



2026-2027
Copiague Public Schools
K-12 Guidance Plan

Acknowledgements

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District Mission & Goals

- Within our culturally and ethnically diverse community, Copiague Public Schools partners with families to enable every student to reach high levels of academic achievement, acquire sophisticated skills for life and work, and become informed, concerned citizens of an interdependent society.
- The district sets and maintains high expectations through a systemic K–12 framework aligned with local, state, and national standards.
- School Counseling services are integral to ensuring the academic and social/emotional success of all students; responsibilities are articulated in this plan for stakeholders K–12.

Guidance Department Mission & Goals

- Ensure school success for all students across academic, career, and personal/social domains.
- Provide timely and effective communication with students, families, and staff.
- Educate constituents on graduation requirements, assessment standards, and program opportunities.
- Coordinate counseling and related services across K–12.
- Review the Guidance Plan annually to ensure compliance with NYSED Part 100.2.

Role of School Counselor

- Certified professionals who facilitate student development in academic, career, and personal/social areas.
- Plan, implement, and evaluate developmental guidance curricula responsive to age-specific needs.
- Coordinate individual student planning: goals, future plans, and four-year scheduling.
- Deliver responsive services (consultation, individual/group counseling, crisis response, referrals).
- Use organizational processes and tools to ensure a structured program focused on direct services to students.
- Engage in ongoing professional development and collaborate with colleagues, families, and district administration.

NYSED Requirements

- Annual review and compliance with NYSED Regulations, including Part 100.2 (Comprehensive Guidance Programs).

Graduation Requirements

- Students meet NYS diploma requirements, including necessary Regent's examinations and coursework per current NYSED policy.

College Planning Timeline (Grades 9–12)

- Grade 9: Orientation, introduction to transcripts and four-year planning, extracurricular engagement, Method Test Prep Free online SAT/ACT coursework, Freshman/Sophomore Road to College evening presentation, scheduling for sophomore year.
- Grade 10: Career exploration, early college awareness, AP exams, Method Test Prep Free online SAT/ACT coursework, Freshman/Sophomore Road to College evening presentation, scheduling for junior year.
- Grade 11: PSAT, individual Junior conferences, AP exams, Naviance, college fairs, Method Test Prep Free online SAT/ACT coursework, Junior Road to College evening presentation, scheduling for senior year.
- Grade 12: Senior Road to College evening presentation, individual Senior conferences, application workshops, college representative visits and on-site admissions, financial aid evening presentation, AP exams, GPA/Rank completed, finalization of post-secondary plans.

Professional Development

- Counselors participate in association meetings, conferences, and trainings to stay current.
- Graduate/intern supervision supports the counseling profession and strengthens services.
- Guidance software and alternative program training (Naviance, Method Test Prep, College Board) enhances college/career readiness.
- Student Management System training (eSchool) supports scheduling, data accuracy, and reporting.
- Annual Update of Guidance Plan maintains compliance and reflects current practice.

Student Intervention:

- K–12 counselors collaborate with PPS team members (Psychologists and Social Workers) to review testing data, attendance, discipline, and grades.
- Through team meetings and/or BPST meetings, individualized student interventions are designed and implemented.
- When building interventions are exhausted, referrals to CSE, outside agencies, or alternative placements are considered.

School Success:

- Incentives reinforce student achievement; interventions (AIS/RTI, ERSS counseling, extended day) to support struggling students.
- Counselors monitor progress, plan interventions, and encourage strong home–school connections via parent engagement.

Scheduling & Transitions:

- K–12 academic records follow students and inform placement decisions across elementary, middle, and high school.
- Careful attention to transitions (5→6, 8→9; new entrants) promotes early identification of at-risk students and timely support.

Guidance Publications:

- Curriculum Guide (9–12) posted on the district website and updated annually; course selection process and offerings communicated to students/families.
- High School Profile consolidates key school data for college admissions.
- Scholarships, Summer Programs, and other college and career related opportunities are posted in the Guidance Google Classroom.

College & Career Planning:

- Career awareness begins in middle school, extending through the utilization of Naviance in HS.
- College fairs, college representative visits, on-site admissions days, college application workshops, resume building, and college and financial aid evenings guide families.
- Military advisement connects interested students with recruiters and ASVAB/testing information.

School Counseling Action Plan

Goal	Activity/ Program	Target Grade	Time Frame	Contact Person/People
Early Identification & Intervention	Team/ BPST Referral Process	K–12	Sept–June	Counselors/ Psychologists/ Social Workers/ Admin
Intervention Design & Implementation	Team/ BPST Participation	K–12	Sept–June	Counselors/ Psychologists/ Social Workers/ Admin
Social-Emotional Support	Mandated/ERSS/ Crisis Counseling	K–12	Sept–June	Counselors/ Psychologists/ Social Workers
Academic Support	AIS/ RTI Coordination	K–12	Sept–June	Counselors/ Psychologists/ Social Workers/ Admin
Academic Support	Extended Day Program	6–12	Sept–June	Counselors/ Teachers/ Admin
Family Outreach	Project Interceptors (home visits)	K–12	Nov–May	Project Intercept Faculty Team Members
Credit Attainment	Credit Recovery (online/ APEX)	10–12	Year Round	Counselors/ Admin
Graduation Assurance	Senior At-Risk Program	12	Year Round	Counselors/ Psychologists/ Social Workers/ Admin
Special Education Services	CSE Referrals	K–12	Year Round	Counselors/ Psychologists/ Social Workers/ Admin
IEP Quality	IEP Development (Goals/PLEPs)	K–12	Year Round	Counselors/ Psychologists/ Social Workers/ Teachers
Compliance	Annual Reviews (IEP/504)	K–12	Year Round	Counselors/ Psychologists/ Social Workers
Service Alignment	Declassification Plans (annual)	K–12	Annually	Counselors/ Psychologists/ Social Workers

School Counseling Action Plan continued

Goal	Activity/ Program	Target Grade	Time Frame	Contact Person/People
Testing Access	SSD/ Testing Accommodations (PSAT/SAT/ACT/AP)	10–12	Year Round	SSD Coordinator/ Counselors
Early Screening	Speed DIAL IV (K)	K	Sept–Nov	Counselors/ Psychologists/ Social Workers/ Speech
STEM Placement	Elementary STEM Screening (WASI)	2–5	Spring	Counselors/ Psychologists/ Social Workers/ Admin
State Requirements	NYS Testing Program (3–8)	3–8	Spring	Counselors/ Teachers/ Admin
Classroom Climate	Classroom Intervention (team building)	K–8	Sept–June	Counselors/ Psychologists/ Social Workers
Safety & Climate	DASA Interventions	K–12	Sept–June	All School Staff
Peer Relations	Mediation/Conflict Resolution	K–12	Sept–June	Counselors/ Psychologists/ Social Workers/ Admin
Student Safety	DSS/CPS Referrals	K–12	As Needed	Counselors/ Psychologists/ Social Workers/ Admin
Community Supports	Agency Referrals	K–12	As Needed	Counselors/ Psychologists/ Social Workers
Attendance & Behavior	PINS Petition / AFY Referral	6–12	Sept–June	Social Workers
Placement	Alternative Placement Referral & Intake	K–12	Sept–June	Counselors/ Psychologists/ Social Workers/ Admin

Core Curriculum Action Plan

Grade Level	Lesson/ Program	Cur /Materials	Start/ End	Contact Person
K–8	DASA/Character Education Lessons	DASA Curriculum, Erin’s Law, counselor created activities/lessons	Sept–June	Counselors/ Psychologists/ Social Workers
9	Freshmen class in school presentation (Services, Transcript, 4-year plan)	Presentation to include graduation requirements and transcript information	Sept–Oct	HS Counselors, Admin
10	Sophomore Career Exploration and in school class presentation	Health Class Activities resumes and mock interviews, Presentation to include graduation requirements and transcript information	Feb–May	Teachers/ Counselors/ College & Career Counselor
11	Junior Naviance review and in school presentation	Naviance/SUNY admissions summary	Feb–May	College & Career Counselor
10–11	Practice College Entrance Exams & Score Return	Method Test Prep free online tutoring platform, test prep materials, college board reports, PSAT for grade 11	Sept–June	HS Counselors/Admin
11	Junior Road to College Evening	Presentation (posted to website)	Fall	Guidance Dept
12	Senior Road to College Evening	Presentation (posted to website)	Fall	Guidance Dept
12	College Application Workshops (Essay/Resume)	Chromebooks, application platforms	Sept–Dec	College & Career Counselor

Closing the Gap Action Plan

Identified Gap	Strategy	Target Group	Outcome Measure
Low academic performance	AIS/RTI, Extended Day, targeted labs, Summer Programs	K–12	Improved grades, assessment growth
Attendance & behavior concerns	IST/BPST plans, PINS/AFY, family engagement	6–12	Reduced absences/referrals
Credit deficiencies (HS)	Credit recovery, schedule adjustments	9–12	Credits earned; on-time graduation
Access to testing accommodations	SSD processing & communication	10–12	Accommodation approvals; valid score interpretation
College/career readiness gaps	Naviance lessons, fairs, workshops	9–12	Completion of planning milestones

IST / BPST Referral Process

- Need: Faculty/staff require PPS collaboration to support at-risk students.
- Objective: Develop strategies/interventions to meet individual needs.
- Activity: Referral forms include prior interventions (calls home, conferences, progress reports).
- Outcome: Additional interventions identified and implemented.
- Assessment: Meeting scheduled; follow-up documented.
- Staff: Counselors, social workers, administrators, psychologists, teachers.
- Resources: Records (grades, attendance, discipline), progress reports, transcripts.
- Preparation: Invite team; gather/review records.
- NYSED Regulation: i.1, ii.1, iii.2.2

IST / BPST Participation

- Need: Address academic/behavioral difficulties for referred students.
- Objective: Improve academic/social-emotional performance.
- Activity: Team meets to review interventions; write formal plans.
- Outcome: Plan implemented to support success.
- Assessment: Strategy implementation monitored.
- Staff: Admin, counselor, social worker, psychologist, teachers.
- Resources: Referral forms, report cards, records, and technology.
- Preparation: Review student files.
- NYSED Regulation: i.1, i.3–i.6, ii.1, ii.4.2–ii.4.5, iii.2.2

Counseling (Mandated/Crisis)

- Need: Students may have adverse experiences or require resiliency support.
- Objective: Provide mandated, or crisis counseling.
- Activity: Individual/group counseling.
- Outcome: Improved academic readiness.
- Assessment: Informal progress monitoring.
- Staff: Counselors, social workers, psychologists, teachers, administrators.
- Resources: Counseling knowledge, continuing ed, lesson materials.
- Preparation: Private area for sessions.
- NYSED Regulation: (as applicable)

AIS / RTI

- Need: Identify students requiring AIS/RTI to meet standards.
- Objective: Support progress toward standards and graduation.
- Activity: Selection/monitoring for AIS classes, RTI, remedial labs, attendance.
- Outcome: Stronger grades; graduation requirements met.
- Assessment: Grades, standardized scores, attendance.
- Staff: Counselors, admins, staff developers, interventionists, teachers.
- Resources: Records, STAR reports, SIS.
- Preparation: Review records; monitor grades; maintain SIS.
- NYSED Regulation: i.1, i.2, i.4, ii.1, ii.4.1, ii.4.3, iii.2.2, iii.2.3

Extended Day Support

- Need: At-risk students need grade improvement.
- Objective: Provide tutoring/teacher support beyond schedule.
- Activity: Counselors develop individual extended day schedules supervised by staff.
- Outcome: Improved academic performance.
- Assessment: Attendance and grade improvement.
- Staff: Counselors, extended day teachers.
- Resources: Extended day schedule.
- Preparation: Meetings with students/parents; distribute schedules.
- NYSED Regulation: i.1, i.4, ii.1, ii.4.1, ii.4.3

Project Interceptors (Home Visits)

- Need: School personnel visit families to address issues.
- Objective: Meet families; discuss school-related concerns in the home environment.
- Activity: Team visits upon referral; engage parents in plan.
- Outcome: Increased parental involvement.
- Assessment: Engagement tracked.
- Staff: Counselors, admins, social workers, psychologists, interceptor team.
- Resources: Documents, referral forms.
- Preparation: Complete referral detailing concerns.
- NYSED Regulation: ii.1, ii.4.1–ii.4.7

Credit Recovery

- Need: Opportunity to make up failed course credit.
- Objective: Offer internet-based recovery options.
- Activity: Identify and assign students to recover coursework.
- Outcome: Make-up credit on track to graduate.
- Assessment: Credit attainment recorded.
- Staff: Counselors, admins, faculty, staff.
- Resources: Recovery schedules, SIS, internet.
- Preparation: Review records to qualify students.
- NYSED Regulation: ii.1, ii.4.1, ii.4.3

Senior At-Risk Program

- Need: Seniors at risk require one-on-one motivation/support.
- Objective: Ensure on-time graduation.
- Activity: Regular counselor meetings; parent contact.
- Outcome: Increased investment and graduation.
- Assessment: Graduation with cohort.
- Staff: Counselors, teachers, admins.
- Resources: Progress reports, schedules, emails.
- Preparation: Identify seniors using transcript/failure/attendance data.
- NYSED Regulation: ii.1, ii.4.3, ii.4.7

CSE Referrals

- Need: Additional evaluation when interventions are insufficient and disability suspected.
- Objective: Refer to psychological testing; determine eligibility.
- Activity: Prepare forms; present to CSE.
- Outcome: Determination of classification; appropriate support.
- Assessment: Initial eligibility meetings are held.
- Staff: Counselor, social worker, psychologist.
- Resources: Records, referral forms, testing results.
- Preparation: Consult team; obtain social history; review IST/BPST minutes.
- NYSED Regulation: i.1, i.3–i.6, i.8, ii.1, ii.4.2–ii.4.7, iii.2.2–iii.2.3

IEP Development

- Need: Counseling goals/PLEPs must reflect emotional needs.
- Objective: Write goals tailored to student needs; enter in IEP Direct.
- Activity: Develop and track counseling goals; collect progress data.
- Outcome: Services delivered per goal/s.
- Assessment: Quarterly progress reports.
- Staff: School counselor.
- Resources: Computer, IEP Direct.
- Preparation: Consult teachers/psychologists.
- NYSED Regulation: i.1, i.3–i.6, ii.1, ii.4.1–ii.4.5, iii.2.2–iii.2.3

Annual Reviews (IEP/504)

- Need: Mandated annual review of IEP/504.
- Objective: Ensure timely review and updated plans.
- Activity: Participate in meetings; develop next-year plans.
- Outcome: New IEP/504 in place before the school year.
- Assessment: Completion confirmed.
- Staff: Counselor, psychologist, CSE chair, spec. ed contact, parent, gen ed teachers.
- Resources: IEP Direct, schedules, goals.
- Preparation: Print schedules/goals and materials.
- NYSED Regulation: i.1, i.3–i.6, i.8, ii.1, ii.4.1–ii.4.5, iii.2.2–iii.3

Declassification Plans

- Need: Annual review of declassification support.
- Objective: Ensure services meet needs.
- Activity: Participate in review; update plans.
- Outcome: Plans prepared before the new school year.
- Assessment: Implementation verified.
- Staff: Counselor, psychologist, parent, teachers.
- Resources: Formal written plan.
- Preparation: Consult team; determine needs.
- NYSED Regulation: i.1, i.3–i.6, i.8, ii.1, ii.4.1–ii.4.5, iii.2.2–iii.3

SSD Accommodations (Testing)

- Need: Students with disabilities must access testing accommodations.
- Objective: Submit SSD forms for PSAT/SAT/ACT/AP.
- Activity: Provide applications; SSD coordinator submits.
- Outcome: Approved accommodations; equitable testing.
- Assessment: Scores transmitted; usage tracked.
- Staff: Counselor, spec ed teachers, psychologist, SSD coordinator.
- Resources: Registration forms, IEP/504, medical credentials.
- Preparation: Collect documentation; submit.
- NYSED Regulation: ii.1, ii.4.1, ii.4.7

Speed DIAL IV (Kindergarten)

- Need: Screen K students for AIS.
- Objective: Administer Speed DIAL IV.
- Activity: Counselors complete assigned portions.
- Outcome: All K students screened.
- Assessment: Building-level review of scores.
- Staff: Counselors, speech teachers, psychologists.
- Resources: Test kit, scoring forms.
- Preparation: Schedule and administer.
- NYSED Regulation: i.1

Elementary STEM Screening

- Need: Identify students for the STEM program.
- Objective: Administer district-selected screening (WASI).
- Activity: Screen candidates after teacher referral.
- Outcome: Appropriate placement in STEM.
- Assessment: Review progress/scores; offer enrollment.
- Staff: School counselors.
- Resources: District-selected IQ tool.
- Preparation: Coordinate with STEM teacher.
- NYSED Regulation: i.1, i.2

NYS Testing Program (Grades 3–8)

- Need: Completion of state testing requirements.
- Objective: Provide testing opportunities and support.
- Activity: Assist administrators in test administration.
- Outcome: All students complete NYS testing.
- Assessment: Receive and review state results.
- Staff: All school personnel.
- Resources: Testing materials; accommodation lists.
- Preparation: Logistics and communication.
- NYSED Regulation: i.1, i.2, ii.1, iii.2.3

Classroom Intervention (K–8)

- Need: Teacher-requested counselor assistance for class dynamics.
- Objective: Improve team building and climate.
- Activity: Lessons on bullying prevention, acceptance, anger management, abuse prevention.
- Outcome: Improved behaviors.
- Assessment: Teacher feedback; reduced incidents.
- Staff: Teacher, counselor, social worker.
- Resources: Counselor-made activities, DASA curriculum, Erin's Law.
- Preparation: Identify problems; create lessons.
- NYSED Regulation: i.1, i.2, i.5, i.6

DASA Interventions

- Need: Improve social/emotional functioning and climate.
- Objective: Develop appropriate social skills and peer relationships.
- Activity: Assemblies, classroom lessons, counseling.
- Outcome: Appropriate social interactions.
- Assessment: Fewer behavioral referrals.
- Staff: All school staff.
- Resources: Counselor-made activities.
- Preparation: Problem identification; session design.
- NYSED Regulation: i.1, i.2, i.5, i.6, ii.1, ii.4.1–ii.4.5, iii.2.2–iii.2.3

Mediation / Conflict Resolution

- Need: Third-party facilitation for unresolved peer conflicts.
- Objective: Help students resolve conflicts.
- Activity: Student-requested mediation; counselor facilitates.
- Outcome: Resolution; reduced recurrence.
- Assessment: Monitor for return issues.
- Staff: Admin, counselor, social worker, psychologist, teachers.
- Resources: SIS documentation.
- Preparation: Gather information from stakeholders.
- NYSED Regulation: i.1, i.5, i.6, ii.1, ii.4.4–ii.4.5, iii.2.3

DSS / CPS Referrals

- Need: Keep students safe per mandated reporting.
- Objective: Report incidents; support students.
- Activity: Call CPS; document; accompany student as needed; notify administration.
- Outcome: Safety and support; focus on education.
- Assessment: Proper documentation filed.
- Staff: Counselor, social worker, nurse, principal, psychologist, teacher.
- Resources: Referral forms; agency contacts.
- Preparation: Compile data/evidence.
- NYSED Regulation: i.1, i.3–i.7, ii.1, ii.4.2–ii.4.5, iii.2.3

Agency Referrals

- Need: Link families to community resources for social/emotional development.
- Objective: Provide referrals; support linkage.
- Activity: Provide referrals; document in SIS; follow as needed.
- Outcome: Parents access outside support.
- Assessment: Referral documentation; outcomes monitored.
- Staff: Counselor, social worker, psychologist.
- Resources: Community resource guide.
- Preparation: Meet with parents; assess needs.
- NYSED Regulation: (as applicable)

PINS Petition / AFY Referral

- Need: Legal intervention for persistent behavior/attendance issues.
- Objective: Improve behavior/attendance through court-supported plans.
- Activity: Social worker and counselor complete referral with documentation; team reviews.
- Outcome: Behavior/attendance improvement.
- Assessment: Monitor progress; court follow-up.
- Staff: Social workers, counselors, administrators.
- Resources: Reports, attendance, behavior, BPST minutes, IEP (if applicable).
- Preparation: Compile and submit referral; attend intake/court.
- NYSED Regulation: i.1, i.3–i.6, ii.1, ii.4.1–ii.4.6, iii.2.2–iii.2.3

Alternative Placement Referral & Intake

- Need: Alternate settings for students lacking success.
- Objective: Improve performance via appropriate placement.
- Activity: Refer to BPST; complete placement recommendation; arrange testing; intake/interview.
- Outcome: Improved academic/behavioral/attendance measures.
- Assessment: Monitor indicators for success.
- Staff: Admin, counselors, psychologists, social workers, alt program staff.
- Resources: Interview space, transcripts, contracts, forms.
- Preparation: Secure district approval; schedule testing/intake.
- NYSED Regulation: ii.1, ii.4.1–ii.4.5, ii.4.7

Back to School Night

- Need: Parents require strategies to ensure student success.
- Objective: Enhance home–school communication.
- Activity: Visit classrooms; meet counselors/social workers.
- Outcome: Improved communication; academic success.
- Assessment: Improved performance indicators.
- Staff: Admin, counselors, teachers, PPS.
- Resources: Community resource guide; extra-help schedules.
- NYSED Regulation: i.1, i.2, i.8

Parent/Teacher Conference Nights

- Need: Early-year meetings to address concerns.
- Objective: Provide resources and strategies.
- Activity: Meetings during open school nights; follow-ups.
- Outcome: Enhanced communication and support.
- Assessment: Monitor student achievement and behavior.
- Staff: Counselors, teachers, PPS.
- Resources: Records; extended-day schedules; extracurricular lists.
- NYSED Regulation: i.1–i.6, i.8, ii.1, ii.4.1–ii.4.7, iii.2.2–iii.2.3

Department Meetings

- Need: Consistent procedures/policies aligned with NYSED.
- Objective: Ensure understanding of responsibilities.
- Activity: Regular agenda-driven meetings with administration.
- Outcome: Consistent student/parent services.
- Assessment: Communication improvements noted.
- Staff: Counselors, administrators.
- Resources: Agendas, calendars.
- NYSED Regulation: i.2, ii.1, ii.4.1, iii.2.2–iii.2.3

Annual Individual Progress Review Plan (6–12)

- Need: Document services and student progress annually.
- Objective: Review each student's plan and needs.
- Activity: Regular meetings; counseling; schedule adjustments; CCR.
- Outcome: Consistency in services; documentation maintained.
- Assessment: SIS documentation improved.
- Staff: Counselors.
- Resources: eSchool; individual review plans.
- NYSED Regulation: (as applicable)

Student Progress & Parental Updates

- Need: Collaborative monitoring to encourage performance.
- Objective: Provide ongoing consultation and updates.
- Activity: Meetings; team information; direct communication.
- Outcome: Enhanced parent communication and student success.
- Assessment: Achievement/behavior monitored.
- Staff: Teachers, counselors.
- Resources: Grades, scores, progress info; phone; email.
- NYSED Regulation: i.1–i.6, i.8

Class Placement (K–5)

- Need: Accurate placement for next school year.
- Objective: Participate in placement meetings.
- Activity: Counselors meet with principals/teachers to assist in placements.
- Outcome: Appropriate settings to maximize success.
- Assessment: Classroom success indicators.
- Staff: Counselors, administrators, teachers.
- Resources: Class lists; academic reports.
- NYSED Regulation: i.1, i.2

Scheduling 5th Grade Students for Middle School

- Need: Develop schedules and share info with MS.
- Objective: Appropriately schedule all 5th graders.
- Activity: Create schedules; send info; handle entrants and changes.
- Outcome: Appropriate schedules; increased parent awareness.
- Assessment: Schedules created to meet needs.
- Staff: Counselors, 5th grade teachers, support staff.
- Resources: Curriculum guide; scheduling grid.
- NYSED Regulation: i.1, i.2

Course Selection (6–12)

- Need: Assistance selecting appropriate courses.
- Objective: Design realistic, challenging schedules.
- Activity: Individual meetings; input requests in SIS; follow-ups; rescheduling after summer school.
- Outcome: Schedules aligned with plans and compliance.
- Assessment: Goals met; minimal changes.
- Staff: Counselors; department chairs.
- Resources: Course sheets; SIS; meetings for updates.
- NYSED Regulation: ii.1, ii.2

Schedule Adjustment (6–12)

- Need: Adjust schedules during the year.
- Objective: Assess change requests; ensure relevance.
- Activity: Consult; collect signatures; update SIS; notify teachers.
- Outcome: Changes enhance educational quality.
- Assessment: Approved relevant changes; reduced chronic issues.
- Staff: Counselors, teachers, admins.
- Resources: Change forms; master schedule; assessments.
- NYSED Regulation: ii.1, ii.4.1, ii.4.4, ii.4.7

Annual Student Review (6–12)

- Need: Share strengths, concerns, and performance with students.
- Objective: Ensure personal communication across secondary years.
- Activity: Discuss next-year selections and current performance.
- Outcome: Collaborative planning for success.
- Assessment: Parent feedback on mailed selections.
- Staff: Counselors.
- Resources: Guidance offices; records; mailing.
- NYSED Regulation: i.8, ii.1, ii.4.1

5th Grade Transition Meetings

- Need: Provide MS program expectations.
- Objective: Overview of programming and expectations.
- Activity: Classroom meetings; provide information and practice locks.
- Outcome: Students understand MS expectations.
- Resources: Immunization info; sample materials.
- NYSED Regulation: i.1, ii.4.1

6th Grade Orientation (Parent/Student)

- Need: Familiarize with MS physical layout and teams.
- Objective: Tour; review designations; introduce counselors.
- Activity: Building tour; distribution of locks; Q&A.
- Outcome: Comfort and readiness for the first day.
- Preparation: Mail reminders; develop packets; set homerooms.
- NYSED Regulation: i.1, i.2, i.8

8th Grade Parent/Student Information Night

- Need: HS overview for families.
- Objective: Review graduation, expectations, pathways.
- Activity: Calendar/ mailing; department presentations.
- Outcome: Informed parents; increased student success.
- Preparation: Packets; PowerPoint; cafeteria setup.
- NYSED Regulation: ii.1, ii.4.1, ii.4.7

8th Grade Student/Counselor Meetings

- Need: HS required/elective course opportunities and pathways.
- Objective: Educate and complete course selection forms.
- Activity: Group meetings covering courses, pathways, and extras.
- Outcome: Students select appropriate 9th grade courses.
- Resources: Curriculum guide; SIS; selection forms.
- NYSED Regulation: ii.1, ii.4

Curriculum Guide (8–12)

- Need: Assist course selection for plans, requirements, CCR.
- Objective: Provide a user-friendly guide; finalize and post.
- Activity: Post online; inform parents; teachers review offerings; counselors schedule and input requests.
- Outcome: Schedules aligned with compliance and plans.
- Assessment: Regents diplomas; postsecondary placements; military recruitment.
- Staff: Counselors; chairs.
- Resources: Course sheets; SIS; update meetings.
- NYSED Regulation: ii.1, ii.4.1, ii.4.7

High School Profile

- Need: Provide colleges with school data for fair evaluation.
- Objective: One-page profile (graduation data, grading, offerings).
- Activity: Director gathers data; compile and distribute.
- Outcome: Fair admissions evaluation.
- Assessment: Acceptance rates.
- Staff: Director of Guidance; secretary.
- Resources: Cardstock; current data.
- NYSED Regulation: ii.4.6, iii.3

Scholarship Postings

- Need: Awareness of scholarship opportunities.
- Objective: Help students research/apply.
- Activity: Ongoing posts in senior Google Classroom; classroom distribution; online resources (Fast Web, College Board).
- Outcome: Applications submitted; awards received.
- Staff: Counselors.
- Resources: Scholarship websites; community scholarship applications.
- NYSED Regulation: ii.1, ii.4.6

Summer Opportunities

- Need: Awareness of summer work/internship/enrichment.
- Objective: Support students in securing opportunities.
- Activity: College/career room postings, Google Classroom.
- Outcome: Participation in summer programs.
- Staff: Counselors.
- Resources: Bulletin; Google Classroom.
- NYSED Regulation: ii.1, ii.4.6

Guidance Google Classroom

- Need: Central, current information hub.
- Objective: Regularly update guidance services/resources.
- Activity: Post and maintain timely content.
- Outcome: Student awareness of current guidance info.
- Assessment: Feedback/responses.
- Staff: Counselors.
- Resources: Internet; devices; resources.
- NYSED Regulation: ii.1, ii.4.1, ii.4.6, ii.4.7

College Fairs (11–12)

- Need: Awareness of postsecondary opportunities.
- Objective: Meet representatives; gather info; assess fit.
- Activity: Publicize via Google Classroom, announcements; attend fairs.
- Outcome: Better understanding of offerings; narrow college lists.
- Staff: HS counselors; admissions reps; secretaries.
- Resources: Gym, flyers, announcements, Google Classroom, Parent Square.
- NYSED Regulation: i.1, i.2, i.8, ii.1, ii.4.1, ii.4.6, ii.4.7

College Representative Visits (11–12)

- Need: Direct information and updates from colleges.
- Objective: Students assess compatibility; counselors update knowledge.
- Activity: Schedule visits; inform students; meet reps.
- Outcome: Informed choices on applications/visits.
- Staff: HS counselors; secretaries; college reps.
- Resources: Handouts; rooms.
- NYSED Regulation: ii.1, ii.4.1, ii.4.6

On-site College Admissions (12)

- Need: Timely admissions decisions via interviews.
- Objective: Provide immediate feedback on acceptance.
- Activity: Schedule reps; announce visits; conduct interviews.
- Outcome: Equitable, timely decisions; next steps clarified.
- Staff: Counselors; guidance secretaries; admissions reps.
- Resources: Rooms; documents (transcript, resume, recommendations, applications).
- NYSED Regulation: ii.1, ii.4.1, ii.4.6

Military Advisement (11–12)

- Need: Connect interested students to military options.
- Objective: Facilitate recruiter meetings and testing information.
- Activity: Set up visitations; share class statistics; ASVAB guidance.
- Outcome: Informed decisions about military service.
- Staff: Counselors; military personnel; secretaries.

- Resources: Info packets; meeting rooms.
- NYSED Regulation: ii.1, ii.4.6

Financial Aid Evening (12)

- Need: Understanding planning and form completion (FAFSA, State aid).
- Objective: Provide information and support for financial aid.
- Activity: Invite families; present planning and completion guidance.
- Outcome: Better understanding and timely filings.
- Staff: Counselors; financial aid representatives; secretaries.
- Resources: Worksheets; handouts; computers.
- NYSED Regulation: ii.1, ii.4.6, ii.4.7

GPA / Rank (12)

- Need: Identify academic standing for graduation and ranking.
- Objective: Establish accurate standing (end of 6th semester).
- Activity: Verify grades and weights in SIS; calculate GPAs; determine Val/Sal.
- Outcome: Accurate information sent to colleges.
- Staff: Counselors; secretaries.
- Resources: SIS; report cards; transcripts; calculator.
- NYSED Regulation: ii.1

College Entrance Exam Support (11–12)

- Need: Access study tools; interpret scores; plan testing timeline.
- Objective: Equip students with mobile and online resources; improve scores.
- Activity: Method Test Prep free online classes, SAT app (Daily Practice); Khan Academy linkage; personalized practice; performance history.
- Outcome: Improved preparedness; balanced college lists informed by scores.
- Assessment: Performance history; study plans.
- Staff: College & Career Counselor; HS counselors.
- Resources: Devices; Method Test Prep; Khan Academy; SAT app.
- NYSED Regulation: (as applicable)

Junior/Senior Conferences

- Need: Detailed planning and readiness for post-secondary.
- Objective: Explain processes; gather future plans; share resources.
- Activity: Individual meetings with parents/students; review requirements and timelines.
- Outcome: Students conduct searches, understand requirements, meet deadlines.
- Assessment: Checklists completed; forms signed.
- Staff: Counselors; secretaries.
- Resources: Transcripts; checklists; publications; CCR room materials.
- NYSED Regulation: ii.1, ii.4.1, ii.4.6, ii.4.7

Professional Association Meetings

- Need: Stay updated to best assist students.
- Objective: Remain current; increase knowledge on counseling topics.
- Activity: Attend meetings, trainings, conferences; network with peers.
- Outcome: Current information; good practices; public relations.
- Assessment: Share updates at department meetings.
- Staff: School counselors.
- Resources: Registration fees.
- NYSED Regulation: iii.2.2, iii.2.3, ii.1

Graduate / Intern Supervision

- Need: Graduate students require supervision by certified/tenured counselors.
- Objective: Supervise interns; expose them to counselor roles.
- Activity: Fulfill requirements of accredited programs; supervise daily; meet with university supervisors.
- Outcome: Interns gain a thorough understanding of duties.
- Assessment: Successful completion; readiness for employment.
- Staff: K–12 counselors.
- Resources: Guidance office; plan; university expectations; memberships.
- Preparation: Monitor progress; schedule supervision.
- NYSED Regulation: iii.2.2, ii.1

Guidance Software & Online Resources

- Need: Stay current on guidance technologies (Naviance, Method Test Prep, College Board).
- Objective: Utilize effective software/web resources.
- Activity: Subscriptions/training for Naviance; use relevant websites.
- Outcome: Informed decisions; student independence toward goals.
- Assessment: Counselors access tools; share knowledge with students.
- Staff: Counselors.
- Resources: Naviance; Method Test Prep; College Board; NYS Career Zone; Google Classroom; SIS.
- Preparation: Attend conferences/trainings.
- NYSED Regulation: iii.3, ii.4.1, ii.4.6, iii.2.2, iii.2.3

Student Management System (SIS) Training

- Need: Periodic training to manage schedules and data.
- Objective: Use SIS for scheduling, course history, AIS, grades, transcripts, attendance, discipline.
- Activity: Stay up to date with SIS enhancements; track/access data.
- Outcome: Accurate, timely information access for staff.
- Assessment: Reporting accuracy and timeliness.
- Staff: Counselors, admins, faculty, staff.
- Resources: SIS access.
- Preparation: Meet with personnel; review reports/features.
- NYSED Regulation: ii.1, ii.2.2

Annual Update of Guidance Plan

- Need: Up-to-date plan each year.
- Objective: Revise/edit to satisfy NYS regulations.
- Activity: Review plan; note changes; add activities; update presentations/timelines.
- Outcome: Plan reflects current practices aligned to Part 100.2.
- Assessment: Daily implementation of current plan.
- Staff: All school staff.
- Resources: Guidance Plan; computer.
- Preparation: Schedule stakeholder meetings; compile updates.
- NYSED Regulation: iii.2.2, iii.3

Implementation & Annual Review

This plan is designed for practical implementation by K–12 counseling staff and related services, with annual review to maintain NYSED compliance and reflect evolving best practices.

Metrics include academic performance, attendance, behavioral referrals, graduation rates, college/career milestones, and stakeholder feedback.