2025-2026

K-12 School Guidance Plan

Central Columbia School District

Revised - August 2025

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A. Counselor Related Items of the Plan 1-3

1. School Counselors and Assignments

Counselor's Name	Building	Ratio
Kristina Unger	Elementary School	1-480
Sandra Minnick	Elementary School	1-237
Alycia Fairchild	Middle School	1-310
Jeremy Freeman	Middle School	1-310
Jason Bartholomew	High School	1-296
Kimberly Gibble	High School	1-312

2. Role of the School Counselor: ASCA

Role	Level	Evidence of Role
Leader	Elementary	Member of leadership committees such as Crisis Team, Data Team, School Wide Positive Behavior Support Team, District Comprehensive Plan Committee, SAP team, MTSS team, Threat Assessment Team, Discipline Committees, etc.
	Middle	Member of leadership committees such as Crisis Team, Data Team, School Wide Positive Behavior Support Team, District Comprehensive Plan Committee, SAP team, MTSS team, Threat Assessment Team, Discipline Committees, etc.
	High School	High School Pathways Committee, Member of leadership committees such as Crisis Team, Data Team, District Comprehensive Plan Committee, SAP team, Threat Assessment Team, Discipline Committees, etc.
Advocate	Elementary	Liaison for students/parents with teachers, outside agencies, business and community partners.
	Middle	Liaison for students/parents with teachers, outside agencies, business and community partners.
	High	Liaison for students/parents with teachers, outside agencies, business and community partners.
Collaborator	Elementary	Member of grade-level teams, building and district-wide teams
	Middle	Member of grade-level teams, building and district-wide teams
	High	Member of grade-level teams, building and district-wide teams
Systemic Change Agent	Elementary	Counselors will assist administrators to develop potential solutions for staff to consider recently identified barriers for students as needed. Counselors will collect data and share with relevant stakeholders, information regarding student development in academic, personal-social and career domains.
	Middle	Counselors will assist administrators to develop potential solutions for staff to consider recently identified barriers for students as needed. Counselors will collect data and share with relevant stakeholders, information regarding student development in academic, personal-social and career domains.
	High School	Counselors will assist administrators to develop potential solutions for staff to consider recently identified barriers for students as needed. Counselors will collect data and share with relevant stakeholders, information regarding student development in academic, personal-social and career domains.

3. Job Description linked to the Counselor Evaluation Process

Examples or areas of responsibility listed in the counselor job description linked to the evaluation process.

Counselor Level	Domain 1 Planning and Preparation	Domain 2 Environment	Domain 3 Delivery	Domain 4 Professional Development
Elementary	The elementary school counselor will demonstrate knowledge of counselor theory, and child development through the implementation of the comprehensive school counseling plan. The elementary school counselor prepares annual tentative classroom assignments and presents same to principal for review and final determination. The elementary school counselor will stay current and communicate to stakeholders about resources available for students and families. The elementary school counselor arranges group conferences with parents, the principal, and pertinent staff member (i.e. through grade-level team meetings, IEP/504 meetings and Parent Conferences). The elementary school counselor organizes a multi-disciplinary team meeting whenever a teacher or parent requests a psycho-educational	The elementary school counselor will develop and maintain respectful relationships with students, families, staff, and community members. The elementary school counselor coordinates services for parents of students such as Parenting Programs and MH/MR Family Counseling The elementary school counselor coordinates help for students and their families with agencies such as Child Welfare, Geisinger Medical Center, CSIU, etc. and keeps the principal informed of activities with these agencies. The elementary school counselor coordinates and interprets psychological referrals and reports for parents, principal, and other valid persons and agencies. Works to ensure psychological recommendations are implemented. The elementary school counselor is the facilitator for Student Assistance Program (SAP).	The elementary school counselor will provide individual, counseling for students, families, and groups to help them learn greater self-understanding, acceptance of responsibility, and better decision-making skills. The elementary school counselor will counsel small groups and individual students with problems; refer severe problems to appropriate school and community resources. The elementary school counselor will instruct students on the guidance curriculum and deliver the CEW Standards to all students in the building. The elementary school counselor coordinates orientation for preschool pupils to Kindergarten, and Grade 4 students to Middle School The elementary school counselor will utilize a variety of methods to communicate with students, families, staff, and community partners. The counselor will demonstrate a clear understanding of individual versus group communication	The elementary school counselor will oversee maintenance of permanent record folders on each pupil and keeps the principal aware of law changes regarding records maintenance, confidentiality, etc. The elementary school counselor will follow district procedures for record keeping and oversee the collection and archiving of required indicators for the PA Future Ready Index. The elementary school counselor will regularly reflect on Professional Practice and Personal needs based on data and utilize findings to set personal goals for the future. The elementary school counselor will engage with all stakeholders in a manner that demonstrates respect and participates in appropriate professional

	evaluation for a student. Works with school psychologist and special education teachers to implement findings of the same. The elementary school counselor will review and analyze student data along with staff in order to inform decision-making.	The elementary school counselor will utilize collect and monitor school data to inform decision-making regarding school climate/culture. (i.e., The counselor may review screener results and initiate a goal directed support group for students who are identified as needing a higher level of intervention). The elementary school counselor responds to crisis situations when appropriate. The elementary school counselor will develop a safe and welcoming space in the guidance office and will also serve as resource for teachers to support positive student behaviors.	and information shared will be developmentally appropriate (a Pamphlet that outlines the counselor role in the elementary school is shared with staff, families, and students at the start of every school year including information on how to access the various services).	opportunities. (The counselor may serve on district committees, agency governing boards, belong to local and state School Counseling Associations etc.).
Middle	The middle school counselor will demonstrate an extensive knowledge of counselor theory, and child and adolescent development, through the implementation of the comprehensive school counseling plan. The middle school counselor organizes a multi-disciplinary team meeting whenever a teacher or parent requests a psycho-educational evaluation for a student and works with school psychologist and special education teachers to implement findings of the same.	The middle school counselor assists students in schedule planning and course selections. The middle school counselor assists with coordinating activates relating to the building transition program. The middle school counselor is the group facilitator for Student Assistance Program (SAP). The middle counselor coordinates help for students and their families with agencies such as Child Welfare, Geisinger Medical Center, CSIU, etc. and keeps the principal	The middle school counselor will utilize a variety of methods to communicate with students, families, staff, and community partners (email, written or phone correspondence). The middle school counselor will counsel groups or individual students through the development of educational and career plans. The middle school counselor will counsel small groups and individual students with problems; refer severe problems to appropriate school and community resources.	The middle school counselor monitors each student's progress by keeping a record of credits earned reviewing appropriate academic records, and by reviewing progress reports four times a year and report cards four times a year. The middle school counselor will follow district procedures for record keeping and oversee the collection and archiving of required indicators for the PA Future Ready Index.

	The middle school counselor will also stay current and communicate to stakeholders about resources available for students and families. The middle school counselor coordinates administration of PSSA, Keystone, and Advanced Placement Exams. The middle school counselor will also work collaborative with grade-level teams to gather evidence that students are meeting standards for all 4 strands of the CEW Standards. The middle school counselor will review and analyze student data along with staff in order to inform decision-making.	informed of activities with these agencies. The middle school counselor responds to crisis situations when appropriate. The middle school counselor will develop a safe and welcoming space in the guidance office and will also serve as resource for teachers to support positive student behaviors. The middle school counselor will develop and maintain respectful relationships with students, families, staff, and community members. The middle school counselor will utilize collect and monitor school data to inform decision-making regarding school climate/culture. (i.e. The counselor may review screener results and initiate a goal directed support group for students who are identified as needing a higher level of intervention).	The middle school counselor conducts an orientation program for parents of incoming fifth graders, and an information session for incoming fifth graders. The middle school counselor provides orientation for students new to the school. The middle school counselor will instruct students on the guidance curriculum and deliver the CEW Standards to all students in the building.	The middle school counselor will engage with all stakeholders in a manner that demonstrates respect and participates in appropriate professional opportunities. (The counselor may serve on district committees, agency governing boards, belong to local and state School Counseling Associations etc.). The middle school counselor will regularly reflect on Professional Practice and Personal needs based on data and utilize findings to set personal goals for the future. (The counselor may request to attend professional development when he/she recognizes a need in that area.)
High School	The high school counselor organizes a multi-disciplinary team meeting whenever a teacher or parent requests a psycho-educational evaluation for a student. Works with school psychologist and special education teachers to implement findings of the same.	The high school counselor assists students in schedule planning and course selections for high school and early college. The high school counselor assists with coordinating activates relating to the building transition program.	The high school counselor will counsel groups or individual students through the development of educational and career plans. The high school counselor will counsel small groups and individual students with problems; refer severe problems	The high school counselor monitors each student's progress by keeping a record of credits earned reviewing appropriate academic records, and by reviewing progress reports four times a year and report cards four times a year.

	The high school counselor coordinates administration of Keystone, ASVAB, Advanced Placement Exams, PSAT, SAT, and early college course selection and advisement. The high school counselor will review and analyze student data along with staff in order to inform decision-making. The high school counselor will also work collaborative with grade-level teams to gather evidence that students are meeting standards for all 4 strands of the CEW Standards. The high school counselor will deliver a comprehensive age-appropriate curriculum targeting academic, personal/social and career decision-making skills. The high school counselor will stay current and communicate to stakeholders about resources available for students and families.	The high school counselor is the group facilitator for Student Assistance Program (SAP). The high school counselor will develop a safe and welcoming space in the guidance office and will also serve as resource for teachers to support positive student behaviors. The high school counselor responds to crisis situations when appropriate. The high school counselor will utilize collect and monitor school data to inform decision-making regarding school climate/culture. (i.e. The counselor may review screener results and initiate a goal directed support group for students who are identified as needing a higher level of intervention). The high school counselor will develop and maintain respectful relationships with students, families, staff, and community members.	to appropriate school and community resources. The high school counselor conducts an orientation program for parents of incoming ninth graders, and an information session for incoming ninth graders. The high school counselor provides orientation for students new to the school. The high school counselor will utilize a variety of methods to communicate with students, families, staff, and community partners (email, written or phone correspondence). The high school counselor will instruct students on the guidance curriculum and deliver the CEW Standards to all students in the building.	The high school counselor will follow district procedures for record keeping and oversee the collection and archiving of required indicators for the PA Future Ready Index. The high school counselor will engage with all stakeholders in a manner that demonstrates respect and participates in appropriate professional opportunities. (The counselor may serve on district committees, agency governing boards, belong to local and state School Counseling Associations etc.). The high school counselor will regularly reflect on Professional Practice and Personal needs based on data and utilize findings to set personal goals for the future. (The counselor may request to attend professional development when he/she recognizes a need in that area).

B. Program Delivery Related Items of the Plan 4-9

4. School Counseling Department Mission Statement

District Mission Statement
In a caring and safe environment, Central Columbia School District educates all students for success.
K-12 School Counseling Mission Statement
To provide a comprehensive developmental counseling program addressing the academic, career and personal/social development of all students.

5. Program Calendar by Domain and Level:

6. Program Delivery by Tier and System Support:

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
SEPTEMBER					
Academic: **Elementary**	Grade Level presentations/ Blue Jay Bonus Time (BBT) Lessons K-4 PBIS Program	Observation Reports; New enrollments; Individual Academic Intervention Coordination Tutoring	Participation in IST and DATA meetings; Facilitating and documenting IST meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals; MTSS/Acceleration Groupings-BBT	Screenings	
Middle	Grade level presentations on Academic Expectations/ SOAR Lessons PBIS Program	New enrollments Academic Intervention Coordination	Participation in Child Study Team Meetings; Facilitating and documenting Grade Level Team meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals	Screenings Individual Grade Checks Academic/SEL Grade-level Team Meetings	
High	10th grade- PSAT benefits and strategies Lesson; 11th grade- PSAT Benefits and Strategies Lesson	Advise and Process College Applications New enrollments Academic Intervention Coordination	Participating in ASAP Team Meetings; Input for GIEP, IEP, and 504 evaluations/referrals; AP Exam Coordination; PSAT	Individual Grade Checks; Parent Conferences as needed	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
			Exam Coordination		
Career: **Elementary**	BBT Lessons Grades K-4 Successful character traits for home, school, and workplace; SmartFutures Activities	Meet one-to-one to complete career activities missed	The Leader In Me Lessons/Activities; SmartFutures Activities		
Middle	SmartFutures Lessons Grades 5-8 8th Grade Job Shadow Packet Introduction		Lessons/Activities	Introduction of High School Pathways Grades 5-8	
High	12th grade- Senior Seminar Introduction 9th-11th SmartFutures Support	1-on-1 individualized academic career plan discussions	Attend Pathway Chair Meetings, Input for GIEP, IEP	Pathways/approved program support	
Social/Emotional: **Elementary**	Guidance lessons related to grade specific needs PBIS Program	Individual counseling as needed	Participation in SAP meetings, PBIS, MTSS, The Leader in Me Activities; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; BBT Lessons related to grade specific curriculum, Truancy Elimination Plan Meetings.	
Middle	Guidance lessons related to grade specific needs	Individual counseling as needed	Participation in SAP, WIN, and PBIS; Discipline meetings; Liaison with	Support Groups; Individual counseling as needed; Short-term	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
	PBIS Program		Local Agencies	conflict resolution sessions as needed; Truancy Elimination Plan Meetings	
High	SAP Introduction to incoming Freshmen Mental Health Lesson to Freshmen	Individual counseling as needed	Participation in SAP, and ASAP Meetings; Liaison with Local Agencies; 9th-Mental Health/Drug and Alcohol Lesson	Individual counseling as needed; Short-term conflict resolution sessions as needed.	
OCTOBER					
Academic: **Elementary**	Grade Level presentations/BBT Lessons K-4 PBIS Program	Observation Reports; New enrollments; Individual Academic Intervention Coordination; Tutoring	Participation in IST and DATA Meetings; Facilitating and documenting IST meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals; CDT Testing and Reporting AIMSWEB Assessment Data Collection	Screenings	
Middle	PBIS Program	New enrollments; Academic Intervention Coordination	Participation in Child Study Team Meetings; Facilitating and documenting Grade Level	Screenings; Individual grade checks; Parent Conferences as needed	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
			Team meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals; WIN/Acceleration Groupings	Academic/SEL Grade-level Team Meetings	
High	9th – 11th SmartFutures Support	Advise and Process College Applications Individual counseling as needed; New enrollments; Academic Intervention Coordination	Participating in ASAP Team Meetings; PSAT Coordination and Administration; Input for GIEP, IEP, and 504 evaluations/referrals	Individual Grade checks; Parent Conferences as Needed	
Career: **Elementary**	BBT Lessons Grades K-4 Successful character traits for home, school, and workplace; SmartFutures Activities	Meet one-to-one to complete career activities missed	The Leader In Me Lessons/Activities; SmartFutures Activities		
Middle	Explore parts of a career plan SmartFutures Lessons Grades 5-8	Meet one-to-one to complete career activities missed	SmartFutures Lessons/Activities		
High	9th – 11th SmartFutures Support ASVAB Career Exploration 12th Grade- Senior Seminar- Financial Plan	1-on-1 individualized academic career plan discussions	Attend Pathway Chair Meetings; Input for GIEP, IEP		

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
Social/Emotional: **Elementary**	Guidance lessons related to grade specific needs PBIS Program	Individual counseling as needed	Participation in SAP meetings, PBIS, MTSS, The Leader in Me Activities; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; BBT Lessons related to grade specific curriculum; Implementation of charitable services (Giving Tree), Truancy Elimination Plan Meetings	
Middle	PBIS Program	Individual counseling as needed	Participation in SAP, WIN, and PBIS; Discipline meetings; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; Truancy Elimination Plan Meetings, Academic/SEL Grade-level Team Meetings	
High		Individual counseling as needed	Participation in SAP, and ASAP Meetings; Liaison with Local Agencies	Individual counseling as needed; Short-term conflict resolution sessions as needed;	
NOVEMBER					

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
Academic: **Elementary**	Grade Level presentations/BBT Lessons K-4 PBIS Program	Observation Reports; New enrollments; Individual Academic Intervention Coordination; Tutoring	Participation in IST and DATA Meetings; Facilitating and documenting IST meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals; Parent/Teacher Conferences	Screenings	
Middle	PBIS Program	New enrollments; Academic Intervention Coordination	Participation in Child Study Team Meetings; Facilitating and documenting Grade Level Team meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals; WIN/Acceleration Groupings	Screenings Individual Grade Checks; Parent Conferences as Needed Academic/SEL Grade-level Team Meetings	
High	10th- PSAT Results Interpretation Lesson; 11th-PSAT Results Interpretation Lesson; Academic Career Plan Reflection and Senior Year Planning, 9th -12th Course Selection Advisement.	Advise and Process College Applications New enrollments; Academic Intervention Coordination	Participating in Grade Level and ASAP team meetings; Input for GIEP, IEP, and 504 evaluations/referrals	Individual Grade Checks; Parent Conferences as Needed	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
Career: **Elementary**	BBT Lessons Grades K-4 Successful character traits for home, school, and workplace; SmartFutures Activities	Meet one-to-one to complete career activities missed	The Leader In Me Lessons/Activities; SmartFutures Activities		
Middle	7th Grade- Begin Interest Inventory; 8th Grade- VO- Tech Presentations SmartFutures Lessons Grades 5-8		Events preparation including transportation and scheduling		
High	12th Grade- Senior Seminar- Scholarship Search/Job Application 9th-11th SmartFutures Support 9th -12th Course Selection Advisement	1-on-1 individualized academic career plan discussions	Attend Pathway Chair Meetings Input for GIEP, IEP	Assist in HS Master Schedule Building	
Social/Emotional: **Elementary**	Guidance lessons related to grade specific needs PBIS Program	Individual counseling as needed	Participation in SAP meetings, PBIS, MTSS, The Leader in Me Activities; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; BBT Lessons related to grade specific curriculum; Implementation of	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
				charitable services (Giving Tree), Truancy Elimination Plan Meetings	
Middle	PBIS Program	Individual counseling as needed	Participation in SAP, WIN, and PBIS; Discipline meetings; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; Truancy Elimination Plan Meetings, SEL/DESSA Support Academic/SEL Grade-level Team Meetings	
High		Individual counseling as needed	Participation in SAP and Liaison with Local Agencies	Individual counseling as needed; Short-term conflict resolution sessions as needed;	
DECEMBER					
Academic: **Elementary**	Grade Level presentations/BBT Lessons K-4 PBIS Program	Observation Reports; New enrollments; Individual Academic Intervention Coordination, Tutoring	Participation in IST and DATA Meetings; Facilitating and documenting IST Meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals;	Screenings	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
			MTSS/Acceleration		
Middle	PBIS Program	New enrollments; Academic Intervention Coordination	Facilitating and documenting Grade Level Team meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals	Participation in Child Study Team Meetings; Screenings; Individual Grade Checks Academic/SEL Grade-level Team Meetings	
High	9th- Academic Career Plans/Mock Scheduling; 12th- Holiday Homecoming Assembly 11th-Academic Career Plan Reflection and Senior Year Planning 9th -12th Course Selection Advisement	Academic/Career Plan Review and discussions	Participating in Grade Level and ASAP team meetings; Input for GIEP, IEP, and 504 evaluations/referrals	Individual Grade Checks; Pathway Selection; Parent Conferences as Needed Assist in HS Master Schedule Building	
Career: **Elementary**	BBT Lessons Grades K-4 Successful character traits for home, school, and workplace; SmartFutures Activities	Meet one-to-one to complete career activities missed	The Leader In Me Lessons/Activities; SmartFutures Activities		
Middle	7th Grade- Career Cluster/O-Net Research SmartFutures Lessons Grades 5-8		Events preparation including transportation and scheduling		
High	12th Grade- Holiday	1-on-1 individualized	Attend Pathway Chair	Assist in HS Master	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
	Homecoming Assembly; 12th Grade Senior Seminar- Post Secondary Action Plan Introduction 9th-11th SmartFutures Support 9th -12th Course Selection Advisement.	academic career plan discussions	Meetings Input for GIEP, IEP	Schedule Building	
Social/Emotional: **Elementary**	Guidance lessons related to grade specific needs PBIS Program	Individual counseling as needed	Participation in SAP meetings, PBIS, MTSS, The Leader in Me Activities; Liaison with Local Agencies	Support Groups; Individual counseling as needed; BBT Lessons related to grade specific curriculum; Implementation of charitable services (Giving Tree), Truancy Elimination Plan Meetings	
Middle	PBIS Program	Individual counseling as needed	Participation in SAP, WIN, and PIBS; Discipline meetings; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; Truancy Elimination Plan Meetings, SEL/DESSA Support	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
				Academic/SEL Grade-level Team Meetings, PAYS Survey.	
High		Individual counseling as needed	Participation in SAP; Liaison with Local Agencies	Individual counseling as needed; Short-term conflict resolution sessions as needed, PAYS Survey.	
JANUARY					
Academic: **Elementary**	Grade Level presentations/BBT Lessons K-4 PBIS Program	Observation Reports; New enrollments; Individual Academic Intervention Coordination; Tutoring	Participation in IST and DATA Meetings; Facilitating and documenting IST meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals; AIMSWEB Assessment Data Collection	Screenings	
Middle	PBIS Program	New enrollments; Academic Intervention Coordination	Facilitating and documenting Grade Level; Team meetings; Participation in Child Study Team Meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals;	Second Semester Meetings with students who are in danger of failing; CAT Scheduling, Assist in MS Master Schedule Building Academic/SEL Grade-level Team Meetings	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
			WIN/Acceleration Groupings		
High	8th- Pathway Fair; 10th- Academic Career Plan/Career Map Activity 9th -12th Course Selection Advisement.	Individual Academic Appointments; Semester Course Changes	Keystone Exam Coordination; Participating ASAP Team Meetings; Input for GIEP, IEP, and 504 evaluations/referrals	Individual Grade Checks; Parent Conferences as needed Assist in HS Master Schedule Building	
Career: **Elementary**	1st-4th Human Services Pathway Overview BBT Lessons Grades K-4 Successful character traits for home, school, and workplace; SmartFutures Activities	Meet one-to-one to complete career activities missed	The Leader In Me Lessons/Activities; SmartFutures Activities		
Middle	5-8th Human Services Pathway Overview; 8th Grade High School Orientation/ and Vo-Tech Visit; SmartFutures Lessons Grades 5-8		Events preparation including transportation and scheduling	CAT Scheduling, Assist in MS Master Schedule Building	
High	8th- Grade Orientation/Pathway Fair; 10th- Career Map Activity; 12th- Senior	1-on-1 individualized academic career plan discussions	Events preparation including transportation and scheduling Input for GIEP, IEP	Assist in HS Master Schedule Building	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
	Seminar- Post Secondary Action Plan 9th-11th SmartFutures Support 9th -12th Course Selection Advisement.				
Social/Emotional: **Elementary**	PBIS-SOAR Lessons; Guidance lessons related to grade specific needs PBIS Program	Individual counseling as needed	Participation in SAP meetings, PBIS, MTSS, The Leader in Me Activities; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; BBT Lessons related to grade specific curriculum; Women Center Presentations, Truancy Elimination Plan Meetings	
Middle	PBIS Program	Individual Counseling as needed	Participation in SAP, WIN, DESSA, and PBIS; Discipline meetings; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; Truancy Elimination Plan Meetings, Academic/SEL Grade-level Team Meetings	
High	Mental Health Unit	Individual counseling as	Participation in SAP;	Individual counseling as	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
	(taught by Health/PE Teacher)	needed	Liaison with Local Agencies	needed; Short-term conflict resolution sessions as needed;	
FEBRUARY					
Academic: **Elementary**	Student Placement for Next Year PBIS Program	Observation Reports; New enrollments; Individual Academic Intervention Coordination; Tutoring	Participation in IST and DATA Meetings; Facilitating and documenting IST meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals	Screenings	
Middle	PBIS Program 8th- High School Course Selection	New enrollments; Academic Intervention Coordination	Participation in Child Study Team Meetings; WIN/Acceleration Groupings; Facilitating and documenting Grade Level Team meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals	Screenings Assist in MS Master Schedule Building Academic/SEL Grade-level Team Meetings	
High	9th -12th Course Selection Advisement.	Individual Academic Appointments; Meetings with Juniors creating list of jobs/ colleges	Participating in ASAP Team Meetings; Input for GIEP, IEP, and 504 evaluations/ referrals	Individual Grade Checks; Parent Conferences as Needed Assist in HS Master Schedule Building	
Career:	1st-4th Grade Agri-	Meet one-to-one to	The Leader In Me		

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
Elementary	Science, Science and Health Pathway Overview; BBT Lessons Grades K-4 Successful character traits for home, school, and workplace; SmartFutures Activities	complete career activities missed	Lessons/Activities; SmartFutures Activities		
Middle	5th-8th Grade- Agri-Science, Science and Health Pathway Overview SmartFutures Lessons Grades 5-8	High School course selection Introduction and Individual appointments	Events preparation including transportation and scheduling		
High	10th-11th Academic Career Planning/Course Selection 12th- Senior Seminar-Professional Resume Revision 9th-11th SmartFutures Support 9th -12th Course Selection Advisement.	11th- Meetings with Juniors creating list of jobs/ colleges; 11th- Meetings planning internship, work experience, ACE classes; Course selection for 8th grade students 1-on-1 individualized academic career plan discussions	Events preparation including transportation and scheduling Input for GIEP, IEP	Assist in HS Master Schedule Building Assist in Senior Exit Interview Planning	
Social/Emotional: **Elementary**	Guidance lessons related to grade specific	Individual counseling as needed	Participation in SAP meetings, PBIS, MTSS,	Support Groups; Individual counseling as	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
	needs PBIS Program		The Leader in Me Activities; Liaison with Local Agencies	needed; Short-term conflict resolution sessions as needed; BBT Lessons related to grade specific curriculum, Truancy Elimination Plan Meetings	
Middle	PBIS Program	Individual Counseling as needed	Participation in SAP, WIN, and PBIS; Discipline meetings; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; Truancy Elimination Plan Meetings, Academic/SEL Grade-level Team Meetings	
High		Individual counseling as needed	Participation in SAP; Liaison with Local Agencies	Individual counseling as needed; Short-term conflict resolution sessions as needed;	
MARCH					
Academic: **Elementary**	Student Placement for Next Year PBIS Program	Observation Reports; New enrollments; Individual Academic Intervention Coordination; Tutoring	Participation in IST and DATA Meetings; Facilitating and documenting IST meetings; PSSA Prep and	Screenings	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
			Administration; Input for ER, RR. GIEP, and 504 evaluations/referrals; Student Placement		
Middle	8th- High School Course Selection PBIS Program	New enrollments; Academic Intervention Coordination	PSSA Prep and Administration; Facilitating and documenting Grade Level Team meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals; Student Placement; WIN/Acceleration Groupings	Participation in Child Study Team Meetings; Screenings Academic/SEL Grade-level Team Meetings	
High	9th -12th Course Selection Advisement.	Meetings with Juniors creating list of jobs/ colleges; 11th- Meetings with Juniors creating list of jobs/ colleges; 11th- Meetings planning internship, work experience, ACE classes; 11th- Meeting selecting Senior year courses; 9th-12th- Individual scheduling/ course selection support	Participating in ASAP Team Meetings; Input for GIEP, IEP, and 504 evaluations/referrals; Master Schedule Support	Individual Grade Checks; Parent Conferences as Needed; Freshman Pathway Selection; Assist in HS Master Schedule Building Assist in Senior Exit Interview Planning	
Career: **Elementary**	1st-4th Grade- Arts and Communications	Meet one-to-one to complete career activities	The Leader In Me Lessons/Activities;		

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
	Pathway Overview; BBT Lessons Grades K-4 Successful character traits for home, school, and workplace; SmartFutures Activities	missed	SmartFutures Activities		
Middle	5th-8th Grade- Arts and Communications Pathway Overview; 8th Grade Job Shadow Review; SmartFutures Lessons Grades 5-8	8th Grade- High School Course Selection individual meetings	Events preparation including transportation and scheduling		
High	10th- ASVAB Lesson; 12th- Senior Seminar- Interview Practice 9th-11th SmartFutures Support 9th -12th Course Selection Advisement.	Meetings with Juniors creating list of jobs/ colleges; 11th- Meetings with Juniors creating list of jobs/ colleges; 11th- Meetings planning internship, work experience, Early College classes; 11th- Meeting selecting Senior year courses; 9th-12th- Individual scheduling/ course selection support 1-on-1 individualized	Attend Pathway Chair Meetings Input for GIEP, IEP	Assist in HS Master Schedule Building Assist in Senior Exit Interview Planning	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
		academic career plan discussions			
Social/Emotional: **Elementary**	Guidance lessons related to grade specific needs PBIS Program	Individual counseling as needed	Participation in SAP meetings, DESSA meetings, PBIS, MTSS, The Leader in Me Activities; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolutions sessions as needed; BBT Lessons related to grade specific curriculum, Truancy Elimination Plan Meetings	
Middle	PBIS Program	Individual Counseling as needed	Participation in SAP, WIN, and PBIS; Discipline meetings, Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution, Truancy Elimination Plan Meetings, Academic/SEL Grade-level Team Meetings	
High		Individual counseling as needed	Participation in SAP Liaison with Local Agencies	Individual counseling as needed; Short- term conflict resolution sessions as needed	
APRIL					
Academic: **Elementary**	Student Placement for Next Year	Observation Reports; New enrollments; Individual	Participation in IST and DATA Meetings; PSSA	Screenings	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
	PBIS Program	Academic Intervention Coordination, Tutoring	Prep and Administration; Facilitating and documenting IST Meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals; Student Placement		
Middle	PBIS Program		Participation in Child Study Team Meetings; PSSA Prep and Administration; Facilitating and documenting Grade Level Team meetings; Input for ER, RR, GIEP and 504 evaluations/referrals; Student Placement; WIN/Acceleration	Screenings Academic/SEL Grade-level Team Meetings	
High		Meetings with Juniors creating list of jobs/ colleges; 11th- Meetings with Juniors creating list of jobs/ colleges; 11th- Meetings planning internship, work experience, ACE Classes; 11th- Meeting selecting Senior year courses; 9th-	Participating in ASAP Team meetings; input for GIEP, IEP, and 504 evaluations/ referrals; Master Schedule Support; SAT Exam Coordination and Administration	Individual grade checks; Parent conferences as needed; Assist in HS Master Schedule Building Assist in Senior Exit Interview Planning	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
		12th- Individual scheduling/ course selection support			
Career: **Elementary**	1st-4th Engineering, Manufacturing and Industrial Technology Pathway Overview BBT Lessons Grades K-4 Successful character traits for home, school, and workplace; SmartFutures Activities	Meet one-to-one to complete career activities missed	The Leader In Me Lessons/Activities; SmartFutures Activities		
Middle	Engineering, Manufacturing and Industrial Technology Pathway Overview; 8th grade job shadowing review; SmartFutures Lessons Grades 5-8		Events preparation including transportation and scheduling		
High	9th-11th SmartFutures Support	Meetings with Juniors creating list of jobs/colleges; 9th-12th- Individual scheduling/ course selection support 1-on-1 individualized academic career plan	Attend pathway chair meetings Input for GIEP, IEP	Assist in HS Master Schedule Building Assist in Senior Exit Interview Planning	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
		discussions			
Social/Emotional: **Elementary**	Guidance lessons related to grade specific needs PBIS Program	Individual counseling as needed	Participation in SAP meetings, PBIS, MTSS, The Leader in Me Meetings and Activities; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; BBT Lessons related to grade specific curriculum; Jump Rope for Heart Program K-4th grade, Truancy Elimination Plan Meetings	
Middle	PBIS Program	Individual counseling as needed	Participation in SAP, WIN, and PBIS; Discipline meetings; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; Truancy Elimination Plan Meetings, Academic/SEL Grade-level Team Meetings	
High		Individual counseling as needed	Participation in SAP, and ASAP meetings; Liaison with local agencies	Individual counseling as needed; Short- term conflict resolution sessions as needed	
MAY					

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
Academic: **Elementary**	Student Placement for Next Year 5th grade Orientation PBIS Program	Observation Reports; New enrollments; Individual Academic Intervention Coordination; Tutoring	Participation in IST and DATA Meetings; Facilitating and documenting IST Meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals; Student Placement; AIMSWEB Assessment Data Collection	Screenings	
Middle	5th grade orientation PBIS Program		Academic: Participation in Child Study Team Meetings; Facilitating and documenting Grade Level Team meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals; Student Placement; WIN/Acceleration Groupings	Screenings Academic/SEL Grade-level Team Meetings	
High		Meetings with Juniors creating list of jobs/ colleges; 9th-12th- Individual scheduling/ course selection support Credit Recovery Assistance	AP Exam administration; Keystone exam coordination; Participating in grade level and ASAP team meetings; Input for GIEP, IEP, and 504 evaluations/ referrals;	Individual grade checks; Parent conferences as needed; Assist in HS Master Schedule Building Assist in Senior Exit Interview Planning	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
			Master schedule support		
Career: **Elementary**	1st-4th Business, Finance, Marketing and Information Technology Pathway Overview; BBT Lessons Grades K-4 Successful character traits for home, school, and workplace; SmartFutures Activities	Meet one-to-one to complete career activities missed	The Leader In Me Lessons/Activities; SmartFutures Activities; Events preparation including transportation and scheduling	YIP Program- 2nd	
Middle	Business, Finance, Marketing and Information Technology Pathway Overview; SmartFutures Lessons Grades 5-8 7th Grade Career Day	Meet one-to-one to complete career activities missed			
High	9th-11th SmartFutures Support 12th- Exit interview	9th-12th- Individual scheduling/ course selection support 1-on-1 individualized academic career plan discussions Meet one-to-one to complete career activities missed	Attend pathway chair meetings Input for GIEP, IEP	Assist in HS Master Schedule Building Assist in Senior Exit Interview Planning	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
Social/Emotional: **Elementary**	Guidance lessons related to grade specific needs PBIS Program	Individual counseling as needed	Participation in SAP meetings, PBIS, MTSS, The Leader in Me Activities; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; BBT Lessons related to grade specific curriculum; Truancy Elimination Plan Meetings	
Middle	PBIS Program	Individual counseling as needed	Participation in SAP, WIN, and PBIS; Discipline meetings; Liaison with Local Agencies	Support Groups; Individual counseling as needed; Short-term conflict resolution sessions as needed; Truancy Elimination Plan Meetings, Academic/SEL Grade-level Team Meetings	
High		Individual counseling as needed	Participation in SAP and Liaison with local agencies	Individual counseling as needed; Short- term conflict resolution sessions as needed;	
JUNE					
Academic: **Elementary**	Student Placement for Next Year PBIS Program	Observation Reports; New enrollments; Individual Academic Intervention	Participation in IST and DATA Meetings; Facilitating and	Screenings Student scheduling	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
		Coordination, Tutoring	documenting IST meetings; Student Placement; Prepare Student Cumulative Records and Confidential Records for transfer		
Middle	PBIS Program	New enrollments; Individual Academic Intervention Coordination	Student Placement; WIN/Acceleration Groupings; Prepare Student Career Portfolios; Cumulative Records, and Confidential Records for transfer	Academic/SEL Grade-level Team Meetings	
High		9th- 12th- Individual scheduling/ course selection support Credit Recovery/Summer School Support/Coordination	Student placement; Process final transcripts; Produce college acceptance report; Produce college application report; Revise and produce high school profile; Generate summer school list	Student scheduling (balancing classes, placing learning support students, adjusting for failed classes)	
Career: **Elementary**	BBT Lessons Grades K-4 Successful character traits for home, school, and workplace; SmartFutures Activities	Meet one-to-one to complete career activities missed	The Leader In Me Lessons/Activities; SmartFutures Activities; Events preparation including transportation		

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
			and scheduling		
Middle	SmartFutures Lessons Grades 5-8	Meet one-to-one to complete career activities missed			
High	9th-11th SmartFutures Support	9th- 12th- Individual scheduling/ course selection support 1-on-1 individualized academic career plan discussions Meet one-to-one to complete career activities missed	Input for GIEP, IEP	Student scheduling (balancing classes, placing learning support students, adjusting for failed classes)	
Social/Emotional: **Elementary**	Guidance lessons related to grade specific needs PBIS Program	Individual counseling as needed	Participation in SAP meetings, PBIS, MTSS, The Leader in Me Meetings and Activities; Liaison with Local Agencies	Individual counseling as needed; Short-term conflict resolution sessions as needed; BBT Lessons related to grade specific curriculum	
Middle	PBIS Program	Individual counseling as needed	Liaison with Local Agencies	Academic/SEL Grade-level Team Meetings	
High		Individual counseling as needed	Liaison with Local Agencies		
JULY					
Academic: **Elementary**	Reviewing/Updating Academic Interventions	New enrollments	Student record review; Student Placement;	Student scheduling	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
			Summer Agency Record Requests; Prepare Student Cumulative Records, and Confidential Records for transfer		
Middle		New enrollments	Student record review; Student Placement; WIN/Acceleration Groupings; SOAR Lesson Development and Upcoming Calendar Development		
High		Register new students; Individual schedule adjustments; Coordinate placement testing	Student record review; Student placement; Master schedule support; Keystone exam planning; Generate AP test score summaries; Generate SAT test score summaries; Generate post- summer school retention	Student scheduling (balancing classes, placing learning support students, adjusting for failed classes) Schedule SAT & PSAT;	
Career: **Elementary**	Reviewing/Updating Career Lessons				
Middle			OFF Day; Upcoming Advisory Council Meeting; Review and update Lesson Plans for Career		

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
			Development Lesson Delivery for upcoming year		
High			Participate in professional development activities		
Social/Emotional: **Elementary**	Reviewing/Updating BBT Lessons		Liaison with Local Agencies		
Middle			Liaison with Local Agencies		
High			Liaison with Local Agencies		
AUGUST					
Academic: **Elementary**	Kindergarten Orientation Night; 1st-4th Meet the Teacher Night	New enrollments	Student record review; Student Placement; Summer Agency Record Requests; Participation in IST and DATA Meetings; Facilitating and documenting IST meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals	Screenings; Student scheduling	
Middle	5th Grade Orientation Night; 6th, 7th, 8th Meet the Teacher Night	New enrollments	Student record review; Student Placement; WIN/Acceleration Groupings; Facilitating	Screenings	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
			and documenting Grade Level Team meetings; Input for ER, RR, GIEP, and 504 evaluations/referrals		
High	9th grade orientation night; High School open house	New enrollments; Schedule changes; Advise and process college applications	Student record review; Student placement; Participating in ASAP team meetings; Input for GIEP, IEP, and 504 evaluations/ referrals; Master schedule support	Individual grade checks; Parent conferences as needed	
Career: **Elementary**	BBT Lessons Grades K-4th Successful character traits for home, school, and workplace		Lessons/Activities		
Middle	SmartFutures Lessons Grades 5-8 PBIS Lessons		Lessons/Activities		
High	Freshmen Orientation	Individual meetings with seniors to discuss current career goals	Attend pathway chair meetings	Make adjustments to Master Schedule as needed	
Social/Emotional: **Elementary**	PBIS- SOAR Lessons		Participation in SAP meetings, PBIS, MTSS, The Leader in Me Activities; Liaison with	Individual counseling as needed; Short-term conflict resolution sessions as needed.	

Item Month/Domain/Item	Curriculum-(Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
			Local Agencies	Truancy Elimination Plan Meetings	
Middle			Participation in SAP, WIN, and PBIS; Discipline meetings; Liaison with Local Agencies	Individual counseling as needed; Short-term conflict resolution sessions as needed; Truancy Elimination Plan Meetings,	
High	SAP orientation		Participation in SAP; Liaison with Local agencies	Individual counseling as needed; Short-term conflict resolution sessions as needed;	

Ongoing K-12 School Counselor Activities

Place an "X" in the appropriate column for delivery style.
Place the number of hours per year of non-counselor related activities in the last column.

ELEMENTARY

Ongoing Counselor Related Activity	Curriculum (Tier 1)	Responsive(Tier 2)	Individual Academic/ Career Counseling	System Support; Counselor Related	System Support: Non-Counselor Related **Calculate Hours per Year**
Academic: Grade level presentations on academic expectations- (Goal Setting, Use of District Web Page, Gradebook, etc.) Open Houses (Meet the Teacher)	X				
Screenings, Support Groups, Individual Counseling as needed, Short-term conflict resolution sessions as needed, BBT Lessons related to grade specific curriculum.		X			
New Enrollment, Observation Reports, Individual Academic Tutoring			X		
PSSA Prep and Administration, participate in IST and DATA Meetings, facilitate and document IST Meetings, Provide input for ER, RR, GIEP and 504 evaluations/referrals, MTSS/Acceleration Groupings – BBT-1st, 2nd, 3rd, 4th AIMSWEB Assessment Data Collection, Parent/Teacher Conferences, CDT Testing and reporting, Student record review, Student placement, Agency Contacts, Preparing records for transfer.				X	
Career: Kindergarten - 4th Human Services Pathway Overview, Kindergarten - 4th Grade – Agri-Science, Science and Health Pathway Overview, Kindergarten– 4th Grade – Arts and Communications Pathway Overview, Kindergarten – 4th Engineering, Manufacturing and Industrial Technology Pathway Overview, Kindergarten – 4th Business, Finance, Marketing and Information Technology Pathway Overview, BBT Lessons Grades K-4th Successful character traits for home, school, and workplace, SmartFutures Activities.	X				
Introduction to High School Pathways, YIP Program-2nd Grade		X			
Individual Career Goals Discussions-4th Grade			X		
Leader in Me Lessons/Activities				X	
Social/Emotional: PBIS/SOAR Lessons	X				
Support Groups, Individual counseling as needed, Short-term conflict resolution sessions as needed, BBT Lessons related to grade specific curriculum		X			
Individual counseling as needed, DESSA Assessment Data Collection			X		

Ongoing K-12 School Counselor Activities

Place an "X" in the appropriate column for delivery style.
Place the number of hours per year of non-counselor related activities in the last column.

Liaison with local agencies, Participation in SAP, DESSA, MTSS, PIBS, and Leader In Me Team Meetings				X	
Non-Counselor Related: Lunch Duty, as needed					20

MIDDLE SCHOOL

Ongoing Counselor Related Activity	**Curriculum (Tier 1)**	**Responsive (Tier 2)**	Individual Academic/ Career Counseling	System Support; Counselor Related	System Support: Non-Counselor Related **Calculate Hours per Year**
Academic: Grade level presentations on academic expectations (Goal Setting, Use of District Web Page, Gradebook, etc.), Open Houses (Meet the Teacher, Gradebook Intro), Transition programs including 5th /9th grade orientations.	X				
Parent communication, Teacher consultation, Screenings, Support Groups, Individual Counseling as needed.		X			
Student Meetings (504, IEP, MDT, Parent Conferences, Individual student contacts regarding grades, New Student Conferences/first marking period monitoring, High School Course Selection Consultation.			X		
PSSA-Keystone Prep and Administration, Grade Level Team Meetings, Student Meetings (504, IEP, MDT, Parent Conferences) ER, RR, GIEP, and 504 evaluations/referrals, WIN/Acceleration Groupings				X	
Career: Pathway Overview and Pathway Month Activities, High School Visit/Orientation, Vo-Tech programs, Vo-Tech Visit, Job Shadow and Job Shadow Reflection, SmartFutures Activities	X				
Introduction to High School Pathways		X			
High School Course Selection Consultation			X		
Scheduling Rooms/Transportation/Completing Paperwork for Events				X	
Social/Emotional: PBIS SOAR Lessons	X				
Support Groups, Short-Term Conflict Resolution Sessions		X			
Individual counseling as needed			X		
Agency Liaison, Participation in SAP, WIN, and PBIS Meetings				X	
Non-Counselor Related: PSSA and Keystone Assessment Preparation					50

Ongoing K-12 School Counselor Activities

Place an "X" in the appropriate column for delivery style.
Place the number of hours per year of non-counselor related activities in the last column.

HIGH SCHOOL

Ongoing Counselor Related Activity	**Curriculum (Tier 1)**	**Responsive (Tier 2)**	Individual Academic/ Career Counseling	System Support; Counselor Related	System Support: Non-Counselor Related **Calculate Hours per Year**
Academic: Open Houses (Meet the Teacher, 9th Grade Orientation), 8th Grade Orientation/Pathway Fair, PSAT Benefits, Mock Course Selection, Scheduling Workshop, PSAT Interpretation, Post-Secondary Choices Lesson, Holiday Homecoming, Yearly Academic Career Plan Reflection	X				
Individual Grade Checks, Schedule Changes, Early College Advisement		X			
Student Meetings (GIEP, Approved Program Students, 504, IEP, Parent Conferences), Individual student contacts regarding grades, Course Selection Consultation, New Enrollments, Scheduling, Advise and Process College Applications, Generating college/career lists			X		
Student Record Review, Student Placement, Accelerated Placement Support, Participation in ASAP Team Meetings, Input for GIEP, IEP, and 504 evaluations/referrals, Master Schedule Support, Keystone Exam Coordination, AP Exam Coordination and Administration, PSAT Exam Coordination and Administration, SAT Coordination, Early College Coordination				X	
Career: Pathway Fair, Post-Secondary Choices Lesson, Interest Inventory Lesson, College Preparation Lesson, ASVAB Lesson, Interview Skills Lesson, Holiday Homecoming, Yearly Academic Career Plan Reflection	X				
Introduction to High School Pathways		X			
Course Selection Consultation, Individual Career Goals Discussions, ASVAB Lesson, SmartFutures and Academic/Career Plan Reflection			X		
Attend Pathway Chair Meetings, Exit Interview Planning, Early College Coordination				X	
Social/Emotional: SAP Orientation	X				
Short-Term Conflict Resolution Sessions		X			
Individual counseling as needed			X		
Agency Liaison, Participation in SAP, and ASAP Meetings				X	
Non-Counselor Related:					

Ongoing K-12 School Counselor Activities

Place an "X" in the appropriate column for delivery style.
Place the number of hours per year of non-counselor related activities in the last column.

Test Preparation and Administration of PSAT, SAT, Keystone, and Advanced Placement Tests.					200

7. Curriculum Action Plan:

Kindergarten Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Taught	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Good Listener/Student (Academic Development)								
Getting Along Class/BBT	A:A3.2	A/V Equipment	August/Sept.	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
Listening Position/SOAR Lesson	A:A3.1	A/V Equipment	August/Sept.	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
Hall Listening Position/SOAR Lesson	A:B1.7	A/V Equipment	August/Sept.	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
Arrival/Dismissal /SOAR Lesson	A:A2.1	A/V Equipment	August/Sept.	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
Leader In Me Habit #1-Be Proactive	13.3.3A A:A3.1 PS:A1.8	PowerPoint Program	Oct./Nov./Dec.	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
Getting Along (Personal/ Social Development)								
Leader In Me Habit #4-Think Win-Win	13.3.3B A:A2.4	PowerPoint Program	Oct./Nov./Dec.	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
Leader In Me Habit #5-Seek First to Understand Then To Be Understood	13.2.3A A:A2.3	PowerPoint Program	Oct./Nov./Dec.	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	

Leader In Me Habit #7-Sharpen The Saw	A:A2.3 A:C1.1	PowerPoint Program	Oct./Nov./Dec.	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
A Little Scribble Spot	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	January	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
A Little Peaceful Spot	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	January	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
A Little Spot of Anger	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	January	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
A Little Spot of Sadness	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	February	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
A Little Spot of Anxiety	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	February	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
A Little Spot of Happiness	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	February	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
A Little Spot of Confidence	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	March	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	

A Little Spot of Love	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	March	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
A Little Spot of Teamwork	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	March	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
A Little Spot of Giving	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	April	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
A Little Spot of Diversity	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	April	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
A Little Spot of Thankfulness	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	April	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
Chester The Cool Cat/Be COOL Series: HOT, COLD, COOL	PS:A1.9 PS:A2.3 PS:A2.6 PS:A2.8	A/V Equipment	May	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
Making Good Choices (Career Development)								
Leader In Me Habit #2 Begin With End in Mind	13.2.3D A:A1.3 PS:A1.3	PowerPoint Program	Oct./Nov./Dec.	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	

Leader In Me Habit #3 Put First Things First	13.3.3E A:A1.5	PowerPoint Program	Oct./Nov./Dec.	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
Leader In Me Habit #6 Synergize	13.3.3C A:A3.2 A:B1.2	PowerPoint Program	Oct./Nov./Dec.	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	X
A Little Spot of Safety	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	April	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
What is an Entrepreneur?	13.4.3A C:C1.3	Arthur's Pet Business A/V Equipment	June	135	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	X

Concept 7: Guidance Curriculum Action Plan Tool

Grade 1 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Good Listener/Student (Academic Development)								
Leader In Me- Habit #1- Be Proactive	13.3.3A A.A3.1 PS:A1.8	PowerPoint Program	Oct./ Nov./ Dec.	124	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Getting Along (Personal/ Social Development)								
Leader in Me- Habit #4- Think Win-Win	13.3.3B A:A2.4	PowerPoint Program	Oct./ Nov./ Dec.	124	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit # 5- Seek first To Understand, Then to Be Understood	13.2.3A A:A2.3	PowerPoint Program	Oct./ Nov. Dec.	124	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader in Me- Habit #7- Sharpen the Saw	13.1.3B A:C1.1	PowerPoint Program	Oct./ Nov./Dec.	124	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
A Little Spot of Respect	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	Jan./Feb.	124	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
A Little Spot of Responsibility	PS:A1 PS:A2 PS:B1	A/V Equipment	March/April	124	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	

	PS:C1							
A Little Spot of Honesty	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	May/June	124	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Making Good Choices (Career Development)								
Leader In Me- Habit #2- Begin with End in Mind	13.2.3D A:A1.3 PS:A1.3	PowerPoint Program	Oct./ Nov./ Dec.	124	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #3- Put First Things First	13.3.3E A:A1.5	PowerPoint Program	Oct./ Nov./ Dec.	124	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #6- Synergize	13.3.3C A:A3.2 A:B1.2	PowerPoint Program	Oct./ Nov./ Dec.	124	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
My Interests	13.1.3A 13.1.3B C:A1.3	SmartFutures iPad	Oct./Nov.	124	CCES Cafeteria	Teachers, Students, Adm. Parents	School Counselor	X
Community Roles	13.1.3D 13.1.3E C:A1.2	SmartFutures iPad	Dec./Jan.	124	CCES Cafeteria	Teachers, Students, Adm. Parents	School Counselor	X
Preparation for Careers	13.1.3F	SmartFutures iPad	February	124	CCES Cafeteria	Teachers, Students, Adm. Parents	School Counselor	X
Using What You Learned in School	13.1.3H	SmartFutures iPad	March	124	CCES Cafeteria	Teachers, Students, Adm. Parents	School Counselor	X
Cooperation in Group Settings	13.2.3E 13.3.3B 13.3.3C C:A1.4	SmartFutures iPad	April	124	CCES Cafeteria	Teachers, Students, Adm. Parents	School Counselor	X

Grade 2 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Good Learner (Academic Development)								
Leader In Me- Habit #1- Be Proactive	13.3.3A A:A3.1 PS: A1.8	PowerPoint Program	Oct./ Nov./ Dec.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Getting Along (Personal/ Social Development)								
Leader In Me- Habit #4- Think Win-Win	13.3.3B A:A2.4	PowerPoint Program	Oct. / Nov./ Dec.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #5- Seek First to Understand, Then to Be Understood	13.2.3A A:A2.3	PowerPoint Program	Oct./ Nov./ Dec.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #7- Sharpen the Saw	13.1.3B A: C1.1	PowerPoint Program	Oct. / Nov./Dec.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
A Little Spot of Diversity	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	Jan./Feb.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
A Little Spot of Patience	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	March/April	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	

A Little Spot of Courage	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	May/June	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Making Good Choices (Career Development)								
Leader In Me Habit #2 Begin with End in Mind	13.2.3D A:A1.3 PS:A1.3	PowerPoint Program	Oct./ Nov./ Dec.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me Habit #3 Put First Things First	13.3.3E A:A1.5	PowerPoint Program	Oct./ Nov./ Dec.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #6- Synergize	13.3.3C A:A3.2 A:B1.2	PowerPoint Program	Oct. / Nov./ Dec.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Successful Attitudes and Work Habits	13.3.3A	SmartFutures iPad	Oct./Nov.	148	Classroom	Teachers, Students, Adm. Parents	School Counselor	X
Changing Roles	13.1.3C 13.3.3F	SmartFutures iPad	Dec./Jan.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	School Counselor	X
How Money Is Used	13.3.3D	SmartFutures iPad	February	148	Classroom	Teachers, Students, Adm. Parents	School Counselor	X
Lifelong Learning	13.3.3G	SmartFutures iPad	March	148	Classroom	Teachers, Students, Adm. Parents	School Counselor	X
What is Entrepreneurship?	13.4.3A 13.4.3C	SmartFutures iPad	April	148	Classroom	Teachers, Students, Adm. Parents	School Counselor	X

Grade 3 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Good Student (Academic Development)								
Leader In Me- Habit #1- Be Proactive	13.3.3A A:A3.1 PS:A1.8	PowerPoint Program	Sept./ Oct./ Nov.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Building Positive Relationships (Personal /Social Development)								
Leader In Me- Habit #4- Think Win-Win	13.3.3B A:A2.4	PowerPoint Program	Sept./ Oct./ Nov.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #5- Seek First to Understand, Then to Be Understood	13.2.3A A:A2.3	PowerPoint Program	Sept./ Oct./ Nov.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #7- Sharpen the Saw	13.1.3B A:C1.1	PowerPoint Program	Sept./ Oct./ Nov.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
A Little Spot of Organization	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	Jan./Feb.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
A Little Spot of Teamwork	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	March/April	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	

A Little Spot of Perseverance	PS:A1 PS:A2 PS:B1 PS:C1	A/V Equipment	May/June	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Making Positive Choices (Career Development)				148				
Leader In Me- Habit #2- Begin with The End in Mind	13.2.3D A:A1.3 PS.A1.3	PowerPoint Program, Graphic Organizer	Sept./ Oct. /Nov.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher/ Counselor	
Leader In Me- Habit #3- Put First Things First	13.3.3E A:A1.5	PowerPoint Program	Sept./ Oct. / Nov.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #6- Synergize	13.3.3C A:A3.2 A:B1.2	PowerPoint Program	Sept./ Oct. / Nov.	148	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Character Traits of Entrepreneurs	13.4.3B	SmartFutures iPad	Oct./Nov.	148	Classroom	Teachers, Students, Adm. Parents	School Counselor	X
Researching Job Opportunities	13.2.3B	SmartFutures iPad	Dec./Jan.	148	Classroom	Teachers, Students, Adm. Parents	School Counselor	X
Writing a Personal Letter	13.2.3C	SmartFutures iPad	February	148	Classroom	Teachers, Students, Adm. Parents	School Counselor	X
How to Be an ULTRA Good Listener	13.2.3A 13.2.3E	SmartFutures iPad	March	148	Classroom	Teachers, Students, Adm. Parents	School Counselor	X
Importance of Planning	13.1.3G 13.2.3D 13.3.3E	SmartFutures iPad	April	148	Classroom	Teachers, Students, Adm. Parents	School Counselor	X

Grade 4 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Good Student (Academic Development)								
Leader In Me- Habit #1- Be Proactive	13.3.5A A:A3.1 PS:A1.8	PowerPoint Program	September	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Building Positive Relationships (Personal/ Social Development)								
Leader In Me- Habit #4- Think Win-Win	13.3.5B A:A2.4	PowerPoint Program	September	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #5- Seek First to Understand, Then to Be Understood	13.2.5A A:A2.3	PowerPoint Program	September	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #7- Sharpen the Saw	13.1.5B A:C1.1	PowerPoint Program	September	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Integrity Matters Series- Respect	C:A1.5 13.3.5B PS: A2.3	A/ V Equipment	October	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Responsibility	13.3.5E PS:B1.8	A/ V Equipment	November	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	

Honesty	13.1.5H PS:B1.2	A/ V Equipment	December	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Self-Control	13.4.5A PS:B1.4	A/ V Equipment	February	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Perseverance	13.3.5A PS:B1.11	A/ V Equipment	March	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Preparing for the Middle School	A:B1.3 A:B1.4 A:B2.6	A/ V Equipment	May/June	141	CCES Cafeteria	Teachers, Students, Adm. Parents	School Counselor	
Making Positive Choices (Career Development)								
Leader In Me- Habit #2- Begin With The End in Mind	13.2.5D A:A1.3 PS:A1.3	PowerPoint Program	September	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #3- Put First Things First	13.3.5C A:A1.5	PowerPoint Program	September	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Leader In Me- Habit #6- Synergize	13.3.5C A:A3.2 A:B1.2	PowerPoint Program	September	141	CCES Cafeteria	Teachers, Students, Adm. Parents	IST Teacher	
Interests and Abilities	13.1.5B,H	SmartFutures iPad	October	141	Classroom	Teachers, Students, Adm. Parents	School Counselor	X
Six Career Paths	13.1.5A	SmartFutures iPad	November	141	Classroom	Teachers, Students, Adm. Parents	School Counselor	X
Cooperation in Group Settings Part II	13.3.5B,C	SmartFutures iPad	Dec./Jan.	141	Classroom	Teachers, Students, Adm. Parents	School Counselor	X
My Personal Schedule	13.3.5E	SmartFutures iPad	February	141	Classroom	Teachers, Students, Adm. Parents	School Counselor	X

Applying Successful Attitudes and Work Habits	13.2.5E 13.3.5A	SmartFutures iPad	March	141	Classroom	Teachers, Students, Adm. Parents	School Counselor	X
Risks and Rewards or Entrepreneurship	13.4.5A	SmartFutures iPad	April	141	Classroom	Teachers, Students, Adm. Parents	School Counselor	X

Grade 5 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Good Student (Academic Development)								
SOAR Lessons Responsibility	13.3.5A. A:A.1.4, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Accountability	13.3.5A. A:A1.4, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons On-Task	13.3.5A. A;A1.5, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Safe	13.3.5A. A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	

Welcome to 5th Grade	13.3.5A. A:A.1.4, A:A2.1. A:A2.2	AV Equipment, Graphic Organizer	Aug	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Sapphire Training	13.3.5.A, A:A.1.4, A:A2.1, A:A2.2	AV Equipment, iPad	Aug	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Building Positive Relationships (Personal/Social Development)								
SOAR Lessons Responsibility	13.2.5E, 13.3.5A, PS:A2.1,2,3,4,5	Av Equipment, SOAR Poster	Aug/Sept	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Accountability	13.2.5E, 13.3.5A, PS:B1.1,2,3,4,5,6,8,	Av Equipment, SOAR Poster	Aug/Sept	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons On-Task	13.2.5E, 13.3.5A, PSA1.6,7,8, 9	Av Equipment, SOAR Poster	Aug/Sept	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Safe	13.3.5A. A:A.1.4, A:A2.1. A:A2.2	Av Equipment, SOAR Poster	Aug/Sept	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Welcome to 5th Grade	13.3.5A. A:A.1.4, A:A2.1. A:A2.2	AV Equipment,	Aug	156	Classroom	Teachers, Students,	Teacher/Counselor	

		Graphic Organizer				Adm. Parents		
Making Positive Choices (Career Development)								
What is a Career Plan?	13.1.5G 13.2.5D	SmartFutures iPad	Aug-April	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X
Choosing a Career	13.1.5E,F	SmartFutures iPad	Aug-Nov	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X
Welcome to the Middle School	13.2.5E, 13.3.5A, C:A2.8	AV Equipment, Graphic Organizer	Aug	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Financial Literacy: Work & Career Readiness	13.4.5A, B, C	Handouts, iPad,	Nov-March	156	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X

Grade 6 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Good Student (Academic Development)								
SOAR Lessons Responsibility	13.3.8A. A:A.1.4, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	139	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Accountability	13.3.8.A A:A1.4, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	139	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons On-Task	13.3.8A. A;A1.5, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	139	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Safe	13.3.8A. A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	139	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Sapphire Training	13.3.8.A, A:A.1.4, A:A2.1, A:A2.2	AV Equipment, iPad	Aug	139	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Building Positive Relationships (Personal/Social Development)								
SOAR Lessons Responsibility	13.2.8E, 13.3.8A, PS: A2.1,2,3,4,5	AV Equipment, SOAR Poster	Aug/Sept	139	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	

SOAR Lessons Accountability	13.2.8E, 13.3.8A, PS:B1.1,2,3,4,5, 6,8	AV Equipment, SOAR Poster	Aug/Sept	139	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons On-Task	13.2.8E, 13.3.8A, PS: A1.6,7,8, 9	AV Equipment, SOAR Poster	Aug/Sept	139	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Safe	13.2.8E, 13.3.8A, PS: C1.1, 2, 3, 4, 5, 6, 7	AV Equipment, SOAR Poster	Aug/Sept	139	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Making Positive Choices (Career Development)								
Career Clusters and Pathways	13.1.8F	SmartFutures	Aug-April	139	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X
Learning from Entrepreneurs	13.4.8A,B	SmartFutures	Aug-Sept	139	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X

Grade 7 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Good Student (Academic Development)								

SOAR Lessons Responsibility	13.3.8A. A:A.1.4, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Accountability	13.3.8A. A:A.1.4, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons On-Task	13.3.8A. A;A1.5, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Safe	13.3.8A. A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Sapphire Training	13.3.5.A, A:A.1.4, A:A2.1, A:A2.2	AV Equipment, iPad	Aug	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Building Positive Relationships (Personal/Social Development)								
SOAR Lessons Responsibility	13.2.8E, 13.3.8A, PS:A2.1,2,3,4,5	AV Equipment, SOAR Poster	Aug/Sept	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Accountability	13.2.8E, 13.3.8A, PS:B1.1,2,3,4,5,6,8,	AV Equipment, SOAR Poster	Aug/Sept	149	Classroom	Teachers, Students,	Teacher/Counselor	

						Adm. Parents		
SOAR Lessons On-Task	13.2.8E, 13.3.8A, PSA1.6,7,8, 9	AV Equipment, SOAR Poster	Aug/Sept	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Safe	13.2.8E, 13.3.8A, PSC1.1, 2, 3, 4, 5, 6, 7	AV Equipment, SOAR Poster	Aug/Sept	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Making Positive Choices (Career Development)								
My Interests Survey	13.1.8B	SmartFutures, iPad,	Aug.-April	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X
My Work Values Survey	13.1.8B	SmartFutures iPad	Sept-Dec	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X
Goal Setting	13.2.8 E 13.3.8 E	SmartFutures iPad	Sept-Oct	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X
Career Day	13.4.8A, B	AV Equipment	March	149	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	

Grade 8 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Good Student (Academic Development)								
SOAR Lessons Responsibility	13.3.8A. A:A1.4, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Accountability	13.3.8A. A:A1.4, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons On-Task	13.3.8A. A;A1.5, A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Safe	13.3.8A. A:A2.1. A:A2.2	AV Equipment, SOAR Poster	Aug/Sept	157	Classroom	Teachers, Students,	Teacher/Counselor	

						Adm. Parents		
Sapphire Training	13.3.8.A, A:A.1.4, A:A2.1, A:A2.2	AV Equipment, iPad	Aug	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Building Positive Relationships (Personal/Social Development)								
SOAR Lessons Responsibility	13.2.8E, 13.3.8A, PS:A2.1,2,3,4,5	AV Equipment, SOAR Poster	Aug/Sept	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Accountability	13.2.8E, 13.3.8A, PS:B1.1,2,3,4,5,6,8,	AV Equipment, SOAR Poster	Aug/Sept	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons On-Task	13.2.8E, 13.3.8A, PSA1.6,7,8, 9	AV Equipment, SOAR Poster	Aug/Sept	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
SOAR Lessons Safe	13.2.8E, 13.3.8A, PSC1.1, 2, 3, 4, 5, 6, 7	AV Equipment, SOAR Poster	Aug/Sept	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	
Making Positive Choices (Career Development)								

Knowledge Skill and Ability Survey	13.1.8A	iPad, SmartFutures	Sept-May	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X
Career Research	13.2.8B	iPad, SmartFutures	Sept-May	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X
6-8 Career Plan	13.2.8D	SmartFutures, iPad	Aug-Apr	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X
Financial Literacy	13.3.8D	Materials provided by Service 1st Credit Union	Sept.-Nov.	157	Gym	Teachers, Students, Adm. Parents	Service 1st /Counselor	X
My Learning Style	13.3.8A	SmartFutures, iPad	Sep-March	157	Classroom	Teachers, Students, Adm. Parents	Teacher/Counselor	X

Grade 9 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
9th Grade Orientation- Students will be presented with the High School Expectations and requirements as well as the people and resources available to help them	13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.D 13.1.11.F 13.1.11.G	A/ V equipment	September (2 Days)	166	Spanish 1 and German 1	School Counselor	School Counselor	
Adolescent Mental Health Lesson- Adolescent Depression and Anxiety, transition stress, bullying, coping skills will be discussed	PS: A1.11 PS: A2.5 PS:B1.4 PS:C1.5 PS:C1.8 PS:C1.9 PS:C1.10 PS:C1.11	A/ V Equipment	October (3 Days)	166	Classroom-English 9	School Counselor	School Counselor	
SAP Orientation- Students are introduced to the SAP team and given information on drug and alcohol abuse, depression, and bullying.	16.1.12.A 16.1.12.B 16.2.12.A 16.2.12.E 16.3.12.A 16.3.12.C	A/V Equipment	August (1 day)	166	HS Auditorium	SAP Team, School Counselor	School Counselors and SAP Team	
Academic/Career Plan Reflction,	13.1.11.A, 13.1.11.B	Internet Access						

Mock Scheduling Activity- Students reflect on their 8th grade academic/career plan and generate a mock schedule for the remainder of their high school career. Relating interests, abilities, and career exploration to high school scheduling.	13.1.11.D 13.1.11.F 13.1.11.G A:A3.3 A:B2.1	(Pathways Planner) course selection sheets	March (5 days)	166	All Futures I Classes	School Counselor	School Counselor	X
All about me. Self-Discovery (Futures 1)	A:B2.4, 13.1.11.A 13.1.11.B 13.1.11.C	Internet Access (Smart Futures); Video Biography materials; Career Plan document	1st semester	166	Classroom	Brenda Brewer	Brenda Brewer	X
Time Management Group Project- Track and evaluate how their time is spent over a 7- day period	13.3.11.B 13.3.11.C 13.3.11.E	Internet Access, Smart Futures MLA information	1st & 2nd semesters	166	Library Classroom	Brenda Brewer	Brenda Brewer	X

Grade 10 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Academic/Career Plan Reflection, Career Map Activity- Students reflect on their 8th and 9th grade academic/career plan. Students complete an interest inventory, aptitude inventory, and values inventory. Students will reflect on how the new assessments align with their current academic/career plan	13.1.11.A 13.1.11.B 13.1.11.E 13.1.11.H 13.1.11.G A:B2.7	Smart Futures, ASVAB Results, PA Career Zone, O-Net, Occupational Outlook Handbook	January (4 days)	156	Classroom	School Counselor	School Counselor	X
PSAT Benefits and Strategies Lesson - Students will be	13.1.11.B 13.1.11.E		September (1 day)	156	Classroom			

informed of the benefits of taking the PSAT and test-taking strategies	13.1.11.F 13.1.11.H	PowerPoint, Internet Access				School Counselor	School Counselor	
PSAT Results Interpretation Lesson - Students will review their PSAT results, get connected to Khan Academy	13.1.11.B 13.1.11.E 13.1.11.F 13.1.11.H A:A2.2	PowerPoint, PSAT Interpretation Guide, Internet Access (My College Board QuickStart. Kahn Academy)	December (1 day)	156	Classroom	School Counselor	School Counselor	
Adolescent Mental Health Lesson - Students will take a deeper look at adolescent depression and anxiety and the devastating effects of drug and alcohol use	PS: A1.11 PS: A2.5 PS:B1.4 PS:C1.5 PS:C1.8 PS:C1.9 PS:C1.10 PS:C1.11	A/V Equipment	September (3 days)	156	Classroom	Health Teacher	Health Teacher	
Course Selection - Students will work with the school counselor for course selection. Planning for careers and future opportunities related to course selection will be discussed	A:B2.2 A:B2.1 13.1.11.E 13.1.11.H	Scheduling Sheets. Sapphire	March (3 days)	156	Classroom	School Counselor	School Counselor	
Futures II Final Project -		PowerPoint. PA Career						

Students will thoroughly research a career, and create a PowerPoint highlighting every aspect about the career. These aspects include required training, salary, advancement, future job outlook, etc.	13.2.11.A 13.2.11.B 13.2.11.D 13.2.11.E	Zone. O-Net. Occupational Outlook Handbook. College Board. SmartFutures	1st & 2nd semesters	156	Classroom	Andy Belolan	Andy Belolan	X
Finance Units (Futures II)	13.3.D	1040EZ form, 1040A form, payroll information, banking materials, credit application, car buying and financing materials, housing information,	1st & 2nd semesters	156	Classroom	CCHS Faculty	School Counselor	

Grade 11 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
PSAT Benefits and Strategies	13.1.11.B 13.1.11.E 13.1.11.F 13.1.11.H	A/V Equipment	September (1 class period)	142	Classroom	School Counselor	School Counselor	
PSAT Results Interpretation Lesson	13.1.11.B 13.1.11.E 13.1.11.F 13.1.11.H A:A2.2	PowerPoint, PSAT Interpretation Guide, Internet Access (link to Kahn Academy)	December (1 class period)	142	Classroom	School Counselor	School Counselor	
Academic/Career Plan Reflection, Course selection -Student reflect on the evolution of their academic/career plan and begin planning for their senior year	13.1.11.C 13.1.11.D 13.1.11.F A:C1.2	A/V Equipment, Multiple Handouts, Internet Access (Smart Futures, O-Net, Occupational Outlook Handbook)	November (5 periods)	142	Classroom	School Counselor	School Counselor	X
Course Selection - Students will work with the school counselor for course selection. Planning for careers and future opportunities	A:B2.2 A:B2.1 13.1.11.E 13.1.11.H	Scheduling Sheets. Sapphire.	January (2 days)	142	Classroom	School Counselor	School Counselor	

related to course selection will be discussed								
Holiday Homecoming - Alumni, with the help of the school counselor, will discuss post-secondary choices as they relate to career, academic, and personal/social success.	13.3.11.E PS:A1.11	A/V Equipment	December (1 day)	142	HS Auditorium	School Counselor	School Counselor	
Scholarship Search - Students will navigate scholarship search engines.	13.2.11.B 13.2.11.D 13.3.11.D	College Board. Fast Web	November (1 day)	142	Classroom	School Counselor	School Counselor	
Career Acquisition Documents - Students will create a professional resume and cover letter that align with their career and academic goals	13.2.11.B 13.2.11.C 13.2.11.D	Internet Access, Smart Futures	1st & 2nd semesters	142	Classroom	Shirley Schrader	Shirley Schrader	X
Job Shadow	13.2.11.D 13.2.11.E 13.2.11.G 13.2.11.H	Curriculum and Materials	1st & 2nd semesters	142	Classroom	Shirley Schrader	Shirley Schrader	X

Grade 12 Curriculum Action Plan

Lesson or Program Content	ASCA Domain or CEW Standard	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Senior Seminar introduction - Overview of Senior Seminar. Students are given a refresher of college application and career search strategies and resources.	13.1.11.E 13.1.11.F	Smart Futures, Handouts	September through April (1 days)	154	Cafeteria	School Counselor	School Counselor	
Post-secondary Financial Planning - Students will look at the financial planning aspect specifically in respect to their post-secondary plan.	13.3 13.4	Smart Futures. My Smart Borrowing, PA Career Zone	October (1 days)	154	Guidance Conference Room	School Counselor	School Counselor	
Scholarship Search - Students will navigate scholarship search engines.	13.2.11.B 13.2.11.D 13.3.11.D	Smart Futures. Fast Web. College Board	November (1 day)	154	Guidance Conference Room	School Counselor	School Counselor	
Holiday Homecoming - Alumni, with the help of the school counselor,	13.3.11.E PS:A1.11	A/V Equipment	December (1 day)	154	HS Auditorium	School Counselor	School Counselor	

will discuss post-secondary choices as they relate to career, academic, and personal/social success.								
Exit Interview Preparation - Resume Writing and Interview Skills	13.2.11.D 13.1.11. G 13.1.11.H 13.2.11.C 13.2.11.D	A/V Equipment, Handouts, Graduation Portfolio	March & April (2 days)	154	Guidance Conference Room	School Counselor	School Counselor	
Post-Secondary Action Plan Lesson- Students are asked to review their portfolio and write a post-secondary action plan that incorporates all career development activities from grade 7 on.	13.2.11.D 13.1.11. G 13.1.11.H 13.2.11.C 13.2.11.D	Post-Secondary Action Plan Review	February, March & April (2 days)	154	Classroom	School Counselor	School Counselor	
Exit Interview - Students will present their post-secondary action plan to community members	13.2.11.D	Post-Secondary Action Plan Panel Review	April (1 day)	154	Classroom	Student, CCHS Staff, Business & Community Partners	School Counselor	
Senior Seminar	13.1.11.E	A/V equipment,						

		Handouts, Graduation Portfolio, Resume	September through April (8 days)	154	Guidance Conference Room	School Counselor	School Counselor	

8. Annual Program Goals:

LEVEL: ELEMENTARY **Year(s)__2025-2026_____**

Smart Format	Academic	Career	Social/Emotional
SPECIFIC: What is the specific issue based on your schools' data?	Counselors will review all AIMSWeb data at the end of each benchmarking cycle and develop an improvement plan for students falling below the 10th percentile in any assessed areas.	To implement SmartFutures in grades 1-4.	Counselors will utilize SWIS data to identify and implement interventions to improve student performance (discipline, attendance, grades).
MEASURABLE: How will we measure the effectiveness of our interventions?	100% of students will receive an improvement plan to meet their specific needs.	100% of students in grades 1-4 will complete all grade level activities in SmartFutures.	100% of students who have received three or more referrals in SWIS will receive interventions tailored to their needs.
ATTAINABLE: What outcome would stretch us but is still attainable	To reduce the number of students who are falling below the 10th percentile in any assessed areas on AIMSWeb.	Four pieces of career-ready evidence in Smart Futures will be completed at the end of each grade for every student.	To reduce the number of student referrals.
RESULTS: Is the goal reported in results-oriented data (process, perception, and outcome?)	Students who are falling below the 10th percentile in any assessed areas on AIMSWeb will receive an improvement plan to meet their specific needs.	100% of all students in grades 1-4 will discuss their future goals after completion of all grade level activities in SmartFutures.	Implement a specific intervention (classroom, individual, or group) for those students who have received three or more referrals in SWIS.
TIMELINE: When will our goal be accomplished?	Yearly	Yearly	Yearly

Annual Program Goals

LEVEL: MIDDLE SCHOOL **Year(s)___2025-2026_____**

Smart Format	Academic	Career	Social/Emotional
SPECIFIC: What is the specific issue based on your schools' data?	Counselors will review the ineligibility list at the end of each marking period and then meet with all students in danger of failing for the year to develop an improvement plan.	8th grade students will participate in a financial literacy activity with a local bank based on a chosen career path and projected salary.	Each School Counselor will construct and run one group counseling group during the 2025-2026 school year which targets area of concern.
MEASURABLE: How will we measure the effectiveness of our interventions?	100% of students who are failing two or more courses will receive an improvement plan to meet their specific needs	100% of 8th graders will participate in a financial literacy activity.	100% of students who participate in group will take a pre and post survey and will see an increase in their ability to use skills and strategies covered in group.
ATTAINABLE: What outcome would stretch us but is still attainable	To reduce the number of students who are failing two or more courses.	To increase student exposure to Career Pathways.	To increase student awareness about specific group counseling topic and their confidence in using the reviewed skills.
RESULTS: Is the goal reported in results-oriented data (process, perception, and outcome?)	Students who are failing two or more courses will receive an improvement plan to meet their specific needs.	Students will complete a reflection on the experience.	Students will be able to identify skills related to the group counseling topic covered.
TIMELINE: When will our goal be accomplished?	Yearly	Yearly	Yearly

Annual Program Goals

LEVEL: HIGH SCHOOL **Year(s)___2025-2026_____**

Smart Format	Academic	Career	Social/Emotional
SPECIFIC: What is the specific issue based on your schools' data?	Counselors will meet weekly and with the principal bi-weekly to discuss students who are struggling academically and are receiving tier 1 interventions.	Counselors will continue to increase awareness of career options that do not require a 4-year degree	The school counseling program will work closely with our district mental health counselor using multiple data points in Sapphire (grades, attendance, discipline, SAP referrals, etc) to establish who needs Tier 2 interventions, specifically group counseling.
MEASURABLE: How will we measure the effectiveness of our interventions?	Reduce the number of students needing tier 2 interventions.	Increase the number of students who attend 2-year, certification, or apprenticeship programs.	Once our group system is established, the school counseling department will hold every group session offered to students.
ATTAINABLE: What outcome would stretch us but is still attainable	100% of students exhaust tier 1 interventions	Compared to previous graduating classes, decrease the percentage students who enroll in a 4-year program AND increase the percentage of students who pursue a 2-year and certification and apprenticeship programs.	The school counseling program will begin at least one targeted group and hold at least 90% of the meetings.1%.
RESULTS: Is the goal reported in results-oriented data (process, perception, and outcome?)	Focus our tier 2 implementation on students who have exhausted tier 1 interventions.	Increase awareness and enrollment in skilled trades and alternate career pathways.	Decrease the data points that the cause for student referrals to our tier 2 group counseling intervention.
TIMELINE: When will our goal be accomplished?	Yearly	Yearly	Yearly

9. Individualized Academic & Career Plan Process and Portfolio

Section One: Career Development Intervention Chart: Tier One Interventions

Grade	CEW 13.1: Career Awareness	CEW 13.2: Career Acquisition	CEW 13.3: Career Retention	CEW 13.4: Entrepreneurship
K	**My Interests** 13.1.3A,B (SmartFutures badges)		**Leader in Me-Habit 6 Synergize** 13.3.3C (Screen Shot)	
1	**Preparation for Careers** 13.1.3F (SmartFutures badges)	**Cooperation in Group Settings** 13.2.3E (SmartFutures badges)	**Changing Roles** 13.3.3F (SmartFutures badges)	**What is an Entrepreneur? Arthur's Pet Business** 13.4.3A (Completed Worksheet)
2	**Using What You Learn in School** 13.1.3H (SmartFutures badges)	**How to Be an ULTRA Good Listener** 13.2.3A,E (SmartFutures badges)	**Successful Attitudes and Work Habits** 13.3.3A (SmartFutures badges)	
3	**Importance of Planning** 13.1.3G (SmartFutures badges)	**Writing a Personal Letter** 13.2.3C (SmartFutures badges)	**Importance of Planning** 13.3.3E (SmartFutures badges)	**What is Entrepreneurship?** 13.4.3A.C (SmartFutures badges)
4	**Interests and Abilities** 13.1.5B,H (SmartFutures badges)	**Applying Successful Attitudes and Work Habits** 13.2.5E (SmartFutures badges)	**Cooperation in Group Settings II** 13.3.5B,C (SmartFutures badges)	**Risks and Rewards or Entrepreneurship** 13.4.5A (SmartFutures badges)
5	**What is a Career Plan?** 13.1.5G (SmartFutures badges) **Choosing a Career** 13.1.5E, F (SmartFutures badges)	**What is a Career Plan?** 13.2.5D (SmartFutures badges)		**Financial Literacy: Work & Career Readiness** 13.4.5A, B, C (Worksheet)
6	**Career Clusters and Pathways** 13.1.8F (SmartFutures badges)			**Learning from Entrepreneurs** 13.4.8A, B (SmartFutures badges)

7	**My Interest Survey** 13.1.8B (SmartFutures badges) **My Work Values Survey** 13.1.8B (SmartFutures badges)	**Goal Setting** 13.2.8E (SmartFutures badges)	**Goal Setting** 13.3.8E (SmartFutures badges)	
8	**Knowledge Skill and Ability Survey** 13.1.8A (SmartFutures badges)	**6-8 Career Plan** 13.2.8D (SmartFutures badges) **Career Research** 13.2.8B (SmartFutures badges)	**Financial Literacy** 13.3.8D (Reflection) **Learning Style** 13.3.8A (SmartFutures badges)	
9	**HS Mock Scheduling Activity** 13.1.11 D, F, G (Completed HS Course-Selection Sheets)	**Futures I Career Research Project** 13.2.11 (PowerPoint and Rubric)	**Time Management Group Project** 13.3.11 B, C, E (Group Presentation Rubric)	
10	**Career Map Lesson** 13.1.11 A, B, C, D, E, F, G (Completed worksheet)	**Futures II Final Project** 13.2.11 A, B, D, E (PowerPoint and/or Presentation Rubric)		
11	**Post-Secondary Options** 13.1.11A,B,F (Graphic Organizer) **Academic Career Plan Reflection/Senior Year Planning** 13.1.11 (Essay)	**Career Acquisition Documents** 13.2.11 B, C, D (Resume, Cover Letter) **Academic Career Plan Reflection/Senior Year Planning** 13.2.11 (Essay)	**Futures III Job Shadow** 13.2.11 D, E, G, H (Reflection)	**Entrepreneurship** 13.4.11 (Worksheet)

12	**Senior Exit Interview** (Rubric)	**Senior Exit Interview** (Rubric)	**Senior Exit Interview** (Rubric)	**Senior Exit Interview** (Rubric)

Section Two: Academic and Career Plan Process

1. Demographics	**Process Description**
• What grade will the Plan and Portfolio Start?	Students will begin the PFRI Portfolio in Kindergarten. The Student Individualized Academic/Career Plan begins as a formal process in 7th grade when students complete their Interest Inventory and research their top three career choices.
• Will the plan/portfolio be electronic, hard copy or both?	All documents will be stored electronically.
• Who will be responsible for maintaining the portfolio?	School counselors at each building level will be responsible for maintaining all student portfolios and Student Individualized Academic/Career plans.
• What demographic information will be included on the student portfolio?	At the Elementary level, the student's name and grade level will be included on student portfolios. Starting in 5th grade, student's name, address, and grade level will be included on student portfolios.

2. Interventions, Assessments & Decisions	Process Description by Grade based on when the plan starts. What the students can know and do at each grade level and in each strand of each Career Education and Work Standards.
Grade 7	In 7th grade students complete their Interest Inventory and research their top three career choices. During that research they begin to review what courses at the high school are good matches with their career choices.
Grade 8	In 8th grade, students participate in a high school and CTC Center Tour. Upon completion of the tours, they meet with high school staff to review the course selection guide and they complete their course selection sheets for 9th grade. They also complete a graphic organizer which includes their 9th grade course selection along with proposed selections for 10th, 11th, and 12th grade. The document also asks students to identify extra-curriculars and community activities that they are interested in participating in that coincide with their potential career goals.
Grade 9	When students enter 9th Grade, they participate in the Futures I Course where they complete a wide variety of activities targeting Career Education and Work Standards, designed to promote Career Maturity. Students will reflect on their 8th grade academic career plan and revise their academic career plan based on the current career goals. Students will complete a career plan reflection and grades 10th, 11th, and 12th mock schedule.
Grade 10	When students enter 10th grade, they participate in the Futures II Course where they continue to complete a wide variety of activities targeting Career Education and Work Standards, designed to promote Career Maturity. Students will reflect on their 8th and 9th grade academic career plans and all self-assessments to date and revise their academic career plan based on their current career goal.
Grade 11	When students enter 11th Grade, they participate in the Futures III Course where they continue to complete a wide variety of activities targeting Career Education and Work Standards, designed to promote Career Maturity. Students will reflect on their 8th, 9th and 10th grade academic career plans and revise their academic career plan based on their current career goal. Based on their current career goal, students plan their senior year.
Grade 12	When students enter 12th Grade, they participate in the Senior Seminar Course where they continue to complete a wide variety of activities targeting Career Education and Work Standards, designed to promote Career Maturity. Students will review and finalize their post-secondary action plan in preparation for senior exit interviews.

Student Development of their Plan: Interventions and decisions by students and families during each grade
Beginning in 7th grade, students and families participate in the decision-making process for selecting their mathematics course. They also begin the process of researching their top three career choices generated from the results of their Interest Inventory. During that research, they begin to review what courses at the high school are good matches with their career choices. In 8th grade, students and families participate in the decision-making process for selecting their Electives and Core Courses. Students and families also participate in deciding their 8th grade Job Shadow placement and whether they will attend the CTC Center or enter high school in 9th grade. Students will also meet with high school staff to review the course selection guide and complete their course selection sheets for 9th grade. Students will reflect on and revise their academic career plan based on their current career goal. Students complete grade 9 through 12 mock schedules based on their revised academic career plan. The academic career plan is revised annually culminating in the senior exit interview. Students attending Central Columbia High School in 9th though 12th grade will be required to participate in all decisions made related to their Career Pathway choice, and all academic course selections. Students are also required to participate in three Futures Courses, and a Senior Seminar where they complete a wide variety of activities targeting Career Education and Work Standards, designed to promote Career Maturity. Parents are required to sign off on their child's course selection document yearly.

3. Parental & Guardian Engagement	What strategies will be used to inform parents/guardians to engage them in the Academic/Career Plan and Portfolio process for their children?
Level of Parent & Guardians	Awareness and Engagement Strategies
Elementary Parents & Guardians	Parental engagement is accomplished through parent information nights including beginning of the year orientations, parent conferences, parent-teacher organization meetings and guidance letters, website updates, specific event letters, access to a student learning management platform, emails, and advisory council meetings.
Middle School Parents & Guardians	Parental engagement is accomplished through parent information nights including beginning of the year orientations, parent conferences, parent-teacher organization meetings and guidance letters, emails,

	website updates, specific event letters/emails, access to a student learning management platform, advisory council meetings, and assistance with securing 8th grade job shadowing placements.
High School Parents & Guardians	Parental engagement is accomplished through parent information nights including beginning of the year orientations, parent conferences, PHEAA's financial aid night, guidance letters, emails, course selection meetings, access to a student learning management platform, website updates, specific event letters/emails, advisory council meetings, senior exit interview participation, and assistance with securing job shadowing placements.

4. Faculty/Administrator Engagement:	**What strategy will be used to inform teachers/administrators in the process of development, maintenance and presentation of the plan and portfolio in elementary, middle and high school?**
Level of Educators & Administrators	Awareness and Engagement Strategies
Elementary	Faculty engagement strategies include introducing the plan/portfolio at faculty meetings and talking about specifics at grade levels meetings and department meetings. Encouraging teachers to input assignments from their class that may be career related into their student's portfolios. The academic and career plan will be reviewed through the advisory council as needed.
Middle School/Junior High	Faculty engagement strategies include introducing the plan/portfolio at faculty meetings and talking about specifics at grade levels and department meetings. Encouraging teachers to have students input assignments from class that may be career related into their portfolios. The academic and career plan will be reviewed through the advisory council as needed.
High School	Faculty engagement strategies include introducing the plan/portfolio at faculty meetings and talking about specifics at grade levels and department meetings. Encouraging teachers to have students input assignments from class that may be career related into their portfolios. The academic and career plan will be reviewed through monthly teacher/student advisory meeting, and the advisory council as needed.

5. Plan/Portfolio Sustainability and Review	What strategies will be developed to assist students with updating and sustaining the plan/process?
• How will the plan and portfolio be revisited each year while in middle school and high school?	The Student Individualized Academic/Career Plan begins as a formal process in 7th grade when students complete their Interest Inventory and research their top three career choices. During that research they begin to review what courses at the high school are good matches with their career choices. In 8th grade, students participate in a high school and CTC Center Tour. Upon completion of the tours, they meet with high school staff to review the course selection guide and they complete their course selection sheets for 9th grade. Students will reflect on and revise their academic career plan based on their current career goal. Students complete grade 9 through 12 mock schedules based on their revised academic career plan. The academic career plan is revised annually culminating in the senior exit interview. Students attending Central Columbia High School in 9th though 12th grade will be required to participate in all decisions made related to their Career Pathway choice, and all academic course selections. Students are also required to participate in three Futures Courses, and a Senior Seminar where they complete a wide variety of activities targeting Career Education and Work Standards, designed to promote Career Maturity. Parents are required to sign off on their child's course selection document yearly.
• What process will be used for the student to present the information on their plan at various times (i.e. Exit Interview or other events)?	All 12th grade students will present the information on their plan during Senior Exit Interviews.

Section Three: Student Academic and Career Portfolio Image

3rd Grade Student Academic and Career Portfolio Sample

K-3 My Interests 4/30/2021	K-3 Community Roles 4/30/2021	K-3 Preparation for Careers 4/30/2021	K-3 Using What You Learn in School 4/30/2021	K-3 Cooperation in Group Settings 4/30/2021	K-3 Successful Attitudes and Work Habits 5/3/2021	K-3 Changing Roles 5/3/2021	K-3 How Money Is Used 3/7/2022
K-3 Lifelong Learning 3/7/2022	K-3 What is Entrepreneurship 3/7/2022	K-3 Character Traits of Entrepreneurs 4/8/2022	K-3 Researching Job Opportunities 4/8/2022	K-3 Writing a Personal Letter 10/10/2022	K-3 How to Be an ULTRA Good Listener 11/22/2022	K-3 Importance of Planning 11/22/2022	

5th Grade Student Academic and Career Portfolio Sample

4-5 Interests and Abilities 1/19/2022	4-5 Six Career Paths 1/19/2022	4-5 Cooperation in Group Settings Part II 1/19/2022	4-5 My Personal Schedule 1/19/2022	4-5 Applying Successful Attitudes and Work Habits 1/19/2022	4-5 Risks and Rewards of Entrepreneurship 1/19/2022	4-5 What is a Career Plan 1/19/2022
4-5 Career Training Programs 1/19/2022	4-5 Speaking Skills 1/20/2022	4-5 Writing a Business Letter 1/20/2022	4-5 Researching Job Opportunities 1/20/2022	4-5 Character Traits of Real Entrepreneurs 1/22/2022	4-5 Steps of Creating a Good or a Service 1/22/2022	4-5 Budgeting 1/22/2022

8th Grade Student Academic and Career Portfolio Sample

6-8 Career Clusters and Pathways 1/8/2021	6-8 My Resume Activity 11/11/2020	6-8 Conflict Resolution 11/11/2020	6-8 Learning from Entrepreneurs 3/24/2022	6-8 My Interests Survey 11/11/2020	6-8 My Work Values Survey 11/11/2020	6-8 Knowledge Skill Ability Survey 11/11/2020	6-8 Career Research 3/24/2022
6-8 NonTraditional Careers Prompt -	6-8 My Career Clusters and Pathways Card Game -	6-8 My Career Journal -	6-8 Budgeting -	6-8 Career Acquisition Documents 12/20/2020	6-8 Goal Setting 12/20/2020	6-8 Learning Style Survey 3/7/2022	6-8 Changing Workplace 11/11/2020

11th Grade Student Academic and Career Portfolio Sample

6-8 My Business Plan -	**6-8** Economics of Jobs -	**6-8** Explore your CTC -	**9-adult** New Thinking About Career Success 11/18/2020	**9-adult** My Personality Type 12/3/2020	**9-adult** My Resume Activity -	**9-adult** Job Application 11/1/2021	**9-adult** Preparation for Career 12/17/2021
9-adult Abilities and Aptitudes 11/24/2020	**9-adult** Personal Interests 11/24/2020	**9-adult** Career Clusters and Pathways 12/3/2020	**9-adult** Non-Traditional Workplace Roles -	**9-adult** Experiencing Careers While Still in School 12/17/2021	**9-adult** Selecting Your Career Goal 1/11/2022	**9-adult** My Programs or Majors -	**9-adult** My School and College Survey -
9-adult Job Interviews 11/5/2021	**9-adult** Active Listening -	**9-adult** The Entrepreneur Within -	**9-adult** Personal Budget -	**9-adult** Multiple Intelligences -	**9-adult** Explore your CTC -		

C. Stakeholder Engagement Items of the Plan 10-11

10. Stakeholder Engagement:

STUDENTS	How Students benefit from the K-12 Guidance Program	How Students assist with the delivery of the K-12 Guidance Program
	Students will receive a comprehensive curriculum that addresses skills necessary for academic, personal-social and career success. They will also contribute to the development of their peers by serving as role models for students coming through the program.	Students will serve as the primary indicator of the effectiveness of the program/programs of school counseling staff. Careful analysis of both quantitative and qualitative data will allow the school counseling program to grow and improve and will be a primary factor in reviewing and updating curriculum. Students will serve as members of the Advisory Committee, providing first-hand information regarding the delivery of the programs noted above.

EDUCATORS	How Educators benefit from the K-12 Guidance Program	How Educators assist with the delivery of the K-12 Guidance Program
	The Central Columbia School Board, Central Office Administration, Building Administrators, and Teachers will be asked to support the school counseling curriculum and programs. These stakeholders will be made aware of the mission, goals, programs and curriculum through regular communication from the school counseling department.	On-going efforts to integrate the Career Education and Work Standards into all curricular areas also results in content area career experts who help to facilitate the delivery of the K-12 Guidance Curriculum. In the high school, staff members serve as 4-year mentors to groups of students assisting them with Pathway reflection and course selection. Educators will also serve as an important part of the advisory council, providing the members with direct feedback regarding their experiences with the programs and curricula that are in place.

Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

STAKEHOLDER: EDUCATOR

"Big Idea"	Program Goal "Smart Format"	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Educators are a critical element in facilitating student development in Academic, Personal/Social and Career Domains.	Educators will be informed 100% regarding school counseling curriculum/ programs.	13.1 13.2 13.3 13.4	K-12	These stakeholders will be made aware of the mission, goals, programs and curriculum through regular communication from the school counseling department. The counseling staff will coordinate with content area teachers to integrate the CEW standards in daily lessons. Educators will also serve as an important part of the advisory council, providing the members with direct feedback regarding their experiences with the programs and curricula that are in place.	Counselors will work with the curriculum coordinator and department heads to review current integration and possible future integration opportunities. Staff will be surveyed to determine the degree of engagement belief in programs. Based on feedback, strategies for increasing engagement will be developed and implemented.	Ongoing

PARENTS	How Parents/Guardians benefit from the K-12 Guidance Program	How Parents/Guardians assist with the delivery of the K-12 Guidance Program
	Parents are a valuable resource for school counselors and vice-versa. Parents will be informed regarding school counseling curriculum/programs.	Parents will participate in a variety of activities that will facilitate their student's academic, personal-social and career development. These activities may include but are not limited to; parent conferences, IEP meetings, open houses (Meet the Teacher, STEM Night, Literacy Night, 8th Grade CTC Registration Night, FAFSA and Financial Aid Night, building and grade level orientations, Sapphire orientation, etc.) Other activities may include career days/fairs/lunches and classroom volunteer programs. Parents will also serve as an integral part of the advisory council providing the members with direct feedback regarding their experiences with counseling programs and curricula.

Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

STAKEHOLDER: PARENTS

"Big Idea"	Program Goal "Smart Format"	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Parents play a pivotal role in their child's academic success and career development and are a valuable, and often underutilized resource for school counselors.	Parents will be informed 100% regarding school counseling curriculum/ programs.	13.1 13.2 13.3 13.4	K-12	The following activities will be utilized to engage all parents in the educational process: meet the teacher night/open houses, parent conferences, IEP/504 meetings, kindergarten, 5th grade and 9th grade orientations, math night, reading night, Sapphire Orientation, iPad overview, career days/fairs/lunches, classroom volunteer programs, and advisory council. Parents are required to sign off on their child's course selection document yearly.	We will continue to gather data on parent attendance at the activities listed. Based on results, and feedback from parents, procedures for each activity will be reviewed and adjusted with the intent of increasing parent participation. Strategies for increasing engagement will be designed and implemented.	Ongoing

BUSINESS & COMMUNITY	How Business/Community partners benefit from the K-12 Guidance Program	How Business/Community partners assist with the delivery of the K-12 Guidance Program
	These individuals are a critical support for the school-counseling program. The traditional roles of these partners include providing opportunities for students to view and experience the world of work, providing donations for school programs and needy families, etc. But these partners can also support the school-counseling program through a host of other activities that will help insure that future employees have the necessary skills to be successful in the workplace.	Providing job-shadow and internship sites for students, participating in panel discussions, career days/fairs/lunches, and participating in Senior Exit Interviews will allow them to show students why their academic skills, personal-social skills and career maturity are so important in the workplace. Educators will gather feedback from businesses/community organizations about what SCANS, general citizenship qualities, etc. that they regularly find missing as new employees begin to work for them and utilize this information to adjust and modify programs and curriculum. Business and

		Community Partners will also be critical members of the advisory council, providing the members with direct feedback regarding their experiences with programs and curricula that are in place.

Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

STAKEHOLDER: BUSINESS & COMMUNITY

"Big Idea"	Program Goal "Smart Format"	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Business and Community members are a valuable resource for schools and will benefit from programs that produce employees who have an understanding of the value of positive social interactions, teamwork, goal setting, communication, and the academic skills needed in the workforce.	Business and Community member representation will occur 100% in the following activities job-shadow and internship sites for students, participating in panel discussions, career days/fairs/lunches, and participating in Senior Exit Interviews.	13.1 13.2 13.3 13.4	K-12	As partners, community and business leaders will provide opportunities for students to job-shadow, provide support of guidance curriculum in the areas of workplace expectations, and serve on the advisory council. They will also serve as evaluators for Senior Exit Interviews, the culminating activity for our student academic/career plan. (This usually involves 90 or more individuals from the community.)	Feedback gathered during these activities will be collected, analyzed and utilized to modify curriculum and delivery.	Ongoing

POST SECONDARY	How Postsecondary partners benefit from the K-12 Guidance Program	How postsecondary partners assist with the delivery of the K-12 Guidance Program
	These individuals can provide opportunities for student upon graduation but also can serve to assist students while in school. Partnerships between high schools and higher education institutions can provide opportunities for students to gain credits/opportunities while students are still in high school. Other critical roles that Post-Secondary Partners can play include supporting educators with developing relevant and challenging classroom activities, visiting classroom/serving on panels to share with students regarding opportunities that exist and skills that are necessary to capitalize on those opportunities.	Post-Secondary Partners will serve on the Advisory Counsel, providing important feedback regarding their experiences with the district's counseling programs and curricula.

Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

STAKEHOLDER: POSTSECONDARY

"Big Idea"	Program Goal "Smart Format"	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
The final critical partner in providing a comprehensive K-12 School Counseling Program are representatives from Post-Secondary. They are an excellent resource for students upon graduation, while benefitting from enrolling skilled students with a clear career direction. In addition, all Central Columbia students benefit from their many outreach programs.	Increase the number of Post-Secondary partnerships by adding one or more new representative from a higher education institution to the K-12 Guidance Advisory Council Board.	13.1 13.2 13.3 13.4	K-12	Our post-secondary partners welcome CCSD graduates into their various programs. Partnerships between high schools and higher education institutions can provide opportunities for our students to gain credits/opportunities while students are still in high school. They also provide opportunities for mentors, tutors, and classroom guest speakers. Post-secondary students in education, psychology and social work programs can also complete internships and student teaching in our facility.	Feedback from Post-Secondary partners will be utilized to maintain and improve existing partnerships and they will be surveyed regarding ways to increase engagement in the process.	Ongoing

11. School Guidance Program Advisory Council:

A. First Meeting Date: ___October 09, 2025_____

B. Second Meeting Date: __April 09, 2026_____

Stakeholder Group	Name	Title & Organization
STUDENT		
	Brynn Karnes	12th Grade -HS
	Beatrice Varner	11th Grade -HS - ASSH
	TBA	10th Grade
	Livia Sproehnle	9th Grade – Pathway not chosen yet
	Ashlyn Reffeor	8th Grade
	TBA	7th Grade
PARENT & GUARDIAN		
	Sean Doucette	Parent
	Amanda Edwards	Parent
	Janine West	Parent
	Stephanie Gardner	Parent
	Tammy Cover	Parent
EDUCATOR & ADMINISTRATOR		
Administrator	Jeff Groshek	Superintendent
Administrator	Tom Sharrow	Assistant Superintendent
Administrator	Jennifer Snyder	Director of Pupil Services
Administrator	Adam Comstock	High School Principal
Administrator	Chris Snyder	High School Assistant Principal
Administrator	Chad Heintzelman	Middle School Principal
Administrator	Emily Brockmann	Elementary School Principal
Administrator	Brenda Humphrey	Elementary School Assistant Principal
Educator	Jason Bartholomew	High School Counselor
Educator	Kim Gibble	High School Counselor
Educator	Alycia Fairchild	Middle School Counselor
Educator	Jeremy Freeman	Middle School Counselor
Educator	Kristina Unger	Elementary School Counselor
Educator	Sandra Minnick	IST/MTSS Coordinator
Educator	Curt Turner	HS Cooperative Ed. Coordinator
Educator	Doug Brown	High School Teacher- Agriculture
Educator	Jason Jarinko	High School Teacher- Medical Science
Educator	Doug Farley	High School Teacher-Communication
Educator	Rebecca Pierce	Middle School Child Study Coordinator
Educator	Jeremiah Johnson	Middle School Teacher
Educator	Lynne Brown	Elementary School Teacher
Educator	Diane Marro	Elementary School Teacher
	Virginia Klingerman	School Board Representative
BUSINESS & COMMUNITY		
	Nancy Harvey	PHEAA
	Mark Hauck	PA Career Link

	Mark Flaugh	Sekisui
	Chris Berleth	Columbia-Montour Chamber of Commerce
	Melissa Burt/Sharon Wilkin	CSS Industries
	Christina Herman/ Suzy Foresman	Smart Futures
	RaeAnn Crispall	CSIU
	Adrian Mael	United Way
	Melissa Thomas	Service 1st Credit Union
POST-SECONDARY		
	Andrew Wislock	Assistant Director of Admissions/Commonwealth University-Bloomsburg
	Maria DeLucca	LCCC
	Joshua Guthrie/ Chris Lownes	PA Army National Guard
	Julie Cerrito	School Counseling Program/Commonwealth University-Bloomsburg

D. Career Pathway Awareness Items of the Plan 12-13

12. Career and Postsecondary Resources Supporting the CEW Standard Strands and Career Pathways (or Clusters)

CEW Strands	Sixteen Career Clusters https://www.acteonline.org/career-clusters-2/	
13.1 Career Awareness & Planning 13.2 Career Acquisition 13.3 Career Retention 13.4 Entrepreneurship	Agriculture, Food & Natural Resources Architecture & Construction Arts, A/V Technology, & Communications Business Management & Administration Education & Training Finance Government & Public Administration Health Science	Hospitality & Tourism Human Services Information Technology Law, Public Safety, Corrections, & Security Manufacturing Marketing Science, Technology, Engineering, & Mathematics Transportation, Distribution, & Logistics

ORGANIZATIONS AND AGENCIES

Intermediary Organizations: *Connecting, Collaborating, Convening Organizations*		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
SmartFutures	13.1, 13.2, 13.3, 13.4	Education & Training
CSIU - Montandon	13.1, 13.2, 13.3	Education & Training
Bloomsburg/Geisinger Hospital - Bloomsburg	13.2, 13.3	Health Science
Geisinger Medical Center – Danville	13.2, 13.3	Health Science
Sekisui – Bloomsburg	13.2, 13.3	Manufacturing
Bloomsburg Carpet Industries – Bloomsburg	13.2, 13.3	Manufacturing
CSS Industries – Berwick	13.2, 13.3	Manufacturing
Dyco Inc - Bloomsburg	13.2, 13.3	Manufacturing

Umbrella Organizations: *Organizations that represent a large group of business organizations with a common mission*		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Columbia Montour Chamber of Commerce - Bloomsburg	13.2, 13.4	Human Services
United Way of Columbia County – Bloomsburg	13.2, 13.3, 13.4	Human Services

Community & State Organizations: *Agencies representing community and state initiatives, service to communities*		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Local Fire Companies	13.1,13.2, 13.3	Human Services
Local Police Departments	13.1, 13.2, 13.3	Law, Public Safety, Corrections, & Security
Columbia Montour Career Link - Bloomsburg	13.1, 13.2, 13.3	Education & Training
Commonwealth Workforce Development System www.cwds.state.pa.us	13.1, 13.2, 13.3, 13.4	Education & Training
Central Pennsylvania Workforce Development Corporation Rachel Smith, Executive Director rsmith@cpwdc.org (570) 568-6868 ext. 225	13.1, 13.2, 13.3, 13.4	Education & Training
Penn State Cooperative Extension 443 Plum Creek Road, Sunbury, PA 17801 800-851-9710	13.1, 13.2, 13.3, 13.4	Education & Training
PHEAA, Contact TBD- (570) 220-0473	13.1, 13.2, 13.3, 13.4	Business Management & Administration

NETWORKING OPPORTUNITIES

Individual Contacts: *Contacts acquired through networking and interaction*		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
See Job Shadow/Internship Contact Database	13.2, 13.3, 13.4	Education & Training

Community & Business Meetings: *Meetings, which bring cross/community members together to promote growth to further a cause*		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
YMCA- Bloomsburg	13.2, 13.3, 13.4	Human Services
Kiwanis Club- Bloomsburg	13.2, 13.3, 13.4	Human Services
Boy Scouts/ Girl Scouts	13.2, 13.3, 13.4	Human Services

Community Events: *Conferences, Workshops, Grand Openings*		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Bloomsburg Fair	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources
Exit Interviews	13.1,13.2, 13.3, 13.4	All 16 Career Clusters

ONLINE & OTHER RESOURCES

Internet Based Links: *Websites educating others and promoting career development and related topics*		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
O-Net	13.1, 13.2, 13.3, 13.4	Information Technology
SmartFutures	13.1, 13.2, 13.3, 13.4	Information Technology
Naviance	13.1, 13.2, 13.3, 13.4	Information Technology
Explorer	13.1, 13.2, 13.3	Information Technology
America's Job Bank	13.1, 13.2, 13.3	Information Technology
College Board-Career Exploration	13.1, 13.2, 13.3	Information Technology
PA Career Zone	13.1, 13.2, 13.3, 13.4	Information Technology
Education Planner	13.1, 13.2, 13.3, 13.4	Information Technology
ASCA	13.1, 13.2, 13.3, 13.4	Information Technology

Media & Advertising: *Various marketing methods that provide contacts, career awareness, ideas and workforce information*		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
WHLM Radio Station	13.2	Arts, A/V Technology, & Communications

Publication & Documents: *Hard copy materials that offer contacts and career/workforce information*		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Press Enterprise	13.2	Arts, A/V Technology, & Communications
SmartFutures	13.1, 13.2, 13.3, 13.4	Information Technology
Naviance	13.1, 13.2, 13.3, 13.4	Information Technology

Post-Secondary Options

Postsecondary Options: *Colleges, Apprenticeships, Military, Vocational Training*		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway

Bloomsburg University	13.1, 13.2, 13.3, 13.4	Education & Training
Pennsylvania College of Technology	13.1, 13.2, 13.3, 13.4	Education & Training
Luzerne County Community College	13.1, 13.2, 13.3, 13.4	Education & Training

13. Career and Technology Center Strategies:

STUDENT AWARENESS:

Grade	Intervention, Program, or Event	Start & End Dates	# of Students Taught	Location	Stakeholder Delivering	Contact Person	Indicator
K-4	Link CMVT Programs to Pathways	Jan- May	674	CCES	School Counselors	School Counselor	Questions and Answers
5-8	Link CMVT Programs to Pathways	Jan- May	613	CCMS	School Counselors	School Counselors	Questions and Answers
5-7	CMVT Career Camp	Summer	80	CMVT	Educators/ Students	School Counselors	Questions and Answers
8	Vo-Tech Classroom Presentations Vo-Tech Visit Vo-Tech Application Course Selection CCHS Visit	Jan- Mar	156	CCMS	Educators	School Counselors	Completed Applications for Vo-Tech/ Completed Course Selection Sheets
9	Individual Counseling Mock Scheduling	February	155	CCHS	School Counselors/ Teachers/ Student	School Counselors /Teachers	Questions and Answers 10-12 Completed
10	Scheduling Meeting	February	138	CCHS	Counselors/ Student	School Counselors /Teachers	Questions and Answers Completed 11th Grade Course Selection Sheets

PARENT AWARENESS:

Grade	Intervention, Program, or Event	Start & End Dates	# of Parents	Engagement Method	Stakeholder Delivering	Contact Person	Indicator
9	Meet the Teacher Nights	August	150	Questions and Answers	School Counselors	Student Services/School Counselors	
K-12	District Webpage	Year-round	1,890	Notification of Events/Deadlines	School Counselors	School Counselors	
K-12	Billboards	Year-round	1,890	Number of Inquiries/Enrollment	Administration	Administration	
9-11	Approved Program Tours	Year-round	120	Number of Tours /Enrollments	Administration	Administration	

EDUCATOR AWARENESS:

Grade	Intervention, Program, or Event	Start & End Dates	# of Educators	Location	Stakeholder Delivering	Contact Person	Indicator
9-12	CMVT Open House	October	24	CMVT	Educators	School Counselors	
8	Vo-Tech Classroom Presentations Vo-Tech Visit CCHS Visit	Jan-Mar	17	CCMS	Educators	School Counselors	

APPENDIX

Monthly Guidance Meeting Agendas

339 Advisory Council Meeting Agendas

Kristina, Sandra, Alycia, Jeremy, Jen, Kim, Jason, Jenn

Guidance Meeting Agenda

September 17, 2024

1. Guest Speaker-Alyssa Scott - Women's Center
    1. She is a child advocate. She will counsel with students that are a victim/witness of physical or sexual abuse. She will talk about emotions. They do have confidentiality and she can't tell the school what the students say. She would need the permission from the adult that was the victim. If there was an outside person, then she would need both parents' permission.
    2. Hotline phone number/email: Kristina sent an email
    3. She comes to the ES every Wednesday from 12-1pm.
    4. Liz from the Women's Center, she does programming and she reached out to Jen and Kristina about programming.
2. PIMS Updates-None
3. Fall 2024 SVSCA Meeting-October 18, 2024

Where: CSIU - 90 Lawton Ln, Milton, PA 17847
Time: 8:30AM AM – 3:00 PM
-Alycia, Kim or Jason depending on agenda,

4. 339 Fall Advisory Council Meeting – October 10, 2024- Blue Jay Academy
    a. Agenda: Goals-Building Level
        a. ES – executive functioning, Jen has a TPT 8 week session for older students, Kristina has a book series for K-2, Jenn has a program for MS,
    b. Breakout Session Topics-Building Level
        a. Think about what you want to talk about during the breakout sessions.
        b. Should we share our topics ahead of time and allow the members to choose what group they want to be with.
    c. Tour of the building, demonstration of the VR career, there is a big screen to project in the middle of the turf, students come about 8ish, student reps might not be possible because it is off campus and some teachers have reached out that they can't come because they need to be at the school,
    d. Triangle tech closed and that rep is gone. We added a smart futures member, Suzy. We added a 7th grader and changed the 12th grader. We will have students 7-12.
5. ES IST Files moving to MS
    1. Where can we centrally locate all the files?
6. 24-25 Formal Evaluations for Counselors

1. Jenn passed out some paperwork about the framework

7. Smart Futures Training Review

1.

8. Building News

~CMSU: IU and CMSU are advertising a fil that will be at Susquehanna and Kim and Jen are taking 4 students to view this film. It is about suicide attempt. There will be some child pych doctors form Geisinger.

~Mr. T

~Elementary: PEARL screening was new for the ES.

~Middle: Alycia is going coping skills in 5th. They have a BU intern and she is interested in coming to the HS some.

~High : Kim and Alycia have put an opt out letter in the parent portal for the sleep study. Kim is going into the Future classes and MS is going into the 7th grade classes. We will not get individual names for the study responses, we will get a percentage.

~Attendance: Wyatt Laubach and Adalyn Mauer

9. Shared Families :

Next Meeting October 15th.
Jen is going to have April Miller come from C&Y to give a refresher of ChildLine reporting.

Guidance Meeting Agenda
October 22, 2024

1. Speaker-April Miller
2. PIMS Updates-None
3. 339 Fall Advisory Council Meeting Review
4. Fall 2023 SVSCA Meeting Review-October 18, 2024
5. Resource Map
6. Building News
~CMSU
~Mr. T
~Elementary
~High
~Attendance
7. Shared Families

Guidance Meeting Agenda

November 19, 2024

1. PIMS Updates-None
2. Building Level Meetings-MTSS Mapping with CSIU
3. PSSA Testing on iPad
4. Giving Tree Program
5. Building News
   ~CMSU
   ~Mr. T
   ~Elementary
   ~Middle
   ~High
   ~Attendance

6. Shared Families

Guidance Meeting Agenda

December 17, 2024

1. PIMS Updates-None
2. Securely Updates-None
3. Building News
   ~CMSU
   ~Mr. T
   ~Elementary
   ~Middle
   ~High
   ~Attendance

4. Shared Families

Guidance Meeting Agenda

January 21, 2025

1. PIMS Updates-None
2. Expanding Mental Health Services
3. Child Find Process
4. PSSA/Keystone Testing Schedule
5. Monthly Building Level Meetings Starting
6. Spring 2025 SVSCA Meeting- February 7, 2025, 8:00 AM - 2:30 PM at Commonwealth University, Bloomsburg Campus RSVP by this Friday, 1/24
   Presenters: Commonwealth University, Smart Futures, Milton Hershey
7. Spring 339 Advisory Meeting-April 11, 2025
8. Building News
   ~CMSU- Free Trauma Trainings, Kindness Week- February 10th – 14th
   ~Mr. T
   ~Elementary
   ~Middle
   ~High
   ~Attendance

9. Shared Families

Guidance Meeting Agenda

February 18, 2025

1. PIMS Updates
2. New CEW Standards
3. Spring Chapter 339 Advisory Council Meeting- April 11th
   ~Building Level Breakout Session Topics?
4. Gifted Screening/Evaluation Process
5. Building News
   ~CMSU- Kindness Week Review
   ~Mr. T-
   ~Elementary
   ~Middle
   ~High
   ~Attendance
6. Shared Families

Guidance Meeting Agenda

March 18, 2025

1. Spring Chapter 339 Advisory Council Meeting- April 10th
   ~Building Level Breakout Session Topics?
   ~Results from yearly goal
2. Update from J. Freeman-Mental Health Committee
3. Building News
   ~CMSU
   ~Mr. T
   ~Elementary
   ~Middle
   ~High
   ~Attendance
4. Shared Families

Guidance Meeting Agenda

April 15, 2025

1. PIMS Updates- 5th,8th,11th grade evidence due May to Heather Kishbaugh
2. Securely Updates- None
3. PSSA/Keystone Testing- April/May Review
4. Executive Functioning Committee Updates
5. Mental Health Committee Updates
6. Building News
   ~CMSU
   ~Mr. T
   ~Elementary
   ~Middle
   ~High
   ~Attendance
7. Shared Families

Summer Guidance Workday Agenda
June 11, 2024
7:00 am -2:30 pm

1. **Review of Previous Year's Goals and Achievements**
- Summary of last year's goals
- Discussion of major accomplishments in each building
- Reflection on areas for improvement

2. **Academic Instruction and Support**
- Strategies for academic support and intervention
- Executive Functioning
- 504 Plans- process updated?
- Additional Resources? Create a resource library for families

3. **Social and Emotional Instruction and Support**
- Current programs and initiatives for student well-being
- Support services for students in need
- SAP fidelity/Securely/Threat Assessment

4. **Behavior Management**
- Review of behavior policies and procedures
- Looking for common themes
- Plans for addressing common behavioral issues (what goes through guidance and what goes to a higher level)

5. **Collaboration and Communication**
- Methods for enhancing communication for our department... ideas?
- Website, newsletter, other ideas

6. **Evaluation and Assessment**
- Overview of assessment tools and methods. What is working?
- Plans for student evaluations and progress tracking
- Feedback and improvement strategies

7. **New Initiatives and Programs**
- Introduction of any new programs or initiatives for the upcoming year
- Discussion of implementation plans and timelines

8. **Legal Training**
- Opportunity for guidance staff to ask our legal point of contact questions. Maybe virtually for an hour or two?
- Discussion of any concerns or suggestions

9. **New CEW Standards**

- Discussion of implementation plans and timelines
- Reflection on areas for improvement
- SmartFutures Refresher Training-August 7th

10. **339 Plan**

- Advisory Council goals
- Discussion of any suggestions/concerns
- Revisions to Plan

CENTRAL COLUMBIA

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BLOOMSBURG, PENNSYLVANIA 17815-3515

District Administration Office
570-784-2850 Ext. 4000
Fax 570-387-0192

High School & Athletic Office
570-784-2850 Ext. 3000
HS Fax 570-784-3570

Middle School Office
570-784-2850 Ext. 2000
Fax 570-784-4935

Elementary School Office
570-784-2850 Ext. 1000
Fax 570-784-2582

Fall Chapter 339 K-12 School Counseling Advisory Council Meeting Agenda Thursday, October 10, 2024

- **Introductions**
- **The Bluejay Academy:**

  Jenn Snyder, Director of Pupil Services

  ~ Program Description

  ~ Tour
- **Building Level Area of Focus:**

  ~**High School:** The Wake-Up and Learn Study

  ~**Middle School:** Spring Career Fair

  ~**Elementary School:** Executive Functioning Skills Group
- **Next Chapter 339 K-12 School Counseling Advisory Council Meeting**:

  ~ April 10, 2025
- **Questions/Comments**

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570-784-2850 Ext. 1000
Fax 570-784-2582

Spring Chapter 339 K-12 School Counseling Advisory Council Meeting Agenda Thursday, April 10, 2025

- **Introductions**
- **The Bluejay Academy Career Fair**

  Jenn Snyder, Director of Pupil Services
- **Building Level Area of Focus Updates**

  ~**High School:** The Wake-Up and Learn Study

  ~**Middle School:** Spring Career Fair

  ~**Elementary School:** Executive Functioning Skills Group
- **Breakout Sessions**

  ~ **High School:** Mental Health in the Workforce

  ~**Middle School:** Brainstorm Spring Career Fair Expansion

  ~**Elementary School:** Career Day
- **Next Chapter 339 K-12 School Counseling Advisory Council Meeting**:

  ~ Fall 2025
- **Questions/Comments**