



**ELIZABETH
FORWARD** *School District*

Chapter 339 Plan

Spring 2017

Submitted by school counselors and transition coordinator under the supervision of the Director of Pupil Personnel.

1. School Counselors and Assignments:

- Nancy Gierl, EFHS, high school counselor (385)
- Joseph McManus, EFHS, high school counselor (385)
- Crista Scalfari, EFHS / EFMS, middle / high counselor (100)
- Natalie Bowers, EFMS, middle school counselor (520)
- Elizabeth Forward School District has no elementary counselors (0:1061)

2. School-Counseling Department Mission Statement

The Elizabeth Forward school counseling program addresses the academic, social and personal needs of all students by connecting with teachers, families and communities members to create a learning environment that nurtures the development of academic proficiency, career readiness, and personal responsibility.

All students in grades 6-12 will have equitable access to a comprehensive counseling program, which is developmentally appropriate. All stakeholders, including students, parents, educators/administrators, business/community partners, and post-secondary institutions will collaborate to remove barriers to learning and to provide opportunities and supports for students to reach their individual potential. Our goal is to empower students to achieve their academic, college/career, and personal goals, including the successful transition to their post-secondary plan.

3. Program Goals 2016-18:

Academic: Students will complete school with the academic preparation essential to be an effective learner in the post secondary environment and across the life span.

- High School: To incorporate PA Career Zone interest profile results and codes into the high school course selection planning. At least 50% of high school students will use these results to guide scheduling, set goals and identify course of study.
- Middle School: 90% of failing students will have a Plan for Success that will be communicated to parents.
- Elementary: Reduce the number of students with 20 or absences by 20 % by creating an Attendance Improvement Plan.

Personal / Social: Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.

- High School: Provide 100% of 9th grade students (in Health) with information about the Student Assistance Program, Behavioral Health Counselor, and Prevention Groups as well as how to utilize to school counseling program.

- Middle School: By end of the 2017-18 school year, all 8th grade students will have completed Units 1 – 3 in the Common Sense Media Digital Citizenship Curriculum.
- Elementary: Successful implementation of ESAP at one elementary school with the intention of expanding it to all elementary buildings.

Career: Students will understand the relationship between academia, requirements in the workforce and future career goals to gain success and satisfaction in the world of work.

- High School: All 9th grade students will begin a digital portfolio for career exploration and post-secondary planning. The goal is for students to build upon their portfolio each year, having a complete portfolio with artifacts and career pathways by end of senior year.
- Middle School: 90% of eighth grade students will complete a career interest inventory by the end of 2016-17 school year and be able to identify three career clusters. Career codes and PA Career Zone passwords will be stored in iPads.
- Elementary: 90% of 5th graders will demonstrate an increased awareness of career opportunities after participating in Steel Center classroom presentations.

4. **Stakeholders:**

Students

Students will help to deliver the counseling program by participating in goal-setting, problem-solving, career development and post high school planning. Students will focus on personal achievement and seek resources in the areas of academic, career and personal/social development.

Students will also provide feedback on the needs of the student body and on the manner in which those needs are being met. Students will offer input into the effectiveness of guidance services and ways to improve these services to better meet student needs.

Educators

Teachers, administrators, and school board members will be educated about career standards and career options available to students through their participation on the advisory council, the school website, and counselor driven presentations.

Teachers, administrators, and school board members will be members of the Guidance Advisory Council. They will support the school-counseling program by being firm believers in the department's mission, goals, and delivery. They will help promote the school-counseling program through classroom instruction, professional and parent meetings and by participating in curriculum writing. Educators will benefit by working as a team to discover students' individual strengths and needs to prepare them to be successful learners and transition from high school into the world of work.

Parents

Parents play a vital role in helping students make appropriate choices for their future. They will be informed of opportunities and options for their children so that they can be advocates in communicating and encouraging these opportunities to their children. Parents will be made aware of ongoing school-counseling programs and services throughout the school year through parent conferences, mailings, advertising, resources on the school website, and special planned events. Parents will work with their children and school staff in regards to academic course selections, college and career exploration, and post secondary planning.

Parents will have an on-going opportunity to provide input on the development of guidance services by serving on the advisory council, participating in school career programs and attending school events.

Community / Business

Members of the business community will provide students the opportunity to job shadow and tour their facilities, conduct presentations to students regarding the work force, provide support to help our schools carry out its program goals, and serve on the advisory council.

Students will become connected with business and community members through opportunities to visit local businesses, take the Holland interest inventory and connect it to the career curriculum/virtual job shadow and by establishing an earlier connection with the Steel Center Career and Technical School.

Post-Secondary

Post-secondary representatives will be connected to students at various levels at Elizabeth Forward schools. Students will become aware of various options after high school. Institutions can conduct recruiting visits and facilitate presentations regarding their programs, meet and greet staff and faculty, allow students and school staff to visit college campuses and interact with college students and professors. In addition, students will be able to participate in co-ops outside of the building as well as real life work experiences while in the school setting.

Representatives from post-secondary institutions including community colleges, four-year universities, and technical schools will become active members on the advisory council. They will help guide the school-counseling program to help our students become more knowledgeable and prepared for post-secondary success.

5. **Role of the School Counselor:**

- A. As a Leader, we effectively and efficiently create, implement, and manage a comprehensive and developmental counseling program. Counselors at Elizabeth Forward hold a variety of leadership roles such as Union President, Class Sponsor, Club Sponsor, SAP coordinator, Caring Team Coordinator, and Digital Citizenship Certified Educator.
- B. As an Advocate, we advocate for students, for the counseling profession, and for systemic change. School counselors' advocacy can have a lasting impact on attitudes, policies, and practices, which will ultimately help reduce or eliminate any potential barriers to students' learning so that they can reach their full potential in school and careers.
- C. As a Collaborator, we collaborate with all stakeholders, including students, parents, educators/administrators, business/community partners, and post-secondary colleges and universities, to create a positive learning environment so that optimal learning is achieved for all students to succeed academically, personally, and socially.
- D. As an Agent of Systemic Change, we help to encourage systemic change by strategically meeting the needs of students by removing educational barriers to learning and by implementing resources and support interventions to ensure all students graduate ready and prepared for post-secondary education and training and the world of work.

6. Advisory Council:

NAME	TITLE/ORGANIZATION
Dr. Bart Rocco	Superintendent of Schools
Dr. Randal Sydeski	Director of Personnel and Student Services
Mr. Michael Huber	Transition Coordinator
Mrs. Nancy Gierl	HS Counselor
Mr. Joe McManus	HS Counselor
Ms. Crista Scalfari	Mid/High Counselor
Mrs. Natalie Bowers	MS Counselor
Lori Rogers	Elementary Social Worker
Ryan Brain	Building Bridges 9 th Grade Career Course teacher
Michael Routh	High School Principal
Jenn Meliton	Elementary Principal
Mary Carol Perry	Elementary Principal
Brad Simala	Elementary Principal
Trisha Martell	Middle School Principal
Mike Rose	CCAC
Dave Davis	Penn State Greater Allegheny
Kelly Vann	Seton Hill University
Lynn Ambler	Parent
Zachary Visk	HS Student
Bailey McLaughlin	MS Student
Doug Dyer	Board Member
Eric Ash	Rotary/Community
Alicia Schmidt	Steel Center

First meeting: February 22, 2017

7. Program Calendar:

High School				
	9th Grade	10th Grade	11th Grade	12th Grade
August	Summer Scheduling, New Student Meetings			
	Freshmen Orientation			
	Schedule Conflicts, Special Education consultations, 504 plan meetings, IEP meetings, SSD accommodations for SAT/ACT, SAP meetings, Individual and Group student meetings			
September	Scheduling, Open House, Individual and Group student meetings, Annual College Fair, ACT testing			
	Classroom Guidance Lessons for 9th grade - Study Skills		SAT/ACT, College in HS	SAT/ACT, Transcripts, College in HS, College applications, Letters of recommendation, Scholarships
	Schedule conflicts, College Fair preparation, Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings			
October	Scheduling, Individual and Group Counseling, SAT testing, Mon Valley Diversity College Fair at CCAC			
		PSAT Testing	PSAT Testing	College applications, Transcripts, Letters of recommendation, Scholarships
	PSAT preparation, Steel Center Guidance Counselor meetings, Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings,			
November	Grief Awareness Day, Parent Teacher Conferences, Individual and Group Counseling			
	Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings, Program of Studies revisions	Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings, Program of Studies revisions	Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings, Program of Studies revisions	Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings, Program of Studies revisions
December	ASVAB testing, Individual and Group Counseling, Keystone Testing, Keystone testing preparation and administration, Keystone Faculty Training, Financial Aid Night preparation			
	Steel Center Career Exploration Field Trip, Steel Center Group Presentation, SAT testing			
			Financial Aid Night	Financial Aid Night, College applications, Transcripts, Letters of recommendation, Scholarships
January				College apps, Transcripts, Letters of rec, Scholarships

	ASVAB Interpretation, Keystone Testing, Keystone testing preparation and administration			
	Grade Level Group Presentation for Scheduling, Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings, Scheduling Conflicts for 2nd semester,			
February		AP class presentation for AP testing registration	AP class presentation for AP testing registration	College applications, Transcripts, Letters of recommendation, Scholarships, AP class presentation for AP testing registration
	Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings, Curriculum Night for Parents, Individual Meetings with students for scheduling and career exploration, National School Counselor Week. Middle School Program of Studies Presentation to 8th grade			
March			SAT	College applications, Transcripts, Letters of recommendation, Scholarships, SAT
	Individual Meetings with students for scheduling and career exploration Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings			
April	Individual Meetings with students for scheduling and career exploration Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings, Steel Center Guidance Counselor Meetings			
			ACT	College applications, Transcripts, Letters of recommendation, Scholarships, ACT
May	Individual Meetings with students for scheduling and career exploration, Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings. Step Up Day, AP Test Administration, Keystone Testing Administration, build Master Schedule			
		SAT, NHS Selection and Induction Ceremony		College applications, Transcripts, Letters of recommendation, Scholarships, SAT
June			ACT	College applications, Transcripts, Letters of recommendation, Scholarships, ACT, Senior Awards Night
	Attending SAP, PBIS and RENEW meetings, 504 plan meetings, IEP meetings. Step Up Day, AP Test Administration, Keystone Testing Administration, Scheduling Conflict, Failure Notification Letters, End of Year Reporting, Senior Verifications for Graduation Ceremony, Final Report Card Verification, Multi grade level credit check, Summer School Notification.			

Middle School

	6th Grade	7th Grade	8th Grade
August	Summer Scheduling, Plan Bully-Proofing, Plan Mentoring		
	Orientation		
	Schedule Conflicts, Spec Ed consults		
September	Organize SAP, Team meetings start, Start Mentoring, Open House, New teacher mtgs		
	Roster Review	Roster Review	Roster Review
	SBT consult, New student check-ins, NWEA testing, NJHS selection		
October	Bully Proofing Kick-off, Red Ribbon Week, Mentoring selection		
	Remediation Scheduling		
November	Grief Awareness, Food Drive		
December	Door Decorating Contest, Elf Fund List		
	PIMS coding		
January	NWEA Testing, IDF report, Dept meeting re Master Schedule, Prog of Studies rev		
	Student Scheduling		
February			HS CSP & scheduling
	IDF meetings		
March	CSP	CSP	
	PSSA Prep, Prepare to Build		
April	PSSA Testing		
May	Jeans for Troops Day (boy scouts), Step Up Day		
	5th gr CSP, Transition Meetings	Accelerated EOY	Accelerated EOY
	Build Schedule, Keystone Testing, NWEA Testing		
June			8th Grade Picnic, Awards, Career Day
	Failure Notification, Master Scheduling, SAP report		
Ongoing	Individual counseling - all 3 domains. SAP - all 3 domains. Teacher, admin, parent consult - all 3 domains. Parent mtgs - all 3 domains		
	Bully-proofing lessons - P/S. Mentoring - P/S, A.		

Elementary School

	K - Grade 2	Grade 3 -5
August	Kindergarten and new student orientation	New student orientation
	504, GIEP and IEP Plan Management	504, GIEP and IEP Plan Management
	Transition activity	Transition activity
September	Baseline MAPS testing	Baseline MAPS testing
	Open House	Open House
	Anti-Bullying Kickoff	Anti-Bullying Kickoff
October	Fire and Police Safety visit	Fire and Police Safety visit
	Prepare for Red Ribbon Week	Prepare for Red Ribbon Week
November	Parent-Teacher Conferences	Parent-Teacher Conferences
	Veteran's Day Activities	Veteran's Day Activities
December	Participate in Sr. Citizens Breakfast	Participate in Sr. Citizens Breakfast
	Christmas Programs (i.e. Caroling)	Christmas Programs (i.e. Caroling)
January	MAP Testing	MAP Testing
	Semester Report Cards	Semester Report Cards
	Animal Rescue League	Animal Rescue League
February	New Kindergarten Student registration	
March		
April		PSSA Testing
	Take Your Child To Work Day	Take Your Child To Work Day

May	End of Year MAPS test	End of Year MAPS test
	Science Day	Science Day
	Olympics Day	Olympics Day
June	Step-Up Day	Step-Up Day
	Final Report Cards	Final Report Cards
July	K and 1 Readiness Programs	
	Summer Enrichment opportunities	Summer Enrichment opportunities
Ongoing	Individual Student Meetings (All 3 domains)	Individual Student Meetings (All 3 domains)
	Preparation for Standardized Testing	Preparation for Standardized Testing
	Special Education/Gifted Referrals	Special Education/Gifted Referrals
	Olweus Core Team Meetings	Olweus Core Team meetings
	Parent communications	Parent communications
	Crisis Counseling	Crisis Counseling
	Grade Level ESAP Team Meetings	Grade Level ESAP Team Meetings

- (1) The first row in each month represents ACADEMIC tasks.
(2) The second row in each month represents CAREER tasks.
(3) The third row in each month represents PERSONAL/SOCIAL tasks.

8. Program Delivery:

High School

Guidance Curriculum	Prevention, Intervention & Responsive Services	Individual Student Planning	System Support
Purpose Program to all students	Purpose Services to small group or individual	Purpose One-on-one planning	Purpose Program support w/ no students present
Academic Freshmen Orientation Step Up Day Classroom Guidance Lessons Curriculum Night PSAT Testing PSAT Test Interpretation	Academic Individual Student Mtgs	Academic Student Planning Failure Screenings Retention Letters Cyber Progress Mtgs Student Parent Mtgs GIEP Mtgs College Applications Student Scheduling	Counselor Related Transcript Preparation Recommend Letters Scholarships SAP, PBIS, RENEW Keystone Testing SAT, PSAT ACT, AP POS Revisions SBT Liaison IEP & 504 Meetings Master Schedule Preparation Senior Award Program
Career Classroom Guidance Lessons Financial Aid Night College Fair	Career Steel Center Presentation & Field Trip	Career Individual student Mtgs	Non-Counselor Related Fire Drills ALICE training Hall Duty Faculty Meeting Prof Development Steel Center Meetings Staff Trainings Chapter 339 mtgs Parent Phone Calls Transfer credit evaluations
Personal / Social Classroom Guidance Lessons Grief Awareness Day	Personal / Social Conflict Resolution 504 IEP Mtgs Crisis Intervention	Personal / Social Individual Student meetings	
Percentage of Time 10%	Percentage of Time 30%	Percentage of Time 10%	Percentage of Time 50%

Middle School

Guidance Curriculum	Prevention, Intervention & Responsive Services	Individual Student Planning	System Support
Purpose Program to all students	Purpose Services to small group or individual	Purpose One-on-one planning	Purpose Program support w/ no students present
Academic	Academic	Academic	Counselor Related
Orientation	Student lead conferences	In Danger of Failing / failure mtgs	Prepare to Build
CSP – all grades	Individual Counseling	SAP student planning	Summer Scheduling
Step Up Day	New Student mtgs	Guidance student leader meetings	Remediation Scheduling
Awards Ceremony	IEP and 504 mtgs	Accelerated EOY mtgs	Special ed consults
Digital Citizenship lessons		Student / parent mtgs	New teacher meetings
		Cyber school scheduling	NWEA testing
			PSSA Testing
			Keystone testing
			SAP report
			School Based Therapy liaison
			Department mtgs
			Program of Studies revision
			Steel Center Counselor mtgs
			Staff Trainings
			Admin Consultation
			SHASDA mtgs
			Parent phone conferences
			NJHS selection
			Revise Course Selection Sheet
			Chp 339 Planning
			CYF communication
			Transfer consults
			Emails
Career	Career	Career	Non-Counselor Related
Speaker assemblies	Individual Counseling	Individual counseling	Fire Drills
Career Day	STEM tours	Gifted student mtgs	ALICE drills
Jeans for Troops Day	Steel Center Field Trip	GIEP consults	Hall Duty
			Faculty meeting
			Profession Development

Personal / Social Plan bully-proofing Plan mentoring Organize SAP Red Ribbon Week Grief Awareness Day Door Decorating Contest Food Drive	Personal / Social Lead SAP meetings Roster review Transition meetings Mentoring Conflict resolution Individual Counseling ELF fund kids Crisis and Grief counseling CYF investigative mtgs	Personal / Social SAP student planning Individual counseling Suspension return mtgs	
Percentage of Time 10%	Percentage of Time 20%	Percentage of Time 10%	Percentage of Time 60%

9. Curriculum Action Plan:

See APPENDIX A

(21 pages)

10. Organizing Career /Postsecondary Resources:

Resource Types	List Resources
Organizations/Agencies	<ul style="list-style-type: none"> • Community College of Allegheny County • Mon Valley Consortium • Office of Vocation and Rehabilitation • PATTAN • Steel Center for Career and Technology
Intermediary Organizations	
Umbrella Organizations	<ul style="list-style-type: none"> • Allegheny Intermediate Unit • Forward Township Business Council • Rotary
Community/State Agencies	<ul style="list-style-type: none"> • Community College Of Allegheny County • Goodwill • Office of Vocation and Rehabilitation • Pennsylvania Department of Education (PDE) – Academic Standards for Career Education and Work • Work Force Investment Opportunity Act • YouthWorks
Networking Opportunities	<ul style="list-style-type: none"> • David Davis – Penn State Greater Allegheny • Gina Barrett – The Consortium for Public Education • Josh Comer – Job Corps • Michael Thompson – Educational Consultant (PDE) • Mike Rose – CCAC South • Shannon Hinkle – Steel Center for Career and Technology
Individual Contacts	
Community/Business Meetings	<ul style="list-style-type: none"> • Allegheny County Transition Council (ACTC) • Board Meetings • Business Summit Meetings • Elizabeth Township Rotary Meetings • School Counseling Advisory Council Meetings • Transition Coordinators Council (TCC)

Community Events	<ul style="list-style-type: none"> • 10th Grade Career Day • Awards Night • Community Days • Curriculum Night • Financial Aid Night • High School College Fair • Kennywood Physics Days • Middle School 8th Grade Career Day • Mon Valley Diversity College Fair at CCAC South • Rotary Luncheons • Transition Parent Night
Online/ Onland	<ul style="list-style-type: none"> • http://ascamodel.timberlakepublishing.com/files/NationalStandards.pdf • www.acinet.org • www.careerpath.com • www.collegeboard.com • www.elizabethboro.com • www.onetcenter.org • www.pacareerstandards.com • www.pacareerzone.com • www.paworkforce.state.pa.us • www.pheaa.org • www.stemjobs.com
Internet Based Links	
Media/Advertising	<ul style="list-style-type: none"> • Placemats at Local Restaurants • Parent News Letter • District Website • Twitter Feed @efwarriors
Publications/Documents	<ul style="list-style-type: none"> • Career Clusters Poster • Student Portfolio • Flyers at Local Businesses

11. Individualized Academic/Career Plan (IACP):

The EFHS counselors and teachers formed a committee to create a Digital Portfolio using Google Docs. Students will create a Google account in a required freshman course, Building Bridges. Every year, students will add personal information, including career exploration, test scores, academic artifacts, and awards / accomplishments. This is a required process that is integrated into the classroom. Students can earn Digital Badges for completing certain tasks.

Students will start collecting information for their Digital Portfolio in grade 8. The middle/high counselor and transition coordinator will conduct classroom lessons using PA Career Zone. In addition, a representative from Steel Center will conduct a Career Interest Inventory with all 8th grade students. Students will store their password, career codes and clusters in an electronic format, currently eBackpack. This information will be added to student's individual accounts during freshman year.

High school students share their IACP with the school counselors during their annual scheduling meetings. Seniors meet with their counselor in September to review their plan and move toward action steps. The counselors are working on how to integrate the current graduation plan format into IACPs.

EFSD Digital Portfolio Outline

Name:		PW:
Grade	Activity	Sign off
8 th Grade	Career Interest Inventory – PA Career Zone	
9 th Grade	Create EFSD Google Account	
	Upload at least 5 artifacts	
	Document service hours	
10 th grade	Create STEM Premier Account	
	Upload 4 artifacts (2 multimedia)	
	Add PSAT scores	
	Add club, activities, athletics	
11 th grade	Obtain 3 character references	
	Upload 6 additional artifacts	
	Add test scores – PSAT, SAT, ACT, ASVAB	
12 th grade	Compose college essay / Letter of Intent	
	Add work experience	
	Print resume	
	Add awards and recognitions	
	Output portfolio	

Grad Plan attached (Appendix B)

12. Career and Technical Center Strategy:

STUDENT AWARENESS:

Grade	Intervention/ Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
5	Classroom Presentation	Steel Center	# of 5 th graders	Fall	L Rogers
7	FIT Field trip	Steel Center	Survey	Spring	N Bowers
8	Career Day Speaker	Steel Center	# of 8 th graders	Fall	N Bowers
8	Steel Center Classroom Presentation	Steel Center	Career Interest Inv	Mar	N Bowers
9	SE Classroom Presentation	Transition Coordinator	# of student that attend and % fill appl	Feb - Mar	M Huber
	SE Steel Center Visit	Steel Center			
10	Classroom Presentation	Steel Center	# of student that attend and % fill appl	Winter	J McManus
	Steel Center Visit				
10	Course Selection Presentation	HS counselors	Completed CSS	Spring	HS counselors
9-11	Career Day	Community Bus	# of students participating	Spring	C Scalfari

PARENT AWARENESS:

Intervention/ Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Link on HS website	All year	Tech liaison	# of hits	N Gierl
MS Alert Now Msg following 8 th presentation	Spring	MS counselor	# of students	N Bowers
SE Parent Night	May	Transition Coord	Q&A	M Huber
HS Curriculum Night Info table	Feb	HS student	# of parents attending program	J McManus

EDUCATOR AWARENESS:

Intervention/ Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Take teacher on FIT field trip	Spring	Steel Center	Perception	N Bowers
HS faculty mtg	Fall	Steel Center	Q&A	M Huber

- 8.6% of EFHS students currently attend Steel Center Career and Technical Education.

13. **Job** Descriptions:

<p style="text-align: center;">ELIZABETH FORWARD SCHOOL DISTRICT POSITION DESCRIPTION</p>

POSITION TITLE: Secondary School Counselor

DEPARTMENT: Building Principals

QUALIFICATIONS:

1. Masters Degree in Counseling Education through a Pennsylvania Department of Education approved program of studies.
2. Certification as a Secondary School Counselor holding a valid Pa. Educational Specialist I or II Certificate.
3. Working knowledge of best practices in school counseling according to guidelines established by the American Association of School Counselors.
4. Valid Pennsylvania drivers license.

REPORTS TO: Building Principal

ACCOUNTABILITY OBJECTIVE:

This position is responsible to counsel students in the areas of personal, social, vocational/occupational, and educational development.

PRINCIPAL ACCOUNTABILITIES:

1. Assist teachers in developing sensitivity to the particular needs of individual students.
2. Assist teachers in utilizing referral procedures for student support as needed.
3. Make use of test data and psychological assessment findings to guide the educational development of the students.
4. Understand the measures and inventories dealing with academic progress and achievement.
5. Understand interest inventories, behavior-rating scales, developmentally appropriate levels of physical maturation, special aptitudes and intelligence quotients or factors.
6. Assist in the educational and employment placement of departing students and graduates.
7. Conduct group guidance activities related to occupational information, job application and interview procedures and educational requirements and opportunities.

8. Participate in individualized education program planning and other informational type activities, which supplement the total guidance and counseling program objectives.
9. Provide instruction within the domains of academic, personal/social and career education.
10. Deliver any other services within the CSPG for Secondary Guidance Counselors.

LANGUAGE SKILLS:

Ability to read and interpret written directions and schedules.

OTHER SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with administrators, staff and the students.
- Ability to perform your responsibilities independent of constant supervision.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

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

It is essential that the employee has the ability to hear and speak in order to communicate effectively with administrators and staff. The employee also must be able to localize sound, hear in a noisy environment in order to provide a safe working environment. Specific requirements include close, distance, and peripheral vision. The employee may lift, push or pull objects of a reasonable weight limit using appropriate equipment. The employee must be mobile, so as to move about the school premises.

The information contained in this job description is for compliance with the American with Disability Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position

TERMS OF EMPLOYMENT: Salary, work schedule, evaluation and other conditions of employment are in accordance with the current contract provisions in the Agreement Between The Elizabeth Forward School District And The Elizabeth Forward Education Association.

Appendix A

Curriculum Action Charts

Curriculum Action Plans

Grade Level: 6								
Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
BP: HERO Rules	16.3.8.B	BP Binder EFSD HERO rules EFSD anti-bullying policy	October	All 6 th grade students 170	BP classrooms (powerblock)	Process: Every 6 th grade HR	BP teachers	N. Bowers
BP: Basics of Bullying & Teasing	16.1.8.A 16.1.8.C	BP Binder Bully-proofing Your School: A Comprehensive Approach for MS	November	All 6 th grade students 170	BP classrooms (powerblock)	Perception: Class discussion	BP teachers	N. Bowers
BP: Door Decorating	16.2.8.B	BP Binder Prizes	December	All 6 th grade students 170	Homerooms (PBs & TTs)	Perception and Results: Winners get awarded	BP teachers	N. Bowers
BP: HA HA SO	16.1.8.C 16.2.8.D 16.2.8.E	BP Binder Bully-proofing Your School: A Comprehensive Approach for MS	January	All 6 th grade students 170	BP classrooms (powerblock)	Outcome: All 6 th grade students will identify one strategy	BP teachers	N. Bowers
DC: Digital Life Unit 1, Lesson 1	16.1.8.D 16.2.8.C	Common Sense Education's Digital Citizenship Curriculum	February	All 6 th grade students 170	BP classrooms (powerblock)	Perception: Lesson assessment	BP teachers	N. Bowers

Grade Level: 6								
Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
DC: Strategic Searching Unit 1, Lesson 2	A:A3.1 A:B1.2	Common Sense Education's Digital Citizenship Curriculum	April	All 6 th grade students 170	Social Studies classroom	Perception: Lesson assessment	6 th grade Social Studies teachers	N. Bowers
DC: Scams & Schemes Unit 1, Lesson 3	A:B2.5 A:B1.4	Common Sense Education's Digital Citizenship Curriculum	March	All 6 th grade students 170	BP classrooms (powerblock)	Perception: Lesson assessment	BP teachers	N. Bowers
DC: Cyberbullying Unit 1, Lesson 4	16.3.8.A 16.3.8.B 16.3.8.C	Common Sense Education's Digital Citizenship Curriculum	May	All 6 th grade students 170	BP classrooms (powerblock)	Perception: Lesson assessment	BP teachers	N. Bowers
DC: A Creator's Rights Unit 1, Lesson 5	A:A3.1 A:B1.7	Common Sense Education's Digital Citizenship Curriculum	November	All 6 th grade LA students 165	LA classrooms	Perception: Lesson assessment	6 th grade Core LA teachers	N. Bowers
Course Selection Presentation	A:B1.5 A:B2.2 13.1.8.F	7 th grade CSS MS PoS	February	All 6 th grade students by team	MS Aud	Outcome: 100% of 6 th grades complete CSS correctly	MS School counselor	N. Bowers

Grade Level: 7

Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
BP: HERO Rules	16.3.8.B	BP Binder EFSD HERO rules EFSD anti-bullying policy Group Guidelines	October	All 7 th gr students 180	BP classrooms (powerblock)	Process: Every 7 th grade HR	BP teachers	N. Bowers
BP: To Report or Not to Report	16.3.8.A	BP Binder Olweus School workbook: Communication	November	All 7 th gr students 180	BP classrooms (powerblock)	Outcome: Increase appropriate / decrease inappropriate referral	BP teachers	N. Bowers
BP: Door Decorating Contest – cultural consideration	16.2.8.B	BP Binder Prizes	December	All 7 th gr students 180	Homerooms	Perception and Results: Winners get awarded	BP teachers	N. Bowers
BP: The Masks We Wear	16.1.8.C 16.2.8.A	BP Binder HRM: Think Before You Click	January	All 7 th gr students 180	BP classrooms (powerblock)	Perception: Class discussion	BP teachers	N. Bowers
DC: My Media Unit 2, Lesson 1	A:A1.5 16.2.8.C	Common Sense Education's Digital Citizenship Curriculum Nearpod	April	All 7 th gr students 180	Social Studies classroom	Perception: Lesson assessment	7 th gr Social Studies teachers	N. Bowers

Grade Level: 7

Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
DC: A Creator's Responsibility Unit 2, Lesson 2	A:A3.1 A:B1.7	Common Sense Education's Digital Citizenship Curriculum Nearpod	November	7 th gr LA students 170	LA classrooms	Perception: Lesson assessment	7 th gr LA teachers	N. Bowers
DC: Safe Online Talk Unit 2, Lesson 3	16.2.8.E 16.2.8.C	Common Sense Education's Digital Citizenship Curriculum	February	All 7 th gr students 180	BP classrooms (powerblock)	Perception: Lesson assessment	BP teachers	N. Bowers
DC: Which Me Should I be? Unit 2, Lesson 4	A:B1.1	Common Sense Education's Digital Citizenship Curriculum	March	All 7 th gr students 180	BP classrooms (powerblock)	Perception: Lesson assessment	BP teachers	N. Bowers
DC: Gendor Stereotypes Unit 2, Lesson 5	16.2.8.B 16.2.8.A	Common Sense Education's Digital Citizenship Curriculum	May	All 7 th gr students 180	BP classrooms (powerblock)	Perception: Lesson assessment	BP teachers	N. Bowers
Course Selection Presentation	A:B1.5 A:B2.2	8 th grade CSS MS PoS	February	All 7 th gr students 180	MS Aud	Outcome: 95% of 7 th grades complete CSS correctly	MS Counselor	N. Bowers

Grade Level: 7								
Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
Junior Achievement	13.1.8.A A 13.1.8.F	juniorachievement.org	Monthly	All 7 th gr students 180	Social Studies classrooms	Perception: Interviews Self-reflections	JA Representative	N. Bowers
FIT field trip	13.1.8.C 13.2.8.H	Permission slip	Spring	Select 7 th grade girls 8	Steel Center	Perception: Program Evaluation	Steel Center	N. Bowers

Grade Level: 8								
Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
BP: HERO Rules	16.3.8.A	BP Binder EFSD HERO rules	October	All 8 th grade students 170	BP classrooms (powerblock)	Process: Every 8 th grade HR	BP teachers	N Bowers
BP: Be a Part of the Solution	16.1.8.C 16.2.8.D	BP Binder Olweus School Workbook: Communication	November	All 8 th grade students 170	BP classrooms (powerblock)	Outcome: Increase in assertiveness	BP teachers	N Bowers
BP: Door Decorating Cultural Appreciation	16.2.8.B	BP Binder Theme changes every year Prizes awarded	December	All 8 th grade students 170	Homerooms	Perception and Results: Winners get awarded	BP teachers	N Bowers
BP: Empathy for Strangers and Friends	16.1.8.A 16.2.8.A	BP Binder Olweus School Workbook: Identifying Feelings	January	All 8 th grade students 170	BP classrooms (powerblock)	Perception: Class discussion	BP teachers	N Bowers
BP: Wrap up	16.2.8.E 16.3.8.C	BP Binder HRM Mastering Your Emotions	May/June	All 8 th grade students 170	TeamTime classrooms	Process: Every 8 th grader gets certificate	BP teachers	N Bowers

Grade Level: 8								
Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
DC: Trillion Dollar Footprint Unit 3, Lesson 1	16.2.8.A	Common Sense Education's Digital Citizenship Curriculum	February	All 8 th grade students 170	BP classrooms (powerblock)	Perception: Lesson assessment	BP teachers	N Bowers
DC: ID High Quality Sites Unit 3, Lesson 2	A:A3.1	Common Sense Education's Digital Citizenship Curriculum	April	All 8 th grade students 170	Social Studies classroom	Perception: Lesson assessment	8 th gr Social Studies teachers	N Bowers
DC: Reality of Digital Drama Unit 3, Lesson 3	16.2.8.C 16.2.8.E	Common Sense Education's Digital Citizenship Curriculum	March	All 8 th grade students 170	BP classrooms (powerblock)	Perception: Lesson assessment	BP teachers	N Bowers
DC: Cyberbullying Unit 3, Lesson 4	16.3.8.A 16.3.8.C	Common Sense Education's Digital Citizenship Curriculum	May	All 8 th grade students 170	BP classrooms (powerblock)	Perception: Lesson assessment	BP teachers	N Bowers
DC: Rework, Reuse, Remix Unit 3, Lesson 5	A:B1.2 A:B1.3 A:B2.5	Common Sense Education's Digital Citizenship Curriculum	November	8 th gr LA students 160	LA classroom	Perception: Lesson assessment	8 th gr LA teachers	N Bowers

Grade Level: 8

Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
Course Selection Presentation	A:B1.5 A:B2.2	HS CSS HS PoS	February	All 8 th grade students 170	MS Aud	Outcome: 100% of 8 th grades complete CSS correctly	HS counselors HS admin HS Honors teachers	N Bowers J McManus
Career Day	A:A3.3 A:B2.6 A:C1.1 13.1.8.D 13.2.8.F 13.4.8.B	Letter to Myself lesson Tech for presenters Thank You gifts Lunch	Fall or Spring	All 8 th grade students 170	8 th grade classrooms	Process: 100% of 8 th grade students actively participated	Community Busin. owners Parents College students Military Steel Center	N Bowers
Career Interest Inventory	A:B2.7 13.1.8.B 13.2.8.G	Career Cluster Inventory	Spring	All 8 th grade students 170	8 th grade Social Studies classroom	Outcome: Each identify cluster	Steel Center	N Bowers

Grade Level: 9

Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
College Fair	13.1.11 D, F	Interview Packet	September	176	EFHS Cafeteria EFHS Classrooms		University, Colleges, Service Branches	Ryan Brain Kristin Eckels
Building Bridges to My Future	13.1.11 A, B, C, D, E, F, H 13.2 B, 13.3.11 D, F, G A:A2.1	Career Days Career portfolio Resource Books Keys2Work PA Career Zone	Fall Semester/Spring Semester	176	EFHS Classrooms	Career Research Paper w/SPARK video Keys to Work Assessments	BCIT Teachers	Ryan Brain Kristin Eckels
Sports Marketing and Entrepreneurship	13.3.11 D A:A1.3 A:A3.2	Career Portfolio	Fall Semester/Spring Semester	5	EFHS Classrooms	Create a Business Plan	BCIT Teachers	Ryan Brain
9 th Grade Transition-Steel Center Tour	13.1.11 A; B; D; E	Job Shadowing	Fall Semester/Spring Semester	25	Steel Center	Through Pa Career Zone Assessment Identify personality types and career interests	Transition Coordinator	Mike Huber

Health	13.2.11 E	Health/Safety	Fall Semester/Spring Semester	176	EFHS Classrooms	Personal Wellness Activity	Health/Physical Education/Swimming Teachers	Dave Byers
Career Day	13.1.11 A 13.3.11 A		Spring	All 9 th Grade Students	EFHS Classrooms	Process Data: 100% Completion of activity.	Community, Business, Military, Parents, & Colleges	Crista Scalfari
9 th Grade Course Selection Presentation	13.1.11 A 13.3.11 A A:B2.1 A:C1.1	Career Codes CSS	February	All 8 th Grade Students	M.S. iCreate Studio	Outcome: 100% Complete CSS Correctly	School Counselors	Crista Scalfari
Guidance Gifted Meeting	13.1.11 A 13.3.11 A A:B2.1 A:C1.1	CSS Pos	February	All 8 th Grade Students	Classroom	Outcome: 100% Complete CSS Correctly	School Counselors	Crista Scalfari
Digital Portfolio	13.1.11 D, G, H 13.3.11 D A:C1.6	Google Account Career Exploration	Fall Semester/Spring Semester	176	EFHS Classrooms	Career Portfolio	BCIT & Social Studies Teachers	Ryan Brain Kristin Eckels Robert Raffaele

Grade Level: 10

Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
College Fair	13.1.11 D F	Interview packet to analyze post-secondary options.	September	190	Elizabeth Forward Cafeteria	Process number of seniors participating	University/Colleges/ Service Branches	Joe McManus
Career Fair	13.1.11 A D F 13.2.11 13.4.11	Resume building; interviewing skills; Evaluating school-based opportunities.	October	30	Moon Area High School	Process: number of seniors participating	Over 50 different professionals from Western PA.	Nancy Gierl
Steel Center Presentation & Field Trip	13.1.3 A 13.1.3 F	Recognizing Interests, Exploring career preparation,	January	190	Steel Center for Career & Technology	Process: number of applications	Steel Center Guidance Counselor and Career Educator	Joe McManus
In Classroom Presentations	13.2.11 C	Requesting Letters of Rec. Completing post secondary applications, Scholarships/ SAT/ACT.	September	190	Elizabeth Forward English Classes	Perception Data: Open discussion	School Counselors	Nancy Gierl and Joe McManus
Special Education Transition Planning	13.1.11 ABD 13.2.11	Part time Employment; analyze career options, interests and goals	All year	20	Elizabeth Forward High School	Outcome Data: % placement of Special Ed students with jobs.	Special Education Transition Coordinator	Mike Huber

Mon Valley Diversity College Fair	13.1.11 D F	Introduction to college and career paths.	October	20	Representatives from more than 40 colleges and universities	Process: number of seniors participating	CCAC South Campus	Joe McManus
ASVAB testing and interpretation	13.2.11. B H 13.1.11 A B C D E F	ASVAB exam and Career exploration guide	October	15+	Elizabeth Forward High School	Results Report and interpretation of results	Military	Army Sergeant Turk
Career Exploration Group	13.4.11 B 13.3.11 A 13.2.11 B 13.1.11 H	E-Mentor Program, includes digital link to career professional, O*Net & Career Zone Pre/post survey	6 week group October November	10-15 Students	Elizabeth Forward High School	Perception Data: Pre/Post Survey	Counselors	To be determined
Digital portfolio	13.1.11 D H	Career Portfolio	Full year	All students	Elizabeth Forward High School	Process Data: Completion of portfolio	Elizabeth Forward – Teachers, administrators, counselors	Teachers, administrators, counselors

Grade Level: 11								
Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
ASVAB testing and interpretation	13.2.11. B H 13.1.11 A B C D E F	ASVAB exam and Career exploration guide	October	15+	Elizabeth Forward High School	Results Report and interpretation of results	Military	Army Sergeant Turk
College Fair	13.1.11 D F	Interview packet to analyze post-secondary options.	September	174	Elizabeth Forward Cafeteria	Process number of Juniors participating	University/Colleges/ Service Branches	Joe McManus
Career Fair	13.1.11 A D F 13.2.11 13.4.11	Resume building; interviewing skills; Evaluating school-based opportunities.	October	30	Moon Area High School	Process: number of Juniors participating	Over 50 different professionals from Western PA.	Nancy Gierl
"Introduce a Girl to Engineering Day"	13.3.11 A 13.1.11 C D F	Interviewing Engineers, educational path, interests and abilities.	October	4	Westinghouse	Perception: Survey/Rating Scale	Engineers at Westinghouse – Waltz Mill site.	Nancy Gierl
Special Education Transition Planning	13.1.11 ABD 13.2.11	Part time Employment; analyze career options, interests and goals	All year	20	Elizabeth Forward High School	Outcome Data: % placement of Special Ed students with jobs.	Special Education Transition Coordinator	Mike Huber

Mon Valley Diversity College Fair	13.1.11 D F	Introduction to college and career paths.	October	20	Representatives from more than 40 colleges and universities	Process: number of Juniors participating	CCAC South Campus	Joe McManus
Gaming Internship	13.3.11 E 13.1.11 D	Working with real world clients in Pittsburgh Area,	Full Semester	10	Elizabeth Forward High School	Process: Portfolios of marketing plan	Eliz. Forward HS Teacher: Mary Wilson	Mary Wilson
Media Center Internship	13.1.11 D 13.3.11 E	Software/hardware export digital media onto server, use iMovie and Media Composter.	Full Semester	25	Elizabeth Forward High School	Process: Completion of project and	Eliz. Forward HS Teacher: Mary Wilson	Missy Benedict
Special Education Transition Planning	13.1.11 A B D	PAES lab, WayPoint, PA Career Zone	Year		Elizabeth Forward High School		Special Education: Transition Coordinator	Mike Huber
Financial Aid Night	13.3.11 D	Educate on budgeting based on career path.	October	25+	Elizabeth Forward High School	Process: Number of Juniors participating	School Counselor: Nancy Glerl, Financial Aid Officer	Nancy Gierl, Robert Heyl
Digital portfolio	13.1.11 D H	Career Portfolio	Full year	All students	Elizabeth Forward High School	Process Data: Completion of portfolio	Elizabeth Forward – Teachers, administrators, counselors	Teachers, administrators, counselors
Career Exploration Group	13.4.11 B 13.3.11 A 13.2.11 B 13.1.11 H	E-Mentor Program, includes digital link to career professional, O*Net & Career Zone	6 week group October November	10-15 Students	Elizabeth Forward High School	Perception Data: Pre/Post Survey	Counselors	To be determined

Grade Level: 12

Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
ASVAB testing and interpretation	13.2.11. B H 13.1.11 A B C D E F	ASVAB exam and Career exploration guide	October	15+	Elizabeth Forward High School	Results Report and interpretation of results	Military	Army Sergeant Turk
Financial Aid Night	13.3.11 D	Educate on budgeting based on career path.	October	25+	Elizabeth Forward High School	Process: Number of Juniors participating	School Counselor: Nancy Gierl, Financial Aid Officer	Nancy Gierl, Robert Heyl
College Fair	13.1.11 D F	Interview packet to analyze post-secondary options.	September	174	Elizabeth Forward Cafeteria	Process number of seniors participating	University/Colleges/ Service Branches	Joe McManus
Career Fair	13.1.11 A D F 13.2.11 13.4.11	Resume building; interviewing skills; Evaluating school-based opportunities.	October	30	Moon Area High School	Process: number of seniors participating	Over 50 different professionals from Western PA.	Nancy Gierl
"Introduce a Girl to Engineering Day"	13.3.11 A 13.1.11 C D F	Interviewing Engineers, educational path, interests and abilities.	October	4	Westinghouse	Perception: Survey/Rating Scale	Engineers at Westinghouse – Waltz Mill site.	Nancy Gierl

In Classroom Presentations	13.2.11 C	Requesting Letters of Rec. Completing post secondary applications, Scholarships/ SAT/ACT.	September	174	Elizabeth Forward English Classes	Perception Data: Open discussion	School Counselors	Nancy Gierl and Joe McManus
Special Education Transition Planning	13.1.11 ABD 13.2.11	Part time Employment; analyze career options via E-Mentor, Keys to Work, assessing interests and goals	All year	20	Elizabeth Forward High School	Outcome Data: % placement of Special Ed students with jobs.	Special Education Transition Coordinator	Mike Huber
Mon Valley Diversity College Fair	13.1.11 D F	Introduction to college and career paths.	October	20	Representatives from more than 40 colleges and universities	Process: number of seniors participating	CCAC South Campus	Joe McManus
Gaming Internship	13.3.11 E 13.1.11 D	Working with real world clients in Pittsburgh Area, creating technology marketing plan and testing products.	Full Semester	10	Elizabeth Forward High School	Process: Portfolios of marketing plan	Eliz. Forward HS Teacher: Mary Wilson	Mary Wilson
Special Education Transition Planning	13.1.11 A B D	PAES lab, WayPoint, PA Career Zone	Year		Elizabeth Forward High School		Special Education: Transition Coordinator	Mike Huber

Media Center Internship	13.1.11 D 13.3.11 E	Create and import tracks, use software/hardware, export digital media onto server, use iMovie and Media Composter.	Full Semester	25	Elizabeth Forward High School	Process: Completion of project and	Eliz. Forward HS Teacher: Mary Wilson	Missy Benedict
Digital portfolio	13.1.11 D H	Career Portfolio	Full year	All students	Elizabeth Forward High School	Process Data: Completion of portfolio	Elizabeth Forward – Teachers, administrators, counselors	Teachers, administrators, counselors
Career Exploration Group	13.4.11 B 13.3.11 A 13.2.11 B 13.1.11 H	E-Mentor Program, includes digital link to career professional, O*Net & Career Zone Pre/post survey	6 week group October November	10-15 Students	Elizabeth Forward High School	Perception Data: Pre/Post Survey	Counselors	To be determined

Grade Level: 9-12

Lesson / Program	ASCA or CEW Domain	Curriculum / Materials	Start / End	# of Students & Grade Level	Location	Eval & Assessment	Stakeholder Delivering	Contact Person
Student Assistance Program	16.1.12 A 16.1.12 C 16.2.12 B 16.2.12 E 16.3.12 C	SAP & Prevention evidence based curriculum.	Continuous	Average 50-75 students per year.	Elizabeth Forward High School	Swiss and ABE data tracking	Mon Yough Community Services and Elizabeth Forward Counselors	Sara Cope
PBIS	16.1.12 A 16.1.12 B 16.1.12 C 16.2.12 A 16.2.12 C 16.2.12 D 16.2.12 E 16.3.12 C	Interventions at all tiers – RENEW, Check-in & Check-out.	Continuous	12 students	Elizabeth Forward High School	Swiss and ABE data tracking	All High School Staff and Administration	Marc Bellora & Sara Cope
Educational Groups	16.1.12.B 16.2.12 A 16.2.12 C 16.2.12 D 16.3.12 B 16.3.	Girls Circle (Evidenced Based Curriculum) - Friendship - Body Image - Relationship with Peers - Expressing my individuality	Continuous	20 -30 Students 9-12 th grade.	Elizabeth Forward High School	Pre/Post Survey	Mon Yough Community Services and Elizabeth Forward Counselors	

Appendix B

Graduation Plan

ELIZABETH FORWARD HIGH SCHOOL

GRADUATION PLAN

STUDENT NAME

DATE

GUIDANCE COUNSELOR

PARENT SIGNATURE

CREDITS REQUIRED PER YEAR:

MINIMUM - 6.75

TOTAL CREDITS REQUIRED FOR GRADUATION - 25

GRADE:	9TH	10TH	11TH	12TH
YEAR:				
(4) ENGLISH				
(4) SOCIAL STUDIES				
(4) MATH				
(4) SCIENCE				
(1) PHYS. ED				
(.50) HEALTH				
(.50) BUILDING BRIDGES				
(.50) TECHNOLOGY ELIZABYTE ACADEMY PYTHON PROG OR GAMEMAKER I				
(3) ARTS AND HUMANITIES				
(3.5) ELECTIVES				
TOTAL CREDITS EARNED				

CREDIT SHORTFALL:	ENGLISH 9			
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PARENT MEETING REQUIRED WHEN A CREDIT SHORTFALL EXISTS

PARENT: STUDENT: GUIDANCE COUNSELOR:

DATE OF MEETING: FOLLOW UP MEETING DATE: BUILDING PRINCIPAL: _____

(SIGNATURE)

CREDIT RECOVERY PLAN:

STUDENT RESPONSIBILITIES:

GUIDANCE COUNSELOR RESPONSIBILITIES:

PARENT RESPONSIBILITIES



Elizabeth Forward School District
401 Rock Run Road
Elizabeth, PA 15037

412-896-2300