

# Northern Lehigh School District

## K-12 School Counseling Plan

### School Counselors:

Allison Chruscial

Kelly Kromer

Sheila Lanshe

Suzanne Mengel

Mary Smith



#### **A. School Counselors and assignments (Approximate Caseload- # of Students)**

1. Sheila Lanshe- High School Counselor (275)
2. Allison Chruscial- High School Counselor (275)
3. Mary Smith – Middle School Counselor (280)
4. Suzanne Mengel- Slatington Elementary Counselor (501)
5. Kelly Kromer – Peters Elementary Counselor (366)

#### **B. School-Counseling Department Mission Statement**

The mission of the Northern Lehigh School District school counseling program is to create a challenging and supportive environment dedicated to meeting the diverse educational needs of all learners and to help them achieve their full potential and prepare for life after high school. Northern Lehigh school counselors partner with educators, parents or guardians and the community to promote lifelong learning and to encourage them to become productive members of society.

#### **C. Program Goals:**

- All students K-6 will be introduced to the 4 basic social skills:
  - Listening to Others
  - Self Advocacy
  - Expressing Unpleasant/Positive Feelings
  - Giving and Receiving Respect
- Increase the percentage of students by grade 9 who can identify their own career path or passion by 10% of the baseline results. Baseline will be established during the 2015-2016 school year with 9<sup>th</sup> grade students.
- Increase to 90% the number of high school students that graduate with a written career plan.

#### **D. Stakeholders**

Stakeholders are groups or individuals needed to assist the school counselors in building an effective K-12 program.

**Students:** They 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 be an active participant in their own awareness of careers and career development throughout K-12. Students will use assorted career programs and post-secondary opportunities to develop, along with other stakeholders, their own career plan by 12<sup>th</sup> grade.

**Parents:** They 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 them in the choices they make.

Parents will be made aware of school counseling services throughout the student's school years by accessing information of events or activities that are occurring through the website, mailings, informative presentations, etc.

**Educators:** They will be one of the key factors in delivering academic, career, personal and social development, and achievement through various modalities. Teachers, administrators, and school board members will promote the beliefs and mission of the school counseling program.

Educators will benefit by gaining access to resources that will increase a student's knowledge of career, academic, and personal/social skills through the advisory council.

**Business/Community:** They will be an active participant in educating the students on career opportunities as well as the training involved in those careers by establishing partnerships with the school and the local business community.

Businesses/Community will benefit by gaining more effective employees and being their needs and expectations to the other stakeholders.

**Post-Secondary:** To promote academic rigor through AP courses and dual enrollment, increase awareness of post-secondary institutions through open houses and high school visits, and to make students aware of possible post-secondary options.

They will gain interests in the programs they offer and have students better prepared for post-secondary success.

#### **E. Role of the School Counselor**

**(taken from the PA Companion Guide)**

##### **Leader:**

- Responsible for the development delivery, and evaluation of a comprehensive school counseling program for all students
- Use data to identify and attempt to remove barriers to student learning
- Serves on school based leadership/school improvement teams related to the well fair of students
- Serves on district level curriculum teams
- Supports the school as a safe and welcoming community

##### **Advocate:**

- Ensure access to and success in a rigorous academic curriculum for every student
- Create opportunities to support student learning for all
- Assist in removing barriers that prevent student learning
- Assist the academic, personal/social, and career development of all students
- Ensure equitable access to career exploration opportunities for all students
- Develop programs of counseling and advising that ensure every student has an ongoing connection with a caring adult

**Collaborator:**

- Promotes commitment to the mission of the school
- Teams with staff to provide professional development that enhances student success
- Establishes a comprehensive school counseling program that engages the educational community to ensure that all students benefit from the program
- Maintains an open communication style to foster an effective teaming culture and a sense of community for the school system
- Serves actively on school leadership teams
- Embraces feedback that supports continual program improvement

**As an Agent of Systemic Change:**

- Establishes opportunities for collaboration to address problems
- Gathers data to elicit positive change
- Identifies realistic goals and creates action plans
- Employs data to identify and challenge policies and practices which may hinder student achievement

**F. Advisory Council: (We will start developing during 2015-2016 school year )**

Our council may consist of the following:

6 students (2 from 6<sup>th</sup>, 2 MS, 2 HS)

8 parents (2 from each building)

1 school board member

2 Administrators

4 Teachers (one from each building)

Businesses (i.e. Bechtel's, Rentschler's, Fast Food owner/manager, etc.)

Cindy Evans, Lehigh Valley Career Workforce

**G. Program Calendar**

## Peters Elementary Monthly Calendar

<u>July</u>	<u>January</u>
Academic: N/A	Academic: <ul style="list-style-type: none"> <li>• Monitor Mid Year Reports</li> <li>• IEP and Chapter 15 meetings</li> </ul>
Career: N/A	Career: Individual and Group Discussion of what students would like to do when they grow up and how their academics each day in school are important for all careers.
Personal/Social: N/A	Personal/Social: <ul style="list-style-type: none"> <li>• School Wide Behavior Plan -- Coordination, Implementation, Continued Team Meetings and Reinforcements</li> <li>• Monthly Bulletin Board Created</li> <li>• Assist students with getting re-acclimated after winter break.</li> <li>• CPI Team Training Refresher Meeting</li> </ul>
<u>August</u>	<u>February</u>
Academic: <ul style="list-style-type: none"> <li>• Kindergarten Orientation</li> <li>• Parent Presentation Events,</li> <li>• Back to School Student/Parent Open House Night and Presentation</li> <li>• Teacher Consultations</li> <li>• Parent Consultations</li> <li>• IEP and Chapter 15 meetings</li> </ul>	Academic: <ul style="list-style-type: none"> <li>• 100th school day recognition activities, 100 days of Perfect Attendance Recognition</li> </ul>
Career: N/A	Career: Individual and Group Discussion of what students would like to do when they grow up and how their academics each day in school are important for all careers.
Personal/Social: <ul style="list-style-type: none"> <li>• School Wide Behavior Plan -- Coordination and Implementation -- training of staff and students</li> <li>• Meet and Greets in All Classrooms</li> <li>• Peer Mediation</li> <li>• CPI Team Training Refresher Meeting</li> </ul>	Personal/Social: <ul style="list-style-type: none"> <li>• Random Acts of Kindness as a month long program creation, implementation, and follow up activities.</li> <li>• Student, Teacher, Parent consults of peer interactions throughout the school wide setting Discuss appropriate social and behavioral skills individually, within small group, or large group Peer mediation</li> <li>• School Wide Behavior Plan</li> </ul>

	<p>-- Coordination, Implementation, Continued Team Meetings and Reinforcements</p> <ul style="list-style-type: none"> <li>• CPI Team Training Refresher Meeting</li> </ul>
<b><u>September</u></b>	<b><u>March</u></b>
<p>Academic:</p> <ul style="list-style-type: none"> <li>• Parent Conferences of Concerns pertaining to beginning of school year adjustments of students with academic struggles in class or homework, skills, etc.</li> <li>• IEP and Chapter 15 meetings</li> <li>• Coordination with VFW Ladies Auxiliary for Pledge of Allegiance Kindergarten Program involving State Representatives.</li> </ul>	<p>Academic:</p> <ul style="list-style-type: none"> <li>• Kindergarten Registration</li> <li>• IEP and Chapter 15 meetings</li> </ul>
<p>Career- Individual and Group Discussion of what students would like to do when they grow up and how their academics each day in school are important for all careers.</p>	<p>Career: Individual and Group Discussion of what students would like to do when they grow up and how their academics each day in school are important for all careers.</p>
<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>• School Wide Behavior Plan -- Coordination, Implementation, Continued Team Meetings and Reinforcements</li> <li>• CPI Team Training Refresher Meeting</li> <li>• Student/Teacher/Parent consults of peer interactions throughout the school wide setting; -----discuss appropriate social behavioral skills individually/ within small group</li> <li>• Large group peer mediation</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>• Student, Teacher, Parent consults of peer interactions throughout the school wide setting Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation.</li> <li>• School Wide Behavior Plan -- Coordination, Implementation, Continued Team Meetings and Reinforcements</li> <li>• CPI Team Training Refresher Meeting</li> </ul>
<b><u>October</u></b>	<b><u>April</u></b>
<p>Academic:</p> <ul style="list-style-type: none"> <li>• Continued teacher and/or parent consultations about students of concern</li> <li>• In class student assist</li> <li>• One on one student assistance as needed</li> <li>• IEP and Chapter 15 meetings</li> </ul>	<p>Academic:</p> <ul style="list-style-type: none"> <li>• Assist administration of PSSA support coordination of staff</li> <li>• IEP and Chapter 15 meetings</li> </ul>
<p>Career: Individual and Group Discussion of what students would like to do when they grow up and how their academics each day in school are important for all careers.</p>	<p>Career: Individual and Group Discussion of what students would like to do when they grow up and how their academics each day in school are important for all careers.</p>
<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>• Coordination of Facilitator and Teachers for Implementation of Project Child Kindergarten program 'Learning to Care'</li> <li>• Coordination of Facilitator and Teachers for</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>• School Wide Behavior Plan -- Coordination, Implementation, Continued Team Meetings and Reinforcements</li> <li>• Student, Teacher, Parent consults of peer</li> </ul>

<p>Implementation of CARON Center's PATHS program for first and second grade.</p> <ul style="list-style-type: none"> <li>• CPI Team Training Refresher Meeting</li> <li>• School Wide Behavior Plan <ul style="list-style-type: none"> <li>-- Coordination, Implementation, Continued Team Meetings and Reinforcements</li> </ul> </li> <li>• Student, Teacher, Parent consults of peer interactions throughout the school wide setting;</li> <li>• Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation.</li> <li>• Assist with Fall Fun Day Event and Activities</li> </ul>	<p>interactions throughout the school wide setting; Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation</p> <ul style="list-style-type: none"> <li>• CPI Team Training Refresher Meeting</li> </ul>
<b><u>November</u></b>	<b><u>May</u></b>
<p>Academic:</p> <ul style="list-style-type: none"> <li>• Attendance for Parent Teacher Conferences</li> <li>• IEP and Chapter 15 meetings.</li> </ul>	<p>Academic:</p> <ul style="list-style-type: none"> <li>• Coordination with Third Grade Orientation for Second Graders' Transition</li> <li>• Generate Class Lists for Incoming Kindergarten Students</li> <li>• IEP and chapter 15 meetings</li> </ul>
<p>Career:</p> <p>Individual and Group Discussion of what students would like to do when they grow up and how their academics each day in school are important for all careers.</p>	<p>Career:</p> <p>Individual and Group Discussion of what students would like to do when they grow up and how their academics each day in school are important for all careers.</p>
<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>• School Wide Behavior Plan <ul style="list-style-type: none"> <li>-- Coordination, Implementation, Continued Team Meetings and Reinforcements</li> </ul> </li> <li>• Student, Teacher, Parent consults of peer interactions throughout the school wide setting. Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation.</li> <li>• CPI Team Training Refresher Meeting</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>• School Wide Behavior Plan <ul style="list-style-type: none"> <li>-- Coordination, Implementation, Continued Team Meetings and Reinforcements</li> </ul> </li> <li>• CPI Team Training Refresher Meeting</li> <li>• Student, Teacher, Parent consults of peer interactions throughout the school wide setting</li> <li>• Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation.</li> </ul>
<b><u>December</u></b>	<b><u>June</u></b>
<p>Academic:</p> <p>IEP and Chapter 15 meetings</p>	<p>Academic:</p> <p>Assist Parents, Teachers and/or Students with any year end concerns</p>
<p>Career:</p> <p>Individual and Group Discussion of what students would like to do when they grow up and how their academics each day in school are important for all careers.</p>	<p>Career:</p> <p>Individual and Group Discussion of what students would like to do when they grow up and how their academics each day in school are important for all careers.</p>

<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>• School Wide Behavior Plan -- Coordination, Implementation, Continued Team Meetings and Reinforcements</li> <li>• Parent/School Program Coordinator</li> <li>• PTO In school-Event Assistant</li> <li>• CPI Team Training Refresher Meeting</li> </ul>	<p>Personal/ Social:</p> <ul style="list-style-type: none"> <li>• Coordinate and Assist in End of Year Activities and Programs</li> <li>• CPI Team Training Refresher Meeting</li> <li>• School Wide Behavior Plan -- Coordination, Implementation, Continued Team Meetings and Reinforcements</li> </ul>
<p>Ongoing:</p> <ul style="list-style-type: none"> <li>• Peer Mediation</li> <li>• Consultation and Coordinator for Related Services</li> <li>• IEP meetings</li> <li>• Corresponding with Support Staff</li> <li>• Following through with Attendance and Truancy Concerns</li> <li>• Large and Small Group Instruction</li> <li>• PTO Liaison to Faculty</li> <li>• Program Coordinator for Both Community and School Based</li> <li>• Daily Lunch Duty and Bus Duty Assignments</li> <li>• Assist as an aide in Main Office as necessary</li> <li>• Assist the Nurse as Necessary</li> <li>• Assist Substitutes in the Building</li> <li>• Interact with other districts about new enrollments or withdrawal students</li> <li>• Assist with Behavioral Support Team Members</li> <li>• Assist with Children and Youth Case Workers</li> <li>• Assist Administration with Disciplinary Action</li> <li>• Assist Bus Drivers and Transportation Department with student concerns</li> <li>• Maintaining Positive Moral Building of Students and Staff</li> <li>• Substitute Teacher as needed in classroom(s)</li> </ul>	



# Slatington Elementary School Monthly Calendar

<u>July</u>	<u>January</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• Prepare SWPBS (School Wide Positive Behavior) documents for upcoming school year</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• SWPBS booster session</li> <li>• SWPBS monitoring</li> <li>• Participation in child study Meetings</li> <li>• Input for IEP and Chapter 15 meeting</li> <li>• Participation in attendance meetings</li> <li>• Cyber School enrollment and monitoring</li> </ul>
<b>Career:</b> Prepare for career programming	<b>Career:</b> Career Classes
<b>Personal/Social:</b> N/A	<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>• Individual counseling as needed</li> <li>• Student Council meetings</li> <li>• Reward store</li> <li>• P. A. W. S. check in and review</li> <li>• SWPBS training for other buildings</li> <li>• Quarter rewards</li> <li>• Too Good for Drugs curriculum.</li> </ul>
<u>August</u>	<u>February</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• Participate in child study meeting</li> <li>• IEP meeting and Chapter 15 meetings</li> <li>• Cyber School enrollment and monitoring</li> <li>• Meet with all students and discuss new school year</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• Participation in child study meetings</li> <li>• Input for IEP and Chapter 15 meetings</li> <li>• SWBPS monitoring</li> <li>• Participating in attendance meetings</li> <li>• Cyber School monitoring</li> </ul>
<b>Career:</b>	<b>Career:</b> Career Classes
<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>• New Student Orientation</li> <li>• Train all teachers and students on SWPBS               <ul style="list-style-type: none"> <li>- train teachers on the new SWPBS procedures</li> <li>- review policy and procedure</li> </ul> </li> </ul>	<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>• Individual counseling as needed</li> <li>• Grade level reward store</li> <li>• Student Council meetings</li> <li>• Too Good for Drugs curriculum.</li> </ul>
<u>September</u>	<u>March</u>
<b>Academic</b> <ul style="list-style-type: none"> <li>• Schedule guidance classes</li> <li>• SWPBS Monitoring</li> <li>• PSSA Data Review</li> <li>• Input for IEP, 504 and GIEP meeting</li> <li>• Participate in child study meetings</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• Preparing for PSSAs               <ul style="list-style-type: none"> <li>--organize tests</li> <li>-- label</li> <li>-- create schedule</li> <li>--Orient teachers counselor is school</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• Participate in attendance meeting</li> <li>• Cyber School enrollment and monitoring</li> </ul>	<p>coordinator</p> <ul style="list-style-type: none"> <li>• SWPBS monitoring</li> <li>• Quarter rewards</li> <li>• Input for IEP, 504 and GIEP meetings</li> <li>• Participation in child study meetings</li> </ul> <p>Cyber School monitoring</p>
Career	Career: Career Classes
Personal/Social <ul style="list-style-type: none"> <li>• Individual Counseling</li> <li>• Schedule/begin grade level reward store</li> <li>• Student Council meeting</li> </ul>	Personal/Social: <ul style="list-style-type: none"> <li>• Individual counseling</li> <li>• Grade level reward store</li> <li>• Student council meetings</li> <li>• P. A. W. S. meetings</li> </ul>
<b><u>October</u></b>	<b><u>April</u></b>
Academic: <ul style="list-style-type: none"> <li>• QUARTER rewards for students grades ch3-6</li> <li>• SWPBS monitoring</li> <li>• Input for IEP, 504 and GIEP meeting</li> <li>• Participate in Child study meetings</li> <li>• Participate in attendance meeting</li> <li>• Cyber school monitoring</li> </ul>	Academic: <ul style="list-style-type: none"> <li>• PSSA testing <ul style="list-style-type: none"> <li>--Scheduling</li> <li>--Monitoring</li> <li>--Complete all make ups</li> </ul> </li> <li>• Input for IEP, 504 and GIEP meetings</li> <li>• Participation in Child study meetings</li> <li>• Participation in attendance meetings</li> <li>• Cyber School monitoring</li> </ul>
Career:	Career:
Personal/Social: <ul style="list-style-type: none"> <li>• Student Council meeting</li> <li>• Individual Counseling as needed</li> <li>• Grade level Reward Store</li> <li>• P. A. W. S. check in and review</li> <li>• SWPBS training for other buildings</li> <li>• Schedule Guidance Classes</li> </ul>	Personal/Social: <ul style="list-style-type: none"> <li>• Student council meetings</li> <li>• Individual counseling as needed</li> <li>• Grade level reward store</li> <li>• P. A. W. S. check in and review</li> </ul>
<b><u>November</u></b>	<b><u>May</u></b>
Academic: <ul style="list-style-type: none"> <li>• SWPBS monitoring</li> <li>• Parent/Teacher/ Student Conferences</li> <li>• Participate in attendance meeting</li> <li>• Input for IEP, 504 and GIEP meeting,</li> <li>• Participate in child study meetings</li> <li>• Cyber School monitoring</li> </ul>	Academic: <ul style="list-style-type: none"> <li>• 2nd grade orientation</li> <li>• Creating class rosters for following school year</li> <li>• Scholarship /award meetings</li> <li>• Input for IEP, 504 and GIEP meetings</li> <li>• Participation in child study meetings</li> <li>• P. A. W. S. check in and review</li> </ul> <p>Cyber School monitoring</p>
Career: Career classes	Career: Career classes

Personal/Social: <ul style="list-style-type: none"> <li>• Student Council meeting</li> <li>• Individual counseling as needed</li> <li>• Grade level reward Store</li> <li>• P.A. W. S. check in and review</li> <li>• SWPBS training for other buildings</li> <li>• Too Good for Drugs curriculum.</li> </ul>	Personal/Social: <ul style="list-style-type: none"> <li>• Student Council meetings</li> <li>• Individual counseling as needed</li> <li>• Grade level reward store</li> <li>• P. A. W. S. check in and review</li> <li>• SWPBS training for other buildings</li> </ul>
<b><u>December</u></b>	<b><u>June</u></b>
Academic: <ul style="list-style-type: none"> <li>• Input for IEP and 504 meetings</li> <li>• Participation in child study meetings</li> <li>• Participation in attendance meetings</li> <li>• Cyber School monitoring</li> </ul>	Academic: <ul style="list-style-type: none"> <li>• End of year awards</li> <li>• Quarter awards</li> <li>• Input for IEP and 504, GIEP meetings</li> <li>• Participation in child study meetings</li> <li>• Cyber School monitoring</li> </ul>
Career: Career Classes	Career:
Personal/Social: <ul style="list-style-type: none"> <li>• Student Council's Senior Citizen luncheon</li> <li>• Student Council meeting</li> <li>• Individual counseling as needed</li> <li>• Grade level reward store</li> <li>• P.A. W. S. meeting</li> <li>• Too Good for Drugs curriculum.</li> </ul>	Personal/ Social: <ul style="list-style-type: none"> <li>• Individual counseling as needed</li> <li>• Student Council meeting</li> <li>• Grade level reward store</li> </ul>
Non Counselor Related: <ul style="list-style-type: none"> <li>• Hall duty</li> <li>• Cover classes</li> <li>• Cover office</li> <li>• Discipline</li> <li>• Bus Duty</li> </ul>	

## Middle School Monthly Calendar

<u>July</u>	<u>January</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• Review PSSA Scores</li> <li>• Develop a middle school schedule</li> <li>• Help students enroll in summer school if needed</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• Print report cards</li> <li>• 8<sup>th</sup> grade field trip to visit LCTI</li> <li>• Print CDT tickets</li> </ul>
<b>Career:</b>	<b>Career:</b> <ul style="list-style-type: none"> <li>• Attend team meetings</li> <li>• PSSA Training updates</li> <li>• Faculty meetings</li> </ul>
<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>• Contact students/parents about next year's schedule</li> <li>• Letters to community for donations for SWPBS</li> </ul>	<b>Personal/Social:</b>
<u>August</u>	<u>February</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• Enroll new students and get their records</li> <li>• Breakfast for new 7<sup>th</sup> graders and parents</li> <li>• Work with students and teachers on SWPBS</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• Course selection assembly for 8<sup>th</sup> grade students with HS counselors</li> <li>• Print progress reports and distribute</li> </ul>
<b>Career:</b> Faculty meetings & team meetings	<b>Career:</b> <ul style="list-style-type: none"> <li>• PSSA prep meetings</li> <li>• Print tickets for PSSA tests get materials ready</li> <li>• County wide counselors meeting LCSCA</li> </ul>
<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>• Introduce myself to new students and parents at "Meet the Teacher" night</li> <li>• Market for SWPBS</li> </ul>	<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>• Collect course selection sheets and honors applications for HS</li> </ul>
<u>September</u>	<u>March</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• CDT baseline scores</li> <li>• Enroll students in Bulldog Academy</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• PSSA testing</li> </ul>
<b>Career:</b> <ul style="list-style-type: none"> <li>• Attend team meetings</li> <li>• Faculty meetings</li> </ul>	<b>Career:</b> <ul style="list-style-type: none"> <li>• PSSA prep meetings</li> <li>• Print tickets for PSSA testing and get materials ready</li> <li>• County wide Flight Team Meeting</li> </ul>
<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>• Set up assembly TOO GOOD FOR DRUGS</li> <li>• SWPBS Market</li> </ul>	<b>Personal/Social: :</b>
<u>October</u>	<u>April</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• Study Island baseline testing</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• PSSA testing</li> </ul>

<ul style="list-style-type: none"> <li>• Print progress reports and distribute</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Print report cards</li> </ul>
<b>Career:</b> <ul style="list-style-type: none"> <li>• Attend County wide Flight Team Meeting</li> <li>• Attend county wide counselors meeting LCSCA</li> </ul>	<b>Career:</b> <ul style="list-style-type: none"> <li>• Keystone training updates,</li> <li>• Attend county SAP meeting</li> </ul>
<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>• Set up counseling/groups with CHC</li> <li>• Set up Bullying Assembly for 7<sup>th</sup> graders</li> <li>• SWPBS mkt.</li> </ul>	<b>Personal/Social:</b>
<b><u>November</u></b>	<b><u>May</u></b>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• Print report cards</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• PSSA testing/ Keystone testing,</li> <li>• Print report cards</li> <li>• Plan awards night</li> <li>• Print tickets for testing and prepare materials needed for testing ,</li> </ul>
<b>Career:</b>	<b>Career:</b> <ul style="list-style-type: none"> <li>• County wide Flight Team Meeting</li> <li>• County wide counselors meeting LCSCA</li> </ul>
<b>Personal/Social:</b>	<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>• Meet with teachers about schedule needs for next school year</li> </ul>
<b><u>December</u></b>	<b><u>June</u></b>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• Print progress reports and distribute</li> <li>• Presentation from LCTI for 8<sup>th</sup> graders</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• Print report cards</li> </ul>
<b>Career:</b>	<b>Career:</b>
<b>Personal/Social:</b>	<b>Personal/ Social:</b>
<b>Ongoing:</b> <ul style="list-style-type: none"> <li>• Attend team meetings</li> <li>• IEPs</li> <li>• Student counseling</li> <li>• SAP mgt</li> <li>• Set up Intake Assessments as needed</li> <li>• Monitoring cyber-school and attendance</li> <li>• Bus duty</li> <li>• Crisis</li> <li>• Attend e-learning meetings (Bulldog Academy)</li> </ul>	

## HIGH SCHOOL MONTHLY CALENDAR

<u>July</u>	<u>January</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• Develop high school master schedule,</li> <li>• Mail scheduling conflict letters to students</li> <li>• Balance class sizes</li> <li>• PowerSchool Rollover Preparation</li> <li>• Master schedule revisions/schedule changes</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• Schedule changes for upcoming semester</li> <li>• Prepare dual enrollment lists</li> <li>• Mail dual enrollment textbook letters home</li> <li>• Review end of semester grades and check GPA calculations for accuracy as well as rank</li> <li>• Meet with students who failed course(s) semester 1</li> <li>• Prepare for and proctor Keystone Exams</li> </ul>
Career: N/A	<b>Career:</b> <ul style="list-style-type: none"> <li>• Coordinate ASVAB testing</li> <li>• ASVAB registration</li> </ul>
Personal/Social: Look @ ongoing	<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>• Meet with graduation risk students</li> <li>• 504 accommodations given out to teachers</li> </ul>
<u>August</u>	<u>February</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• Resolve scheduling conflicts</li> <li>• Update school profile for college supplements</li> <li>• Dual enrollment preparation :                             <ul style="list-style-type: none"> <li>○ Verify all students paid and send payments to LCCC</li> <li>○ Mail textbook letters to students</li> </ul> </li> <li>• 9<sup>th</sup> grade orientation</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• Edit local scholarship applications and make available to students</li> <li>• Individual student course selection meetings</li> <li>• 8<sup>th</sup> grade course selection presentation</li> <li>• Course selection assemblies</li> <li>• Hold course selection parent information meeting</li> </ul>
Career:	<b>Career:</b> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> grade LCTI field trip</li> </ul>
<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>• 504 accommodations given out to teachers</li> </ul>	Personal/Social: Look @ ongoing
<u>September</u>	<u>March</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• PSAT registration</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• Individual student course selection meetings</li> </ul>
<b>Career:</b> <ul style="list-style-type: none"> <li>• Meet with seniors to discuss college /career goals planning</li> </ul>	Career:
Personal/Social: Look @ Ongoing	Personal/Social: Look @ ongoing
<u>October</u>	<u>April</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>• Meet with Juniors to discuss career/college plans/SATS/college visitations</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>• Dual enrollment information assembly for students interested and placement testing</li> </ul>

<ul style="list-style-type: none"> <li>Administer/proctor PSATs</li> </ul>	<ul style="list-style-type: none"> <li>Look @ registrations and determine courses running and number of sections</li> <li>collect scholarship applications</li> </ul>
Career: <ul style="list-style-type: none"> <li>Meet with Juniors to discuss career/college plans/SATS/college visitations</li> </ul>	Career:
Personal/Social: <ul style="list-style-type: none"> <li>Organize groups for CHC</li> </ul>	Personal/Social:
<b><u>November</u></b>	<b><u>May</u></b>
Academic:	Academic: <ul style="list-style-type: none"> <li>Prepare for and proctor Keystone Exams</li> <li>Dual enrollment registration</li> </ul>
Career: <ul style="list-style-type: none"> <li>Career Parent Information Night</li> <li>Meet with Sophomores/Freshman to discuss career/college plans</li> </ul>	Career: <ul style="list-style-type: none"> <li>AP administration/proctoring</li> <li>Organize/coordinate scholarship committee meeting</li> <li>Present scholarships and awards at Senior Awards Night</li> </ul>
Personal/Social: Look @ ongoing	Personal/Social: Look @ ongoing
<b><u>December</u></b>	<b><u>June</u></b>
Academic:	Academic: <ul style="list-style-type: none"> <li>Confirm dual enrollment list for student reimbursement sent to district office</li> </ul>
Career: <ul style="list-style-type: none"> <li>Finish meeting with students we haven't seen to discuss career/college planning</li> </ul>	Career:
Personal/Social: Look @ ongoing	Personal/ Social: Look @ ongoing

Ongoing throughout the school year:

- College applications,
- Attend IEP meetings
- Complete IEP Counselor Input information
- Write letters of recommendations
- Monitoring cyber-school kids (track attendance, scheduling, inputting grades)
- Coordinate and lead parent/teacher/student meetings
- Student counseling as needed,
- Crisis prevention
- Teacher duties (hall, outside),
- Write 504 plans as needed
- Communicate 504 accommodations to teachers each semester
- Enroll new students
- Meet with individual at-risk students
- Attend data committee meetings
- Attend faculty cabinet meetings



H. Program Delivery

<b>COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM PETERS ELEMENTARY SCHOOL</b>			
<b>Guidance Curriculum</b>  Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12	<b>Prevention, Intervention and Responsive Services</b>  Addresses school and student needs.	<b>Individual Student Planning</b>  Assists students and parents in development of academic and career plans.	<b>System Support</b>  Includes program, staff, and school supports activities and services
<b>Purpose</b>  Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	<b>Purpose</b>  Prevention, Intervention and Responsive services to groups and/or individuals	<b>Purpose</b>  Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	<b>Purpose</b>  Program delivery and support.
<b>Academic</b>  School Wide Positive Behavior <ul style="list-style-type: none"> <li>• Teaching Students</li> <li>• Inputting, Analyzing and Reporting the Data</li> </ul> SWPBS Monitoring  Coordinating Second grade placements for third grade transition	<b>Academic</b>  Attendance meetings  Random Acts of Kindness as a month long program <ul style="list-style-type: none"> <li>• Creation, implementation, and follow up activities.</li> </ul>	<b>Academic</b>  Kindergarten Registration  Discuss appropriate social behavioral skills individually/ within small group  Large group peer mediation  Kindergarten, First and Second Grade Orientations  Parent Visitation Day  Teacher Consultations  Parent Consultations  IEP and Chapter 15 meetings (ongoing)	<b>Counselor Related</b>  SWPBS Orientation, <ul style="list-style-type: none"> <li>• Teacher Trainings and Implementation, monthly meetings</li> </ul> Coordination, Implementation, Continued Team Meetings and Reinforcements  Coordination with VFW Ladies Auxiliary for Pledge of Allegiance Kindergarten Program involving State Representatives.  Edit and prepare following year's Program Planning Guide  Student, Teacher, Parent consults of

		<p>*Write 504 plans as needed</p> <p>Parent Conferences of concerns pertaining to beginning of school year</p> <p>Adjustments of students with academic struggles in class or homework, skills, etc.</p> <p>Input for ER, RR, GIEP, and 504 evaluations/referrals</p> <p>Participate in Child Study meetings</p>	<p>peer interactions throughout the school wide setting</p> <p>Discuss appropriate social and behavioral skills individually, within small group, or large group</p> <p>Peer mediation</p> <p>CPI Team Training Refresher Meeting</p> <p>Assist students with getting re-acclimated after winter break.</p> <p>Coordination of second grade students and Peters Morning News and Announcement Broadcasts</p>
<p><b>Career</b></p> <p>Individual and Group discussion of what students would like to do when they grow up and how their academics each day in school are important for all careers.</p>	<p><b>Career</b></p>	<p><b>Career</b></p>	<p><b>Non-Counselor Related</b></p> <p>Faculty mtgs.</p> <ul style="list-style-type: none"> <li>Duties (lunch, hall, arrival, dismissal, buses )</li> </ul> <p>Assist in Office</p> <p>Cover classes</p> <p>Discipline</p> <p>Assist with test giving, classroom work and homework assignments</p> <p>Monthly Bulletin Board Created</p>

<b>Personal/Social</b> Monthly Rewards School Store New Student Welcome and Follow Through PATHS classes Learning to Care Classes	<b>Personal/Social</b> Crisis preventions Meet with individual at-risk students Personal counseling SAP team member (weekly) Organize group learning sessions for PATHS and Project Child Parent meetings (ongoing) Conflict resolutions as needed	<b>Personal/Social</b> Individual Counseling	
<b>Percentage of Time</b> 35-45 %	<b>Percentage of Time</b> 30-40 %	<b>Percentage of Time</b> 5-10%	<b>Percentage of Time</b> 10-15%

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM**

**Slatington Elementary School**

<p><b>Guidance Curriculum</b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs.</p>	<p><b>Individual Student Planning</b></p> <p>Assists students and parents in development of academic and career plans.</p>	<p><b>System Support</b></p> <p>Includes program, staff and school support activities and services.</p>
<p align="center"><b>Purpose</b></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"><b>Purpose</b></p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p align="center"><b>Purpose</b></p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p align="center"><b>Purpose</b></p> <p>Program delivery and support.</p>
<p align="center"><b>Academic</b></p> <p>School Wide Positive Behavior</p> <p>SWPBS monitoring on program</p> <p>PSSA prep/administration/ follow up</p> <p>Scheduling of classes for the following school year</p>	<p align="center"><b>Academic</b></p> <p>Child study interventions</p> <p>Attendance meetings</p> <p>Small group study skills, organization and responsibility</p>	<p align="center"><b>Academic</b></p> <p>Cyber School monitoring</p> <p>Parent/student meetings</p> <p>Administering PSSA make-ups</p>	<p align="center"><b>Counselor Related</b></p> <p>Parent/teacher conferences</p> <p>IEP meetings</p> <p>GIEP meetings</p> <p>Chapter 15 meetings</p> <p>Crisis team member</p> <p>Meet the teacher night</p> <p>Awards organization and ceremony</p>

			Grade level meetings. Career standard curriculum work
<b>Career</b>  Career Classes for 3 <sup>rd</sup> grade.  CC Spark for grade 4-6	<b>Career</b>  Small group career portfolio in 5 <sup>th</sup> grade	<b>Career</b>  Attend IEP meetings	<b>Non-Counselor Related</b>  Hall duty Cover classes Discipline Cover office
<b>Personal/Social</b>  Quarter Rewards New student orientation Social emotional lessons.	<b>Personal/Social</b>  Senior Citizen Program Reward Store Student Council Small Group Counseling	<b>Personal/Social</b>  Individual Counseling	
<b>Percentage of Time</b>  35-45 %	<b>Percentage of Time</b>  30-40 %	<b>Percentage of Time</b>  5-10%	<b>Percentage of Time</b>  10-15%

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM**

**Middle School**

<p><b>Guidance Curriculum</b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12</p>	<p><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs.</p>	<p><b>Individual Student Planning</b></p> <p>Assists students and parents in development of academic and career plans.</p>	<p><b>System Support</b></p> <p>Includes program, staff, and school supports activities and services</p>
<p align="center"><b>Purpose</b></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"><b>Purpose</b></p> <p>Prevention, Intervention and Responsive services to groups and/or individuals</p>	<p align="center"><b>Purpose</b></p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p align="center"><b>Purpose</b></p> <p>Program delivery and support.</p>
<p align="center"><b>Academic</b></p> <p>School Wide Positive Behavior</p> <ul style="list-style-type: none"> <li>Teaching students</li> <li>Inputting, Analyzing and Reporting the data</li> </ul> <p>SWPBS Monitoring</p> <p>Coordinating sixth grade placements for seventh grade transition</p>	<p align="center"><b>Academic</b></p> <p>Team Meetings</p> <p>Coping Skills</p> <p>Relationship Concerns</p> <p>Family Issues</p> <p>SAP Assessments</p> <p>School related concerns</p> <ul style="list-style-type: none"> <li>attendance, tardy to school/class, misbehavior, peer relationships</li> </ul>	<p align="center"><b>Academic</b></p> <p>8<sup>th</sup> graders register for high school classes and LCTI registration</p> <p>Discuss appropriate social behavioral skills individually/ within small group</p> <p>Awareness of educational opportunities</p> <p>IEP and Chapter 15 meetings (ongoing)</p> <p>Write 504 plans as needed</p> <p>Parent Conferences of</p>	<p align="center"><b>Counselor Related</b></p> <p>SWPBS Orientation, Teacher Trainings and Implementation, monthly meetings</p> <p>Discuss appropriate social and behavioral skills individually, within small group, or large group</p> <p>SAP Team member</p>

		<p>concerns pertaining to beginning of school year adjustments of students with academic struggles in class or homework, skills, etc.</p> <p>Utilization of test data</p> <p>Make contact with community services for students as needed</p>	
<b>Career</b>	<b>Career</b>	<b>Career</b>	<b>Non-Counselor Related</b>
	<p>Learning to work cooperatively with all people</p>	<p>Knowledge of career opportunities</p> <p>Need for positive work habits</p> <p>Knowledge of career/technical training</p>	<p>Faculty meetings</p> <p>Duties (lunch, hall, arrival, dismissal, buses )</p> <p>Assist in Main Office</p> <p>Discipline</p> <p>Testing Administrator for the PSSA , Keystone and CDT Tests</p> <p>Print progress reports/report cards</p>

<p><b>Personal/Social</b></p> <p>Monthly rewards</p> <p>School store</p> <p>New 7<sup>th</sup> Grade Student/ Parent Welcome Breakfast</p> <p>Responsible behavior, anti bullying speakers, anti-drug speakers</p> <p>Communication skills</p>	<p><b>Personal/Social</b></p> <p>Crisis preventions</p> <ul style="list-style-type: none"> <li>• Meet with individual at- risk students</li> </ul> <p>Personal counseling</p> <p>SAP team member (weekly)</p> <p>Parent meetings (ongoing)</p> <p>Conflict resolutions as needed</p>	<p><b>Personal/Social</b></p> <p>Individual Counseling</p>	
<p><b>Percentage of Time</b></p> <p>20%</p>	<p><b>Percentage of Time</b></p> <p>25%</p>	<p><b>Percentage of Time</b></p> <p>25%</p>	<p><b>Percentage of Time</b></p> <p>30%</p>



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

<p><b>Guidance Curriculum</b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12</p>	<p><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs.</p>	<p><b>Individual Student Planning</b></p> <p>Assists students and parents in development of academic and career plans.</p>	<p><b>System Support</b></p> <p>Includes program, staff, and school supports activities and services</p>
<p><b>Purpose</b></p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p><b>Purpose</b></p> <p>Prevention, Intervention and Responsive services to groups and/or individuals</p>	<p><b>Purpose</b></p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p><b>Purpose</b></p> <p>Program delivery and support.</p>
<p><b>Academic</b></p> <p>Preparing and administering Keystone exams</p> <p>9<sup>th</sup> grade orientation</p> <p>Individual student course selection meetings</p> <p>8<sup>th</sup> grade course selection presentation</p> <p>Course Selection Assemblies</p> <p>Hold course selection parent information meeting</p> <p>Administer/proctor PSATs</p> <p>Meet with Sophomores/Freshman to discuss career/college plan</p> <p>Send letter home to parents discussing PSAT purpose and</p>	<p><b>Academic</b></p> <p>Monitor and meet with students in our cyber program not meeting attendance and/or grade requirements</p> <p>IEPs</p> <ul style="list-style-type: none"> <li>• Complete IEP Counselor Input information for case manager</li> <li>• Attend meetings</li> </ul>	<p><b>Academic</b></p> <p>Mail scheduling conflict letters to students</p> <p>Enroll/schedule new students</p> <p>Edit local scholarship applications and make available to students</p> <p>504 (Chapter 15)</p> <ul style="list-style-type: none"> <li>▪ Write 504 plans as needed</li> <li>▪ Monitor/update all 504 plans</li> <li>▪ Notify teachers of accommodations</li> </ul> <p>Individual student meetings</p> <ul style="list-style-type: none"> <li>• Meet with each grade level to discuss post-secondary plans</li> </ul>	<p><b>Counselor Related</b></p> <p>Balance class sizes</p> <p>PowerSchool Rollover Preparation</p> <p>Master schedule revisions/schedule changes</p> <p>Schedule changes for upcoming semester</p> <p>End of semester</p> <ul style="list-style-type: none"> <li>• Verify grades for storing/printing</li> <li>• Store grades</li> <li>• Check GPA/Rank calculations for accuracy</li> <li>• Check accuracy of rank</li> <li>• Fix scheduling conflicts</li> </ul> <p>PSAT registration</p>

<p>registration information</p>		<ul style="list-style-type: none"> <li>• Guide in what should be done in each grade level to accomplish their goals</li> <li>• Meet with all students 8-11 to schedule for the following school year</li> </ul> <p>College applications/ write letters of recommendation</p>	<p>Scholarship committee meeting</p> <p>Edit and prepare following year's Program Planning Guide</p> <p>Update school profile</p> <p>Prepare dual enrollment lists for semester and mail textbook letters</p>
<p><b>Career</b></p> <p>Financial aid night/career/college night</p>	<p><b>Career</b></p> <p>Meet with students to review and analyze their Keystone results for those not hitting Prof/Adv.</p>	<p><b>Career</b></p> <p>IEP meetings (ongoing)</p> <p>Coordinate ASVAB testing</p> <p>ASVAB registration</p> <p>Meet and schedule with all Bulldog Academy students to schedule and review handbook</p> <p>Dual enrollment information assembly for students interested and placement testing</p> <p>Have teachers review honor applications and give a list of students accepted or rejected</p> <p>AP administering/ proctoring</p>	<p><b>Non-Counselor Related</b></p> <p>Develop high school master schedule</p> <p>Meet with LCCC adjunct professor for orientation</p> <p>Data committee mtgs.</p> <p>Faculty cabinet mtgs.</p> <p>Duties (parking lot/hall)</p> <p>Look @ registrations and determine courses running and number of sections; collect scholarship applications</p> <p>Present senior awards and scholarships at Senior Awards Night</p> <p>Confirm dual enrollment list for district office for</p>

			reimbursement purposes  Dual enrollment registration (collect payment and registration cards)  Proctor final exams (as needed)  Gather new course offerings for following year and/or course changes from staff
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<p><b>Personal/Social</b></p>	<p><b>Personal/Social</b></p> <p>Crisis preventions</p> <p>Meet with individual at-risk students</p> <p>Meet with graduation risk students</p> <p>Personal counseling</p> <p>SAP team member (weekly)</p> <p>Organize groups to run with Center for Humanistic Change</p> <p>Contact parents about students not meeting graduation requirements by letter (all students)</p> <p>Parent meetings (ongoing)</p> <p>Conflict resolutions as needed</p>	<p><b>Personal/Social</b></p> <p>Contact students to discuss scheduling conflicts if needed</p> <p>Letters of recommendation</p>	
<p><b>Percentage of Time</b></p> <p>20%</p>	<p><b>Percentage of Time</b></p> <p>25%</p>	<p><b>Percentage of Time</b></p> <p>25%</p>	



## 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
SWPBS orientation	A/C/PS	PowerPoint Presentation of SWPBS rules and behavior	Third day of school	All students in grade 1	Gym	Post behavior	Educators, Students	Kelly Kromer
PATHS	A/C/PS	CARON Center Program and Facilitator	November to March	All students in grade 1	Classroom	Pre-test and Post Test	Community, Educators, Students	Kelly Kromer
SWPBS booster session	A/C/PS	PowerPoint and role playing of Peters Elementary School expectations.	Late January to mid February	All students in grade 1	Gym	Improved post behavior	Educators, Students	Kelly Kromer
All About Me	13.1.3	Career Building Blocks	October through January	All students in grade 1	Classroom	Completion of projects	Educators, Students	Kelly Kromer
I Found Me	13.1.3, 13.2.3	Career Building Blocks	October through January	All students in grade 1	Classroom	Completion of projects	Educators, Students	Kelly Kromer
What Do People Do	13.1.3, 13.2.3, 13.3.3	Career Building Blocks	October through January	All students in grade 1	Classroom	Completion of projects	Educators, Students	Kelly Kromer
Me On The Job	13.1.3, 13.2.3	Career Building Blocks	October through January	All students in grade 1	Classroom	Completion of projects	Educators, Students	Kelly Kromer
A Penny Earned	13.1.3, 13.3.3	Career Building Blocks	October through January	All students in grade 1	Classroom	Completion of projects	Educators, Students	Kelly Kromer
A Mobile Of Jobs	13.1.3, 13.3.3	Career Building Blocks	October through January	All students in grade 1	Classroom	Completion of projects	Educators, Students	Kelly Kromer
Workers We Know	13.1.3	Career Building Blocks	October through January	All students in grade 1	Classroom	Completion of projects	Educators, Students	Kelly Kromer

## 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
SWPBS orientation	A/C/PS	PowerPoint presentation of SWPBS rules and behavior	Third day of school	All students in grade 2	Gym	Post behavior	Educators, Students	Kelly Kromer
PATHS Program	A/C/PS	CARON Center Program and Facilitator	November to March	All students in grade 2	Classroom	Pre-test and Post Test	Community, Educators, Students	Kelly Kromer
SWPBS booster session	A/C/PS	PowerPoint and role playing of Peters Elementary School expectations.	Late January to mid February	All students in grade 2	Gym	Improved post behavior	Educators, Students	Kelly Kromer
All About Me	13.1.3	Career Building Blocks	October through January	All students in grade 2	Classroom	Completion of projects	Educators, Students	Kelly Kromer
Our Community Helpers	13.1.3, 13.3.3	Career Building Blocks	October through January	All students in grade 2	Classroom	Completion of projects	Educators, Students	Kelly Kromer
The Person Who	13.1.3, 13.2.3, 13.3.3	Career Building Blocks	October through January	All students in grade 2	Classroom	Completion of projects	Educators, Students	Kelly Kromer
Inside/Outside	13.1.3, 13.2.3	Career Building Blocks	October through January	All students in grade 2	Classroom	Completion of Projects	Educators, Students	Kelly Kromer
Career Development Activity	13.1.3, 13.3.3	Career Building Blocks	October through January	All students in grade 2	Classroom	Completion of projects	Educators, Students	Kelly Kromer
ABCs of Careers	13.1.3, 13.3.3	Career Building Blocks	October through January	All students in grade 2	Classroom	Completion of projects	Educators, Students	Kelly Kromer

## 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
Bullying.	PS; B1.4, 1.6, 13.2.3E	How to stop a bully	1st quarter	all 3rd grade	Classroom	Pre and Post Tests	Students, educators, parents	Suzanne Mengel
SWPBS orientation	PS;A1.6, A1.7, A2.1	PowerPoint Presentation of SWPBS rules and behavior	2nd day of school	All student in grades 3	Gym	Post behavior	Students, educators, parents	Suzanne Mengel
SWPBS booster session	PS;A1.6, A1.7, A2.1	PowerPoint and role playing of Slatington Elementary School expectation.	Late January to mid February	All student in grades 3	Gym	Improved post behavior	Students, educators, parents	Suzanne Mengel
Cyber Bulling	PS C1.1, C1.2, C1.4 C1.6	Using internet to produce an anti Cyber bulling presentation	January through February	All student in grades 3	Computer Class	completion of projects	Students, educators, parents	Suzanne Mengel
The many faces of me	13.1.3, 13.2.3	Career Building Blocks	October through january	all 3rd grade	Classroom	completion of projects	Students, educators, parents	Suzanne Mengel
What is work	13.1.3, 13.3.3	Career Building Blocks	October through January	all 3rd grade	Classroom	Pre and Post Tests	Students, educators, parents	Suzanne Mengel
Good and Poor working habits	13.3.3, 13.2.3	Career Building Blocks	October through January	all 3rd grade	Classroom	Pre and Post Tests	Students, educators, parents	Suzanne Mengel
Who Am I?	13.1.3, 13.2.3, 13.3.3	Career Building Blocks	October through January	all 3rd grade	Classroom	Pre and Post Tests	Students, educators, parents	Suzanne Mengel
You can be Anything	13.2.3, 13.1.3	Career Building Blocks	October through January	all 3rd grade	Classroom	Pre and Post Tests	Students, educators, parents	Suzanne Mengel
Exploring Occupations	13.1.3, 13.4.3	Career Building Blocks	October through January	all 3rd grade	Classroom	Pre and Post Tests	Students, educators, parents	Suzanne Mengel
Career Awareness	13.1.3	C C Sparks	Spring	All 3	Computer Class	Pre and Post Tests	Students, Community	Suzanne Mengel



## Grade 4 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
Decision Making	PS; A1.8, B1.1, B1.2, B1.8 C1.7, 13.1., 13.2	Second Step	November-February	all 4th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Friendship	PS; A1.9, A2.3, A2.8	Second Step	November-February	all 4th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Character Building	PS: A1.1, A1.2, A1.3, A1.10	Second Step	November-February	all 4th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Problem Solving	PS: A2.6, B1.5, B1.6, C1.7 13.2	Second Step	November-February	all 4th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Brainstorming	PS: A1.9, A2.1, A2.2, 13.2	Second Step	November-February	all 4th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Dealing with Emotions	PS: A1.9, A2.1, A2.2, 13.2	Second Step	November-February	all 4th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
SWPBS orientation	PS;A1.6, A1.7, A2.1	PowerPoint Presentation of SWPBS rules and behavior	2nd day of school	All student in grades 4	Gym	Post behavior	Students, educators, parents	Suzanne Mengel
SWPBS booster session	PS;A1.6, A1.7, A2.1	PowerPoint and role playing of Slatington Elementary School expectation.	Late January to mid February	All student in grades 4	Gym	Improved post behavior	Students, educators, parents	Suzanne Mengel
Cyber Bulling	PS C1.1, C1.2, C1.4 C1.6	Using internet to produce an anti Cyber bulling presentation	January through February	All student in grades 4	Computer Class	completion of projects	Students, educators, parents	Suzanne Mengel
Career Awareness and Acuisitions	13.1.5, 13.2.5, 13.3.5	CC Spark	Spring	All students in 4th grade	Computer Class	Pre and Post Test	Student, Community	Suzanne Mengel

## 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 Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Decision Making	PS; A1.8, B1.1, B1.2, B1.8 C1.7, 13. 1., 13.2	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Friendship	PS; A1.9, A2.3, A2.8	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Character Building	PS: A1.1, A1.2, A1.3, A1.10	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Problem Solving	PS: A2.6, B1.5, B1.6, C1.7 13.2	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Brainstorming	PS: A1.9, A2.1, A2.2, 13.2	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Dealing with Emotions	PS: A1.9, A2.1, A2.2, 13.2	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
SWPBS orientation	PS;A1.6, A1.7, A2.1	PowerPoint Presentation of SWPBS rules and behavior	2nd day of school	All student in grades 4	Gym	Post behavior	Students, educators, parents	Suzanne Mengel
SWPBS booster session	PS;A1.6, A1.7, A2.1	PowerPoint and role playing of Slatington Elementary School expectation.	Late January to mid February	All student in grades 5.	Gym	Improved post behavior	Students, educators, parents	Suzanne Mengel
Cyber Bulling	PS C1.1, C1.2, C1.4 C1.6	Using internet to produce an anti Cyber bulling presentation	January through February	All student in grades 5.	Computer Class	completion of projects	Students, educators, parents	Tim Weaber
Career Awareness and Acuisitions	13.1.5, 13.2.5, 13.3.5	CC Spark	Spring	All students in 4th grade	Computer Class	Pre and Post Test	Students, Community	Suzanne Mengel

## Grade 6 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
Decision Making	PS; A1.8, B1.1, B1.2, B1.8 C1.7, 13.1., 13.2	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Friendship	PS; A1.9, A2.3, A2.8	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Character Building	PS: A1.1, A1.2, A1.3, A1.10	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Problem Solving	PS: A2.6, B1.5, B1.6, C1.7 13.2	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Brainstorming	PS: A1.9, A2.1, A2.2, 13.2	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
Dealing with Emotions	PS: A1.9, A2.1, A2.2, 13.2	Second Step	November-February	all 5th grade	Classroom	Pre and Post Test	Students, educators, parents	Suzanne Mengel
SWPBS orientation	PS;A1.6, A1.7, A2.1	PowerPoint Presentation of SWPBS rules and behavior	2nd day of school	All student in grades 6.	Gym	Post behavior	Students, educators, parents	Suzanne Mengel
SWPBS booster session	PS;A1.6, A1.7, A2.1	PowerPoint and role playing of Slatington Elementary School expectation.	Late January to mid February	All student in grades 6.	Gym	Improved post behavior	Students, educators, parents	Suzanne Mengel

Cyber Bulling	PS C1.1, C1.2, C1.4 C1.6	Using internet to produce an anti Cyber bulling presentation	January through February	All student in grades 6.	Computer Class	completion of projects	Students, educators, parents	Tim Weaber
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## Grade 7 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
7th grade orientation	13.1.8H 13.3.8E	Breakfast for parents and incoming 7th graders, schedules, locker information, tour of school	August	All incoming 7th graders	Middle School		Parents, students, Educators	Mary Smith
SWPS orientation	13.3.8A 13.3.8C	PowerPoint Presentation of SWPBS rules and behavior	1st week of school	All students in grade 7	Auditorium & Homerooms	Post Behavior	Educators, Students	SWPBS facilitators
SWPBS booster session (re=teach)	13.3.8A 13.3.8B	PowerPoint and role playing of Middle School expectations	Late January to mid February	All students in grade 7	Auditorium & Homerooms	Improved post behavior	Educators, Students	SWPBS facilitators
Gossiping/ bullying	13.3.8C 13.2.8E 13.3.8F	Help girls learn to get along better assembly presented by CHC	May	All girls in grade 7	Auditorium & Gym	Improved post behavior	Students, Community	Mary Smith
Conflict Resolution	13.3.8C 13.2.8E 13.3.8F	Help boys learn to get along better assembly presented by CHC	May	All boys in grade 7	Auditorium & Gym	Improved post behavior	Students, Community	Mary Smith
Careers	13.1.8G 13.1.8F 13.1.8H	Teachers discuss careers that pertain to heir subject matter	Each quarter September - June	All 7th graders	Classroom	Questions from students if they need clarification, feedback from MS teachers	Students, Educators	Sandra Becker/ Michelle Raber/ Alice Lieberman

Career Exploration	13.1.8D 13.1.8A 13.1.8B	Using CareerCruising students will investigate careers, look up incomes, educational background needed, resumes	Each quarter September - June	All 7th grade	Classroom	Questions from students if they need clarification, feedback from teacher	Students	Susan Bowser
PSSA	13.1.8G	Disseminating information to students regarding PSSA policy and procedures	Beginning of March through end of April	For all 7th graders	Classroom	Completion of PSSA Assessments	Students, Educators	Mary Smith
Bullying	13.2.8E 13.3.8F	Bullying curriculum done by Valley Youth House	January-February	All students in grade 7	Classroom	Improved post behavior	Students, Educators, Community	Mary Smith
Information about drugs	13.3.8F 13.2.8E	Too Good for Drugs curriculum done by Valley Youth House	10 lessons beginning fall and ending in the winter	All 7th grade	Classroom	Pre and Post Tests	Students, Community, Educators	Mary Smith
Career Information Night	13.3.11.D	Lehigh Valley Workforce	November	All parents/ students grades 7-12	HS Auditorium	Post Survey	Parents, Students, Educators, Community	Allison Chruscial

## Grade 8 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
SWPS orientation	13.3.8A 13.3.8C	PowerPoint Presentation of SWPBS rules and behavior	1st week of school	All students in grade 8	Auditorium & Homerooms	Post Behavior	Educators, Students	SWPBS facilitators
SWPBS booster session (re=teach)	13.3.8A 13.3.8B	PowerPoint and role playing of Middle School expectations	Late January to mid February	All students in grade 8	Auditorium & Homerooms	Improved post behavior	Educators, Students	SWPBS facilitators
Gossiping/ bullying	13.3.8C 13.2.8E 13.3.8F	Help girls learn to get along better assembly presented by CHC	May	All girls in grade 8	Auditorium & Gym	Improved post behavior	Students, Community	Mary Smith
Conflict Resolution	13.3.8C 13.2.8E 13.3.8F	Help boys learn to get along better assembly presented by CHC	May	All boys in grade 8	Auditorium & Gym	Improved post behavior	Students, Community	Mary Smith
8th grade LCTI field trip	13.1.8A 13.1.8F 13.1.8D	Buses for transportation, permission slips, announcements on morning announcements	March	All 8th graders	LCTI	Pre-trip survey of labs students would like to see & Post survey	Students, Educators	Mary Smith

PSSA	13.1.8G	Disseminating information to students regarding PSSA policy and procedures	Beginning of March through end of April	For all 8th graders	Classroom	Completion of PSSA Assessments	Students, Educators	Mary Smith
Information about drugs	13.3.8F 13.2.8E	Too Good for Drugs curriculum done by Valley Youth House	10 lessons beginning fall and ending in the winter	All 8th grade	Classroom	Pre and Post Tests	Students, Community, Educators	Mary Smith
Course selection meeting	13.1.11.A 13.1.11.D 16.1.8.D	PowerPoint, MS auditorium, course selection sheets, Online Program Planning guide	February	All 8th graders approx. 135	Middle School Auditorium	Questions from students if they need clarification, feedback from MS teachers	Educators	Allison Chruscial/Sheila Lanshe
Individual student course selection meetings	A:B1.5 A:B2.2 A:B2.3 A:B2.4 A:B2.5 13.1.11.D 13.1.11.H 13.3.11.A 16.1.8.D 16.1.12.D	Computers, course selection sheets, Academic Plan form	February-April each year	All 8th graders approx. 135	Counseling Office	Feedback from students	Educators, Students	Allison Chruscial/Sheila Lanshe



Course Selection Parent Information Night	A.C1.6 13.1.11.F 16.1.8.D 16.1.12.D	PowerPoint Presentation, LCTI representative, LCCC Dual Enrollment representative, Program Planning Guide, Course Selection Sheets, Letter sent home as well as ConnectED call	February	Parents of students grades 8-11	MS Auditorium	Parent feedback	Educators, Parents, Community, Students, Post-Secondary	Sheila Lanshe
Career Information Night	13.3.11.D	Lehigh Valley Workforce	November	All parents/ students grades 7-12	HS Auditorium	Post Survey	Parents, Students, Educators, Community	Allison Chruscial
Keystone Exam	13.1.8G 13.1.8H	Disseminating information to students regarding Keystone policy and procedures	May	Algebra I students	Library	Sign Code of Conduct	Students	Mary Smith
Careers	13.1.8G 13.1.8F 13.1.8H	Teachers discuss careers that pertain to heir subject matter	Each quarter September -June	All 8th graders	Classroom	Questions from students if they need clarification, feedback from MS teachers	Students, Educators	Sandra Becker/ Michelle Raber/ Alice Lieberman
Career Exploration	13.1.8D 13.1.8A 13.1.8B	Using CareerCruising students will investigate careers, look up incomes, educational background needed, resumes	Each quarter September -June	All 8th grade	Classroom	Questions from students if they need clarification, feedback from teacher	Students	Susan Bowser

## 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
9th grade orientation	16.1.8.D 16.1.12.D	Schedules, locker information, scavenger hunt, student council representatives	August	All 9th graders approx. 135	High School	Student survey	Educators, students	Allison Chruscial
Course selection meeting	13.1.11.A 13.1.11.D 16.1.8.D	PowerPoint, MS auditorium, course selection sheets, Online Program Planning guide	February	All 9th graders	High School Auditorium	Questions from students if they need clarification, feedback from MS teachers	Educators, Students	Allison Chruscial/Sheila Lanshe
Individual student course selection meetings	A:B1.5 A:B2.2 A:B2.3 A:B2.4 A:B2.5 13.1.11.D 13.1.11.H 13.3.11.A 16.1.8.D 16.1.12.D	Computers, course selection sheets	February-April each year	All 9th graders	Counseling Office	Feedback from students	Educators, Students	Allison Chruscial/Sheila Lanshe

Course Selection Parent Information Night	A.C1.6 13.1.11.F 16.1.8.D 16.1.12.D	PowerPoint presentation, LCTI representative, LCCC Dual Enrollment representative, Program Planning Guide,Course Selection Sheets, Letter sent home as well as ConnectED call	February	Parents of students grades 8-11	MS Auditorium	Parent feedback	Parents, Community, Educators, Students, Post- Secondary	Sheila Lanshe
Career/College planning meeting	A:B2.1 A:B2.3 A:B2.4 A:B2.5 13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.F 13.1.11.G 13.1.11.H 13.3.11.A 16.1.8.D 16.1.12.D	PowerSchool, "How to be Successful in HS handout," CareerCruising, Academic Plan Form	October/ November	9th graders	Counseling Office		Educators, Students	Allison Chruscial & Sheila Lanshe
Career Information Night	13.3.11.D	Lehigh Valley Workforce, PowerPoints, handouts,	November	All parents/ students grades 7-12	HS Auditorium	Post Survey	Parents, Educators, Community, Students	Allison Chruscial

## 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
Course selection meeting	13.1.11.A 13.1.11.D 16.1.8.D	PowerPoint, MS auditorium, course selection sheets, Online Program Planning guide	February	All 10th graders	High School Auditorium	Questions from students if they need clarification, feedback from MS teachers	Educators	Allison Chruscial/Sheila Lanshe
Individual student course selection meetings	A:B1.5 A:B2.2 A:B2.3 A:B2.4 A:B2.5 13.1.11.D 13.1.11.H 13.3.11.A 16.1.8.D 16.1.12.D	Computers, course selection sheets, Academic Plan form	February-April each year	All 10th graders	Counseling Office	Feedback from students	Educators, Students	Allison Chruscial/Sheila Lanshe
Course Selection Parent Information Night	A.C1.6 13.1.11.F 16.1.8.D 16.1.12.D	PowerPoint Presentation, LCTI representative, LCCC Dual Enrollment representative, Program Planning Guide, Course Selection Sheets, Letter sent home as well as ConnectED call	February	Parents of students grades 8-11	MS Auditorium	Parent feedback	Parents, Educators, Community, Students, Post-Secondary	Sheila Lanshe

Career/College planning meeting	A:B2.1 A:B2.3 A:B2.4 A:B2.5 13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.F 13.1.11.G 13.1.11.H 13.3.11.A 16.1.8.D 16.1.12.D	PowerSchool, CareerCruising,	January/ February	10th graders	Counseling Office		Educators, Students	Allison Chruschial & Sheila Lanshe
PSAT Parent Information Letter	A:B2.2 A:B2.4	Letter, envelopes, post on district website	September	Parents of students in 10th and 11th grade	N/A		Parents, Educators	Sheila Lanshe
PSAT Testing	A:B2.2 A:B2.4	PSAT exams, timer, pencils, calculators, scratch paper, room for administering exam	October	Available to students in grades 10 and 11	HS Cafeteria		Educators, students	Allison Chruschial
Career Information Night	13.3.11.D	Lehigh Valley Workforce, PowerPoints, handouts,	November	All parents/ students grades 7-12	HS Auditorium	Post Survey	Parents, Students, Educators, Community	Allison Chruschial

## Grade 11 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
Course selection meeting	13.1.11.A 13.1.11.D 16.1.8.D	PowerPoint, MS auditorium, course selection sheets, Online Program Planning guide	February	All 11th graders	High School Auditorium	Questions from students if they need clarification, feedback from MS teachers	Educators, Students	Allison Chruscial/Sheila Lanshe
Individual student course selection meetings	A:B1.5 A:B2.2 A:B2.3 A:B2.4 A:B2.5 13.1.11.D 13.1.11.H 13.3.11.A 16.1.8.D 16.1.12.D	Computers, course selection sheets	February-April each year	All 11th graders	Counseling Office	Feedback from students	Educators, Students	Allison Chruscial/Sheila Lanshe
Course Selection Parent Information Night	A.C1.6 13.1.11.F 16.1.8.D 16.1.12.D	PowerPoint Presentation, LCTI representative, LCCC Dual Enrollment representative, Program Planning Guide, Course Selection Sheets, Letter sent home as well as ConnectED call	February	Parents of students grades 8-11	MS Auditorium	Parent feedback	Educators, Parents, Community, Post-Secondary	Sheila Lanshe

Career/College planning meeting	A:B2.1 A:B2.3 A:B2.4 A:B2.5 13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.F 13.1.11.G 13.1.11.H 13.3.11.A 16.1.8.D 16.1.12.D	PowerSchool, CareerCruising,, Academic Plan form	January/ February	11th graders	Counseling Office		Educators, Students	Allison Chruscial & Sheila Lanshe
PSAT Parent Information Letter	A:B2.2 A:B2.4	Letter, envelopes, post on district website	September	Parents of students in 10th and 11th grade	N/A		Educators, Parents	Sheila Lanshe
PSAT Testing	A:B2.2 A:B2.4	PSAT exams, timer, pencils, calculators, scratch paper, room for administering	October	Available to students in grades 10 and 11	HS Cafeteria		Educators, students	Allison Chruscial
Career Information Night	13.3.11.D	Lehigh Valley Workforce, PowerPoints, handouts,	November	All parents/ students grades 7-12	HS Auditorium	Post Survey	Educators, Community, Parents, Students	Allison Chruscial

## 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
Career/College planning meeting	A:B2.1 A:B2.3 A:B2.4 A:B2.5 13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.F 13.1.11.G 13.1.11.H 13.3.11.A 16.1.8.D 16.1.12.D	PowerSchool, CareerCruising, Academic Plan form	August/September	12th graders	Counseling Office		Educators, Students	Allison Chruscial & Sheila Lanshe
FAFSA/Financial Aid/Scholarship meeting	A:B2.1 A:B2.3 A:B2.4 A:B2.5 13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.F 13.1.11.G 13.1.11.H 13.3.11.A 16.1.8.D 16.1.12.D	FAFSA booklet, handouts, high school/counseling website	Janurary	12th graders going to a post-secondary institute	Counseling Office		Educators, Students, Parents	Allison Chruscial & Sheila Lanshe



Mid-Year Interview	A:B2.1 A:B2.3 A:B2.4 A:B2.5 13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.F 13.1.11.G 13.1.11.H 13.3.11.A 16.1.8.D 16.1.12.D	PowerSchool, CareerCruising	January	12th graders	Counseling Office	Post Survey	Educators, Students	Allison Chruscial & Sheila Lanshe
Career Information Night	13.3.11.D	Lehigh Valley Workforce, PowerPoints, handouts,	November	All parents/ students grades 7-12	HS Auditorium	Post Survey	Parents, Educators, Students, Community	Allison Chruscial

## Grade 11 & 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
History of Business in the Lehigh Valley	A:C1.6 A:C1.3 13.1.11.B 13.1.11.C 13.3.11.F	Websites, textbook	21st Century Technology Skills (runs each semester)	All students will have before they graduate	21st Century Technology Skills class	Test	Educator	Allison Chruscial
Banking and keeping a checkbook	13.3.11.D	Websites, textbook	21st Century Technology Skills (runs each semester)	All students will have before they graduate	21st Century Technology Skills class	Test and Project	Educator	Allison Chruscial
Choosing Your Career	A:C1.3 A:C1.6 13.1.11.A 13.1.11.H 13.2.11.B 13.3.11.F 13.1.11.G	Websites, textbook	21st Century Technology Skills (runs each semester)	All students will have before they graduate	21st Century Technology Skills class	Project	Educator	Allison Chruscial
Planning Your Career	A:C1.3 A:C1.6 13.1.11.A 13.1.11.H 13.1.11.B 13.3.11.E 13.3.11.G	Websites, textbook	21st Century Technology Skills (runs each semester)	All students will have before they graduate	21st Century Technology Skills class	Project	Educator	Allison Chruscial
Getting a Job	A:C1.6 13.1.11.A 13.1.11.H 13.2.11.B 13.2.11.C 13.2.11.E	Websites, textbook	21st Century Technology Skills (runs each semester)	All students will have before they graduate	21st Century Technology Skills class	Project	Educator	Allison Chruscial

Resume Writing	A:C1.6 13.1.11.A 13.1.11.H 13.2.11.B 13.2.11.C 13.2.11.E	Websites, textbook	21st Century Technology Skills (runs each semester)	All students will have before they graduate	21st Century Technology Skills class	Completed Resume for grading	Educator	Allison Chruscial
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## J. Organizing Career/Postsecondary Resources

<u>Resource Type</u>	<u>List Resources</u>
<b><u>Organizations/Agencies</u></b>	
Intermediary Organizations	Lehigh Career and Technical Institute, Lehigh Carbon Community College
Umbrella Organizations	Rotary Club, Lions Club, Women's Club
Community/State Agencies	Career Link, Workforce Investment Board, Office of Vocational Rehabilitation (OVR), Job Corps
<b><u>Networking Opportunities</u></b>	
Individual Contacts	Norman Beers: Army National Guard- 570-250-8005; <a href="mailto:norman.w.beers.mil@mail.mil">norman.w.beers.mil@mail.mil</a> Melissa Huhn- Job Corps 610-372-5200; <a href="mailto:huhn.melissa@jobcorps.org">huhn.melissa@jobcorps.org</a> Stephen Ferguson- LCTI School to Work Coordinator 610-799-1311; <a href="mailto:Fergusons@lcti.org">Fergusons@lcti.org</a> Jennifer Aquila- Director of HS Connections at LCCC 610-799-1120; <a href="mailto:jaquila@lccc.edu">jaquila@lccc.edu</a> Jefferey Norris- Marines 610-760-7872; <a href="mailto:Jeffrey.norris@marines.usmc.mil">Jeffrey.norris@marines.usmc.mil</a> David Davila- Army 610-530-2054; <a href="mailto:David.Davila@usarec.army.mil">David.Davila@usarec.army.mil</a>
Community/Business Meetings	Rotary, Lions, Chamber of Commerce
Community Events	College Fair @ LCCC, Financial Aid Seminar @ LCCC
<b><u>Online/Onland</u></b>	
Internet Based Links	CareerCruising.com, PA Career Link, PA Career Zone
Media Advertising	District Website
Publications/Documents	PSAT letter, Keystone letters, dual enrollment mailings, elementary newsletter

**K. Individualized Academic/Career Plan**

<b>Academic &amp; Career Plan</b>	<b>Name:</b> _____
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Level	Grade	Self Assessments			Influences	Career Field of Interest	
		Interests	Abilities/Skills	Learning Style	Hobbies	Career Cluster	Pathway
Middle School	8						

**Making Some Decisions:**

A. My High School Plan is to: Attend the High School full day \_\_\_\_\_ Attend ½ day High School & ½ day LCTI  
\_\_\_\_\_

B. My Current Career Cluster Interest Areas Are:  
 \_\_\_\_\_ Arts and Communications      \_\_\_\_\_ Business, Finance and Information Technology  
 \_\_\_\_\_ Engineering/Industrial Technology      \_\_\_\_\_ Human Services      \_\_\_\_\_ Science and Health

C. My Current Career Interest is:  
\_\_\_\_\_

D. Possible Courses That I Will Need To Take in High School or at LCTI to help in my career interest are:  
\_\_\_\_\_

E. My current post-secondary plans are: 4 Year college: \_\_\_\_\_ 2 Year/Community College: \_\_\_\_\_ Technical School: \_\_\_\_\_  
 Certification Program: \_\_\_\_\_ On the Job Training: \_\_\_\_\_ Armed Services: \_\_\_\_\_

F. Some possible majors that would fit my career interest are:

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G. Three Things That I need to Do To Prepare For My Future Are:

- 1.
- 2.
- 3.

Level	Grade	Self Assessments			Influences	Career Field of Interest
High School		Interests	Abilities/Skills	Learning Style	Activities/Hobbies	Career Cluster
9						
10						
11						
12						

<b>Courses</b>	<b>English</b>	<b>Mathematics</b>	<b>Science</b>	<b>Social Studies</b>	<b>Required Courses or Recommended Electives</b>			
<b>SECONDARY PLAN OF STUDIES: MUST INCLUDE ACADEMIC CORE COURSES AND OTHER SELECTED ELECTIVE COURSES CONNECTED TO CHOSEN CAREER CLUSTER</b>								
<b>Grade</b>								
<b>9</b>								
<b>10</b>								
<b>11</b>								
<b>12</b>								



	<b>Post-Secondary Training Plan</b>	<b>Type of School</b>	<b>Name of Schools/Training</b>	<b>Major Area of Study/Program</b>
8				
9				
10				
11				
12				

**L. Career and Technical Center Strategy**

**Student Awareness:**

<b>Grade</b>	<b>Intervention/ Program/Events</b>	<b>Stakeholder/ Delivering</b>	<b>Data Used/Success Indicator</b>	<b>Time</b>	<b>Contact Person</b>
6	Intro LCTI	Educators/Students	Questions and Answers	Spring	Sue Mengel
8	Field Trip to LCTI	Educators/Students	Questions and Answers	Winter	Mary Smith
8-11	Course Selection	Educators/Students	Completed Course Selection Sheets	January-March	Sheila Lanshe/Allison Chruscial
8-11	Course Selection Information Night	Educators	Questions and Answers	December	Sheila Lanshe/Allison Chruscial

**Parent Awareness:**

<b>Intervention/ Program/Events</b>	<b>Date</b>	<b>Stakeholder/ Delivering</b>	<b>Data Used/Success Indicator</b>	<b>Contact Person</b>
7 &8 grade Post-Secondary Awareness Information Night	November	Educators/Business/ Community	Attendance/Questions and Answers	Karen Nicholas
Course Selection Information Night	Winter	Educators	Attendance/Question and Answers	Sheila Lanshe/Allison Chruscial
Table set up at Open Houses	September	Educators	Questions from parents	Robert Vlasaty
Website Link to LCTI	All Year	Educators		Allison Chruscial

**Educator Awareness:**

<b>Intervention/ Program/Events</b>	<b>Date</b>	<b>Stakeholder/ Delivering</b>	<b>Data Used/Success Indicator</b>	<b>Contact Person</b>
LCTI Presentation to Staff	August	Educators	Questions and Answers	Allison Chruscial/Karen Nicholas

**M. Job Description**

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**1201 Shadow Oaks Lane**  
**Slatington, PA 18080**

**SCHOOL COUNSELOR**

**ORGANIZATION:**

A school counselor is responsible to the school principal and other persons designated by the Superintendent.

**QUALIFICATIONS:**

A school counselor shall:

- Possess valid and current Pennsylvania certification appropriate for the assignment and other required clearances, documents, and licensures as determined by Pennsylvania law and the Northern Lehigh School District School Board. (For employment, guidance counselors must demonstrate superlative teaching organizational, administrative, and communication skills and have outstanding references.)

**SCOPE OF RESPONSIBILITIES:**

- Instructional
- Administrative
- Miscellaneous Responsibilities

**INSTRUCTIONAL RESPONSIBILITIES:**

A school counselor shall:

- Satisfactorily instruct students, school staff, parents, and others when so assigned.
- Show evidence of satisfactory characteristics of personality, preparation, technique, and pupil reaction. (PDE 5501)
- Strive to implement the school district's philosophy and instructional goals.
- Assist in the development of curriculum and the selection of materials.
- Encourage and motivate students to achieve well.

**ADMINISTRATIVE RESPONSIBILITIES:**

A school counselor shall:

- Assist in administering enrollment, attendance, special education, grade reporting, and other tasks assigned.
- Maintain accurate and complete records as required.
- Assist in enforcing school and school district rules.
- Assist in the delivery of educational services.
- Take all necessary and responsible precautions to protect persons and property.
- Communicate with students, parents, and school staff about student progress, special needs, etc.

**MISCELLANEOUS AND DISTRICT RESPONSIBILITIES:**

A school counselor shall:

- Provide for personal professional growth through an ongoing program of improvement.

**SALARY:**

Established periodically by the School Board through collective bargaining with the Northern Lehigh Education Association.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level can vary from quiet to quite loud. Extended or irregular working times may be required. Work pace can be very demanding.

Because of dealing with potential crisis situations in personal counseling, family assistance, and academic counseling, personal stress can be demanding.

**EVALUATION:**

In accordance with Pennsylvania law and Northern Lehigh School District Board policies.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*