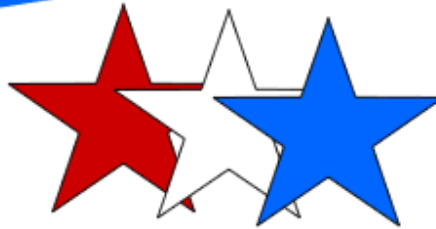


Learning The Randolph Way

*Randolph Field*  
*Independent School District*



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# *Guidance*

## Randolph Field Independent School District Middle School Guidance Plan

Goal 1: Implement the curriculum component of the guidance plan

Objective: Help all students develop life skills; self-confidence development, problem-solving, interpersonal effectiveness  
communication skills, responsible behavior

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
Provide activities productive to the enhancement of problem-solving skills	Counselor Classroom teacher	Counselor Classroom teacher DAVE	Lesson plans Office referrals	End 1 <sup>st</sup> Semester End 2 <sup>nd</sup> Semester	End of School year

## Randolph Field Independent School District Middle School Guidance Plan

Goal 2: Implement responsive services component of the guidance plan

Objective: Intervene on behalf of students whose immediate personal concerns/problems put them at risk: Academic, emotional/behavioral/abuse, pregnancy, and suicide.

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
Provide counseling or information to assist student/parent to resolve immediate concern	Counselor	Counselor	Student is able to return to class  Student does not need to return to counselor with the same concern  Counselor request forms	On-going	End of School year
Assist with academic choices or concerns to develop a plan of action or assist in program placement/services and information  Maintain the "at risk" student list as part of the Compensatory Ed. Plan	Counselor Professional staff Administrative staff	Counselor Administrative staff Teachers VIP adult tutors Special Ed. Process Content Mastery ESL Plan Compensatory Ed Plan (at-risk list) G/T Plan Career & Tech Plan	Academic progress Standardized test scores State criterion referenced Nationally normed test Promotion/retention information	Each six week grading period	End of School year

Goal 2: continued:

Gather information and make appropriate referral to an outside agency	Counselor Administrative staff	School nurse Counselors Child Protective services BAMC Family advocacy Youth Center	Appropriate referral done in a timely manner  Family follow-through on the referral	On-going	On-going
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## Randolph Field Independent School District Middle School Guidance Plan

Goal 3: Implement the individual planning component of the guidance plan

Objective: Guide all students as the plan, monitor and manage their life choices:  
Education/Career

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
Provide services to assist individuals by planning orientation activities and transitional activities, guiding course registration, and interpreting standardized testing results.	Counselor Classroom teacher	Counselor Classroom teacher Printed registration materials Testing interpretive manuals/software	Student/parent participation  Completion of the registration process  Completion of distributing results including interpretative information for standardized test results	Spring	End of School year

## Randolph Field Independent School District Middle School Guidance Plan

Goal 4: Contribute to school system support as part of the guidance plan.

Objective: Assist students indirectly: Consultation with staff or parents, implement local/state testing programs participate in professional development.

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
Participate in parent an staff Conferences/consultations  Implement state/local standardized  Test programs  Participate in professional activities	Professional staff / parents Counselor  Director of Curriculum and Instruction	Professional staff Counselor Parents Director of Curriculum and Instruction Region 20 ESC Various testing materials/ Administrator’s test manual Texas Education Agency	Calendar Student progress; (STAAR) Faculty training  Conference attended	On-going	End of School year

## Randolph Field Independent School District High School Guidance Plan

Goal 1: Implement the curriculum component of the guidance plan

Objective: Help all students develop life skills.

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
<p>Provide information for students and their parents to assist in their selection of appropriate course and resources that will best prepare them for life after school</p> <p>Assist students in the preparation of their 4-year plan</p> <p>Schedule and conduct informational meetings for parents and students: Ex: 8<sup>th</sup> grade orientation; Financial Aid Night Advanced Placement Night</p>	Counselors Professional staff	Counselors Professional staff	<p>Registration cards Scheduling Mat'l College publications Financial Aid Packets</p> <p>4 yr plan in place</p> <p>meetings held</p>	<p>end of Feb end of Feb</p> <p>On-going</p> <p>end of 1<sup>st</sup> sem end of 2<sup>nd</sup> sem</p> <p>end of 1<sup>st</sup> sem end of 2<sup>nd</sup> sem</p>	End of school year

## Randolph Field Independent School District High School Guidance Plan

Goal 2: Implement the responsive services component of the guidance plan

Objective: Intervene on behalf of students whose immediate personal concerns/problems put them at risk

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
Assist with academic choices or concerns to develop a plan of action or assist in program placement/services and info	Counselor Professional staff  Administration	Counselor Administration Crisis Plan Teachers  Special Ed process Content Mastery ESL Plan Compensatory Ed. Plan	Academic progress Standardized test  Promotion/retention info	Six weeks	end of year
Gather information and make appropriate referral to referral to an outside agency	Counselors	School Nurse Administration Counselors Child Protective Services Family advocacy	Appropriate referral done in timely manner Family follow through	On-going	end of year

## Randolph Field Independent School District High School Guidance Plan

Goal 3: Implement the individual planning component of the guidance plan

Objective: Guide all students as they plan, monitor and manage their life choices: Education/Career

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
Provide an expansive scope of options for encouraging students to establish educational, career and personal goals	Counselor Teachers Administration	Counselor Teachers Administration Publications Software College catalogs Interest inventories Internet Career & Tech Plan 4-year plan	Transcripts Test results Job applications College applications Recommendations	On-going	End of year

## Randolph Field Independent School District High School Guidance Plan

Goal 4: Contribute to school system support as part of the guidance plan

Objective: Assist students indirectly: Consult with staff and parents, implement local and state programs, and participate in professional development.

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
Implement state/local Standardized testing program	Counselor Administrative staff Professional staff	Counselor	TAKS PSAT AP	end of Feb end of Oct end of May	end of school year
Participate in parent and staff conferences/consultations	Professional staff Counselor	Executive Director of Instructional Services Professional staff Counselor	Credit by Exam Telephone log Notes Appoint. Calendar	end of 1 <sup>st</sup> sem on-going	end of school year

## Randolph Field Independent School District Elementary School Guidance Plan

Goal 1: Implement the curriculum component of the guidance plan

Objective: Help all students develop life skills

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
Provide/plan for lessons at the developmentally appropriate levels for grades k-5	Counselor	Counselor	Lesson plans Schedule of visits Email reinforcement	End of Semester 1 End of Semester 2 Twice monthly	End of school year
Provide a subject timeframe and schedule for classroom lessons	Classroom teachers	Conflict Resolution Kits			

## Randolph Field Independent School District Elementary School Guidance Plan

Goal 2: Implement the responsive services component of the guidance plan

Objective: Intervene on behalf of students whose immediate personal concerns/problems put them at risk.

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
<p>Provide individual counseling and provide an intervention plan for individual students having difficulties with school.</p> <p>Teach appropriate lessons to familiarize students with ways to seek help.</p> <p>Schedule visits with counselor.</p>	<p>Counselor</p> <p>Administrative staff</p> <p>Classroom teachers</p>	<p>Counselor</p> <p>Clerical staff</p> <p>Family Advocate</p> <p>Special Education</p> <p>Process</p> <p>Psychological referral process</p> <p>Content mastery</p> <p>ESL Plan</p> <p>Compensatory Ed Plan (at-risk)</p> <p>G/T Plan</p>	<p>Counselor's notes</p> <p>Staffing log/notes</p>	<p>On going</p>	<p>End of School</p>

## Randolph Field Independent School District Elementary School Guidance Plan

Goal 3: Implement the Individual Planning component of the guidance plan

Objective: Guide all students as they plan, monitor, and manage their life choices

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
Provide services to assist individuals by guiding program placement and interpreting standardized testing results	Counselor Classroom teachers	K- BIT ability test Woodcock-Johnson achievement test Conner's rating scales Testing interpretive manuals software	Appropriate student placement  Completion of distribution of test results	On going	End of School

## Randolph Field Independent School District Elementary School Guidance Plan

**Goal 4:** Implement the system support component of the guidance plan

**Objective:** Assist students indirectly through: consultation with professional staff or parents, implementation of local/sate testing programs and participation in staff development.

Activities	Person(s) Responsible	Resources	Evaluation Measures	Check Points	Date Completed
Provide parenting information to parents  Schedule and conduct parenting information sessions  Survey parents to determine needs and interest  Implement state/local standardized test programs	Counselor Administrative staff	PTO Family Advocacy Professional staff Parents TAKS Credit by Exam Ability test as needed	Scheduled meetings Parent sign-in sheet Flyers/info out to parents Progress as evidenced by test scores	End Semester 1 End Semester 3	End of School