Carmel High Student Support Services Plan

Statement of Educational Philosophy

Education is a continuing process, beginning at the start of life and continuing formally and informally throughout life. The formal training comes primarily from our schools, our churches, and from specific organizations to which we may belong. Our informal training comes from inter-personal and inter-community contacts and from environmental relationships we may develop throughout a lifetime. In providing the formal training, our schools seek to develop the abilities, attitudes, and interests essential to successful living in a democratic society. The end product of such a program should be an enlightened citizenry capable of dealing with the many new problems that confront them in everyday living. Because of the wide challenge of truly knowing our students, their interests, their abilities and their needs, and by providing a curriculum designed to best further their development, our schools of the future will be those where each child is considered an individual and is stimulated to do his best at the level of his capacity.

**Carmel Central Schools - District Mission Statement**

The parents, staff, students and community of the Carmel Central School District are committed in partnership to quality educational experiences in an environment that fosters mutual respect, values the uniqueness of the individual and challenges all students to become self-motivated, lifelong learners and contributing members of society.

**Carmel High School Mission Statement**

The CHS Mission is to provide a rigorous curriculum with support and guidance in a culture of respect and responsibility.

**Counseling Department Mission Statement**

The mission of the Carmel High School Counseling Department is to support and enhance the academic, college and career, and social and emotional development of each student by working in concert with the greater school community inclusive of teachers, administrators, staff, and parents.

**Philosophy Statement**

The Carmel High School’s Counseling Department adheres to the philosophy that all students can be successful and that a school counseling program is an essential and integral part of our high school’s overall education process. It is our belief that a school counseling program should be provided to all students regardless of ethnicity, sex, ability, achievements or aspirations; every individual is important and to be respected for his or her individual differences. Academic, career, personal and social, and community involvement skills are knowledge that students need for success. The Counseling Department seeks to develop students who are prepared to make healthy life choices, be responsible for themselves, to have a strong capacity for resiliency, a strong sense of self and a compassion and empathy for others in the face of diverse life issues.

**New York State Program Objectives – Grades 9-12**

* To help students explore various career options through resources, experiences and academic options.
* To review each student’s educational progress, career directions and future plans annually and to meet with all new students to review education goals and assist during periods of transition.
* To provide academic support and advisement for students experiencing academic struggles.
* To provide advisory assistance for students who exhibit attendance problems.
* To provide advisory assistance for students who exhibit behavioral and/or adjustment problems.
* To effectively work with students and parents on enrolling in appropriately challenging courses in order to maximize post-secondary options.
* To provide advisory assistance to help students develop and implement post-secondary educational and career plans.
* To encourage and facilitate parental involvement and communication in the educational process.
* To provide staff development and professional growth for school counselors.

\*The following pages outlines the strategies and activities counselors utilize to deliver services. Although this District Counseling Plan is comprehensive in scope, it is not intended to be a summary of everything the staff does throughout the year.

Department Goals

1. Review each student’s educational progress, career directions and future plans annually.
2. Provide advisory assistance to enable students to benefit from the curriculum in the following: curriculum options, educational and career plans, attendance, post-secondary plans, academic performance, behavioral and/or adjustment concerns.
3. Educate students concerning the awareness and respect of self and others.
4. Encourage parental involvement in the educational process.

Department Members

Ms. Heather Jaffe, Department Chairperson Mr. Nick Ruotolo, School Counselor

Mr. Tom Feliciotto, School Counselor Mrs. Danielle Schulman, School Counselor

Mr. Tim Mahon, School Counselor Dr. Karin Brenner, School Social Worker

Mrs. Kristen Mancini, School Counselor Ms. Julie Nacerino, School Psychologist

Ms. Juliet Powers, School Counselor

Goal 1: Academic Goals for all students.

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| **Activity** | **Target Group** | **Assigned Members** | **Resources** | **Timeline** | **Evidence of Attainment** |
| Strategies for Success Guidance Push-In Global 9th Naviance “Learning Styles” | Grade 9 | 9th grade counselors | Model transcript, model report card, student hand book, course request sheet, student survey | November | Schedules, appointmentsNaviance |
| Course Selection  | Grade 9, 10, 11, 12 | Counselors, teachers, parents, students | Course request sheet, course handbook, teacher recommendations | February – May | Schedules, appointments |
| Individual Progress Conference  | Grades 9, 10, 11, 12 | Counselors, Administrators, psychologists, social worker, teachers, parents, students | Permanent record, all testing scores, course selection sheets, curriculum guides, teacher recommendations, college and career planning information | Ongoing | Appointments |
| Maintain Student Records, update and adjust program as needed, develop framework with specific steps for meeting career/life needs  | Grades 9, 10, 11, 12 | Counselors, Clerical Staff in Counseling office, psychologists, social worker | Progress reports, referrals, parent input, student record, teacher recommendations | Ongoing | Appointments, Naviance, E-School, transcript, IEP, 504 |
| Follow up meetings for students in need of further assistance  | Grades 9, 10, 11, 12 | Counselors, administrators, psychologists, social worker  | Other appropriate staff, parent input | Ongoing | Appointments, IST meetings |
| Program Review and Planning | Grades 9, 10, 11 | Counselors | Curriculum guides, individual transcripts, teacher recommendation forms | February to May | Appointments |
| Group Guidance on College and Career Exploration | Grade 10, 11 | Counselors | BOCES course books, PSAT, SAT and ACT materials, college conference information, clerical assistance, Kaplan interpretation of PSAT | September to June | Schedules, score reports |
| College representatives in Guidance  | Grades 11, 12 | Counselors, clerical staff, college representatives | Guidance conference room, college library room, clerical support, parent volunteers | September to December | SchedulesNaviance, sign in sheet |
| College/Career Planning with students and parents  | Grades 10, 11, 12 | Counselors, parents, students | Permanent record, all testing scores, course selection sheets, curriculum guides, teacher recommendations, college and career planning information, Naviance, Guidance Direct | September-June | Schedules, appointments |
| 12th Grade Group Counseling sessions  | Grade 12 | Counselors, ELA teachers  | Scholarship bulletins, curriculum guides, college testing schedules, college fair information sheets, resume writing handout, college interview handout, Naviance, Test information from SAT or ACT | September to December | Schedules, appointments, Naviance |
| New Student Protocol (intake, screening, orientation)  | Grades 9, 10, 11, 12 | Counselors, administrators, Registrar, psychologists, social worker, parents as needed | NYS Graduation Requirements, Curriculum guides, district reference materials, prior placement transcripts, IEP or 504 documents | Ongoing | Schedules, appointments, transcripts |
| RTI Team Meetings  | Grades 9, 10, 11, 12 | Counselors, administrators, teachers, psychologists, social worker, parents  | Progress reports, referrals, parent input, student record, teacher input forms  | September to June | Agenda, minutes |
| 504 Annual Reviews  | Grades 9, 10, 11, 12 | Counselors, administrators, teachers, parents, students | 504 plan, attendance report, report card, transcript, schedule, testing results, staff reports, teacher input forms, College Board SSD application | December | 504 document |
| Scholarship Information Updates  | Grade 12 | Clerical staff, parent volunteers | Clerical staff, parent volunteers, computer assistance, college information bulletin board, Naviance | September to June | Available list, Naviance, bulletin board |
| Bulletin Board Updates: college visits, financial aid, employment, etc.  | Grade 9, 10, 11, 12 | Clerical staff, parent volunteers | Clerical staff, parent volunteers, computer assistance, college information bulletin board | September to June | Display |
| Armed Forces Recruiters | Grades 9, 10, 11, 12 | Clerical staff | Clerical staff, recruiter | September – June | Scheduled appointment |
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| Activity | Target Group | Staff Assigned | Resources | Timeline | Evidence of Attainment |
| Individual Counseling  | Grades 9, 10, 11, 12 | Counselors, administrators, psychologists, social worker, IST | Student report cards, attendance reports, progress reports, referrals, student social and emotional history | September to June | Appointments |
| Awareness of bullying and its effects  | Grades 9 , 10, 11, 12 | Counselors, psychologists, social worker, administration, SRO | Reading materials, videos, student survey, PLC presentations, DASA Reporting form | Ongoing | PLC agendas, speaker appointmentsConflict mediation for DASA Report Form |
| Conflict Mediation | Grades 9, 10, 11, 12 | Counselors, psychologists, social worker, School Resource Officer | Conflict mediation form, DASA Reporting form | September – June | Conflict mediation form |
| CSE Annual and Program Reviews | Grades 9, 10, 11, 12 | Counselors, administrators, teachers, psychologists, social worker, parents and students | IEP, attendance report, report card, transcript, schedule, testing results, staff reports, course request form if available | September to June | IEP documents |
| Students At Risk Meetings | Grade 9, 10, 11, 12 | Counselors, administrators, nurse, SRO, social worker, psychologist, outside agencies as needed  | Attendance report, report card, progress reports, referrals, discipline summary | Ongoing | Agendas, minutes |
| Re-entry Meetings | Grade 9, 10, 11, 12 | Counselors, psychologist and/or social worker, parents, students, nurse and administrators as needed | Outside agency literature, discharge papers and medication updates as needed | Ongoing | Suspension letters, appointments |
| College Night | Grade 10, 11, 12 | Counselors, administrators, college representatives, parents, students | Casey Hall, chairs, microphone, mobile computer, screen, projector, discussion topics | January | Invitations to college representatives, handouts, feedback from students, parents and staff |
| Curriculum Night  | Grade 9, 12, parents | Counselors, parents  | Casey Hall, Cafeteria, chairs, microphone, mobile computer, screen, projector, score reports, presentation schedule | September | Feedback forms |
| BOCES Presentation | Grade 10 | Counselors, teachers, students, BOCES representatives  | Casey Hall, chairs, microphone, mobile computer, screen, projector | January | Schedules, student registration |
| BOCES Tour | Grade 10 | Counselors, chaperones, students | Field trip form, permission slips, chartered busses, BOCES contact person, schedule | February | Appointments, permission slips, attendance |
| BOCES College Fair | Grade 11 | Counselors, chaperones, students | Field trip form, permission slips, chartered busses, BOCES contact person, schedule | May | Appointments, permission slips, attendance |
| Grade Level Assemblies | Grade 9, 10, 11, 12 | Counselors, SRO, administration, support staff as needed | Casey Hall, chairs, microphone, mobile computer, screen, projector, score reports, presentation schedule | September | Schedule |
| PSAT Presentations | Grade 10, 11 | Counselors, English Teachers | Schedule of 10 and 11 grade English classes, PSAT test information handouts | September | Schedule, PSAT booklets |
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| PSAT Score Report Presentations for Students | Grade 10, 11 | Outside presenter, 10th and 11th grade English teachers, counselors | Casey Hall, chairs, microphone, mobile computer, screen, projector, score reports, presentation schedule | December | Class presentation schedule, PowerPoint, score reports, confirmation letter |
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Goal 2: Career Development for all students.

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| **Activity** | **Target Group** | **Assigned Members** | **Resources** | **Timeline** | **Evidence of Attainment** |
| Strategies for Success Guidance Push-In  | Grade 9 | 9th grade counselors | Model transcript, model report card, student hand book, course request sheet, student survey | Ongoing | Schedules, appointments |
| Course Selection  | Grade 9, 10, 11, 12 | Counselors, teachers, parents, students | Course request sheet, course handbook, teacher recommendations | February – May | Schedules, appointments |
| Individual Progress Conference | Grades 9, 10, 11, 12 | Counselors, psychologists, social worker, teachers, parents, students | Permanent record, all testing scores, course selection sheets, curriculum guides, teacher recommendations, college and career planning information | Ongoing | Appointments |
| Maintain Student Records, update and adjust program as needed, develop framework with specific steps for meeting career/life needs  | Grades 9, 10, 11, 12 | Counselors, psychologists, social worker | Progress reports, referrals, parent input, student record | Ongoing | Appointments |
| Follow up meetings for students in need of further assistance | Grades 9, 10, 11, 12 | Counselors, administrators, psychologists, social worker, IST | Other appropriate staff, parent input | Ongoing | Appointments, IST meetings |
| Help Students Learn About various careers and develop career planning skills | Grade 10 | 10th grade counselors, 10th grade ELA teachers | Naviance Interest Inventory | February | Naviance interest inventory |
| Program Review and Planning | Grades 9, 10, 11 | Counselors | Curriculum guides, individual transcripts, teacher recommendation forms | February to May | Appointments |
| Group Guidance on College and Career Exploration | Grade 10, 11 | Counselors | BOCES course books, PSAT, SAT and ACT materials, college conference information, clerical assistance | September to June | Schedules, score reports |
| College representatives in Guidance | Grades 11, 12 | Counselors, clerical staff | Guidance conference room, college library room, clerical support | September to December | Schedules |
| College/Career Planning with students and parents | Grade 11, 12 | Counselors, parents, students | Permanent record, all testing scores, course selection sheets, curriculum guides, teacher recommendations, college and career planning information | September-June | Schedules, appointments |
| 12th Grade Group Counseling sessions  | Grade 12 | Counselors, ELA teachers  | Scholarship bulletins, curriculum guides, college testing schedules, college fair information sheets, resume writing handout, college interview handout, Naviance, Test information from SAT or ACT | September to December | Schedules, appointments, Naviance |
| New Student Protocol (intake, screening, orientation) | Grades 9, 10, 11, 12 | Counselors, administrators, Registrar, psychologists, social worker, IST, parents as needed | Curriculum guides, district reference materials, prior placement transcripts, IEP or 504 documents | Ongoing | Schedules, appointments, transcripts |
| RTI Team Meetings | Grades 9, 10, 11, 12 | Counselors, teachers, psychologists, social worker, IST, parents and administrators as needed | Progress reports, referrals, parent input, student record | September to June | Agenda, minutes |
| 504 Annual Reviews  | Grades 9, 10, 11, 12 | Counselors, administrators, teachers, parents, students | 504 plan, attendance report, report card, transcript, schedule, testing results, staff reports, course request form if available | December | 504 document |
| Scholarship Information Updates | Grade 12 | Clerical staff, parent volunteers | Clerical staff, parent volunteers, computer assistance, college information bulletin board | September to June | Available list, Naviance, bulletin board |
| Bulletin Board Updates: college visits, financial aid, employment, etc. | Grade 9, 10, 11, 12 | Clerical staff, parent volunteers | Clerical staff, parent volunteers, computer assistance, college information bulletin board | September to June | Display |
| Individual Counseling | Grades 9, 10, 11, 12 | Counselors, administrators, psychologists, social worker, IST | Student report cards, attendance reports, progress reports, referrals, student social and emotional history | September to June | Appointments |
| CSE Annual and Program Reviews | Grades 9, 10, 11, 12 | Counselors, administrators, teachers, psychologists, social worker, parents and students | IEP, attendance report, report card, transcript, schedule, testing results, staff reports, course request form if available | September to June | IEP documents |
| Financial Aid Advisement | Grade 11, 12 | Outside presenter  | Casey Hall, chairs, microphone, mobile computer, screen, projector, FAFSA forms, information from lending institutions, information from financial planning group | December | PowerPoint, handouts, confirmation letter |
| Students At Risk Meetings | Grade 9, 10, 11, 12 | Counselors, administrators, nurse, SRO, social worker, psychologist, outside agencies as needed  | Attendance report, report card, progress reports, referrals, discipline summary | Ongoing | Agendas, minutes |
| Re-entry Meetings | Grade 9, 10, 11, 12 | Counselors, psychologist and/or social worker, parents, students, nurse and administrators as needed | Outside agency literature, discharge papers and medication updates as needed | Ongoing | Suspension letters, appointments |
| College Night | Grade 10, 11, 12 | Counselors, administrators, college representatives, parents, students | Casey Hall, chairs, microphone, mobile computer, screen, projector, discussion topics | January | Invitations to college representatives, handouts, feedback from students, parents and staff |
| Curriculum Night | Grade 9, 12, parents | Counselors, parents  | Casey Hall, Cafeteria, chairs, microphone, mobile computer, screen, projector, score reports, presentation schedule | September | School District calendar estimated attendance |
| BOCES Presentation | Grade 10 | Counselors, teachers, students, BOCES representatives  | Casey Hall, chairs, microphone, mobile computer, screen, projector | January - February | Schedules, student registration |
| BOCES Tour | Grade 10 | Counselors, chaperones, students | Field trip form, permission slips, chartered busses, BOCES contact person, schedule | February | Appointments, permission slips, attendance |
| BOCES College Fair | Grade 11 | Counselors, chaperones, students | Field trip form, permission slips, chartered busses, BOCES contact person, schedule | May | Appointments, permission slips, attendance |
| Grade Level Assemblies | Grade 9, 10, 11, 12 | Counselors, SRO, administration, support staff as needed | Casey Hall, chairs, microphone, mobile computer, screen, projector, score reports, presentation schedule | September | Schedule |
| PSAT Presentations  | Grade 10, 11 | Counselors, English Teachers | Schedule of 10 and 11 grade English classes, PSAT test information handouts | September | Schedule, PSAT booklets |
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| PSAT Score Report Presentations for Students | Grade 10, 11 | Outside presenter, 10th and 11th grade English teachers, counselors | Casey Hall, chairs, microphone, mobile computer, screen, projector, score reports, presentation schedule | December | Class presentation schedule, PowerPoint, score reports, confirmation letter |
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Goal 3: Personal/Social Development for all students.

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| **Activity** | **Target Group** | **Assigned Members** | **Resources** | **Timeline** | **Evidence of Attainment** |
| Individual Progress Conference  | Grades 9, 10, 11, 12 | Counselors, psychologists, social worker, teachers, parents, students | Permanent record, all testing scores, course selection sheets, curriculum guides, teacher recommendations, college and career planning information | Ongoing | Appointments |
| Maintain Student Records, update and adjust program as needed, develop framework with specific steps for meeting career/life needs  | Grades 9, 10, 11, 12 | Counselors, psychologists, social worker | Progress reports, referrals, parent input, student record | Ongoing | Appointments |
| Follow up meetings for students in need of further assistance  | Grades 9, 10, 11, 12 | Counselors, administrators, psychologists, social worker, IST | Other appropriate staff, parent input | Ongoing | Appointments, IST meetings |
| New Student Protocol (intake, screening, orientation) | Grades 9, 10, 11, 12 | Counselors, administrators, Registrar, psychologists, social worker, IST, parents as needed | Curriculum guides, district reference materials, prior placement transcripts, IEP or 504 documents | Ongoing | Schedules, appointments, transcripts |
| RTI Team Meetings | Grades 9, 10, 11, 12 | Counselors, teachers, psychologists, social worker, IST, parents and administrators as needed | Progress reports, referrals, parent input, student record | September to June | Agenda, minutes |
| 504 Annual Reviews  | Grades 9, 10, 11, 12 | Counselors, administrators, teachers, parents, students | 504 plan, attendance report, report card, transcript, schedule, testing results, staff reports, course request form if available | December | 504 document |
| Individual Counseling  | Grades 9, 10, 11, 12 | Counselors, administrators, psychologists, social worker, IST | Student report cards, attendance reports, progress reports, referrals, student social and emotional history | September to June | Appointments |
| Awareness of bullying and its effects  | Grades 9 , 10, 11, 12 | Counselors, psychologists, social worker, administration, SRO | Reading materials, videos, student survey, PLC presentations | Ongoing | PLC agendas, speaker appointments |
| CSE Annual and Program Reviews | Grades 9, 10, 11, 12 | Counselors, administrators, teachers, psychologists, social worker, parents and students | IEP, attendance report, report card, transcript, schedule, testing results, staff reports, course request form if available | September to June | IEP documents |
| Students At Risk Meetings | Grade 9, 10, 11, 12 | Counselors, administrators, nurse, SRO, social worker, psychologist, outside agencies as needed  | Attendance report, report card, progress reports, referrals, discipline summary | Ongoing | Agendas, minutes |
| Re-entry Meetings  | Grade 9, 10, 11, 12 | Counselors, psychologist and/or social worker, parents, students, nurse and administrators as needed | Outside agency literature, discharge papers and medication updates as needed | Ongoing | Suspension letters, appointments |
| Curriculum Night | Grade 9, 12, parents | Counselors, parents  | Casey Hall, Cafeteria, chairs, microphone, mobile computer, screen, projector, score reports, presentation schedule | September | Feedback forms |
| Grade Level Assemblies  | Grade 9, 10, 11, 12 | Counselors, SRO, administration, support staff as needed | Casey Hall, chairs, microphone, mobile computer, screen, projector, score reports, presentation schedule | September | Schedule |

Goal 4: Encourage parental involvement in the educational process.

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| **Activity** | **Target Group** | **Assigned Members** | **Resources** | **Timeline** | **Evidence of Attainment** |
| Course Selection | Grade 9, 10, 11, 12 | Counselors, teachers, parents, students | Course request sheet, course handbook, teacher recommendations | February – May | Schedules, appointments |
| Individual Progress Conference | Grades 9, 10, 11, 12 | Counselors, psychologists, social worker, teachers, parents, students | Permanent record, all testing scores, course selection sheets, curriculum guides, teacher recommendations, college and career planning information | Ongoing | Appointments |
| Follow up meetings for students in need of further assistance  | Grades 9, 10, 11, 12 | Counselors, administrators, psychologists, social worker, IST | Other appropriate staff, parent input | Ongoing | Appointments, IST meetings |
| College/Career Planning with students and parents  | Grade 11, 12 | Counselors, parents, students | Permanent record, all testing scores, course selection sheets, curriculum guides, teacher recommendations, college and career planning information | September-June | Schedules, appointments |
| New Student Protocol (intake, screening, orientation) | Grades 9, 10, 11, 12 | Counselors, administrators, Registrar, psychologists, social worker, IST, parents as needed | Curriculum guides, district reference materials, prior placement transcripts, IEP or 504 documents | Ongoing | Schedules, appointments, transcripts |
| RTI Team Meetings  | Grades 9, 10, 11, 12 | Counselors, teachers, psychologists, social worker, IST, parents and administrators as needed | Progress reports, referrals, parent input, student record | September to June | Agenda, minutes |
| 504 Annual Reviews  | Grades 9, 10, 11, 12 | Counselors, administrators, teachers, parents, students | 504 plan, attendance report, report card, transcript, schedule, testing results, staff reports, course request form if available | December | 504 document |
| Individual Counseling  | Grades 9, 10, 11, 12 | Counselors, administrators, psychologists, social worker, IST | Student report cards, attendance reports, progress reports, referrals, student social and emotional history | September to June | Appointments |
| CSE Annual and Program Reviews | Grades 9, 10, 11, 12 | Counselors, administrators, teachers, psychologists, social worker, parents and students | IEP, attendance report, report card, transcript, schedule, testing results, staff reports, course request form if available | September to June | IEP documents |
| Financial Aid Advisement | Grade 11, 12 | Outside presenter, parents | Casey Hall, chairs, microphone, mobile computer, screen, projector, FAFSA forms, information from lending institutions, information from financial planning group | December | PowerPoint, handouts, confirmation letter |
| Re-entry Meetings | Grade 9, 10, 11, 12 | Counselors, psychologist and/or social worker, parents, students, nurse and administrators as needed | Outside agency literature, discharge papers and medication updates as needed | Ongoing | Suspension letters, appointments |
| College Night | Grade 10, 11, 12 | Counselors, administrators, college representatives, parents, students | Casey Hall, chairs, microphone, mobile computer, screen, projector, discussion topics | January | Invitations to college representatives, handouts, feedback from students, parents and staff |
| Curriculum Night | Grade 9, 12, parents | Counselors, parents  | Casey Hall, Cafeteria, chairs, microphone, mobile computer, screen, projector, score reports, presentation schedule | September | Feedback forms |
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