

St. John-Endicott Cooperative Schools K-12 Guidance Standards

**with
Performance Indicators**

Program Standards

- Understand the benefits and responsibilities of giving and receiving love.
- Understand how life is enhanced by a positive family life.
- Understand how life is enhanced by a positive social life.
- Understand how life is enhanced by a successful career.
- Understand yourself, including your needs, wants, and motivations.
- Possess positive and productive behavior skills and motivations.
- Know about the benefits, skills, and requirements of career choice.
- Be able to set and achieve long-term goals.

K-12 Guidance Standards

Positive Self-Esteem

- 1. Possess a positive attitude about life.**
 - A. Be able to see the world and life as good, worthwhile, and exciting.
 - B. Possess motivation to seek pleasure through relationships, achievement, existence, beauty, etc.
 - C. Possess reasonable expectations for deriving pleasure from relationships, achievement, existence, beauty, etc.
 - D. Possess a good balance between giving and receiving love, attention, and acceptance.

- 2. Be able to interact with others in a positive manner.**
 - A. Possess an open mind toward differences in others and toward different ideas.
 - B. Be able to respect the right of others to get attention.
 - C. Be able to show flexibility when interacting with others.
 - D. Be able to express self in a honest manner.

- 3. Be emotionally stable.**
 - A. Be able to comply when appropriate.
 - B. Be able to control emotions (decide when to act for intellectual, not emotional, reasons).
 - C. Be able to accept and grow from criticism.
 - D. Be able to persist when frustrated.
 - E. Be able to maintain calm when frustrated, disappointed, and angry.

- 4. Possess an intellectual awareness of others and our culture.**
 - A. Know reasons why others act the way they do.
 - B. Know that most people are good, kind, and honest.
 - C. Know that some people are without conscience, dishonest, and unkind.
 - D. Know that life is not always fair.
 - E. Know how personal behavior relates to self-concept.

- 5. Understand how to develop and maintain a positive self-concept.**
 - A. Know different kinds of stress (external and internal) and ways of dealing with stress.
 - B. Know different ways of maintaining mental and physical health.
 - C. Know how a productive career, family, positive social life, leisure activities, physical well-being, and economic stability contribute to a positive self-concept.
 - D. Know how learning and competence are tied to self-esteem.
 - E. Know that a balanced self-concept makes life more enjoyable.

- 6. Understand how a positive self-concept relates to learning.**
 - A. Know how positive habits contribute to positive self-concept.
 - B. Know that having productivity skills contributes to a positive self-concept.
 - C. Know that learning in school relates to life-long success.
 - D. Know that attitudes, beliefs, and abilities relate to achievement in life.
 - E. Know that achievement relates to competence.
 - F. Know that succeeding relates to satisfaction.
 - G. Know that achievement, competence, and satisfaction relate to a positive self-concept.

K-12 Guidance Standards

Adult Role Preparation

Career Preparation

- 1. Understand your aptitudes and interests.**
 - A. Know your strengths and weaknesses in academic areas.
 - B. Know your aptitudes related to careers.
 - C. Know your interests related to careers.
 - D. Be able to relate personality to your aptitudes and interests.
- 2. Understand the pros and cons of career choices.**
 - A. Know the consequences of choosing various careers.
 - B. Know the responsibilities involved in various careers.
 - C. Know the rewards of various careers.
 - D. Know the requirements and prerequisites of various careers.
 - E. Be able to recognize career opportunities.
- 3. Understand how to prepare for a career.**
 - A. Know the requirements for various occupations.
 - B. Know sources for career exploration.
 - C. Know the long-range implications of a career choice.
 - D. Be able to gain first-hand information from those practicing a career.
 - E. Know the pros, cons, and prerequisites of self-employment.
- 4. Understand how to set and achieve long-term goals for career success.**
 - A. Be able to identify career possibilities.
 - B. Be able to identify skills needed for career possibilities.
 - C. Be able to develop a plan to develop identified skills.
 - D. Be able to persist in developing identified skills.
 - E. Be able to evaluate progress regularly.
- 5. Possess job-seeking skills.**
 - A. Know where to locate job information.
 - B. Know how to develop job skills related to specific career choice.
 - C. Possess job-keeping skills (punctuality, cooperation, honesty, persistence).
 - D. Be able to write a quality resume.
 - E. Be able to prepare a professional portfolio.
 - F. Possess quality interview skills and job-acquiring strategies.

Societal Roles and Relationships

- 6. Understand life success.**
 - A. Know factors that determine lifestyles (socioeconomic, cultural, occupational choices, work habits, family, preparation, friends, leisure).
 - B. Know how work contributes to a balanced and productive life.
 - C. Know how leisure contributes to a balanced and productive life.
 - D. Know how a family contributes to a balanced and productive life.
 - E. Know how friends contribute to a balanced and productive life.
 - F. Be able to develop a plan for a balanced life (work, family, leisure, social).
- 7. Understand people (attitudes, values, behaviors).**
 - A. Know how stereotypes and biases create inappropriate boundaries for people.
 - B. Be open-minded in attitudes towards people of different races, genders, religions, and ages.
 - C. Know how family members change as the family matures.
 - D. Know how stress in work and family can cause change in family members.
 - E. Know how the future could affect career.
 - F. Be able to prepare for change in careers, lifestyles, and locations.
- 8. Be able to contribute to society.**
 - A. Know organizations in which one can participate.
 - B. Know the responsibilities and pleasures of volunteering.
 - C. Know responsibilities to the environment.
 - D. Know responsibilities to the community.
 - E. Know responsibilities of being a net contributor to society.

K-12 Guidance Standards

Positive and Productive Behavior

Possess basic behavior skills.

1. Be prompt and prepared.
- 2a. Pay attention to the speaker (body basics).
- 2b. Pay attention to the speaker.
3. Follow directions.
4. Move appropriately as a group (line basics).
5. Move appropriately as a group (hall behavior).
6. Get a person's attention properly.
7. Respect authority.
8. Respect rights of others.
9. Respect property.
10. Accept the consequences.
11. Do your share of the work.
12. Clean up after yourself.

Be able to produce quality work.

13. Turn in quality work.
14. Set high standards.
15. Complete a draft.
16. Analyze draft for quality.
17. Revise work based on analysis.

Be able to interact positively with others (first social skills).

18. Negotiate a compromise.
19. Resolve conflict.
20. Engage in a conversation.
21. Give and accept compliments.
22. Behave appropriately at activities.
23. Make a good impression.
24. Ask for permission.
25. Avoid interrupting.
26. Greet people politely.

Possess advanced behavior skills.

27. Use time wisely.
28. Meet deadlines.
29. Say "no" or "yes" to yourself.
30. Respect the contributions of others.
31. Respect the diversity of others.
32. Be a responsible group member.
33. Be responsible without supervision.

Possess productivity skills.

34. Possess employability skills.
35. Possess critical and creative thinking skills.
36. Possess completion skills.
37. Set and achieve goals.
38. Use resources effectively.
39. Be comfortable with technology.

Possess positive character traits.

40. Be honest.
41. Be loyal.
42. Be trustworthy.
43. Be ethical.
44. Be forgiving.
45. Be altruistic.
46. Be kind.
47. Be courageous.
48. Be friendly.

Possess coping skills (second social skills).

49. Say "no" and keep friends.
50. Stay out of trouble.
51. Disagree appropriately.
52. Know when, how, and who to tell.
53. Apologize.
54. Handle teasing.
55. Cope with disappointment.
56. Cope with frustration.
57. Cope with unfair treatment.
58. Cope with failure.
59. Know when to comply.

Possess resourcefulness.

60. Make good life choices.
61. Understand career prospects.
62. Recognize opportunity.
63. Solve problems effectively.
64. Make effective decisions.
65. Practice citizenship.
66. Respect the environment.

Possess productive character traits.

67. Take initiative.
68. Use common sense.
69. Be patient.
70. Consider options carefully.
71. Be perseverant.
72. Be flexible.
73. Be resilient.
74. Be thorough.
75. Be considerate.