
Jennie F. Snapp Middle School Guidance Plan

Implementation of Commissioner's Regulation 100.2 (j)



**Union-Endicott School District
Endicott, New York 13760**

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Guidance Plan**

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Commissioner's Regulation 100.2 (j)**

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Endicott, New York 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 teaching assistants under the supervision of counselors or teachers, and that such individual or group counseling assistants shall be provided by certified or licensed school counselors, or by certified or licensed school 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 from the program: activities to accomplish the objectives: specification of staff members and other resources assigned 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 grades 7-12.

Preface:

The development of this plan provides our district with a comprehensive chronological picture of guidance services, which are delivered at the middle school level. 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 a middle level guidance is to chart a course which provides support for academic, social, and emotional growth for all our middle school students, during this crucial developmental phase of their lives.

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
Scheduling	Refine (iron out conflicts) and Mail Out Schedules as budget allows	6 th , 7 th , 8 th Grade	Counselors, Psychologist	Principal
Scheduling/ Parent Involvement	Meet with New Entrants and Parents	6 th , 7 th , 8 th Grade	Counselors, Psychologist & Secretaries	Consult with previous district for accurate placement
Student/Parent Involvement	Orientation for New Entrants	6 th , 7 th , 8 th Grade	Counselors, HSC, School Psychologist	
	Individual meetings with students/parents as needed	6 th , 7 th , 8 th Grade	Administrators & Counselors	

SEPTEMBER

AREA	ACTIVITIES	TARGET GROUP or SUBGROUP	STAFF ASSIGNED	OTHER RESOURCES
Scheduling – FULL YEAR	Adjustments of Schedules (ongoing – full year)	6 th , 7 th , 8 th Grade	Counselors, Psychologist & Secretaries	Consult with other schools for background information.
Personal Counseling/ Career Development – FULL YEAR	Classroom presentations	7 th Grade	Counselors	
Personal Counseling/ Group Counseling – FULL YEAR	Personal, Academic, & Social Issues	6 th , 7 th , 8 th Grade	Counselors, HSC, Psychologist	
Communicating w/ Outside Agencies – FULL YEAR	Referrals and programs with Community Connection Center and other outside agencies	6 th , 7 th , 8 th Grade	Counselors, HSC, Psychologist	Community Connection Center, Department of Social Services, Catholic Charities, etc...
JFS Tiger Shop – FULL YEAR	Organization and coordination of donations and items “bought”	6 th , 7 th , 8 th Grade	Counselors, HSC, Psychologist, Secretaries	
Parent Involvement	Communicating with parents on a daily basis and attending parent conferences	6 th , 7 th , 8 th Grade	Counselors	
Parent Involvement	Participation in Building- wide open house	6 th , 7 th , 8 th Grade	Counselors, HSC, School Psychologist	
Staff Development – FULL YEAR	Continuing program development	6 th , 7 th , 8 th Grade	Counselors, HSC, School Psychologist	EERC, BOCES, Broome Tioga Counselors Association
Assisting Spec. Ed. Services – FULL YEAR	Mandated Personal Counseling	6 th , 7 th , 8 th Grade	HSC	

Continue:

- ◆ Personal Counseling
- ◆ Group Counseling
- ◆ Academic Counseling

Guidance/Department Meetings
Parent Conferences
Scheduling

OCTOBER

AREA	ACTIVITIES	TARGET GROUP or SUBGROUP	STAFF ASSIGNED	OTHER RESOURCES
Team Work – FULL YEAR	Monthly District Guidance Department Meetings	6 th – 12 th Grade	Counselors, Guidance Chair	
Team Work – FULL YEAR	Monthly District HSC Department Meetings	6 th – 12 th Grade	HSC, Guidance Chair	
Team Work – FULL YEAR	Weekly Building-wide Support Service Team Meetings	6 th , 7 th , 8 th Grade	Counselors, Home School Counselors, Administrators, & School Psychologist	
Team Work – FULL YEAR	Response To Intervention(RTI)	6 th , 7 th , 8 th Grade	Counselors, HSC, Administrators	Teachers, Principal
Parent Involvement – FULL YEAR	Parent Conferences (Coordinated by Guidance), CSE Meetings, 504 Meetings	6 th , 7 th , 8 th Grade	Counselors, HSC, Psychologist & Secretaries	
Parent Involvement – FULL YEAR	Individual parent meetings, phone conferences, home visits	6 th , 7 th 8 th Grade	Counselors, HSC, Administrators, Psychologist	
Communicating w/Outside Agencies – FULL YEAR	Meet with or Refer to Exchanging Pertinent Information	6 th , 7 th , 8 th Grade	Counselors, Home School Counselors, Administrators, School Psychologist	Community Resources

Continue:

- ◆ Personal Counseling
- ◆ Group Counseling
- ◆ Academic Counseling

Guidance/Department Meetings
Parent Conferences
Scheduling

NOVEMBER

AREA	ACTIVITIES	TARGET GROUP or SUBGROUP	STAFF ASSIGNED	OTHER RESOURCES
7 th Grade Group Interviews	Meet with all 7 th Grade Students	7 th Grade	Counselors	

Academic Counseling	Meet with students failing 2 or more classes	6 th ,7 th ,8 th Grade	Counselors	
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Continue:

- ◆ Personal Counseling
- ◆ Group Counseling
- ◆ Academic Counseling

Guidance/Department Meetings
Parent Conferences
Scheduling

DECEMBER

AREA	ACTIVITIES	TARGET GROUP or SUBGROUP	STAFF ASSIGNED	OTHER RESOURCES
Career Development/ Parent Involvement/ Academic Counseling	Prepare for "9 th Grade Scheduling Night" in late winter	8 th Grade	Counselors (High School & Middle School)	
Coordinate JFS Holiday Giving Project	Develop lists of students and families in need	6 th , 7 th , 8 th Grade	Counselors, HSC, Secretaries, Psychologist	Elks Club, Rotary, JFS Tiger Shop, JFS faculty and staff, First Presbyterian Church

Continue:

- ◆ Personal Counseling
- ◆ Group Counseling
- ◆ Academic Counseling

Guidance/Department Meetings
Parent Conferences
Scheduling

JANUARY

AREA	ACTIVITIES	TARGET GROUP or SUBGROUP	STAFF ASSIGNED	OTHER RESOURCES
Career Development/ Parent Involvement/	Prepare for "9 th Grade Scheduling Night"	8 th Grade	Counselors (High School & Middle School)	
Academic Counseling	Classroom Presentations	8 th Grade	Counselors	
Academic Counseling	Meet with students failing 2 or more subjects ~ locker and backpack organization	6 th , 7 th , & 8 th Grade	Counselors	

Continue:

- ◆ Personal Counseling
- ◆ Group Counseling
- ◆ Academic Counseling

Guidance/Department Meetings
Parent Conferences
Scheduling

FEBRUARY

AREA	ACTIVITIES	TARGET GROUP or SUBGROUP	STAFF ASSIGNED	OTHER RESOURCES
Career Development/ Academic Counseling/ Scheduling	Begin 8 th grade interviews & review of academics.	8 th Grade	Counselors	
Academic Counseling	Meet with students in danger of failing/failing 2 or more subjects.	6 th , 7 th , 8 th Grade	Counselors, Secretaries	
Career Development/ Parent Involvement/ Academic Counseling	Host "9 th Grade Scheduling Night"	8 th Graders & their Parents	Counselors (High School & Middle School) & High School Teachers (Department Chairs)	
Continue:				
◆ Personal Counseling				Guidance/Department Meetings
◆ Group Counseling				Parent Conferences
◆ Academic Counseling				Scheduling

MARCH

AREA	ACTIVITIES	TARGET GROUP or SUBGROUP	STAFF ASSIGNED	OTHER RESOURCES
NYS Testing	Support Administration in delivery of NYS Testing	6 th , 7 th , & 8 th Grade	Counselors	Administrators, School Psychologist
Team Work/Scheduling	Communicate with Administrators on Scheduling Information	5 th , 6 th , 7 th & 8 th Grade	Counselors	
Collect student requests for next year scheduling.	Collect student requests and data for next year scheduling.	5 th , 6 th , 7 th , & 8 th Grade	Counselors	
Parent Involvement	Host 7 th & 8 th grade Scheduling night	Incoming 7 th & 8 th grade students/parents	Counselors & Administrators	
Continue:				
◆ Personal Counseling				Guidance/Department Meetings
◆ Group Counseling				Parent Conferences
◆ Academic Counseling				Scheduling

APRIL

AREA	ACTIVITIES	TARGET GROUP or SUBGROUP	STAFF ASSIGNED	OTHER RESOURCES
NYS Testing	Support Administration in delivery of NYS Testing	6 th , 7 th , & 8 th Grade	Counselors	Administrators, School Psychologist
Scheduling	Schedule 5 th to 6 th Grade, 6 th to 7 th Grade & 7 th to 8 th Grade	5 th , 6 th & 7 th Grade	Counselors, Administrators	

Continue:

- ◆ Personal Counseling
- ◆ Group Counseling
- ◆ Academic Counseling
- ◆ Guidance/Department Meetings
- ◆ Parent Conferences
- ◆ Scheduling

MAY

AREA	ACTIVITIES	TARGET GROUP or SUBGROUP	STAFF ASSIGNED	OTHER RESOURCES
NYS Testing	Support Administration in delivery of NYS Testing	6 th , 7 th , & 8 th Grade	Counselors	Administrators, School Psychologist
Team Work	“At-Risk” Transition Meetings 6 th to 7 th Grade & 8 th to 9 th Grade	6 th & 8 th Grade	Counselors (MS & HS), HSC (Elem. & MS), School Psych., & Administrators (Elem., MS, HS)	
Personal Counseling/Team Work/Scheduling Parent Involvement	Orientation Activities 5 th to 6 th Grade & 6 th to 7 th Grade “Orientation Night” for Parents of Incoming 7 th Graders	5 th & 6 th Grade 6 th Grade	Counselors, HSC, School Psych, & Administrators Counselors, Administrators, HSC, & School Psych.	

Continue:

- ◆ Personal Counseling
- ◆ Group Counseling
- ◆ Academic Counseling
- ◆ Guidance/Department Meetings
- ◆ Parent Conferences
- ◆ Scheduling

JUNE

AREA	ACTIVITIES	TARGET GROUP or SUBGROUP	STAFF ASSIGNED	OTHER RESOURCES
NYS Testing	Support Administration in delivery of NYS Testing	6 th , 7 th , & 8 th Grade	Counselors	Administrators, School Psychologist
Personal Counseling/Scheduling	Orientation Presentations in 6 th Grade Classrooms	6 th Grade	Counselors	
Parent Involvement	Individual Parent meetings	7 th & 8 th Grade	Counselors	

Continue:

- ◆ Personal Counseling
- ◆ Group Counseling
- ◆ Academic Counseling
- ◆ Guidance/Department Meetings
- ◆ Parent Conferences
- ◆ Scheduling