as needed
3. Individual counseling on possible causes of academic problem	Identified students in grades 6-8	On-going
4. Individual counseling with parent and student for purpose of remediation and/or intervention.	Identified students in grades 6-8	On-going
5. Referral to Instructional Support Team	Identified students in grades 6-8	On-going
6. Communication with parents; i.e. counselor/parent meetings, team meetings, teacher/parent/counselor meetings	Identified students in grades 6-8	On-going

A. **Program Objective:** Advisory assistance to help students who exhibit attendance problems

B. **Target Population:** Students in grades 6-8

C. **Expected Outcome(s):**

- a. Students will attend school on a daily basis.
- b. Students' incidences of tardiness will decrease.
- c. Students' daily attendance will improve.
- d. Parents will understand and participate in improving their child's attendance.

D. **Measuring Outcome(s) by:**

1. Review attendance from onset of attendance problem until after interventions are in place. (Sept-June)
2. Number of times student is addressed at IST as it pertains to attendance.
3. Number of phone calls logged re: attendance
4. Number of home visits

E. **Program Expectations:**

Activity	Target or Sub Group	Dates of activity
1. Individual counseling	Identified students grades 6-8	On-going
2. Small group counseling	Identified students grades 6-8	On-going
3. Parent consultation	Identified students grades 6-8	On-going
4. Parent/student/counselor conferences	Identified students grades 6-8	On-going
5. Consult with school attendance office	Identified students grades 6-8	On-going
6. Consult with support services team and Instructional Support Team	Identified students grades 6-8	On-going
7. Consult/referral with school administrator	Identified students grades 6-8	On-going
8. Consult/referral to district attendance officer	Identified students grades 6-8	On-going
9. Report to CPS/PINS	Identified students grades 6-8	When needed & after previous

		interventions have been exhausted
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A. Program Objective: Individual or group counseling to help students who exhibit attendance problems

B. Target Population: Students in grades 6-8 who exhibit attendance problems

C. Expected Outcome(s):

1. Students participating in group counseling will improve their attendance at school.
2. Students participating in individual counseling will reduce their absenteeism and tardiness.

D. Measuring Outcome(s): by:

1. Review attendance from onset of attendance problem until after interventions are in place. (Sept-June)
2. Number of times student is addressed at IST as it pertains to attendance.
3. Number of phone calls logged re: attendance
4. Number of home visits

E. Program Description:

Activity	Target or Sub-group	Dates of Activity
1. Review of attendance letters sent home by administration and counselors	Identified students in grades 6-8	On-going
2. Group counseling sessions addressing attendance and its relationship to academic achievement	Identified students in grades 6-8	On-going
3. Individual counseling	Identified students in grades 6-8	On-going
4. Family counseling: students and parents	Identified students/parents in grades 6-8	On-going
5. Referral to outside agencies resulting in individual counseling	Identified students in grades 6-8	On-going

A. Program Objective: Advisory assistance to help students who exhibit behavioral or adjustment problems

B. Target Population: Students in grades 6-8

C. Expected Outcome(s):

- a. Students with behavioral or adjustment problems will be able to describe some of the possible consequences of their actions.
- b. Students with adjustment problems will be able to describe possible ways of resolving their difficulties.
- c. Students with behavioral or adjustment problems will, after meeting with counselors, elect to participate in individual or group counseling to attempt to resolve their difficulties.

D. Measurable Outcome(s) by:

1. Number of mediations conducted
2. Number of referrals generated
3. Consultation with teachers/administration/community resources regarding behavior
4. Number of times student is presented at Instructional Support Team regarding behavior
5. Communication with students' parents regarding behavior

E. Program Description:

Activity	Sub Group	Dates of Activity
1. Counselor/student meeting follow up to referral forms	Referred and self-referred students grades 6-8	On-going
2. Teacher/counselor meeting to resolve student and teacher conflict	Identified students grades 6-8	On-going
3. Counselor and parent meeting to discuss and resolve behavior adjustment problems	Identified students grades 6-8	On-going
4. Group counseling	Identified students grades 6-8	On-going, as needed
5. Individual counseling	Identified students grades 6-8	On-going
6. Referral to building Instructional Support Team	Identified students grades 6-8	On-going
7. Classroom instruction on character education topics	All students grades 6-8	Each marking quarter
8. Referral to school psychologist or social worker	Identified students grades 6-8	On-going
9. Counselor classroom observation	Identified students grades 6-8	On-going
10. Referrals to outside agencies	Identified students grades 6-8	On-going
11. Referral to AFY (Alternatives for Youth)	Identified students grades 6-8	On-going

A. **Program Objective:** Instruction to help students identify current interests and how they relate to various careers

A. **Target Population:** Students in grades 7

B. **Expected Outcome(s):**

- a. Students will be able to identify their three main interest areas (John Holland Code) and how they relate to course selection and careers.
- b. Students will be able to identify personal values and how they relate to selecting a career.
- c. Students will be able to identify and use career resources.

C. **Measurable Outcome(s):**

- 1. Pre-Post surveys re: career awareness/development
- 2. How often is the information accessed after initial 7th grade program?

D. **Program Description:**

Activity	Target or Sub group	Dates of Activity
1. Group instruction on career awareness and development	All 7 th grade students	Annually
2. Career exploration online program	All 7 th grade students	Annually
3. Group instruction on career resources	All 7 th grade students	Annually
4. Interest Inventory	All 7 th grade students	Annually
5. Group instruction related to values and interests and how they affect a career choice.	All 7 th grade students	Annually

A. Program Objective: To provide advisory assistance regarding the academic, social and emotional health of our students

B. Target Population: Students in grades 5-8

C. Expected Outcome(s):

1. Parents will learn about their child’s progress and performance.
2. Teachers will learn about students’ academic potential.
3. Teachers will learn about students’ social and emotional health.
4. Communication with outside agencies (with consent) will be open and constructive.

D. Measureable Outcome(s):

1. Review of report card
2. Review test scores
3. Review of electronic grade book.
4. Review of discipline logs

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Articulation meetings with 5 th grade teachers	All 5 th grade students	Spring
2. Articulation meetings with High School Counselors	All 8 th grade students	Spring
3. Team teacher articulation meetings	All students grades 6-8	On-going
4. Individual parent meetings	Identified students grades 6-8	On-going
5. Communication with home instruction service; serving as liaison with teachers, parents and tutors	Identified students grades 6-8	On-going
6. Communication with outside resources, i.e. tutorial agencies, psychotherapists and psychiatrists	Identified students grades 6-8	On-going

A. Program Objective: Advisory assistance to enable parents and students to learn about Middle School transition to High School

B. Target Population: Students in grade 8

C. Expected Outcome(s):

1. Parents and students will learn about high school requirements and the scheduling process.
2. Parents and students will learn about graduation requirements and high school diploma designations.
3. Parents and students will learn about the course selection process.

D. Measureable Outcome(s):

1. Fewer schedule changes
2. Post parent surveys
3. Number of parents who attend presentations

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Parent presentations to review High School and graduation requirements	All 8 th grade parents	Mid-year
2. Teacher/counselor meetings to discuss student placement	All 8 th grade students	On-going
3. Student/counselor meetings to discuss High School course selections, electives and diploma requirements	All 8 th grade students	On-going
4. Information posted to Guidance website	All 8 th grade students	On-going
5. Parent/counselor individual meetings regarding scheduling and scheduling process	All 8 th grade parents	On-going and as needed

6. Online scheduling/course placement review by parents and students with access to elective changes for limited time	All 8 th grade students	Mid-Year
7. Review of course selections with department directors and teachers	All 8 th grade students	Mid-Year
8. Record review for out of district students with Section 504 Plans and Individualized Educational Plans	Identified 8 th grade students	Mid-Year
9. Articulation meetings with High School guidance and support staff to discuss students academics and other concerns	All 8 th grade students	Spring

Program Objective: Advisory assistance to encourage parental involvement

B. Target Population: Students in grades 6-12

C. Expected Outcome(s):

1. Parents will be aware of educational programs and information pertinent to their child.

D. Measureable Outcome(s):

1. Number of parents in attendance
2. Survey feedback

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Back to School Night: parents meet teachers, counselors and support staff	All students grades 6-12	Fall
2. Team meetings with teachers and counselor to discuss academic, social and emotional concerns	Identified students grades 6-12	On-going
3. Individual parent meetings to discuss academic, social and emotional concerns	Identified students grades 6-12	On-going
4. Parent portal to view attendance, grades and progress reports	All students grades 6-12	On-going

5. Online scheduling process	All students grade 8-11	Mid-Year
6. Annual reviews to determine special education placement and services for upcoming school year	Students with disabilities grades 6-12	On-going

A. **Program Objective:** To help ninth grade students transition successfully to the high school setting

B. **Target Population:** Students in grade 9

C. **Expected Outcome(s):**

1. Students will have a smooth transition to the high school setting.
2. Students will be aware of support services available.

D. **Measureable Outcome(s)**

1. Attendance at parent workshop/freshman orientation/evening event.
2. Reviewing report cards and progress reports to make certain students are meeting classroom expectations
3. In subsequent meetings with students encourage active involvement in extra-curricular

E. **Program Description:**

Activity	Target or Sub group	Dates of Activity
1. Articulation meetings with middle school counseling and support staff to discuss student issues and concerns	All students grade 9	Spring
2. Scheduling and orientation for students new to the district	All students grade 9	On-going

3. Freshman evening guidance program "Welcome Freshmen/Transition to High School"	All parents and students grade 9	Fall
4. Group meeting with high school counselor to discuss adjustment to high school, expectations, clubs, sports, extra help, AIS and role of the school counselor	All students grade 9	Fall

A. **Program Objective:** Individual counseling to assist students in the areas of academics, social relationships, career goals, personal issues and post- secondary planning

B. **Target Population:** Students in grades 9-12

C. **Expected Outcome(s):**

1. Students adjustment to high school will improve.
2. Students will become aware of their academic strengths and weaknesses.
3. Students will identify and appropriately verbalize changes in feelings and behavior.

D. **Measurable Outcomes:**

1. Review of electronic grade book and report card
2. Student/Parent surveys

E. **Program Description:**

Activity	Target or Sub group	Dates of Activity
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1. Individual counseling with students to review present and future goals, academic strengths and weaknesses	All students grades 9-12	On-going
2. Individual counseling in relationship to self-esteem, behavior, relationships, social issues and personal issues	All students grades 9-12	On-going
3. Individual counseling in relationship to post-secondary planning, employment, military options and the college process	All students grades 9-12	On-going
4. Crisis intervention assistance	Identified students grades 9-12	On-going
5. Contact with admission counselors, coaches, outside agencies, doctors, therapists and county organizations	Identified students grades 9-12	On-going
6. At risk students who are referred by teachers, administration & other school personnel.	Identified students grades 9-12	On-going, as needed

A. Program Objective: Advisory assistance to enable students to benefit from the course offerings at the high school

B. Target Population: Students in grades 8-12

C. Expected Outcome(s):

1. Students will be aware of the graduation requirements for diploma designations.
2. Students will be knowledgeable in regard to high school course offerings.

D. Measurable Outcomes:

1. Attendance at orientation & evening presentations
2. Course Selections (% scheduled)
3. Parent Surveys

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Orientation program for students	All students grade 9	Fall

2. Grade level evening presentations	All students & parents grades 9-11	Fall, Spring
3. Course selection group meetings for upcoming school year	All students grades 8-11	Winter
4. Information posted on guidance website	All students grades 8-12	On-going
5. Automated phone calls/emails regarding scheduling information and graduation requirements	All students grades 8-12	On-going

A. **Program Objective:** An annual review of each student's educational progress and career goals

B. **Target Population:** Students in grades 7-12

C. **Expected Outcome(s):**

1. Students will be able to identify their academic abilities and relate them to future educational and career goals.
2. Students will have the opportunity to discuss possible career interests and plans relevant to their academic ability and achievement level

D. **Measurable Outcome(s):**

1. Meet with students who are doing poorly on progress reports and report cards. Assess quarterly for improvement.
2. Review the outcome of Career Assessment/ Interest Inventory with students. How accurate are the results? How does it relate to future interests?

E. **Program Description:**

Activity	Target or Sub group	Dates of Activity
1. Individual or small group meetings to review overall academic progress, review course placements and general career interest	All students grades 9-12	On-going
2. Quarterly review by counselor of progress reports and report cards; parent/student contact when necessary	All students grades 9-12	On-going
3. Career Assessment Interest Inventory	All students grade 7,8,10	Annually

A. **Program Objective:** To help students with the course selection/scheduling process to meet graduation requirements, career goals and post-secondary goals

B. **Target Population:** Students in grades 8-12

C. **Expected Outcome(s):**

1. Students will select appropriate courses and explore options available to them.

D. **Measuring Outcome(s) by:**

1. Percentage of students scheduled
2. Number of students attending summer school

E. **Program Description:**

Activity	Target or Sub group	Dates of Activity
1. Scheduling new entrants throughout summer and school year	All students grades 8-12	On-going

2. Group scheduling meeting to select electives, review course placements and review graduation requirements	All students grades 8-11	Winter
3. Online scheduling/course placement information reviewed by students and parents with access to make changes to elective selections for a limited time	All students grades 8-11	Winter
4. Review of course selections by counselors and directors with adjustments made as needed	All students grades 8-11	Winter
5. Input of requests into scheduling program	All students grades 8-11	Winter/Spring
6. Counselor review of scheduling conflicts	Identified students grades 8-11	Spring
7. Resolution of conflicts	Identified students grades 8-11	Spring
8. Schedule available to be viewed online by parents and students	All students grades 8-11	Spring
9. Rescheduling of courses for students who have failed courses	Identified students grades 9-12	Spring, fall
10. Review of records and updating of transcripts for Out of District, Alternative School, Home Instruction students and Summer School	Identified students grades 9-12	On-going
11. Review of records, final grades and completion of credit checks to chart graduation progress and designation of diploma type	All students grades 9-12	On-going

A. **Program Objective:** To help students and parents understand the college application process

B. **Target Population:** Students in grades 9-12

C. **Expected Outcome(s):**

1. Students will be aware of post-secondary and educational opportunities appropriate to their interests, abilities and goals.
2. Students will be prepared to participate effectively in the college application process.

D. **Measurable Outcome(s):**

1. Number of students registered for on-site admissions
2. Number of students registering on NCAA Website
3. Number of parents attending evening presentations
4. Number of students taking advantage of scholarship opportunities

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Evening Guidance Presentations	All students grades 9-12	Fall/Winter/Spring
2. Individual Junior Conferences	All students grade 11	Spring
3. Mini-College Day	All students grades 10-12	Fall/Spring
4. On-site college representative visits	All students grades 11-12	Fall
5. On-site college application days	All students grades 12	Fall
6. Group presentation by school counselors on the college application process	All students grade 11,12	Fall and Spring
7. Automated phone calls, emails and handouts given to students/parents in reference to college planning, college admissions tests, NCAA information and the Junior/Senior College Planning Handbook	All students grades 9-12	On-going
8. Guidance website information in reference to college planning	All students grades 9-12	On-going
9. GPA and transcript mailing	All students grade 12	Fall
10. Scholarship bulletin posted on website and Naviance to publicize scholarship opportunities.	All students grade 12	On-going
11. Individual conferences with students and parents	Identified students grades 9-12	On-going

A. **Program Objective:** To provide information for students and parents in regard to college admissions tests

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Students and parents will gain a better understanding of the college admissions tests.
2. Students and parents will gain a better understanding of the college admissions tests registration process.

3. Students and parents will gain a better understanding of the interpretation of scoring for the college admission exams and resources available for preparation purposes.

D. Measurable Outcome(s):

1. Number of students registered for PSAT, SAT, ACT, SAT Subject tests
2. Number of Junior conferences conducted
3. Number of parents attending Evening Program on: College Admission Testing
4. Survey feedback from Evening Program

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Evening guidance presentations	All students & parents grades 9-11	Fall
2. Automated phone calls/emails in regard to PSAT, SAT, Subject tests, and AP exam information and registration	All students grades 10-12	On-going
3. PSAT registration and automated phone calls/emails from guidance office	All students grades 10 and 11	Fall
4. Guidance website information on college admissions tests	All students grades 9-12	On-going
5. Junior conference meeting – review of PSAT results and discussion of timeline for future testing as well as resource information	All students grade 11	Spring
6. Automated phone calls/emails and mailings to parents of declassified and 504 students regarding testing accommodations for PSAT, SAT, ACT, SAT Subject tests and AP exams	Identified students grades 9-11	On-going

A. Program Objective: To assist students with scholarship opportunities

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Parents and students will be informed of scholarship opportunities offered through the high school, as well as some private organizations and colleges.

D. Measurable Outcome(s):

1. Number of students who applied for scholarships(Naviance)
2. Number of students receiving scholarship monies on On-site Days

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Scholarship Bulletin available on Naviance and on website	All students grade 12	On-going
2. Junior Awards/Scholarships	All students grade 11	On-going
3. Discuss Scholarship opportunities at Junior Conference and available on guidance website	All students grades 9-12	On-going
4. Evening guidance presentations - scholarship search programs discussed	All students grades 9-12	On-going
5. Individual meetings with students and parents to discuss scholarship opportunities, as needed	All students grades 9-12	On-going
6. Awards night – dissemination of scholarships to senior students	Identified students grade 12	Spring
7. College representative visits - discussion of scholarships available at individual colleges	All students grades 11-12	Fall
8. Mini-College Day	All students grades 10-12	Fall/Spring
9. Military personnel visits	All students grades 10-12	On-going
10. Evening College Fair	All Students grade 11	Spring
11. On-site Application Day	All students grade 12	Fall

A. Program Objective: Advisory assistance to help students who exhibit academic problems

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Students will be identified through progress reports, report cards, and teacher contact

2. Students will be advised on how to resolve academic problems

- D. Measuring Outcome(s) by:**
1. Review of Progress reports
 2. Graduation Rate
 3. Review of report cards
 4. Summer School Rate
 5. Alternative School Placements

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Review of Grade book, progress reports and report cards	All students grades 9-12	On-going
2. Referral for extra help, AIS, and peer tutoring	All students grades 9-12	On-going
3. Parent conference	Identified students grades 9-12	On-going
4. Student schedule change	Identified students grades 9-12	On-going
5. Review of final grades and change of schedule for following year, if necessary	All students grades 9-12	Spring
6. Dissemination of summer school information and forms	Identified students grades 9-11	Spring
7. Referral to Alternative programs, TASC and Out of District placements	Identified students grades 9-12	On-going
8. At Risk counseling	Identified students grades 9-12	On-going, when needed
9. Referral to IST to discuss strategies and options	Identified students grades 9-12	On-going
10. Teacher/parent meetings	Identified students grades 9-12	On-going

A. Program Objective: Advisory assistance to help students who exhibit attendance problems

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Improvement of daily attendance, tardiness and cutting classes will be noted

D. Measurable Outcome(s):

1. Less teacher referrals for attendance consultations
2. Improvement in student grades

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Review of attendance letter sent by teacher regarding absences	Identified students grades 9-12	On-going
2. Phone contact and parent conference for students and/or letter home with excessive absences from school	Identified students grades 9-12	On-going
3. Referral to IST to explore options, strategies, available services, possible programs or home visits	Identified students grades 9-12	On-going
4. Referral to Special Services for evaluation	Identified students grades 9-12	On-going
5. Referral to AFY (Alternative for Youth) or PINS (Person in need of supervision)	Identified students grades 9-12	On-going
6. At risk counseling	Identified students grades 9-12	On-going
7. Referral to county agencies (Child Protective Services)	Identified students grades 9-12	On-going

A. Program Objective: Advisory assistance to help students who exhibit behavioral problems

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Students will be able to discuss consequences of their actions.
2. Students will be able to discuss problem solving options.
3. Students will be able to discuss alternative ways of dealing with problem situations.

D. Measurable Outcome(s):

1. Decrease in log entries
2. Decrease in suspensions
3. Decrease in AFY/PINS referrals
4. Decrease in parent meetings re: discipline

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Counselor/student meeting to discuss concerns	Identified students grades 9-12	On-going
2. Referral to IST meeting	Identified students grades 9-12	On-going
3. Parents/student/counselor/administrator meeting	Identified students grades 9-12	On-going
4. Referral to and liaison with outside agencies	Identified students grades 9-12	On-going
5. Referral to AFY (Alternative for Youth)	Identified students grades 9-12	On-going
6. At risk counseling	Identified students grades 9-12	On-going

A. Program Objective: Career exploration activities to help students learn about various careers and career planning skills

B. Target Population: Students in grades 9-12

C. Expected Outcome(s):

1. Students will be able to conduct career research related to their personal interests
2. Students will explore high school course offerings related to career interests.

D. Measurable Outcome(s):

1. 2 yr. vs. 4 yr. College data
2. Post Grad survey
3. Career interest inventory assessment

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Freshman orientation meeting with counselor in group setting	All students grade 9	Fall
2. Career exploration assessment with counselor; exploration of related high school curriculum in small group setting	All students grade 10	Winter
3. Discussion of career interests and exploration of related programs at the college level during Junior Conferences	All students grade 11	Spring
4. Review of college application process with students in relation to career goals	All students grade 11-12	Fall, spring
5. Summer opportunities for students-link available on website	All students grades 9-12	Spring
6. Wilson Tech orientation presentation	All students grades 10-11	Winter
7. Wilson Tech field trip to visit vocational programs on-site	All students grades 10-11	Winter
8. Referral to ACCES: NYSED Adult Career & Continuing Education	Identified students grade 12	Spring
9. Overview of services available through the district's Work Study Program and Career Center, including job search assistance, internship opportunities, job shadowing and community resources	All students grades 9-12	On-going

10. Grade level evening presentation with overview of college and career exploration programs	All students grades 9-11	On-going
11. On-site college representative and military personnel small group meetings; presentation of career options and alternatives	All students grades 11-12	Fall
12. PSAT testing and dissemination of results including career assessment information	All students grades 10-11	Fall
13. Mini-College Day program	All students grades 10-12	Fall/Spring
14. Student aid program	All students grades 9-12	On-going
15. Career resources posted on guidance website	All students grades 9-12	On-going
16. Transitional planning – review of vocational assessment and future goals at annual review	Identified students grades 9-12	Winter/Spring
17. Evening College Fair	All students grades 11	Spring
18. On-site Application Days	All students grade 12	Fall

A. **Program Objective:** To encourage parental involvement with the high school faculty and staff

B. **Target Population:** Students in grades 9-12

C. **Expected Outcome(s):**

1. Parents will understand the services available to them.
2. Parents will have the opportunity to plan their child's high school curriculum.
3. Parents will attend junior conference
4. Parents will participate in steps to remediate academic and behavioral concerns
5. Parents will participate in post-secondary planning for their child.

D. **Measurable Outcome(s):**

1. Attendance at day/evening parent programs
2. Number of parents logging onto parent portal, Naviance and guidance website.
3. Survey feedback

E. **Program Description:**

Activity	Target or Sub group	Dates of Activity
1. Evening guidance presentations	All students & parents grades 9-12	On-going
2. Phone contact/parent conferences regarding student progress, academics, course placement, schedule changes, attendance or behavioral concerns	All students & parents grades 9-12	On-going
3. Back to School Night	All parents grades 9-12	Fall
4. Review electronic grade book Progress/Report cards	All students & parents grades 9-12	On-going
5. Information posted on guidance website	All students & parents grades 9-12	On-going
6. Online scheduling access for parents	All parents grades 9-12	On-going
7. Orientation meetings or programs for new entrants	All students grades 9-12	Fall when needed

8. Financial Aid Night	All students & parents grades 11-12	Fall
9. Senior Scholarship Night	All students & parents grade 12	Spring
10. Junior Conference meeting	All students & parents grade 11	Spring
11. Annual reviews	Identified students & parents grades 9-12	Winter/Spring
12. Monthly scholarship bulletin	All students & parents grade 12	On-going
13. College Fair	All students & parents grades 10 &11	Spring

A. Program Objective: To provide financial planning information and support for parents and students regarding the financial aid application process

B. Target Population: Students in grades 11-12

C. Expected Outcome(s):

1. Parents and students will better understand and successfully complete the college financial aid application process.

D. Measurable Outcome(s):

1. Attendance at Financial Aid Night
2. Scholarship totals
3. Survey feedback

E. Program Description:

Activity	Target or Sub group	Dates of Activity
1. Financial Aid night presentation	All students & parents grades 11-12	Fall
2. Junior Conference – brief discussion of financial aid timeline	All students & parents grade 11	Spring
3. Financial Aid information posted on guidance website	All students grades 9-12	On-going
4. Wilson Tech /Financial Aid workshop for all district residents	All students grade 12	Fall
5. FAFSA link provided via Naviance	All students grade 12	On-going

