



Chapter 339 K-12 School Counseling Plan

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Chapter 339

K-12 School Counseling Plan Outline

School District: Riverview School District

Updated: April 2024

1. School Counselors and Assignments:

Tara Jo Pomatto-Morascyzk – Jr-Sr High school

Nick Kinek – Jr - Sr High School

Roberta Gross – Tenth Street Elementary School

Jennifer Ketler – Verner Elementary School

2. School Counseling Department Mission Statement

It is the mission of Riverview Counseling program to work collaboratively with the school community to provide equity and access to all students, offer a comprehensive counseling program that engages students to become socially and emotionally secure, confident and productive, academically challenged and aware of post-secondary opportunities that match their profile. It is our mission to work with local businesses and post-secondary institutions to challenge students to be responsible, community-minded citizens through opportunities focused on career exploration, attainment, retention and entrepreneurship.

3. Program Goals

Annual Program Goals & Objectives

School: Riverview School District – Riverview Jr-Sr High School

Grades: 7-12

SMART Format	Academic	Career	Personal/Social
<u>SPECIFIC:</u> What is the specific issue based on your schools' data?	The school counselors will educate/support at-risk/struggling students and families on resources and success plans with interventions available at school.	The school counselors will continue to develop student career portfolios to demonstrate engagement in instruction and activities within the Career Education and Work (CEW) standards.	The school counselors will revise and update the Olweus bully prevention program/interventions to support all students.
<u>MEASURABLE:</u> How will we measure the effectiveness of our interventions?	RAP Meetings will provide referral data while district benchmarks will demonstrate academic improvement.	The district collects artifact information and cumulative data is reported by the Future Ready PA Index.	The school counselors will review E-School SIS (student information system)/Student Conflict Tracking system
<u>ATTAINABLE:</u> What outcome would stretch us but is still attainable	Academic growth score above the standard (70%) at mid-year report cards	Career Standards Benchmark of 100%	Incidences with repeat offenders and targets will decrease.
<u>RESULTS:</u> Is the goal reported in results- oriented data (process, perception, outcome)	Data will be reviewed through quarterly benchmarks and reported in the annual Future Ready PA Index	Collection of artifacts will be reviewed during the year and student completion of activities will be monitored through Naviance/Mentoring Career lessons.	Monitor student conflicts and increased occurrences and continue to develop interventions and strategies as needed.
<u>TIMELINE:</u> When will the goal be accomplished?	The goal will be reviewed annually and revised based on current standards.	The goal will be reviewed annually and revised based on current standards.	The goal will be reviewed annually and conflict resolution strategies/interventions will be changed as needed.

School: Riverview School District – Verner and Tenth Street Elementary Schools

Grade K-6

SMART Format	Academic	Career	Personal/Social
<u>SPECIFIC:</u> What is the specific issue based on your schools' data?	School Counselors will work to improve chronic attendance rate (more than 10% or 18 days (about 2 and a half weeks) per year)	School Counselors will provide support, direct instruction, and development of student portfolios within the Career Education and Work (CEW) Standards.	School Counselors will continue revise, update, and deliver social and emotional curriculum to teachers based on the district wide implementation of SEL program.
<u>MEASURABLE:</u> How will we measure the effectiveness of our interventions?	Students will have increased success academically and socially due to improving their attendance rate. In addition, we will have attendance data to support improvement.	School Counselors will use Naviance to collect artifacts for grades 3-6. Paper portfolios will be generated for students in grades k-2.	School Counselors will obtain pre and post data from classroom teachers and provide tier 2 interventions as needed.
<u>ATTAINABLE:</u> What outcome would stretch us but is still attainable	The outcome of a 90% school attendance rate is both a challenge and attainable.	Career Standards benchmark of 100%	Greater than 80% positive feedback from teachers.
<u>RESULTS:</u> Is the goal reported in results- oriented data (process, perception, outcome)	Data will be reviewed quarterly, and support, feedback and intervention will be provided to families in need.	The artifact collection will be reviewed throughout the year and a career portfolio collection review in the spring semester.	Results will be reviewed bi-yearly and support, interventions, and necessary updates will be provided to teachers.
<u>TIMELINE:</u> When will the goal be accomplished?	The goal will be reviewed at the end of the academic year and revised based on data.	The goal will be reviewed at the end of the academic year and revised based on current standards.	The goal will be reviewed at the end of the academic year and revised based on data.

4. Stakeholders

Students – Students will be fully engaged in the school counseling program by participating in goal-setting, problem-solving, career awareness, acquisition and retention, entrepreneurship, and interpersonal skills. Students will be focused on using these skills to develop awareness of post-secondary options and pursuits. Students will actively seek resources provided through the school counseling program.

Parents – Parents will teach their children to set meaningful goals, make sound decisions, and behave appropriately and responsibly. The school counseling program will provide information to parents to assist children in planning for the future in areas of college, careers, and other post-secondary pursuits. Parents will engage with consultative services from counselors who provide effective communication regarding student progress and address a variety of issues related to school counseling services. Parents will instill independence while providing a broad range of personal, academic, social-emotional and career-related experiences. They will teach responsibility, promote the importance of school, provide positive role-modeling and mentorship, help students to organize and perceive the world around them, and plan for the future.

Educators – Educators will benefit from collaboration with school counselors. Teachers and administrators will be familiar with the school counseling program and provide support in implementation of the school counseling initiatives. Educators will assist in providing equity and access to all, work together with counselors to address and enhance student achievement and present a positive learning climate.

Business / Community – The business, community, and post-secondary stakeholders will benefit from the school counseling program through collaboration and sharing of resources. Business and community stakeholders will provide multiple opportunities to learn in the community in career-related pursuits. They will open their doors to provide additional learning environments and attend school events in support of the program.

Post-Secondary – Post-secondary stakeholders will benefit from the school counseling program through collaboration and sharing of resources. Our post-secondary institutions will provide multiple opportunities to learn in the community in career-related pursuits. They will open their doors to provide additional learning environments and attend school events in support of the program.

5. Role of the School Counselor

A. As a Leader - As leaders, Riverview school District Counselors will:

- Be responsible for the development, delivery, and evaluation of a comprehensive school counseling program.
- Use data effectively to inform decision-making.
- Participate in efforts to assist students in reaching their highest level of achievement.
- Serve on school-based leadership teams to promote the welfare of the students.
- Work diligently to create a safe and welcoming learning environment.
- Develop a system-wide advisory council to respond to the developmental needs of the children.
- Use data to evaluate the current programming.
- Be knowledgeable about current practice and programs.
- Be innovative, seeking new opportunities to support our school mission.
- Work hard to educate the school community about what the counseling program offers.

B. As an Advocate - As student advocates, Riverview School District school counselors will:

- Ensure access to a rigorous academic curriculum for every student.
- Work to remove barriers that prevent student learning.
- Create opportunities to support student learning for all.
- Promote academic, personal/social, and career development for all students.
- Ensure equitable access to education and career exploration opportunities for all students.

As program advocates, Riverview School Counselors will:

- Work hard to establish and protect a school environment that supports rigor, relevance, and positive relationships.
- Promote systemic change in schools to ensure academic success.
- Collaborate within and outside the school community to help meet all student needs
- Ensure that all three domains corresponding to the ASCA and CEW standards are addressed and central to the mission of the department and school.

C. As a Collaborator - As collaborators, school counselors will:

- Work as collaborators to promote commitment to the mission of the school.
- Collaborate with staff to provide professional development that enhances student success.
- Establish a comprehensive school counseling program that engages the educational community.
- Offer parent / guardian information and training in the community to enhance the educational opportunities for students and families.
- Maintain an open communication style to foster effective learning.

D. As an Agent of Systemic Change - As agents of systemic change, school counselors will:

- Employ data to identify and challenge policies and practices that may hinder student achievements.
- Enlist the support of influential people and policy makers.
- Establish opportunities of collaboration.
- Gather data to support the need for change.

6. School Counseling Services Program Calendar

School: Riverview Jr-Sr High School

Grade: 7-12

June	August
Academic - Parent / student meeting & communication - New student meeting - Credit counts & promotion / retention - Scheduling - Summer school mailer - 504 plan preparation - Transcript review (9-12) - Review end-of-year junior year transcripts - Send Final transcripts to colleges - Send NCAA final transcripts / upload - Forbes Road Scheduling	Academic - Individual student scheduling meetings (incoming 7th grade) - New student registration - Schedule changes - 504 plan preparation - Prep with Administration on mentor calendar / kick-off back to school - Move student programs in Naviance to new grade level - Set up Rep Visits in Naviance
Career - Communication with rising 12th graders concerning post-secondary planning procedures for August	Career
Personal/Social - Parent communication - Individual Counseling	Personal/Social - Crisis management - Individual student meetings - Parent communication

September	October
Academic - Senior class presentations – Naviance & application process - Naviance lessons for each grade (7-12) - AP presentation / student exam registration - PSAT preparation - 504 plan meetings - College application process - New student transcript building - Weekly Jr. High Team meetings - Wellness Committee - SEL Programming - Forbes Road Meetings	Academic - PSAT (grade 11) - College application process - AP test payments due - Weekly Jr. High Team meetings - Admin meeting for Scheduling Prep / Timeline - Wellness Committee - SEL Programming - Forbes Road Meetings
Career - PHEEA Financial aid night planning - Mentoring / Naviance lessons (7-12) - ASVAB testing	Career - Mentoring / Naviance lessons (7-12) - Attend PSU, NK PD for School Counselors
Personal/Social - Crisis management - Individual student meetings - Parent communication - Student Assistance Program (RAP) meetings - Monthly Glade Run meeting - Open House	Personal/Social - Crisis management - Individual student meetings - Parent communication - Student Assistance Program (RAP) meetings - Monthly Glade Run meeting

November	December
Academic - Student check-ins with Failures - Parent / teacher conferences - College application process - Order AP tests - Weekly Jr. High Team meetings - Off-site AP Testing set up - Wellness Committee - SEL Programming - Forbes Road Meetings	Academic - College Application process - PSSA/Keystone planning - Schedule meetings with Administration - Act 158 monitoring - Weekly Jr. High Team meetings - Forbes Road CTC class Instruction (9th grade) - Wellness Committee - SEL Programming - Forbes Road Meetings
Career - Mentoring / Naviance lessons (7-12) - PSAT results - Career communication to students / parents - Junior timeline	Career - Mentoring / Naviance lessons (7-12) - Career communication for 10th / 11th grade student / parents - Career shadow - Volunteer recommendation communication (9-12)
Personal/Social - Crisis management - Individual student meetings - Parent communication - Student Assistance Program (RAP) meetings - Monthly Glade Run meeting	Personal/Social - Crisis management - Individual student meetings - Parent communication - Student Assistance Program (RAP) meetings - Monthly Glade Run meeting

January	February
Academic - PSSA preparation - Keystone preparation - AP preparation - Scheduling Presentations in classes - Act 158 monitoring - Weekly Jr. High Team meetings - Wellness Committee - SEL Programming - Forbes Road Meetings	Academic - Individual Student Scheduling meetings - PSSA planning - Keystone planning - AP planning - Review Demand Tally's for master schedule building - Senior Interviews - Act 158 monitoring - Weekly Jr. High Team meetings - Wellness Committee - SEL Programming - Forbes Road Meetings
Career - Mentoring / Naviance Lessons (7-12) - Career communication to student / parent timeline - Forbes Road CTC field trip (9th grade)	Career - Mentoring / Naviance Lessons (7-12) - 11th grade College & Career Event
Personal/Social - Crisis management - Individual student meetings - Parent communication - Student Assistance Program (RAP) meetings - Monthly Glade Run meetings	Personal/Social - Crisis management - Individual student meetings - Parent communication - Student Assistance Program (RAP) meetings - Monthly Glade Run meeting

March	April
Academic - Individual Student Scheduling meetings (current 9, 10, 11) - PSSA Administration - Keystone Planning - AP planning / proctor training - Act 158 monitoring - Wellness Committee - SEL Programming - Forbes Road Meetings	Academic - Individual Student Scheduling meetings (current 7 & 8) - PSSA Administration - AP Administration - Keystone Planning - Ongoing scheduling - Rising 7th grade parent orientation planning - Act 158 monitoring - Wellness Committee - SEL Programming - Forbes Road Meetings - Scholarship Committee meeting
Career - Mentoring / Naviance lessons (7-12) - Career Pathway advising 11th grade individual meetings - Career Communication 11th grade timeline	Career - Mentoring / Naviance Lessons (7-12)
Personal/Social - Crisis management - Individual student meetings - Parent communication - Student Assistance Program (RAP) meetings - Monthly Glade Run meeting	Personal/Social - Crisis management - Individual student meetings - Parent communication - Student Assistance Program (RAP) meetings - Monthly Glade Run meeting

May	
Academic - Keystone Administration - Course Roster verification - AP Exams - Wellness Committee - SEL Programming - Forbes Road Meetings	
Career - Mentoring / Naviance Lessons (7-12)	
Personal/Social - Crisis management - Individual student meetings - Parent communication - Student Assistance Program (RAP) meetings - Monthly Glade Run meeting	

Ongoing Counseling Activities

Counselor Related	Non-Counselor Related
Rep High School Visits via Naviance	Keystone testing, PSSA testing, AP testing, ASVAB testing, PSAT testing
National College Fair	Lunch duty
Individual meetings with parents and students	Data entry / entering grades from incoming students from other schools
PHEEA Financial Aid Night	Scanning, and sending documents, transcripts
Transition Events & Nights (7)	Writing 504 plans
RAP team participation	Assisting with graduation ceremony
Email Blasts-Counseling Department	Clerical organization of student records
Mentor Program (CEW) Management	Summer School Student / Parent mailer
Classroom Presentations	
Monitor Student Progress	
Maintaining Career Resource Center	
Riverview Cyber School Student Course enrollment	
Dual Enrollment	

Key – School Counseling Curriculum - Blue

Prevention / Intervention / Responsive Services - Green

Individual Student Planning - Purple

System Support – Red

School: Verner and Tenth Street Elementary Schools

Grade: Grades K-6

July	August
Academic Review PSSA/CogAT Data New Student notification	Academic New Student introductions Curriculum Night 504 Evaluations/Plans/Renewals Special Education Evaluations/Plans/Renewals Kindergarten Orientation (T) ESAP Meetings SWIPBIS Meeting SEL (Social Emotional Learning) Meetings Glade Run Review and Assignment
Career	Career
Personal/Social	Personal/Social New Student Introductions/Tours Kindergarten Transition New Student Support/Groups Introduction to School Counseling (newsletter and/or classroom) Review/introduction of schoolwide/classroom rules (SWPBIS)

September	October
Academic Planner/Organization Skills (4-5) ESAP Meetings SWPBIS Meetings SEL Meeting Wellness Meeting	Academic Planner/Organization Skills (4-5) ESAP Meetings SWPBIS Meetings SEL Meetings Wellness Meetings
Career SMART Goal Setting (Grade 4-6 Naviance) Kerr Museum and Career Reflection	Career Camp Lutherlyn (Grade 5) Fire Safety Week (k-6, field trip 2 nd Grade)
Personal/Social New Student Lunch Bunch Kindergarten Lunch Bunch SEL Lessons (K-6) Skill building groups (tier 2)	Personal/Social Bully Prevention (K-6) SEL Lessons (K-6) Red Ribbon Week Open House (Tenth St) Skill building groups (tier 2) Planning for holiday support

November	December
Academic Planner/Organization Skills (4-5) First 9 Weeks Monitoring - Attendance - Parent Teacher Conferences - Grade Level Meetings ESAP Meetings SWPBIS Meetings SEL Meetings Wellness Meetings	Academic Planner/Organization Skills (4-5) ESAP Meetings SWPBIS Meetings SEL Meetings Wellness Meetings
Career Preparation for Career Day (K-6, Verner)	Career Preparation for Career Day (k-6, Verner) Gingerbread House (Grade 3-Verner) Parent Career Presentations (Grade 3- 10 th Street)
Personal/Social Grief Awareness Gratitude SEL Lessons (K-6) Skill building groups (Tier 2) Planning for holiday support Christmas Basket Organization Angel Tree Preparation	Personal/Social Inclusive Schools Week Skill Building Groups (Tier 2) Christmas Basket Distribution Angel Tree Distribution

January	February
Academic Planner/Organization Skills (4-5) Second 9 Weeks Monitoring • Attendance • Grades • Group Review ESAP Meetings SWPBIS Meetings SEL Meetings Wellness Meetings	Academic Planner/Organization Skills (4-5) Kindergarten Registration Introduction to School Counseling for New Parents ESAP Meetings SWPBIS Meetings SEL Meetings Wellness Meetings
Career Career Day (k-6, Verner) Forbes Regional Visit (3-6, Verner) SEL Lessons (K-6) Parent Career Presentations (Grade 3-10th Street)	Career Community Helpers –Career Presentations (2nd G, Tenth Street) Parent Career Presentations (Grade 3- 10th Street) Introduction/Review of Career Clusters
Personal/Social Skill Building Groups (Tier 2) Character Traits Review/introduction of schoolwide/classroom rules (SWPBIS)	Personal/Social Skill Building Groups (Tier 2) Character Traits (4-6)

March	April
Academic Second 9 Weeks Monitoring • Attendance • Grades • Group Review 6 th Grade Transition ESAP Meetings SWPBIS Meetings SEL Meetings Wellness Meetings PSSA Preparation	Academic 6 th Grade Transition PSSA Testing/Preparation CogAT Preparation ESAP Meetings SWPBIS Meetings SEL Meetings Wellness Meetings
Career Career Introduction • Career Cluster Profiler (4th Naviance) • Career Interest Inventory (5th Naviance) • Career Key (6th Naviance) Community Helpers Career Presentations (2 nd g, Tenth Street) Agriculture Farm Presentation, (1 st g)	Career Career Portfolio Collection/Review (K-6) • Field Trip Reflections • Career Presentation Reflections • Naviance Exit Tickets • Assembly Reflections 6 th Grade STEAM Career Opportunity Resume Builder (Grade 4-6) Community Helpers Career Presentations (2 nd g, Tenth Street)
Personal/Social SEL Lessons (K-6) Skills Building Groups (Tier 2) Open House (Verner)	Personal/Social SEL Lessons (K-6) Skill Building Groups (Teir 2)

May	June
Academic Planner/Organization Skills (4-5) CogAT Testing (Grade 1) PSSA Preparation/Testing Transition to Jr/Sr High School ESAP Meetings SWPBIS Meetings SEL Meetings Wellness Meetings Give Back Day	Academic ESAP Meetings SWPBIS Meetings SEL Meetings Wellness Meetings
Career Career Portfolio Collection/Review (K-6) - Field Trip Reflections - Career Presentation Reflections - Naviance Exit Tickets - Assembly Reflections Resume Builder (Grades 4-6) Career Presentations (Grades 4-6)	Career Career Portfolio Collection/Review (K-6) - Field Trip Reflections - Career Presentation Reflections - Naviance Exit Tickets - Assembly Reflections
Personal/Social Skill Building Groups (Tier 2)	Personal/Social End-of-Year Review 6 th Grade Graduation

Ongoing Monthly Counseling Activities

Counselor Related	Non-Counselor Related
504 Meetings	Attendance monitoring and SAIP
504 Plans: Writing Evaluation Reports	Blessings in a Basket
Behavior Plan/FBA Support	Class Coverage
Classroom Lessons (Second Step, SEL, Mindfulness, Career, Character Building – Masters schedule and independent schedule)	Discipline
Collaboration/Consultation with Facility and Staff	Door duty (morning- Verner)
Community Holiday Support and Delivery	Lunch duty (daily- Verner)- not doing in 2024
Community Outreach/Parent Engagement	Maintain Student Records
Crisis Response	Second Chance Breakfast (Tenth Street)
Curriculum Night	
Data Collection and Review (PASS, SRSS, IEP, GIEP, FBA)	Support in Nurse's Office
ESAP Meetings	504 Service Agreement Monitoring
Glade Run SBMH Referral and Collaboration	
School Counseling/Administration Meeting	
Home Visits	
IEP (Individualized Education Plan) Meetings	
Incident Investigation	
Individual Counseling (responsive services)	

Individual Counseling (scheduled)	
Individual Student Observations (time on task, behavior)	
Liaison with Outside Agencies	
Lunch Bunch Groups	
New Student Lunches	
Open House	
Parent/Teacher Meeting	
Professional Development	
Release of Records Requests	
School Counseling Newsletter	
Screenings for Gifted Education	
SEL Meetings	
Student Social Skills and Support Groups	
SWPBIS Meetings	
UPMC Prevention Education and Collaboration	
Wellness Meetings	
Key	Key
Blue- School Counseling Curriculum	Purple- Individual Student Planning
Green – Prevention/Intervention/Responsive Services	Red- System Support

7. Program Delivery - Consultation with Teachers and Administrators

School: Riverview Jr-Sr High School

Grade: 7-12

School Counseling Curriculum Provides developmental, comprehensive school counseling program content in a systematic way to all students K-12	Prevention, Intervention, and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans.	Student Support Includes program, staff and school support activities and services.
Purpose	Purpose	Purpose	Purpose
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Prevention, Intervention and Responsive services to groups and / or individuals.	Individual student academic and occupational planning, decision making, goal setting and preparation for academic transitions.	Program delivery and support.
Academic	Academic	Academic	Academic
- Senior class presentations – Naviance & application process - Naviance Lessons for each grade (7-12) - PSAT (grade 11) - Forbes Road CTC class	- Weekly Jr. High team meetings - Student check-ins with Failures - Parent / teacher conferences - Act 158 monitoring	- New student registration - Individual student Schedule changes - New Student meetings - New student transcript building	504 plan preparation - Prep with Administration on Mentor Calendar / kick-ff back to school - Move student programs in Naviance to

instruction (9th grade) • Scheduling Presentations in classes • Individual student scheduling meetings • PSSA Administration • AP Administration • Keystone Administration • AP Exams • Parent / Student Meeting & communication • Credit counts & promotion / retention • Transcript review (9-12) • Review end of year Junior transcripts • Send final transcripts to colleges • Send NCAA final transcripts / upload • Open House	• Review remediation options; including summer school	• College application process • 504 plan review • IEP meetings	new grade level • Set up Rep Visits in Naviance • AP presentation / student exam registration • 504 plan meetings • AP test payments due • Admin meeting for Scheduling Prep / Timeline • Order AP tests • Off-site AP testing set up • PSSA / keystone planning • Schedule meetings with Administration • PSSA preparation • Keystone Preparation • AP preparation • PSSA Administration • Keystone Administration • AP planning / proctor training • Rising 7th grade parent orientation planning
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			• Course roster verification • Budget
Career • PHEEA Financial Aid Night planning • Mentoring / Naviance lessons (7-12) • ASVAB testing • PSAT results • Career communication to students / parents • Career Shadow • Volunteer recommendation communication (9-12) • Forbes Road CTC field trip (9th grade) • College & Career event (11th grade) • Career communication 11th grade timeline • Communication with rising 12th graders concerning post-secondary planning procedures for August	Career	Career • Career Pathway advising 11th grade individual meetings	Career • Attend PSU NK PD for school counselors • Junior timeline • 504 meetings

Social/Emotional CASEL framework classroom learning	Social/Emotional - Parent communication - Individual student meetings - Crisis Management	Social/Emotional Individual Counseling	Social/Emotional - Student Assistance Program (RAP) meetings - Monthly Glade Run meetings
Counselor Role - Implement School Counseling Curriculum - Group Activities - Parent and Student workshop and instruction	Counselor Role - Individual and small group counseling - Referrals - Peer facilitation	Counselor Role - Assist students individually and in small groups - Communicate with parents to discuss 4-year plan and post-secondary planning - Student consultation	Counselor Role - Consultation - Collaboration - Program management - Develop partnerships and foster relationships
ASCA Recommended Percentage of Time	ASCA Recommended Percentage of Time	ASCA Recommended Percentage of Time	ASCA Recommended Percentage of Time
15-25%	25-35%	25-35%	15-20%
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
25%	30%	25%	20%

School: Riverview School District- Verner Elementary and Tenth Street Elementary

Grade K-6

School Counseling Curriculum Provides developmental, comprehensive school counseling program content in a systematic way to all students K-12	Prevention, Intervention, and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans.	Student Support Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills need to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention, and Responsive Services to groups and individuals	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions	Purpose Program delivery and support
Academic - Planner Organization Skills (4-5) - Second Step (K-5) SEL Curriculum (skills for learning, empathy, emotion management, problem solving)	Academic Immediate academic concerns that are presented by parents, teachers, data, or supports.	Academic - IEP Meetings - UPMC Prevention Education and Collaboration - PSSA Makeup Tests - Individual Student Observations	Counselor Related - Review PSSA/ - CogAT Data - New Student notification - New Student introduction - Curriculum Night 504 Evaluations/Plans/Renewals - Special Education Evaluations/Plans/Renewals

			• Kindergarten Orientation • ESAP Meetings • SWIPBIS Meeting • SEL (Social Emotional Learning) Meetings • Glade Run Review and Assignment • First 9 Weeks Monitoring • Attendance • Parent Teacher Conference • Grade Level Meetings • PSSA Testing/Preparation • CogAT Preparation • Second 9 Weeks Monitoring • Attendance • Grades • Group Review • Third 9 Weeks Monitoring • Attendance • Grades • Group Review • End of year Monitoring • CogAT Testing (Grade 1) • PSSA Preparation/Testing • Transition to Jr/Sr High School • 6th Grade Graduation • 504 Plan Meetings • 504 Plan Writing evaluation reports
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			• Behavior Plan/FBA Support • Collaboration with faculty and staff • Community Outreach • Curriculum Night • School Counseling/ Administration meetings • Liaison with Outside Agencies • Parent/teachers Meetings • PD • School Counseling Communication/newsletter
Career • SMART Goal Setting (Grade 4-6 Naviance) • Kerr Museum and Career Reflection • SEL Lessons (K-6) • Preparation for Career Day (K-6, Verner) Introduction/ • Review of Career Clusters • Career Day (K-6, Verner) • Forbes Regional Visit (3-6, Verner) • Parent Career Presentations (Grade 3- 10th Street)	Career	Career	Career

• Character-Education/ Traits • Career Portfolio Collection/Review (K-6) • Field Trip Reflections • Career Presentation Reflections • Naviance Exit Tickets • Assembly Reflections • 6th Grade STEAM Career Opportunity • Review/introduction of school wide/classroom rules (SWPBIS) • Camp Lutherlyn (Grade 5) • Fire Safety Week (k-6, field trip 2nd Grade) • Bully Prevention (K-6) • 6th Grade Transition • End-of-Year Review • RSD Core and Special Area curriculum meets career standards			
Social/Emotional • Grief Awareness • Gratitude • SEL Lessons (K-5; skills for learning, empathy, emotional	Social/Emotional • New Student Lunch Bunch • Kindergarten Lunch Bunch • Skill building groups (tier 2)	Social/Emotional • Glad Run Referral and Collaboration • Home visits • Individual Counseling (scheduled)	Social/Emotional • Planning for holiday support • Christmas Basket Organization • Angel Tree Preparation

management, problem solving) • Character Traits (4-6)	• Open House (Verner) • Community Holiday Support and Delivery • Crisis Response • Lunch bunch groups • New Student lunch • Open House • Student Social Skills and Support Groups •	• Individual Counseling (responsive services) • Individual Student Observations • Records Release • Gifted Screening	• Christmas Basket Distribution • Angel Tree Distribution • Data Collection and review • Incident Investigation •
Counselor Role • Implementing school counseling curriculum • Group activities • Parent communication • Collaboration with faculty and staff	Counselor Role • Individual and small group counseling • Referrals and recommendations to both school and community-based agencies •	Counselor Role • Assist students individually and in small groups • Communicate with parents and students regarding barriers to education and academic success • Introduce students to CEW standards and pathways to help identify personal interests as they relate to careers • 6th Grade transitions support to the Jr. High	Non-Counselor Related • Attendance monitoring • Blessings in a basket • Class Coverage • Discipline • Door Duty (V) • Lunch Duty (V) • Maintain Student Records • Second Chance Breakfast (TSE) • Support nurses' office (TSE) • 504 Service Agreement Monitoring
Recommended Time 35-45%	Recommended Time 30-40%	Recommended Time 5-10%	Recommended Time 10-15%
Percentage of Time 40%	Percentage of Time 25%	Percentage of Time 10%	Percentage of Time 25%

8. Occupational Information – College & Career Resources

Career Clusters & Pathways

The National Career Clusters Framework is comprised of 16 Career Clusters and related Career Pathways to help students explore different career options and better prepare for college and career.

1. Agriculture, Food & Natural Resources

The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products / resources.

- Food Products and Processing Systems
- Plant Systems / Animal Systems
- Power, Structure & Technical Systems
- Natural Resources Systems
- Environmental Service Systems
- Agribusiness Systems

2. Architecture & Construction

Careers in designing, planning, managing, building and maintaining the built environment.

- Design / Pre-Construction
- Construction
- Maintenance / Operations

3. Arts, A/V Technology & Communications

Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

- Audio and Video Technology and Film
- Print Technology
- Visual Arts

- Performing Arts
- Journalism and Broadcasting
- Telecommunication

4. Business Management & Administration

Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

- General Management
- Business Information management
- Human Resources Management
- Operations Management
- Administrative Support

5. Education & Training

Planning, managing, and providing education and training services, and related learning support services.

- Administration and Administrative Support
- Professional Support Services
- Teaching / Training

6. Finance

Planning, services for financial and investment planning, banking, insurance, and business financial management.

- Securities & Investments
- Business Finance
- Accounting
- Insurance
- Banking Services

7. Government & Public Administration

Planning and performing government functions at the local, state, and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.

- Governance
- National security
- Foreign Service
- Planning
- Revenue and Taxation
- Regulation
- Public Management and administration

8. Health Science

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

- Therapeutic Services
- Diagnostic Services
- Health Informatics
- Support Services
- Biotechnology Research and Development

9. Hospitality & Tourism

Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

- Restaurants and Food / Beverage Services
- Lodging
- Travel & Tourism
- Recreation, Amusements & Attractions

10. Human Services

Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.

- Early Childhood Development & Services
- Counseling & Mental Health Services
- Family & Community Services
- Personal Care Services
- Consumer Services

11. Information Technology

Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

- Network Systems
- Information Support and Services
- Web and Digital Communications
- Programming and Software Development

12. Law, Public Safety, Corrections & Security

Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.

- Correction Services
- Emergency and Fire Management Services
- Security & Protective Services
- Law Enforcement Services
- Legal Services

13. Manufacturing

Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing / process engineering.

- Production

- Manufacturing Production Process Development
- Quality Assurance
- Logistics & Inventory Control
- Health, Safety and Environmental Assurance

14. Marketing

Planning, managing, and performing marketing activities to reach organizational objectives.

- Marketing Management
- Professional Sales
- Merchandising
- Marketing Communications
- Market Research

15. Science, Technology, Engineering & Mathematics

Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

- Engineering and Technology
- Science and Math

16. Transportation, Distribution & Logistics

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

- Transportation Operations
- Logistics Planning and Management Services
- Warehousing and Distribution Center Operations
- Facility and Mobile Equipment Maintenance
- Transportation Systems / Infrastructure
- Planning, Management and Regulation
- Health, Safety and Environmental Management

- Sales and Service

(Adapted from National Association of State Directors of Career Technical Education, 2012)

Resources

Career Preparation & College Majors

Naviance – Comprehensive college & career readiness platform – Login with Clever

<https://bigfuture.collegeboard.org> - Career & College exploration

<http://www.mysmartborrowing.org/#intro> -See how choices related to career, college and level of borrowing can impact overall debt

<http://www.educationplanner.org> -College & career planning website, college search and more

<http://www.bls.gov/ooh> - Occupational Outlook Handbook

<https://www.aiu3.net/CareerConnections> - Career Connections is a career exploration program available in Allegheny County in various careers including, communications, general studies, performing arts, science & technology, & visual arts

<http://www.careertech.org/career-clusters/> -Has academic high school course plans & occupations related to each career cluster

<http://www.myplan.com/majors/what-to-do-with-a-major.php> -Info. sheets that help you connect majors with careers

<http://www.onetonline.org/> -Tool for career exploration & job analysis

www.collegemajors101.com -Information on college majors

College

<https://nces.ed.gov/collegenavigator/> -US Dept. of Ed. Website w/ college search engine

www.collegebasics.com -College info. from former school counselors

www.fairtest.org -Test-optional colleges/universities

<http://www.cappex.com/> - College search, including “What are My Admission Chances?”, calculator & scholarship search

www.commonapp.org - Provides a common, standardized first-year application form for use at any member institution – has over 700 member colleges/universities

<http://www.coalitionforcollegeaccess.org> - Provides a common, standardized first-year application form for use at member institutions – over 100 colleges and universities are members

Admissions Testing

www.collegeboard.org - PSAT, SAT & AP testing information & college search engine

www.act.org - ACT testing information

Virtual campus tours

www.campustours.com

www.ecampustours.com

Two Year Colleges & Technical Schools

<https://www.usnews.com/education/community-colleges> -2 yr. Colleges

<https://www.visitpittsburgh.com/relocation/education/technical-vocational/> -Technical & Vocational Schools in Pittsburgh

Nursing School

www.nursingschool411.com

College Essay Writing

<https://www.princetonreview.com/college-advice/college-essay>

<http://www.collegeboard.com/student/apply/essay-skills/9406.html> -College Board's tips

<https://www.collegeessayguy.com/the-free-guide> - The Essay Workshop in a Box

Financial Aid

<https://fsaid.ed.gov> -Site to create an FSA ID. An FSA ID is a username and password that gives you access to Federal Student Aid's online systems and can serve as your legal signature.

www.studentaid.ed.gov -Information about student aid

www.finaid.org

www.pheaa.org

www.fafsa.ed.gov

<http://www.higheradmission.com/> - Colleges that offer automatic discounts based on certain criteria

Scholarships

Visit the School Counseling Office, Naviance, & Schoology for local scholarship information.

<http://www.ftc.gov/bcp/edu/microsites/scholarship/index.shtml> - Scholarship Scams

<http://www.goarmy.com/rotc/scholarships.html> - ROTC Scholarship Programs

<https://bigfuture.collegeboard.org/pay-for-college/grants-scholarships>

www.guaranteed-scholarships.com - Unlimited in # and require no essay, interview, portfolio, audition, competition or other high school requirement. Just meet the criteria listed, meet the deadlines, gain admission, enroll, and receive your scholarship!

www.fastweb.com

www.scholarships.com

www.collegescholarships.com

<http://www.free-4u.com/>

<http://www.gmsp.org/> - The goal of the GMS program is to promote academic excellence and to provide an opportunity for outstanding minority students with significant financial need to reach their highest potential

Athletics

www.ncaa.org - NCAA guide for student athlete- Juniors file forms at end of the year unless they are participating in early recruitment

www.naia.org - National Association of Intercollegiate Athletes

www.nsr-inc.com - National Scouting Report

www.ivyleaguesports.com

Military

www.careersinthemilitary.com

US Army- www.goarmy.com/

US Marine Corps- www.usmc.mil/

US Air Force- www.airforce.com/

US Navy – www.navy.com/

US Coast Guard – www.uscg.mil/

US Military Academy – www.westpoint.edu

US Naval Academy- www.usna.edu

US Air Force Academy- www.usafa.af.mil/

US Coast Guard Academy - www.uscga.edu

US Merchant Marine Academy – www.usmma.edu

ASVAB sample questions- http://official-asvab.com/samples_app.htm

Additional Resources

Intermediary Organizations	Forbes Road Career and Technical Center
Community State Organizations	Pennsylvania Department of Education (PDE) - Academic Standards for Career Education and Work PHEAA
Individual Contacts	College representative, Parents, Employers, District Members
Community / Business	School Counseling Advisory Meetings
Community Events	NACAC National Career Fair – Pittsburgh Virtual College Fairs – https://www.pacac.org/college-fairs Healthcare career advertising
Internet Based Links	https://www.pacareerzone.org/ www.onetonline.org https://www.pheaa.org/ https://bigfuture.collegeboard.org/
Publication / Documents	Quarterly Newsletter Schoolology / Teams Posts Naviance Digital Lists Emails

10. School Counseling Service Activities & Opportunities

Grade	Career School Counseling Service Activity
K-2	Second Step Curriculum, Career Cluster Presentations (community helpers, agriculture, health services, Career Day, and Parent Presenters)
3	Career Cluster Presentations, Career Day, and Parent Presenters) Naviance Career Lessons and Reflections
4	Second Step Lessons, Career Cluster Presentations, Naviance Lessons and Reflections, Career Cluster Finder, Resume Builder
5	Career Cluster Presentations, Naviance Lessons and Reflections, Career Interest Profiler, Resume Builder, Camp Lutherlyn Environmental Fieldtrip
6	Career Cluster Presentations, Naviance Lessons and Reflections, Career Key, Resume Builder
7	STEAM Career Exploration
8	Forbes Road CTC Road Show
9	Forbes Road CTC presentation & field trip
10	Technical Career Fair
11	College & Career Fair – Pittsburgh Technical Career Fair Triangle Tech Demo Day PA Career Link Manufacturing Fair
12	Technical Career Fair Triangle Tech Demo Day PA Career Link Manufacturing Fair

Career Speakers

Career / Company	Guest Speaker
Citizens Bank	Stephanie Hanne, Branch manager Chris Rugh, Citizens Banker
S&T Bank	Jennifer Misner, Personal Banker
Dollar Bank	Brendan Kearns, Assistant Vice President
Woodforest National Bank	Robert Carter, Branch Manager
Union Savings Bank	Camden Kelly, Loan Officer
Alcose Credit Union	Joy Benedek, CEO
Howard Hanna	Anjelica Kopsahilis, Realtor
State Farm Insurance Company	Jeff Huntington, Registered Representative
CS McKee Investment Managers	Jason Pittner, Data Analyst
Cohen Seglias Pallas Greenhall & Furman PC	Lori Wisniewski Azzara, Attorney at Law
Toutwood	Gene Natali, Founder and CEO
J.P. Morgan	Jeanne Berger, Vice President Private Client Advisor
Western & Southern Life Financial Group	David Trafican, Sales Manager
Whiteford Law	Sarah Wenrich, Attorney at law
Department of the Auditor General	Timothy DeFoor, Pennsylvania Auditor General
Berdeo Group LLC	Laura Berger, Master Executive Coach
The Phoenix Benefits Group, Inc	Michael Pisula, president / Actuary
Grant Thornton	Gianna Sgro, Senior Tax Consultant
Riverview School District	Neil English, Superintendent Eric Hewitt, Principal David Turk, Assistant Principal

11. Career Pathways Guide – *attached*

12. Mentoring Scope and Sequence – Jr/Sr High School - *attached*