

Oxford Academy & Central School

Comprehensive Counseling Plan

Implementation of Commissioner's Regulation 100.2 (j)



Oxford Academy & Central School

This Comprehensive Counseling 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 Comprehensive Counseling Plan

Program Vision and Mission Statement

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. Our mission is to implement a program that focuses on student achievement and increases collaboration between educational professionals, parents/guardians and the school community to develop self-directed learners who are able to make intelligent choices and contribute positively to society.

Primary School Comprehensive Counseling 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.

The ultimate goal is to support students with their socioemotional awareness and to help to prepare students for their future educational paths.

Program Focus and Goals

Areas Addressed:

1. Academic counseling
2. Career development
3. Short term student support counseling
4. Assisting special education services
5. Consultant role with faculty, parents and administration
6. Consultation and referrals with outside agencies
7. Educating on social and environmental safeguards
8. Character education development program

Activities	Target Group	Staff Assigned	Other Resources	Dates	Evaluation
Screening of New Entrants	UPK & Kindergarten	School Counselor UPK and Kindergarten Teachers	Preschool/UPK Data Screening Instrument Parent Input Observations	June - August	Review of Records Parent & Faculty Feedback
Record Review of New Entrants	Grades UPK-4	School Counselor	Transfer Records Communication with previous district	September-August	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-August	Review of Records Parent & Faculty Feedback
Identify Students in Need of Remediation	Grades K-4	School Psychologist School Counselor Teachers	RTI Data Administration	September-June	Review of Records Parent & Faculty Feedback
Formal/ Informal Behavioral Assessments/ Interventions	Grades UPK-4	School Counselor School Psychologist CPSE/ CSE Team Administration Teachers	Preschool Observations Observations Parent Input	September-June	Review of Records Parent & Faculty Feedback
Improving Student Attendance	Grades K-4	School Counselor Administration Teachers Nurse	RTI Data	September-June	Review of Records Parent & Faculty Feedback
Individual, Group and Crisis Counseling	Grades K-4	School Counselor	Teacher Reports Parent Input Observation	September-June	Review of Records, Student Observations, 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	Grades K-4	School Counselor Administration	DSS Communication Mental Health	September- June	Review of Records Parent & Faculty Feedback

Providers			Professionals Other Outside Agencies		
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Activities	Target Group	Staff Assigned	Other Resources	Dates	Evaluation
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 School Counselor	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 Comprehensive Counseling 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.

Program Focus and Goals

Areas Addressed:

1. Academic counseling
2. Career development
3. Short term student support counseling
4. Assisting special education services
5. Consultant role with faculty, parents and administration
6. Consultation and referrals with outside agencies
7. Individual student scheduling
8. Character education development program

Activities	Target Group	Staff Assigned	Other Resources	Dates	Evaluation
Placement/Transition	Grades 5-8	School Counselor Administration	Student Transcripts RTI Data	September-June	Review of Records Meetings

			Discipline Reports CSE Records		
Identify Students in Need of Remediation	Grades 5-8	School Counselor Teachers	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 (newsletters, letters, school events) Outside Agency Support	September-June	Review of Records
Crisis Intervention	Grades 5-8	School Counselor Administration Teachers Nurse	Collaboration between Home and School	September-June	Crisis Evaluation
CSE Committee	Grades 5-8	School Counselor School Psychologist CSE Director Teachers Related Service Providers	Parental Involvement Determine Initial Referral Placement Recommendations	July-June	CSE Plan
Master Schedule Development & Refinement	Grades 5-8	Administration School Counselors	NYS Requirements	April-August	Staff Feedback Review of Records Student Schedules
Activities	Target Group	Staff Assigned	Other Resources	Dates	Evaluation

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	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 Chenango County Behavioral Health Youth Empowerment Services/Probation Medical Providers Children's Home of Wyoming Conference Liberty Partnerships Program	September-June	Review of Records Parental and Agency Feedback
Class Instruction (Adjustment, Goal Setting, Transition)	Grades 5-8	School Counselor Teachers	Student Handbook/Planner/ Guide NYS Graduation Requirements Presentations	September-June	Student/Parent/Staff Feedback
Mark Reporting	Grades 5-8	School Counselor Secretary	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 Administration	Teachers	September-June	Teacher Feedback
Parent Consultation	Grades 5-8	School Counselor Administration Teachers/Staff as Needed	Student Records Parent Feedback Faculty Feedback	September-June	Review of Records Parent Feedback

Multi Tiered System of Support (MTSS) Meetings	Grades 6-8	School Counselor School Psychologist Administration Nurse Teachers/Staff as Needed	Student Parent Outside Agencies	September-June	MTSS Meetings Various Assessments Review of Records
Test Support (Make Ups and accommodations)	Grades 5-8	School Counselor Teachers	Administration	September-June	Test Attendance
NYS Testing Support	Grades 5-8	School Counselor Teachers	Administration	January-June	Test Attendance
CSE Support Scheduling	Grades 6-8	School Counselor	CSE Records School Psychologist	July-June	Student Schedules
New Student Orientation	Grades 5-8	School Counselor Administration	Parents Students	August-June	
Classroom Lessons (Career Exploration and Character Education Development)	Grades 6-8	School Counselor	Xello Character Strong program Student Data	September-June	Student Feedback Course Selections
Addressing Appropriate & Inappropriate Social Interactions	Grades 5-8	School Counselor Administration	Teachers	September-June	Student, Teacher and Parental 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 Comprehensive Counseling 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.

Program Focus and Goals

Areas Addressed:

1. Academic counseling
2. Career development
3. Short term student support counseling
4. Assisting special education services
5. Consultant role with faculty, parents and administration
6. Consultation and referrals with outside agencies
7. Individual student scheduling

Activities	Target Group	Staff Assigned	Other Resources	Dates	Evaluation
Transition Meetings	Grades 9-12	School Counselor Administration	Student Transcripts Discipline Reports CSE Records	September-June	Review of Records Meetings
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 (newsletters, letters, school events) 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 and Administration	September-June	Crisis Evaluation Rate of Referrals Outside Agencies
CSE Committee	Grades 9-12	School Counselor School Psychologist CSE Director Teachers Related Service Providers	Determine Initial Referral Review Meetings Placement Recommendations	July-June	CSE Plan
Individual Meetings with Students Regarding Socio- Emotional and Academic Needs	Grades 9-12	School Counselor	Student Records Teachers & Parents IEP Evaluations	September-June	Faculty, Student, Parent Feedback Review of Records
Summer School Registration	Grades 9-12	School Counselor	Final Grades Teacher Recommendation	May-June	Summer School Grades

Activities	Target Group	Staff Assigned	Other Resources	Dates	Evaluation
Conflict Resolution	Grades 9-12	School Counselor Administration	Faculty, Student, Parent and Administration	September-June	Student Referrals Faculty, Student, Parent Feedback
Classroom Lessons (Career Exploration)	Grades 9-12	School Counselor	Xello Lesson Plans and Other Planning Materials	September-June	Student Feedback Review of Records
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
Career Advisement	Grades 9-12	School Counselor	Student Records Interest Assessments Xello 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	FAFSA, 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
Mark Reporting	Grades 9-12	School Counselor Guidance Secretary	Process & Mailing of Student Reports Management of Online Student Records Transcripts	September-June	Review of Records

Activities	Target Group	Staff Assigned	Other Resources	Dates	Evaluation
Awards Program	Grades 9-12	School Counselor Faculty Administration Community	Community Organizations Colleges	September-June	Student & Parent Feedback
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 Guidance Secretary	Collegeboard (collegeboard.org)	September-June	Score Results
ACT Test Information	Grades 11-12	School Counselors Guidance Secretary	ACT (act.org)	September-June	Score Results
ACCES-VR- for Individuals w/ Disabilities	Grade 12	School Counselor Teachers School Psychologist	ACCES-VR Case Manager	September-June	Completed Applications
College Admissions & Application Process	Grade 12	School Counselor	Internet (Info. & Applications)	September-June	College Representatives Completed Applications
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 Faculty	NYS Requirements Student course requests	April-August	Staff Feedback Review of Record s
Consultation with Outside Service Providers	Grades 9-12	School Counselor School Psychologist Administration	DSS Mental Health Consultation Chenango County Behavioral Health Youth Empowerment Services/Probation Medical Providers Children's Home of Wyoming Conference Liberty Partnerships Program	September-June	Review of Records Parental and Agency Feedback