

Chapter 339

K-12 Guidance Plan Outline

School District Shamokin Area School District

February 21, 2017

1. School Counselors and Assignments :

- Laura Fetterman – Shamokin Elementary/Intermediate Schools; 1249:1
- Matthew Weller/Desiree McCabe – Shamokin Area Middle School; 400/2
- Matthew Weller/Desiree McCabe-High School; 800/2

2. School-Counseling Department Mission Statement

- It is the mission of Shamokin Area School District's school counseling program to assist and facilitate each student's personal/social development, academic, and career development, to prepare students towards graduation and post-secondary alternatives.

3. Program Goals: Describe your major program goals connected to the mission of the school district in all three domains:

4. Stakeholders:

• Students

- The students of Shamokin Area School District will receive curriculum focused on academic, career, and personal/social skills in order to make educated and reasonable decisions that will lead to their successful future. Students will also participate in individual student planning to develop goals related to their interests and abilities.
- Students will serve roles in mentoring other students in areas of career choices and opportunities. Students may present their experiences in the school counseling program to other stakeholders. The student representatives on the advisory council

- Robert Hogan
- Victoria Nicola
- Cheyanne Zulkowski
- Heather Reigle
- Kiera Griffiths
- Colton Pollock

Parents

- Parents have a pivotal role in helping their children as they move forward through career exploration to career/college choices. Parents will be informed of opportunities, standards, and options for their children so they can communicate these opportunities and help plan the future with their children, as well as be advocates for their children in the choices they make. Parents will be made aware of ongoing school counseling services throughout the student's school years.
- Parents are stakeholders in their children's academic lives through participating in student decision making choices regarding course selections, career and college exploration, and school efforts to make students aware of opportunities for their futures. Parents will provide input to the school counseling program through their participation in school career programming, as well as serving on the advisory council.
 - Marla Kane
 - Lucy Quincy
 - Kayleen Griffiths
 - Sandy Rossnock
 - Shannon Anderson

Educators

- Teachers, administrators, and school board members will be asked to promote the beliefs and mission of the school counseling program. Educators will accomplish this through classroom instruction, meetings with parents, students, and community members as well as attending and participating in programs developed by the school counseling department. Educators will also be asked to serve on the advisory council.
- Educators will be made aware of the mission and goals through their participation on the advisory council as well as through informational sessions during professional development days, the school counseling website, and counselor driven presentations.

Business/Community

- The business community will benefit from the guidance program by having access to employees who have an understanding of the value of positive social interactions, teamwork, goal setting, communication, and the academic skills needed in the workforce.
- As partners, members of the business community will provide support of guidance curriculum in the areas of workplace expectations, provide opportunities to students to job shadow and serve on the advisory council.

Post – Secondary

- Post-secondary partners will assist the Shamokin Area School District school counseling program in preparing the students for post-secondary success. They can provide services such as classroom presentations focused on employability, opportunities for students to meet with departments at the university level, and meaningful conversations between college students and high school students.
- There will be three representatives in the post-secondary realm, one from a four year university, one from a technical school and one from a community college. Their role on the advisory council will be to help guide the program in preparing our students for post-secondary success.

5. Role of the School Counselor:

Leader:

- * Lead in student centered committees, improvement teams, and professional meetings
- * Actively promote a safe and nurturing learning environment for all students
- * Help remove barriers to learning

Advocate:

- Advocate for a rigorous academic curriculum
- Help provide a positive school culture
- Make outside referrals when necessary
- Promote the belief that all students can learn
- Provide access to educational and career exploration

- Promote student involvement

Collaborator:

- Strong connections and communication with staff members
- Being accessible and approachable to students, staff members, outside agencies, and family members
- Hold meetings/presentations off school hours
- Coordinate with agencies and programs inside/outside of school
- Support the school districts mission statement

Agent of Change:

The School Counselor:

- Employs data to identify and challenge policies and practices which may hinder student achievement;
- Enlists the support of influential people and policy makers;
- Establishes opportunities for collaboration to address problems;
- Gather data to support the need for change;
- Develops intervention strategies for challenging resistance; and
- Embraces the ethical obligation to ask hard questions to challenge the status quo.

6. **Advisory Council**-The advisory council is a representative group of stakeholders selected to review and advise on the implementation of the school counseling program. The advisory council will assist school counselors by advising on program goals; reviewing program results; making recommendations about the school counseling program; advocating and engaging in public relations for the school counseling program; advocating for funding and resources.

Members of the Shamokin Area School District Advisory Council include:

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| • Mary Teresa Komara | Administration |
| • Brian Rennalls | Educator |
| • Rachel Bidelspace | Educator |
| • Traci Beck | Educator |
| • Sandy Rossnock | Parent |
| • Shannon Anderson | Parent |
| • Christine Geiswite | Parent |
| • Jeff Kashner | Board Member |
| • Mike McLaughlin | Business |
| • Jeff Brennan | Service |

- Marla Kane Post-Secondary
- Elizabeth Britton-Crowe Post-Secondary
- Nicole Edmondson Post-Secondary
- Sean Stoudt Post-Secondary
- Kiera Griffiths Student
- Robert Hogan Student
- Heather Reigel Student
- Cheyanne Zulkowski Student
- Victoria Nicola Student

Our first meeting took place on June 25, 2016. Meetings occurred on the July 5, July 18, July 26, Dec 13, December 19 & February 15, 2017.

7. **Program Calendar:**

Monthly Counseling Calendar
For the Elementary School (K-6)
2016-2017

<u>July</u>	<u>January</u>
Academic: <ul style="list-style-type: none"> • Work on student schedules • End of Year Placements 	Academic: <ul style="list-style-type: none"> • Psychological screenings • Parent/Teacher/Student conferences • Input for ER, RR, GIEP, and 504 evaluations/referrals • Participate in Child Study meetings (if possible) • CDT testing • After school tutoring program (contingent on grant)
Career:	Career: <ul style="list-style-type: none"> • Continue Career Portfolios • Careers are Everywhere Workbooks (2nd grade) • Career Dress Up Day
Personal/Social: <ul style="list-style-type: none"> • Children & Youth agency updates • Disability Review 	Personal/Social: <ul style="list-style-type: none"> • Individual counseling as needed • IEP Support groups • Participation in Student Assistance Meetings • Coordinate Children's Clinics
<u>August</u>	<u>February</u>
Academic: <ul style="list-style-type: none"> • New Student and Kindergarten Orientation • Kindergarten Orientation • Psychological screenings • Input for ER, RR, GIEP, and 504 evaluations/referrals • Participate in Child Study meetings • Meet the Teacher Night 	Academic: <ul style="list-style-type: none"> • Psychological screenings • Parent/Teacher/Student conferences • Input for ER, RR, GIEP, and 504 evaluations/referrals • Participate in Child Study meetings (if possible) • After school tutoring program (contingent on grant)
Career:	Career: <ul style="list-style-type: none"> • Continue Career Portfolios

	<ul style="list-style-type: none"> Careers are Everywhere Workbooks
Personal/Social: <ul style="list-style-type: none"> Individual counseling as needed IEP Support groups Children & Youth agency updates Disability Review Uniform Store 	Personal/Social: <ul style="list-style-type: none"> Individual counseling as needed IEP Support groups Participation in Student Assistance Meetings Transitions Program – Bullying and Safety (all grades) Coordinate Children’s Clinics Deputy Phil
September	<u>March</u>
Academic: <ul style="list-style-type: none"> Psychological screenings Parent/Teacher/Student conferences Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in Child Study meetings After school tutoring program (contingent on grant) 	Academic: <ul style="list-style-type: none"> Psychological screenings Parent/Teacher/Student conferences Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in Child Study meetings (if possible) PSSA Preparation Kindergarten Registration/Screening After school tutoring program (contingent on grant)
Career: <ul style="list-style-type: none"> Begin Career Portfolios Careers are Everywhere Workbooks (2nd grade) 	Career: <ul style="list-style-type: none"> Continue Career Portfolios Careers are Everywhere Workbooks (2nd grade) Health Fair (every other year) Prominent community members and business come into talk and read to students
Personal/Social: <ul style="list-style-type: none"> Individual counseling as needed IEP Support groups Participation in Student Assistance Meetings Children & Youth agency updates Disability Review 	Personal/Social: <ul style="list-style-type: none"> Individual counseling as needed IEP Support groups Participation in Student Assistance Bus Safety(Prek-3)
<u>October</u>	<u>April</u>
Academic:	Academic:

<ul style="list-style-type: none"> • CDT testing • Attendance Challenge • Psychological screenings • Parent/Teacher/Student conferences • Input for ER, RR, GIEP, and 504 evaluations/referrals • Participate in Child Study meetings • Rotary Dictionary Drive • After school tutoring program (contingent on grant) 	<ul style="list-style-type: none"> • Psychological screenings • Parent/Teacher/Student conferences • Input for ER, RR, GIEP, and 504 evaluations/referrals • Participate in Child Study meetings (if possible) • PSSA preparation • After school tutoring program (contingent on grant)
Career: <ul style="list-style-type: none"> • Careers are Everywhere Workbooks (2nd grade) • Continuation of Career Portfolios • Fire Prevention Week 	Career: <ul style="list-style-type: none"> • Continue Career Portfolios • Careers are Everywhere Workbooks (2nd grade) • Vo-Tech visit grade 4
Personal/Social: <ul style="list-style-type: none"> • Individual counseling as needed • IEP Support groups • Participation in Student Assistance Meetings 	Personal/Social: <ul style="list-style-type: none"> • Psychological screenings • Parent/Teacher/Student conferences • Input for ER, RR, GIEP, and 504 evaluations/referrals • Participate in Child Study meetings (if possible) • Participation in Student Assistance • Coordinate Children's Clinics • Hygiene lessons (5th grade)
<u>November</u>	<u>May</u>
Academic: <ul style="list-style-type: none"> • Psychological screenings • Parent/Teacher/Student conferences • Input for ER, RR, GIEP, and 504 evaluations/referrals • Participate in Child Study meetings • After school tutoring program (contingent on grant) 	Academic: <ul style="list-style-type: none"> • Psychological screenings • Parent/Teacher/Student conferences • Input for ER, RR, GIEP, and 504 evaluations/referrals • Participate in Child Study meetings (if possible) • End of Year Placements • After school tutoring program (contingent on grant)
Career: <ul style="list-style-type: none"> • Continue Career Portfolios • Careers are Everywhere Workbooks (2nd grade) 	Career: <ul style="list-style-type: none"> • Continue Career Portfolios • Careers are Everywhere Workbooks (2nd grade)

Personal/Social: <ul style="list-style-type: none"> • Individual counseling as needed • IEP Support groups • Participation in Student Assistance Meetings • Coordinate holiday support for needy students with local agencies • Coordinate Children's Clinics 	Personal/Social: <ul style="list-style-type: none"> • Individual counseling as needed • IEP Support groups • Camp Victory field trip (5th grade) • Participation in Student Assistance meetings • Weller Center Programs (5th and 6th grades)
<u>December</u>	<u>June</u>
Academic: <ul style="list-style-type: none"> • Psychological screenings • Parent/Teacher/Student conferences • Input for ER, RR, GIEP, and 504 evaluations/referrals • Participate in Child Study meetings • After school tutoring program (contingent on grant) 	Academic: <ul style="list-style-type: none"> • Psychological screenings • Parent/Teacher/Student conferences • Input for ER, RR, GIEP, and 504 evaluations/referrals • Participate in Child Study meetings • End of Year Placements • First Grade transitions to Elementary visit
Career: <ul style="list-style-type: none"> • Continue Career Portfolios • Careers are Everywhere Workbooks (2nd grade) 	Career: <ul style="list-style-type: none"> • Continue Career Portfolios • Careers are Everywhere Workbooks (2nd grade)
Personal/Social: <ul style="list-style-type: none"> • Individual counseling as needed • IEP Support groups • Coordinate holiday support for needy students with local agencies • Participation in Student Assistance Meetings • Coordinate Children's Clinics • Sedacky Puppet Show (K4-1) 	Personal/Social: <ul style="list-style-type: none"> • Individual counseling as needed • IEP Support groups • Participation in Student Assistance meetings • Coordinate Children's Clinics

Middle School Monthly Counseling Calendar (7 & 8)

<u>July</u>	<u>January</u>
<u>Academic:</u> <ul style="list-style-type: none"> • Scheduling Students • Assist with Special Education Schedules • Assist with Summer School • Review Final Grades • Assist with Schedules for upcoming year • Register New Students 	<u>Academic:</u> <ul style="list-style-type: none"> • New Enrollment Schedule/Grades • Assist with End of the Marking Period Issues • Review 2nd Marking Period Report Cards • Meet with Failing Students • Send Home Letters to Parents • Parent/Teacher Conferences • Attend Professional Grade Level Meetings • Administration/Guidance Meetings • Meet with At- Risk Students • Responsive Counseling/Meet with Students • Meet weekly with Alternative Education students
<u>Career:</u>	<u>Career:</u> <ul style="list-style-type: none"> • Career of the Week
<u>Personal/Social:</u> <ul style="list-style-type: none"> • Meet with students/parents with personal concerns 	<u>Personal/Social:</u> <ul style="list-style-type: none"> • Participation in Student Assistance Team (STOP) • Individual counseling as needed
<u>August</u>	<u>February</u>
<u>Academic:</u> <ul style="list-style-type: none"> • Work on Scheduling Conflicts 	<u>Academic:</u> <ul style="list-style-type: none"> • New Enrollment Schedule/Grades

<ul style="list-style-type: none"> • New Enrollments • Schedule Changes • Enter Summer School Grades • Enter Grades From Previous School For Transfer Students • Work on Guidance Power Points • 7th Grade Orientation • School Year Orientation • Responsive Counseling/Meet with Students • Team/Professional Meetings • Input for ER, RR, GIEP, and 504 evaluations/referrals • Psychological Screenings • Facilitating and documenting Grade Level Team meetings • Input for ER, RR, GIEP, and 504 evaluations/referrals • Alternative Education Counseling 	<ul style="list-style-type: none"> • Parent/Teacher Conferences • Professional Grade Level Meetings • Administration/Guidance Meetings • Meet with At- Risk Students • Group Counseling • Meet with alternative education students (weekly)
<u>Career:</u> <ul style="list-style-type: none"> • Classroom Presentations preparations 	<u>Career:</u> <ul style="list-style-type: none"> • Career of the Week • PHEAA learning style presentation (7th grade) • PHEAA career assessment (8th grade)
<u>Personal/Social:</u> <ul style="list-style-type: none"> • Individual counseling as needed • Student Assistance Meeting 	<u>Personal/Social:</u> <ul style="list-style-type: none"> • Individual counseling as needed • Student Assistance Meeting
September	<u>March</u>
<u>Academic:</u> <ul style="list-style-type: none"> • New Enrollments • Schedule Changes • NCCTC Awareness • NCCTC Visit to Assist Students • NCCTC Collaboration • Enter Grades From Previous School For Transfer Students 	<u>Academic:</u> <ul style="list-style-type: none"> • New Enrollment Schedule/Grades • Course Selections grades 7-12 • Course Selection Meetings • Parent/Teacher Conferences • Professional Grade Level Meetings • Administration/Guidance Meetings • Meet with At- Risk Students

<ul style="list-style-type: none"> • Grade Level Assemblies • Professional Grade Level Meetings • Guidance Power Point Parent Meetings (classes, credits, requirements, NCCTC, Dual Enrollment, Scholarship information, AP, etc.) • Parent/Teacher Conferences • College Visits at SAHS • Participation in Student Assistance Team (STOP) • Talk with Middle School Students about Hygiene and Behaviors • Responsive Counseling/Meet with Students • Meet weekly with Alternative Education students 	<ul style="list-style-type: none"> • Breakfast Club Group Counseling • Responsive Counseling/Meet with Students • Meet weekly with Alternative Education students
<u>Career:</u> <ul style="list-style-type: none"> • Career of the Week 	<u>Career:</u> <ul style="list-style-type: none"> • Career of the Week
<u>Personal/Social:</u> <ul style="list-style-type: none"> • Participation in Student Assistance Team (STOP) 	<u>Personal/Social:</u> <ul style="list-style-type: none"> • Participation in Student Assistance Team (STOP)
<u>October</u>	<u>April</u>
<u>Academic:</u> <ul style="list-style-type: none"> • New Enrollment Student Schedules/Grades • NCCTC Collaboration • Professional Grade Level Meetings (7-12) • Guidance/Administration Meeting • Guidance Power Point Presentations (Grade Levels) • Meet with At- Risk Students Relating to Failing Classes 	<u>Academic:</u> <ul style="list-style-type: none"> • Review 3rd Marking Period Report Cards • Meet with failing students • Send letters home to parents • New Enrollment Schedule/Grades • Assist with PSSA Testing • Aid in Course Selection • Parent/Teacher Conferences • Professional Grade Level Meetings • Administration/Guidance Meetings

<ul style="list-style-type: none"> • Send Home Letters to At- Risk Parents Relating to Failing Classes • Attend Parent/Teacher Conferences • Responsive Counseling/Meet with Students • Meet weekly with Alternative Education students 	<ul style="list-style-type: none"> • Meet with At- Risk Students • Responsive Counseling/Meet with Students • Meet weekly with Alternative Education students
<u>Career:</u> Classroom Presentations <ul style="list-style-type: none"> • Attend Quarterly Counseling Meetings at the NCCTC • Career of the Week 	<u>Career:</u> <ul style="list-style-type: none"> • Career of the Week
<u>Personal/Social:</u> <ul style="list-style-type: none"> • Individual counseling as needed • Student Assistance Meeting 	<u>Personal/Social:</u> <ul style="list-style-type: none"> • Participation in Student Assistance Team (STOP) • Individual counseling as needed
<u>November</u>	<u>May</u>
<u>Academic:</u> <ul style="list-style-type: none"> • New Enrollment Schedules/Grades • NCCTC Collaboration • Review 1st Marking Period Cards • Meet with At- Risk Students • Parent/Teacher Conferences • Counselor/Administration Meeting • Responsive Counseling/Meet with Students • Meet weekly with Alternative Education students 	<u>Academic:</u> <ul style="list-style-type: none"> • Meet with At-Risk Students • New Enrollment Schedule/Grades • NCCTC Collaboration/Visits • Scheduling Students • Parent/Teacher Conferences • Professional Grade Level Meetings • Administration/Guidance Meetings • Meet with At- Risk Students • Responsive Counseling/Meet with Students • Transition Camp • Meet weekly with Alternative Education students
<u>Career:</u> <ul style="list-style-type: none"> • Career of the Week 	<u>Career:</u> <ul style="list-style-type: none"> • Career of the Week

	<ul style="list-style-type: none"> • Career Symposium (to be determined)
<u>Personal/Social:</u> <ul style="list-style-type: none"> • Participation in Student Assistance Teams (STOP) • Middle School Assemblies about Social Media and Eating Disorders • Individual counseling as needed 	<u>Personal/Social:</u> <ul style="list-style-type: none"> • Participation in Student Assistance Team (STOP) • Individual counseling as needed
<u>December</u>	<u>June</u>
<u>Academic:</u> <ul style="list-style-type: none"> • New Enrollment Student Schedule/Grades • Participation in Student Assistance Teams (STOP) • Parent/Teacher Conferences • Meet with At- Risk Students • Middle School Classroom Presentation about Careers/Study Habits • Responsive Counseling/Meet with Students • Meet weekly with Alternative Education students • 	<u>Academic:</u> <ul style="list-style-type: none"> • Assist with Summer School • Determine Failures • Send Failing Letters Home to Parents • Meet weekly with Alternative Education students
<u>Career:</u> <ul style="list-style-type: none"> • Career of the Week 	<u>Career:</u> <ul style="list-style-type: none"> • Career of the Week
<u>Personal/Social:</u> <ul style="list-style-type: none"> • Participation in Student Assistance Teams (STOP) • Individual counseling as needed 	<u>Personal/Social:</u> <ul style="list-style-type: none"> • Individual counseling as needed • Participation in Student Assistance Teams (STOP)

High School Monthly Counseling Calendar (2016-2017)

9-12

<u>July</u>	<u>January</u>
<p><u>Academic:</u></p> <ul style="list-style-type: none"> ▪ Scheduling Students ▪ Assist with Special Education Schedules ▪ Assist with Summer School ▪ Review Final Grades ▪ Look Over Seniors Transcripts/Credit Check ▪ Assist with Schedules for upcoming year ▪ Assist with SIS Rollover 	<p><u>Academic:</u></p> <ul style="list-style-type: none"> ○ New Enrollment Schedule/Grades ○ Assist with End of the Marking Period Issues ○ Review 2nd Marking Period Report Cards ○ Meet with Failing Students ○ Send Home Letters to Parents ○ Attend Quarterly Counselor Meetings at the NCCTC ○ Assists with LCCC Issues for the Start of the Semester ○ AP Book Distribution for Parents/Students ○ SAT Registration ○ SAT Administration ○ Collect Grades ACE/LCCC ○ Participation in Student Assistance Team (STOP) ○ Parent/Teacher Conferences ○ Professional Grade Level Meetings ○ Administration/Guidance Meetings ○ Meet with At- Risk Students ○ Responsive Counseling/Meet with Students
<p><u>Career:</u></p> <ul style="list-style-type: none"> ▪ Request Dates for ASVAB and PSAT 	<p><u>Career:</u></p> <ul style="list-style-type: none"> ▪ NCCTC Collaboration/Visits ▪ Process College Applications ▪ Senior Survey ▪ Provide Financial Aid Information ▪ Career of the Week

	Send out Financial Aid Information on FA <ul style="list-style-type: none"> ▪ FAFSA Completion Night
<u>Personal/Social:</u> <ul style="list-style-type: none"> ▪ Meet with students/parents as needed 	<u>Personal/Social:</u> <ul style="list-style-type: none"> ▪ Participation in Student Assistance Team (STOP) ▪ Individual counseling as needed
<u>August</u>	<u>February</u>
<u>Academic:</u> <ul style="list-style-type: none"> ▪ Work on Scheduling Conflicts ▪ New Enrollments ▪ Schedule Changes ▪ Enter Summer School Grades ▪ Enter Grades From Previous School For Transfer Students ▪ Dual Enrollment Scheduling ▪ Collaboration with NCCTC ▪ Guidance Power Points ▪ Senior Transcripts check list ▪ New Student Orientation ▪ Responsive Counseling/Meet with Students 	<u>Academic:</u> <ul style="list-style-type: none"> ▪ New Enrollment Schedule/Grades ▪ AP Exam Registration ▪ NCCTC Collaboration/Visits ▪ SAT Registration ▪ Career of the Week ▪ Parent/Teacher Conferences ▪ Professional Grade Level Meetings ▪ Administration/Guidance Meetings ▪ Meet with At- Risk Students ▪ Responsive Counseling/Meet with Students
<u>Career:</u> <ul style="list-style-type: none"> ▪ Career of the Week 	<u>Career:</u> <ul style="list-style-type: none"> ▪ Process College Applications ▪ Scholarship Awareness ▪ FAFSA Completion Night
<u>Personal/Social:</u> <ul style="list-style-type: none"> ▪ Participation in Student Assistance Team (STOP) ▪ Individual counseling as needed 	<u>Personal/Social:</u> <ul style="list-style-type: none"> ▪ Participation in Student Assistance Team (STOP) ▪ Individual counseling as needed
<u>September</u>	<u>March</u>
<u>Academic:</u> <ul style="list-style-type: none"> • New Enrollments • Schedule Changes • NCCTC Awareness 	<u>Academic:</u> <ul style="list-style-type: none"> ▪ New Enrollment Schedule/Grades ▪ Course Selections grades 7-12 ▪ AP Administration Duties (reserving

<ul style="list-style-type: none"> • NCCTC Visit to Assist Students • NCCTC Collaboration • Enter Grades From Previous School For Transfer Students • Grade Level Assemblies • ASVAB Registration • SAT Registration • PSAT Registration • Professional Grade Level Meetings • Senior Project Reminders • Dual Enrollment Process • Meet with Students To Review Keystone Assessment • Guidance Power Points Grade level (classes, credits, requirements, NCCTC, Dual Enrollment, AP, etc) • Parent/Teacher Conferences • College Visits at SAHS • Career Presentation for 12th Grade Students • Responsive Counseling/Meet with Students 	<p>rooms, ordering tests, etc.)</p> <ul style="list-style-type: none"> ▪ SAT Registration ▪ SAT Administration ▪ Alumni Test Sign-ups ▪ Alumni Test ▪ Parent/Teacher Conferences ▪ Professional Grade Level Meetings ▪ Administration/Guidance Meetings ▪ Meet with At- Risk Students ▪ Group Counseling (Breakfast Club) ▪ Responsive Counseling/Meet with Students
<p><u>Career:</u></p> <ul style="list-style-type: none"> ▪ Career of the Week 	<p><u>Career:</u></p> <ul style="list-style-type: none"> ▪ Career of the Week ▪ NCCTC Collaboration/Visits ▪ Process College Applications ▪ SAHS Scholarship Applications ▪ Course Selection Meetings ▪ Young Woman's Future Symposium (10th and 11th graders)
<p><u>Personal/Social:</u></p> <ul style="list-style-type: none"> ▪ Participation in Student Assistance Team (STOP) 	<p><u>Personal/Social:</u></p> <ul style="list-style-type: none"> ▪ Participation in Student Assistance Team (STOP) ▪ Individual counseling as needed

<ul style="list-style-type: none"> ▪ Individual counseling as needed 	
<u>October</u>	<u>April</u>
<u>Academic:</u> <ul style="list-style-type: none"> ▪ New Enrollment Student Schedules/Grades ▪ SAT Administration ▪ SAT Registration ▪ PSAT Administration ▪ AP Pre-Administration Duties ▪ Help with Registration for Keystone Exams (Winter) ▪ College Visits at SAHS ▪ Attend Quarterly Counseling Meetings at the NCCTC ▪ NCCTC Collaboration ▪ Professional Grade Level Meetings (7-12) ▪ Guidance/Administration Meeting ▪ Process College Applications ▪ Guidance Power Point Presentations (Grade Levels) ▪ Guidance Power Point Presentations (Parents) ▪ ASVAB Assessment ▪ Meet with At- Risk Students Relating to Failing Classes ▪ Send Home Letters to At- Risk Parents Relating to Failing Classes ▪ Attend Parent/Teacher Conferences ▪ Responsive Counseling/Meet with Students 	<u>Academic:</u> <ul style="list-style-type: none"> ▪ Review 3rd Marking Period Report Cards ▪ Meet with failing students ▪ Send letters home to parents of failing students ▪ New Enrollment Schedule/Grades ▪ Assist with PSSA Testing ▪ AP Order Materials ▪ AP Pre-Assessment Meeting ▪ NCCTC Collaboration/Visits ▪ SAT Registration ▪ Schedule LCCC Placement Test ▪ Provide Financial Aid Information ▪ Scholarship Information ▪ Parent/Teacher Conferences ▪ Professional Grade Level Meetings ▪ Administration/Guidance Meetings ▪ Meet with At- Risk Students ▪ Responsive Counseling/Meet with Students
<u>Career:</u> <ul style="list-style-type: none"> ▪ Career of the Week • Process College Applications 	<u>Career:</u> <ul style="list-style-type: none"> ▪ Career of the Week ▪ Aid in Course Selection ▪ Process College Applications
<u>Personal/Social:</u>	<u>Personal/Social:</u>

<ul style="list-style-type: none"> ▪ Participation in Student Assistance Team (STOP) ▪ Individual counseling as needed ▪ 	<ul style="list-style-type: none"> ▪ Participation in Student Assistance Team (STOP) ▪ Individual counseling as needed
<u>November</u>	<u>May</u>
<u>Academic:</u> <ul style="list-style-type: none"> • New Enrollment Schedules/Grades • NCCTC Collaboration • Review 1st Marking Period Cards • Meet with At- Risk Students • Financial Aid Night for Parents • SAT Registration • SAT Administration • AP Check List • Registration for ACE for Spring Semester • Participation in Student Assistance Teams (STOP) • Parent/Teacher Conferences • Counselor/Administration Meeting • Responsive Counseling/Meet with Students • Meet weekly with Alternative Education students 	<u>Academic:</u> <ul style="list-style-type: none"> ▪ Meet with At-Risk Students ▪ New Enrollment Schedule/Grades ▪ Assist with Keystone Testing ▪ Assist with AP Testing ▪ SAT Registration ▪ Scheduling Students ▪ Help with ACE/LCCC Placement/Classes ▪ Collect Grades from ACE/LCCC ▪ Provide Financial Aid Information ▪ Meet Regarding the Alumni Test ▪ Scholarship Information ▪ Assist with Keystone Testing ▪ Parent/Teacher Conferences ▪ Professional Grade Level Meetings ▪ Administration/Guidance Meetings ▪ Meet with At- Risk Students ▪ Responsive Counseling/Meet with Students
<u>Career:</u> <ul style="list-style-type: none"> • ASVAB Interpretation Session/Career Battery • Career of the Week • Process College Applications • Attend Financial Aid Workshop (PHEAA) • College Visits at SAHS • College Night – Bucknell University 	<u>Career:</u> <ul style="list-style-type: none"> ▪ NCCTC Collaboration/Visits ▪ Senior Survey ▪ Process College Applications ▪ Career of the Week
<u>Personal/Social:</u> <ul style="list-style-type: none"> ▪ Participation in Student Assistance 	<u>Personal/Social:</u> <ul style="list-style-type: none"> ▪ Participation in Student Assistance

Team (STOP)	Team (STOP)
<ul style="list-style-type: none"> ▪ Individual counseling as needed 	<ul style="list-style-type: none"> ▪ Individual counseling as needed
<u>December</u>	<u>June</u>
<u>Academic:</u> <ul style="list-style-type: none"> ▪ New Enrollment Student Schedule/Grades ▪ Prepare for Winter Keystones ▪ Overlook the Keystone Schedule ▪ Assist with Keystone Testing ▪ Early College grade review ▪ SAT Registration ▪ SAT Administration ▪ Register Students for LCCC Spring Semester ▪ Assist with Keystone Testing ▪ Parent/Teacher Conferences ▪ Meet with At- Risk Students ▪ Responsive Counseling/Meet with Students 	<u>Academic:</u> <ul style="list-style-type: none"> ▪ Assist with Graduation ▪ Assist with Scholarship Determinations ▪ Assist with Awards Night ▪ Assist with Final Grades ▪ Assist with Summer School ▪ Determine Failures ▪ Send Failure Letters Home to Parents
<u>Career:</u> <ul style="list-style-type: none"> ▪ Return and Review PSAT Scores ▪ NCCTC Collaboration ▪ Process College Applications ▪ Assist with College Visits at SAHS ▪ Career of the Week ▪ Career Lecture 12th Grade English Class 	<u>Career:</u> <ul style="list-style-type: none"> ▪ Post-graduation plans ▪ Look over Transcripts and Send Transcript's to Colleges ▪ NCAA Clearing House Information
<u>Personal/Social:</u> <ul style="list-style-type: none"> ▪ Participation in Student Assistance Teams (STOP) ▪ Individual counseling as needed 	<u>Personal/Social:</u> <ul style="list-style-type: none"> ▪ Participation in Student Assistance Team (STOP) ▪ Individual counseling as needed

8. Program Delivery:
COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
For the Elementary Schools

Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-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	System Support Includes program, staff and school support activities and services
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 -Guidance classes in school. Third through sixth grade agendas. Lessons SWBP. Begin to complete career portfolio. Child Study Curriculum Based Assessments if needed	Academic -Parent/Teacher/ Student Conferences Discussion for Parents - Psychological screenings	Academic	Academic -Input for ER, RR, GIEP, and 504 evaluations/referrals -Participate in Child Study meetings
Career -Guidance Classes on career awareness and preparation “Career Cafés for 4 th grades “Busy Bear Project” for 2 nd grades “Career on Wheels Day” for entire school	Career	Career -Individual Career Portfolios	Career -Work with committee for Career on Wheels Day -Invite parents & community members to Career Cafes
Personal/Social -Guidance classes on getting along with others, manners, bullying, safety, and feelings -“New Kids on the Block” sessions	Personal/Social -Individual counseling as needed -IEP Support groups --Parent/Teacher/ Student Conferences	Personal/Social	Personal/Social Coordinating - meetings with outside agencies as needed to support the student/family needs -Participation in school and district wide crisis team as needed

Counselor Role Classroom guidance lessons, Consultation, Coordination of transportation, Coordination of Business Partners	Counselor Role Individual/group counseling, consultation, parent conferences	Counselor Role Individual counseling,	Counselor Role Special education meetings, WRAP meetings, SWPBS meetings, Child Study, parent meetings
Percentage of Time 20%	Percentage of Time 25%	Percentage of Time 10%	Percentage of Time 45%

(From ASCA Workbook, page 59)

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Middle School

Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-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	System Support Includes program, staff and school support activities and services
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 -Grade level presentations on academic expectations -Transition programs 7 th grade orientations 6 th grade Transition Camp.	Academic -Parent communication -Teacher consultation -Psychological Screenings	Academic -Attendance at IEP meetings -marking meetings with students who are in danger of failing	Academic -PSSA Prep, Indian Camp and/or after school preparation -Facilitating and documenting grade level team meetings -Participation in parent/teacher meetings -Input for ER, RR, GIEP, and 504 evaluations/referrals
Career -PHEAA learning style presentation 7 th grade PHEAA career assessment (interest inventories)	Career	Career -HS course selection by group and by appointments	Career -Events preparation including transportation, chaperones, and scheduling
Personal/Social -Guidance lessons related to grade specific needs including bullying and friendships -6 th to 7 th grade high school tours	Personal/Social -Response to student needs and/or crises Participation in other districts crisis situations if needed	Personal/Social -Individual counseling as needed	Personal/Social -Coordinating meetings with outside agencies as needed to support the student/family need -Participation in school and district wide crisis team as needed
Counselor Role	Counselor Role	Counselor Role	Counselor Role

Classroom guidance lessons, Consultation, Coordination of transportation, Coordination of Business Partners	Individual/group counseling, consultation, parent conferences, academic excellence lessons	Individual counseling, acting as a team member, coordination of programs	Grade level meetings, preparing and administering testing, special education meetings
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
20%	20%	40%	20 %

(From ASCA Workbook, page 59)

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

High School

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-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.	System Support Includes program, staff and school support activities and services.
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 *New Student Orientation *1 st day of school grade level assemblies Monthly class meetings <ul style="list-style-type: none"> • Mission statement Monday • Trivia Tuesday • Word of the day Wednesday • Thursday therapy • Alma mater Friday 	Academic Parent/Teacher meetings *Parent phone calls *Teacher concerns *Meet with at-risk students (progress reports) *Meet with failing students every marking period	Academic *Input for ER, RR, 504, GIEPs *Keystone goal setting * Individual goal setting with administrators	Academic *Consultation with teachers *New Enrollments *Schedule changes *PSAT registration and administration *Keystone administration/proctoring *AP registration and proctoring *CDT & Keystone setup *SIS Duties (report cards, storing grades, clearing earned credits, class rank, honor roll, adjusting final grade setup, years & terms, rollover preparation) *monitor summer school progress *Master schedule development/revisions/changes
Career	Career	Career	Career

*Course selection presentation (8 th gr) *Course selection assemblies *Knoebel's Job Fair Graduation Project *ASVAB (11 th gr) *Job Shadow (11 th gr.) PSAT (10 th grade)		*Course selection	*Junior Parent Night *Senior Parent Night *College Rep Visits *Financial Aid Night
Personal/Social *Too Cool for Drugs * Student interviews (begin. of year, 9-12)	Personal/Social *SAP team member/ *Crisis response	Personal/Social *Individual counseling & peer counseling as needed	Personal/Social *Crisis team member *Participation in SAP team meetings
Counselor Role Whole group presentations, Consultation, Coordination of transportation, Coordination of Business Partners	Counselor Role Individual counseling, consultation, parent conferences	Counselor Role Individual counseling, acting as a team member, coordination of programs	Counselor Role Grade level meetings, preparing and administering testing, special education meetings.
Percentage of Time 30%	Percentage of Time 20%	Percentage of Time 30%	Percentage of Time 20%

From ASCA Workbook, page 59.)

9. **Curriculum Action Plan:** This document further explains the items listed in the Guidance Curriculum section of the Delivery System chart. (Note: please refer to Section 8).
10. **Organizing Career /Postsecondary Resources-** Through some programs that are currently offered and through expanding programs in the Shamokin Area S.D.Counseling Department, we will utilize the following resources to aide us in further enhancing the

career counseling program. These activities will include but are not limited to job shadow days, career speakers, careers on wheels, etc.

Organizing Career Resources

Resource Types	List Resources
Organizations/Agencies	Junior Achievement, Elizabeth Ackerman 2420 Cehman Lane, Suite 100 Lancaster, PA 17602 717-669-3618
Intermediary Organizations	<p>CSIU 90 Lawton Lane, Milton, PA 17847 524-7104</p> <p>Evangelical Community Hospital 1 Hospital Drive, Lewisburg, PA 17837 522-2000</p> <p>Northumberland County Council for the Arts and Humant5iies, Jeannie Shaffer North 8 and East Arch Streets, Shamokin PA 17872</p> <p>Geisinger Medical Center 42 Hospital Road, Coal Township PA 648-4200</p> <p>Phoenix Rehabilitation 541 N. Franklin Street, Shamokin PA 644-2000</p>
Umbrella Organizations	<p>Greater Susquehanna Chamber of Commerce 2859 Susquehanna Trail, Shamokin Dam, PA 17876 743-4100</p> <p>Susquehanna Valley United Way, 335 Market Street, Ste. 2, Sunbury, PA 17801 988.0993</p>

Community/State Agencies	<p>Area Services 300 W. Water Street. Shamokin, PA 17872 648-1000</p> <p>PA Career Link 225 Market Street, 3rd Floor, Sunbury, PA 17801</p> <p>Americorps www.americorps.gov</p> <p>Commonwealth Workforce Development System www.cwds.state.pa.us</p> <p>Central Pennsylvania Workforce Development Corporation Rachel Smith, Executive Director rsmith@cpwdc.org (570) 568-6868 ext. 225</p> <p>Penn State Cooperative Extension 443 Plum Creek Road , Sunbury, PA 17801 800-851-9710</p> <p>PHEAA, Marla Kane Marla Kane mkane@pheaa.org (570) 220-0473</p> <p>Coal Township Police Department. 805 W. Lynn Street, Coal Township, PA 17866. 644-0333</p> <p>City of Shamokin Police Department 511 N. Franklin St. Shamokin, PA 17872 648-5708</p> <p>PA State Police, 286-5601 2465 PA 61, Sunbury PA 17801</p> <p>Kurt Masser – State Representative 467 Industrial Road Elysburg, PA 17824 648-8017</p> <p>LCCC – Northumberland County 2 E. Arch Street Shamokin. PA 648-2544</p> <p>Central Susquehanna Opportunities 2 E. Arch Street Shamokin, PA 17872 644-6575</p> <p>Penn College One College Ave</p>
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	Williamsport, PA 17701
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Networking Opportunities	
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Individual Contacts	<p>National Ticket Company Attn: Edward Ludes PO Box 547 Shamokin PA 17872 800-829-0829</p> <p>Weis Markets 339 W Walnut Street. Shamokin, PA 17872 644-0642</p> <p>International Paper 2164 Locust Gap Highway, Mount Carmel, PA 17851 339-1611</p> <p>Brewser's Sports Grill 839 W. Water Street, Shamokin, PA 17872 648-7122</p> <p>Clearwater Pools 608 Water Street, Shamokin PA 17872 648-4860</p> <p>Palmer's Diner 2450 PA 61, Coal Township, PA 17866 644-0605</p> <p>K & S 1247 PA 487, Paxinos, PA 17860 648-8676</p> <p>Knoebel's Amusement Resort 391 Knoebel's Blvd Elsyburg, PA 17824 672-2572</p> <p>F & B Bank 100 W Independence ST Shamokin, PA 17872 644-0861</p> <p>Susquehanna University 514 University Ave, Selinsgrove, PA 17870 374-0101</p> <p>Bloomsburg University 400 E. Second Street Bloomsburg, PA 17815</p>
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	389-4000
Community/Business Meetings	<p>Shamokin Rotary PO Box 199 Shamokin, PA 17872</p> <p>IBEW – Local 607 25 S. Fifth Street Shamokin, PA 17872 648-9831</p> <p>Pennsylvania Free Enterprise Week 3076 West 12th Street Erie, PA 16505</p> <p>GDK Development 43 N. Fourth Street Shamokin, PA 17872 648-0758</p> <p>Reinhart Foodservice L.P.L.P.C 100 Industrial Park Road Coal Township, PA 17866 644-1111</p>
Community Events	Shamokin Area District Health Fair
Online/ Onland	
Internet Based Links	<p>Career Mosaic ONet America's Job Bank College Board-Career Exploration PA Career Zone Job Web Education Planner ASCA</p>
Media/Advertising	<p>Blackboard Connect Mailings School Newspaper Webpage SA TV News Item – Community Calendar Facebook Service Electric Community Message Channel</p>

Publications/Documents	News Item 707 N. Rock Street Shamokin, PA 17872 644-6397
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11. **Individualized Academic/Career Plan** -Starting in 8th grade students will develop their Academic/Career Plan. This will start with the 2013-2014 school year. It will be completed when the school counselor meets with students regarding course selection for the following school year. The template is on the following pages.

12. **Career and Technical Center Strategy-**

Career and Technical Center Strategies

District: Shamokin Area School District

Student Awareness:

Grade	Intervention/ Program/Events	Stakeholder/ Delivering	Data Used/Success Indicator	Begin & End	Contact Person
4	Intro LCTC	Educators/ Students	Questions and Answers	Spring	Fetterman
8	Intro LCTC	Educators/ Students	Questions and Answers	October	Weller
8-10	Course Selection	Educators	Completed Course Selection Sheets	January	Weller/ McCabe
9	Assembly	Educators/ Students	Questions and Answers	December	Weller/ McCabe
9	Field Trip	Educators/ Students	Questions and Answers Enrollment requests	January	Weller/ McCabe

Parent Awareness:

Intervention/ Program/Events	Date	Stakeholder/ Delivering	Data Used/Success Indicator	Contact Person
9 th Grade Orientation	August	Educators	Questions and Answers	Weller/McCabe
Parent Meeting	September and November	Educators	Questions from parents	Weller/McCabe

Educator Awareness:

Intervention/ Program/Events	Date	Stakeholder/ Delivering	Data Used/Success Indicator	Contact Person
Field Trip Chaperones	January	Educators	Increased enrollment requests	Guidance
NCCT Students present at a Faculty Meeting	Ongoing	Students	Increased enrollment requests	Guidance

13. **Job Descriptions-** Attach any job descriptions that your district has developed or all counselors at all levels.