

West Perry School District
Home of the Mustangs

Kindergarten through 12th Grade School-Counseling Program

Prepared by: West Perry School-Counseling Department

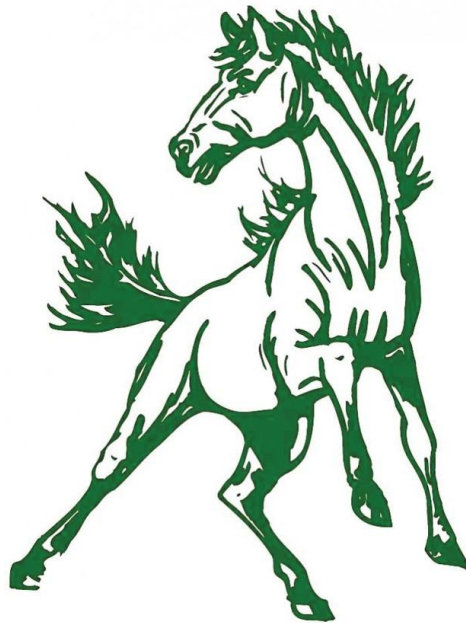


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Chapter 339
K-12 Comprehensive School-Counseling Program Outline
West Perry School District
As of June 2018

Counseling Department	ASCA Recommended Ratio	250:1
Danielle Graham	Blain Elementary	298:1
Marty Stevens	Carroll Elementary	388:1
Lindsay Anderson	New Bloomfield Elementary	445:1
April Amos	Middle School, 6th grade and A-L 8th	279:1
Michael Eddy	Middle School, 7th grade and M-Z 8th	279:1
Heather Bell	High School (A-L, grades 9-11)	285:1
Alexis Wise	High School (M-Z, grades 9-11)	162:1
Mandy Zeigler	High School (12th grade)	189:1

District Mission Statement

To build tomorrow's future, the West Perry School District prepares, inspires, and empowers... every student, every day.

K-12 School Counseling Mission Statement

With the support of the administration and staff, counselors will empower students to meet their full potential success in career, academic, and social/emotional development. Partnering with students, parents, administration, business leaders, and postsecondary representatives, counselors will develop and support programs that make full use of school, home, and community resources, guaranteeing equity of access to all students.

Program Goals

Academic

- High School: During the 2018-19 school year, 9th grade students will be given a presentation explaining what transcripts contain and how information on the transcript will follow them into their future. They will also learn graduation requirements and be able to state how many credits are needed to graduate.
- Middle School: During the 2018-19 school year, 100% of 6th, 7th, and 8th grade

will receive guidance lessons.

- Elementary: During the 2018-2019 school year, one lesson regarding an academic topic will be delivered to each classroom.

Career

- High School: During the 2018-19 school year, 100% of the 10th, 11th and 12th grade students will have met with their counselor and have completed a career assessment through Career Cruising.
- Middle School: During the 2018-19 school year, the middle school will reduce its number of habitually truant students from 4.12% to 3.12%.
- Elementary: During the 2018-19 school year, 95% of 3rd-5th grade students will have completed 2 pieces of evidence for the Career Readiness Indicator.

Personal/Social Goal

- High School: During the 2018-19 school year, 100% of all 9th, 10th, 11th, 12th grade students will receive overview of Student Assistance Program.
- Middle School: During the 2018-19 school year, the middle school will increase the number of groups offered based off of needs assessment.
- Elementary: During the 2018-19 school year, the elementary school counselors will deliver 5 classroom guidance lessons to each classroom.

Stakeholders:

- Students - the students of West Perry School District will benefit from our program by being active participants in college and career readiness activities including awareness, exploration, and planning.

They will be provided with activities such as Partnership for Career Development (PCD) field trips, guest speakers, and career exploration programs and inventories. They will help deliver our program by serving on the Advisory Council.

- Parents - the parents of West Perry School District will benefit from our program by having children who are prepared to be successful in the world of work.

They will work in partnership with the school counselors to ensure the highest quality of services are provided. The parents of WPSD will be able to provide feedback on the programs and services that are needed and provided. Parents will encourage their students to be active in the school counseling program. Parent representatives will help deliver our program by serving on the Advisory Council.

Action Plan for 3 Goals in the Career Domain

Stakeholder Parents

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
How will counselors communicate the counseling curriculum to parents?	During the 2018-2019 SY, counselors and administration will update social media and website for career based information.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5		<ul style="list-style-type: none"> Update website with accurate information on curriculum Newsletter PTO meetings/Conferences/Curriculum Night 		August 2018-July 2019
How will counselors collaborate with parents on the Chapter 339 plan?	During the 2018-2019 school year, WPES will send a survey once a year to elicit feedback from parents.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5	K-5	<ul style="list-style-type: none"> Career Day survey (that asks parents about their profession and interest in involvement in career day) 		August 2018-July 2019
How will student work completed in classroom lessons be shared with parents?	During the 2018-2019 school year, WPES will send home a minimum of three pieces of student work.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5	K-5	<ul style="list-style-type: none"> Work done during classroom lessons will be sent home with the student for them to share and discuss with their parents. 		August 2018-July 2019

School District: West Perry School District Level: X Elem. ___ Middle ___ HS

- Educators - the teachers will benefit from the school counseling program by having students in their classrooms who are willing and engaged in learning. They will be supported in their efforts to reach all students and will have a partner in advocating for the rights of their students. Teachers will have opportunities across all grade levels to participate in career and social/emotional lessons or activities taught by the Guidance Department.

The administrators, principals and teachers will play an integral role in the development and support of the school counseling program. Educators will collaborate with counselors to bridge the gap between academic, career, and social/emotional goals. The school counseling program will work with teachers to reinforce that standards are being met. Educators will promote and provide support for the school counseling program. Teachers work in a partnership role by infusing the school counseling program into classroom instruction. Educators will help deliver our program by serving on the Advisory Council.

Action Plan for 3 Goals in the Career Domain

Stakeholder Educator/Administrator

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
How will the Counseling Department educate staff on the Chapter 339 plan?	During the 2017-2018 Mike Thompson will discuss Chapter 339 with all district administrators.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5	K-5	<ul style="list-style-type: none"> Mike Thompson will discuss plan with administrators at an admin council meeting. 	Attendance at meeting	September 12, 2017
	During the 2018-2019 school year the Counseling Department will send out bi-annual newsletters to all staff.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5		<ul style="list-style-type: none"> Principals/counselors will briefly introduce plan at a faculty meeting. Department Newsletter 		October 2017 Fall 2018
How will the counselors collaborate with administrators to meet Chapter 339 goals?	During the 2018-2019 school year the Counseling Department will meet two times with administrators to discuss Chapter 339 goals.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5	K-5	<ul style="list-style-type: none"> Department meetings 		August 2018-June 2019
How will the counselors collaborate with staff to meet Chapter 339 goals?	During the 2018-2019 school year, the counseling department will collaborate with staff during two faculty meetings and elicit feedback.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5	K-5	<ul style="list-style-type: none"> Faculty meetings Team meetings 		August 2018-June 2019

School District: West Perry School District Level: X Elem. Middle HS

- Business/Community - the community will benefit from the school counseling program by helping to develop services and career/training opportunities to prepare students for the world of work. Employers will benefit by helping to shape future workforce applicants.

The community will provide opportunities for students to job shadow or receive career experiences. Community members will help to provide exposure to a variety of careers and workplace expectations. Community members will serve on the Advisory Council.

Stakeholder Business/Community						
"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
How will West Perry establish connections with the business/ community?	During the 2018-19 school year, the WPSD will partner with 8 business/community members.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5	K-5	<ul style="list-style-type: none"> Bi-annual advisory council meetings Community Career Day 	Attendance	August, 2018 - July, 2019
	During the 2019-20 school year, this membership will increase by 20%.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5		Attendance	August, 2019 - July, 2020	
How will the business and community partners assist WPSD with improving attendance?	During the 2018-2019 school year, WPSD attendance rate will be equal to or greater than 96%.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5	K-5	<ul style="list-style-type: none"> Incentive program that includes community members/businesses 		August, 2018 - July, 2019
	During the 2018-2019 school year, business and community partners will present importance of attendance once a year.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5		<ul style="list-style-type: none"> Career day presentations 		August, 2018 - July, 2019
How will WPSD incorporate business/community partners with Chapter 339 Plan?	During the 2018-2019 school year, WPSD will hold a community career day.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5	K-5	<ul style="list-style-type: none"> Community Career Day 		August, 2018 - July, 2019
	During the 2018-2019 school year, WPSD will hold two advisory council meetings.	PA 13.1.3 PA 13.2.3 PA 13.3.3 PA 13.4.3 PA 13.1.5 PA 13.2.5 PA 13.3.5 PA 13.4.5		<ul style="list-style-type: none"> Advisory Council 		August, 2018 - July, 2019

School District: West Perry School District Level: X Elem. Middle HS

- Post-Secondary - They will benefit by being sent students who are prepared and ready for post-secondary education.
 Post-secondary partners will support the school counseling program by being a link between the student and post-secondary options. Their input and feedback will assist the school in better preparing the students for post-secondary opportunities. They can provide presentations and additional resources to help students make post-graduation decisions. Post-secondary partners will serve on the Advisory Council.

Role of the School Counselor: Pennsylvania school counselors are certified professionals whose education provides them with unique qualifications to address the academic, career, and personal/social developmental needs of Pennsylvania students. *The professional school counselor is a leader, advocate, collaborator and systemic change agent.* As a professional, the school counselor must abide by the Ethical Standards for School Counselors (2010) as advocated by the American School Counselor Association and the Pennsylvania School Counselors Association.

1. As a Leader
 - a. Effectively manages and implements a comprehensive developmental school counseling program for all students.
 - b. Serves on school-based improvement teams (SAP, At-Risk, MTSS, Team Meetings, Perry County CASSP, 504, and IEP) to promote student success and wellbeing.
 - c. Collaborates with West Perry school personnel, administration, community members, mental health agencies (Laurel Life, Perry County Children and Youth, Perry Human Services, Newport Counseling, Perry County Family Center, Diakon, etc) to support all aspects of child development.
 - d. Supports the school as a welcoming and safe community.
 - e. Serves as a mental health liaison and referral source.
 - f. Uses data to evaluate and promote the school counseling program.
 - g. Participates with CAIU 11 counselor networking meetings, PaTTAN
2. As an Advocate
 - a. Ensure access to and success in a rigorous academic curriculum for every student.
 - b. Remove barriers that prevent student learning.
 - c. Provide strategies for closing the achievement gap.(Title 1, ELO)
 - d. Develop programs of counseling and advising that ensure every student has an ongoing connection with a caring adult.
 - e. Create opportunities to support student learning for all.
 - f. Ensure the academic, personal/social, and career development of all students.
3. As a Collaborator
 - a. Works with administrators, principals, teachers, school nurse, parents, PTO, community members, CASSP, and mental health agencies to support students and their families.
 - b. Offers parent/guardian information and training in the community to enhance the educational opportunities for students and their families.
 - c. Maintains open communication to foster an effective teaming culture and sense of community and support.
 - d. Uses skills in networking, problem solving, and mediation.
 - e. Embraces feedback that supports continuous program improvement.
 - f. Participate on MTSS teams
 - g. Membership on Truancy Prevention Team
 - h. Monthly collaboration with district counselors

- i. Membership on SAT/SAP
 - j. Co-teach with professionals to deliver specialized small group lessons (ZONES)
4. As an Agent of Systemic Change
- a. Gathers career interest, PVAAS, PSAT, and Keystone data to support the need for college and career readiness.
 - b. Develops intervention strategies for challenging resistance within the school and community.
 - c. Identifies realistic goals and creates action plans.
 - d. Embraces the ethical obligation to ask hard questions to challenge the status quo.
 - e. Develops changes to academic programs and/or schedules to better serve the student population
 - f. Actively involved in local community and professional organizations (ASCA, PSCA, WPEA, Athletics, CAIU 11 Counselors' Network) which help to aid in change.

Advisory Council: The mission of the advisory council is to support the mission and goals of the school counseling program. The council provides a communication link between the school counseling program and the stakeholders. The council acts as a resource and support for the school counseling program, as well as reviewing data and providing feedback on the effectiveness of the program.

a. K-12 Advisory Council Members:

- i. Students
 - 1. Delaney Campbell
 - 2. Shane Thompson
 - 3. Miranda Thiemann
 - 4. Sara Turner
- ii. Parents
 - 1. Rhonda Campbell
 - 2. Jennifer Thompson
 - 3. Lysie Turner
 - 4. Jill Thiemann
- iii. Building Administrator
 - 1. Renee LeDonne
 - 2. Chris Young
- iv. Teachers
 - 1. Sarah Columbus
 - 2. Stacy O'Toole
 - 3. Lauren Strumsky
 - 4. Alexa Line
- v. Business Partners
 - 1. Wayne Godshall, Godshall Custom Machining
 - 2. Terra Brownback, Spiral Path Farms
 - 3. Laura Shuman, Pennian Bank

4. Lynda Morris, Partnership for Career Development
5. Michelle Jones, Economic Development Authority
6. Becky Kaucher, Penn State Extension Office
7. Jairee Counterman, Chamber of Commerce
8. Jeff Hawks, Army Heritage Education Center
- vi. Post-secondary institution
 1. Erin Sanno, Lebanon Valley College
 2. Liz Stager, HACC
 3. Steve Hassinger, Central Penn College
 4. Brian Weibley, Local Electricians Union
 - 5.
- vii. School Board
 1. Suzanne Dell
- viii. District Office
 1. Nancy Snyder
- b. Meetings will be held in October and May of each school year.

Program Calendars

Key

Green = Guidance Curriculum

Blue = Prevention, Intervention, and Responsive Services

Red = Individual Student Planning

Orange = System Support

Black = Non-Counselor Related Activity

Elementary School Counseling Calendar-Grades K-5

<u>July</u>	<u>January</u>
Academic:	Academic:
Career:	Career:
Personal/Social:	Personal/Social: Conflict Resolution Guidance Lesson
<u>August</u>	<u>February</u>
Academic: Review Files Back to School Night	Academic: Conferences
Career:	Career:
Personal/Social:	Personal/Social: Respect Guidance Lesson Perry Human Services (Drug Prevention)
<u>September</u>	<u>March</u>
Academic: Curriculum Night	Academic:
Career:	Career: Career Exploration Guidance Lesson
Personal/Social: Introduction to School Counselor Guidance Lesson	Personal/Social:
<u>October</u>	<u>April</u>
Academic:	Academic: Minute Meetings Administer PSSA testing

Career: Goal-Setting Guidance Lesson	Career: Minute Meetings
Personal/Social: Red Ribbon Week (Drug Awareness) Perry Human Services (Drug Prevention)	Personal/Social: Minute Meetings
<u>November</u>	<u>May</u>
Academic: Minute Meetings Conferences	Academic: 5th to 6th grade transition
Career: Minute Meetings	Career: 5th Grade Career Day Wellness Day (Carroll)
Personal/Social: Minute Meetings	Personal/Social: Perry Human Services (Drug Prevention)
<u>December</u>	<u>June</u>
Academic:	Academic:
Career:	Career:
Personal/Social: Coping Skills Guidance Lesson Perry Human Services (Drug Prevention)	Personal/Social:

Ongoing Monthly Counseling Activities

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non Counselor Related
Academic:	Gifted Screenings (add in hours spent doing this)
Consultation/collaboration with teachers/parents/agencies	Behavior Support
504 Coordination	Classroom coverage (add in time spent throughout the year)
IEP Meetings	Lunch duty

Interpreting cognitive, aptitude, and achievement tests (GATES and KBIT)	Coordinating cognitive, aptitude, and achievement testing programs (GATES and KBIT)
	Performing disciplinary actions or assigning discipline consequences
	Providing therapy or long-term counseling in school to address psychological disorders
Career:	
Personal/Social:	
Individual Counseling	
Group Counseling	
Positive Schoolwide Behavior Support	
Student Assistance Team	
Consultation/collaboration with teachers/parents/agencies	
Behavior Reward Calendar (Blain)	
Providing counseling to students who are tardy or absent	
Providing counseling to students who have disciplinary problems	
Providing counseling to students as to appropriate school dress	
Collaborating with teachers to present school counseling core curriculum lessons	
Providing teachers with suggestions for effective classroom management	
Helping the school principal identify and resolve student issues, needs, and problems	

Monthly Middle School Counseling Calendar

<u>July</u>	<u>January</u>
Academic: 6th grade individual records review	Academic: 8th grade high school transition presentation 7th grade prevention education curriculum
Career:	Career: 8th Grade career curriculum and portfolio completion 7th grade prevention education curriculum 7th grade real life game
Personal/Social:	Personal/Social: 7th grade prevention education curriculum
<u>August</u>	<u>February</u>
Academic: 6th grade student orientation and tour	Academic: 7th grade prevention education curriculum Parent-teacher conferences
Career:	Career: 7th grade prevention education curriculum 7th grade real life game
Personal/Social:	Personal/Social: 7th grade prevention education curriculum
<u>September</u>	<u>March</u>
Academic: 6th grade prevention education curriculum	Academic: 7th grade prevention education curriculum
Career: 6th grade prevention education curriculum 7th grade career curriculum 8th grade Walk with a Vet field trip	Career: 7th grade prevention education curriculum 7th grade real life game Academic Deficiency Letters
Personal/Social: 6th grade Prosper: Strengthening Families 6th grade prevention education curriculum 6th grade SAT presentation 7th grade SAT presentation 8th grade SAT presentation	Personal/Social: 7th grade prevention education curriculum
<u>October</u>	<u>April</u>
Academic: 6th grade prevention education curriculum 7th grade real life game 8th grade visitation to CPAVTS	Academic: 6th grade PSSA prep 7th grade PSSA prep 8th grade PSSA prep
Career: 6th grade prevention education curriculum	Career:

8th grade visitation to CPAVTS	
Personal/Social: 6th grade prevention education curriculum Multimedia assembly	Personal/Social:
<u>November</u>	<u>May</u>
Academic: 6th grade prevention education curriculum Parent/Teacher conferences	Academic: 5th grade tour of middle school Counselor visitation of 5th grade 6th grade field trip to The Oakes Museum 7th grade field trip to Spiral Path Farms 8th grade field trip to Hershey Park 8th grade tour of high school Academic Deficiency Letters
Career: 6th grade prevention education curriculum 7th grade real life game	Career: 6th grade field trip to The Oakes Museum 7th grade field trip to Spiral Path Farms 8th grade field trip to Hershey Park
Personal/Social: 6th grade prevention education curriculum	Personal/Social: 6th grade field trip to The Oakes Museum 7th grade field trip to Spiral Path Farms 8th grade field trip to Hershey Park
<u>December</u>	<u>June</u>
Academic:	Academic: 6th grade final review of grades 7th grade final review of grades 8th grade final review of grades Summer school information and applications
Career: 6th grade career curriculum 7th grade real life game	Career:
Personal/Social: 8th grade Pay it Forward lesson	Personal/Social: Consolation for those attending summer school

Ongoing Monthly Counseling Activities

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non-Counselor Related
Academic	Lunch duty 2 days per cycle
New student orientation and scheduling	Substitute coverage (8 days per year)
Attend IEP and GIEP, and 504 meetings	
Case manager of 504 Service Agreements	Conducting home visits
Student Assistance Program attendance and duties	Maintaining all student special ed. and cumulative files
MTSS duties	Assisting with administrative/discipline duties
Weekly eligibility reports	
Personal/Social	
Individual Counseling	
Small Group Counseling	
Parent Communication	
Interagency collaboration	
Peer mediation	
Departmental collaboration	
Career	
Career planning	

Monthly High School Counseling Calendar

July	January
Academic- Schedule adjustments (9-12)	Academic-MS to HS school transition presentation (8); Attend class meetings (9-11); PSAT results review (10-11); Quarter two grade warning letter (9-12); Write grade level informational letters for scheduling; Begin scheduling process (9-11); Schedule adjustments (9-12); Approving and placing senior community outreach/work release/Holy

	Spirit/CNA/EMT/Vocational Co-Op/ Dual Enrollment students for Semester 2 (12);
Career- Reactive services for students (9-12).	Career- PCD field trips (9-12); Approving and placing senior community outreach/work release/Holy Spirit/CNA/EMT/Vocational Co-Op/ Dual Enrollment students for semester 2 (12)
Personal/Social-	Personal/Social- Presentation on Coping with Stress and Time Management (9); Reactive services for students (9-12).
August	February
Academic- Schedule adjustments (9-12); New student orientation and scheduling (9-12); Enroll and orient exchange students (9-12); Complete college applications with students (12); Complete Common App/college letters of recommendation (12); Review of records (9-12); Process cyber applications (9-12); Review Keystone Exam scores and adjust schedules accordingly (9-11); Approving and placing senior community outreach/work release/Holy Spirit/CNA/EMT/Vocational Co-Op/ Dual Enrollment students for semester 1 (12); Attend class meetings and open house (9-12); Plan and attend Financial Aid Night (9-12)	Academic- Scheduling meetings for students (9-11); Career Cruising assessment and reflection sheet (9-11); Attend Scheduling Night (9-12); Individual meetings during Scheduling Night (9-12)
Career- Approving and placing senior community outreach/work release/Holy Spirit/CNA/EMT/Vocational Co-Op/ Dual Enrollment students semester 1(12)	Career- Attend CPAVTS Interviews (9-10)
Personal/Social- Reactive services for students (9-12).	Personal/Social- Reactive services for students (9-12).
September	March
Academic-Schedule adjustments/graduation plan updates (9-12); New student orientation and	Academic- Write quarter three failure warning letters (9-12); Continue scheduling meetings (9-11); Submit

<p>scheduling (9-12); Enroll and orient exchange students (9-12); Complete college applications (12); Review of records (9-12); Process cyber applications (9-12); Review Keystone Exam scores and adjust schedules accordingly (9-11); Approving and placing senior community outreach/work release/Holy Spirit/CNA/EMT/Vocational Co-Op/ Dual Enrollment students for semester 1 (12); PSAT preparation/sign-ups (10-11); Grade 12 lunch bunches (2) for College Application Support; Attend parent teacher conferences (9-12); Meet with seniors about credits future plans and graduation status (12); Advise students about NCAA regulations (9-12); Update NCAA course guide.</p>	<p>paperwork for dual enrollment (11); Advertise and register for AP Exams.</p>
<p>Career- Supervise Holy Spirit Exploration program; Attend PCD field trips (9-12); Plan for ASVAB (10); Create high school profile; Meet with seniors about credits, future plans, and graduation status (12); Advertise ACE and Pinnacle Health Careers Exploration program</p>	<p>Career</p>
<p>Personal/Social- HOBY leadership conference (10); Reactive services for students (9-12).</p>	<p>Personal/Social- Reactive services for students (9-12).</p>
<p>October</p>	<p>April</p>
<p>Academic- Continue college applications (12); Send quarter one grade warning letters; PSAT Administration (10-11); Presentation on graduation plans, credits, transcripts, and the 4 “A”s (9); Lunch bunches (2) for College Application Support (12).</p>	<p>Academic- Calculate honor graduates (12); Send quarter three grade warning letters (9-12).</p>
<p>Career- CPAVTS assembly (9); ASVAB administration (10); PCD field trips (9-12)</p>	<p>Career- PCD field trips (9-12); Presentation on summer planning: work permits, community service, and resumes</p>

	(10); Presentation on Career Cruising and PA Career Zone (11); Job Shadowing project due (11).
Personal/Social- Multimedia assembly (9-12); Reactive services for students (9-12).	Personal/Social- Presentation on Social Media Safety, Threats, Bullying (9); Reactive services for students (9-12).
November	May
Academic- Complete common app/college letters of recommendation (12); Complete college applications with students (12)	Academic- Monitoring student progress towards graduation and end of year grades (9-12); Administer AP Exams (10-12); Administer Keystone Exams (9-11); Plan 8th grade transition activities (8); Presentation: Financial Aid and Scholarships (11); Plan for senior awards assembly (12); Create graduation program; Assist and attend underclassmen awards assembly (9-11)
Career- Collect and submit CPAVTS applications (9-11); Presentation on Military options (12); Makeup ASVAB session (10,12)	Career- Administer senior survey and compile data; Create goodbye packet with employment options.
Personal/Social- Reactive services for students (9-12).	Personal/Social- Create goodbye packet with community supports and resources enclosed; Reactive services for students (9-12).
December	June
Academic- Parent teacher conferences (9-12); Administer PSAT score review session (10-11); Keystone Exam administration (9-11); Complete common app/college letters of recommendation (12); Complete college applications with students (12)	Academic- Create retention list (9-12); Advertise summer school (9-12); Contact families about failures (9-12); Reschedule failed courses (9-12); Attend graduation practices and ceremony (12)
Career- ASVAB review (10); PCD field trips (9-12)	Career- Correspond with students about senior community outreach opportunities (11)

Personal/Social- Reactive services for students (9-12).	Personal/Social- Reactive services for students (9-12).
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Ongoing Monthly Counseling Activities

Counselor Related	Non Counselor Related
Academic-	Lunch Duty
Scheduling/Class Concerns monitoring grades for all students 9-12 including cyber students.	School Assessment Coordinator for Keystone Exams
Website Updates	Proctoring Keystone Exams AP Exams PSAT
Newsletter Updates	Supporting other staff members with technology needs
Individual Student Grade Reviews	
Following seniors' grades for graduation	
SAIC Meetings	
IEP Meetings	
GIEP Meetings	
Individual Student Meetings to Discuss Grades/Future plans	
Communicating with families/students/teachers about grade concerns	
College Applications	
Records Review	
Career-	
Individual Student Meetings to Discuss post-secondary options	
Records Review	
Vo-Tech Advisory Meetings	
PCD Advisory Meetings	
PCD Field Trips	
Promote scholarships and update database	
Personal/Social	
Individual Student Meetings	
Collaboration with Laurel Life	

Student Assistance Team Meetings and Case Management	
Records Review	

Program Delivery

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM
DELIVERY SYSTEM**

Elementary Level

<p>Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p>Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p>Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p>System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p>Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p>Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p>Purpose</p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p>Purpose</p> <p>Program delivery and support.</p>
<p>Academic</p>	<p>Academic</p> <p>Review Files Minute Meetings 5th to 6th grade transition</p>	<p>Academic</p>	<p>Counselor Related</p> <p>Curriculum Night Conferences Consultation/ collaboration with teachers/parents/agencies 504 Coordination IEP Meetings Interpreting cognitive, aptitude, and achievement tests (GATES and KBIT)</p>

			<p>Student Assistance Team Consultation/ collaboration with teachers/parents/agencies</p> <p>Behavior Reward Calendar (Blain)</p> <p>Providing counseling to students who are tardy or absent</p> <p>Providing counseling to students who have disciplinary problems</p> <p>Providing counseling to students as to appropriate school dress</p> <p>Collaborating with teachers to present school counseling core curriculum lessons</p> <p>Providing teachers with suggestions for effective classroom management</p> <p>Helping the school principal identify and resolve student issues, needs, and problems</p> <p>Individual Counseling</p> <p>Group Counseling</p> <p>Positive Schoolwide Behavior Support</p>
<p>Career Goal-Setting Guidance Lesson</p> <p>Career Exploration Guidance Lesson</p> <p>5th Grade Career Day</p>	<p>Career Minute Meetings</p>	<p>Career</p>	<p>Non-Counselor Related</p> <p>Administer PSSA testing</p> <p>Gifted Screening</p> <p>Behavior Support</p> <p>Classroom coverage</p> <p>Fair Share Responsibilities</p> <p>Coordinating cognitive,</p>

			<p>apitude, and achievement testing programs (GATES and KBIT)</p> <p>Performing disciplinary actions or assigning discipline consequences</p> <p>Providing therapy or long-term counseling in school to address psychological disorders</p>
<p>Personal/Social Introduction to School Counselor Guidance Lesson</p> <p>Coping Skills Guidance Lesson</p> <p>Conflict Resolution Guidance Lesson</p> <p>Respect Guidance Lesson</p> <p>Wellness Day (Carroll)</p>	<p>Personal/Social Minute Meetings Perry Human Services (Drug Prevention) Deputy Phil Assembly (K-3) Steps to Respect (3-5)</p>	<p>Personal/Social</p>	
<p>Percentage of Time</p> <p>25%</p>	<p>Percentage of Time</p> <p>40%</p>	<p>Percentage of Time</p> <p>10%</p>	<p>Percentage of Time</p> <p>25%</p>

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM
DELIVERY SYSTEM**

Middle School Level

<p align="center">Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p align="center">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p align="center">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p align="center">System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p align="center">Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p align="center">Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p align="center">Purpose</p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p align="center">Purpose</p> <p>Program delivery and support.</p>
<p align="center">Academic</p> <p>6th grade prevention education curriculum; 7th grade prevention education curriculum; 7th grade real life game; 8th grade visitation to CPAVTS; 6th grade field trip to the Oakes Museum; 7th grade field trip to Spiral Path Farms; 8th grade field trip to Hershey Park;</p>	<p align="center">Academic</p> <p>5th grade tour of middle school; Counselor visitation to the 5th grade classes; 6th grade orientation and tour; 8th grade orientation and tour of the HS;</p>	<p align="center">Academic</p> <p>6th grade individual records review; Academic deficiency letters;</p>	<p align="center">Counselor Related</p> <p>6th Grade PROSPER - Strengthening Families; PSSA Prep; Multimedia Assembly; 6th grade SAT presentation; 7th grade SAT presentation; 8th grade SAT presentation; MTSS duties; Weekly Eligibility reports; SAP attendance and duties; Interagency collaboration; Departmental collaboration;</p>
<p align="center">Career</p>	<p align="center">Career</p>	<p align="center">Career</p>	<p align="center">Non-Counselor</p>

6th grade career curriculum; 7th grade real life game; 8th grade career curriculum and portfolio completion;	8th grade Walk with a Vet field trip;		Related Lunch duty 2 days per cycle; Substitute coverage; Conducting home visits; Maintaining all student special ed. and cumulative files; Assisting with administrative/discipline duties;
Personal/Social	Personal/Social 8th grade Pay it Forward lesson;	Personal/Social Consolation for those attending summer school; Individual counseling; Small group counseling; Parent communication;	
Percentage of Time 30%	Percentage of Time 30%	Percentage of Time 20%	Percentage of Time 20%

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM
DELIVERY SYSTEM
High School Level**

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

<p>and college ready by graduation.</p>		<p>transitions.</p>	
<p>Academic Presentation on graduation plans, credits, transcripts, and the 4 “A”s; Presentation on Career Cruising and PA Career Zone; Job Shadowing project; Presentation: Financial Aid and scholarships; Grade 12 lunch bunches (2) for college application support.</p>	<p>Academic MS to HS transition presentations; Attend class meetings; PSAT results review; Attend open house.</p>	<p>Academic Attend scheduling night; New student orientation and scheduling; Enroll and orient exchange students; Complete college applications with students; Complete Common App/college letters of recommendation; Attend parent/teacher conferences; Meet with seniors about credits, future plans and graduation status; Advise students about NCAA regulations; Continue scheduling meetings; Monitor student progress toward graduation and end of year grades; Contact families about failures; Correspond with students about Senior Community Outreach opportunities.</p>	<p>Counselor Related Schedule adjustments; Q1-Q4 failure letters; Write grade level informational letters for scheduling; Approving and placing Senior Community Outreach/work release/Holy Spirit/CNA/EMT/Vocational Co-Op/Dual Enrollment students; Scheduling meetings for all students; Review of records; Complete Common Application/college letters of recommendations; Process cyber applications; Review Keystone Exam scores and adjust schedules accordingly; Adjustments/graduation plan updates; Process cyber applications; PSAT preparation/sign-ups; Update NCAA course guide; Attend CPAVTS interviews; Submit paperwork for Dual Enrollment; Advertise and register for AP Exams; Plan for ASVAB; Create HS Profile; Advertise ACE and Pinnacle Health Careers Exploration</p>

			<p>program; PSAT administration; CPAVTS assembly; ASVAB administration; Advertise PULSE; HACC Architectural Technology program for spring; Governor’s school; Collect and submit CPAVTS applications; Calculate honor grades; Administer AP Exams; Keystone Exams; Plan 8th grade transition activities; Plan for senior awards assembly; Create graduation program; Assist and attend underclassmen awards assembly; Administer senior survey and compile data; Administer PSAT score review session; ASVAB review; Create retention list; Attend graduation practice and ceremony.</p>
<p>Career Presentation on Career Cruising and PA Career Zone; Job Shadowing project; Presentation on Social Media safety, threats, and bullying; Presentation on military options; Presentation on summer planning: work permits, community service, and resumes; Presentation: Financial Aid and scholarships.</p>	<p>Career Attend open house; Plan and attend Financial Aid Night.</p>	<p>Career Attend scheduling night; PCD field trips; Complete college applications with students; Complete Common App/college letters of recommendation; Attend parent/teacher conferences; Meet with seniors about credits, future plans and graduation status; Advise students about NCAA</p>	<p>Non-Counselor Related Lunch duty; NOCTI coverage; Vo-Tech snow day coverage.</p>

		regulations; Supervise Holy Spirit Exploration program; Correspond with students about Senior Community Outreach opportunities.	
Personal/Social Presentation on Coping with Stress and Time Management; Presentation on Social Media safety, threats, and bullying.	Personal/Social Student meetings; Reactive services for students (9-12).	Personal/Social Attend parent/teacher conferences; Monitor student progress; Student meetings.	
Percentage of Time 10%	Percentage of Time 30%	Percentage of Time 30%	Percentage of Time 40%

The West Perry school counselors deliver the developmental K-12 Programs through:

- Guidance Curriculum
 - Classroom instruction
 - Interdisciplinary Curriculum
 - Structured Group Activities
 - Parent Workshops and Instruction
- Individual Student Planning
 - Individual or Small-Group Appraisal
 - Individual or Small-Group Advisement
- Responsive Services
 - Consultation
 - Individual and Small-Group Counseling
 - Crisis Counseling/Response
 - Referral and Follow-Up
 - Peer Facilitation
- System Support
 - Professional Development
 - Consultation, Collaboration, and Teaming
 - Program Management and Operations

Curriculum Action Plan:

**See Appendix A - “K-12 Counseling Curriculum”

Organizing Career /Post Secondary Resources: Our goal is to foster and continue to build relationships with community organizations and agencies. We will participate in networking opportunities (Career Fairs, Business/College Collaboration, Networking Meetings, Educational Conferences) That support and connect students to career experiences (Internships, Job Shadows, Business/College Field Trips, Guest Speakers). We will provide resources to stakeholders to increase knowledge of programs (Pathways, Career Clusters, Joint Ventures with Technical Schools/Colleges, Apprenticeships). And to encourage connections that foster students career awareness.

<u>Resource Type</u>	<u>Name Of Resource</u>
Umbrella Organizations	Perry County of Chamber of Commerce, Capital Region Partnership for Career Development (CRPCD), Various Local Post/Secondary Institutions, PHEAA, PA Association of College Admissions, Penn State Cooperative Extension
Programming	Holy Spirit Career Exploration, ACE Mentoring, PULSE, Senior Community Outreach, CPAVTS, HACC Dual Enrollment, Apprenticeship Expo
Community/Business Meetings	PHEAA Conference/Update, Junior Achievement Young Women’s Symposium, CRPCD Meetings, CPAVTS Quarterly Meetings
Post-Secondary Contacts	Central Penn College, HACC, Lebanon Valley College, Penn State University
Community Events	Various College Fairs/Open Houses, and Field Trips Sponsored through CRPCD.
Internet Based Links	www.pacareerstandards.com www.onetonline.org (O*Net) www.pacareerzone.org www.pacareerstandards.org www.educationplanner.org www.pacareercoach.org www.asvab.com

	<p>www.careercruising.com www.myplan.com www.careeronestop.org www.bls.gov/k12/students/htm (Occupational Outlook Handbook) www. ACT.org www.pheaa.org www.fafsa.gov www.collegeboard.org www.fastweb.com</p>
<p>Media/Advertising/Publications/Docu ments</p>	<p>Counseling Monthly Newsletter, Daily Announcements, Counseling Center Website, West Perry High School Twitter, PA CAreer Guide, West Perry High School College Guide</p>

2. **Individualized Academic/Career Plan:** (All students beginning in 8th grade). Describe strategy for developing and sustaining this tool and the components of the plan and how it will be revisited yearly until graduation in 12th grade. (Attach and describe the sample template.)

Individualized Academic/Career Plan:

The student academic/career plan will begin in 8th grade. The portfolios will be stored electronically, currently in Xello (formerly Career Cruising) which is an electronic based service of which all students 8th through 12th has access. The student portfolios are maintained by the counseling department. All student demographic information is maintained in the school’s Student Information System (SIS) which is currently PowerSchool.

The interventions used for students are provided through classroom instruction building on student exploration provided at the elementary levels. The student portfolio will include information such as suggested matching careers to interest, hobbies, awards and certificates, and volunteer work. The high school incorporates resume writing at the 10th grade level for inclusion of the student’s portfolio.

Parent engagement will be fostered through a parent portal through both PowerSchool and Xello. The shared information between the classroom based learning and parents will help foster conversation about the best career, and career path for the individual student.

Faculty engagement is provided through in-service trainings that will help connect classroom content to student’s interests, hobbies, and career aspirations. Teachers will have access to Xello, which assignments can be given, graded, and inform the teachers of the student’s career goals.

The career plans are reviewed annually by the counselor each year starting in 6th grade. At the high school level, counselors will meet individually with students for scheduling and review student plans for graduation and post-secondary plans.

Career Portfolio Snapshot:

Personal Profile for student X

Career Matchmaker results (Top 10 careers): 12/19/2017

1. Bank manager
2. School Superintendent
3. Auditor
4. Principal
5. Postsecondary education Administrator
6. Forensic Accountant
7. Financial Manager
8. Association Manager
9. Healthcare Administrator
10. Municipal Clerk

Career Matchmaker Career Cluster Recommendations:

1. Business Management & Administration
2. Finance

Selected Level of Education

- High School
- Community College (including technical, vocational and apprenticeship training)
- University

Hobbies & Interests:

Activity	Comment
Volunteerism	I like to volunteer at a homeless shelter.
Music	I play the trumpet and cello.
Fundraising	I own a non-profit business that fundraises about \$1,000 a year.
Coins	I collect challenges coins from people in the military that give them to me.
Computer Programming	At Cumberland Valley I learned how to program and create games.
Video Games	I am a gamer and game daily

Awards and Certificates

PSEA Human and Civil Rights Student Leader Award	May 2017	
Philanthropist	December 2014	I got this award by fundraising for Carlisle Cares.
Exceptional Duty	July 2014	I got this because raised money for a K-9 at Silver Spring Township.

Volunteer Experiences

Sept. 2011 - Present	Carlisle Cares Fundraiser and Ambassador	Carlisle, PA	Hours: 288
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Career and Technical Center Strategy:

- Describe your activities/events and interventions for increasing awareness for student/parents and educators regarding your Career and Technical Center.
- Include these in your curriculum action plan and stakeholder strategy charts. (Areas may include: Awareness ideas, recruitment, communication between sending school and CTC, professional development ideas for teachers, parent information and using current CTC students. To educate all stakeholders about the benefits of various Programs of Study and college articulation credits).
- Report data on how many students currently attend and their completion rates and set goals for increasing retention rates once they attend the CTC (Use the Data Collection Form to report this).

Job Descriptions:

- **Department Chairperson**

- The primary function of the department chairperson is to focus on ways to improve educational quality in the West Perry School District. Responsibilities involved working with other professional staff members within the district to enhance communication, curriculum articulation and general understanding of the instructional program. The department chair is responsible to the coordinator of student services for curriculum and instruction. Appointments are made by the board of school directors upon the recommendations of the superintendent from applications submitted by professional staff.
- The department chairperson is expected to participate on special project teams and perform the following general functions:
 - Assist with curriculum articulation horizontally and vertically within the school district organization.
 - Assist with development and revision of current as well as proposed curriculum offerings including election and adoption of texts.
 - Initiate action to update planned courses and curriculum guides on a continuing basis.
 - Serve as instructional liaison between administration and staff providing leadership on the staff team in implementing the curriculum and coordinating instructional practices.
 - Assist in the assessment of district programs to assure attention to continuity, relevance and student outcomes in their subject areas.
 - Assist the administration in planning and presenting staff development programs and workshops.
 - Participate in the budget process by making needs known and

distributing, collecting, reviewing and submitting budget directions and requests.

- Consult with fellow staff members assist the principal in ordering instructional materials within respective departments including multimedia and supplementary material.
- Assist the principal in maintaining inventories of all instructional materials including textbooks and basal series.
- Chair department meetings.
- Advise the administration on facilities.
- Assist with other duties as may reasonably be requested by the district administration such as providing scheduling input, attendance at board meetings to support/address textbook recommendations or curriculum, and participating in the interview process.

- **High School Counselor**

- **Function of the Position:** Provide the necessary school guidance at the high school level. These may include areas of individual and group counseling, staff and student orientation, test administration and interpretation, information maintenance and dissemination, cooperation with staff, administration, and the community.
- **Reporting Relationships:** Reports to building principal and Director of Pupil Services, provides communication as required concerning the achievement of objectives, summary of activities, and other matters relating to the guidance function.
- **Duties and Responsibilities:**
 - Cooperate with building administrators in the evaluation of program components in the area of pupil services.
 - Develop and manage an annual budget of pupil service components.
 - Maintain communication with the staff, administration, and community relating to pupil services.
 - Oversee the completion of reports and surveys as directed by the administration.
 - Develop new and creative programs to address student needs.
 - Provide individual and group counseling, student orientation, test administration, and interpretation, information maintenance and dissemination, and cooperative efforts with staff, administration, and community members.
 - Counsel regarding decision making for career plans, academic issues, personal/social issues.
 - Consult with students, parents, faculty, administration, and agencies.
 - Maintain, update, and produce accurate records and reports.
 - Share knowledge of current resources related to career, academic,

and personal/social domains.

- Pursue a personal program of professional development and networking.
- Administer and interpret standardized assessment instruments.
- Intervene and support in crisis situations.
- Promote special opportunities for staff and students.
- Provide systematic communication with administration, staff, and parents.

- **Middle School Counselor**

- **Function of Position:** Provides the necessary school guidance at the middle school level. These may include areas of individual and group counseling, staff and student orientation, test administration and interpretation, information maintenance and dissemination, and cooperation with staff, administration and the community.
- **Reporting relationships:** Reports to the building principal. Provides communication as required concerning the achievement of objectives, summary of activities, and other matters relating to the guidance function.
- **Duties and Responsibilities:**
 - Cooperate with building administrators in the evaluation of program components in the area of pupil services.
 - Develop and manage an annual budget of pupil service components.
 - Maintain communication with the staff, administration, and community relating to pupil services.
 - Oversee the completion of reports and surveys as directed by the administration.
 - Develop new and creative programs to address student needs.
 - Provide individual and group counseling, student orientation, test administration, and interpretation, information maintenance and dissemination, and cooperative efforts with staff, administration, and community members.
 - Counsel regarding decision making for career plans, academic issues, personal/social issues.
 - Consult with students, parents, faculty, administration, and agencies.
 - Maintain, update, and produce accurate records and reports.
 - Share knowledge of current resources related to career, academic, and personal/social domains.
 - Pursue a personal program of professional development and networking.
 - Administer and interpret standardized assessment instruments.
 - Intervene and support in crisis situations.
 - Promote special opportunities for staff and students.
 - Provide systematic communication with administration, staff, and

parents.

Elementary School Counselor

- **Function of position:** Provide the necessary school guidance at the elementary level. These may include classroom guidance lessons, small group counseling, individual counseling, collaboration with teachers, parents and community agencies, gifted screenings, student attendance improvement plans, crisis intervention, behavior management, and 504 plans.
- **Reporting Relationship:** Reports to the building principal. Provides communication as required concerning the achievement of objectives, summary of activities, and other matters relating to the guidance function.
- **Duties and responsibilities:**
 - Monthly classroom guidance lessons in personal/social, academic, and career domains
 - Assist with academic, social, emotional, and behavioral problems through small group or individual counseling
 - Consult with teachers to create behavior management plans
 - Assist students/families with family concerns/crisis
 - Assist with/case manage 504 plans
 - Perform gifted screenings
 - Communicate with families and community members
 - Serve as consultants to parents/guardians, staff, and administration
 - Make referrals to outside agencies as necessary
 - Facilitate Student Attendance Improvement Plans
 - Maintain confidential records
 - Participate in relevant professional development and professional communities
 - Implement such other duties consistent with the guidance role as may be assigned by administration