

# K-12 School Guidance Plan

March 2023

Eastern Lebanon County

School District



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## A. Counselor Related Items of the Plan 1-3

### 1. School Counselors and Assignments

Counselor's Name	Building	Ratio
<b>Erica Long</b> <a href="mailto:elong@elcosd.org">elong@elcosd.org</a>	High School 717-866-7447, Ext. 20522	<b>1:248</b>
<b>Tom Eberly</b> <a href="mailto:teberly@elcosd.org">teberly@elcosd.org</a>	High School 717-866-7447, Ext. 20523	<b>1:248</b>
<b>John Mentzer</b> <a href="mailto:jmentzer@elcosd.org">jmentzer@elcosd.org</a>	High School 717-866-7447, Ext. 20521	<b>1:248</b>
<b>Jennifer Garrison</b> <a href="mailto:jgarrison@elcosd.org">jgarrison@elcosd.org</a>	Middle School 717-866-6591, Ext. 30522	<b>1:298</b>
<b>Allison Wagner</b> <a href="mailto:awagner@elcosd.org">awagner@elcosd.org</a>	Middle School 717-866-6591, Ext. 30521	<b>1:311</b>
<b>Nichole McCullough</b> <a href="mailto:nmccullough@elcosd.org">nmccullough@elcosd.org</a>	Intermediate School 717-866-4521, Ext. 40521	<b>1:535</b>
<b>Katherine Brosius</b> <a href="mailto:kbrosius@elcosd.org">kbrosius@elcosd.org</a>	Fort Zeller Elementary 610-589-2575, Ext. 50521 Jackson Elementary 717-866-2624, Ext. 60521	<b>1:502</b>
<b>Kelly Smith</b> <a href="mailto:kellysmith@elcosd.org">kellysmith@elcosd.org</a>	District Home and School Visitor 717-866-7447, Ext. 10823	

## 2. Role of the School Counselor: ASCA

Role	Level	Evidence of Role
<b>Leader</b>	Elementary	SAP Team Leader (K-5) PBIS Team Leader (K-5) Parent Academy (K-2) Classroom Lessons (K-5) Small Groups (K-5) Little Aavidum (K-5) PSSA Administration Team Member (3-5) Threat Assessment Team Member Family Groups (3-5)
	Middle	SAP Team Leader SAIP Team Member PBIS Team Member Threat Assessment Team Member Character Development Course EA Rotation- Grade 7 Classroom Lessons: Study Skills, Career Exploration WEB Coordinator Aavidum Advisor/Chair Small Groups (6-8)
	High School	SAP Team Member Freshmen Forward Orientation Coordinator Testing Coordinator (AP, Keystone Testing, ASVAB, PSAT) Curriculum Council Member Threat Assessment Team Member Agricultural CTE Program Holiday Assistance Program Aavidum Advisor Class Council Advisor SAIP Team Member Leadership Positions in Professional Organizations (ASCA, PSCA, LCSCA, LCCA, Aavidum) Service Provider Coordinator Classroom Lessons: Career Exploration, Mental Health Freshman Seminar Credit Recovery Virtual Academy Coordinator

<b>Advocate</b>	Elementary	Liaison for students with parents, teachers, agencies Attend meetings on behalf of students (IEPs, 504s, GIEPs) SAIP Meetings SAP Meetings Gifted Screenings (K-5) Classroom Lessons Small Groups Provide connection between teachers, parents, and students
	Middle	Liaison for students with parents, teachers, and outside agencies Attend outside agency meetings (CASSP, ISPTs, Performcare) Attend meetings on behalf of students (IEPs, 504s, GIEPs, MDTs and Team Meetings). SAIP Meetings SAP Meetings Gifted Screenings (6-8) Classroom Lessons Small Groups
	High	Liaison for students with parents, teachers, and outside agencies Attend meetings on behalf of students (IEPs, 504s) Attend outside agency meetings (CASSP, ISPT, etc.) Participation on the SAP Team Meetings Provide connection between teachers, parents, and students Participation on the SAIP Team Meetings
<b>Collaborator</b>	Elementary	Needs Assessments (K-5) IEP, 504, GIEP Meetings Behavior plans for students SAP Team CIP Team PBIS Team Parent Teacher conferences Student Risk Screening Scale Advisory Council School Based Outpatient Referrals Career Day Coordinator
	Middle	Member of building level teams IEP, Transition, GIEP 504 Coordinator SAP Team SAIP Team Member

		PBIS Team Member Advisory Council Participants in Lebanon School Counselor Association meetings School Based Outpatient Referrals Career Day Coordinator
	High	Member of building level teams Member of IEP and 504 teams Participants in Lebanon School Counselor meetings Offer School Based Counseling Lebanon County College/Career Fair ASVAB Testing Financial Aid Night Teen Hope Screening
<b>Systemic Change Agent</b>	Elementary	Member of professional school counseling organizations (ASCA, LCSCA, LCCA, PSCA) CIP Team SAP Team SAIP Meetings/Plans
	Middle	Member of Professional Organizations (ASCA, PSCA, LCCA) Attend conferences and workshops for professional development. SAP Team SAIP Team
	High School	Member of Professional Organizations (ASCA, PSCA, LCCA) Attend Conferences for Professional Development SAP Team SAIP Team

### 3. Job Description linked to the Counselor Evaluation Process

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

Counselor Level	<u>Domain 1</u> Planning and Preparation	<u>Domain 2</u> Environment	<u>Domain 3</u> Delivery	<u>Domain 4</u> Professional Development
<b>Elementary</b>	<ul style="list-style-type: none"> <li>• Communication Log (emails, notes, SCUTA documentation)</li> <li>• Lesson Plans (age appropriate)</li> <li>• Professional Development Plan (Chapter 339)</li> <li>• Career Lesson Plans</li> <li>• SAP Data/Documents</li> <li>• Discipline Data Reports</li> <li>• Needs Assessments (K-5)</li> <li>• Small Groups</li> <li>• Community Resource List</li> <li>• ASCA/PSCA Member</li> <li>• Schedule of Lessons</li> <li>• Behavior Plans</li> <li>• Calendar of Events</li> <li>• SRSS (Mental Health Screener)</li> <li>• Little Aevium</li> <li>• SAIP Meetings/Documents</li> </ul>	<ul style="list-style-type: none"> <li>• Communication Logs</li> <li>• Utilization of Environment</li> <li>• Lesson plans</li> <li>• Personal/Social instructional materials</li> <li>• PBIS meetings/minutes</li> <li>• Family Resources</li> <li>• Counseling page on district website</li> <li>• Calendar of Events</li> <li>• Schedules</li> <li>• Counseling Newsletter</li> <li>• Assessment Team guidelines</li> <li>• Professional Certifications (CPI, Threat Assessment, SAP)</li> <li>• SAP documentation</li> <li>• SAIP documentation</li> <li>• Career Evidence</li> <li>• School Counseling Schoology Page</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson Plan examples</li> <li>• Counseling page on district website</li> <li>• Documentation of student meetings</li> <li>• SAP documentation</li> <li>• SAIP documentation</li> <li>• Counselor/Administrator student consultation</li> <li>• Behavior Plan examples</li> <li>• Resources on website</li> <li>• Counseling Newsletter</li> <li>• Threat Assessments</li> <li>• SRSS</li> <li>• School-wide data (attendance, academics, behavioral)</li> <li>• Documentation of interventions with students</li> <li>• Responsive services (crisis situations)</li> <li>• Counselor/Nurse student consultation</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum Review</li> <li>• Professional Development documentation</li> <li>• School Counseling calendar</li> <li>• Advisory Council minutes/agendas</li> <li>• Record/note keeping system</li> <li>• Counseling Newsletter</li> <li>• Counselor Page on district website</li> <li>• Report of annual outcome data (advisory council, annual goals)</li> <li>• Member of Professional Organizations</li> <li>• Continuing Education hours</li> <li>• Communication to Stakeholders (advisory council, newsletters)</li> <li>• Intern supervision</li> </ul>
<b>Middle School</b>	<ul style="list-style-type: none"> <li>• Communication Logs (e.g., emails, letters, notes regarding phone conversations with parents, staff, students, and/or community members and providers)</li> <li>• SCUTA documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Communication Logs (e.g., emails, letters, notes regarding phone conversations with parents, staff, students, and/or community members and providers)</li> <li>• SCUTA Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson Plan examples</li> <li>• Counseling page on district website</li> <li>• SCUTA documentation</li> <li>• SAP documentation</li> <li>• SAIP documentation</li> <li>• Counselor/administration student consultation</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Curriculum Review</li> <li>• Professional Development Documentation (District, State, National)</li> <li>• Professional Organization Membership (ASCA, PSCA, LCCA)</li> </ul>

	<ul style="list-style-type: none"> <li>● Quarterly and EOY grade reports</li> <li>● Character Development Lesson Plans and Schedule of Classes</li> <li>● Character Education Lesson Plans</li> <li>● SWIS data program (PBIS)</li> <li>● Student career portfolios</li> <li>● Professional development plan</li> <li>● Aavidum and WEB presentations.</li> <li>● SAP documents</li> <li>● SAIP meetings/documents</li> <li>● Calendar of events</li> <li>● Needs assessments (6-8)</li> <li>● Schoology, Career One Stop, and Smart Futures</li> <li>● Behavior plans</li> <li>● No Wrong Door community resources</li> <li>● Small group sessions</li> <li>● Chapter 339 School Counseling Plan</li> <li>● Aavidum campaigns, mental health awareness month and suicide prevention week</li> <li>● ASCA, PSCA and LCCA memberships</li> </ul>	<ul style="list-style-type: none"> <li>● Zoom, phone and in-person meetings</li> <li>● K-12 Counseling Plan</li> <li>● Counseling Department Website</li> <li>● Counseling Newsletters</li> <li>● Collaboration with School Social Worker</li> <li>● Annual Administrator-Counselor Meeting</li> <li>● No Wrong Door Community Resource Directory</li> <li>● Threat/Suicide Assessment Guidelines</li> <li>● Aavidum Curriculum</li> <li>● Second Step</li> <li>● Advisory Council</li> <li>● WEB</li> <li>● Aavidum</li> <li>● PBIS / SWIS Reports</li> <li>● SAP Reports</li> <li>● SAIP Reports</li> <li>● School Based Outpatient Counseling</li> <li>● SAP Mental Health Liaison</li> <li>● CPI Training Certificate</li> </ul>	<ul style="list-style-type: none"> <li>● Counselor/Team student consultation</li> <li>● Counselor/Nurse student consultation</li> <li>● Counselor/Social Worker student consultation</li> <li>● Individualized behavior plans</li> <li>● Resources on website</li> <li>● School-wide data (attendance, academics and behavior)</li> <li>● Documentation of intervention services-administration and counselor meetings</li> <li>● Collaboration with special education teachers with progress monitoring data</li> <li>● No Wrong Door community resources</li> <li>● Schoology and Smart Futures career portfolio documentation.</li> <li>● NSSI assessment documentation</li> <li>● Suicide assessment documentation</li> <li>● Threat assessment documentation</li> <li>● Needs assessment (grade 6-8).</li> <li>● Quarterly grade reports.</li> <li>● School based counseling referrals</li> <li>● Outside service referrals</li> <li>● Counselor/SAP Liaison student consultation.</li> </ul>	<ul style="list-style-type: none"> <li>● School Counseling Calendar</li> <li>● WEB Orientation Letter</li> <li>● Advisory Council</li> <li>● Communication with Stakeholders (students, parents, community members, advisory council)</li> <li>● Counseling Department Website</li> <li>● SCUTA Records Reports</li> <li>● Report of annual goals outcome data</li> <li>● Member of Professional Organizations</li> <li>● Continuing Education hours</li> <li>● Intern Supervision and Mentoring</li> </ul>
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<b>High School</b>	<ul style="list-style-type: none"> <li>● Communication logs (emails, notes, Team Meeting notes, SCUTA documentation)</li> <li>● Lesson Plans</li> <li>● Student Career Readiness Portfolios</li> <li>● Professional Development Plan</li> <li>● Awards Assembly Program</li> <li>● Financial Aid Presentation</li> <li>● SAP Reporting</li> <li>● SCUTA Report</li> <li>● Naviance Reports</li> <li>● LinkIt Reports</li> <li>● Mental Health Curriculum</li> <li>● Aavidum Projects</li> <li>● Virtual Academy Reports</li> <li>● Chapter 339 Plan</li> <li>● Small Group Lesson Plans</li> <li>● Counseling Newsletters</li> <li>● No Wrong Door Community Resources</li> <li>● School Based Referrals</li> <li>● Calendar of Events</li> <li>● Advisory Council Agenda/Minutes</li> <li>● School Profile</li> <li>● Counseling Web Page</li> </ul>	<ul style="list-style-type: none"> <li>● Communication logs (e.g., emails, letters, notes regarding phone conversations with parents, staff, students, and/or community members and providers)</li> <li>● No Wrong Door Community Resources</li> <li>● Calendar of Events</li> <li>● Counseling Newsletters</li> <li>● SCUTA Reports</li> <li>● CPI Training Certificate</li> <li>● SAP Reports</li> <li>● SAIP Reports</li> <li>● Threat/Suicide Assessment Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>● Career Planning Portfolio</li> <li>● Lesson Plans</li> <li>● SAP Reports</li> <li>● SAIP Reports</li> <li>● SCUTA Reports</li> <li>● Counseling Newsletters</li> <li>● Threat/Suicide Assessments</li> <li>● School-wide academic data, attendance data, behavioral data</li> <li>● Teen Hope Screening Report</li> <li>● No Wrong Door Community Resources</li> <li>● Career Inventories</li> <li>● Post-Secondary Assessments</li> <li>● Quarterly Grade Reports</li> <li>● School Based Counseling Referrals</li> <li>● Mobile Trauma Therapy Referrals</li> </ul>	<ul style="list-style-type: none"> <li>● Advisory Council Agenda/Minutes</li> <li>● Professional Development Documentation (Conference Certificates, My Learning Plan)</li> <li>● School Counseling Calendar</li> <li>● SCUTA Reports</li> <li>● Report of annual student outcome goals and data</li> <li>● Awards Night Program</li> <li>● Financial Aid Night Program</li> <li>● Freshmen Forward Letter</li> <li>● Professional Organization Membership (ASCA, PSCA, LCCA)</li> <li>● Leadership Role in Professional Organizations</li> <li>● Training/Presentation Agendas</li> <li>● Continuing Education hours</li> <li>● Intern supervision/mentoring</li> </ul>
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## **B. Program Delivery Related Items of the Plan 4-9**

### **4. School Counseling Department Mission Statement**

<b>District Mission Statement</b>
The ELCO School District cultivates inspired and innovative learners in an environment that is safe, responsive to individual needs, and built on a foundation of educational excellence and integrity.
<b>K-12 School Counseling Mission Statement</b>
The mission of the Eastern Lebanon County School District school counseling department is to provide a comprehensive, developmental counseling program for all students that promotes the highest level of student achievement incorporating academic, career, and personal/social development. School counselors assist all students in acquiring the skills needed to successfully meet the challenges and responsibilities of the future.

## 5. Program Calendar by Domain and Level:

## 6. Program Delivery by Tier and System Support:

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
<b>SEPTEMBER</b>					
<b>Academic:</b>					
Advertise and promote registration for PSAT (Grade 11)				X	
Grade-level class meetings (Grades 6-12)	X				
Post-Secondary Planning Preparation (Grade 12)				X	
Meet the Teacher Night (Grades K-12)	X				
Meet with Dual Enrollment Students (Grade 10,11)			X		
Beginning of the Year Lesson (Grades 6-8)	X				
	X				
<b>Career:</b>					
College/Career Fair Coordination (Grade 11)				X	
Career Readiness Preparation (Grade 11)				X	
Career Assessments Classroom Lessons: Quarter 1 (Grade 9)	X				
Introducing Job Programs (Grade 2)	X				
<b>Personal/Social:</b>					
Classroom Lesson 1 (Grades K-5)	X				
PBIS Stations/Lessons (Grades K-8)	X				
PBIS Character Assembly (Grades K-2)	X				

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
Beginning of the Year Lesson (Grades 6-8)	X				
Character Education Lesson 1 (Grades 6-8)	X				
Aevidum Suicide Prevention Presentation (Grades 6-8)	X				
School Counseling Needs Assessment (Grades 6-8)				X	
<b>OCTOBER</b>					
<b>Academic:</b>					
Administer the PSAT (Grade 11)	X				
Progress reports to at-risk students at mid-marking period (Grades 9-12)				X	
AP Classroom Lessons (Grades 10-12)	X				
Organize Peer Tutoring (Grades 6-8)				X	
<b>Career:</b>					
College/Career Fair (Grade 11)	X				
CTC Presentations (Grade 10, 11)	X				
Prepare and send student postsecondary application materials (Grade 12)				X	
STEM Summit (Grade 10)	X				
Career Readiness Lessons: Quarter 1 (Grades 8,9)	X				
<b>Personal/Social:</b>					
Mental Health Lessons: Quarter 1 (Grade 10)	X				
Aevidum Fall Campaign (Grades 6-12)	X				
Classroom Lesson 2 (Grades K-5)	X				
Red Ribbon Week (Grades K-8)	X				

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
PBIS Character Assembly (Grades K-2)	X				
Little Aavidum Club (Grade 5)	X				
Socktober (Grades 3-5)	X				
Caring Place Foundation Place Luncheon (Grade 8)	X				
Character Education Lesson 2 (Grade 6-8)	X				
<b>NOVEMBER</b>					
<b>Academic:</b>					
Review first quarter grades and meet with at-risk students (Grades 6-12)		X	X		
Register students for AP Testing (Grades 10-12)			X		
Study Skills Lessons (Grade 6)	X				
Parent/Teacher Conferences (Grades K-12)		X			
<b>Career:</b>					
Counsel seniors on acceptances, rejections, other options, and financial aid (Grade 12)		X	X		
Prepare and send student postsecondary application materials (Grade 12)				X	
Career Assessments Classroom Lesson: Quarter 2 (Grade 9)	X				
Classroom Lesson 1 (Grades 3-5)	X				
<b>Personal/Social:</b>					
WEB Lesson (Grade 6)	X				
Classroom Lesson 3 (Grades K-2)	X				
Bullying Prevention Week (Grades K-8)	X				

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
World Kindness Day (Grades 3-5)	X				
PBIS Character Assembly (Grades K-2)	X				
Children's Grief Awareness Day (Grades K-12)	X				
Character Lesson 3 (Grades 6-8)	X				
<b>DECEMBER</b>					
<b>Academic:</b>					
LCCTC day visits (Grades 10,11)	X				
Distribution of LCCTC applications (Grades 10,11)			X		
Prepare and send student postsecondary application materials (Grade 12)				X	
Preparation for Keystone Testing (Grades 9-12)				X	
PSAT results (Grade 11)	X				
Progress reports to at-risk students at mid-marking period (Grades 9-12)				X	
Study Skills Lessons (Grade 6)	X				
<b>Career:</b>					
Counsel seniors on acceptances, rejections, other options, and financial aid (Grade 12)		X	X		
Coordinate the ASVAB (Grades 11,12)				X	
<b>Personal/Social:</b>					
Aevidum Winter Campaign (Grades 6-12)	X				

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
Character Education Lesson 4 (Grades 6-8)	X				
Classroom Lesson 4 (Grades K-5)	X				
PBIS Assembly (Grades K-5)	X				
<b>JANUARY</b>					
<b>Academic</b>					
Review first semester grades and meet with at-risk students, mandatory meeting with all at-risk seniors (Grades 6-12)		X	X		
504 updates – send accommodations to teachers (Grades 6-12)					X
College in the High School Paperwork due to HACC for spring classes (Grades 11,12)				X	
Schedule Updates and Changes (Grades 9-12)		X	X		
Collect Dual Enrollment Grades (Grades 11-12)			X		
Verify Enrollment for Spring Dual Enrollment Classes (Grades 11-12)				X	
College in the High School Student Enrollment (Grades 11-12)		X	X		
Study Skills Lessons (Grade 6)	X				
<b>Career:</b>					
ASVAB Testing (Grades 11,12)	X				
Counsel seniors on acceptances, rejections, other options, and financial aid (Grade 12)			X		
Career Readiness Lessons: Quarter 2 (Grade 8,9)	X				
Career Assessments Classroom Lesson: Quarter 3 (Grade 9)	X				
CTC Field Trip (Grade 5)	X				

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
<b>Personal/Social:</b>					
Mental Health Lessons: Quarter 2 (Grade 10)	X				
Teen Hope Screening (Grade 9)	X				
Classroom Lesson 5 (Grades K-5)	X				
PBIS Assembly (Grades K-2)	X				
Character Education Lesson 5 (Grades 6-8)	X				
WEB After School Social (Grade 6)	X				
<b>FEBRUARY</b>					
<b>Academic:</b>					
Collaborate with teachers/administration on course selection (Grades 9-11)				X	
Progress reports to at-risk students at mid-marking period (Grades 9-12)				X	
Scholarship promotion to seniors (Grade 12)	X				
Study Skills Lessons (Grade 6)	X				
Parent/Teacher Conferences (Grades K-5)	X	X			
<b>Career:</b>					
Finalized CTC applications (Grades 10,11)			X	X	
ASVAB Interpretation Session (Grades 11,12)	X				
Classroom Lesson 2 (Grades 3-5)	X				
<b>Personal/Social:</b>					
Character Education Lesson 6 (Grades 6-8)	X				
Classroom Lesson 6 (Grades K-2)	X				
PBIS Assembly (Grades K-2)	X				



Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
<b>MARCH</b>					
<b>Academic:</b>					
Participate in course selection meetings (Grade 8-11)	X				
CTC over enrollment selections (Grades 10,11)				X	
Recruitment for under enrolled CTC programs (Grades 10,11)		X	X		
Scholarship promotion to seniors (Grade 12)	X				
<b>Career:</b>					
Career Readiness Lessons: Quarter 3 (Grades 8,9)	X				
Career Assessments Classroom Lesson: Quarter 4 (Grade 9)	X				
Classroom Lesson 2 (Grade 5)	X				
PSAT 10 (Grade 10)	X				
<b>Personal/Social:</b>					
Aavidum Spring Campaign (Grades 6-12)	X				
Mental Health Lessons: Quarter 3 (Grade 10)	X				
Character Education Lesson 7 (Grades 6-8)	X				
Classroom Lesson 4 (Grades K-4)	X				
PBIS Assembly (Grades K-2)	X				

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
<b>APRIL</b>					
<b>Academic:</b>					
Scholarship Selection (Grade 12)				X	
Individual student planning scheduling meetings for the following year (Grades 8-11)			X		
Progress reports to at-risk students at mid-marking period (Grades 9-12)				X	
PSSA Testing (K-5)					X
<b>Career:</b>					
Real Life Summit (Grade 11)	X				
Final review of post-secondary plans with seniors (Grade 12)			X		
Career Readiness Activities (Grade 8,11)	X				
Classroom Lesson (Grades K-2)	X				
Career Day (Grades K-2)	X				
Career Readers (Grades K-2)	X				
<b>Personal/Social:</b>					
Freshmen Forward Applications (Grades 10,11)				X	
Character Education Lesson 8 (Grades 6-8)	X				
WEB Applications (Grade 8)				X	
PBIS Assembly (Grades K-2)	X				
Classroom Lesson 8 (Grades 3-5)	X				

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
<b>MAY</b>					
<b>Academic:</b>					
Keystone Testing (Grades 9-11)					X
AP Testing (Grades 10-12)					X
Coordinate Awards Program (Grade 12)				X	
Awards Program (Grade 12)	X				
Coordinate summer school process (Grades 6-11)				X	
Review transcripts for graduation requirements (Grade 12)				X	
Meet with students who failed/are failing to discuss summer school options (Grades 6-11)		X	X		
Collect Dual Enrollment Grades (Grades 11,12)			X		
Move-Up Day (Grades K-5)	X				
PSSA Testing (Grades 3-5)					X
Awards Assembly (Grades 3-5)	X				
<b>Career:</b>					
Career Readiness Lessons: Quarter 4 (Grade 8,9)	X				
Decision Day (Grade 12)	X				
Career Readiness Activities (Grade 11)	X				
Career Day (Grades 6-8)	X				
CTC Field Trip (Grade 8)	X				
<b>Personal/Social:</b>					
Freshmen Forward Leader Training (Grades 10,11)	X				
Mental Health Lessons: Quarter 4 (Grade 10)	X				

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
WEB Leader Training (Grade 8)	X				
Character Education Lesson 9 (Grades 6-8)	X				
WEB Leader Field Trip (Grade 8)	X				
Aevidum Mental Health Awareness Week (Grades 6-12)	X				
Classroom Lesson 9 (Grades K-5)	X				
PBIS Assembly (Grades K-2)	X				
Field Day (Grades K-2)	X				
Camp Swatara (Grade 5)	X				
<b>JUNE</b>					
<b>Academic:</b>					
Summer School enrollment (Grades 6-11)				X	
Send failure letter to parents of students who received D/F Grades (Grades 6-11)				X	
Graduation (Grade 12)	X				
Final Transcripts (Grade 12)				X	
<b>Career:</b>					
<b>Personal/Social:</b>					
Freshmen Forward Invitation Letters (Grade 8)	X			X	
SAP Reporting (Grades 3-12)				X	
WEB Invitation Letter (Grade 6)				X	

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
<b>JULY</b>					
<b>Academic:</b>					
Summer Schedule Change Days (Grades 9-12)			X		
Register New and Transfer Students (Grades 6-12)			X		
Update historical grades with summer school information (Grades 9-12)				X	
<b>Career:</b>					
<b>Personal/Social:</b>					
Freshmen Forward Coordination (Grade 9)				X	
WEB Coordination (Grade 6)				X	
<b>AUGUST</b>					
<b>Academic:</b>					
Summer Schedule Change Days (Grades 9-12)			X		
Register New and Transfer Students (Grades 6-12)			X		
Verify Dual Enrollment Coursework (Grades 11,12)				X	
Verify Summer School Grades (Grades 6-12)				X	
504 Plan Accommodations to Teachers (Grades 6-12)					X
Parent Meetings (Grade 6,9)	X				
<b>Career:</b>					
College/Career Fair Coordination (Grade 11)				X	

Item Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
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<b>Personal/Social:</b>					
Freshmen Forward Training Coordination (Grade 9)				X	
Freshmen Forward Leader Training (Grade 11,12)	X				
Freshmen Forward Orientation Day (Grade 9)	X				
WEB Coordination (Grade 6)				X	
WEB Leader Training (Grade 8)	X				
WEB Orientation Day (Grade 6)	X				
Kindergarten Bus Ride Night (Grade K)	X				
CIP Meeting with Administration (Grades 3-5)				X	

## Ongoing K-12 School Counselor Activities

Place an “X” in the appropriate column for delivery style.

Place the number of hours per year of non-counselor related activities in the last column.

### ELEMENTARY

Ongoing Counselor Related Activity	Curriculum (Tier 1)	Responsive(T ier 2)	Individual Academic/ Career Counseling	System Support; Counselor Related	System Support: Non- Counselor Related Calculate Hours per Year
<b>Academic:</b>					
SRSS				X	
Collaboration/Consultation with parents/teachers/administration		X			
CIP				X	
SAP				X	
SAIP				X	
Individual Counseling		X	X		
IEP/GIEP/504 Meetings			X		
Gifted Screenings		X	X		
<b>Career:</b>					
<b>Personal/Social:</b>					
Lunch Groups		X			
Individual Counseling		X			
Little Aevium		X			
Collaboration/Consultation with parents/teachers/administration		X			
Crisis Intervention and Response		X			
Student referrals to special services		X			
Small Groups		X			
Suicide/Threat Assessment		X			

## Ongoing K-12 School Counselor Activities

Place an "X" in the appropriate column for delivery style.

Place the number of hours per year of non-counselor related activities in the last column.

### MIDDLE SCHOOL

Ongoing Counselor Related Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career Counseling	System Support; Counselor Related	System Support: Non- Counselor Related Calculate Hours per Year
<b>Academic:</b>					
Collaboration/Consultation with parents/teachers/administration		X			
CTC enrollment/program changes				X	
Individual Counseling		X	X		
IEP/GIEP/504 Meetings			X		
Process new students/create schedules	X		X		
SAIP Meetings		X	X		
Gifted Screenings		X	X		
<b>Career:</b>					
Character Development Lessons (Grade 7)	X				
<b>Personal/Social:</b>					
Character Development Lessons (Grade 7)	X				
WEB Leader Club Advisor	X				
Aevidum Club Advisor	X				
Collaboration/Consultation with parents/teachers/administration		X			
Crisis Intervention and Response		X			
Individual Counseling		X			
Maintain contact with social services agencies		X			
Student Assistance Program		X			
Student referrals to special services		X			
Small Groups		X			
Suicide/Threat Assessment		X			



## Ongoing K-12 School Counselor Activities

Place an "X" in the appropriate column for delivery style.

Place the number of hours per year of non-counselor related activities in the last column.

### HIGH SCHOOL

Ongoing Counselor Related Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career Counseling	System Support; Counselor Related	System Support: Non- Counselor Related Calculate Hours per Year
<b>Academic:</b>					
Collaboration/Consultation with parents/teachers/administration		X			
CTC enrollment/program changes				X	
Individual Counseling		X	X		
IEP/GIEP/504 Meetings			X		
NCAA Eligibility			X		
Process new students/create schedules	X		X		
Student of the Month Coordination				X	
SAIP Meetings		X	X		
<b>Career:</b>					
Sending electronic transcripts				X	
<b>Personal/Social:</b>					
Collaboration/Consultation with parents/teachers/administration		X			
Crisis Intervention and Response		X			
Individual Counseling		X			
Maintain contact with social services agencies		X			
Student Assistance Program		X			
Student referrals to special services		X			
Small Groups		X			
Suicide/Threat Assessment		X			
Avidum Club Advisor	X				

## 7. Curriculum Action Plan:

### Kindergarten Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Meet the Counselor	ASCA Standards: M2 B-SS 3	Mr. Potato Head and all his parts Meet Your School Counselor/Mr. Potato Head coloring sheet	September	All Kindergarten Students	Classroom	Completion of Meet Your Counselor worksheet	School Counselor	Katherine Brosius	Completion of Meet Your Counselor worksheet
A Little Scribble Spot/Intro. to Feelings and Emotions	ASCA Standards: M1 B-SMS 7	A Little Scribble Spot by Diane Alber Whiteboard (or large paper) and markers Face/Color spots Scribble Spot worksheet for each student	October	All Kindergarten Students	Classroom	Completion of Scribble Spot worksheet	School Counselor	Katherine Brosius	Completion of Scribble Spot worksheet
A Little Peaceful Spot/Strategies for identifying big emotions and staying calm	ASCA Standards: M1 B-SMS 6 B-SMS 7	<u>A Little Peaceful Spot</u> by Diane Alber Little Spot faces An Extra Spot Pattern Breathing chart Each student's feeling journal <u>I am YOGA</u> by Susan Verde	November	All Kindergarten Students	Classroom	Completion of "Peaceful" page in Feelings Journal	School Counselor	Katherine Brosius	Completion of "Peaceful" page in Feelings Journal
A Little Spot of Anger/Identifying feelings of anger and how to express anger	ASCA Standards: B-SMS 1 B-SMS 6 B-SMS 7	<u>A Little Spot of Anger</u> by Diane Alber Little Spot faces How to Calm an Angry Spot poster Anger Button poster Anger inventory worksheet for each student Each student's feelings journal	December	All Kindergarten Students	Classroom	Completion of "Anger" page in feelings journal Completion of Anger Inventory	School Counselor	Katherine Brosius	Completion of "Anger" page in feelings journal Completion of Anger Inventory

A Little Spot of Anxiety/What is anxiety and how to calm worries	ASCA Standards: M1 B-SMS 7 B-SMS 10	<u>A Little Spot of Anxiety</u> by Diane Alber  Backpack filled with useful things and useless, heavy things.  How to Calm Your Anxiety Spot poster.  Each student's Feelings Journal	January	All Kindergarten Students	Classroom	Completion of "Anxiety" page in feelings journal	School Counselor	Katherine Brosius	Completion of "Anxiety" page in feelings journal
A Little Spot of Sadness/Learning Empathy and Coping skills	ASCA Standards: M2 B-SMS 7 B-SS 4	<u>A Little Spot of Sadness</u> by Diane Alber  Sponge and bucket of water  Sadness Spot poster  Each student's feelings journal	February	All Kindergarten Students	Classroom	Completion of "Sadness" page in feelings journal	School Counselor	Katherine Brosius	Completion of "Sadness" page in feelings journal
A Little Spot of Confidence	ASCA Standards: M4 B-SMS 7	<u>A Little Spot of Confidence</u> by Diane Alber  Confidence Bracelets  Each student's feelings journal	March	All Kindergarten Students	Classroom	Completion of "Confidence" page in feelings journal	School Counselor	Katherine Brosius	Completion of "Confidence" page in feelings journal
A Little Spot of Happiness	ASCA Standards: M1 B-SMS 7	<u>A Little Spot of Happiness</u> by Diane Alber  Tissue Box  Each student's feelings journal	April	All Kindergarten Students	Classroom	Completion of "Happiness" page in feelings journal	School Counselor	Katherine Brosius	Completion of "Happiness" page in feelings journal
A Little Spot of Love	ASCA Standards: M1 B-SS 2	<u>A Little Spot of Love</u> by Diane Alber  Small plant  3 water bottles labeled with confidence, happiness, and peaceful  Each student's feelings journal	May	All Kindergarten Students	Classroom	Completion of "Love" page in feelings journal	School Counselor	Katherine Brosius	Completion of "Love" page in feelings journal

## Concept 7: Guidance Curriculum Action Plan Tool

### Grade 1 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Introduction to Zones of Regulation	ASCA Standards: M 5 B-SMS 1 B-SMS 7	<u>Pete the Cate and His Magic Sunglasses</u>  Color posters (1 for each zone, each with corresponding faces)	September	All 1st Grade Students	Classroom	Completion of matching activity: were students able to place face, emotion cards in the appropriate Zone color	School Counselor	Katherine Brosius	Completion of matching activity; were students able to place face/emotion cards in the appropriate Zone color
Cooperation	ASCA Standards: M 2 B-SS 2 B-SS 6	Cooperation PowerPoint  Cooperation Videos	October	All 1 <sup>st</sup> Grade Students	Classroom	Were students able to work cooperatively to complete a task?	School Counselor	Katherine Brosius	Were students able to work cooperatively to complete a task?
Gratitude	ASCA Standards: M 3 B-SS 2	Computer or iPad to project/show Gratitude video (YouTube)  Alphabet Letter Cards  Poster board or Giant Post-it with all the letters of the alphabet written down the side  Marker <u>The Thankful Book</u> by Todd Parr  "I'm Thankful For..." worksheet for each student	November	All 1 <sup>st</sup> Grade Students	Classroom	Completion of gratitude worksheet	School Counselor	Katherine Brosius	Completion of gratitude worksheet
Recognizing and Accepting Differences	ASCA Standards: M 2 B-SS 2 B-SS 10	<u>Spoon</u> by Amy Krouse Rosenthal  iPad or computer if showing the story electronically  A large metal spoon  1 Spoon worksheet for each student	December	All 1 <sup>st</sup> Grade Students	Classroom	Completion of Spoon Worksheet	School Counselor	Katherine Brosius	Completion of Spoon Worksheet

Growth Mindset and the Power of Yet	ASCA Standards: M 4 B-SMS 5	<u>Giraffes Can't Dance</u> by Giles Andreae  A "Things We Can't Do YET" class poster  A "Power of Yet" worksheet for each student	January	All 1 <sup>st</sup> Grade Students	Classroom	Addition of something you can't do to the class poster  Completion of Power of Yet worksheet	School Counselor	Katherine Brosius	Addition of something you can't do to the class poster  Completion of Power of Yet worksheet
Coping Skills	ASCA Standards: M 1 B-SMS 7 B-SMS 10	A small, healthy plant  <u>The Good Egg</u> by Jory John  Egg Worksheet for each student	February	All 1 <sup>st</sup> Grade Students	Classroom	Completion of Egg worksheet with appropriate/healthy coping skills	School Counselor	Katherine Brosius	Completion of Egg worksheet with appropriate/healthy coping skills
Self-Esteem/The Dot	ASCA Standards: M 1 M 4 B-SS 8	<u>The Dot</u> by Peter H. Reynolds  Red paper with a heart cut out in the middle for students to write on	March	All 1 <sup>st</sup> Grade Students	Classroom	Completion of each heart paper	School Counselor	Katherine Brosius	Completion of heart paper
Career: Community Helpers	ASCA Standards: B-LS 7 B-SMS 3  CEW Standards: 13.1 13.2	Community Helpers Video  Jobs/Tools Matching Cards  Draw a Career Worksheet for each student	April	All 1 <sup>st</sup> Grade Students	Classroom	Completion of Matching Activity  Completion of Draw A Career Worksheet	School Counselor	Katherine Brosius	Completion of Matching Activity  Completion of Draw A Career Worksheet
End of the Year Reflection	ASCA Standards: M 3 B-SS 6	End of the year activity stations  End of the year activity worksheets	May	All 1 <sup>st</sup> Grade Students	Classroom	Completion of end of the year reflection worksheet	School Counselor	Katherine Brosius	Completion of end of the year reflection worksheet

## Grade 2 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Job Program and Little Aevium Introduction	ASCA Standards: B-LS 3 B-SMS 1  CEW Standards: 13.1 13.2	Job applications for interested students  Little Aevium group permission slips for interested students  Aevium PowerPoint  Construction paper for each student	September	All 2 <sup>nd</sup> Grade Students	Classroom	Completion of hand outline worksheet	School Counselor	Katherine Brosius	Completion of hand outline worksheet
Cooperation	ASCA Standards: M 2 B-SS 2 B-SS 6	STEM bags – 1 for each group  Video: <a href="https://www.youtube.com/watch?v=GBGOhdP0EF8">https://www.youtube.com/watch?v=GBGOhdP0EF8</a>  Song: <a href="https://www.youtube.com/watch?v=9cQgQIMlwWw">https://www.youtube.com/watch?v=9cQgQIMlwWw</a>	October	All 2 <sup>nd</sup> Grade Students	Classroom	Were students able to work cooperatively to successfully build something using the items in their STEM bags?	School Counselor	Katherine Brosius	Were students able to work cooperatively to successfully build something using the items in their STEM bags?
Gratitude	ASCA Standards: M 3 B-SS 2	Computer or iPad to project/show videos (Attitude of Gratitude and Kid President)  Topics for the Gratitude Game  “I’m Thankful For…” worksheet for each student	November	All 2 <sup>nd</sup> Grade Students	Classroom	Completion of Gratitude Worksheet	School Counselor	Katherine Brosius	Completion of Gratitude Worksheet
Compassion Those Shoes	ASCA Standards: B-SS 2 B-SS 4 B-SS 10	Computer/iPad for showing the video  Those Shoes PowerPoint  Sneaker worksheet for each student	December	All 2 <sup>nd</sup> Grade Students	Classroom	Completion of sneaker worksheet	School Counselor	Katherine Brosius	Completion of Sneaker worksheet
Growth Mindset/The Magical Yet	ASCA Standards: M 4 B-SMS 5	<u>The Magical Yet</u> by Angela DiTerlizzi  Toy wand or a Picture of a magic wand  Yet Statement worksheet	January	All 2 <sup>nd</sup> Grade Students	Classroom	Completion of Yet Statement worksheet	School Counselor	Katherine Brosius	Completion of Yet Statement worksheet

		Scenario Cards							
Coping Skills	ASCA Standards: M 1 B-SMS 7 B-SMS 10	A small, healthy plant  <u>The Good Egg</u> by Jory John  Egg Worksheet for each student	February	All 2 <sup>nd</sup> Grade Students	Classroom	Completion of Egg worksheet with appropriate healthy coping skills	School Counselor	Katherine Brosius	Completion of Egg worksheet with appropriate healthy coping skills
Self-Esteem/We are All Wonders	ASCA Standards: M. 2 B-SS 2 M. 6	"We are all Wonders", by R.J. Palacio Rory read aloud from YouTube  I am a Wonder space helmet handout (one per student)  Crayons, Markers (students can use their own)	March	All 2 <sup>nd</sup> Grade Students	Classroom	Completion of Space Helmet worksheet	School Counselor	Katherine Brosius	Completion of Space Helmet worksheet
Career Interest Inventory	ASCA Standards: B-LS 7 B-SMS 3  CEW Standards: 13.1 13.2	Career Interest Survey for each student  T-Chart for each student (I printed on the back of the color survey)  Career Interest Inventory PowerPoint	April	All 2 <sup>nd</sup> Grade Students	Classroom	Completion of Interest Inventory  Completion of T-chart	School Counselor	Katherine Brosius	Completion of Interest Inventory  Completion of T-chart
End of the Year Reflection	ASCA Standards: M 3 B-SS 6	End of the year activity stations  End of the year activity worksheets	May	All 2 <sup>nd</sup> Grade Students	Classroom	Completion of end of the year reflection worksheet	School Counselor	Katherine Brosius	Completion of end of the year reflection worksheet

### Grade 3 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Conflict Resolution vs. Bullying	ASCA Standards: M6 B-SMS 7 B-SS 6 B-SS 9	Tubes of toothpaste, toothpicks, paper plates, napkins/paper towels, worksheet	September	All 3 <sup>rd</sup> Grade Students	Classroom	Pre/Post Test	School Counselor	Nichole McCullough	Completion of activity worksheet

Whole Body Listening	ASCA Standards: B-SS 1 B-SS 9	Whole Body Listening Larry at School book, whole body listening worksheets, whole body listening PowerPoint, <a href="https://www.youtube.com/watch?v=irRWTZZW3vM">https://www.youtube.com/watch?v=irRWTZZW3vM</a>	October	All 3 <sup>rd</sup> Grade Students	Classroom	None	School Counselor	Nichole McCullough	Whole Body Listening Worksheet
'Kid President' Career	ASCA Standards: M6 B-LS 4  CEW Standards: 13.1.3: A 13.1.2 A, B	Career worksheet, YouTube kid president video, discussion on the word "spark"	November	All 3 <sup>rd</sup> Grade Students	Classroom	Career Evidence	School Counselor	Nichole McCullough	Career Evidence
'The Awfulizer' vs. The Awesomizer	ASCA Standards: M4 B-SMS 7 B-LS 2	'The Awfulizer' book and worksheet	December	All 3 <sup>rd</sup> Grade Students	Classroom	None	School Counselor	Nichole McCullough	'The Awfulizer' worksheet
Coping Skills	ASCA Standards: B-SMS 1 B-SMS 9	Wemberly Worried book, When Worry Takes Hold book, Don't Have a Meltdown worksheet	January	All 3 <sup>rd</sup> Grade Students	Classroom	None	School Counselor	Nichole McCullough	Don't have a meltdown worksheet
A Job Sort	ASCA Standards: B-LS 9 B-SS 6  CEW Standards: 13.1.1: F, G. 13.2.3: A	A Job Sort Paper and iPad	February	All 3 <sup>rd</sup> Grade Students	Classroom	Career Evidence	School Counselor	Nichole McCullough	Career Evidence
Worries and The Brain	ASCA Standards: M 4 B-SMS 1 B-SMS 9	Hey Warrior book, two worksheets, pencils	March	All 3 <sup>rd</sup> Grade Students	Classroom	None	School Counselor	Nichole McCullough	Hey Warrior worksheet
Taming Test Anxiety	ASCA Standards: M4 M5 B-SMS 6	"The Big Test" book, Taming Test Anxiety Rap, NED's Top 10 Testing Tips worksheet	April	All 3 <sup>rd</sup> Grade Students	Classroom	Pre/Post Test	School Counselor	Nichole McCullough	Taming Test Anxiety worksheet
'My Cupcake' Self-Esteem	ASCA Standards: B-LS 2 B-SS 4 B-SMS 9	"Cupcake" story, markers/colored pencils/crayons, cupcake coloring worksheet	May	All 3 <sup>rd</sup> Grade Students	Classroom	None	School Counselor	Nichole McCullough	Cupcake coloring worksheet



## Grade 4 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Conflict Resolution	ASCA Standards: B-LS 8 B-SS 8	Pre and posttest paper, PowerPoint, flip book, coloring items, scissors	September	All 4 <sup>th</sup> Grade Students	Classroom	Pre/Post Test	School Counselor	Nichole McCullough	Flip book
'I' Statements	ASCA Standards: M1 B-SS 2 B-SS 4	"I" statement sentence stems-cut up and laminate ahead of time (1 per pair) "I" statements poster Communication styles poster "I" statements situations Communication styles sort-statements and sorting mat (1 per pair) Markers, crayons, pencils, etc.	October	All 4 <sup>th</sup> Grade Students	Classroom	None	School Counselor	Nichole McCullough	'I' statement poster
Career Research	ASCA Standards: B-SMS 3 B-SS1  CEW Standards 13.1.5: A, G	Learning style multiple intelligence survey, multiple intelligence picture guide, you're a smart kid poster, multiple intelligence career worksheet	November	All 4 <sup>th</sup> Grade Students	Classroom	Career Evidence	School Counselor	Nichole McCullough	Career Evidence
Coping Skills	ASCA Standards: M3 B-SMS 2 B-SMS 7	YouTube video, glue, scissors, coloring utensils, coping skills wheel materials	December	All 4 <sup>th</sup> Grade Students	Classroom	None	School Counselor	Nichole McCullough	Coping Skills Wheel
Circle of Control	ASCA Standards: B-SMS 5 B-SS 7	Hula hoop, marbles, pipe cleaners, Alexander and the Terrible, Horrible, No Good, Very Bad Day book, sorting cards	January	All 4 <sup>th</sup> Grade Students	Classroom	None	School Counselor	Nichole McCullough	Discussion
Job Interview	ASCA Standards: M6 B-LS 7  CEW Standards 13.1.5 A. 13.3.5 B, C	iPad, job interview worksheet, my future career worksheet	February	All 4 <sup>th</sup> Grade Students	Classroom	Career Evidence	School Counselor	Nichole McCullough	Career Evidence
Choosing Your Words Wisely	ASCA Standards: M2 M4	Video, statement worksheet, pencil	March	All 4 <sup>th</sup> Grade Students	Classroom	None	School Counselor	Nichole McCullough	Statement worksheet

Taming Test Anxiety	ASCA Standards: Mindsets: M5 B-LS 3 B-SMS 6	Taming Test Anxiety PowerPoint, Taming Test Anxiety Rap, Taming Test Anxiety Tips and Techniques	April	All 4th Grade Students	Classroom	Pre/Post Test	School Counselor	Nichole McCullough	Taming test anxiety tips and techniques worksheet
Passing on Wisdom	ASCA Standards: B-LS 2 B-SS 2 B-SS4	iPad, self-care challenge worksheet, letter templates	May	All 4th Grade Students	Classroom	None	School Counselor	Nichole McCullough	Letters to incoming 4th grade students

## Grade 5 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Little Aevium	ASCA Standards: B-SS 7	PowerPoint, permission slips, information about Little Aevium	September	All 5th Grade Students	Classroom	None	School Counselor	Nichole McCullough	Permission slips
Positive School Behaviors and Social Skills	ASCA Standards: B-LS 7 B-SS 2	Pixar short film- Presto, patience worksheet	October	All 5th Grade Students	Classroom	None	School Counselor	Nichole McCullough	Patience worksheet
Holland Code	ASCA Standards: B-LS 7 9 B-LS 9  CEW Standards 13.1.5: A, H	PowerPoint presentation on Holland Code, iPads for each student, PA career zone	November	All 5th Grade Students	Classroom	Career Evidence	School Counselor	Nichole McCullough	Career Evidence
Coping Skills	ASCA Standards: M3 B-LS 9 B-SMS 8	Coping Skills cube, scissors, markers/crayons/colored pencils	December	All 5th Grade Students	Classroom	None	School Counselor	Nichole McCullough	Coping Skills Cube
CTC Field Trip	ASCA Standards: B-SMS 2 B-SMS 9 B-SS 1  CEW Standards 13.1.5: A, B, G. 13.2.5: A	CTC worksheet, iPads	January	All 5th Grade Students	Classroom	Career Evidence	School Counselor	Nichole McCullough	Career Evidence

Career Cluster	ASCA Standards: B-LS 3 B-LS 5  CEW Standards 13.1.5: H 13.2.5: D	iPads, Career Cluster document	February	All 5th Grade Students	Classroom	Career Evidence	School Counselor	Nichole McCullough	Career Evidence
Letter to My Future Employer	ASCA Standards: M5 B-LS 3 B-SMS 6	Taming Test Anxiety PowerPoint, Taming Test Anxiety Rap, Taming Test Anxiety Tips and Techniques.	March	All 5th Grade Students	Classroom	Career Evidence	School Counselor	Nichole McCullough	Career Evidence
Growth Mindset vs. Fixed Mindset	ASCA Standards: M4 B-SS 7	YouTube links, index cards, pencils	April	All 5th Grade Students	Classroom	None	School Counselor	Nichole McCullough	Index cards
Empathy	ASCA Standards: B-LS 5 B-LS 10 B-SS 4	Empathy image, one of two interview worksheets	May	All 5th Grade Students	Classroom	None	School Counselor	Nichole McCullough	Interview worksheet

## Grade 6 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Study Skills Lessons 1-6	ASCA Standards: M3 M5 B-LS 3 B-LS 7	Counselor Generated Handouts Google presentation Time Management SMART Goal Worksheet Schoology Group Class of 2028	November- April	All 6th Grade Students	6th Grade Language Arts Classes	Pre/Post Test	6th Grade ELA Teachers and School Counselors	Allison Wagner Jennifer Garrison	Participation in lessons and discussion questions. Learning Styles Inventory Goal Setting Activity
Career Day	CEW Standards: 13.3.8.A 13.3.8.G 13.4.8. B	Breakfast for Presenters Student schedules for presentations Room schedule for presentations	May	All 6th Grade Students	Middle School Building	Post Survey	Educators, Business and Community Members	Allison Wagner Jennifer Garrison	Career Day Reflection Survey
Red Ribbon Week	ASCA Standards: M1 B-SS 3 B-SS 5	Red Ribbon Posters Pencils Art Materials	October	All 6th Grade Students	Middle School Building	None	Educators and Students	Allison Wagner Jennifer Garrison	Sign the Red Ribbon Week pledge

WEB Transition Program	ASCA Standards: M2 B-SMS 6 B-SS 2	WEB Materials	August- June	All 6th Grade Students	Middle School Building	None	8th Grade WEB Leaders Elizabeth Boyd Jennifer Garrison Allison Wagner	Allison Wagner	None
WEB Academic Lessons	ASCA Standards: M1 B-SS 4 B-SS 9	WEB Materials	October, January, March and May	All 6th Grade Students	6th Grade Enrichment Classes	Discussion Questions	6th Grade Teachers 8th Grade WEB Leaders School Counselors	Allison Wagner	Participation in Discussion Questions
WEB Social Events	ASCA Standards: M2 B-SMS 6 B-SS 2	WEB Materials	December and April	All 6th Grade Students	Middle School Building	None	8th Grade WEB Leaders Elizabeth Boyd Jennifer Garrison Allison Wagner	Allison Wagner	None
Aevidum Program and Campaigns	ASCA Standards: M2 B-SMS 6 B-SS 2 B-SS 4	Counselor generated handouts. Aevidum materials Mental health awareness resources	August- June	All 6th Grade Students	Middle School Building	None	Educators	Jennifer Garrison and Toni Mahaffey	Participation in the Fall, Winter and Spring Campaigns

## Grade 7 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Character Development Course	ASCA Standards B-LS 1 B-SMS 1 B-SS 2	Second Step Curriculum Kahoot	August - June	All 7th Grade Students	Library Classroom	Conflict Resolution Content Check	Allison Wagner Jennifer Garrison	Allison Wagner Jennifer Garrison	Conflict Resolution Content Check Unit Student Handout
Character Development Course	ASCA Standards M 1 B-SMS 7 B-SS 8	Aevidum Curriculum Kahoot	August - June	All 7th Grade Students	Library Classroom	Mental Health Content Check	Allison Wagner Jennifer Garrison	Allison Wagner Jennifer Garrison	Mental Health Content Check Aevidum Curriculum Packet

Character Development Course	CEW Standards: 13.1.8 13.2.8	Counselor generated career readiness presentation and curriculum PA Career Zone Kahoot	August - June	All 7th Grade Students	Library Classroom	My Business Plan Career Exploration Interview Questions	Allison Wagner Jennifer Garrison	Allison Wagner Jennifer Garrison	My Business Plan Career Exploration Interview Questions
Career Day	CEW Standards: 13.3.8.A 13.3.8.G 13.4.8.B	Breakfast for Presenters Student schedules for presentations Room schedule for presentations	May	All 7th Grade Students	Middle School Building	Post Survey	Educators, Business and Community Members	Allison Wagner Jennifer Garrison	Career Day Reflection Survey
Red Ribbon Week	ASCA Standards: M1 B-SS 3 B-SS 5	Red Ribbon Posters Pencils Art Materials	October	All 7th Grade Students	Middle School Building	None	Educators and Students	Allison Wagner Jennifer Garrison	Sign the Red Ribbon Week pledge
WEB	ASCA Standards: M2 B-SMS 6 B-SS 2	WEB Spring Play Day Materials WEB Curriculum	June	All 7th Grade Students	Middle School Building	None	Allison Wagner, Elizabeth Boyd, Jennifer Garrison	Allison Wagner	None
Aevidum Program and Campaigns	ASCA Standards: M2 B-SMS 6 B-SS 2 B-SS 4	Counselor generated handouts. Aevidum materials Mental health awareness resources	August - June	All 7th Grade Students	Middle School Building	None	Educators	Jennifer Garrison, Toni Mahaffey	Participation in the Fall, Winter and Spring Campaigns

## Grade 8 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Career Readiness Unit	CEW Standards 13.3.8.A 13.3.8.G 13.4.8.B	Schoology Counselor generated presentation ELCO High School Planning Guide Smart Futures CareerOneStop Occupational Profile EverFi Entrepreneurship program	October - June	All 8th Grade Students	Computer Skills Classroom	Career Portfolio	Allison Wagner, Julie DeVore	Allison Wagner	Occupational Profile Worksheet Food Truck Entrepreneurs hip Activity Resume Personality Assessment Career Cluster Survey
Career Day	CEW Standards: 13.3.8.A 13.3.8.G 13.4.8.B;	Breakfast for Presenters Student schedules for presentations. Room schedule for presentations.	May	All 8th Grade Students	Middle School Building	Post Survey	Educators, Business and Community Members	Allison Wagner Jennifer Garrison	Career Day Reflection Survey

Red Ribbon Week	ASCA Standards: M1 B-SS 3 B-SS 5	Red Ribbon Posters Pencils/Bracelets Art Materials	October	All 8th Grade Students	Middle School Building	None	Educators and Students	Allison Wagner Jennifer Garrison	Sign the Red Ribbon Week pledge
WEB	ASCA Standards: M2 B-SMS 6 B-SS 2	Web Curriculum Web Leader Training Packet Art Supplies	August-June	All 8th Grade Students	Middle School Building	None	Allison Wagner Elizabeth Boyd Jennifer Garrison	Allison Wagner	End of Year Award and WEB Leader Pin.
Aevidum Program and Campaigns	ASCA Standards: M2 B-SMS 6 B-SS 2 B-SS 4	Counselor generated handouts. Aevidum materials Mental health awareness resources	August- June	All 8th Grade Students	Middle School Building	None	Educators	Jennifer Garrison and Toni Mahaffey	Participation in the Fall, Winter and Spring Campaigns
LCCTC Field Trip	CEW Standards: 13.1.8 13.2.8 13.3.8	None	May	All 8th Grade Students	Lebanon County CTC	None	Educators, Students, School Counselors, LCCTC Educators, LCCTC Students, LCCTC Counselors	Allison Wagner Jennifer Garrison	Participation on the field trip

## Grade 9 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Freshmen Forward Orientation	ASCA Standards: M 1 B-SMS 8 B-SS 6	Counselor Generated	August	All 9th Grade Students	High School Building	None	School Counselor	Erica Long	Classroom
Career Assessments Lesson	ASCA Standards: M 6 B-LS 7 CEW Standards: 13.1.11 A 13.1.11 B	Counselor Generated	September, November, January, March	All 9th Grade Students	Freshmen Seminar Classroom	Career Assessments	School Counselor	Erica Long	Career Interest Profiler, Strengths Explorer

Career Readiness Lesson	ASCA Standards: M 6 B-LS 7 CEW Standards: 13.3.11 D 13.2.11 C 13.1.11 G	Counselor Generated	October, January, April, June	All 9th Grade Students	Freshmen Seminar Classroom	Career Portfolio	School Counselor	Erica Long	Career Cluster Worksheet, Budget Your Life Worksheet, Career Project
Aevidum Program and Campaigns	ASCA Standards: M 2 B-SMS 7 B-SS 2 B-SS 4	Aevidum Campaign Materials and Club Generated Materials	All Year	All 9th Grade Students	High School Building	None	School Counselor	Erica Long	Participation in Fall, Winter and Spring Campaigns

## Grade 10 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Stem Summit	ASCA Standards: B:LS 2 B:SMS 2 B:SS1 CEW Standards: 13.1.11: A,B,D,F,G,H 13.3.11: B,C	Junior Achievement	October	All 10th Grade Students	High School Building	Naviance Survey	JA and Volunteers	Jennifer Haas	Naviance Survey
Mental Health Lessons	ASCA Standards: M 1 B-SMS 7	Aevidum	October, January, April, June	All 10th Grade Students	Health Classrooms	Aevidum Worksheets	School Counselor	Erica Long	Aevidum Worksheets
LCCTC Presentations	ASCA Standards: B-LS 7 CEW Standards: 13.1.11 A,B	LCCTC Counseling Presentation	October	All 10th Grade Students	High School Building	LCCTC Application	LCCTC Counseling Staff	John Mentzer	LCCTC Application
LCCTC Visitation Day	ASCA Standards: B-LS 7 CEW Standards: 13.1.11 A,B	LCCTC Tour	December	50	LCCTC Building	None	LCCTC Counseling Staff	John Mentzer	LCCTC Visitation Card
Aevidum Program and Campaigns	ASCA Standards: M 2 B-SMS 7 B-SS 2 B-SS 4	Aevidum Campaign Materials and Club Generated Materials	All Year	All 10th Grade Students	High School Building	None	School Counselor	Erica Long	Participation in Fall, Winter and Spring Campaigns
AP Classroom Lessons	ASCA Standards: M 4 B-LS 8	AP Handouts	October	25	AP Classrooms	AP Registration	School Counselor	Erica Long	AP Registration

## Grade 11 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Real Life Summit	ASCA Standards: B-LS 3 B-SMS 5 B-S SS 9 CEW Standards: 13.3.11 B,C,D 13.4.11 A	Junior Achievement	April	All 11th Grade Students	High School Building	Naviance Survey	JA and Volunteers	Jen Haas	Naviance Survey
ASVAB Test	ASCA Standards: B-LS 1 CEW Standards: 13.1.11 A,B	MEPS	January	All 11th Grade Students	High School Building	ASVAB Results	MEPS	John Mentzer	Naviance Survey and Holland Code
College and Career Fair	ASCA Standards: B-LS 7 CEW Standards: 13.1.11 A,B	Admission Counselors and Employers	October	All 11th Grade Students	Lebanon Expo Center	Naviance Survey	Counseling Staff	John Mentzer Erica Long Tom Eberly	Naviance Survey
LCCTC Presentations	ASCA Standards: B-LS 7 CEW Standards: 13.1.11 A,B	LCCTC Counseling Staff	October	All 11th Grade Students	High School Building	LCCTC Application	LCCTC Counseling Staff	John Mentzer	LCCTC Application
LCCTC Visitation Day	ASCA Standards: B-LS 7 CEW Standards: 13.1.11 A,B	LCCTC Tour	December	50	LCCTC Building	None	LCCTC Counseling Staff	John Mentzer	LCCTC Visitation Card
Aavidum Program and Campaigns	ASCA Standards: M 2 B-SMS 7 B-SS 2 B-SS 4	Aavidum Campaign Materials and Club Generated Materials	All Year	All 11th Grade Students	High School Building	None	School Counselor	Erica Long	Participation in Fall, Winter and Spring Campaigns
Freshmen Forward Leader Training	ASCA Standards: M 2 B-LS 6 B-SS 1 B-SS 7	Freshmen Forward Leader Manual	May and August	25	High School Building	Completion of Freshmen Forward Orientation	School Counselor	Erica Long	Completion of Freshmen Forward Orientation
AP Classroom Lessons	ASCA Standards: M 4 B-LS 8	AP Handouts	October	50	AP Classrooms	AP Registration	School Counselor	Erica Long	AP Registration



## Grade 12 Curriculum Action Plan

Lesson Program Content	ASCA Mindset Behavior CEW Domain	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
FAFSA-PHEAA: Financial Aid Night	ASCA Standards: B-SMS 10 CEW Standards: 13.3.11 A	PHEAA Rep	December	20	High School Building	Completion Of FAFSA	PHEAA Rep	John Mentzer Tom Eberly	FAFSA and PHEAA Forms
Aevidum Program and Campaigns	ASCA Standards: M 2 B-SMS 7 B-SS 2 B-SS 4	Aevidum Campaign Materials and Club Generated Materials	All Year	All 12th Grade Students	High School Building	None	School Counselor	Erica Long	Participation in Fall, Winter and Spring Campaigns
Freshmen Forward Leader Training	ASCA Standards: M 2 B-LS 6 B-SS 1 B-SS 7	Freshmen Forward Leader Manual	May and August	25	High School Building	Completion of Freshmen Forward Orientation	School Counselor	Erica Long	Completion of Freshmen Forward Orientation
AP Classroom Lessons	ASCA Standards: M 4 B-LS 8	AP Handouts	October	50	AP Classrooms	AP Registration	School Counselor	Erica Long	AP Registration
Senior Class Meetings	ASCA Standards: M 6 B-LS 7	Counselor Generated	August	All 12th Grade Students	High School Building	None	School Counselor	John Mentzer Tom Eberly	None

## 8. Annual Program Goals:      **LEVEL: ELEMENTARY Year(s): 2022-2023**

Smart Format	Academic	Career	Personal/Social
<b><u>SPECIFIC:</u></b> What is the specific issue based on your schools' data?	Regular attendance in school is a key component to a student success. Poor attendance can result in gaps in achievement and reduce opportunities for academic growth.	Career development is a lifelong process. Being aware of careers in elementary school - and understanding the connection between school and career attainment - is tied to success in many aspects of a person's development in childhood and adulthood. The CTC provides awareness regarding career options.	Student discipline referrals on district transportation have increased over the past several years. Those who struggle on the bus with peer interactions and conflict have a negative start to their school day.
<b><u>MEASURABLE:</u></b> How will we measure the effectiveness of our interventions?	Attendance and academic data from the 2021-2022 school year will be compared to attendance and academic data from the 2022-2023 school year.	2022-2023 data regarding the CTC experience will be collected, reviewed and compared to data collected in school year 2021-2022.	Bus referral and discipline data from the 2021-2022 school year will be compared to bus referral and discipline data from the 2022-2023 school year.
<b><u>ATTAINABLE:</u></b> What outcome would stretch us but is still attainable	<p>First and second grade students with ten or more unexcused absences during the 2021-2022 school year will reduce the number of days absent by 10% from 96 days absent to 86 or less days absent.</p> <p>By June 2023, identified 5th grade students with an attendance rate of 74% or lower will increase their attendance rate by 10% to 80%.</p> <p>By June 2023, the number of 4th grade students with 2 or more unsatisfactory grades at the end of the first marking period will decrease by 10% from 14 students (end of the first marking period) to 10 students (end of the school year).</p>	By the end of the 2022-2023 school year, 95% of fifth graders will experience the Career and Technology Center (CTC) in-person and complete a culminating activity related to the experience.	The number of disciplinary referrals for bus misconduct will decrease by 30% from 26 referrals in 2020-2021 to 18 referrals in 2022-2023.
<b><u>RESULTS:</u></b> Is the goal reported in results-oriented data (process, perception, and outcome?)	Outcome data-overall attendance and first marking period grades.		Outcome date - discipline data

<b><u>TIMELINE:</u></b> When will our goal be accomplished?	The data will be collected during the 2022-2023 school year for comparison to the data from the 2021-2022 school year.		The data will be collected during the 2022-2023 school year for comparison to the data from the 2021-2022 school year.
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**LEVEL: MIDDLE SCHOOL**

**Year(s): 2022-2023**

Smart Format	Academic	Academic	Personal/Social
<b><u>SPECIFIC:</u></b> What is the specific issue based on your schools' data?	Poor performance in school can result in gaps in achievement and reduce opportunities for academic growth, including promotion to the next grade.	Poor performance in school can result in gaps in achievement and reduce opportunities for academic growth, including promotion to the next grade.	Regular attendance in school is a key component to a student success. Poor attendance can result in gaps in achievement and reduce opportunities for academic growth.
<b><u>MEASURABLE:</u></b> How will we measure the effectiveness of our interventions?	Academic data (final grades) from the 2021-2022 school year will be compared to academic data from the 2022-2023 school year.	Academic data (quarter 1 grades) from the 2021-2022 school year will be compared to academic data from the 2022-2023 school year.	Attendance data (unexcused absences) from the 2021-2022 school year will be compared to attendance data from the 2022-2023 school year.
<b><u>ATTAINABLE:</u></b> What outcome would stretch us but is still attainable	June 2023, the number of students that failed two or more core classes in the 2021-2022 school year will be reduced by 50% from 22 students to 11 students by the end of the 2022-2023 school year.	June 2023, the number of students that are failing two or more core classes at the end of the first 9 weeks will reduce by 20% by the last 9 weeks, from 15 students to 12 students by the end of the 2022-2023 school year.	By June 2023, the number of 6th grade students with 3 or more unexcused absences during the 2021-2022 school year will reduce by 15% by June 2023, from 71 students with 3 or more unexcused absences to 60 students with 3 or more unexcused absences for the 2022-2023 school year.
<b><u>RESULTS:</u></b> Is the goal reported in results-oriented data (process, perception, and outcome?)	Outcome data—final grades	Outcome data—Quarter 1 grades	Outcome Data –unexcused absences
<b><u>TIMELINE:</u></b> When will our goal be accomplished?	The data will be collected during the 2022-2023 school year for comparison to the data from the 2021-2022 school year.	The data will be collected during Quarter 1 of the 2022-2023 school year for comparison to the data from Quarter 1 from 2021-2022 school year.	The data will be collected during the 2022-2023 school year for comparison to the data from the 2021-2022 school year.

## Annual Program Goals

**LEVEL: HIGH SCHOOL**

**Year(s): 2022-2023**

Smart Format	Academic	Academic	Career
<b><u>SPECIFIC</u>:</b> What is the specific issue based on your schools' data?	Poor performance in school can result in gaps in achievement and reduce opportunities for academic growth, including promotion to the next grade.	Poor performance in school can result in gaps in achievement and reduce opportunities for academic growth, including promotion to the next grade.	Thoughtful and planned career exploration often results in goals that are recognized and eventually achieved. By grade eleven, students are required to have at least eight meeting the career readiness requirements.
<b><u>MEASURABLE</u>:</b> How will we measure the effectiveness of our interventions?	Academic data (final grades) from the 2021-2022 school year will be compared to academic data from the 2022-2023 school year.	Academic data (credits earned) from the 2021-2022 school year will be compared to academic data from the 2022-2023 school year.	As required by Chapter 339 and the Future Ready PA Index, all career portfolios will be examined for compliance with the minimum number of artifacts/pieces of evidence (8 including a career plan) and for meeting all four different areas of the PA Career Education and Work Standards: Career Awareness and Preparation, Career Acquisition, Career Retention and Advancement, and Entrepreneurship.
<b><u>ATTAINABLE</u>:</b> What outcome would stretch us but is still attainable	By the end of the 2022-2023 school year, the number of students failing two or more classes will decrease by 20% from 65 students (2021-2022) to 52 students (2022-2023).	By June 2023, the percentage of students earning five credits or more during their 9 <sup>th</sup> Grade year will increase from 89% (187 of 209) in 2021-2022 to 91% (181 of 199 students).	By June 2023 98% of students in 11th grade will have eight (8) or more pieces of career evidence in their career plan portfolio which represent the four areas of career exploration.
<b><u>RESULTS</u>:</b> Is the goal reported in results-oriented data (process, perception, and outcome?)	Outcome data - achievement data	Outcome data - achievement data	Outcome data—evidence of career planning portfolio
<b><u>TIMELINE</u>:</b> When will our goal be accomplished?	The data will be collected during the 2022-2023 school year for comparison to the data from the 2021-2022 school year.	The data will be collected during the 2022-2023 school year for comparison to the data from the 2021-2022 school year.	The data will be collected during the 2022-2023 school year for comparison to the data from the 2021-2022 school year.

## 9. Individualized Academic & Career Plan Process and Portfolio

### Section One: Career Development Intervention Chart: Tier One Interventions

Grade	CEW 13.1: Career Awareness	CEW 13.2: Career Acquisition	CEW 13.3: Career Retention	CEW 13.4: Entrepreneurship
K				
1				
2	<ul style="list-style-type: none"> <li>• Bus Leader Applications</li> <li>• Reindeer Application</li> <li>• Interest Inventories</li> </ul>	<ul style="list-style-type: none"> <li>• Bus Leader Applications</li> <li>• Reindeer Applications</li> </ul>		
3	<ul style="list-style-type: none"> <li>• ‘Kid President’ Inventor Worksheet</li> <li>• A Job Sort</li> </ul>		<ul style="list-style-type: none"> <li>• ‘Kid President’ Inventor Worksheet</li> </ul>	<ul style="list-style-type: none"> <li>• A Job Sort</li> </ul>
4	<ul style="list-style-type: none"> <li>• Multiple Intelligences Inventory</li> <li>• Career Research</li> <li>• Job Interview</li> </ul>	<ul style="list-style-type: none"> <li>• Career research</li> </ul>	<ul style="list-style-type: none"> <li>• Career research</li> </ul>	<ul style="list-style-type: none"> <li>• Job Interview</li> </ul>
5	<ul style="list-style-type: none"> <li>• Holland Code</li> <li>• LCCTC Field Trip</li> <li>• Career Cluster</li> </ul>	<ul style="list-style-type: none"> <li>• LCCTC Field Trip</li> <li>• Letter to my Future Employer</li> </ul>	<ul style="list-style-type: none"> <li>• Holland Code</li> <li>• LCCTC Field Trip</li> <li>• Career Cluster</li> </ul>	<ul style="list-style-type: none"> <li>• LCCTC Field Trip</li> <li>• Letter to my Future Employer</li> </ul>
6	<ul style="list-style-type: none"> <li>• Learning Styles Inventory</li> <li>• Goal Setting</li> <li>• Career Day Survey</li> </ul>			
7	<ul style="list-style-type: none"> <li>• Career Day Summary</li> <li>• Career Exploration Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Holland Code Activity</li> <li>• Interview Questions</li> </ul>	<ul style="list-style-type: none"> <li>• Conflict Check</li> </ul>	<ul style="list-style-type: none"> <li>• My Business Activity</li> </ul>
8	<ul style="list-style-type: none"> <li>• Career Day Summary</li> <li>• Add Careers to Profile</li> <li>• Career Cluster Finder</li> <li>• Adding Career Clusters to Profile</li> <li>• Occupational Profile</li> </ul>	<ul style="list-style-type: none"> <li>• LCCTC Field Trip</li> <li>• Resume</li> <li>• Middle School Reflection</li> </ul>	<ul style="list-style-type: none"> <li>• Achieveworks Personality Survey</li> </ul>	<ul style="list-style-type: none"> <li>• EverFi Food Truck Activity (Entrepreneurship)</li> </ul>

9	<ul style="list-style-type: none"> <li>• Career Cluster Worksheet</li> <li>• Career Interest Profiler</li> <li>• Strengths Explorer</li> <li>• Career Scope</li> </ul>	<ul style="list-style-type: none"> <li>• Final Career Project</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Your Life</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
10	<ul style="list-style-type: none"> <li>• Multiples Intelligences Inventory</li> <li>• Learning Styles Inventory</li> <li>• Virtual Career Fair Self Assessment</li> <li>• Virtual Career Fair Self Assessment Reflection</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual Career Fair Plan</li> </ul>	<ul style="list-style-type: none"> <li>• STEM Summit</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual Career Fair Entrepreneurship Assessment</li> <li>• Virtual Career Fair Entrepreneurship Assessment Reflection</li> </ul>
11	<ul style="list-style-type: none"> <li>• Holland Code</li> <li>• ASVAB Results</li> <li>• ASVAB Reflection</li> </ul>	<ul style="list-style-type: none"> <li>• College and Career Fair Survey</li> </ul>	<ul style="list-style-type: none"> <li>• Real Life Summit</li> </ul>	<ul style="list-style-type: none"> <li>• Real Life Summit</li> </ul>
12				

## Section Two: Academic and Career Plan Process

1. Demographics	Process Description
<ul style="list-style-type: none"> <li>• What grade will the Plan and Portfolio Start?</li> </ul>	Students will start collecting pieces and evidence and adding to their career plan in 6th grade.
<ul style="list-style-type: none"> <li>• Will the plan/portfolio be electronic, hard copy or both?</li> </ul>	Electronic (Smart Futures in Grades 6-8 and Naviance in Grades 9-11)
<ul style="list-style-type: none"> <li>• Who will be responsible for maintaining the portfolio?</li> </ul>	School Counselors
<ul style="list-style-type: none"> <li>• What demographic information will be included on the student portfolio?</li> </ul>	Name, Grade, Student ID

2. Interventions, Assessments & Decisions	<b>Process Description by Grade based on when the plan starts. What the students can know and do at each grade level and in each strand of the Career Education and Work Standards.</b>
Grade 6	All 6th grade students are enrolled into a Schoology class based upon their graduation year. Within this course, school counselors will be delivering direct instruction in the areas of study skills (Time Management, Learning Styles, Organizational Skills, Goal Setting Strategies and so forth). A Goal Setting worksheet and a Learning Styles Inventory are completed and added to their career portfolio. In addition, all 6th grade students will receive a profile through the Smart Futures web-based program and will participate in Career Day.
Grade 7	All 7th grade students will continue to build upon their career portfolio by enrollment in the Character Education course through their Exploratory Arts rotation. In this course, students will learn their Holland Codes, how to apply the Holland Code to future career choices, learn about successful interviewing strategies, conflict resolution and how it applies to the workplace and learn about small businesses and business plans. In addition, all 7th grade students participate in Career Day. These pieces of evidence are collected in all four strand areas.
Grade 8	By 8th grade, students are beginning to focus on their transition to high school. Within the Computer Skills classroom, students complete a resume and build their own food truck business through the EverFi program. Students also complete a career cluster activity, add careers to their profile, an occupational profile through CareerOneStop and a personality survey through Achieveworks. In addition, all 8th grade students are invited on a trip to the LCCTC and attend Career Day.
Grade 9	All 9th grade students will take a Freshman Seminar Class where they add multiple pieces of evidence to their existing career portfolio. The basis of the class is geared to the Career Awareness Strand.
Grade 10	All 10th grade students will continue to build upon their career portfolio by completing various career assessments in Naviance, work through assignments in a Virtual Career Fair, and attend the STEM Summit. These pieces of evidence are collected in all four strand areas.
Grade 11	By 11th grade, students are narrowing their focus of their career awareness and career acquisition strand by attending the College/Career Fair and participating in the ASVABs. Students also learn about entrepreneurship through the Real Life Summit.
Grade 12	N/A

**Student Development of their Plan:  
Interventions and decisions by students and families during each grade**

6<sup>th</sup> Grade: Students will complete a goal setting activity and learning styles inventory. They will also create a profile through Smart Futures and participate in Career Day.

7<sup>th</sup> Grade: Students will be enrolled in the Character Education course. They will complete a Holland Code activity, receive instruction in interviewing, and learn about small businesses and business plans. They will participate in Career Day.

8<sup>th</sup> Grade: Student will complete a resume and complete a project involving building their own business. They will complete a career cluster activity, add careers to their profile, complete an occupational profile and a personality survey. Students are invited on a visit to the LCCTC and attend Career Day.

9<sup>th</sup> Grade: Students will be enrolled in the Freshman Seminar class where they will complete the About Me Project, Budget Your Life, Career Cluster Introduction, Final Career Project, Career Interest Profiler, and Strengths Explorer in Naviance.

10<sup>th</sup> Grade: Students will attend the Stem Summit, coordinated by Junior Achievement. They will complete the coordinating reflection in Naviance. Students will also complete the MI Advantage and Learning Styles Inventory in Naviance.

11<sup>th</sup> Grade: Students will attend the College and Career Fair and complete the reflection in Naviance. Students will also participate in the ASVAB Testing and complete the survey and results detailing in Naviance. Students will attend the Real Life Summit coordinated by Junior Achievement. They will complete the corresponding reflection in Naviance. Students can utilize College/Career Visit days to explore Post-Secondary Schooling or Career opportunities.

12<sup>th</sup> Grade: Students can participate in Internship or Work Based Learning Opportunities. They can also complete a post-secondary/career plan survey for after graduation and participate in Decision Day.



<b>3. Parental &amp; Guardian Engagement</b>	<b>What strategies will be used to inform parents/guardians to engage them in the Academic/Career Plan and Portfolio process for their children?</b>
Level of Parent & Guardians	Awareness and Engagement Strategies
Elementary Parents & Guardians	Newsletters, inviting parents to participate in Career Day, Introduction letters that go home at the beginning of the year, Little Aevium, Classroom Lesson Worksheets, District Website, parent communication
Middle School Parents & Guardians	Information is shared with parents/guardians during the 6th grade parent orientation, Back to School night, Parent-Teacher conferences, parent/guardian meetings, email communication and IEP/504/GIEP meetings. Information is also posted on the district website.
High School Parents & Guardians	Information is shared with parents about Naviance at the 9th Grade Parent Meeting. Letters are mailed home to parents in preparation for the STEM Summit, Real Life Summit and the College/Career Fair. Parents have access to PowerSchool and Schoology during the Freshmen Seminar class to observe course material being completed.

<b>4. Faculty/Administrator Engagement:</b>	<b>What strategy will be used to inform teachers/administrators in the process of development, maintenance and presentation of the plan and portfolio in elementary, middle and high school?</b>
Level of Educators & Administrators	Awareness and Engagement Strategies
Elementary	Career Day, career lessons, newsletter
Middle School/Junior High	Parent/Teacher conferences, IEP/504/GIEP meetings, career lessons within the classroom, weekly counselor/admin meetings, invitations to the 8th grade LCCTC visit and faculty meetings.
High School	Faculty assist with career planning activities during the advisory period. They also serve as volunteers and chaperones for the Real Life Summit, STEM Summit and the College/Career Fair. In addition, the Freshmen Seminar teachers help with collecting pieces of career evidence. Administrators coordinate the Real Life Summit and the STEM Summit.

5. Plan/Portfolio Sustainability and Review	What strategies will be developed to assist students with updating and sustaining the plan/process?
<ul style="list-style-type: none"> <li>• How will the plan and portfolio be revisited each year while in middle school and high school?</li> </ul>	<p>Counselors will have conversations with every student during the course selection process about the career portfolio, high school career cluster, and post-secondary plans.</p>
<ul style="list-style-type: none"> <li>• What process will be used for the student to present the information on their plan at various times (i.e. Exit Interview or other events)?</li> </ul>	<p>Students present the Final Career Project during the Freshmen Seminar class. Students also present their post-secondary plans at Decision Day during their senior year.</p>

## Section Three: Student Academic and Career Portfolio Image

### Completed Tasks

Task	Owner	Program	Grade	Deadline	Status	Actions
About Me Project	school		9th	7/15/23	completed	<a href="#">view details</a>   <a href="#">remove</a>
Budget Your Life	school	Freshmen Career Evidence	9th	7/15/23	completed	<a href="#">view details</a>   <a href="#">remove</a>
Career Clusters Introduction	school	Freshmen Career Evidence	9th	7/15/23	completed	<a href="#">view details</a>   <a href="#">remove</a>
Complete Career Interest Profiler	school	Freshmen Career Evidence	9th	7/15/23	completed	<a href="#">view details</a>   <a href="#">remove</a>
Complete StrengthsExplorer	school	Freshmen Career Evidence	9th	7/15/23	completed	<a href="#">view details</a>   <a href="#">remove</a>
Final Career Research Project	school	Freshmen Career Evidence	9th	7/15/23	completed	<a href="#">view details</a>   <a href="#">remove</a>

[view custom tasks](#)
[display custom tasks](#)
[display custom tasks](#)

### Current Tasks

Task	Owner	Program	Grade	Deadline	Status	Actions
ASVAB Reflection	school		11th	2/28/23	not started	<a href="#">view details</a>   <a href="#">remove</a>   <a href="#">waive</a>
ASVAB Results	school		11th	2/28/23	not started	<a href="#">view details</a>   <a href="#">remove</a>   <a href="#">waive</a>
Holland Code	school		11th	2/28/23	not started	<a href="#">view details</a>   <a href="#">remove</a>   <a href="#">waive</a>

### Upcoming Tasks

Task	Owner	Program	Grade	Deadline	Status	Actions
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No tasks assigned

### Completed Tasks

Task	Owner	Program	Grade	Deadline	Status	Actions
Budget Your Life	school		9th	7/15/21	completed	<a href="#">view details</a>   <a href="#">remove</a>
Career Clusters Introduction	school		9th	7/15/21	completed	<a href="#">view details</a>   <a href="#">remove</a>
Complete Career Interest Profiler	school		9th	7/15/21	completed	<a href="#">view details</a>   <a href="#">remove</a>
Complete StrengthsExplorer	school		9th	7/15/21	completed	<a href="#">view details</a>   <a href="#">remove</a>
Final Career Research Project	school		9th	7/15/21	completed	<a href="#">view details</a>   <a href="#">remove</a>
College and Career Fair Survey	school		11th	12/31/22	completed	<a href="#">view details</a>   <a href="#">remove</a>
Complete Career Cluster Finder	district		11th	none	completed	<a href="#">view details</a>   <a href="#">remove</a>

[view custom tasks](#)
[display custom tasks](#)
[display custom tasks](#)

### Current Tasks

Task	Owner	Program	Grade	Deadline	Status	Actions
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No tasks assigned

### Upcoming Tasks

Task	Owner	Program	Grade	Deadline	Status	Actions
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No tasks assigned

### Completed Tasks

Task	Owner	Program	Grade	Deadline	Status	Actions
About Me Project	school		9th	7/15/20	completed	<a href="#">view details</a>   <a href="#">remove</a>
Complete Career Interest Profiler	school		9th	7/15/20	completed	<a href="#">view details</a>   <a href="#">remove</a>
Complete StrengthsExplorer	school		9th	7/15/20	completed	<a href="#">view details</a>   <a href="#">remove</a>
Final Career Research Project	school		9th	7/15/20	completed	<a href="#">view details</a>   <a href="#">remove</a>
College and Career Fair Survey	school		11th	11/30/21	completed	<a href="#">view details</a>   <a href="#">remove</a>
ASVAB Reflection	school		11th	1/31/22	completed	<a href="#">view details</a>   <a href="#">remove</a>
ASVAB Results	school		11th	1/31/22	completed	<a href="#">view details</a>   <a href="#">remove</a>
Holland Code	school		11th	1/31/22	completed	<a href="#">view details</a>   <a href="#">remove</a>

## C. Stakeholder Engagement Items of the Plan 10-11

### 10. Stakeholder Engagement:

STUDENTS	How Students benefit from the K-12 Guidance Program	How Students assist with the delivery of the K-12 Guidance Program
<b>K-5</b>	Students will receive a curriculum focused on academic, career, and personal/social skills to make educated decisions that will lead to their successful future.	Students are in the beginning stages of developing a career identity from kindergarten through 2nd grade by becoming more observant and aware of opportunities within the community in which they live. Students in 3rd-5th grade start exploring and developing a career identity so they will become more aware of possible post-secondary opportunities available to them.
<b>6-8</b>	Students will play an active role in planning to develop goals related to their strengths, interests, abilities, and future plans.	Students will continue exploring their career identity by identifying their strengths, interests, and abilities and pairing them to future career options. Students will also learn how their personalities factor into future career choices, what post-secondary options are available and begin to explore pathways that are available to them in high school.
<b>9-12</b>	Students will have access to a comprehensive school counseling program that focuses on academic, career, and personal/social development. Students will further explore and investigate possible post-secondary opportunities at the high school level by examining their strengths, interests and abilities. Students will use this knowledge to decide on the most appropriate pathway for their future.	Students participate in their own career exploration and development during high school. By examining their own strengths, interests and abilities, students guide their learning to best suit their future endeavors. Students also have the opportunity to choose their own course work during high school that aligns to their current career plan.

EDUCATORS	How Educators benefit from the K-12 Guidance Program	How Educators assist with the delivery of the K-12 Guidance Program
<b>K-5</b>	Counselors will provide lessons focusing on the personal/social, academic, and career domains to help students make educated and reasonable decisions that will lead to a successful future. Teachers and counselors collaborate to identify “at risk” students and student- oriented goals. Counselors implement prevention and remediation strategies to help our students meet their academic, career, and personal/social goals. Educators serve on the advisory council to oversee the input of the school counseling department.	By creating a comprehensive K-12 career program, educators will benefit by expanding their knowledge base to help prepare students for future career trends. Educators will continue as professionals within their field and leaders to the students they serve, but will also have the opportunity to learn about other options that can assist students in becoming significant contributors to our society. Educators will be represented on the district advisory council.
<b>6-8</b>	Counselors will provide lessons focusing on the personal/social academic and career domains to help students make educated and reasonable decisions. Counselors will work alongside the teams of teachers and administration to identify “at risk” students and create attainable goals for those students. Counselors implement prevention and remediation strategies to help our students meet their academic, career and personal/social goals. Educators serve on the advisory council to oversee the input of the school counseling department. Educators also assist the counselors with the delivery of career education to all students through use of their classrooms and participating in career activities.	By creating a comprehensive K-12 career program, educators will benefit by expanding their knowledge base to help prepare students for future career trends. Educators will continue as professionals within their field and leaders to the students they serve but will also have the opportunity to learn about other options that can assist students in becoming significant contributors to our society. Educators will be represented on the district advisory council.
<b>9-12</b>	Counselors will provide lessons focusing on the personal/social, academic and career domains in order to help students make educated and reasonable decisions. Counselors will work alongside the teams of teachers and administration to identify “at risk” students and create attainable goals for those students. Counselors implement prevention and remediation strategies to help our students meet their academic, career and personal/social goals. Educators serve on the advisory council to oversee the input of the school counseling department. Educators also assist the counselors with the delivery of career education to all students through use of their classrooms and participating in career activities.	By creating a comprehensive K-12 career program, educators will benefit by expanding their knowledge base to help prepare students for future career trends. Educators will continue as professionals within their field and leaders to the students they serve but will also have the opportunity to learn about other options that can assist students in becoming significant contributors to our society. Educators will be represented on the district advisory council.

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

**STAKEHOLDER: EDUCATOR**

"Big Idea"	Program Goal "Smart Format"	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Connect staff to Smart Futures programming by providing a presentation.	During the 2022-2023 school year, staff will participate in a faculty meeting presentation on Smart Futures and how it relates to career options for our students.	CEW 13.1, 13.2, 13.4	K-8	Presentation about Smart Futures program Use of Smart Futures lesson	Staff survey to pinpoint specific areas of need with program.	By Fall 2023
Connect staff to Naviance	During the 2022-2023 school year, staff will continue to use Naviance to write letters of recommendation and aid students in completing career readiness activities	CEW 13.1, 13.2, 13.3	12	Naviance Letters of Recommendation	Completion of letters	Ongoing
Collaborate with staff on Career Readiness Activities	During the 2022-2023 school year, staff will aid students in completing career readiness activities	CEW 13.1, 13.2, 13.3	9-11	Career Readiness Activities in Advisory	Completion of Career Readiness Activities	Ongoing

PARENTS	How Parents/Guardians benefit from the K-12 Guidance Program	How Parents/Guardians assist with the delivery of the K-12 Guidance Program
K-12	The parents of the ELCO School District will benefit from the school counseling program by encouraging input from and outreach to all parents, increasing opportunities for interaction between themselves and the school counselors, providing parents with information regarding available resources and assuring parents that all students will receive support from the program. Additionally, parents will benefit from the effects that the school counseling program will have on their children, such as the enhancement of student academic performance.	Parents will play a crucial role in the school counseling program throughout the educational career of their children. They will be involved in academic decision such as course selections and LCCTC attendance. Parents will assist by volunteering their time and talents for career presentations and shadowing experiences. Through the School Counseling Advisory Council parents will provide input into the services provided.

#### STAKEHOLDER: PARENTS

"Big Idea"	Program Goal "Smart Format"	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Educate parents about the K-12 School Counseling Plan	During the 2022-2023 school year, the counseling department will successfully implement two meetings of the advisory council to increase all stakeholders' knowledge of K-12 program and develop new initiatives.	CEW 13.1.8, 13.2.8	K-12	Parents will participate in advisory council meetings	Discussion/Feedback sign in sheet	November 2022 April 2023
Increase parent involvement in the Middle School and K-12 School Counseling Plan	During the 2022-2023 school year, the middle school counseling department will conduct two "Make-It, Take-It" nights to increase parent involvement and student success in middle school.	CEW 13.1.8; 13.3.8	6	Parents will participate in "Make-It, Take-It" nights with their 6th grade student(s) to promote parent engagement.	Discussion/Feedback Sign in Sheet Parent participation	October 2022 April 2023

<b>BUSINESS &amp; COMMUNITY</b>	<b>How Business/Community partners benefit from the K-12 Guidance Program</b>	<b>How Business/Community partners assist with the delivery of the K-12 Guidance Program</b>
<b>K-12</b>	The ELCO business/community will benefit from the school counseling program through increased opportunities for collaboration among professional school counselors and business, industry, labor, and other community partners. The program will help to supply a workforce that has decision making skills, pre-employment skills, and increased worker maturity. Additionally, students will develop as active, responsible citizens.	There are multiple avenues in which ELCO business, and the community will assist in the delivery of the school counseling program. Business will support the academic growth of the student by participating in Career Fairs. Additionally, they will provide co-ops for students and participate in career awareness activities.

#### **STAKEHOLDER: BUSINESS & COMMUNITY**

<b>“Big Idea”</b>	<b>Program Goal “Smart Format”</b>	<b>CEW Standard</b>	<b>Grade Level</b>	<b>Activities Interventions</b>	<b>Data</b>	<b>Timeline</b>
Provide opportunities for our business and community members to connect with our middle school students.	For the 2022-2023 school year, students will complete a Career Day Reflection Survey identifying a career of interest and the education and training needed to be successful in that career.	CEW 13.1.8 13.2.8 13.3.8 13.4.8	6-8	Career Day LCCTC Visits Community support for school related activities Chamber of Commerce	Career Day Reflection Survey administered following the completion of the presentations to determine effectiveness of the event.	September-May
College and Career Fair	For the 2022-2023 school year, students will complete a College/Career Fair Reflection Survey	CEW 13.1, 13.2, 13.3, 13.4	9-12	College/Career Fair	College/Career Fair Reflection Survey administered following the completion of the event to determine effectiveness of the event.	October



<b>POST SECONDARY</b>	<b>How Postsecondary partners benefit from the K-12 Guidance Program</b>	<b>How postsecondary partners assist with the delivery of the K-12 Guidance Program</b>
<b>K-12</b>	Post-Secondary partners will benefit from the school counseling program by receiving students who are well prepared for higher education academically, possess the interpersonal skills necessary to be successful in a post-secondary setting, and who have a career plan that has been developed throughout their K-12 career.	Information from post-secondary partners would be provided to students through the school counseling program. This could include small group and/or individual meetings with students, college fairs and financial aid presentations.

#### **STAKEHOLDER: POSTSECONDARY**

<b>“Big Idea”</b>	<b>Program Goal “Smart Format”</b>	<b>CEW Standard</b>	<b>Grade Level</b>	<b>Activities Interventions</b>	<b>Data</b>	<b>Timeline</b>
Create student awareness of post-secondary options and resources	During the 2022-2023 school year, students will be able to navigate an online resource to identify and plan post-secondary education and training.	CEW: 13.1.8 13.2.8 13.3.8 13.4.8	6-7	Counselor generated presentation/activities Learning Styles Inventory SMART Goal Setting Holland Code Career Key Career Exploration My Business Plan Career Day	Students take the learning styles inventory and create a SMART goal. Students discover their Holland Code and pair it to future career options. Students also create their own business plan to understand the importance of owning and operating a business.	September-May
Create student awareness of post-secondary options and resources	During the 2022-2023 school year, students will be able to navigate an online resource to identify and plan post-secondary education and training.	CEW 13.1.8 13.3.8 13.4.8	8	8th Grade Computer Skills Class Resume Entrepreneurship Activity CareerOneStop Career Day Post-secondary bulletin board Counselor resources LCCTC field trip Roadtrip Nation video	Occupational Interest Profiler completed by student. Students will be paired with a specific career and identify the post-secondary education and training for that specific career.	September-May

ASVAB Testing	During the 2022-2023 school year, all 11th graders will take the exam.	CEW 13.1, 13.2, 13.3	11	ASVAB Exam	ASVAB Results, ASVAB Reflection Survey, Holland Code	January
Financial Aid Night	During the 2022-2023 school year- 12th grade students and parent(s) may sign up	CEW 13.1	12	PHEAA Rep present to guide through FAFSA/PHEAA process	FAFSA/PHEAA Paperwork/Submission	December or January
College and Career Fair	For the 2022-2023 school year, students will complete a College/Career Fair Reflection Survey	CEW 13.1, 13.2, 13.3, 13.4	9-12	College/Career Fair	College/Career Fair Reflection Survey administered following the completion of the event to determine effectiveness of the event.	October
Dual Enrollment and College in the High School	For the 2022-2023 school year, students will participate in dual enrollment and college in the high school opportunities	CEW 13.2, 13.3	11-12	Dual Enrollment and College in the High School Enrollment	Number of students enrolled in various courses through Dual Enrollment and College in the High School opportunities	Ongoing

## 11. School Guidance Program Advisory Council:

**A. First Meeting Date:** \_\_\_\_\_

**B. Second Meeting Date:** \_\_\_\_\_

Stakeholder Group	Name	Title & Organization
<b>STUDENT</b>		
	Kamryn Hine	<i>Student, ELCO High School</i>
<b>PARENT &amp; GUARDIAN</b>		
	Angela Nauman	<i>Parent, ELCO High School</i>
	Abby Snee	<i>Parent, Jackson Elementary</i>
	Kelly Flowers	<i>Parent, ELCO Intermediate School, ELCO High School</i>
	Mary Halye	<i>Parent, ELCO Middle School</i>
	Allison Ebersole	<i>Parent, Fort Zeller Elementary, Middle School</i>
	Beth Faehling	<i>Parent, ELO Intermediate School</i>
	Melynda Cochran	<i>Parent, ELCO Intermediate School, ELCO Middle School</i>
	Kaitlyn Strayer	<i>Parent, Jackson Elementary</i>
<b>EDUCATOR &amp; ADMINISTRATOR</b>		
	Kelly Espenshade	<i>Teacher, ELCO High School</i>
	Jennifer Haas	<i>Principal, ELCO High School</i>
	David Ziegler	<i>Board Member, ELCO School District</i>
	Jonathan Treese	<i>Principal, ELCO Middle School</i>
	Jennifer Greene	<i>Teacher, ELCO Middle School</i>
	Mike Gerhart	<i>Principal, ELCO Intermediate School</i>
	Tam Hower	<i>Principal, Jackson Elementary</i>
	Jenelle Himmelreich	<i>Director of Food Service</i>
	Jodi Houck	<i>Principal, Fort Zeller Elementary</i>
	Beth Faehling	<i>4th Grade teacher, IS</i>
<b>BUSINESS &amp; COMMUNITY</b>		
	Sherrie Bernard	<i>Hiring Manager, Dutchway</i>
	Carrie Boyer	<i>Owner, Woodland Contractors</i>
	Jeffery Horst	<i>Owner, Animal Health Care</i>
<b>POSTSECONDARY</b>		
	Kelly Flowers	<i>School Counselor, LCCTC</i>

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

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

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

### ORGANIZATIONS AND AGENCIES

Intermediary Organizations: <i>Connecting, Collaborating, Convening Organizations</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Lebanon County Career and Technology Center	13.1, 13.2, 13.3	All
Harrisburg Area Community College	13.1, 13.2	All
ELCO Education Foundation	13.4	Education & Training
Junior Achievement	13.1, 13.2, 13.3, 13.4	All
Intermediate Unit #13	13.1, 13.2, 13.3, 13.4	Education & Training

Umbrella Organizations: <i>Organizations that represent a large group of business organizations with a common mission</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Lebanon Valley Chamber of Commerce	13.1, 13.2, 13.3, 13.4	Business Management & Administration
Myerstown Rotary	13.1, 13.2, 13.3, 13.4	Business Management & Administration
Lebanon County United Way	13.1, 13.2	Human Services
Community Health Council	13.1, 13.2	Health Science
Kiwanis Club	13.4	Business Management & Administration

Community & State Organizations: <i>Agencies representing community and state initiatives, service to communities</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Career Link	13.1, 13.2, 13.3, 13.4	All
Office of Vocational Rehabilitation	13.3	All
Lebanon County Children and Youth Services (CYS)	13.1, 13.2	Human Services
Mental Health/Intellectual Disabilities/Early Intervention (MH/ID/EI)	13.1, 13.2	Human Services
Child and Adolescent Service System Program (CASSP)	13.1, 13.2	Human Services

## NETWORKING OPPORTUNITIES

Individual Contacts: <i>Contacts acquired through networking and interaction</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Employment Board	13.2	All
Plain & Fancy Custom Cabinetry	13.2, 13.4	Manufacturing
GAF	13.2, 13.4	Manufacturing
Bayer	13.2, 13.4	Health Science
Stone Ridge	13.2, 13.4	Health Science and Human Services
Take Heart	13.2, 13.4	Agriculture, Food & Natural Resources
Animal Health Care of Myerstown	13.2, 13.4	Agriculture, Food & Natural Resources
Hershey Entertainment	13.2, 13.4	Arts, A/V Technology, & Communications

Community & Business Meetings: <i>Meetings, which bring cross/community members together to promote growth to further a cause</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Rotary Club Meetings	13.2, 13.3	Business Management & Administration

Community Events: <i>Conferences, Workshops, Grand Openings</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
College Fairs	13.1, 13.2, 13.3, 13.4	Education & Training
Financial Aid Night	13.3	Finance
Middle School Career Day	13.1, 13.2, 13.3, 13.4	All
IU #13 Transition Fair	13.3	All

## ONLINE & OTHER RESOURCES

Internet Based Links: <i>Websites educating others and promoting career development and related topics</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
ELCO School District Website	13.2	Education & Training
Lebanon County CTC Website	13.1, 13.2, 13.3, 13.4	All
PA Career Zone	13.1, 13.2, 13.3, 13.4	All
College Board	13.1, 13.2, 13.3, 13.4	Education & Training
ONet Online	13.1, 13.2, 13.3, 13.4	All
Naviance	13.1, 13.2, 13.3, 13.4	All

Media & Advertising: <i>Various marketing methods that provide contacts, career awareness, ideas and workforce information</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
ELCO School District Website	13.2	Education & Training
Lebanon Daily News	13.1, 13.2, 13.3, 13.4	Arts, A/V Technology, & Communications
Musical Program	13.4	Arts, A/V Technology, & Communications
Outfield/stadium Business Banners	13.4	All
Yearbook	13.4	Arts, A/V Technology, & Communications

Publication & Documents: <i>Hard copy materials that offer contacts and career/workforce information</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Merchandise	13.3, 13.4	All
Fish Wrapper	13.3, 13.4	All

## Post-Secondary Options

Postsecondary Options: <i>Colleges, Apprenticeships, Military, Vocational Training</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Harrisburg Area Community College	13.1, 13.2, 13.3, 13.4	All
Lebanon County Career & Technology Center	13.1, 13.2, 13.3, 13.4	All
Armed Services	13.1, 13.2, 13.3, 13.4	Military
Lebanon Valley College	13.1, 13.2, 13.3, 13.4	All
Harrisburg University	13.1, 13.2, 13.3, 13.4	All

### 13. Career and Technology Center Strategies:

#### STUDENT AWARENESS:

Grade(s)	Intervention / Program / Events	Stakeholder Delivering	Data Used (Success Indicator)	Beginning & End	Location	Contact Person
7-8	LCCTC Summer Camp	LCCTC	Student application. Student acceptance into program. Student completion of program.	June 13th-June 16th	LCCTC	Kelly Flowers Theresa Tobias Allison Wagner Jennifer Garrison
8	LCCTC Visit	LCCTC	Student sign-ups for all 8th grade. Parent permission given for visit. Students who are interested attend visit.	May	LCCTC	Kelly Flowers Theresa Tobias Allison Wagner Jennifer Garrison
10,11	LCCTC Presentation	LCCTC	All Students Attend	October	ELCO High School	John Mentzer
10,11	LCCTC Visitation	LCCTC	Students interested sign up to attend	December	LCCTC	John Mentzer
5	LCCTC Visit	LCCTC	Student sign-ups for all 5th grade. Parent permission given for visit. Students who are interested attend visit.	January	LCCTC	Nichole McCullough



**PARENT AWARENESS:**

Grade(s)	Intervention / Program / Events	Stakeholder Delivering	Data Used (Success Indicator)	Beginning & End	Location	Contact Person
7-8	LCCTC Summer Camp	LCCTC	Student application. Student acceptance into program. Student completion of program.	June 13th-June 16th	LCCTC	Kelly Flowers Theresa Tobias Allison Wagner Jennifer Garrison
8	LCCTC Visit	LCCTC	Student sign-ups for all 8 <sup>th</sup> grade. Parent permission given for visit. Students who are interested sign up to attend.	May	LCCTC	Kelly Flowers Theresa Tobias Allison Wagner Jennifer Garrison
9-12	Back to School at HS	LCCTC	All Parents who attend	September	ELCO High School	Theresa Tobias
6-9	LCCTC Mailings	LCCTC	All Parents/Guardians	October	LCCTC	Theresa Tobias

**EDUCATOR AWARENESS:**

<b>Grade(s)</b>	<b>Intervention / Program / Events</b>	<b>Stakeholder Delivering</b>	<b>Data Used (Success Indicator)</b>	<b>Beginning &amp; End</b>	<b>Location</b>	<b>Contact Person</b>
8	LCCTC Visit	LCCTC	Student sign-ups for all 8th grade. Parent permission given for visit. Students who are interested attend visit.	May	LCCTC	Kelly Flowers Theresa Tobias Allison Wagner Jennifer Garrison
9-12	Faculty Meetings	HS Counselors	All Teachers	Ongoing	High School	John Mentzer
5	LCCTC Visit	LCCTC	Student sign-ups for all 5th grade. Parent permission given for visit. Students who are interested attend visit.	January	LCCTC	Nichole McCullough

## APPENDIX

Insert Supporting Documents