

## Chapter 339 K-12 Guidance Plan Outline

School District \_\_\_Warrior Run School District\_\_\_\_\_Date \_\_\_\_\_June 14, 2013\_\_\_\_\_

1. **School Counselors and Assignments:**(List the names and responsibility areas of all counselors
  - Elizabeth Brewer – Warrior Run Elementary Schools; 635:1
  - Linda Springman – Warrior Run Middle School; 250:1
  - Christopher Long – Warrior Run Middle School; 250:1
  - James Houser – Warrior Run High School; 250:1
  - Kaitlin Eck – Warrior Run High School; 250:1
  
2. **School-Counseling Department Mission Statement**
  - It is the mission of Warrior Run School District’s school counseling program to facilitate each student’s personal/social, academic, and career development, to prepare them for college and career success.
  
3. **Program Goals:** Describe your major program goals connected to the mission of the school district in all three domains:
  - a. Increase the percentage of students K-12 who can identify their own "spark" or passion by 10% of the baseline results. Baseline will be established at the beginning of the 2013-2014 school year.
  
  - b. Have 100% of 8<sup>th</sup> grade students develop an academic/career plan by the end of the 2013-2014 school year.
  
  - c. Increase to 90% the number of high school students that graduate with a written career plan.
  
4. **Stakeholders:**
  - Students
    - The students of Warrior Run School District will receive

curriculum focused on academic, career, and personal/social skills in order to make educated and reasonable decisions that will lead to their successful future. Students will also participate in individual student planning to develop goals related to their interests and abilities.

- Students will serve roles in mentoring other students in areas of career choices and opportunities. Students may present their experiences in the school counseling program to other stakeholders. The three student representatives on the advisory council will initially come from grades seven, ten, and twelve.
- Parents
  - Parents have a pivotal role in helping their children as they move forward through career exploration to career/college choices. Parents will be informed of opportunities, standards, and options for their children so they can communicate these opportunities and help plan the future with their children, as well as be advocates for their children in the choices they make. Parents will be made aware of ongoing school counseling services throughout the student's school years.
  - Parents are stakeholders in their children's academic lives through participating in student decision making choices regarding course selections, career and college exploration, and school efforts to make students aware of opportunities for their futures. Parents will provide input to the school counseling program through their participation in school career programming, as well as serving on the advisory council.
- Educators
  - Teachers, administrators, and school board members will be asked to promote the beliefs and mission of the school counseling program. Educators will accomplish this through classroom instruction, meetings with parents, students, and community members as well as attending and participating in programs developed by the school counseling department. Educators will also be asked to serve on the advisory council.
  - Educators will be made aware of the mission and goals through their participation on the advisory council as well as through informational sessions during professional development days, the school counseling website, and counselor driven presentations.
- Business/Community
  - The business community will benefit from the guidance program

by having access to employees who have an understanding of the value of positive social interactions, teamwork, goal setting, communication, and the academic skills needed in the workforce.

- As partners, members of the business community will provide opportunities to students to job shadow, provide support of guidance curriculum in the areas of workplace expectations and serve on the advisory council.
- Post-Secondary
  - Post-secondary partners will assist the Warrior Run School District school counseling program in preparing the students for post-secondary success. They can provide services such as classroom presentations focused on employability, opportunities for students to meet with departments at the university level, and meaningful conversations between college students and high school students.
  - There will be three representatives in the post-secondary realm, one from a four year university, one from a technical school and one from a community college. Their role on the advisory council will be to help guide the program in preparing our students for post-secondary success.

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

- The school counselor's role is to encourage personal responsibility in students as they work toward becoming successful citizens in an ever changing global society.
  - A. As a Leader
    - member of School-Wide Positive Behavior Support Committee
    - member of the WRAP team
    - member of strategic planning committee
    - member of Act 48 committee
    - presenter to community organizations, school board etc. on school initiatives that impact students' personal/social, academic, and career development
  - B. As an Advocate
    - liaison for students with parents, teachers, and outside agencies
    - promoter of equitable access to educational services to all students
  - C. As a Collaborator
    - member of grade-level teams, building and district-wide teams
  - D. As an Agent of Systemic Change
    - member of professional school counseling organizations
    - resource to provide input when called upon by administrators

regarding various decision-making topics

- 6. Advisory Council**-The advisory council is a representative group of stakeholders selected to review and advise on the implementation of the school counseling program. The advisory council will assist school counselors by advising on program goals; reviewing program results; making recommendations about the school counseling program; advocating and engaging in public relations for the school counseling program; advocating for funding and resources.

Members of the Warrior Run School District Advisory Council include:

Cariea	Robbins	Student
Zach	Smith	Student
Sarah	Grow	Student
Jennifer	Meule	Parent
Ben	Hormell	Parent
Luci	Hartman	Parent
Jeremy	Betz	Educator
Bill	George	Board Member
Bernadette	Boerckel	Administration
Lisa	McManus	Business
Todd	Ross	Business
John	Rishel	Business
Jeannette	Carter	Post-Secondary
Sarah	Hoffing	Post-Secondary
Jim	Christy	Post-Secondary

Our first meeting took place on May 1, 2013. In the future meetings will occur on the 3<sup>rd</sup> Tuesday in October and the 2<sup>nd</sup> Tuesday in May.

7. Program Calendar:

**Monthly Counseling Calendar**  
**for the Elementary Schools**  
**2012-2013**

Key: Green = Guidance Curriculum; Purple = Prevention, Intervention, and Responsive Services; Blue = Individual Student Planning; Maroon = System Support

<u>July</u>	<u>January</u>
Academic:	Academic: Psychological screenings Parent/Teacher/Student conferences Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in Child Study meetings (if possible)
Career:	Career:
Personal/Social:	Personal/Social: Guidance Classes- How to Handle a Bully Individual counseling as needed IEP Support groups
<u>August</u>	<u>February</u>
Academic: New Student and Kindergarten Orientations Psychological screenings Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in Child Study meetings	Academic: -PSSA Prep: Persistence, Stay-Focused, Solid Attitude for 3 <sup>rd</sup> and 4 <sup>th</sup> grades Psychological screenings Parent/Teacher/Student conferences Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in Child Study meetings (if possible)
Career:	Career: Begin “ Busy Bear Goes to Work” project with second grades Begin “ Career Cafés” with fourth grades
Personal/Social: “New Kids on the Block” sessions Individual counseling as needed IEP Support groups	Personal/Social: Guidance Classes: The ABC’s of Feelings Individual counseling as needed IEP Support groups
<u>September</u>	<u>March</u>
Academic: Guidance classes: School Success	Academic: Psychological screenings

<p>Psychological screenings  Parent/Teacher/Student conferences  <b>Input for ER, RR, GIEP, and 504 evaluations/referrals</b>  <b>Participate in Child Study meetings</b></p>	<p>Parent/Teacher/Student conferences  <b>Spring Book Discussion for Parents</b>  <b>Input for ER, RR, GIEP, and 504 evaluations/referrals</b>  <b>Participate in Child Study meetings (if possible)</b></p>
<p><b>Career:</b></p>	<p><b>Career:</b>  Continue “ Busy Bear Goes to Work” project with second grades  Continue “ Career Cafés” with fourth grades  <b>Prepare for Career on Wheels Day at each school with committee</b></p>
<p><b>Personal/Social:</b>  Individual counseling as needed  IEP Support groups</p>	<p><b>Personal/Social:</b>  <b>Guidance Classes: Handling Emotions</b>  Individual counseling as needed  IEP Support groups</p>
<u><b>October</b></u>	<u><b>April</b></u>
<p><b>Academic:</b>  <b>Guidance Classes:</b>  -<b>Staying Safe- Bus and Fire Safety</b>  -<b>Being A Friend</b>  Psychological screenings  Parent/Teacher/Student conferences  <b>Input for ER, RR, GIEP, and 504 evaluations/referrals</b>  <b>Participate in Child Study meetings</b></p>	<p><b>Academic:</b>  Psychological screenings  Parent/Teacher/Student conferences  <b>Input for ER, RR, GIEP, and 504 evaluations/referrals</b>  <b>Participate in Child Study meetings (if possible)</b></p>
<p><b>Career:</b></p>	<p><b>Career:</b>  <b>Guidance Classes: Careers and Me</b>  “Career on Wheels Day” in each school  Continue “ Busy Bear Goes to Work” project with second grades  Continue “ Career Cafés” with fourth grades</p>
<p><b>Personal/Social:</b>  Individual counseling as needed  IEP Support groups</p>	<p><b>Personal/Social:</b>  Psychological screenings  Parent/Teacher/Student conferences  <b>Input for ER, RR, GIEP, and 504 evaluations/referrals</b>  <b>Participate in Child Study meetings (if possible)</b></p>
<u><b>November</b></u>	<u><b>May</b></u>
<p><b>Academic:</b>  <b>Guidance Classes: (Watson town- Honoring Veterans)</b>  Psychological screenings</p>	<p><b>Academic:</b>  Psychological screenings  Parent/Teacher/Student conferences  <b>Fourth Grade Trip to Middle School</b></p>

<b>Parent/Teacher/Student conferences</b> <b>Fall Book Discussion for Parents</b> <b>Input for ER, RR, GIEP, and 504 evaluations/referrals</b> <b>Participate in Child Study meetings</b>	<b>Spring Book Discussion for Parents</b> <b>Input for ER, RR, GIEP, and 504 evaluations/referrals</b> <b>Participate in Child Study meetings (if possible)</b>
<b>Career:</b>	<b>Career:</b> <b>Guidance Classes: Career Portfolios</b> <b>Continue “ Busy Bear Goes to Work” project with second grades</b> <b>Continue “ Career Cafés” with fourth grades</b>
<b>Personal/Social:</b> <b>Guidance Classes: Getting Along with Others</b> <b>Individual counseling as needed</b> <b>IEP Support groups</b>	<b>Personal/Social:</b> <b>Individual counseling as needed</b> <b>IEP Support groups</b> <b>Spring Book Discussion for Parents</b>
<b><u>December</u></b>	<b><u>June</u></b>
<b>Academic:</b> <b>Psychological screenings</b> <b>Parent/Teacher/Student conferences</b> <b>Input for ER, RR, GIEP, and 504 evaluations/referrals</b> <b>Participate in Child Study meetings</b>	<b>Academic:</b> <b>Psychological screenings</b> <b>Parent/Teacher/Student conferences</b> <b>Input for ER, RR, GIEP, and 504 evaluations/referrals</b> <b>Participate in Child Study meetings</b>
<b>Career:</b>	<b>Career:</b>
<b>Personal/Social:</b> <b>Guidance Classes:</b> <b>-The Giving Tree</b> <b>-Acceptance of Others</b> <b>Individual counseling as needed</b> <b>IEP Support groups</b>	<b>Personal/Social:</b> <b>Guidance Classes: Staying Safe this Summer</b> <b>Individual counseling as needed</b> <b>IEP Support groups</b>

## Middle School Monthly Counseling Calendar

Key: Green = Guidance Curriculum; Purple = Prevention, Intervention, and Responsive Services; Blue = Individual Student Planning; Maroon = System Support

<u>July</u>	<u>January</u>
Academic:	Academic: 8 <sup>th</sup> Grade High School Orientations 5 <sup>th</sup> Grade Interest in school subject activity Second Semester Meetings with students who are in danger of failing Individual Academic Appointments Facilitating and documenting Grade Level Team meetings Participation in Child Study Team Meetings Input for ER, RR, GIEP, and 504 evaluations/referrals Psychological Screenings
Career:	Career: The Real Game AE Activity SAT Participation for those qualified through CTY Program Events preparation including transportation and scheduling
Personal/Social:	Personal/Social: Support Groups Individual counseling as needed Participation in WRAP and SWPBS meetings
<u>August</u>	<u>February</u>
Academic: 5 <sup>th</sup> Grade Orientation Facilitating and documenting Grade Level Team meetings Input for ER, RR, GIEP, and 504 evaluations/referrals Psychological Screenings New enrollments	Academic: Participation in Child Study Team Meetings Second Semester Meetings with students who are in danger of failing Individual Academic Appointments Facilitating and documenting Grade Level Team meetings Input for ER, RR, GIEP, and 504 evaluations/referrals Psychological Screenings
Career:	Career: High school course selection appointments The Real Game AE Activity 5 <sup>th</sup> grade Career Café Events preparation including transportation and scheduling

Personal/Social: Individual counseling as needed Participation in WRAP and SWPBS meetings	Personal/Social: Support Groups Individual counseling as needed Participation in WRAP and SWPBS meetings
<b><u>September</u></b>	<b><u>March</u></b>
Academic: Grade level presentations on academic expectations Participation in Child Study Team Meetings Facilitating and documenting Grade Level Team meetings Input for ER, RR, GIEP, and 504 evaluations/referrals Psychological Screenings	Academic: Participation in Child Study Team Meetings PSSA Prep and Administration Facilitating and documenting Grade Level Team meetings Input for ER, RR, GIEP, and 504 evaluations/referrals Psychological Screenings
Career: The Real Game AE Activity	Career: The Real Game AE Activity 5 <sup>th</sup> grade Career Café SAT Participation for those qualified through CTY Program Events preparation including transportation and scheduling
Personal/Social: Guidance lessons related to grade specific needs Support Groups Individual counseling as needed Participation in WRAP and SWPBS meetings	Personal/Social: Support Groups Individual counseling as needed Participation in WRAP and SWPBS meetings
<b><u>October</u></b>	<b><u>April</u></b>
Academic: Participation in Child Study Team Meetings Facilitating and documenting Grade Level Team meetings Input for ER, RR, GIEP, and 504 evaluations/referrals Psychological Screenings	Academic: Participation in Child Study Team Meetings PSSA Prep and Administration Facilitating and documenting Grade Level Team meetings Input for ER, RR, GIEP, and 504 evaluations/referrals Psychological Screenings
Career: Career Speakers for 6 <sup>th</sup> and 7 <sup>th</sup> grade students 8 <sup>th</sup> grade LCTC presentation The Real Game AE Activity Events preparation including transportation and scheduling	Career: 8 <sup>th</sup> grade job shadowing The Real Game AE Activity Events preparation including transportation and scheduling
Personal/Social: Support Groups Individual counseling as needed Participation in WRAP and SWPBS meetings	Personal/Social: Support Groups Individual counseling as needed Participation in WRAP and SWPBS meetings
<b><u>November</u></b>	<b><u>May</u></b>

<p>Academic: Participation in Child Study Team Meetings Facilitating and documenting Grade Level Team meetings Input for ER, RR, GIEP, and 504 evaluations/referrals Psychological Screenings</p>	<p>Academic: Participation in Child Study Team Meetings Facilitating and documenting Grade Level Team meetings 4<sup>th</sup> grade orientation Input for ER, RR, GIEP, and 504 evaluations/referrals Psychological Screenings</p>
<p>Career: 8<sup>th</sup> grade career fair The Real Game AE Activity Events preparation including transportation and scheduling</p>	<p>Career: The Real Game AE Activity 5<sup>th</sup> grade Career Café</p>
<p>Personal/Social: Support Groups Individual counseling as needed Participation in WRAP and SWPBS meetings</p>	<p>Personal/Social: Support Groups Individual counseling as needed Participation in WRAP and SWPBS meetings</p>
<b><u>December</u></b>	<b><u>June</u></b>
<p>Academic: CTY Program Participation in Child Study Team Meetings Facilitating and documenting Grade Level Team meetings Input for ER, RR, GIEP, and 504 evaluations/referrals Psychological Screenings\</p>	<p>Academic: Facilitating and documenting Grade Level Team meetings 8<sup>th</sup> grade high school tours Input for ER, RR, GIEP, and 504 evaluations/referrals Psychological Screenings</p>
<p>Career: 6<sup>th</sup>-8<sup>th</sup> Grade Holland Personality types The Real Game AE Activity Events preparation including transportation and scheduling</p>	<p>Career:</p>
<p>Personal/Social: Support Groups Individual counseling as needed Participation in WRAP and SWPBS meetings</p>	<p>Personal/Social: Individual counseling as needed 8<sup>th</sup> grade high school tours Participation in WRAP and SWPBS meetings</p>

## High School Monthly Counseling Calendar

(Key: Green=Guidance Curriculum; Purple=Prevention, Intervention and Responsive Services;  
Blue=Individual Student Planning; Maroon=System Support)

<u>July</u>	<u>January</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>▪ PowerSchool Rollover Preparation</li> <li>▪ Master schedule revisions/schedule changes</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>▪ Child Find meeting (monthly)</li> <li>▪ Meet with at-risk students</li> <li>▪ Schedule changes at semester time</li> <li>▪ Review 2<sup>nd</sup> m.p. Report Cards for printing                             <ul style="list-style-type: none"> <li>○ Store grades/clear earned credit</li> <li>○ Run class rank</li> <li>○ Honor Roll report</li> </ul> </li> </ul>
<b>Career:</b>	<b>Career:</b> <ul style="list-style-type: none"> <li>▪ 8<sup>th</sup> grade course selection presentations</li> <li>▪ Course Selection Assemblies</li> <li>▪ 9<sup>th</sup> gr LCTC field trip</li> </ul>
<b>Personal/Social:</b>	<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>▪ Crisis response</li> </ul>
<u>August</u>	<u>February</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>▪ 9<sup>th</sup> Grade Orientation</li> <li>▪ First day of school grade level assemblies</li> <li>▪ New Enrollments</li> <li>▪ Schedule Changes</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>▪ Child Find meeting (monthly)</li> <li>▪ Individual Course Selection meetings</li> <li>▪ AP registration</li> <li>▪ CDT setup</li> </ul>
<b>Career:</b> <ul style="list-style-type: none"> <li>▪ Lyco awareness at 9<sup>th</sup> grade orientation</li> </ul>	<b>Career:</b>
<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>▪ Crisis response</li> <li>▪ SWPBS meeting</li> </ul>	<b>Personal/Social:</b> <ul style="list-style-type: none"> <li>▪ Crisis response</li> </ul>
<u>September</u>	<u>March</u>
<b>Academic:</b> <ul style="list-style-type: none"> <li>▪ Meet with at-risk students (progress reports)</li> <li>▪ 12<sup>th</sup> grade postsecondary planning interviews</li> <li>▪ Child Find meeting (monthly)</li> <li>▪ PSAT Registration</li> </ul>	<b>Academic:</b> <ul style="list-style-type: none"> <li>▪ Child Find meeting (monthly)</li> <li>▪ Assist with development of master schedule</li> </ul>

<p>Career:</p> <ul style="list-style-type: none"> <li>▪ 9<sup>th</sup> grade Graduation Projects (English classes)</li> <li>▪ 10<sup>th</sup> grade Graduation Projects (English classes)</li> <li>▪ Career Readiness course (11<sup>th</sup> grade)</li> <li>▪ Junior Parent Night</li> <li>▪ Senior Parent Night</li> </ul>	<p>Career:</p>
<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>▪ Student Interviews (beginning of year)</li> <li>▪ Crisis response</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>▪ Crisis response</li> </ul>
<b><u>October</u></b>	<b><u>April</u></b>
<p>Academic:</p> <ul style="list-style-type: none"> <li>▪ Child Find meeting (monthly)</li> <li>▪ PSAT Administration</li> <li>▪ PSSA Retest Scheduling &amp; Administration</li> </ul>	<p>Academic:</p> <ul style="list-style-type: none"> <li>▪ Child Find meeting (monthly)</li> <li>▪ Meet with at-risk students</li> <li>▪ Keystone goal setting and results review</li> <li>▪ Review 3<sup>rd</sup> m.p. report cards for printing <ul style="list-style-type: none"> <li>○ Store grades/clear earned credit</li> <li>○ Honor Roll report</li> </ul> </li> </ul>
<p>Career:</p> <ul style="list-style-type: none"> <li>▪ Graduation Project Presentations (11<sup>th</sup> grade)</li> </ul>	<p>Career:</p>
<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>▪ Crisis response</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>▪ Crisis response</li> </ul>
<b><u>November</u></b>	<b><u>May</u></b>
<p>Academic:</p> <ul style="list-style-type: none"> <li>▪ Child Find meeting (monthly)</li> <li>▪ Meet with at-risk students</li> <li>▪ Keystone goal setting</li> <li>▪ Keystone Exam setup</li> <li>▪ Review 1<sup>st</sup> m.p. Report Cards for printing <ul style="list-style-type: none"> <li>○ Store grades/clear earned credit</li> <li>○ Honor Roll Report</li> </ul> </li> </ul>	<p>Academic:</p> <ul style="list-style-type: none"> <li>▪ Child Find meeting (monthly)</li> <li>▪ AP Testing – Registration &amp; Proctoring</li> <li>▪ State Testing – Scheduling</li> <li>▪ Proctor Finals (as needed)</li> <li>▪ LCTC enrollment paperwork</li> </ul>
<p>Career:</p> <ul style="list-style-type: none"> <li>▪ Career Fair (10<sup>th</sup> graders)</li> <li>▪ Financial Aid night</li> </ul>	<p>Career:</p>

Personal/Social: <ul style="list-style-type: none"> <li>▪ Crisis response</li> </ul>	Personal/Social: <ul style="list-style-type: none"> <li>▪ Crisis response</li> </ul>
<b><u>December</u></b>	<b><u>June</u></b>
Academic: <ul style="list-style-type: none"> <li>▪ Child Find meeting (monthly)</li> <li>▪ Keystone administration/proctoring</li> </ul>	Academic: <ul style="list-style-type: none"> <li>▪ Review 4<sup>th</sup> m.p. report cards for printing             <ul style="list-style-type: none"> <li>○ Store grades</li> <li>○ Run class rank</li> <li>○ Honor Roll Report</li> </ul> </li> <li>▪ Underclassmen Awards</li> <li>▪ Review Year-End grades for failures</li> <li>▪ Summer School registration</li> <li>▪ Order PSAT materials</li> </ul>
Career: <ul style="list-style-type: none"> <li>▪ Lyco assembly (9<sup>th</sup> graders)</li> </ul>	Career:
Personal/Social: <ul style="list-style-type: none"> <li>▪ Crisis response</li> </ul>	Personal/Social: <ul style="list-style-type: none"> <li>▪ Schedule 8<sup>th</sup> grade tours</li> </ul>

8. **Program Delivery:**  
**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM**  
**for the Elementary Schools**  
**2012-2013**

<p><b>Guidance Curriculum</b> Provide developmental, comprehensive guidance program content in a systematic way to all students preK-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> -Guidance Classes in school success including good listening skills, 4<sup>th</sup> grade agendas, learning styles. - New Student and Kindergarten Orientations</p>	<p><b>Academic</b> -Parent/Teacher/ Student Conferences -Fall Parent Book Discussion for Parents - Psychological screenings</p>	<p><b>Academic</b> -</p>	<p><b>Academic</b> -Input for ER, RR, GIEP, and 504 evaluations/referrals -Participate in Child Study meetings</p>
<p><b>Career</b> -Guidance Classes on career awareness and preparation "Career Cafés for 4<sup>th</sup> grades "Busy Bear Project" for 2<sup>nd</sup> grades "Career on Wheels Day" for entire school</p>	<p><b>Career</b></p>	<p><b>Career</b> -Individual Career Portfolios</p>	<p><b>Career</b> -Work with committee for Career on Wheels Day -Invite parents &amp; community members to Career Cafes</p>
<p><b>Personal/Social</b> -Guidance classes on getting along with others, manners, bullying safety, and feelings -"New Kids on the Block" sessions</p>	<p><b>Personal/Social</b> -Individual counseling as needed -IEP Support groups --Parent/Teacher/ Student Conferences - Spring Parent Book Discussion for Parents</p>	<p><b>Personal/Social</b></p>	<p><b>Personal/Social</b> -Coordinating meetings with outside agencies as needed to support the student/family needs -Participation in school and district wide crisis team as needed</p>

<b>Counselor Role</b> Classroom guidance lessons, Consultation, Coordination of transportation, Coordination of Business Partners	<b>Counselor Role</b> Individual/group counseling, consultation, parent conferences	<b>Counselor Role</b> Individual counseling,	<b>Counselor Role</b> Special education meetings, WRAP meetings, SWPBS meetings
<b>Percentage of Time</b>  40%	<b>Percentage of Time</b>  25%	<b>Percentage of Time</b>  1%	<b>Percentage of Time</b>  34%

**(From ASCA Workbook, page 59)**

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM**  
**Middle School 2012-2013**

<p align="center"><b>Guidance Curriculum</b></p> <p>Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12</p>	<p align="center"><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs</p>	<p align="center"><b>Individual Student Planning</b></p> <p>Assists students and parents in development of academic and career plans</p>	<p align="center"><b>System Support</b></p> <p>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> -Grade level presentations on academic expectations -Transition programs including 5<sup>th</sup> grade orientations</p>	<p><b>Academic</b> -Center for Talented Youth (CTY) Program -Parent communication -Teacher consultation -Psychological Screenings</p>	<p><b>Academic</b> -Attendance at MDT meetings -Second semester meetings with students who are in danger of failing -Mid-year academic appointments</p>	<p><b>Academic</b> -PSSA Prep and Administration -Facilitating and documenting grade level team meetings -Participation in Child Study Team meetings -Input for ER, RR, GIEP, and 504 evaluations/referrals</p>
<p><b>Career</b> -Career Speakers in 6<sup>th</sup> and 7<sup>th</sup> Grade -8<sup>th</sup> Grade Career Fair -8<sup>th</sup> Grade Presentation from LCTC -8<sup>th</sup> Grade Job Shadowing -5<sup>th</sup> Grade Career Café -6<sup>th</sup> Grade Holland Personality Types (2012-13 also administered to 7<sup>th</sup> &amp; 8<sup>th</sup> graders) -5<sup>th</sup> Grade School/Interest/Career Activity</p>	<p><b>Career</b> -The Real Game Academic Excellence Activity</p>	<p><b>Career</b> -HS course selection appointments -SAT participation for those qualified through CTY Program</p>	<p><b>Career</b> -Events preparation including transportation, chaperones, and scheduling</p>
<p><b>Personal/Social</b> -Guidance lessons related to grade specific needs including</p>	<p><b>Personal/Social</b> -Support Groups that include separate Guy &amp; Girl friendship</p>	<p><b>Personal/Social</b> -Individual counseling as needed</p>	<p><b>Personal/Social</b> -Coordinating meetings with outside agencies as needed to</p>

bullying, friendships, WRAP program, and the WRSD harassment policy -8 <sup>th</sup> grade high school tours	groups, Loss group, FISH group, Anger management group -WRAP team member and case manager - Response to student needs and/or crises		support the student/family needs -Participation in WRAP team meetings -Participation in SWPBS meetings -Participation in school and district wide crisis team as needed
<b>Counselor Role</b>  Classroom guidance lessons, Consultation, Coordination of transportation, Coordination of Business Partners	<b>Counselor Role</b>  Individual/group counseling, consultation, parent conferences, academic excellence lessons	<b>Counselor Role</b>  Individual counseling, acting as a team member, coordination of programs	<b>Counselor Role</b>  Grade level meetings, preparing and administering testing, special education meetings, WRAP meetings, SWPBS meetings
<b>Percentage of Time</b>  15%	<b>Percentage of Time</b>  30%	<b>Percentage of Time</b>  25%	<b>Percentage of Time</b>  30%

(From ASCA Workbook, page 59)

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

<p align="center"><b>Guidance Curriculum</b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p align="center"><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs.</p>	<p align="center"><b>Individual Student Planning</b></p> <p>Assists students and parents in development of academic and career plans.</p>	<p align="center"><b>System Support</b></p> <p>Includes program, staff and school support activities and services.</p>
<p align="center"><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 align="center"><b>Purpose</b></p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p align="center"><b>Purpose</b></p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p align="center"><b>Purpose</b></p> <p>Program delivery and support.</p>
<p align="center"><b>Academic</b></p> <p>*9<sup>th</sup> Grade Orientation *1<sup>st</sup> day of school grade level assemblies</p> <p>*SAT Question of the day contest</p>	<p align="center"><b>Academic</b></p> <p>*Child Study team member *Parent phone calls *Teacher concerns *Meet with at-risk students (progress reports)</p> <p>*Develop program for at-risk students</p>	<p align="center"><b>Academic</b></p> <p>*Input for ER, RR, 504, GIEPs *Keystone goal setting</p>	<p align="center"><b>Academic</b></p> <p>*Consultation with teachers *New Enrollments *Schedule changes *PSAT registration and administration *PSSA retest scheduling and administration *Keystone administration/proctoring *AP registration and proctoring *CDT &amp; Keystone setup *PowerSchool Duties (report cards, storing grades, clearing earned credits, class rank, honor roll, adjusting final grade setup, years &amp; terms, rollover preparation) *Summer school registration *Master schedule development/revisions/changes</p>
<p align="center"><b>Career</b></p> <p>*9<sup>th</sup> grade grad. project *10<sup>th</sup> grade grad. project *Course selection presentation (8<sup>th</sup> gr)</p>	<p align="center"><b>Career</b></p>	<p align="center"><b>Career</b></p> <p>*Course selection</p>	<p align="center"><b>Career</b></p> <p>*Junior Parent Night *Senior Parent Night *College Rep Visits *Financial Aid Night</p>

<p>*Course selection assemblies</p> <p>*Lyco awareness at 9<sup>th</sup> grade orientation</p> <p>*Lyco Assembly (9<sup>th</sup> gr)</p> <p>*Lyco Field Trip (9<sup>th</sup> gr)</p> <p>*Career Fair (10<sup>th</sup> gr)</p> <p>*Career Readiness II Course (11<sup>th</sup> gr)</p> <p>*12<sup>th</sup> grade post-secondary planning interviews</p> <p><i>*ASVAB (10<sup>th</sup> gr)</i></p> <p><i>*Job Shadow (11<sup>th</sup> gr.)</i></p> <p><i>*Restructure graduation project</i></p>			
<p><b>Personal/Social</b></p> <p><i>*Student interviews (begin. of year, 9-12)</i></p>	<p><b>Personal/Social</b></p> <p>*SAP team member/case manager</p> <p>*Crisis response</p>	<p><b>Personal/Social</b></p> <p>*Individual counseling &amp; peer counseling as needed</p>	<p><b>Personal/Social</b></p> <p>*Crisis team member</p> <p>*Participation in SAP team meetings</p> <p>*SWPBS team member</p>
<p><b>Counselor Role</b></p> <p>Whole group presentations,, Consultation, Coordination of transportation, Coordination of Business Partners</p>	<p><b>Counselor Role</b></p> <p>Individual counseling, consultation, parent conferences</p>	<p><b>Counselor Role</b></p> <p>Individual counseling, acting as a team member, coordination of programs</p>	<p><b>Counselor Role</b></p> <p>Grade level meetings, preparing and administering testing, special education meetings, WRAP meetings, SWPBS meetings</p>
<p><b>Percentage of Time</b></p> <p>5%</p>	<p><b>Percentage of Time</b></p> <p>20%</p>	<p><b>Percentage of Time</b></p> <p>35%</p>	<p><b>Percentage of Time</b></p> <p>40%</p>

(From ASCA Workbook, page 59.)

9. **Curriculum Action Plan** : This document further explains the items listed in the

Guidance Curriculum section of the Delivery System chart. (Note: Black print represents programs/activities currently in place, while red represents proposed programs/activities).

10. **Organizing Career /Postsecondary Resources-** Through some programs that are currently offered and through expanding programs in the Warrior Run School Counseling Department, we will utilize the following resources to aide us in further enhancing the career counseling program. These activities will include but are not limited to job shadow days, career speakers, careers on wheels, etc.

**Organizing Career Resources**

<b>Resource Types</b>	<b>List Resources</b>
<b>Organizations/Agencies</b>	Junior Achievement, Elizabeth Ackerman 2420 Cehman Lane, Suite 100 Lancaster, PA 17602 717-669-3618
Intermediary Organizations	CSIU 90 Lawton Lane, Milton, PA 17847 524-7104  Watsontown Ministerium 501 Main Street, Watsontown, PA 17777 538-2512  Evangelical Community Hospital 1 Hospital Drive, Lewisburg, PA 17837 522-2000  Susquehanna Health Systems 700 High Street, Williamsport, PA 17701 321-1000  Geisinger Medical Center 100 North Academy Avenue, Danville, PA 271-6212  River Woods River Road, Lewisburg, PA 17837 524-2271  Kramms 743 Mahoning Street, Milton, PA 17847 742-2681  Phoenix Rehabilitation 120 Main Street, Watsontown, PA 538-1488

Umbrella Organizations	<p>Central PA Chamber of Commerce, Jeff Shaffer 30 Lawton Lane, Milton, PA 17847 742-7341</p> <p>Greater Susquehanna Chamber of Commerce 2859 Susquehanna Trail, Shamokin Dam, PA 17876 743-4100</p> <p>Susquehanna Valley United Way, Keri Albright 335 Market Street, Ste. 2, Sunbury, PA 17801 988.0993</p>
Community/State Agencies	<p>Warrior Run Fire Department, Mark Burrows 1125 Main Street, Watsontown, PA 538-1018</p> <p>PA Career Link 225 Market Street, 3rd Floor, Sunbury, PA 17801</p> <p>Americorps <a href="http://www.americorps.gov">www.americorps.gov</a></p> <p>Commonwealth Workforce Development System <a href="http://www.cwds.state.pa.us">www.cwds.state.pa.us</a></p> <p>Central Pennsylvania Workforce Development Corporation Rachel Smith, Executive Director <a href="mailto:rsmith@cpwdc.org">rsmith@cpwdc.org</a> (570) 568-6868 ext. 225</p> <p>Penn State Cooperative Extension 443 Plum Creek Road , Sunbury, PA 17801 800-851-9710</p> <p>PHEAA, Marla Kane Marla Kane <a href="mailto:mkane@pheaa.org">mkane@pheaa.org</a> (570) 220-0473</p> <p>Watsontown Police Department, Dennis Derr 318 Main Street, Watsontown, PA 538-2773</p> <p>PA State Police, Matt Burrows 524-2662 50 Lawton Lane, Milton, PA 17847</p>

<b>Networking Opportunities</b>	
Individual Contacts	<p>Watson Inn, Pam Showers 538-1522 100 Main Street, Watsontown, PA 17777</p> <p>T. Ross Brothers Construction, Todd Ross 412-6329 PO Box 70, Montandon, Pa</p> <p>Larson Design Group, Kelly Amos, 323-6603, 1000 Commerce Park Drive, Williamsport, PA 17701</p> <p>Moran Industries 538-5558 202 E. 7th Street, Watsontown, PA 17777</p> <p>Turbotville National Bank, Thomas Yoder PO Box 37, Turbotville, PA 17772 649-5118</p> <p>West Milton State Bank 538-3698 1025 Main Street, Watsontown, PA 17777</p> <p>First National Bank 300 Main Street, Watsontown, PA 17777</p> <p>Lingle's Bi-Lo (Crystal) Brimmer Avenue, Watsontown, PA 17777</p> <p>Brooks Funeral Home, Julie Tetreault PO Box 41, Turbotville, PA 17772</p> <p>Weis Markets 147 Market Street, Sunbury, PA 17801 286-4121</p>

Community/Business Meetings	<p>Watsontown Lions Club, Mr. Robert Funk 4115 Susquehanna Trail Watsontown, PA 17777</p> <p>Watsontown Lioness Club</p> <p>Milton Rotary Club PO Box 36, Milton, PA 17847 326-7681</p> <p>Warrior Run Women’s Club, Julie Kessler 4800 Susquehanna Trail Turbotville, PA 17772</p> <p>Milton Career Fair, MHS 700 Mahoning Street, Milton, PA</p> <p>Pennsylvania Free Enterprise Week 3076 West 12th Street Erie, PA 16505</p> <p>Lycoming College College Fair sponsored by SVSCA</p> <p>Heritage Days PO Box 26, Turbotville, PA 17772</p>
Community Events	
<b>Online/ Onland</b>	
Internet Based Links	<p>Career Mosaic ONet America’s Job Bank College Board-Career Exploration PA Career Zone Job Web Education Planner ASCA</p>

Media/Advertising	MoJo Active, Ric Jones, 538-1551, 14 W. Brimmer Ave, Watsontown On Fire Promotions, Greg Troutman, 522-8009, 434 Market St., Lewisburg CCN, Lisa McManus, 275-8881, 115 Mill St., Danville Football Program Musical Program School Newspaper
Publications/Documents	Standard Journal, Chris Brady, 742-9671, 21 N. Arch St., Milton Choices Webb Weekly 280 Kane Street, Ste 2, South Wmspt, PA 326-9322 Daily Item 200 Market Street, Sunbury, PA 17801 Williamsport Sun Gazette

11. **Individualized Academic/Career Plan** -Starting in 8th grade students will develop their Academic/Career Plan. This will start with the 2013-2014 school year. It will be completed when the school counselor meets with students regarding course selection for the following school year. The template is on the following pages.

12. Career and Technical Center Strategy-

Career and Technical Center Strategies

District: \_\_\_Warrior Run School District\_\_\_\_\_

**Student Awareness:**

Grade	Intervention/ Program/Events	Stakeholder/ Delivering	Data Used/Success Indicator	Begin & End	Contact Person
3 & 4	Intro LCTC	Educators/ Students	Questions and Answers	Spring	Brewer
8	Intro LCTC	Educators/ Students	Questions and Answers	October	Long/ Springman
8-10	Course Selection	Educators	Completed Course Selection Sheets	January	Long/ Springman/ Eck/Houser
9	Assembly	Educators/ Students	Questions and Answers	December	Eck/Houser
9	Field Trip	Educators/ Students	Questions and Answers Enrollment requests	January	Eck/Houser

**Parent Awareness:**

Intervention/ Program/Events	Date	Stakeholder/ Delivering	Data Used/Success Indicator	Contact Person
9 <sup>th</sup> Grade Orientation	August	Educators	Questions and Answers	Eck/Houser
<b>Brochures at Open House/ Conferences</b>	September and November	Educators	Questions from parents	Long/ Springman/ Eck/Houser
<b>DVD playing during Open House/ Conferences</b>	September and November	Educators	Questions from parents	Long/Springman/ Houser/Eck
<b>Website Link to LCTC Promo video</b>	All Year	Educators	Number of times the video is viewed	Eck

**Educator Awareness:**

<b>Intervention/ Program/Events</b>	<b>Date</b>	<b>Stakeholder/ Delivering</b>	<b>Data Used/Success Indicator</b>	<b>Contact Person</b>
Field Trip Chaperones	January	Educators	Increased enrollment requests	Eck/Houser
WR Tech Teachers visit	Spring	Educators	Completed Survey	Long
LCTC Students present at a Faculty Meeting	Ongoing	Students	Increased enrollment requests	Eck/Houser/ Springman/ Long/Brewer

13. **Job Descriptions-** Attach any job descriptions that your district has developed or all counselors at all levels.