

# Edwards-Knox Central School

## Guidance Plan

### 2018-2019

**Overview/Mission Statement:**

The comprehensive guidance plan is a framework for the development, implementation and evaluation of the Clifton-Fine Central School guidance and counseling program. This document identifies strategies, activities, and procedures used to accomplish the goals of the comprehensive guidance program.

**NYSED Regulations/CDOS Standards**

NYSED Regulations and Career Development and Occupational Studies standards are referenced in the “Objective” sections throughout this plan. The NYSED Regulations and the CDOS standards are listed in their entirety on the last three pages of this document.

**Counseling**

Goal: To provide a supportive, nurturing, confidential environment to promote personal growth that will create a positive learning community.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
To provide academic counseling and support.  NYSED REG: i.4, ii.4.3  CDOS: 3a.1, 3a.2, 3a.3	<ul style="list-style-type: none"> <li>• Meet with students who are struggling with coursework.</li> <li>• Schedule parent-teacher conference to discuss issues and develop strategies to help students improve academic performance.</li> <li>• Follow-up and re-evaluate when necessary.</li> </ul>	School Counselor Teachers	All school year	Students’ academic performance improves.
To provide crisis counseling.  NYSED REG: i.5, i.6, ii.4.4, ii.4.5	<ul style="list-style-type: none"> <li>• Meet with students to de-escalate.</li> </ul>	School Counselor School Psychologist	As needed	Students are able to return to class and function in school.

Objective NYS ED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
CDOS: 3a.4, 3a.7, 3a.8	<ul style="list-style-type: none"> <li>Contact parents when necessary.</li> <li>Refer student to outside agency when appropriate.</li> </ul>			
<p>To provide social/emotional counseling and support.</p> <p>NYS ED REG: i.5, i.6, ii.4.4, ii.4.5</p> <p>CDOS: 3a.4, 3a.7, 3a.8</p>	<ul style="list-style-type: none"> <li>Meet with students individually or in groups on a regular basis to implement appropriate counseling strategies.</li> </ul>	<p>School Counselor</p> <p>School Psychologist</p>	As needed	Students will have the ability to perform successfully in school on a daily basis.
<p>To serve as a liaison between the school district and outside service agencies.</p> <p>NYS ED REG: iii.2.3</p>	<ul style="list-style-type: none"> <li>Make phone calls.</li> <li>Meet with agency personnel.</li> <li>Implement strategies as part of a coordinated service plan.</li> </ul>	<p>School Counselor</p> <p>School Psychologist</p> <p>Home/School Coordinator</p>	As needed	As determined by student needs.
<p>To provide counseling to CSE identified students who have counseling on their IEPs.</p> <p>NYS ED REG: i.2-8, ii.1-4</p> <p>CDOS: 3a</p>	<ul style="list-style-type: none"> <li>Meet with students as indicated on their IEPs.</li> </ul>	<p>School Counselor</p> <p>School Psychologist</p>	As indicated on student IEPs	As determined by student needs/IEP goals.

### **Academic Guidance**

Goal: To help students and parents understand NYS graduation requirements, to assist students in making sound academic choices, and to encourage students to adopt habits to help make them successful.

Objective NYSSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
To organize middle school student orientation programs.  NYSED REG: i.2,i.8, ii.2, ii.4.6, ii.4.7  CDOS 1, 2, 3a.3	<ul style="list-style-type: none"> <li>6<sup>th</sup> graders shadow 7<sup>th</sup> graders in the spring.</li> </ul>	Teachers Principal Counselor	Spring	Students operate their combination locks on their lockers successfully, interpret a student schedule, and come to class prepared and on time.
To provide middle to high school transition planning.  NYSED REG: ii.2, ii.4.6, ii.4.7  CDOS: 1, 2, 3a.3	<ul style="list-style-type: none"> <li>Meet with 8<sup>th</sup> grade students and their parents to discuss NYS graduation requirements, NYS Regents testing requirements, and course options.</li> </ul>	School Counselor Teachers	Spring semester	Students and parents understand NYS graduation requirements, Regents testing requirements and course options.
To provide senior academic review and transition planning.  NYSED REG: ii.2, ii.3, ii.4.6, ii.4.7  CDOS: 1, 2, 3b	<ul style="list-style-type: none"> <li>Conduct senior interviews, which involves meeting with seniors and their parents individually to review transcripts, and discuss postsecondary plans.</li> </ul>	School Counselor	Fall semester	Seniors will understand their transcripts and graduation requirements, as well as the steps necessary to accomplish their postsecondary goals.
To provide academic review and transition planning meetings.  NYSED REG: ii.2, ii.3, ii.4.6, ii.4.7  CDOS: 1, 2, 3b	<ul style="list-style-type: none"> <li>Meet with students individually to review transcripts and discuss future educational and career goals.</li> </ul>	School Counselor	Spring semester	Students will understand their transcripts and graduation requirements, as well as the steps necessary to accomplish their postsecondary goals.
To coordinate and attend parent-teacher conferences.  NYSED REG: i.1-8, ii.4.1-7  CDOS: 3a.7, 3a.8	<ul style="list-style-type: none"> <li>Meet with parents, teachers, and students (when necessary) to discuss academic issues and develop strategies to address those issues.</li> </ul>	School Counselor Teachers Principal	As needed	Parent-teacher conference is attended by necessary people.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
<p>To present, or schedule guest speakers to present, pertinent academic information in the classroom setting.</p> <p>NYSED REG: i.2, ii.3, ii.4.6</p> <p>CDOS: 1, 3a.6, 3b</p>	<ul style="list-style-type: none"> <li>Visit classrooms to present information on topics including, but not limited to, college applications, financial aid, career planning and exploration, PSAT, SAT/ACT, ASVAB, Allied Health, etc.</li> </ul>	<p>School Counselor Guest Speakers</p>	<p>Throughout the school year</p>	<p>Students will sign up for/attend appropriate programs based on the information provided. Students will have an increased understanding of the material presented.</p>
<p>To re-introduce grade 10 students to the academic opportunities available at Southwest Tech. Center.</p> <p>NYSED REG: ii.4.1, ii.4.6</p> <p>CDOS: 2</p>	<ul style="list-style-type: none"> <li>Present CTE program information to all grade 10 students.</li> <li>Follow up the group presentation with an opportunity for interested grade 10 students to visit two programs of their choice.</li> <li>Students choose which program to attend as juniors.</li> </ul>	<p>School Counselor Southwest Tech. Counselor Southwest Tech. Teachers</p>	<p>Fall semester</p>	<p>Students will make informed decisions about their academic options related to career and technical education.</p>
<p>Schedule students into AIS.</p> <p>NYSED REG: i.4, ii.4.3</p> <p>CDOS: 3a.1, 3a.2</p>	<ul style="list-style-type: none"> <li>Schedule students into AIS according to NYS test scores and teacher recommendations.</li> </ul>	<p>School Counselor</p>	<p>Spring/Summer</p>	<p>Students who are required to be in AIS are scheduled and attend. Students' performance in class improves.</p>
<p>Communicate appropriate academic information to parents.</p> <p>NYSED REG: i.8, ii.4.7</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>Send AIS letters with testing information.</li> <li>Submit pertinent newsletter articles per deadlines.</li> <li>Inform parents of lack of academic progress as needed, including parents of seniors who</li> </ul>	<p>School Counselor Guidance Secretary</p>	<p>Ongoing</p>	<p>Documents provided to parents which will give them ongoing accurate information about the academic progress of their children.</p>

Objective NYSED Regulation(s) CDOs Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
	<p>are in danger of not graduating.</p> <ul style="list-style-type: none"> <li>• Send transcript review letters.</li> <li>• Send student course requests.</li> <li>• Send student schedules.</li> <li>• Distribute college visit information.</li> <li>• Distribute financial aid and scholarship information.</li> </ul>			

### **Career Exploration**

Goal: To promote self-awareness regarding career interests, skills, and abilities, and to increase student awareness of values and attitudes necessary to becoming a successful member of the workforce; to gain the skills necessary to retrieve current career information.

Objective NYSED Regulation(s) CDOs Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
<p>To introduce the programs available at Southwest Tech. Center to grade 8 students.</p> <p>NYSED REG: ii.3, ii.4.1</p> <p>CDOs: 1, 3b</p>	<ul style="list-style-type: none"> <li>• Visit Southwest Technical Center to receive an introductory presentation from each of the program's instructors and students.</li> </ul>	<p>School Counselor Southwest Tech. Counselor Southwest Tech. Teachers Southwest Tech. Students FCS Teacher</p>	Spring semester	Students will understand CTE options available to them later in high school. Students are able to make informed scheduling choices based on their visit to Southwest Technical Center.
<p>To provide an opportunity for students to use the ASVAB as a career exploration tool.</p> <p>NYSED REG: ii.3</p>	<ul style="list-style-type: none"> <li>• Schedule the ASVAB or send students to SWT to take the ASVAB.</li> <li>• ASVAB administration.</li> <li>• Post-test interpretation.</li> </ul>	<p>School Counselor MEPS Staff</p>	Spring semester	Students will complete the ASVAB Career Exploration Guide.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
CDOS: 1  To present, or schedule guest speakers to present, pertinent career information in the classroom setting.  NYSED REG: i.2, ii.3  CDOS: 1, 2	<ul style="list-style-type: none"> <li>Organize classroom career presentations.</li> </ul>	School Counselor Teachers Guest Speakers	Throughout the school year	Students develop a deeper understanding of career options and training requirements.
To provide an opportunity for seniors to practice job seeking skills.  NYSED REG: ii.3, ii.4.6  CDOS: 1, 2, 3a.2, 3b	<ul style="list-style-type: none"> <li>Students create resumes, complete job applications, and discuss appropriate interview skills in English class as preparation for Gateways to Careers.</li> <li>Actively participate in Gateways to Careers interviews.</li> </ul>	English Teacher School Counselor	Spring semester	Students participate in three mock interviews and receive resume' and interview feedback at Gateways to Careers program.
To provide an introduction to career exploration software.  NYSED: ii.3, ii.4.6  CDOS: 1, 3a.6, 3b	<ul style="list-style-type: none"> <li>Introduce students to career exploration computer programs.</li> <li>Engage in discussions with students about what they learn.</li> <li>Maintain copies of student career plans.</li> </ul>	School Counselor HS English Teacher Home & Career Skills Teacher	Throughout the school year	Students produce evidence of the completion of career exploration activities and gain an understanding of the educational ramifications of a chosen field.

## **College Exploration & Planning**

Goal: To assist college-bound students with the college search, the application process, and the enrollment process, and to educate parents and students about the financial aid process.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
To assist students in the college exploration process.  NYSED REG: ii.3, ii.4.6  CDOS: 1, 3b	<ul style="list-style-type: none"> <li>• Participate in group visits to college campuses, the college fair at OFA, and the SUNY Roadshow.</li> <li>• Classroom presentations.</li> </ul>	School Counselor	Throughout the school year	Students will make informed decisions related to their college options.
To assist seniors in the college application process.  NYSED REG: ii.3, ii.4.6  CDOS: 3a.5, 3a.6	<ul style="list-style-type: none"> <li>• Classroom presentations about the application process.</li> <li>• Distribute important information to seniors about applying to college; make this info. available on our network and website.</li> <li>• Meet individually with students and parents to discuss the application process.</li> <li>• Provide assistance when necessary.</li> </ul>	School Counselor	September to January	Students complete and submit their college applications.
To educate students and parents about financial aid and scholarships.  NYSED REG: ii.4.6, ii.4.7 CDOS: 3a.3, 3a.5-8	<ul style="list-style-type: none"> <li>• Host Financial Aid Night when possible.</li> <li>• Provide financial aid and scholarship information during senior interviews with students &amp; parents.</li> <li>• Make scholarship and financial aid information available on our network and website.</li> <li>• Maintain scholarship list and applications and provide information to students in a timely manner.</li> </ul>	School Counselor Guidance Office Secretary Financial Aid Administrators	Throughout the school year	Students and parents successfully submit their FAFSA forms. Students will be informed about scholarship availability.

## Testing Coordinator

Goal: To coordinate the registration and/or administration of required or optional exams, and to educate parents and students about the choices and benefits of optional testing.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
Coordinate AP Exam administration when applicable.  NYSED REG: ii.3, ii.4.1, ii.4.6 CDOS: 1, 3a.1	<ul style="list-style-type: none"> <li>• Submit required paperwork to the College Board.</li> <li>• Order exams.</li> <li>• Administer exams.</li> <li>• Return materials.</li> </ul>	School Counselor	As needed (we do not receive DL AP courses every year)	AP Exams are administered correctly.
Educate students about college entrance exams (PSAT, SAT, ACT) and the registration process.  NYSED REG: ii.3, ii.4.1, ii.4.6 CDOS: 1, 3a.1	<ul style="list-style-type: none"> <li>• Classroom presentations.</li> <li>• Provide SAT/ACT information at senior interviews and on our network and website.</li> <li>• Coordinate testing.</li> <li>• Maintain registration and preparation materials in the guidance office.</li> </ul>	School Counselor	Throughout the school year	Students will understand the necessity of taking college entrance exams and will understand the registration process.
Coordinate College Board testing for students with special needs who receive testing accommodations (SSD Coordinator).  NYSED REG: ii.3, ii.4.1, ii.4.6 CDOS: 1, 3a.1	<ul style="list-style-type: none"> <li>• Assist in the application process for testing accommodations.</li> <li>• Assist with student registration.</li> <li>• Coordinate in-house testing.</li> <li>• Proctor testing when applicable.</li> <li>• Return testing materials as directed.</li> </ul>	School Counselor (SSD Coordinator) CSE Chairperson	Throughout the school year	Students who wish to take the College Board exams have accommodations that have been approved by the College Board. In-house SAT/ACT testing administration is successful.

## Grade Reporting & Maintenance



Goal: To accurately document and communicate student academic progress.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
Process Progress Reports/Report Cards  NYSED REG: i.8, ii.4.7  CDOS: NA	<ul style="list-style-type: none"> <li>• Distribute memo with instructions every five weeks.</li> <li>• Verify accuracy of comments and grades with teachers.</li> <li>• Mail second parent reports.</li> <li>• Include AIS reports from teachers with report cards (every ten weeks).</li> </ul>	Guidance Secretary School Counselor	Eight times per year at 5-week intervals	Accurate reports are processed in a timely manner as per district calendar.
Process transcript requests  NYSED REG: NA CDOS: NA	<ul style="list-style-type: none"> <li>• Print, copy, sign, seal and mail or upload transcripts as requested.</li> </ul>	Guidance Secretary School Counselor	Ongoing	Accurate, official transcripts are sent according to specific deadlines and requests.
Provide parent/student online access to student grades in SchoolTool  NYSED REG: i.8, ii.4.7 CDOS: NA	<ul style="list-style-type: none"> <li>• Collect usernames and passwords from interested parents and students.</li> <li>• Activate accounts in SchoolTool</li> </ul>	Support Staff	Ongoing	Parent and student accounts are activated and available as requested.
Maintain Permanent Record Cards  NYSED REG: NA CDOS: NA	<ul style="list-style-type: none"> <li>• Update Permanent Record Cards as new information—coursework, credits, test scores, etc.—becomes available.</li> </ul>	Guidance Secretary	Ongoing	Permanent Record Cards are accurate and current.
Maintain cumulative folders.  NYSED REG: NA CDOS: NA	<ul style="list-style-type: none"> <li>• Update cumulative folders as new information becomes available.</li> <li>• Adhere to Records Retention requirements.</li> </ul>	Guidance Secretary	Ongoing	Cumulative folders contain accurate and current information.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
Oversee the maintenance of online teacher gradebooks.  NYSED REG: NA CDOS: NA	<ul style="list-style-type: none"> <li>• Troubleshoot and correct teacher gradebook issues/errors.</li> </ul>	School Counselor	Ongoing	Academic reports generated from teacher gradebooks are accurate.

## Data Management

Goal: To provide accurate data to meet district and state mandates.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
Facilitate NYS SIRS/Data Warehouse process for the entire district.  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>• Maintain required data in student management system.</li> <li>• Export data from student management system and verify accuracy.</li> <li>• Upload data to NYS SIRS/Data Warehouse as per deadlines.</li> <li>• Correct all errors created during data movement.</li> <li>• Prepare reports for review in preparation for data certification.</li> <li>• Submit required reports regarding CTE information as needed for SIRS/DW.</li> </ul>	CIO School Counselor Guidance Secretary	Twelve months	Data loaded into SIRS/Data Warehouse is accurate. School Report Card is accurate.
Oversee AIS reporting.  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>• Maintain AIS data/folders in Guidance Office.</li> <li>• Send AIS reports from teachers to parents with report cards.</li> </ul>	School Counselor Guidance Secretary	Ongoing	AIS reports are maintained according to NYSED requirements.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
Maintain accurate student information in student management system.  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>Input &amp; update all census &amp; demographic data.</li> <li>Create and maintain student schedules.</li> <li>Manage academic records and course information.</li> </ul>	School Counselor Guidance Secretary CIO	Ongoing	All data in student management system is accurate.
Report McKinney-Vento data.  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>Maintain Temporarily-Housed status in student management system.</li> <li>Provide CIO with accurate numbers of temporarily-housed students for the given school year.</li> </ul>	School Counselor Guidance Secretary CIO	Ongoing	Information reported to NYSED regarding students in temporary housing is accurate.

## Master Schedule

Goal: To create a master schedule based on the needs of the student population within the confines of a PK-12 district.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
Meet with individual Departments regarding scheduling.  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>Attend department meeting and committee meetings to discuss scheduling concerns, needs, wishes for the following year.</li> <li>Refer to information obtained when building master schedule.</li> </ul>	School Counselor Principal Teachers	December - January	Meeting are held with each department and suggestions regarding scheduling are noted and considered during the scheduling process.
Meet with students regarding course requests for the following school year.  NYSED REG: ii.1-4	<ul style="list-style-type: none"> <li>Meet with students, and parents when necessary/requested, to discuss course requests</li> </ul>	School Counselor	Spring semester	Course requests are completed for master schedule building.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
CDOS: 1, 2, 3a, 3b	<p>for the following school year.</p> <ul style="list-style-type: none"> <li>• Discuss relationship between course requests and postsecondary plans.</li> <li>• Review graduation requirements, including testing requirements with students/parents.</li> <li>• Update written record of status toward meeting graduation requirements and future plans.</li> <li>• Update Career Plans.</li> </ul>			
<p>Create and maintain student schedules.</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>• Use course requests, conflicts, restrictions, etc. to create a Pre-K-12 master schedule.</li> <li>• Create course rosters and teacher schedules.</li> <li>• Adjust student schedules for course failures and summer school completion.</li> <li>• Send student schedules home over the summer.</li> <li>• Process schedule changes over the summer and during the first week of school.</li> <li>• Process schedule changes throughout the year as necessary</li> </ul>	<p>School Counselor Principal Guidance Secretary</p>	<p>12 months</p>	<p>Master schedule meets the needs of students and requests are honored when possible.</p>
<p>Create schedules that meet the needs of special education students.</p>	<ul style="list-style-type: none"> <li>• Consult with CSE Chairperson and special</li> </ul>	<p>School Counselor Principal CSE Chairperson</p>	<p>Spring and Summer</p>	<p>Schedules for special education students reflect</p>

Objective NYSSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measurable Outcome
NYSSED REG: NA  CDOS: NA	education teachers to review student needs. <ul style="list-style-type: none"> <li>• Discuss special education teacher assignments.</li> <li>• Create special education student schedules based on 504 plans and IEPs.</li> </ul>			needs listed on 504 plans and IEPs.
Communicate with parents throughout the scheduling process.  NYSSED REG: ii.4.7  CDOS: NA	<ul style="list-style-type: none"> <li>• Send course requests and student schedules to parents.</li> <li>• Communicate concerns to parents regarding controversial course requests, especially those that will change diploma type or have an effect on college applications.</li> </ul>	School Counselor	Ongoing	All students have an updated career plan.
Maintain district course catalog.  NYSSED REG: ii.4.1  CDOS: NA	<ul style="list-style-type: none"> <li>• Communicate with teachers to insure that course descriptions are current.</li> <li>• Provide access to the course description catalog on our website.</li> </ul>	School Counselor Guidance Secretary	Ongoing	Students and parents have access to a printed or published course catalog for use in the scheduling process.

### **Leadership Roles/Committee Membership**

Goal: To be a supportive contributor to the overall mission of the school district.

Objective NYSSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
<p>Serve as McKinney-Vento Liaison.</p> <p>NYSSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>• Communicate with the registrar and the Pupil Personnel Services Team members regarding McKinney-Vento Law.</li> <li>• Format enrollment forms to insure correct data collection.</li> <li>• Meet with families and/or youth who are identified as temporarily housed, including those who are unaccompanied youth, to make sure the enrollment process moves quickly and efficiently, and access to all necessary services is provided.</li> <li>• Coordinate with other school personnel, such as transportation department and cafeteria, to insure those services are adequately provided for identified students/families.</li> <li>• Work closely with Title I Mentor.</li> <li>• Attend three to four regional meetings for updates and information sharing.</li> <li>• Participate in webinars sponsored by NYSTEACHS for information on identification of</li> </ul>	<p>Home/School Coordinator Guidance Secretary</p>	<p>Ongoing</p>	<p>All temporarily housed students/families are served according to McKinney-Vento Law.</p>

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
	temporarily housed students, providing transportation for temporarily housed students, and working with unaccompanied youth. <ul style="list-style-type: none"> <li>• Maintain accurate student records in student management system.</li> <li>• Report accurate data to NYSED via Data Warehouse/NYSSIS.</li> </ul>			
Scholarship Committee member.  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>• Compile materials needed to conduct the annual Scholarship Committee meeting.</li> <li>• provide pertinent information about students' college and career plans and academic standing.</li> </ul>	School Counselor Guidance Secretary	May or June prior to graduation ceremony	Scholarships are awarded at the June graduation ceremony.
Serve as a member of the district Pupil Personnel Services Team.  NYSED REG: ii.1, ii.4, ii.4.1-5  CDOS: 3a	<ul style="list-style-type: none"> <li>• Inform students, staff, and parents of the support services available to students.</li> <li>• Attend scheduled PPST meetings as needed.</li> <li>• Address the needs of students experiencing social and/or emotional issues in order to eliminate barriers to their success in school.</li> <li>• Communicate with parents, staff members, administrators and</li> </ul>	School Counselor Principal	Ongoing	Students are socially and emotionally healthy and are able to fully participate in their education.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
	community agencies as needed to coordinate services for students.			
Serve as a member of the district Shared Decision Making Team (Planning Team and Administrative Council) as assigned.  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>Attend regularly scheduled Shared Decision Making Team meetings.</li> <li>Participate in the formulation of plans related to helping the district accomplish its mission and vision.</li> </ul>	School Counselor	Ongoing	The Shared Decision Making Team accomplishes its annual goals.

### **Professional Development**

Goal: To participate in relevant professional development opportunities.

Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
To stay updated and current on CTE programs and related services.  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>Attend bi-monthly counselor meetings at Southwest Technical Center.</li> </ul>	School Counselor	Ongoing	Counselor is able to provide students with current information on available vocational programs and other career exploration activities.
To develop a distance learning schedule to increase educational opportunities for students.  NYSED REG: NA  CDOS: NA	<ul style="list-style-type: none"> <li>Attend meetings of the Instructional Planning Committee.</li> </ul>	School Counselor	Ongoing	District is able to provide students with increased educational opportunities.



Objective NYSED Regulation(s) CDOS Standard(s)	Activities	Responsible Personnel	Timeframe	Measureable Outcome
<p>To collaborate with colleagues in professional development activities.</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>Attend Northern Zone Counseling Association workshops and trainings.</li> <li>Attend BOCES-sponsored workshops and trainings.</li> </ul>	School Counselor	Ongoing	<p>Counselor will acquire new skills and learn new information relevant to the school counseling profession and district responsibilities.</p> <p>Counselor will obtain information about updates to services offered in our area.</p>
<p>To collaborate with guidance professionals from neighboring districts with similar demographics and issues.</p> <p>NYSED REG: NA</p> <p>CDOS: NA</p>	<ul style="list-style-type: none"> <li>Meet as needed to share best practices and collaborate on new projects and required procedures.</li> </ul>	School Counselor	Ongoing	<p>Counselors use a team approach to develop programs, meet mandated requirements, and continue to improve the services offered to students, staff, and the district.</p>

**PART 100.2 (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 reviews 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 develop and implement postsecondary education and career plans, to help students who exhibit any attendance, academic, behavioral or adjustment problems 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 assistance shall be provided by certified or licensed school counselors or by certified or licensed school psychologists or certified or licensed schools 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 this 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 secondary school shall provide a guidance and counseling program for students in grades 7-12.

***NYSSCA Comprehensive School Counseling Program Map—Based on NYSED Commissioner’s Regulations for Guidance Programs (see above), designed by NYSSCA to determine implementation level of regulations in the district’s Guidance Plan.***

**Each district shall have a guidance program for all students:**

**(i) The K-6 school counseling program:**

- (i.1) is designed in coordination with the teaching staff
- (i.2) prepares students to participate effectively in their current and future educational programs
- (i.3) includes interventions for students with attendance problems
- (i.4) includes interventions for students with academic problems
- (i.5) includes interventions for students with behavioral problems
- (i.6) includes interventions for students with adjustment problems
- (i.7) educates students concerning avoidance of child sexual abuse
- (i.8) encourages parental involvement

**(ii) The 7-12 school counseling program is delivered by school counselors with the assistance of teachers and other staff**

- (ii.1) includes the services of personnel certified or licensed as school counselors
- (ii.2) includes an annual review of each student's educational progress and career plans by a certified school counselor
- (ii.3) includes instruction at each grade level to help students learn about careers & career planning skills
- (ii.4) includes other advisory and individual and/or group counseling provided by school counselors; or school psychologists or school social workers in cooperation with school counselors
  - (ii.4.1) enables students to benefit from the curriculum
  - (ii.4.2) provides interventions for students with attendance problems
  - (ii.4.3) provides interventions for students with academic problems
  - (ii.4.4) provides interventions for students with behavioral problems
  - (ii.4.5) provides interventions for students with adjustment problems
  - (ii.4.6) provides advisement on developing and implementing postsecondary education and career plans
  - (ii.4.7) encourages parental involvement

**(iii) The school district plan:**

- (iii.1) is filed in district office and available for review by any individual
- (iii.2.1) includes program objectives which describe expectations of what students will learn from the program
- (iii.2.2) includes activities to accomplish the objectives
- (iii.2.3) includes specification of staff members and other resources assigned to accomplish objectives
- (iii.2.4) includes provisions for the annual assessment of program results
- (iii.3) is reviewed annually and revised as necessary

**STANDARD 1: Career Development** -Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

**1.1** Students will learn about the changing nature of the workplace, the value of work to society, and the connection of work to the achievement of personal goals.

**STANDARD 2: Integrated Learning** -Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

**2.1** Integrated learning encourages students to use essential academic concepts, facts, and procedures in applications related to life skills and the world of work. This approach allows students to see the usefulness of the concepts that they are being asked to learn and to understand their potential application in the world of work.

**STANDARD 3a: Universal Foundation Skills** -Student will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

**3a.1 Basic skills** include the ability to read, write, listen, and speak as well as perform arithmetical and mathematical functions

**3a.2 Thinking skills** lead to problem solving, experimenting, and focused observation and allow the application of knowledge to new and unfamiliar situations.

**3a.3 Personal qualities** generally include competence in self-management and the ability to plan, organize, and take independent action.

**3a.4 Positive interpersonal qualities** lead to teamwork and cooperation in large and small groups in family, social, and work situations.

**3a.5 Technology** is the process and product of human skill and ingenuity in designing and creating things from available resources to satisfy personal and societal needs and wants.

**3a.6 Information management** focuses on the ability to access and use information obtained from other people, community resources, and computer networks.

**3a.7 Using resources** includes the application of financial and human factors, and the elements of time and materials to successfully carry out a planned activity.

**3a.8 Systems skills** include the understanding of and ability to work within natural and constructed systems.

**STANDARD 3b: Career Majors** -Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.

**B/IS Business/Information Systems:** Core, Specialized, and Experiential

**HS Health Services:** Core, Specialized, and Experiential

**E/T Engineering/Technologies:** Core, Specialized, and Experiential

**HPS Human and Public Services:** Core, Specialized, and Experiential

**NAS Natural and Agricultural Sciences:** Core, Specialized, and Experiential

**A/H Arts/Humanities:** Core, Specialized, and Experiential

Adapted from: <http://www.p12.nysed.gov/cte/cdlearn/documents/cdoslea.pdf>