



K-12 School Counseling Plan

Invest in Excellence

Supported by a community that values education, the district is proud to deliver an exceptional educational program that strives to meet the needs of our students, their families, and the community.

Fully staffed by more than 300 highly qualified teachers, including classroom teachers, literacy coaches, teacher leaders and staff developers, reading specialists, librarians, nurses, special education teachers, school counselors, psychologists, and other support specialists, this high-performing school district consistently ranks among the top educational institutions in the country.

Ongoing staff development provides opportunities for growth in understanding of content, best practices and instruction to enrich teaching and learning. The district offers a comprehensive program for more than 3,600 students.

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Radnor Township School District: Demographics

Radnor Township, founded in 1682, is located 13 miles west of Philadelphia, PA and has a population of approximately 30,000. Radnor Township School District is Radnor Township's only public school system, covering nearly 14 square miles and serving a diverse, multicultural population.

Number of students in the Radnor Township School District: 3586

Number of staff members in the Radnor Township School District: 665

Number of school counselors in the Radnor Township School District: 11

Average number of students served by each counselor:

Elementary- 532

Secondary- 249

	Total number of students: (As of June 6, 2018)	Student identified with IEPs	Students identified with 504 Plans	Students identified as English Language Learners ELL	Students receiving Free or Reduced Lunch
Ithan	483	30	11	26	24 Free/ Reduced
Radnor	572	39	2	23	45 Free/ Reduced
Wayne	543	49	5	43	73 Free/ Reduced
Radnor Middle	823	72	30	21	83 Free/ Reduced
Radnor High	1165	128	41	24	130 Free/ Reduced

Number of students identified as special education students: 318

Number of students identified as English Language Learners: 137

Number of students receiving Free or Reduced Lunch: 335

Radnor Township School District School Counselors and Assignments

	Assignment		
Claire Jones	Ithan Elementary K – 5 Counselor	Claire.jones@rtsd.org (610) 527-1357 ext. 5105	483:1
Sarah Casey	Radnor Elementary K – 5 Counselor	Sarah.casey@rtsd.org (610) 788 – 9300 ext. 2364	572:1
Tracy Tracy	Wayne Elementary K – 5 Counselor	Tracy.tracy@rtsd.org (610) 687 – 8480 ext. 4105	543:1
Jamie McAndrew	Radnor Middle School Sixth Grade Counselor	Jamie.McAndrew (610) 386 – 6300 ext. 7513	285:1
Megan Dean (LTS)	Radnor Middle School Seventh Grade Counselor	Megan.Dean (610) 386 – 6300 ext. 7512	272:1
Clyde Diehl	Radnor Middle School Eighth Grade Counselor	Clyde.Diehl@rtsd.org (610) 386 – 6300 ext. 7511	267:1
Jeannie Semar	Radnor High School Class of 2025 A - Doe Class of 2024 A – D Class of 2023 A – Da Class of 2022 A – D English Learners	Jeannie.semar@rtsd.org (610) 293 – 0855 ext. 3527	244:1
Sierra Calaman	Radnor High School Class of 2025 Doh-J Class of 2024 E-Hop Class of 2023 De-Ho Class of 2022 E-Ja Life Skills Students	Sierra.Calaman@rtsd.org (610) 293 – 0855 ext. 3526	246:1
Amy Wess	Radnor High School Class of 2025 K-Mc Class of 2024 Hor-Ma Class of 2023 Hr-L Class of 2022 Je-Ma Emotional Support Students	Amy.wess@rtsd.org (610) 293 – 0855 ext. 3537	221:1
JJ Lemon	Radnor High School Class of 2025 Me-R Class of 2024 Mc-Sal Class of 2023 M-R Class of 2022 Mc-R ABC House Students	jj.lemon@rtsd.org (610) 293 – 0855 ext. 3524	210:1
Sarah Pace	Radnor High School Class of 2025 S - Z Class of 2024 Sam – Z Class of 2023 R – Z Class of 2022 S – Z	Sarah.pace@rtsd.org (610) 293 – 0855 ext. 3523	243:1

Radnor Township School District

District Mission Statement

The mission of Radnor Township School District is to inspire in all students the love of learning and creating, and to empower them to discover and pursue their individual passions with knowledge, confidence, and caring to shape the future.

School Counseling Department Mission Statement

The mission of the Radnor Township School District's school counseling program is to provide a comprehensive, developmental program addressing the academic, career and social/emotional needs of all students. Radnor Township School Districts counselors are professionals who, in cooperative partnerships with educators, students and their families, local businesses and agencies, and post-secondary institutions, offer a thorough program to assist students in maximizing their potential and opportunities. Our program strives to deliver equal access and equity for all students and provide them with the tools and knowledge necessary to cope with life issues and be prepared with the skills required to accomplish their personal goals and become productive members of society.

School Counseling Program Goals (K-5)

Elementary Program Goals for 2021-2022

Smart Goals - Career	
Specific Issue: What is the specific issue based on our school's data?	5th grade students currently have limited exposure and awareness of career programs available to them at the secondary level.
Measurable: How will we measure the effectiveness of our interventions?	5 th graders will attend a presentation on Delaware County Technical School in the Spring semester of the 2021-2022 school year.
Attainable: What outcome would stretch us but is still attainable?	All 5th grade students will attend the presentation and be able to identify at least one career opportunity/pathway that is available to them at the secondary level.
Results-Oriented: Is the goal reported in results-oriented data (process, perception, and outcome)? Process - Interventions used, # of students involved, # of staff involved Perception - Beliefs, attitudes, knowledge (survey) Outcome - What changed?	Process. 5 th grade students will attend a DCTS presentation. Rachel Cotton from the DCTS will deliver their 2021-22 elementary student presentation. Perception: Students will have the opportunity to reflect on the programs offered and available to them as they move forward at the secondary level. Outcome: Students present increased knowledge and awareness on career programs and opportunities.
Time Bound: When will our goal be accomplished?	Data will be collected by the end of the 2021-2022 school year.

Smart Goals - Social/Emotional	
Specific Issue: What is the specific issue based on our school's data?	4th grade students currently have limited exposure and awareness of sources of social/emotional strategies.
Measurable:	Attend the weekly Second Step SEL

How will we measure the effectiveness of our interventions?	program during the MTSS time.
Attainable: What outcome would stretch us but is still attainable?	All 4th grade students will attend the weekly Second Step lesson. 4 lessons a month would be our attainable goal.
Results-Oriented: Is the goal reported in results-oriented data (process, perception, and outcome)? Process - Interventions used, # of students involved, # of staff involved Perception - Beliefs, attitudes, knowledge (survey) Outcome - What changed?	Process Perception: Students will participate in a post-survey about stress management. Outcome: Student will be able to identify how to: manage emotions and frustration, problem solve, disagree respectfully, become assertive, listen with intention and predict feelings.
Time Bound: When will our goal be accomplished?	End of 2021-2022

Smart Goals - Academic	
Specific Issue: What is the specific issue based on our school's data?	Attendance is important to the academic success of all students. Efforts to improve our attendance procedures in the Radnor Township School District have been necessary to ensure better documentation by parents and improve attendance.
Measurable: How will we measure the effectiveness of our interventions?	Daily attendance is documented electronically, counselors, administrators and social worker routinely review attendance reports. Decrease the number of students with 10 or more unexcused absences and decrease the number of students who are chronically absent (missing 10% or more school days) during the 2021-2022 school year.
Results-Oriented: Is the goal reported in results-oriented	Process: Ongoing parent communication via attendance letters and offering a

<p>data (process, perception, and outcome)?</p> <p>Process - Interventions used, # of students involved, # of staff involved</p> <p>Perception - Beliefs, attitudes, knowledge (survey)</p> <p>Outcome - What changed?</p>	<p>Student Attendance Improvement Plan to the parent to discuss school-based interventions and/or other support. School counselor, administrator, and social worker will all be involved.</p> <p>Perception: A student's regular attendance is crucial to their academic success. Having procedures in place communicates the importance of attendance and documentation to families.</p> <p>Outcome: Increased home-school connection for student and reduction in # of absences.</p>
<p>Time Bound:</p> <p>When will our goal be accomplished?</p>	<p>End of 2021-2022 school year.</p>

Middle School Program Goals for 2021-2022

Smart Goals - Career	
<p>Specific Issue:</p> <p>What is the specific issue based on our school's data?</p>	<p>Middle School students currently have limited exposure and awareness to career opportunities.</p>
<p>Measurable:</p> <p>How will we measure the effectiveness of our interventions?</p>	<p>Students will attend a Virtual Career Fair and complete a survey in Naviance after hearing the presentation identifying: workplace skills needed for the profession, employability skills needed for the profession and current interest and abilities that they possess that would work with this profession.</p>

Attainable: What outcome would stretch us but is still attainable?	100% of middle school students will attend a Virtual Career Fair presentation per year. They will be able to identify at least two career and two employability skills that relate to the presentation they attended.
Results-Oriented: Is the goal reported in results-oriented data (process, perception, and outcome)? Process - Interventions used, # of students involved, # of staff involved Perception - Beliefs, attitudes, knowledge (survey) Outcome - What changed?	Process: 823 students will complete a Virtual Career Fair. Perception: Students will have the opportunity to reflect on the presentation and identify at least 1 area of interest. Outcome: Students present increased knowledge and awareness on career opportunities.
Time Bound: When will our goal be accomplished?	Data will be collected by the end of the 2021-2022 school year.

Smart Goals - Social/Emotional	
Specific Issue: What is the specific issue based on our school's data?	Develop student essential habits/skills in the building. Students will exercise their 16 essential skills within our RMS Advisory group time. The students will be encouraged to participate in the 16 Habits of Mind activities.
Measurable: How will we measure the effectiveness of our interventions?	Advisory time occurs for approximately 30 minutes of every Day 8 of the cycle.

Attainable: What outcome would stretch us but is still attainable?	Staff will record attendance in Advisory day activity.
Results-Oriented: Is the goal reported in results-oriented data (process, perception, and outcome)? Process - Interventions used, # of students involved, # of staff involved Perception - Beliefs, attitudes, knowledge (survey) Outcome - What changed?	Process: Throughout the 2021-2022 school year, all RMS students will receive exposure activities to the 16 Habits of Mind during their advisory (Persisting, managing impulsivity, listening with empathy, thinking flexibly, metacognition, striving for accuracy and precision, questioning and posing problems, applying past knowledge to new situations, thinking and communicating with clarity and precision, gathering data through senses, creating, responding with wonderment, taking responsible risks, finding humor, thinking independently and learning continuously. Perception: Student will explore the 16 habits and reflect on at least two habits they are strong with and two they would like to continue to practice. Outcome: Student will explore the 16 habits and reflect on at least two habits they are strong with and two they would like to continue to practice.
Time Bound: When will our goal be accomplished?	End of 2021-2022 school year.

Smart Goals - Academic	
Specific Issue: What is the specific issue based on our school's data?	To reduce the number of 6th grade students that are underachieving in core content areas. At the end of each marking period the 6th grade counselor

	will conduct student conferences with students who have a D or F in our core content areas. The goal would be to decrease the number of students earning D's and F's from the 3rd quarter to the 4th quarter of each school year.
Measurable: How will we measure the effectiveness of our interventions?	The baseline will be established at the end of the 2nd quarter with number of students who have D's and F's and will be compared to the end of the year final grades.
Attainable: What outcome would stretch us but is still attainable?	Reduce the number of D's and F's in core content areas by 10%.
Results-Oriented: Is the goal reported in results-oriented data (process, perception, and outcome)? Process - Interventions used, # of students involved, # of staff involved Perception - Beliefs, attitudes, knowledge (survey) Outcome - What changed?	Process: Counselor will meet with each student who has a D or F in a core class at the end of each quarter. Perception: Students will provide counselor of a belief about their earned grades and a goal of how to improve. Outcome: The baseline will be established at the end of the 2nd quarter with number of students who have D's and F's and will be compared to the end of the year final grades.
Time Bound: When will our goal be accomplished?	End of 2021-2022 school year.

High School Program Goals for 2021-2022

Smart Goals - Career	
Specific Issue: What is the specific issue based on our school's data?	Students need the opportunity to explore career options that match their personality via the 10 th grade activity called Achieveworks Personality inventory based of the Myers-Briggs personality types.
Measurable: How will we measure the effectiveness of our interventions?	All 10 th grade students should be able to save their Achieveworks personality type and connected careers to their College and Career profile in Naviance.
Attainable: What outcome would stretch us but is still attainable?	This task is designed to increase the number of students who submit applications for an applicable career related internship. Students can make confident, informed decisions about their futures with suggested careers and associated college majors that have been shown to be most successful for people just like them.
Results-Oriented: Is the goal reported in results-oriented data (process, perception, and outcome)? Process - Interventions used, # of students involved, # of staff involved Perception - Beliefs, attitudes, knowledge (survey) Outcome - What changed?	Process: All 10th grade students will have the opportunity to explore aspects of their personality and how it will influence their future success.
Time Bound: When will our goal be accomplished?	One class period
Smart Goals - Social/Emotional	

Specific Issue: What is the specific issue based on our school's data?	Students should understand the role their personal strength type plays, to gain important insights into their educational, career and relationship needs.
Measurable: How will we measure the effectiveness of our interventions?	In the 2021-2022 school year, all 9th grade students will identify their individual strengths by taking the Strengths Explorer assessment and will determine how those strengths might impact their relationships with other people.
Attainable: What outcome would stretch us but is still attainable?	Student's identification and understanding of what their strengths and weaknesses are will help them to understand their own personality and how they influence personal and social goals.
Results-Oriented: Is the goal reported in results-oriented data (process, perception, and outcome)? Process - Interventions used, # of students involved, # of staff involved Perception - Beliefs, attitudes, knowledge (survey) Outcome - What changed?	Process: Counselors or school staff will facilitate the Strengths Explorer activity and assessment through Naviance with all 9th graders. Perception: As a result of taking this assessment student will make connections between their personal strengths and how it influences relationships. Outcome: Students will learn how to get the most out of what they naturally do the best.
Time Bound: When will our goal be accomplished?	All 9th grade students will complete the Strengths Explorer assessment by the end of 9th grade.
Smart Goals - Academic	

Specific Issue: What is the specific issue based on our school's data?	As per PA Code Chapter 339, all students should make connections between their high school course work and their future career readiness.
Measurable: How will we measure the effectiveness of our interventions?	In the 2021-2022 school year, all 9th grade students will identify at least 1 course that align with their stated post-secondary plan.
Attainable: What outcome would stretch us but is still attainable?	During the 2021-22 school year, our interventions will be designed to increase the number of students who actively identify a connection between course options in high school and their post-secondary plans. 90% of all 9th graders will identify aligned course options.
Results-Oriented: Is the goal reported in results-oriented data (process, perception, and outcome)? Process - Interventions used, # of students involved, # of staff involved Perception - Beliefs, attitudes, knowledge (survey) Outcome - What changed?	Process: Counselors will meet with all 9th grade students in their Social Studies classes to review courses for the following school year. Perception: As part of these individual meetings, students will make connections between their course work at school and their long term plans and goals. Outcome: 2021-2022 will set a baseline data point for comparison.
Time Bound: When will our goal be accomplished?	Counselors will meet with all students prior to the course selection deadline of April 25, 2022.

Stakeholders

Students

Students will be able to identify potential career options that align with their interests and passions. Students will also recognize and understand the connection between their high school course of study and their long-term career goals. This will help students make more informed post-secondary choices as they graduate from Radnor Township School District.

Students will assist with delivery through peer tutoring, mentoring and serving on the advisory council. A few examples of this are:

- Elementary level (Bus Buddy Programs) 20-25 intermediate level students support all Kindergarten students (80-100).
- Middle School's "Where Everyone Belongs" WEB program involves 85 eighth grade students mentoring incoming 270 sixth graders.
- High School Peer tutoring program runs at the high school after school throughout the year with dozens of students providing and receiving tutoring services. During the 2021-2022 school year, the peer tutoring has expanded to the elementary school students as well.

Parents

Parents will be made aware of:

- K-12 developmentally appropriate interventions delivered by counselors in the three domains of Academic, Social Emotional and Career Development
- Their child's opportunity to explore their passion and interests as they connect with postsecondary planning and future goals
- Postsecondary options for their child
- Opportunities to participate in the exploration and planning process
- Their child's career interests, which will allow for meaningful support of their student's postsecondary goals
- A variety of counseling opportunities
- Parents will also be represented on the Advisory Council

Educators

Educators will be aware of the school counseling program and recognize the supports that are provided. Many aspects of the current curriculum contain career components that can be expanded and more fully explored with students. This will expand the conversation of postsecondary planning beyond the school counselor. Educators will benefit as students learn about the connection between their education and long term goals, leaving students more engaged with their

education. As counselors work with students on social emotional development, students will be better able to attend and engage with academics. Educators will be made aware of counseling programs through the website and staff meetings.

Educators will have the opportunity to contribute to the school counseling program by connecting their curriculum to various aspects of career exploration, acquisition, retention, and entrepreneurship. By raising awareness to the career standards, educators work collaboratively with school counselors to further integrate these ideas into their current practices.

Educators will also be represented on the Advisory Council.

Business/community

Business and community partners will benefit by ensuring that students graduate with the knowledge and skills necessary to make meaningful contributions to the workforce. In addition, this will allow businesses to make meaningful connections with local school districts.

The school district will work towards narrowing the existing skills gap in the workforce by engaging with business/community partners.

Business/Community partners will significantly contribute to the program by providing real world experiences. Some examples include: Walk through Wayne (3rd grade elementary students), Virtual Career Fair (all middle school students), and Achieveworks Career Exploration (high school) and other various opportunities (K-12 career classroom presentations, etc.).

Business and community partners will also be represented on the Advisory Council.

Postsecondary

Postsecondary institutions will benefit by receiving students who have participated in a well-developed counseling program that has cultivated their interests and enhanced their abilities. Therefore, students will be more engaged in their postsecondary experience. Students will also have the opportunity to explore a variety of postsecondary options so they are better prepared to select the option that is most closely directed to their future success.

Postsecondary members will serve on the advisory council and be available to consult with counselors and students to expand our knowledge of postsecondary options. Postsecondary members will work together with counselors and

educators to identify the skills necessary for students to be successful in a variety of postsecondary experiences.

Postsecondary members will also be represented on the Advisory Council.

Role of the School Counselor

Leader

The Radnor Township School District counseling team serves as **leaders** within the district by effectively developing and implementing a comprehensive school counseling program, in alignment with the state standards. RTSD's counselors demonstrate our leadership in the following ways:

Elementary School:

- Lead new student orientation at the beginning of school year
- Design and implement a comprehensive K-5 school counseling program
- Develop and manage school committees. - ie: Crisis, School Resource Team, School Wide Positive Behavior Support
- Serve as School Assessment Coordinator (SAC) for PSSA testing
- Coordinator of advocacy drives: Food and clothing drive
- Development and implementation of classroom lessons and small groups- ie: friendship, self-esteem, career, classroom expectations
- Lead various school-wide assemblies
- Coordinate Delaware County Technical School with 5th grade students

Middle School:

- Lead new student orientation at the beginning of school year and coordinate testing of all new students
- Design and implement a comprehensive 6-8 school counseling program
- Transition program- WEB
- Schools to Watch committee
- Facilitating student, teacher and parent meetings throughout the school year
- Lead weekly guidance meeting
- Organize and implement field trips to the Delaware County Technical School
- Lead various school-wide assemblies

High School:

- Update and implement a comprehensive 9-12 school counseling program
- Coordinate and educate students and families about PSAT testing for 9th-11th

- Coordinate and educate students and families about AP testing for 9th-12th
- Member of crisis response team and lead when needed
- Coordinate evening programs for students and parents

Advocate

The Radnor Township School District's counseling team identifies and **advocates** for the needs of the students' academic, career and personal/social development. As advocates, the counseling team impacts student's attitudes, district policies and strives to create a student-centered environment with the focus on career, personal/social and academic needs.

Elementary School:

- Collaborate with district and outside resources to meet student needs.
- Communicate with Social Worker and private therapists
- Identify students who could benefit a mentoring program
- Participate in trainings to better understand student needs
- Connect families with appropriate resources: ie- Interpretalk, Peter's Place, Radnor Day Camp
- Provide trainings for staff and community on resources available

Middle School:

- Communicate with Social Worker and private therapists
- Participate and case manage on SAP team
- Mentor students
- Run and organize the following support groups: COA, Changing Families, Resilience, Grief, Adoption support
- Design and implement anti-bullying/resiliency training for grades 6-8.
- Organize and implement field trips to the Delaware County Technical School
- Members of No Place for Hate organization

High School:

- Members of No Place for Hate organization
- Liaisons for students with parents, teachers and outside agencies
- Promoter of equitable access to educational services to all students
- Build partnerships with community resources to support student success and achievement

Collaborator

The Radnor Township School District counselors act as **collaborators** with students, parents, staff, community/business members and postsecondary educators for the purpose of consultation, mutual sharing, and coordination of services. Counselors work together with these stakeholders to strengthen and build relationships that will enhance student success and develop a strong sense of community. Collaborative efforts

include:

Elementary School:

- Working with students to understand their personal and academic needs
- Participate in professional development
- Serves on district and building committees ie, Crisis Team, PSSA School Coordinator, Data team, School Wide Positive Behavior Program, Career development
- Collaborate with Social Worker and School Psychologist to support student needs
- Works with PTO- ie: Holiday food, clothing drive, service projects
- Ongoing communication with parents and community resources
- Sits on the Diversity, Equity and Inclusion committee
- Part of the Student Assistance team (SAP)
- Part of the MTSS team

Middle School:

- Advisory Day –participant
- Participate in data team meetings
- Work in tandem with school psychologists, social workers, nurses and administrators to provide the most appropriate academic and emotional/social support
- Organize and present at Parent Information Night for 8th-9th graders and 5th-6th graders, along with a separate presentation for any students identified with an IEP
- Partner with Women's Resource Center in Wayne, PA for Girls Leadership program (7th grade)
- Minding Your Mind foundation
- Community collaboration with Speak Up!
- Organize Red Ribbon Week (D/A prevention)
- MTSS team member
- DEI team member

High School:

- Member of 504, IEP and GIEP team
- Consult with teachers to support students success and achievement
- Work with parents and families to meet students social/emotional, academic and postsecondary goals
- Member of Student Assistance Team
- Members of numerous committees such as the Senior Internship committee

Agent of Systemic Change

RTSD counselors are ***agents of systematic change*** who have access to achievement, attendance and behavioral data that serves to inform the school counseling

program. Counselors are positioned to collaborate with parties who impact student success. RTSD school counselors demonstrate this by:

Elementary School:

- Work with administration and social worker to review and address attendance concerns
- Support School wide Positive Behavior framework to address behavior needs
- Expectations taught to all students (classrooms, expectations stations, and videos), incentives
- Check-in/Check-Out, mentoring, and Small Group support for students
- Track behavioral data to put in effective supports design developmentally appropriate mentoring program to address personal and emotional needs

Middle School:

- Participating members of ASCA, PSCA, DCSCA
- Focused attention on attendance concerns and homelessness in the RTSD district which garnered policy changes at our central administration level
- Develop and enhance 5th-6th transition program (WEB) and 8th-9th transition
- Provide input on our middle school bell schedule, master schedule, testing schedule
- Defend the middle school philosophy and provide evidence to support a continued middle school model in the face of leveling and elimination of the team organizational structure
- Introduction of career education at the middle school level
- Identify barriers to student success through data analysis and attempt to remove those obstacles

High School:

- Member of professional school counseling organizations (ASCA, PSCA, and DCSCA)
- Attend conferences and professional development opportunities to maintain best practices within the school counseling field
- Designing comprehensive programs that seek to equitably deliver the program components to all students
- Work closely with administration to best serve students

Advisory Council

Members of the Radnor School District Advisory Council include:

Name	Group
TBD (IES)	Student (Elem)
TBD (RES)	Student (Elem)
TBD (WES)	Student (Elem)
TBD (RMS)	Student (MS)
TBD (RHS)	Student (HS)
TBD (RHS)	Student (HS)
TBD	Parent (Elem)
TBD	Parent (Elem)
TBD	Parent (MS)
TBD	Parent (MS)
TBD	Parent (HS)
TBD	Parent (HS)
George Riegle	Educator (Central Office)
Tronya Boylan (IES)	Educator (Building Principal)
Heather Esposito (IES and RES))	Educator (Principal -Elem)
Chris Kelly	Educator (Teacher - MS)
Jessica Verguldi-Scott	Educator (Teacher - HS)
All, Jones-primary	Counselor (Elem)
All, Diehl-primary	Counselor (MS)
All, Lemon primary	Counselor (HS)
Linda Lomas	Career Technical School

Nicole Ottaviano	K-12 Counseling Coordinator (RTSD)
TBD	School Board Member
Chris Todd	Business/Community (Small Business)
Clare Girton	Business/Community (Large Regional Corp)
Unfilled	Business/Community (non-profit)
Unfilled	Business/Community (Chamber of Commerce Member)
Chris Massaro	Business/Community
Brent Doane	Business/Community
	Post Secondary (4 year)
Linda Lomas (DCTS)	Post Secondary (Technical)
Unfilled	Post Secondary (Military)
Hope Diehl	Post Secondary (Community College)

Advisory Council meetings will take place twice a year, once in the fall and once in the spring. At the fall meeting, the Counseling team will lay out their goals for the coming school year and ask for input from Council members. At the spring meeting, the Advisory Council will review completion of those goals and discuss plans for the following school year.

Program Calendar

Monthly Calendar and Delivery Chart Elementary (K-5)

Legend Key:

Supporting Students

Green: Activities that involves all students within the curriculum.

Blue: Intervention or response to the needs of a small group of students.

Red: Intervention or response to a specific student need or concern.

Supporting School and District Systems & Initiatives

Purple: School Counselor responsibilities and duties as defined by the American School Counselor Association (ASCA)

Black: School Counselor responsibilities and duties *NOT* specifically defined as roles of a school counselor by the American School Counselor Association (ASCA)

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career Counseling	System Support	Non-Counselor Related
September					
Academic:					
<ul style="list-style-type: none"> Kindergarten Screening Modeling Expectations Expectation Lessons Scheduling Attend Open House 	X X X X			X	
Career:					
<ul style="list-style-type: none"> Classroom Lessons Second Step Introduction Lessons 	X X				
Social/Emotional:					
<ul style="list-style-type: none"> New Student Sessions Bus Buddy Program Welcome Back Assembly Classroom Lessons Custody Agreements Parent and Student meetings 	X X X	X	X		X
October					
Academic:					
<ul style="list-style-type: none"> Order PSSA Materials 					X
Career:					
<ul style="list-style-type: none"> Classroom Lessons 	X				

<ul style="list-style-type: none"> • Second Step Peer Mentors Identify 5th Graders and Application Process • Safeties • Ambassador program 	X				
	X				
Social/Emotional:					
<ul style="list-style-type: none"> • Review Bullying Resources with Students and Staff • Friendship Lessons K-Friendship 1-Acceptance • Organize Incentives (WES) 	X				
	X				
				X	
November					
Academic:					
•					
Career:					
<ul style="list-style-type: none"> • Second Step Lessons 	X				
Social/Emotional:					
<ul style="list-style-type: none"> • Parent-teacher conference follow-up • Advocacy drives for low SES families (books, food, gift cards) 				X	
				X	

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career Counseling	System Support	Non-Counselor Related
December					
Academic: <ul style="list-style-type: none"> Serves as LEA for IEP Meetings 					X
Career:					
Social/Emotional: <ul style="list-style-type: none"> Second Step Lessons Coordinate community outreach for holiday 	X			X	
January					
Academic: <ul style="list-style-type: none"> Begin PSSA preparations – Small Group, Review IEP 				X	
Career:					
Social/Emotional: <ul style="list-style-type: none"> Second Step Lessons 	X				
February					
Academic: <ul style="list-style-type: none"> Stress management lessons and practice- Coordinating with high school students 	X				
Career:					
Social/Emotional: <ul style="list-style-type: none"> Second Step lessons 	X				

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career	System Support	Non-Counselor Related
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			Counseling		
March					
<ul style="list-style-type: none"> PSSA Preparations: attend state mandated training, provide teacher/proctor training, inventory materials, Excel PAID documentation, Opt Out meetings, small group planning 					X
Career: <ul style="list-style-type: none"> Delaware County Tech School presentations -5th grade 	x				
Social/Emotional: <ul style="list-style-type: none"> Summer Camp Assistance Application Second Step Lessons 	x			X	
April					
Academic: <ul style="list-style-type: none"> PSSA Preparations: small group planning, attend state mandated training, provide teacher/proctor training, Opt Out meetings 					X
Career: <ul style="list-style-type: none"> STEM Night Career Cafe 	X X				
Social/Emotional:					
May					
Academic: <ul style="list-style-type: none"> Placement preparation Placement Meetings with Teachers and Parents SRT Wrap-Up PSSA Packaging 				X X X	X
Career:					

<ul style="list-style-type: none"> Walk to Wayne Parent Career Presentation Ambassador application 	X X X				
Social/Emotional: <ul style="list-style-type: none"> Middle School Transition Consultation and Coordination of RMS Visits 				X	

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career Counseling	System Support	Non-Counselor Related
June					
Academic: <ul style="list-style-type: none"> Disperse Placement Forms Type Placement Lists (WES) Input SRT Information into Safe Schools 					X X X
Career:					
Social/Emotional: Second Step Lessons	x				
July					
Academic:					
Career:					
Social/Emotional: <ul style="list-style-type: none"> Consult with Principal to Review Placement 				X	
August					
Academic: <ul style="list-style-type: none"> Transition meetings Staff In-service Planning for School Wide Programs Updating Placement 				X X X X X	

<ul style="list-style-type: none"> Share SAP and MTSS information with incoming teacher 					
<ul style="list-style-type: none"> New Student Orientation 	X				
Career: <ul style="list-style-type: none"> Planning Lessons for Smart Futures 				X	
Social/Emotional: <ul style="list-style-type: none"> New Student Orientations District-wide counselor consultation Meeting with community resources Prepare "Cool Tool" Lessons (WES) 	X			X X X	

Ongoing School Counselor Activities

<u>Counselor Related Activity</u>	<u>Counselor Domain Academic(A)</u>	<u>Counselor Domain Career(C)</u>	<u>Counselor Domain Social/Emotional (SE)</u>	<u>Non-Counselor Related Activity (Hours per year)</u>
<ul style="list-style-type: none"> Individual Counseling as Needed Weekly Positive Reinforcement/Acknowledgement (WES) Student Observations 			X X X	
<ul style="list-style-type: none"> Parent/Teacher/Student Conferences Specialist Meeting Ongoing Parent Communication Coordinate, Facilitate, and/or Participate in: SAP and MTSS Meetings, Data Principal Advisory Meetings, Crisis Team Meetings, PBIS/School Climate Meetings and DEI meetings. 	X X X		X	

<ul style="list-style-type: none"> ● Attend Grade Level and District Level Meetings ● Teacher Consult ● Consultation with Staff on Student Placement ● Ongoing consultation with Administration ● Coordinate Small Group Counseling ● Review Attendance with Team and Follow up with Families ● Consult with Paraprofessionals around Lunch/Recess ● Coordinate Support for SES Families ● Consult with paraprofessionals around lunch/recess ● Make mandatory CYS reports as necessary ● Communicate with Outside Agencies ● 339 K-12 Counselor Meetings ● Continue Education through PD ● Attend Training throughout the Year (PLC, PSSA, SAP, Safety Cares, Specialized Topics) 				
<ul style="list-style-type: none"> ● Small Group Counseling ● Check-in/Check Out ● Lunch Groups(Friendship, Divorce, Social Skills, Self-Esteem and Stress) ● Mentoring Program ● Safety Cares Management ● Student Council (Ambassadors) 				

Monthly Calendar and Delivery Chart (6-8 Grade)

Supporting Students

Green: Activities that involves all students within the curriculum.

Blue: Intervention or response to the needs of a small group of students.

Red: Intervention or response to a specific student need or concern.

Supporting School and District Systems & Initiatives

Purple: School Counselor responsibilities and duties as defined by the American School Counselor Association (ASCA)

Black: School Counselor responsibilities and duties *NOT* specifically defined as roles of a school counselor by the American School Counselor Association (ASCA)

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/ Career Counseling	System Support	Non-Counselor Related
September					
Academic: <ul style="list-style-type: none"> Opening Day: Expectation/Goal setting Assembly--7th and 8th grade One on One goal setting with slow start students Interpret and Distribute Data Master Scheduling Support Inputting Advisory's for students Schedule Changes-Individual Students Finalize Sandy Hill cabin and activity groups (make adjustments) 	X		X	X X X	X
Career: <ul style="list-style-type: none"> 7th grade Girls Leadership Program 6th grade Career Exploration Naviance Lessons: <ul style="list-style-type: none"> --Learning Styles Inventory --Career Key Inventory --Career Cluster Finder Inventory --Exploring Careers and Clusters of Interest, --Journaling about Careers --Take Responsibility Goals 7th grade Career Exploration Naviance Lessons <ul style="list-style-type: none"> --Roadtrip Nation Entrepreneurs Activity 	X X X	X			

<ul style="list-style-type: none"> donations for families in need “Getting to know you” meetings with all 6th grade students Organizing group schedule for Nadine Karel/Caron Foundation Select students to participate in support groups Meet with students one on one to discuss their interest to participate in groups/obtain permission (6,7,8) SEL (Minding Your Mind) lessons in Health Classes (6, 7, 8) 	X		X	X	
November					
Academic: <ul style="list-style-type: none"> End of 1st quarter grade meetings (D/F list) Parent/teacher conferences 			X		
Career: <ul style="list-style-type: none"> 6th grade Career Exploration Naviance Lessons: <ul style="list-style-type: none"> --Learning Styles Inventory --Career Cluster Finder Inventory --Exploring Careers And Clusters of Interest, --Journaling about Careers --Take Responsibility Goals 7th grade Career Exploration Naviance Lessons <ul style="list-style-type: none"> --Roadtrip Nation Entrepreneurs Activity --Overcoming Obstacles/Habits of Success Naviance Lessons 8th gr -My Middle School Support System, Income and Expenses 	X				
Social/Emotional: <ul style="list-style-type: none"> Organizing charitable donations for families in need (Thanksgiving Day Baskets) “Getting to know you” meetings with all 6th grade students Participate in Parent/teacher conferences 	X		X	X	

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/ Career Counseling	System Support	Non-Counselor Related
December					
Academic: <ul style="list-style-type: none"> • Check in with new students • Meet with High School Department Chairs (8th grade) • Administer Make-Up Keystone Algebra Exam 			X	X X	
Career: <ul style="list-style-type: none"> • 6th grade Career Exploration Naviance Lessons: <ul style="list-style-type: none"> --Learning Styles Inventory --Career Cluster Finder Inventory --Exploring Careers and Clusters of Interest, --Journaling about Careers --Take Responsibility Goals • 7th grade Career Exploration Naviance Lessons <ul style="list-style-type: none"> --Roadtrip Nation Entrepreneurs Activity --Overcoming Obstacles/Habits of Success • Naviance Lessons-My Middle School Support System, Income and Expenses 	X X				
Social/Emotional: <ul style="list-style-type: none"> • Organizing charitable donations for families in need (holiday presents, grocery store gift cards) • "Getting to know you" meetings with all 6th grade students 			X	X	
January					
Academic: <ul style="list-style-type: none"> • Placement testing (MAPS and Midterms) • 9th grade course selection presentations (8th grade) • Delaware County Tech 	 X X			X	

<ul style="list-style-type: none"> 6th grade Career Exploration Naviance Lessons: <ul style="list-style-type: none"> --Learning Styles Inventory --Career Cluster Finder Inventory --Exploring Careers and Clusters of Interest, --Journaling about Careers --Take Responsibility Goals 7th grade Career Exploration Naviance Lessons <ul style="list-style-type: none"> --Roadtrip Nation 8th grade course selection presentation to Social Studies classes 8th grade course selection in computer lab Resume builder (8th grade) Naviance Lessons-My Middle School Support System, Income and Expenses 	X X X X X X X X X				
Social/Emotional: <ul style="list-style-type: none"> "Getting to know you" meetings with all 6th grade students WEB Winter Social (6th grade and some 8th) Minding Your Minds presentation (6-8th) Anti-bullying lessons in health classes (6-8) 	X X X X				

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/ Career Counseling	System Support	Non-Counselor Related
March					
Academic: <ul style="list-style-type: none"> Administer local assessments Preparation and administering PSSA Train staff for our state assessments Master Schedule One on One parent/student meetings for 9th grade course selection WEB Leader Recruitment - 7th grade 	X X X		X	X	X

7th grade Career Exploration Naviance Lessons --Roadtrip Nation <ul style="list-style-type: none"> Resume Building 8th gr Naviance Lessons-My Middle School Support System, Income and Expenses Interview Process/ Mock Interview 8th gr Career Plan 8th gr 	X X X X X X				
Social/Emotional: <ul style="list-style-type: none"> Pod meetings-Expectation Review SEL (Minding your Mind) Lessons with Health Classes 	X X				
May					
Academic: <ul style="list-style-type: none"> Preparation and administering of Keystone Administer local assessments Master Schedule Complete Applications for transferring students Process all teacher recommendation changes in E-School for 8th to 9th grade course selection Process all rising 9th grade Overrides Calculate grade point average for award recipients- nominate students for awards (8th grade) Visit to Radnor High School (8th grade) 5th grade presentations for all 3 elementary schools (8th grade counselor) 	X X		X	X X X X X	X
Career: <ul style="list-style-type: none"> Course Selection Process 6th grade Career Exploration Naviance Lessons: --Learning Styles Inventory --Career Cluster Finder Inventory --Exploring Careers and 	X X		X		

<p>Clusters of Interest, --Journaling about Careers --Take Responsibility Goals 7th grade Career Exploration Naviance Lessons --Roadtrip Nation</p> <ul style="list-style-type: none"> Visit Delaware County Technical School (8th grade) 8th grade STEAM career day (8th grade Science Teachers) Naviance Lessons-My Middle School Support System, Income and Expenses 	X				
<p>Social/Emotional:</p> <ul style="list-style-type: none"> WEB selection of leaders WEB introduction training Visit to Radnor High School (8th grade) 5th grade presentations and tours for all 3 elementary school 	X	X			

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/Career Counseling	System Support	Non-Counselor Related
June					
<p>Academic:</p> <ul style="list-style-type: none"> Course Selection Create teams (6, 7, 8) Facilitate Math placement test make ups (6,7,8) Review 4th quarter grades 8th grade Awards Assembly (8th) Counselor meetings with 5th grade teachers (8th grade) Wrap up SAP reports for the state 6,7,8 	X	X	X	X	
<p>Career:</p> <ul style="list-style-type: none"> Review 4th quarter grades Course Selection 6th grade Career Exploration Naviance Lessons: 	X	X	X		

--Learning Styles Inventory --Career Cluster Finder Inventory --Exploring Careers And Clusters of Interest, --Journaling about Careers 7th grade Career Exploration Naviance Lessons --Roadtrip Nation Naviance Lessons 8th grade • My Middle School Support System, Income and Expenses	X				
	X				
	X				
	X				
Social/Emotional: <ul style="list-style-type: none"> Meet with high school counselors to discuss caseload and make recommendations for 9th grade social/emotional support (8th grade) Counselor meetings with 5th grade teachers Wrap up SAP reporting to state 				X	
				X	
				X	
July					
Academic: <ul style="list-style-type: none"> Facilitate Math placement test Review summer PSSA scores to determine essentials course placements Solve course conflicts in individual schedules 		X		X	
				X	
Career: <ul style="list-style-type: none"> Review and Revise 339 plan 				X	
Social/Emotional:					
August					
Academic: <ul style="list-style-type: none"> Facilitate Math placement test Review summer PSSA scores to determine essentials course placements Solve course conflicts in 		X		X	
				X	

<ul style="list-style-type: none"> individual schedules • New Student Orientation • New Student Testing • Transition Meetings • Finalize student schedules and teams • Schedule new students to the district • Building Tours for new students 		X	X X X X		
Career: <ul style="list-style-type: none"> • Review and Revise 339 plan • Training 8th grade WEB leaders 		X		X	
Social/Emotional: <ul style="list-style-type: none"> • Training 8th grade WEB leaders 		X			

Ongoing School Counselor Activities

<u>Counselor Related Activity</u>	<u>Counselor Domain Academic(A)</u>	<u>Counselor Domain Career(C)</u>	<u>Counselor Domain Social/Emotional (SE)</u>	<u>Non-Counselor Related Activity (Hours per year)</u>
Master Scheduling				50
Scheduling Committee Meetings				X (6-8 hour per yr)
6th Grade Guidance Career Awareness		X		
Meetings with Social Worker	X		X	
Crisis team meetings			X	
Discipline Investigations				50
Incident reporting forms and follow up			X	
Bullying reports and follow up			X	
Explanation of criteria and data points for placement.	x	x		
Crisis team Meeting, tragedy management meeting, drug and alcohol task force			X	
Lunch Duty				45 hours
Student resource plans (concussion protocol)	X			
7th Grade Girls Leadership Program		X		20 hours
Record keeping/documentation with students, parents and staff	X			
Regular Meetings with School Psychologist			X	
Weekly Guidance Meetings	X	X	X	40 hours
Contacting and collaborate with outside agency and therapist	X		X	
Review of IEP and ER report	X			
Distributing Information to Staff	X		X	

Meetings with Prospective Families	X		X	
Outplacement Meetings			X	
Crisis Intervention Meetings			X	
Transition Meetings	X		X	50 hours
Parent meetings/consults	X	X	X	
New Student Orientation			X	
Team Meetings	X		X	
1 on 1 teacher consults	X			
SAP Meeting	X		X	45 hours
1 on 1 student consults	X		X	
Grade Level Meetings	X			10 hours
Support Groups scheduled and co-facilitated			X	
6th Grade Counseling Bullying Prevention Lessons	X		X	
Individual 6th grade student get to know you meetings	X	X	X	
Prosocial behaviors assemblies held	X	X	X	
Developing 339 Plan		X		
Data Team Meeting	x			
MTSS Team meeting				X
Monthly Fire Drill grade coordinator				X

Monthly and Ongoing K-12 Counseling Calendar and Delivery Chart (9-12)

Supporting Students

Green: Activities that involves all students within the curriculum.

Blue: Intervention or response to the needs of a small group of students.

Red: Intervention or response to a specific student need or concern.

Supporting School and District Systems & Initiatives

Purple: School Counselor responsibilities and duties as defined by the American School Counselor Association (ASCA)

Black: School Counselor responsibilities and duties *NOT* defined as roles of a school counselor by the American School Counselor Association (ASCA)

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counsel or Related
September					
Academic:					X
<ul style="list-style-type: none"> PSAT planning and preparation AP Planning College applications 		X	X		

<ul style="list-style-type: none"> • Sending student transcripts • Facilitate National Merit Semifinalist Applications • Open House Night • Scheduling 	X X				
Career: <ul style="list-style-type: none"> • College Planning Night for Seniors 		X			
Social/Emotional: <ul style="list-style-type: none"> • Freshman meetings 		x			
October					
Academic: <ul style="list-style-type: none"> • Scheduling • PSAT planning and administration • AP planning • Facilitate National Merit Semifinalist Nominations • College Applications 	X X	X	X X		
Career: <ul style="list-style-type: none"> • FAFSA Completion Night 		X			
Social/Emotional: <ul style="list-style-type: none"> • Meet with 9th grade students in small groups • New Student Breakfast 	x	X			
November					
Academic: <ul style="list-style-type: none"> • End of 1st quarter grade review/failure letters/student meetings • College applications with seniors • Parent Conferences • 9th Grade Achieveworks Lesson 	X X X	X			
Career: <ul style="list-style-type: none"> • End of 1st quarter grade review/failure letters/student meetings 	X				

<ul style="list-style-type: none"> • Administer interest inventories through Naviance • 11th grade Post secondary Overview Lesson #1 (English Classes) 	X				
Social/Emotional: <ul style="list-style-type: none"> • Organizing charitable donations for families in need (Thanksgiving Day Baskets) • Parent Conferences • Meet with 9th grade students in small groups 	X X			X	

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counsel or Related
December					
Academic: <ul style="list-style-type: none"> • Meet with department chairs to review program of studies for following school year • Prospective student open house 				X X	
Career: <ul style="list-style-type: none"> • College planning night for juniors • Individual postsecondary planning meetings with juniors 	X		X		
Social/Emotional: <ul style="list-style-type: none"> • Organizing charitable donations for families in need (holiday presents, grocery store gift cards) 				X	
January					
Academic: <ul style="list-style-type: none"> • Freshman parent night • Prospective Family Open House 	X			X	
Career: <ul style="list-style-type: none"> • Freshman parent night 					

<ul style="list-style-type: none"> Facilitate presentation for DCTS for all 9th grade students and 10-11 interested students Promote Radnor HS Scholarship Fund Individual postsecondary planning meetings with juniors 	X X	X	X		
Social/Emotional: <ul style="list-style-type: none"> Freshman parent night 	X				
February					
Academic: <ul style="list-style-type: none"> Address academic needs after reviewing 1st semester grades Send mid-year reports to colleges Individually advise students (9-11) on course selection 			X X	X	
Career: <ul style="list-style-type: none"> Individual postsecondary planning meetings with juniors Promote Radnor HS Scholarship Fund 		X	X		
Social/Emotional:					

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counsel or Related
March					
Academic: <ul style="list-style-type: none"> Individual academic advising for course selection AP planning and preparation Prospective Family Open House 		X	X		X
Career: <ul style="list-style-type: none"> Career inventories with 10th grade students 	X	X			

<ul style="list-style-type: none"> Promote Radnor HS Scholarship Fund 11th grade Post secondary Overview Lesson #2 (English Classes) 	X				
Social/Emotional:					
April					
Academic: <ul style="list-style-type: none"> Address academic needs after 3rd quarter grades AP Planning and Preparation Prospective Family Open House 		X	X		X
Career: <ul style="list-style-type: none"> Finalize and review Radnor HS Scholarship Fund applications 					X
Social/Emotional:					
May					
Academic: <ul style="list-style-type: none"> Preparation and administering of AP Exams 					X
Career: <ul style="list-style-type: none"> Coordinating Interviews with Radnor HS Scholarship Fund 			X		
Social/Emotional:					

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career Counseling	System Support	Non- Counsel or Related
June					
Academic: <ul style="list-style-type: none"> Review failures and make plans for credit recovery Review and update courses for NCAA eligibility Send final transcripts for graduating seniors 			X	X X	

Career:					
<ul style="list-style-type: none"> • Senior Exit Surveys • Facilitate placement testing for students attending DCCC 	X	X			
Social/Emotional:					
July					
Academic:					
<ul style="list-style-type: none"> • Solve course conflicts in individual schedules 	X				
Career:					
<ul style="list-style-type: none"> • Develop 339 plan 				X	
Social/Emotional:					
August					
Academic:					
<ul style="list-style-type: none"> • Review all student schedules • Scheduling conflicts and changes • Freshman Fundamentals • New student registration • Credit checks • Transcript Review • Review summer school transcripts and adjust student schedules 	X	X	X		
Career:					
<ul style="list-style-type: none"> • Develop 339 plan • Creating and updating Naviance accounts 				X X	
Social/Emotional:					
<ul style="list-style-type: none"> • Freshman Fundamentals 	X				

Ongoing K-12 School Counselor Activities

<u>Counselor Related Activity</u>	<u>Counselor Domain Academic(A)</u>	<u>Counselor Domain Career(C)</u>	<u>Counselor Domain Social/Emotional (SE)</u>	<u>Non-Counselor Related Activity (Hours per year)</u>
Individual Counseling	X	X	X	
Crisis Counseling			X	
New Student Tours/Buddies	X		X	
Parent and Student Meetings	X	X	X	
Promotion of School and Community Involvement		X	X	
Schedule Changes	X	X		
New Student Registration	X			
Write and Edit Letters of Recommendation		X		
SSD Accommodations	X			
IEP & 504 meetings	X	X	X	
SAIPs	X	X	X	
Individual Post-secondary planning meetings	X	X		
Scholarship Review and Nomination		X		
Assisting with Technical School Applications		X		
Assist students and families with FAFSA applications		X		
Collaborate with Radnor Alumni Council for student internship opportunities		X		
Student mock interviews		X		
Meeting with college, technical school and military representatives	X	X		
Facilitate student meetings with college, technical school and military representatives	X	X		
SAP meetings			X	
Identify students for counseling support groups			X	
Transition meetings			X	
Collaboration with community mental health providers			X	
Connecting students with internal support personnel			X	

Collaboration with teachers, school psychologists, administration and social worker to support students	X		X	
Run social/emotional support groups			x	
Conducts and assists with Risk and Threat Assessments			x	

Curriculum Action Plan

Kindergarten Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Introductory Lesson - Role of Counselor	ASCA.A1.1; ASCA.A1.3; ASCA.A1.5	Introduction to Counselor (IES, RES, WES); The Way I Feel (IES); School Counselor Tool Box (RES)	September	Ithan:70 Radnor: 85 Wayne: 79	Classroom	not measured	Elementary Counselors, Classroom Teachers	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Respect	A:A2.3; 16.2.K.A; B-SS 2; B-SS 5; B-SS 6;	Recess Queen (RES); Respect Lesson; Respect poster (WES) Responsive Classroom (IES)	September -December	Ithan: 70 Radnor: 85 Wayne: 79	Classroom	not measured	Elementary Counselors, Classroom Teachers	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Kindness	ASCA 16.1.5A; ASCA 13.3.3.C; ASCA 16.2.12.B; B-SS 2; B-SS 4	Kindness Week Activities (IES, RES, WES)Color our World with Kindness video (RES); Kindness Lesson, Bucket Filling Video (WES);	September -December	Ithan: 70 Radnor: 85 Wayne: 79	Classroom	Thank You Notes	Elementary Counselors, Classroom Teachers	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Responsibility	A:A3.1; 16.3.K.A; 16.3.K.B; B-SMS 1; B-SS 5; B-SMS 10	Build Community, Responsible Citizen (RES); Responsibility Lesson, Good Choice Coloring Sheet, Responsibility Poem (WES)	September -December	Ithan: 70 Radnor: 85 Wayne: 79	Classroom	Completion of worksheet (WES)	Elementary Counselors, Classroom Teachers	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Safe and Caring	16.2.5.E; 16.2.K.E; B-LS 1; B-SMS 1; B-SMS 9; B-SS1; B-SS 2; B-SS4; B-SS 6; B-SS 9	Wellness Lessons- Bus Safety, Fire Safety, School Safety, Outdoor Safety Lessons(IES); Wellness Lessons- Bus Safety, Fire Safety, School Safety, Outdoor Safety Lessons(RES); What is Safe and Caring Lesson, Bucket filling Video, Wellness Lessons- Bus Safety, Fire Safety, School Safety, Outdoor Safety Lessons (WES)	September -December	Ithan: 70 Radnor: 85; Wayne: 79	Classroom	Worksheets, Coloring Activities, (IES, RES, WES)	Elementary Counselors, Classroom Teachers	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Personal Space	16.3.K.B; B-SMS 2; B-SMS 9; B-SS 9	Kimochi Program (IES); Hula Hoop (IES, RES); Understanding Personal Space Lesson, Space Invader Poster (WES)	September -December	Ithan: 70; Radnor: 85; Wayne: 79	Classroom	not measured	Elementary Counselors, Classroom Teachers	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)

Self Control	16.3.K.B; 16.2.12.C; B-SMS 2; B-SMS 9; B-SS 9	Kimochi program, Wellness Lessons (IES); Conflict Resolution-Wellness Lessons (RES); Self Control Lesson, Deep Breathing video, Wellness Lessons (WES)	September -December	Ithan: 70; Radnor: 85; Wayne: 79	Classroom	not measured	Elementary Counselors, Classroom Teachers	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Feelings	ASCA 16.1KA; 16.1.5.A; 16.1.8.C; B-SS1; B-Ss 2; B-SS 3; B-SS 4; B-SS 8; B-SS 9	Colorful feelings (IES); Introduction to feelings (Color Monster), Happy (Happy Folders), Sadness (Daniel Tiger's video and It's Okay to be Sad book), Anger (Miles gets Angry and Self Control Car), Fear/Worry (Nearpod activity) (WES)	September -December	Ithan: 70; Radnor: 85; Wayne: 79	Classroom; Wellness Classroom	happy folders	Elementary Counselors, Classroom Teachers	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Community	ASCA 16.1.5A; B-SS2; B-SS3; B-SS 9	School Community Postcards (RES); Color our World with Kindness Video (WES)	September -December	Ithan: 70; Radnor: 85; Wayne: 79	Classroom	Postcards	Elementary Counselors, Classroom Teachers	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Friendship	16.2.K.A; 16.2.5.A; 16.2.K.B; 16.2.12.C; 16.3.8.A; B-SS 1; B-SS 2; B-SS 5	Role play (IES); Making Friends Lesson(RES); How to be a Friend, Gingerbread, Sandpaper and Cotton Ball Activity, Wellness Curriculum (WES)	September -December	Ithan: 70; Radnor: 85; Wayne: 79	Classroom; Wellness Classroom	not measured	Elementary Counselors, Classroom Teachers	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Diversity	16.2.K.B; 16.2.5.B; B-SS 7	Stand Up for Molly Lou (IES); I Like Myself- Book (WES)	January	Ithan: 70; Radnor: 85; Wayne: 79	Classroom; Wellness Classroom	not measured	classroom teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Tone of Voice	B-SMS 2; B-SS 1; B-SS	Book: Words are Not for Hurting, Sandpaper and Cotton Ball Activity (WES)	January- March	Ithan: 70; Radnor: 85; Wayne: 79	Classroom; Wellness Classroom	not measured	classroom teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Career Awareness and Preparation (Interest and Hobbies)	13.1.3.A; 13.1.3.B; 13.1.3.C; 13.1.3.D; B-LS 4; B-LS 9; B-Sms 1; B-SMS 3; B-SMS 4;B- SMS 7	Community Helpers, Star of the Week, Morning Meeting, Writing Activities (IES); Being a Writer, Making Meaning, Mentor Texts (RES);Star of the Week, Pattern Books, Community Helper Activity, Being a Writer; Wellness Lessons (WES)	September -June	Ithan: 70; Radnor: 85; Wayne: 79	Classroom	Star of the week Poster	classroom teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Career Acquisition (Interest and Hobbies)	13.2.3.A; 12.2.3.C; 13.2.3.D; B-LS 3; B-LS 7; B-LS 9; B-SMS 2; B-SMS 6; B-SS 5; B-SS 6	Star of the Week, Centers, Morning Meeting (IES); Publisher Letter, Being a Writer (RES); Star of the Week, Share Writing, Science Experiments, Centers, Math in Focus, Wellness lessons (WES)	September -June	Ithan: 70; Radnor: 85; Wayne: 79	Classroom	Career interest poster	classroom teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)

Career Retention and Advancement (Work Habits and Social Habits)	13.3.3.A; 13.3.3.C; 13.3.3.D; 13.3.3.E; 13.3.3.F; 13.3.3.G; B-LS 1; B-LS 4; B-LS 6; B-LS 8; B-SMS 5; B-SMS 8; B-SS 1; B-SS 2 B-SS 3; B-SS 4; B-SS 8	Morning Meeting (IES); Being a Writer- Author Share (RES); Cool Tools, Everyday Calendar, Social Studies Alive, Daily Conversations, Being a Writer, Wellness Lessons (WES)	September -June	Ithan: 70; Radnor: 85; Wayne: 79	Classroom	not measured	classroom teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Entrepreneurship (Business)	13.4.3.A; 13.4.3.B; B-LS 1; B-LS 3; B-LS 4; B-LS 7; B-LS 9; B-SMS 1; B-SMS 4; B-SMS 7; B-SS 1; B-SS 2; B-SS 7	Rosie Revere Engineer (Book), Rosie Revere's Project Book, Issy Peck Architect (Book) What Do you Do with an Idea? (Book) (IES)	September -June	Ithan: 70; Radnor: 85; Wayne: 79	Classroom	not measured	classroom teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)

Grade 1 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Introductory Lesson - Role of Counselor	ASCA.A1.1;ASCA.A1.3;ASCA.A1.5	Introduction to Counselor (IES, RES, WES); The Way I Feel (IES); School Counselor Tool Box (RES)	September	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	not measured	Elementary Counselor	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Respect	A:A2.3 ;16.2K.A B-SS 2; B-SS 5; B-SS 6;	Responsive Classroom (IES); Bucket Filling (RES); Respect Lesson, Be Respectful poster (WES)	September -December	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	not measured	Classroom Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Kindness	ASCA 16.1.5A ;ASCA 13.3.3.C; ASCA16.2.12.B B-SS 2; B-SS 4	Kindness Week Activities (IES, RES, WES); Color the World with Kindness, Post Cards (RES)Understanding Kindness Lesson, Feeling Card Activity (WES)	September -December	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	Post cards, thank you notes	Classroom Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Responsibility	A:A3.1; 16.3.K.A; 16.3.K.B; B-SMS 1; B-SS 5; B-SMS 10	Responsive Classroom (IES);Post Cards (RES)Responsibility Lesson, Responsibility Activity, Responsibility poem (WES)	September -December	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	Poem	Classroom Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Safe and Caring	16.2.5.E; 16.2.K.E B-LS 1; B-SMS 1; B-SMS 9; B-SS1; B-SS 2; B-SS4; B-SS 6; B-SS 9	Wellness Lessons (IES,RES,WES); Heart Lesson (IES) Safe and Caring Lesson, Bucket Filler Youtube Video (WES)	September -December	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	Safety posters	Classroom Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)

Personal Space	16.3.K.B B-LS 1; B-SMS 1; B-SMS 9; B-SS1; B-SS 2; B-SS4; B-SS 6; B-SS 9	Kimochi program; Hula Hoop (IES, RES); Personal Space Camp (IES); Lesson on Personal Space, Personal Space Activity (WES)	September -December	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	not measured	Classroom Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Self Control	16.3.K.B; 16.2.12.C B-SMS 2; B-SMS 9; B-SS 9	Wellness Lessons (IES, RES, WES); Kimochi program (IES); Self-Control Lesson, Simon Says Activity (WES)	September -December	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	not measured	Classroom Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Self Esteem	16.1.K.B; 16.1.5.A; 13.1.3.A	One and Only (IES), Into to Self Esteem (Book: I Like Me) (WES)	September -December	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	design rock and paint	Classroom Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Acceptance of Others	13.1.3.A; 16.2.5.B; 16.2.K.B	Rainbow Fish and Rainbow Fish Activity (WES)	September -June	Ithan: 74; Radnor: 88; Wayne: 88	Wellness Classroom	Decorate a scale	Elementary Counselor; Wellness Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Flexible Thinking	16.3.K.A	Beautiful Oops and Activity (WES)	September -June	Ithan: 74; Radnor: 88; Wayne: 88	Wellness Classroom	not measured	Elementary Counselor; Wellness Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Inclusion	16.2.5.A	Book: One and One Activity (WES)	September -June	Ithan: 74; Radnor: 88; Wayne: 88	Wellness Classroom	not measured	Elementary Counselor; Wellness Teacher	Claire Jones (IES)
Community	ASCA 16.1.5A B-SS2; B-SS3; B-SS 9	Color our World with Kindness Video (WES); school community postcards	September -December	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	not measured	Elementary Counselor; Wellness Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Career Awareness and Preparation (Interest and Hobbies)	13.1.3.A; 13.1.3.B, 13.1.3.C, 13.1.3.D, 13.1.3.E, 13.1.3.F, 13.1.3.G; B-LS 4; B-LS 9; B-Sms 1; B-SMS 3; B-SMS 4; B-SMS 7	"I like" (Being a Writer Program); Name Interviews; "When I was 5..."; "Daddy Calls Me Man", Social Studies Curriculum, "When I Grow Up" (IES); Being A Writer- "I Like" Book, Social Studies Alive, Making Meaning- Garbage Collector, Dentist (RES); Being a Writer, Free Writing on Interests and Dislikes, Social Studies Alive Lessons, Daily Discussions, Math in Focus Lessons; Wellness Lessons(WES)	September -June	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	"I Like" stories, about me poster	Classroom Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)
Career Acquisition (Social Skills, Self-Management Skills, Awareness of Resources)	13.2.3.A, 13.2.3.C 13.2.3.D; B-LS 3; B-LS 7; B-LS 9; B-SMS 2; B-SMS 6; B-SS 5; B-SS 6	Share Time, Turn and Talk (Making Meaning), Brain Pop, Brain Pop Jr. Scholastic News, Pebble Go, Raz kids, Hopes and Dream Resolutions (IES); Shared Writing, Writing a Letter, Math Groups, Guided Reading (RES); SeeSaw, Writing,	September -June	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	Not measured	Classroom Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)

		Reading Targets, Making Meeting, Independent Reading, Lesson on Writing a Letter, Letter to Vets, Thanks You Note Activity, Bucket List Activity, Reading Partners, Science Activities, Wellness Lessons (WES)						
Career Retention and Advancement (Work Habits and Social Habits)	13.3.3.A, 13.3.3.B 13.3.3.C; B-LS 1; B-LS 4; B-LS 6; B-LS 8; B-SMS 5; B-SMS 8; B-SS 1; B-SS 2 B-SS 3; B-SS 4; B-SS 8 13.3.3.C; B-LS 1; B-LS 4; B-LS 6; B-LS 8; B-SMS 5; B-SMS 8; B-SS 1; B-SS 2 B-SS 3; B-SS 4; B-SS 8	Week of Code, Social Studies- Responsible Ryan, 1st Grade Experts, Self-Reflections, Behavior/Work Habits, Share Time, Calendar Math -Math in Focus (IES); Compliment a Friend (RES); Conferencing, Social Studies Alive, Goal Writing, Bee Tickets, Cool Tool Lessons; Wellness Lessons (WES)	September -June	Ithan: 74; Radnor: 88; Wayne: 88	Classroom	not measured	Classroom Teacher	Claire Jones (IES) Sarah Casey (RES) Tracy Tracy (WES)

Grade 2 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Introductory Lesson - Role of Counselor	ASCA.A1.1; ASCA.A1.3; ASCA.A1.5	Introduction to Counselor (IES, RES, WES); Color the World with Kindness (RES)	September	Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Not Measured	Elementary Counselor	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Respect	A:A2.3; 16.2.K.A; B-SS 2; B-SS 5; B-SS 6;	Respect Activity, "We Can Show Respect" Poster (WES)	September-December	Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Kindness	ASCA 16.1.5A; ASCA13.3.3.C; ASCA16.2.12.B; B-SS 2; B-SS 4	Kindness Week Activities (IES, RES, WES); Color the World with Kindness Post Cards (RES); Identify Feelings Activity (WES)	September-December	Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Thank You Notes (IES, RES, WES); Post Cards (RES); Recognizing Feelings (WES)	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Responsibility	A:A3.1; 16.3.K.A; 16.3.K.B; B-SMS 1; B-SS 5; B-SMS 10	Wellness Lessons (IES, RES, WES)Community Builder Ideas (RES)Manners Worksheet, Responsibility Poem (WES)	September-December	Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Manners Worksheet	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Safe and Caring	16.2.5.E; 16.2.K.E; B-LS 1; B-SMS 1; B-SMS 9; B-SS1; B-SS 2; B-SS4; B-SS 6; B-SS 9	Positive Self-Talk Shield (RES); Color Your World with Kindness Video (WES)	September-December	Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Positive Self-Talk Shield	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)

Personal Space	16.3.K.B; B-SMS 2; B-SMS 9; B-SS 9	Kimochi Program (IES); Hula Hoop (IES, RES); Personal Space Activity (WES)	September-December	Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Self Control	16.3.K.B; 16.2.12.C; B-SMS 2; B-SMS 9; B-SS 9	Kimochi Program (IES); Impulsivity Activity, Video (WES)	September-December	Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Community	ASCA 16.1.5A	Color our World with Kindness Video, School Community Postcards (RES)	September-December	Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Postcards	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Career Awareness and Preparation (Interest and Hobbies)	13.1.3.A; 13.1.3.B; 13.1.3.C; 13.1.3.D; B-LS 4; B-LS 9; B-SMS 3; B-SMS 4; B-SMS 7	Writing Activity, Social Studies Alive-Jobs in Community, Morning Meeting (IES); Social Studies Alive (RES); Being a Writer, Morning Meeting, Classroom Discussions, Wellness Lessons, Social Studies Alive- Lessons 7 & 8 (WES)	September-June	Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Career Acquisition (Social Skills, Self-Management Skills, Awareness of Resources)	13.2.3.A; 13.2.3.B; 13.2.3.C; 13.2.3.D; 13.2.3.E; B-LS 3; B-LS 7; B-LS 9; B-SMS 2; B-SMS 6; B-SS 5; B-SS 6	Country Report; Owl Bags- All About Me; Letter Writing (Being a Writer); STEM; Math; SeeSew; X-tra math; Compass Learning; Poplet (IES); Social Studies Alive, Being a Writer (RES); Wellness Lessons, Morning Meeting, Daily Discussions, Sum Dog, Being a Writer, Writer's Notebook, Daily Discussions, Report Cards (WES)	September-June	Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Owl Bags, All About Me Posters, Writing Assignments, Writer's Notebook	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Career Retention and Advancement (Work Habits and Social Habits)	13.3.3.A; 13.3.3.B; 13.3.3.C; 13.3.3.D; 13.3.3.G; B-LS 8; B-SMS 5; B-SMS 8; B-SS 1; B-SS 2 B-SS 3; B-SS 4; B-SS 8	Economics Unit, Home/Communicator (IES); Goal Setting and Targets, Growth Mindset, Goal Setting, Wellness Lessons (WES)	September-June	Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Entrepreneurship	13.4.3.C; B-LS 1; B-LS 3; B-LS 4; B-LS 7; B-LS 9; B-SMS 1; B-SMS 4; B-SMS 7; B-Ss 1; B-SS 2; B-SS 7	Economics Unit, Social Studies Alive- Lessons 7, 8, 9 (WES)		Ithan: 98; Radnor: 108; Wayne: 93	Classroom	Not Measured		

Grade 3 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Introductory Lesson - Role of Counselor	ASCA.A1.1; ASCA.A1.3; ASCA.A1.5		September	Ithan: 79 Radnor: 96; Wayne: 100	Classroom	Not Measured	Elementary Counselors	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Respect	A:A2.3; 16.2.K.A; 13.3.3B; B-SS 2; B-SS 5; B-SS 6;	Respect Activity, "Respect Means" Poster (WES)	September-December	Ithan: 79 Radnor: 96; Wayne: 100	Classroom	Respect Acrostic Poem	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Kindness	ASCA 16.1.5A; ASCA 13.3.3.C; ASCA 16.2.12.B; B-SS 2; B-SS 4	Kindness Week Activities (IES, RES, WES); Boomerang, Community Kindness Postcards (RES); Lesson on Kindness, Sticks and Stones Activity (WES)	September-December	Ithan: 79 Radnor: 96; Wayne: 100	Classroom	Thank You Notes (IES, RES, WES); Stick and Stone Activity (WES)	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Responsibility	A:A3.1; 16.3.K.A; 16.3.K.B; 13.3.3.A; B-SMS 1; B-SS 5; B-SMS 10	Responsibility Lesson, Responsibility Worksheet (WES)	September-December	Ithan: 79 Radnor: 96; Wayne: 100	Classroom	Responsibility Response Worksheet	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Safe and Caring	16.2.5.E; 16.2.K.E; B-LS 1; B-SMS 1; B-SMS 9; B-SS1; B-SS 2; B-SS4; B-SS 6; B-SS 9	Lesson on Safe and Caring, "How Full is Your Bucket" Youtube video (WES)	September-December	Ithan: 79 Radnor: 96; Wayne: 100	Classroom	Safety Posters	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Personal Space	16.3.K.B; B-SMS 2; B-SMS 9; B-SS 9	Kimochi program, hula hoop (IES); Personal Space Activity, Rules About Personal Space Activity (WES)	September-December	Ithan: 79 Radnor: 96; Wayne: 100	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Self Control	16.3.K.B; 16.2.12.C; B-SMS 2; B-SMS 9; B-SS 9	Kimochi program, Self-Control Lessons (WES)	September-December	Ithan: 79 Radnor: 96; Wayne: 100	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)

Career Awareness and Preparation (Interest and Hobbies)	13.1.3.A 13.1.3.B 13.1.3.C 13.1.3.D 13.1.3.E 13.1.3.H; B-LS 4; B-LS 9; B-SMS 1; B-SMS 3; B-SMS 4; B-SMS 7	Interest Inventory, Hopes/Goal, Morning Meeting, Walk through Wayne, Social Studies Alive (RES); Inventory Activity, Social Studies Alive, Econ & Me, PBS videos, Morning Meeting, Writers Workshop, Making Meaning, Walk to Wayne, Public Service Unit (WES)		Ithan: 79 Radnor: 96; Wayne: 100	Classroom	Interview Questions, reflection sheet, Thank you notes to businesses (IES, RES, WES); Interest Inventory Sheet (WES)	Elementary Counselor, Wellness Teacher, Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Career Acquisition (Social Skills, Self-Management Skills, Awareness of Resources)	13.2.3.A 13.2.3.B 13.2.3.C 12.2.3.D; B-LS 3; B-LS 7; B-LS 9; B-SMS 2; B-SMS 6; B-SS 5; B-SS 6	Morning Meeting, Book Club Meetings, Walk through Wayne, Table Groups (Rocks and Minerals) (RES); Martin Luther King Project, Scary Story Writing Piece, Family Tradition Discussion and Activities, Book Reports, Red and White Community Day, Turn and Talk Discussions, Math In Focus, non-fiction piece, Research Reports, Small Group Activities and Group Activities throughout the Year (WES)	September-June	Ithan: 79 Radnor: 96; Wayne: 100	Classroom	Book Reports, Thank you letters	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Career Retention and Advancement (Work Habits and Social Habits)	13.3.3.A 13.3.3.B 13.3.3.C 13.3.3.D 13.3.3.E 13.3.3.F 13.3.3.G; B-LS 8; B-SMS 5; B-SMS 8; B-SS 1; B-SS 2 B-SS 3; B-SS 4; B-SS 8	Walk to Wayne (IES, RES, WES); Morning Meeting, Economics Unit in S.S., Class Rules & Behavior (IES); Charts & Reminder Sheets, Miss Nelson is Missing (RES); Cool Tool Lessons, Bucket Slips, Econ & Me Actives, Bartering Lessons, Classroom Management (WES)	September-June	Ithan: 79 Radnor: 96; Wayne: 100	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)

Entrepreneurship	13.4.3.A 13.4.3.B 13.4.3.C; B- LS 1; B-LS 3; B-LS 4; B-LS 7; B-LS 9; B-SMS 1; B- SMS 4; B- SMS 7; B- Ss 1; B-SS 2; B-SS 7	Walk through Wayne, Interview Businesses, Economics Unit in S.S, Bee Man Presentation and Activities, Community Unit (RES); Walk To Wayne, Bee Man, Research Activities, Communication Studies, Daily Deposit, Reward System (WES)	September- June	Ithan: 79 Radnor: 96; Wayne: 100	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
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Grade 4 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Introductory Lesson - Role of Counselor	ASCA.A1.1; ASCA.A1.3; ASCA.A1.5	Littlest Tall Fellow, Responsive classroom activities (IES)	September	Ithan: 89 Radnor: 90; Wayne: 78	Classroom	Not Measured	Elementary Counselors	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Respect	A:A2.3 ; 16.2.K.A; B-SS 2; B-SS 5; B-SS 6;	Responsive Classroom (IES); Respect Lessons, Respect Poster (WES)	September- December	Ithan: 89 Radnor: 90; Wayne: 78	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Kindness	ASCA 16.1.5A ; ASCA13.3.3.C; ASCA 16.2.12.B;B-SS 2; B-SS 4	Kindness Week Activities, Boomerang Video (IES, RES, WES), Partner Share (Compliments)	September- December	Ithan: 89 Radnor: 90; Wayne: 78	Classroom	Thank You Notes	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Responsibility	A:A3.1; 16.3.K.A ; 16.3.K.A; 16.2.K.E; 16.3.K.B; B- SMS 1; B-SS 5; B-SMS 10	Acrostic Poem, Responsibility Poem (WES)	September- December	Ithan: 89 Radnor: 90; Wayne: 78	Classroom	Responsibility Acrostic Poem (WES)	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Safe and Caring	16.2.5.E ;16.2.K.E; B-LS 1; B-SMS 1; B- SMS 9; B-SS1; B-SS 2; B-SS4; B- SS 6; B-SS 9	Kindness Boomerang Video (IES, RES, WES)	September- December	Ithan: 89 Radnor: 90; Wayne: 78	Classroom	Safety Posters	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Personal Space	B-SMS 2; B- SMS 9; B-SS 9	Personal Space Lesson, Bubble Space Worksheet (WES)	September- December	Ithan: 89 Radnor: 90; Wayne: 78	Classroom	Bubble Sheet Handout	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Self Control	16.3.K.B ;16.2.12.C; B- SMS 2; B-SMS 9; B-SS 9	Kimochi Program (IES); Mind Yeti (RES); Self-Control Lessons, Deep Breathing Video (WES)	September- December	Ithan: 89 Radnor: 90; Wayne: 78	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)

Bully	16.2.K.E; 16.3.K.A; 16.1.5.C	Anti-bullying assemblies, Anti-Bullying Lessons, Bully Poster, Trouble Talk Book, Just Kidding Book (IES, RES, WES); Rude vs. Mean vs. Bullying activity,	October- November	Ithan: 89 Radnor: 90; Wayne: 78	Classroom	Observation of Role Playing	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Goal Setting	13.1.11.A; 13.2.5.A 16.1.K.D; 16.1.5.D; 16.1.8.D	Wellness Lessons, Vault Program (IES,RES,WES); Hopes and dreams (IES)		Ithan: 89 Radnor: 90; Wayne: 78	Classroom	Hopes and Dreams, New Year Goals, Vault Program Completion Certificates	Not Measured	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Career Awareness and Preparation (Interest and Hobbies)	13.1.5 A; B-LS 4; B-LS 9; B- SMS 1; B-SMS 3; B-SMS 4;B- SMS 7	Vault Program	April	Ithan: 89 Radnor: 90; Wayne: 78		Vault Program Completion Certificates	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Career Acquisition (Social Skills, Self-Managment Skills, Awareness of Resources)	13.2.5A 13.2.5C 13.2.5E; B-LS 3; B-LS 7; B-LS 9; B-SMS 2; B- SMS 6; B-SS 5; B-SS 6	Vault Program (IES, RES, WES); Yearly Goals- Interest Inventory Skills, Everyday Counts (Math), Morning Meeting, American Education Week, Interview Parents about Careers/Schooling, Scheduling, Discussion on Career, Listening/Speaking Lesson & Activities, Friendly vs. Business Letters (RES); Cool Tool Lessons, Book Reports, Being a Writer, Social Studies Alive (WES)	September- June	Ithan: 89 Radnor: 90; Wayne: 78	Classroom	Presentations, Letters and Writing Assignments, Observations, Discussions, Vault Program Completion Certificates	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Career Retention and Advancement (Work Habits and Social Habits)	13.3.5A 13.3.5B 13.3.5C 13.3.5D 13.3.5E; B-LS 8; B-SMS 5; B- SMS 8; B- SS 1; B-SS 2 B-SS 3; B-SS 4; B-SS 8	Vault Program (IES, RES, WES); Morning Meeting, Cooperative Groups, Classroom Routine, Classroom Management, Social Issue Books (RES), Agendas (RES); Setting Expectations, Goal Setting, Social Studies Alive, Book Reports, Targets, Making Meaning, Science, Math In Focus (WES)	September- June	Ithan: 89 Radnor: 90; Wayne: 78	Classroom	Observations, Discussions, Book Reports, Writing Assignments, Presentations, Vault Program Completion Certificates	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Entrepreneurship	13.4.5 A 13.4.5.C; B- LS 1; B-LS 3; B-LS 4; B-LS 7; B-LS 9; B-SMS 1; B- SMS 4; B- SMS 7; B- Ss 1; B-SS 2; B-SS 7	Vault Program (IES, RES, WES); Living Museum Activity (Milton Hershey, Thomas Edison (IES)	September- June	Ithan: 89 Radnor: 90; Wayne: 78		Field Trip, Discussions, Observations, Vault Program Completion Certificates	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)

Grade 5 Curriculum Action Plan

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students	Location	Evaluation and Assessment	Stakeholder	Contact Person
Introductory Lesson - Role of Counselor	ASCA.A1.1; ASCA.A1.3; ASCA.A1.5	Introduction Discussion; Pertinent Topics	September	IES: 70 RES: 106 WES: 105	Classroom	Not Measured	Elementary Counselors	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Respect	A:A2.3; 16.2.K.A; B-SS 2; B-SS 5; B-SS 6;	Respect Activity, "We Can Show Respect" poster (WES)	September-December	IES: 70 RES: 106 WES: 105	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Kindness	ASCA 16.1.5A; ASCA 13.3.3.C; ASCA 16.2.12.B; B-SS 2; B-SS 4	Kindness Week Activities (IES, RES, WES); Identify Feelings Activity, Kindness Boomerang (IES, RES, WES); Community Kindness Postcards (RES)	September-December	IES: 70 RES: 106 WES: 105	Classroom	Postcards	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Responsibility	A:A3.1; 16.3.K.A; 16.3.K.B; B-SMS 1; B-SS 5; B-SMS 10	Responsibility Lesson, Responsibility poem (WES)	September-December	IES: 70 RES: 106 WES: 105	Classroom	My Qualities Worksheet (WES)	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Safe and Caring	16.2.5.E; 16.2.K.E; B-LS 1; B-SMS 1; B-SMS 9; B-SS1; B-SS 2; B-SS4; B-SS 6; B-SS 9	Health and Wellness Bus Safety, Personal Self-Care	September-December	IES: 70 RES: 106 WES: 105	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Personal Space	16.3.K.B; B-SMS 2; B-SMS 9; B-SS 9	Personal Space Activity (WES)	September-December	Ithan: 70; Radnor: 87; Wayne: 102	Classroom	Boundaries Worksheet	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Self Control	16.3.K.B; 16.2.12.C; B-SMS 2; B-SMS 9; B-SS 9	Self Control Lessons, Impulsivity Activity, Video (WES)	September-December	IES: 70 RES: 106 WES: 105	Classroom	Not Measured	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Career Awareness	13.1.5.A; 13.1.5.H; B-LS 4; B-LS 9; B-Sms 1; B-SMS 3; B-SMS 4;B-SMS 7	Career Inventory, Career Cluster Descriptions (IES,RES,WES), Wellness Lessons (IES, RES, WES)	September-June	IES: 70 RES: 106 WES: 105	Classroom	Cluster Job Interest Paper	Elementary Counselors; Wellness Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Interest Inventory	13.1.5.A; 13.1.5.G; 13.1.5.H; 13.3.5.G	Inventory Handout (IES,RES,WES)	September-June	IES: 70 RES: 106 WES: 105	Classroom	Inventory Worksheet	Elementary Counselors; Wellness Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Cluster and Job Identification	13.1.5.B; 13.1.5.G	Grape Cluster Handout (IES, RES, WES)	September-June	IES: 70 RES: 106 WES: 105	Classroom	Grape Cluster Paper	Elementary Counselors; Wellness Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)

Career Awareness and Preparation (Interest and Hobbies)	13.1.5.A; B-LS 3; B-LS 4; B-LS 9; B-SMS 1; B-SMS 3; B-SMS 4; B-SMS 7	Wellness Lessons- Career Cluster Activities (IES, RES, WES)	September-June	IES: 70 RES: 106 WES: 105	Classroom	Career Interest Blog	Elementary Counselors; Wellness Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Career Acquisition (Social Skills, Self-Management Skills, Awareness of Resources)	13.2.5.A; 13.2.5.C; 13.2.5.E; B-LS 3; B-LS 7; B-LS 9; B-SMS 2; B-SMS 6; B-SS 5; B-SS 6	Responsive Classroom, Writers Express, Letters to Community and Staff, Rubrics, Time Management for Long Term Projects (IES); Cool Tool Lessons, Making Meaning, ELA-Writing Prompts and Assignments, Science Units, School Wide Positive (WES)	September-June	IES: 70 RES: 106 WES: 105	Classroom	Writing Assignments	Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)
Career Retention and Advancement (Work Habits and Social Habits)	13.3.5.A; 13.3.5.B; 13.3.5.C; 13.3.5.D; 13.3.5.E; B-LS 8; B-SMS 5; B-SMS 8; B-SS 1; B-SS 2 B-SS 3; B-SS 4; B-SS 8	Responsive Classroom, Rubrics, Time Management, Guided Reading, Collaborative Grouping Across Curriculum, Turn and Talk (IES); Connection Lesson, Class Discussions, School Wide Positive, Social Studies Alive, Daily Work & Partner Work, Making Meaning, Being a Writer, Math in Focus, Understanding and Developing Schedules, Homework (WES)	September-June	IES: 70 RES: 106 WES: 105	Classroom	When I Grow Up Questionnaire	Wellness Teacher; Classroom Teachers	Claire Jones (IES), Sarah Casey (RES), Tracy Tracy (WES)

Grade 6 Curriculum Action Plan

Lesson Content/Program Content	CEW Domain and/or ASCA Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact person
Transition to Middle School (WEB curriculum Day 1)	13.3.8.B, 13.3.8.C 13.3.8.E A.A1.2, A.A 1.4 A.A2.2, A.A2.3, A.A3.1, A.B1.4, A.C1.1	WEB program	September	285	Gym and classrooms	Getting to know you feedback	Canny, Ottaviano, Raines, Diehl,	McAndrew
Transition to Middle School (WEB follow ups)	13.3.8.B, 13.3.8.C 13.3.8.E M1, M3, B-SS 2 & 9	WEB Socials	September, December, February, March	285	Cafeteria, Gym, LGI	Attendance, Project, champion	Students, Counselors, Teachers	McAndrew
Social/Emotional (SAP presentations)	13.3.8.A, 13.3.8.C M1, B-SS1, B-SS2, B-SS3, B-SS4, B-SS9 M1, B-SS1, B-SS2, B-SS3, B-SS4, B-SS9	SAP	September-October	285	Team PODs or Virtual	Referrals	Kent, Ottaviano	McAndrew
Career Exploration - Cluster finder	13.1.8 A,B, E,F, G, H 13.4.8.B M4, M5, B-LS 7	Naviance Cluster Finder	September-June	285	Classroom	Completed Inventory	DeShan	McAndrew
Getting to Know You Interviews	13.1.8. A, B, F,H 13.3.8. A, C, E, G M1, M3, M6, B-SS1, B-SS3, B-SS9	One on one "who are you anyway?"	September-June	285	Counselors office	Form	Ottaviano	McAndrew
Bully Prevention Lessons	13.3.8 A, C M3, B-SS 2, 4,5, 8, 9 B-SMS 7	Bully prevention lessons	September-June	285	Health Classrooms	Reporting Bully Forms	Ed McCallion, Eric Ruffenach, Amanda Lewis, Clyde Diehl, Jamie McAndrew, Megan Dean Ottaviano	McAndrew
Career Exploration	13.1.8A,B,C M4, M5, B-LS 7	Naviance Lessons (Taking Responsibility)	September-June	250	FaCS Classroom	Tasks and Journal Entry in Naviance	Students, Teachers	McAndrew
Red Ribbon Week	13.2.8.E B-SMS 7 & 9 B-SS 5 & 9 B-SMS 7 & 9 B-SS 5 & 9	Red Ribbon Week lessons	October	285	Advisory classrooms	Pre and Post assessment	Advisory teachers, Diehl, Raines, Ottaviano	McAndrew
Minding Your Mind Presentation	13.1.8 F 13.2. 8. E 13. 3.8 C M1, M5, B-LS 9, 10	Minding your Minds Presentation	April	285	Auditorium	Follow up Advisory discussion	Minding your Mind presenters, Diehl, McAndrew, Ottaviano, Dean	McAndrew
Virtual Career Fair	13.1.8 A, B, C, D, E, F 13.3.8. A, E, G, 13.4. 8 A, B M4, M5, B-LS 7, B-LS.9	Community Presenters	May	285	Auxiliary Gym	Task on Naviance	Community Members, Ottaviano, McAndrew, Diehl, Dean	McAndrew
Transition to Middle School (5th to 6th) Student transition program/tour	13.3.8.E M1, M3, M6, B-LS9, B-SMS2, B-SMS10,B-SS9	5th grade Student Program and Tour	May - October	285	Auditorium and Tour	Q & A in with Guidance	Current 6th grade students, Ottaviano, Kent	McAndrew

Grade 7 Curriculum Action Plan

Lesson Content/ Program Content	CEW Domain and ASCA Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Social/Emotional lessons	13.3.8.C M4, M5, B-LS 7, B-LS.9	Social/Emotional lessons Mind UP lessons	September-June	272	Health Classrooms	Task on Schoology	Students, Counselor, Teachers, Administrators, parents	Ottaviano/Dean
Social/Emotional (SAP presentation)	13.3.8A M1, B-SS1, B-SS2, B-SS3, B-SS4, B-SS9	MS HOPE (SAP)	September-October	272	Team PODs	Referrals	Parents, Administrators, Teachers, Counselor, Students	Doug Kent, Ottaviano
Career Exploratory	13.1.8A,B,C M4, M5, B-LS 7	Naviance Lessons (Overcoming Obstacles, Habits of Success)	September-June	272	Health and FaCS Classroom	Tasks and Journal Entry	Students, Teachers	Ottaviano/Dean
Red Ribbon week	13.2.8E B-SMS 7 & 9 B-SS 5 & 9	Red Ribbon Week	October	272	Homeroom	Pre and Post assessment	Students, Counselors, Teachers	Ottaviano/Dean
Encore Course Selection	13.1.8B,H B-LS9, B-LS1	Encore Selection	March	272	Auditorium	Completed schedule	Students, Counselors, Teachers, Parents	Ottaviano/Dean
Transition	13.3.8B, 13.3.8E B-SS5, B-SS9, B-LS9	WEB Leader Recruitment	March-June	272	LGI	Number of Applicants	Students, Teachers, Counselors, WEB Team, Parents	Diehl, Foley, Ottaviano
Minding your mind	13.1.8F 13.2.8E 13.3.8C M1, M5, B-LS 9, 10	Minding your Minds Presentation	April	272	Auditorium	Task on Naviance	Students, Staff	Ottaviano/Dean
Road Trip Nation	13.1.8A 13.2.8A,E 13.3.8C B- SS 2,4,7,9	Naiance	April	272	FACS	Task in Naviance	Students, Counselors	Ottaviano/Dean
Virtual Career Fair	13.1.8A,B,C,D 13.3.8.A,E,G 13.4.8A,B M4, M5, B-LS 7, B-LS.9	Community Presenters	May	272	Auxiliary Gym	Task on Naviance	Community Members, Students and Counselors	Ottaviano, Diehl, McAndrew, Dean

Grade 8 Curriculum Action Plan

Lesson Content/ Program Content	CEW Domain and/or ASC Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Social/Emotional (SAP presentation)	13.3.8A M1, B-SS1, B-SS2, B-SS3, B-SS4, B-SS9	MS HOPE (SAP)	September-October	267	Team PODs	Referrals	Kent, Diehl	Diehl
Career Exploration	13.2.8D M4, M5, B-LS 7,	Naviance Lessons (My Middle School Support System)	September-June	267	Health Classroom	Tasks and Journal Entry	Students, Teachers	Diehl
Social/Emotional Lessons	13.3.8.C M3, B-SS 2, 4,5, 8, 9 B-SMS 7	Mind Up Curriculum	September-June	267	Health Class-Rooms	Task on Schoology	Diehl Ottaviano McAndrew Dean	Diehl

Red Ribbon Week	13.2.8E B-SMS 7 & 9 B-SS 5 & 9	Red Ribbon Week	October	267	Homeroom	Pre and Post assessment	McAndrew, Dean, Ottaviano, Diehl	Diehl
Advisory Lessons	13.1.8F 13.2.8A 13.3.8A,B,C,E,G B-SS 2,3, 7, 8, 9 M3	Advisory day	November	267	Advisory Group	PAYS survey	Kent	Diehl
8th to 9th grade transition	13.1.8F,H 13.3.8G B-LS9	9th Grade Course selection Presentation RHS (Program of Studies)	January	267	POD	Course Schedule	Students, Parents, Teachers, Counselors	Diehl
Technical School Presentation	13.1.8D B-SS9, B-LS9	Delaware County Tech School Presentation	January	267	Auditorium	Permission slips returned for visit	Ottaviano, Diehl	Diehl
8th to 9th grade transition	13.1.8F,H 13.3.8G B-LS1, B-LS10	9th Grade Course selection Presentation Counselor (Program of studies)	February	267	Social Studies Classes	Course Schedule	Students, Parents, Teachers, Counselors	Diehl
Career Exploration - Career Key	13.1.8. A, B, C, D, E, F,G,H 13.3.8. A, G 13.4.8. B M4, M5, B-LS 7	Naviance Career Key	February	285	Advisory Classroom	Completed Inventory	Advisory teachers	Diehl
Career Plan	M4, M5, B-LS 7, B-LS.9	Career Plan	April-May	267	Social Studies Classroom	Task on Naviance	Echternach, Morikawa, Mercurio, Smolen	Diehl
Virtual Career Day	13.1.8A,B,C,D 13.3.8.A,E,G 13.4.8A,B M4, M5, B-LS 7, B-LS.9	Community Presenters	May	267	Virtual	Task on Naviance	RMS Counselors	Diehl
8th to 9th grade transition	13.2.8A 13.3.8B M1, M3, B-SMS10	8th Grade visit to RHS	May	267	RHS	Task in Naviance	Students, Counselors	Diehl
Minding your Mind Presentation	13.1.8F 13.2.8E 13.3.8C M1, M5, B-LS 9, 10	Minding your Minds Presentation	April	267	Auditorium	Classroom discussion	Diehl	Diehl
Sandy Hill	13.1.8F 13.2.8E 13.3.8C,E B-SMSS2, B-SS9, B-SS8, B-SS7, B-SS6, B-SS2, B-SMS9,	Sandy Hill Camping Trip	TBD Spring	267	Camp Sandy Hill	Journaling	McCallion, Meakim	Diehl

Grade 9 Curriculum Action Plan

Lesson Content/Program	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Freshman Fundamentals	16.1.8.A; 16.1.12.C	Presentation - determined by administration	August	279	RHS	not evaluated	Counselors, Admin, Teachers, School Psyches	RHS Administration
PSAT's Administration	A:B1.1; A:B1.2	Collegeboard - PSAT Bulletin and Testing Materials	September - October	310	RHS	Test Results	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Open House Night	13.5.1.D	Career Education Information Table	September	310	RHS	not evaluated	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, J J Lemon, Sarah Pace

9th Grade Meet and Greet	A:A3.3; 13.1.3A; A:A2.3; 13.1.8.H;	Key Talking Points; Goal Survey; iPads	- November	279	RHS	Goal Setting	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Achieveworks Learning	A:B1.6; 16.1.5.B	Naviance	November	279	RHS	Journal in Naviance	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, J J Lemon, Sarah Pace
DCTS Presentation	13.1.3.A; 13.1.5.A; 13.1.8.D; 13.1.8.B	Video; Course Guide; DCTS application	January	279	RHS	Counselor Survey	DCTS Representatives	DCTS/Sierra Calaman DCTS Liaison
Course Selection Meetings	A:C1.6; 13.1.8.H; A:B2.3; A:C1.1	Program of Studies; Credit Check; eschool; forms	Jan. - March	279	RHS	Completed student course requests	Counselors and Administrators	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Freshman Parent Night	13.1.5, D A:A1.5 A:A2.3 A:A3.3	Powerpoint presentation	January	279	RHS	Survey	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Strengths Explorer	A:B 1,6	Health class/Naviance	March	279	RHS	Naviance	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace

Grade 10 Curriculum Action Plan

Lesson Content/Program	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
PSAT's Administration	A:B1.1; A:B1.2	Collegeboard - PSAT Bulletin and Testing Materials	September - October	310	RHS	Test Results	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Open House Night	13.5.1.D	Career Education Information Table	September	310	RHS	not evaluated	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, J J Lemon, Sarah Pace
AchieveWorks Personality	A:B1.6; 16.1.5.B	Naviance	November	310	RHS	Journaling in Naviance	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Course Selection Meetings	A:C1.6; 13.1.8.H; A:B2.3; A:C1.1	Program of Studies; Credit Check; eschool; forms	February - March	310	RHS	Completed student course requests	Counselors and Administrators	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Achieveworks Intelligences	A:B2.2; A:B2.3; A:B2.4	Naviance	March/April	310	RHS	Survey	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace

Grade 11 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Student s Affected	Location	Evaluation and Assessme nt	Stakeholders	Contact Person
PSAT's administration	A:B1.1;A: B1.2	College Board -PSAT Bulletin and testing materials	September - October	259	RHS	Test Results	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Open House Night	13.1.5.D	Career education table	September	259	RHS	not evaluated	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Junior Postsecondary Planning Meetings (English class) Lesson #1	13.1.11. H; A:A1.2; A:B1.1; 13.1.3.G; 13.1.5.H	Naviance; College Planning Packet; Guidance Website; Agenda	November	259	RHS	Students create postsecond ary plan	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
College Planning Night	A:C1.6;1 3.2.3.D;1 3.1.8.G	Transcripts; SAT and ACT testing info; Career books	December	259	RHS	Survey Results	College admissions reps, PHEEA rep	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Course Selection Meetings	A:C1.6;1 3.1.8.H;A :B2.3;A:B 2.1;A:C1. 1	Program of Studies, credit checks, eschool, forms	February - March	259	RHS	Completed student course requests	Counselors, Administrators	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Junior Postsecondary Planning Meetings (English class) Lesson #2	13.1.11. H; A:A1.2; A:B1.1; 13.1.3.G; 13.1.5.H	Naviance; College Planning Packet; Guidance Website; Agenda	March	259	RHS	Students create postsecond ary plan	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace

Grade 12 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
College Planning Night for Seniors	A:A3.1; 13.2.3.D; 16.1.12.D; 13.1.11.H	Prezi Presentation, transcripts	September	312	RHS Auditorium	Survey	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
Senior Exit Surveys	13.1.3.B;	Naviance	May - June	312	RHS - English Classes	Naviance Survey	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace

Open House Night	13.1.5.D	Career education table	September	312	RHS	not evaluated	Counselors	Jeannie Semar, Sierra Calaman, Amy Wess, JJ Lemon, Sarah Pace
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Organizing Career/Postsecondary Resources

Elementary Publications and Literature:

Whose Hat it This? Sharon Katz Cooper
Oh the Places You'll Go by Dr. Seuss
Someday by Eileen Spinelli
When I Grow Up by Al Yankovic
Rosie Revere Engineer
Issy Peck Architect
What Do You Do With an Idea
 Social Studies Alive "Me and My World!"
 Being a Writer
Ms. Nelson is Missing by Harry Allard

Online Resources:

www.Everfi.com/vault
 Career Cluster powerpoint
<http://www.thenedshow.com/career-exploration-for-kids-3.html>
www.mynextmove.org
<http://www.educationplanner.org/>

Organizations and Agencies:

DCIU
 Radnor Police Department
 Radnor Education Foundation
 The Bee Man
 Wayne Business Association
 Delaware County Vocational Technology School
 Women's Resource Center

Middle and High School

Resource Types	List Resources
Organizations/Agencies	Delaware County Intermediate Unit 200 Yale Avenue, Morton PA 19070 610-938-9000
Intermediary Organizations	Paoli Hospital 255 W. Lancaster Ave, Paoli PA 19301 484-565-1000 Bryn Mawr Hospital 130 S. Bryn Mawr Ave., Bryn Mawr, PA 19010

	484-337-3000 Lankenau Hospital 100 E. Lancaster Ave, Wynnewood PA 19096 484-476-2000 Radnor Police Department 301 Iven Ave. Radnor, PA 19087 610-688-0503 Caron Foundation, Nadine Karel 243 N. Galen Hall Rd., Wernersville PA 19565 844-260-1324 Holcomb Behavioral Health, Jen O'Shea 290 Kirk Lane Media, PA 19063 610-566-5411 Peter's Place, Tony Morelli 336 King of Prussia Rd. Wayne, PA 19087 610-687-5150
Umbrella Organizations	Delaware County Chamber of Commerce, Trish McFarland 1001 Baltimore Pike Suite 9LL, Springfield PA 19064 610-565-3677 Wayne Business Association, Chris Todd PO Box 50 Wayne, PA 19087 610-687-7698 United Way 4513 Pennell Rd. #102 Aston, PA 19014 610-874-8646
Community/State Agencies	Chester County Economic Development Council, Patti Van Cleave Eagleview Corporate Center, 737 Constitution Dr. Exton, PA 19341 610-321-8212; PVanCleave@ccedcpa.com PHEAA, Fran McKeown FMcKeown@PHEAA.org 215-801-7097
Networking Opportunities	Chris Massaro, Radnor Alumni Council cmassaro@maeci.org Veronica Rodriguez, DCCC vrodriquez6@dccc.edu Jeremy Branch, Penn State Brandywine jbranch@admissions.psu.edu Jodi Robinson, University of Pennsylvania jodir@admissions.upenn.edu James Van Blunk, Temple University jjvb@temple.edu
Individual Contacts	
Community/Business Meetings	Congressman Pat Meehan's Youth Leadership Summit Young Entrepreneurs Academy, Ellen Fisher
Community Events	Main Line Regional College Fair Valley Forge Casino, 4/9/2018 NACAC Philadelphia National College Fair PA Convention Center, 10/14/2018 DCCC Career Fair Marple Campus, 4/18/2018 Delaware County Chamber of Commerce Career Fair DCCC Media Campus, 11/14/2017

Online	ASCA
Internet Based Links	https://www.schoolcounselor.org/ Naviance https://connection.naviance.com/family-connection/auth/login/?hsid=radnor PA Career Zone https://www.pacareerzone.org/ College Board Career Exploration https://bigfuture.collegeboard.org/explore-careers
Media/Advertising	Radnor High School Twitter @RadnorGuidance
Publications/Documents	PA Career Guide RadTV – Radnor’s TV station Radnorite – Radnor HS’ school newspaper

Career Resources and Examples

Intermediary Organizations	Connecting, Collaborating, Convening Organizations Ex: Business/Education Partnerships, Regional Career Ed. Partnerships
Umbrella Organizations	Organizations that represent a large group of business organizations with a common mission. Ex: Chamber of Commerce, Builders Association
Community State Organizations	Agencies representing community and state initiatives, service to communities. Ex: Career Link, Youth Council, United Way
Individual Contacts	Contacts acquired through networking and interaction Ex: Business Partnership, Community College Reps
Community/Business Meetings	Meetings, which bring cross/community members together to promote growth to further a cause. Ex: Chamber of Commerce, Technology Council
Community Events	Conferences, Workshops, Grand Openings Ex: Healthcare Career Day, Green Center Opening
Internet Based Links	Websites educating others and promoting career development and related topics. Ex: www.pacareerstandards.com , www.onetcenter.org
Media/Advertising	Marketing Various Methods that provide contacts, career awareness, ideas and workforce information Ex: Billboards, Radio and TV Ads, Social Media, Newspaper Inserts, Community Program Booklets
Publication/Documents	Hard Copy Materials that offer contacts and career/workforce information Ex: Pa. Career Guide, Newspaper Inserts, Community Program Booklets

Remember to:

- ***Think Innovatively***
- ***Network, Network, Network***
- ***Be an Investigator; Watch and Listen***
- ***Consider Many Source***
- ***Have Fun and Learn***

Individualized Academic /Career Plan

Demographics and Logistics:

The individual K-12 academic career plan begins in Kindergarten with career lessons for all students and will continue throughout elementary, middle and high school. Throughout K-12 students will produce pieces of evidence documenting their career plan. These documents will be collected and stored as hard copies (in elementary school) and then as an electronic portfolio using *Naviance* (during middle and high school). Each individual portfolio will be maintained by the school counselor of record. The portfolio will contain the students' Walk through Wayne interview questions and summary page (3rd), Vault Program Certification and Delaware County Technical High School (DCTHS) reflection sheet (4th), career inventory and DCTHS reflection sheet (5th) The name and graduation year will be necessary to identify the student's folders. Technical support is needed to merge the elementary evidence and the middle and high school evidence.

Both the middle school and the high school use Naviance as a tool implementing assessments and storing evidence. The middle school portfolio will contain two pieces of evidence from each grade. For 6th grade, students will have completed a Career Cluster survey. They will also have completed task regarding our Virtual Career Day. The students in 7th grade will explore entrepreneurship in Road Trip Nation and complete a related task in Naviance. The 7th graders will also create their Smart Goal setting in Tech Ed. In 8th grade, the students will need to complete or participate in a Virtual Career Day and take a Career Key survey. They will also need to build a resume and complete a mock interview in their Social Studies classes, (all tasks to be stored in Naviance). 8th graders will also finish a Cluster Finder survey prior to STEAM Day (5/30) in Science. After our RMS STEAM day, the 8th graders will complete a culminating task in Naviance.

Two high school pieces of evidence will be gathered from student assessments; Achieveworks Learning post reflection (9th), and the Achieveworks Personality post reflection (10th). Students will also complete a document each year during course selection that assists in aligning their courses for the following year with their stated career goals.

Interventions and Assessments:

The self-assessments and interventions are administered as followed: Students in 3rd grade will complete a summary of their Walk through Wayne experience and an interview with local business owners and or employers. 4th grade will complete the Vault program, a program designed by Everfi that introduces critical financial concepts and skills. They will also complete a reflection sheet after the Technical school's assembly. The 5th graders will also complete the same reflection sheet and complete a career inventory. The middle school portfolio will contain two pieces of evidence from each grade. For 6th grade, students will have completed a Career Cluster survey. They will also have completed task regarding a Virtual Career Day presentation. The students in 7th grade will explore entrepreneurship in Road Trip Nation and complete a related task in Naviance. The 7th graders will also create their Smart Goal setting in Tech Ed. In 8th grade, the students will need to complete a Virtual Career Fair presentation, and take a Career Key survey. They will also need to build a resume and complete a mock interview in their Social Studies classes, (all tasks to be stored in Naviance). 8th graders will also finish a Cluster Finder survey prior to STEAM Day (5/30) in Science. After our RMS STEAM day, the 8th graders will complete a culminating task in Naviance. The high school will also complete English Class reflection

Survey, English Course Recommendation Request Letter Survey, Conflict Resolution Strategies Survey and Time Management Strategies survey.

Parental Engagement

K-2 Parents are a part of helping children share about their interests through activities like: About Me posters, sharing about their heritage, and participating in writing and STEM activities.

Three parents participate in career exploration activity through Walk through Wayne experience by accompanying students on the visit and assisting with the interview process.

In grades 3-5 parents will be encouraged to participate in classroom presentations exposing students to a variety of careers and career paths.

The purpose of our College and Career readiness plan is to engage parents and students in an open and ongoing dialogue about the student's future. We will begin to create events and tasks in Naviance that parents and students will work on together, thus fostering the discussion about meaningful, well thought-out decision making regarding the student's future pathway.

Grade Example of Individual Academic/Career Plan

K	Communication skill and career awareness of community job lessons What is a job in our school and community?
1	Social problem solving and career awareness What are my likes and dislikes? What am I good at?
2	Self management skills and school career connection lessons What are my jobs as a student? As a member of the school community? As a member of the greater community?
3	Conflict resolution and entrepreneurship lessons How do I use communication to solve problems? What I can learn about local businesses and their leaders?
4	Career acquisition lessons What communication skills do I need? What decision making skills will help me succeed? What tools do I need to be responsible and successful?
5	Career cluster inventory survey What can I learn about jobs that fit my interest and skills? What kind of jobs are available? What are the career clusters and jobs that fit within them?
6	Cluster Finder: The Cluster Finder helps students learn what career clusters may be a good match for them based on activities that interest them, personal qualities they possess and subjects that they enjoy studying in school. Learning Style Inventory: students will discover how they learn best and how that will tie to a possible career. Virtual Career Fair: A presentation of career exploration from local people in the workforce sharing their experience, career path, education and skills needed to hold their position. Tech Ed classroom entrepreneurship lessons.

	Health Class: Take Responsibility Goals
7	<p>Roadtrip Nation (Entrepreneurship): Students can virtually learn about careers by listening to interviews, learning about their daily life, skills and character traits that are needed for a particular career, (with a focus on Entrepreneurship). Tech Ed</p> <p>Virtual Career Fair : A presentation of career exploration from local people in the workforce sharing their experience, career path, education and skills needed to hold their position.</p> <p>7th Grade FACS: Habits for Success/Time Management</p>
8	<p>Career Key: Students will identify their strengths, values, personality, and skills that will help them decide which careers will fit them best.</p> <p>Resume writing: In Social Studies classes, students will learn how to write a resume.</p> <p>Interview preparation: Students will be watching videos on do's and don'ts of interviewing.</p> <p>Mock Interviewing: Students will practice their interviewing skills with a faculty member.</p> <p>DCTS presentation/Task follow up: Students will attend a presentation from the Delaware County Technical School regarding program offerings for high school. After hearing the presentation, students will be completing a reflection task on Naviance.</p> <p>Virtual Career Fair: A career exploration presentation from local people in the workforce sharing their experience, career path, education and skills needed to hold their position.</p> <p>8th Grade Health class: My Middle School Support system/ stress management lesson</p> <p>8th Grade FACS: Income and Expenses</p>
9	<p>Achieveworks Learning and Productivity lesson in Naviance</p> <p>Strengths Explorer lesson and assessment in Naviance</p> <p>Delaware County Technical School information session</p> <p>Individualized course selection</p> <p>PSATs</p>
10	<p>Achieveworks Personality via Naviance</p> <p>Achieveworks Intelligences via Naviance</p> <p>Delaware County Technical School information session</p> <p>Individualized course selection</p> <p>PSATs</p>
11	<p>Individual post-secondary planning meeting with Counselor</p> <p>Delaware County Technical School information session (including medical career option)</p> <p>Post Secondary Overview lessons #1 and 2</p> <p>Individualized course selection</p> <p>PSATs</p>
12	<p>Medical Careers (DCTS) option</p> <p>Senior Exit Survey</p>

Examples of portions of Individualized Academic/Career Plan

Cluster Finder

Name _____

My top three clusters are:

1. _____
2. _____
3. _____

Next, click on each cluster. Each cluster will open to an overview page with some related career pathways.

Cluster #1

1. Career Cluster: _____
2. Overview: List THREE interesting or important facts about this career:
 - a. _____
 - b. _____
 - c. _____
3. Credentials: What degree or degrees do you need to hold this position?

4. Related Careers: What are 3 other related careers?
 - a. _____
 - b. _____
 - c. _____
5. Related Majors: What are 3 majors that you could also take?
 - a. _____
 - b. _____
 - c. _____
6. Plan of Study: How many years of schooling is it going to require to hold this position?

**Bonus question: About how much might your salary be? _____

Cluster #2:

1. Career cluster: _____
2. Overview: List THREE interesting or important facts about this career:
 - a. _____
 - b. _____
 - c. _____
3. Credentials: What degree or degrees do you need to hold this position?

4. Related Careers: What are 3 other related careers?

- a. _____
- b. _____
- c. _____

5. Related Majors: What are 3 majors that you could also take?

- a. _____
- b. _____
- c. _____

6. Plan of Study: How many years of schooling is it going to require to hold this position?

****Bonus question:** About how much might your salary be? _____

Cluster # 3

1. Career cluster _____

2. Overview: List THREE interesting or important facts about this career:

- a. _____
- b. _____
- c. _____

3. Credentials: What degree or degrees do you need to hold this position?

4. Related Careers: What are 3 other related careers?

- a. _____
- b. _____
- c. _____

5. Related Majors: What are 3 majors that you could also take?

- a. _____
- b. _____
- c. _____

6. Plan of Study: How many years of schooling is it going to require to hold this position?

****Bonus question:** About how much might your salary be? _____

Career and Technical Center Strategy

Student Awareness

Grade	Intervention/Program/Events	Stakeholder Delivering	Beginning & End	Contact Person
9	Delaware County Technical School Presentation of Programs	DCTS faculty	February 2022	Sierra Calaman
9 -12	DCTS tours	DCTS faculty	Ongoing through SY	Sierra Calaman
9 -12	CTC Information posted in RHS Program of Studies	DCTS	2021-2022	PT Kevgas
11	Medical Career Presentation	Medical Career Instructor	March 1, 2022	Sierra Calaman
9-11	Presentation and lunch table on new DCTS program (Biomedical Technology)	DCTS Principal and Counselor	Various times throughout school year	Sierra Calaman

Parent Awareness

Grade	Intervention/Program/Events	Stakeholder Delivering	Beginning & End	Contact Person
9	Freshman Parent Check-in: Introduction to DCTS options	RHS School Counselors	February 22, 2022	RHS Counselors
9-12	DCTS Information table in RHS School Counseling Office (brochures, applications, etc).	RHS School Counselors	2021-2022	Sierra Calaman

Educator Awareness

Grade	Intervention/Program/Events	Stakeholder Delivering	Beginning & End	Contact Person
9 - 12	DCTS Counselor Breakfast	DCTS Faculty and Staff	Twice each school year	Sierra Calaman
9-12	DCTS Information table in RHS School Counseling Office (brochures, applications, etc.)	RHS School Counselors	2021-2022	Sierra Calaman

Job Descriptions

Elementary School Counselor **Grades K-5 (IES, RES, WES)**

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

General Functions

- Provides support to students, parents, teachers and administrators while carrying out the goals and objectives of the counseling program.
- Provides consultation and recommendation to teachers for students who are experiencing distress, trauma or emotional instability.
- Provides, when appropriate, services in large groups, small groups and individual counseling.
- Maintains communication with school staff, parents and community agencies regarding programs, activities, and needs of students and families.

Specific Duties

- Designs, implements, and evaluates the guidance curriculum for grades K-5.
- Provides academic support including organizational, study and test taking skills.
- Works closely with principal, school psychologist, school nurse, learning support teachers, regular education teachers to monitor and assess the academic, social and emotional needs of identified students.
- Participant in MTSS team
- Conducts Risk and Threat Assessments
- Participates in a variety of school-based team meetings (data, crisis/safety, school climate).
- Provides, in conjunction with the principal and other school professionals, appropriate, timely identification of and intervention for 'at risk' students.
- Helps to facilitate smooth intra-and inter-school transitions to enhance student adjustment.
- Provides a range of age appropriate career awareness opportunities for students in accordance with the elementary guidance curriculum.
- Monitors students for excessive absences and follow-up with building principal in accordance with district policy.
- Provides information about community agencies and referrals to community agencies for additional help for students as needed.
- Provides individual or group counseling for those students who experience social/emotional problems and/or adjustment difficulties.
- Participates in presentations to families and parents.
- Plans cooperatively and works collaboratively with parents, teachers and administrators for students.
- Attends IEP/504 meetings, when appropriate.
- Assists with the development and implementation of positive behavior support plans.

- Provides crisis intervention.
- Co-facilitates appropriate educational support groups in areas such as social skills and conflict resolution.
- Teaches classroom guidance lessons on a variety of academic, social/emotional, and career topics.
- Provides staff development opportunities for professional and paraprofessional staff.
- Assists with the development of programs to facilitate each student's adjustment (e.g. peer mentoring)
- Performs other duties as assigned by either the building principal.

Middle School Counselor **Grades 6-8**

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

Job Goal: To provide the best guidance services possible to the pupils, parents and faculty of the Middle School and to implement the guidance program of the Middle School under the direction of the principal.

Performance Responsibilities:

1. Orientation to the Middle School
 - a. Participate in the orientation program for pupils entering sixth grade
 - b. Work with recommendations of the fifth grade teachers in preparing sixth grade sections.
 - c. Explain guidance program to teachers new to the Middle School.
 - d. Interview transfer pupils and parents.
2. Counseling
 - a. Conduct conferences with pupils, teachers and parents at any grade level.
 - b. Work in a more intensive manner with individual pupils who have been referred for definite problems (social, scholastic, health, etiquette, etc.)
 - c. Gather and interpret materials on individual pupils, parent conferences MDTM, and follow up on recommendations made.
 - d. Run Support groups
 - e. Conducts Risk and Threat assessments
3. Testing
 - a. Interpret test results to faculty, students and parents.
 - b. Plan testing schedule and instruct faculty to administer tests.
 - c. Make application for individual psychological testing and follow up on recommendations.
 - d. Analyze weak areas spotted by test result and make necessary recommendations.
4. School Counseling Materials and Information
 - a. Develop new forms as needed to be used by counseling personnel.
 - b. Introduce new forms to teachers.

- c. Disseminate information as bulletins arrive from State Department, etc.
 - d. Complete transcripts for departing students.
- 5. Homebound Instruction
 - a. Gather necessary information to make the request.
 - b. Contact parents and teachers involved.
 - c. Check on attendance record.
- 6. Summer School
 - a. Prepare a list of information on summer schools in the area.
- 7. Pupil Assistance
 - a. Work with teachers in compiling a list of pupils who have speech and hearing difficulties and bring that list to the attention of the specialists.
 - b. Confer with the nurse regarding health problems of individual pupils.
 - c. Make arrangements for specialists to meet their pupils.
 - d. Work with high school personnel and tutors.
 - e. Refer to appropriate outside resources.
 - f. Monitor academic progress throughout the year.
- 8. High School course Selection
 - a. Explain high school requirements and courses.
 - b. Obtain recommendations from eighth grade teachers for ninth grade courses.
 - c. Counsel with pupils and teachers on choices.
 - d. Obtain subject request forms from all eighth graders.

High School Counselor **Grades 9 – 12**

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

General Functions

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

Specific Duties

- Support in the maintenance of accurate student files, including academic records, confidential records, test results and transcripts
- Encourage participation of each student in the school and Radnor community

- Maintain files of educational and career information for student, parent and counselor use
- Assist in the development and administration of a standardized testing program and interpret the results, as needed, to students and parents
- Provide information about community agencies and resources
- Help students assess their interests, abilities and aptitudes to make career-related, educational and vocational decisions
- Facilitate the forwarding of transcripts and counselor recommendations to other schools, agencies, colleges and prospective employers as requested
- Provide individual support for those students with social/emotional, behavioral, and/or attendance concerns and connect students and families with school and community based resources
- Assist students and parents in building an appropriate high school plan of study
- Help students make connections between course offerings and career goals
- Assist students and/or parents in developing long and short range career goals
- Participate in the Student Assistance Program
- Prepare and present annual grade-specific evening programs that focus on transition, post-secondary and school counseling resources
- Plan, lead and participate in parent/teacher meetings to coordinate support for students
- Plan cooperatively with parents, teachers and administrators for students with IEP's, 504s and/or GIEP's
- Assist in the on-going planning and development as well as lead activities in a Comprehensive Career Development Program grades K-12
- Offer to meet with students and parents individually in 11th grade to discuss postsecondary plans
- Develop and utilize different activities and programs to become more proactive in assisting students
- Perform other duties as assigned by the building principal
- Conduct Risk and Threat Assessments