

Fort Lee Public Schools

School Counseling Services Department

Comprehensive School Counseling Program Guide

November 2015



Fort Lee Public Schools

School Counseling Services Department 2015-2016

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Department Mission Statement

The mission of the Fort Lee Public School's School Counseling Services Department is to provide a comprehensive school counseling program that facilitates each student's intellectual, social/emotional, and academic development, as well as their college/career readiness. Our purpose is to prepare students with 21st century skills necessary to participate in a global community as respectful, responsible, lifelong learners.

Department Vision and Philosophy

Our school counseling program is designed to address the developmental needs of all students. The program is founded on the belief that individuals experience general stages of personal growth and development.

School counseling programs nurture growth and development by delivering services that are aligned to the American School Counselor Association [ASCA] Mindsets and Behaviors for Student Success: K-12 College and Career -Readiness Standards for Every Student.

Fort Lee Public School Counselors believe students will:

- Understand and successfully function academically and socially in a school environment
- Understand self and others
- Develop decision-making and problem solving skills
- Develop moral and ethical values
- Develop and assess skills for academic success
- Develop career awareness and educational planning
- Develop a sense of community
- Develop interpersonal and communication skills

Fort Lee School District School Counseling Services Descriptions

Academic Development: School Counselors will assist students and their parents/guardians to acquire knowledge of the curriculum choices, plan a program of studies, arrange and interpret academic testing, and seek post-secondary opportunities.

Career Development: School Counselors will help students acquire information and plan for post-secondary education and career opportunities. Students will explore individual goals reflecting their interests, abilities, and aptitudes.

Personal/Social Development: School Counselors will provide opportunities for students to develop an understanding of self, interpersonal skills, conflict resolution, communication skills, and an appreciation of diversity

School Counselors guide students toward success by serving as a strong connection for the numerous resources within the school district and community. As members of the educational team, school counselors are dedicated to helping all students achieve their goals. The journey begins in kindergarten and continues through twelfth grade. School counselors serve as valuable guides throughout this journey and provide direction along the path in the areas of:

- Academics
- College and Career Readiness
- Responsive Services
- Social and Emotional Development

School Counseling Services Include:

- Preparation and planning
- Individual and group counseling services
- Classroom guidance lessons
- Crisis counseling as needed
- Administration of and interpretation of tests and assessments
- Scheduling presentations (ie. college representatives and character education programs)
- Facilitating I&RS, 504, and special education transition processes
- Referral and consultation with outside agencies
- Collaboration with staff members

Fort Lee School District Comprehensive School Counseling Program Guide

The number of times a student will receive counseling services will depend upon the student's particular needs. He/she will see their school counselor periodically for school counseling, which may include social/emotional and academic support.

Counseling services are determined by individual needs and requests of the students from year to year; additionally, there are basic services offered to each child yearly:

Grades K-6

- Assist in the transition and adjustment to educational life
- Provide character education, career exploration, and Harassment, Intimidation and Bullying (HIB) awareness and prevention
- Discuss academic and personal progress
- Provide Individual/Group Counseling
- Provide Crisis Intervention Services and referrals
- Conduct student conferences for academic progress
- Conduct parent/teacher conferences to discuss academic progress, and or social/emotional concerns
- Prepare students and staff for standardized testing
- Encourage the importance of attendance
- Facilitate Intervention and Referral Services (I&RS)
- Provide support for the development of a 504 plan

Grades 7-8

- Assist in the transition and adjustment to the middle school and high school environments
- Provide character education, career exploration, and Harassment, Intimidation and Bullying (HIB) awareness and prevention
- Discuss academic and personal progress
- Provide Individual/Group Counseling
- Provide Crisis Intervention Services and referrals
- Conduct parent/teacher conferences to discuss academic progress, and/or social/emotional concerns.
- Provide staff and student preparation for standardized testing administration
- Coordinate all aspects of state test administrations (PARCC & NJASK Science 8)
- Stress importance of attendance
- Facilitate Intervention and Referral Services (I&RS)
- Organize support for the development of a 504 Plan and facilitate 504 meetings
- Coordinate and lead grade level team meetings
- Discuss high school academic requirements and opportunities
- Provide "Program of Studies" assemblies
- Organize FLHS academic scheduling meeting

Grade 9

- Facilitate student adjustment to high school
- Develop the student's academic plan of action
- Stress the importance of attendance
- Introduce college admissions testing (i.e. PSAT/SAT/ACT/TOEFL)
- Introduce Naviance
- Administer Personality Assessment in Naviance
- Encourage involvement in extracurricular activities
- Discuss plans for summer employment/activities, internships, and community service
- Facilitate Intervention and Referral Services (I&RS)
- Organize support for the development of a 504 Plan and facilitate 504 meetings
- Provide preparation for standardized test administration
- Review graduation requirements
- Review course sequence
- Select coursework for the next school year
- Discuss and monitor academic and personal progress
- Provide information for summer school for courses for advancement and credit recovery
- Assist students with viewing transcripts and GPA
- Prevent and intervene in cases of Harassment, Intimidation and Bullying (HIB)

Grade 10

- Assess areas of strengths and interests by completing Career Interest Profiler in Naviance
- Explore career options
- Discuss college admissions testing (i.e. PSAT/SAT/ACT/TOEFL)
- Encourage the exploration of college websites
- Discuss future scholarship opportunities
- Assist students with filing for NCAA Division I and II eligibility
- Discuss dual enrollment opportunities
- Review the student's academic plan of action
- Stress the importance of attendance
- Encourage involvement in extracurricular activities
- Discuss plans for summer employment/activities, internships, and community service
- Facilitate Intervention and Referral Services (I&RS)
- Organize support for the development of a 504 Plan and facilitate 504 meetings
- Provide preparation for standardized test administration
- Review graduation requirements
- Review course sequence
- Select coursework for the next school year
- Discuss and monitor academic and personal progress
- Provide information for summer school for courses for advancement and credit recovery
- Prevent and intervene in cases of Harassment, Intimidation and Bullying (HIB)

Grade 11

- Plan for post-secondary options
- Encourage attendance to college fairs
- Raise awareness of Advanced Placement testing
- Assist students with creating a resume
- Encourage the exploration of college websites
- Encourage college campus visits
- Encourage students to engage in critical conversation with college representatives
- Discuss future educational plans
- Conduct the pre-college planning meeting and Naviance training
- Direct students to register for college admissions' assessments
- Encourage attendance to College Planning Night
- Review the student's academic plan of action
- Stress the importance of attendance
- Review graduation requirements
- Review course sequence
- Select coursework for the next school year
- Discuss and monitor academic and personal progress
- Provide information for summer school for courses for advancement and credit recovery
- Encourage involvement in extracurricular activities
- Discuss plans for summer employment/activities, internships, and community service
- Facilitate Intervention and Referral Services (I&RS)
- Organize support for the development of a 504 Plan and facilitate 504 meetings
- Provide preparation for standardized test administration
- Prevent and intervene in cases of Harassment, Intimidation and Bullying (HIB)

Grade 12

- Assist students in making final post-secondary decisions
- Encourage attendance to college related fairs and events
- Write college recommendation letters
- Encourage the exploration of college websites
- Direct students to apply for financial aid and scholarships
- Review the student's academic plan of action
- Develop graduation agreement contract
- Encourage students to meet with college representatives
- Direct students to register for college admissions' tests
- Collaborate with Child Study Team members regarding transition plans for special education students
- Assist students with interviewing skills
- Discuss and monitor academic and personal progress
- Stress the importance of attendance
- Encourage involvement in extracurricular activities
- Facilitate Intervention and Referral Services (I&RS)
- Organize support for the development of a 504 Plan and facilitate 504 meetings
- Provide preparation for standardized test administration
- Prevent and intervene in cases of Harassment, Intimidation and Bullying (HIB)

COUNSELOR YEARLY TIMELINES

Grade K-6 Activity/Curriculum Guide

<i>Month</i>	<i>Activities</i>
September	<ul style="list-style-type: none"> ● Review transcripts of transfer students ● Facilitate I&RS, 504 and Special Education transition process ● Provide transitional support for Kindergarten students and parents ● Character Theme Awareness and promotion ● Inform parents and staff of HIB prevention program HIBster
October	<ul style="list-style-type: none"> ● Respect Month: Week of Respect and School Violence Awareness and Red Ribbon Week ● Peer Mediation Training and awareness for students ● Prepare NJASK Science 4 test administration
November- January	<ul style="list-style-type: none"> ● Continue to monitor student academic progress ● Communicate regularly with teachers and staff about students in the I&RS system and monitor interventions ● Continue to communicate with parents about progress or concerns
February- May	<ul style="list-style-type: none"> ● Begin test preparation for PARCC ● Preparation for In View Testing and NJ ASK Science
June	<ul style="list-style-type: none"> ● Review all any student in I&RS or receiving services (BSI) and update progress to ensure services continue the following year if needed ● Meet with Middle School Counselors to discuss students who were receiving any support services, classified students, and academic honors eligibility

Ongoing yearly events:

- Provide individual and group counseling (topics as needed)
- Communicate with parents, staff, and administration about student emotional, behavioral, and academic progress
- Promote character education themes and initiatives school wide
- Communicate with Child Study Team (CST) about classified students and referrals
- Develop and review of 504 plans with a CST member as needed

Middle School Activity/Curriculum Guide

<i>Month</i>	<i>Activities</i>
September	<ul style="list-style-type: none">● Participate in 7th grade orientation● Host new student luncheon● Review and make any necessary schedule changes● Provide Harassment, Intimidation, and Bullying (HIB) policy awareness● Deliver HIBster training for staff● Attend Back to School Night● Update I&RS and 504 documentation● Coordinate academic meetings with key stakeholders (may include I&RS, 504, at risk students)● Provide teachers a list of students who are a part of the I&RS process and have a 504 classification● Hold meetings with newly admitted students to review transcripts● Attend CST meetings● Meet with administrators, students, parents, and teachers, as needed● Coordinate and lead Grade Level Team Meetings● Conduct H.I.B. investigations, as needed● Coordinate Character Ed & Social/Emotional Learning(SEL) initiatives with staff members
October-December	<ul style="list-style-type: none">● Coordinate Fort Lee High School Academies Assembly● Coordinate FLHS Academies application and interview process● Promote FLHS Open House event● Provide career awareness opportunities● Provide individual and group counseling (topics as needed)● Conduct H.I.B. investigations● Coordinate activities for Red Ribbon Week, Anti-Violence Week, and Week of Respect● Attend school counselor department meetings● Coordinate School Safety Team meetings● Coordinate and lead grade level team meetings● Attend CST meetings● Prepare for NJASK 8 Science test administration● Meet with administrators, students, parents, and teachers, as needed● Coordinate Character Ed & SEL initiatives with staff members

<p>January-March</p>	<ul style="list-style-type: none"> ● Continue I&RS and 504 process: coordinate and participate in meetings, update documents, as needed ● Organize FLHS Academy interviews, as needed. ● Coordinate FLHS Electives Assembly ● Coordinate FLHS Academic Scheduling meetings with counselor ● Provide individual and group counseling, as needed ● Continue to prepare for state testing ● Provide character education, academic, career exploration, and H.I.B. awareness programs/lessons. ● Participate in School Safety Team meetings ● Participate in CST meetings ● Coordinate and lead grade level team meetings ● Meet with administrators, teachers, parents, and students, as needed ● Conduct H.I.B. investigations, as needed ● Coordinate Character Ed & SEL initiatives with staff members
<p>April-June</p>	<ul style="list-style-type: none"> ● Participate in I&RS summative meetings ● Coordinate all aspects of state test administrations (PARCC & NJASK Science) ● Conduct test examiner training for state testing ● Provide individual and group counseling, as needed ● Follow up on honors appeal process ● Confirm student high school selections ● Transfer documents pertaining to I&RS and 504 files ● Coordinate and lead grade level team meetings ● Participate in CST meetings ● Meet with 6th and 9th grade counselors to discuss students and class placements ● Meet with administrators, teachers, parents, and students, as needed ● Verify course selections for incoming 7th and 9th graders ● Conduct H.I.B. investigations ● Coordinate Character Ed & SEL initiatives with staff members

High School Activity/Curriculum Guide

	Activities
September	<ul style="list-style-type: none">● Review student transcripts● Admit new students● Facilitate Freshman Orientation● Counselor Introduction to new students● Coordinate academic meetings with key stakeholders (i.e. I&RS, 504, at risk students)● Coordinate Fort Lee High School assemblies● Provide individual and group counseling, as needed● Organize Fort Lee High School College Fair● Organize and present at Senior Parent Night● Organize financial aid information presentation for seniors and parents● Review senior transcripts● Check status of student graduation requirements● Check with Athletic Director for athletic eligibility for fall/winter sports● Senior college meetings● Organize and administer high school graduation assessments
October- December	<ul style="list-style-type: none">● Organize Week of Respect and School Violence Awareness Activities● Encourage students to take SAT/ACT/TOEFL● Conduct individual graduation agreement meetings with seniors● Counsel students with academic difficulties● Assist with Back to School Night through interaction with faculty, administration, and parents.● Review Marking Period 1 grades; confer with students, parents, and teachers as needed● Encourage students to register for the PSAT at Fort Lee High School● Conduct senior college meetings● Send required information to college admissions office
January-March	<ul style="list-style-type: none">● Prepare for second semester including program changes and/or new half-year subjects.● Counsel seniors regarding first semester failures and graduation requirements● Prepare letters to be mailed home for seniors in danger of failing courses.● Check with Athletic Director for athletic eligibility for spring sports● Review curriculum and Program of Studies● Conduct individual sessions with student to select course requests for the following year

	<ul style="list-style-type: none"> ● Review MP2 grades and semester grades; confer with students, parents, and teachers as needed ● Organize all mid-year records for seniors and mail to colleges ● Prepare and distribute local scholarship guidelines and applications ● Encourage students to take the SAT/ACT/TOEFL ● Conduct Naviance training for freshman and sophomores ● Coordinate and administer PARCC TESTING ● Assist teachers in developing Educational Proficiency Plans for Seniors
April-June	<ul style="list-style-type: none"> ● Organize and participate in the College Panel Night ● Notify parents and confer with seniors in danger of not graduating ● Review MP 3 grades; confer with students, parents, and teachers as needed ● Review student schedules ● Make appropriate student program changes ● Encourage students to take the SAT/ACT/TOEFL ● Conduct Pre-College appointments for juniors ● Assist students in selecting summer school opportunities for credit recovery for the following year ● Make appropriate changes in programs for next school year ● Continue to resolve scheduling conflicts ● Guide students toward summer programs ● Confer with middle school personnel about the incoming 9th graders ● Coordinate and administer PARCC Testing, Advanced Placement Testing, and The New Jersey Biology Competency Test (NJBCT) ● Coordinate and attend Academic Awards Dinner ● Assist teachers in developing Educational Proficiency Plans for Seniors

Fort Lee Public Schools Character Education/Monthly Character Themes

(Themes rotate every two years starting with cycle 1 in 2015-2016.)

	Cycle 1	Cycle 2
September	Responsibility	Responsibility
October	Respect	Respect
November	Thankfulness/Gratitude	Compassion
December	Peace	Joy
January	Diversity	Acceptance
February	Kindness	Caring
March	Honesty	Trust
April	Courage	Self-discipline
May	Cooperation	Teamwork
June	Perseverance	Commitment