

Mt. Lebanon School District Counseling Department

PDE 339



Foster Elementary School
Hoover Elementary School
Howe Elementary School
Jefferson Elementary School
Lincoln Elementary School
Markham Elementary School
Washington Elementary School
Jefferson Middle School
Mellon Middle School
Mt. Lebanon High School

Chapter 339

K-12 Guidance Plan

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Chapter 339 Executive Summary

Pennsylvania School Code, Chapter 339, mandates a comprehensive and integrated K-12 school guidance counseling plan. “There shall be a written plan on file, approved by the local board of school directors, the development and implementation of comprehensive, sequential program of guidance services.” (22 § 339.31)

The enrollment numbers indicated throughout the 2016-2017 plan are reflective of the third day enrollment of all ten schools within the Mt. Lebanon School District.

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Mt. Lebanon School District Comprehensive Counseling Program

District Mission Statement

To provide the best education possible for each and every student as defined by its constituents, students, staff, parents, and community, the mission of the Mt. Lebanon School District is to provide the best education possible in a fiscally responsible manner. This means operating within the constraints of local, state, and federal resources and limitations. Additionally, the Mt. Lebanon School District provides the best education possible for each individual student and every student collectively. Mt. Lebanon School District constituents will know this mission has been accomplished when the strategic plan goals have been achieved.

District Vision

In order to achieve our mission, the District must pursue organizational excellence. The Mt. Lebanon School District uses criteria recognized throughout the nation as the best measures for defining organizational excellence and manages the performance of the School District by aligning to the strategic plan goals and by deploying and continually improving all systems and processes.

District Core Values

The core values set the stage for providing the best education possible for Mt. Lebanon students. Core values are a system of beliefs and behaviors that an organization exhibits on a day to day basis. They guide all processes and conditions in the District. By the District's commitment to continuous improvement at all levels of the organization and the meticulous attention to quality processes in management of the District, the Mt. Lebanon School District remains a provider of exemplary public education. The District's Core Values, which are found in School Board Policy AE, are as follows:

- ✓ High Expectations for All
- ✓ Respect, Honesty, and Integrity
- ✓ Student Centered Learning
- ✓ Teamwork and Collaboration
- ✓ Continuous Improvement
- ✓ Data-Informed Decisions
- ✓ Value Stakeholder Contributions

Mt. Lebanon School District Comprehensive Counseling Program

K-12 School Counseling Mission Statement

The mission of the Mt. Lebanon Counseling Department is to provide a comprehensive, developmental counseling program based on the American School Counselor Association (ASCA) National Standards for Students, the PA Department of Education Standards for Student Interpersonal Skills and Career and Education Standards, addressing the social/emotional, academic and career development of each and every student.

The Mt. Lebanon K-12 counseling department continues to build the skills, knowledge and attitudes necessary for our children to become healthy, productive adults. With a developmental School Counseling program, school counselors collaborate with faculty, parents, administrators and the community including business and post secondary organizations to create an atmosphere where children's needs are met proactively through prevention and intervention (ASCA, 2005).

Through a comprehensive School Counseling program, all students have the opportunity to recognize their significant role in the school community and learn the skills necessary to maximize their educational potential.

Program Goals for Counseling Program

1. To enable students to experience academic development.
2. To enable students to develop decision making competencies and career awareness.
3. To assist students in issues of personal, social, emotional and development.

Philosophy of School Counseling Program Grades K through 12

School counseling is a functional and integral part of the educational process for all students.

School counseling is a planned sequential program that includes those procedures, techniques, and materials that enable students to meet their full potential. The program is developmental in nature focusing on the developmental needs of each student. Delivery of these services is provided by trained, certified professional school counselors in a caring supportive and nurturing environment.

A developmental program in grades K through 12 is based on the belief that all students should participate in activities that will assist in their optimal educational, personal, social and career development.

Counseling consists of helping relationships between counselors, students, teachers, parents, administrators and community members. Counseling is complementary to, and reinforces good effective teaching and instruction.

Counseling programs are evaluated on a continuous basis to ensure that desired outcomes are achieved as student needs change.

Program Goals for the 2016-2017 School Year

Kindergarten thru 5th grade (Elementary Schools)

Personal/Social Domain Goal: Counselors will facilitate the opportunity for teachers and staff to review updated bullying prevention building-based data, participate in training and collaborate on activities to be used with students in the 2016-2017 school year.

Career Domain Goal: In the 2016-2017 school year, counselors will provide at least one classroom career lesson in grades K-5 and a career fair in grades 4 and 5 to increase student career awareness by exploring and identifying interests, passions and skills as they relate to the world of work.

Academic Domain Goal: Counselors will research and identify updated, age appropriate organizational, test taking and time management skill lessons for students in grades 3-5 to be used in classroom or small group lessons during the 2016-2017 school year.

6th grade thru 8th grade (Middle Schools)

Personal/Social Domain Goal: Students will be given the opportunity to participate in an initial Club Fair hosted on site, after school, to increase awareness and involvement in school-related activities. Baseline participation %'s will be gathered for future year comparisons and goal setting.

Career Domain Goal: By the conclusion of 8th grade, 95% of students will have completed all three Career Inventories: Career Key, Strengths Explorer and Cluster Finder. Eighth grade results will be saved as an electronic portfolio and will be included in the 9th grade IGP document to improve transition planning as students matriculate to the high school.

Academic Domain Goal: 95% of students appearing on D/E lists will have opportunity to meet with counselor to discuss academic progress goals. Results of students' conferences will be shared with team teachers in the form of an Academic Conference Plan (ACP).

9th grade thru 12th grade (High School)

Personal/Social Domain Goal: In the 2016-17 school year, freshmen will have increased participation in the transitional program, Link Crew, achieving an average participation rate of 50% at the three main events of the program: the social, the tailgate, and Cocoa and Cram.

Career Domain Goal: By graduation (starting with the Class of 2019) students will have completed all three Career Inventories: Do What You Are (Meyers Briggs), Cluster Finder, Career Interest Profiler (Holland) and will utilize results to develop post graduate plans. Results will be included in the IGP document for each student.

Academic Domain Goal: To increase from approximately 1% of our students who currently have created a resume as part of our Naviance lesson to 75% of our 11th grade students during the 2016-17 school year.

STAKEHOLDERS

Stakeholder	Role
Students	<p>Students will benefit by building skills, knowledge, and attitudes necessary for them to become healthy productive adults. Their participation in the activities below will encourage their individual development.</p> <p>Students will participate in individual student planning to develop goals related to their interests, abilities, and future plans. Students will participate in school wide activities, classroom lessons by grade, small group lessons, individual student support, and interdisciplinary collaboration.</p>
Parents/Guardian	<p>Parents are an invaluable support system that enable our students to successfully navigate through their educational program. Parents will advocate and assist their children in making appropriate choices in the areas of personal/social, academic, and career development.</p> <p>Parents provide input to the school counseling program through their participation in a variety of school related activities i.e., Career Day, Individual Guidance Meetings, Field Trips</p>
Educators	<p>Counselors and teachers will provide ongoing support and information for parents/guardians and students regarding the child's personal, social-emotional, academic and career development, and to provide a valuable link between the classroom and home.</p> <p>Educators will be made aware of the mission and goals of the counseling program through the school counseling website, school counseling bulletin/newsletters and presentations.</p>
Business/Community	<p>The business community (including the Mt. Lebanon police and fire departments) may design activities to help school counselors, faculty, parents and students become knowledgeable of community resources, safety procedures and local culture/activities available in the surrounding area.</p> <p>As partners, members of the business community will provide opportunities to job shadow and participate in apprenticeship experiences. Students utilize the AIU experiences, UPMC medical facility, Zoology, Cadaver Lab, War College, etc...</p>
Post-Secondary	<p>Post-secondary partners will collaborate with the school counseling program to expose students to various post secondary settings and opportunities, which will lead to their future success.</p> <p>Specific examples include: Career Day, Naviance Exploration, College meetings, Parkway visits, Lunch and Learns.</p>

*All Stakeholders will participate as part of the school's counseling programs advisory council

Action Plan for 3 Goals in the Career Domain

Stakeholder Parents/Guardians

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Educate parents about plan and K-12 program	During the 2016-17 school year we will successfully implement two meetings of the Advisory Council to increase all stakeholders' knowledge of K-12 program and developed new initiatives.	13.1.3.E 13.1.3.H 13.1.3F/G 13.3.3G	K-12	Advisory Council meetings	Sign in sheet	October 2016 - May 2017
Educate parents about CTC and all post secondary options	During the 2016-2017 school year we will update the Course Catalog to reflect new programs at the CTC facility.	13.1.11.E 13.1.11H	8-12	More defined and formal discussion at 9 th grade and 11 th grade IGP meetings about Parkway and offerings	Attendance at meetings	9 th grade IGP meeting-December; 11 th grade meeting-September

School District: _____ **Mt. Lebanon** _____ **Level:** X **Elem.** X **Middle** X **HS**

Action Plan for 3 Goals in the Career Domain

Stakeholder Educators/Staff

“Big Idea”	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Connect staff members to Parkway Vocational School	During the 2016 -2017 school year, staff members will take fieldtrip to attend the CTC center	13.1.11A/D /F/H	6-12	Field Trip and observation of programs	Staff in attendance	March 2016
Connect outside sources to our school staff	During the 2016-2017 school year, a panel discussion will occur with regard to employment in the trades, military, colleges	13.1.11A/D /F/H 13.3.8/11/D 13.1.5.D	9-12	Panel Discussion	Attendance	August, 2016

School District: _____ **Mt. Lebanon** _____ **Level:** ___ **Elem.** ___ **X** **Middle** ___ **X** **HS**

Action Plan for 3 Goals in the Career Domain

Stakeholder Business/Community

“Big Idea”	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Develop a list of job shadowing sites	During the 2016-17 school year we will successfully implement two meetings of the Advisory Council to increase all stakeholders’ knowledge of K-12 program and developed new initiatives.	13.1.3.E 13.1.3.H 13.1.3F/G 13.3.3G	K-12	Advisory Council meetings and using existing field trips and apprenticeship programs to expose students to a variety of professions	Attendance	Spring Semester
Build outside network	During the 2016-17 school year we will successfully implement two meetings of the Advisory Council to increase all stakeholders’ knowledge of K-12 program and developed new initiatives.	13.1.3.E 13.1.3.H 13.1.3F/G 13.3.3G	K-12	Add a discussion regarding community jobs that relate to already established elementary field trips example: dairy farm and Mt. Lebanon walking tour	Attendance	Fall semester

School District: _____ **Mt. Lebanon** _____ **Level:** X **Elem.** X **Middle** X **HS**

Action Plan for 3 Goals in the Career Domain

Stakeholder Post-Secondary

“Big Idea”	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Parents and students will be given the opportunity to increase awareness on post- secondary opportunities	During the 2016-2017 school year post secondary schools will share data about their school	13.1.3.F6 13.1.5.AB	K-12	Panel Discussion	Attendance	April 2017
PTSA will assist post-secondary schools in meeting with our students	During the 2016-2017 school year post secondary schools will share data with our students	13.1.3.F6 13.1.5.AB	K-12	College/technical school meetings	Attendance	Fall semester

School District: _____ **Mt. Lebanon** _____ **Level:** X **Elem.** X **Middle** X **HS**

Role of the School Counselor

The Mt. Lebanon School Counseling program is an integral component of the District's total educational system. School counseling at all levels describes a comprehensive, developmental, and systematic program of services based on the American School Counselor Association's (ASCA) National Standards for Students offered to children in the academic environment. A state certified, professionally-trained, and credentialed school counselor implements these comprehensive supports in the realms of personal/social development, academic development and career development and situational concerns related to learning (Myrick, 1997: Gladding, 2000; ASCA 2005.) Mt. Lebanon School District counselors are **Leaders** because they developed and implemented a curriculum that is based on National and State standards. As leaders, counselors attend local, state and national conferences, maintain local, state and national professional memberships and attend and represent Mt. Lebanon School District at South Hills Area School District monthly meetings and events. Mt. Lebanon school district counselors are **Advocates** as they promote success, in all 3 domains, for every student. Mt. Lebanon School District counselors are **Collaborators** as they continually meet with all stakeholders to create an environment that promotes student achievement, student well being, and post secondary success. As advocates and collaborators, counselors lead and run the Link Crew and Lunch and Learn programs, are board members for the Outreach South Community organization, providers of the Teen Screen program and participants in post secondary informational and programs and events. Mt. Lebanon School District counselors are **Agents of Systemic Change** because of their essential role to engage and cooperate with all stakeholders in order to develop realistic goals and implement action plans for each individual student. As agents of systemic change, counselors are involved in the Advisory Council, Curriculum Council, Instructional Cabinet and Student Curriculum Advisory Council.

Advisory Council

Advisory Council includes a wide variety of stakeholders to review and provide feedback on the effectiveness and scope of the services provided by the vocation and engaging in public relations School Counseling program. The Advisory Council will assist school counselors by advising on program goals, reviewing program results, making recommendations about the school counseling program, advocating and engaging in public relations for the school counseling program, and advocating for funding and resources.

Our inaugural meeting will take place Fall 2016, and we met a second time Spring 2017. We will meet twice a year in October and May.

Potential Members:

Name-Title	Stakeholder Group Organization
TBD - Students	Mt. Lebanon High School
TBD - Students	Mt. Lebanon Middle School
TBD - Students	Mt. Lebanon Middle School
TBD - PTA President	Self-employed student advocate
TBD - Parents/Guardian	Mt. Lebanon Middle School
TBD - Parents/Guardian	Mt. Lebanon Middle School
TBD - Parents/Guardian	Howe, Mellon and High Elementary
TBD - Parents/Guardian	Jefferson Elementary
TBD - School Board Member	Mt. Lebanon School Board Member
TBD - Project Succeed Director	Keystone Oaks High School

Name-Title	Stakeholder Group Organization
Principal Washington Elementary Unit Principal High School Vice Principal Mellon Middle School	Mt. Lebanon School District
TBD - Educator TBD - Educator	Mt. Lebanon High School
TBD - Educator TBD - Educator	Mt. Lebanon Middle School
TBD - Educator TBD - Educator	Mt. Lebanon Middle School
TBD - Outreach Representative	Outreach Teen & Family Services, Inc.
TBD - Local Business Owner	Art Smith Company
TBD – Community Member	Salvation Army Organization
TBD - Outreach Representative	Outreach Teen & Family Services, Inc.
Assistant Superintendent for Secondary Education	Mt. Lebanon School District
Parkway School Counselor	Post-Secondary Career and Technical School
TBD	Post-Secondary
TBD	Post-Secondary
TBD - MLPD TBD - MLPD	Mt. Lebanon Police Department

K-5 School Counseling Program Calendar

Key
Guidance Curriculum
Prevention, Intervention and Responsive Services
Individual Student Planning
System Support
Program Goals

JULY	JANUARY
<p>Academic: K-5</p> <ul style="list-style-type: none"> Professional development 	<p>Academic: K-5</p> <ul style="list-style-type: none"> Facilitate/participate in 5th grade transition meetings (middle school course selections) Update quarterly IEP/ESY/IST/ILP data and progress reports Attend 504/IST/IEP meetings to review/revise plans as necessary Participate/awareness of building based data meetings, MAP testing scores, etc. Meet with students in grades 5 to support the online course selection process and window for completion
<p>Career: K-5</p> <ul style="list-style-type: none"> Professional development 	<p>Career: K-5</p> <ul style="list-style-type: none"> Regularly scheduled classroom guidance curriculum-reinforcing school related skills to job/career skills
<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> Professional development 	<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> Monitor student transitions upon return from break Revise small groups for small group counseling based on new referrals and student progress

AUGUST	FEBRUARY
<p>Academic: K-5</p> <ul style="list-style-type: none"> Review of class rosters Review of new student files/confidential records Attend 504/IST/IEP meetings to review/revise plans as necessary Professional development-participate/awareness of building based data meetings, testing, standards, etc. Plan/coordinate classroom guidance schedule 	<p>Academic: K-5</p> <ul style="list-style-type: none"> Review/reminder for completion of 5th grade middle school course selections Collaboration/consultation/counseling for students with excessive tardies or absences
<p>Career: K-5</p> <ul style="list-style-type: none"> Plan/coordinate classroom guidance schedule 	<p>Career: K-5</p> <ul style="list-style-type: none"> Regularly scheduled classroom guidance curriculum
<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> Professional development-department based planning Participate in/awareness of New Family Welcome events Plan/facilitate OLWEUS bullying prevention trainings and kick-off events for staff and students Plan/facilitate new student welcome groups Monitor student transitions Plan/coordinate classroom guidance schedule Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs Review/plan/coordinate individual and small group counseling needs Crisis support/intervention Counselors will facilitate the opportunity for teachers and staff to review updated bullying prevention building-based data, participate in training and collaborate on activities to be used with students in the 2016-2017 school year. 	<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs Regularly scheduled classroom guidance curriculum Individual/small group counseling Crisis support/intervention

SEPTEMBER	MARCH
<p>Academic: K-5</p> <ul style="list-style-type: none"> • Attend 504/IST/IEP meetings to review/revise plans as necessary • Review student files/confidential records • Regularly scheduled classroom guidance curriculum begins • Monthly department meeting • Monthly faculty meeting • Participate/present in Fall Curriculum Night events • Counselors will research and identify updated, age appropriate organizational, test taking and time management skill lessons for students in grades 3-5 to be used in classroom or small group lessons during the 2016-2017 school year. 	<p>Academic: K-5</p> <ul style="list-style-type: none"> • Participate/awareness of building based data meetings, MAP testing scores, etc. • Proctor/support 3d-5th grade students PSSA testing • Testing-taking/stress reduction classroom guidance curriculum
<p>Career: K-5</p> <ul style="list-style-type: none"> • Regularly scheduled classroom guidance curriculum-relating school readiness skills to job/career skills 	<p>Career: K-5</p> <ul style="list-style-type: none"> • Regularly scheduled classroom guidance curriculum
<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> • Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs • Monitor student transitions • Regularly scheduled classroom guidance curriculum begins • Individual/small group counseling • Crisis support/intervention 	<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> • Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs • Regularly scheduled classroom guidance curriculum • Individual/small group counseling • Crisis support/intervention

OCTOBER	APRIL
<p>Academic: K-5</p> <ul style="list-style-type: none"> • Collaboration and consultation counseling for students with excessive tardies or absences 	<p>Academic: K-5</p> <ul style="list-style-type: none"> • Participate in 3rd quarter parent/teacher conferences • Update quarterly IEP/IST/ILP progress reports • Proctor/support 3rd-5th grade students in PSSA testing • Proctor/awareness of Otis Lennon 1st grade screenings
<p>Career: K-5</p> <ul style="list-style-type: none"> • Regularly scheduled classroom guidance curriculum 	<p>Career: K-5</p> <ul style="list-style-type: none"> • Regularly scheduled classroom guidance curriculum • Highlight connections to national <i>Take Your Child To Work Day</i> • <i>Grades 4-5 Career Fair</i>
<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> • Bullying Prevention 4th grade presentations with MLPD 	<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> • Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs • Regularly scheduled classroom guidance curriculum • Individual/small group counseling • Crisis support/intervention

NOVEMBER	MAY
<p>Academic: K-5</p> <ul style="list-style-type: none"> Participate in 1st quarter parent/teacher conferences Update quarterly IEP/IST/ILP progress reports 	<p>Academic: K-5</p> <ul style="list-style-type: none"> Participate/awareness in Kindergarten Orientation programs Facilitate/participate in 5th grade transition meetings (middle school building tours) Participate/awareness of building based data meetings, MAP testing scores, etc. Collaborate/consult with teachers for next school year student class assignments Participate 5th grade transition IEP meetings to review/revise plans as necessary Meet with middle school counselors to consult individual counseling service needs for incoming 6th graders
<p>Career: K-5</p> <ul style="list-style-type: none"> Regularly scheduled classroom guidance curriculum 	<p>Career: K-5</p> <ul style="list-style-type: none"> Regularly scheduled classroom guidance curriculum <i>Grades 4-5 Career Fair</i>
<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> Plan for new individual/small group counseling Collaboration with MLPD for holiday meals to families in need 	<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> Monitor student transitions Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs for summer services Act 211 (K-3) classroom guidance curriculum Data collection for bullying prevention program

DECEMBER	JUNE
<p>Academic: K-5</p> <ul style="list-style-type: none"> Review/update individual counseling rosters based on student progress/needs and additional referrals Review/update small group counseling based on student progress/needs and additional referrals 	<p>Academic: K-5</p> <ul style="list-style-type: none"> Preparation for student grade advancement (social stories, classroom visits, etc.) Collaborate/consult with teachers for next school year; student class assignments Update quarterly IEP/IST/ILP progress reports Update counseling notes/records Meet with middle school counselors to consult individual counseling service needs for incoming 6th graders
<p>Career: K-5</p> <ul style="list-style-type: none"> Regularly scheduled classroom guidance curriculum 	<p>Career: K-5</p> <ul style="list-style-type: none"> Regularly scheduled classroom guidance curriculum
<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> Collaboration with staff/MLPD for holiday assistance to families in need 	<p>Social/Emotional: K-5</p> <ul style="list-style-type: none"> Student preparation/support in Field Day activities Monitor student transitions Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs for summer/next school year Data collection for bullying prevention program

Ongoing Monthly Counseling Activities K-5

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non - Counselor Related
Academic/Social-Emotional/Career: Regular classroom guidance lessons	Arrival/dismissal, lunch/recess student supervision duties (30 minutes as volunteer/as needed - daily per grading period per year)
Academic/Social-Emotional: Open and closed, short-term, small group counseling	In-service teacher-based curriculum trainings (2-4 days per year)
Academic/Social-Emotional: Short-term, scheduled individual counseling	Testing proctors (PSSA, gifted screenings, etc.) (1-10 days per year)
Academic/Social-Emotional: Collaboration/consultation with teachers, staff, administration and parents	
Academic/Social-Emotional: Referrals/collaboration to community mental health providers	
Academic/Social-Emotional: Update <i>Release of Information</i> forms for community providers annually	
Academic/Social-Emotional: Coordinate/support school-wide OLWEUS bullying prevention staff training and student activities	
Academic/Social-Emotional: Support/coordinate school-wide positive behavior support programming	
Academic/Social-Emotional: Attend IST/504/IEP team meetings	
Academic/Social-Emotional: IEP/IST/ILP/504 data collection, data recording and/or student observations, progress reports	
Academic/Social-Emotional/Career: Attend counselor related professional development	
Academic: Attend faculty meetings	
Academic/Social-Emotional/Career: Attend department meetings	
Academic/Social-Emotional: Review student files	

Counselor Related	Non - Counselor Related
Academic/Social-Emotional/Career: Counselor representation on district facilitator committee	
Academic/Social-Emotional/Career: Coordinate correspondence for student counselor practicum and internship requests	
Academic/Social-Emotional: Attend/Present at Curriculum Night or Open House events	
Social-Emotional: Counselor notes and record keeping	
Social-Emotional: Non-violent crisis intervention training (CPI)	
Social-Emotional: Individual or small group counseling (conflict resolution/problem solving)	
Social-Emotional: Crisis counseling	
Social Emotional: Crisis intervention/collaboration (mandated reporting procedures, threat assessments, risk assessments)	

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

K-5 Elementary Schools

<p style="text-align: center;">Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students pre-K thru 12.</p>	<p style="text-align: center;">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p style="text-align: center;">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p style="text-align: center;">System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p style="text-align: center;">Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p style="text-align: center;">Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p style="text-align: center;">Purpose</p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p style="text-align: center;">Purpose</p> <p>Program delivery and support.</p>
<p style="text-align: center;">Academic</p> <p>Regular classroom guidance lessons to support age-appropriate development of the following skills:</p> <ul style="list-style-type: none"> -School readiness skills Active listening skills -Communication skills -Courage and perseverance skills through coping with mistakes -Goal setting -Academic success skills -Test-taking skills -Study skills 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -Attend 504/IST/IEP meetings to collaborate, consult, review, revise plans as student needs progress -provide short-term, individual counseling for school readiness skill, self control, organization, etc. -provide short-term, small group counseling for school readiness skill, self control, organization, etc. -observations and data collection 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -Attend 504/IST/IEP meetings to collaborate, consult, review, revise plans as student needs progress -observations and data collection -awareness of student level, grade level, and school level state and local standardized testing results -follow-up attendance concerns -support 5th grade middle school transition activities (presentations and tours) -attend/support 5th grade IEP transition meetings -attend/support Kindergarten transition presentations -attend parent/teacher conferences 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -Counseling program management, review and development -Building based initiatives -Staff collaboration and consultation -support, preparation, facilitation of local/state assessments -presentation, participation in Curriculum Night and Open House activities

<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Exploring school and community jobs -Identifying interests and career relationships -Discussing relationship between school skills, work habits and career skills -Entrepreneurship -Grades 4-5 career fair 	<p style="text-align: center;">Career</p>	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Parent information in newsletters or eblasts about job market/opportunities (<i>Success in the New Economy</i>) 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Counseling program management, review and development -Teacher and staff education of career requirements, resources/services
<p style="text-align: center;">Personal/Social</p> <ul style="list-style-type: none"> -Feeling identification -Communication skills -Concepts of personal space -Self-management and coping skills -Stress management -Inclusion, diversity and character development -Social problem solving/conflict resolution -Bullying prevention and intervention -Healthy perspectives/social thinking -Decision making 	<p style="text-align: center;">Personal/Social</p> <ul style="list-style-type: none"> -provide short-term, individual counseling for social problem-solving, social skill development, self-management, grief/loss, family changes, etc. -provide short-term, small group counseling for social problem-solving, social skill development, self-management, grief/loss, family changes, etc. -student observations and data collection -consultation and collaboration with teachers, staff, administrators, community providers and parents -crisis support/intervention -crisis intervention training 	<p style="text-align: center;">Personal/Social</p> <ul style="list-style-type: none"> -monitor/support student transitions (“social stories”, individual student meetings, etc.) -Create/coordinate/support student behavior contracts or ILP goals 	<p style="text-align: center;">Personal/Social</p> <ul style="list-style-type: none"> -Coordination, training and support of OLWEUS Bullying prevention program -collaborate with building staff and classroom teachers through updated training in bullying prevention research and programming and brainstorming ideas for implementation with students -Character development/school-wide behavior support programs -support student participation in Field day activities -community outreach/resource programs
<p style="text-align: center;">Percentage of Time</p> <p style="text-align: center;">40%-45%</p>	<p style="text-align: center;">Percentage of Time</p> <p style="text-align: center;">30%-40%</p>	<p style="text-align: center;">Percentage of Time</p> <p style="text-align: center;">5%-10%</p>	<p style="text-align: center;">Percentage of Time</p> <p style="text-align: center;">10%-20%</p>

6-8 School Counseling Program Calendar

JULY	JANUARY
<p>Academic: 6-8</p> <ul style="list-style-type: none"> • Professional development • New student enrollments • Campus Tour 	<p>Academic: 6-8</p> <ul style="list-style-type: none"> • Review of D & E List/Student Intervention • Transition-Elementary Course Selection Meetings at respective Elementary Buildings • Gr. 6 & 7 Course Selection Meetings at JMS & MMS • Coordination with HS Counselors for 8th grade Course Selections • UA Academic Lab instruction • Participate IEP/GIEP meetings • Coordinate 504 meetings • Team meetings • Admin meetings • Parent-Student meetings • Review student attendance • Individual student meetings • Process new student enrollments/withdrawals • 95% of students appearing on D/E lists will have opportunity to meet with counselor to discuss academic progress goals. Results of students' conferences will be shared with team teachers in the form of an Academic Conference Plan (ACP).
<p>Career: 6-8</p> <ul style="list-style-type: none"> • Professional development 	<p>Career: 6-8</p> <ul style="list-style-type: none"> • Implementation of NAVIANCE
<p>Social/Emotional: 6-8</p> <ul style="list-style-type: none"> • Professional development 	<p>Social/Emotional: 6-8</p> <ul style="list-style-type: none"> • Facilitate SAP meetings • Facilitate new student welcome groups • Lunch groups • Individual student meetings • Ongoing student intervention, as needed (Crisis Response) • Tuesday Talk

AUGUST	FEBRUARY
<p>Academic: 6-8</p> <ul style="list-style-type: none"> Review of team, class and case management rosters Review of new student files/confidential records/504s Attend 504/IEP/GIEP meetings to review/revise plans as necessary Professional development-participate/awareness of building-based data meetings, testing, standards, etc. Plan/coordinate UA Academic Lab rotation schedule and curriculum Create/Review/Modify student schedules Plan/coordinate team meetings Process new student enrollments/withdrawals Schedule administrative meetings Attend and participate in August Orientation Program 	<p>Academic: 6-8</p> <ul style="list-style-type: none"> Review of ALL Course Selections for Completion and Accuracy UA Academic Lab instruction Participate IEP/GIEP meetings Coordinate 504 meetings Team meetings Admin meetings Parent-Student meetings Review student attendance Individual student meetings Process new student enrollments/withdrawals
<p>Career: 6-8</p> <ul style="list-style-type: none"> NAVIANCE management 	<p>Career: 6-8</p> <ul style="list-style-type: none"> Implementation of NAVIANCE
<p>Social/Emotional: 6-8</p> <ul style="list-style-type: none"> Plan/coordinate SAP meetings New Student/Family Orientation Student Ambassadors Student-parent transition meetings Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs 	<p>Social/Emotional: 6-8</p> <ul style="list-style-type: none"> Facilitate SAP meetings Facilitate new student welcome groups Lunch groups Individual student meetings Ongoing student intervention, as needed (Crisis Response) Tuesday Talk

SEPTEMBER	MARCH
<p>Academic: 6-8</p> <ul style="list-style-type: none"> • Open House Participation • UA Academic Lab instruction • Coordinate 504 meetings • Participate IEP/GIEP meetings • Team meetings • Admin meetings • Parent-Student meetings • Review student attendance • Individual student meetings • Process new student enrollments/withdrawals • Attend grade level assembly • Facilitate classroom meetings with sixth grade students 	<p>Academic: 6-8</p> <ul style="list-style-type: none"> • PSSA Planning and Preparation • UA Academic Lab instruction • Participate IEP/GIEP meetings • Coordinate 504 meetings • Team meetings • Admin meetings • Parent-Student meetings • Review student attendance • Individual student meetings • Process new student enrollments/withdrawals
<p>Career: 6-8</p> <ul style="list-style-type: none"> • Implementation of NAVIANCE 	<p>Career: 6-8</p> <ul style="list-style-type: none"> • Implementation of NAVIANCE
<p>Social/Emotional: 6-8</p> <ul style="list-style-type: none"> • Plan/coordinate SAP meetings • Facilitate SAP meetings • Facilitate new student welcome groups • Lunch groups • Individual student meetings • Ongoing student intervention, as needed (Crisis Response) • Tuesday Talk • Students will be given the opportunity to participate in an initial Club Fair hosted on site, after school, to increase awareness and involvement in school-related activities. Baseline participation %'s will be gathered for future year comparisons and goal setting. 	<p>Social/Emotional: 6-8</p> <ul style="list-style-type: none"> • Facilitate SAP meetings • Facilitate new student welcome groups • Lunch groups • Individual student meetings • Ongoing student intervention, as needed (Crisis Response) • Tuesday Talk

OCTOBER	APRIL
<p>Academic: 6-8</p> <ul style="list-style-type: none"> • UA Academic Lab instruction • Participate IEP/GIEP meetings • Coordinate 504 meetings • Team meetings • Admin meetings • Parent-Student meetings • Review student attendance • Individual student meetings • Process new student enrollments/withdrawals • Attend October Curriculum Council meeting 	<p>Academic: 6-8</p> <ul style="list-style-type: none"> • Review of D & E List/Student Intervention • PSSA Preparation, Distribution & Collection of Testing Materials • UA Academic Lab instruction • Participate IEP/GIEP meetings • Coordinate 504 meetings • Team meetings • Admin meetings • Parent-Student meetings • Review student attendance • Individual student meetings • Process new student enrollments/withdrawals • Attend April Curriculum Council
<p>Career: 6-8</p> <ul style="list-style-type: none"> • Collaboration with PTA, administration and faculty in regard to Career Day • Implementation of NAVIANCE 	<p>Career: 6-8</p> <ul style="list-style-type: none"> • Implementation of NAVIANCE
<p>Social/Emotional: 6-8</p> <ul style="list-style-type: none"> • Facilitate SAP meetings • Facilitate new student welcome groups • Lunch groups • Individual student meetings • Ongoing student intervention, as needed (Crisis Response) • Tuesday Talk 	<p>Social/Emotional: 6-8</p> <ul style="list-style-type: none"> • Facilitate SAP meetings • Facilitate new student welcome groups • Lunch groups • Individual student meetings • Ongoing student intervention, as needed (Crisis Response) • Tuesday Talk

NOVEMBER	MAY
<p>Academic: 6-8</p> <ul style="list-style-type: none"> Review of D & E List/Student Intervention UA Academic Lab instruction Participate IEP/GIEP meetings Coordinate 504 meetings Team meetings Admin meetings Parent-Student meetings Review student attendance Individual student meetings Process new student enrollments/withdrawals 	<p>Academic: 6-8</p> <ul style="list-style-type: none"> Curriculum in Action Night Identify Students and Consult with Parents regarding Summer School Remediation PSSA & Keystone Preparation, Distribution & Collection of Testing Materials Review Keystone Exam Process with students accelerated to 8th grade math UA Academic Lab instruction Participate IEP/GIEP meetings Coordinate 504 meetings Team meetings Admin meetings Parent-Student meetings Review student attendance Individual student meetings Process new student enrollments/withdrawals Receive schedule conflict lists and review with students to resolve issues for next school year
<p>Career: 6-8</p> <ul style="list-style-type: none"> Career Day Implementation of NAVIANCE 	<p>Career: 6-8</p> <ul style="list-style-type: none"> Implementation of NAVIANCE
<p>Social/Emotional 6-8</p> <ul style="list-style-type: none"> Community Outreach - Collaboration with MTLPD to deliver Holiday Meals Facilitate SAP meetings Facilitate new student welcome groups Lunch groups Individual student meetings Ongoing student intervention, as needed (Crisis Response) Tuesday Talks 	<p>Social/Emotional: 6-8</p> <ul style="list-style-type: none"> Host 5th Grade Elementary Students for Transition Programming Facilitate SAP meetings Facilitate new student welcome groups Lunch groups Individual student meetings Ongoing student intervention, as needed (Crisis Response) Tuesday Talk

DECEMBER	JUNE
<p>Academic: 6-8</p> <ul style="list-style-type: none"> • UA Academic Lab instruction • Participate IEP/GIEP meetings • Coordinate 504 meetings • Team meetings • Admin meetings • Parent-Student meetings • Review student attendance • Individual student meetings • Process new student enrollments/withdrawals 	<p>Academic: 6-8</p> <ul style="list-style-type: none"> • Identify Students and Consult with Parents regarding Summer School Remediation • Review of D & E List/Student Intervention • UA Academic Lab instruction • Participate IEP/GIEP meetings • Coordinate 504 meetings • Team meetings • Admin meetings • Parent-Student meetings • Review student attendance • Individual student meetings • Process new student enrollments/withdrawals • 95% of students appearing on D/E lists will have opportunity to meet with counselor to discuss academic progress goals. Results of students' conferences will be shared with team teachers in the form of an Academic Conference Plan (ACP).
<p>Career: 6-8</p> <ul style="list-style-type: none"> • Implementation of NAVIANCE • By the conclusion of 8th grade, 95% of students will have completed all three Career Inventories: Career Key, Strengths Explorer and Cluster Finder. Eighth grade results will be saved as an electronic portfolio and will be included in the 9th grade IGP document to improve transition planning as students matriculate to the high school. 	<p>Career: 6-8</p> <ul style="list-style-type: none"> • Implementation of NAVIANCE
<p>Social/Emotional: 6-8</p> <ul style="list-style-type: none"> • Collaboration with MTLPD to deliver Holiday Meals • Facilitate SAP meetings • Facilitate new student welcome groups • Lunch groups • Individual student meetings • Ongoing student intervention, as needed (Crisis Response) • Tuesday Talk 	<p>Social/Emotional: 6-8</p> <ul style="list-style-type: none"> • 8th Grade Student Recognition Day & Awards • Facilitate SAP meetings • Facilitate new student welcome groups • Lunch groups • Individual student meetings • Ongoing student intervention, as needed (Crisis Response)

Ongoing Monthly Counseling Activities 6-8

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non - Counselor Related
Academic: Review students' files	PSSA & Keystone planning, preparation & coordination (16 days per year)
Academic: Review students' schedules	Attend monthly Faculty & Committee Meetings (8 hours per year)
Academic: Attend IEP/504 meetings	Attend Curriculum Council Fall & Spring (8 hours per year)
Academic, Career: Delivery of Academic Lab Classes	Instructional Cabinet Meetings (8 hours per year)
Academic, Career, Personal/Social: Facilitate Student Assistance Program (SAP)	Serve as LEA at GIEP Meetings (60 hours per year)
Academic, Personal/Social: Review students' grades, attendance, and behavior and follow-up with individual services	
Academic, Personal/Social: Enroll and transition new students to school and district	
Academic, Personal/Social: Provide tours and informational meetings for relocating families	
Academic, Career, Personal/Social: Middle School Department Meetings	
Academic, Career, Personal/Social: In-Service/Professional Development Meetings	
Academic, Career, Personal/Social: Other District Meetings, as related to counseling department	
Career: PDE 339 Meetings	

Counselor Related	Non - Counselor Related
Personal/Social: Short-Term Individual Counseling	
Personal/Social: Crisis Intervention and Response	
Personal/Social: Facilitation of Lunch Groups, as needed	
Personal/Social: Tuesday Talk – OLWEUS Classroom Meetings	
Personal/Social: Referrals to and collaboration with community mental health providers	

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

6 - 8 Grades Mt. Lebanon Middle Schools – Jefferson and Mellon

<p style="text-align: center;">Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p style="text-align: center;">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p style="text-align: center;">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p style="text-align: center;">System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p style="text-align: center;">Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p style="text-align: center;">Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p style="text-align: center;">Purpose</p> <p>Individual student academic and occupation planning, decision making, goal setting and preparing for academic transitions.</p>	<p style="text-align: center;">Purpose</p> <p>Program delivery and support.</p>
<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -Present at Parent Orientation for all new students (Incoming sixth grade families and all new families) -Present and attend grade level assemblies -Plan for student meetings -Visit 6th grade classrooms - Individual Guidance meetings with students -Visit to elementary schools for -transition to middle school - Facilitate school counseling component of the Academic lab 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -Update counseling resources (Naviance) -Meet with D & E students -Participation in team meetings regarding attendance -Schedule changes -Year-end failures -Meet with students to discuss course selections -Coordinate and participate in Student assistance programming (SAP) -Schedule/coordinate parent meetings with teams 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -Attend 504/IEP/GIEP meetings -LEA for GIEP meetings -Schedule/coordinate 504 meetings with teams, parents and administrator. -Finalize school year schedules, including meeting with students for schedule changes prior to beginning of school year -Schedule small group meetings with new students -New student enrollment -Meet with students to review academic performance -Receive schedule conflict - Create, review, and modify student schedules -Assist with summer school enrichment and credit recovery -Meet with current 7th grade accelerated 8th grade math students to review Keystone Algebra 1 testing process - Review of team, class and case management 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -Professional development -Schedule changes -New student enrollments -Complete application requests for students transferring out of district -Student tours of building -Review of records -Preparation of non-school testing schedule -Participate in Open House -All counselors attend October Curriculum Council session -Review revisions for course catalog -Coordinate spring standardized testing -Coordinate Keystone testing -Present online course selection tutorials to website – elementary buildings, grades 6 ,7, and 8 -Attend Curriculum Night -Develop school calendar for next school year -Review online course selections for each student (resolve conflicts for next school year)

		<p>rosters -Review of new student files, confidential files, and 504's</p>	<ul style="list-style-type: none"> -Contact elementary schools/parents to resolve online course selection errors/conflicts -All counselors attend April Curriculum Council session -Coordinate standardized testing make up dates -Professional development -Gather and review teacher recommendation forms -Review schedule conflicts -Review failure notices -Complete PDCs -Coordinate SAR, DAR, and American Legion awards for 8th grade -Facilitate school counseling component of the Academic Lab - Ongoing collaboration with administrators regarding students - Ongoing collaboration with Teams and case managers regarding students
<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> - Plan for Naviance Career Units in grades 6, 7, and 8 -Prepare career packet -Host Parkway representative for presentation (8th grade Career Day) -Individual Guidance Meetings continue - Plan for 8th grade Career Day -Collaborate with PTA Career Day Chairs -Contact parent presenters for Career Day - Coordinate schedule for Career Day - Prepare for 8th grade 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Meet with all students in grades 6, 7, and 8, for career unit -Individual Guidance Meetings continue 	<p style="text-align: center;">Career</p> <p>Individual Guidance Meetings continue</p> <ul style="list-style-type: none"> - Plan for 8th grade Career Day -Collaborate with PTA Career Day Chairs -Contact parent presenters for Career Day - Coordinate schedule for Career Day - Prepare for 8th grade Career Day - Implement 8th grade Career Day 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Professional development -Renew and update Naviance account (grades 6 - 12) - Collaborate with Technology Department to coordinate student selection of career day presenters and organize individual student schedules - Upload 8th grade student Naviance Career Clusters to Power School for use in high school Individual Guidance Plans - Ongoing collaboration with administrators

<p>Career Day - Implement 8th grade Career Day -Naviance Career Unit prep - 6th grade – Career Interview and Naviance Holland Inventory/Career Key - 7th grade Naviance Strengths Explorer and Abilities Inventory - 8th grade Naviance Interest Inventory and Career Cluster Finder</p> <p>-</p>			<p>regarding students - Ongoing collaboration with Teams and case managers regarding students</p>
<p>Personal/Social -Preparation for New Student Orientation -Prepare brief presentation for New Student Orientation -Present and attend grade level assemblies -Establish relationship with sixth students through classroom introductions -Plan for Individual Guidance meetings for all students -Individual Guidance Meetings - Facilitate school counseling component of the Academic Lab -Tuesday Talks - Coordinate afterschool activity/club fair</p>	<p>Personal/Social -Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs -Plan Student Assistance Program needs/schedule/training for school year -Address individual student needs at SAP meetings - Coordinate with TeenScreen coordinator for timeline -Mail TeenScreen letters to parents of students in grades 6, 7, and 8 -Student ambassador programming -Review Child Line procedure with administration annually</p>	<p>Personal/Social -Monitor student transitions -Plan for Individual Guidance with all students -Organize student activities/club fair -Attend student activities/club fair and encourage students to participate -Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs -Review D & E list with students -Support in cafeteria for students in need -Process new student enrollment and withdrawals</p>	<p>Personal/Social -Professional development department based planning -Prepare final SAP report for state reporting - Ongoing collaboration with administrators regarding students - Ongoing collaboration with Teams and case managers regarding students</p>
<p>Percentage of Time 15-25%</p>	<p>Percentage of Time 25 - 35%</p>	<p>Percentage of Time 25 - 35%</p>	<p>Percentage of Time 15-20%</p>

9-12 School Counseling Program Calendar

JULY	JANUARY
<p>Academic: 9-12</p> <ul style="list-style-type: none"> ● Professional development ● Schedule changes ● New student enrollments ● Compose letters of recommendation ● Student tours of building ● PSAT Preparation class 	<p>Academic: 9-12</p> <ul style="list-style-type: none"> ● College application processing and letters of recommendations ● Prepare and present meetings with 8th grade students for transition to high school ● Prepare and present scheduling information to middle school PTA ● Distribute course catalogs for new school year ● Post online course selection tutorials to website ● Host NCAA evening presentation ● Visit to private schools for transition to high school ● Attend Curriculum Night ● Prepare dates for spring Individual Guidance Planning meetings ● Semester failures and schedule changes ● Request for semester mid-year grades and transcripts for Naviance ● Post local scholarships and junior scholarships (Madden) ● Request lists for early graduates ● Distribute senior letters for diploma names ● Forecast budget for next school year ● Meet with students to discuss course selections ● Attend schedule change meetings ● Participation at attendance hearings

JULY	JANUARY
<p>Career: 9-12</p> <ul style="list-style-type: none"> Professional development Career counseling relating to schedules 	<p>Career: 9-12</p> <ul style="list-style-type: none"> Host Parkway representative for presentation Prepare and conduct career meetings with sophomores
<p>Social/Emotional: 9-12</p> <ul style="list-style-type: none"> Professional development Preparation for Link Crew program 	<p>Social/Emotional: 9-12</p> <ul style="list-style-type: none"> TeenScreen letters mailed Link Crew monthly homeroom activity In the 2016-17 school year, freshmen will have increased participation in the transitional program, Link Crew, achieving an average participation rate of 50% at the three main events of the program: the social, the tailgate, and Cocoa and Cram.

AUGUST	FEBRUARY
<p>Academic: 9-12</p> <ul style="list-style-type: none"> ● College fair planning ● Review and destruction of records ● Preparation of non-school testing schedule ● Update counseling resources (college guides/books/software/Naviance) ● Schedule professional development ● Prepare college meeting calendar ● Organize college greeter program ● Arrange for Financial Aid program speaker ● Review budget and ensure technology is current, e.g. ranking, QPA ● Finalize school year schedules, including meeting with students for schedule changes prior to beginning of school year ● Update school profile ● Update state reporting for PIMS ● Gather data for outcomes report ● Enrollment of new students (including F-1 Visa) ● Prepare letters of recommendation for seniors ● Prepare and present parent orientation for all new students (incoming 9th and new to district) ● Present and attend grade level assemblies 	<p>Academic: 9-12</p> <ul style="list-style-type: none"> ● Prepare and distribute teacher recommendation documents ● Cum Laude preparation ● Develop school calendar for next school year ● Prepare Individual Guidance Plan meeting letters and send ● National Merit finalist packets ● Finalize scholarship deadlines ● Collect local scholarship applications ● Complete College Board test center requests for testing dates ● Attend screening meetings ● AP registration begins ● Review online course selections for each student (resolve conflicts for next school year) ● Return to middle schools to resolve online course selection errors ● Coordinate with Junior Book Awards colleges to confirm sponsorships ● Request recommendations from teachers for junior book award recipients

AUGUST	FEBRUARY
<p>Career: 9-12</p> <ul style="list-style-type: none"> Renew and update Naviance account (grades 6-12) 	<p>Career: 9-12</p> <ul style="list-style-type: none"> Meet with sophomores for career unit Students visit Parkway for career considerations and shadows By graduation (starting with the Class of 2019) students will have completed all three Career Inventories: Do What You Are (Meyers Briggs), Cluster Finder, Career Interest Profiler (Holland) and will utilize results to develop post graduate plans. Results will be included in the IGP document for each student.
<p>Social/Emotional: 9-12</p> <ul style="list-style-type: none"> Prepare brief presentation for freshman orientation Professional development-department based planning Host Link Crew orientation for incoming freshman students Monitor student transitions Plan Student Assistance Program needs/schedule/training for school year Assist with student "Walk your Schedule Day" Welcome back breakfast Present and attend grade level assemblies 	<p>Social/Emotional: 9-12</p> <ul style="list-style-type: none"> Link Crew homeroom activity (last meeting)

SEPTEMBER	MARCH
<p>Academic: 9-12</p> <ul style="list-style-type: none"> • Prepare for college application season • Senior meetings to review the college application process • Participate/present in Open House • Plan for Individual Guidance Plan meetings for freshman and junior students • Complete National Merit application packets • Meet with college greeters (PTA parents) • Attend SAT/ACT regional meetings • Upload senior transcripts to Naviance • Schedule small group meetings with freshman • New student enrollment (including F-1 Visa) • Participate in Schedule Change committee meetings to discuss semester changes • Visit 9th grade homerooms 	<p>Academic: 9-12</p> <ul style="list-style-type: none"> • Individual Guidance planning meetings begin • Final preparation and presentation for Cum Laude evening • Order diplomas • Early stages of graduation program • Review graduation name list • Receiving, organizing, and preparing scholarships • Planning of AP exams • Participate in College Board PSAT/AP Potential Training • Meet with students to review academic performance
<p>Career: 9-12</p> <ul style="list-style-type: none"> • Plan for Individual Guidance Plan meetings for freshman and junior students • Military breakfast preparation 	<p>Career: 9-12</p> <ul style="list-style-type: none"> • Participate in College Board PSAT/AP Potential Training

SEPTEMBER	MARCH
<p>Social/Emotional: 9-12</p> <ul style="list-style-type: none"> ● Contact TeenScreen coordinator for timeline ● Establish relationship with freshman students through introduction in homeroom ● Plan for Individual Guidance Plan meetings for freshman and junior students ● Address individual student needs at SAP meetings ● Link Crew freshman social ● Attend student activities day and encourage students to participate in SCAC (Student Curriculum Advisory Council) ● Advise students to participate in community service volunteer day ● Monthly Link Crew homeroom activity ● In the 2016-17 school year, freshmen will have increased participation in the transitional program, Link Crew, achieving an average participation rate of 50% at the three main events of the program: the social, the tailgate, and Cocoa and Cram. 	<p>Social/Emotional: 9-12</p>

OCTOBER	APRIL
<p>Academic: 9-12</p> <ul style="list-style-type: none"> ● Complete and return AP participation form ● Prepare invitations for college admissions participation in mock interview and admission simulation projects ● Prepare for the Graduate Survey ● Prepare Individual Guidance Planning packets ● Administer PSAT to all 10th and 11th grade students ● Attend or host multi-district College Fair ● All counselors attend October Curriculum Council session ● Individual Guidance Planning meetings begin ● Begin preparation of scholarship updates ● College application processing and letters of recommendations ● To increase from approximately 1% of our students who currently have created a resume as part of our Naviance lesson to 75% of our 11th grade students during the 2016-17 school year. 	<p>Academic: 9-12</p> <ul style="list-style-type: none"> ● All counselors attend April Curriculum Council session ● Individual Guidance Meetings continue ● Complete AP voucher ● Order AP exams ● Reserve rooms for AP exams ● Schedule Staff for AP exams ● Secure substitutes for AP exams ● Letter to families about AP testing ● Coordinate alternative test dates and other necessary accommodations ● Complete Apprenticeship applications ● Professional Development: tour local colleges and universities ● On-going meetings to review graduation diploma name list and program ● Order graduation tickets, prepare list of students for honor cords ● Review D & E list with students ● Finalize scholarship recipients ● Send invitations to scholarship recipients

OCTOBER	APRIL
<p>Career: 9-12</p> <ul style="list-style-type: none"> • Host Military breakfast • Individual Guidance Planning meetings begin 	<p>Career: 9-12</p> <ul style="list-style-type: none"> • Admissions Simulation • Individual Guidance Meetings continue • Complete Apprenticeship applications • Professional Development: tour local colleges and universities • Final Parkway interview for enrollment the following year
<p>Social/Emotional: 9-12</p> <ul style="list-style-type: none"> • Individual Guidance Planning meetings begin • Host Link Crew tailgate • Link Crew monthly homeroom activity • In the 2016-17 school year, freshmen will have increased participation in the transitional program, Link Crew, achieving an average participation rate of 50% at the three main events of the program: the social, the tailgate, and Cocoa and Cram. 	<p>Social/Emotional: 9-12</p> <ul style="list-style-type: none"> • Individual Guidance Meetings • Review D & E list with students • Prepare and select new Link Leaders for next school year

NOVEMBER	MAY
<p>Academic: 9-12</p> <ul style="list-style-type: none"> Individual Guidance Planning meetings through the month Provide revisions for course catalog Prepare materials and host Financial Aid evening Attend PHEAA workshop Finalize and send scholarship letters for sponsors College applications processing and prepare letters of recommendations 	<p>Academic: 9-12</p> <ul style="list-style-type: none"> Administer AP exams College Mock Interview College Panel discussion evening Scholarship awards night Junior Book awards breakfast Administer Keystone exams Finalize graduation list and order diplomas and program Receive schedule conflict list and review with students to resolve issues for next school year Senior meetings to gather information on postsecondary plans Gather and review teacher recommendation forms
<p>Career: 9-12</p> <ul style="list-style-type: none"> Host Military Career day Prepare for 10th grade career packet 	<p>Career: 9-12</p> <ul style="list-style-type: none"> College Mock Interview College Panel discussion evening Senior meetings to gather information on postsecondary plans
<p>Social/Emotional: 9-12</p> <ul style="list-style-type: none"> Monthly Link Crew homeroom activity 	<p>Social/Emotional: 9-12</p> <ul style="list-style-type: none"> Accepting Link Crew applications

DECEMBER	JUNE
<p>Academic: 9-12</p> <ul style="list-style-type: none"> ● Processing college and scholarship applications ● Writing letters of recommendations ● Proctor Keystone Exam ● Meet with D & E students ● Process Governor's School application ● Meeting with Project Succeed coordinator 	<p>Academic: 9-12</p> <ul style="list-style-type: none"> ● Review schedule conflicts ● Graduation ceremony ● Review failure notices ● Assist with summer school enrichment and credit recovery ● Count chairs and diplomas for graduation ceremony ● Participation at attendance hearings ● Complete PDCs ● Prepare final Cum Laude report ● Complete PIMS information in Powerschool
<p>Career: 9-12</p> <ul style="list-style-type: none"> ● Process Governor's School applications ● Meeting with Project Succeed coordinator 	<p>Career: 9-12</p> <ul style="list-style-type: none"> ● Send final transcripts
<p>Social/Emotional: 9-12</p> <ul style="list-style-type: none"> ● Monthly Link Crew homeroom activity ● Meeting with Project Succeed Coordinator 	<p>Social/Emotional: 9-12</p> <ul style="list-style-type: none"> ● Prepare final SAP report for state reporting

Ongoing Monthly Counseling Activities 9-12

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non - Counselor Related
Academic: Review student schedules	Supervise student behavior at spirit assemblies and school dances (4 hours per year)
Academic: Review student transcripts	Attend monthly faculty meetings (8 hours per year)
Academic: Review new student files/confidential records	Communicate information about Lunch and Learn opportunities (STEM) (6 days per year)
Academic, Personal/Social/ Career: Attend 504/IEP/GIEP meetings to review/revise plans as necessary	Testing proctors (Keystone; AP testing) (4 weeks per year)
Academic, Personal/Social/ Career Attend District professional development meetings—participate/knowledge of building based data meetings, testing, standards, etc.	In-service training (7 days per year)
Academic, Personal/Social/ Career Plan/coordinate school counseling lessons for the year	Serve as LEA at GIEP meetings (100 meetings per year)
Academic, Personal/Social/ Career Counselor representation on monthly Instructional Cabinet	Attend Curriculum Council (2 days per year)
Academic, Personal/Social: Attend SAP meetings	
Academic, Career: Prepare letters of recommendations for scholarships and summer programs	

Counselor Related	Non - Counselor Related
Academic , Personal/Social: Enroll and acclimate new students to the school and district	
Academic, Personal/Social: Provide tours and meetings to families considering relocation	
Academic, Personal/Social: Monitor concussion cases with school nurse	
Academic, Personal/Social, Career: Individual student meetings	
Academic, Personal/Social, Career Staffings	
Academic Monitor NCAA eligibility center lists and upload transcripts as needed	
Academic, Personal/Social, Career: Attend monthly SHASDA (South Hills Area School District Association) meetings	
Personal/Social Address daily social/emotional needs of students including anxiety/depression, suicidal ideation, homicidal ideation, child abuse, cyber bullying, transgender identity issues, etc.	
Personal/Social Referrals/collaboration to community mental health providers	
Academic, Personal/Social, Career Prepare monthly school counseling bulletin	
Academic, Personal/Social, Career Monitor and update website with information (Facebook and Twitter)	

Counselor Related	
Academic, Personal/Social, Career Distribute mass emails and notifications to students and families	
Academic, Personal/Social, Career Respond to requests for counseling internship opportunities	
Academic, Career Interface with Technology on school counseling needs	
Academic, Personal/Social, Career Participate in weekly department meetings	
Academic, Career Ongoing communication to confirm scholarships/sponsorships/and applications	
Academic, Career Interaction with college admissions offices and representatives	
Academic, Career Meet with students on Naviance college/career functions	
Academic, Personal/Social, Career PDE 339 meetings	
Academic, Personal/Social, Career Other District meetings as related to counseling department	
Academic, Personal/Social Crisis intervention and response	
Academic, Personal/Social, Career 504 meetings	
Academic, Personal/Social, Career Review student grades/attendance and behavior	

Counselor Related	
Academic, Personal/Social, Career Tour and register new students to school and district	
Academic, Personal/Social, Career Provide tours and meetings for relocating families	

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

9-12 High School

<p style="text-align: center;">Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p style="text-align: center;">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p style="text-align: center;">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p style="text-align: center;">System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p style="text-align: center;">Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p style="text-align: center;">Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p style="text-align: center;">Purpose</p> <p>Individual student academic and occupation planning, decision making, goal setting and preparing for academic transitions.</p>	<p style="text-align: center;">Purpose</p> <p>Program delivery and support.</p>
<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -PSAT Preparation class -Prepare and present parent orientation for all new students (incoming 9th and new to district) -Present and attend grade level assemblies -Plan for Individual Guidance Plan meetings for freshman and junior students -Senior meetings to review college application process -Schedule small group meetings with freshman -Visit 9th grade homerooms -Prepare invitations for college admissions participation in mock interview and admission simulation projects -Prepare Individual Guidance Planning packets 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -Update counseling resources (college guides/books/software/Naviance) -Meet with D & E students -Meet with Project Succeed coordinator -Participation in attendance hearings -Semester failures and schedule changes -Semester failures and schedule changes -Meet with students to discuss course selections 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -Attend 504/IEP/GIEP meetings -Finalize school year schedules, including meeting with students for schedule changes prior to beginning of school year -Upload senior transcripts to Naviance -Schedule small group meetings with freshman -New student enrollment (including F-1 students) -Participate in Schedule Change committee meetings to discuss semester changes -Processing college applications and scholarship applications -Meet with students to review academic performance -Receive schedule conflict 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -Professional development -Schedule changes -New student enrollments -Compose letters of recommendation -Student tours of building -College fair planning -Review and destruction of records -Preparation of non-school testing schedule -Schedule professional development -Prepare college meeting calendar -Organize college greeter program -Arrange for Financial Aid program speaker -Review budget and ensure technology is current, e.g. QPA, ranking -Update school profile -Update state reporting for

<ul style="list-style-type: none"> -Attend or host multi-district College Fair -Individual Guidance Planning meetings begin -Meet with Project Succeed coordinator -Prepare and attend 8th grade students for transition to high school -Host NCAA evening presentation -Prepare middle school presentation to PTA - Individual Guidance Plan meetings -Final preparation for Cum Laude evening -College Mock Interview -College Panel discussion evening -Senior meetings to gather information on post-secondary plans -Visit to private schools for transition to high school 		<ul style="list-style-type: none"> list and review with students to resolve for next year -Assist with summer school enrichment and credit recovery 	<ul style="list-style-type: none"> PIMS -Gather data for outcomes report -Prepare for college application season -Participate/present in Open House -Meet with college greeters (PTA parents) -Attend SAT/ACT regional meetings -Completed and return AP participation form -Prepare for the Graduate Survey -Administer PSAT to all 10th and 11th grade students -Attend or host multi-district College Fair -All counselors attend October Curriculum Council session -Begin preparation of scholarship updates -College application processing and letters of recommendations -Provide revisions for course catalog Prepare materials and host Financial Aid evening -Attend PHEAA workshop -Finalize and send scholarship letters for sponsors -College applications processing and prepare letters of recommendations -Writing letters of recommendations -Proctor Keystone examinations -Process Governor's school applications -Meeting with Project Succeed coordinator
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			<ul style="list-style-type: none"> -College application processing and letters of recommendations -Prepare presentations to middle school PTA -Distribute course catalogs for new school year -Post online course selection tutorials to website -Attend Curriculum Night -Prepare dates for spring Individual Guidance Planning meetings -Request lists for early graduates -Post local scholarships and junior scholarships (Madden) -Request for semester mid-year grades and transcripts for Naviance -Distribute senior letters for diploma names -Forecast budget for next school year -Attend schedule change meetings to address semester change -Prepare and distribute teacher recommendation documents -Cum Laude preparation -Develop school calendar for next school year -Prepare Individual Guidance Plan meeting letters and send -National Merit finalist packets -Finalize scholarship deadlines -Collect local scholarship applications -Complete College Board test center requests for testing dates -Attend screening
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			<p>meetings</p> <ul style="list-style-type: none"> -AP registration begins -Review online course selections for each student (resolve conflicts for next school year) -Return to middle schools to resolve online course selection errors -Coordinate with Junior Book Awards colleges to confirm sponsorships -Request recommendations from teachers for junior book award recipients -Final preparation and presentation for Cum Laude evening -Order diplomas -Early stages of graduation program -Review graduation name list -Receiving, organizing, and preparing scholarships -Planning of AP exams -Participate in College Board PSAT/AP Potential Training -All counselors attend April Curriculum Council session -Individual Guidance Meetings continue -Complete AP voucher -Order AP exams -Reserve rooms for AP exams -Schedule Staff for AP exams -Secure substitutes for AP exams -Letter to families about AP testing -Coordinate alternative test dates and other
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			<p>necessary accommodations</p> <p>Complete Apprenticeship applications</p> <ul style="list-style-type: none"> -Professional <p>Development: tour local colleges and universities</p> <ul style="list-style-type: none"> -On-going meetings to review graduation diploma name list and program -Order graduation tickets, prepare list of students for honor cords -Finalize scholarship recipients -Send invitations to scholarship sponsors -Complete PIMS information in Power School -Scholarship awards night -Junior Book awards breakfast -Administer Keystone exams -Finalize graduation list and order diplomas and program -Administer AP exams -Gather and review teacher recommendation forms -Review schedule conflicts -Graduation ceremony -Review failure notices -Count chairs and diplomas for graduation ceremony -Complete PDCs -Prepare final Cum Laude reports -Complete National Merit application packets
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<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Host Military breakfast - Plan for Individual Guidance Plan meetings for freshman and junior students -Military breakfast preparation -Host Military Career day -Prepare for 10th grade career packet -Meeting with Project Succeed coordinator -Host Parkway representative for presentation -Final preparation for career meetings with sophomores -Meet with sophomores for career unit -Students visit Parkway for career considerations and shadows -Admissions Simulation -Individual Guidance Meetings continue -Final Parkway interview for enrollment the following school year -College Mock interview -College Panel discussion evening -Senior meetings to gather information on post-secondary plans 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Meet with sophomores for career unit -Students visit Parkway for career considerations and shadows -Admissions Simulation -Individual Guidance Meetings continue 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Career counseling relating to schedules -Individual Guidance Planning meetings begin -Prepare for 10th grade career day - Meeting with Project Succeed coordinator -Final preparation for career meetings with sophomores --College Mock interview -Senior meetings to gather information on post-secondary plans 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Professional development -Renew and update Naviance account (grades 6 - 12) -Process Governor's School applications -Meeting with Project Succeed coordinator -Final preparation for career meetings with sophomores -Participate in College Board PSAT/AP Potential Training -Complete Apprenticeship applications -Professional Development: tour local colleges and universities -Send final transcripts
<p style="text-align: center;">Personal/Social</p> <ul style="list-style-type: none"> -Preparation for Link Crew program -Prepare brief presentation for freshman orientation -Host Link Crew orientation for incoming freshman students -Assist with student "Walk 	<p style="text-align: center;">Personal/Social</p> <ul style="list-style-type: none"> -Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs -Plan Student Assistance Program needs/schedule/training for 	<p style="text-align: center;">Personal/Social</p> <ul style="list-style-type: none"> -Monitor student transitions -Plan for Individual Guidance Plan meetings for freshman and junior students -Attend student activities day and encourage students to participate in 	<p style="text-align: center;">Personal/Social</p> <ul style="list-style-type: none"> -Professional development -Professional development department based planning -Welcome back breakfast -Teen Screen letters mailed -Prepare final SAP report

<p>your Schedule Day”</p> <ul style="list-style-type: none"> -Present and attend grade level assemblies -Establish relationship with freshman students through introduction in homeroom -Plan for Individual Guidance Plan meetings for freshman and junior students -Link Crew freshman social -Monthly Link Crew homeroom activity -Host Link Crew tailgate -Link Crew monthly homeroom activity -Meeting with Project Succeed coordinator - Link Crew monthly homeroom activity -Link Crew homeroom activity (last meeting) -Individual Guidance Meetings -Prepare and select new Link Leaders for next school year -Accepting Link Crew applications 	<p>school year</p> <ul style="list-style-type: none"> -Assist with student “Walk your Schedule Day” -Address individual student needs at SAP meetings - Contact TeenScreen coordinator for timeline -Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student need -TeenScreen letters mailed -Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs 	<p>SCAC (Student Curriculum Advisory Council)</p> <ul style="list-style-type: none"> -Advise students to participate in community service volunteer day -Individual Guidance Planning meetings begin -Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs -Individual Guidance Meetings -Review D & E list with students -Prepare and select new Link Leaders for next school year -Accepting Link Crew applications 	<p>for state reporting</p>
<p>Percentage of Time</p> <p style="text-align: center;">15-25%</p>	<p>Percentage of Time</p> <p style="text-align: center;">25 - 35%</p>	<p>Percentage of Time</p> <p style="text-align: center;">25 - 35%</p>	<p>Percentage of Time</p> <p style="text-align: center;">15-20%</p>

Grade K: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of students	Location	Assessment	Stakeholder	Contact Person
Feeling Identification	PS:A1.5 PS:A2.2 PS:A2.6 PA SIS 16.2.K/A PA SIS 16.2.K/C	Children's literature Discussion <i>*How are You Peeling?</i> by Joost Elffers and Saxton Freyman <i>*On Monday When it Rained</i> by Cheryl Kachenmeister <i>*My Many Colored Days</i> by Dr. Seuss <i>*Today I Feel Silly and other Moods that Make my Day</i> by Jamie Lee Curtis	September	349	Classroom	Discussion Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Communication: Active Listening skills	A:A1.5 A:A2.3 PS:A2.7 PA CEW 13.2.3A PA SIS 16.1.K/C PA SIS 16.1.K/C	Children's literature Role play Discussion <i>*Howard B. WiggleBottom Learns to Listen</i> by Howard Binkow <i>*Listen Buddy</i> by Helen Lester <i>*Barn yard listening and coloring sheet and poem</i> *https://wedolisten.org/media/	October	349	Classroom	Discussion Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Concepts of Personal Space	PS:A1.6 PS:A1.7 PS:A1.8 PA SIS 16.3.K/B	Children's literature Bubbles/Hula hoops Role play Discussion <i>*Personal Space Camp</i> by Julia Cook <i>*Hands Are Not For Hitting</i> by Martine Agissi	October	349	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Communication skills	A:A2.3 PS:A2.6 PS:A2.7 PA CEW 13.2.3A PA CEW 13.3.3C PA SIS 16.2.K/A PA SIS 16.2.K/D PA SIS 16.2.K/E PA SIS 16.3.K/C	Children's literature Role play Discussion <i>*Have You Filled A Bucket Today?</i> by Carol McCloud <i>*Words are not for Hurting</i> by Elizabeth Verdick <i>*The Berenstain Bears Forget Their Manners</i> by Stan and Jan Berenstain <i>*Clifford's Manners</i> by Norman Bridwell	Novembe	349	Classroom	Discussion Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Inclusion. diversity and character development	PS:A1.1 PS:A1.10 PS:A2.3 PS:A2.4 PA SIS 16.2.K/B PA SIS 16.3.K/B	Children's literature Discussion <i>*Personal Rainbows coloring activity</i> <i>*Tacky the Penguin series</i> by Helen Lester <i>*What I Like About Me</i> by Allia Zobel Nolan <i>*"I" collage art activity</i> <i>*Rainbow Fish</i> by Marcus Pfister <i>*The Crayon Box that Talked</i> by Shane DeRolf <i>*The Giving Tree</i> by Shel Silverstein <i>*Odd Velvet</i> by Mary Whitcomb *http://www.storylineonline.net/the-rainbow-fish/	December January	349	Classroom	Discussion Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors

Self-control	A:A1.5 A:A3.1 PS:A1.8 PA CEW 13.3.3B PA SIS 16.1.K/B PA SIS 16.3.K/B	Children's literature Puppets Role play Discussion <i>*The Turtle Story from P.A.T.H.S. Curriculum</i> <i>*No David! by David Shannon</i> <i>*Stop and Think from Skillstreaming by Goldstein and McGinnis</i>	January	349	Classroom	Discussion Activity sheet completion Independent practice	Student Teacher Counselor	Lori Morin 5-School Counselors
Courage and Perseverance	A:A1.1 A:A1.5 A:A2.2 A:B2.1 C:A1.6 PS:B1.11 PA SIS 16.1.K/C PA SIS 16.1.K/D PA CEW 13.3.3A	Children's literature Role play Discussion <i>*The Little Engine that Could by Watty Piper</i> <i>*The Most Magnificent Thing by Ashley Spires</i> <i>*Stuck by Oliver Jeffers</i>	February	349	Classroom	Discussion Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Social problem solving	PS:B1.1 PS:B1.3 PS:B1.5 PA SIS 16.2.K/D PA SIS 16.2.K/E PA SIS 16.3.K/A	Children's literature Role play Discussion <i>*Talk and Work It Out by Cheri J. Meiners</i> <i>*Berenstain Bears and the Trouble with Friends by Stan and Jan Berenstain</i> <i>*The Puppy Problem from Classroom Guidance Activities by Joe Wittmer, Diane Thompson and Larry Loesch</i>	March	349	Classroom	Discussion Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Career awareness and exploration	C:A1.2 C:B2.4 C:C1.1 PA CEW 13.1.3B PA CEW 13.1.3C PA CEW 13.1.3D PA CEW 13.1.3E PA CEW 13.1.3F PA CEW 13.3.3G PA CEW 13.4.3B	Children's literature Discussion <i>*Whose Hat Is This? by Sharon Katz Cooper</i> <i>*Whose Tools are These? by Sharon Katz Cooper</i> <i>*Whose Vehicle Is This? by Sharon Katz Cooper</i> <i>*Clothesline Clues to Jobs People Do by Kathryn Heling and Deborah Hembrook</i>	April	349	Classroom	Discussion Activity sheet completion	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Decision making skills/Act 211	PS:B1.1 PS:B1.2 PS:B1.3 PS:B1.5 PA SIS 16.3.K/A	Children's literature Discussion <i>*The Sneetches by Dr. Seuss</i> <i>*Once Upon A Dragon by Jean E Pendziwol</i> <i>*Stop and Think decision making steps from Skillstreaming by Goldstein and McGinnis</i> <i>*Stop, Think, Go decision making steps from Safetynetkids.org</i>	May	349	Classroom	Discussion Activity sheet completion Question/Answer	Student Teacher Parent Counselor	Lori Morin 5-School Counselors

Grade 1: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of students	Location	Assessment	Stakeholder	Contact Person
Communication skills	A:A1.5 A:A3.1 PS:A2.6 PS:A2.7 PA CEW 13.2.3A PA SIS 16.2.5C	Children's literature Role play Discussion <i>*Have You Filled A Bucket Today? by Carol McCloud</i> <i>*The Get Along Series: Won't You Ever Listen by Carol Cummings</i> <i>*The Get Along Series: Sticks and Stones by Carol Cummings</i> <i>*The Get Along Series: Tattlin' Madeline by Carol Cummings</i> <i>*My Mouth is a Volcano by Julia Cook</i> <i>*The story of Ogelthorpe</i>	September October	351	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Counselor	Lori Morin 5-School Counselors
Concepts of personal space	PS:A1.6 PS:A1.7 PS:A1.8 PA SIS 16.3.K/B	Children's literature Bubbles/Hula hoops Role play Discussion <i>*Personal Space Camp By Julia Cook</i>	November	351	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Counselor	Lori Morin 5-School Counselors
Diversity and Inclusion	PS:A1.1 PS:A1.10 PS:A2.3 PS:A2.4 PA SIS 16.1.5A PA SIS 16.2.5A PA SIS 16.2.5B PA SIS 16.3.5A PA SIS 16.3.5C	Children's literature Role play Discussion <i>*The Giving Tree by Shel Silverstein</i> <i>*Froggy Learns About Prejudice from Froggy and Friends II by Kathie Guild</i> <i>*It's OK to be Different by Todd Parr</i>	December January	351	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Counselor	Lori Morin 5-School Counselors
Self management and coping skills	PS:B1.3 PS:B1.4 PS:B1.11 PA CEW 13.3.3A PA CEW 13.3.3C PA SIS 16.1.5B PA SIS 16.1.5C PA SIS 16.1.5D PA SIS 16.3.5B	Children's literature Role play Discussion <i>*The Get Along Series: I'm Always In Trouble by Carol Cummings</i> <i>*Regina's Big Mistake by Marissa Moss</i> <i>*Wemberly Worried by Kevin Henkes</i> <i>*The Girl Who Never Made Mistakes by Mark Pett</i>	February	351	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Social problem solving/conflict	PS:A1.9 PS:A2.1	Children's literature Role play	March	351	Classroom	Discussion Question/Answer	Student Teacher	Lori Morin 5-School

resolution	PS:A2.2 PS:A2.8 PA CEW 13.3.3B PA SIS 16.2.5A PA SIS 16.2.5D PA SIS 16.2.5E	Discussion <i>*The Get Along Series: Copy the Cat</i> by Carol Cummings <i>*The Recess Queen</i> by Alexis O'Neill and Laura Huliska-Beith <i>*Froggy Learns About Being Bossy</i> from More Froggy and Friends Book III by Kathie Guild <i>*Stop and Think</i> problem solving steps from Skillstreaming by Goldstein and McGinnis <i>*You're A Good Sport Miss Malarkey</i> by Judy Finchler				Activity sheet completion Independent practice	Parent Counselor	Counselors
Career awareness and exploration	C:A1.2 C:B2.4 C:C1.1 PA CEW 13.1.3A PA CEW 13.1.3B PA CEW 13.1.3F PA CEW 13.1.3E PA CEW 13.1.3H PA CEW 13.1.3D PA CEW 13.2.3E	Children's literature Role play Discussion <i>*Someday by Eileen Spinelli</i> <i>*Whose Vehicle Is This? by Sharon Katz Cooper</i> <i>*Clothesline Clues to Jobs People Do by Kathryn Heling and Deborah Hembrook</i> <i>*When I Grow Up by Al Yankovic</i> <i>*Oh, the Places You'll Go! by Dr. Seuss</i> http://pacareerstandards.com/curriculum-resources.php	April	351	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Act 211-Decision making skills	PS:B1.1 PS:C1.2 PS:C1.8 PS:C1.9 PA SIS 16.3.5B PA SIS 16.3.5C	Children's literature Role play Discussion <i>*The Get Along Series: A Win-Win Day by Carol Cummings</i>	May	351	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors

Grade 2: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of students	Location	Assessment	Stakeholder	Contact Person
Communications skills unit	A:A1.4 A:A2.3 PS:A1.1 PS:A1.6 PS:A2.6 PS:A2.8 PS:B1.2 PACEW 13.2.3A PACEW 13.3.3C PA SIS 16.1.5B PA SIS 16.2.5C PA SIS 16.2.5D PA SIS 16.2.5E PA SIS 16.3.5A PA SIS 16.3.5B PA SIS 16.3.5C	Children's literature Role play Discussion <i>*Have You Filled A Bucket Today? by Carol McCloud</i> <i>"I messages/statements"</i> <i>*Communication Lab Documents (attachments)</i> <i>*Tattling v. Telling literature</i> <i>*Armadillo Tattletale by Helen Ketteman</i> <i>*A Bad Case of Tattle Tongue by Julia Cook</i>	September	409	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Self management and coping skills unit	PS:A1.1 PS:A1.5 PS:A1.6 PS:A1.8 PS:A2.6 PS:A2.7 PS:A2.8 PACEW 13.1.3A PA SIS 16.1.5A PA SIS 16.1.5C PA SIS 16.2.5D PA SIS 13.3.3G	Children's literature Role play Games Discussion <i>*Alexander and the Horrible, Terrible, No Good, Very Bad Day - Ray Cruz</i> <i>*Sometimes I'm Bombaloo - Yumi Heo</i> <i>*When Sophie Gets Angry, Really, Really Angry - Molly Bang</i> <i>*Anh's Anger - Gail Silver</i> <i>*Steps and Stones - Gail Silver</i> <i>*Don't Rant and Rave on Wednesday's - Adolf Moser</i> <i>*How to Take the Grrr Out of Anger: Laugh and Learn - Elizabeth Verdick</i> <i>*Wilma Jean the Worry Machine - Julia Cook</i> <i>*The Worst Day of My Life Ever - Julia Cook</i> <i>*Andrew's Angry Words - Dorothea Lachner</i> <i>*William Battles the Anger Squiggles - Katherine MacLeod</i> <i>*Super Flex Battles the Unthinkables - Stephanie Madrigal and Michelle Garcia W</i> <i>*The Very Angry Day Amy Didn't Have by Lawrence Shapiro</i> <i>*Personal Space Camp by Julia Cook</i>	September-March	409	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Diversity and Inclusion	PS:A1.1 PS:A1.10 PS:A2.3 PS:A2.4 PA SIS 16.1.5A PA SIS 16.2.5A	Children's literature Discussion <i>*One by Kathryn Otoshi</i> <i>*The Giving Tree by Shel Silverstein</i> <i>*How Can I Stand in Your Shoes? by Susan DeBell</i> <i>*Scribbleville by Peter Holwitz</i>	December January	409	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors

	PA SIS 16.2.5B PA SIS 16.3.5A PA SIS 16.3.5C	*Ogelthorpe						
Career awareness and exploration	C:A1.2 C:B2.4 C:C1.1 PACEW13.1.3B PACEW13.1.3D PACEW13.1.3F PACEW13.1.3H PACEW13.2.3E	Children's literature Discussion * <i>Career Day by Anne Rockwell</i> <i>When I Grow Up by Al Yankovic</i> * <i>Oh, the Places You'll Go! by Dr. Seuss</i>	April	409	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Act 211- Decision making skills	PS:B1.1 PS:C1.2 PS:C1.8 PS:C1.9 PA SIS 16.3.5B PA SIS 16.3.5C	Children's literature Discussion * <i>If Only I Had A Green Nose by Max Lucado</i> * <i>Elmer by David McKee</i> * <i>Scribbleville by Peter Holwitz</i>	May	409	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors

Grade 3: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of students	Location	Assessment	Stakeholder	Contact Person
Academic success skills unit	A:A1.1 A:A1.4 A:A1.5 A:A2.1 A:A2.2 A:A2.3 A:A3.1 A:B1.3 A:B2.5 A:B2.6 PACEW13.3.3A PA SIS 16.1.5B PA SIS 16.1.5D PA SIS 16.3.5A	Online resources/visual media Discussion <i>*You Can Succeed in School from Sunburst Visual Media</i> <i>*Academic Success Survival Kit from Puzzle Pieces by Gwen Stitsch and Diane Senn</i>	September- November	398	Classroom	Question/Answer Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Diversity and Inclusion	PS:A1.1 PS:A1.10 PS:A2.3 PS:A2.4 PA SIS 16.2.5A PA SIS 16.2.5B	Children's literature Discussion <i>*The Giving Tree by Shel Silverstien</i> <i>*Spaghetti in a Hot Dog Bun by Maria Dismondy</i> <i>*How Do I Stand in Your Shoes? by Susan DeBell</i> <i>*Stand in My Shoes by Bob Sornson</i> <i>*Zero by Kathryn Otoshi</i>	December January	398	Classroom	Discussion Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Conflict resolution unit	PACEW13.2.3A PACEW13.3.3B PACEW13.3.3C PA SIS 16.1.5C PA SIS 16.2.5C PA SIS 16.2.5D PA SIS 16.2.5E PA SIS 16.3.5A	Discussion Role plays Online resources/visual media Children's literature <i>*Coping With Conflict an Elementary Approach by Diane S. Senn</i> <i>*When You Can't Work it Out from Sunburst Visual Media (can access online at Learn360)</i> <i>*Enemy Pie by Derek Munson</i> <i>*Out on a Limb: A Guide to Getting Along online link</i>	February- May	398	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Test-taking skills and stress reduction	A:B1.2 A:B1.5 A:B2.2 PA SIS 16.1.5A PA SIS 16.1.5C	Children's literature Discussion <i>*Testing Miss Malarkey by Kevin O'Malley</i> <i>*Dr. Seuss Hooray for Diffendooper Day! by Jack Prelutsky and Lane Smith</i> <i>*Tyler Tames the Testing Tiger by Janet Bender</i>	March/April	398	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Career awareness and exploration	C:A1.2 C:B2.4 C:C1.1	Online sites Children's literature Discussion	April	398	Classroom	Discussion Activity sheet completion	Student Teacher Parent	Lori Morin 5-School Counselors

	PACEW13.1.3B PACEW13.1.3F PACEW13.1.3G PACEW13.1.3H PACEW13.2.3E PACEW13.4.3A PACEW13.4.3C	<i>*When I Grow Up by Al Yankovic</i> <i>*Oh, the Places You'll Go! by Dr. Seuss</i> <i>*Careers taboo game (see link below)</i> *http://pacareerstandards.com/curriculum-resources.php * http://www.thenedshow.com/assets/aevideolesson-k-4-mollymoon.pdf				Independent practice	Counselor	
Act 211-Healthy Decision making skills	PS:B1.1 PS:C1.2 PS:C1.8 PS:C1.9 PA SIS 16.3.5B PA SIS 16.3.5C	Children's literature <i>*If I Were King or Queen</i> from Puzzle Pieces by Diane Senn <i>*A Bad Case of Stripes</i> by David Shannon <i>*Drug Are Not Cool</i> story and activity	May	398	Classroom	Discussion Question/Answer Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors

Grade 4: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of students	Location	Assessment	Stakeholder	Contact Person
Defining bullying behaviors	PS:A1.6 PS:A1.8 PA SIS 16.1.5A PA SIS 16.1.5C PA SIS 16.2.5C PA SIS 16.3.5A PA SIS 16.3.5C	Discussion Role plays Online resources/visual media Children's literature <i>*My Secret Bully by Trudy Ludwig</i> <i>*Stand Up Against Bullies by Rosanne Sheritz Sartori</i> <i>*Just Kidding by Trudy Ludwig</i>	September	413	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Types of bullying behaviors	PS:A1.5 PS:A1.6 PS:A1.7 PS:A1.9 PS:A2.1 PS:C1.2 PS:C1.3 PA SIS 16.1.5B PA SIS 16.1.5C PA SIS 16.2.5A	Discussion Role plays Online resources/visual media Children's literature <i>*What's A Bully by Sunburst Visual Media (can access online at Learn 360)</i> <i>*Just Kidding by Trudy Ludwig</i> <i>*Trouble Talk by Trudy Ludwig</i> <i>*Confessions of a Former Bully by Trudy Ludwig</i>	October	413	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Diversity and Inclusion	A:A1.3 PS:A1.1 PS:A1.10 PS:A2.2 PS:A2.3 PS:A2.4 PS:B1.7 PA SIS 16.2.5A PA SIS 16.2.5B PA SIS 16.3.5B	Discussion Role plays Online resources/visual media Children's literature <i>*Odd Dot Out from Puzzle Pieces by Gwen Sitsch and Diane Senn</i> <i>*The Invisible Boy by Trudy Ludwig</i> <i>**"Differences Among Us" Stand up Against Bullies</i> <i>*Odd Velvet by Mary Whitcomb</i>	December- January	413	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Bullying prevention: communication skills	PS:A 1.2 PS:A1.5 PS:A1.6 PS:A1.8 PS:A1.10 PS:A 2.6 PS:A2.7 PS:A2.8 PS:B1.5 PS:B1.6 PACEW13.2.5A PACEW13.3.5B PACEW13.3.5C PA SIS 16.2.5C PA SIS 16.2.5D PA SIS 16.2.5E PA SIS 16.3.5B	Discussion Role plays Online resources/visual media Children's literature <i>*Mr. Peabody's Apples by Madonna</i> <i>*Sorry! by Trudy Ludwig</i>	February- May	413	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors

Bullying prevention: self advocacy skills	PS:A1.1 PS:A1.5 PS:A1.6 PS:A1.7 PS:A2.6 PS:A2.7 PS:B1.3 PS:B1.4 PS:B1.5 PS:B1.6 PA SIS 16.1.5A PA SIS 16.1.5B PA SIS 16.2.5D PA SIS 16.2.5E PA SIS 16.3.5A PACEW13.3.5B PACEW13.3.5C	Discussion Role plays Online resources/visual media Children's literature <i>*"I message/ I statements" review</i> <i>*A Bad Case of Tattle Tongue by Julia Cook</i> <i>*Better Than You by Trudy Ludwig</i> <i>*Simon's Hook: A Story About Teases and Put Downs by Karen Gedig Burnett</i> <i>*My Secret Bully by Trudy Ludwig</i>	February- May	413	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Test-taking and stress reduction	A:A1.3 A:B1.3 A:B2.6 A:C1.1 PS:B1.2 PS:B1.12 PA SIS 16.1.5A PA SIS 16.1.5C	Discussion Role plays Online resources/visual media Children's literature <i>*Testing Miss Malarkey by Kevin O'Malley</i> <i>*Dr. Seuss Hooray for Diffendofer Day! by Jack Prelutsky and Lane Smith</i> <i>*The Anti-Test Anxiety Society by Julia Cook</i>	March April	413	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Career awareness and preparation	A:A3.3 A:B2.2 A:B2.4 A:B2.7 A:C1.3 A:C1.6 C:A1.3 C:B1.2 C:B1.6 C:C1.1 C:C1.3 PACEW13.1.5A PACEW13.1.5B PACEW13.1.5D PACEW13.1.5H PACEW13.2.5B PACEW13.2.5E PACEW13.3.5A PACEW13.3.5G PA SIS 16.1.5D	Discussion Role plays Online resources/visual media Children's literature <i>*http://www.thenedshow.com/videos.html#classroom</i> <i>*When I Grow Up by Al Yankovic</i>	April	413	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Bullying prevention: Bystanders/ Upstanders	PS:A1.1 PA:A1.6 PS:A1.9 PS:A1.11 PS:A2.1	Discussion Role plays Online resources/visual media Children's literature <i>*What's a Bully by Sunburst Visual Media (can access</i>	February- May	413	Classroom	Discussion Question/Answer Participation Activity sheet completion	Student Teacher Parent Counselor	Lori Morin 5-School Counselors

	PS:A2.6 PS:A2.8 PS:B1.3 PS:B1.4 PS:B1.5 PS:B1.6 PS:B1.8 PA SIS 16.2.5C PA SIS 16.2.5D PA SIS 16.2.5E PA SIS 16.3.5C	<i>online at Learn360)</i> <i>*Stand Up Against Bullies by Rosanne Sheritz Sartori</i> <i>*Becoming Someone's Hero by Sandy Ragona</i>				Independent practice		
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Grade 5: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of students	Location	Assessment	Stakeholder	Contact Person
Bullying Prevention review	PS:A1.6 PS:A2.1 PS:A2.3 PS:B1.4 PS:B1.5 PS:C1.5 PS:C1.6 PA SIS 16.1.5B PA SIS 16.2.5A PA SIS 16.2.5B PA SIS 16.3.5C	Discussion Role plays Children's literature	September-October	423	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Goal setting	C:A1.6 C:A1.7 PS:A1.1 PS:A1.2 PS:A1.10 PS:B1.2 PS:B1.9 PS:B1.12 PA SIS 16.1.5D	Discussion Activity sheet <i>*The Nikki Code activity</i>	October	423	Classroom	Discussion Question/Answer Participation Completion of "code" (poem)	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Communication skills	PS:A2.6 PS:A2.7 PS:A2.8 PS:B1.6 PACEW13.2.5A PA SIS 16.2.5C PA SIS 16.3.5B	Discussion Role Plays Activities Children's Literature <i>*Communication activity (see attachment)</i> <i>*Trouble Talk by Trudy Ludwig</i> <i>*My Secret Bully by Trudy Ludwig</i> <i>*Roll Away Bullying dice game</i> <i>*Telephone game</i>	November	423	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Study skills	A:A1.5 A:A2.1 A:B1.3 C:A1.7 C:A1.10 C:A2.1 C:A2.8 C:A2.9 PACEW13.3.5A PACEW13.3.5E PA SIS 16.1.5D	Discussion Role Plays Activities <i>*Keys to Success from Puzzle Pieces: Classroom Guidance Connection by Diane Senn and Gwen Sitsch</i> <i>*Organization, prioritization, and time management activities</i>	November-December	423	Classroom	Discussion Question/Answer Participation Activity sheet completion Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Diversity and Inclusion	PS:A1.1 PS:A1.10 PS:A2.3	Discussion Role plays Children's Literature	December-January	423	Classroom	Discussion Question/Answer Participation	Student Teacher Parent	Lori Morin 5-School Counselors

	PS:A2.4 PACEW13.3.5.CPA SIS16.1.5.C PA SIS 16.2.5B PA SIS 16.3.5C	<i>*The Giving Tree by Shel Silverstein</i> <i>**"Respecting differences" role play</i>				Independent practice	Counselor	
Decision making/Peer pressure	A:A3.1 A:A3.2 C:A1.4 C:A1.5 C:C2.3 PS:A1.9 PS:B1.1 PS:B1.2 PS:B1.3 PS:B1.8 PS:C1.7 PS:C1.9 PA SIS 16.1.5B PA SIS 16.1.5D PA SIS 16.2.5A PA SIS 16.2.5D PA SIS 16.2.5E PA SIS 16.3.5A	Discussion Role Plays Activities Children's Literature <i>*If I was President activity (individual v. group decision making)</i> <i>*Peer pressure lesson/role plays *Group decision making activity (Lost at Sea)</i> <i>*Individual decision making lesson/individual exercise</i>	February	423	Classroom	Discussion Question/Answer Participation Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Healthy perspectives	PS:A1.1 PS:A1.5 PS:B1.4 PS:C1.11 PA SIS 16.1.5A PA SIS 16.3.5A PA SIS 16.3.5B	Discussion Role Plays Activities Children's Literature Online resources <i>*Attitude lesson from Puzzle Pieces by Diane Senn</i> <i>*Too Perfect by Trudy Ludwig</i> <i>*Who Moved My Cheese by Spencer Johnson, M.D.</i>	March	423	Classroom	Discussion Question/Answer Participation Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Test-taking skills and stress reduction	A:A1.1 A:A1.2 A:A1.5 A:B1.7 PS:A1.5 PS:B1.4 PS:C1.10 PS:C1.11 PA SIS 16.1.5A PA SIS 16.1.5C	Discussion Role Plays Activities Online resources Children's Literature <i>*Stress reduction activities</i> <i>*Testing Miss Malarkey by Kevin O'Malley</i> <i>*Dr. Seuss Hooray for Diffendoofer Day! by Jack Prelutsky and Lane Smith</i> *http://www.thenedshow.com/testing-tips.html	March-April	423	Classroom	Discussion Question/Answer Participation Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors
Career awareness and preparation	A:A3.3 A:B2.2 A:B2.4 A:B2.7 A:C1.3	Discussion Role Plays Activities Children's Literature <i>*My Next Move online career assessments</i>	April-May	423	Classroom	Discussion Question/Answer Participation Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors

	<p>A:C1.6 C:A1.3 C:B1.2 C:B1.6 C:C1.1 C:C1.3 PACEW13.1.5.H PACEW13.3.5.A PACEW13.3.5.G</p>	<p>http://www.mynextmove.org/explore/jp *Exploring Career Interests worksheet Grade 5 *Career Explorers worksheet *http://pbskids.org/video/?guid=ab22fdaf-f481-41ea-9c7c-d7c71c8b30b5 *Holland Code for Kids</p>						
Middle school transition	<p>A:B1.4 PS:A1.4 PS:A1.5 PS:A1.11 PS:B1.4 PS:C1.11 PA SIS 16.1.5.C PA SIS 16.2.5.E</p>	<p>Discussion Role Plays Activities Children's Literature *Middle school move-up day activities and discussions *Combination lock practice *Who Moved My Cheese? for Kids by Spencer Johnson *Who Moved My Cheese? for Kids lesson, worksheet, and activities *Transition jeopardy</p>	May-June	423	Classroom Auditorium Middle schools	Discussion Question/Answer Participation Independent practice	Student Teacher Parent Counselor	Lori Morin 5-School Counselors

Grade 6: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of Students	Location	Assessment	Stakeholder	Contact Person
New Student Enrollment/Campus Tour	A:A3.3 A:B1.4 A:B1.5 A:B2.3 A:C1.1 A:C1.2 C:B2.2 C:B2.4 PS:B1.1 PS:B1.9 PS:B1.12 13.1.5B 13.1.8B 13.1.8F	Engaged Dialogue Course Catalogue Student Handbook	Ongoing	Variable	Counselor's Office	Completed Registration	Student Parent Teachers School Counselor	Dan Ridge 4-School Counselors
Course Selection	A:A3.3 A:B1.4 A:B1.5 A:B2.3 A:C1.1 C:B2.2 C:B2.4 PS:B1.1 PS:B1.9 PS:B1.12 13.1.5A 13.1.8A 13.1.15B 13.1.8B 13.1.8F 13.1.5H 13.1.8H		January February	469	Counselor's Office	Completed Registration	Students, Parents Teachers Counselors	Dan Ridge 4-School Counselors
Student Assistance Program	A:A1 A:A2 A:A3 A:B1 A:B2 A:C1 C:A2 PS.A1 PS.A2 PS.B1 PS.C1	SAP Brochure Permission Forms Observation and data collection forms	Ongoing	469 75 served	Middle School Conference Rooms	Completed SAP Permission, Completed SAP Action Plan, End of year data submission	Students, Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Open House	A:A2.3 A:A3.5	Multimedia Engaged dialog Presentations Handouts Hands on activities	October	469	School Buildings	Attendance Parent Feedback	Students, Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Unified Arts	A:A1 A:A2	See Below	Ongoing	469	Classrooms	See Below	Students, Parents	Dan Ridge 4-School

Academic Lab*	A:A3 A:B1 A:B2 A:C1 C:A1 C:A2 C:B1 C:B2 C:C1 C:C2 PS:A1 PS:A2 PS:B1 13.1.5 13.1.8 13.2.5 13.2.8 13.3.5 13.3.8						Teachers Counselors	Counselors
*SMART Goals	A:B2.1 A:B2.2 A:B2.4 A:B2.5 A:B2.6 13.1.5G 13.1.8G 13.2.5E 13.2.8E	Presentation Handouts Engaged Dialogue	Ongoing	469	Classrooms	SMART goal created	Students Counselors	Dan Ridge 4-School Counselors
*Time Management	A:A1.5 A:A2.1 A:A2.2 A:A2.3 A:B1.5 A:B1.7 13.2.5E 13.2.8E 13.3.5E 13.3.8E	Presentation Handouts Engaged Dialogue	Ongoing	469	Classrooms	Time management calendar created	Students Counselors	Dan Ridge 4-School Counselors
*Learning Styles Inventory & Strategies	A:A1.1 A:A1.5 A:A2.2 A:A2.4 A:B1.6 A:B2.2 13.1.5 13.1.8	Presentation Handouts Engaged Dialogue	Ongoing	469	Classrooms	Completed self- assessment	Students Counselors	Dan Ridge 4-School Counselors
*Study Skills	A:A1.1 A:A1.2 A:A1.3 A:A1.4 A:A1.5 A:A2.1 A:A2.3 A:A3.2	Presentation Handouts Engaged Dialogue	Ongoing	469	Classrooms	Completed agenda Dashboard logins	Students Counselors	Dan Ridge 4-School Counselors

	A:B1.3 A:B1.4 A:B1.5 A:B2.3 A:B2.6 A:C1.5 13.2.5E 13.2.8E							
*Test Taking Skills	A:A1.3 A:A1.4 A:B1.7 A:B2.2 13.2.5E 13.2.8E	Presentation Handouts Engaged Dialogue	Ongoing	469	Classrooms	Improved test scores	Students Counselors	Dan Ridge 4-School Counselors
*Holland Code/Career Key (Naviance)	C:A1.3 C:A1.7 C:A1.8 C:A2.3 C:B1.1 C:B1.2 C:B1.3 C:B1.4 C:B1.5 C:B1.6 C:B2.1 C:B2.5 C:C1.3 C:C1.7 C:C2.1 13.1.5 13.1.8 13.2.5B 13.2.8B 13.2.5D 13.2.8D	Electronic portfolio Naviance Presentation Handouts Engaged Dialogue	Ongoing	469	Classrooms	Holland Code Assessment Completed Career Key	Students Counselors	Dan Ridge 4-School Counselors
*Communication & Collaboration Skills	A:A3.2 A:A3.5 A:B1.4 C:A1.5 C:A2.1 C:A2.8 PS:A1.7 PS:A1.9 PS:A2.2 PS:A2.6 PS:B1.3 PS:B1.8 13.2.5E 13.2.8E 13.3.5C 13.3.8C	Presentation Handouts Engaged Dialogue	Ongoing	469	Classrooms	Successful Group Presentation	Students Counselors	Dan Ridge 4-School Counselors
Classroom Meeting/Intro	A:1 A:3 A:B1.1 A:B1.7	Presentation Engaged Dialogue	September	469	Classrooms	Discussion and Question answer	Students Counselors	Dan Ridge 4-School Counselors
Ambassadors Program	A:A1.2 A:A1.3 A:A1.5	Presentation Engaged Dialogue	Ongoing	Variable	Classrooms	Discussion and Question	Students Counselors	Dan Ridge 4-School

	A:A3.4 A:A3.5 PS:A1.1 PS:A1.4 PS:A1.11 13.3.5C 13.3.8C					answer		Counselors
Club Fair	A:A3.2 A:A3.3 A:B1.4 A:B1.7 A:C1.1 A:C1.2 A:C1.5 A:C1.6 C:A1.1 C:A1.3 C:B1.2 C:B2.2 PS:A1.1 PS:A1.2 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H	Club sponsors Club Displays Sign-up Sheets	September	469	School Gyms	Club participation	Students Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Review-PSSA Exam Process	A:A1.1 A:A1.2 A:A1.3 A:A1.4 A:A2.2 A:A2.3 A:A3.4	Engaged Dialogue	March, April	469	Classrooms	Discussion and Question answer	Students, Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Tuesday Talks	A:A1 A:A3 A:C1 PS:A1 PS:A2 PS:B1 PS:C1 13.2.5E 13.2.8E 13.3.5C 13.3.8C	Engaged Dialogue Presentations Handouts Multimedia	Ongoing	469	Classrooms	Discussion and Question answer Student Statement Form	Students, Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Individual Student Meetings	A:A A:B A:C C:A C:B C:C	Engaged Dialogue Handouts Dashboard	Ongoing	469	Counselor's Office	Discussion and Question answer Student Feedback	Students, Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors

	PS:A PS:B PS:C 13.1.5 13.1.8 13.2.5 13.2.8 13.3.5 13.3.8							
Parent Team Meetings	A:A A:B A:C C:A C:B C:C PS:A PS:B PS:C	Engaged Dialogue Handouts Dashboard	Ongoing	469	Conference Rooms	Discussion and Question answer Parent Feedback	Students, Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors Team Leader
Grade Level Assemblies	A:A1.2 A:A1.3 A:A1.5 A:A2.2 A:A3.1 A:B1.1 A:C1.1 A:C1.3 PS:A1.6 PS:A1.7 PS:A2.1 PS:B1.2 PS:C1.2 PS:C1.4 PS:B1.5 PS:B1.6 13.2.5E 13.2.8E 13.3.5C 13.3.8C	Presentation Engaged Dialogue Student Handbook	September	469	Auditorium	Discussion and Question answer	Students, Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors Administration
Lunch Groups	PS:A.1 PS:A.2.2 PS:B.1 PS:C2 13.2.5E 13.2.8E 13.3.5C 13.3.8C	Engaged Dialogue	Ongoing	469	Conference Rooms	Discussion and Question answer Teacher Feedback Student Feedback Parent Feedback	Students, Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors

Crisis Response	PS:C1	Engaged Dialogue Counseling Resources Confidential Information Release SAP materials	Ongoing	469	Counselor's Office	CIP Chart completion Action Plan	Students, Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Academic Conferences	A:A1.4 A:A1.5 A:A2.1 A:A2.2 A:A2.3 A:A3.1 A:B1.4 A:B1.7 A:B2.1 A:B2.2 A:B2.6 A:C1.3 A:C1.5 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H 13.2.5E 13.2.8E	Handouts Agenda Book Dashboard	Ongoing	469	Counselor's Office	Dashboard logins, improved grades	Students, Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Attendance Review Meeting	A:A1.4 A:A1.5 A:A2.2 A:A3.1 A:B1.1 A:B1.7 A:B2.2 A:C1.1 A:C1.4 PS:A1.1 PS:A1.2 PS:A1.12 PS:B1.2 PS:B1.5 PS:C1.2 PS:C1.4 PS:C1.5 PS:C1.6 PS:C1.11 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H	Engaged Dialogue Handouts Dashboard	Ongoing	469	Counselor's Office	Improved Attendance	Students, Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors

	13.1.8H 13.2.5E 13.2.8E							
Curriculum in Action Night	A:A1.1 A:A1.2 A:A1.3 A:A2.2 A:A3.2 A:A3.5 A:B1.7 A:C1.4 PS:A.1.1 PS:A.1.2 PS:A.2.6	Engaged Dialogue Student projects/materials	April	469	School Buildings	Parent Feedback	Students, Parents Teachers Counselors Administrators	Dan Ridge Administration Team Leader 4-School Counselors
Summer School Advisement	A:A1.4 A:A1.5 A:A2.1 A:A2.2 A:A2.3 A:A3.1 A:B1.4 A:B1.7 A:B2.1 A:B2.2 A:B2.6 A:C1.3 A:C1.5 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H 13.2.5E 13.2.8E	Handouts Dashboard AIU materials	May/June	Variable	Counselor's Office	AIU grades	Students, Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Resolution of Course Conflicts	A:B2.1 A:B2.2 A:B2.3 A:B2.5 A:B2.7 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H	Engaged Dialogue Dashboard	Ongoing	Variable	Counselor's Office	Complete d schedule	Students, Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
5 th Grade Elementary School Visitation	A:A1.2 A:A1.3 A:A1.5 A:A3.4	Presentation Engaged Dialogue	May/June	Variable	Auditoriums Classrooms	Student and parent feedback	Students, Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors

	A:A3.5 PS:A1.1 PS:A1.4 PS:A1.11 13.2.5E 13.2.8E 13.3.5C 13.3.8C							
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Grade 7: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of Students	Location	Assessment	Stakeholder	Contact Person
New Student Enrollment/Campus Tour	A:A3.3 A:B1.4 A:B1.5 A:B2.3 A:C1.1 A:C1.2 C:B2.2 C:B2.4 PS:B1.1 PS:B1.9 PS:B1.12 13.1.5B 13.1.8B 13.1.8F	Engaged Dialogue, Course Catalogue, Student Handbook	Ongoing	Variable	Counselor's Office	Completed Registration	Students, Parents Teachers Counselors	Dan Ridge 4-School Counselors
Course Selection	A:A3.3 A:B1.4 A:B1.5 A:B2.3 A:C1.1 C:B2.2 C:B2.4 PS:B1.1 PS:B1.9 PS:B1.12 13.1.5A 13.1.8A 13.1.15B 13.1.8B 13.1.8F 13.1.5H 13.1.8H	Engaged Dialogue, Presentation, Course Catalogue, Student Handbook	January February	450	Counselor's Office	Completed Registration	Students, Parents Teachers Counselors	Dan Ridge 4-School Counselors
Student Assistance Program	A:A1 A:A2 A:A3 A:B1 A:B2 A:C1 C:A2 PS.A1 PS.A2 PS.B1 PS.C1	SAP Brochure Permission Forms Observation and data collection forms	Ongoing	450 75 served	Middle School Conference Rooms	Completed SAP Permission, Completed SAP Action Plan, End of year data submission	Students, Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors

Open House	A:A2.3 A:A3.5	Multimedia Engaged dialog Presentations Handouts Hands on activities	October	450	School Buildings	Attendance Parent Feedback	Students, Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Unified Arts Academic Lab*	A:A1 A:A2 A:A3 A:B1 A:B2 A:C1 C:A1 C:A2 C:B1 C:B2 C:C1 C:C2 PS:A1 PS:A2 PS:B1 13.1.5 13.1.8 13.2.5 13.2.8 13.3.5 13.3.8	See Below	Ongoing	450	Classrooms	See Below	Student Counselors	Dan Ridge 4-School Counselors
*SMART Goals	A:B2.1 A:B2.2 A:B2.4 A:B2.5 A:B2.6 13.1.5 G 13.1.8 G 13.2.5 E 13.2.8 E	Presentation Handouts Engaged Dialogue	Ongoing	450	Classrooms	SMART goal created	Students Counselors	Dan Ridge 4-School Counselors
*Learning Styles Inventory & Strategies	A:A1.1 A:A1.5 A:A2.2 A:A2.4 A:B1.6 A:B2.2 13.1.5 13.1.8	Presentation Handouts Engaged Dialogue	Ongoing	450	Classrooms	Completed self- assessment	Students Counselors	Dan Ridge 4-School Counselors
*Study Skills	A:A1.1 A:A1.2 A:A1.3 A:A1.4 A:A1.5 A:A2.1	Presentation Handouts Engaged Dialogue	Ongoing	450	Classrooms	Completed agenda Dashboard logins	Students Counselors	Dan Ridge 4-School Counselors

	A:A2.3 A:A3.2 A:B1.3 A:B1.4 A:B1.5 A:B2.3 A:B2.6 A:C1.5 13.2.5E 13.2.8E							
*Test Taking Skills	A:A1.3 A:A1.4 A:B1.7 A:B2.2 13.2.5E 13.2.8E	Presentation Handouts Engaged Dialogue	Ongoing	450	Classrooms	Improved test scores	Students Counselors	Dan Ridge 4-School Counselors
*Abilities Inventory Strengths Explorer (Naviance)	C:A1.3 C:A1.7 C:A1.8 C:A2.3 C:B1.1 C:B1.2 C:B1.3 C:B1.4 C:B1.5 C:B1.6 C:B2.1 C:B2.5 C:C1.3 C:C1.7 C:C2.1 13.1.5 13.1.8 13.2.5B 13.2.8B 13.2.5D 13.2.8D	Electronic portfolio Naviance Presentation Handouts Engaged Dialogue	Ongoing	450	Classrooms	Holland Code Assessment Completed Career Key	Students Counselors	Dan Ridge 4-School Counselors
*Communication & Collaboration Skills	A:A3.2 A:A3.5 A:B1.4 C:A1.5 C:A2.1 C:A2.8 PS:A1.7 PS:A1.9 PS:A2.2 PS:A2.6 PS:B1.3 PS:B1.8 13.2.5E	Presentation Handouts Engaged Dialogue	Ongoing	450	Classrooms	Successful Group Presentation	Students Counselors	Dan Ridge 4-School Counselors

	13.2.8E 13.3.5C 13.3.8C							
Classroom Meeting/Intro	A:1 A:3 A:B1.1 A:B1.7	Presentation Engaged Dialogue	September	450	Classrooms	Discussion and Question answer	Students Counselors	Dan Ridge 4-School Counselors
Club Fair	A:A3.2 A:A3.3 A:B1.4 A:B1.7 A:C1.1 A:C1.2 A:C1.5 A:C1.6 C:A1.1 C:A1.3 C:B1.2 C:B2.2 PS:A1.1 PS:A1.2 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H	Club sponsors Club Displays Sign-up Sheets	September	450	School Gyms	Club participation	Students Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Review PSSA Exam Process	A:A1.1 A:A1.2 A:A1.3 A:A1.4 A:A2.2 A:A2.3 A:A3.4	Engaged Dialogue	March, April	450	Classrooms	Discussion and Question answer	Students Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Tuesday Talks	A:A1 A:A3 A:C1 PS:A1 PS:A2 PS:B1 PS:C1 13.2.5E 13.2.8E 13.3.5C 13.3.8C	Engaged Dialogue Presentations Handouts Multimedia	Ongoing	450	Classrooms	Discussion and Question answers	Students Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Individual Student Meetings	A:A A:B A:C C:A C:B	Engaged Dialogue Handouts Dashboard	Ongoing	450	Counselor's Office	Discussion and Question answer Student Feedback	Students Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors

	C:C PS:A PS:B PS:C 13.1.5 13.1.8 13.2.5 13.2.8 13.3.5 13.3.8							
Grade Level Assemblies	A:A1.2 A:A1.3 A:A1.5 A:A2.2 A:A3.1 A:B1.1 A:C1.1 A:C1.3 PS:A1.6 PS:A1.7 PS:A2.1 PS:B1.2 PS:C1.2 PS:C1.4 PS:B1.5 PS:B1.6 13.2.5E 13.2.8E 13.3.5C 13.3.8C	Presentation Engaged Dialogue Student Handbook	September	450	Auditorium	Discussion and Question answers	Students Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors Administration
Lunch Groups	PS:A.1 PS:A.2.2 PS:B.1 PS:C2 13.2.5E 13.2.8E 13.3.5C 13.3.8C	Engaged Dialogue	Ongoing	450	Conference Rooms	Discussion and Question answer Teacher Feedback Student Feedback Parent Feedback	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Crisis Response	PS:C1	Engaged Dialogue Counseling Resources Confidential Information Release SAP materials	Ongoing	450	Counselors' Office	CIP Chart completion Action Plan	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Academic Conferences	A:A1.4 A:A1.5 A:A2.1 A:A2.2	Handouts Agenda Book Dashboard	Ongoing	450	Counselor's Office	Dashboard logins, improved grades	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors

	A:A2.3 A:A3.1 A:B1.4 A:B1.7 A:B2.1 A:B2.2 A:B2.6 A:C1.3 A:C1.5 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H 13.2.5E 13.2.8E							
Course Selection Meetings	A:A3.3 A:B1.4 A:B1.5 A:B1.7 A:B2.1 A:B2.2 A:B2.3 A:C1.1 A:C1.2 PS: A1.2 PS: A1.4 PS: A1.11	Presentations Handouts Dashboard Course Catalogue	January	450	Classrooms	Completed Course Registrations	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Attendance Review Meeting	A:A1.4 A:A1.5 A:A2.2 A:A3.1 A:B1.1 A:B1.7 A:B2.2 A:C1.1 A:C1.4 PS:A1.1 PS:A1.2 PS:A1.12 PS:B1.2 PS:B1.5 PS:C1.2 PS:C1.4 PS:C1.5 PS:C1.6 PS:C1.11 13.1.5A 13.1.8A	Engaged Dialogue Handouts Dashboard	Ongoing	450	Counselor's Office	Improved Attendance	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors

	13.1.5B 13.1.8B 13.1.5H 13.1.8H 13.2.5E 13.2.8E							
Curriculum in Action Night	A:A1.1 A:A1.2 A:A1.3 A:A2.2 A:A3.2 A:A3.5 A:B1.7 A:C1.4 PS:A.1.1 PS:A.1.2 PS:A.2.6	Engaged Dialogue Student projects/materials	April	450	School Buildings	Parent Feedback	Students Parents Teachers Counselors Administrators	Dan Ridge Administration Team Leader 4-School Counselors
Summer School Advisement	A:A1.4 A:A1.5 A:A2.1 A:A2.2 A:A2.3 A:A3.1 A:B1.4 A:B1.7 A:B2.1 A:B2.2 A:B2.6 A:C1.3 A:C1.5 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H 13.2.5E 13.2.8E	Handouts Dashboard AIU materials	May/June	Variable	Counselor's Office	AIU grades	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Resolution of Course Conflicts	A:B2.1 A:B2.2 A:B2.3 A:B2.5 A:B2.7 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H	Engaged Dialogue Dashboard	Ongoing	Variable	Counselor's Office	Completed schedule	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors

Grade 8: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of Students	Location	Assessment	Stakeholder	Contact Person
New Student Enrollment/Campus Tour	A:A3.3 A:B1.4 A:B1.5 A:B2.3 A:C1.1 A:C1.2 C:B2.2 C:B2.4 PS:B1.1 PS:B1.9 PS:B1.12 13.1.5B 13.1.8B 13.1.8F	Engaged Dialogue, Course Catalogue, Student Handbook	Ongoing	Variable	Counselor's Office	Completed Registration	Students Parents Teachers Counselors	Dan Ridge 4-School Counselors
Course Selection	A:A3.3 A:B1.4 A:B1.5 A:B2.3 A:C1.1 C:B2.2 C:B2.4 PS:B1.1 PS:B1.9 PS:B1.12 13.1.5A 13.1.8A 13.1.15B 13.1.8B 13.1.8F 13.1.5H 13.1.8H	Engaged Dialogue, Presentation, Course Catalogue, Student Handbook	January February	408	Counselor's Office	Completed Registration	Students Parents Teachers Counselors	Dan Ridge 4-School Counselors
Student Assistance Program	A:A1 A:A2 A:A3 A:B1 A:B2 A:C1 C:A2 PS.A1 PS.A2 PS.B1 PS.C1	SAP Brochure Permission Forms Observation and data collection forms	Ongoing	408 75 served	Middle School Conference Rooms	Completed SAP Permission, Completed SAP Action Plan, End of year data submission	Students Parents Teachers Counselors	Dan Ridge 4-School Counselors

Open House	A:A2.3 A:A3.5	Multimedia Engaged dialog Presentations Handouts Hands on activities	October	408	School Buildings	Attendance Parent Feedback	Students Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Classroom Meeting/Intro	A:1 A:3 A:B1.1 A:B1.7	Presentation Engaged Dialogue	September	408	Classrooms	Discussion and Question answer	Students Counselors	Dan Ridge 4-School Counselors
Ambassadors Program	A:A1.2 A:A1.3 A:A1.5 A:A3.4 A:A3.5 PS:A1.1 PS:A1.4 PS:A1.11 13.3.5C 13.3.8C	Presentation Engaged Dialogue	Ongoing	Variable	Classrooms	Discussion and Question answer	Students Counselors	Dan Ridge 4-School Counselors
Club Fair	A:A3.2 A:A3.3 A:B1.4 A:B1.7 A:C1.1 A:C1.2 A:C1.5 A:C1.6 C:A1.1 C:A1.3 C:B1.2 C:B2.2 PS:A1.1 PS:A1.2 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H	Club sponsors Club Displays Sign-up Sheets	September	408	School Gyms	Club participation	Students Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Review PSSA Exam Process	A:A1.1 A:A1.2 A:A1.3 A:A1.4 A:A2.2 A:A2.3 A:A3.4	Engaged Dialogue	March, April	408	Classrooms	Discussion and Question answer	Students Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Tuesday Talks	A:A1 A:A3 A:C1	Engaged Dialogue Presentations Handouts	Ongoing	408	Classrooms	Discussion and Question answer	Students Parents Teachers	Dan Ridge 4-School Counselors

	PS:A1 PS:A2 PS:B1 PS:C1 13.2.5E 13.2.8E 13.3.5C 13.3.8C	Multimedia				Student Statement Form	Counselors Administrators	
Individual Student Meetings	A:A A:B A:C C:A C:B C:C PS:A PS:B PS:C 13.1.5 13.1.8 13.2.5 13.2.8 13.3.5 13.3.8	Engaged Dialogue Handouts Dashboard	Ongoing	408	Counselor's Office	Discussion and Question answer Student Feedback	Students Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors
Parent Team Meetings	A:A A:B A:C C:A C:B C:C PS:A PS:B PS:C	Engaged Dialogue Handouts Dashboard	Ongoing	408	Conference Rooms	Discussion and Question answer Parent Feedback	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Grade Level Assemblies	A:A1.2 A:A1.3 A:A1.5 A:A2.2 A:A3.1 A:B1.1 A:C1.1 A:C1.3 PS:A1.6 PS:A1.7 PS:A2.1 PS:B1.2 PS:C1.2 PS:C1.4 PS:B1.5 PS:B1.6 13.2.5E 13.2.8E	Presentation Engaged Dialogue Student Handbook	September	408	Auditorium	Discussion and Question answer	Students Parents Teachers Counselors Administrators	Dan Ridge 4-School Counselors Administration

	13.3.5C 13.3.8C							
Crisis Response	PS:C1	Engaged Dialogue Counseling Resources Confidential Information Release SAP materials	Ongoing	408	Counselor's Office	CIP Chart completion Action Plan	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Career Day	C:A1.1 C:A1.2 C:A1.7 C:A1.8 C:2.3 C:2.7 C:2.8 C:B1.1 C:B1.2 C:B2.1.5 C:B1.1 C: C1.3 C:C 2.1	Presentations Handouts Tables Multimedia	October/ November	408	Gyms	Student Feedback	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Academic Conferences	A:A1.4 A:A1.5 A:A2.1 A:A2.2 A:A2.3 A:A3.1 A:B1.4 A:B1.7 A:B2.1 A:B2.2 A:B2.6 A:C1.3 A:C1.5 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H 13.2.5E 13.2.8E	Handouts Agenda Book Dashboard	Ongoing	408	Counselor's Office	Dashboard logins, improved grades	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Interest Inventory Career Cluster (Naviance)	C:A1.3 C:A1.7 C:A1.8 C:A2.3 C:B1.1 C:B1.2 C:B1.3 C:B1.4 C:B1.5 C:B1.6	Electronic portfolio Naviance Presentation Handouts Engaged Dialogue	Ongoing	408	Classrooms	Completed Career Cluster	Students Counselors	Dan Ridge 4-School Counselors

	C:B2.1 C:B2.5 C:C1.3 C:C1.7 C:C2.1							
Attendance Review Meeting	A:A1.4 A:A1.5 A:A2.2 A:A3.1 A:B1.1 A:B1.7 A:B2.2 A:C1.1 A:C1.4 PS:A1.1 PS:A1.2 PS:A1.12 PS:B1.2 PS:B1.5 PS:C1.2 PS:C1.4 PS:C1.5 PS:C1.6 PS:C1.11 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H 13.2.5E 13.2.8E	Engaged Dialogue Handouts Dashboard	Ongoing	408	Counselor's Office	Improved Attendance	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
Curriculum in Action Night	A:A1.1 A:A1.2 A:A1.3 A:A2.2 A:A3.2 A:A3.5 A:B1.7 A:C1.4 PS:A.1.1 PS:A.1.2 PS:A.2.6	Engaged Dialogue Student projects/materials	April	408	School Buildings	Parent Feedback	Students Parents Teachers Counselors Administrators	Dan Ridge Administration Team Leader 4-School Counselors
Summer School Advisement	A:A1.4 A:A1.5 A:A2.1 A:A2.2 A:A2.3 A:A3.1 A:B1.4	Handouts Dashboard AIU materials	May/June	Variable	Counselor's Office	AIU grades	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors

	A:B1.7 A:B2.1 A:B2.2 A:B2.6 A:C1.3 A:C1.5 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H 13.2.5E 13.2.8E							
Resolution of Course Conflicts	A:B2.1 A:B2.2 A:B2.3 A:B2.5 A:B2.7 13.1.5A 13.1.8A 13.1.5B 13.1.8B 13.1.5H 13.1.8H	Engaged Dialogue Dashboard	Ongoing	Variable	Counselor's Office	Completed schedule	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors
8 th Grade Awards Day	A:A1.2 A:A1.3 A:A1.5 A:A2.2 A:A2.4 A:A3.4 A:C1.5 PS:A.1 PS:B1.2 PS:B1.11	Presentation Awards certificated	June	408	Auditoriums	Student and teacher feedback	Students Parents Teachers Counselors Administrators	Dan Ridge Team Leader 4-School Counselors

Grade 9: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of students	Location	Assessment	Stakeholder	Contact Person
Homeroom meetings	A: A 1.½ 16.1.12A/B/E 13.1.3H	Engaged dialogue Transcript Pass	September	434	Homerooms	Discussion and Question/Answer	Counselor Student	Tara Leja 7-School Counselors
Small group meetings	A: A1.½ 16.1.12A/B/E 13.1.3H	Engaged dialogue Handouts Naviance software	September	434	School Counseling office	Discussion and Question/Answer	Counselor Student	Tara Leja 7-School Counselors
Individual Guidance Plan	A:B1.1 A:B1.4 A:B2.3 A:B2.7 A:C1.5 A:C1.6 16.1.12D 13.1.3F/G 13.2.3B 13.2.3 13.3.3G 13.1.5H 13.3.5H 13.1.8F/G/H 13.1.11E 13.1.8E	Handouts Naviance Software	March	434	School Counseling office	Discussion and Question/Answer	Counselor Student Parent	Tara Leja 7-School Counselors
Link Orientation	A: A1.½ 16.1.12A/B/E 13.1.3H	Engaged dialogue Hands on activities Map of building and tour Handout	August	434	Gym and Classrooms	Discussion and Question/Answer	Peer mentors Counselor Administrators Student	Tara Leja 7-School Counselors
First Link Homeroom	A: A1.½ 16.1.12A/B/E 13.1.3H	Engaged dialogue Hands on activities	October	434	Homerooms	Discussion and Question/Answer	Peer mentor Teacher Counselor Student	Tara Leja 7-School Counselors
Second Link Homeroom	A: A1.½ 16.1.12A/B/E 13.1.3H	Engaged dialogue Hands on activities	September	434	Homerooms	Discussion and Question/Answer	Peer mentor Teacher Counselor Student	Tara Leja 7-School Counselors
Third Link Homeroom	A: A1.½ 16.1.12A/B/E	Engaged dialogue Hands on activities	January	434	Homerooms	Discussion and Question/Answer	Peer mentor Teacher	Tara Leja 7-School

	13.1.3H	Handout					Counselor Student	Counselors
Fourth Link Homeroom	A: A1.½ 16.1.12A/B/E 13.1.3H	Engaged dialogue Hands on activities Handouts	February	434	Homerooms	Discussion and Question/Answer	Peer mentor Teacher Counselor Student	Tara Leja 7-School Counselors
Link Crew Social	A: A1.½ 16.1.12A/B/E 13.1.3H	Food Athletic opportunities Social opportunities	September	434	Athletic Complex	Increase attendance	Peer mentor Counselor Administration Student	Tara Leja 7-School Counselors
Link Crew Tailgate	A: A1.½ 16.1.12A/B/E 13.1.3H	Food Outdoor Games	October	434	Main Park Pavilion	Increased attendance	Peer mentor Counselor Administration Student	Tara Leja 7-School Counselors
Link Crew Cocoa and Cram	A: A1.½ 16.1.12A/B/E 13.1.3H	Food Peer and Teacher tutoring	January	434	Library Center Court Activities Area	Increased attendance	Peer mentor Counselor Administration Student	Tara Leja 7-School Counselors
Activities Day	PS:A1.1/2/4/5/7/8/9 PS:B1.2 16.1.12A 16.1.12B 16.1.12C 16.2.12.B/C/E 13.2.3D	Activities Sponsors Activity Displays Sign-up sheets	September	434	Skywalk	Participation in activities	Students Teachers Administration	Activities Coordinator and School Counselor
Community Service Day	PS:A1.1/2/4/5/7/8/9 PS:B1.2 16.1.12A 16.1.12B 16.1.12C 16.2.12.B/C/E 13.2.3D	Community Service Sponsors Signup sheets Visual Displays	September	434	Skywalk	Increased participation in community service	Students Teachers Administration	Activities Coordinator and School Counselor
Military Day	13.1.8/11D/G/F 13.2.8/11 13.3.8/11D	Handouts	December	434	Skywalk	Increased attendance	Students Teachers Counselor Administration	Tara Leja 7-School Counselors
Parkway Presentations	13.1.11A/D/F/H	Video Handouts	January	434	Conference Room	Increased attendance	Students Counselor Parkway	Tara Leja 7-School Counselors

							representative	
Parkway Career Exploration	13.1.11A/D/F/H	Hands on activities in programs	February	434	Parkway West School	Increased attendance	Students Teachers Counselors Administrators	Tara Leja 7-School Counselors
STEM Academy's Lunch and Learn	13.1.11A/B/C/D/E/F 13.2.11B	Engaged dialogue	Ongoing	434	Classroom	Increased attendance	Students Teacher Representative	STEM Sponsor
Course Selection	A:A1.2 A:A2.4 A:B1.4 A:B1.5 A:B1.7 A:B2.2 A:B2.5 16.1.12D 13.1.11E 13.1.11H	Engaged dialogue Handouts Presentation	January February	434	Classroom District Website Counselor's office	Completed registration	Students Teachers School Counselor	Tara Leja 7-School Counselors
Open House/Curriculum Night	A:A2.3 A:A3.5 16.1.12D 16.2.12E 13.1.3C 13.3.3A/E	Engaged dialogue Hands on activities	September January	434	School Building	Increased attendance	Counselor Administration Student Parents	Tara Leja 7-School Counselors
PTSA Presentation	A:A1.2 A:A2.4 A:B1.4 A:B1.5 A:B1.7 A:B2.2 A:B2.5 16.1.12.D 13.1.11E 13.1.11H	Handouts Engaged dialogue Presentation	January	434	Library	Increased attendance	Counselors Parents Administrator	Tara Leja 7-School Counselors
Review Transcript Development	A:A1.3 A:B1.1 A:B2.6/7 A.C1.5% 16.1,12D 13.2.3D 13.1.8F/G/H	Engaged dialogue Handouts	September March	434	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors
Review Graduation	A.A2.2	Engaged dialogue	September	434	Homeroom	Discussion and	Counselor	Tara Leja

Requirements	A:B2.1 A:B1.5 16.1.12D 13.2.3D 13.1.5F/H	Handouts	/March		Counselor's Office	Question/Answer	Students	7-School Counselors
Review Keystone Exam Process	A:A1.3 A:B1.1 A:B2.2/6 16.1.12D	Engaged dialogue Handouts	March	434	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors
Testing Protocol for SAT and ACT	A:A2.4 A:B1.1 A:B2.2/7 16.1.12D 13.2.3D 13.3.3G	Engaged dialogue Handouts	March	434	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors

Grade 10: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of students	Location	Assessment	Stakeholder	Contact Person
Career Unit	C:A1.1/2/3/7 C:B1.5 C:B1.6 16.1.12.B/D 16.2.12.A 13.1.3A/B 13.1.3F/G 13.2. A:B2.1/2/4/7 A:C1.6 16.1.12D 13.1.3F/G 13.2.3D 13.3.3G 13.1.5D/G 13.3.5G 13.1.8D	Handouts Naviance Engaged Dialogue	February	466	School Counseling Classroom	Increased attendance	Students School Counselor	Tara Leja 7-School Counselors
Activities Day	PS:A1.1/2/4/5/7/8/9 PS:B1.2 16.1.12A 16.1.12B 16.1.12C 16.2.12.B/C/E 13.2.3D	Activities Sponsors Activity Displays Sign-up sheets	September	466	Skywalk	Participation in activities	Students Teachers Administration	Activities Coordinator and School Counselor
Community Service Day	PS:A1.1/2/4/5/7/8/9 PS:B1.2 16.1.12A 16.1.12B 16.1.12C 16.2.12.B/C/E 13.2.3D	Community Service Sponsors Sign-up sheets Visual Displays	September	466	Skywalk	Increased participation in community service	Students Teachers Administration	Activities Coordinator and School Counselor
Military Day	13.1.8/11D/G/F 13.2.8/11 13.3.8/11D	Handouts	December	466	Skywalk	Increased attendance	Students Teachers Counselor Administration	Tara Leja 7-School Counselors
Parkway Presentations	13.1.11A/D/F/H	Video Handouts	January	466	Conference Room	Increased attendance	Students Counselor Parkway representative	Tara Leja 7-School Counselors

Parkway Career Exploration	13.1.11A/D/F/H	Hands on activities in programs	February	466	Parkway West School	Increased attendance	Students Teachers Counselors Administrators	Tara Leja 7-School Counselors
STEM Academy's Lunch and Learn	13.1.11A/B/C/D/E/F 13.2.11B	Engaged dialogue	Ongoing	466	Classroom	Increased attendance	Students Teacher Representative	STEM Sponsor
Course Selection	A:A1.2 A:A2.4 A:B1.4 A:B1.5 A:B1.7 A:B2.2 A:B2.5 16.1.12D 13.1.11E 13.1.11H	Engaged dialogue Handouts Presentation	January and February	466	Classroom District Website Counselor's office	Completed registration	Students Teachers School Counselor	Tara Leja 7-School Counselors
Open House/Curriculum Night	A:A2.3 A:A3.5 16.1.12D 16.2.12E 13.1.3C 13.3.3A/E	Engaged dialogue Hands on activities	September January	466	School Building	Increased attendance	Counselor Administration Student Parents	Tara Leja 7-School Counselors
Review Transcript Development	A:A1.3 A:B1.1 A:B2.6/7 A.C1.9% 16.1.12D 13.2.3D 13.1.8F/G/H	Engaged dialogue Handouts	September/March	466	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors
Review Graduation Requirements	A:A2.2 A:B2.1 A:B1.5 16.1.12D 13.2.3D13.1.5F/H	Engaged dialogue Handouts	September/March	466	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors
Review Keystone Exam Process	A:A1.3 A:B1.1 A:B2.2/6	Engaged dialogue Handouts	March	466	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors

	16.1.12D							
Testing Protocol for SAT and ACT	A:A2.4 A:B1.1 A:B2.2/7 16.1.12D 13.2.3D 13.3.3G	Engaged dialogue Handouts	March	466	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors

Grade 11: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of students	Location	Assessment	Stakeholder	Contact Person
Mock Interviews and Panel Discussion	C:A1.5 A:A1.7 C:A2.6 C:A2.9 C:B1.1 C:B1.5 C:B1.8 13.1.3F/G 13.1.3 13.2.3D 13.3.3G 13.1.8D 13.1.11F C:B2.1 C:B2.4 16.1.12D	Student survey Engaged dialogue note cards	May	445	Fine Arts Theater	Increased participation	Students Parents Admission Representatives	Tara Leja 7-School Counselors
College Simulation	C:A1.5 A:A1.7 C:A2.6 C:A2.9 C:B1.1 C:B1.5 C:B1.8 13.1.3F/G 13.1.3 13.2.3D 13.3.3G 13.1.8D 13.1.11F C:B2.1 C:B2.4 16.1.12D	Packets	April	445	Classroom	Increased participation	Students Counselors Administrators Technology Expert	Tara Leja 7-School Counselors

Transition to College	C:A1.5 C:A1.7 C:A2.6 C:A2.9 C:B1.1 C:B1.5 C:B1.8 13.1.3F/G 13.1.3H 13.3.3D 13.3.3G 13.1.8D 13.1.11F C:B2.1 C:B2.4 16.1.12D	Engaged Dialogue	April	445	Fine Arts Theater	Increased participation	Students Counselors College Representative	Tara Leja 7-School Counselors
Financial Aid Evening	C:A1.6 C:A1.7 C:A2.9 16,1,12D 13,3,3D 13,3,5D	PowerPoint Handouts	January	445	Fine Arts Theater	Increased participation	Parents School Counselors Students Financial Aid Representative	Tara Leja 7-School Counselors
Individual Guidance Plan	A:B1.1 A:B1.4 A:B2.1/2/4/7 A:B2.3 A:B2.7 A:C1.5 A:C1.6 16.1.12D 13.1.3F/G 13.2.3B 13.2.3 13.3.3G 13.1.5H 13.3.5G/H 13.1.8D/F/G/H 13.1.11E 13.1.8E	Engaged dialogue Handouts Naviance software	October	445	School Counseling office	Discussion and Question/Answer	Counselor Student Parent	Tara Leja 7-School Counselors
Activities Day	PS:A1.1/2/4/5/7/8/9 PS:B1.2 16.1.12A 16.1.12B 16.1.12C	Activities Sponsors Activity Displays Sign-up sheets	September	445	Skywalk	Participation in activities	Students Teachers Administration	Activities Coordinator and School Counselor

	16.2.12.B/C/E 13.2.3D							
Community Service Day	PS:A1.1/2/4/5/7/8/9 PS:B1.2 16.1.12A 16.1.12B 16.1.12C 16.2.12.B/C/E 13.2.3D	Community Service Sponsors Sign-up sheets Visual Displays	September	445	Skywalk	Increased participation in community service	Students Teachers Administration	Activities Coordinator and School Counselor
Military Day	13.1.8/11D/G/F 13.2.8/11 13.3.8/11D	Handouts	December	445	Skywalk	Increased attendance	Students Teachers Counselor Administration	Tara Leja 7-School Counselors
Parkway Presentations	13.1.11A/D/F/H	Video Handouts	January	445	Conference Room	Increased attendance	Students Counselor Parkway representative	Tara Leja 7-School Counselors
Parkway Career Exploration	13.1.11A/D/F/H	Hands on activities in programs	February	445	Parkway West School	Increased attendance	Students Teachers Counselors Administrators	Tara Leja 7-School Counselors
STEM Academy's Lunch and Learn	13.1.11A/B/C/D/E//F 13.2.11B	Engaged dialogue	Ongoing	445	Classroom	Increased attendance	Students Teacher Representative	STEM Sponsor
Course Selection	A:A1.2 A:A2.4 A:B1.4 A:B1.5 A:B1.7 A:B2.2 A:B2.5 16.1.12D 13.1.11E 13.1.11H	Engaged dialogue Handouts Presentation	January and February	445	Classroom District Website Counselor's office	Completed registration	Students Teachers School Counselor	Tara Leja 7-School Counselors

Open House/Curriculum Night	A:A2.3 A:A3.5 16.1.12D 16.2.12E 13.1.3C 13.3.3A/E	Engaged dialogue Hands on activities	September January	445	School Building	Increased attendance	Counselor Administration Student Parents	Tara Leja 7-School Counselors
Review Transcript Development	A:A1.3 A:B1.1 A:B2.6/7 A.C1.5% 16.1.12D 13.2.3D 13.1.8F/G/H	Engaged dialogue Handouts	September/March	445	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors
Review Graduation Requirements	A.A2.2 A:B2.1 A:B1.5 16.1.12D 13.2.3D 13.1.5F/H	Engaged dialogue Handouts	September/March	445	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors
Review Keystone Exam Process	A:A1.3 A:B1.1 A:B2.2/6 16.1.12D	Engaged dialogue Handouts	March	445	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors
Testing Protocol for SAT and ACT	A:A2.4 A:B1.1 A:B2.2/7 16.1.12D 13.2.3D 13.3.3G	Engaged dialogue Handouts	March	445	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors

Grade 12: Curriculum Action Plans

Lesson	Standards	Curriculum Materials Used	Lesson Unit by Month	Total # of students	Location	Assessment	Stakeholder	Contact Person
Senior Meetings	A:A1.5 A:A2.3 A:A2.4 A:B1.3 A:B2.3 16.1.12A 16.1.12B 16.1.12C 16.2.12B 16.2.12C 16.2.12E 13.1.3F/G 13.1.3H 13.1.5H	Naviance Software Handouts	September	435	School Counseling Offices	Increased participation	Students School Counselor	Tara Leja 7-School Counselors
Outcomes meeting	A:A1.5 A:A2.3 A:A2.4 A:B1.3 A:B2.3 16.1.12A 16.1.12B 16.1.12C 16.2.12B 16.2.12C 16.2.12E 13.1.3F/G 13.1.3H 13.1.5H	Naviance Software Custom form link	May	435	School Counseling Classroom	Increased participation	Students School Counselor	Tara Leja 7-School Counselors
Financial Aid Evening	C:A1.6 C:A1.7 C:A2.9 16,1,12D 13,3,3D 13,3,5D	PowerPoint Handouts	January	435	Fine Arts Theater	Increased participation	Parents School Counselors Students Financial Aid Representative	Tara Leja 7-School Counselors

Activities Day	PS:A1.1/2/4/5/7/8/9 PS:B1.2 16.1.12A 16.1.12B 16.1.12C 16.2.12.B/C/E 13.2.3D	Activities Sponsors Activity Displays Sign-up sheets	September	435	Skywalk	Participation in activities	Students Teachers Administration	Activities Coordinator and School Counselor
Community Service Day	PS:A1.1/2/4/5/7/8/9 PS:B1.2 16.1.12A 16.1.12B 16.1.12C 16.2.12.B/C/E 13.2.3D	Community Service Sponsors Sign-up sheets Visual Displays	September	435	Skywalk	Increased participation in community service	Students Teachers Administration	Activities Coordinator and School Counselor
Military Day	13.1.8/11D/G/F 13.2.8/11 13.3.8/11D	Handouts	December	435	Skywalk	Increased attendance	Students Teachers Counselor Administration	Tara Leja 7-School Counselors
Parkway Presentations	13.1.11A/D/F/H	Video Handouts	January	435	Conference Room	Increased attendance	Students Counselor Parkway representative	Tara Leja 7-School Counselors
Parkway Career Exploration	13.1.11A/D/F/H	Hands on activities in programs	February	435	Parkway West School	Increased attendance	Students Teachers Counselors Administrators	Tara Leja 7-School Counselors
STEM Academy's Lunch and Learn	13.1.11A/B/C/D/E/F 13.2.11B	Engaged dialogue	Ongoing	435	Classroom	Increased attendance	Students Teacher Representative	STEM Sponsor
Course Selection	A:A1.2 A:A2.4 A:B1.4 A:B1.5 A:B1.7 A:B2.2 A:B2.5 16.1.12D 13.1.11E 13.1.11H	Engaged dialogue Handouts Presentation	January and February	435	Classroom District Website Counselor's Office	Completed registration	Students Teachers School Counselor	Tara Leja 7-School Counselors
Open	A:A2.3	Engaged dialogue	September	435	School	Increased	Counselor	Tara Leja

House/Curriculum Night	A:A3.5 16.1.12D 16.2.12E 13.1.3C 13.3.3A/E	Hands on activities	January		Building	attendance	Administration Student Parents	7-School Counselors
Review Transcript Development	A:A1.3 A:B1.1 A:B2.6/7 A:C1.5% 16.1.12D 13.2.3D 13.1.8F/G/H	Engaged dialogue Handouts	September/March	435	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors
Review Graduation Requirements	A:A2.2 A:B2.1 A:B1.5 16.1.12D 13.2.3D 13.1.5F/H	Engaged dialogue Handouts	September/March	435	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors
Review Keystone Exam Process	A:A1.3 A:B1.1 A:B2.2/6 16.1.12D	Engaged dialogue Handouts	March	435	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors
Testing Protocol for SAT and ACT	A:A2.4 A:B1.1 A:B2.2/7 16.1.12D 13.2.3D 13.3.3G	Engaged dialogue Handouts	March	435	Homeroom Counselor's Office	Discussion and Question/Answer	Counselor Students	Tara Leja 7-School Counselors

Organizing Career/Postsecondary Resources K-5

Publications/Documents

Children's Literature

- *Whose Hat Is This?* by Sharon Katz Cooper
- *Whose Tools are These?* by Sharon Katz Cooper
- *Whose Vehicle Is This?* by Sharon Katz Cooper
- *Clothesline Clues to Jobs People Do* by Kathryn Heling and Deborah Hembrook
- *Someday* by Eileen Spinelli
- *When I Grow Up* by Al Yankovic
- *Oh, the Places You'll Go!* by Dr. Seuss
- *Career Day* by Anne Rockwell

Online Resources

- <https://www.youtube.com/watch?v=mizPKb8CEro> NED's Career Day for Children-Molly Moon's Ice Cream lesson
- <https://www.youtube.com/watch?v=gFkG3dv523Y> NED's Career Day for Children-Popcap Plants v.Zombies creators
- <http://www.thenedshow.com/career-exploration-for-kids-3.html> Lesson plans
<http://www.mynextmove.org/explore/ip> O*NET interest profiler
- <https://www.youtube.com/watch?v=zs6nQpVI164> *Success in the New Economy*

Career Exploration and Planning:

www.pacareerstandards.com Main PA website for career development and the Core Standards for Career Education and Work

www.pacareerzone.com PA Department of Education- career exploration site- Free!

www.educationplanner.org PHEAA-sponsored site, with career exploration, college matching postsecondary exploration

<http://www.pacareercoach.org> Designed to help participants find a good career

www.myfuture.com College and Career Information and Military

www.roadtriplnation.org Video/TV series on people interview others on their career path and spark.

www.asvab.com Excellent aptitude and interest inventory for high school students

www.papsa.org

Excellent Career Information Decision Systems: Site Licenses with a Cost

www.naviance.com K-12 career development site

Organizing Career/Postsecondary Resources

6-12

Workforce Information:

www.bls.gov/k12 Bureau of Labor Statistics, Many resources and information for students and educators

www.bl.gov/ooh- Occupational Outlook Handbook

<http://money.usnews.com/careers/best-jobs/rankings> (Top 100 jobs) US News Best Jobs in 2013

www.cwds.state.pa.us Commonwealth Workforce Development System, PA Career Link Information for job seekers and employers in PA

<http://www.quintcareers.com> Great site for job seekers of any age-tips on numerous job search-related topics

Post-Secondary Information:

www.educationplanner.org Site for college and career information. Free website

www.collegeboard.com College and Career and Testing Information Site

www.act.org College and Career and Testing Information Site

www.mymajors.com (College major website)

www.myplan.com (College board site)-Excellent major finder

www.whatcanidowithismajor.com Connects majors to careers

College Costs and Financial Aid/Planning:

www.pheaa.org PHEAA's home page

www.fafsa.gov. Free Application for Federal Student Aid

www.finaid.org The SmartStudent™ Guide to Financial Aid

www.fastweb.com Includes free scholarship search

www.federalstudentaid.ed.gov General financial aid info

www.direct.ed.gov Home page of the U.S. Department of Education's Direct Loan Program

Other Resources:

www.pasca-web.org – PA. School Counselors site, with PA Companion Guide and Tools

www.princetonreview.org - Information on College Majors and Careers

www.huffingtonpost.org- Information on College Majors and Careers

www.YouTube.com Success in the New Economy narrated by Kevin Fleming

www.YouTube.com Mike Rowe testifies before the US Senate

www.mtlhsd.org - Mt. Lebanon High School Counseling website

MTLHS Counselors Facebook/Twitter

www.nacac.com The National Association for College Admission Counseling (NACAC), founded in 1937, is an organization of more than 15,000 professionals from around the world dedicated to serving students as they make choices about pursuing postsecondary education

www.mycollegeguide.org/index Need help finding or getting into a **college** or university, a scholarship or **college** loan, figuring out the best **college** degree or major for you

Testing

www.act.org The ACT® is the leading US college admissions test, measuring what you learn in high school to determine your academic readiness

www.collegeboard.com Get connected to your college. Find official college planning and preparation tools to help you succeed

www.kaplan.com Offers preparation for more than 90 standardized tests

www.testprep.com Test prep resources to support students

www.toefl.org The most widely respected English language test in the world

Athletics

www.naia.org-alternative Organization to the NCAA

www.ncaa.org/eligibility/cbsa Eligibility registration and standards for freshman athletes

Fine Arts

Visual Arts (www.petersons.com/college-search/music-school-dance-school.aspx) When you apply to a music school, dance school, or art school, that talent will be your greatest asset

Military

www.af.mil United States Department of the Air Force

www.afcrossroads.com Supporting military families

www.goarmy.com Explore the possible Army careers

www.rotc.com The Reserve Officers' Training Corps (ROTC) is a college-based officer training program for training commissioned officers of the United States Armed Forces

Summer Programs

www.summerfun.com Summer programs for high school students

InterimYear

www.rotary.org Bring together business and professional leaders

www.nols.edu A wilderness education school offering expedition length courses in eight countries

Study Abroad

www.studyabroad.com Opportunities for students outside the US

College Savings Plan

www.collegesavings.org Financial support resources

www.upromise.com Financial support resources

K-12 Career Development Intervention Matrix

Grade	Career Development Intervention for All Students
K	Communication skill and career awareness of community job lessons
1	Social problem solving and career awareness and preparation lessons
2	Self-management skills and school-career connection lessons
3	Conflict resolution and entrepreneurship exposure lessons
4	Career acquisition lessons and proposed career café/fair
5	Brief Holland code completion and proposed career café/fair
6	Holland Code Lesson/Career key/ Naviance
7	Abilities Inventory/Strength Explorer/Naviance
8	Career Day/Interest Inventory-career Cluster/Naviance
9	Individual Guidance Plan
10	Career Unit-Naviance exploration
11	Individual Guidance Plan
12	Senior Exit Survey – long term plan Senior Exit Plan

339 Academic and Career Plan/Portfolio – Middle Schools/High School

Throughout the school year, all students in grades 6-12 participate in counseling lessons/meetings utilizing the Naviance comprehensive college and career readiness platform. This web-based platform guides students as they explore their future academic and career goals. The information from each grade level is cumulative and accessible to students as they progress through their academic careers within the Mt. Lebanon School District.

Mt. Lebanon utilizes Naviance, a web-based portfolio to help students organize their career exploration and plan for the future. Career development is a continuous process. Naviance enables self-discovery, career exploration, academic planning, and college preparation for students in grades 6-12. Counselors use a variety of strategies to help students begin to expand their thoughts on the world of work. These strategies include: online resources, communication tools, and college and career planning. Students and their parents/guardians are able to access Naviance outside of the school day through the Mt. Lebanon web portal.

6th Grade:

In sixth grade, students are introduced to John Holland, a theorist who developed the Holland Codes of Vocational Personalities and Environments. This theory is one of the most recognized models in career exploration and development. His theory is based upon six work personalities (i.e. Realistic, Investigative, Artistic, Social, Enterprising, and Conventional) and careers that are found in those environments. John Holland suggested people are most satisfied and successful in careers that can be found within their personality type. Upon completing The Holland Code Quiz, individuals are given a letter score of their top three personalities (ex: SEC - Social, Enterprising, Conventional). Each sixth grade student completes the Career Key survey via their personal Naviance account to discover their individual Holland Code.

In addition to the Naviance Unit, all sixth grade students complete an Occupational Interview. The interview is meant to encourage students to begin exploring occupations which are of interest to them. Students interview adults in their life and ask a series of questions. Some of these questions include: when was a career path was chosen, educational qualifications, pertinent training, and responsibilities of their occupation.

7th Grade:

All seventh grade students have access to and participate in the Strengths Explorer questionnaire via Naviance. The StrengthsExplorer is a research-based assessment that is intended to assist students in becoming self aware of various skills and characteristics of which they currently demonstrate. StrengthsExplorer assesses ten various talents and identifies three specific abilities of which they are most proficient. As the emerging research indicates, students demonstrate far better success when focusing on strengthening specific talents as opposed to focusing on improving weaknesses. Examples of some of the talent themes explored include: having the ability to think in the future, being dependable and confident.

8th Grade:

The final interest inventory that is conducted by eighth grade students in Naviance is the Career Cluster assessment. This inventory gathers data from student input that tracks both patterns and outliers that mark interests in various activities correlated to various career clusters. At the conclusion of the assessment, the students are informed of their top three career clusters and have access to detailed information regarding the requisite educational requirements and occupational outlook for specific careers. The data from the Career Cluster assessment is not only utilized at the middle level, it is also a key component of the 9th grade Individual Guidance Planning meeting.

Eighth grade students participate in Career Day in their respective middle schools. Each Career Day begins with a Keynote speaker followed with a question and answer session. Career Day offers students the opportunity to speak with presenters and learn about their occupation. Presenters provide students with a “snapshot” of what their day-to-day responsibilities include, educational qualifications, and any other information that is asked of them. At the conclusion of Career Day students are asked to reflect upon their experience and share this information with their school counselors in an electronic format - currently, a custom form.

The electronic student Academic and Career Portfolio is addressed throughout their middle school years via classroom guidance lessons and/or individual meetings with their school counselor. Naviance allows students to view a compilation of the most important aspects of each year of middle school and a tracking method to look at career goals and academic objectives (in conjunction with Dashboard.)

9th Grade:

Annually in March, all 9th grade students are invited to meet with their parents and counselor for an Individual Guidance Meeting. The Individual Guidance Plan (IGP) document is electronic; however, it can be accessed via the student’s Dashview account. The IGP document will continue with them through high school, maintaining a student’s educational objective, career goals, graduation requirements, quality point average, standardized test information, and current and past grades. Additionally, students are introduced to the Resume Builder, in Naviance, to begin tracking their activities, career interests, and high school objectives. The student’s name, date, homeroom, and ID number can all be found on the document. Our IT department is responsible for the document staying current and accurate.

10th Grade:

Mt. Lebanon utilizes Naviance, a web-based portfolio that helps students organize their high school career and plan for the future. Career development is a continuous process. Counselors use a variety of strategies to help students begin to expand the world of work. These strategies include: online resources, communication tools, and college and career planning. In 10th grade, students complete the following surveys in order to give them direction with potential career options: *Do What You Are* is a personality assessment based on the

Myers-Briggs collection. *The Cluster Finder* is a tool that helps students match their interests and personal qualities with subjects they enjoy studying in school. And the *Career Interest Profiler* is based on Holland's theory and meshes one's personality with potential careers. All data collected from the surveys is uploaded on to the IGP document along with their post secondary goals. Soft skills such as attendance, tardies, and grades, are markers of the strength of their interpersonal, communication, and collaboration skills. These indicators are tracked throughout their high school career and noted on the document. Additionally, students engage in a 4 year planning guide where they select courses based on their post secondary and potential career plans.

11th Grade:

Parents are invited to attend student IGP meetings. Parents are contacted in several ways to schedule IGP meetings during both 9th and 11th grades. Prior to the conference, an eblast is sent out to all parents giving an overview of a future meeting. As a follow up to the eblast, a letter is mailed to their home inviting them to set up an appointment at their convenience. If the high school does not receive a call to schedule the IGP meeting, a postcard will be sent home confirming a day and time that the meeting will occur. Furthermore, on the day of the scheduled meeting, if a parent does not arrive for the conference, counselors will call home to see if they would like to reschedule or participate by a phone conference. Once introduced to Naviance at the IGP meeting, parents and students receive an email reminder each 9 weeks to engage their child in a conversation regarding updating their resume.

12th Grade:

Staff members are kept abreast of a student's academic and career plans because they have access to the IGP document. Teachers also have individual Naviance accounts that provide access to student resumes and other academic and career interests for future planning. Teachers are updated on the use and access of Naviance on a yearly basis. Case Managers of special education students are invited to attend the IGP conference.

The student Academic and Career Portfolio is addressed all four years while a student is in high school. The document is a compilation of the most important aspects of each year of high school and a tracking method to look at career goals and academic objectives. Meetings begin in 9th grade to transition students to the high school and create an awareness of the Academic and Career plan. Ninth graders are introduced to the Resume Builder and encouraged to utilize the system throughout their time at the high school. Sophomores complete a career unit, assessing career opportunities and post secondary options. Counselors meet with juniors to discuss their academic and post secondary plans. Seniors meet with counselors at the beginning and end of the year. September gatherings assess the students post secondary plans and discuss the process in applying to a college, a technical school, the military, etc. Outcome meetings occur at the end of the year where seniors answer questions so that counselors can track their post secondary plans and submit alumni reports.

Sample: IGP

Individualized Guidance Plan for 20-20****

Student Name Grade Level Age of Student Student Number Homeroom SectionTeacher

EDUCATIONAL OBJECTIVE

As part of the 8th grade Career Awareness Unit, each student examined long-term educational objectives. In addition to graduation from high school, these goals included a look at post high school options. Your post high school plan is as follows: four-year college, two-year college, armed services, technical school, employment or other.

A major concern for incoming freshmen is the transition and adjustment to high school. A key element for successful adjustment is becoming involved in school activities and developing a four-year plan to meet graduation requirements.

The NAVIANCE program enables students to search and gain information on four year colleges, two year colleges, and vocational/technical schools.

In 11th grade the emphasis will shift to decision making regarding appropriate post high school options. The School Counseling Classroom at Mt. Lebanon High School has access to help students in their search for college, technical school, career, financial aid, and scholarship information.

CAREER OBJECTIVE

Students should begin to think about and explore careers throughout middle school and high school. Two separate programs are offered to provide students with the opportunity to assess individual interests and aptitudes as related to the world of work. The 8th grade Career Awareness Unit provides students with the initial opportunity to assess their interests while the NAVIANCE career education program in grade 10 allows students to more accurately refine their potential career paths.

The following are the results of the Career Awareness Unit done by _____ with his/her counselor in grade 8:

8th Grade First Interest:

8th Grade Second Interest:

8th Grade Third Interest:

The following are the results of career exploration done by _____ in the career lab with his counselor in grade 10:

First Interest:

Second Interest:

Third Interest:

Students and parents are encouraged to use the web version of the NAVIANCE program at home: <http://connection.naviance.com/mtlebanonhs>

MINIMUM GRADUATION REQUIREMENTS AND PROGRESS

Student name is currently enrolled in grade 9. All students at Mt. Lebanon High School need a minimum number of credits to graduate distributed over a variety of disciplines:

Total Credits of 42.8: Class of 2014, 2015, 2016

Total Credits of 43.0: Class of 2017

8 Credits	English	<ul style="list-style-type: none">● 2 credits - English 9● 2 credits - English 10● 2 credits - American Literature● 2 credits - Other English Courses
6 Credits	Mathematics	Computer science courses do not count for math credits.

6 Credits	Science	<ul style="list-style-type: none"> ● 2 credits - Physical Science ● 2 credits - Life Science ● 2 credits - Geoscience
6 Credits	Social Studies	<ul style="list-style-type: none"> ● 1 credit - American Political & Economic Systems ● 1 credit - The History of Western Culture ● 2 credits - World Cultures ● 2 credits - United States History
4 Credits	Arts and/or Humanities	<p>Arts include courses in Fine Arts, Technology Education, and Family & Consumer Science. In addition, Humanities include the humanities courses in Fine Arts and the following courses: AP European History, Anthropology, Comparative Religions, (H) European Literature, Honors International Relations, AP Psychology, Psychology, Honors Research in Contemporary America, Sociology, Current Issues in a Global Society and World Language courses beyond Level 2.</p>
1 Credit	Health & Wellness	<p>Students fulfill the state-mandated graduation project through successful completion of a personal health project in this course.</p>
1 Credit	Physical Education	<p>(3 Semesters)</p>
1 Credit	Information Technology	<p>Information Technology: Class of 2014, 2015, 2016</p> <p>Practical Arts: Class of 2017</p>

10 Credits	Electives	
	Project	Students will fulfill the state-mandated graduation project requirement through successful completion of a personal project in the Health course.
43.0 Credits	Total Graduation Requirements	

QUALITY POINT AVERAGE

One way to assess _____'s level of achievement is to calculate his/her Weighted Quality Point Average (WT QPA) and Non-Weighted Quality Point Average (NW QPA).

WT QPA: 3.7

NW QPA: 3.3

Effective with the Class of 2006, class rank has been eliminated from the high school transcript. If a scholarship/school requires it, please see the Counseling Department. Weighted and non-weighted QPA's will appear on the transcript beginning with grade 11.

STANDARDIZED TEST INFORMATION

Beginning with the class of 2014, in order to be eligible for graduation, a student must demonstrate mastery on the Keystone Exams: Algebra 1, English Literature, and Biology. The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject area. This requirement will be considered a stand-alone graduation requirement and as such, will not be calculated into the final course grade.

STANDARDIZED TEST INFORMATION

In order to be eligible for graduation, children with disabilities will be required to pass the Keystone Exams or alternate assessments, as determined by each child's Individualized Education Program (IEP) team.

Grade 3 PSSA	Sample Scores
Reading	1458
Math	1565

Keystone Algebra	Score
Raw Score	1558
Category	Advanced

Should a student not demonstrate proficiency on a Keystone Exam, the student will be required to participate in a supplemental instruction program and retake the Exam up through and including the student's junior year of high school. A student, in his/her senior year, who does not score proficient on a Keystone Exam, will be eligible to complete an online assessment.

Every effort has been made to ensure the accuracy of the data in this document. If you feel an error has been made, please contact your son's counselor.

ACADEMIC PROGRAM FROM 2014-2015

The following was your educational performance for the 2014-2015 school year:

Course #	Term	Course Name	Grade	%	Teacher
80030	Q1	UA FCS 8	A	92	Jordaan, Catherine
80020	Q2	UA Health 8	A	95	Perri, Ted
80010	Q3	UA Art 8	A	91	Rodriguez, Jennifer
80040	Q4	UA Tech Ed 8	A	98.5	Campion, Roland
80100	Y1	Language Arts 8	B	85.6	DeRienzo, Maranda
80200	Y1	U S History 8	A	97.1	Barone, Amy
80350	Y1	Honors Math 8	B	83.7	Smith, Timothy

Course #	Term	Course Name	Grade	%	Teacher
80400	Y1	Conceptual Physics 8	A	95	Bronen, Cindy
80520	Y1	French 8	A	98.1	Kunzman, Emily
80800	Y1	Phys Ed 8	A	92	Sharman, Tom
80950	Y1	Problem Solving with Technology	A	99.7	Campion, Roland
Days Absent	5				
Days Tardy	6				

CURRENT ACADEMIC PROGRAM FOR 2015-2016

Your current academic program is as follows:

Course #	Term	Course Name	Grade	%	Teacher
01000	15-16	English 9	B	85.33	Graham, JoAnne
03260	15-16	(H) Geometry	B	88	Fitzpatrick, Kelly
04220	15-16	(H) Chemistry	B	83	Yazvac, Michael
05220	15-16	French 2	A	92.8	Hurt, Laurie
07920	15-16	Phys Educ 9 2Dy	A	92	DeBernardis, Mark
02123	S1	History of Western Cultures	A	92	Junko, Michael
06763	S1	Robotics in Power Technologies	B	85	Shultz, Thomas

Course #	Term	Course Name	Grade	%	Teacher
02103	S2	American Political and Economic Systems	A	93	Allemang, Marc
06851	S2	Applied Enginr 1	B	89	Johnson, Larry
Days Absent	1				
Days Tardy	0				

Four Year Planner

Counselor:
Student Name:

<u>SUBJECT</u>	<u>9th GRADE</u>	<u>10th GRADE</u>	<u>11th GRADE</u>	<u>12th GRADE</u>	<u>CREDITS</u>
English					8
Social Studies					6
Mathematics					6
Science					6
Arts & Humanities					4
Health					1
Electives					10
Electives					
Physical Education					1
Practical Arts					1
TOTAL CREDITS					43
Standardized Tests					

Sample Schedule

Grade 9	Grade 10	Grade 11	Grade 12
English 9	English 10	One year-long American literature course	Two semester academic courses or Two semester honor courses or (H) English 12: Senior Seminar or AP English 12: Literature and Composition or AP English 12: Language and Composition
APES/HWC	World Cultures	US History	Elective (1 each sem.)
Geometry	Algebra 2	Functions or Precalculus	Statistics & Finite Math or Calculus
Chemistry	Biology	Environmental Geoscience	Physics, AP science, or Elective
French 2	French 3	French 4	French 5
		Health & Wellness (1 semester)	
Physical Education or Dance (BOTH 2 days/week each sem.)	Physical Education (2 days/week each sem.) or Dance (4 days/week each sem.)		
Elective (1 each sem.)	Elective (1 each sem.)	Elective (1 semester)	Elective (1 each sem.)

The graduating class of 2017 and beyond will need to complete a one credit, one semester Practical Arts credit to meet graduation requirements, in place of the prior 0.8 Information Technology requirement.

Sample-Resume

Cindy Bluedevil

155 Cochran Road Pittsburgh, PA 15228 PH: 412.888.8888 1student@mtlsd.net

Work Experience

Jun 14 - Present

Summer camp counselor

Mt. Lebanon Recreation Program

Mt. Lebanon Recreation Center

Grade 11

30 Hrs/Week

May 14 - Present

Party Greeter

Mt. Lebanon Recreation Center

Mt. Lebanon, PA

Grades 10,11,12

4 Hrs/Week

Education

Aug 12 - Present

Mt. Lebanon High School

Mt. Lebanon, PA

9 - 12

Honors English 9, 10, 11. Geometry, Algebra 2, Functions/Statistics/Trigonometry, Honors Biology, Chemistry, AP Physics, Honors Anatomy and Physiology, Civics/Geography, World Cultures, AP US History 2, Spanish 3, Honors Spanish 4.

Volunteer Service

Oct 05 - May 14

Altar Server

Upper St. Clair, PA

St. John Capistran

Grades 6,7,8,9,10,11

Assisted Priest in various duties during weekly masses.

Jul 13 - Jul 13

Soccer Camp Counselor

Mt. Lebanon, PA

Mt. Lebanon Varsity Soccer Team

Grades 10,11

Helped teach kids soccer skills. Created and ran games for kids to play.

Mar 12 - Jun 13

Library Volunteer

Mt. Lebanon, PA

Mt. Lebanon Library

Grade 10

Assisted senior citizens in operating a computer.

Apr 15 - Apr 15

Special Olympics Volunteer

Pittsburgh, PA

Grade 11

Helped in writing scores of games. Worked at scoring tables.

Extracurricular Activities

Jan 12 - Aug 14

Girls Junior Varsity Soccer

Grades 9,10,11

10 Hrs/Week

Midfield player.

Nov 12 - Present

Varsity Winter/Spring Track

Grades 9,10,11,12

16 Hrs/Week

Varsity track runner all 4 years of high school. Ran 100, 200, 4x4. In at least one relay each year of high school, some years in two relays.

Feb 14 - Present

Relay for Life

Grades 11,12

Help run booths at community Relay for Life day to raise awareness of club and goals. Set up programs for collecting used school supplies for kids in need.

Skills/Academic Achievement

Apr 15

National Honor Society

Inducted as NHS member.

High/Highest Honor Roll

All three years of high school

Athletic Achievement

May 14 - Present

Track

Grades 10,11

Awarded 3 year Varsity Sport participant. Participated in WPIALS 10 and 11 grade.

Leadership

Participated in High School Link Crew transition program. A link crew leader both years.

Additional Information

I have had the opportunity to travel abroad with my family. Through my travel, it has given me the opportunity to learn about different cultures. In Italy I was able to meet many family members, see my grandmother's childhood home, and learn about my background. In 10th grade, I suffered a concussion during a soccer game. I had to work hard to keep up with my studies, assignments and exams, but was able to finish to semester with positive results.

Career and Technical Center Strategy

Student Awareness:

Grade	Intervention/Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
8	Career Fair	Parkway Representatives to students	Number of students attending Parkway mtg	October/November	Dan Ridge/4 School Counselors
11-12	Technical School Presentations at Mt. Lebanon High School	Admission Representatives to students	Number of students who attend presentations	September/December	Beth Schneider
11-12	College and Technical School Fair	Admission Representatives to students	Number of students who attend event	October	Beth Schneider
9-12	CTC information posted on morning announcements, eblasts, and website	Counselor to students	Students seeking information on CTC	On-going through school year	Beth Schneider
9-11	CTC visit to high school	CTC faculty to students	Attendance at meetings	January	Beth Schneider
9-11	CTC Career Exploration Day	CTC faculty to students	Attendance at CTC	February	Beth Schneider
9-11	CTC Program Selection	CTC faculty to students	Attendance at meeting	May	Beth Schneider
9-11	CTC Open House	CTC faculty to students	Attendance at Open House	August, November, March	Beth Schneider
9-11	CTC Shadow Opportunities	CTC faculty to students	Students requesting experience	All year long	Beth Schneider
9 - 11	Technical "Lunch & Learns"	Representatives to students	Students attending sessions	All year long	Beth Schneider and Drew Haberberger
9-11	CTC information in Course Catalog	On going	Counselor		Beth Schneider

*District considering exposure to career vocational programs prior to 8th grade

Parent Awareness:

Intervention/Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
District Open House	September	Counselors	Number of parents asking about CTC offerings	All Counselors
PTSA Meetings	Monthly	Staff member	Number of parents requesting information on CTC offerings	Beth Schneider
CTC brochures included in 9th grade Individual Guidance Meetings if appropriate	March	Counselors	Number of parents interested in discussing the CTC offerings	All Counselors
CTC information table in school counseling office	On going	All members in the counseling office	Number of brochures taken	All Counselors
CTC Open House	August, November, March	CTC Faculty	Attendance at Open House	Beth Schneider
Website and eblasts about CTC offerings	On going	Counselor		Beth Schneider
CTC information in Course Catalog	On going	Counselor		Beth Schneider

Educator Awareness:

Intervention/Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
School counselors tour CTC	September	Counselors	Number of counselors attending	Beth Schneider
School counselor shares CTC information with staff at faculty meeting	September	Counselor	Number of counselors attending	Beth Schneider
Emails to staff about Shadow opportunities, Exploratory Day, and CTC presentation at the high school	On going	Counselor	Number of responses	Beth Schneider
CTC information in Course Catalog	On going	Counselor	Number of inquiries	Beth Schneider

POSITION DESCRIPTION

Elementary School Counselor **Grades K-5**

The elementary school counselor shall be directly responsible to the elementary school principal.

General Functions

- Provides services to students, parents, teachers and administrators while carrying out the goals and objectives of the counseling program
- Provides consultation and recommendation to teachers for students who are experiencing distress, trauma or emotional instability
- Functions as the central figure in carrying out the emotional support components of the special education program at the elementary level
- Provides services to students who have qualified for special education services, parents, teachers, paraprofessionals and administrators as they relate to special education
- Provides, when appropriate, services in large groups, small groups and in one-to-one counseling
- Maintains communication with school staff, parents and outside agencies regarding programs, activities, needs of students and related statistics

Specific Duties

- Designs, implements and evaluates the guidance curriculum for grades K-5
- Provides academic support including organizational, study and test taking skills
- Works closely with principal, school psychologist, school nurse, special education teachers, regular education teachers and resource teachers to monitor and assess the academic, social and emotional needs of identified students
- Serves as a member of the Student Support Team and assist in establishing short term as well as long term goals for individual students
- Provides, in conjunction with the principal and other school professionals, appropriate, timely identification of and intervention for 'at risk' students
- Helps to facilitate smooth intra- and inter-school transitions to enhance student adjustment
- Provides a range of age appropriate career awareness opportunities for students in accordance with the elementary guidance curriculum
- Monitors students for excessive absences and follow-up with building principal in accordance with district policy
- Provides information about community agencies and to community agencies for additional help for students as needed
- Provides individual or group counseling for those students who experience social/emotional problems and/or adjustment difficulties
- Functions as a member of the multidisciplinary team for special education and 504 students
- Participates in all regularly scheduled learning support and emotional support meetings
- Participate on the Student Support Team as appropriate
- Writes and presents programs for parents and the PTSA
- Plans, leads and/or participates in parent/teacher staffing for students

Elementary School Counselor Position Description - continued

- Plans cooperatively with parents, teachers and administrators for students
- Plans and participates in IEP/504 conferences
- Provides individual and group counseling as mandated by the IEP/504 team for special education students
- Assists with the development and implementation of behavioral support plans
- Provides crisis intervention
- Co-facilitates appropriate educational support groups in areas such as social skills and conflict resolution
- Teaches guidance 'mini units' in the classroom
- Provides staff development opportunities for professional and paraprofessional staff
- Assists with the development of programs to facilitate each student's adjustment (e.g. peer mentoring)
- Performs other duties as assigned by either the building principal

POSITION DESCRIPTION

Middle School Counselor **Grades 6-8**

The middle school counselor shall be directly responsible to the middle school principal.

General Functions

- Function as the central figure in carrying out the guidance program as an integral component of the total educational program
- Provide services to students, parent, teachers and administrators in carrying out the goals and objectives of the program
- Provide when appropriate, services in large groups, small groups and in one-to-one counseling
- Provide information and recommendations regarding necessary instructional and curricular changes and improvements
- Be responsible for interpretation of the counseling program
- Maintain communication with school staff, parents and outside agencies regarding program, activities, needs of students and related statistics

Specific Duties

- Assist in carrying out the goals and objectives of the comprehensive guidance plan for grades 6-8
- Assist in the maintenance of accurate student files, including academic records, confidential records, test results and transcripts
- Encourage participation of each student in at least one phase of the student activities program
- Maintain files of educational and occupational information for student, parent and/or teacher use
- Assist in the development and administration of a standardized testing program and interpret the results, as needed, to students, parent and teachers
- Provide information about community agencies and to community agencies for additional help for students as needed
- Help students assess their interests, abilities and aptitudes to make educational and vocational decisions
- Participate in the teaming process including regular participation in team meetings
- Help to facilitate smooth intra- and inter-school transitions between grade levels and grouping levels to enhance student adjustment
- Assist in the development of educational and vocational aspirations of students and parents
- Provide individual support for those students who experience social/emotional problems and/or adjustment difficulties
- Assist students and parents in matters of course selection and post high school planning
- Assist students and/or parents in developing long and short range career goals
- Function as a member of the multidisciplinary team for special education students

Middle School Counselor Position Description - continued

- Prepare and present cases at staffing conferences
- Participate on the Student Assistance Team
- Write and present programs for PTSA. general and grade level meetings
- Plan, lead and/or participate in parent/teacher staffing
- Plan cooperatively with parents, teachers and administrators for students with special needs
- Plan cooperatively with parents, teachers and administrators for students with special needs
- Assist in the on-going planning and development as well as lead activities in a comprehensive Career Development Program grades K-12
- Help plan and lead periodic educational programs for parents
- Teach school counseling's 'mini units' in the classroom
- Perform other duties as assigned by the building principal

POSITION DESCRIPTION

High School Counselor **Grades 9 - 12**

The high school counselor shall be directly responsible to the high school principal.

General Functions

- Function as the central figure in carrying out the counseling program as an integral component of the total education program
- Provide services to students, parents, teachers and administrators in carrying out the goals and objectives of the program
- Provide, when appropriate, services in large groups, small groups and in one to one counseling
- Provide information and recommendations regarding necessary instructional and curricular changes and improvements
- Be responsible for interpretation of the counseling program
- Maintain communication with school staff, parents and outside agencies regarding program, activities, needs of students and related statistics

Specific Duties

- Support in the maintenance of accurate student files, including academic records, confidential records, test results and transcripts
- Encourage participation of each student in at least one phase of the student activities program
- Maintain files of educational and occupational information for student, parent and/or teacher use
- Assist in the development and administration of a standardized testing program and interpret the results, as needed, to students, parents and teachers
- Provide information about community agencies and resources
- Help students assess their interests, abilities and aptitudes to make educational and vocational decisions
- Provide a system for forwarding transcripts and recommendations to other schools, agencies, colleges and prospective employers as authorized in writing
- Help to facilitate smooth intra- and inter-school transitions between grade levels and grouping levels to enhance student adjustment
- Assist in the development of educational and vocational aspirations of students and parents
- Provide individual support for those students who experience social/emotional problems and/or adjustment difficulties

High Counselor Position Description - continued

- Assist students and parents in building an appropriate high school plan of study and making informed decisions on course selections that are in keeping with post high school planning
- Assist students and/or parents in developing long and short range career goals
- Participate in the Student Assistance Program
- Write and present programs to PTSA general and grade level meetings
- Plan, lead and/or participate in parent/teacher staffing conferences
- Plan cooperatively with parents, teachers and administrators for students with special needs
- Assist in the on-going planning and development as well as lead activities in a Comprehensive Career Development Program grades K-12
- Meet with students and parents individually utilizing the Individualized Guidance Plan in 9th and 11th grades
- Help with the planning and organization of school events such as Cum Laude, Awards Program and Graduation
- Develop and utilize different activities and programs to become more proactive in assisting students
- Function as a member of the multi-disciplinary team for special education students
- Help plan and lead periodic educational programs for parents; i.e., NCAA Night and Financial Aid evenings
- Perform other duties as assigned by the building principal



Mt. Lebanon School District

7 Horsman Drive, Pittsburgh Pennsylvania 15228

To provide the best education possible for each and every student.

Name
Address
City, State Zip

Dear XXX,

The Mt. Lebanon School Counseling Department is pleased to announce the creation of an Advisory Council, designed to provide a partnership with members of our local community to increase meaningful opportunities for our K-12 students in their career exploration and development.

Our team of school administrators and school counselors will strive to showcase how the K-12 School Counseling career activities provide a comprehensive process for student development in career awareness, exploration and planning. In the process, we will seek participation and feedback from the community, including representatives from local businesses, non-profit organizations, associations and postsecondary institutions, regarding activities and experiences that will enhance the job-readiness skills and post-graduate opportunities for our students. As a member of this partnership, you will have the opportunity to provide feedback that will help develop our future workforce of students. Our goal is to ensure that our student graduates have a career plan outlining how they can contribute to the community at large as productive citizens.

This Advisory Council will meet two times per year. The first meeting will occur this fall, on a date to be determined. During this first meeting, members will have the opportunity to collaborate with local school and community representatives, provide insight regarding the economic health and career opportunities, and establish goals for the current school year. Our plan is to reconvene in Spring 2017 to review goal progress, and again in Fall 2017.

If serving on the Mt. Lebanon School Counseling Advisory Council is of interest to you or a colleague from your organization, please respond to this invitation by contacting XXX. Your consideration of participation in this new initiative is greatly appreciated and will enhance the career development of all students in the Mt. Lebanon community.

Thank you for your consideration and support.

Respectfully,

Tara Leja, High School Counselor representative
Peter Berg, Middle School Counselor representative
Lori Morin, Elementary School Counselor representative