

# **Union-Endicott Elementary Schools Guidance Plan**

## **Implementation of Commissioner's Regulation 100.2 (j)**

**Union-Endicott School District  
Endicott, NY 13760**

**Commissioner's Regulation**  
**100.2 (j)**  
**Part 100: Elementary and Secondary Education Program**  
**Section 100.2 General School Requirements**  
**(j) Guidance programs**

- 1. Public Schools.** Each school district shall have a guidance program for all students.
  - i.** In grades K-6, the program shall be designed in coordination with the teaching staff to prepare students to participate effectively in their current and future educational programs, to help students who exhibit any attendance, academic, behavioral or adjustment problems, to educate students concerning avoidance of child sexual abuse, and to encourage parental involvement.
  - ii.** In grades 7-12, the guidance program shall include the following activities or services:
    - (a) An annual review of each student's educational progress and career plans, with such review to be conducted with each student individually or with small groups by personnel certified or licensed as school counselors.
    - (b) Instruction at each grade level to help students learn about various careers and about career planning skills conducted by personnel certified or licensed as school counselors, or by classroom teachers in cooperation with school counselors.
    - (c) Other advisory and individual or group counseling assistance to enable students to benefit from the curriculum, to help students' behavioral, or adjustment programs and to encourage parental involvement, provided that advisory assistance shall be provided by teachers or counselors, or by certified or licensed psychologists or certified or licensed school social workers in cooperation with school counselors: and

(d) The services of personnel certified or licensed as school counselors.

- iii. Each school district shall develop a district plan, which sets forth the manner in which the district shall comply with the requirements of the subdivision. The City School District of the City of New York shall submit a separate plan for each community school district, for the High School Division and for the Special Education Division. Such plan shall be filed in the district offices and shall be available for review by any individual. The plan shall present program objectives, which describe expectations of what students will learn for the program; activities to accomplish the objectives; and provisions for the annual assessment of program results. The plan shall be reviewed annually by the school districts, and revisions shall be made as necessary.

**2. Nonpublic Schools.** Each nonpublic school shall provide a guidance and counseling program for students in grade 7-12.

**Preface:**

The development of this plan provides our district with a comprehensive chronological picture of guidance services, which are delivered in grades 7-12. The plan will be reviewed, updated, and refined annually as a condition of our ever-changing curriculum and student support program needs.

The ultimate goal of our guidance program is to chart a course, which provides support for academic, social, and emotional growth for all our students.

**Plan Development**

**Areas Addressed:**

1. Personal Counseling
2. Academic Counseling
3. Parental Involvement
4. Career Development
5. Assisting Special Education Services
6. Communicating with Outside Agencies
7. Team Work
8. Scheduling and Evaluation Support

<b>September</b>				
<b>Area</b>	<b>Activities</b>	<b>Target Group or Subgroup</b>	<b>Staff Assigned</b>	<b>Other Resources</b>
Prepare students to participate effectively in their current and future education program	New student groups	New students Gr. 1-5	School social workers	
	Parent meetings	Parents Gr. K-5		
	Individual & group counseling regarding personal, academic, and social issues	Students Gr. K-5		
Help students who exhibit attendance, academic, behavioral, or adjustment problems	CSE mandated students and struggling students	Students mandated on their IEP for counseling Gr. K-5 and/or through RTI process	School social workers	
	Referrals: Community agencies	Students and families Gr. K-5	School social workers, school psychologists	Community resources
	Orient graduate social work student	K-5 school community	School social worker	Graduate School Field Liaison/Graduate School of Social Work

<b>September</b>				
<b>Area</b>	<b>Activities</b>	<b>Target Group or Subgroup</b>	<b>Staff Assigned</b>	<b>Other Resources</b>
Team Work	Planning for school wide programs	Students, parents, and staff Gr. K-5	School social workers	Community
	Serve on community committees	Students, families and staff Gr. K-5	School social workers	Community agencies/educational institutions
	Response to Intervention Team meetings	Students Gr. K-5	Team members	
	504 meetings	Gr. K-5	504 Team including social worker	
Personal counseling	Crisis intervention	Students, parents and staff Gr. K-5	School social workers, administration & school psychologists	Community agencies if needed
	Scheduling and evaluation support	Gr. K-5	Teachers and social workers	Administrators
	Initial scheduling of students for counseling services	Gr. K-5	Teachers and school social workers	

<b>October</b>				
<b>Area</b>	<b>Activities</b>	<b>Target Group or Subgroup</b>	<b>Staff Assigned</b>	<b>Other Resources</b>
Educate students re: avoidance of child abuse including sexual, physical, & emotional abuse	Classroom based programs	Gr. K-5	School social workers	Family and Children's Sexual Abuse program, Crime Victims Assistance Center
Encourage parental involvement	Social histories for CSE and struggling students	Gr. K-5	School social workers	
Prepare students to participate effectively in their current and future placement	Implementing school specific programs, Ex. Hallway Monitors, Student Government	Gr. K-5	School social workers	Community resources
Team Work	Meeting with or refer to exchange pertinent information  Communicating with staff members or community resources  Assisting Special Ed. services	Gr. K-5	School social workers, school psychologists, administrators & teachers when appropriate	Community resources

<b>October</b>				
<b>Area</b>	<b>Activities</b>	<b>Target Group or Subgroup</b>	<b>Staff Assigned</b>	<b>Other Resources</b>
Help students who exhibit attendance, academic, behavioral or adjustment problems	Supervision of graduate social work student  Social Histories – problem solving with parents and consultation with principals	K-5 school community	School social workers	University and liaison

Continuing...

- Counseling for CSE mandated students
- Crisis intervention
- Development of programs to meet specific needs of each building
- Parent meetings
- Individual and group counseling regarding personal, academic, and social/emotional issues
- Community committees
- Community and agency referrals, including Catholic Charities, Family & Children’s and NYS Child Abuse & Neglect reports
- Response to Intervention Team meetings
- CSE meetings as required



<b>November</b>				
<b>Area</b>	<b>Activities</b>	<b>Target Group or Subgroup</b>	<b>Staff Assigned</b>	<b>Other Resources</b>
Help students who exhibit attendance, academic or adjustment problems	Banana Splits (Students who are affected by separation & divorce)	Gr. 1-5	School social workers	
Personal counseling	Social Skills groups	Gr. K-5	School social workers	
Parent Involvement	Parent/Teacher conferences	Gr. K-5	School social workers & teachers	
	Home visits	Gr. K-5	School social workers	

Continuing...

- Develop and implement school specific programs
- Counseling for CSE mandated students
- Individual and group counseling
- Community committee involvement
- Community and agencies referrals, including NYSCAN reports
- Meetings for the purpose of referrals and to exchange information (to be referred to as “Consultation” in this document)
- CSE meetings as required
- Parent Meetings
- Crisis Intervention
- Response to Intervention Team meetings
- Social histories for CSE

<b>December</b>				
<b>Area</b>	<b>Activities</b>	<b>Target Group or Subgroup</b>	<b>Staff Assigned</b>	<b>Other Resources</b>
Team Work	Community service coordination: Ex. Holiday aid to families  Communicating with outside agencies	Gr. K-5 Students and families	School social workers, school nurses, and administration	DSS, U-E Key Club, local churches, Elks, Sharing parade, United Way, anonymous donations, school community, Rotary Club

Continuing...

- Social histories for CSE
- Develop and implement school specific programs
- Consultation
- Counseling for CSE mandated students
- Crisis intervention
- Parent meetings
- Individual and group counseling
- Community committee involvement
- Community and agency referrals, including NYSCAN reports
- Response to Intervention Team meetings
- CSE meetings as required
- Graduate student supervision
- Banana Splits
- Home Visits

<b>January</b>				
<b>Area</b>	<b>Activities</b>	<b>Target Group or Subgroup</b>	<b>Staff Assigned</b>	<b>Other Resources</b>
Prepare students to participate effectively in their current & future educational programs	Olweus Program	Gr. K-5	School social workers, teachers, administration	
Parent Involvement	Parent events – school based	Gr. K-5 parents	School social workers	

Continuing...

- Social histories for CSE
- Develop and implement school specific programs
- Consultation
- Counseling for CSE mandated students
- Crisis intervention
- Parent meetings
- Individual and group counseling
- Community committee involvement
- Community and agency referrals, including NYSCAN reports
- Response to Intervention team meetings
- CSE meetings as required
- Graduate student supervision
- Banana Splits
- Home Visits

<b>February</b>				
<b>Area</b>	<b>Activities</b>	<b>Target Group or Subgroup</b>	<b>Staff Assigned</b>	<b>Other Resources</b>
Parent Involvement	Determine parent need, availability and interest	Gr. K-5 parents	Gr. K-5 parents	
	Tailor program to parent needs	Gr. K-5 parents	Gr. K-5 parents	
	Based upon above, schedule dates and times for parent program	Gr. K-5 parents	Gr. K-5 parents	

Continuing...

- Social histories for CSE
- Develop and implement school specific programs
- Consultation
- Counseling for CSE mandated students
- Crisis intervention
- Parent meetings
- Individual and group counseling
- Community committee involvement
- Community and agency referrals, including NYSCAN reports
- Response to Intervention team meetings
- CSE meetings as required
- Graduate student supervision
- Banana Splits
- Home Visits

<b>March</b>				
<b>Area</b>	<b>Activities</b>	<b>Target Group or Subgroup</b>	<b>Staff Assigned</b>	<b>Other Resources</b>
Parent Involvement	Parent/Teacher Conferences	Gr. K-5	School social workers and teachers	Community agencies
	Parent Education	Gr. K-5	School social workers	

Continuing...

- Social histories for CSE
- Develop and implement school specific programs
- Consultation
- Counseling for CSE mandated students
- Crisis intervention
- Parent meetings
- Individual and group counseling
- Community committee involvement
- Community and agency referrals, including NYSCAN reports
- Response to Intervention team meetings
- CSE meetings as required
- Graduate student supervision
- Banana Splits
- Home Visits

<b>April</b>
--------------

Continuing...

- Social histories for CSE
- Develop and implement school specific programs
- Consultation
- Counseling for CSE mandated students
- Crisis intervention
- Parent meetings
- Individual and group counseling
- Community committee involvement
- Community and agency referrals, including NYSCAN reports
- Response to Intervention team meetings
- CSE/504 meetings as required
- Graduate student supervision
- Banana Splits
- Home Visits
- Parent Education group
- Parent/Teacher conferences

<b>May</b>
------------

Continuing...

- Social histories for CSE
- Develop and implement school specific programs
- Consultation
- Counseling for CSE mandated students
- Crisis intervention
- Parent meetings
- Individual and group counseling
- Community committee involvement
- Community and agency referrals, including NYSCAN reports
- Response to Intervention team meetings
- CSE meetings as required
- Graduate student supervision
- Banana Splits
- Home Visits
- Parent Education group

<b>June</b>				
<b>Area</b>	<b>Activities</b>	<b>Target Group or Subgroup</b>	<b>Staff Assigned</b>	<b>Other Resources</b>
Prepare student to participate effectively in their current and future program	Transition meeting	Gr. 5 students	School social workers, school psychologist, administrator, & JFS team	
Parental involvement. Personal counseling, communicating with outside agencies	Plan and implement appropriate endings with students and families	Gr. K-5	School social workers	Community agencies and programs
Evaluation/Accountability	Prepare end of year reports	Gr. K-5	School social workers and administration	

Continuing...

- Consultation
- Counseling for CSE mandated students
- Crisis intervention
- Parent meetings
- Individual and group counseling
- Community committee involvement
- Community and agency referrals, including NYSCAN reports
- Response to Intervention team meetings
- Home Visits