

# Oxford Academy & Central School Guidance Plan

Implementation of Commissioner's Regulation 100.2 (j)



## Oxford Academy & Central School

This Guidance Plan was developed by the following people:

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As per the New York State Education Department, listed in Part 100 of the Commissioner's Regulations, school counseling/guidance programs are defined as follows:

**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.

(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.

# **Oxford Academy & Central School**

## **K-12 Guidance Plan**

This K-12 Guidance Plan is designed to be a resource for members of the Oxford Academy & Central School Guidance Department and the Oxford Academy & Central School educational community. School Counselors will utilize their professional training, leadership, advocacy, teaming and collaboration to ensure that every student in the Oxford Academy & Central School District will have access to a quality and equitable education. This plan is aligned with the New York State School Counselor Association's Model Comprehensive K-12 School Counseling Program and is in compliance with the New York State Education Regulation 100.2.

Please note that this is a living document. We encourage the K-12 Counseling team to refine this document as current information and resources become available. Counselors are encouraged to use this document as a guideline for further enhancement of the activities listed within the Guidance Plan that are designed to meet the diverse needs of the student body. It is recognized that the development of any program is a process of continuous improvement, not a one-time occurrence. A properly implemented program focuses school resources on student achievement and increases collaboration between educational professionals, parents/guardians and the school community.

## *Primary School Guidance Plan*

### Preface:

The development of this plan provides our district with a comprehensive picture of guidance services needed at the elementary school level. The plan will be reviewed, updated and refined annually as a condition of our ever-changing curriculum and student support program needs.

This plan helps to prepare students for their future educational paths.

### *Plan Development*

#### Areas Addressed:

- I. To prepare students to participate effectively in current and future educational plans.
2. To help students who exhibit any attendance, academic, behavioral or adjustment problems.
3. To educate all students concerning the avoidance of Child Sexual Abuse, Child Abduction Prevention, Bullying and Peer Pressure.
4. To encourage parental involvement in all phases of child development. (i.e. education, career development and personal growth).
5. To educate students about various careers and career trends and teach career planning skills.
6. To serve in a consultant role with faculty, parents and administration.
7. Management of guidance services.

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Dates</b>	<b>Evaluation</b>
Screening of New Entrants	Kindergarten	School Counselor Kindergarten Teachers Speech Therapist	Preschool/UPK Data Screening Instrument Parent Input Observations	May	Review of Records Parent & Faculty Feedback
Record Review of New Entrants	Grades K-4	School Counselor	Transfer Records Communication with previous district	September-June	Review of Records Parent & Faculty Feedback
Placement/Transition Meetings	Grades K-4	School Counselor School Psychologist Administration CPSE/ CSE Team	Grouping Information Teacher Reports	September-June	Review of Records Parent & Faculty Feedback
Identify Students in Need of Remediation	Grades K-4	School Psychologist School Counselor Teachers	RTI Data	September-June	Review of Records Parent & Faculty Feedback
Formal/ Informal Behavioral Assessments/ Interventions	Grades K-4	School Counselor School Psychologist CPSE/ CSE Team Administration Teachers	Preschool Observations	September-June	Review of Records Parent & Faculty Feedback
Improving Student Attendance	Grades K-4	School Counselor Administration Teachers	RTI Data	September-June	Review of Records Parent & Faculty Feedback
Individual, Group and Crisis Counseling	Grades K-4	School Counselor	NYS Assessment Results	September-June	Review of Records Observations Student, Parent & Faculty Feedback
Crisis Intervention	Grades K-4	School Counselor Administration	Faculty, Parent & Student Input	September- June	Discipline Referrals Student Performance
Consultation with Outside Service Providers	Grades K-4	School Counselor Administration	DSS Communication Mental Health Professionals Other Outside Agencies	September- June	Parent Feedback Review of Records

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Dates</b>	<b>Evaluation</b>
MTSS/RTI Meetings	Grades K-4	MTSS Team Instructional Specialist AIS Staff Related Service Providers	Student Record Faculty, Teacher, Parent & Student Input	September- June	Faculty Feedback Review of Records
CSE/504 Meetings	Grades K-4	School Counselor CSE/504 team	IEP, 504 Plans Student Records Faculty Input	September-June	Faculty & Parent Feedback Review of Records
Character Education Curriculum	Grades K-4	Teachers	Curriculum & Lesson Plans	September-June	Review of Records Discipline Referrals
Individual/Group Counseling	Grades K-4	School Counselor	Counseling Materials Outside Evaluations Student, Faculty & Parent Input	September-June	Faculty, Student & Parent Feedback
Monitor Bullying/Harassment Issues	Grades K-4	Administration School Counselor	Counseling Peer Mediation Collaboration of Faculty Family Input	September-June	Review of Records Discipline Referrals Student, Faculty & Parent Feedback

## *Middle School Guidance Plan*

### 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. Teamwork
8. Scheduling and Evaluation Support

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Dates</b>	<b>Evaluation</b>
Placement/Transition	Grades 5-8	School Counselor School Psychologist	Student Transcripts RTI Data Discipline Reports CSE Records	September-June	Review of Records Meetings
Identify Students in Need of Remediation	Grades 5-8	School Counselor	Teacher Recommendation	July-June	Review of Records
Schedule Academic Intervention Services (AIS)	Grades 5-8	School Counselor	Academic Intervention Services (AIS) Parent Contact	July-June	Grade review
Record Review of New Entrants	Grades 5-8	School Counselor Administration Nurse	Transfer Records Communication with previous district	July-June	Review of Records Parent & Faculty Feedback
Improving Student Attendance	Grades 5-8	School Counselor Administration Teachers Nurse	Parent Contact Monitor Daily Attendance Collaboration with outside agencies	September-June	Review of Records
Maximizing Home-School Connection	Grades 5-8	School Counselor Administration Teachers Nurse	Parent Correspondence Outside Agency Support	September-June	Review of Records
Crisis Intervention	Grades 5-8	School Counselor School Psychologist Administration Teachers Nurse	Collaboration between Home and School	September-June	Crisis Evaluation
CSE Committee	Grades 5-8	School Counselor School Psychologist CSE Director	Determine Initial Referral Placement Recommendations	July-June	CSE Plan
Master Schedule Development & Refinement	Grades 5-8	Administration School Counselors	BOCES NYS Requirements	April-August	Staff Feedback Review of Records Student Schedules

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Dates</b>	<b>Evaluation</b>
Individual Transition Meetings	Grade 8	School Counselor	Review High School Course Selection Regents Exams/Diploma Options Future Goals Assessment Teacher Recommendations	September-June	Individual Meetings Review of Records
Creating Post-Secondary Transition Goals	Grade 8	School Counselor Special Education Teachers	Identify long-term goals Selecting Course Work to help achieve Post-Secondary Goals	September-June	CSE Plan
Individual Meetings with Students Regarding Socio-Emotional and Academic Needs	Grades 6-8	School Counselor School Psychologist	Assessments Parent Teacher Outside Agencies	September-June	Individual Counseling
Consultation with Outside Service Providers	Grades 5-8	School Counselor School Psychologist Administration	DSS Mental Health Consultation PINS Diversion/Probation	September-June	Review of Records Parental and Agency Feedback
Class Instruction (Adjustment, Goal Setting, Transition)	Grades 5-8	School Counselor	Student Handbook/Planner/ Guide NYS Graduation Requirements Presentations	September-June	Student/Parent/Staff Feedback
Mark Reporting	Grades 5-8	School Counselor	Process & Mailing of Student Reports Management of Online Student Records (PowerSchool Parent Portal)	September-June	Review of Records
Teacher Support Consultation	Grades 5-8	School Counselor	Teachers Administration	September-June	Teacher Feedback
Parent Consultation	Grades 5-8	School Counselor School Psychologist Administration Faculty as Needed	Student Records Parent Feedback Faculty Feedback	September-June	Review of Records Parent Feedback
Child Study Meetings (SBIT)	Grades 6-8	School Counselor School Psychologist Administration Nurse Faculty as Needed	Student Parent Outside Agencies	September-June	MTSS Meetings Various Assessments Review of Records

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Dates</b>	<b>Evaluation</b>
Test Support (Make Ups)	Grades 5-8	School Counselor	Administration Teacher	April- June	Test Attendance
CSE Support Scheduling	Grades 6-8	School Counselor	CSE Records School Psychologist	July-June	Student Schedules
Home Teaching Coordination	Grades 6-8	School Counselor	Administration CSE Teachers Parents	September-June	Review of Records
New Student Orientation	Grades 5-6	School Counselor Administration	Parents	August	
Classroom Lessons (Career Exploration)	Grades 6-8	School Counselor	BOCES (Career Cruising) Student Data (abilities, aptitudes, interests and goals, demonstration an understanding of self)	September-January	Career Database Information Course Selections
Addressing Appropriate & Inappropriate Social Interactions	Grades 5-8	School Counselor	Administration	September-June	Student Feedback
Identify and Access Students for Liberty Partnership Program	Grades 5-8	School Counselor Liberty Partnership Program	Administration Teachers	September-June	Student Feedback

## *High School Guidance Plan*

### 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. Teamwork
8. Scheduling and Evaluation Support

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Dates</b>	<b>Evaluation</b>
Transition Meetings	Grades 9-12	School Counselor School Psychologist	Student Transcripts Discipline Reports CSE Records	September-June	Review of Records
Identify Students in Need of Remediation	Grades 9-12	School Counselor Teachers	Teacher Recommendation NYS Assessment Results Academic Intervention Services {AIS) Parent Contact	July-June	Review of Records
Screening of Student Records	Grades 9-12	School Counselor	Administration Nurse Parent Contact	July-June	Review of Records
Improving Student Attendance	Grades 9-12	School Counselors Administration Teachers Nurse	Parent Contact Monitor Daily Attendance Collaboration with Outside Agencies Attendance Secretary	September-June	Review of Records
Maximizing Home-School Connection	Grades 9-12	School Counselors Administration Teachers Nurse	Parent Correspondence Outside Agency Support	September-June	Review of Records
Crisis Intervention	Grades 9-12	School Counselors Administration Teachers Nurse	Collaboration between Home and School Crisis Intervention Plan Faculty, Student, Parent Administration	September-June	Crisis Evaluation Rate of Referrals Outside Agencies
CSE Committee	Grades 9-12	School Counselor School Psychologist Nurse	Determine Initial Referral Review Meetings Placement Recommendations	July-June	CSE Plan
Individual Counseling	Grades 9-12	School Counselor School Psychologist	Student Records Teachers & Parents IEP Evaluations	September-June	Faculty, Student, Parent Feedback Review of Records
Conflict Resolution	Grades 9-12	School Counselor School Psychologist Administration	Faculty, Student, Parent and Administration	September-June	Student Referrals Faculty, Student, Parent Feedback
Classroom Lessons	Grades 9-12	School Counselor	Lesson Plans and Other Planning Materials	September-June	Student and Faculty Feedback Review of Records

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Dates</b>	<b>Evaluation</b>
Course Selection Process	Grades 9-12	School Counselor	Course Catalog Program of Study NYS Regents Requirements Student Record Student, Parent and Faculty Input	January-April	Final Schedules Student/Parent Feedback
Summer School Registration	Grades 9-12	School Counselor	Final Grades Teacher Recommendation	May-June	Summer School Grades
Career Advisement	Grades 9-12	School Counselor	Student Records Interest Assessments Student/Parent Input	September-June	Student & Parent Feedback Review of Records Post-secondary Placement
Financial Aid/Scholarship Process	Grade 12	School Counselor Guidance Secretary Faculty Administration Community Organizations	FASFA, HESC & CSS Profile Scholarship Information College Personnel Various Scholarship Search Engines	September-June	Completed Process
Guidance Information Dissemination	Grades 9-12	School Counselor Guidance Secretary	District Website & Newsletters	September-June	Student & Parent Feedback
Parent/Teacher Conferences	Grades 9-12	School Counselor Teachers Administration	Outside Agencies MTSS Team	September-June	Student & Parent Feedback Review of Records
Post-Secondary Planning Meeting	Grades 9-12	School Counselor	Student Records Student & Parent Input College Representatives	September-June	Student & Parent Feedback Review of Records
Web-Based Career Development	Grades 9-12	School Counselor Teachers	Internet Lesson Plans	September-June	Student & Parent Feedback Review of Records
Mark Reporting	Grades 9-12	School Counselor Guidance Secretary	Process & Mailing of Student Reports Management of Online Student Records (PowerSchool Parent Portal) Transcripts	September-June	Review of Records

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Dates</b>	<b>Evaluation</b>
Scholarships/Awards Program	Grade 12	School Counselors Faculty Administration Community Organizations	Scholarship Information Internet Community Organization Civic Organizations Colleges	September-June	Student & Parent Feedback Completed Scholarship Applications Attendance
PSAT Exam Administration	Grades 11	School Counselor School Psychologist Special Education Teachers		October	Review of Score Results
SAT Test Information	Grades 11-12	School Counselor	Collegeboard (collegeboard.org)	September-June	Score Results
ACT Test Information	Grades 11-12	School Counselors	ACT (act.org)	September-June	Score Results
ACCES-VR- Post Secondary Employment Training for Individuals w/ Disabilities	Grade 12	School Counselor Special Education Teachers School Psychologist	ACCES-VR Case Manager	September-June	Complete Applications
College Application Process	Grade 12	School Counselor	Internet (Info. & Applications)	September-June	Student & Parent Feedback
College Admissions Process	Grade 12	School Counselor	Internet (Info. & Applications)	September-June	Student & Parent Feedback Completed Applications College Representatives
NCAA Eligibility	Grades 11-12	School Counselor Coaches & Athletic Director	NCAA Website & Internet	September-July	Eligibility Approval
Master Schedule Development	Grades 9-12	Administration School Counselor	BOCES NYS Requirements	April-August	Staff Feedback Review of Records

<b>Activities</b>	<b>Target Group</b>	<b>Staff Assigned</b>	<b>Other Resources</b>	<b>Dates</b>	<b>Evaluation</b>
Evening Student/Parent Information Nights	Grades 9-12	School Counselor Administration	College/Financial Aid Representatives Counselors Associations	August-June	Student & Parent Feedback Attendance
Individual Meetings with Students Regarding Socio-Emotional and Academic Needs	Grades 9-12	School Counselor School Psychologist	Assessments Parent Teacher Outside Agencies	September-June	Individual Counseling
Consultation with Outside Service Providers	Grades 9-12	School Counselor School Psychologist Administration	DSS Consultation Mental Health PINS diversion/Probation	September-June	Review of Records Parental and Agency Feedback
Mark Reporting	Grades 9-12	School Counselor Guidance Secretary	Process & Mailing of Student Reports Management of Online Student Records (PowerSchool Parent Portal) Transcripts	September-June	Review of Records
Creating Post-Secondary Transition Goals	Grades 9 & 12	School Counselor	Identifying Long-Term Goals Selecting Course Work to Match Post- Secondary Goals Availability of Outside Agencies	September-June	CSE Plan