

Mattituck-Cutchogue Union Free School District

K-6 Comprehensive Guidance  
Plan



Mattituck-Cutchogue Union Free School District

385 Depot Lane

Cutchogue, NY 11935

[www.mufsd.com](http://www.mufsd.com)

Approved by the Board of Education October 17, 2019.

## Preface

### Guidance Services

#### Mattituck- Cutchogue Union Free School District

In order to better prepare our students for an ever changing society, the guidance services program in the Mattituck-Cutchogue Union Free School District continues to evolve and change. Our program uses a purposeful approach designed to provide assistance to all of our students in their pursuit of educational and career goals.

The District Plan for the Guidance Services Program provides an overview of guidance services and activities available within our schools. The guidance services program specifically directs some of its activities toward parents, teachers and administrators as we are aware that others significantly influence the progress and growth of students.

**MISSION STATEMENT**  
of the  
**MATTITUCK-CUTCHOGUE**  
**UNION FREE SCHOOL DISTRICT**

*The Mattituck-Cutchogue Union Free School District is dedicated to providing a welcoming and safe environment where diversity, interdependence and self-discovery are valued.*

*Educators, students, families, and community members work together creating a dynamic, flexible, and engaging learning process to:*

- Nurture individuals' passion for life and learning*
- Foster collaboration, creativity, and critical thinking*
- Encourage a range of perspectives*
- Promote and practice personal integrity*

*As a result, students develop academic excellence, confidence, and resiliency to face future challenges in order to contribute to and inspire positive change in the local and global community.*

# Counseling Staff

## Elementary School

Kelly Pickering  
631-734-6049 ext. 2400  
[kpickering@mufsd.com](mailto:kpickering@mufsd.com)

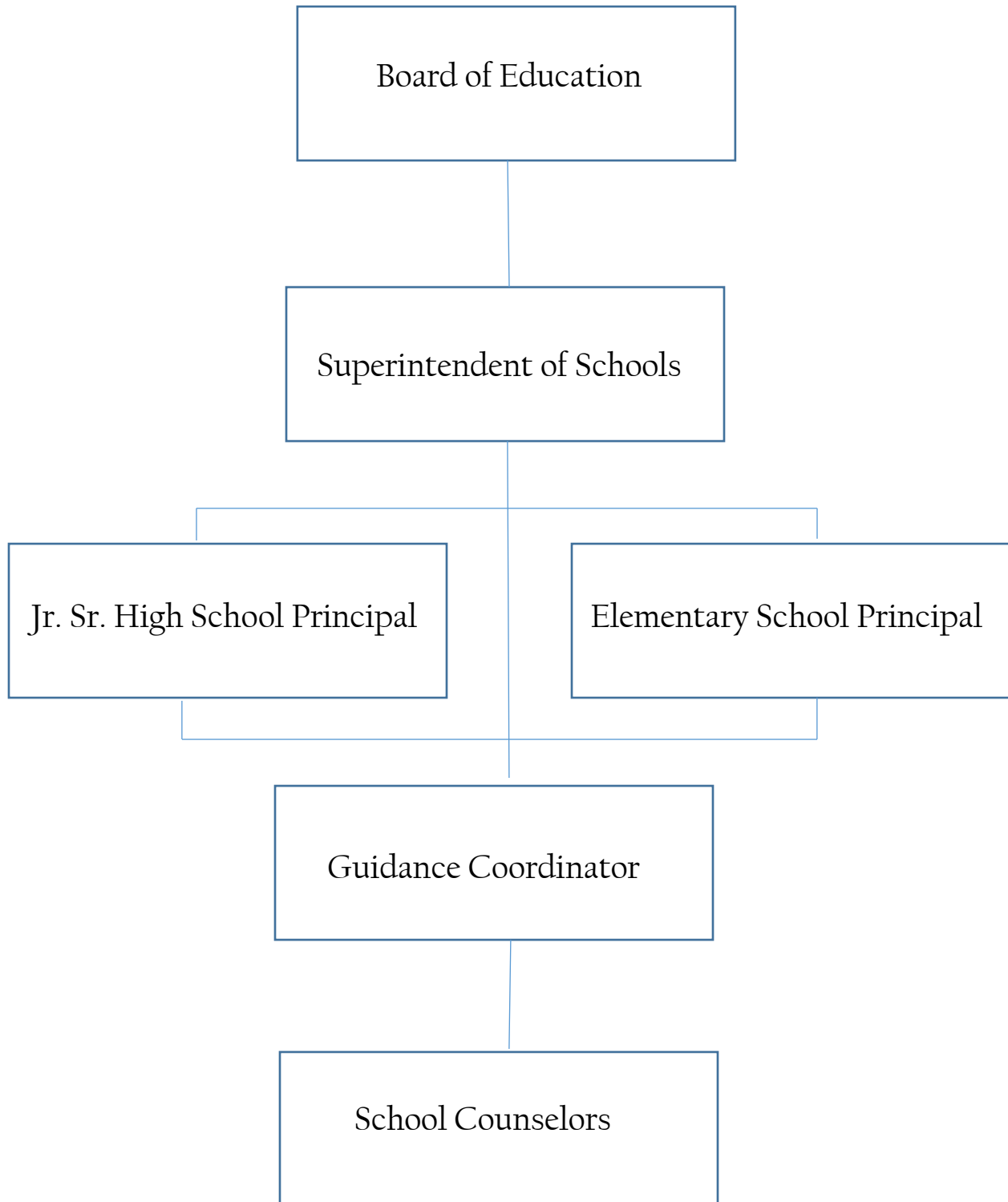
## Social Work

Andrea Nydegger  
631-298-8460 ext. 1231  
[anydegger@mufsd.com](mailto:anydegger@mufsd.com)

## School Psychologist

Betsy Terry  
631-734-6049 ext.2408  
[bterry@mufsd.com](mailto:bterry@mufsd.com)

## Guidance Department Organizational Chart



## The Rationale for School Counseling Programs

The primary goal of school counseling programs is to promote and enhance student learning through three broad and interrelated areas of student development. Each of these areas encompasses a variety of desired student learning competencies, which in turn are comprised of specific knowledge, attitudes and skills, which form the foundation of the developmental school counseling program. The three areas of student development are academic development, career development, and 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, 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)*

## **Cutchogue East Elementary School** **Counseling and Development Plan**

### *Mission Statement of the Cutchogue East Elementary School Counseling Program*

The mission of the School Counseling Program of Cutchogue East Elementary School is to provide a comprehensive program that addresses the academic, career, and personal/social development of all students. The role of the school counselor is to advocate for all students by enhancing the overall school climate through the facilitation of a character-driven, collaborative environment in which effective learning can take place. This advocacy will enhance academic and student potential.

The school counselor will work in partnership with other educators, parents/guardians, and community contacts to support students. This partnership will help ensure that all students at Cutchogue east Elementary School have the opportunities they need to acquire the knowledge and skills to meet their highest potential, become lifelong learners, and responsible, contributing citizens in our society.

### *Goals of the Elementary School Counselor*

- ❖ To assist students in understanding who they are.
- ❖ To provide crisis intervention when necessary.
- ❖ To coordinate the efforts of others with those of parents, teachers, and other staff members.
- ❖ To assist in the development of personalized programs based on each child's strengths, weaknesses, and needs.
  - ❖ To assist students in becoming aware of how their behavior and choices affect them and their future.
  - ❖ To encourage students to become successful and self-aware learners.

## Program Objectives and Goals

### Guidance Services

#### Mattituck-Cutchogue Union Free School District

1. The school counselor will assist each student in achieving at a level commensurate with his/her abilities.
2. The school counselor, with the help of the teacher(s) and parent(s), will assist each student in understanding the achievements and behaviors expected of him/her.
3. The school counselor will assist the student in achieving effective interpersonal behavior.
4. The school counselor, with the help of the teacher(s) and parent(s), will assist each student in understanding the scope of his/her capabilities.
5. The school counselor will assist each student in achieving an optimum level of educational performance.
6. The school counselor will assist each student in acquiring a positive attitude toward school.
7. The school counselor will assist each student in effecting a smooth transition from one educational level to another.
8. The school counselor will assist each student in learning effective problem-solving skills.
9. The school counselor will assist each student in developing appropriate levels of aspirations.
10. The school counselor will assist each student in being aware of the career, educational, and social experiences available to him/ her.
11. The school counselor will assist each student in learning that the pattern of personal characteristics is not a constant, but changeable through different life experiences.
12. The school counselor will assist each student in becoming more fully aware of the guidance services.
13. The school counselor will assist school personnel in their relationships with parents and the community.



# ASCA Mindset & Behavior Standards

## The ASCA Mindsets & Behaviors for Student Success: K-12 College and Career Readiness Standards for Every Student

*Each of the following standards can be applied to the academic, career and social/emotional domains.*

<b>Category 1: Mindset Standards</b> School counselors encourage the following mindsets for all students.		
1. Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being 2. Self-confidence in ability to succeed 3. Sense of belonging in the school environment 4. Understanding that postsecondary education and life-long learning are necessary for long-term career success 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes 6. Positive attitude toward work and learning		
<b>Category 2: Behavior Standards</b> Students will demonstrate the following standards through classroom lessons, activities and/or individual/small-group counseling.		
Learning Strategies	Self-Management Skills	Social Skills
1. Demonstrate critical-thinking skills to make informed decisions	1. Demonstrate ability to assume responsibility	1. Use effective oral and written communication skills and listening skills
2. Demonstrate creativity	2. Demonstrate self-discipline and self-control	2. Create positive and supportive relationships with other
3. Use time-management, organizational and study skills	3. Demonstrate ability to work independently	3. Create relationships with adults that support success
4. Apply self-motivation and self-direction to learning	4. Demonstrate ability to delay immediate gratification for long-term rewards	4. Demonstrate empathy
5. Apply media and technology skills	5. Demonstrate perseverance to achieve long- and short-term goals	5. Demonstrate ethical decision-making and social responsibility
6. Set high standards of quality	6. Demonstrate ability to overcome barriers to learning	6. Use effective collaboration and cooperation skills
7. Identify long- and short-term academic, career and social/emotional goals	7. Demonstrate effective coping skills when faced with a problem	7. Use leadership and teamwork skills to work effectively in diverse teams
8. Actively engage in challenging coursework	8. Demonstrate the ability to balance school, home and community activities	8. Demonstrate advocacy skills and ability to assert self, when necessary
9. Gather evidence and consider multiple perspectives to make informed decisions	9. Demonstrate personal safety skills	9. Demonstrate social maturity and behaviors appropriate to the situation and environment
10. Participate in enrichment and extracurricular activities	10. Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities	

## Learning Standards for Career Development and Occupational Studies

### **Standard 1: Career Development**

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

### **Standard 2: Integrated Learning**

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

### **Standard 3a: Universal Foundation Skills**

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

### **Standard 3b: Career Majors**

Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.

**Cutchogue East Elementary School  
Counseling and Development Plan**

- A. Program Objective: **Social/Emotional**  
 B. Target Population: All Students K-6  
 C. Expected outcome: Students will be supported through individual and classroom activities along with social/emotional resources to assist them in making informed decisions on academic, social, college and career related issues

<b>Activity</b>	<b>National Standard/ASCA Mindsets</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Dates of Activity</b>	<b>District /Program Objective</b>
Communicate/Collaborate with Outside Counseling Agencies	Domains: SE Mindset:1 Behaviors: SS 3,4	K-6	Counselor	Community Counseling Providers	Sept-June	Program Objective: 1, 2, 4, 13
Crisis Intervention	Domains: SE Mindset 1 Behaviors: SMS 1,5, 7-8	K-6	Counselor	Psychologist Administration Nurse	Sept-June	Program Objective: 1, 3, 5, 7
Individual Counseling	Domains: SE Mindset 1 Behaviors: SMS 1,5,7-8	K-6	Counselor	Psychologist	Sept-June	Program Objective: 1, 3, 5, 7
Counseling as a Related Service	Domains: SE Mindset 1 Behaviors: SMS 1,5,7-8	K-6	Counselor	Psychologist	Sept-June	Program Objective: 1, 3, 5, 7
Group Counseling	Domains: SE Mindset 1 Behaviors: SMS 1,5,7-8	K-6	Counselor	Psychologist	Sept-June	Program Objective: 1, 3, 5, 7

Facilitate Team Meetings	Domains: A, SE Mindset 4 Behaviors: SS 3	K-6	Counselor	Classroom Teachers Administration	Sept-June	Program Objective: 1, 2, 5, 13
Counselor Teacher Conferences	Domains: A, SE Mindset 1,3,5 Behaviors: LS 7,9	K-6	Counselor	Faculty	Sept-June	Program Objective: 1, 2
Facilitate Individual Parent Meetings	Domains: A, SE Mindset: 1,4,5 Behaviors: SS3	K-6	Counselor	Classroom Teachers Administration	Sept-June	Program Objective: 1, 2, 4, 5, 13
Meet with Students Struggling Academically	Domains: A, SE Mindset 2,3,5, 6 Behaviors: LS 7, SMS 1, 5, 7, 10 SS 9	K-6	Counselor	Classroom Teachers Administration	Sept-June	Program Objective: 1,3, 5, 6, 8
Provide Push-in Classroom Behavioral/Emotional Support	Domains: A, SE Mindset: 1, 3, 6 Behaviors: LS 4, 7, 9 SMS 1, 2, 10 SS 2, 3, 4, 6, 9	K-6	Counselor	Classroom Teachers	Sept-June	Program Objective: 2, 3 ,4, 6, 10
Facilitate and Coordinate Character Education Programs	Domain: SE Mindset: 1, 3 Behaviors: LS 1 SMS 10, SS 2, 3, 5, 6, 9	K-6	Counselor	Support Staff, Community Members, Parents, Outside Agencies, Administration	Sept-June	Program Objective: 3,6, 9, 10
Meet with New Students and their Families	Domains: A Mindset: 3 Behaviors: SS 3	K-6	Counselor	Psychologist, Classroom Teachers Administration	Sept-June	Program Objective: 2

Dignity For All Students Act (DASA)	Domains: A, SE Mindset 1,5 Behaviors: SMS 1,5,7-8	K-6	Counselor	Administration	Sept-June	Program Objective: 3
Monitor and Oversee the Implementation of Orders of Protection	Domains: SE Mindset: 1 Behaviors: SMS 6, 7, 8	K-6	Counselor	Administration Security Classroom Teachers	Sept-June	Program Objective: 11
Child Protective Service Referrals	Domains: SE Mindset: 1 Behaviors: SMS 6, 7, 8	K-6	Counselor	Administration, Nurse, Psychologist	Sept-June	Program Objective: 11
Refer Students and Families to Outside Agencies	Domains: SE Mindset 1 Behaviors: SMS 1,5, 7-8	K-6	Counselor	Psychologist, Outside Agencies	Sept-June	Program Objective: 8
Refer/Attend Child Study Team Meeting	Domains: A, SE Mindset 4,5 Behaviors: SS 1- 3	K-12	Counselor	Classroom Teachers Psychologist Support Staff	Sept-June	Program Objective: 1, 2, 4, 5, 13
Parenting Workshop	Domains: A, SE Mindset:1, 3 Behaviors: SMS 1-10, LS 1-9	K-6	Counselor Social Worker	Administration Parents Community Members	Sept-June	Program Objective: 13
6 <sup>th</sup> Grade Parent Night	Domains: A, SE Mindset: 3 Behaviors: LS 1,7 SS 3	6	Counselor	Administration	Spring	Program Objective: 2, 6,7, 12
6 <sup>th</sup> Grade Transition	Domains: A, SE Mindset: 3 Behaviors: SMS 10 SS 3	6	Counselor	Administration	Spring	Program Objective: 2, 6,7, 12

**Cutchogue East Elementary School  
Counseling and Development Plan**

- A. Program Objective: **Academic**
- B. Target population: All Students K-6
- C. Expected outcome: Students will be supported with pertinent information along with academic resources, academic advising to assist them in making informed decisions on academic, college, and career related issues.

<b>Activity</b>	<b>National Standard/ASCA</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other resources</b>	<b>Dates of Activity</b>	<b>District Program/Objective</b>
Meet with Students Struggling Academically	Domains: A, SE Mindset 2 Behaviors: LS 3, 4, 7,8, 9 SMS 1, 2, 3, 5,6 9, 10 SS 3, 9	K-6	Counselor	Classroom Teachers, Psychologist Parents Administration	Sept-June	Program Objective: 1, 5, 6, 10
Weekly Progress Reports	Domains: A, SE Mindset 2,6 Behaviors: LS 3, 4 SMS 1, 5, 6, 10	K-6	Counselor	Classroom Teachers Support Staff	Sept- June	Program Objective: 2, 3, 9

Refer and Attend Committee of Special Education (CSE) and 504 meetings	Domains: A, C Mindset 1,3,4 Behaviors: LS 1, 7 SMS 5, SS 6	K-6	Counselor	Psychologist, Dept. of Special Education	Sept-June	Program Objective: 1, 2
Attend Parent/Teacher Report Card Conferences	Domains: A Mindset: 3 Behaviors: LS 7, SS 3	K-6	Counselor	Classroom Teachers	November March	Program Objective: 2, 4, 13
Monitor Student Academic Progress	Domains: A Mindset 4, 5 Behaviors: LS 7, 9 SMS 5	K-6	Counselor	Classroom Teacher Support Staff	Sept-June	Program Objective: 5
AIS Monitoring	Domains: A Mindset: 4, 5 Behaviors: LS 7, 9 SMS 5, 6, 8	K-6	Counselor	Support Staff, Classroom Teachers, Administration	Sept-June	Program Objective:5
Refer and Attend Instructional Support Team (IST) Meetings	Domains: A Mindset: 1, 5 Behaviors: LS 1, SMS 5, SS 3	K-6	Counselor	Psychologist/ Classroom teachers/ Administration	Sept-June	Program Objective: 1, 2
Review Daily Attendance	Domains: A Mindset 4,5 Behaviors: SMS 1	K-6	Counselor	Classroom Teachers, Nurse, Administration	Sept-June	Program Objective:1
Facilitate Attendance Committee meetings	Domains: A Mindset 4,5 Behaviors: LS 9, SMS 1, SS 3	K-6	Counselor	Administration, Classroom Teachers	Sept-June	Program Objective: 5
Pre-Enrollments, Kindergarten Orientation	Domains: A, SE Mindset: 3 Behaviors: SS 2,	K	Kindergarten Teachers	Counselor Psychologist Administration	September	Program Objective:2

Parent Orientation/ Open House	Domains: S Mindset: 3 Behaviors: LS 7, SS 3	K-6	All Teachers	Counselor Support Staff Administration	September	Program Objective:2, 4, 13
Elementary Master Schedule Creation	Domains: A Mindset: 3, 5 Behaviors: LS 7,9	K-6	Counselor	Administration	Sept-June	Program Objective: 1,5
Registering New Students	Domains: A, SE Mindset 3, 5 Behaviors: LS 7,9 10 SMS 1 SS 3	K-6	Counselor	Administration	Sept-June	Program Objectives: 1 , 4, 6, 7, 10, 12
AIS student Rostering	Domains: A Mindset: 2,4 Behaviors: LS 7, 9 SMS 5, 6	K-6	Counselor	Administration	Sept-June	Program Objective: 1,9
Assist in coordinating NYS ELA/Math/Science Testing	Domains: A Mindset: 5 Behaviors: LS 6, 7	K-6	Counselor	Administration	Spring	Program Objective: 9, 10
Implementation of all class rosters on the student management system	Domains: A Mindset: 4, 5 Behaviors: LS 6, 7, 8	K-6	Counselor	Administration	Sept-June	Program Outcome:10
Programming- course selection/recommendations for the upcoming year	Domains: A, C Mindset:3, 4 Behaviors: LS1-10	K-6	Counselor	Classroom Teachers Administration	Sept- June	Program Objective: 1, 5



**Cutchogue East Elementary School  
Counseling and Development Plan**

- A. Program Objective: **College/Career Preparation**
- B. Target population: All Students K-6
- C. Expected Outcome: To successfully prepare and challenge students academically for college and career success.

<i>Activity</i>	<i>National Standard/ASCA Mindsets</i>	<i>Target Group</i>	<i>Staff Assigned</i>	<i>Other Resources</i>	<i>Dates of Activity</i>	<i>District/Program Goal</i>
Elementary Career Day	Domains: A, C Mindset: 4 Behaviors: LS 1-10	K-6	Counselor	Community Members, Parents	Spring	Program Objective: 10
Elementary College Apparel Day	Domains: A, C Mindset: 4 Behaviors: LS 1-10	K-6	Counselor	Teachers, All Staff, Administration	Spring	Program Objective: 10
Road Trip Nation	Domains: C Mindset: 4 Behaviors: LS 1-10	K-6	Counselor	Naviance Family Connection	Sept-June	Program Objective: 9, 10
Career Activities	Domains: A, C Mindset:4 Behaviors: LS 1-10	K-6	Counselor	Naviance Family Connection	Sept- June	Program Objective: 9, 10