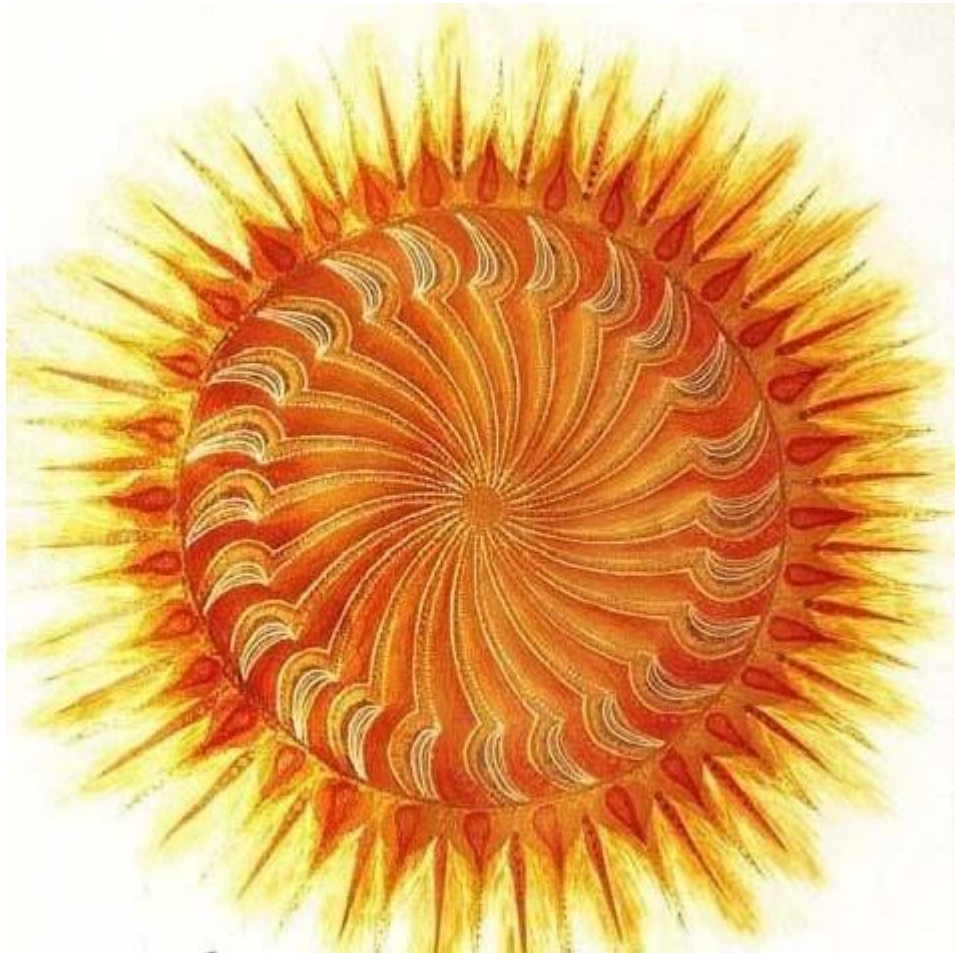


Herricks Comprehensive Guidance Plan



GRADE 6 - 8

Program/Activity Name: Adult Mentoring Program

Objective: To develop a positive, non-judgmental relationship with a student that can be nurtured throughout the year through ongoing meetings.

Target Population: Students in grades 6 to 8 who could benefit from extra emotional support.

Provider: All Herricks Staff

Timeline: Ongoing

Program/Activity Description:

- The Middle School Adult Mentoring Program pairs Herricks Staff trained as mentors with students who would benefit from interaction with positive adult role models.
- Students selected to be part of this program are referred from a variety of sources.
- The mentor's role is to develop a positive, non-judgmental relationship with the student and to provide support and encouragement throughout the school year.
- Mentors may keep their mentees for one to three years if schedules are compatible.

Expected Outcomes:

Students will establish a positive relationship with a Herricks Middle School staff member.

Students will feel supported, valued and encouraged while they move towards their goals.

Students will gain more confidence through this ongoing relationship.

Program/Activity Name: Articulation Meetings

Objective: To share pertinent information on students with all staff members who will be working with those children the following year.

Target Population: 5th through 8th Grade Students

Provider: School Counselors, Teachers, Psychologists, Social Workers and School Building Administrators

Timeline: Spring and Fall

Program/Activity Description:

- **Each year meetings are held between staff members from the elementary school and middle school, middle school and high school, and middle school and middle school to provide important information on individual student's background.**
- **Students academic history, social history and family history may be shared to best prepare the following year's staff to work successfully with students.**

Expected Outcomes:

Students and families are given the support, understanding and services they need to experience a positive school year each year. Staff members are provided with sensitive information to best prepare them to work productively with students and families.

Program/Activity Name: Bridge Program

Objective: To help ease the transition to the high school by connecting students with a support person who will serve as a bridge between the two buildings.

Target Population: Grade 8 Students

Provider: Middle School and High School Counselors, Middle School and High School Psychologists and Middle School and High School Social Workers

Timeline: June

Program/Activity Description:

- Individual students are identified by counselors, psychologists and/or social workers who may need extra support as they transition to the high school due to a variety of circumstances.
- Appointments are scheduled with students, middle school counselor/psychologist and/or social worker and their soon-to-be high school counselor/psychologist and/or social worker for an individual meeting to begin fostering this important relationship to support the student for a successful transition.
- Students begin to develop a connection with a high school staff member who will continue to work with them as they move up to the high school.

Expected Outcomes:

Students will begin to develop a relationship with a support person in the high school and become more familiar with the high school counseling programs and services before entry to the high school to help ease the transition.

Program/Activity Name: Career and College Readiness Program

Objective: C.A.C.R. Program was developed to give our graduating students a better understanding of the importance of high school and its direct relation to college choices.

Target Population: Grade 8 Students

Provider: The Student Services Department

Timeline: Spring/June

Program/Activity Description:

- A packet is given to each student which addresses the variables found in an admissions folder.
- Current high school students are invited to discuss their own personal experiences, offer advice and share helpful tips to be successful at the high school.
- Students play an interactive game of jeopardy where they are “quizzed” on what they learned about the high school during the presentation.

Expected Outcomes:

Students will be more knowledgeable and prepared for high school and college.

Students will understand the importance of making good choices in the high school to be best prepared for post-high school planning and career decisions in the future.

Program/Activity Name: Career Exploration Program

Objective: To expose and educate students on future career opportunities.

Target Population: Grade 7 Students

Provider: School Counselors

Timeline: Quarterly

Program/Activity Description:

- **Students will be introduced to the importance of career exploration.**
- **Students will participate in the John Holland Career Assessment.**
- **Students will engage in discussions about their interests in an attempt to match interests to careers.**
- **Students will complete the Career Interest Inventory.**
- **Following the completion of the Inventory, students will obtain a personality code which will help them identify which career best suits their interests.**
- **Students will be provided with the opportunity to research and investigate possible career opportunities.**

Expected Outcomes:

Students will have a greater understanding about the connections between interests, skills and careers.

Each student will have a completed self-assessment to reference in the high school as they continue to explore careers.

Program/Activity Name: Child Study Team Meetings

Objective: To identify students with academic, social and/or emotional needs and coordinate interventions.

Target Population: All grade levels

Provider: School Counselors, Psychologists, Social Worker, School Nurse, Principal, Assistant Principal and selected teachers.

Timeline: Ongoing

Program/Activity Description:

- **Weekly agendas are created based on student's needs, and student referral forms are completed by teachers and counselors. Counselors will receive specific feedback from teachers and parents, collect data and develop a summary to present to the team.**
- **The team will discuss, collaborate and decide upon an effective intervention that can help support the student's situational case.**
- **A follow up on the student will take place within the following weeks.**
- **A joint middle school/high school Child Study Team Meeting is scheduled in the spring each year to discuss those students transitioning up to the high school in the fall who may need extra support and attention.**

Expected Outcomes:

**The Child Study Team will have a comprehensive understanding of the presenting concern and develop a plan of action which will include a point person to intervene with the child's situation.
All resources within the school and community will be utilized to help support the student and the family.**

Program/Activity Name: Class Dismissed: The Bullying Project

Objective: To help students identify bullying behaviors and empower students to speak up and speak out when bullying occurs.

Target Population: Grade 6 Students

Provider: Theatre Three Broadway on Main Street

Timeline: Winter

Program/Activity Description:

- **Students will experience a musical performance that is both entertaining and educational about bullying.**
- **This professional performance group has created this project based on research and experience from teachers, administrators and psychologists.**
- **A very powerful message is delivered to students about the importance of having a voice. The message is...See It, Say It, Stop It.**

Expected Outcomes:

**Students will understand that much of the solution to bullying problems lies in turning bystanders into upstanders.
Students will be empowered to have a voice when they witness bullying.**

Program/Activity Name: Connections Program

Objective: To provide eighth graders the opportunity to “connect” with students in the Special Education Life Skills and self-contained classes.

Target Population: Grade 8 Students, Life Skills Class, Grade 6 Self-Contained Class

Provider: School Social Worker, School Psychologist, Self-Contained Teachers and Life Skills Teachers

Timeline: Quarterly

Program/Activity Description:

- **A select group of TACK members volunteer to participate in this program.**
- **These TACK members receive sensitivity and social skills training by the school psychologist to help them establish positive relationships with this special population.**
- **Activities are facilitated throughout the year, and students are encouraged to maintain visits and relationships on their own.**

Expected Outcomes:

TACK students provide opportunities for positive social interactions and experiences with the Life Skills and Self-Contained populations. Supportive relationships are developed, and students gain a rewarding experience.

Program/Activity Name: CSE Annual Review

Objective: To determine educational programming for middle school students identified by the Committee on Special Education (CSE) as a student with a Disability.

Target Population: Students previously identified by the CSE.

Provider: Middle School Chairperson, Special Education Teacher and Student's Parent/Guardian. Additional Members include Classroom Teacher(s), Related Service providers (i.e. Speech and Language Therapists, Occupational Therapists, Physical Therapists, etc.), Administrators, School Psychologist, Social Worker and Guidance Counselor, where applicable.

Timeline: February – June

Program/Activity Description:

- The individualized education program (IEP) of each student with a disability will be reviewed annually to determine if the annual goals of the student are being achieved.
- Parents are notified and invited to the meeting.
- This review is conducted to determine the child's present levels of performance and educational needs, continued eligibility and needs for special education service, and whether any modifications or additions to the special education and related service program are needed to enable the child to meet the measurable annual review goals of the IEP.

Expected Outcomes:

The CSE provides recommendations for student special education programming and related service support.
Parents will understand the rationale of committee recommendations.
The recommendations will be reviewed anonymously by the school board.
The parents and teachers working with the student for the following school year will receive a copy or electronic access to the IEP.

Program/Activity Name: 5th Grade Elementary Transitional Program

Objective: To begin building relationships with students and help ease the transition from elementary school to middle school.

Target Population: Grade 5 Students

Provider: The Student Services Department

Timeline: Spring

Program/Activity Description:

The Guidance Department visits each elementary school with a small group of sixth grade students in May for a middle school orientation. Each fifth grade class will learn about the sixth grade academic teachers, extra-curricular activities, sports, student schedules and trips. Following this orientation, each elementary school will visit the middle school in June. Each school comes to our building for a morning orientation program where students will:

- Meet the Principal and the Assistant Principal**
- Learn more about schedules, sports and clubs**
- Tour the building**
- Learn helpful study tips**

Expected Outcomes:

Students will feel more comfortable transitioning to the middle school. Students will begin to build relationships with the middle school staff and gain information about the middle school to help ease anxieties about the changes.

Program/Activity Name: Group Counseling Program

Objective: To provide students with an opportunity to discuss developmentally appropriate topics with their peers in a safe, non-judgmental environment.

Target Population: Students in Grades 6 to 8

Provider: Student Services Department

Timeline: All year

Program/Activity Description:

The Student Services Department runs discussion groups for mandated (special education) and non-mandated students. The groups address a variety of topics, such as:

- Social skills
- Changing families
- Bereavement
- Sibling support
- Peer pressure and relationships

Expected Outcomes:

Students will connect with peers in a positive, supportive manner.
Students will experience empathy for other group members.
Students will realize that they are not alone with their struggles and that beneath the surface there are more similarities than differences.
Students will gain confidence knowing that they can help others.

Program/Activity Name: 8th Grade High School Parent/Student Transitional Conferences

Objective: To provide information regarding ninth grade schedules, high school courses, graduation requirements and college readiness skills through individual appointments to prepare students for a smooth transition to high school.

Target Population: Grade 8 Students

Provider: School Counselors

Timeline: February and March

Program/Activity Description:

- Parents are invited to schedule an individual appointment with their child's counselor to prepare for high school.
- Counselors review academic recommendations for ninth grade and schedule students for that year.
- Parents and students will learn about NYS graduation requirements, NYS Regents exams and extra-curricular activities offered at the high school.
- College testing and college expectations are discussed in order to best prepare students for a successful high school experience.

Expected Outcomes:

Students will become aware of the academic and social opportunities at the high school and learn about NYS high school graduation requirements.

Students and parents will be prepared for high school and college readiness expectations.

Program/Activity Name: Incoming 7th Grade Parent Orientation

Objective: To provide information to parents regarding the transition to 7th grade.

Target Population: Grade 6 Parents

Provider: Principal, Assistant Principal and Chairperson of Student Services Department

Timeline: Spring

Program/Activity Description:

- **Parents are invited to an evening orientation program about seventh grade.**
- **Academic changes are discussed in relation to curriculum and new courses.**
- **Sample schedules are reviewed and grade level experiences are highlighted.**
- **Team sports are introduced and extra-curricular clubs are once again highlighted.**
- **Parents will learn about the seventh grade classroom guidance program and counselor assignments.**
- **Developmental stages are discussed of the “typical seventh grader” followed with parenting tips.**

Expected Outcomes:

Parents will become more familiar with the seventh grade academic and social changes.

Parents will understand the developmental changes students experience.

Parents will understand the breakdown of counselor assignments and the guidance program.

Program/Activity Name: Incoming 6th Grade Parent Orientation

Objective: To help parents understand the middle school academic programs and the social/emotional development of adolescents.

Target Population: Incoming Grade 6 Parents

Provider: Principal, Assistant Principal and Chairperson of Student Services Department

Timeline: May

Program/Activity Description:

- **Parents are invited to attend an orientation to meet the middle school administrators and counselors, learn about the middle school academic programs, hear about the middle school extracurricular activities and sports and learn about students' social/emotional changes as they experience the middle school years.**
- **Parents will receive a sample copy of a middle school schedule and a list of middle school clubs and sports.**
- **Parents will receive tips and advice on parenting through these developmental middle school years.**

Expected Outcomes:

Parents will become more familiar with the middle school programs and expectations.

Parents will have a better understanding of the development of typical middle school children.

Parents will begin to build relationships with middle school staff.

Program/Activity Name: Individual Counseling

Objective: To empower students to make good decisions regarding their academic, social and personal lives.

Target Population: All grade levels

Provider: School Counselors, Psychologists, Social Worker

Timeline: Ongoing

Program/Activity Description:

- School counselors work closely with students, teachers, parents and/or outside agencies to provide academic, social and emotional support.
- School counselors make counseling appointments with students specifically for academic achievement, career exploration, self-awareness discussions, crisis intervention and social/emotional relationship building.
- Counselors are assigned to specific students each year and will foster positive working relationships and act as the child's advocate.

Expected Outcomes:

School counselors will develop good relations with students to help create a safe and respectful environment for students to share concerns when needed.

Students will learn to communicate and express their thoughts and feelings in a private setting that provides support both academically and emotionally.

Students will learn to develop good decision-making skills.

Program/Activity Name: New Student Orientation Program

Objective: This program is designed to help new families to the Herricks district become more familiar and comfortable with the middle school.

Target Population: New students across all grade levels

Provider: The Student Services Department

Timeline: Late August (week before school begins)

Program/Activity Description:

- Each new entrant, along with their family members, is invited to meet with current middle school students and guidance counselors for an orientation.
- This orientation includes meeting the principal, learning about middle school programs, extracurricular activities and looking at a sample schedule.
- New students are paired with current Herricks students who share information about the middle school.
- The program concludes with a tour of the middle school by our Herricks students.

Expected Outcomes:

This orientation provides an opportunity for students to become more comfortable and familiar with the culture of the middle school, make new friends and have a familiarity with middle school programs before they begin the new school year.

Program/Activity Name: OLSAT Testing (Otis-Lennon)

Objective: To provide the school with some academic information to ensure appropriate student placement.

Target Population: New Students to Herricks School District

Provider: School Counselors

Timeline: September

Program/Activity Description:

- Each year new students to the district are given an OLSAT test which provides the school with an IQ score on each individual student.
- This information is used to help counselors, teachers, parents and other support staff better understand a child's academic potential and possible need for any support services.

Expected Outcomes:

**Students' academic profiles are better understood to help ensure appropriate course placements.
Teachers are provided with data that can be used to establish academic expectations.**

Program/Activity Name: Parent Team Meetings

Objective: To provide parents and teachers an opportunity to discuss students' needs with support staff to create a plan of action for improvement.

Target Population: All grade level parents

Provider: School Counselors, Psychologists, Social Worker, Administrators

Timeline: Ongoing

Program/Activity Description:

- **Parents, teachers and/or counselors request parent team meetings to discuss issues of concern as needed about individual students.**
- **All members share student's current academic, emotional and social experience and brainstorm strategies to support the student.**
- **A follow up meeting is held with the school counselor and/or other support staff to further discuss the student's personal needs and possibly provide outside referrals.**
- **A plan of action is recommended, and counselors follow up weekly with the team on the student's progress.**

Expected Outcomes:

A plan of action is discussed and developed to implement for improvement.

A home/school partnership is created to support the child's needs to best help them reach their academic, social and emotional potential.

Program/Activity Name: Registration

Objective: To learn about students' prior academic and social history and provide information about the Herricks School District to help families transition to their new school community.

Target Population: All grade levels

Provider: School Counselors

Timeline: Ongoing

Program/Activity Description:

- Each new family to Herricks will have an individual family appointment with a middle school counselor to welcome them and review prior academic records.
- Counselors will evaluate report cards, test scores and other academic information to help choose appropriate placements.
- Counselors will consult chairpeople and program a student's schedule that best meets the child's needs for maximum academic growth.
- Counselors will continue to follow up with all new students registered in small groups during our new student group program in the beginning of the school year.
- New students are invited to attend the New Student Buddy Program in August.

Expected Outcomes:

**Students and families will have a smooth transition to their new school community and learn about the many academic and extracurricular programs the district offers.
Students will be appropriately placed according to their academic profiles/history in academic courses.
Students will meet new students in their grade and begin to develop new friendships.**

Program/Activity Name: Scheduling

Objective: To assist school administration with the scheduling process and meet the academic needs of each individual student.

Target Population: All grade levels

Provider: School Counselors

Timeline: Spring/Summer

Program/Activity Description:

- School counselors support the scheduling process by providing student information to ensure that all students are appropriately placed in academic courses each year.
- Teachers input student recommendations each year through the Guidance Department.
- School counselors will consult with teachers, parents and students in regard to students' placements.
- School counselors will be involved with scheduling changes to meet student needs and balance class sizes.

Expected Outcomes:

Students have schedules each year that challenge them academically and provide support if needed.

Each student is placed in appropriate courses to help maximize their academic development.

Program/Activity Name: Second Step: 6th Grade Classroom Guidance Program

Objective: To teach social and emotional skills to improve students' social and emotional knowledge and skills, pro-social attitudes and behavior.

Target Population: Grade 6 Students

Provider: School Counselors, Social Worker and/or School Psychologists

Timeline: Monthly

Program/Activity Description:

- **Once a month, each counselor, social worker and/or psychologist visits their assigned sixth grade class for educational guidance presentations using the evidence-based, award-winning Second Step program.**
- **The five themes in the Second Step program are:**
 - 1. Empathy and Communication**
 - 2. Bullying Prevention**
 - 3. Emotion Management and Coping**
 - 4. Problem Solving, Decision Making and Goal Setting**
 - 5. Substance Abuse Prevention**
- **As a program for all students, it provides a foundation for creating a safe, respectful learning environment.**

Expected Outcomes:

This social and emotional learning program will support academic achievement by helping students focus on their school work, manage emotions, behave in classrooms and build connections in school through improved relations with their peers and teachers.

Program/Activity Name: Second Step 7th Grade Classroom Guidance Program

Objective: This class is designed to help students learn good decision-making skills, grow as an individual and build close relations with his or her guidance counselor.

Target Population: Grade 7 Students

Provider: School Counselors

Timeline: Fall or Spring

Program/Activity Description:

All seventh grade students are scheduled for a guidance class that is taught by his or her assigned school counselor. This class meets on alternating days for one quarter. This curriculum is a continuation of the Second Step curriculum from grade six. The curriculum themes are:

1. Careers
2. Empathy and Communication
3. Bullying Prevention
4. Emotion Management and Coping
5. Problem solving, decision making and goal setting
6. Substance Abuse Prevention

Expected Outcomes:

Students will build close relationships with their assigned school counselor and become more comfortable reaching out to them when needed.

Students will learn to manage their emotions and peer relationships in a positive way.

Students will explore career options and skills related to the world of work.

Students will become more educated about the dangers of substance abuse and social media.

Program/Activity Name: Stop Then Send – Internet Safety Program

Objective: Students will learn how to manage technology safely and learn how to use their devices responsibly.

Target Population: Grade 7 Students

Provider: Nassau County District Attorney

Timeline: Winter

Program/Activity Description:

- Each year one of the Assistant District Attorneys from Nassau County presents an educational and informative program on Internet safety for the entire seventh grade.
- Students are presented with statistics, facts and real life cases regarding misuses of technology.
- Students will be informed of the current laws and legal consequences that result from inappropriate and illegal digital behaviors.
- Students are able to better understand the importance of making good decisions about the use of their personal devices and digital habits.

Expected Outcomes:

Students will better understand the dangers and consequences that result from using technology inappropriately and/or in unsafe ways. Students will become more responsible net citizens after this educational program.

Program/Activity Name: Student Mentoring Program (TACK Buddies)

Objective: To connect eighth grade students with younger students in the building who could benefit from a positive peer relationship.

Target Population: All grade levels

Provider: Student Services Department

Timeline: Ongoing

Program/Activity Description:

- Eighth grade students are selected and trained to become older buddies to younger students in the building to provide support, encouragement and a positive peer relationship.
- Students are scheduled to meet under supervision in the Student Services Department Office every few weeks.
- The experience includes talking and sharing, playing games and providing advice when needed.
- Both students feel rewarded by this arranged friendship.

Expected Outcomes:

To foster positive relationships amongst younger and older students in the building.

To provide opportunities for students to experience a nurturing peer relationship that supports the development of positive social skills.

Program/Activity Name: TACK Program (Tolerance, Acceptance, Caring and Kindness)

Objective: To promote a tolerant, accepting, caring and kind environment in the Middle School.

Target Population: Grade 8 Students

Provider: Student Services Department

Timeline: Ongoing

Program/Activity Description:

- **TACK is an eighth grade peer leadership program that promotes positive peer relations and good decision making.**
- **The Student Services Department organizes and facilitates four programs a year for students to experience.**
- **These programs include inviting influential speakers and social emotional interactive activities.**
- **These experiences provide students with opportunities to connect both emotionally and socially with their peer group.**

Expected Outcomes:

Students will understand the importance of having empathy and develop stronger relationships with their peers within the grade. Students will become more sensitive, aware and educated about making good decisions. Students will be empowered to be a leader within the school.