

Chapter 339 K-12 School-Counseling Plan Outline

School District: Northern York County School District **Date:** July 1, 2016

1. **School Counselors and Assignments:**

- K-5: Mr. Troy Strausbaugh- South Mountain Elementary (430:1)
 Mrs. Kimberly Landauer- Dillsburg Elementary (430:1)
 Mrs. Molly Nguyen- Northern Elementary and Wellsville Elementary (530:1)
- 6-8: Ms. Arwa Bowman- Northern Middle School (373:1)
 Mr. Isaiah Varisano- Northern Middle School (378:1)
- 9-12: Mrs. Stephanie DePalmer- Northern High School (252:1)
 Mr. Dale Reeder- Northern High School (365:1)
 Mrs. Amber Gunning- Northern High School (362:1)

2. **School-Counseling Department Mission Statement**

It is the mission of the Northern York County School District's School Counseling Department to provide services through a comprehensive curriculum in the areas of academic, personal/social, and career guidance to all students Kindergarten through twelfth grades, serving students' unique needs and abilities. Keeping leadership, advocacy, collaboration, and change in mind, we strive to help students become effective, successful, and productive now and when they become members of the workforce.

3. **Program Goals:**

Elementary:

Academic - During the 2016-2017 school year, 100% of the 4th grade students will be able to identify a positive work habit goal and create a three step process to reach that goal.

Career - During the 2016-2017 school year, 100% of 5th grade students will complete SPARK portfolios to support their academic career plans.

Personal -During the 2016-2017 school year, 100% of 3rd students will create and sign a pledge that will promote positive friendship skills.

Middle:

Academic -- By the end of the 2016-2017 school year, 100% of 8th graders will create an educational plan for graduation requirements.

Career -- 100% of all 6th graders will create an online career planning portfolio in Google during the 2016-2017 school year.

Personal/Social -- During the 2016-2017 school year, 100% of 7th graders will participate in soft skills training lessons on time management, communication skills, problem-solving, and conflict resolution.

High:

Academic - During the 2016-2017 school year, 100% of students will meet individually with their school counselor to assess their academic standing.

Career -- During the 2016-2017 school year, each grade level will receive two Naviance lessons addressing career and postsecondary planning.

Personal/Social -- During the 2016-2017 school year, 100% of 9th grade students will receive a lesson on suicide awareness/prevention during the first semester of the school year.

4. Stakeholders:

Students

- The students of Northern York County School District will receive curriculum focused on academic, career, and personal/social skills in order to make educated and reasonable decisions that will lead to their successful future. Students will also participate in individual student planning to develop goals related to their interests and abilities.
- Students will serve roles in mentoring other students in areas of career choices and opportunities. Students may present their experiences in the school counseling program to other stakeholders. There will be student representatives from various grade levels in our Advisory Council.

Parents

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

Educators

- Teachers, administrators, and school board members will be asked to promote the beliefs and mission of the school counseling program. Educators will accomplish this through classroom instruction, meetings with parents, students, and community members as well as attending and participating in programs developed by the school

counseling department. Educators will also be asked to serve on the advisory council.

- Educators will be made aware of the mission and goals through their participation on the advisory council as well as through informational sessions during professional development days, department/team/grade level meetings, the school counseling website, and counselor driven presentations.

Business/Community

- Both business/community and student stakeholders will benefit by having interaction between current and future employees. Students will gain an understanding of the value of positive social interactions, teamwork, goal setting, communication, and the academic skills needed in the workforce. Businesses will, in turn, benefit by having potential employees with a stronger skill set.
- As partners, members of the business community will provide opportunities to students to job shadow, provide support of the school counseling curriculum in the areas of workplace expectations and serve on the advisory council.

Post-Secondary

- Post-secondary partners will assist the Northern York County School District school counseling program by increasing awareness of post-secondary options, as well as preparing the students for post-secondary success.
- Post-secondary representatives will serve on the advisory council. They also will provide opportunities through classroom presentations, informative sessions, and invitations to visit post-secondary locations.

*Also attach the four action planning charts for each stakeholder group (separate documents)

5 Role of the School Counselor: At NYCSD, the school counselors play four major roles that ensure our mission goals are met. These roles are leader, advocate, collaborator, and an agent of systemic change.

- A. **Leader:** As a leader, the school counselor is responsible for managing and implementing a comprehensive K-12 curriculum. The following leadership components are included:
- Develop, deliver, and evaluate a comprehensive school counseling curriculum.
 - Utilize data to drive program needs to benefit students.
 - Help promote a safe and healthy learning environment.
 - Serves on both, school-based and district-based teams to benefit student needs/welfare.
 - Educate stakeholders on program development, needs, and successes.
 - Understand, assess, and advocate for any needed changes program-wide.
- B. **Advocate:** The school counselor is an advocate for students, the profession, and for systemic change. Advocacy eliminates barriers to success for individual students, groups of students, and the student body as a whole. The following components are included:

- Remove barriers to promote academic success.
 - Support those who are underrepresented.
 - Ensure equitable access to education and career opportunities.
 - Ensure all students have ongoing access to a caring adult.
 - Utilize data to address student needs.
 - Work as a liaison for students with parents, teachers, and community.
- C. ***Collaborator***: The school counselor teams up with all stakeholders during various times to create an environment that promotes student successes in regards to goals and outcomes. Collaboration occurs in the following ways:
- Show commitment to the school district’s mission.
 - Maintains open communication to give and receive recommendations, suggestions, and feedback with teachers to assist with student needs.
 - Work with community resources to educate students, parents, and faculty on the workforce.
 - Offer trainings and professional development opportunities to faculty and parents.
 - Be an active member of various school/district teams.
 - Shows the need and desire for counseling specific professional development.
- D. ***Agent of Systemic Change***: As a change agent, the school counselor continuously looks for things that can be institutional barriers to student success, and helps to remove them. Therefore, school counselors ensure changes are made to meet student needs. Systemic change occurs in the following ways:
- Gathers and utilizes data to assess the need for system change.
 - Understands and asserts the need for ethical obligations.
 - Enlists influential people and policy makers for support.
 - Networks with various people and organizations.
 - Involved in various decision-making processes.
6. **Advisory Council**- The Northern York County School District School Counseling Program has an established Advisory Council comprised of members of all stakeholder groups. We met twice in the 2015-2016 school year and will meet the second Monday in November and April of the 2016-2017 school year.

Elementary Monthly Program Calendar

Key: **Green = Guidance Curriculum**; **Purple = Prevention, Intervention, and Responsive Services**; **Blue = Individual Student Planning**; **Orange = System Support**

<u>July</u>	<u>January</u>
Academic:	Academic: Development and implementation of behavior systems Review OLSAT scores for 1 st and 3 rd grade to determine eligibility for gifted screening

	<p>Gifted Screenings and prepare documentation to support referrals for gifted evaluations</p> <p>Participate in Child Study, 504, IEP meetings</p>
Career:	Career:
Personal/Social:	<p>Personal/Social:</p> <p>Great Kindness Challenge activities</p> <p>Individual counseling</p>
<u>August</u>	<u>February</u>
<p>Academic:</p> <p>Kindergarten Orientation</p> <p>Peer Helper and S.W.A.T. Team (Students Who Assist Teachers) referrals</p> <p>Participate in roster review, Child Study, 504, IEP meetings</p>	<p>Academic:</p> <p>Development and implementation of behavior systems</p> <p>Gifted Screenings and prepare documentation to support referrals for gifted evaluations</p> <p>Participate in Child Study, 504, IEP meetings</p>
<p>Career:</p> <p>Junior Achievement program – review of services and programs</p>	Career:
<p>Personal/Social:</p> <p>New student orientation (New Kids on the Block)</p> <p>Assist in the development and related planning of Olweus Bully Prevention kick-off event and school-wide positive behavior system</p>	<p>Personal/Social:</p> <p>Individual counseling</p>
<u>September</u>	<u>March</u>
<p>Academic:</p> <p>Teacher Presentation Night (back to school)</p> <p>Training and placement of Peer Helpers and S.W.A.T. Team members</p> <p>Development and implementation of behavior systems</p> <p>Gifted Screenings and prepare documentation to support referrals for gifted evaluations</p> <p>Participate in Child Study, 504, IEP meetings</p>	<p>Academic:</p> <p>Development and implementation of behavior systems</p> <p>Gifted Screenings and prepare documentation to support referrals for gifted evaluations</p> <p>Participate in Child Study, 504, IEP meetings</p>
Career:	Career:
Personal/Social:	Personal/Social:

<p>Peace Day activities Assist in the development and related planning of Olweus Bully Prevention Kick-Off Event and School-Wide Positive Behavior System Facilitate and participate in Olweus Bully Prevention Kick-Off Event and School-Wide Positive Behavior System Individual counseling</p>	<p>Individual counseling</p>
<u>October</u>	<u>April</u>
<p>Academic: Development and implementation of behavior systems Gifted Screenings and prepare documentation to support referrals for gifted evaluations Participate in Child Study, 504, IEP meetings</p>	<p>Academic: Development and implementation of behavior systems Gifted Screenings and prepare documentation to support referrals for gifted evaluations Participate in Child Study, 504, IEP meetings</p>
<p>Career:</p>	<p>Career:</p>
<p>Personal/Social: Plan and implement Red Ribbon and Character Counts Week activities Individual counseling</p>	<p>Personal/Social: Individual counseling</p>
<u>November</u>	<u>May</u>
<p>Academic: Parent/Teacher/Student conferences Development and implementation of behavior systems Gifted Screenings and prepare documentation to support referrals for gifted evaluations Participate in Child Study, 504, IEP meetings</p>	<p>Academic: Development and implementation of behavior systems Gifted Screenings and prepare documentation to support referrals for gifted evaluations 5th Grade orientation to Middle School Participate in Child Study, 504, IEP meetings</p>
<p>Career:</p>	<p>Career:</p>
<p>Personal/Social: Individual counseling</p>	<p>Personal/Social: Individual counseling</p>

<u>December</u>	<u>June</u>
Academic: Development and implementation of behavior systems Gifted Screenings and prepare documentation to support referrals for gifted evaluations Participate in Child Study, 504, IEP meetings	Academic: Development and implementation of behavior systems Gifted Screenings and prepare documentation to support referrals for gifted evaluations Participate in Child Study, 504, IEP meetings
Career:	Career:

Middle School Monthly Program Calendar

School Counseling Curriculum: Green; Prevention, Intervention, and Responsive Services: Purple;
 Individual Planning: Blue; System Support: Orange

<u>July</u>	<u>January</u>
Academic: new student registrations and tours	Academic: athletic eligibility; Monitor students at-risk for failing; Send semester one failure letters Update 504 Plans; Child Study meetings; Benchmark test make-ups; Awards assembly
Career:	Career: 7 Habits of Highly Effective Teens
Personal/Social:	Personal/Social: character education lessons; Individual counseling; Lunch bunch; Small groups
<u>August</u>	<u>February</u>
Academic: new student registrations; Athletic eligibility; Scheduling new students; Final exams for summer credit recovery courses; Correcting schedule conflicts; Distribution and review of 504 Plans; Grade level transition meetings	Academic: 9 th grade course selection; Athletic eligibility; Parent orientation for high school courses; Parent/teacher conferences; Update 504 Plans as needed; Child Study meetings; Awards assembly

Career:	Career: 7 Habits of Highly Effective Teens
Personal/Social: character education planning and development of lessons; Individual counseling Lunch bunch; Small groups	Personal/Social: character education lessons; Individual counseling; Lunch bunch; Small groups
<u>September</u>	<u>March</u>
Academic: athletic eligibility; Planning character education schedule; Child Study meetings; Back-To-School Night; Benchmark test make-ups; Awards assembly	Academic: athletic eligibility; Begin planning for PSSA and Keystone exams; Child Study meetings; 8 th grade inputs 9 th grade courses; Awards assembly
Career:	Career: discuss CPAVTS opportunity with 8 th graders; 8 th grade visit to CPAVTS
Personal/Social: Student and faculty training on HELP; Counselor introduction to 6 th grade; Individual counseling; Lunch bunch; Small groups	Personal/Social: character education lessons; Individual counseling; Lunch bunch; Small groups
<u>October</u>	<u>April</u>
Academic: athletic eligibility; Update 504 Plans; Child Study meetings; Awards assembly	Academic: athletic eligibility; PSSA exams including proctoring make-ups; Child Study meetings; Monitor students at-risk for failing-send letters to parents/guardians; Awards assembly
Career: Holland Code activity (7 th grade); 7 Habits of Highly Effective Teens	Career: 7 Habits of Highly Effective Teens
Personal/Social: teach character education lessons; Individual counseling; Lunch bunch; Small groups	Personal/Social: character education lessons; Individual counseling; Lunch bunch; Small groups
<u>November</u>	<u>May</u>
Academic: athletic eligibility; Child Study meetings; Awards assembly	Academic: athletic eligibility; PSSA and Keystone testing/make-ups; 5 th grade transition program;

	Child Study meetings; 8 th to 9 th grade transition meetings with HS counselors; Awards assembly
Career: 7 Habits of Highly Effective Teens	Career: 7 Habits of Highly Effective Teens
Personal/Social: character education lessons; Individual counseling; Lunch bunch; Small groups	Personal/Social: character education lessons; Individual counseling; Lunch bunch; Small groups
<u>December</u>	<u>June</u>
Academic: 8 th grade initial transition meeting; Child Study meetings; Awards assembly	Academic: keep track of failing students; Set up summer course work for student who failed; Child Study meetings; Awards assembly
Career: 7 Habits of Highly Effective Teens	Career:
Personal/Social: character education lessons; Individual counseling; Lunch bunch; Small groups	Personal/Social: individual counseling; Lunch bunch; Small groups

High School Monthly Program Calendar

School Counseling Curriculum: Green; Prevention, Intervention, and Responsive Services: Purple;
Individual Planning: Blue; System Support: Orange

<u>July</u>	<u>January</u>
Academic: scheduling new students; Parent meetings	Academic: scheduling new students; Individual meetings with students who failed S1 classes; Proctor Keystone Exam retakes; Failure letters sent to parents/guardians; Child Study meetings; Parent meetings
Career: Parent meetings	Career: Finalize Vo-tech applications; Parent meetings

Personal/Social: Parent meetings	Personal/Social: Individual counseling; Parent meetings
<u>August</u>	<u>February</u>
Academic: Scheduling new students; Finishing schedules; Parent meetings	Academic: Scheduling new students; Meet with students individually regarding course selection Grade Level Scheduling Presentations 8 th grade Parent Orientation Night; Child Study meetings; Parent meetings
Career: Parent meetings	Career: case staffing for identified students for Vo-tech; Parent meetings
Personal/Social: 9th Grade & New Student Transition Program; Parent meetings	Personal/Social: Individual counseling; Parent meetings
<u>September</u>	<u>March</u>
Academic: Scheduling new students; Schedule change requests; Back-to-School Night; Child Study meetings; Parent meetings	Academic: scheduling new students; Individual meetings for scheduling; Students enter course requests into information system; Child Study meetings; Parent meetings
Career: PSAT presentation to sophomores and juniors; College/Technical schools meet with students; Parent meetings	Career: discuss vo-tech with accepted students
Personal/Social: class meetings; Individual counseling; Parent meetings	Personal/Social: individual counseling; Parent meetings
<u>October</u>	<u>April</u>
Academic: scheduling new students; Schedule change requests; Child Study meetings; Parent meetings	Academic: Scheduling new students; Individual meetings for scheduling; Meet with students who failed Q classes; Child Study meetings;

PSAT Administration	Parent meetings
Career: ASVAB presentation to juniors and seniors; CPAVTS presentation to freshmen; College/Technical schools meet with students; Parent meetings Financial Aid Night	Career: proctor spring ASVAB; Discuss ASVAB results; Parent meetings
Personal/Social: individual counseling; Parent meetings	Personal/Social: individual counseling; Parent meetings
<u>November</u>	<u>May</u>
Academic: Scheduling new students; Individual conferences with students who failed Q1 classes; Q1 failure letter sent to parents/guardians; Child Study meetings; Parent meetings	Academic: scheduling new students; Meet with students who will need remediation; Proctor AP exams; Proctor Keystone exams; Coordinate Senior Awards Program; Child Study meetings; Parent meetings
Career: College/Technical schools meet with students; Proctor ASVAB tests; Discuss ASVAB results; Parent meetings	Career: Students attend registration night at Vo-tech; Parent meetings
Personal/Social: individual counseling; Parent meetings	Personal/Social: individual counseling; Parent meetings
<u>December</u>	<u>June</u>
Academic: scheduling new students; Proctor Keystone exam retakes; Child Study meetings; Parent meetings	Academic: scheduling new students; Failure list to students; Finalize failure list; Graduation ceremony; Academic Excellence Program; Credit tracking charts; Parent meetings
Career: Parent meetings	Career: send final transcripts to post-secondary schools; Parent meetings
Personal/Social: Individual counseling;	Personal/Social: individual counseling;

Parent meetings

Parent meetings

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM: ELEMENTARY SCHOOLS

<p>Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12</p>	<p>Prevention, Intervention and Responsive Services Addresses school and student needs</p>	<p>Individual Student Planning Assists students and parents in development of academic and career plans</p>	<p>System Support Includes program, staff and school support activities and services</p>
<p>Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p>Purpose Prevention, Intervention and Responsive services to groups and/or individuals</p>	<p>Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p>Purpose Program delivery and support</p>
<p>Academic -Classroom Guidance Lessons with topics including study skills, goal setting, listening skills and learning styles. - New Student and Kindergarten Orientations</p>	<p>Academic -Parent/Teacher Conferences -Child Study Team, 504, IEP or student team meetings -Behavior systems: development, implementation and monitoring -KBIT Screenings -Gifted Evaluation referrals -Concussion Management Team trainings/meetings -Student behavior observations</p>	<p>Academic -Classroom Guidance Lessons with topics including goal setting.</p>	<p>Counselor Related: Academic -Input for ER, RR, GIEP, and 504 evaluations/referrals -Provide input/data for Child Study Team meetings -Teacher consultation -Parent/student consultation</p>
<p>Career</p>	<p>Career</p>	<p>Career</p>	<p>Career</p>

<p>-Classroom Guidance Lessons with topics including career awareness and preparation -Career Cafe</p>		<p>-Classroom Guidance Lessons with topics including career clusters, career awareness and preparation.</p>	<p>-Develop school district webpage access point for career information -Identify community members/parents to present for Career Cafe</p>
<p>Personal/Social -Classroom Guidance Lessons with topics including feelings awareness, regulating emotions, and problem solving skills -New Kids on the Block sessions -SWPBS (Polar Paws) introduction and weekly rewards -Olweus Bully Prevention program activities -Character Counts monthly pillar word activities</p>	<p>Personal/Social -Individual counseling, as needed -Mindfulness Group -Zones of Regulation group -Friendship Club (social skills group) -Banana Splits group -Peer Helper and S.W.A.T. (students who assist teachers) trainings/groups/check-ins -Parent/Teacher Conferences</p>	<p>Personal/Social</p>	<p>Personal/Social -Coordinating meetings with outside agencies as needed to support the student/family needs -Professional development (Safe Crisis Management, Olweus, CAIU counselor meetings, district counselor meetings etc.) -Provide professional workshops to support Mindfulness, character education program, SWPBS, etc. -Olweus Bully Prevention chairperson</p>
			<p>Non-Counselor Related: Early Bird (morning drop-off) monitoring Lunch Duty</p>
<p>Percentage of Time</p>	<p>Percentage of Time</p>	<p>Percentage of Time</p>	<p>Percentage of Time</p>

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM: MIDDLE SCHOOL

<p>Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p>Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p>Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p>System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p>Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p>Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p>Purpose</p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p>Purpose</p> <p>Program delivery and support.</p>
<p>Academic</p> <p>Planning character education lessons and schedule; 9th grade course selection; initial introduction to 9th grade courses with 8th graders</p>	<p>Academic</p> <p>Monitor students at risk for failing; send failure letters home at the end of each quarter and semester one; Child Study meetings; set up summer courses for students who failed</p>	<p>Academic</p> <p>Update and write 504 Plans; new student schedules; schedule corrections; parent/teacher conferences; parent orientation for incoming 9th graders;</p>	<p>Counselor Related</p> <p>Awards assemblies; PSSA testing; administration of summer course final exams; grade level transition meetings; Back-To-School Night; student and faculty training on HELP; 5th grade transition program;</p>
<p>Career</p> <p>Holland Code activity; 7 Habits of Highly Effective Teens; discuss CPAVTS with 8th graders</p>	<p>Career</p>	<p>Career</p>	<p>Non-Counselor Related</p> <p>Athletic eligibility; benchmark make-up tests; PSSA testing components</p>
<p>Personal/Social</p>	<p>Personal/Social</p>	<p>Personal/Social</p>	

Character education	Lunch bunch; small group counseling	Individual counseling	
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM
DELIVERY SYSTEM: HIGH SCHOOL**

<p align="center">Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p align="center">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p align="center">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p align="center">System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p align="center">Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p align="center">Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p align="center">Purpose</p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p align="center">Purpose</p> <p>Program delivery and support.</p>
<p align="center">Academic</p> <p>Course Selection presentations for ninth, tenth and eleventh grade</p> <p>Class presentations for eleventh and twelfth grade for ASVAB, PSAT and Financial Aid</p>	<p align="center">Academic</p> <p>Set up Tutoring for students</p> <p>PSAT Proctoring</p> <p>AP Proctoring</p> <p>Credit Recovery for failed courses</p>	<p align="center">Academic</p> <p>Individual Meetings for courses</p> <p>Individual Meetings for students who receive D's and F's</p> <p>Individual Meetings for Naviance activities by grade level</p>	<p align="center">Counselor Related</p> <p>Parent Meeting</p> <p>Consultations with teachers, parents and administrators</p> <p>Faculty Meeting</p> <p>IEP Meeting</p> <p>Open Houses</p> <p>Transition Program</p> <p>Credit Charts</p>

<p style="text-align: center;">Career</p> <p>Votech presentations for ninth grade</p> <p>Ninth grade assembly for senior votech students presentation</p> <p>Eleventh and twelfth grade presentations for ASVAB, PSAT and Financial Aid</p>	<p style="text-align: center;">Career</p> <p>PSAT</p> <p>Financial Aid Night</p> <p>Meetings with College and Military representatives</p>	<p style="text-align: center;">Career</p> <p>Individual meetings for career clusters</p> <p>IEP Meetings with students</p> <p>Discuss Elective courses and matching career clusters</p> <p>Parent Meetings</p>	<p style="text-align: center;">Non-Counselor Related</p> <p>PSAT Coordination</p> <p>AP Coordination</p> <p>Financial Aid Night</p> <p>8th grade Orientation</p>
<p style="text-align: center;">Personal/Social</p> <p>Presentations in classes discussing group dynamics</p>	<p style="text-align: center;">Personal/Social</p>	<p style="text-align: center;">Personal/Social</p> <p>One on One when student is in crisis</p>	<p>SAP Meetings</p> <p>Parent Meetings</p>
<p style="text-align: center;">Percentage of Time</p>	<p style="text-align: center;">Percentage of Time</p>	<p style="text-align: center;">Percentage of Time</p>	<p style="text-align: center;">Percentage of Time</p>

9. **Curriculum Action Plan** : See Attachment.

10. **Organizing Career /Postsecondary Resources**

Resource Types	List Resources
Organizations/Agencies	

Intermediary Organizations	Partnership for Career Development; Cumberland/Perry Area Vocational & Technical School (CPAVTS); HACC; Messiah College; Carroll Twp. Police Department; Holy Spirit Allied Health Program
Umbrella Organizations	Kiwanis Club; Builder's Club; K Kids; Dillsburg Lions Club; Dillsburg Area Business Association; Jaycees; Junior Achievement; Future Farmer's of America (FFA)
Community/State Agencies	Drayer Physical Therapy; American Legion; VFW; YWCA; Messiah College; OVR
<u>Networking Opportunities</u>	
Individual Contacts	
Community/Business Meetings	Junior Achievement; Agricultural Advisory Committee; Counselor Advisory Committee; Partnership for Career Development; Counselor Network
Community Events	Dillsburg Farmer's Fair; PA Farm Show
<u>Online/Onland</u>	
Internet-based Links	www.onetonline.org www.pacareerzone.com www.educationplanner.org Naviance www.pacareerlink.org
Media/Advertising	Dillsburg Banner; WHTM 27; CBS 21; Penn Live; The Patriot News
Publications/Documents	Counselor Webpages

11. **Individualized Academic/Career Plan:** All 8th graders will have an academic/career plan before entering high school and will be reviewed each year 9-12. See attachment.

12. **Career and Technical Center Strategy**

Student Awareness

Grade	Intervention/ Program/Events	Stakeholder/ Delivering	Data Used/Succes s Indicator	Begin & End	Contact Person
5	Intro CPAVTS	Educators/ Students	Questions and Answers	Spring	Landauer/ Strausbaugh

8	Information on CPAVTS	Educators/Students	Questions and Answers	March	Bowman/Varisano
8	Field Trip	Educators/Students	Questions and Answers	March	Bowman/Varisano
9	CPAVTS Counselor Visit	Educators/Students	Questions and Answers	October	Gunning/Stahl
9	Assembly	Educators/Students	Questions and Answers	December	School Counselors
8-10	Course Selection	Educators/Students	Question and Answers	On-going	School Counselors

Educator Awareness:

Intervention/Program/Events	Date	Stakeholder/Delivering	Data Used/Success Indicator	Contact Person
Field Trip Chaperones-8 th grade	Spring	Educators	Increased enrollment requests	Bowman/Varisano
Informational Video on CPAVTS Programs	Ongoing	Educators	Increased Discussion with Students	Strausbaugh/Landauer

Parent Awareness:

Intervention/Program/Events	Date	Stakeholder/Delivering	Data Used/Success Indicator	Contact Person
CPAVTS Counselor at 8 th grade Parent Orientation Meeting for High School Course Selection	Spring	Parents	Questions and Answers	Bowman/Varisano
CPAVTS Link on School District Website	Ongoing	Parents	Increased Discussion with Students	K-12 Counselors
Brochures at Back-To-School Night	September	Parents	Increased Discussion with Students	Bowman/Varisano Green/Gunning/ Reeder

13. Job Descriptions

ELEMENTARY SCHOOL COUNSELORS:

MR. TROY STRAUSBAUGH: (430:1)
SOUTH MOUNTAIN ELEMENTARY

Olweus Bully Prevention Committee Member
School-Wide Positive Behavior (SWPB) Facilitator
504 Plan Team Member
Brain Steps- Concussion Management Team Member
Behavior Intervention Team Member
IEP Team Member
Safe Schools Committee Member
Child Study Team Member
Peer Helper Program Coordinator
Crisis Intervention Team Member
School-Wide Positive Behavior Facilitator

MRS. KIM LANDAUER: (430:1)

DILLSBURG ELEMENTARY

Olweus Bully Prevention Committee Member
School-Wide Positive Behavior (SWPB) Facilitator
Brain Steps- Concussion Management Team Member
Behavior Intervention Team Member
IEP Team Member
Safe Schools Committee Member
Child Study Team Member
Peer Helper Program Coordinator
Crisis Intervention Team Member
School-Wide Positive Behavior Facilitator
Character Counts Program Coordinator

MRS. MOLLY NGUYEN: (530:1)

NORTHERN ELEMENTARY

WELLSVILLE ELEMENTARY

Olweus Bully Prevention Committee Member
School-Wide Positive Behavior (SWPB) Facilitator
Brain Steps- Concussion Management Team Member
Behavior Intervention Team Member
IEP Team Member
Safe Schools Committee Member
Child Study Team Member
Peer Helper Program Coordinator
Crisis Intervention Team Member
School-Wide Positive Behavior Facilitator
Character Counts Program Coordinator

MIDDLE SCHOOL COUNSELORS:

MS. ARWA BOWMAN:

FOR STUDENTS WITH LAST NAMES A-L (375:1)

School Counseling Department Chair
Student Assistance Program (SAP) Member
School-Wide Positive Behavior (SWPB) Facilitator
Middle School Athletic Eligibility
PSSA Coordinator
5th Grade Orientation Coordinator
8th Grade Vo-Tech Field Trip
9th Grade Course Selection
504 Plans
CST (Child Study Team) Facilitator
Summer School Coordinator
New Student Orientation
PTO Liaison for Guidance and SWPB

MR. ISAIAH VARISANO:

FOR STUDENTS WITH THE LAST NAMES M-Z (357:1)

Student Assistance Program (SAP) Member
School-Wide Positive Behavior (SWPB) Facilitator
PSSA Coordinator
Keystone Exams Coordinator
5th Grade Orientation
8th Grade Vo-Tech Field Trip
9th Grade Orientation
Brain Steps- Concussion Management Team Member
Keystone Exams Coordinator
504 Plans
CST (Child Study Team) Facilitator
Summer School Coordinator
New Student Orientation

HIGH SCHOOL COUNSELORS:

MRS. STEPHANIE DEPALMER

12th Grade Students (252:1)
SAP Team Member
Monitor 504 plans for assigned caseload
Attend IEP meetings for assigned caseload
Enroll and schedule new students.
Provide lessons on Naviance - A career and college readiness platform
Course selection
Financial Aid Night
Representative on Agricultural Advisory Committee
Co-leader of student club Aavidum

CST (Child Study Team) Facilitator
Brain Steps - Concussion Management Team Member

MR. DALE REEDER:

10th grade students and L-Z of the ninth grade students (365:1)
Senior Awards coordinator
Vo-tech Liaison
Armed Services Vocational Aptitude Battery (ASVAB) Test for military
Girls State and Boys State
Student Assistance Team
Academic Excellence
Miranda Club
Attend IEP Meetings
Open House and Transition Program for ninth and new students
Course Selection
504 monitoring/writing

MRS. AMBER GUNNING:

11th Grades and 9th Grade (Last names A-K) School Counselor, (362:1)
College Information Night
Course Selection
Monitor 504 plans for assigned caseload
Attend IEP meetings for assigned caseload
Enroll and schedule new students.
Open House - August
Graduation
Co-leader of student club Aevium
Student Assistance Program Team
AP / College Board Testing Coordinator
Provide lessons on Naviance - a career and college readiness platform
CST (Child Study Team) Facilitator
Brain Steps - Concussion Management Team Member

All counselors are certified by the Pennsylvania Department of Education in their respective positions and have completed a minimum of a master's level degree program at an accredited institution for Counselor Education.