

**Sharpsville Area School District
Chapter 339 Guidance Plan
Grades
K-12**



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Counselor

Counselors Names, Locations and Ratios

K-5: Mrs. Kerri Hamilton Student Ratio 417:1 Sharpsville Area Elementary School

6-12: Mrs. Ellen Kellar Student Ratio 325:1 Sharpsville Area Middle/High School

Mr. Frank Galati Student Ratio 325:1 Sharpsville Area Middle/High School

Counselor Role

Our counselors, as educational specialists, have the unique opportunity to become directly involved with student achievement through data collection, documentation, and action planning. Our counselors believe that all students have the capacity for high academic achievement and career success. Our counselors facilitate school improvement efforts and align their programs with the academic missions of their individual schools. Our counselors provide a balance of academic, career, and personal/social programming for all students.

As a Leader – Our school counselors as leaders effectively manage and implement a comprehensive developmental school counseling program.

Leading Students to Success	Leading the School Counseling Program
The leader of the school counseling program is responsible for the development delivery and evaluation of a comprehensive school counseling program for all students; uses data to identify and remove barriers to student learning; promotes student success by participating in efforts to close existing achievement gaps among underrepresented populations; serves on school-based leadership/school improvement teams related to the welfare of students; serves on district level curriculum teams, and; supports the school as a safe and welcoming learning community	In addition, the school counselor engages educational community stakeholders in helping the school with its academic mission, develops a system-wide advisory system to help all stakeholders understand and respond to the developmental needs of all children, asks hard questions that challenge the status quo and influence system-wide change leading to school reform, uses data to promote and evaluate the school counseling program, uses Pennsylvania specific data analysis systems to determine program needs (e.g., SAS, Emetrics, PVASS), and develops and manages the school counseling program budget.

As an Advocate – Our school counselors advocate for students, for the counseling profession, and for systemic change. School counselors as advocates can impact attitudes, policies, or practices to reduce or eliminate barriers so that students can be successful in school and careers. Advocating for academic success of every student is a key role of school counselors.

Advocating for Students	Advocating for the Counseling Program
The counselor works to ensure access to and success in a rigorous academic curriculum for every student; remove barriers that prevent student learning; provide strategies for closing the equity achievement gaps among students; develop programs of counseling and advising that ensure every student has an ongoing connection with a caring adult; create opportunities to support student learning for all; ensure the academic, personal/social, and career development of all students; and ensure equitable access to educational and career exploration opportunities for all students.	The counselor works to establish and protect a school environment that supports rigor, relevance, and relationships; eliminate policies and practices that inhibit student opportunity; promote systemic change in schools to ensure academic success; collaborate with others within and outside the school to help meet all student needs; and ensure that all three domains and corresponding standards (National – ASCA Standards and Pennsylvania- CEW Standards) are addressed and central to the mission of the school.

As a Collaborator – The professional school counselor as a collaborator teams with all members of the educational community to create an environment that promotes student achievement of goals, benchmarks, standards, and outcomes.

Collaborator for the Student and the Counseling Program
The school counselor as a collaborator promote commitment to the mission of the school; teams with staff to provide professional development that enhances student success; establishes a comprehensive school counseling program that engages the educational community to ensure that all students benefit from the program; maintains an open communication style to foster an effective teaming culture and a sense of community for the school system; serves actively on school leadership teams; uses skills in networking program solving and mediation in the educational community; and embraces feedback that supports continual program improvement.

As an Agent of Systemic Change – With the expectation to serve the needs of every student, school counselors are uniquely positioned to assess their school for systemic barriers to academic success. As leaders and advocates, it is their responsibility to help the school change to better meet student needs.

Counselors as Agents of Systemic Change
The school counselor employs data to identify and challenge policies and practices which may hinder student achievement, establishes opportunities for collaboration to address problems, gathers data to support the need for change, identifies realistic goals and creates action plans, develops intervention strategies for challenging resistance, and embraces the ethical obligation to ask hard questions to challenge the status quo.

Job Descriptions Linked to the Counselor Evaluation Process

Elementary Guidance Counselor Job Description – *Attachment #7*

Middle School and High School Guidance Job Descriptions – *Attachment #8*

Program Delivery

Mission Statement

The mission of the Sharpsville Area School District Counseling Department is to provide an empowering, caring and supportive environment which will meet the academic, social/emotional, and career needs of all students to enable them to face future challenges.

- Core Beliefs
 - All students have the right to an education in a safe and positive school environment.
 - All students should be prepared to be lifelong learners and contributing members of society.
 - Each student has the ability to make positive life choices that contribute to personal growth and self-actualization.
 - Parents and guardians, along with school personnel, have the responsibility to aid in the development of the whole child.

Program Calendars and Program Delivery Style

Monthly Counseling Calendar for the Sharpsville Area Elementary School 2021-2022

<u>July</u>	<u>January</u>
Academic:	Academic: • Administrator and grade level meetings • Classroom guidance lessons – caring • Specialist Meeting • LEAD Team • SWPBIS
Career:	Career: • Kindergarten read the book <i>A Big Job</i> by Suzanne Barchers. The story follows a boy who is doing a job.
Personal/Social:	Personal/Social: • Small group sessions • Blue Devil Tickets • Individual counseling as needed • Backpack Program • SAP referrals • CYS referrals
<u>August</u>	<u>February</u>

Academic: • Open House • New student record checks • Schedule all new students • Withdraw all move-outs • Send home brochure to new parents • Scheduling K-5 students • Plan curriculum for the year • Meet with administrators/teachers • Kindergarten Screenings • Kindergarten Orientation • Specialist Meeting	Academic: • Read Across America Week • Administrator and grade level meetings • Label all PSSA Tests • Specialist Meeting • Student Assistance Team meeting • Mercer County Counselors Meeting • Blue Crew • LEAD Team
Career:	Career: • <i>Whose Hat is This?</i> – 1st Grade • Community Helpers Unit – 1st Grade • Community Helpers Day (Parent/Community Volunteers) – 1st grade
Personal/Social: • K-5 Introduction to Counselor Lessons • Meet with all classrooms for kick off to the 6 Pillars of Character • Individual counseling as needed • Backpack Program • SAP referrals • CYS referrals	Personal/Social: • Small group sessions • Individual counseling as needed • Backpack Program • SAP referrals • CYS referrals • Blue Devil Tickets • LEAD Team
September	March
Academic: • Follow up with new students • Classroom guidance lessons – Respect • Kindergarten Screenings • Gifted • Specialist Meeting • Child Study Team and Student Assistance Team meetings	Academic: • PSSA preparation meeting • PSSA Online Training • Administrator and grade level meetings • Specialist Meeting • Child Study Team/ Student Assistance Team meetings • LEAD Team
Career: • Introduction lesson to K-5 on Career Education	Career: • Career Research – 5th grade • Career Exploration worksheet www.bls.gov/k12/index.htm • Have You Learned worksheet http://www.learningforlife.org/wp-content/documents/Career-Exploration-Lessons-for-Sixth-and-Seventh-Grades.pdf
Personal/Social: • Send out small group offerings to staff and parents • Small group sessions • Golden Rule Award • Individual counseling as needed • Backpack Program • SAP referrals • CYS referrals	Personal/Social: • Small group sessions • Blue Tickets • Individual counseling as needed • Backpack Program • SAP referrals • CYS referrals

<u>October</u>	<u>April</u>
Academic: • Red Ribbon Week • Fire Safety Program • Halloween Safety Program • Individual student conferences/parent conferences • Administrator and grade level meetings • Classroom guidance lessons Responsibility which will also cover Internet safety for grades K-5 • Specialist Meeting • Child Study Team and Student Assistance Team Meeting	Academic: • PSSA testing – grades 3, 4, and 5 • Inventory PSSA Tests material • PSSA make-up testing • Follow up with new students • Administrator and grade level meetings • Specialist Meeting • Child Study Team and Student Assistance Team meetings • LEAD Team
Career: • 4th grade “What Wheel You Be?” career cluster wheel goingplaces@aessuccess.org • Early awareness program	Career: • Career Day – 5th grade • Career Awareness – 3rd grade - http://paws.bridges.com/cfnc1.htm • The Color Quiz Assessment – 3rd grade • Ice Cream Career Scoops Assessment – 3rd Grade
Personal/Social: • Small group sessions • Individual counseling as needed • Backpack Program • SAP referrals • CYS referrals	Personal/Social: • Small group sessions • Individual counseling as needed • Backpack Program • SAP referrals • CYS referrals
<u>November</u>	<u>May</u>
Academic: • Veterans Day Assembly • Individual student conferences/parent conferences • Administrator and grade level meetings • Classroom guidance lessons – Trustworthiness • Gifted • Specialist Meeting • Child Study Team and Student Assistance Team meetings • Begin assistance (Angels) program • Mercer County Counselors Meeting	Academic: • PSSA make up ~ package PSSA tests • Administrator and grade level meetings • Classroom guidance lessons- Citizenship • Kindergarten Screenings • Specialist Meeting • Child Study Team and Student Assistance Team meetings
Career: • 2nd grade lesson using People and Occupations Kid Learning Videos- YouTube educational videos	Career:
Personal/Social: • Small group sessions • Individual counseling as needed • Backpack Program • SAP referrals • LEAD Team • CYS referrals	Personal/Social: • Small group sessions • Individual counseling as needed • Backpack Program • SAP referrals- input information into BHS • CYS referrals

<u>December</u>	<u>June</u>
Academic: - Administrator and grade level meetings - Classroom guidance lessons – fairness - Gifted - Specialist Meeting - Child Study Team and Student Assistance Team meetings - Organize assistance for families/Christmas food	Academic:
Career:	Career:
Personal/Social: - Small group sessions - Individual counseling as needed - Backpack Program - SAP - CYS referrals - Assess population for need based assistance - LEAD Team	Personal/Social:

Monthly Counseling Calendar for the Sharpsville Area Middle School 2021-2022

<u>July</u>	<u>January</u>
Academic:	Academic: - Report cards – Grades 6 – 8 - In-Service Day – Grades 6 – 8 - Planner Review and Re-introduction 6 – 8
Career:	Career: - In-Service Day – Grades 6 – 8 - Career Interest Surveys 6 – 8
Personal/Social:	Personal/Social: - In-Service Day – Grades 6 – 8 - Peer and Social Classroom Meetings 6 – 8
<u>August</u>	<u>February</u>
Academic: 6th Grade Orientation – Grade 6	Academic: - Nat. Jr. Honor Society Induction – Grades 7 – 8 - MS Scheduling – Grades 6 – 8 - Elementary Meeting for Scheduling – Grade 5
Career:	Career:
Personal/Social: 6th Grade Orientation – Grade 6	Personal/Social: Nat. Jr. Honor Society – Grades 7 - 8
<u>September</u>	<u>March</u>
Academic: - In-Service Day – Grades 6 – 8 - Open House – Grades 6 – 8 - ALICE Training for Students – Grade 6 - School House Picnic – Grades 6 – 8 - Homecoming Spirit Week – Grades 6 – 8	Academic: - Progress Reports – Grades 6 – 8 - MCCC Presentations – Grade 8 - Celebrate Life Assembly – Grade 8
Career:	Career:

• In-Service Day – Grades 6 – 8 • Open House – Grades 6 – 8 • Homecoming Spirit Week – Grades 6 – 8	• MCCC Presentations – Grade 8
Personal/Social: • In-Service Day – Grades 6 – 8 • Open House – Grades 6 – 8 • School House Picnic – Grades 6 – 8 • Homecoming Spirit Week – Grades 6 – 8	Personal/Social: • Celebrate Life Assembly – Grade 8
<u>October</u>	<u>April</u>
Academic: • IEP Meeting Month – Grades 6 – 8 • Red Ribbon Week – Grades 6 – 8 • Progress Reports – Grades 6 – 8 • In-Service Day – Grades 6 – 8	Academic: • PSSA's – Grades 6 – 8 • Report Cards – Grades 6 – 8 • Mid-evil Banquet – Grade 6
Career: • IEP Meeting Month – Grades 6 – 8 • In-Service Day – Grades 6 – 8	Career:
Personal/Social: • Red Ribbon Week – Grades 6 – 8 • In-Service Day – Grades 6 – 8	Personal/Social: • Mid-evil Banquet – Grade 6
<u>November</u>	<u>May</u>
Academic: • Career Fair – Grade 8 • Report Cards – Grades 6 – 8 • Playwrights – Grade 7	Academic: • PSSA – Grades 6 – 8 • Attorney General Assembly – Grade 8 • Keystones – Grades 6 – 8 • Chief Josephs Presentations – Grades 6 – 8 • Progress Reports – Grade 8 • School Picnic – Grade 7 • Historical Society Field Trip – Grades 7 – 8 • Science Fair – Grades 7 - 8
Career: • Career Fair – Grade 8	Career:
Personal/Social: • Career Fair – Grade 8 • Mock Election – Grades 6 – 8 • Playwrights – Grade 7	Personal/Social: • Attorney General Assembly – Grade 8 • Chief Josephs Presentations – Grades 6 – 8 • Progress Reports – Grade 8 • School Picnic – Grade 7 • Historical Society Field Trip – Grades 7 – 8 • Gettysburg Field Trip – Grade 8
<u>December</u>	<u>June</u>
Academic: • PAYS Survey – Grades 6 – 8 • Progress Reports – Grades 6 – 8	Academic: • Report Cards – Grades 6 – 8 • 8th Grade Recognition – Grade 8 • Build Next Years Schedule – Grades 6 – 8
Career:	Career:

• PAYS Survey – Grades 6 – 8	• Build Next Years Schedule – Grades 6 – 8
Personal/Social: • PAYS Survey- Grades 6 – 8 • Diversified Family Presentations – Grade 8	Personal/Social:
Ongoing	
Academic: • Lunch Duty – Grades 6 – 8 • Individual Counseling – Grades 6 – 8 • Bullying Prevention – Grades 6 – 8 • Weekly Guidance Meeting – Grades 6 – 8 • New Student Schedules – Grades 6 – 8 • CYS Involvement – Grades 6 – 8 • Referrals for Outside Counseling – Grades 6 – 8 • Professional Development – Grades 6 – 8 • Youth Court – Grades 6 – 8	
Career: • Lunch Duty – Grades 6 – 8 • Bullying Prevention – Grades 6 – 8 • Weekly Guidance Meeting – Grades 6 – 8 • Referrals for Outside Counseling – Grades 6 – 8 • Professional Development – Grades 6 – 8 • Youth Court – Grades 6 – 8 • Home Visits – Grades 6 – 8	
Personal/Social: • Lunch Duty – Grades 6 – 8 • Individual Counseling – Grades 6 – 8 • Bullying Prevention – Grades 6 – 8 • Schools to Watch Team – Grades 6 – 8 • New Student Schedules – Grades 6 – 8 • Parent/Teacher Meeting – Grades 6 – 8 • Referrals for Outside Counseling – Grades 6 – 8 • Professional Development – Grades 6 – 8 • Youth Court – Grades 6 – 8 • Yoga – Grades 6 – 8 • Backpack Program – Grade 6 – 8 • Home Visits – Grades 6 – 8 • School Based Counseling K - 12	

Monthly Counseling Calendar for the Sharpville Area High School 2021-2022

<u>July</u>	<u>January</u>
Academic: - Schedule Changes - Schedule Dual Enrollment Students - Receive records for new students - Send records for transferred students	Academic: - Send mid-year grades for all seniors applying to college - Parent conferences with seniors in jeopardy of not graduating - Meet with all students who failed a class for the 9 weeks - Class scheduling meetings - My Smart Borrowing
Career: Send transcripts for graduated seniors	Career: - Send college applications/transcripts/letters of recommendation - Register juniors for NCAC College Fair - Begin receiving and announcing scholarship opportunities - Entrepreneurship Academic presentation to all
Personal/Social: Community Service Offerings	Personal/Social: - Coordinate SAP Team meeting - Individual counseling as needed - Community Service Offerings
<u>August</u>	<u>February</u>
Academic: - Open House - New student record checks - Schedule Dual Enrollment Students - Schedule all new students - Plan curriculum for the year - Meet with Administrators/teachers - Freshman Orientation - Check all senior transcripts for graduation requirements	Academic: - Review Career Center Applications (and complete Barrier Reports) - Mercer County Counselors Meeting - Order AP Tests - Enter Course requests for next school year - Student/parents scheduling conferences - Administer PSAT (Grade 10)
Career: - Schedule College Admissions Reps. - Job Shadowing opportunities - Help students schedule college visits	Career: - Send college applications/transcripts/letters of recommendation - Attend NCAC College Fair with juniors - Receive and announce scholarship opportunities
Personal/Social: - Individual counseling as needed - Community service offerings	Personal/Social: - Coordinate SAP Team meeting - Small group sessions - Individual counseling as needed - Community Service

<u>September</u>	<u>March</u>
Academic: • Schedule Changes • Follow up with new students • IEP meetings • Collect money for AP and University of Pittsburgh Courses • Order PSAT materials • Sign students up for PSAT • Finalize schedule changes	Academic: • Dual Enrollment Meetings • Presentation to all juniors for SAT/ACT, college admissions planning • Complete MCCC Barrier reports for all applicants • Senior project meetings
Career: • MCCC Presentations to all 9th and 10th graders • Schedule College Admissions reps. • Meet with all seniors to review college visitations/admissions process and scholarship application process • Job shadowing • Help students schedule college visits • In class presentations • Complete www.Xello.world lessons with all students grades 9 - 12	Career: • 10th grade to Business and Industry Trade Fair • Complete www.xello.world lessons with all students grades 9 - 12 • Review and send completed scholarships with transcripts and letters of recommendation
Personal/Social: • Individual counseling as needed • Coordinate SAP Team meeting • Community Service offerings	Personal/Social: • Coordinate SAP Team meeting • Individual counseling as needed • Community Service offerings
<u>October</u>	<u>April</u>
Academic: • Individual student conferences/parent conferences • Administer the PSAT to Juniors • Help seniors register for SAT/ACT • IEP Meetings	Academic: • Training for Keystones • Senior Project meetings • Individual academic conferences for students failing courses • Help coordinate Keystone testing schedule
Career: • Thiel College Fair • 10th Grade visits to the MCCC • Schedule College Admissions Reps • Send College applications/transcripts/letters of recommendation • Help students schedule college visits • Financial Aid Night for Seniors	Career: • Community Service Opportunities • “My Smart Borrowing” presentation to all Juniors
Personal/Social: • Red Ribbon Week • Individual counseling as needed • Coordinate SAP Team meeting	Personal/Social: • Coordinate SAP Team meeting • Small group sessions • Individual counseling as needed • Backpack Program

<u>November</u>	<u>May</u>
Academic: • Individual student conferences/parent conferences • Send college applications/transcripts/letters of recommendation • Mercer County Counselors meeting • Help seniors register for SAT/ACT	Academic: • Keystone Test Administration/Return • AP Test Administration/Return • Meet with students in jeopardy of failing a class • Collect Dual Enrollment grades and add to transcripts
Career: • Help students schedule college visits • Send college applications/transcripts/letters of recommendation • Business Week for Juniors	Career: • Make sure seniors have completed all post-secondary applications • Complete www.Xello.world lessons to all students grades 9 - 12
Personal/Social: • Coordinate SAP Team meetings • Individual counseling as needed	Personal/Social: • Coordinate SAP Team meeting • Individual counseling as needed • Community Service offerings
<u>December</u>	<u>June</u>
Academic: • Send college applications/transcripts/letters of recommendation • Meet with seniors who did not pass Keystone to review graduation project • Help seniors register for the SAT/ACT • Complete www.Xello.world lessons to all students grades 9 - 12	Academic: • Top 10 Dinner calculations • Senior Award Ceremony • Graduation • Send final senior transcripts • Summer school/failure letters • Final Class Rank
Career: • Send college applications/transcripts/letters of recommendation • Help students schedule college visits	Career:
Personal/Social: • Coordinate SAP Team meeting • Meet with seniors who still owe community service • Individual counseling as needed	Personal/Social: • Report final SAP Data

Sharpsville Area Elementary School (K-5)
Total for Year

Guidance Curriculum <i>Provide developmental, comprehensive guidance program content in a systematic way to all students Pre K – 12</i>	Prevention, Intervention and Responsive Services <i>Addresses school and student needs</i>	Individual Student Planning <i>Assists students and parents in development of academic and career plans</i>	System Support <i>Includes program, staff and school support activities and services</i>
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, intervention and Responsive Services to groups and/or individuals	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions	Purpose Program delivery and support
Academic - Plan curriculum for the year - Mercer County Counselors Meeting - Kindergarten Screenings - Kindergarten Orientation	Academic - Open House - New student record checks - Schedule all new students - With draw all move-outs - Scheduling K-5 students - Red Ribbon Week - Fire Safety Program - Halloween Safety Program - Child Study Team and Student Assistance Team Meetings	Academic Individual student conferences/parent conferences	Academic - Meet with administrators/teachers - Label all PSSA Tests - PSSA preparation meeting - PSSA Online Training - PSSA testing – grades 3, 4, and 5 - Inventory PSSA Tests - PSSA make-up testing - PSSA ~package and send all for elementary - Caring/citizenship - Meet with all classrooms for internet safety lessons - Veterans Day Assembly - Read Across America Week
Career Follow the Core Curriculum Action Plan Lessons and Activities	Career	Career Work with parents and students as needed for proper placement for enrichment possibilities	Career - K- On The Job intro. 1st-Community Helpers Unit 2nd- People and Occupations Kid Learning 3rd-Career Awareness 4th-Career Cluster Wheel 5th- Career Research
Personal/Social	Personal/Social - Backpack Program - Organize assistance for families/Christmas food	Personal/Social - Follow up with new students - Individual counseling as needed	Personal/Social - Send out small group offerings to staff and parents - Small group sessions
Counselor Role Guidance curriculum	Counselor Role Individual/group	Counselor Role Assessment	Counselor Role

• Classroom or structured • Groups consultation	• SAP referrals • Consultation	• Planning • Placement • Consultation	• Develop and manage program • Coordination • Develop relationships and partnerships • Consultation
Percentage of Time 10%	Percentage of Time 30%	Percentage of Time 25%	Percentage of Time 35%

Sharpville Area Middle School (6 - 8)

Total for Year

Guidance Curriculum <i>Provide developmental, comprehensive guidance program content in a systematic way to all students Pre K – 12</i>	Prevention, Intervention and Responsive Services <i>Addresses school and student needs</i>	Individual Student Planning <i>Assists students and parents in development of academic and career plans</i>	System Support <i>Includes program, staff and school support activities and services</i>
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, intervention and Responsive Services to groups and/or individuals	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions	Purpose Program delivery and support
Academic - Beginning of year meetings with each grade level - Review course requirements and expectations - Review PSSA results and course placements - Course selection presentations/schedule to all grades	Academic - Red Ribbon Week activities sponsored by Natural Helpers - Weekly SAP meetings - Diversified Family Service Presentations (6) - On-going consultations with CYP and Juvenile Probation	Academic - Beginning of the year meetings with individual 6th grade students - Meet with all new students in District - Review policies and procedures 8th grade scheduling interviews - Course scheduling and changes for current and new enrollments - IEP and 504 meetings	Academic - Participate in IEP, GIEP, Chapter 504 meetings - PSSA and Keystone Test Administration and make-ups - Teacher consultations - Schedule changes - Identify potential failures - Awards Assembly
Career - Mercer County Career Center Presentations - Career Fair - LTI Presentations	Career Career Exploration and Career Interest Inventories www.educationplanner.org and www.pacareerzone.com	Career - Review of Keystone results and plan for future tests - Mercer County Career Center Presentations - Career Fair Event	Career - Individual meetings with parents and students - IEP and 504 meetings
Personal/Social Presentations to individual students of how to access the guidance curriculum	Personal/Social - Individual and small group counseling - Crisis counseling	Personal/Social - Individual and small group counseling - Consultation with outside agencies to provide students with resources they need	Personal/Social Consultation and coordination with outside agencies as needed to support students
Counselor Role Implementation of Guidance Curriculum and Plan	Counselor Role - Agency Referrals - Individual and Group Counseling	Counselor Role - Assessment - Planning - Placement - Consultation	Counselor Role Create a comprehensive and welcoming working environment with all individuals involved
Percentage of Time 15%	Percentage of Time 45%	Percentage of Time 20%	Percentage of Time 20%

For Sharpsville Area High School 9-12
Total for the Year

Guidance Curriculum <i>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</i>	Prevention, Intervention and Responsive Services <i>Addresses school and student needs.</i>	Individual Student Planning <i>Assists students and parents in development of academic and career plans.</i>	System Support <i>Includes program, staff and school support activities and services.</i>
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support.
Academic • Beginning of year meetings with grade levels • Review graduation requirements and transcripts 9-12 • Review Keystone results and course placement • Course selection presentations/scheduling to all grades (9-12) • Review SAT/ACT test registration and free tutoring info • Classroom Presentations: College/Career Exploration – 11th College Application & Scholarship Search – 12th	Academic • Red Ribbon Week activities (sponsored by the Natural Helpers) • Weekly SAP meetings	Academic • 12th Grade planning interviews • Individual Academic Appointments • Course changes • New enrollments • 9th & 10th grade MCCC presentations and visits • Write letters of recommendation for college applications and scholarships	Academic • Participate in IEP, GIEP, Chapter 504 meetings • PSSA, AP, Keystone, PSAT, SAT test Administration and make-ups • Teacher consultations • Schedule changes • Identify potential failures • Local Scholarship administration • Awards Banquet • Awards assembly
Career • Financial Aid Night • FAFSA Completion Night	Career • Complete individual interest inventories www.Xello.world	Career • PSAT/SAT/ACT Interpretation of results (grades 10-11) • MCCC registration paperwork	Career • College rep visits • Thiel College Fair • NACAC College Fair

Personal/Social	Personal/Social • Individual and small group counseling	Personal/Social	Personal/Social • Coordinating meetings with outside agencies as needed to support student • Participate in Student Assistance Program • Further develop relationships with students and their family
Counselor Role • Guidance Plan implementation	Counselor Role • Individual and small group counseling • Agency referrals	Counselor Role • Assessment • Planning • Placement • Consultation	Counselor Role • Program Coordination • Build relationships with Stakeholders
Percentage of Time 10%	Percentage of Time 35%	Percentage of Time 30%	Percentage of Time 25%

K-12 Curriculum Scope and Sequence including Curriculum Action Plan

Sharpsville Area Elementary Curriculum Action Plan -The goal of the Sharpsville counseling program is to provide each student in the Sharpsville Area Elementary School with the best possible education and necessary support in order to become responsible and productive citizens. Our counselors are committed to providing high quality counseling services to all students to assist students in attaining lifelong learning and coping skills. We will strive to create educational experiences that will allow the students to develop and excel in the areas of academics, social and emotional development, and career placement.

Lessons and Activities Related to Goal:

Grade Level	Lesson Topic	Lesson Will Be Presented In Which Class/ Subject	ASCA Domain, Standard and Competency	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Contact Person	Indicator
K	Learning about jobs	Classroom Guidance	C:13.1.5	<i>A Big Job</i> by Suzanne Barchers. Story follows along as a young boy does a job	Beginning of January	All of Kindergarten – 85 students	Verbal questions/responses	Mrs. Hamilton	Exit Slip
1	Community Helpers	Classroom Guidance and Social Studies	C:13.1.5 C:13.2.3	• <i>Whose Hat is This?</i> by Sharon Kat Cooper Hats representing different professions (fire fighter, police officer, train conductor, baseball player, pilot, construction worker, chef, farmer, etc.) • Art Paper • Pencils • Crayons/ Colored Pencils/ Markers • When I grow up worksheet	Beginning – End of Feb.	All of first grade – 86 students	Pre and Post-Test	Mrs. Hamilton	Classroom Response

				- Community Helpers Unit Letter -Community Helpers Day (Parent/Community Volunteers)					
2	People and occupation	Classroom Guidance	C:13.1.5 C:13.2.3 C:13.4.5	People and Occupations Kids Learning Videos- YouTube educational videos	Beginning of November	All of 2 nd grade – 82 students	Pre and post test	Mrs. Hamilton	Worksheet
3	Career Awareness	Classroom Guidance and Library	C:13.4.5 C:A1.5 C:A1.6 C:A1.7	http://paws.bridges.com/cfnc1.htm -The Color Quiz Assessment -Ice Cream Career Scoops Assessment	Beginning –End of April	All of 3rd grade – 96 students	Pre and Post-Test	Mrs. Hamilton	Quiz
4	Career awareness and developing awareness of personal abilities and interests	Classroom Guidance	C:13.4.3 C:13.4.5	Use the “What Wheel You Be?” Career Cluster Wheel and utilize the information at giongplaces@aessuccess.org	Beginning of October	All of 4 th grade – 84 students	Student survey	Mrs. Hamilton	Worksheet
5	Career Exploration	Classroom Guidance and Library	C:A1.1 C:A1.8	www.bls.gov/k12/index.htm Career Exploration worksheet Have You Learned worksheet http://www.learningforlife.org/wp-content/documents/Career-Exploration-Lessons-for-Sixth-and-Seventh-Grades.pdf Career Day	Middle of March – Middle of April	All of fifth grade – 121 students	Pre and Post-Test	Mrs. Hamilton	Exit Slip

Sharpsville Area Middle School Curriculum Action Plan -

Lessons and Activities Related to Goal:

Grade Level	Lesson Topic	Lesson Will Be Presented In Which Class/ Subject	ASCA Domain, Standard and Competency	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Contact Person	Indicator
6	6th Grade Orientation	Auditorium	A.A1.1	Student Handbook	August	100	Exit Interviews	School Counselor	Parent Signature
6, 7, 8	Open House	Open Building	PS.A1.1	N/A	September	300	School Surveys	School Counselor	Survey
6	Alice Training	Social Studies	PS.C1.1 PS.C1.2	Alice Handouts	September	100	Post Test	Head of Student Services	Parent Signature
6, 7, 8	School House Picnic	All Day	PS.A2.1 PS.A2.8	N/A	September	300	School Surveys	School Principal	Student Questionnaire
6, 7, 8	Homecoming School Spirit Week	All Classrooms	PS.A2.8 PS:A2.1	N/A	September	300	N/A	School Counselor	Survey
6, 7, 8	IEP/504 Meetings	Room 95	A.B1.6 A.B2.7	N/A	October	40	Parental Information	Head of Student Service	Parent Input

6, 7, 8	Red Ribbon Week	All Classrooms	PS.A1.5 PS.A1.5	N/A	October	300	N/A	School Counselor	Classroom Participation
6, 7, 8	Progress Reports	Distributed in Homerooms	PS.B1.1	Progress Reports	October, December, March, May	300	4.5 week grades	School Counselor	Progress Report
6, 7, 8	Report Cards	Distributed in Homerooms	PS.B1.5	Report Cards	November, January, April, June	300	9 week grades	School Counselor	Report Card
8	Career fair	Hermitage VFW	C.A1.4 C.A1.10	Career Inventories	November	100	Post Exit Interviews	School Counselor	Exit Slip
7	Playwrights Field trip	Pittsburgh Theatre	PS.B1.8	N/A	November	60	Playwright Results	Ira Pataki	Essay
6, 7, 8	PAYS Surveys	Social Studies	PS.C1.7 PS.C.9	Surveys	December	300	Survey Results	School Counselor	Paper Survey
6	Diversified Family Services	Social Studies	PS.C1.3	Family Information Packets	December	100	Family Participation	School Counselor	Family Feedback
5, 6, 7	Middle School Scheduling	Homerooms	A.B1.4 AB2.5	School Scheduling Handbook	February	300	Scheduling Results	School Counselor	Student Schedules
8	Mercer County Career Center Presentations	Social Studies	C.A1.4 C.A1.10	Sign-up Packets	March	100	Returned Packets	School Counselor	Exit Slip

8	Celebrate Life	Auditorium	PS.C1.7 PS.C.9	N/A	March	100	N/A	School Counselor	Worksheet
6, 7, 8	PSSA's	Math, Language Arts, Science	PS.B1.6 PS.B1.12	Tests	May	300	PSSA Results	School Counselor	PSSA Reports
7	Keystones	Algebra Class	PS.B1.6 PS.B1.12	Tests	May	25	Keystone Results	School Counselor	Keystone Reports
6, 7, 8	Chief Josephs Presentations	Social Studies	PS.C1.1 PS.C1.11	N/A	May	300	N/A	School Counselor	Student Feedback
8	Gettysburg Field Trip	Gettysburg, PA	PS.A2.7 PS.A2.8	N/A	May	100	N/A	School Principal	Essay
7, 8	Science Fair	Science Class	PS.A1.4 PS.A1.9	Science Fair Rules and Procedures	May	125	Science Fair Results	Science Teacher	Science Project
8	8th Grade Recognition	Auditorium	PS.B1.8	Ceremony Programs	June	100	8th Grade Graduation Results	School Counselor	Awards

Sharpsville Area High School Curriculum Action Plan -

Lessons and Activities Related to Goal:

Grade Level	Lesson Topic	Lesson Will Be Presented In Which Class/ Subject	ASCA Domain, Standard and Competency	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Contact Person	Indicator
12	College Financial Aid Night	Evening Library 12 th grade	C:A1.5 C:A 1.7 13.1.3F 13.1.D 13.1.11F 13.3.11F	PHEAA Handouts PowerPoint Presentations College Scholarship handouts	Oct.	114	Attendance	School Counselor and PHEAA Coordinator	FAFSA Completion
11	Entrepreneurship Academy Presentation	Grade 11 Auditorium	13.4.11A 13.411B 13.4.11C	Video Student Speakers Handouts	March	106	Applicants for Program	IU Coordinator School Counselor	Application
9-12	Review Graduation Requirements	All students 9-12	16.1.2D 13.2.3D 13.1.5F 13.1.5H	Lecture Program of Studies	Sept.	440	Graduation %	School Counselor	4 Year Plan
9-10	MCCC Career Presentation	All students 9-10	13.1.3AB 13.1.3D 13.2.3E 13.1.11C 13.1.11F	PowerPoint Handout	Oct	225	% of Students who attend MCCC	School Counselor MCCC Counselor	Exit Slip
9-12	Scheduling presentations	Auditorium All Students 9-12	13.1.3A 13.3.3A 13.1.8GH 13.1.11.E	Program of Studies	Jan-Feb	440	N/A	School Counselor & Principal	Course Request Sheet

11	College & Career Exploration activity	To all 11 th grade students in Lit Comp 3& AP Lang	13.1.3AB 13.1.3FG 13.2.3D 13.1.8AB 13.1.8E 13.1.1C 13.1.11F 13.2.11C	Collegeboard.com Educationplanner.org	March/April	106	N/A	School Counselor	Completion of Xello Lessons
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Annual Program Goals

Academic:

- Establish on-going collaboration with parents to establish a positive partnership with a focus on learning.
- Establish on-going relationships with staff in order to focus on student growth and success.

Career:

- An introduction of all students to a variety of careers and opportunities utilizing community and business support.
- Work collaboratively with parents/guardians, students, staff and administration to ensure that all students are enrolled in an appropriate and individualized course of studies to prepare to meet future challenges.

Personal/Social:

- To serve as an advocate for each student insuring that the emotional well-being of the whole child is a priority.
- To serve as a resource for all members of the educational community, including parents

Academic and Career Plan and Portfolio Process

Sharpville Area Elementary School

Academic and Career Plan –Grades 3 - 5

3rd grade students will be able to list at least three interests or hobbies that they enjoy. They will list three positive habits that they have and at least one habit they need to change to make them successful in school. In addition, students will be able to name three people or occupations in the school or community and describe what they do in their jobs. During a guidance session the counselor and individual student will discuss his or her habits and how they relate to success. See *Attachment # 1*.

4th grade students will complete an age appropriate paper/pencil career interest inventory (When I Grow Up). Once the students respond by checking the areas in which they are most interested, it is refined to their top three career clusters. Upon completion, the Guidance Counselor will meet with each individual student to discuss the importance of success in school to achieve his or her career goals. See *Attachment # 2*.

5th grade students will complete a career cluster activity on www.educationplanner.org then be able to complete three “I am” statements, three “I like” statements and three “I am good at statements”. At the completion of the self-assessment, students will be able to list three career clusters. They will then be able to refine their search and learn more about occupations within the career cluster that best fits their interests. The Guidance Counselor will then meet with each student and discusses what he or she needs to focus on academically to meet his or her goals. See *Attachment # 3*.

Sharpville Area Middle and High Schools
Academic and Career Plan –Grades 6-12
Grade 6 – 8 Goals Worksheet See Attachment # 4
High School and Beyond Plan See Attachment # 5

6th Grade

- Students exiting the Elementary will fill out the Elementary Interest Survey. *See Attachment # 6.*
- Learning Style Inventory First Semester (www.educationplanner.org) and General Interest Inventory for each 6th grader 2nd semester
- Yearly Goal Sheet
- Each student will be given a planner to start working on organization

7th Grade

- Students write an essay in Language Arts class on “where will I be 10 years from now”
- Yearly Goal Sheet
- Each student will be given a planner to start working on organization

8th Grade

- MCCC classroom presentations
- Career Fair through the Chamber of Commerce November complete Career Interest Inventory
- Yearly Goal Sheet
- Each student will be given a planner to start working on organization

9th Grade

- Learning Style Inventory (1st Semester)
- Xello lessons: Matchmaker, Personality Style, Mission Complete & Learning Style
- Four-year plan for graduation (2nd Semester) counselor, principal, parent, teacher
- College or Trade School Visit (Spring/Fall)
- MCCC presentation and Visit
- Keystones
- Four-year Plan Sign Off

10th Grade

- MCCC presentation and Visit
- Small group meetings with business/Community mentors... “what does it mean to be professional”
- PSAT
- Keystones
- Four-year Plan Sign Off
- Xello lessons: Getting work experience, career goals, work values, career prospects

11th Grade

- Businessweek
- Complete Individual Career Interest Inventory www.educationplanner.org
- Speakers for specific careers
- Job Shadowing
- CBE

- Thiel College Fair (Fall)
- NACAC Pittsburgh National College Fair (Spring)
- Filling out a job application and job search in Lit Comp 3
- In class presentation on College applications, test registration, choosing a major, choosing a college, paying back loans
- Meet with College representatives in school
- College/Trade School visits
- PSAT/SAT/ACT/ASVAB
- Four-year Plan Sign Off
- Xello lessons: Entrepreneurial Skills, job interviewing

12th Grade

- In class presentation: College Applications, test registration, Scholarship Search, requesting letters of recommendation
- Thiel College Fair
- Student and Parent Financial Aid night
- Counselor meets with each senior to finalize senior plans
- Job Shadowing
- Meet with college reps
- College/Trade School visits
- SAT/ACT/ASVAB
- Four-year Plan Sign Off
- Xello lessons: Career choices, writing a resume, career back up plan

Stakeholder Engagement

Stakeholders

Students –

Students are prepared for the challenges of the 21st Century through academic, career and personal /social development. Our program facilitates career exploration and development as well as helping develop decision-making and problem solving skills. Students must also be able to take responsibility for their own futures and development and will avail themselves of the variety of resources through the school counseling program.

Our students help deliver these services through Peer Tutoring K-12, the High School Mentoring Program in grades 6-12, “Buddy” classrooms K-5, Elementary programming through the Natural Helpers for grades K-5, Red Ribbon Week in grades K-12, and the Prom Promise in grades 9-12.

Parents/Guardians –

Parents are provided with resources to help children deal with the challenges of the 21st Century through academic, career and personal/social development. A plan is developed to assist their child’s long range planning and learning as well as increase opportunities for parent and school collaboration. The counseling department also aids in a parents’ ability to access school and community resources. Parents should be engaged in and actively participating in all aspects of their child’s academic, personal/social and career development.

Our parent involvement is achieved through the Parent Teacher Organization in grades K-5, Middle School Parent Organization in grades 6-8, The Student Assistance Program (SAP) in grades K-12, a

Parent Leadership Team for grades 9-12, Academic Boosters grades 9-12, College Financial Aid Night grades 11-12, District Parent Council Grades K-12, and assistance in completing the FAFSA for grade 12.

Educators –

Teachers are provided with resources that inform educate and address individual student needs. They are provided with consultation to help assist with supporting students in the classroom. Teachers are also able to access guidance assistance when necessary.

Teachers help deliver this service through their participation in SAP grades K-12, Instructional Support Team in grades K-5, Safety Committee in grades K-12, SOS (Afterschool Tutoring Program) in grades 6-12, conferences with parents and the guidance counselor at any times K-12, participation in I.E.P's, Chapter 504 meetings, ER meetings and GIEP meetings in grades K-12.

Business/Community –

Businesses are provided with the opportunity to participate actively in the total school program. They are able to collaborate with counselors, educators, administrators, and parents. Businesses are allowed to provide input and have contact with potential future workforce participants who have obtained decision making skills and increased worker maturity.

Businesses help deliver this service through participation in many school related activities such as One School One Book in grades K-8, the Backpacks Program K-5, Food pantry grades 6-12, Christmas Angels in grades K-12, Business Week in grade 11, the 8th grade Science Fair, I CAN grades 6-12, MCCC presentations and visits in grades 9 and 10, and the College Fair in grades 11 and 12.

Post-Secondary –

Post-Secondary institutions and employers are receiving well-rounded students who are prepared academically, personally/socially and demonstrate career readiness for the world of work and/or post-secondary education or training.

The post-secondary institutions help deliver this service through having college representative visit the school on a daily basis, students' attendance at the College Fair, Business Week, the 8th Grade Career Fair, Military visits, Trade School presentations in the classroom, our school administering the SAT/PSAT/ACT, and providing a College Financial Aid Night.

Advisory Council

The purpose of the Advisory Council is to share information about the School Counseling Department, as well as make connections for career support and post-secondary planning within our district and community. We are planning to meet twice per school year, October and April.

Administrators/Educators:
Central Office – Mr. John Vannoy
Educators – Jennifer Wentling/Ira Pataki/Frank Bertolasio
Students:
Elementary – Kenlynn Masters
Middle School – Emma Brest, Jordan Nelson
High School – Muncie Cannon, Hailee Stinedurf

Post-Secondary:
Mary Kay Barnart – BC3
Chuck Greggs – PSU – Shenango
Deb Anderson - LTI
Business Community:
Mike Anglin
Parents/Guardians:
M. Palko
T. Smith
Graduates:
J. Grandy
R. Cantrell

Pathway

Career and Postsecondary Resources

Sharpsville Area Elementary School

Career Resources	Connections
Intermediary Organizations	Capable Kids, IU4, MCBHS, Wraparound Organizations, Community Counseling Center, Paoletta Counseling, Youth Advocate Program
Umbrella Organizations	United Way, Salvation Army, CYS, Mercer County District Magistrate, Juvenile Probation
Community State Organizations	Sharpsville Borough/Sharpsville School District collaboration, United Way, Grove City Ethics Symposium, Meadville Area Federal Credit
Individual Contacts	Chief Frank Joseph, Ed Getway Sharpsville Volunteer Fire Dept., McKenzie Glenn MCBH, Katie Gasser MCBH, Matt Roth Mercer County Cert., Sharpsville Mayor Alex Kovach, Ken Robertson Sharpsville Borough, State Representative Mark Longetti
Community/Business Meetings	PTO
Media/Advertising	Sharpsville Area School District Website, Monthly Newsletters, Character Counts Posters
Publication/Documents	Sharon Herald

Sharpsville Area Middle School

Career Resources	Connections
Intermediary Organizations	Intermediate IV Capable Kids Behavioral Health Community Counseling Mercer County Career Center
Umbrella Organizations	United Way Salvation Army Children & Youth Juvenile Probation Scared Straight
Community State Organizations	PSEA PA School Counselors NCAA Clearinghouse Theil College Westminster College Penn State Shenango Butler Community College School To Watch
Individual Contacts	Chris Joseph (Sharpsville Police Chief) Ed Getway (Sharpsville Fire Dept) Mr. Kovach (Mayor) McKenzie Glenn (MCBHC) Katie Gassner (MCBHC) Matt Roth (Mercer County Cert) Ken Robertson (Borough Manager) Mark Longetti (State Representative)
Community/Business Meetings	LTI Luncheon Service Club Meetings Borough/District Collaboration Meetings Shenango Valley Chamber of Commerce First National Bank
Internet Based Links	https://charactercounts.org/home/index.html https://theschoolcounselorkind.wordpress.com/ www.https://Studyisland.com www.https://Onhands.com http://paws.bridges.com/cfnc1.htm http://www.bls.gov/k12/index.htm www.xello.world
Media/Advertising	Sharpsville Area School District Website, Monthly Newsletters
Publication/Documents	Sharon Herald, Youngstown Vindicator

Sharpsville Area High School

Career Resources	Connections
Intermediary Organizations	Mercer County Behavioral Health Comm Mercer County Career Center Midwestern IU#4 Capable Kids Community Counseling Center Diversified Family Service Youth Advocate Program
Umbrella Organizations	United Way Salvation Army Mercer County CYS Mercer County Juvenile Probation
Community State Organizations	PFEW
Individual Contacts	Seneca Valley Cyber Nutrition Inc Schools to Watch State Representative Mark Longetti The University of Pittsburgh Penn State Shenango- Chuck Greggs Butler County Community College Matt Roth –Mercer County C.E.R.T Ken Robertson- Borough Manager Frank Joseph - Sharpsville Chief of Police
Community/Business Meetings	Sharpsville Service Club Sharpsville Borough/SASD District collaboration meetings Grove City Rotary Ethics Symposium First National Bank The Community Foundation of Western PA Donofrio's Good Will DiLorenzo's Stray Haven
Internet Based Links	www.pde.state.pa.us www.sap.state.us www.educationplanner.org www.ncaa.org www.pasca.org www.act.org www.collegeboard.com www.pacareerzone.com www.comm-foundation.org www.pheaa.org www.xello.world www.safe2saypa.org
Media/Advertising	Sharpsville Area School District Website

Publication/Documents	Sharon Herald
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Career and Technology Center (CTE) Strategies (Pathways)

All 8th grade students are given a career inventory survey and introduced to multiple careers at the yearly career fair. This is followed up by a visit to the career center where students tour each program available. 9th and 10th grade students all view a power point presentation on the Mercer County Career Center offerings. All interested students are taken to the MCCC to tour their areas of interest. Our students are also able to attend a summer welding program and receive a certificate of completion in grades 10 through post graduate.

Mercer County Career Center Enrollment	
School Year 2017-2018	41
School Year 2018-2019	46
School Year 2019-2020	47
School Year 2020-2021	34
School Year 2021-2022	34 (As of 02/01/2022)