

Union-Endicott High School 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

July/August				
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Academic Counseling	Maintain and update alternative education student list (ongoing)	9 th – 12 th grade	Counselors and Secretaries	Contact JFS for students entering 9 th grade/Administrators
Academic Counseling	Complete senior checklist sheets for graduation requirements (continues through fall)	12 th grade	Counselors	Records/Administrators
Scheduling	Refine (iron out conflicts), balance classes	9 th – 12 th grade	Counselors and Secretaries	BOCES, Ann Marie Battaglini
Scheduling	Meet with special education teachers to schedule students	9 th – 12 th grade	Counselors and School Psychologist	Special education teachers
Parental Involvement	Orientation for incoming 9 th graders and new entrants	9 th grade	Counselors and Administrators	Outside agencies
Scheduling and Evaluation Support	Schedule AIS students in need of remediation/schedule services	9 th – 12 th grade	Counselors	Administrators
Scheduling and Evaluation Support	Summer school student placement and ongoing academic review	9 th – 12 th grade`	Counselors	Administrators
Academic Support and Scheduling	Working with new entrants to prepare for UEHS (ongoing)	9 th – 12 th grade	Counselors and Secretaries	Central Registration/Administrators

September				
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Scheduling	Adjustments of Schedules (ongoing); balancing of classes and teacher schedules	9 th – 12 th grade	Counselors & Secretaries, Administrators	Consult with other school/staff members for background information
Academic Counseling	Maintain and update alternative education student list (ongoing)	9 th – 12 th grade	Counselors and Secretaries	Contact JFS for students entering 9 th grade
Academic Counseling	Graduation requirements, NCAA, counseling/college apps., career, military (ongoing)	12 th grade	Counselors and Secretaries	Choices, College Library
Academic Counseling/Team Work	Calculate end of junior year rank to be used on transcripts and college applications	12 th grade	Counselors, Records, and Administrators	BOCES
Scheduling and Evaluation Support	SAT, ACT, ASVAB, and PSAT (ongoing)	10 th – 12 th grade	Counselors	
Personal Counseling	Personal, Academic, & Social Issues (ongoing); Conflict Resolution	9 th – 12 th grade	Counselors, HSC, School Psychologist, Nurse, Outside agencies	Administrators
Personal Counseling	Initial contact with identified (at-risk) students	9 th – 12 th grade	Counselors, HSC, School Psychologist	Crime Victims, Family Resource Center, Upward Bound, Talent Search, Other agencies
Personal, Academic, Career, Parental, Sp.	RTI	9 th – 12 th grade	Counselors, HSC, School	Teachers, Parents, Students

September				
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Ed., Communicating with Agencies, Scheduling			Psychologist, Nurse	
Parental Involvement	Teamed home visits (ongoing)	9 th - 12 th grade	Counselors, HSC, School Psychologist, Administrators	
Team Work	Guidance Department Meetings (ongoing)	6 th – 12 th grade	Middle and High School Counselors, Administrator	
Communicating with Outside Agencies	Meet with or refer to outside agencies; exchange pertinent information	9 th – 12 th grade	Counselors, HSC, School Psychologist	
Team Work	Weekly Guidance Meetings (ongoing)	9 th – 12 th grade	Counselors, Administrator	
Parental Involvement	Parent Conferences, phone conferences (coordinated by Guidance) (ongoing)	9 th – 12 th grade	Counselors, HSC, School Psychologist, Truant Officer	Outside agencies, Administrators
Career Development	Initiate College Day planning and dissemination of information	9 th – 12 th grade	Counselors & Secretaries	
Academic Counseling/Parental Involvement	Review of BOCES attendance and intervention services	9 th – 12 th grade	Counselors	HSC, Truant Office, Nurse, Administrators
Assisting Special Education Services	Mandated personal counseling/ scheduling/ providing testing	9 th – 12 th grade	Counselors, HSC, School	

September				
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
	modifications for SAT, ACT, PSAT		Psychologist, Administrator	
Assisting Special Education Services	CSE Meetings (ongoing)	9 th – 12 th grade	School Psychologist, HSC, Counselors, and CSE Chair	Parents, Outside agencies, VESID
Academic Counseling	Senior Interviews for college planning and graduation requirements	12 th grade	Counselors	
Academic Counseling	Assist students with online college applications	12 th grade	Counselors	
Academic Counseling	Write letters of recommendations for college applications	12 th grade	Counselors	

October				
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Scheduling	Adjustments of Schedules (ongoing)	9 th – 12 th grade	Counselors & Secretaries	Consult with other schools/staff members for background information
Academic Counseling	Graduation requirements, NCAA, counseling/college apps., career, military (ongoing)	12 th grade	Counselors and Secretaries	Choices, College Library
Academic Counseling/Parental Involvement	“Is Your 9 th Grader Ready for College?”	9 th grade	Counselors	
Scheduling and Evaluation Support	SAT, ACT, ASVAB, and PSAT (ongoing)	10 th – 12 th grade	Counselors	
Personal Counseling	Personal, Academic, & Social Issues (ongoing)	9 th – 12 th grade	Counselors	
Team Work	Guidance Department Meetings (ongoing)	6 th – 12 th grade	Middle and High School Counselors, Administrator	
Team Work	Weekly Guidance Meetings (ongoing)	9 th – 12 th grade	Counselors, Administrator	
Parental Involvement	Parent Conferences (coordinated by Guidance) (ongoing)	9 th – 12 th grade	Counselors & Secretaries	
Career Development	College Day, Scholarship Opportunities,	11 th – 12 th grade	Counselors	
Personal and Academic Counseling, Parental Involvement	Scholarship opportunities	9 th – 12 th grade	Counselors & Secretaries	

October				
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Career Development, Communicating with Outside Agencies	Meeting with college and Armed Force Reps. (ongoing)	11 th – 12 th grade	Counselors & Secretaries	
Communicating with Outside Agencies	SUNY Op-inform	11 th – 12 th grade	Counselors	

November				
Continue from previous months: <ul style="list-style-type: none"> • Personal Counseling • Academic Counseling • College Application Process • Evaluate Failures / Contact student/parent • Parent Conferences 		<ul style="list-style-type: none"> • Team Meetings: <ul style="list-style-type: none"> - Guidance, HSC - Department - Student Support Team - CSE 		
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Career Development / Academic Counseling	Contact student and arrange with Armed Forces for ASVAB test to be given	9 th – 12 th grade	Counselors	
Team Work	Develop Program Catalog	9 th – 12 th grade	Administrators, Counselors, Teachers	
Academic Counseling	Recommend students and meet with them for Credit Recovery opportunities	9 th – 12 th grade	Counselors, Administrators	
Career Development/Academic Counseling	Attend BOCES liaison meetings	9 th – 12 th grade	Counselors	
Career Development/Academic Counseling	Continuation of individual meetings with college reps/ schedule students for college visits with reps	11 th – 12 th grade	Counselors	

December				
Continue:				
<ul style="list-style-type: none"> • Personal Counseling • Academic Counseling • College Application Process • Evaluate Failures / Contact student/parent • Parent Conferences 		<ul style="list-style-type: none"> • Team Meetings: <ul style="list-style-type: none"> - Guidance, HSC - Department - Student Support Team - CSE 		
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Academic Counseling	PSAT and ASVAB scores are received, disseminated and discuss scores	11 th grade	Counselors and Secretaries	
Academic Counseling, Communicating with Outside Agencies	Prepare for Financial Aid Night	12 th grade	Counselors and Secretaries	

January				
Continue:				
<ul style="list-style-type: none"> • Personal Counseling • Academic Counseling • College Application Process • Evaluate Failures / Contact student/parent • Parent Conferences 		<ul style="list-style-type: none"> • Team Meetings: <ul style="list-style-type: none"> - Guidance - Department - Student Support Team 		
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Career Development/ Parental Involvement / Academic Counseling	Prepare and present “9 th Grade Scheduling Night”	8 th graders and their parents	Counselors & Administrators (High School & Middle School), & Administrators	
Parental Involvement / Personal Counseling	Financial Aid Night	12 th grade	Counselors	College Financial Aid Reps.
Scheduling and Evaluation Support	Balance Classes/ study halls and schedule students	9 th – 12 th grade	Counselors and Administrators	
Scheduling and Evaluation Support	Assist Administrators and Special Education teachers to develop Special Education test scheduling	9 th – 12 th grade	Administrators and Counselors	Special Education Teachers
Academic Counseling	Review senior transcripts to ensure that graduation requirements are being met at mid-year. Reschedule senior failures.	12 th grade	Counselors	

February				
Continue:				
<ul style="list-style-type: none"> • Personal Counseling • Academic Counseling • College Application Process • Evaluate Failures / Contact student/parent • Parent Conferences 		<ul style="list-style-type: none"> • Team Meetings: <ul style="list-style-type: none"> - Guidance - Department - Student Support Team 		
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Career Development / Academic Counseling / Scheduling	Begin scheduling, interviews – group scheduling for 9 th and 10 th graders and individual scheduling with all 11 th graders	9 th – 11 th grade	Counselors	
Career Development	Arrange BOCES visitation for students	10 th – 11 th grade	Counselors	
Communicate with Outside Agencies	Organize and implement Dollars for Scholars phone-athon	9 th – 12 th grade	Counselors and Secretaries	
Parental Involvement / Career Development	Junior Night Planning	11 th grade	Counselors	
Academic Counseling / Scheduling	Classroom group scheduling presentations.	9 th and 10 th grade	Counselors	
Academic Counseling / Parental Involvement	Parent contact initiated for “seniors in danger of failing”	12 th grade	Counselors	
Academic Counseling	AP coordination and compilation of students by course	10 th – 12 th grade	Counselors and Secretaries	
Team Work/Scheduling	Communicate with all Department Supervisors on Scheduling Information (ongoing)	9 th – 12 th grade	Counselors, Secretaries, & Department Supervisors	

March				
Continue:				
<ul style="list-style-type: none"> • Personal Counseling • Academic Counseling • College Application Process • Evaluate Failures / Contact student/parent • Parent Conferences 		<ul style="list-style-type: none"> • Team Meetings: <ul style="list-style-type: none"> - Guidance - Department - Student Support Team 		
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Communicate with Outside Agencies	Advisement for the NCAA Clearinghouse update	11 th – 12 th grade	Counselors / Administrators	
Career Development	Select students, arrange application and interview process for RYLA, Boys State, Girls State, and HOBY	10 th – 12 th grade	Counselors	History Teachers
Academic Counseling	Continue meeting with all students during individual conferences for scheduling	9 th – 11 th	Counselors	
Scheduling & Evaluation Support	AP Planning / proctors / scheduling	11 th – 12 th grade	Counselors and Secretaries	
Scheduling and Evaluation Support	Input Scheduling Requests	9 th – 11 th	Counselors	

April				
Continue:				
<ul style="list-style-type: none"> • Personal Counseling • Academic Counseling • College Application Process • Evaluate Failures / Contact student/parent • Parent Conferences 		<ul style="list-style-type: none"> • Team Meetings: <ul style="list-style-type: none"> - Guidance - Department - Student Support Team 		
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Scheduling and Evaluation Support / Communicate with Outside Agencies	Summer School Planning	9 th – 12 th	Counselors and Secretaries	
Academic Counseling and Parental Involvement	Prepare “Junior Night”	11 th grade	Counselors and Secretaries	
Academic Counseling / Scheduling	Meeting with students for scheduling and evaluating credits for graduation.	9 th , 10 th , and 11 th grade	Counselors	
Academic Counseling	Continue meeting with all students during individual conferences for scheduling	9 th – 11 th	Counselors	

May				
Continue:				
<ul style="list-style-type: none"> • Personal Counseling • Academic Counseling • College Application Process • Evaluate Failures / Contact student/parent • Parent Conferences 		<ul style="list-style-type: none"> • Team Meetings: <ul style="list-style-type: none"> - Guidance - Department - Student Support Team 		
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Evaluation Support	Develop master schedules	11 th – 12 th grade	Counselors and Administrators	
Team Work	“At Risk” Transitions Meeting 8 th to 9 th grade	8 th grade	Middle & High School Counselors, Administrators, School Psych., and HSC	
Academic Counseling / Parental Involvement	Junior Night	11 th grade	Counselors and Secretaries	College Reps.
Team Work	Planning for Senior Awards Night	12 th grade	Counselors, Secretaries, Administrators	
Team Work	Senior Survey	12 th grade	Counselors / Secretaries	
Team Work	Evaluate Scholarship Apps. and choose recipients	12 th grade	Counselors / Secretaries	Dollars for Scholars and outside scholarships
Scheduling and Evaluation Support	Supervise the administration of AP Exams	10 th – 12 th grade	Counselors and Administrators	

May				
Continue:				
<ul style="list-style-type: none"> • Personal Counseling • Academic Counseling • College Application Process • Evaluate Failures / Contact student/parent • Parent Conferences 		<ul style="list-style-type: none"> • Team Meetings: <ul style="list-style-type: none"> - Guidance - Department - Student Support Team 		
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Academic Counseling	Re-evaluate diploma/graduation status of seniors	12 th grade	Counselors	Academic Counseling
Parental Involvement / Academic Counseling	Student schedule requests verifications put in teacher mailboxes for distribution	9 th – 12 th grade	Counselors, Administrators, and Secretaries	
Team Work, Communicate with Outside Agencies	Choose Junior scholarships, meet with winners and submit information to colleges	11 th grade	Counselors and Secretaries	
Team Work / Academic Counseling	Assist in 8 th grade orientation / Meet with students preparing for transition	8 th grade	Counselors and Administrators	

June				
Continue:				
<ul style="list-style-type: none"> • Personal Counseling • Academic Counseling • College Application Process • Evaluate Failures / Contact student/parent • Parent Conferences 		<ul style="list-style-type: none"> • Team Meetings: <ul style="list-style-type: none"> - Guidance - Department - Student Support Team 		
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Team Work / Evaluation Support	Meet with non-graduating seniors	12 th grade	Counselors	
Parental Involvement	Review seniors at risk of not graduating	9 th – 12 th grade	Counselors / Teachers	
Scheduling	Summer School Registration	9 th – 12 th grade	Counselors	
Scheduling	Resolving Scheduling Conflicts	9 th – 12 th grade	Counselors	
Scheduling	Reschedule student failures	9 th – 12 th grade	Counselors	
Team Work	Assist Special Ed. Teachers in developing classified student schedules	9 th – 12 th grade	Counselors / Teachers	
Team Work	Graduation / Graduation Program	12 th grade	Counselors / Secretaries	

June				
Continue:				
<ul style="list-style-type: none"> • Personal Counseling • Academic Counseling • College Application Process • Evaluate Failures / Contact student/parent • Parent Conferences 		<ul style="list-style-type: none"> • Guidance Newsletter • Team Meetings: <ul style="list-style-type: none"> - Guidance - Department - Student Support Team 		
Area	Activities	Target Group or Subgroup	Staff Assigned	Other Resources
Team Work, Parental Involvement, and Scheduling and Evaluation Support	Senior Awards Night	12 th grade		
Academic Counseling	Continue meeting with all students during individual conferences for scheduling	9 th – 11 th	Counselors	