

Westhill Central School District Comprehensive 5-12 School Counseling Program District Guidance Plan 2019-2020

Introduction

Community and the School District:

Westhill Central School District serves the areas of Westvale and Onondaga Hill, western suburbs of the city of Syracuse. The district enrolls approximately 1,800 students in a predominantly residential suburb of 10,000. As a whole, the Westhill School District is supported by families with a keen interest in academics, athletics, the arts, and post-secondary education. Often among the top rated high schools, both in Onondaga County and on the state level, Westhill boasts a 97% Advanced Designation/Regents Diploma (combined) rate for the Class of 2018.

Westhill Central School District Mission Statement

The Westhill Central School District community has a long tradition of educational excellence. It is committed to developing well-rounded children who are nurtured and supported by their families and instructed by a professional and compassionate staff. Students are empowered to achieve personal and academic excellence, to become literate life-long learners who respect themselves and others, and who desire to become responsible participants in an ever-changing global society.

Westhill Central School District Board of Education Goals 2019-2020

1. All students of the Westhill Central School District will learn in a supportive district culture and climate that fosters a love of learning while providing innovative educational opportunities in programs that inspire creative, self-motivated, confident, and resilient learners who take pride in their work.
2. All students of the Westhill Central School District will experience a comprehensive educational program that is meaningful, collaborative, and purposeful, designed to promote persistent, curious, and self-disciplined learners
3. All students of the Westhill Central School District shall be engaged in inquiry-based instructional practice that encourages collaboration, risk-taking, and critical thinking with demonstrated evidence.

K - 12 Counseling Program Overview

Westhill Central School District's School Counseling Department (K-12) has developed the following Comprehensive School Counseling Program. Counselors in the district guided the development of this document, and this comprehensive model is the centerpiece of our professional school counseling department.

Principals

Lee Roscoe, WHS Principal
Mark Bednarski, OHMS Principal
Brett King, Cherry Road School Principal
Beth Kramer, Walberta Park Elementary Principal

High School Counselors

Tracy Bitner
Kelly Fifield
Jonathan Pridmore

Middle School Counselors

Ashley Caporizzo
Jennifer Pisegna

Social Workers

Tammy Hollis-Breen
Beth Piorkowski

School Psychologists

Dr. Kimberly Arroyo
Dena Copani

Advisory Council & Membership

Regulation 100.2(j)(2)(iii)

Each school district shall establish a comprehensive developmental school counseling/guidance program advisory council to be comprised of representative stakeholders (such as parents, members of the board of education school building and/or district leaders, community-based service providers, teachers, certified school counselors and other pupil personnel service providers in the district including school social workers and/or school psychologists).

The role of the advisory council is to provide stakeholders with the opportunity to review, advise on, and support implementation of the program. Membership of the advisory council is determined by the district.

The advisory council shall meet no less than twice a year for the purpose of reviewing the comprehensive developmental school counseling/guidance program plan and advising on the implementation of the school counseling/guidance program.

The advisory council shall create and submit an annual report to the board of education as a complement to the annual program outcomes report.

Foundation/Management

School Counseling Program Vision Statement

(describes a future where school counseling goals and strategies are being successfully achieved, outlines a rich and textual picture of what success looks and feels like, is bold and inspiring, states best possible student outcomes, is believable and achievable)

School Counseling Program Mission Statement

(one focus/four criteria/includes school mission statement - aligns with the school's mission statement and may show linkages to district and state department of education mission statements/is written with students as primary focus, advocates for equity, access and success of every student/advocates for equity, access and success of every student/indicates that long-range results desired for all students)

New York State Education Department

Part 100 Regulations of the Commissioner of Education, specify requirements for elementary, middle and secondary school programs in New York State.

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 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 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.

Delivery/Accountability

Westhill Comprehensive School Counseling Program 05 - 08

Program Objective 1:

The Westhill Central School District will provide direct student support services to promote Academic, Behavioral/Social/Emotional development, Attendance and Parent/Family support in grades 5-8.

Desired Outcomes: Students in grades 5-8 will demonstrate an understanding of their

1. Academic status and continued progress
2. Educational requirements
3. Behavioral/social and/or emotional concerns.
4. Connection between attendance and engagement in academic success with the ongoing support of parents/family.

Methods of Evaluation:

- Review report cards and track student progress.
- Attend academic team meetings and parent/teacher conferences to get input on peer relationships, social/emotional concerns and student progress.
- Counselor monitors individual student attendance records and overall school rates.
- Parental feedback.

Program Objective 2:

The Westhill Central School District will provide opportunities to begin career exploration and conceptualize high school and college plans in grades 5-8.

Desired Outcomes: Students in grades 5-8 will demonstrate an understanding of

1. Their individual interests and begin exploring careers directly related.
2. High school expectations and goal planning toward post secondary education.

Methods of Evaluation:

- Annual review of each student's progress and career/future plans.
- Students will complete Naviance web-based career and interest assessments that support career and college exploration.

Program Objective 3:

The Westhill Central School District will provide education in developing the awareness of self and others.

Desired Outcomes: Students in grades 5-8 will demonstrate an understanding of

1. Personal strengths and assets
2. Individual differences to promote acceptance and mutual respect.

Methods of Evaluation:

- Parent, teacher, administrator and student feedback.
- Monitoring of discipline referrals.

MIDDLE SCHOOL SCOPE AND SEQUENCE

Specific Activity or Service	Targeted Group	Service Provider	Timeline	Objective(s)
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Crisis Intervention	Grades 05-08	School Counselors School Psychologist Social Worker	All Year	1,3
Individual Counseling	Grades 05-08	School Counselors School Psychologist Social Worker	All Year	1,3
Group Counseling	Grades 05-08	School Counselors School Psychologist Social Worker	All Year	1,3
Academic Improvement Plans	Grades 05-08	School Counselors	All Year	1,2,3
Support 504 students and schedule/facilitate annual review meetings.	Grades 05-08	School Counselors	All Year	1
Conflict Resolution	Grades 05-08	School Counselors School Psychologist Social Worker	All Year	3
Classroom Lessons	Grades 05-08	School Counselors Social Worker	All Year	1, 2, 3
Improving Student Attendance	Grades 05-08	School Counselors Nurse Administration Social Worker	All Year	1
Maximizing Home-School Connection	Grades 05-08	School Counselors Nurse Administration Social Worker School Psychologist	All Year	1,3

Transition planning; Parent Information nights	Grades 05 & 08	School Counselors School Psychologist Social Worker	May-June	1,2,3
Formal and Informal Behavior Assessments/Interventions	Grades 05-08	School Counselors School Psychologist Social Worker	All Year	1,3
Parent Conferences	Grades 05-08	School Counselors School Psychologist Social Worker	All Year	1,2,3
Communication home regarding attendance	Grades 05-08	School Counselors Nurse Administration Social Worker	All Year	1
Career Day	Grades 05-08	School Counselors	November	2
Naviance	Grades 05-08	School Counselors	All Year	1,2,3
High school transition planning	Grades 08	School Counselors	February-June	2
Parent information night	Grades 08	School Counselors Administration	All Year	2
Assisting with development and implementation of a character education program.	Grades 05-08	School Counselors School Psychologist Administration Social Worker	All Year	3
Community Service Projects	Grades 05-08	School Counselors	All Year	1,3
Events/Activities that promote team building	Grades 05-08	School Counselors	All Year	1,3

Intervening and addressing harassment and bullying incidents	Grades 05 & 08	School Counselors School Psychologist Social Worker Administration	All Year	1,3
Developing clubs to support student needs	Grades 05-08	School Counselors School Psychologist Social Worker	All Year	1,2,3

Program Objective 1:

The Westhill Central School District will conduct an annual review of student's educational progress and career plans in grades 09 - 12.

Desired Outcomes:

1. Students will review graduation requirements and their progress to date.
2. Students will gain a greater awareness of their interests, and future college and career options.
3. Students will reflect on selecting future courses in line with their college and career interests.
4. Students will develop a positive and productive relationship with their counselor and understand the counselor role.

Methods of Evaluation:

- A four year written plan will be annually evaluated and updated with each student. This plan will include diploma type, credits earned to date, Regents Exam scores, anticipated course selection, career interests, etc.
- Students will complete annual Naviance web-based career and interest assessments that support career and college planning.

Program Objective 2:

The Westhill Central School District will help students learn about various careers and career planning skills for students in grades 09 - 12.

Desired Outcomes:

1. Students will reflect on their strengths, blind spots, personality and career interests through a variety of assessments.
2. Students will learn about career related programs available through OCM BOCES.

Methods of Evaluation:

- Students will complete annual Naviance web-based career and interest assessments that support career and college planning.
- OCM BOCES will present Career and Technical Education program options to sophomores.
- Interested sophomores will participate in a field trip to OCM BOCES to learn more about their CTE program of interest.
- Interested students and parents will participate in OCM BOCES Open House.
- Interested juniors will visit their New Vision program of interest to assess program fit.

Program Objective 3:

The Westhill Central School District will provide counseling and referral assistance to students identified as being in need for grades 09 - 12.

Desired Outcomes:

1. Students will be provided support in managing personal concerns and/or crisis intervention.
2. Potential topics covered with identified students may include: high school transition; school performance; attendance; social-emotional concerns; interpersonal relationships; and behavioral concerns.
3. Students and parents will become more familiar with the high school (i.e. graduation requirements, schedules, building layout, extracurricular opportunities, general expectations, etc.).

Methods of Evaluation:

- Individual counseling sessions will be scheduled as needed.
- Referrals to outside mental health and crisis intervention resources will be provided to students and parents as needed.
- Annual individual student meetings include a review of personal concerns, attendance evaluation, and school performance.
- Incoming freshmen parents will participate in 8th to 9th Grade Transition Night.
- Incoming freshmen will participate in 8th Grade Visitation Day.
- Students and families new to Westhill High School (including incoming freshmen) will participate in New Student Orientation.

Program Objective 4:

The Westhill Central School District will provide advisory assistance with postsecondary planning for students in grades 09 - 12.

Desired Outcomes:

1. Students will develop a greater understanding of post high school options available to them upon graduation. College (two year and four year), military, employment and continuing education opportunities will be considered.
2. Students will have the opportunity to explore and research colleges that fit their desired criteria.

Methods of Evaluation:

- Individual annual meetings to include postsecondary planning discussions and course selection planning.
- Students will participate in small group college search workshops.
- Students will participate in annual Naviance web-based career and interest assessments and exploration.
- College Planning Night available for parents and students.
- Students and parents may attend local SUNY and National College Fairs.
- Financial Aid Night presentation for parents and students.

HIGH SCHOOL SCOPE AND SEQUENCE

Specific Activity or Service	Targeted Group	Service Provider	Timeline	Objective(s)
Crisis Counseling and referrals to outside agencies/	Grades 09 - 12	School Counselors School	All Year	3

services.		Psychologist Social Worker		
Personal Counseling.	Grades 09 - 12	School Counselors School Psychologist Social Worker	All Year	3
Provide Mandated Counseling counseling to students based on the goals listed on their IEP.	Grades 09 - 12	School Counselors School Psychologist	All Year	3
Academic Improvement Planning Meetings.	Grades 09 - 12	School Counselors	All Year	1, 3
Manage 504 Students and schedule/facilitate annual review meetings.	Grades 09 - 12	School Counselors	All Year	1, 3
Manage Declassified Students, and disseminate accommodations to faculty.	Grades 09 - 12	School Counselors	All Year	1, 3
CSE Meeting Participation	Grades 09 - 12	School Counselors School Psychologist Student Case Manager	All Year	1, 2, 3, 4
Manage student schedules by resolving conflicts, and generate scheduling options and solutions.	Grades 09 - 12	School Counselors	All Year	1
New Student Registration	Grades 09 - 12	School Counselors	All Year	1
Oversee New York State Graduation Requirements and annually review and maintain Four Year Plans.	Grades 09 - 12	School Counselors	All Year	1
Facilitate and process College Applications.	Grade 12	School Counselors	Fall Sem.	4
Write letters of recommendation to support students college applications.	Grade 12	School Counselors	All Year	4

Manage student Scholarship Applications. Nominate, review, process, recommend and process applications.	Grade 12	School Counselors	Spring Sem	4
Refer students to Alternative Programs including STARS, Innovation Tech, Alternative to Homebound, TASC, etc.	Grades 09 - 12	School Counselors	Fall Sem.	3
Manage students placed on Homebound Instruction. Arrange homebound tutors, arrange and facilitate the exchange of work.	Grades 09 - 12	School Counselors	All Year	3
Provide student referrals for Peer Tutors and Outside Tutoring.	Grades 09 - 12	School Counselors	All Year	3
Manage Counseling Center Website.	Grades 09 - 12	School Counselors	All Year	1, 2, 4
Create/update Counseling Center Publications (Course Catalogue, Junior Guidebook, Newsletters, etc.).	Grades 09 - 12	School Counselors	All Year	1, 2, 4
Schedule and Facilitate Parent Teacher Conferences	Grades 09 - 12	School Counselors	All Year	
Assist administrators in development of Master Schedule.	Grades 09 - 12	School Counselors	April - Mid-summer	1
New Student Orientation <i>Evening Program</i>	New Students Grades 09 - 12	School Counselors Administrators	Week before school begins	1
Senior Orientation presentations (college application process, timelines, etc.)	Grade 12	School Counselors	First full week of school	4
Students visit with college representatives to learn more about the college, admissions and application	Grade 12	School Counselor Admission Rep	Sept - November	2, 4

process.				
Individual Senior Conferences	Grade 12	School Counselors	Sept - end of October	1, 2, 4
Financial Aid Presentation for Junior and Seniors and their parents. <i>Evening Program</i>	Grades 11 and 12	School Counselors Financial Aid Director (SUNY ESF)	Late September	4
Classroom presentation for PSAT orientation and registration.	Grade 11 English 10 Honors & Algebra II Honors	School Counselor	Mid-September	4
Senior college and career Naviance curriculum presentation. <ul style="list-style-type: none"> Managing the the Naviance college application process, requesting letters of recommendation. Review the different types of applications, and matching the Common Application to Naviance.	Grade 12	School Counselors	Second full week of school	4
Counselor presentation to Senior Parents re: the college application process. <i>Evening Program</i>	Grade 12	School Counselors	Prior to Open House	4
Classroom presentation re: PSAT Preadministration.	Grade 11 English 10 Honors & Algebra II Honors	School Counselors	First week of October	4
Administer PSAT @ Ludden to students with a school conflict (if required).	Grade 11 English 10 Honors & Algebra II Honors	School Counselor	Second week of October	4
Administer PSAT <i>Saturday Event</i>	Grade 11 English 10	School Counselors Proctors	Second Saturday in	4

	Honors & Algebra II Honors		October	
Individual freshmen conferences to get to know the 9th graders, orientate them to Counseling Center services, create and review 4-year plans, grades to date, graduation requirements, college and career plans.	Grade 09	School Counselors	Mid-October to Late November	1
Representative from ACCESS-VR meets with students with a 504 Plan/ declassified status.	Grade 12	ACCESS-VR representative	Throughout the year	4
Junior college and career Naviance curriculum presentation. <ul style="list-style-type: none"> ● MI Advantage ● Resume Development 	Grade 11	School Counselors	Late November	2
Sophomore college and career Naviance curriculum presentation. <ul style="list-style-type: none"> ● Do What You Are ● Resume Development 	Grade 10	School Counselors	Mid - December	2
Small group meetings to review the college search process, and how to narrow down the search.	Grade 11	School Counselors	First week of January	2, 4
College Planning Night for Juniors and Parents. <i>Evening Program</i>	Grade 11	School Counselors	Mid - January	4
Individual Junior Conferences to review 4-year plans, grades to date, graduation requirements, college and career plans, and assist with the post high school planning process.	Grade 11	School Counselors	Third week of January - Beginning of March	1, 2, 4
Small group BOCES Career & Technical Education	Grade 10	School Counselor BOCES	End of January	2

presentations to sophomores.		Representatives	(PE Classes)	
Field Trip to BOCES, allowing students to visit CTE programs.	Grade 10	School Counselor	First week of February	2
Freshmen college and career Naviance curriculum presentation. <ul style="list-style-type: none"> • Naviance Orientation • Roadtrip Nation • Learning Style Inventory 	Grade 09	School Counselors	Second week of February	2
Classroom presentations to review graduation requirements and courses available for the following academic year.	Grades 09 - 11	School Counselors	First week of March	1
Classroom sessions for students to electronically request elective courses for the following academic year.	Grades 09 - 11	School Counselors	Second week of March	1
Individual Sophomore Conferences	Grade 10	School Counselors	Mid - March to end of May	1, 2
8th to 9th Grade Transition Meeting for 8th Grade Parents. <i>Evening Program</i>	Grade 08	High School and Middle School Counselors & Administrators	Mid - March	1
Classroom presentations re: SAT Subject Tests	Grade 10	School Counselor	Third week of April	4
Piece of Cake Day	Grade 12	School Counselors	May 1	4
8th Grade Visitation	Grade 08	School Counselors Administrators	Mid - May	1
Academic Awards Ceremony <i>Evening Program</i>	Grades 09 - 12	School Counselors Administrators Teachers Community Representatives	Late May	
Classroom presentations re:	Grade 12	School Counselors	Last week of	4

Senior Graduation/Exit Surveys			May	
Summer School Registration and Regents Exam Sign-ups	Grades 09 - 12	School Counselors	End of June - Mid July	1