



## Northern York County School District Comprehensive K-12 Curriculum Guidance Plan

*A comprehensive guidance plan is required as part of the Pennsylvania School Code under Chapter 339.*

Revised: March 4, 2025

### 1. School Counselors and Assignments:

- K-5:** Mrs. Alana Turner- Dillsburg Elementary (450:1)  
Mrs. Christine Bertsch- Northern Elementary (400:1)  
Mrs. Kelsey Hall- South Mountain Elementary (400:1)  
Mrs. Heather O’Toole - Wellsville Elementary (250:1)
- 6-8:** Mr. Mark Tauzin- Northern Middle School (250:1)  
Miss Madelynn Moodie- Northern Middle School (250:1)  
Mrs. Michelle Nitchman Northern Middle School (250:1)
- 9-12:** Mrs. Amber Gunning - Northern High School (250:1)  
Mrs. Mary Hey - Northern High School (250:1)  
Mrs. Cheyanne Ort- Northern High School (250:1)  
Mr. Andrew Sneeringer- Northern High School (250:1)

### 2. Role of the School Counselor:

School counselors design and deliver school counseling programs that improve student outcomes. They lead, advocate, and collaborate to promote equity and access for all students by connecting their school counseling program to the school’s academic mission and school improvement plan. They uphold the ethical and professional standards of ASCA and promote the development of the school counseling program (see attached ASCA Role of School Counselor Document).

	<p><b>LEAD:</b> <b>Elementary:</b> Development, delivery and evaluation of a comprehensive school counseling program for all students.</p> <p>Serves on school-based leadership/school improvement teams related to the welfare of all students.</p>
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	<p>Develops a system-wide advisory system to help all stakeholders understand and respond to the developmental needs of all students.</p> <p>Modify the comprehensive K-12 Counseling Plan that follows PA’s Academic Standards for Career Education &amp; Work.</p>
	<p><b>Middle:</b> Development, delivery and evaluation of a comprehensive school counseling program for all students.</p> <p>Serves on level curriculum teams.</p> <p>Develops a system-wide advisory system to help all stakeholders understand and respond to the developmental needs of all students.</p> <p>Modify the comprehensive K-12 Counseling Plan that follows PA’s Academic Standards for Career Education &amp; Work.</p>
	<p><b>High:</b> Development, delivery and evaluation of a comprehensive school counseling program for all students.</p> <p>Develops a system-wide advisory system to help all stakeholders understand and respond to the developmental needs of all students.</p> <p>Modify the comprehensive K-12 Counseling Plan that follows PA’s Academic Standards for Career Education &amp; Work.</p>

<b>ADVOCATE:</b>	<p><b>Elementary:</b></p> <p>Develop programs of counseling and advising that ensure every student has an ongoing connection with a caring adult.</p> <ul style="list-style-type: none"> <li>➤ Create opportunities to support student learning for all.</li> <li>➤ Ensure equitable access to educational and career exploration opportunities.</li> <li>➤ Collaborate with others within and outside the school to help meet all student needs.</li> <li>➤ Serve as members of the academic intervention teams.</li> <li>➤ Provide support for student learning through behavior plans, academic support, and check-ins and outs.</li> <li>➤ Ensure the academic, personal/social, and career development of all students.</li> <li>➤ Collaborate with others within and outside the school to help meet all student’s needs.</li> <li>➤ Participate in parent-teacher conferences, FBA’s, IEP’s, 504’s, and other evaluative processes.</li> </ul>
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	<ul style="list-style-type: none"> <li>➤ Participate in the MTSS process, Grade Level Team Meetings, Pupil Services Meetings.</li> </ul>
	<p><b>Middle:</b></p> <ul style="list-style-type: none"> <li>➤ Develop programs of counseling and advising that ensure every student has an ongoing connection with a caring adult. ➤ Create opportunities to support student learning for all.</li> <li>➤ Ensure equitable access to educational and career exploration opportunities.</li> <li>➤ Collaborate with others within and outside the school to help meet all student needs.</li> <li>➤ Serve as members of the academic intervention teams.</li> <li>➤ Provide support for student learning through behavior plans, academic support, and check-ins and outs.</li> <li>➤ Ensure the academic, personal/social, and career development of all students.</li> <li>➤ Collaborate with others within and outside the school to help meet all student's needs.</li> <li>➤ Participate in parent teacher conferences, FBA's, IEP's, 504's, and other evaluative processes.</li> <li>➤ Participate in the RTII process, Student Support Team, Grade Level Team Meetings, Pupil Services, Student Assistance Program (SAP), and SWEPBS.</li> </ul>
	<p><b>High:</b></p> <ul style="list-style-type: none"> <li>➤ Develop programs of counseling and advising that ensure every student has an ongoing connection with a caring adult.</li> <li>➤ Ensure equitable access to educational and career exploration opportunities.</li> <li>➤ Serve as members of the academic intervention teams.</li> <li>➤ Provide support for student learning through behavior plans, academic support, and check-ins and outs.</li> <li>➤ Ensure the academic, personal/social, and career development of all students.</li> <li>➤ Participate in parent teacher conferences, IEP's, 504's, and other evaluative processes.</li> </ul>
<b>COLLABORATE:</b>	<p><b>Elementary:</b></p> <ul style="list-style-type: none"> <li>➤ Provide a comprehensive school counseling program that engages the educational community to ensure that all students benefit from the program.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Collaborates with numerous outside agencies to provide needed resources and services for the students depending on needs.</li> </ul>
	<p><b>Middle:</b></p> <ul style="list-style-type: none"> <li>➤ Provide a comprehensive school counseling program that engages the educational community to ensure that all students benefit from the program.</li> <li>➤ Collaborates with numerous outside agencies to provide needed resources and services for the students depending on needs.</li> </ul>
	<p><b>High:</b></p> <ul style="list-style-type: none"> <li>➤ Provide a comprehensive school counseling program that engages the educational community to ensure that all students benefit from the program.</li> <li>➤ Collaborates with numerous outside agencies to provide needed resources and services for the students depending on needs.</li> </ul>

### 3. Job Descriptions

<b>Counselor Level</b>	<b>Domain 1: Planning and Preparation</b>	<b>Domain 2: Educational Environment</b>	<b>Domain 3: Delivery of Service</b>	<b>Domain 4: Professional Development</b>
<b>Elementary School</b>	<ul style="list-style-type: none"> <li>-Advocating for comprehensive K-12 school counseling services.</li> <li>-Create and use annual Academic and Personal/Social goals aligned with ASCA Student Standards: Mindsets and Behavior for Student Success and Career goals aligned with</li> </ul>	<ul style="list-style-type: none"> <li>-ES counselors develop a relationship with all students in the building.</li> <li>-ES counselors will help create and maintain K_12 School Counseling Department Advisory Council made up of district staff, students, parents, and community stakeholders to help provide feedback on academic</li> </ul>	<ul style="list-style-type: none"> <li>-ES counselors work with community services, guest speakers, and connect families with outside services.</li> <li>-ES counselors maintain school district web pages to communicate and update topics and information to all stakeholders.</li> <li>-ES counselors initiate and participate in</li> </ul>	<ul style="list-style-type: none"> <li>-ES counselors have engaged in continued education for credits beyond their master’s degree.</li> <li>-ES counselors maintain confidentiality and ensure all documents are stored in a locked area.</li> <li>-Participate in faculty meetings and other faculty-led/sponsored professional development</li> </ul>

	<p>PA CEW standards and CRS curriculum as part of K-12 Comprehensive Counseling Plan.</p> <p>-Continued requests and gathering of varying demographic data including Free/Reduced Status, Ethnic Data, and Disciplinary Data to cross-examine it for trends and achievement gaps or lack of the presentation of opportunities based on any combination of these factors.</p> <p>- Continually work with stakeholder groups to develop and coordinate a comprehensive school counseling program aligning with the ASCA National Model.</p>	<p>personal/social and career development initiatives.</p>	<p>parent conferences, 504s, and other student meetings.</p> <p>-ES will coordinate orientation for students new to their elementary schools and transition for students to the middle school.</p> <p>-Works collaboratively with classroom teachers, and special education case managers, instructional specialists, and interventionalist to determine individualized needs of students.</p>	<p>activities and opportunities.</p> <p>-All ES counselors participate and/or receive correspondence for professional development from the Northern York School District and IU Counselor Network.</p> <p>-Participate in district sponsored in-service programs.</p> <p>-Are aware of and make referrals to agencies and resources available to parents and students outside the school.</p>
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	<p>-Continually work with stakeholder groups (students, parents, educators, business and community members) to develop and coordinate a comprehensive school counseling program aligning with the ASCA national Model</p>			
<b>Middle School</b>	<p>-MS counselors provide a comprehensive school counseling program based on input from students, staff, parents, and community needs. -Counseling program is based on sound knowledge of evidence-based practices in career, academic, and social/emotional needs as well as the unique</p>	<p>-MS counselors are knowledgeable about all students on their caseload and are familiar with their unique needs.</p>	<p>-MS counselors are the point of contact for academic, social and emotional concerns. -MS counselors consult with teachers about student needs including sharing relevant information regarding new students. -MS counselors act as a liaison between school and community resources.</p>	<p>-MS counselors have engaged in continued education for credits beyond their master's degree. -MS counselors maintain confidential counseling files for students. -MS counselors oversee the maintenance of the cumulative student files and ensure their confidentiality. -Participate in</p>

	development of adolescents			faculty meetings and other faculty-led/sponsored professional development activities and opportunities.
<b>High School</b>	<ul style="list-style-type: none"> <li>-HS counselors have effective counseling sessions with students.</li> <li>-HS counselors lead classroom presentations taught at the developmental level of the students.</li> <li>-Customization and implementation of Sapphire and Smart Futures to gather and archive student artifacts for Future Ready Index requirements.</li> <li>- Continually work with stakeholder groups to develop and coordinate a comprehensive school counseling program aligning with the ASCA National Model.</li> </ul>	<ul style="list-style-type: none"> <li>-Make use of data provided from the College Board which projects which students are likely to record a “3” or better on various AP Exams to try to encourage NHS curriculum based on data and encourage students to academically challenge themselves.</li> <li>- Have established annual goals to improve the effectiveness of NHS Responsive Service Programs through the Student Assistance Program to better measure and improve student outcomes including the</li> </ul>	<ul style="list-style-type: none"> <li>-Collaboration with stakeholders (post-secondary) to provide their expertise on information and requirements for admission to their respective universities via College Representative presentations.</li> <li>-Use results from PSSA and Keystone exams to adjust students schedules to meet state graduation mandates/requirements for remediation.</li> <li>-Provide information to families about community support services and crisis resources and intervention as needed.</li> </ul>	<ul style="list-style-type: none"> <li>-HS counselors have engaged in continued education for credits beyond their master’s degree.</li> <li>- Utilize various methods via the Internet to provide content and convey information concerning events, activities, and recommended tasks related to one’s academic year.</li> <li>-Participate in faculty meetings and other faculty-led/sponsored professional development activities and opportunities.</li> </ul>

		number of follow-up referrals. -The arrangement of our offices allows us to concurrently meet with students.		
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#### 4. School Counseling Department Mission Statement

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

NYCSD Mission Statement: Intellectually Prepared, Civically Engaged, Personally Responsible

All students in grades K-12 will participate in planned, developmentally age-appropriate school counseling activities that are based on the National Standards for School Counseling Programs. These activities will prepare students to become effective learners, achieve success in school, live successful and rewarding lives, and develop into contributing members of a diverse society.

#### 5. Program Calendars

##### Elementary Monthly Program Calendar

<p><b>Key:</b></p> <p style="text-align: center;"><b>Green = Guidance Curriculum;</b>  <b>Purple = Prevention, Intervention, and Responsive Services;</b>  <b>Blue = Individual Student Planning;</b>  <b>Orange = System Support</b></p>
<p><b><u>July</u></b>  <b>Academic:</b> N/A  <b>Career:</b> N/A  <b>Personal/Social:</b> N/A</p>



**August**

**Academic:** Kindergarten Orientation; Peer Helper; Distribution and review of 504 Plans

**Career:** Junior Achievement program – review of services; programs and recruit volunteers

**Personal/Social:** Meet the Counselor lesson; Explain self-referral system; Develop and Initiate Social Skills Group; Individual counseling; Polar Packs

**September**

**Academic:** MTSS meetings, Update 504 Plans; Teacher Presentation Night (back to school); Training and placement of Peer Helpers

**Career:**

**Personal/Social:** International Dot Day; Bully Prevention Kick-Off Event and School-Wide Positive Behavior program (ROAR); Growth Mindset classroom lesson topic; Individual counseling; Polar Packs

**October**

**Academic:** MTSS meetings, Update 504 Plans

**Career:**

**Personal/Social:** Red Ribbon Week - school-wide activities; Feelings - Classroom lesson topic; Character Education - Profile of a Graduate: Courageous; Individual counseling; Polar Packs  
Halloween costume distribution; Begin coordination of holiday programs

**November**

**Academic:** MTSS meetings, Update 504 Plans; Parent/Teacher/Student conferences

**Career:**

**Personal/Social:** Character Education - Profile of a Graduate: Collaboration; Emotional regulation – coping skills; Classroom lesson topic; Intervention groups; District Advisory Council meeting; Individual counseling; Polar Packs; Coordinate holiday giving programs

**December**

**Academic:** MTSS meetings, Update 504 Plans

**Career:**

**Personal/Social:** Character Education - Profile of a Graduate: Contributing; Intervention groups; Holiday giving night; Kindness/Friendship skills - Classroom lesson topic; Individual counseling; Polar Packs

**January**

**Academic:** MTSS meetings, Update 504 Plans

**Career:** Career Readiness program – Smart Futures introduction

**Personal/Social:** Character Education - Profile of a Graduate: Conscientious; Self-Awareness/Responsibility classroom lesson topic; Individual counseling; Polar Packs

<p><b><u>February</u></b>  <b>Academic:</b> MTSS meetings, Update 504 Plans;  <b>Career:</b> Smart Futures Assignments  <b>Personal/Social:</b> Character Education - Profile of a Graduate: Critical Thinking; Individual counseling; Polar Packs</p>
<p><b><u>March</u></b>  <b>Academic:</b> MTSS meetings, Update 504 Plans  <b>Career:</b> Complete Smart Futures Assignments; Junior Achievement  <b>Personal/Social:</b> Character Education - Profile of a Graduate: Creativity; Diversity/Empathy classroom lesson topic; Individual counseling; Polar Packs</p>
<p><b><u>April</u></b>  <b>Academic:</b> Test Taking skills classroom lesson topic; Availability at kindergarten registration day; MTSS meetings, Update 504 Plans  <b>Career:</b>  <b>Personal/Social:</b> Social skills/conflict resolution classroom lesson topic; Character Education - Profile of a Graduate: Competent; Individual counseling; Polar Packs</p>
<p><b><u>May</u></b>  <b>Academic:</b> 5th Grade orientation to Middle School; MTSS meetings, Update 504 Plans  <b>Career:</b> Career Day  <b>Personal/Social:</b> Character Education - Profile of a Graduate: Communication; Review of Yearly Topics Covered/End of year reflection; Individual counseling; Polar Packs</p>
<p><b><u>June</u></b>  <b>Academic:</b> n/a  <b>Career:</b> n/a  <b>Personal/Social:</b> n/a</p>

### **Middle School Monthly Program Calendar**

<p><b>Key:</b></p> <p style="text-align: center;"> <b>Green = Guidance Curriculum;</b>  <b>Purple = Prevention, Intervention, and Responsive Services;</b>  <b>Blue = Individual Student Planning;</b>  <b>Orange = System Support</b> </p>
<p><b><u>July</u></b>  <b>Academic:</b> new student registrations and tours; Parent meetings  <b>Career:</b>  <b>Personal/Social:</b></p>

**August**

**Academic:** new student registrations; Parent meetings; Child Study meetings; MTSS; Finalizing credit recovery; Correcting schedule conflicts; Distribution and review of 504 Plans; 6<sup>th</sup> grade transition day;

**Career:**

**Personal/Social:** Individual counseling; Polar Packs

**September**

**Academic:** Team meetings (MTSS); Child Study meetings; SAP meetings; Update 504 Plans; Awards assembly; Back-To-School Night; report academic athletic eligibility

**Career:** Smart Futures Refresher

**Personal/Social:** Polar Packs; Counselor introduction to 6<sup>th</sup> grade; Individual counseling

**October**

**Academic:** Team meetings (MTSS); SAP meetings; Child Study meetings; Update 504 Plans; Awards assembly; report academic athletic eligibility

**Career:** Smart Futures Lessons; BizTown interviews and reviewing resumés; 8<sup>th</sup> grade visit to CPACTC

**Personal/Social:** Individual counseling; Polar Packs; Small groups

**November**

**Academic:** Team meetings (MTSS); SAP meetings; Child Study meetings; Update 504 Plans; Awards assembly; report academic athletic eligibility; oversee 504 evaluations/referrals

**Career:** Smart Futures lessons, Student career exploration event/activity

**Personal/Social:** Polar Packs; Individual counseling; holiday distribution program; Small groups

**December**

**Academic:** Team meetings (MTSS); SAP meetings; Child Study meetings; Update 504 Plans; Awards assembly; report academic athletic eligibility; oversee 504 evaluations/referrals

**Career:** Smart Futures lessons, Student career exploration event/activity

**Personal/Social:** Polar Packs; Individual counseling; holiday distribution program; Small groups

**January**

**Academic:** Team meetings (MTSS); Child Study meetings; Update 504 Plans; Awards assembly; report academic athletic eligibility; oversee 504 evaluations/referrals; Monitor students at-risk for failing; parent meetings; Send semester one failure letters

**Career:** Smart Futures lessons, Student career exploration event/activity

**Personal/Social:** Polar Packs; Individual counseling; Small groups

**February**

**Academic:** Team meetings (MTSS); SAP meetings; Child Study meetings; Update 504 Plans; Awards assembly; report academic athletic eligibility; oversee 504 evaluations/referrals; Monitor students at-risk for failing; parent meetings; Send semester one failure letters; 9<sup>th</sup> grade course selection

**Career:** Smart Futures lessons, Student career exploration event/activity

**Personal/Social:** Polar Packs; Individual counseling; Small groups

**March**

**Academic:** Team meetings (MTSS); SAP meetings; Child Study meetings; Update 504 Plans; Awards assembly; report academic athletic eligibility; oversee 504 evaluations/referrals; Monitor students at-risk for failing; parent meetings; 9th grade course selection

**Career:** Smart Futures lessons; student career exploration event/activity

**Personal/Social:** Polar Packs; Individual counseling; Small groups

**April**

**Academic:** Team meetings (MTSS); SAP meetings; Child Study meetings; Update 504 Plans; Awards assembly; report academic athletic eligibility; oversee 504 evaluations/referrals; Monitor students at-risk for failing; parent meetings; 9th grade course selection

**Career:** Smart Futures lessons

**Personal/Social:** Polar Packs; Individual counseling; Small groups

**May**

**Academic:** Team meetings (MTSS); SAP meetings; Child Study meetings; Update 504 Plans; Awards assembly; report academic athletic eligibility; oversee 504 evaluations/referrals; Monitor students at-risk for failing; parent meetings; 5<sup>th</sup> to 6<sup>th</sup> grade transition program

**Career:** Smart Futures lessons

**Personal/Social:** Polar Packs; Individual counseling; Small groups

**June**

**Academic:** Team meetings (MTSS); SAP meetings; Child Study meetings; Update 504 Plans; Awards assembly; report academic athletic eligibility; oversee 504 evaluations/referrals; Monitor students at-risk for failing; parent meetings; 5<sup>th</sup> to 6<sup>th</sup> grade transition program; Set up summer course work for students who failed

**Career:** Smart Futures lessons

**Personal/Social:** Polar Packs; Individual counseling

**High School Monthly Program Calendar**

**Key:**

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

**August**

**Academic:** Scheduling New Students; Parent Meetings; 504 Review Meetings; MTSS Meetings

**Career:** Parent Meetings; SMART Future Lessons

**Personal/Social:** Parent Meetings

**September**

**Academic:** Schedule change requests; Back-to-School Night; Child Study Meetings; MTSS Meetings; Parent Meetings

**Career:** PSAT Presentation to Sophomores and Juniors; College/Technical schools meet with students; Parent meetings; Career Specific Presentations during flex; SMART Future Lessons

**Personal/Social:** class meetings; Individual counseling; Parent meetings

**October**

**Academic:** Schedule change requests; Child Study meetings; MTSS Meetings; Parent meetings

**Career:** ASVAB presentation to juniors and seniors; CPACTC presentation to freshmen; College/Technical schools meet with students; Parent meetings; Smart Future Career Lessons; Career Specific Presentations during flex

**Personal/Social:** individual counseling; Parent meetings

**November**

**Academic:** Individual conferences with students who failed Q1 classes; Q1 failure letter sent to parents/guardians; Child Study meetings; Parent meetings

**Career:** College/Technical schools meet with students; Proctor ASVAB tests; Discuss ASVAB results; Parent meetings; Career Specific Presentations during flex

**Personal/Social:** individual counseling; Parent meetings

**December**

**Academic:** Proctor Keystone exam retakes; Child Study meetings; Parent meetings

**Career:** Financial Aid Night; Parent meetings; Career Specific Presentations during flex

**Personal/Social:** Individual counseling; Parent meetings

**January**

**Academic:** Individual meetings with students who failed S1 classes; Proctor Keystone Exam retakes; Failure letters sent to parents/guardians; Child Study meetings; MTSS Meetings; Parent meetings

**Career:** Finalize Vo-tech applications; Parent meetings; Career Specific Presentations during flex; SMART Future Lessons

**Personal/Social:** Individual counseling; Parent meetings

**February**

**Academic:** Meet with students individually regarding schedules; Scheduling presentations in English/Social Studies classes; 8<sup>th</sup> grade Parent Orientation Night; Child Study meetings; Parent meetings; MTSS Meetings

**Career:** Interviews for students for Vo-tech; Parent meetings; Career Specific Presentations during flex; SMART Future Lessons

**Personal/Social:** Individual counseling; Parent meetings

**March**

**Academic:** Individual meetings for scheduling; Students enter course requests into information system; Child Study meetings; Parent meetings; MTSS Meetings

**Career:** discuss vo-tech with accepted students; Smart Future Career Lessons; Career Specific Presentations during flex

**Personal/Social:** individual counseling; Parent meetings

**April**

**Academic:** Individual meetings for scheduling; Meet with students who failed Q3 classes; Child Study meetings; Parent meetings; MTSS Meetings

**Career:** proctor spring ASVAB; Discuss ASVAB results; Parent meetings; Career Specific Presentations during flex; SMART Future Lessons

**Personal/Social:** individual counseling; Parent meetings

**May**

**Academic:** Meet with students who will need remediation; Proctor AP exams; Proctor Keystone exams; Coordinate Senior Awards Program; Child Study meetings; Parent meetings; MTSS Meetings

**Career:** Students attend registration night at Vo-tech; Parent meetings

**Personal/Social:** individual counseling; Parent meetings

**June**

**Academic:** Failure list to students; Finalize failure list; Graduation ceremony; Academic Excellence Program; Credit tracking charts; Parent meetings

**Career:** send final transcripts to post-secondary schools; Parent meetings

**Personal/Social:** individual counseling; Parent meetings

**6. Program Delivery Style**

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM:  
ELEMENTARY SCHOOLS**

<p><b>Guidance Curriculum</b> Provide developmental, comprehensive guidance program content in a systematic way to all students PK-12</p>	<p><b>Prevention, Intervention and Responsive Services</b> Addresses school and student needs</p>	<p><b>Individual Student Planning</b> Assists students and parents in the development of academic and career plans</p>	<p><b>System Support</b> Includes program, staff and school support activities and services</p>
<p><b>Purpose</b> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p><b>Purpose</b> Prevention, Intervention and Responsive services to groups and/or individuals</p>	<p><b>Purpose</b> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p><b>Purpose</b> Program delivery and support</p>

<p><b>Academic</b>          -Classroom Counseling Lessons with focus on the following topics- Growth Mindset, Feelings, Emotion Regulation, Kindness, Self-Awareness, Diversity, Social Skills, and Career Education.</p>	<p><b>Academic</b>          -Parent/Teacher Conferences          -M.T.S.S., 504, IEP or student team meetings          -Behavior systems: development, implementation and monitoring          -KBIT Screenings          -Gifted evaluation referrals          -Student behavior observations          -BOSS observations</p>	<p><b>Academic</b>          - New student orientations          -Organizational skills support (specific student)          -Self Regulation</p>	<p><b>Academic</b>          -Input for ER, RR, GIEP, and 504 evaluations/referrals          -Provide input/data for MTSS meetings (grade level &amp; team meetings)          -Attend MTSS meetings          -Teacher consultation          -Parent/student consultation          -Attend psychiatric consultation          -Monthly school counselor meetings          -Faculty meetings          -Teacher Presentation night</p>
<p><b>Career</b>          -Classroom Guidance Lessons focusing on career exploration and awareness          -Collecting and reporting of career-related artifacts through Smart Futures lessons</p>	<p><b>Career</b></p>	<p><b>Career</b>          -Career Day recruiting, organizing, and implementation          -Smart Futures Lessons and career portfolio</p>	<p><b>Career</b>          -Coordinate and monitor the delivery of Junior Achievement program</p>
<p><b>Personal/Social</b>          -Classroom Counseling Lessons with topics including feelings awareness, regulating emotions, social skills, communication, and problem-solving skills          -Bully prevention activities</p>	<p><b>Personal/Social</b>          -Mindfulness Group          -Social Skills group          -Banana Splits/ Changing Families group          -Girl Code Group          -Zones of Regulation Group          -Check-ins          -Conflict Resolution group          -Parent/Teacher Conferences          -MHIDD referrals          -Care Solace referrals</p>	<p><b>Personal/Social</b>          -Short-Term Individual counseling          -Outside Agency Referrals</p>	<p><b>Personal/Social</b>          -Coordinating meetings with outside agencies to support student/family needs          -Professional development (Safe Crisis Management, CAIU counselor meetings, district counselor meetings, etc.)          -School Climate/ Leadership committee member</p>

	<ul style="list-style-type: none"> <li>-Suicide risk assessments</li> <li>-Community resource identification and connections</li> </ul>		<ul style="list-style-type: none"> <li>-Provide assistance to access Polar Cares (clothing closet)</li> <li>-coordinate Polar Pack program (weekend backpack program)</li> <li>-coordinate holiday help for families</li> <li>-Family Newsletters</li> </ul>
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## COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM: MIDDLE SCHOOL

<b>Guidance Curriculum</b>	<b>Prevention, Intervention and Responsive Services</b>	<b>Individual Student Planning</b>	<b>System Support</b>
Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Addresses school and student needs.	Assists students and parents in the development of academic and career plans.	Includes program, staff and school support activities and services.
<b>Purpose</b> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	<b>Purpose</b> Prevention, Intervention and Responsive services to groups and/or individuals.	<b>Purpose</b> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	<b>Purpose</b> Program delivery and support.
<b>Academic</b> 9 <sup>th</sup> grade course selection; Grade level presentations on academic expectations; Transition programs including 5 <sup>th</sup> grade orientations	<b>Academic</b> Monitor students at risk for failing; send failure letters home at the end of each quarter and semester one; Child Study Team meetings; psychological screenings	<b>Academic</b> Update and write 504 Plans; new student schedules; schedule corrections; parent/teacher conferences; Parent communication regarding academics and schedule. Individual student meetings regarding grades.	<b>Counselor Related</b> Awards assemblies; PSSA testing; administration of summer course final exams; grade level transition meetings; Back-To-School Night; student and faculty training on HELP; 5 <sup>th</sup> grade transition program;



<b>Career</b> Smart Futures career awareness, readiness, and retention lessons	<b>Career</b> Junior Achievement; BizTown job interviews and reviewing resumé	<b>Career</b> Individual student meetings regarding career and high school scheduling; Parent communication regarding career and high school schedule	<b>Non-Counselor Related</b>  benchmark make-up tests; PSSA testing components
<b>Personal/Social</b>  Character Education; Planning Healthy Relationship lessons	<b>Personal/Social</b>  Lunch bunch; small group counseling; Conflict resolution	<b>Personal/Social</b>  Individual counseling as needed	<b>Personal/Social</b>  -Coordinating meetings with outside agencies as needed to support the student/family needs; Participation in SWPBS meetings; Participation in school and district wide crisis team as needed

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

<b>Guidance Curriculum</b>  Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	<b>Prevention, Intervention and Responsive Services</b>  Address's school and student needs.	<b>Individual Student Planning</b>  Assists students and parents in the development of academic and career plans.	<b>System Support</b>  Includes program, staff and school support activities and services.
<b>Purpose</b> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	<b>Purpose</b> Prevention, Intervention and Responsive services to groups and/or individuals.	<b>Purpose</b> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	<b>Purpose</b> Program delivery and support.

<p><b>Academic</b> Course Selection presentations for ninth, tenth and eleventh grade</p> <p>Class presentations for eleventh and twelfth grade for ASVAB, PSAT and Financial Aid</p>	<p><b>Academic</b> Set up Tutoring for students</p> <p>PSAT Proctoring</p> <p>AP Proctoring</p> <p>Credit Recovery for failed courses</p> <p>MTSS Meetings</p> <p>SAIP Meetings</p>	<p><b>Academic</b> Individual Meetings for courses</p> <p>Individual Meetings for students who receive D's and F's</p> <p>Smart Futures activities by grade level</p>	<p><b>Counselor Related</b> Parent Meeting Consultations with teachers, parents and administrators</p> <p>Faculty Meeting</p> <p>IEP Meeting</p> <p>Open Houses</p> <p>Transition Program</p> <p>Credit Charts</p>
<p><b>Career</b> CTE presentations for ninth grade</p> <p>Ninth grade assembly for senior CTE students' presentation</p> <p>Eleventh and twelfth grade presentations for ASVAB, PSAT and Financial Aid</p>	<p><b>Career</b> PSAT</p> <p>Financial Aid Night</p> <p>Meetings with College and Military representatives</p>	<p><b>Career</b> Individual meetings for career clusters</p> <p>IEP Meetings with students</p> <p>Discuss Elective courses and matching career clusters</p> <p>Parent Meetings</p> <p>Career Presentations</p>	<p><b>Non-Counselor Related</b> PSAT Coordination AP Coordination Financial Aid Night 8<sup>th</sup> grade Orientation</p>
<p><b>Personal/Social</b> Presentations in classes discussing group dynamics</p>	<p><b>Personal/Social</b></p>	<p><b>Personal/Social</b> One on One when student is in crisis</p>	<p><b>Personal/Social</b> SAP Meetings Parent Meetings</p>

## 7. Curriculum Action Plan (K-12 Curriculum Scope and Sequence)

We utilize the career readiness program “SmartFutures” for individual academic/career planning. “SmartFutures” activities are aligned to the Pennsylvania Academic Standards for Career Education and Work, which are listed below.

<b>13.1.1. Career Awareness and Preparation</b>			
<b>13.1.3. Grade 3</b>	<b>13.1.5. Grade 5</b>	<b>13.1.8. Grade 8</b>	<b>13.1.11. Grade 11</b>
<ul style="list-style-type: none"> <li>• A, B-My Interests</li> <li>• D, E-Community Roles</li> </ul>	<ul style="list-style-type: none"> <li>• B, H-Interests and Abilities</li> <li>• A-Six Career Paths</li> </ul>	<ul style="list-style-type: none"> <li>• F-Career Clusters and Pathways</li> <li>• B-My Interest Survey</li> </ul>	<ul style="list-style-type: none"> <li>• F, H-New Thinking About Career Success</li> </ul>

<ul style="list-style-type: none"> <li>• F-Preparation for Careers</li> <li>• H-Using What you Learn in School</li> <li>• C-Changing Roles</li> <li>• G-Importance of Planning</li> </ul>	<ul style="list-style-type: none"> <li>• G-What is a Career Plan?</li> <li>• E, F-Choosing a Career</li> <li>• D-Career Training Programs</li> <li>• C-Workplace Roles</li> </ul>	<ul style="list-style-type: none"> <li>• B-My Work Values Survey</li> <li>• A-My Knowledge, Skills, Abilities Survey</li> <li>• C-Changing Workplace</li> <li>• E-The Economics of jobs</li> <li>• D-Tour of my CTC</li> </ul>	<ul style="list-style-type: none"> <li>• A,B-My Personality Type</li> <li>• F-Preparation for Career</li> <li>• A-Abilities and Aptitudes</li> <li>• B-Personal Interests</li> <li>• E,G-Career Clusters and Pathways</li> <li>• D-Experiencing Careers While Still in School</li> <li>• E=Selecting You Career Goal</li> <li>• F-My Program or Majors College Survey</li> </ul>
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**13.2. Career Acquisition (Getting a Job)**

<b>13.2.3. Grade 3</b>	<b>13.2.5. Grade 5</b>	<b>13.2.8. Grade 8</b>	<b>13.2.11. Grade 11</b>
<ul style="list-style-type: none"> <li>• E-Cooperation in Group Settings</li> <li>• B-Researching Job Opportunities</li> <li>• C-Writing a Personal Letter</li> <li>• A, E-How to Be an ULTRA Good Listener</li> <li>• D-Importance of Planning</li> <li>• E-Skills Badges (15)</li> </ul>	<ul style="list-style-type: none"> <li>• E-Applying Successful Attitudes and Work Habits</li> <li>• D-What is a Career Plan?</li> <li>• A-Speaking Skills</li> <li>• C-Writing a Business Letter</li> <li>• B-Researching Job Opportunities</li> <li>• E-Skills Badges (15)</li> </ul>	<ul style="list-style-type: none"> <li>• C-My Resume</li> <li>• E-Conflict Resolution</li> <li>• B-Career Research</li> <li>• C-Career Acquisition Documents</li> <li>• E-Goal Setting</li> <li>• E-Skills Badges</li> </ul>	<ul style="list-style-type: none"> <li>• A-Job Application, Job Interviews, Active Listening</li> <li>• B-Experiencing Careers While Still in School, Selecting a Career Goal, Job Interview</li> <li>• E-Skills Badges (15)</li> </ul>

**13.3 Career Retention and Advancement**

<b>13.3.3. Grade 3</b>	<b>13.3.5. Grade 5</b>	<b>13.3.8. Grade 8</b>	<b>13.3.11. Grade 11</b>
<ul style="list-style-type: none"> <li>• B,C-Cooperation in Group Settings</li> <li>• A-Successful Attitudes and Work Habits</li> <li>• F-Changing Roles</li> <li>• D-How Money is Used</li> <li>• G0Lifelong Learning</li> <li>• E-Importance of Planning</li> </ul>	<ul style="list-style-type: none"> <li>• B, C-Cooperation in Group Settings</li> <li>• E-My Personal Schedule</li> <li>• A-Applying Successful Attitudes and Work Habits</li> <li>• C-Speaking Skills</li> <li>• D-Budgeting</li> <li>• F-Workplace Roles</li> <li>• G-Interests and Abilities</li> </ul>	<ul style="list-style-type: none"> <li>• C-Conflict Resolution</li> <li>• D-Budgeting</li> <li>• E-Goal Setting</li> <li>• A-My Learning Style</li> <li>• F-Changing Workplace</li> </ul>	<ul style="list-style-type: none"> <li>• A-My Personality Type</li> <li>• B-Active Listening</li> <li>• D-Personal Budget</li> </ul>

13.4 Entrepreneurship			
13.4.3. Grade 3	13.4.5. Grade 5	13.4.8. Grade 8	13.4.11. Grade 11
<ul style="list-style-type: none"> <li>• A, C-What is Entrepreneurship?</li> <li>• B-Business Plan</li> </ul>	<ul style="list-style-type: none"> <li>• A-Risks and Rewards of Entrepreneurship</li> <li>• B-Character Traits of Entrepreneurs</li> <li>• C-Steps of Creating a Good or Service</li> </ul>	<ul style="list-style-type: none"> <li>• A,C-Learning from Entrepreneurs</li> <li>• C-My Business Plan</li> </ul>	<ul style="list-style-type: none"> <li>• A-New Thinking About Career Success</li> <li>• A, B-The Entrepreneur Within</li> </ul>

## 8. Program Goals

Describe your yearly program goals/objectives connected to the mission of the school district in all three domains:

1. **Academic**
2. **Career**
3. **Personal/Social**

### **Elementary School:**

**Academic** - During the school year, 100% of 5<sup>th</sup> grade students will receive a lesson on academic grade transition.

**Career** - During the school year, 100% of 3<sup>rd</sup> grade students will complete two Smart Futures lessons.

**Personal/Social** - During the school year, 100% of 5<sup>th</sup> grade students will be able to identify three coping skills that they can use when faced with a challenge.

### **Middle School:**

**Academic**- During the school year, 100% of 6<sup>th</sup> grade students will receive a lesson on the 5<sup>th</sup> to 6<sup>th</sup> grade academic transition.

**Career**- During the school year, 100% of 8<sup>th</sup> graders will develop an academic career plan.

**Personal/Social**- During the school year, 100% of 7<sup>th</sup> graders will participate in a minimum of three social emotional learning activities.

### **High School:**

**Academic** - During the school year, 100% of high school students will meet with the school counselor to develop an educational plan.

**Career** - During the school year, 100% of 11<sup>th</sup> grade students will have 8 career artifacts for their portfolio.

**Personal/Social** - During the school year, each student can meet individually with a school counselor to address social/emotional well-being.

The comprehensive career plan for each student will be housed in Smart Futures. It will be accessible to all staff to help the students make decisions about careers and career readiness.

## 9. Academic and Career Strategy and Portfolio Process

### Student Awareness

Grade	Intervention/ Program/Events	Stakeholder/ Delivering	Data Used/Success Indicator	Begin & End	Contact Person
8	Information on CPACTC	Educators/ Students	Questions and Answers	September	Middle School Counselors and 8 <sup>th</sup> Grad Classroom Teachers
8	Field Trip	Educators/ Students	Questions and Answers	October	Middle School Counselors and CPACTC Administration /Counselors
9	CPACTC Counselor Visit	Educators/ Students	Questions and Answers	October	High School Counselors
9	CPACTC Assembly	Educators/ Students	Questions and Answers	December	School Counselors and Presenter from CPACTC
8-11	Course Selection	Educators/ Students	Question and Answers	On-going	High School Counselors
9-12	Opportunities Fair	Students and Families	Questions and Answers	April	Counseling Secretaries

### Educator Awareness:

Intervention/ Program/Events	Date	Stakeholder/ Delivering	Data Used/Success Indicator	Contact Person
Field Trip Chaperones- 8 <sup>th</sup> grade	Spring	Educators	Increased enrollment requests	Counselors/Principals
Informational Video on CPCTC programs	Ongoing	Educators	Increased Discussion with Students	Counselors/Principals
Faculty Meetings	Ongoing	Counselors/ Principals	MTSS, Attendance, SAP, etc.	Counselors/Principals
MTSS Meeting Results	Ongoing	Counselors	MTSS Feedback Forms	Counselors
504 Meetings	Ongoing	Counselors	Student Academic Success	Counselors

**Parent Awareness:**

<b>Intervention/ Program/Events</b>	<b>Date</b>	<b>Stakeholder/ Delivering</b>	<b>Data Used/Success Indicator</b>	<b>Contact Person</b>
CPACTC Counselor at 8 <sup>th</sup> grade Parent Orientation Meeting for High School Course Selection	Spring	Parents	Questions and Answers	Counselors/Principals
CPACTC on School District Website	Ongoing	Parents	Increased Discussion with Students	Counselors
Brochures at Back-To-School Night	September	Parents	Increased Discussion with Students	Counselors

**10. Stakeholders:**

**Students**

- The students of Northern York County School District will receive curriculum focused on academic, career, and personal/social skills in order to make educated and reasonable decisions that will lead to their successful future. Students will also participate in individual student planning to develop goals related to their interests and abilities.
- Students will serve on the advisory council.

**Parents**

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

**Educators**

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

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

### **Business**

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

### **Community**

- Both community and student stakeholders will benefit from interactions between high school students and community members. Through volunteer opportunities and civic engagement, students will learn the value of positive social interactions and community collaboration.
- Community members, as partners, will offer students opportunities to volunteer, intern with organizations, and serve on the advisory council. Current community partners include: Kiwanis, New Hope Ministries, Mini-THON, Polar Cares Closet.

### **Post-Secondary**

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

## **11. Advisory Council:**

The Northern York County School District has an active Advisory Council with members from each stakeholder. The Advisory Council meets twice a year, once in November and once in April of each school year.

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

### Career Placement and Transition Services for all students from school to work, college or military

Grade	# of Students	Guidance Activity that leads to Occupational awareness	Employment	Postsecondary Education	Military
K-8	All elementary students	Career exploration classroom lessons	X	X	X
12	50	Internships	X	X	
12	75	Cooperative Education Experiences	X		
11-12	150	Dual Enrollment with regionally accredited colleges		X	
9-12	All students have access	Flex period Career Presentations held 2 times per a 6 day cycle throughout the school year	X	X	X
9-12	All students have access	School lunch visit from post-secondary and military representatives		X	X
10-12	60 Students per year	Armed Service Vocational Battery (ASVAB)			X

External Resources by National Career Cluster	
Career Cluster	Career Resource Links
Agriculture, Food & Natural Resources	Partnership for Career Development Conferences PA Career Zone Junior Achievement Educational Planning Guide Kevin Flemming Books



	<p>Encyclopedia of Careers and Vocational Guidance  Education Planning Guide  Graduation Requirement Worksheet</p>
Architecture & Construction	<p>Byron Waggoner (Waggoner Construction)  Partnership for Career Development Conferences  PA Career Zone  Junior Achievement  Educational Planning Guide  Kevin Flemming Books  Encyclopedia of Careers and Vocational Guidance  Education Planning Guide  Graduation Requirement Worksheet</p>
Arts, A/V Technology, & Communications	<p>Dillsburg Banner  Heather Spicer Photography  Partnership for Career Development Conferences  PA Career Zone  Junior Achievement  Educational Planning Guide  Kevin Flemming Books  Encyclopedia of Careers and Vocational Guidance  Education Planning Guide  Graduation Requirement Worksheet</p>
Business Management & Administration	<p>Chamber of Commerce  Heidi Tucker (Tucker co)  Partnership for Career Development Conferences  PA Career Zone  Junior Achievement  Educational Planning Guide  Kevin Flemming Books  Encyclopedia of Careers and Vocational Guidance  Education Planning Guide  Graduation Requirement Worksheet</p>
Education & Training	<p>Junior Achievement  Rotary Club  Kiwanis  Job Corp  Employment Skills Center  OVR  Ricole Jayman (HACC)  Matthew Reitnour (Messiah University)  Rotary Club  Kiwanis  What Comes Next?  Career Fair  Smart Futures  CollegeBoard.org  ACTstudent.org  NCAA: Eligibilitycenter.org  March2success.org  Schoolology</p>

	<p>District Website  Counselor Newsletter  ASCA Mindsets &amp; Behaviors  HACC  Messiah University  Shippensburg University  Dickinson College  Armed Services  Penn State University  Harrisburg University  Partnership for Career Development Conferences  PA Career Zone  Educational Planning Guide  Kevin Flemming Books  Encyclopedia of Careers and Vocational Guidance  Education Planning Guide  Graduation Requirement Worksheet</p>
Finance	<p>PHEAA  Financial Aid Night  FAFSA Completion Night  PHEAA and Education Planner  FAFSA.ed.gov  Partnership for Career Development Conferences  PA Career Zone  Junior Achievement  Educational Planning Guide  Kevin Flemming Books  Encyclopedia of Careers and Vocational Guidance  Education Planning Guide  Graduation Requirement Worksheet</p>
Government & Public Administration	<p>Partnership for Career Development Conferences  PA Career Zone  Junior Achievement  Educational Planning Guide  Kevin Flemming Books  Encyclopedia of Careers and Vocational Guidance  Education Planning Guide  Graduation Requirement Worksheet</p>
Health Science	<p>Kenny and Laura Baker (Chiropractic)  UPMC  Wellspan  Partnership for Career Development Conferences  PA Career Zone  Junior Achievement  Educational Planning Guide  Kevin Flemming Books  Encyclopedia of Careers and Vocational Guidance  Education Planning Guide  Graduation Requirement Worksheet</p>
Hospitality & Tourism	<p>Partnership for Career Development Conferences</p>

	PA Career Zone Junior Achievement Educational Planning Guide Kevin Flemming Books Encyclopedia of Careers and Vocational Guidance Education Planning Guide Graduation Requirement Worksheet
Human Services	UPMC Wellspan United Way Children and Youth Services Sadler Health Clinic Partnership for Career Development Conferences PA Career Zone Junior Achievement Educational Planning Guide Kevin Flemming Books Encyclopedia of Careers and Vocational Guidance Education Planning Guide Graduation Requirement Worksheet
Information Technology	Partnership for Career Development Conferences PA Career Zone Junior Achievement Educational Planning Guide Kevin Flemming Books Encyclopedia of Careers and Vocational Guidance Education Planning Guide Graduation Requirement Worksheet
Law, Public Safety, Corrections, & Security	Military Branch Representatives Partnership for Career Development Conferences PA Career Zone Junior Achievement Educational Planning Guide Kevin Flemming Books Encyclopedia of Careers and Vocational Guidance Education Planning Guide Graduation Requirement Worksheet
Other, Military	Partnerships for Career Development Partnership for Career Development Conferences PA Career Zone Junior Achievement Educational Planning Guide Kevin Flemming Books Encyclopedia of Careers and Vocational Guidance Education Planning Guide Graduation Requirement Worksheet

### 13. Career and Technical Center Strategy

#### Student Awareness

Grade	Intervention/ Program/Events	Stakeholder / Delivering	Data Used/Success Indicator	Begin & End	Contact Person
8	Information on CPCTC	Educators/ Students	Questions and Answers	September	District Counselors
8	Field Trip	Educators/ Students	Questions and Answers	October	District Counselors
9	CPCTC Counselor Visit	Educators/ Students	Questions and Answers	October	District Counselors
9	Assembly	Educators/ Students	Questions and Answers	December	District Counselors
8-10	Course Selection	Educators/ Students	Question and Answers	On-going	District Counselors

#### Educator Awareness:

Intervention/ Program/Events	Date	Stakeholder/ Delivering	Data Used/Success Indicator	Contact Person
Field Trip Chaperones- 8 <sup>th</sup> grade	Spring	Educators	Increased enrollment requests	District Counselors
Informational Video on CPCTC programs	Ongoing	Educators	Increased Discussion with Students	District Counselors

#### Parent Awareness:

Intervention/ Program/Events	Date	Stakeholder/ Delivering	Data Used/Success Indicator	Contact Person
CPCTC Counselor at 8 <sup>th</sup> grade Parent Orientation Meeting for High School Course Selection	Spring	Parents	Questions and Answers	District Counselors
CPCTC on School District Website	Ongoing	Parents	Increased Discussion with Students	District Counselors
Brochures at Back-To- School Night	September	Parents	Increased Discussion with Students	District Counselors

## The School Counselor's Role

**S**chool counselors design and deliver school counseling programs that improve student outcomes. They lead, advocate and collaborate to promote equity and access for all students by connecting their school counseling program to the school's academic mission and school improvement plan. They uphold the ethical and professional standards of ASCA and promote the development of the school counseling program based on the following areas of the ASCA National Model: define, deliver, manage and assess.

School counselors work to create a future world where all students thrive.

### DEFINE

School counselors create school counseling programs based on three sets of standards that define the profession. These standards help school counselors develop, implement and assess their school counseling program to improve student outcomes.

#### Student Standards –

ASCA Mindsets & Behaviors for Student Success: K–12 College- and Career-Readiness for Every Student

#### Professional Standards –

- ASCA Ethical Standards for School Counselors
- ASCA School Counselor Professional Standards & Competencies

### MANAGE

To be delivered effectively, the school counseling program must be efficiently and effectively managed. School counselors use program focus and planning tools to guide the design and implementation of a school counseling program that gets results.

#### Program Focus

- Beliefs
- Vision Statement
- Mission Statement

#### Program Planning

- School Data Summary
- Annual Student Outcome Goals
- Action Plans
  - Classroom and Group
  - Closing the Gap

- Lesson Plans
- Annual Administrative Conference
- Use of Time
- Calendars
  - Annual
  - Weekly
- Advisory Council

### DELIVER

School counselors deliver developmentally appropriate activities and services directly to students or indirectly for students as a result of the school counselor's interaction with others.

These activities and services help students develop the ASCA Mindsets & Behaviors for Student Success and improve their achievement, attendance and discipline. Through the school counseling program, school counselors ensure equitable academic, career and social/emotional development opportunities for all students.

#### Direct Services with Students

Direct services are in-person interactions between school counselors and students and include the following:

- Instruction
- Appraisal and Advisement
- Counseling

#### Indirect Services for Students

Indirect services are provided on behalf of students as a result of the school counselors' interactions with others including:

- Consultation
- Collaboration
- Referrals

### ASSESS

To achieve the best results for students, school counselors regularly assess their program to:

- determine its effectiveness in helping all students succeed
- inform improvements to their school counseling program design and delivery
- show how students are different as a result of the school counseling program

School counselors also self-assess their own mindsets and behaviors to inform their professional development and annually participate in a school counselor performance appraisal with a qualified administrator. The ASCA National Model provides the following tools to guide assessment and appraisal.

#### Program Assessment

- School Counseling Program Assessment
- Annual Results Reports

#### School Counselor Assessment and Appraisal

- ASCA School Counselor Professional Standards & Competencies Assessment
- School Counselor Performance Appraisal Template

For research on the effectiveness of school counseling programs, go to <https://www.schoolcounselor.org/effectiveness>

For more information about the role of the school counselor, go to <https://www.schoolcounselor.org/role>