

Hudson Middle School

Hudson City School District

Comprehensive Guidance Plan

2007 – 2009

Staff:

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Secretary: Amy Lasher

Mission Statement

In coordination with the parents, faculty, students and administration, the guidance department will support each student in achieving academic, social and vocational success. The department wishes to be a resource for the students, parents, faculty, and the community.

Description of Middle School Guidance Services

Guidance services at Hudson Middle School are concerned with the educational and vocational direction of students as well as their overall adjustment in the school setting. The counselors create an atmosphere in which the students can deal openly and effectively with problems which prevent students from functioning to the best of their ability. By being involved in the whole school program, the counselors are able to advise staff and effect changes in the educational program that will meet the needs of all students.

The counselors at Hudson Middle School believe that all individuals have a right to equality of opportunity regardless of their sex, religion, color, national origin, or handicapping condition. The counselors are committed to breaking down all barriers based upon such extraneous and destructive considerations. Our services are readily available to all students and all students are encouraged to set goals for themselves based solely upon their own interests and abilities.

Responsibilities and Job Functions

Academic Counseling, Planning, and Assistance – Counsel students on resolving issues which interfere with academic success.

Assist in activities involved in orientation of students from elementary school to the middle school and from the middle school to the high school.

Assist teachers and participate in group guidance activities.

Assist teachers with student problems that develop in the classroom.

Counsel individuals on educational and vocational plans and on social-emotional problems effecting achievement and school adjustment with particular attention to students whose progress is effected by economic or cultural deprivation.

Make referrals to other pupil personnel staff members and community agencies when this type of treatment is indicated.

Participate in regular Instructional Support Team meetings.

Assure that staffings are held on students in need of improved academic achievement.

Formulate new programs to assist students in danger of failing or those who exhibit attendance problems.

Communication and Community Service - Interpret the guidance program to the staff and to the public.

Communicate testing results and academic progress to parents/guardians on a regular basis.

Assist with coordination of services for those students who are involved with multiple agencies.

Other Responsibilities

Assist administrator and staff in curriculum planning.

Maintain a cumulative record for each student containing basic information about home background, aptitudes, abilities, achievement and other material pertinent to school adjustment.

Assist with the testing program in the school.

Assist in compiling lists of students in need of remediation and intensive AIS services.

Overview of HMS Department Objectives

Communication/Community Support

1. To facilitate effective home/school communication to monitor student progress and support student success.
2. To establish effective community relationships to help support students and families.

Developmental Transitions

1. To facilitate positive transitions for students entering and leaving Hudson Middle School
2. To develop and maintain student records which reflect an accurate and complete picture of each student.
3. To help new students adjust to Hudson Middle School
4. To create appropriate educational alternatives for students and help students access necessary services.
5. To provide a broader vision of educational and vocational opportunities for students.

Academic, Social & Emotional Development

1. To provide for the social, emotional, and academic needs of students.
2. To help students plan for their futures and obtain goals.
3. To provide crisis intervention as needed.
4. To help students cope with stressful situations and collaborate on problem solving with staff, students, and parents.

Objective #1

To facilitate effective home/school communication to monitor student progress on a consistent basis.

Expected Outcomes:

1. Parents will be kept informed of student progress through out the school year in a timely fashion.
2. Parent contacts will be made in the event of failure, excessive absenteeism, or disruptive incidences.
3. Parents will be kept informed of events and programs for which HMS students are eligible.

Method of Evaluation:

1. Parent/Student feedback
2. Counselor notes and observations

Program Description:

Activities:	Target Group:	Staff Assigned:	Other Resources:	Timeframe:
Report Card Conferences Meet the Teacher Nights	All Parents of 5-8 th grade students	Guidance Counselors and Administrators	All faculty members	Early Fall and Early Spring
Report Cards and Progress Reports mailed to parents	All students	Guidance Counselors	Clerical Staff	Every 5 weeks
Notify parents of potential failure by mail at the end of the 1 st semester.	All students with below 65% in a core academic subject	Guidance Counselors	Clerical Staff	End of 1 st Semester and end of school year
Publish and distribute a Guidance Newsletter to be mailed home with either the District Newsletter or Report Cards.	All parents and students	Guidance Counselors	Clerical Staff Additional Counseling Staff	Quarterly
Assist parents in helping their students be successful through agenda book, phone calls, or regular communication with teachers. If necessary, refer parents to appropriate community agencies for additional services.	All students & parents who experience difficulties	Guidance Counselors	Additional Counseling Staff Community Agencies	Ongoing As needed

Coordinate meetings (Staffings) between parents and teachers.	All students & parents	Guidance Counselors	All faculty members	Ongoing As needed
Make information available to the parents, students, and community through posting on the district website.	All students, parents, & community members	Guidance Counselors	Information Technology Department	Quarterly

Objective #2 –

To help students and parents, new to Hudson Middle School, gain information and become familiar with the educational program at the middle school.

Expected Outcomes:

1. New students will be placed in appropriate educational programs and adjust to HMS as soon as possible.
2. Parents of new students will be aware of the educational programs and services offered at HMS.

Method of Evaluation:

1. Counselor observation and Teacher feedback.
2. Parent/Student feedback
3. Records review.

Program Description:

Activities:	Target Group:	Staff Assigned:	Other Resources:	Timeframe:
Registration of new students and initial meeting with parent/guardian.	All new students	Guidance Counselors	Clerical Staff	Ongoing

Distribution of pertinent information for new students & parents such as calendar, district newsletter, and website information.	All new students & parents	Guidance Counselors	Clerical Staff	Ongoing
Coordinate a new student orientation program each semester to help new students access services, get information, and problem solve how to improve the new student experience at HMS.	All new students	Guidance Counselors	Student Council Members, if available	October & January

Objective #3 –

To facilitate positive transitions for students entering and leaving Hudson Middle School.

Expected Outcomes:

1. Orientations will be held to provide students with information and help assist students in accessing services.
2. Student records will be maintained on all students and forwarded to the appropriate receiving building when a transfer is made.

Method of Evaluation:

1. Student reports
2. Teacher reports
3. Parent feedback

Objective #4 –

To develop and maintain students records which reflect an accurate and complete picture of each student.

Expected Outcomes:

1. Student records will be maintained to provide a complete assessment of each student's interests, academic, social and vocational goals.
2. Student records will follow each student from building to building.

Method of Evaluation:

1. Records review of student file
2. Counselor feedback

Objective #5 –

To provide a broader vision of educational and vocational opportunities.

Expected Outcomes:

1. Student records will be maintained on all students and forwarded to the appropriate receiving building when transfer is made.
2. All students will receive an annual educational program review, through consultation with classroom teachers, attendance at Team Meetings, or individual interviews to determine the appropriateness of the student's educational program.

Method of Evaluation:

1. Records review of student files.
2. Student feedback.

Program Description:

Activities:	Target Group:	Staff Assigned:	Other Resources:	Timeframe:
Annual Educational Program review for each student.	7 th & 8 th Grade students	Guidance Counselors		September - January
Attendance at CSE and 504 meetings for planning an appropriate educational experience for students.	All students grades 5-8	Guidance Counselors	School Psychologists, other faculty as needed	April – June
Facilitate complete records transfers from building to building.	All students grades 5-8 who enter and leave HMS	Guidance Counselors	Clerical Staff	Ongoing
Scheduling of 8 th grade students for High School courses based on their academic and vocational interests. Course requests will be mailed home for parental approval when all students are scheduled.	8 th Grade students	Guidance Counselors	Classroom teachers as needed	February – April
Plan and coordinate field trips which expose students to educational and vocational opportunities such as the annual Alpha Nu conference and BOCES field trips.	5 th & 8 th grade students other students as appropriate	Guidance Counselors	Clerical and Transportation staff	Ongoing

Objective #6 -

To create and plan for appropriate educational alternatives for students at HMS.

Expected Outcomes:

1. Students who are experiencing difficulty at HMS will be referred to appropriate committees or programs within the Hudson City School District.

Method of Evaluation:

1. Records review for struggling students and monitoring of student progress.

Program Description:

Activities:	Target Group:	Staff Assigned:	Other Resources:	Timeframe:
Make appropriate referrals to the IST, CSE or ALP program for students experiencing difficulty in the regular educational program at HMS.	All students who experience difficulty	Guidance Counselors	Other faculty members as appropriate	Ongoing

Objective #7 –

To provide for the academic, social, and emotional needs of students.

Expected Outcomes:

1. Students will be scheduled for academic counseling sessions on an as needed basis to review grades and plan for increased success.
2. Students who are experiencing a crisis or an on-going problem which interferes with their ability to be successful in school will be scheduled for counseling as needed.
3. Counselors will work with teaching staff to identify issues which impact student progress.

Method of Evaluation:

1. Student feedback
2. Teacher feedback
3. Parent input

Objective #8 –

To provide crisis intervention and personal counseling to help students who are experience difficulties which interfere with academic success.

Expected Outcomes:

1. Students who are experiencing a personal crisis will be scheduled for counseling on an as needed basis.
2. If students require additional mental health services, the counselor may suggest outside counseling through a community agency.

Method of Evaluation:

1. Student and parent feedback
2. Counseling logs where applicable

Objective #9 –

To provide parents, students, and teachers with problem-solving approaches to help students become more successful in the classroom.

Expected Outcomes:

1. Students will be assisted with self-advocacy skills and necessary tools to help them access the services and supports they need to be successful in school.

Method of Evaluation:

1. Student report and feedback
2. Teacher reports

Objective #10 –

To help students who are experiencing attendance problems resolve those issues which interfere with the learning process.

Expected Outcomes:

1. Student attendance will be monitored and issues which prevent students from attending school on a regular basis will be addressed with students and parents when necessary.

Method of Evaluation:

1. Attendance records review
2. Student feedback
3. Teacher feedback

Objective #11 –

To provide services for teachers which lead to increased student performance and decreased disciplinary issues in the classroom.

Expected Outcomes:

1. Students who are experiencing behavior, social or emotional problems which interfere with their education or the education of others in their classrooms will receive appropriate counseling or referral services as needed.
2. Counselors will assist teachers in establishing a classroom climate that is conducive to the learning process.
3. Counselors will provide teachers with short term interventions or classroom counseling experience to address factors which impede student learning.

Method of Evaluation:

1. Teacher, student, & parent feedback.
2. Review of student records as appropriate.
3. Review of attendance records as appropriate.

Program Description:

Activities:	Target Group:	Staff Assigned:	Other Resources:	Timeframe:
Provide personal counseling to students who are experiencing adjustment and psychological issues which interfere with the learning process.	All students	Guidance Counselors	Parents, Community Mental Health Agencies and other agencies as deemed necessary.	Ongoing
Provide crisis intervention services as needed.	All students	Guidance Counselors	As needed	Ongoing
Attend and contribute information at 504, CSE, and IST meetings.	All students	Guidance Counselors	As needed	Ongoing
Summer School review and registration for students in need.	All students	Guidance Counselors	As needed	June and August
Schedule and facilitate meetings with parents to discuss student difficulties and concerns (staffings).	All students	Guidance Counselors	As needed	Ongoing

Refer and follow up with students in the ALP program.	All ALP candidates	Guidance Counselors	As needed	Ongoing
Provide study skills and academic success group experiences for students who experience failure or who are at risk of not meeting the state standards.	All students	Guidance Counselors	As needed	Ongoing
Provide short term classroom counseling sessions at the request of teachers or administrators who are experiencing difficulty in the classroom setting.	All Teachers	Guidance Counselors Classroom Teachers	Classroom Teachers	Ongoing, as requested.
Liaison with community agencies to coordinate services for HMS students and families who need additional support.	All students and families	Guidance Counselors	Columbia County Mental Health Agencies Department of Probation Social Services Berkshire Farms Child Protective Services	
Monitor attendance of students and provide intervention services as necessary when poor attendance interferes with student success.	All students	Guidance Counselors	Attendance Officer Administration	Ongoing

Provide Career Awareness and Development activities in a classroom situation to help students become familiar with educational and vocational choices which are available to them.	All students	Guidance Counselors	Classroom teachers	Ongoing
Track students who are at risk of school failure, drop-out, or disciplinary action and provide interventions which involve the family and any community agencies which are appropriate to enable students to complete school.	All at-risk students	Guidance Counselors	Administration Faculty Members Families Community Agencies	Ongoing
Assist students in dealing with and resolving conflict in a developmentally appropriate manner.	All students	Guidance Counselors	Faculty Members Counseling Staff	Ongoing