



# Hudson High School Guidance Plan 2007-2008

## Counselors

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## **PROGRAM DESCRIPTION**

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School counselors work with all students, school staff, families and members of the community as an integral part of the education program. These services should be under the professional direction and coordination of qualified school counselors and the administrative leadership of the school's principal.

The role of the school counselor is to promote school success through a focus on academic achievement, prevention and intervention activities, advocacy and social/emotional and career development.

### **MAJOR FUNCTIONS OF THE GUIDANCE PROGRAM**

***Academic Counseling and Planning:*** includes the selection of a plan of study, placement into appropriate courses and programs, career development as well as participation in the CSE process as appropriate.

***Post-secondary planning:*** facilitating the preparation and processing of college, scholarship and employment or military service opportunities.

***Crisis Intervention Services:*** includes counseling student in crisis (i.e. suicide prevention, child abuse, pregnancy, substance abuse) and providing assessment and referral to related support services as appropriate.

***Student records:*** preparation of academic schedules and orientation of students to school procedures and learning opportunities. Maintenance of student academic records.

## **SUMMARY OF HIGH SCHOOL GUIDANCE PROGRAM OBJECTIVES**

1. To help students and parents, new to the high school, gain information and become familiar with the high school educational program.
2. To assist students in program choices consistent with abilities and academic/career goals.
3. To offer alternatives for high school students who are struggling academically.
4. To assist students to identify their interests and abilities through an interpretation of their performance on a number of standardized tests, such as PSAT, SAT , ACT, and Self Directed Search Inventory (Holland).
5. To provide students and parents with guidance related information in a timely fashion.
6. To assist students with the resolution of personal and school related problems.
7. To maintain accurate and appropriate student records.
8. To help students become more familiar with post-high school educational opportunities, occupational information and financial aid.
9. To provide a developmental career guidance program that will enable students to make educational and vocational plans.
10. To annually review each student's educational progress and career plans.
11. To keep current in all related guidance areas through various professional developmental opportunities, including college forums, career, financial aid and counselor workshops, and college visitation programs.

## HIGH SCHOOL GUIDANCE PROGRAM OBJECTIVES

**OBJECTIVE #1:** To help students and parents, new to the high school, gain information and become familiar with the high school educational program.

**Expected Outcomes:**

1. New students will adjust to the high school program in order to take full advantage of all services available to them.
2. Parents new to the school will be aware of the educational program offered at the high school.

**Methods of Evaluation:**

1. Counselor observations
2. Student/parent feedback
3. Teacher observations

**Program Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Meet with every transfer student to develop an academic program, plan of study, and evaluate credits.	Grades 9-12	Guidance Counselors	Clerical Staff Pupil Personnel Services Attendance Registrar	Ongoing
Counselors and Department Heads present academic Program of Studies	Grade 8	Guidance Counselors  Department Heads	Clerical Staff Administrators	March
Orientation to high school for incoming 9 <sup>th</sup> graders	Grade 8	Guidance Counselors	Clerical Staff Teachers	August

**OBJECTIVE #2:** To assist students in program choices consistent with abilities and career goals.

**Expected Outcomes:**

1. Students will be placed in courses that will provide them with maximum options upon graduation from high school.
2. Students will demonstrate an understanding of their current academic status, achievement, interests and abilities, educational requirements, and possible career goals.

**Methods of Evaluation:**

1. Counselor observations
2. Student/parent feedback

**Program Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Counselors will meet with all department chairpersons to review current and potential curriculum developments	All Departments	Guidance Counselors	Teachers Administrators Clerical Staff	December/ January
Counselors process and evaluate student course selections	Grades 9-11	Guidance Counselors	Students Teachers Parents Administrators Clerical Staff Technology Staff	Spring
Conduct individual counseling sessions to review credits, post high school plans and course selection	Grades 9-12	Guidance Counselors	Clerical Staff Teacher recommendations Course selection Student 4 yr plan Reference material	Spring
Counselors are available for individual counseling sessions with students to discuss possible program changes	Grades 9-11	Guidance Counselors	Clerical Staff Teachers Administrators	March

**Expected Outcomes:**

1. Students will have additional opportunity to earn catch-up credit through the 21<sup>st</sup> Century After School programs.
2. Students will have opportunity to remediate up to 2 core courses in summer school.
3. A small number of students will be eligible to attend the Alternate Learning Program (ALP).
4. After alternative supports have been provided, the Alternate High School Equivalency Program (AHSEP) will be an option.

**Methods of Evaluation:**

1. Student report cards
2. Teacher/Counselor observation
3. Student/parent feedback

**Program Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Individual Review with student	Grades 9 - 12	Guidance Counselors	Clerical Staff	Ongoing
Register for 21 <sup>st</sup> Century Courses	Grades 9-12	Guidance Counselors	Clerical Staff 21 <sup>st</sup> Century Coordinator	September January June
Summer School	Grades 9-12	Guidance Counselors	Clerical Staff	June
ALP Referral	Grades 9-12	Guidance Counselors	Clerical Staff ALP Principal	September February
AHSEP Referral	Students age 16-20 who have earned fewer than 2.75 credits per year must take GED placement test before entry	Guidance Counselors	Clerical Staff AHSEP Staff Parent Superintendent	Ongoing (individual basis)

**OBJECTIVE #4:** To assist student to identify their interests and abilities through an interpretation of their performance on a number of standardized tests, such as PSAT, SAT, ACT, and Self-directed Search Inventory.

**Expected Outcomes:**

1. Students will make decisions concerning their future educational and vocational plans.
2. Students will gain an understanding of the standardized tests required for college admission.

**Methods of Evaluation:**

1. Counselor observations
2. Student/parent feedback
3. SAT College-Bound Seniors Reports

**Program Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Interpret PSAT results in group and individual sessions	Grades 10 & 11	Guidance Counselors	Clerical Staff Educational Testing Service materials	Fall
Review SAT and ACT test results as requested by student and/or parent	Grades 11 & 12	Guidance Counselors	Testing resources The College Board ACT	Ongoing
Review SAT College-Bound Seniors Reports	Grade 12	Guidance Counselors	College Board	Fall

<b>OBJECTIVE #5:</b> To provide students and parents with guidance related information in a timely fashion.
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**Expected Outcomes:**

1. Parent and student access to guidance related information.

**Methods of Evaluation:**

1. Counselor observations
2. Student/parent feedback

**Program Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Guidance information will be disseminated through the Principal's Newsletter, on district school calendar, and on district website	Grades 9 - 12  Students families	Guidance Counselors	Clerical Staff	Quarterly
Informational announcements made via Bluehawk Spirit and daily staff bulletin	Grades 9 - 12	Guidance Counselors	Clerical Staff	Weekly
Periodic news releases will be provided through the district website and local newspapers	Grades 9 - 12	Guidance Counselors	Clerical Staff	Ongoing
Guidance bulletin boards will provide information about important events, special programs, standardized testing dates, summer programs, scholarships, employment information, college information sessions, etc.	Grades 9 - 12	Guidance Counselors	Clerical Staff	Monthly

**OBJECTIVE #6:** To assist students with the resolution of personal and school related problems.

**Expected Outcomes:**

*Students will exhibit one or more of the following desired results:*

1. Improvement of school performance.
2. Reduced incidence of unacceptable behavior.
3. Improved self-image.
4. Improved social relationships.
5. Acceptance of responsibility for their behavior.

**Methods of Evaluation:**

1. Counselor/teacher/staff observations
2. Analysis of school records
3. Student self-reporting
4. Clinical summaries of outside treatment agencies

**Program Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Identify students in need of or desiring additional services	Grades 9 - 12	Guidance Counselors Nurse Teachers Administrators	Students Parents Community agencies Pupil personnel services	As needed
Schedule staffings	Grades 9 - 12	Guidance Counselors	Clerical Staff Teachers Parents Pupil personnel services	As needed
Individual counseling	Grades 9 - 12	Guidance Counselors	Pupil personnel services	As needed
Referral to school psychologist and/or school social worker	Identified 9 <sup>th</sup> - 12 <sup>th</sup> graders	Guidance Counselors Nurse Pupil personnel services	School psychologues School social worker Community agencies	As needed
Referral to specialized outside professionals/agencies	Identified 9 <sup>th</sup> - 12 <sup>th</sup> graders	Guidance Counselors Nurse Pupil personnel services	Child protective Therapists Physicians	As needed

**OBJECTIVE #7:** To maintain accurate and appropriate student records.

**Expected Outcomes:**

1. Academic reports are prepared quarterly with 5 week progress reports.

2. Parents, students, staff, the Board of Education and the State Education Department will be provided with appropriate information.
3. Academic transcripts requested by graduates are forwarded to appropriate offices.

**Methods of Evaluation:**

1. Ongoing analysis of student records and state reports.

**Program Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Grades are exported to Guidance Department	Grades 9 -12	Clerical Staff Teachers	Guidance Counselors	Every 5 and 10 week interval
Keep an individual 4 year planning record on all students listing credits earned, courses in progress, and post-high school plans	Grades 9 - 12	Guidance Counselors	Clerical Staff Permanent Record Card SASIXp Student Information	Ongoing
Survey seniors post-high school plans for completion of post-high school graduation report.	Grade 12	Guidance Counselors	Clerical Staff Teachers	Ongoing
Preparation of Hudson High School Profile	College Admissions Staff	Guidance Chair	Clerical Staff	Summer/Early Fall
Preparation of graduate transcripts	High school graduates	Clerical Staff	Guidance Counselors	As requested

**OBJECTIVE #8:** To help students become more familiar with post-high school educational opportunities, occupational information and financial aid.

**Expected Outcomes:**

1. Students will become more aware of the many options that exist after high

- school.
2. Students will take all necessary actions to apply to and gain acceptance into their choice of college, occupation, technical school or military service.
  3. Students will become familiar with the ways to finance a post-high school education.

**Methods of Evaluation:**

1. Counselor observations
2. Student/parent feedback

**Program Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Reactivate quarterly guidance newsletter (FLASH) for students and parents that will include graduation requirements, yearly calendar and important deadline dates (to also be mailed home as well as posted on the HCSD website)	Grades 9 - 12	Guidance Counselors	Clerical Staff	Ongoing
Conduct College/Career Planning Workshop in senior English classes	Grade 12	Guidance Counselors	Clerical Staff Handouts	Early Fall
Conduct individual senior/counselor interviews to review current schedule, graduation requirements, important dates and deadlines, and post-high school planning	Grade 12	Guidance Counselors	Clerical Staff Resource materials	Early Fall
Encourage students and their parents to attend various college nights	Grades 9 - 12	Guidance Counselors	Clerical Staff College representatives	Ongoing
Assist students with post-high school applications and write student recommendations	Grade 12	Guidance Counselors	Clerical Staff	Ongoing
Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Encourage students with use of the internet in their search for a post-high school institution,	Grades 9 - 12	Guidance Counselors	Internet Resource materials	Ongoing

financial aid and career information				
Coordinate school visits by representatives from colleges, technical schools and the military	Grades 11 and 12	Guidance Counselors Clerical Staff	College representatives Military representatives	Ongoing
Keep students current on scholarships and financial aid information	Grade 12	Guidance Counselors	Clerical Staff Guidance bulletin boards Daily announcements BlueHawk Spirit	Ongoing
Conduct a post-secondary orientation for all juniors in all 11 <sup>th</sup> grade English classes	Grade 11	Guidance Counselors	Clerical Staff Assessment information (i.e. SAT, PSAT)	Ongoing
Discuss post-high school plans when scheduling students for the following year	Grades 9 - 11	Guidance Counselors	Clerical Staff	Spring
Provide an audio visual presentation of the vocational aspects of BOCES in large group sessions	Grade 10	Guidance Counselors BOCES staff	Clerical Staff Questar III personnel AV equipment	Winter
Arrange for interested students to visit Questar III prior to registering for a BOCES program	Grade 10 and 11	Guidance Counselors Clerical Staff	Questar III personnel Bus transportation	Late winter/ early spring

**OBJECTIVE #9:** To provide a developmental career guidance program that will enable students to make educational and vocational plans.

**Expected Outcomes:**

1. Students will become more aware of their individual interests, talents, work

2. values, and preferred life styles in relation to the career decision making process.
2. Students will learn how to use appropriate resources to explore specific occupations.
3. Students will be more familiar with the process of career decision making and planning.
4. Counselors will help students develop effective educational/career plans.

**Methods of Evaluation:**

1. Counselor observations
2. Student/parent feedback
3. 12<sup>th</sup> grade survey
4. Self-directed search

**Program Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Select career materials (DVD, software, pamphlets, etc.) for Resource Room for use of teaching staff and students	Grades 9 - 12	Guidance Counselors	Clerical Staff	Ongoing
Provide referrals to various career internship experiences	Grades 9 - 12	Guidance Counselors		Ongoing
Complete Self-Directed Search	Grade 10	Guidance Counselors	Resource material	October/ November
Conduct yearly Career Day with local employers in collaboration with CGSCA and local employers/ professionals	Grade 10	Guidance Counselors	Clerical Staff Columbia-Greene School Counselors Association Area Employers/ Professionals	October - January

**OBJECTIVE #10:** To annually review each student's educational progress and career plans.

**Expected Outcomes:**

1. Each student will develop the ability to identify credits earned and total credits needed for graduation.
2. Each student will engage in academic planning for completion of high school and

for post-high choices.

3. Each student will develop the ability to discuss career interests and career plans.

**Methods of Evaluation:**

1. Counselor observations
2. Student/parent feedback

**Program Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Individual student/counselor conference	Grades 9 - 12	Guidance Counselors	Cumulative record Program of Study Test results Credit evaluation Clerical Staff	Ongoing

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**OBJECTIVE #11:** To keep current in all related guidance areas through various professional development opportunities, including college forums, career, financial aid and counselor workshops, and college visitation programs.

**Expected Outcomes:**

1. Student access to the most up-to-date guidance related information.

**Methods of Evaluation:**

1. Counselor observations
2. Student/parent feedback

**Program Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Counselor will visit post-high school institutions, attend conferences on the SUNY system, college testing and financial aid to keep current on trends in occupations, careers, and the college selection process	Grades 9 - 12	Guidance Counselors	SUNY New Paltz Talent Search Counselor NY State Financial Aid Administrators Assoc. SUNYCAP (College Admissions Professionals) NYS Department of Labor	Ongoing