

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](http://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 encompass 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 personal/social 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)

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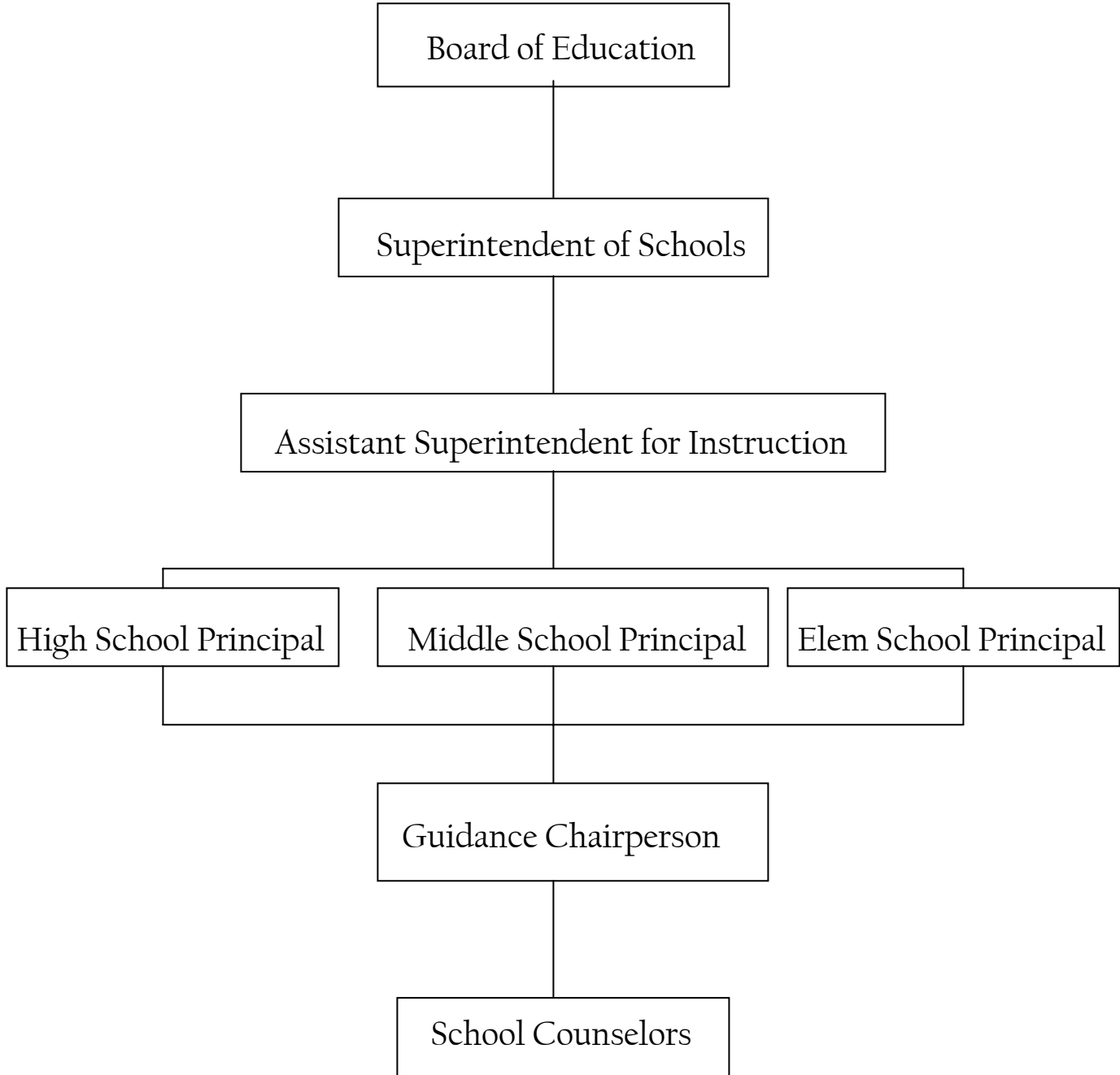
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# Guidance Department Organizational Chart



# Port Jervis Elementary Guidance Plan for Grades K-6

## Port Jervis City School District Counseling and Development Plan 2006-2012

### 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 curricula.
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 their grade level.

**D. Annual Assessment:**

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

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Dates of Implementation</u>
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 2006-2012**

Guidance Objective 2

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

**B. Target Population:** All Grades K - 6

**C. Expected Outcome:**

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

**D. Annual Assessment:**

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

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Dates of</u>
Pre-Enrollments Orientation of Kindergarten Registrants	All Kindergarten Students	Classroom Teachers, Guidance Counselors Nurse	Principal & Asst. Principal	On-g
Parent Orientation/Open- House	Kindergarten parents	Principal, Nurse, Kindergarten Teachers, Teacher Aids & Guidance Counselor		Sum

Unit, Chapter and Standardized Testing reveal student strength & weaknesses	K - 6	Classroom Teachers	School Psychologist	On-g
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**Port Jervis City School District  
Counseling and Development Plan 2006-2012**

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 the

**D. Annual Assessment:**

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

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Dates o</u>
Regular attendance reporting	K - 6	Classroom Teachers, Secretary Guidance Counselor	Principal & Asst. Principal, Nurse	On-g
Telephone Calls to Parents	All excessive absentee students	Guidance Counselor & School Based Liaisons	Principal, & Classroom Teachers	On-g
Individual Counseling	All excessive absentee students	Guidance Counselor & School Based Liaisons	Principal, & Classroom Teachers	On-g

Parent Conferences	All excessive absentee students	Guidance Counselor & School Based Liaisons	Principal, & Classroom Teachers, & Nurse	On-g
Home Visits	All excessive absentee students	Guidance Counselor & School Based Liaisons	Principal	On-g
Referrals to Community Organizations	All excessive absentee students	Guidance Counselor & School Based Liaisons	Principal	On-g

**Port Jervis City School District  
Counseling and Development Plan 2006-2012**

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.

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Dates o</u>
Parent/Teacher Conferences	K - 6	Classroom Teacher	Guidance Counselor & Principal	On-g

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

**Port Jervis City School District  
Counseling and Development Plan 2006-2012**

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 students population enjoying their educational experience.

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Dates o</u>
Instruction on Classroom Behavior	K - 6	Classroom Teacher	Guidance Counselor	On-g
Parent/Teacher Conferences-Principal-Guidance Counselor	Students Grades K - 6 who exhibit behavior concerns	Classroom Teacher, Principal, & Guidance Counselor	Committee on Special Education (CSE)	On-g
Assessment by Pupil Personnel Services Team (PPST)	Students Grades K - 6 in need of this service	Principal, School Psychologist, Guidance Counselor, & Classroom Teacher	Parent, Classroom Teacher, School Psychologist	As need
Individual Counseling	Students Grades K - 6 in need of this service	Guidance Counselor	School Psychologist, Classroom Teacher, & Parent	On-g
Group Counseling	Students Grades K - 6 in need of this service	Guidance Counselor	School Psychologist	On-g
Referral to School Administrator for disciplining purposes	K - 6	Assistant Principal	Principal	On-g
Referral to Committee on Special Education (CSE)	Students Grades K - 6 in need of this service	Guidance Counselor	Pupil Personnel Services Team (PPST)	On-g
Referral to School Psychologist	Students Grades K - 6 in need of this service	Guidance Counselor	Principal & Classroom Teacher	On-g
Referral to Community Agencies	Students Grades K - 6 in need of this service	Guidance Counselor	School Psychologist & Community Agencies	On-g
Handbooks including Discipline Policies Distributed to Parents K - 6	Students Grades K - 6 & Parents	Principal & Classroom Teachers	Guidance Counselor	September new en

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:**

Improved Academic Performance.

Students will develop the ability to identify their feelings.

Students will develop coping mechanisms.

Parents will understand the scope of the guidance program, its content and process.

**D. Annual Assessment:**

Classroom teachers' observation of student response.

Parent feedback.

Counselor feedback.

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

Guidance Objective 7**A. Program****Objective:** To Encourage Parental Involvement**B. Target Population:** All Grades K - 6**C. Expected Outcome:**

Encouragement of Parental Involvement in the development and support of the child and goals designed for their child.

Encouragement of mutual communication between parent and school personnel.  
Parents will develop a clear understanding of school services and programs provided for their children.

**D. Annual Assessment:**

- Parental feedback.
- Teacher/Principal/Counselor Observation.
- Progress Reports.
- Report Card Comments.

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Dates of</u>
Current Report Card Conferences/ Progress Reports	All students Grade K - 6	Classroom Teachers, Principals, Special Area Teachers	Guidance Counselors	On-g
Parent Conferences	All students Grade K - 6	Guidance Counselor & Classroom Teacher	Principal	On-g
Open House - Parent Orientation, etc.	All Parents, Teachers Grades 1 - 6	Principal, Classroom Teacher, & Guidance Counselor		Fall - So Ann
Parent Orientation Meetings regarding future educational programs	All Parents, Teachers Grades K - 6	Principal, Classroom Teacher, & Guidance Counselor		Spring
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-g
Parent Teacher Association (P.T.A.)	All Parents, Grades K - 6	Principal, Classroom Teacher, & Guidance Counselor	Guidance Counselors	On-g

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:**

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

**D. Annual Assessment:**

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

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

Port Jervis Middle School Plan for Grades 7-8

**Port Jervis City School District  
Counseling and Development Plan 2006-2012**

- A. Program Objective:** An Annual Educational and Career Review
- B. Target Population:** All students 7-8
- C. Expected Outcome:** Student will meet with counselor to review educational requirements for curriculum

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>
Individual student/counselor conference	7-8	Guidance Counselors	NYS Te
Group educational and Career Counseling sessions	7-8	Guidance Counselors	
BOCES Vo-tech Tour Y2K Activity Day	7-8	Guidance Counselors	
Complete Interest Inventory	8	FACS Teachers	

**Port Jervis City School District  
Counseling and Development Plan 2006-2012**

- A. Program Objective:** Advisory Academic Assistance
- B. Target Population:** All students 7-8
- C. Expected Outcome:** Students will be advised of all educational programs and of all appropriate educational programs

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>
Screen all new students for proper placement	7-8	Guidance Counselors	Social Worker
Identify students needing to attend summer school	7-8	Guidance Counselors	Class Teachers
Scheduling new students/Processing departing students	7-8	Guidance Counselors	
Coordinate/Facilitate parent conference	7-8	Guidance Counselors	

Coordinate Special Ed./ ESL needs	7-8	Guidance Counselors	
Make necessary Schedule changes	7-8	Guidance Counselors	Class Teachers
Conduct all new student orientation	7-8	Guidance Counselors	
Process post Summer School pupils	7-8	Guidance Counselors	
Group and individual scheduling conferences	8	Guidance Counselors	
Teachers assist students with course selections and provide recommendations	8	Guidance Counselors	Class teachers
Student Orientation programs to Middle School	7	Guidance Counselors Class Teachers	Students-Peer Leaders
Parent Orientation programs at the Middle School	7-8	Guidance Counselors Class Teachers	Students-Peer Leaders

**Port Jervis City School  
District  
Counseling and Development Plan 2006-2012**

- A. Program Objective:** Attendance Problems
- B. Target Population:** All students 7-8
- C. Expected Outcome:** Students will be advised about how they may attempt to overcome their attendance problems

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Dates of activity</u>
Group and individual counseling	7-8	Guidance Counselors	Social Worker Attendance Liaison	Ongoing
Individual Conference	7-8	Guidance Counselors	Attendance Liaison	Ongoing
Referral to Community Agencies	7-8	Guidance Counselors	Social Worker Attendance Liaison	Ongoing
Referral to PPST	7-8	Guidance Counselors	Social Worker Attendance Liaison Class Teachers	Ongoing
Written and verbal communication to students and parents of those students approaching loss of credit based on M.S. Attendance Policy	7-8	Guidance Counselors	Attendance Liaison Administration	Ongoing
Coordinate and consistent attendance taking procedures	7-8	Class Teachers	Guidance Clerical	Ongoing
Implementation of attendance policy	7-8	Attendance Liaison	Administration	Ongoing

Follow-up phone calls to home	7-8	Guidance Clerical	Attendance Liaison	Ongoing
PINS referral	7-8	Attendance Liaison		Ongoing

**Port Jervis City School District  
Counseling and Development Plan 2006-2012**

- A. Program Objective:** Academic
- B. Target Population:** All students 7-8
- C. Expected Outcome:** Students will be advised about how they may attempt to overcome their academic problems

<i>Activity</i>	<i>Target Group</i>	<i>Staff Assigned</i>	<i>Other Resources</i>	<i>Dates of activity</i>
Individual Counseling	7-8	Guidance Counselors	Class Teachers Social Worker	Ongoing
Assign remedial program	7-8	Guidance Counselors	NYS Tests results	Ongoing
Failure letters, progress reports and quarterly report cards	7-8	Guidance Counselors	Guidance Clerical	Ongoing
Identify students in need of summer school	7-8	Guidance Counselors	Report Cards Administrators	June
After school assistance/Homework Club	7-8	Class Teachers	Guidance Counselors	Ongoing
Parent/Faculty/Counselor Conferences	7-8	Guidance Counselors	Class Teachers	Ongoing
Referral to CSE	7-8	Guidance Counselors	Class Teachers	Ongoing
Parent Contact	7-8	Guidance Counselors	Class Teachers	Ongoing

**Port Jervis City School District  
Counseling and Development Plan 2006-2012**

- A. Program Objective:** Social/Emotional
- B. Target Population:** All students 7-8
- C. Expected Outcome:** Students will become aware of their social/emotional difficulties  
Students will be advised on ways to resolve their social/emotional difficulties  
Students will be informed of consequences of their present behavior

<i>Activity</i>	<i>Target Group</i>	<i>Staff Assigned</i>	<i>Other Resources</i>	<i>Dates of activity</i>
Individual Counseling	7-8	Guidance Counselors Social Worker		Ongoing

Referral to and action by PPST	7-8	Guidance Counselors	Social Worker Class Teachers Administrators	Ongoing
Parent/Faculty/Counselor Conferences	7-8	Guidance Counselors Class Teachers		Ongoing
Referral to Social Worker	7-8	Guidance Counselors	Class Teacher Administration School Nurse	Ongoing
Referral to CSE	7-8	Guidance Counselors	Class Teachers	Ongoing
Referral to STAT	7-8	Guidance Counselors Social Worker Class Teachers Administration	Students	Ongoing

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**Port Jervis City School District  
Counseling and Development Plan 2006-2012**

- A. Program Objective:** Counseling
- B. Target Population:** All students 7-8
- C. Expected Outcome:** Counseling services are available to students who are having difficulties related to their educational programs in their educational programs

<i>Activity</i>	<i>Target Group</i>	<i>Staff Assigned</i>	<i>Other Resources</i>
Individual Counseling on student's program and plans	7-8	Guidance Counselors Social Worker	Student Records
Administer standardized tests to determine proper placement	7-8	Guidance Counselors School Psychologists	NYS Tests
Arrange for tutoring and homebound instruction	7-8	Guidance Counselors School Psychologists	
Group counseling on program planning	7-8	Guidance Counselors Social Worker	
Referral to CSE	7-8	Guidance Counselors Social Worker	Class Teachers

**Port Jervis City School District  
Counseling and Development Plan 2006-2012**

**A. Program Objective:** Parental Involvement

**B. Target Population:** All students 7-8

**C. Expected Outcome:** Parent involvement will improved and encouraged in the Middle School

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

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## Port Jervis High School Plan for Grades 9-12

### Port Jervis City School District Counseling and Development Plan 2006-2012

- A. Program Objective:** Social/Emotional
- B. Target Population:** All students 9-12
- C. Expected Outcome:** Student will meet with counselor to review educational requirements for curriculum  
Students will understand expectation and requirements of individual courses  
Students will review annually their progress and educational course of study

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Dates of ac</u>
9th Grade Orientation	9	Counselors	Administration, Students	Aug-07
Career Interest Inventory Grade 10 Eng. & S.S.	10	Counselors-in Classroom	Humanities	Fall/Spring
Perfect Attendance	9-12	Attendance Officers	Counselors, Admin	June 08
Grade 10 Parent Meetings	10	Guidance Counselor	Expand	Jan 08
Career Interest Inventory Classroom Presentation	10	Guidance Counselor	Eng/S.S. Teacher	Fall/Spring
ASVAB	11-12	Guidance Counselor	Armed Services	Oct 08
1-Search Paper	10	English Staff, Counselors, Library Staff	Technology, Media Print	08

### Port Jervis City School District Counseling and Development Plan 2006-2012

- A. Program Objective:** Career
- B. Target Population:** All students 9-12
- C. Expected Outcome:** Student will meet with counselor to review educational requirements for curriculum  
Students will understand expectation and requirements of individual courses  
Students will review annually their progress and educational course of study

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Dates of activit</u>
College Fair	9-12	Counselors	Speakers	Spring
Work Experience	12	Business Curriculum Coordinator, Guidance		On Going
Classroom Presentation for SAT'S and College	9-12	Teachers, Business, College/ Professional, Guidance	Handouts, Media	On Going
Annual Review	9-11	Counselors, Teachers	4 yr. plan, course selection sheet & testing information	Jan-Apr
College Night @ West Point	9-11	Counselors, Professional College Staff, OCCA		May
Resume Preparation Individually	9-12	C-tech, Business & English Staff, Counselors	Technology, English Teachers	On Going
Portfolio Development	9-12	Art Education/ C-tech	Technology	On Going
College/Military Recruitment Tables	9-12	Military personnel/ Advisor, Clerical	Custodian	On Going

Individual Planning Meetings	9-12	Guidance Counselor	Teachers, Parents, Community resources	On Going
Senior Interview	12	Guidance Counselor		Sept.-Oct.
PSAT/SAT	11-12	Guidance Counselor		Nov., May
SAT Planning, College Fair	9-12	Guidance Counselor		Oct.
College Applications	12	Guidance Counselor		On Going
Financial Aid Night	11-12	Guidance Counselor	Fin. Aid Counselor	Dec.
Scholarship Awareness/ Searchers	9-12	Guidance Counselor	Internet	On Going
Life After High School	11-12	HS Principal	Former Students	Dec.
C-Tech Presentation	10	Guidance Counselor	Vo-Tech Staff	Dec.
Report Card Review	9-12	Guidance Counselor	Student, Parents, Classroom Teachers	On Going
Summer School Registration	9-12	Guidance Counselor	Teachers, Administration	June
School to Work	12	Business Curriculum Coordinator, Guidance	Community Business	On Going
Professional Development	Counselors	Counselors	Outside Workshops & College Visits	On Going

**Port Jervis City School District  
Counseling and Development Plan 2006-2012**

- A. Program Objective:** Social/Emotional
- B. Target Population:** All students 9-12
- C. Expected Outcome:** Student will meet with counselor to review educational requirements for curriculum  
Students will understand expectation and requirements of individual courses  
Students will review annually their progress and educational course of study

<i>Activity</i>	<i>Target Group</i>	<i>Staff Assigned</i>	<i>Other Resources</i>	<i>Dates of act</i>
Review Daily Attendance and Call Home	All Students	Attendance Officer, Main Office	Attendance	All Year/ On G
Review Report Cards	All Students	Guidance Counselor	Transcript	All Year/ On G
Review and Adjust Schedules	All Students	Guidance Counselor	Computer	Summer/F
Review Discipline Letter	All Students	Assistant Principal	Referral Letter, Counselors	All Year as Ne
Notification of Home Instructions	All Students	CSE/ Clerical Staff	Administration	All Year as Ne
Home Visits	Students Referred with Above Problems	Attendance Officer	Counselor, Parent	All Year as Ne
Meet with New Family to district during School Year	New Students 9-12	Guidance Counselor/ AP's	Calendar	On Going
Communicate with Family	All Students	Guidance Counselor	Staff	On Going
Refer Students to Outside Agencies	Identified Students	Counselor/ Social Worker	Community Resources	All Year as Ne
Meet with Students in Danger of Failing	Grades 9-12	Guidance Counselors	Report Card, Teacher	On Going
Introduce Alternative Educational Program	Grades 9-12	Guidance Counselors	Administration, Social Worker	On Going
After School Extra Help	Grades 9-12	Teacher	Guidance Counselor	On Going
Referrals to AL-Anon-AL-Lateen Meetings	Identified Students	Counselor/ Social Worker	Counselor, Social Worker,	On Going
High Risk interventions	Identified Students	Guidance Counselor	Staff	On Going
Court Legal Proceeding	Identified Students	AP's	Social Worker/ Attendance Officer	On Going

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

**Port Jervis City School District  
Counseling and Development Plan 2006-2012**

- A. Program Objective:** Social/Emotional
- B. Target Population:** All students 9-12
- C. Expected Outcome:** Student will meet with counselor to review educational requirements for curriculum  
Students will understand expectation and requirements of individual courses  
Students will review annually their progress and educational course of study

<u>Activity</u>	<u>Target Group</u>	<u>Staff Assigned</u>	<u>Other Resources</u>	<u>Dates of acti</u>
9th Grade Orientation	9	Counselors	Administration, Students	Aug-07
Career Interest Inventory Grade 10 Eng. & S.S.	10	Counselors-in Classroom	Humanities	Fall/Spring
Perfect Attendance	9-12	Attendance Officers	Counselors, Admin	June 08
Grade 10 Parent Meetings	10	Guidance Counselor	Expand	Jan 08
Career Interest Inventory Classroom Presentation	10	Guidance Counselor	Eng/S.S. Teacher	Fall/Spring
ASVAB	11-12	Guidance Counselor	Armed Services	Oct 08
1-Search Paper	10	English Staff, Counselors, Library Staff	Technology, Media Print	08

