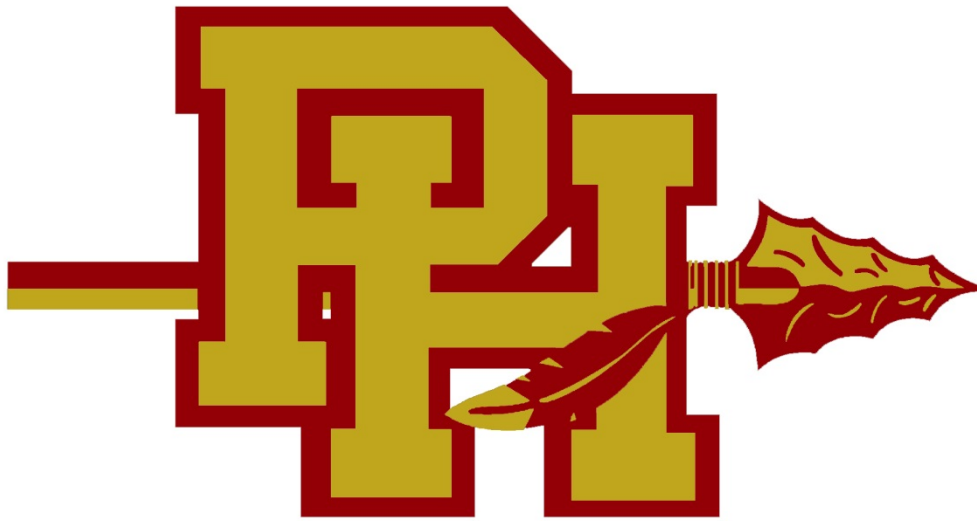


*Penn Hills  
School District*



*Chapter 339  
K-12 Comprehensive  
School Counseling Program*

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**Chapter 339**  
**K-12 Guidance Plan Outline**

**School District -Penn Hills School District**    Date \_\_\_\_\_

**1. School Counselors and Assignments:**

Elementary Counselors:

Maria Mangieri	Grades 1-2	Penn Hills Elementary	517:1
Byron Stone	Grades 3-4	Penn Hills Elementary	545:1
Lisa Butler	Pre-K and K	Penn Hills Elementary	325:1

Middle School Counselors:

Amy Vincler	Grade 7	Linton Middle School	251:1
James Gilson	Grade 8	Linton Middle School	272:1
Margaret Watson	Grade 5	Linton Middle School	303:1
Ann Dugan	Grade 6	Linton Middle School	242:1

High School Counselors:

Henry Gonsowski	Grade 10	Penn Hills High School	354:1
Amy Alexander	Grade 9	Penn Hills High School	350:1
Scott Zemba	Grade 12	Penn Hills High School	378:1
Chris Darsie	Grade 11	Penn Hills High School	333:1

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

Mission statement of the School Counseling Program

The mission of the Penn Hills School District school counseling program is to ensure that all students are given the opportunity to realize their potential through a comprehensive school counseling program centered on an engaging curriculum that encourages the highest level of student achievement through their growth in academic, career, and social/emotional domains. In partnership with teachers, administrators, parents, and a caring community/businesses, the school counselors will help all students to be successful lifelong learners and problem solvers.

### **3. Program Goals:**

#### **Elementary SMART Goals:**

- Grades K – 4 -By the end of the 2016-17 school year, students who had 7 or more behavioral bus referrals during the 2015/16 school year, will decrease their bus referrals by 25%.
- In Grades 2-4, By the end of the 2016-2017 school year, 90% of all students will have utilized the CC Sparks/Career Cruising Program.
- Kindergarten -By the end of the 2016/2017 school year, Kindergarten students referred to the Buzz In/Buzz Out program will increase their ability to follow the school-wide expectations of “Bee-ing” Responsible, Respectful, Safe and Kind as evidenced by maintaining an 80% or above on their daily behavior chart.”

#### **Middle School SMART Goals:**

- By the end of the 2016/2017 school year, repeating grade level students will increase passing rate by 50%.
- By the end of the 2nd, 3rd, and 4th 9 weeks of the 2016/2017 school year, the top four 5th, 6th, 7th, and 8th grade level in each grade will decrease discipline referrals by 25%.
- By the end of the 2016/2017 school year 90% of students in grades 5,6, 7 & 8 will have utilized the CC Sparks/Career Cruising Program.

#### **High School SMART Goals:**

- By then end of he of the 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> 9 weeks of the 2016/2017, the number of students in each grade level that are failing 2 or more core classes will decrease by 25%.
- By the end of the 2016/2017 school year 90% of students in grades 9,10 &11 will have utilized the Career Cruising Program.

### **4. Stakeholders:**

A. **Students** – Students will participate in individual student planning to develop goals related to their interests, abilities and future plans. The counselors work from K-12 to develop with the student, rapport, trust, and an understanding that the counselors will provide academic, career, and personal/social assistance to all students. Student surveys will be utilized to provide the school counselors with feedback on the effectiveness of the School Counseling program. Student representatives from the elementary, middle and high schools will have an opportunity to present their experiences in the school counseling program as part of the advisory council.

B. **Parents** –The Penn Hills School District School Counseling Program

recognizes that parents have an integral part in assisting their children as they progress through their academic career by focusing and building upon the skills needed to be successful in personal/social, academic and career development. The “Parent Portal” component of Career Cruising is used to engage parents in their child’s career development.

Parents will work with their children and school staff in an effort to increase awareness with regards to academic course selections, college and career exploration, development and planning to make students aware of the opportunities that are available to them regarding futures. Parents will provide input to the school counseling program through their participation and service on the advisory council.

- C. **Business/Community-** The business community will benefit from a better developed pool of graduating students ready to enter the workforce. As partners, members of the business community will provide opportunities to students to job shadow, provide support to the counseling program in the areas of workplace expectations, and serve on the advisory council.

The business community will provide the advisory council with an understanding of the value of positive social interactions, teamwork, goal-setting, communication, and the academic skills needed in the workforce.

- D. **Educators-** Teachers, administrators, and school board members will be educated about Career Standards and career options available to students through their participation on the advisory council, information sessions during professional development days, the school counseling websites, and counselor driven presentations.

The Penn Hills School District School Counseling Program is supported in entirety by the district administrators, principals and teachers. The School Counselors partner with classroom teachers to implement personal/social, academic and career lessons to the students. The outcome is that students will make educated and reasonable decisions that will lead to a successful future.

E. **Post-Secondary-** Post-secondary representatives will be connected to students at various levels at the Penn Hills School District . Students will become aware of various options after high school. Institutions can conduct recruiting visits and facilitate presentations regarding their institutions, meet and greet staff and faculty from these institutions at the university level, allow students and school staff to visit college campuses and interact with college students and professors. In addition, students will be able to participate in co-ops outside of the building as well as real life work experiences while in the school setting. Students will also be extended opportunities to participate in the STEAM program.

The Penn Hills School District School Counseling Program utilizes post-secondary representatives to prepare the students for post-secondary success. The PHSD has Post- Secondary partnerships that are used to support our College and Career readiness goals K through 12.

By the end of high school, all students will have the career education and work information to be accepted to a post-secondary institution.

**\*\*\*\*\*Please see attachments at the end for the Action Plans for each Stakeholder.**

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

As a leader:

The school counselors take leadership in suggesting the types of professional development they need and would benefit the program goals. They support academic achievement by implementing “closing-the-gap” small group sessions for students who are underachieving.

- In 2013-2014, the counseling staff began implementing a standards-based and computer-based comprehensive career guidance system K-12 program that follows the ASCA model, adheres to the Pennsylvania Career Education and Work Standards, and uses data to be accountable.
- They conducted a very comprehensive student needs survey and have advocated for programs to meet these needs.

- Currently, the counselors are advocating for several system changes that will allow them to spend more time with curriculum, responsive services, and individual planning and less time on non-guidance duties.
- Data is used to develop services for students relative to their academic, personal/social and career needs.
- Counselors provide leadership, engaging all constituents in the delivery of services
- Counselors provide equity and access to all students

As a collaborator:

- Foremost, the counselors initiated an Advisory Council in the fall of 2014 and use data to determine needs. They are open to parent community ideas. Many special community services collaborate with the counselors, such as NEED and private school-based therapists.
- Their Annual Agreement reflects the needs of the school district, building level, and personal goals. The counselor used the new Pennsylvania Counselor Evaluation Rubric as a guide for development of their professional development needs and program goals.
- Access professional development to enhance student success.
- Offer information and programs to the community.
- Serve on district committees.

As an Agent for Systemic Change

- Counselors connect the design, implementation, and management of the school counseling program to the mission of the school.
- Counselors identify and examine the critical data elements such as grades, test scores, attendance, promotion rates, special education enrollment, and discipline referral data.
- Counselors educate others as to your efforts to improve the data.

6. **Advisory Council**- Members of the Penn Hills School District Advisory Council include:

Name-Title	Stakeholder
Mr. Henry Gonsowski	High School Counselor
Mrs. Amy Alexander	High School Counselor
Mr. Scott Zemba	High School Counselor
Mr. Chris Darsie	High School Counselor
Ms. Amy Vincler	Middle School Counselor
Mr. Jim Gilson	Middle School Counselor
Mrs. Margaret Watson	Middle School Counselor
Ms. Ann Dugan	Middle School Counselor
Ms. Maria Mangieri	Elementary School Counselor
Mrs. Lisa Lenore Butler	Elementary School Counselor
Mr. Byron Stone	Elementary School Counselor
Dr. Nancy Hines	Superintendent
Ms. Katie Friend	Principal
Mr. Eric Kostic	Principal
Mrs. Kristen Brown	Principal
Mrs. Renel Williams	Director of Education
Mrs. Kristin Robbins	Parent
Mrs. Jessica Burkovich	Parent
	Parent
Mrs. Denise Graham-Shealey	School Board Member
Ray Luncher-PH Chamber of Commerce	Business/Community
Ashley Clark, CCAC	Post Secondary Representative
Taylor Bumbaugh	Student
	Student
	Student
Ms. Meghan Tomley	Career and Technical Center

First Proposed Meeting Date: November 9, 2016

Second Proposed Meeting Date: May 2017



7. Program Calendar:

## Monthly Counseling Calendar Grades

### K-4

**Key:** Guidance Curriculum- green  
 Prevention, Intervention and Responsive Services-Blue  
 Individual Student Planning-Red  
 System Support- Purple

<u>July</u>	<u>January</u>
<b>Academic:</b> N/A	<b>Academic:</b> Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection
<b>Career:</b> N/A	<b>Career:</b> Counseling department meetings, Professional conferences and trainings,
<b>Personal/Social:</b> N/A	<b>Personal/Social:</b> Individual counseling, group counseling, whole classroom lessons, Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, .Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan
<u>August</u>	<u>February</u>
<b>Academic:</b> Addressing attendance concerns, Discipline support, GIEP/IEP/504 Plan team members, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Classroom coverages, data collection	<b>Academic:</b> Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection
<b>Career:</b> Counseling department meetings, Professional conferences and trainings,	<b>Career:</b> Whole classroom lessons, Counseling department meetings, Professional conferences and trainings,
<b>Personal/Social:</b> Individual counseling, Addressing attendance concerns, Discipline support, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, detention/hall/cafeteria and dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior	<b>Personal/Social:</b> Individual counseling, group counseling, Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, detention/hall/cafeteria and dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide

support plan	positive behavior support plan
<b><u>September</u></b>	<b><u>March</u></b>
<b>Academic:</b> Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Open house, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection	<b>Academic:</b> Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, PSSA testing coordination and facilitation, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection
<b>Career:</b> Counseling department meetings, Professional conferences and trainings,	<b>Career:</b> Whole classroom lessons, Counseling department meetings, Professional conferences and trainings, Implementation of PA Career Education and Work Standards , Parent information evening
<b>Personal/Social:</b> Individual counseling, group counseling, whole classroom lessons, Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, detention/hall/cafeteria and dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan	<b>Personal/Social:</b> Individual counseling, group counseling, Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, detention/hall/cafeteria and dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan
<b><u>October</u></b>	<b><u>April</u></b>
<b>Academic:</b> Parent information meeting, Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection	<b>Academic:</b> Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, PSSA testing coordination and facilitation, Kindergarten screenings, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection
<b>Career:</b> Counseling department meetings, Professional conferences and trainings,	<b>Career:</b> Counseling department meetings, Professional conferences and trainings,
<b>Personal/Social:</b> Individual counseling, group counseling, whole classroom lessons, Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty	<b>Personal/Social:</b> Individual counseling, Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, detention/hall/cafeteria and dismissal duties,

meetings, Professional conferences and trainings, detention/hall/cafeteria and dismissal duties, data collection, Parent information evening, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan	data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan
<b><u>November</u></b>	<b><u>May</u></b>
<b>Academic:</b> Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Gifted screenings, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection	<b>Academic:</b> Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, PSSA testing coordination and facilitation, Kindergarten screenings, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection
<b>Career:</b> Counseling department meetings, Professional conferences and trainings	<b>Career:</b> Counseling department meetings, Professional conferences and trainings
<b>Personal/Social:</b> Individual counseling, group counseling, whole classroom lessons, Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, detention/hall/cafeteria and dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan	<b>Personal/Social:</b> Individual counseling, group counseling, whole classroom lessons, Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, detention/hall/cafeteria and dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan
<b><u>December</u></b>	<b><u>June</u></b>
<b>Academic:</b> Addressing attendance concerns, Discipline support, Solutions team, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection	<b>Academic:</b> Addressing attendance concerns, Discipline support, GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Kindergarten screenings, Student scheduling, Records requests/review, Counseling department meetings, Pre-school screenings, Student/classroom observations, Professional conferences and trainings, Classroom coverages, data collection
<b>Career:</b> Counseling department meetings, Professional conferences and trainings	<b>Career:</b> Counseling department meetings, Professional conferences and trainings
<b>Personal/Social:</b> Individual counseling, group counseling, whole classroom lessons, Discipline support, Solutions team, GIEP/IEP/504 Plan team	<b>Personal/Social:</b> Individual counseling, group counseling, Addressing attendance concerns, Discipline support, GIEP/IEP/504 Plan team members, Consultation

<p>members, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, detention/hall/cafeteria and dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan</p>	<p>with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Pre-school screenings, Student/classroom observations, Professional conferences and trainings, detention/hall/cafeteria and dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan</p>
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## Monthly Counseling Calendar Grades 5-8

<u>July</u>	<u>January</u>
<p><b>Academic:</b> Master schedule maintenance, Create student schedules</p>	<p><b>Academic:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Department Meetings</p>
<p><b>Career:</b></p>	<p><b>Career:</b> Classroom guidance lessons, FRCTC 8th grade presentations, 8th grade FRCTC visit, 8th grade planning for HS courses, individual meeting with 8th grade students re:HS, Department Meetings</p>
<p><b>Personal/Social:</b></p>	<p><b>Personal/Social:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Crisis intervention, Observations, SAP meetings, Peer mediation, SOS (alternative to suspension) group, grief &amp; loss group Department Meetings,  <i>OTHER DUTIES: Lunch/bus/detention duties, district guidance meetings, prepare 8th grade HS course selection</i></p>
<u>August</u>	<u>February</u>
<p><b>Academic:</b> Individual counseling, Building tours, Student orientation, New student record review, Master schedule maintenance, Create student schedule</p>	<p><b>Academic:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Department Meetings</p>
<p><b>Career:</b></p>	<p><b>Career:</b> Classroom guidance lessons, 8th grade scheduling, Department Meetings,</p>
<p><b>Personal/Social:</b> New student groups  <i>OTHER DUTIES: Run and distribute schedules, disseminate 504 to teachers</i></p>	<p><b>Personal/Social:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Crisis intervention, Observations, SAP meetings, Peer mediation, SOS (alternative to suspension) group, grief &amp; loss group, Department Meetings,  <i>OTHER DUTIES: Lunch/bus/detention duties</i></p>

<b><u>September</u></b>	<b><u>March</u></b>
<b>Academic:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Open House, Department Meetings	<b>Academic:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Department Meetings
<b>Career:</b> Classroom guidance lessons, Department Meetings,	<b>Career:</b> Classroom guidance lesson, Department Meetings
<b>Personal/Social:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Crisis intervention, Observations, SAP meetings, Peer mediation, Department Meetings  <i>OTHER DUTIES: Lunch/bus/detention duties, Open House</i>	<b>Personal/Social:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Crisis intervention, Observations, SAP meetings, Peer mediation, SOS (alternative to suspension) group, grief & loss group, Department Meetings,  <i>OTHER DUTIES: Lunch/bus/detention duties, district guidance meetings</i>
<b><u>October</u></b>	<b><u>April</u></b>
<b>Academic:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Department Meetings	<b>Academic:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Department Meetings
<b>Career:</b> Classroom guidance lessons, Department Meetings,	<b>Career:</b> Classroom guidance lessons, Department Meetings
<b>Personal/Social:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Crisis intervention, Observations, SAP meetings, Peer mediation, Department Meetings,  <i>OTHER DUTIES: Lunch/bus/detention duties, district guidance meetings, administering Otis Lennon group IQ test,</i>	<b>Personal/Social:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Crisis intervention, Observations, SAP meetings, Peer mediation, SOS (alternative to suspension) group, grief & loss group, Department Meetings,  <i>OTHER DUTIES: Lunch/bus/detention duties, district guidance meetings, PSSA administration,</i>
<b><u>November</u></b>	<b><u>May</u></b>
<b>Academic:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Department Meetings,	<b>Academic:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Meet with failing students, Department Meetings
<b>Career:</b> Classroom guidance lessons, Department Meetings	<b>Career:</b> Classroom guidance lessons, Department Meetings
<b>Personal/Social:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Crisis intervention, Observations, SAP meetings, Peer mediation, SOS (alternative to suspension) group, grief & loss group, Department Meetings  <i>OTHER DUTIES: Lunch/bus/detention duties, district guidance meetings, turkey drive</i>	<b>Personal/Social:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Crisis intervention, Observations, SAP meetings, Peer mediation, SOS (alternative to suspension) group, grief & loss group, Department Meetings  <i>OTHER DUTIES: Lunch/bus/detention duties, district guidance meetings, elementary and middle school move up day, PSSA make-ups, Keystone administration</i>
<b><u>December</u></b>	<b><u>June</u></b>
<b>Academic:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Department Meetings	<b>Academic:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons
<b>Career:</b> Classroom guidance lessons, Department Meetings	<b>Career:</b> Classroom guidance lessons
<b>Personal/Social:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Crisis intervention, Observations, SAP meetings, Peer mediation, SOS (alternative to suspension) group, grief & loss group, Department Meetings,  <i>OTHER DUTIES: Lunch/bus/detention duties, district guidance meetings, holiday gift drive, Algebra Keystone administration</i>	<b>Personal/Social:</b> Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Crisis intervention, Observations, SAP meetings, Peer mediation, SOS (alternative to suspension) group, grief & loss group  <i>OTHER DUTIES: Lunch/bus/detention duties, district guidance meetings, summer school information</i>

## Monthly Counseling Calendar Grades 9-12

<u>July</u>	<u>January</u>
<b>Academic:</b> Scheduling (new students, resolving scheduling conflicts, scheduling request changes); Enrollment of new students	<b>Academic:</b> Scheduling (new students, scheduling request changes, adjustments of schedules for 2 <sup>nd</sup> semester); Enrollment of new students; Parent/teacher conferences; IEP meetings; Weekly guidance department meetings; Classroom presentation for scheduling; Classroom Presentations – Planning for next school year.
<b>Career:</b>	<b>Career:</b> Scholarship information announcements; Classroom Presentations – Planning for next school year
<b>Personal/Social:</b>	<b>Personal/Social:</b> Alle-Kiski Hope Center (healthy teen relationships for all grade levels); Responsive services (peer mediation, crisis interventions, individual counseling); SAP, RFA Interventions
<u>August</u>	<u>February</u>
<b>Academic:</b> Scheduling (new students, resolving scheduling conflicts, scheduling request changes; revision of schedules due to state testing results); Enrollment of new students; Parent/teacher conferences; IEP meeting; Weekly guidance department meetings	<b>Academic:</b> Scheduling (new students, scheduling request changes, Next Year Schedule Requests); Enrollment of new students; Parent/teacher conferences; IEP meeting; Weekly guidance department meetings; Forbes Road CTC Tour
<b>Career:</b> Scholarship information announcements	<b>Career:</b> Scholarship information announcements; National College Fair; Forbes Road CTC Tour
<b>Personal/Social:</b> Responsive services (peer mediation, crisis interventions, individual counseling); SAP, RFA(Request for Assistance) Interventions	<b>Personal/Social:</b> Responsive services (peer mediation, crisis interventions, individual counseling); SAP; Small group interventions, RFA Interventions
<u>September</u>	<u>March</u>
<b>Academic:</b> Scheduling (new students, resolving scheduling conflicts, scheduling request changes; revision of schedules due to state testing results); Enrollment of new students; Attend IEP meetings; Individual counseling sessions with students; Letters of recommendation; Coordination of post-secondary visitations at our school; Assist with submission of applications to College Board and Send Edu when applicable ; Weekly guidance department meetings; Classroom Presentations – High school orientation per grade level	<b>Academic:</b> Scheduling (new students, scheduling request changes); Enrollment of new students; Parent/teacher conferences; IEP meetings; Weekly guidance department meetings; AP Exam planning and registration; Classroom Presentations – Topic by grade level
<b>Career:</b> Scholarship information announcements; Coordination of post-secondary visitations at our	<b>Career:</b> Scholarship information announcements; Career cruising implementation for grades 9-12 (classroom

school; ASVAB coordination and testing; Classroom Presentations – High school orientation per grade level	presentations)
Personal/Social: Responsive services (peer mediation, crisis interventions, individual counseling); SAP, RFA Interventions	Personal/Social: Responsive services (peer mediation, crisis interventions, individual counseling); SAP, RFA Interventions
<b><u>October</u></b>	<b><u>April</u></b>
Academic: Scheduling (new students, scheduling request changes); Enrollment of new students; Parent/teacher conferences; IEP meetings; Coordination of post-secondary visitations at our school; Weekly guidance department meetings	Academic: Scheduling - Enrollment of new students; Parent/teacher conferences; IEP meetings; Weekly guidance department meetings; 8 <sup>th</sup> -9 <sup>th</sup> grade private/parochial school parent and student informational meeting
Career: Scholarship information announcements; Coordination of post-secondary visitations at our school; PHEAA Financial Aid Night; ASVAB interpretation meeting	Career: Scholarship information announcements
Personal/Social: Responsive services (peer mediation, crisis interventions, individual counseling); SAP; RFA Interventions Small group interventions	Personal/Social: Responsive services (peer mediation, crisis interventions, individual counseling); SAP; Small group interventions, RFA Interventions
<b><u>November</u></b>	<b><u>May</u></b>
Academic: Scheduling (new students, scheduling request changes); Enrollment of new students; Parent/teacher conferences; IEP meetings; Coordination of post-secondary visitations at our school; Weekly guidance department meetings; Classroom Presentations – Career cruising	Academic: Scheduling (resolving conflicts, scheduling request changes); Parent/teacher conferences; IEP meeting; Keystone Testing (proctoring, makeups); Weekly guidance department meetings; AP Exam administration
Career: Scholarship information announcements; Coordination of post-secondary visitations at our school; Penn Hills High School Career and College Fair; Classroom Presentations – Career cruising	Career: Scholarship information announcements
Personal/Social: Responsive services (peer mediation, crisis interventions, individual counseling); SAP, RFA Interventions	Personal/Social: Responsive services (peer mediation, crisis interventions, individual counseling); SAP, RFA Interventions
<b><u>December</u></b>	<b><u>June</u></b>
Academic: Scheduling (new students, scheduling request changes); Enrollment of new students;	Academic: Scheduling. Parent/teacher conferences; IEP meeting; Finalization of grades; Summer school

Parent/teacher conferences; IEP meetings; Keystone Testing (proctoring, makeups); Weekly guidance department meetings	recommendations; Athletic eligibility inquiries; Weekly guidance department meetings
Career: Scholarship information announcements	Career:
Personal/Social: Responsive services (peer mediation, crisis interventions, individual counseling); SAP; RFA Interventions, Small group interventions	Personal/Social: Responsive services (peer mediation, crisis interventions, individual counseling); SAP,

## 8. Program Delivery:

### COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

#### Penn Hills Elementary School Grades K-4

Key: Guidance Curriculum- green  
Prevention, Intervention and Responsive Services-Blue  
Individual Student Planning-Red  
System Support- Purple

<p><b>Guidance Curriculum</b> Provide developmental, comprehensive guidance program content in a systematic way to all students PrcK-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 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>          -Whole classroom lessons to support academic success</p>	<p><b>Academic</b>          -Individual counseling          -Solutions team          -Group counseling          -Parent information evenings          - Address attendance concerns          - Discipline support</p>	<p><b>Academic</b>          -GIEP/IEP/504 Plan team members          -Consultation with parents, teachers, administrators and students          -Behavior plans</p>	<p><b>Academic</b>          -GMDT and MDT support          -PSSA coordination and testing facilitation          -Gifted screenings          - Kindergarten screenings          -Scheduling          -Records request          -Department meetings          -Preschool screenings          -Student/classroom observations          -Open house          -Faculty meetings          - Professional conferences and trainings          - Curriculum planning/writing          - Records review          -Classroom coverages</p>
<p><b>Career</b>          -Whole classroom lessons on career awareness           -Implementation of PA Career Education and Work Standards</p>	<p><b>Career</b>          -Group counseling          -Parent information evenings</p>	<p><b>Career</b></p>	<p><b>Career</b>          -Department meetings          -Professional conferences and trainings          - Curriculum planning/writing</p>

<p><b>Personal/Social</b>  -Whole classroom lessons on interpersonal skills</p>	<p><b>Personal/Social</b>  -Individual counseling  -Solutions team  -Crisis intervention  -Group counseling  -Conflict mediation  -Agency referrals/consultations  -Parent information evenings  -CPI training  -Reinforcement of school-wide positive behavior support plan  -Address attendance concerns  -Discipline support</p>	<p><b>Personal/Social</b>  -GIEP/IEP/504 Plan team members  -Consultation with parents, teachers, administrators and students  -Behavior plan</p>	<p><b>Personal/Social</b>  -GMDT and MDT support  -Records request  -Department meetings  - Student/classroom observations  -Professional conferences and trainings  -Curriculum planning/writing  -Records review  - Detention/hall/cafe-teria/dismissal duties  -Data collection</p>
<p><b>Counselor Role</b>  -Curriculum and PA Standards implementation  -Whole classroom or structured groups  -Consultation with parents and teachers</p>	<p><b>Counselor Role</b>  -Individual counseling  -Small group counseling  - Consultation with parents and teachers  -Consultation with outside agencies  -Crisis  -Schedule and facilitate 504 Plan, special education and gifted meetings</p>	<p><b>Counselor Role</b>  -Gifted screening assessment  -Consult with parents and teachers</p>	<p><b>Counselor Role</b>  -Develop and manage program  -Develop and sustain relationships and partnerships  -Consultation with Advisory Council, District School Counselors and stakeholders</p>
<p><b>Percentage of Time</b>  - 25%</p>	<p><b>Percentage of Time</b>  - 25%</p>	<p><b>Percentage of Time</b>  - 25%</p>	<p><b>Percentage of Time</b>  - 25%</p>

## COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Linton Middle School – 5-8

Key: Guidance Curriculum-green  
Prevention, Intervention and Responsive Services-blue  
Individual Student Planning-red  
System Support-purple

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

<p><b>Academic</b></p> <p>Class presentations of H.S. student handbook.</p> <p>Presentation to parents of H.S./Scheduling for H.S.</p> <p>Class lessons to support academic success.</p>	<p><b>Academic</b></p> <p>Individual counseling for academic, personal and career related concerns.</p> <p>Collaborate with teachers, parents and administrators.</p> <p>Consult with teachers and parents regarding struggling students.</p> <p>Coordinate and facilitate parent teacher conferences to assess academic progress.</p> <p>Retention meetings.</p> <p>Discipline support.</p> <p>Address attendance concerns</p>	<p><b>Academic</b></p> <p>Meet with all at risk to fail students.</p> <p>Attend IEP meetings.</p> <p>Schedule all new students' placement.</p> <p>Schedule 504 meetings with parents, teachers, and psychologists.</p> <p>Behavior plans</p>	<p><b>Academic</b></p> <p>PSSA coordination</p> <p>MDE</p> <p>ER Review</p> <p>Facilitate meetings</p> <p>Scheduling</p> <p>Student/Class observations</p> <p>Open House</p> <p>Professional conferences and trainings</p> <p>Curriculum writing</p> <p>Records review</p> <p>Class coverage</p>
<p><b>Career</b></p> <p>HS Course selection presentation to students and parents.</p> <p>Career cruising/CC Sparks lessons</p>	<p><b>Career</b></p> <p>Parent info evenings</p> <p>FRCTC presentations and Visit</p> <p>Individual student career meetings</p>	<p><b>Career</b></p> <p>HS Course selection.</p> <p>FRCTC presentation and visit</p> <p>Career cruising</p>	<p><b>Career</b></p> <p>Guidance plan development.</p> <p>Professional conferences and trainings</p>
<p><b>Personal/Social</b></p> <p>Classroom guidance lessons.</p>	<p><b>Personal/Social</b></p> <p>Peer Mediation.</p> <p>SOS groups.</p> <p>Crisis Intervention</p> <p>SAP</p> <p>Open house</p>	<p><b>Personal/Social</b></p> <p>Counseling covering, but not limited to, family, peers, emotional issues, grief and loss, truancy.</p> <p>Parent calls and meetings.</p>	<p><b>Personal/Social</b></p> <p>Consult with local community agencies and volunteers</p> <p>Student/class observations</p> <p>Open house</p> <p>Records review</p> <p>Detention/hall/café/dismissal</p>

			duties
<b>Percentage of Time</b> <b>25%</b>	<b>Percentage of Time</b> <b>30%</b>	<b>Percentage of Time</b> <b>25%</b>	<b>Percentage of Time</b> <b>20%</b>

## COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Penn Hills 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>  Addresses school and student needs.	<b>Individual Student Planning</b>  Assists students and parents in development of academic and career plans.	<b>System Support</b>  Includes program, staff and school 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>  Classroom lessons to support academic success	<b>Academic</b>  Individual counseling sessions; Small group academic interventions	<b>Academic</b>  Individual scheduling sessions; Individual student conferences	<b>Counselor Related</b>  IEP meetings; 504 meetings; TEP meetings; Counselor meetings; Curriculum

			development
<p><b>Career</b></p> <p>Utilization of Career Cruising program</p>	<p><b>Career</b></p>	<p><b>Career</b></p> <p>Individual sessions focused career cruising; District website listing resources</p>	<p><b>Non-Counselor Related</b></p> <p>Lunch duty; Metal detector duty; Test administration</p>
<p><b>Personal/Social</b></p> <p>Small group themes</p>	<p><b>Personal/Social</b></p> <p>SAP/ Solutions team; Small group counseling; Individual responsive services</p>	<p><b>Personal/Social</b></p> <p>Responsive services; Small group themes</p>	
<p><b>Percentage of Time</b></p> <p>25%</p>	<p><b>Percentage of Time</b></p> <p>25%</p>	<p><b>Percentage of Time</b></p> <p>25%</p>	<p><b>Percentage of Time</b></p> <p>25%</p>

## 9. Curriculum Action Plan

### KINDERGARTEN CURRICULUM ACTION PLAN

Lesson Content/Program Content	ASCA Domain and/or CEV Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
<b>September</b> School-Wide Positive Behavior Support (Bee Your Best) with focus on Bus Safety.	16.3.K.B 16.3.K.A	"Bee Your Best" Matrix Bus Safety worksheet	Ongoing during the month of September	286	Kindergarten Classrooms	Bus Safety worksheet	Counselor	Lisa Butler
<b>October</b> Inclusion/Bullying	16.2.K.A 16.2.K.B 16.3.K.B	The book "Spookley the Square Pumpkin" by Joe Troiano You Tube short video of "Spookley the Square Pumpkin" Counselor-made worksheet	Ongoing during the month of October	286	Kindergarten Classrooms	Counselor-made worksheet	Counselor	Lisa Butler
<b>November</b> Conflict Resolution/UwAIT strategies	16.2.K.A 16.2.K.D 16.2.K.E	Robin Williams You Tube video on Conflict UwAIT strategy cards Sheriff Callie You Tube video on "Saying I'm Sorry" Counselor made role plays for saying I'm sorry.	Ongoing during the month of November	286	Kindergarten Classrooms	exit ticket- have students verbally provide a UwAIT strategy	Counselor	Lisa Butler
<b>December</b> Feelings (focus on anger)	16.1.K.A 16.1.K.C	The book "The Way I Feel" by Janan Cain "Feelings Trace and Match" worksheet You Tube video "Bully Breathe"	Ongoing during the month of December	286	Kindergarten Classrooms	Worksheet	Counselor	Lisa Butler
<b>January</b> Harassment	16.2.K.A 16.2.K.D	The Book "The Three Little Pigs by Thea Kliros" worksheet #15 from Bullying book 1	Ongoing during the month of January	286	Kindergarten Classrooms	Worksheet	Counselor	Lisa Butler
<b>February</b> Career Lesson 1	13.1.3.D 13.1.3.B	The book "Who is Your School Counselor" Trends "Community Helpers Lotto Cards"	Ongoing during the month of February	286	Kindergarten Classrooms	Exit ticket- have students name a career/job that they think is interesting	Counselor	Lisa Butler
<b>March</b> Career Lesson 2	13.1.3.D 13.1.8.A	The book "Clothesline Clues to Jobs People Do" by Kathryn Helling and Deborah Hembrook "When I grow up" worksheet	Ongoing during the month of March	286	Kindergarten Classrooms	Worksheet	Counselor	Lisa Butler
<b>April</b> Kindness Lesson	16.2.K.A 16.3.K.B	The story "Use Your Kind Words" by Melinda Villegas "Play Ball" Worksheets 68-69	Ongoing during the month of May	286	Kindergarten Classrooms	Worksheet	Counselor	Lisa Butler

**1ST GRADE CURRICULUM ACTION PLAN**

<b>Lesson Content/ Program Content</b>	<b>ASCA Domain and/or CEW Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholder</b>	<b>Contact Person</b>
School Wide Positive Behavior Plan/Bus Safety	16.2.5.A, 16.2.5.D,16.2.5.E, 16.3.5.A	YouTube Video- Bus Safety- Elementary, Bee Your Best Matrix, Bus Worksheet	September 1- 31	262	First grade classroom	Worksheet	Counselor	Maria Mangieri
Inclusion/Bullying	16.2.5.A, 16.3.5.C	Book, <u>The Legend of Spookly the Square Pumpkin</u> , Construction Paper, Scissors	October 1- 31	262	First grade classroom	Pumpkin made from construction paper	Counselor	Maria Mangieri
Conflict Resolution/UwAIT strategies	16.2.5.D, 16.2.5.E	Book " <u>Clark The Shark</u> ", UWAIT cards, Conflict Discussion Papers, Blank UWAIT Worksheet	November 1- 30	262	First grade classroom	UWAIT Worksheet	Counselor	Maria Mangieri
Feelings	16.1.5.A	Book, <u>A to Z Do You Ever Feel Like Me?</u> , Worksheet	December 1- 31	262	First grade classroom	Worksheet	Counselor	Maria Mangieri
Harassment	16.1.5.C, 16.2.5.D	Harassment Worksheet, Book- Bullies Never Win,	January 1- 31	262	First grade classroom	Question and Answer	Counselor	Maria Mangieri
Career Education	C.13.1.3A,B,C,D	Book, <u>Snowmang at Work</u> , Career Cards, Worksheet	February 1- 28	262	First grade classroom	Career Worksheet	Counselor	Maria Mangieri
Career Education	C.13.3.3A,B	Book, <u>Being Responsible</u> , Worksheet- Connecting Study Skills to Careers	March 1- 31	262	First grade classroom	Write a Goal	Counselor	Maria Mangieri
Kindness	16.1.5.B,16.2.5.A,	YouTube Video- "Berenstein Bears- Think of Those in Need", "I was kind today" strips	May 1- 31	262	First grade classroom	Orally Present a time "You were kind"	Counselor	Maria Mangieri



**2ND GRADE CURRICULUM ACTION PLAN**

<b>Lesson Content/Program Content</b>	<b>ASCA Domain and/or CEV Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholder</b>	<b>Contact Person</b>
School Wide Positive Behavior Plan/Bus Safety	16.2.5.A, 16.2.5.D,16.2.5.E,16.3.5.A	You Tube video "Bus Safety-Elementary-Osseo Schools, Bus Safety Worksheet, Bee Your Best Matrix	September 1- 31	258	Second Grade Classroom	Worksheet	Counselor	Maria Mangieri
Inclusion/Bullying	16.2.5.A, 16.3.5.C	Book, <u>The Dragon Who Couldn't Breathe Fire</u> , Worksheet	October 1- 31	258	Second Grade Classroom	Worksheet	Counselor	Maria Mangieri
Conflict Resolution/UWAIT strategies	16.2.5.D, 16.2.5.E	UWAIT Cards, Conflict Buster Cards, Conflict Scenarios, Out of this World Badge	November 1- 30	258	Second Grade Classroom	Write the UWAIT strategies	Counselor	Maria Mangieri
Feelings	16.1.5.A	Feelings Poster, I Have Feelings Packet, Crayons	December 1- 31	258	Second Grade Classroom	I Have Feelings Packet	Counselor	Maria Mangieri
Harassment	16.1.5.C, 16.2.5.D	Harassment Worksheet, You Tube Video, " <u>Mean Girl Bully Video for My School</u> ", Post test from Sexual Harassment Prevention in the Schools	January 1- 31	258	Second Grade Classroom	Question and Answer	Counselor	Maria Mangieri
Career Education	C:13.1.3.A, C:13.1.8.B, C:13.1.3.D	CC Sparks/Career Cruising	February 1-29	258	Second Grade Classroom	Completion Of CC Sparks	Counselor	Maria Mangieri
Career Education	C:13.1.3.A, C:13.1.8.B, C:13.1.3.D	CC Sparks/Career Cruising	March 1- 31	258	Second Grade Classroom	Completion Of CC Sparks	Counselor	Maria Mangieri
Kindness	16.1.5.B,16.2.5.A,	Book, Understand and Care, Three Rules of Kindness for students, Worksheet Understand and Care.	May 1- 31	258	Second Grade Classroom	Worksheet	Counselor	Maria Mangieri

**3RD GRADE CURRICULUM ACTION PLAN**

<b>Lesson Content/Program Content</b>	<b>ASCA Domain and/or CEV Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholder</b>	<b>Contact Person</b>
School Wide Positive Behavior Plan/Bus Safety	16.2.5A 16.2.5B 16.2.5C	You Tube video "Bus Safety-Elementary-Despeo Schools, Bus Safety Worksheet, Bee Your Best Matrix	September 1- 31	258	Second Grade Classroom	Worksheet	Counselor	Maris Mangieri
Inclusion/Bullying	16.2.5.A 16.2.5C	Book, The Dragon Who Couldn't Breathe Fire, Worksheet	October 1- 31	258	Second Grade Classroom	Worksheet	Counselor	Maris Mangieri
Conflict Resolution/U/WAIT strategies	16.2.5A 16.2.5D 16.3.5A	U/WAIT Cards, Conflict Buster Caps, Conflict Scenarios, Out of this World Badge	November 1- 30	258	Second Grade Classroom	Write the U/WAIT strategies	Counselor	Maris Mangieri
Feelings	16.1.5B 16.3.5C	Feelings Poster, I Have Feelings Packet, Crayons	December 1- 31	258	Second Grade Classroom	I Have Feelings Packet	Counselor	Maris Mangieri
Harassment	13.1.5A 13.1.5B 13.1.5H	Harassment Worksheet, You Tube Video, "Mean Girl Bully Video for My School", Post test from Sexual Harassment Prevention in the Schools	January 1- 31	258	Second Grade Classroom	Question and Answer	Counselor	Maris Mangieri
Career Education	16.1.5D 16.2.5E	CC Sparks/Career Cruising	February 1-29	258	Second Grade Classroom	Completion Of CC Sparks	Counselor	Maris Mangieri
Career Education	16.1.5A 16.2.5D 16.2.5E	CC Sparks/Career Cruising	March 1- 31	258	Second Grade Classroom	Completion Of CC Sparks	Counselor	Maris Mangieri
Kindness		Book, Understand and Care, Three Rules of Kindness for students, Worksheet Understand and Care.	May 1- 31	258	Second Grade Classroom	Worksheet	Counselor	Maris Mangieri

**4TH GRADE CURRICULUM ACTION PLAN**

<b>Lesson Content/Program</b>	<b>ASCA Domain and/or CEW Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholder</b>	<b>Contact Person</b>
Counselor role/Bee Your Best Matrix	16.2.5A 16.2.5B 16.2.5C	Counselor role and Bee Your Best worksheet/Lifevest Boomerang video	Beginning of September until the beginning of October	270	4th grade classrooms	Concept review/discussion/ teacher feedback on student progress	Mr. Stone	Mr. Stone
Inclusion/Bullying	16.2.5.A 16.2.5C	Bullying defined worksheet/Kindness ripple video	Beginning of October until the beginning of November	270	4th grade classrooms	Concept review/discussion/ teacher feedback on student progress	Mr. Stone	Mr. Stone
Avoiding conflict-U/AIT strategies	16.2.5A 16.2.5D 16.3.5A	U/AIT strategies worksheet/handout/Dr. Seuss video the Zax	Beginning of November until the beginning of December	270	4th grade classrooms	Concept review/discussion/ teacher feedback on student progress	Mr. Stone	Mr. Stone
Harassment	16.1.5B 16.3.5C	Defining Harassment and what to do if Harassed worksheet	Beginning of January until the beginning of February	270	4th grade classrooms	Concept review/discussion/ teacher feedback on student progress	Mr. Stone	Mr. Stone
CCSparks/Career cruising	13.1.5A 13.1.5B 13.1.5H	CCSparks online curriculum	Beginning of February until the beginning of March	270	4th grade classrooms	Counselor can review student progress as part of the online program	Mr. Stone	Mr. Stone
Academic Success/Blue Zone/Red Zone	16.1.5D 16.2.5E	Academic Success worksheet/Discussion on Redzone/Bluezone	Beginning of March until the beginning of April	270	4th grade classrooms	Concept review/discussion and progress monitoring	Mr. Stone	Mr. Stone
Anger Management	16.1.5A 16.2.5D 16.2.5E	Anger management worksheet	Beginning of May until the beginning of June	270	4th grade classrooms	Concept review/discussion	Mr. Stone	Mr. Stone

5TH GRADE CURRICULUM ACTION PLAN

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Respecting Differences Lesson1	P.S.16.1.5.A	Just Checking in Worksheet	September 1st -31	250	Classroom	Discussion group	5th Grade Counselor	Ann Dugan
Respecting Differences lesson2	P.S.16.1.8.A	Goal Setting Activity Sheet	October 2nd -16th	250	Classroom	Self Assessment	5th Grade Counselor	Ann Dugan
Respecting Differences lesson 3	P.S.16.1.12.A	Self Assessment	October 18th -31st	250	Classroom	Counselor Evaluation	5th Grade Counselor	Ann Dugan
Academic Success	A..B:1.1	Academic Success	November 1st -25th	250	Classroom	Academic Progress Sheet	5th Grade Counselor	Ann Dugan
Getting to Know you	P.S.8.1.16	index cards	December 1st-22nd	250	Classroom	Discussion	5th Grade Counselor	Ann Dugan
Career Education	C;13.1.3B-.C.13.15B	Units 15- 21	January thru-May	250	Computer Lab	Completion of C.C Sparks	5th Grade Counselor	Ann Dugan
The Successful Student	AD.4.A.08,	Introduction to the Just Checking lesson, Tips for Setting Goals info. SheetEffective Time Management sheet	January 2nd -29th	250	Classroom	Complete a Management system plan.	5th Grade Counselor	Ann Dugan
Conflict Mediation	P.S.16.2.K.D	"Steps To Resolve Conflict	February 1st -28th	250	Classroom	Conflict Worksheet	5th Grade Counselor	Ann Dugan
Study Skills	A.B1.2 A.B1.5	Improving Study Skills Teacher Resource 2 jigsaw	March 1st- 30th	250	Classroom	Review Study Skills	5th Grade Counselor	Ann Dugan
Taking Responsibility For me	P.S.16.3.5.C	Taking Responsibility for me	April 1st -April 30th	250	Classroom	Quiz	5th Grade Counselor	Ann Dugan
Peer Influences	P.S 16.3.5.B	Handouts STAR Poster	May1st -31st	250	Classroom	Student Scenarios	5th Grade Counselor	Ann Dugan

**6TH GRADE CURRICULUM ACTION PLAN**

<b>Lesson Content/Program Content</b>	<b>ASCA Domain and/or CEW Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholder</b>	<b>Contact person</b>
Respect Mixer	16.1.8.A/16.3.8.A	Common Theme Worksheet	September	240	Classroom	Classroom Discussion	6th Grade Counselor	Amy Vincler
Weekly Self-Management Schedule	13.3.8.E	Personal Schedule	October	240	Classroom	Classroom Discussion	6th Grade Counselor	Amy Vincler
Study/Test Taking Self Assessment	13.3.8.E	Worksheet	November	240	Classroom	Scores	6th Grade Counselor	Amy Vincler
Together Everyone Assures My Success (The Web)	16.3.8.C/16.1.8.A	Beach Ball & Yarn	December	240	Classroom	Activity Reflection	6th Grade Counselor	Amy Vincler
Internet Safety, Sexting & Sexual Harassment	16.2.8.C/16.3.8.C	Lecture, Video, Powerpoint	January	240	Auditorium	Q & A	6th Grade Counselor	District Attorney's Office
My Problem, Your Problem, Our Problem	16.3.8.C/16.3.8.A	How Am I Responsible?	February	240	Classroom	Counselor Evaluation post lesson	6th Grade Counselor	Amy Vincler
Holland Code Career Search Tool	13.1.8.A.B	Computers and Truity.com	March	240	Computer Lab	Personal Information	6th Grade Counselor	Amy Vincler
Career Cluster Interest Survey	13.1.8.A.B	Worksheet for Career Clusters	April	240	Classroom	Totals of the Boxes	6th Grade Counselor	Amy Vincler
Career Cruising	13.1.8.A.B	Learning Styles Inventory, First 39 Questions of Career Matchmaker	May	240	Computer Lab	Completion of Assign	6th Grade Counselor	Amy Vincler

**7TH GRADE CURRICULUM ACTION PLAN**

<b>Lesson Content/Program</b>	<b>ASCA Domain and/or CEW Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholder</b>	<b>Contact Person</b>
EMPATHY AND COMMUNICATION LESSON1	16.2.8.D	SECOND STEP SEL PROGRAM 7th GRADE	September 1-31	270	7th grade CLASSROOM	Observational assessment, Reflective writing assessment	7th grade COUNSELOR	JIM GILSON
EMPATHY AND COMMUNICATION LESSON2	16.2.8.D	SECOND STEP SEL PROGRAM 7th GRADE	October 1-31	270	7th grade CLASSROOM	Observational assessment, Reflective writing assessment	7th grade COUNSELOR	JIM GILSON
EMPATHY AND COMMUNICATION LESSON3	16.2.8.D	SECOND STEP SEL PROGRAM 7th GRADE	November 1-30	270	7th grade CLASSROOM	Observational assessment, Reflective writing assessment	7th grade COUNSELOR	JIM GILSON
EMPATHY AND COMMUNICATION LESSON4	16.2.8.D	SECOND STEP SEL PROGRAM 7th GRADE	December 1-31	270	7th grade CLASSROOM	Observational assessment, Reflective writing assessment	7th grade COUNSELOR	JIM GILSON
CAREER EDUCATION	13.1.8.B	CAREER CRUISING	January 1-31	270	7th grade CLASSROOM	Completion of Career Cruising interest inventory, journal, etc.	7th grade COUNSELOR	JIM GILSON
EMOTION MANAGEMENT LESSON 1	16.1.5.A	SECOND STEP SEL PROGRAM 7th GRADE	February 1-28	270	7th grade CLASSROOM	Observational assessment, Reflective writing assessment	7th grade COUNSELOR	JIM GILSON
EMOTION MANAGEMENT LESSON 2	16.1.5.A	SECOND STEP SEL PROGRAM 7th GRADE	March 1-31	270	7th grade CLASSROOM	Observational assessment, Reflective writing assessment	7th grade COUNSELOR	JIM GILSON
EMOTION MANAGEMENT LESSON 3	16.1.5.A	SECOND STEP SEL PROGRAM 7th GRADE	May 1-31	270	7th grade CLASSROOM	Observational assessment, Reflective writing assessment	7th grade COUNSELOR	JIM GILSON

**GRADE 8 CURRICULUM ACTION PLAN**

<b>Lesson Content/Program</b>	<b>ASCA Domain and/or CEV</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholder</b>	<b>Contact Person</b>
Relationships -Quality Contril	16.2.8 B	Missouri State Guidance Lessons Grade 8	September 1-30	300	8th grade CLASSROOM	Observational assessments, Reflective writing assessments	8th grade COUNSELOR	Margaret Watson
College research and Mock Job Application	13.2.8 C 13.3 G 13.2.8 C	career cruising	October 1-31	300	technology classroom	Observational assessments, Reflective writing assessments	8th grade COUNSELOR	Margaret Watson
Conflict Resolution - I sm part of the Solution	16.1.8 B 16.2.8 B 16.2.8 D	Missouri State Guidance Lessons Grade 8	November 1-30	300	8th grade CLASSROOM	Observational assessments, Reflective writing assessments	8th grade COUNSELOR	Margaret Watson
College research and Mock Job Application	13.2.8 C 13.3 G 13.2.8 C	career cruising	december 1-30	300	technology classroom	Observational assessments, Reflective writing assessments	8th grade COUNSELOR	Margaret Watson
Forbes Road Career and Tech Center Field Trip	13.1.8 D	FRCTC Field Trip	January 1-31	300	Forbes Road Career and Tech Center	Tour of Career and Tech Center	8th grade COUNSELOR	Margaret Watson
Conflict Resolution - Put yourself in check	16.1.8 B 16.2.8 B 16.2.8 D	Missouri State Guidance Lessons Grade 8	January 1-31	300	8th grade CLASSROOM	Observational assessments, Reflective writing assessments	8th grade COUNSELOR	Margaret Watson
College research and Mock Job Application	13.2.8 C 13.3 G 13.2.8 C	career cruising	february 1-28	300	8th grade CLASSROOM	Observational assessments, Reflective writing assessments	8th grade COUNSELOR	Margaret Watson
Relationships - Going up while growing up	16.1.8 A	Missouri State Guidance Lessons Grade 8	March 1-31	300	8th grade CLASSROOM	Observational assessments, Reflective writing assessments	8th grade COUNSELOR	Margaret Watson
College research and Mock Job Application	13.2.8 C 13.3 G 13.2.8 C	career cruising	May 1-31	300	8th grade CLASSROOM	Observational assessments, Reflective writing assessments	8th grade COUNSELOR	Margaret Watson

**9TH GRADE CURRICULUM ACTION PLAN**

<b>Lesson Content/ Program</b>	<b>ASCA Domain and/or CEW Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholder</b>	<b>Contact Person</b>
Student Orientation	A:A1.1/5 A:A2.2 A:B2.1 A:B1.5 16.1.12.D 16.1.12.A/B/E 13.1.3H 13.2.3D 13.1.5F/H	Lecture, Handouts, Powerpoint	Fall Semester	All 9th Grade Students	Classrooms	Discussion and Question/ Answer	All 9th Grade Students	PHHS Counselors
Career Cruising	C:A1.1/2/3/7 16.1.12.B	Lecture, English Classes, Handouts, Multimedia	Spring Semester	All 9th Grade Students	Classrooms	Discussion and Question/ Answer, Completion of Interest Inventory	All 9th Grade Students	PHHS Counselors
Scheduling Presentations, Classroom Scheduling Sessions	A:A3.3 A:A2.2 A:B1.1/3 A:B2.3/6 16.1.12.D 13.1.3A/B 13.3.3A 13.3.5F 13.1.8F/G/H 13.1.8H 13.1.1E 16.2.12.A	Lecture, Handouts, Powerpoint	Spring Semester	All 9th Grade Students	Classrooms	Discussion and Question/ Answer, Studies, Handouts	All 9th Grade Students	PHHS Counselors
Healthy Relationships	16.2.12.C/D/E 16.3.12.A	Lecture, Handouts	Spring Semester	All 9th Grade Students	English Classrooms	Discussion	All 9th Grade Students	PHHS Counselors, Alle-Kishi Hope Center
Career Awareness Class	13.1.11.A/B/C/D/E/F 13.2.11.A/B/E 13.3.11.A/D/F/G	Career Awareness Classrooms	Fall and Spring Semester	250 9th Grade Students	Classrooms	Tests, Projects, Discussion, Question/ Answer	All 9th Grade Career Awareness Students	PHHS Counselors, Career Awareness Teachers
ASVAB Results	13.1.11 A/B/C/E/F/G/H 13.2.11 C/D 13.3.11 A/G	Lecture, Handouts, Powerpoint	Fall Semester	9th Grade Students that Participated in ASVAB	LGI	Discussion, Test, Internet Site	9th Grade Students that Participated in ASVAB	Military Rep, PHHS Counselors



10TH GRADE CURRICULUM ACTION PLAN

Lesson Content/ Program	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Student Orientation/ Relationship between High School and Career Readiness	A:A.1.1/5 A:A.2.2 A:B.2.1 A:B.1.5 16.1.12.D 16.1.12.A/B/E 13.1.3H 13.2.3D 13.1.5F/H 13.1.11.A/B/F	Lecture, Handouts, Powerpoint, (SAT, ACT, ASVAB, Career Cruising)	Fall Semester	All 10th Grade Students	Classrooms	Discussion and Question/ Answer	All 10th Grade Students	PHHS Counselors
Career Cruising	C:A.1.1/2/3/7 16.1.12.B	Lecture, English Classes, Handouts, Multimedia	Fall Semester	All 10th Grade Students	Classrooms	Discussion and Question/ Answer, Completion of Interest Inventory	All 10th Grade Students	PHHS Counselors
Scheduling Presentations, Classroom Scheduling Sessions	A:A.3.3 A:A.2.2 A:B.1.1/3 A:B.2.3/6 16.1.12.D 13.1.3A/B 13.3.3A 13.3.5F 13.1.8F/G/H 13.1.8H 13.1.11E	Lecture	Spring Semester	All 10th Grade Students	Classrooms	Discussion and Question/ Answer, Program of Studies, Handouts	All 10th Grade Students	PHHS Counselors
Healthy Relationships	16.2.12.A 16.2.12.C/D/E 16.3.12.A	Lecture, Handouts	Spring Semester	All 10th Grade Students	English Classrooms	Discussion	All 10th Grade Students	PHHS Counselors, Alle-Kiski Hops Center
College and Career Readiness Presentation	13.1.11.C/H 13.2.11.A/C 13.3.11.A/C/E/F/G	Lecture, Handouts, Powerpoint, Mock Interviews	Spring Semester	All 10th Grade Students	English Classrooms	Discussion and Question/ Answer	All 10th Grade Students	PHHS Counselors, Edinboro Rep
SAT vs. ACT Presentation	13.1.11.A/H 13.3.11.A/E/F/G	Lecture, Handouts, Powerpoint	Spring Semester	All 10th Grade Students	History Classrooms	Discussion and Question/ Answer, Handouts	All 10th Grade Students	PHHS Counselors
PSAT Results	13.1.11.A/G/H	PSAT Results Packet, Lecture	Spring Semester	All 10th Grade Students	History Classrooms	Discussion and Question/ Answer, Handouts	All 10th Grade Students	PHHS Counselors, Gifted Coordinator
ASVAB Results	13.1.11 A/B/C/ E/F/G/H 13.2.11 C/D 13.3.11 A/G	Lecture, Handouts, Powerpoint	Fall Semester	10th Grade Students that Participated in ASVAB	LGI	Discussion, Test, Internet Site	10th Grade Students that Participated in ASVAB	Military Rep, PHHS Counselors

**11TH GRADE CURRICULUM ACTION PLAN**

<b>Lesson Content/ Program Content</b>	<b>ASCA Domain and/or CEV Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholders</b>	<b>Contact Person</b>
Student Orientation	A:A1.1/5 A:A2.2 A:B2.1 A:B1.5 16.1.12.D 16.1.12.A/B/E 13.1.3H 13.2.3D 13.1.5F/H	Lecture, Handouts, Powerpoint	Fall Semester	All 11th Grade Students	Classrooms	Discussion and Question/ Answer	All 11th Grade Students	PHHS Counselors
Career Cruising	C:A1.1/2/3/7 16.1.12.B	Lecture, English Classes, Handouts, Multimedia	Spring Semester	All 11th Grade Students	Classrooms	Discussion and Question/ Answer Completion of Interest Inventory	All 11th Grade Students	PHHS Counselors
Scheduling Presentations, Classroom Scheduling Sessions	A:A3.3 A:A2.2 A:B1.1/3 A:B2.3/6 16.1.12.D 13.1.3A/B 13.3.3A 13.3.5F 13.1.8F/G/H 13.1.8H 13.1.1E	Lecture	Spring Semester	All 11th Grade Students	Classrooms	Discussion and Question/ Answer Program of Studies Handouts	All 11th Grade Students	PHHS Counselors
Penn Hills College and Career Fair	A:A1.1/2/3 A:A3.5 A:B1.1 A:B1.4/5 A:B2.7 16.1.12.D 16.2.12.C	Handouts	Fall Semester	All 11th Grade Students	Gym	Discussion and Question/ Answer	All 11th Grade Students	PHHS Counselors
National College Fair	A:A1.1/2/3 A:A3.5 A:B1.1 A:B1.4/5 A:B2.7 16.1.12.D 16.2.12.C 13.1.1H	Handouts	Fall Semester	Interested 11th Grade Students	Gym	Discussion and Question/ Answer	Interested 11th Grade Students	PHHS Counselors
College/ University Campus Visits	16.1.12.D 16.2.12.A 13.1.11.A/B/C D/F/H	Lecture, Powerpoint, Handouts	Fall and Spring Semester	Interested 11th Grade Students	Various College/ University Campus	Discussion and Question/ Answer	Interested 11th Grade Students	PHHS Counselors, College/ University Reps
ASVAB Results	13.1.11 A/B/C/ E/F/G/H 13.2.11 C/D 13.3.11 A/G	Lecture, Handouts, Powerpoint	Fall Semester	10th Grade Students that Participated in ASVAB	LGI	Discussion, Test, Internet Site	10th Grade Students that Participated in ASVAB	Military Rep, PHHS Counselors

**12TH GRADE CURRICULUM ACTION PLAN**

<b>Lesson Content/ Program Content</b>	<b>ASCA Domain and/or CEW Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholders</b>	<b>Contact Person</b>
Student Orientation	A:A1.1/5 A:A2.2 A:B2.1 A:B1.5 16.1.12.D 16.1.12.A/B/E 13.1.3H 13.2.3D 13.15F/H	Lecture, Handouts, Powerpoint	Fall Semester	All 12th Grade Students	Classrooms	Discussion and Question/ Answer	All 12th Grade Students	PHHS Counselors
Financial Aid Night	C:A1.6 C:A1.7 C:A2.9 16.1.12.D 13.3.3D 13.3.5D	Lecture, Powerpoint, Handouts, PHEAA Representative	Fall Semester	All 12th Grade Students	PHHS Cafeteria	Discussion and Question/ Answer	All Interested Students/ Parents	PHHS Counselors, PHEAA Rep
Penn Hills College and Career Fair	A:A1.1/2/3 A:A3.5 A:B1.1 A:B1.4/5 A:B2.7 16.1.12.D 16.2.12.C	Handouts	Fall Semester	All 12th Grade Students	Gym	Discussion and Question/ Answer	All 12th Grade Students	PHHS Counselors
College/ University Campus Visits	16.1.12.D 16.2.12.A 13.1.11.A/B/C D/F/H	Lecture, Powerpoint, Handouts	Fall and Spring Semester	Interested 12th Grade Students	Various College/ University Campus	Discussion and Question/ Answer	Interested 12th Grade Students	PHHS Counselors, College/ University Reps
Personal Budget and Planning Presentation	13.3.11.D	Lecture, Multimedia, Powerpoint, Handouts	Spring Semester	Interested 12th Grade Students	Classrooms	Discussion and Question/ Answer	Interested 12th Grade Students	PHHS Counselors, WYOTech Rep
ASYAB Results	13.1.11 A/B/C/ E/F/G/H 13.2.11 C/D 13.3.11 A/G	Lecture, Handouts, Powerpoint	Fall Semester	12th Grade Students that Participated in ASYAB	LGI	Discussion, Test, Internet Site	12th Grade Students that Participated in ASYAB	Military Rep, PHHS Counselors

**10. Organizing Career /Postsecondary Resources**

**Organizing Career Resources K-12**

<b>Resource Types</b>	<b>List Resources</b>
<b>Organizations/Agencies</b>	Forbes Road Career and Technology Center Bidwell Training Center
Intermediary Organizations	
Umbrella Organizations	Penn Hills Chamber of Commerce
Community/State Agencies	Pittsburgh Job Corps, PDE Academic Standards for Career Education and Work
<b>Networking Opportunities</b>	
Individual Contacts	Megan Tomley—Forbes CTC Mike Thompson PDE Educational consultant College/University/Trade and Technical School Representatives Military Representatives
Community/Business Meetings	School Counseling Advisory Council
Community Events	National College Fair, Penn Hills High School College and Career Fair, PHEAA Financial Aid Night, 8 <sup>th</sup> grade parent scheduling information night
<b>Online/ Onland</b>	pacareerstandards.com, pacareerzone.com, Career Cruising Parent Portal, educationplanner.org, asvab.com, collegeboard.com, finaid.com, fastweb.com, fafsa.gov
Internet Based Links	
Media/Advertising	PHSD Website, Marquee Announcements, Twitter Feed, School Messenger system

Publications/Documents	PA Career Guide, HS Guidance Newsletter, Student Planners grade 1-5. CC Sparks Curriculum (elementary)
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**11. Individualized Academic/Career Plan -**

All students, beginning in 8<sup>th</sup> grade will have a Career Portfolio that will follow all students through their High School Graduation.

The Penn Hills School District utilizes the Career Cruising Program for students in Grades 2 – 12. Each student who participates in Career Cruising will have an electronic portfolio stored within Career Cruising.

Students in Grades 2 – 4 will explore career paths using CC Sparks.

Students in Grade 8 will identify their career interests and develop a four year plan.

Students in Grade 9 will select at least one career cluster based on their interests and skills and save it to their portfolio. Students in Grade 10 will review their portfolios and add post-secondary training options. Students in Grade 11 will review their personal high school plan, current personal career goals and select post- secondary opportunities based on their personal career interests. Students in Grade 12 will complete a written career plan and justify the selection of their career. Additional surveys/assessments may also include Holland Assessments, ASVAB, and O-NET.

**Academic and Career Plan  
Penn Hills School District**

**Name:**

---

**Making Some Decisions:**

A. My High School Plan is to:

Attend the High School \_\_\_\_\_ Attend both the Career and Technical Center and High School \_\_\_\_\_

B. My Current Career Cluster Interest Areas Are:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

C. My current post-secondary plans are:

4 Year college: \_\_\_\_\_ 2 Year/Community College: \_\_\_\_\_ Technical School: \_\_\_\_\_  
Apprenticeship: \_\_\_\_\_

Certification/Diploma Program: \_\_\_\_\_ On the Job Training: \_\_\_\_\_ Not  
Sure: \_\_\_\_\_

D. Some possible majors/careers that I would like to pursue are:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

E. Some possible shadowing or intern opportunities that interest me are:

1. \_\_\_\_\_

2. \_\_\_\_\_

F. Using the Penn Hills Career Clusters Document (Appendix A), these are some requirements and electives that will benefit me in preparing for my Cluster of Choice:

Scheduling Planner

Subject	Classes Taken	Total Credits Earned	Still Needed for Graduation
English (4)	9 –		
	10 –		
	11 –		
	12 –		
Social Studies (3.5)	9 –		

	10 – 11 – 12 –		
Math (3)	9 – 10 – 11 – 12 –		
Science (3)	9 – 10 – 11 – 12 –		
P.E. (2)	9 – 10 – 11 – 12 –		
Health (.5)	9 – 10 – 11 – 12 –		
<b>Subject</b>	<b>Classes Taken</b>	<b>Total credits Earned</b>	<b>Still Needed for Graduation</b>
Technology (1)	9 – 10 – 11 – 12 –		
Electives (5)	9 –		

	10 – 11 – 12 –		
FCS (1)	9 – 10 – 11 – 12 –		
Total Credits (23)			

G. Three Things I Can Do That Would Benefit Me As I Prepare for My Future Are:

- 1.
- 2.
- 3.

Originally Developed by: Michael D. Thompson  
 Consultant for Pennsylvania Department of Education  
 February 2012  
 Revised by Penn Hills School District Counselors October 2016

**12. Career and Technical Center Strategy-**

In Grade 7, all students are exposed to all Forbes Road CTC programming held at Linton Middle School.

In Grade 8, the representative from Forbes Road CTC gives all students an overview of programming for high school. Students in Grade 8 also have the opportunity to visit the CTC.

In Grade 9 interested students may enroll in FRTCT exploratory program in which they will have the opportunity to experience several programming options.

Students in Grades 10-12 have the opportunity to select a program at FRTCT and attend on a part time basis. A representative from FRCTC attends the Penn Hills High School yearly Celebration of Learning.



### **13. Job Descriptions-**

PENN HILLS SCHOOL DISTRICT  
STUDENT SERVICES  
GUIDANCE POSITION DESCRIPTION

POSITION TITLE: School Counselor

#### QUALIFICATIONS:

1. School Counselor Certificate in elementary, secondary, or K-12.
2. Master's degree in school counseling, preferred
3. Three (3) or more years of teaching and/or counseling experience preferred.
4. Maintains student records and confidentiality. Organizes and administers the standardized testing program.
5. Proficient in student management and scheduling systems, Microsoft Office and the appropriate computerized career guidance system.
6. Ability to coordinate and utilize services of the entire professional staff.
7. Ability to utilize the service of specialists outside the school setting.
8. Demonstrate proficiency with student management and school systems and Microsoft Office program.
9. Able to deliver articulate oral presentations and written reports.
10. Able to collaborate with colleagues and other staff members.

REPORTS TO: Building Principal

#### ACCOUNTABILITY OBJECTIVE:

Implements the K-12 school counseling plan by efficiently and effectively engaging in direct and non-direct services with the students, faculty, administrators, parents, and community. Uses guidance curriculum, responsive counseling, individual planning and systems support activities as the core of the program offerings. Is attentive to program evaluation and data collection and makes annual results reports to the appropriate administrator.

#### PERFORMANCE ACCOUNTABILITIES:

1. Implement and manage a comprehensive school counseling program.  
9/25/2015
2. Deliver the comprehensive school counseling program services by providing, at least, classroom guidance lessons, small group counseling, individual counseling, and individual advisement.
3. Be accountable by identifying and analyzing data that measures the effectiveness of program services
4. Demonstrate planning and preparation by having knowledge of resources and utilizing said resources for student development.
5. Maintain an environment of respect and rapport.
6. Establish a culture of helping students identify and direct their own learning and personal/ social and career development.
7. Collaborate with parents, teachers, and administrators, community leaders and other stakeholders to promote and support student success.
8. Communicate clearly and accurately.
9. Engage students in goal achievement.
10. Use assessment in service delivery.
11. Demonstrate flexibility and responsiveness
12. Participates in professional development.
13. Works to grow professionally and demonstrate professionalism.
14. Act as a change agent to create an environment promoting and supporting the school counseling program.
15. Other duties assigned by the Principal.

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

- Sitting for extended period of time
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle materials and supplies
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

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

**TERMS OF EMPLOYMENT:** Per PHEA Collective Bargaining Agreement

**APPROVED BY**

**THE SUPERVISOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**REVIEWED BY**

**THE INCUMBENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**K-12 Career Development Intervention Matrix**

Grade	Career Development Intervention for All Students
K	School Counseling Classroom Lessons
1	School Counseling Classroom Lessons
2	CC Sparks, School Counseling Classroom Lessons
3	CC Sparks, School Counseling Classroom Lessons
4	CC Sparks, School Counseling Classroom Lessons
5	CC Sparks, School Counseling Classroom Lessons
6	Career Cruising, School Counseling Classroom Lessons
7	Career Cruising, School Counseling Classroom Lessons, Career Fair
8	Career Cruising, School Counseling Classroom Lessons, Presentation by CTC, visit to CTC
9	Career Cruising Programming, Junior Achievement involvement, CTC tour, School Counseling Classroom presentations, School Counseling Individual post-secondary planning
10	Career Cruising Programming, PSAT exam and results interpretation, ASVAB testing, School Counseling Classroom presentations, School Counseling Individual post-secondary planning
11	Career Cruising Programming, ASVAB testing, Penn Hills College and Career Fair, NACAC College Fair, on site visits by post-secondary representatives, School Counseling Classroom presentations, School Counseling Individual post-secondary planning
12	Career Cruising Programming, Penn Hills College and Career Fair, on site visits by post-secondary representatives, School Counseling Classroom presentations, School Counseling Individual post-secondary planning

### Action Plan for 3 Goals in the Career Domain

**Stakeholder: Parent**

“Big Idea”	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Inform parents regarding the K-12 Penn Hills School District Comprehensive Guidance Plan	K-12	All parents & guardians will be notified via email of the accessibility of the chapter 339 Plan, once board approved		
Inform parents of CTC and Post-Secondary options	K-12	Parents are invited to attend Forbes CTC open house. 8 <sup>th</sup> Grade Tour. Celebration of Learning		
To increase parent awareness of career related programming.		Parents will have access to students CC Sparks/Career Cruising account to gage & monitor possible post-secondary options.		

**School District:**  Penn Hills School District  **Level:**  x  Elem.  x  Middle  x  HS

**Action Plan for 3 Goals in the Career Domain**

**Stakeholder Business/Community**

“Big Idea”	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Utilize community resources to address CEW standards at each building level	All	K-12	Community speakers, College and Career Fair, Junior Achievement	Surveys and Evaluations	Fall 2016 Spring 2107
Develop an activity for students outside the building	All	K - 12	Field trips an CWCTC tours	Surveys	Fall 2016 Spring 2017
Individuals from Penn Hills Chamber of Commerce work with current students	All	K-12	Various representatives from the Penn Hills Chamber of Commerce will be recruited to discuss career opportunities and develop career awareness.	Surveys	Fall 2016 Spring 2017

**School District: Penn Hills School District Level:   x   Elem.   x   Middle   x   HS**

**Action Plan for 3 Goals in the Career Domain**

**Stakeholder -Educators**

“Big Idea”	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
<b>Connect Educators and Administrators to Forbes Road CTC</b>	<b>All Faculty</b>	<b>One teacher per school building will visit Forbes Road CTC.</b>	<b>Survey</b>	<b>2016-17</b>
<b>Determine a strategy to meet as a counseling team and educate staff about the Comprehensive School Counseling Program</b>	<b>All Faculty</b>	<b>Once board approved School Counselors at each building will provide a presentation to summarize our plan at a Faculty meeting.</b>	<b>Q and A session</b>	<b>2106-17</b>
<b>To increase staff awareness of current educational and employment trends</b>	<b>All Faculty</b>	<b>School Counseling staff will provide relevant information to all faculty on an ongoing basis.</b>	<b>Q and A session</b>	<b>2016-17</b>

**School District: Penn Hills School District Level:  Elem.  Middle  HS**

**Action Plan for 3 Goals in the Career Domain**

**Stakeholder - Post Secondary**

“Big Idea”	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
<b>Connect outside post-secondary resources to students.</b>	<b>Grades 9-12</b>	<b>Penn Hills High School College and Career Fair, 11<sup>th</sup> grade field trip to NACAC College Fair and College and military recruiter visits on sight at the high school.</b>	<b>Pre/Post Survey</b>	<b>2016-17</b>
<b>To introduce students to aptitude testing related to career interests</b>	<b>Grades 10 and 11</b>	<b>ASVAB test offered to Grades 10 and 11 students.</b>	<b>ASVAB results</b>	<b>2016-17</b>
<b>Increase student awareness of post-secondary options</b>		<b>Career Cruising</b>	<b>Q and A</b>	<b>2016-17</b>

**School District: Penn Hills School District Level: \_x\_ Elem. \_x\_ Middle \_x\_ HS**