

Port Jervis City School District
K-12 Comprehensive Guidance Plan



Port Jervis City School District

9 Thompson Street

Port Jervis, NY 12771

www.pjschools.org

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MISSION STATEMENT

of the

PORT JERVIS CITY SCHOOL DISTRICT

The Port Jervis City School District is committed to measurably improve the academic performance of all students and provide opportunities for students to reach their fullest potential.

The district will also support students in meeting their basic needs that will build self-esteem, motivation, and pride in a positive, safe and nurturing environment.

We recognize the importance of our partnerships with students, parents, and the community in developing confident and capable graduates by fostering citizenship, social development, and life-long learning.

The Rationale for School Counseling Programs

The primary goal of school counseling programs is to promote and enhance student learning through three broad and interrelated areas of student development. Each of these areas encompasses a variety of desired student learning competencies, which in turn are comprised of specific knowledge, attitudes and skills, which form the foundation of the developmental school counseling program. The three areas of student development are academic development, career development, and social/emotional development. A comprehensive school counseling program is developmental and systematic in nature, sequential, clearly defined, and accountable. The program is proactive and preventive in its focus and it assists students in acquiring life-long learning skills. School counseling programs are developed by focusing on needs and issues related to various stages of student growth. There is a commitment to individual uniqueness and the maximum development in the three major areas, academic, career, and personal/social.

Components of a School Counseling Program

The comprehensive school counseling program integrates academic, career, and personal/social development. Counseling, consultation, collaboration, coordination, case management, guidance curriculum, and program evaluation are the primary delivery methods in an effective school counseling program.

The purpose of a counseling program in a school setting is to promote and enhance the learning process.

(From the American School Counselor Association, the National Standards for School Counseling Programs)

Counseling Staff

High School

- Laurie Kahmar, 9th and 10th grade A-L
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- David Marr, 9th and 10th grade M-Z
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- Julie Balogh, 11th and 12th grade A-L
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- Kate Oldham, Guidance Chairperson 11th and 12th grade M-Z
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- Julie Nimal, all students 9th-12th with IEP's
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- Noell Bushey, School Psychologist
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Middle School

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 - 858-3100 X12601

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- Jody Hanlon, School Psychologist
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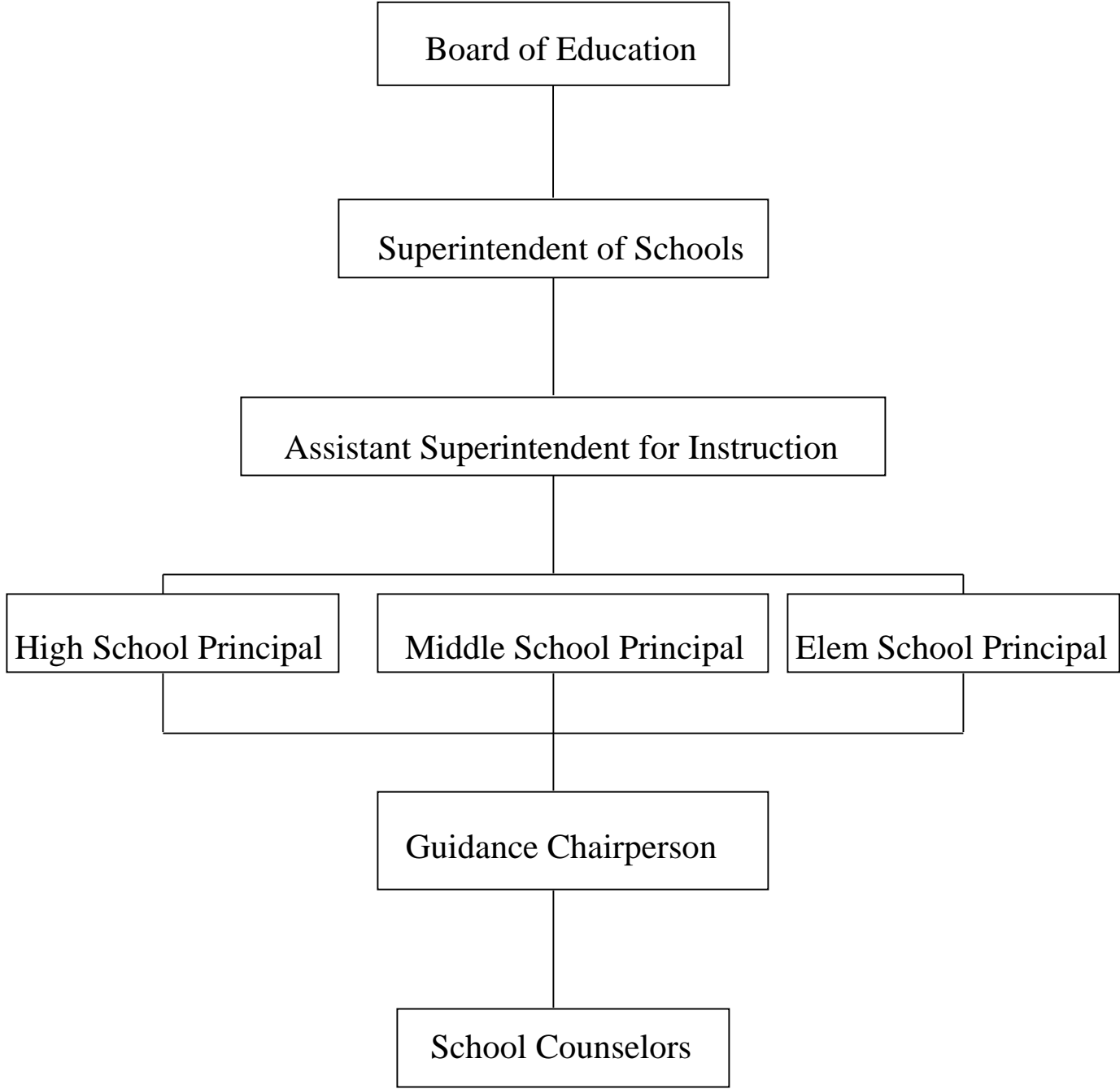
ASK Elementary

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 - 858-3100 X13611
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- Lisa Whiteman-Bongiovi, School Social Worker
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HBE Elementary

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- Vicky Harris, School Psychologist
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Guidance Department Organizational Chart



Port Jervis Elementary Guidance Plan for Grades K-6

Port Jervis City School District Counseling and Development Plan 2015-2022

Guidance Objective 1

A. Program Objective: The program prepares students to participate effectively in the Current Educational Programs

B. Target Population: All Grades K - 6

C. Expected Outcome:

1. Student will maintain achievement levels appropriate to their ability and maturity in all curriculum areas.
2. Students will maintain an observable interest and effort in their school work.
3. Students will demonstrate interpersonal communication and problem-solving skills appropriate to the grade level.

D. Annual Assessment:

1. Student achievement will be measured by report card grades each marking period and at the appropriate grade levels.
2. Student motivation will be noted by the classroom teacher and also by their report card grades each marking period.
3. Interpersonal communications and problem-solving skills growth will be noted by classroom teachers and other school personnel.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Study Skills	K- 6	Classroom Teachers	Guidance Counselor & Principal	On-going
Student/Teacher Conferences on Academic Progress	K- 6	Classroom Teachers	Guidance Counselor & Principal	On-going
Instruction about appropriate behavior	K- 6	Classroom Teachers	Guidance Counselor & Principal	On-going

**Port Jervis City School District
Counseling and Development Plan 2015-2022**

Guidance Objective 2

A. Program Objective: To prepare students to participate effectively in their Future Educational Programs.

B. Target Population: All Grades K - 6

C. Expected Outcome:

1. Students will demonstrate continuous achievement as they progress through elementary school.
2. Failure rate will remain stable or decrease.
3. Students receiving remedial instruction may make satisfactory progress in these programs.

D. Annual Assessment:

1. Report cards grades each marking period: Standardized test results, and evaluations by Academic Intervention Support Teams.
2. Continuous monitoring of students will result in placement in AIS or Gifted and Talented.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Pre-Enrollments Orientation of Kindergarten Registrants	All Kindergarten Students	Classroom Teachers, School Counselors Nurse	Principal & Asst. Principal	On-going
Parent Orientation/Open- House	Kindergarten parents	Principal, Nurse, Kindergarten Teachers, Teacher Aids & School Counselor		Summer
Unit, Chapter and Standardized Testing reveal student strength & weaknesses	K - 6	Classroom Teachers	School Psychologist	On-going

**Port Jervis City School District
Counseling and Development Plan 2015-2022**

Guidance Objective 3

A. Program Objective: To help students who exhibit Attendance Problems.

B. Target Population: All Grades K - 6

C. Expected Outcome:

1. Students will attend school regularly as a result of this process
2. Parents will cooperate with the school to ensure the regular attendance of their children.

D. Annual Assessment:

1. Review of monthly and year-end student attendance records.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Regular attendance reporting	K - 6	Classroom Teachers, Secretary, School Counselor	Principal & Asst. Principal, Nurse	On-going
Telephone Calls to Parents	All excessive absentee students	School Counselor & School Based Liaisons	Principal, & Classroom Teachers	On-going
Individual Counseling	All excessive absentee students	School Counselor & School Based Liaisons	Principal, & Classroom Teachers	On-going
Parent Conferences	All excessive absentee students	School Counselor & School Based Liaisons	Principal, & Classroom Teachers, & Nurse	On-going
Home Visits	All excessive absentee students	School Counselor & School Based Liaisons	Principal	On-going
Referrals to Community Organizations	All excessive absentee students	School Counselor & School Based Liaisons	Principal	On-going

**Port Jervis City School District
Counseling and Development Plan 2015-2022**

Guidance Objective 4

A. Program Objective: To help students who exhibit Academic Problems.

B. Target Population: All Grades K - 6

C. Expected Outcome:

1. The class work and homework of students in the programs will improve.
2. The report card grades of students in the program will improve.
3. The student will demonstrate responsible behavior.

D. Annual Assessment:

1. Observation of classroom teacher.
2. The improvement noted on the student(s)' report card.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Parent/Teacher Conferences	K - 6	Classroom Teacher	Guidance Counselor & Principal	On-going
Assessment by the Pupil Personnel Service Team (PPST)	Students Grades K - 6 who continue to fall below academic standards	Principal, School Psychiatrist, School Counselor, Classroom Teachers,	Community Agencies	As-Needed
Assignments to Academic Intervention Support (AIS)	Students Grades K - 6 in need of this service	Principal, AIS Teachers, & PPST Committee		On-going
Individual Counseling	Students Grades K - 6 in need of this service	School Counselor	School Psychologist, Classroom Teacher, & Parent	On-going
Group Counseling	Students Grades K - 6 in need of this service	School Counselor	School Psychologist	On-going
After School Assistance	Students Grades K - 6 who need assistance in one or more subject areas	Classroom Teachers	Other faculty volunteers	On-going
Peer Tutoring	K - 6	Peer tutoring - Program Coordinator	Guidance Counselor	On-going

**Port Jervis City School District
Counseling and Development Plan 2015-2022**

Guidance Objective 5

A. Program Objective: To help students who exhibit Behavioral or Adjustment Problems.

B. Target Population: All Grades K - 6

C. Expected Outcome:

1. Student behavior will improve.
2. Student adjustment to school will improve.

D. Annual Assessment:

1. A reduction in the number of reported disciplinary problems.
2. A student population enjoying their educational experience.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Instruction on Classroom Behavior	K - 6	Classroom Teacher	Guidance Counselor	On-going
Parent/Teacher Conferences-Principal-Guidance Counselor	Students Grades K - 6 who exhibit behavior concerns	Classroom Teacher, Principal, & School Counselor	Committee on Special Education (CSE)	On-going
Assessment by Pupil Personnel Services Team (PPST)	Students Grades K - 6 in need of this service	Principal, School Psychologist, School Counselor, & Classroom Teacher	Parent, Classroom Teacher, School Psychologist	As need arises
Individual Counseling	Students Grades K - 6 in need of this service	School Counselor	School Psychologist, Classroom Teacher, & Parent	On-going
Group Counseling	Students Grades K - 6 in need of this service	School Counselor	School Psychologist	On-going
Referral to School Administrator for disciplining purposes	K - 6	Assistant Principal	Principal	On-going
Referral to Committee on Special Education (CSE)	Students Grades K - 6 in need of this service	School Counselor	Pupil Personnel Services Team (PPST)	On-going
Referral to School Psychologist	Students Grades K - 6 in need of this service	School Counselor	Principal & Classroom Teacher	On-going

Referral to Community Agencies	Students Grades K - 6 in need of this service	School Counselor	School Psychologist & Community Agencies	On-going
Handbooks including Discipline Policies Distributed to Parents K - 6	Students Grades K - 6 & Parents	Principal & Classroom Teachers	Guidance Counselor	September & Upon new entrance

Guidance Objective 6

A. Program Objective: Help students deal with Family Issues that Impact Education

B. Target Population: All Grades K - 6

C. Expected Outcome:

1. Improved Academic Performance.
2. Students will develop the ability to identify their feelings.
3. Students will develop coping mechanisms.
4. Parents will understand the scope of the guidance program, its content and procedure.

D. Annual Assessment:

1. Classroom teachers' observation of student response.
2. Parent feedback.
3. Counselor feedback.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Individual Counseling	Students Grades K - 6 in need of this service	School Counselor	Parents, Classroom Teachers, & School Psychologist	On-going
Group Counseling	Students Grades K - 6 in need of this service	School Counselor	Parents, Classroom Teachers, & School Psychologist	On-going
Guidance Counselor/ Parent Conferences	Students Grades K - 6 in need of this service	School Counselor	Parents, Classroom Teachers, & School Psychologist	On-going
Referral to Community Agencies	Students Grades K - 6 in need of this service	School Counselor	School Psychologist & Community Agencies	On-going

Guidance Objective 7

A. Program Objective: To Encourage Parental Involvement

B. Target Population: All Grades K - 6

C. Expected Outcome:

1. Encouragement of Parental Involvement in the development and support of the education programs and goals designed for their child.
2. Encouragement of mutual communication between parent and school personnel.
3. Parents will develop a clear understanding of school services and programs provided for their children.

D. Annual Assessment:

1. Parental feedback.
2. Teacher/Principal/Counselor Observation.
3. Progress Reports.
4. Report Cards.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Current Report Card Conferences/ Progress Reports	All students Grade K - 6	Classroom Teachers, Principals, Special Area Teachers	Guidance Counselors	On-going
Parent Conferences	All students Grade K - 6	School Counselor & Classroom Teacher	Principal	On-going
Open House - Parent Orientation, etc.	All Parents, Teachers Grades 1 - 6	Principal, Classroom Teacher, & School Counselor		Fall - Scheduled Annually
Parent Orientation Meetings regarding future educational programs	All Parents, Teachers Grades K - 6	Principal, Classroom Teacher, & School Counselor		Spring/Fall
Notices to Parents: Report Cards, Progress Reports, Informal Communication, Need of Remediation Letter, Honor Roll Letter	All Parents, Teachers Grades K - 6	Classroom Teachers	Principal & Guidance Counselor	On-going
Parent Teacher Association (P.T.A.)	All Parents, Grades K - 6	Principal, Classroom Teacher, & School Counselor	Guidance Counselors	On-going

Guidance Objective 8

A. Program Objective: To Preserve and Support the Social and Emotional Health of all students.

B. Target Population: All Grades K - 6

C. Expected Outcome:

1. Students will feel comfortable in their educational setting.
2. Students will learn and demonstrate good character.
3. School Faculty will teach and model good character.
4. Students will have the appropriate support for their social and emotional issues

D. Annual Assessment:

1. Student's level of comfort will be monitored by classroom teachers, and by use of self-report measure.
2. A measurable reduction in discipline referrals for all students.
3. Formalized observation by administration.
4. Reassessing the guidance program on a yearly basis

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Development of Mentoring Program	All students Grade K - 6 in need of this service	School Counselor	School Personnel	On-going
Individual Counseling	All students Grade K - 6 in need of this service	School Counselor	School Psychologist, Classroom teacher, Parent, other School Staff	On-going
Group Counseling	All students Grade K - 6 in need of this service	School Counselor	School Psychologist, Classroom teacher, Parent,	On-going

Port Jervis Middle School Guidance Plan for Grades 7-8

Guidance Objective 9

A. Program Objective: Academics

B. Target Population: All Students 7-8

C. Expected Outcome:

1. Students will meet with Counselor to review educational progress.
2. Students will meet with Counselor to review career plans.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Individual student/counselor conference	7-8	School Counselors		Ongoing
Group educational and Career Counseling sessions	7-8	School Counselors		Ongoing
Assign AIS programs	7-8	School Counselors	NYS test results	Ongoing
Failure letters, progress reports and quarterly report cards	7-8	School Counselors	Guidance Clerical	Ongoing
After School assistance	7-8	Class Teachers	School counselors	Ongoing
Parent/Faculty/Counselor conferences	7-8	School Counselors	Class teachers	Ongoing
Referral to CSE	7-8	School Counselors/School Psychologist	Class teachers	Ongoing
Parent Contact	7-8	School Counselors	Class teachers	Ongoing
MAPS testing	7-8	Class Teachers	School Counselors	Fall/Spring
Assessment by the Learning Improvement Team	7-8	School Counselors, Social Workers, School Psychologist, Teachers		As - Needed

Guidance Objective 10

A. Program Objective: Counseling

B. Target Population: All Students 7-8

C. Expected Outcome:

1. Counseling services are available to students who are having difficulties related to their educational programs and experience social/emotional difficulties.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Individual Counseling on student's program and plans	7-8	School Counselors Social Worker	Student Records	Ongoing
Administer standardized tests to determine proper placement	7-8	School Counselors School Psychologists	NYS Tests	Jan-June
Arrange for tutoring and homebound instruction	7-8	School Counselors School Psychologists		Ongoing
Group counseling on program planning	7-8	School Counselors Social Worker		Ongoing
Referral to CSE	7-8	School Counselors Social Worker	Class Teachers	Ongoing
Referral to and Action by LIT	7-8	School Counselors Social Worker	Class Teachers	Ongoing
Parent/Faculty/Counselor Conferences	7-8	School Counselors	Class Teachers	Ongoing
Referral To Social Worker	7-8	School Counselors Social Worker		Ongoing
Referral to Peer Mediation	7-8	School Counselors Social Worker Peer Mediation		Ongoing

Guidance Objective 11

A. Program Objective: Parental Involvement

B. Target Population: All Students 7-8

C. Expected Outcome:

1. Parent involvement will improve and be encouraged in the Middle School.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Daytime and evening presentations to inform parents of programs, services, and personnel available	7-8	School Counselors Administration	Class Teachers	Ongoing
Sixth grade to seventh grade transition orientation programs	7-8	School Counselors Administration Class Teachers	Peer Leaders	August
Open House Activities	7-8	School Counselors Administration Class Teachers	Peer Leaders	September
Parent/student/counselor conferences for student programs	7-8	School Counselors	Report Cards Standardized Tests	Ongoing
Building Student Planner	7-8	School Counselors	Class Teachers Parents	Ongoing
Phone Calls Home	7-8	School Counselors		Ongoing
Home Visits	7-8	School Counselors		Ongoing

Guidance Objective 12

A. Program Objective: Attendance

B. Target Population: All Students 7-8

C. Expected Outcome:

1. Students will be advised about how they may attempt to overcome attendance problems.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Group and individual counseling	7-8	School Counselors	Social Worker	Ongoing
Individual Conferences	7-8	School Counselors		Ongoing
Referral to Community Agencies	7-8	School Counselors	Social Worker	Ongoing
Referral to LIT	7-8	School Counselors	Social Worker/ class teachers	Ongoing
Written and verbal communication to students and parents of students approaching loss of credit based on Attendance Policy	7-8	School Counselors	Social workers, administration	Ongoing
Consistent attendance taking procedures	7-8	Class Teachers	Guidance Clerical	Ongoing
Implementation of attendance policy	7-8	School Counselors	Administration	Ongoing
Follow- up phone calls to home	7-8	School Counselors	Social workers, class teachers, clerical	Ongoing
Home Visit	7-8	School Counselor		Ongoing
Pre-Pins meetings	7-8	School Counselor, Social worker	Probation	Ongoing
PINS referral	7-8	School Counselors, Social Workers	Probation	As - Needed

Port Jervis High School Guidance Plan for Grades 9-12

Guidance Objective 13

A. Program Objective: Social/Emotional

B. Target Population: All Students 9-12

C. Expected Outcome:

1. Students will meet with counselor to review educational requirements for curriculum.
2. Students will understand expectations and requirements of individual courses.
3. Students will review their progress annually and their educational course of study.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
9th Grade Orientation	9	Counselors	Administration, Students	August
Career Interest Inventory Grade 10 Eng. & S.S.	10	Counselors-in Classroom	Humanities	Fall/Spring
Perfect Attendance	9-12	School Counselors	Counselors, Administration	June
Grade 10 Parent Meetings	10	School Counselor		June
Career Interest Inventory Classroom Presentation	10	School Counselor	English/SS Teacher	Fall/Spring
ASVAB	9-12	School Counselor	Armed Services	October

Guidance Objective 14

A. Program Objective: Career

B. Target Population: All Students 9-12

C. Expected Outcome:

1. Students will meet with counselor to review educational requirements for curriculum.
2. Students will understand expectations and requirements of individual courses.
3. Students will review their progress annually and their educational course of study.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
College Fair	9-12	Counselors	Speakers	Spring
Work Experience	12	Business Curriculum Coordinator, School Counselors		On Going
Classroom Presentation for SAT'S and College	9-12	Teachers, Business, College/ Professional, School Counselors	Handouts, Media	On Going
Annual Review	9-11	Counselors, Teachers	4 yr. plan, course selection sheet & testing information	Jan-Apr
College Night at OCCC	9-11	Counselors, Professional College Staff, OCCA		May
Resume Preparation Individually	9-12	C-TEC, Business & English Staff, Counselors	Technology, English Teachers	On Going
Portfolio Development	9-12	Art Education/ C-TEC	Technology	On Going
College/Military Recruitment Tables	9-12	Military personnel/ Advisor, Clerical	Custodian	On Going
Individual Planning Meetings	9-12	School Counselor	Teachers, Parents, Community resources	On Going
Senior Interview	12	School Counselor		Sept.-Oct.
PSAT/SAT	11-12	School Counselor		Nov., May
SAT Planning, College Fair	9-12	School Counselor		Oct.
College Applications	12	School Counselor		On Going
Financial Aid Night	11-12	School Counselor	Fin. Aid Counselor	Dec.
Scholarship Awareness/ Searchers	9-12	School Counselor	Internet	On Going

Life After High School	11-12	HS Principal, Counselors	Former Students	Dec.
C-Tech Presentation	10	School Counselor	Vo-Tech Staff	Dec.
Report Card Review	9-12	School Counselor	Student, Parents, Classroom Teachers	On Going
Summer School Registration	9-12	School Counselor	Teachers, Administration	June
School to Work	12	Business Curriculum Coordinator, Counselors	Community Business	On Going
Professional Development	Counselors	Counselors	Outside Workshops & College Visits	On Going

Guidance Objective 15

A. Program Objective: Social/Emotional

B. Target Population: All Students 9-12

C. Expected Outcome:

1. Students will meet with counselor to review educational requirements for curriculum.
2. Students will understand expectations and requirements of individual courses.
3. Students will review their progress annually and their educational course of study.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
Review Daily Attendance and Call Home	All Students	School Counselors	Administration	All Year/ On Going
Review Report Cards	All Students	School Counselor		All Year/ On Going
Review and Adjust Schedules	All Students	School Counselor	Student Management System	Summer/Fall
Review Discipline Letter	All Students	Assistant Principal	Counselors	All Year as Needed
Notification of Home Instructions	All Students	CSE/ Clerical Staff	Administration	All Year as Needed
Home Visits	Students Referred with Above Problems	School Counselors	Administration	All Year as Needed
Meet with new families to district during School Year	New Students 9-12	School Counselor/ AP's	Calendar	On Going
Communicate with Families	All Students	School Counselor	Staff	On Going
Refer Students to Outside Agencies	Identified Students	Counselor/ Social Worker	Community Resources	All Year as Needed
Meet with Students in Danger of Failing	Grades 9-12	Counselors	Report Card, Teacher	On Going
Introduce Alternative Educational Program	Grades 9-12	School Counselors	Administration, Social Worker	On Going
After School Extra Help	Grades 9-12	Teacher	School Counselor	On Going
High Risk interventions	Identified Students	School Counselor	Staff	On Going
Court Legal Proceeding	Identified Students	AP's	School Counselor	On Going

PINS	Students In Need	School Counselor	AP's	On Going
Crisis Intervention	Grades 9-12	Teacher/Counselor/Psych	Report Card, Referrals	On Going
Intensive Day Treatment	Students re-entering from Outside Placement	Social Worker	School Counselor	As Needed

Guidance Objective 16

A. Program Objective: Social/Emotional

B. Target Population: All Students 9-12

C. Expected Outcome:

1. Students will meet with counselor to review educational requirements for curriculum.
2. Students will understand expectations and requirements of individual courses.
3. Students will review their progress annually and their educational course of study.

Activity	Target Group	Staff Assigned	Other Resources	Dates of Activity
9th Grade Orientation	9	Counselors	Administration, Students	August
Career Interest Inventory Grade 10 Eng. & S.S.	10	Counselors-in Classroom	English and SS teachers	Fall/Spring
Perfect Attendance	9	School Counselors	Admin	June
Grade 10 Parent Meetings	10	School Counselor		January
Career Interest Inventory Classroom Presentation	10	School Counselor	English/SS Teacher	Fall/Spring
ASVAB	10-12	School Counselor	Armed Services	October