

New York State Education Department

“Providing Leadership For The Best Schools In America” SECTION 100.2 (j) OF REGULATION OF THE COMMISSIONER OF EDUCATION

Part 100: Elementary and Secondary Education School 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 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 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 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) Non-public schools. Each non-public secondary school shall provide a guidance and counseling program for students in grades 7-12.

[URL:http://www.nysed.gov/rscs/reg1002j.html](http://www.nysed.gov/rscs/reg1002j.html)

District Guidance Plan for Grades K-6

Program Objective 1:

The Marcellus Central School district will prepare students to participate effectively in their current and future educational program.

Desired Outcome:

Students in grades K-6 will demonstrate an understanding of

1. Their academic progress appropriate to their developmental level.
2. Their attitudes, strengths, and talents.
3. The relationship between their work habits and their achievements in academic programs.

Specific Activities:

<u>Specific Activity</u>	<u>Targeted Group</u>	<u>Service Provider</u>
Report Card	Students in grades K - 6	K - 6 Teachers Special Area Teachers
Pupil/Teacher Report Card Conference	Students in grades K - 6	K – 6 Teachers, Special Area Teachers, Principal
Daily or Weekly progress reports sent home & phone calls	Selected students	Teachers
Parent Conferences that may include student	Students in grades K - 6	Teacher(s), School Counselor, School Psychologist

Evaluation:

Program effectiveness will be based on the following criteria:

1. Teacher awareness of student progress in academic areas as reported by report card, grades, symbols and anecdotal records.
2. Student responses to teachers during report card conferences, as well as other work conferences throughout the school year.
3. Student behavior as observed by teachers in all areas, counselors and administrators, showing day-to-day study and work habits.
4. Parent input during conferences and through written report.

Program Objective 2:

The Marcellus Central School District will assist students who exhibit any attendance, academic, behavioral and adjustment problems.

Desired Outcome:

Students in grades K-6 will demonstrate an improvement in the areas presented as concern, whether it be

1. academic,
2. attendance,
3. behavior,
4. and / or adjustment.

Specific Activities:

<u>Specific Activity</u>	<u>Targeted Group</u>	<u>Service Provider</u>
Incoming Gasell Testing / Speech Lang. Screening	Students in grades K - 6	Speech Therapist Principals, Teachers School Psychologist, Secretaries
Universal Screening of basic skills – Standardized Testing DIBELS	Students in grades K – 1	Speech Therapist Principals, Teachers Psychologist, Secretaries
NCLB testing	Students in grades 3 – 6	Asst. Superintendent, Principals, Teachers, Secretaries, School Counselors
Report Cards	Students in grades K - 6	Teachers, Guidance Secretary
Discipline Records	Students in grades 4 – 6	Administrator
Child Study Team Meetings (TLC)(SAT)	Selected Students in grades K – 6	Staff – teacher(s), Principal, School Counselor, School Social Worker, School Psychologist
Committee on Special Education (CSE)	Students referred by SAT or TLC or Parent/Guardian	Director of Pupil Personnel Services, CSE Committee
Social Skills Building	Students in grades K-6 at-risk	PMHP Paraprofessionals School counselor, School Social Worker, School Psychologist
Supervision	PMHP Paraprofessionals	School Social Worker
Counseling Sessions	Students in grades K-6 at-risk, not students with disabilities	School Counselor, School Psychologist, School Social Worker
Counseling Sessions	Students in grades K-6, Students with disabilities, IEP designated	School Counselor, School Psychologist, School Social Worker
Counseling Sessions, group counseling	Selected students in grades K-6	School Counselor, School Psychologist, School Social Worker
Behavioral Contracts	Students exhibiting behavior problems	Teacher, Principal, School Counselor
FBA pupils whose behavior impacts learning	Students exhibiting behavior problems	Teacher, Principal, School Psychologist, Support Staff

<u>Specific Activity</u>	<u>Targeted Group</u>	<u>Service Provider</u>
Parent Conferences with student	Students in grades K – 6 and their parents	Teachers, Principal, School Counselor, School Social Worker, School Psychologist
Notice sent home concerning attendance difficulties	Students who exceed normal excused absences	Nurse, Principal
Classroom visits Transitional/preparation	Students transitioning to the 6 th grade, 6/7 th grade, 3/4 th grade	School Counselor, School Social Worker, School Psychologist, Teachers

Evaluation:

Program effectiveness will be based on the following criteria:

1. Improvement in academic performance as record on the report cards.
2. Attendance records.
3. Teacher report on behavior improvement, progress reports, anecdotal records and or behavior contracts.
4. Changes in the number of referrals for discipline by administrators.
5. Counselor observation of improved adjustment.
6. Minutes of SAT / TLC meetings reviewing improvements in student performance.
7. Teacher consultation with support staff.
8. Counselor / Psychologist follow-up with parents.
9. Administration consultation with support staff.

Program Objective 3 :

The Marcellus Central School District will educate students concerning personal safety and sexual abuse.

Desired Outcome:

Parents of students in grades K-6 will demonstrate an understanding of the mission of the Marcellus Central School District educating on personal safety and advocating for the protection of their children from sexual abuse.

Students in Kindergarten through Grade 6 will

1. Identify and understand potentially threatening situations.
2. Identify steps and strategies for maintain personal safety.
3. Identify and describe their own personal support system.

Specific Activities:

<u>Specific Activity</u>	<u>Targeted Group</u>	<u>Service Provider</u>
Instructional Units from Health Curriculum	Students in grades K - 6	Teachers
Presentation of information on personal safety and sexual abuse	Teachers / Staff Administration	Vera House
Mailing presentation of information on personal safety and sexual abuse, preview if requested	Parents	Administrator Teachers Consultants
Disclosure to appropriate authorities	Students in grades K - 6	All School Personnel
Involvement of outside agencies	Students in grades K - 6	Principal, School Nurse, School Counselors, School Psychologist
Counseling Sessions	Identified students in grades K – 6	Counseling staff consultants

Evaluation:

Program effectiveness will be based on the following criteria:

1. Student evaluation forms from adult presentation.
2. Teachers provide feedback at grade-level team meetings regarding presentations and instruction about personal safety and child sexual abuse prevention and disclosure.
3. Student report of sexual abuse to teacher, principal, counselor, prevention expert, other staff members, and/or parents/guardians.

Program Objective 4 :

The Marcellus Central School District will actively involve parents/guardians in the children’s educational program.

Desired Outcome:

Parents/Guardians of students in grades K – 6 will

1. Demonstrate an understanding of their children’s progress in academic areas, as well as their aptitudes, interests, and behavior patterns and work habits.
2. Demonstrate an understanding of and take part in efforts to remediate or enrich any academic areas of concern.
3. Demonstrate an understanding of and take part in efforts to remediate behavior concerns.
4. Parents will receive information about and participate in special program activities, and presentations involving their children.

Specific Activities:

<u>Specific Activity</u>	<u>Targeted Group</u>	<u>Service Provider</u>
Publications and Distribution of District Calendar	District Residents	District Office
District Newsletter	District Residents	District Office
Press Releases	District Residents	District Office
Building Newsletters	Parents/guardians of students in grades K - 6	Principals, Assistant Principal
Parent / Teacher Conferences	Parents/guardians of students in grades K - 6	Teachers
Parent notification of pupils recommended for PMHP	Parents/guardians of students in grades Pre – 1 st – 3	Social Worker
Maintenance and sharing of records of attendance, academics, behavior and test scores	Students in grades K – 6	Administrators, Teachers, Secretaries, School Nurse, School Psychologist, School Counselors
RTI Notification & participation in PTA/PTO activities	Parents/guardians of students in grades K - 6	PTA contacts, Administrators, Teachers
Academic Intervention Services (AIS) notification & progress reports	Parents/Guardians of identified students	AIS teachers Principal
RTI Notification		
Parent communication via telephone, notes and email	Parent/Guardians of selected students in grades K – 6	Teacher, Principal
Parent notification on CSE proceedings	Parent/Guardians of CSE referred students	CSE Chairperson
Orientation activities	Parents/Guardians of students in grades K – 6	Principal, Teachers
Open House	Parents/Guardians of students in grades K – 6	Administrators, Teachers

Student Handbook	Parents/Guardians of students in grades K – 6	Principals, School Counselors
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Evaluation:

Program effectiveness will be based on parent participation in school activities.

District Guidance Plan for Grades 7-12

Program Objective 1:

Marcellus Central School district will conduct an annual review of student’s progress in grades 7 through 12.

Desired Outcome:

1. Students will develop a positive and productive relationship with their counselor and understand the counselor role.
2. Students will review a program of studies for the following year.
3. Students will develop an appreciation for the process of periodic self-review.
4. Students will gain a greater awareness of future career and college options.

Specific Activities:

<u>Specific Activity</u>	<u>Targeted Group</u>	<u>Service Provider</u>
Small group conferences to discuss student’s aptitudes, interests, achievements, career interests and goal setting.	Students in grade 7 and 10	School counselors
Individual conferences to review report cards, test results, cumulative records and career plans. High school course scheduling will be completed with a 4-year plan developed.	Students in grade 8 and their parents	School counselors
Individual conferences	Students in grades 9, 11, 12	School Counselors
Annual review (test results, cumulative records, students’ plans, report cards, and student self-evaluation)	Students in grade 11 and their parents	School Counselors
Review course selections for the next academic year	Students in grades 9, 10, 11	School Counselors

Evaluation:

The following methods will be used to evaluate effectiveness:

1. Analysis of school records (i.e. report cards, progress reports, attendance)
2. Testing information: State Assessments, Regents and RCT exam scores, Local Exams, PLAN test, Preliminary Scholastic aptitude Test (PSAT), Scholastic Aptitude Test (SAT), American College Test (ACT), and Intermediate Exams for students taken in eighth grade
3. Student self-evaluation
4. More students reporting a defined career or college direction
5. Parent/guardian feedback
6. High school counselors give input on scheduling placement of students
7. Meetings with individual students are recorded on guidance schedule

Program Objective 2:

The Marcellus Central School District will provide personal counseling assistance to students identified as being in need of assistance for grades 7 through 12.

Desired Outcome:

1. Identified students will exhibit one or more of the following desired results:
 - a. Improvement of school performance.
 - b. Reduced incidence of unacceptable behavior.
 - c. Acceptance of responsibility for their behavior.
 - d. Improved self-image.
 - e. Improved interpersonal relationships.
 - f. Improved social and emotional health.

2. Students and parents will become more familiar with the high school environment (i.e. rules, regulations, physical setting, high school requirements, and availability of personnel resources).

3. Students and parents will have a better understanding of the offerings present in the guidance office (i.e. role of the counselor and availability of materials in the guidance office).

Specific Activities:

<u>Specific Activity</u>	<u>Targeted Group</u>	<u>Provider</u>
Conduct assessments and evaluations	Students in grades 7-12	School Psychologists School Social Worker
Evaluate needs and determine counseling goals	Students in grades 7-12	School Social Worker School Psychologists
Maintain accurate, appropriate documentation	Students in grades 7-12	School Psychologists School Social Worker
Plan appropriate counseling interventions	Students in grades 7-12	School Psychologists School Social Worker
Classroom observations	Students in grades 7-12	School Psychologists School Social Worker School Counselors
Provide and participate in training programs and conferences	School Psychologists School Social Worker School Counselors	School Psychologists School Social Worker School Counselors
Individual Conferences to deal with personal problems (i.e getting along with peers, dealing with feelings)	Students in grades 7 – 12	School Psychologists School Social Worker School Counselors

of aloneness, unhappiness, crisis, family situations, drug or alcohol, health etc.)		
Individual Conferences to assist with academic difficulties (i.e. time management, study skills goal setting, problem solving, attendance,).	Students in grades 7 – 12	School Counselors School Psychologists
Individual conferences to assist with academic failure of classes (failing two or more classes, in jeopardy of not graduating). Set up parent/teacher meetings when appropriate.	Students in grades 7 – 12	School Counselors
Refer to and educate on outside counseling agencies and community services when appropriate.	Students in grades 7 – 12 Parents of students	School Psychologists School Social Worker School Counselors
Individual conferences to fulfill I.E.P. mandatory counseling.	Students in grades 7 – 12 who are receiving special education services and have counseling as a component of their I.E.P.	School Psychologists Middle School Counselor
Collaboration and treatment congruency with outside therapists	Students in grades 7 – 12	School Psychologists School Social Worker
Group counseling focusing on one or more of the following themes groups (friendship, academic, conflict resolution, social skills, organizational skills).	Students in grades 7 – 12	School Psychologists School Social Worker Middle School Counselor

Evaluation:

The following methods will be used to evaluate effectiveness:

1. Analysis of school records (i.e. report cards, attendance)
2. Voluntary reactions of people involved (student, parent, teacher and administration)
3. Student self-report
4. Improved student academic performance

5. Counselor appraisal
6. Administrative observations and feedback (i.e. change in the number of referrals for discipline)
7. Teacher report on behavior improvement

Program Objective 3:

The Marcellus Central School District will provide assistance in career planning for all students in grades 7 through 12.

Desired Outcome:

1. Students will recognize the relationship among their interests, aptitudes and achievements to be utilized in formulating future plans and goals.
2. Students will actively explore career options utilizing various career resources.

Specific Activities:

<u>Specific Activity</u>	<u>Targeted Group</u>	<u>Provider</u>
Help identify interests, aptitudes, work values, and work habits.	Students in grades 7 – 12	School Counselors
Assist with career information and resources (i.e. Naviance, and Occupational Outlook Handbook).	Students in grades 7 – 12	School Counselors
Assist with career exploration	Students in grades 7 – 12	School Counselors
Assist with career resources (i.e. Explorers Post)	Students in grades 9 – 12	School Counselors
Assist in development of job-seeking skills (i.e. interviewing, resume writing)	Students in grades 9-12	School Counselors School Psychologist School Social Worker
Organize, administer, and review tests which identify aptitudes, achievement, and interests (interest inventory, PLAN test, PSAT, Myers-Briggs personality inventory)	Students in grades 7 – 12	School Counselors School Psychologists
Inform of college selection process by visiting home and career classes.	Students in grades 7 – 8	School counselor
Meet to discuss higher educational plans	Students in grade 8 and their parents	School counselor

Evaluation:

The following methods will be used to evaluate effectiveness:

1. Students will demonstrate an awareness of the recognition of the relationship of interests, aptitudes, and achievements to be utilized in formulation future plans and goals.
2. Reduced number of students who leave high school undecided and without direction and goals.
3. Feedback from the students regarding college admissions requirements and how it relates to their background.

Program Objective 4:

Marcellus Central School District will assist students in selecting appropriate courses that fulfill all graduation requirements.

Desired Outcome:

1. Students will fulfill all of the requirements for graduation.
2. Students will be placed in courses in which they can be challenged and successful.

Specific Activities:

<u>Specific Activity</u>	<u>Targeted Group</u>	<u>Service Provider</u>
Help understand academic programs	Students in grades 7 – 12	School Counselors
Explain graduation requirements	Students in grades 7 – 12	School Counselors
Assist with course selection	Students in grades 7 – 12	School Counselor
Assist with schedule conflicts and changes	Students in grades 7 – 12	School Counselors
Assist with academic difficulties (i.e. time management, study skills)	Students in grades 7 – 12	School Counselors School Psychologists Social Worker
Parent/Teacher conferences	Students in grades 7 – 12	School Counselors School Psychologists School Social Worker Teachers
Meet with students failing two or more classes (as schedules permit)	Students in grades 9 – 12	School Counselors
Assist with course selection and with transition needs	Students in grades 7 – 12 who are new to the district	School Counselors School Psychologists School Social Worker

Evaluation:

The following methods will be used to evaluate effectiveness:

1. Analysis of school records (i.e. cumulative folder)
2. Student self-evaluation
3. Student academic background necessary for success in college or career field

Program Objective 5:

The Marcellus Central School District will provide advisory assistance to students and parents regarding the higher education selection process.

Desired Outcome:

1. Students and parents will be informed on the college selection process.
2. Students will attend higher educational settings that are appropriate for them.
3. Students and parents will be informed regarding the financial aid process.

Specific Activities:

Specific Activity	Targeted Group	Service Provider
Inform of college selection process	Students in grades 7 – 12 and their parents	School Counselors
Meet to discuss higher educational plans	Students in grade 11 and their parents	School Counselors School Psychologist
Present information about college selection process (evening presentation)	Parents of students in grades 12	School Counselors
Help students locate resources about college (books and web-based programs i.e. Naviance)	Students in grades 7 – 12	School Counselors
Inform of college admission test (i.e. SAT Reasoning, SAT Subject, ACT) dates and encourage appropriate students to take tests	Students in grades 10, 11, and 12	School Counselors School Psychologist
Help students understand college admission test scores	Students in grades 10, 11, and 12	School Counselors
Coordinate SAT prep class with O.C.C.	Students in grade 11	School Counselors
Group meetings and seminars outlining required post-secondary planning tasks	Students in grade 12	School Counselors
Individual conferences regarding college process	Students in grade 12	School Counselors
Help with college applications	Students in grade 12	School Counselors
Inform of scholarships and	Students in grade 12	School Counselors

financial aid information		
Organize Financial Aid Night	Students in grade 12 and their parents	School Counselors
Seminar about financial aid	Students in grade 12	School Counselors
Coordinate visits of with college representatives to Marcellus High School	Students in grade 11 and 12	School Counselors
Attend college information sessions and go on college tours	School Counselors	School Counselors

Evaluation:

The following methods will be used to evaluate effectiveness:

1. The percentage of students attending higher educational settings
2. Feedback from the student regarding the college selection process
3. Evaluation given to seniors at year-end
4. Log maintained of all colleges applied to by all students
5. Students will have taken all college admission exams necessary for their prospective colleges to review.
6. Students and/or parents will access appropriate financial aid information.