

# CHARTIERS VALLEY SCHOOL DISTRICT



## CHAPTER 339 K-12 COMPREHENSIVE SCHOOL COUNSELING PROGRAM

2024-2027

## Chartiers Valley School District Chapter 339 Counseling Plan

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# 1. School Counselors & Assignments

<b>Counselor Name</b>	<b>School</b>	<b>Ratio</b>
<b>Lesley Kunkel</b> <i>lkunkel@cvsd.net</i>	Chartiers Valley High School <i>Students A-F</i>	<b>330:1</b>
<b>Leah O'Malley</b> <i>lomalley@cvsd.net</i>	Chartiers Valley High School <i>Students G-N</i>	<b>330:1</b>
<b>Danyelle Boyd</b> <i>dboyd@cvsd.net</i>	Chartiers Valley High School <i>Students O-Z</i>	<b>330:1</b>
<b>Steve DePace</b> <i>sdepac@cvsd.net</i>	Chartiers Valley Middle School <i>Students A-K</i>	<b>380:1</b>
<b>Matthew Swift</b> <i>mswift@cvsd.net</i>	Chartiers Valley Middle School <i>Students L-Z</i>	<b>380:1</b>
<b>Nicolette Churilla</b> <i>nchurilla@cvsd.net</i>	Chartiers Valley Intermediate School <i>All Students</i>	<b>820:1</b>
<b>Mary Krepp</b> <i>mkrepp@cvsd.net</i>	Chartiers Valley Primary School <i>All Students</i>	<b>882:1</b>

## 2. Role of the School Counselor

- [The Essential Role of Elementary School Counselors](#)
- [The Essential Role of Middle School Counselors](#)
- [The Essential Role of High School Counselors](#)
- [Who Are School Counselors Infographic](#)

### ***As a Leader***

School counselors lead by supporting students through guidance in working with their abilities, interests, and achieving their potential. They focus on helping students discover solutions to their challenges when working to achieve their goals in order to become successful. School counselors lead by example and help students develop their own leadership, advocacy, and communication skills. Through communication, collaboration, and advocacy, school counselors lead and contribute to students and their success.

### ***As an Advocate***

Through advocacy, school counselors assist students and their families in reaching and setting their academic, personal, and career goals. School counselors support students and their families in addressing any needs or challenges that students are facing.

### ***As a Collaborator***

In collaboration with students, teachers, parents, and other school staff, school counselors assist students with achieving their goals and reaching their full potential. Collaboration allows school counselors to increase their effectiveness, and allows their program to be supported and delivered by all stakeholders.

### ***As an Agent of Systemic Change***

School counselors serve as agents of change by implementing needed services. Through development of curriculum, individual planning with students, as well as crisis and responsive services, school counselors can enhance and contribute to the well-being and success of students.

### 3. Job Description

**CHARTIERS VALLEY SCHOOL DISTRICT**

**Approvals:**

**Superintendent:** \_\_\_\_\_

**JOB DESCRIPTION**

**Director of HR:** \_\_\_\_\_

**Date of Last Revision:**

**POSITION TITLE: SCHOOL COUNSELOR**

**DEPARTMENT:** School Counseling

**LOCATION:** High / Middle / Intermediate / Primary Schools.

**REPORTS TO:** Building Principal

**OBJECTIVE:** To counsel students and help them overcome problems that may impede learning; to assist them in making educational, occupational and personal decisions that may impact their future; to work with parents and guardians when students require special assistance and one to one involvement.

**QUALIFICATIONS:**

1. Masters degree in counseling preferred; a bachelor's degree is required.
2. Valid Pennsylvania Department of Education School Counseling certification.
3. Minimum two years experience as a counselor in either a primary or secondary school is preferred; equivalent experience in private or specialized schools will be accepted.
4. Demonstrated ability to communicate (verbal and written) clearly with all stakeholders including the Board, the Administration, Parents, students, etc.
5. Working knowledge of school counseling requirements and district policies.
6. Working knowledge of computer software programs, including: email system and Microsoft Office including Word, Excel and Power Point.
7. Demonstrated knowledge of the principles and practices of educational guidance, educational testing and measurement, the organization and administration of guidance services and the psychology of learning.
8. Ability to perform all essential functions of the position with or without accommodation
9. Maintain a valid Pennsylvania State Drivers License with ability to travel to other schools within the confines of the District.

**ESSENTIAL FUNCTIONS – GENERAL:**

1. Assists with the registration process in the school in which he / she is based; schedules and orients new students and parents to the school, district procedures, and various opportunities for learning.
2. Maintains, monitors and interprets student records and protects confidentiality according to all regulations and guidelines.
3. Initiates and processes referrals to appropriate school personnel and community agencies; serves as a liaison between the school and external service resources such as Children and Youth Services, Parent and Child Guidance, Chartiers MHMR, Southwood Hospital, individual therapists, CHADD, etc.
4. Schedules students for individual conferences per building guidelines.
5. Counsels students on individual educational needs and aids them in course and subject selection.
6. Assists students in planning a course schedule that will meet their academic, personal and career goals.

7. Counsels students individually or collectively concerning personal problems related to school, home and family relationships and emotional adjustments that interfere with academic or social progress.
8. Identifies and counsels potential problem and 'at risk' students.
9. Confers with parents and participates in parent / teacher conferences, evening parental informational meetings, open houses, pupil personnel meetings and whenever deemed necessary by teachers or administrators; serves as a resource for parents and parent groups.
10. Participates in the District's student support system.
11. Administers state and standardized tests; analyzes and interprets test data for all stakeholders.
12. Works to discover and develop special abilities of students; identifies special needs and aptitudes of students; works to resolve student educational handicaps.
13. Coordinates the implementation of individual educational programs to meet special needs of students.
14. Designs and implements a guidance curriculum appropriate for the ages of the students in the building assigned; evaluates, updates and revises and guidance program as needed.
15. Conducts general group meetings for students having common interests and problems.
16. Provides information about tutors, summer schools, and alternative education programs to students in need of assistance or credit recovery;
17. Consults with administration, teachers, and other school personnel as needed or appropriate.
18. Guides students in their participation in school and community activities.
19. Develops a positive relationship with parents, students and the community at large.
20. Provides in-service training in guidance services for teachers; helps orient new faculty members.
21. Assists and advises faculty members and administrators on matters of student discipline.
22. Meets assigned schedules and reports to work on times specified; remains for the scheduled period of time.
23. Performs other duties as directed by the building Principal or the Superintendent.

## **ESSENTIAL FUNCTIONS – SPECIFIC:**

### **High School**

1. Computes both a cumulative quality point average and class rank for students.
2. Assists students in the collegiate application process; writes recommendations for admissions and scholarships.
3. Schedules college representatives to meet with interested students.
4. Helps students research and evaluate career interests and choices.
5. Monitors student progress toward graduation.
6. Supplies current information regarding financial aid for post-secondary education to students and parents.
7. Coordinates all above activities with the Transition Coordinator and the Community Outreach Coordinator.

*\*please note, these positions no longer exist*

### **Middle School**

1. Helps students research and evaluate career interests and choices; organizes and conducts annual "Career Day" program.
2. Coordinates the Internal Suspension Room and provide behavior modification for the students assigned there.
3. Administers and interprets standardized tests to assist students in making appropriate educational and vocational choices.

### **Intermediate and Primary Schools**

1. Assist the teachers and the principal in the implementation of the Elementary Guidance and Compliance Plan as mandated by the PDE
2. Serves as a member of the IST and pupil personnel teams, school psychologist, school nurse, and special education teachers to monitor and assess the needs of students and recommend modification to student programs; assists in establishing long-term and short term goals for individual students.

3. Provide age appropriate career awareness opportunities for students in accordance with the school curriculum and guidance plan.

**ERGONOMICS:**

- |    |                          |                                       |
|----|--------------------------|---------------------------------------|
| 1. | Sitting:                 | 50% of the workday                    |
| 2. | Standing:                | 20% of the workday                    |
| 3. | Walking – Flat Surfaces: | 15% of the workday                    |
| 4. | Walking – Stairs:        | 5% of the workday                     |
| 5. | Bending:                 | 5% of the workday                     |
| 6. | <u>Lifting:</u>          | 5% of the workday                     |
|    | 0 – 10 lbs:              | 75% of the time lifting is occurring. |
|    | 11 – 20 lbs:             | 25% of the time lifting is occurring. |
|    | 21 – 30 lbs:             | 0% of the time lifting is occurring.  |
|    | 31 + lbs:                | 0% of the time lifting is occurring.  |

**TERMS OF EMPLOYMENT:**

Teacher workdays, and any additional days, as established by the collective bargaining agreement (CBA) between the CVFT and the CVSD. Available on campus during the hours students are in attendance and per the required work hours as established by the CBA. Salary and benefits are as provided by the CBA. Pre-employment Pennsylvania Criminal Record Check, Child Abuse Clearance and FBI Fingerprint Clearance required; physical and TB test requirements as mandated by the Pennsylvania Public School Code of 1949 as amended.

**EVALUATION:**

Evaluation will be completed annually by the Building Principal on instruments specified per the CBA and the PDE and in accordance with the Boards policy on evaluation of professional personnel.

## 4. Counseling Department Mission Statement

### District Mission Statement

The mission of the Chartiers Valley School District, a community dedicated to shared leadership, is to graduate students who achieve personal success by providing an exceptional academic foundation in a safe, nurturing environment that inspires creativity and innovation while embracing diversity.

### K-12 School Counseling Mission Statement

The School Counseling Program provides assistance to students in the further development of skills necessary for personal success: encouraging positive character traits, coping with life's difficulties, building cohesive relationships, and achieving academic success. Through collaboration with administrators, teachers, students and their families, local businesses, and post secondary institutions the school counseling program strives to promote and enhance academic, career, and personal development for all students.

### K-12 School Counseling Vision Statement

The Chartiers Valley School Counseling Department envisions a school community where every student is valued, supported, and empowered to reach their full potential. We strive to cultivate a safe and inclusive environment that promotes mental wellness, fosters personal growth, and enhances academic success in order to equip students with the tools to navigate life beyond the classroom.



## 5. Program Calendar

*School Counseling Calendars by School (Academic, Career, & Personal/Social domains in parentheses)*

### Primary School

Month	Objectives
<b>August (Primary School)</b>	<ul style="list-style-type: none"> <li>· Retrieve phone/email messages from break</li> <li>· Process new student registrations (A)</li> <li>· Create list for New Student orientation and New Student Lunch Groups (A, P)</li> <li>· Contact sending schools for records and information (A)</li> <li>· Room Set-Up</li> <li>· Kindergarten Orientation (A, P)</li> <li>· New Student/Parent Orientation (A, P)</li> <li>· New Student Lunch preparation of materials (P, C)</li> <li>· Crisis Intervention as needed (P)</li> <li>· Individual Counseling (A, P)</li> <li>· Agency consultation (A, P)</li> <li>· Teacher consultation (A, P)</li> <li>· Parent consultation &amp; Parent meetings (A, P)</li> <li>· Inservice participation</li> <li>· PBIS coordination (A, P)</li> <li>· Counselor Blurb in Monday Memo (A, P, C)</li> <li>· Clerical (mass scheduling of new Kindergarten students in coordination with Administration, scheduling new students who registered in the summer, typing, mailing, filing) (A)</li> <li>· Custody paperwork filing and inputting into Infinite Campus</li> <li>· Morning Announcements (P)</li> <li>· Ordering Blue T-Shirts for Kindergarteners and new students (P)</li> </ul>
<b>September (Primary School)</b>	<ul style="list-style-type: none"> <li>· New Student Lunch Groups (A, P)</li> <li>· Staffing with Teachers regarding results (A, P)</li> <li>· Teacher referrals for small groups (P)</li> <li>· Process new student registrants (A)</li> <li>· Building tours for new students (P)</li> <li>· Classroom Lessons (P)</li> <li>· Inservice participation</li> <li>· Clerical (scheduling new students, typing, mailing)</li> <li>· MTSS Meetings (A, P)</li> <li>· IEP meetings (A, P)</li> <li>· PBIS coordination (A, P)</li> <li>· Crisis intervention (P)</li> <li>· Individual counseling (A, P)</li> <li>· Agency consultation (A, P)</li> <li>· Teacher consultation (A, P)</li> <li>· Parent consultation &amp; Parent meetings (A, P)</li> <li>· Professional development</li> <li>· Monthly staff meeting</li> </ul>

	<ul style="list-style-type: none"> <li>· Check-In/Check-Out (A, P)</li> <li>· Daily record-keeping of contacts and duties</li> <li>· Uploading Custody Paperwork</li> <li>· Open House (A, P)</li> <li>· SAP Team Meetings (A, P)</li> </ul>
<p><b>October (Primary School)</b></p>	<ul style="list-style-type: none"> <li>· No Place for Hate participation (A, P)</li> <li>· PBIS coordination (A, P)</li> <li>· Identify students/families for Blessings in a Backpack program, send out permission slips, get referrals from teachers (P)</li> <li>· Counselor Blurb in Monday Memo (A, P, C)</li> <li>· MTSS Team Meetings (A, P)</li> <li>· IEP meetings as needed (A, P)</li> <li>· Classroom Lessons ( Bullying Prevention) ( P)</li> <li>· Process new student registrants</li> <li>· Building tours (P)</li> <li>· Crisis intervention (A, P)</li> <li>· Individual counseling (A, P)</li> <li>· Small group counseling (P)</li> <li>· Agency consultation (A, P)</li> <li>· Teacher consultation (A, P)</li> <li>· Parent consultation &amp; Parent meetings (A, P)</li> <li>· Professional development</li> <li>· Committee meetings as assigned</li> <li>· Monthly staff meetings, Inservice</li> <li>· Check-In/Check-Out (A, P)</li> <li>· Daily record-keeping of contacts and duties</li> <li>· Clerical (scheduling new students, typing, mailing letters, filing)</li> <li>· Student support activities (coordinate &amp; manage events)</li> <li>· Attendance Conferences with administration and parents (P, A)</li> <li>· PBIS Kick off school wide to review the Super Colt Expectations ( P)</li> <li>· SAP Team Meetings(A, P)</li> </ul>
<p><b>November (Primary School)</b></p>	<ul style="list-style-type: none"> <li>· MTSS Team Meetings (A, P)</li> <li>· PBIS coordination (A, P)</li> <li>· Coffee with the Counselor (A, P, C)</li> <li>· Blessings in a Backpack program (P)</li> <li>· IEP meetings as needed (A, P)</li> <li>· Process new student registrants</li> <li>· Building tours (P)</li> <li>· National Grief Awareness--Fundraising Activity for Caring Place (P)</li> <li>· PBIS participation (A, P)</li> <li>· Crisis intervention (A, P)</li> <li>· Individual counseling (A, P)</li> <li>· Small group counseling (P)</li> <li>· Agency consultation (A, P)</li> <li>· Teacher consultation (A, P)</li> <li>· Parent consultation &amp; Parent meetings (A, P)</li> <li>· No Place For Hate Coordination (A, P)</li> <li>· Professional development</li> <li>· Ch 339 clerical management</li> </ul>

	<ul style="list-style-type: none"> <li>· Monthly staff meetings</li> <li>· Check-In/Check-Out (A, P)</li> <li>· Daily record-keeping of contacts and duties</li> <li>· Clerical (data entry of schedules, typing, mailing letters, filing)</li> <li>· Classroom lessons 339 plan with 1st grade (C)</li> <li>· Attendance Conferences with administration and parents (P, A)</li> <li>· SAP Team Meetings (A, P)</li> </ul>
<p><b>December (Primary School)</b></p>	<ul style="list-style-type: none"> <li>· MTSS Team meetings (A, P)</li> <li>· Ch 339 work (C)</li> <li>· Process all new student registrants</li> <li>· Building tours (P)</li> <li>· IEP meetings as needed (A, P)</li> <li>· PBIS coordination (A, P)</li> <li>· Crisis intervention (A, P)</li> <li>· Individual counseling (A, P)</li> <li>· Small group counseling (P)</li> <li>· Counselor Blurb in Monday Memo (A, P, C)</li> <li>· Agency consultation (A, P)</li> <li>· Teacher consultation (A, P)</li> <li>· Parent consultation &amp; Parent meetings (A, P)</li> <li>· No Place For Hate Coordination (A, P)</li> <li>· Professional development</li> <li>· Monthly staff meetings</li> <li>· Check-In/Check-Out (A, P)</li> <li>· Daily record-keeping of contacts and duties</li> <li>· Clerical (scheduling new students, typing, mailing letters, filing)</li> <li>· Attendance Conferences with administration and parents (P, A)</li> <li>· SAP Team Meetings (A, P)</li> </ul>
<p><b>January (Primary School)</b></p>	<ul style="list-style-type: none"> <li>· TLCv tutor training sessions (A)</li> <li>· TLCv program management (A, P)</li> <li>· Process new student registrants</li> <li>· Building tours (P)</li> <li>· Classroom lessons 339 plan with 1st grade (C)</li> <li>· Classroom lessons 339 plan with Kindergarten (C)</li> <li>· Counselor Blurb in Monday Memo (A, P, C)</li> <li>· IEP meetings as needed (A, P)</li> <li>· MTSS Team meetings (A, P)</li> <li>· PBIS coordination (A, P)</li> <li>· Crisis intervention (P)</li> <li>· Individual/Group counseling (A, P)</li> <li>· Small group counseling (P)</li> <li>· Agency consultation (A, P)</li> <li>· Teacher consultation (A, P)</li> <li>· Parent consultation &amp; Parent meetings (A, P)</li> <li>· No Place For Hate Coordination (A, P)</li> <li>· Professional development</li> <li>· Counseling department meeting, Ch 339 work</li> <li>· Monthly staff meetings</li> <li>· Check-In/Check-out (A, P)</li> </ul>

	<ul style="list-style-type: none"> <li>· Daily record-keeping of contacts and duties</li> <li>· Clerical (scheduling new students, typing, mailing letters, filing)</li> <li>· Attendance Conferences with administration and parents (P, A)</li> <li>· SAP Team Meetings (A, P)</li> </ul>
<p><b>February (Primary School)</b></p>	<ul style="list-style-type: none"> <li>· TLCv program management (A, P)</li> <li>· Process new student registrants</li> <li>· Building tours (P)</li> <li>· MTSS Team meetings (A, P)</li> <li>· IEP meetings as needed (A, P)</li> <li>· Schedule and plan Transition activities (A, P)</li> <li>· Coffee with the Counselor (A, P, C)</li> <li>· PBIS coordination (A, P)</li> <li>· Crisis intervention (P)</li> <li>· Individual/Group counseling (A, P)</li> <li>· Agency consultation (A, P)</li> <li>· Teacher consultation (A, P)</li> <li>· Parent consultation &amp; Parent meetings (A, P)</li> <li>· Committee meetings as assigned</li> <li>· No Place For Hate Participation (A, P)</li> <li>· Monthly staff meetings</li> <li>· Check-In/Check-Out (A, P)</li> <li>· Daily record-keeping of contacts and duties</li> <li>· Clerical (scheduling new students, typing, mailing letters, filing)</li> <li>· Small groups (P)</li> <li>· Attendance Conferences with administration and parents (P, A)</li> <li>· SAP Team Meetings (A, P)</li> </ul>
<p><b>March (Primary School)</b></p>	<ul style="list-style-type: none"> <li>· TLCv program management (A, P)</li> <li>· MTSS meetings (A, P)</li> <li>· Counselor Blurb in Monday Memo (A, P, C)</li> <li>· Process new student registrants</li> <li>· Building tours (P)</li> <li>· IEP meetings as needed (A, P)</li> <li>· Crisis intervention (A, P)</li> <li>· Individual/Group counseling (A, P)</li> <li>· Agency consultation (A, P)</li> <li>· Teacher consultation (A, P)</li> <li>· Parent consultation &amp; Parent meetings (A, P)</li> <li>· Committee meetings as assigned</li> <li>· PBIS coordination (A, P)</li> <li>· No Place For Hate Coordination (A, P)</li> <li>· Professional development</li> <li>· Committee meetings as assigned</li> <li>· Counseling department meeting</li> <li>· Monthly staff meetings</li> <li>· Check-In/Check-Out (A, P)</li> <li>· Daily record-keeping of contacts and duties</li> <li>· Clerical (data entry of schedules, typing, mailing letters, filing)</li> <li>· 339 plan lessons with new students (C)</li> </ul>

	<ul style="list-style-type: none"> <li>· Attendance Conferences with administration and parents (P, A)</li> <li>· SAP Team Meetings (A, P)</li> </ul>
<p><b>April (Primary School)</b></p>	<ul style="list-style-type: none"> <li>· TLCv program management (A, P)</li> <li>· PBIS coordination (A, P)</li> <li>· Mega Meeting preparation and participation (A)</li> <li>· Process new student registrants</li> <li>· Building tours (P)</li> <li>· MTSS meetings (A, P)</li> <li>· IEP meetings as needed (A, P)</li> <li>· Counselor Blurb in Monday Memo (A, P, C)</li> <li>· Crisis intervention (A, P)</li> <li>· Individual/Group counseling (A, P)</li> <li>· Agency consultation (A, P)</li> <li>· Teacher consultation (A, P)</li> <li>· Parent consultation &amp; Parent meetings (A, P)</li> <li>· No Place For Hate Committee Coordinator duties (A, P)</li> <li>· Professional development</li> <li>· Monthly staff meetings</li> <li>· Counseling department meeting</li> <li>· Check-In/Check-Out (A, P)</li> <li>· Daily record-keeping of contacts and duties</li> <li>· Clerical (data entry of schedules, typing, mailing letters, filing)</li> <li>· 339 plan lessons with new students (C)</li> <li>· Attendance Conferences with administration and parents (P, A)</li> <li>· SAP Team Meetings (A, P)</li> </ul>
<p><b>May (Primary School)</b></p>	<ul style="list-style-type: none"> <li>· Kindergarten Screening Days (A, P)</li> <li>· Mega Meeting planning and participation (A, P)</li> <li>· TLCv Ice Cream Social (P)</li> <li>· MTSS meetings (A, P)</li> <li>· IEP meetings as needed (A, P)</li> <li>· Process new student registrants</li> <li>· Building tours (P)</li> <li>· PS-IS Transition meeting (P)</li> <li>· Coffee with the Counselor (A, P, C)</li> <li>· PBIS coordination (A, P)</li> <li>· Crisis intervention (A, P)</li> <li>· Individual/Group counseling (A, P)</li> <li>· Agency consultation (A, P)</li> <li>· Teacher consultation (A, P)</li> <li>· Parent consultation &amp; Parent meetings (A, P)</li> <li>· Committee meetings as assigned</li> <li>· No Place For Hate Committee duties</li> <li>· Professional development</li> <li>· Monthly staff meetings</li> <li>· Counseling department meeting</li> <li>· Check-In/Check-Out (A, P)</li> <li>· Daily record-keeping of contacts and duties</li> <li>· Clerical (data entry of schedules, typing, mailing letters, filing)</li> <li>· 339 plan lessons with new students (C)</li> </ul>

	<ul style="list-style-type: none"> <li>· Attendance Conferences with administration and parents (P, A)</li> <li>· SAP Team Meetings (A, P)</li> </ul>
<b>June (Primary School)</b>	<ul style="list-style-type: none"> <li>· Move-Up Day participation</li> <li>· Review all 2<sup>nd</sup> grade permanent records to send to IS</li> <li>· Building tours</li> <li>· Data Summaries</li> <li>· Program planning for coming school year</li> <li>· Crisis intervention (A, P)</li> <li>· Individual counseling termination (A, P)</li> <li>· Agency consultation (A, P)</li> <li>· Teacher consultation (A, P)</li> <li>· Parent consultation &amp; Parent meetings (A, P)</li> <li>· PBIS participation (A, P)</li> <li>· No Place For Hate Committee Coordinator duties (A, P)</li> <li>· Professional development</li> <li>· Inservice participation</li> </ul>

### Intermediate School

Month	Objectives
<b>August (Intermediate School)</b>	<ul style="list-style-type: none"> <li>● 3<sup>rd</sup> Grade &amp; New Student Orientation (A, P, C)</li> <li>● Process New Student Registrations (A, P, C)</li> <li>● Agency Contact/Legal Releases/Custody (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment (P)</li> <li>● Individual Counseling (A, P, C)</li> <li>● Inservice (A, P, C)</li> <li>● New Student Tours (A, P, C)</li> <li>● Parent Meetings/Conferences (A, P, C)</li> <li>● Teacher Consultation (A, P, C)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● Chill/AHN meetings (P)</li> <li>● Small Group Planning (A, P, C)</li> <li>● Blessings in a Backpack Identification (P)</li> </ul>
<b>September (Intermediate School)</b>	<ul style="list-style-type: none"> <li>● New Student Scheduling/Orientation/Tour (A, P)</li> <li>● Agency Contact/Legal Releases/Custody (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment (P)</li> <li>● Individual Counseling (A, P, C)</li> <li>● Meet the Counselor Classroom Lessons (A, P, C)</li> <li>● Parent Meetings/Conferences (A, P, C)</li> <li>● Teacher Consultation (A, P, C)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● Small Group Identification (A, P, C)</li> <li>● Blessings in a Backpack Distribution (P)</li> <li>● SAP Team Meetings (A, P)</li> <li>● MTSS Team Meetings (A, P)</li> <li>● IEP/504 Meetings (A, P)</li> <li>● Chill/AHN meetings (P)</li> </ul>

	<ul style="list-style-type: none"> <li>● District Counselor Meetings (A, P, C)</li> <li>● PBIS Kickoff (A, P)</li> <li>● No Place For Hate Team Meetings (A, P, C)</li> <li>● Open House (A, P, C)</li> <li>● Start With Hello Week (P)</li> </ul>
<b>October (Intermediate School)</b>	<ul style="list-style-type: none"> <li>● New Student Scheduling/Orientation/Tour (A, P)</li> <li>● Agency Contact/Legal Releases/Custody (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment (P)</li> <li>● Individual Counseling (A, P, C)</li> <li>● Classroom Lessons (A, P, C)</li> <li>● Parent Meetings/Conferences (A, P, C)</li> <li>● Teacher Consultation (A, P, C)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● Small Groups (A, P, C)</li> <li>● Blessings in a Backpack Distribution (P)</li> <li>● SAP Team Meetings (A, P)</li> <li>● MTSS Team Meetings (A, P)</li> <li>● IEP/504 Meetings (A, P)</li> <li>● Chill/AHN meetings (P)</li> <li>● District Counselor Meetings (A, P, C)</li> <li>● PBIS (A, P)</li> <li>● No Place For Hate (A, P, C)</li> </ul>
<b>November (Intermediate School)</b>	<ul style="list-style-type: none"> <li>● New Student Scheduling/Orientation/Tour (A, P)</li> <li>● Agency Contact/Legal Releases/Custody (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment (P)</li> <li>● Individual Counseling (A, P, C)</li> <li>● Classroom Lessons (A, P, C)</li> <li>● Parent Meetings/Conferences (A, P, C)</li> <li>● Teacher Consultation (A, P, C)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● Small Groups (A, P, C)</li> <li>● Blessings in a Backpack Distribution (P)</li> <li>● SAP Team Meetings (A, P)</li> <li>● MTSS Team Meetings (A, P)</li> <li>● IEP/504 Meetings (A, P)</li> <li>● Chill/AHN meetings (P)</li> <li>● District Counselor Meetings (A, P, C)</li> <li>● PBIS (A, P)</li> <li>● No Place For Hate (A, P, C)</li> <li>● Parent Teacher Conferences (A, P, C)</li> <li>● Attendance Improvement Conferences (A, P)</li> <li>● Children's Grief Awareness Week (P)</li> <li>● Coins For Caring Drive (P)</li> <li>● ThanksForGiving Food Drive (P, C)</li> </ul>
<b>December (Intermediate School)</b>	<ul style="list-style-type: none"> <li>● New Student Scheduling/Orientation/Tour (A, P)</li> <li>● Agency Contact/Legal Releases/Custody (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment (P)</li> <li>● Individual Counseling (A, P, C)</li> <li>● Classroom Lessons (A, P, C)</li> </ul>

	<ul style="list-style-type: none"> <li>● Parent Meetings/Conferences (A, P, C)</li> <li>● Teacher Consultation (A, P, C)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● Small Groups (A, P, C)</li> <li>● Blessings in a Backpack Distribution (P)</li> <li>● SAP Team Meetings (A, P)</li> <li>● MTSS Team Meetings (A, P)</li> <li>● IEP/504 Meetings (A, P)</li> <li>● Chill/AHN meetings (P)</li> <li>● District Counselor Meetings (A, P, C)</li> <li>● Attendance Improvement Conferences (A, P)</li> <li>● PBIS (A, P)</li> <li>● No Place For Hate (A, P, C)</li> </ul>
<p><b>January (Intermediate School)</b></p>	<ul style="list-style-type: none"> <li>● New Student Scheduling/Orientation/Tour (A, P)</li> <li>● Agency Contact/Legal Releases/Custody (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment (P)</li> <li>● Individual Counseling (A, P, C)</li> <li>● Classroom Lessons (A, P, C)</li> <li>● Parent Meetings/Conferences (A, P, C)</li> <li>● Teacher Consultation (A, P, C)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● Small Groups (A, P, C)</li> <li>● Blessings in a Backpack Distribution (P)</li> <li>● SAP Team Meetings (A, P)</li> <li>● MTSS Team Meetings (A, P)</li> <li>● IEP/504 Meetings (A, P)</li> <li>● Chill/AHN meetings (P)</li> <li>● District Counselor Meetings (A, P, C)</li> <li>● Attendance Improvement Conferences (A, P)</li> <li>● PBIS (A, P)</li> <li>● No Place For Hate (A, P, C)</li> </ul>
<p><b>February (Intermediate School)</b></p>	<ul style="list-style-type: none"> <li>● New Student Scheduling/Orientation/Tour (A, P)</li> <li>● Agency Contact/Legal Releases/Custody (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment (P)</li> <li>● Individual Counseling (A, P, C)</li> <li>● Classroom Lessons (A, P, C)</li> <li>● Parent Meetings/Conferences (A, P, C)</li> <li>● Teacher Consultation (A, P, C)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● Small Groups (A, P, C)</li> <li>● Blessings in a Backpack Distribution (P)</li> <li>● SAP Team Meetings (A, P)</li> <li>● MTSS Team Meetings (A, P)</li> <li>● IEP/504 Meetings (A, P)</li> <li>● Chill/AHN meetings (P)</li> <li>● District Counselor Meetings (A, P, C)</li> <li>● Attendance Improvement Conferences (A, P)</li> <li>● PBIS (A, P)</li> <li>● No Place For Hate (A, P, C)</li> </ul>



<p><b>March (Intermediate School)</b></p>	<ul style="list-style-type: none"> <li>● New Student Scheduling/Orientation/Tour (A, P)</li> <li>● Agency Contact/Legal Releases/Custody (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment (P)</li> <li>● Individual Counseling (A, P, C)</li> <li>● Classroom Lessons (A, P, C)</li> <li>● Parent Meetings/Conferences (A, P, C)</li> <li>● Teacher Consultation (A, P, C)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● Small Groups (A, P, C)</li> <li>● Blessings in a Backpack Distribution (P)</li> <li>● SAP Team Meetings (A, P)</li> <li>● MTSS Team Meetings (A, P)</li> <li>● IEP/504 Meetings (A, P)</li> <li>● Chill/AHN meetings (P)</li> <li>● District Counselor Meetings (A, P, C)</li> <li>● PBIS (A, P)</li> <li>● No Place For Hate (A, P, C)</li> <li>● PSSA Preparation (A)</li> </ul>
<p><b>April (Intermediate School)</b></p>	<ul style="list-style-type: none"> <li>● New Student Scheduling/Orientation/Tour (A, P)</li> <li>● Agency Contact/Legal Releases/Custody (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment (P)</li> <li>● Individual Counseling (A, P, C)</li> <li>● Classroom Lessons (A, P, C)</li> <li>● Parent Meetings/Conferences (A, P, C)</li> <li>● Teacher Consultation (A, P, C)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● Small Groups (A, P, C)</li> <li>● Blessings in a Backpack Distribution (P)</li> <li>● SAP Team Meetings (A, P)</li> <li>● MTSS Team Meetings (A, P)</li> <li>● IEP/504 Meetings (A, P)</li> <li>● Chill/AHN meetings (P)</li> <li>● District Counselor Meetings (A, P, C)</li> <li>● PBIS (A, P)</li> <li>● No Place For Hate (A, P, C)</li> <li>● Career Portfolio Organization (C)</li> </ul>
<p><b>May (Intermediate School)</b></p>	<ul style="list-style-type: none"> <li>● New Student Scheduling/Orientation/Tour (A, P)</li> <li>● Agency Contact/Legal Releases/Custody (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment (P)</li> <li>● Individual Counseling (A, P, C)</li> <li>● Classroom Lessons (A, P, C)</li> <li>● Parent Meetings/Conferences (A, P, C)</li> <li>● Teacher Consultation (A, P, C)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● Small Groups (A, P, C)</li> <li>● Blessings in a Backpack Distribution (P)</li> <li>● SAP Team Meetings (A, P)</li> <li>● MTSS Team Meetings (A, P)</li> </ul>

	<ul style="list-style-type: none"> <li>● IEP/504 Meetings (A, P)</li> <li>● Chill/AHN meetings (P)</li> <li>● District Counselor Meetings (A, P, C)</li> <li>● PBIS (A, P)</li> <li>● No Place For Hate (A, P, C)</li> <li>● Career Portfolio Organization (C)</li> <li>● 2<sup>nd</sup> Grade Classroom Visit (A, P, C)</li> <li>● 2<sup>nd</sup> Grade Move Up Day (A, P, C)</li> <li>● 2<sup>nd</sup> to 3<sup>rd</sup> Grade Transition Meeting (A, P, C)</li> <li>● 3<sup>rd</sup> to 4<sup>th</sup> Grade Mega Meeting (A, P, C)</li> <li>● 4<sup>th</sup> to 5<sup>th</sup> Grade Mega Meeting (A, P, C)</li> <li>● 5<sup>th</sup> to 6<sup>th</sup> Grade Transition Meeting (A, C)</li> <li>● 5th Grade Promotion Ceremony (A, P)</li> </ul>
<b>June (Intermediate School)</b>	<ul style="list-style-type: none"> <li>● New Student Scheduling/Orientation/Tour (A, P)</li> <li>● Agency Contact/Legal Releases/Custody (A, P)</li> <li>● Inservice (A, P, C)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● SAP Reporting (A, P)</li> <li>● Career Portfolio Organization (C)</li> </ul>

## Middle School

Month	Objectives
<b>August (Middle School)</b>	<ul style="list-style-type: none"> <li>● 6th Grade Orientation (A, P, C)</li> <li>● New Student Scheduling, Orientation &amp; Tour (A, P, C)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment - Self Harm (P)</li> <li>● Custody Issues (P)</li> <li>● Grade level/Team Meetings (A, P, C)</li> <li>● IEP &amp; 504 Meetings (A, P, C)</li> <li>● Individual Counseling (A, P, C)</li> <li>● In-service/Act 80 Training</li> <li>● Parent Meetings (A, P, C)</li> <li>● Peer Mediation (P)</li> <li>● Schedule Adjustments (A)</li> <li>● Student Assistance Program (SAP) (Bi-Monthly) (A, P, C)</li> <li>● Student Service/Administration Meetings (A, P)</li> <li>● Summer School Transcript Updates (A,P)</li> </ul>
<b>September (Middle School)</b>	<ul style="list-style-type: none"> <li>● Agency Contact/Legal Releases/Meetings (A, P)</li> <li>● Career Education &amp; Work 6-7-8 (A, P, C)</li> <li>● Counselor Introductions 6-7-8 (A,P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment - Self Harm (P)</li> <li>● Custody Issues/Court Orders (P)</li> <li>● Faculty Meeting (A, P, C)</li> <li>● Focus Groups (A, P, C)</li> <li>● IEP &amp; 504 Meetings (A, P, C)</li> </ul>

	<ul style="list-style-type: none"> <li>● Individual Counseling (A, P, C)</li> <li>● New Student Scheduling, Orientation (A, P)</li> <li>● Open House</li> <li>● Parent Meetings/Conferences (A, P, C)</li> <li>● Peer Helper Program/Peer Buddy Program (A, P, C)</li> <li>● Peer Mediation (P)</li> <li>● Scheduling Adjustments (A)</li> <li>● Student Assistance Program (SAP) (Bi-Monthly) (A, P, C)</li> <li>● Student Service Department Meeting (A, P)</li> <li>● Team/Parent Meetings (A, P, C)</li> <li>● Team Meetings (A, P)</li> </ul>
<p><b>October (Middle School)</b></p>	<ul style="list-style-type: none"> <li>● Agency Contact/Legal Releases/Meetings (A, P)</li> <li>● Career Education &amp; Work 6-7-8 (A, P, C)</li> <li>● Celebration of Excellence (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment - Self Harm (P)</li> <li>● Custody Issues/Court Orders (P)</li> <li>● District Counselor Meetings (A, P, C)</li> <li>● End of Quarter Grading Preparation (A)</li> <li>● Faculty Meeting (A, P, C)</li> <li>● Focus Groups (A, P, C)</li> <li>● IEP &amp; 504 Meetings (A, P, C)</li> <li>● Individual Counseling (A, P, C)</li> <li>● New Student Scheduling, Orientation, (A, P, C)</li> <li>● Parent Meetings (A, P, C)</li> <li>● Peer Helper Program/Peer Buddy Program (A, P, C)</li> <li>● Peer Mediation (P)</li> <li>● Scheduling Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P, C)</li> <li>● Student Service Department Meeting (A, P)</li> <li>● Student Assistance Program (SAP) (Bi-Monthly) (A, P, C)</li> <li>● Team/Parent Meetings (A, P, C)</li> <li>● Team Meetings (A, P, C)</li> </ul>
<p><b>November (Middle School)</b></p>	<ul style="list-style-type: none"> <li>● Advisory Council Meeting</li> <li>● Agency Contact/Legal Releases/Meetings (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment - Self Harm (P)</li> <li>● Custody Issues/Court Orders (P)</li> <li>● Faculty Meeting &amp; In-service (A, P, C)</li> <li>● Focus Groups (A, P, C)</li> <li>● IEP &amp; 504 Meetings (A, P, C)</li> <li>● Individual Counseling (A, P, C)</li> <li>● New Student Scheduling, Orientation (A, P, C)</li> <li>● Parent Meetings (A, P, C)</li> <li>● Parent/Teacher Conferences (A, P, C)</li> <li>● Parkway West CTC 8th Grade Presentation (A, C)</li> <li>● Peer Helper Program/Peer Buddy Program(A, P, C)</li> <li>● Peer Mediation (P)</li> <li>● Scheduling Adjustments (A)</li> <li>● Student Service/Administration Meetings (A, P, C)</li> <li>● Student Service Department Meeting (A, P)</li> <li>● Student Assistance Program (SAP) (Bi-Monthly) (A, P, C)</li> <li>● Team/Parent Meetings (A, P, C)</li> </ul>

	<ul style="list-style-type: none"> <li>• Team Meetings (A, P, C)</li> </ul>
<b>December (Middle School)</b>	<ul style="list-style-type: none"> <li>• Agency Contact/Legal Releases/Meetings (A, P)</li> <li>• Crisis Counseling Response &amp; Intervention/Threat Assessment - Self Harm (P)</li> <li>• Custody Issues/Court Orders (P)</li> <li>• Faculty Meeting &amp; In-service (A, P, C)</li> <li>• Focus Groups (A, P, C)</li> <li>• IEP &amp; 504 Meetings (A, P, C)</li> <li>• Individual Counseling (A, P, C)</li> <li>• New Student Scheduling, Orientation (A, P, C)</li> <li>• Parent Meetings (A, P, C)</li> <li>• Peer Helper Program/Peer Buddy Program (A, P, C)</li> <li>• Peer Mediation (P)</li> <li>• Scheduling Adjustments (A)</li> <li>• Student Service/Administration Meetings (A, P, C)</li> <li>• Student Assistance Program (SAP) (Bi-Monthly) (A, P, C)</li> <li>• Team/Parent Meetings (A, P, C)</li> <li>• Team Meetings (A, P, C)</li> </ul>
<b>January (Middle School)</b>	<ul style="list-style-type: none"> <li>• Agency Contact/Legal Releases/Meetings (A, P)</li> <li>• Celebration of Excellence (A, P)</li> <li>• Crisis Counseling Response &amp; Intervention/Threat Assessment - Self Harm (P)</li> <li>• Custody Issues/Court Orders (P)</li> <li>• District Counselor Meetings (A, P, C)</li> <li>• End of Quarter/Semester Grading Preparation (A)</li> <li>• Faculty Meeting &amp; In-service (A, P, C)</li> <li>• Focus Group (A, P, C)</li> <li>• IEP &amp; 504 Meetings (A, P, C)</li> <li>• Individual Counseling (A, P, C)</li> <li>• New Student Scheduling, Orientation (A, P, C)</li> <li>• Parent Meetings (A, P, C)</li> <li>• Parkway West CTC Career Exploration Day (8th Grade - Field Trip) (A, C)</li> <li>• Peer Helper Program/Peer Buddy Program (A, P, C)</li> <li>• Peer Mediation (P)</li> <li>• PSSA Preparation/Coordination (A)</li> <li>• Scheduling Adjustments (A)</li> <li>• Scheduling Preparations for next year</li> <li>• Student Service/Administration Meetings (A, P, C)</li> <li>• Student Service Department Meeting (A, P)</li> <li>• Student Assistance Program (SAP) (Bi-Monthly) (A, P, C)</li> <li>• Team/Parent Meetings (A, P, C)</li> <li>• Team Meetings (A, P, C)</li> </ul>
<b>February (Middle School)</b>	<ul style="list-style-type: none"> <li>• 5th to 6th Grade Transition meeting (A, P, C)</li> <li>• Agency Contact/Legal Releases/Meetings (A, P)</li> <li>• Crisis Counseling Response &amp; Intervention/Threat Assessment - Self Harm (P)</li> <li>• Custody Issues/Court Orders (P)</li> <li>• Faculty Meeting &amp; In-service (A, P, C)</li> <li>• Focus Groups (A, P, C)</li> <li>• IEP &amp; 504 Meetings (A, P, C)</li> <li>• Individual Counseling (A, P, C)</li> <li>• New Student Scheduling, Orientation (A, P, C)</li> <li>• Parent Meetings (A, P, C)</li> </ul>

	<ul style="list-style-type: none"> <li>● Peer Helper Program/Peer Buddy (A, P, C)</li> <li>● Peer Mediation (P)</li> <li>● PSSA Preparation/Coordination (A)</li> <li>● Scheduling Adjustments (A)</li> <li>● Scheduling preparations for next year (A)</li> <li>● Student Service/Administration Meetings (A, P, C)</li> <li>● Student Service Department Meeting (A, P)</li> <li>● Student Assistance Program (SAP) (Bi-Monthly) (A, P, C)</li> <li>● Team/Parent Meetings (A, P, C)</li> <li>● Team Meetings (A, P, C)</li> </ul>
<p><b>March (Middle School)</b></p>	<ul style="list-style-type: none"> <li>● Advisory Council meeting</li> <li>● Agency Contact/Legal Releases/Meetings (A, P)</li> <li>● Celebration of Excellence (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment - Self Harm (P)</li> <li>● Custody Issues/Court Orders (P)</li> <li>● End of Quarter Grading Preparation (A)</li> <li>● Faculty Meeting &amp; In-service (A, P, C)</li> <li>● Focus Groups (A, P, C)</li> <li>● IEP &amp; 504 Meetings (A, P, C)</li> <li>● Individual Counseling (A, P, C)</li> <li>● New Student Scheduling, Orientation (A, P, C)</li> <li>● Parent Meetings (A, P, C)</li> <li>● Peer Helper Program/Peer Buddy (A, P, C)</li> <li>● Peer Mediation (P)</li> <li>● PSSA &amp; Keystone Preparation/Coordination (A)</li> <li>● Scheduling Adjustments (A)</li> <li>● Scheduling Presentations- Grades 5-6-7 (A, P, C)</li> <li>● Scheduling Team Building &amp; Course Requests (A)</li> <li>● Student Service/Administration Meetings (A, P, C)</li> <li>● Student Service Department Meeting (A, P)</li> <li>● Student Assistance Program (SAP) (Bi-Monthly) (A, P, C)</li> <li>● Team/Parent Meetings (A, P, C)</li> <li>● Team Meetings A, P, C)</li> </ul>
<p><b>April (Middle School)</b></p>	<ul style="list-style-type: none"> <li>● Agency Contact/Legal Releases/Meetings (A, P)</li> <li>● Crisis Counseling Response &amp; Intervention/Threat Assessment - Self Harm (P)</li> <li>● Custody Issues/Court Orders (P)</li> <li>● Faculty Meeting &amp; In-service (A, P, C)</li> <li>● Focus Groups (A, P, C)</li> <li>● IEP &amp; 504 Meetings (A, P, C)</li> <li>● Individual Counseling (A, P, C)</li> <li>● New Student Scheduling, Orientation (A, P, C)</li> <li>● Parent Meetings (A, P, C)</li> <li>● Peer Helper Program/Peer Buddy Program(A, P, C)</li> <li>● Peer Mediation (P)</li> <li>● PSSA &amp; Keystone Preparation/Coordination (A)</li> <li>● Scheduling Adjustments (A)</li> <li>● Scheduling Team Building &amp; Course Requests (A)</li> <li>● Student Service/Administration Meetings (A, P, C)</li> <li>● Student Service Department Meeting (A, P)</li> <li>● Student Assistance Program (SAP) (Bi-Monthly) (A, P, C)</li> <li>● Team/Parent Meetings (A, P, C)</li> </ul>

	<ul style="list-style-type: none"> <li>• Team Meetings (A, P, C)</li> </ul>
<b>May (Middle School)</b>	<ul style="list-style-type: none"> <li>• 5th Grade Move Up Day (A, P, C)</li> <li>• Academic Intervention Student Meetings (A, P, C)</li> <li>• Agency Contact/Legal Releases/Meetings (A, P)</li> <li>• Crisis Counseling Response &amp; Intervention/Threat Assessment - Self Harm (P)</li> <li>• Custody Issues/Court Orders (P)</li> <li>• Faculty Meeting &amp; In-service (A, P, C)</li> <li>• IEP &amp; 504 Meetings (A, P, C)</li> <li>• Individual Counseling (A, P, C)</li> <li>• New Student Scheduling, Orientation (A, P, C)</li> <li>• Parent Meetings (A, P, C)</li> <li>• Peer Helper Program/Peer Buddy Program (A, P, C)</li> <li>• Peer Mediation (P)</li> <li>• President's Award Preparation (A)</li> <li>• PSSA &amp; Keystone Preparation/Coordination (A)</li> <li>• Scheduling Adjustments (A)</li> <li>• Scheduling Team Building &amp; Course Requests (A)</li> <li>• Student Service/Administration Meetings (A, P, C)</li> <li>• Student Assistance Program (SAP) (Bi-Monthly) (A, P, C)</li> <li>• Team/Parent Meetings (A, P, C)</li> <li>• Team Meetings (A, P, C)</li> </ul>
<b>June (Middle School)</b>	<ul style="list-style-type: none"> <li>• 8th Grade Recognition Night (A, P, C)</li> <li>• Agency Contact/Legal Releases/Meetings (A, P)</li> <li>• Celebration Of Excellence (A, P)</li> <li>• Crisis Counseling Response &amp; Intervention/Threat Assessment - Self Harm (P)</li> <li>• Custody Issues/Court Orders (P)</li> <li>• End of Quarter/Semester/Final Grading Preparation (A)</li> <li>• In-service (A, P, C)</li> <li>• IEP &amp; 504 Meetings (A, P, C)</li> <li>• Individual Counseling (A, P, C)</li> <li>• Parent Meetings (A, P, C)</li> <li>• Peer Mediation (P)</li> <li>• PSSA &amp; Keystone Preparation/Coordination (A)</li> <li>• Scheduling Adjustments/Conflicts (A)</li> <li>• Student Service/Administration Meetings (A, P, C)</li> <li>• Summer School Preparation &amp; Notification (A, P, C)</li> </ul>

## High School

Month	Objectives
<b>August (High School)</b>	<ul style="list-style-type: none"> <li>• 9<sup>th</sup> Grade &amp; New Student Parent Orientation (A,P)</li> <li>• Schedule and meet with all new students/families (A,P)</li> <li>• Correct any scheduling errors, placements (A)</li> <li>• New Student Orientation/Tour (A,P)</li> <li>• Update student data/flags in SIS (P)</li> <li>• CV Cyber consultations (A)</li> <li>• Enter Summer School Grades on transcripts (A,P)</li> <li>• Advisory (A,P,C)</li> <li>• PBIS planning (A, P)</li> <li>• Alternative Ed. Intakes (A,P,C)</li> </ul>

	<ul style="list-style-type: none"> <li>● College Applications (A,P,C)</li> <li>● Counselor/Crisis Intervention (A,P)</li> <li>● Parent Conferences (A,P,C)</li> <li>● Schedule Balancing(A,P,C)</li> <li>● Teacher Consultations(A,P,C)</li> <li>● Website Updates (A,P,C)</li> <li>● Advisory sessions (A,P,C)</li> <li>● SSD/OVR Referrals (A, P, C)</li> <li>● 504 monitoring and meetings</li> </ul>
<b>September (High School)</b>	<ul style="list-style-type: none"> <li>● Review Senior Transcripts, meet with students with graduation concerns (A,P,C)</li> <li>● Continue to correct any schedule/placement errors(A)</li> <li>● IEP/GIEP Meetings (A,P,C)</li> <li>● CV Cyber consultations (A)</li> <li>● Department Meetings (A,C,P)</li> <li>● SAP Meetings(A,P)</li> <li>● High School Open House (A, P, C)</li> <li>● Counselors in Classroom for 9<sup>th</sup> grade lesson (A, P, C)</li> <li>● College Applications (A,P,C)</li> <li>● Counselor/Crisis Interventions (A,P,C)</li> <li>● Individual student meetings (A,P,C)</li> <li>● Pupil Personnel Meetings (A,P,C)</li> <li>● Post-Secondary Presentations (A,P,C)</li> <li>● Project Succeed Intakes (A,P,C)</li> <li>● Teacher Consultations (A,P,C)</li> <li>● Website Updates (A,P,C)</li> <li>● Advisory sessions (A,P,C)</li> <li>● PBIS planning (A, P)</li> <li>● SSD/OVR Referrals (A, P, C)</li> <li>● 504 monitoring and meetings</li> <li>● Open House (A, P, C)</li> <li>● Post-Secondary Night (A,P,C)</li> <li>● Chill/AHN meetings (P)</li> </ul>
<b>October (High School)</b>	<ul style="list-style-type: none"> <li>● Department Meetings (A,C,P)</li> <li>● PSAT for 10<sup>th</sup> /11<sup>th</sup> graders (A,C)</li> <li>● ASVAB for students (A,C)</li> <li>● IEP/GIEP Meetings (A,P,C)</li> <li>● SAP Meetings (A, P)</li> <li>● College Applications (A,C,P)</li> <li>● Counselor/Crisis Interventions (A,P,C)</li> <li>● FAFSA Night (A,P,C)</li> <li>● SSD/OVR referrals (A,P,C)</li> <li>● Parent Conferences (A,P,C)</li> <li>● Project Succeed Intakes (A,P,C)</li> <li>● Scholarships (A,P,C)</li> <li>● Teacher Consultations (A,P,C)</li> <li>● Website Updates (A,P,C)</li> <li>● Advisory sessions (A,P,C)</li> <li>● 504 monitoring and meetings</li> <li>● Chill/AHN meetings (P)</li> <li>● ASVAB Interpretation (A,P,C)</li> </ul>
<b>November (High School)</b>	<ul style="list-style-type: none"> <li>● Department Meetings (A,C,P)</li> <li>● IEP/GIEP Meetings (A,C,P)</li> <li>● SAP Meetings (A,C,P)</li> <li>● College Applications (A,C,P)</li> </ul>

	<ul style="list-style-type: none"> <li>● Counselor/Crisis Interventions (A,C,P)</li> <li>● SSD/OVR intakes (A,C,P)</li> <li>● Parent Conferences (A,C,P)</li> <li>● Teacher Consultations (A,C,P)</li> <li>● Parkway Liaison Meeting (A,C,P)</li> <li>● Pupil Personnel Meetings (A,C,P)</li> <li>● Scholarships (A,C,P)</li> <li>● Student Services Meetings (A,C,P)</li> <li>● Website Updates (A,P,C)</li> <li>● Advisory sessions (A,P,C)</li> <li>● 504 monitoring and meetings</li> <li>● Chill/AHN meetings (P)</li> <li>● NCAA Eligibility Presentation (A,P,C)</li> <li>● PDE Grad Pathway review (A, C)</li> </ul>
<p><b>December (High School)</b></p>	<ul style="list-style-type: none"> <li>● Parkway Career Fair (A,P,C)</li> <li>● Counselors in classrooms for 10<sup>th</sup> grade career lesson (A,C)</li> <li>● IEP/GIEP Meetings (A,P,C)</li> <li>● SAP Meetings (A,P,C)</li> <li>● Parkway Counselor Meeting (A,P,C)</li> <li>● Program of Studies Collaboration (A,P,C)</li> <li>● College Applications (A,P,C)</li> <li>● Counselor/Crisis Interventions (A,P,C)</li> <li>● Individual Counseling (A,P,C)</li> <li>● PDE Grad Pathway review (A, C)</li> <li>● Parent Conferences (A,P,C)</li> <li>● Pupil Personnel Meetings (A,P,C)</li> <li>● SSD/OVR Intakes (A,P,C)</li> <li>● Receive PSAT scores (A,P,C)</li> <li>● 504 monitoring and meetings</li> <li>● Scheduling Presentation Preparation (A,P,C)</li> <li>● Scholarships (A,P,C)</li> <li>● Student Services Meetings (A,P)</li> <li>● Teacher Consultations (A,P,C)</li> <li>● Website Updates (A,P,C)</li> <li>● Advisory sessions (A,P,C)</li> <li>● Chill/AHN meetings (P)</li> </ul>
<p><b>January (High School)</b></p>	<ul style="list-style-type: none"> <li>● IEP/GIEP Meetings (A,P,C)</li> <li>● Website Updates (A,P,C)</li> <li>● SSD/OVR Intakes (A,P,C)</li> <li>● PDE Grad Pathway review (A, C)</li> <li>● Department Meetings (A,P,C)</li> <li>● Individual Counseling Meetings (A,P,C)</li> <li>● Parent Consultations (A,P,C)</li> <li>● Parkway grading (A,P,C)</li> <li>● Pupil Personnel Meetings (A,P,C)</li> <li>● Scholarships (A,P,C)</li> <li>● Semester grade review (A)</li> <li>● Teacher Consultations (A,P,C)</li> <li>● Website Updates (A,P,C)</li> <li>● Advisory sessions (A,P, C)</li> <li>● 504 monitoring and meetings</li> <li>● Chill/AHN meetings (P)</li> </ul>



<p><b>February (High School)</b></p>	<ul style="list-style-type: none"> <li>● National College Fair (A,C)</li> <li>● PDE Grad Pathway review (A, C)</li> <li>● Meet with all students individually for scheduling (A,P,C)</li> <li>● Schedule presentations for 8<sup>th</sup> graders in auditorium (A,P,C)</li> <li>● High School Scheduling Virtual Presentation (A,P,C)</li> <li>● IEP/GIEP Meetings (A,P)</li> <li>● SAP Meetings (A,P)</li> <li>● Website Updates (A,P,C)</li> <li>● College Applications (A,P,C)</li> <li>● Counselor/Crisis Interventions (A,P,C)</li> <li>● 504 monitoring and meetings</li> <li>● Individual and group counseling (A,P,C)</li> <li>● Scholarships (A,P,C)</li> <li>● Department Meetings (A,P,C)</li> <li>● Pupil Personnel Meetings (A,P,C)</li> <li>● Teacher Consultations (A,P,C)</li> <li>● Website Updates (A,P,C)</li> <li>● Advisory sessions (A,P,C)</li> <li>● SSD/OVR Referrals (A, P, C)</li> <li>● Chill/AHN meetings (P)</li> </ul>
<p><b>March (High School)</b></p>	<ul style="list-style-type: none"> <li>● IEP/GIEP Meetings (A,P,C)</li> <li>● Website Updates (A,P,C)</li> <li>● College Applications (A,P,C)</li> <li>● PDE Grad Pathway review (A, C)</li> <li>● Counselor/Crisis Interventions (A,P,C)</li> <li>● Department Meetings (A,P,C)</li> <li>● Group/Individual Meetings (A,P,C)</li> <li>● SSD/OVR Intake Meetings (A,P,C)</li> <li>● Parent Conferences (A,P,C)</li> <li>● Pupil Personnel (A,P,C)</li> <li>● Scholarships (A,P,C)</li> <li>● Student Services Meetings (A,P,C)</li> <li>● Teacher Consultations (A,P,C)</li> <li>● Parkway grade entry (A)</li> <li>● Advisory sessions (A,P,C)</li> <li>● SSD/OVR referrals (A, P, C)</li> <li>● 504 monitoring and meetings</li> <li>● Keystone Exam Prep/Collab (A)</li> <li>● Chill/AHN meetings (P)</li> </ul>
<p><b>April (High School)</b></p>	<ul style="list-style-type: none"> <li>● IEP/GIEP Meetings (A,P,C)</li> <li>● SAP Meetings (A,P)</li> <li>● Website Updates (A,P,C)</li> <li>● PDE Grad Pathway review (A, C)</li> <li>● College Applications (A,P,C)</li> <li>● Counselor/Crisis Interventions (A,P,C)</li> <li>● Department Meetings (A,P,C)</li> <li>● Financial Aid Night (A, P, C)</li> <li>● Junior Jump Start Post Secondary Presentations (A, P, C)</li> <li>● Group/Individual Meetings (A,P,C)</li> <li>● SSD/OVR Intake Meetings (A,P,C)</li> <li>● Parent Conferences (A,P,C)</li> <li>● Chill/AHN meetings (P)</li> <li>● Pupil Personnel (A,P,C)</li> <li>● Scholarships (A,P,C)</li> </ul>

	<ul style="list-style-type: none"> <li>● Student Services Meetings (A,P,C)</li> <li>● Teacher Consultations (A,P,C)</li> <li>● Advisory sessions (A,P,C)</li> <li>● 504 monitoring and meetings</li> </ul>
<b>May (High School)</b>	<ul style="list-style-type: none"> <li>● Keystone tests for Algebra, Biology, Literature (A)</li> <li>● IEP/GIEP Meetings (A,P,C)</li> <li>● PDE Grad Pathway review (A, C)</li> <li>● SAP Meetings (A,P)</li> <li>● AP Exams (A,C)</li> <li>● Final Exams (A)</li> <li>● Website Updates (A,P,C)</li> <li>● College Applications (A,P,C)</li> <li>● Counselor/Crisis Interventions (A,P,C)</li> <li>● Department Meetings (A,P,C)</li> <li>● Group/Individual Meetings (A,P,C)</li> <li>● SSD/OVR Intake Meetings (A,P,C)</li> <li>● Parent Conferences (A,P,C)</li> <li>● Pupil Personnel (A,P,C)</li> <li>● Senior Exit Survey (A, P, C)</li> <li>● Senior Concerns (A, P, C)</li> <li>● Scholarships (A,P,C)</li> <li>● Student Services Meetings (A,P,C)</li> <li>● Teacher Consultations (A,P,C)</li> <li>● Transition planning for 8<sup>th</sup> grade (A,P,C)</li> <li>● Scheduling Conflicts (A,P,C)</li> <li>● 504 monitoring and meetings</li> <li>● Advisory sessions (A,P,C)</li> </ul>
<b>June (High School)</b>	<ul style="list-style-type: none"> <li>● HS Admin/Counselor meeting (A)</li> <li>● Parkway grade entry (A)</li> <li>● Review CV Cyber students (A)</li> <li>● Grade &amp; Credit reviews (A)</li> <li>● Final Transcript sending (A)</li> <li>● Graduation items (A)</li> <li>● Contact all summer school students (A)</li> <li>● Reschedule failed courses (A)</li> <li>● Website Updates (A,P,C)</li> <li>● Group/Individual Meetings (A,P,C)</li> <li>● Project Succeed grade entry and transcript maintenance (A)</li> <li>● Master Schedule Balancing (A)</li> <li>● Advisory Review/Planning (A,P,C)</li> <li>● 504 planning (A,P)</li> </ul>

## Ongoing Monthly School Counseling Activities:

Counselor Related:	Non Counseling Related:
Individual/Group Counseling (A, P, C)	Data/Grade entry
Student Assistance Program (A, P, C)	Breakfast, Bus, and Cafeteria Duty
Scheduling and orientation for new students and families (A, P, C)	504 Coordinator/Case Manager
Advisory planning (A, P, C)	Testing Coordination: PSSA/Keystones
Parent/Student Conferences (A, P, C)	Student Scheduling
IEP/GIEP/504 Meetings (A, P, C)	Special Education Permission to Evaluate Meeting Coordination
Teaching Classroom Lessons (A, P, C)	SSI Application paperwork
Self-Harm Risk Assessments (P)	
Peer Mediation (P)	
Pupil Personnel Meetings (A, P, C)	
PBIS Meetings (A, P, C)	
No Place 4 Hate (P)	
Crisis Counseling Response & Intervention/Threat Assessment or Self-Harm (P)	
QBS Crisis Team (P)	
SSD/OVR Referrals (A, P, C)	
Dept/Student Services Meetings (A, P, C)	
Student Scheduling Changes (adjustments in placement) (A, P, C)	
MTSS Team (A, P)	
Small Groups (A, P, C)	
College and Postsecondary Planning presentations and meetings (A, P, C)	

## 6. Program Delivery

### Primary School

<b>School Counseling Curriculum</b>	<b>Prevention/Intervention and Responsive Services</b>	<b>Individual Student Planning</b>	<b>System Support</b>
<i>Provides developmental, comprehensive guidance program content in a systematic way to all students K-12</i>	<i>Addresses school and student needs</i>	<i>Assists students and parent in development of academic and career plans</i>	<i>Includes programs, staff and school support activities and services</i>
<b>Purpose:</b> Student awareness, skill development and application of skills needed to be academically and career and college ready by graduation	<b>Purpose:</b> Prevention, intervention, and responsive services to groups and/or individuals	<b>Purpose:</b> Individual student academic planning, decision making, goal setting, and preparing for academic transitions	<b>Purpose:</b> Program delivery, planning, and support
<b>Academic:</b> -Lessons in PBIS monthly themes -Second Step	<b>Academic:</b> - Kindergarten screening - Staff meetings - Mega Meetings - PBIS team - Individual and group counseling -Teacher consultation	<b>Academic:</b> -Kindergarten registration -Parent conferences -Kindergarten screening -MTSS Team Meetings -TLCv Tutor Program -504 Plan Meetings -IEP Team Meetings -Mega Meetings	<b>Academic:</b> -TLCv program management -Mega Meeting participation -Readiness workshops for new K students and parents -Lesson prep -Agency support -Counselor Dept meetings -Faculty support -SSI & agency records requests
<b>Career:</b> -Self & Community Awareness embedded in K-2 Curriculum -Classroom lessons with students discussing jobs and their individual interests -RIASEC lessons	<b>Career:</b> -Individual counseling with students to be more successful in the classroom -In collaboration with teachers, create individualized behavior charts to keep students on track behaviorally and academically	<b>Career:</b> -Student and parent meetings to establish goals and action plans	<b>Career:</b> -Create a Career Portfolio folder for each student -Filing paperwork for Chapter 339 in student career folders -Keeping records of students who need to complete the lessons
<b>Personal/Social:</b> -No Place For Hate lessons -Second Step curriculum	<b>Personal/Social:</b> -Individual & group counseling -Crisis intervention -PBIS Team -No Place For Hate Team -Agency consultation -CYF involvement	<b>Personal/Social:</b> -MTSS meeting preparation and participation -Teacher consultation and collaboration	<b>Personal/Social:</b> -PBIS program management -No Place For Hate program management
<b>Percentage of Time:</b> 10%	<b>Percentage of Time:</b> 40%	<b>Percentage of Time:</b> 20%	<b>Percentage of Time:</b> 30%

## Intermediate School

<b>School Counseling Curriculum</b>	<b>Prevention/Intervention and Responsive Services</b>	<b>Individual Student Planning</b>	<b>System Support</b>
<i>Provides developmental, comprehensive guidance program content in a systematic way to all students K-12</i>	<i>Addresses school and student needs</i>	<i>Assists students and parent in development of academic and career plans</i>	<i>Includes programs, staff and school support activities and services</i>
<b>Purpose:</b> Student awareness, skill development and application of skills needed to be academically and career and college ready by graduation	<b>Purpose:</b> Prevention, intervention, and responsive services to groups and/or individuals	<b>Purpose:</b> Individual student academic planning, decision making, goal setting, and preparing for academic transitions	<b>Purpose:</b> Program delivery, planning, and support
<b>Academic:</b> -Coordination of PSSA testing -MTSS data collection and intervention spread for meetings -Develop appropriate life skills for school success through classroom lessons and small groups	<b>Academic:</b> -Parent/Teacher conferences -Check In/Check Out -School-related concerns including attendance and discipline -New student orientation/tours -3rd grade orientation	<b>Academic:</b> -SAP meetings -IEP Team meetings -504 coordination -Parent meetings -Agency meetings	<b>Academic:</b> -Student scheduling -SAP meetings -IEP Team meetings -504 coordination -Professional development -2nd grade move up day
<b>Career:</b> -Second Step lessons -PBIS lessons -No Place for Hate lessons -RIASEC lessons	<b>Career:</b> -Junior Achievement BizTown lessons	<b>Career:</b> -Student and parent meetings to establish goals and grade-level transitions	<b>Career:</b> -Student Scheduling -Meeting and training coordination -Participation in District Strategic Planning
<b>Personal/Social:</b> -Individual Counseling -Classroom lessons (identifying feelings, friendship, problem-solving) -Skills groups -Second Step lessons -PBIS lessons -No Place for Hate lessons -RIASEC lessons	<b>Personal/Social:</b> -Peer mediations -Crisis intervention -Parent consultation and community referrals -School refusal and truancy consultation -Agency referrals Individual Counseling -Skills groups (grief and loss, self-esteem, social skills)	<b>Personal/Social:</b> -Individual counseling -Parent meetings -SAP meetings -IEP Team meetings -504 coordination	<b>Personal/Social:</b> -AHN CHILL admin meetings -SAP Team meetings -Professional Development -School Counseling Program Planning -Participation in District Strategic Planning
<b>Percentage of Time:</b> 20%	<b>Percentage of Time:</b> 30%	<b>Percentage of Time:</b> 20%	<b>Percentage of Time:</b> 30%

## Middle School

<b>School Counseling Curriculum</b>	<b>Prevention/Intervention and Responsive Services</b>	<b>Individual Student Planning</b>	<b>System Support</b>
<i>Provides developmental, comprehensive guidance program content in a systematic way to all students K-12</i>	<i>Addresses school and student needs</i>	<i>Assists students and parent in development of academic and career plans</i>	<i>Includes programs, staff and school support activities and services</i>
<b>Purpose:</b> Student awareness, skill development and application of skills needed to be academically and career and college ready by graduation	<b>Purpose:</b> Prevention, intervention, and responsive services to groups and/or individuals	<b>Purpose:</b> Individual student academic planning, decision making, goal setting, and preparing for academic transitions	<b>Purpose:</b> Program delivery, planning, and support
<b>Academic:</b> -6-8 grade level classroom lessons -Presentations -No Place For Hate lessons -SWPBIS lessons	<b>Academic:</b> -Grade level meetings/presentations -New Student Orientation/Tour -Middle School Open House -6th grade Parent/Student Orientation -Individual and group meetings -Parent-Team meetings -SAP meetings	<b>Academic:</b> -Small groups -Individual student meetings -Grade level presentations	<b>Academic:</b> -Report card & transcript grade entry -Student scheduling -Schedule balancing -Parent-Team meeting coordination -Resolving scheduling conflicts -Test preparation, organization, training, and scheduling
<b>Career:</b> -6th, 7th, and 8th Grade Google Classroom -BCIT-EverFi -Naviance	<b>Career:</b> -Completion of activities in Google Classroom -Naviance -BCIT-EverFi -Teacher consultation	<b>Career:</b> -Google Classroom Career Lessons -Naviance -BCIT- Ever-Fi information -Parkway West CTC Presentation & Career Day Exploration	<b>Career:</b> -Create/Deliver Google Classroom Career lessons -Naviance -BCIT- Ever-Fi -Coordinate career presentation (Parkway West) -Career Exploration Day
<b>Personal/Social:</b> -SWPBIS lessons -No Place for Hate Activities -Focus Groups	<b>Personal/Social:</b> -Crisis management -Individual/group counseling -Parent conferences -Teacher consultation -AHN Chill Project -SAP	<b>Personal/Social:</b> -Individual counseling sessions -Group counseling sessions	<b>Personal/Social:</b> -Individual/Group counseling -IEP/GIEP/504 meetings -SAP -Professional development
<b>Percentage of Time:</b> 20%	<b>Percentage of Time:</b> 35%	<b>Percentage of Time:</b> 20%	<b>Percentage of Time:</b> 25%

# High School

<b>School Counseling Curriculum</b>	<b>Prevention/Intervention and Responsive Services</b>	<b>Individual Student Planning</b>	<b>System Support</b>
<i>Provides developmental, comprehensive guidance program content in a systematic way to all students K-12</i>	<i>Addresses school and student needs</i>	<i>Assists students and parent in development of academic and career plans</i>	<i>Includes programs, staff and school support activities and services</i>
<b>Purpose:</b> Student awareness, skill development and application of skills needed to be academically and career and college ready by graduation	<b>Purpose:</b> Prevention, intervention, and responsive services to groups and/or individuals	<b>Purpose:</b> Individual student academic planning, decision making, goal setting, and preparing for academic transitions	<b>Purpose:</b> Program delivery, planning, and support
<b>Academic:</b> -9th-11th grade classroom lessons -Advisory lessons throughout year -Group work lessons	<b>Academic:</b> -Class Meeting Presentations 9-12 -New Student Orientation/Tour -College applications -High School Open House -9th grade Parent/Student Orientation -Individual and group meetings -Meeting with graduation concerns -Teacher consultation	<b>Academic:</b> -Small groups -Individual student meetings -College applications	<b>Academic:</b> -Grade entry -Student scheduling -Schedule balancing -Meeting coordination -College visit coordination -Pupil Personnel meetings -Address scheduling conflicts -Testing preparation, organization, training, and scheduling
<b>Career:</b> -9th -11th grade classroom lessons -Advisory lessons throughout year -Group work lessons	<b>Career:</b> -Completion of Naviance -Teacher consultation -NOCTI meetings with students	<b>Career:</b> -Naviance -PSAT, SAT, ACT, ASVAB -NOCTI meetings -OVR referrals -National College Fair	<b>Career:</b> -Planning Advisory sessions -Financial Aid Night -FAFSA help night -College Presentations
<b>Personal/Social:</b> -9th - 11th grade classroom lessons -Advisory lessons throughout year - Group work lessons	<b>Personal/Social:</b> -Crisis management -Individual/group counseling -Consultation -Parent conferences -AHN Chill classes -SAP	<b>Personal/Social:</b> -Individual counseling sessions -Group sessions -Student meetings	<b>Personal/Social:</b> -Group and individual counseling -504/IEP/GIEP meetings -Pupil personnel meetings -Professional development
<b>Percentage of Time:</b> 25%	<b>Percentage of Time:</b> 25%	<b>Percentage of Time:</b> 25%	<b>Percentage of Time:</b> 25%

## 7. Curriculum Action Plan

### Primary School

Content/ Program	PA CEW Standard	Curriculum and Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact
No Place For Hate	13.1.3 A,C 13.2.3 A 13.2.5 A 13.3.3 A, B, C, F, G 13.3.5 A, B, C, G	Lessons, posters, brochures	School Year	800+	Classrooms	Monthly committee meetings, Teacher feedback and assessment tools	Teacher, Counselor	School Counselor, Principals, Team
Positive Behavioral Intervention s and Supports (PBIS)	13.1.3 A, B, C, H 13.1.5 A, B, H 13.2.3 A, E 13.2.3 A, E 13.3.3 A, B, C, F, G 13.3.5 A, B, C, F, G	Posters,Ban ners, Videos, Bulletin Boards, Tickets, Postcards	School Year	800+	Schoolwide	Monthly Team Meetings	All Staff	School Counselor, Principals, Team
Second Step Lessons	13.1.3 A, B, C, H 13.1.5 H 13.2.3 A, D, E 13.2.5 A, E 13.3.3 A, B, C, E, F, G 13.3.5 A, B, C, E, F, G	Skills videos, Activity Handouts	School Year	800+	Classroom	Completion of activities and surveys	Teacher, Counselor	School Counselor
RIASEC	13.1.3 A, B, C, H 13.1.5 H 13.2.3 A, D, E 13.2.5 A, E 13.3.3 A, B, C, E, F, G 13.3.5 A, B, C, E, F, G	Posters, handouts, video activities	School Year	800+	Classroom	Completion of activities and surveys	Teacher, Counselor	School Counselor



## Intermediate School

Content/ Program	PA CEW Standard	Curriculum and Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact
No Place For Hate	13.1.3 A,C 13.2.3 A 13.2.5 A 13.3.3 A, B, C, F, G 13.3.5 A, B, C, G	Lessons, posters, brochures	School Year	800+	Classrooms	Monthly committee meetings, Teacher feedback and assessment tools	Teacher, Counselor	School Counselor, Principals, Team
Positive Behavioral Intervention s and Supports (PBIS)	13.1.3 A, B, C, H 13.1.5 A, B, H 13.2.3 A, E 13.2.3 A, E 13.3.3 A, B, C, F, G 13.3.5 A, B, C, F, G	Posters,Ban ners, Videos, Bulletin Boards, Tickets, Postcards	School Year	800+	Schoolwide	Monthly Team Meetings	All Staff	School Counselor, Principals, Team
Second Step Lessons	13.1.3 A, B, C, H 13.1.5 H 13.2.3 A, D, E 13.2.5 A, E 13.3.3 A, B, C, E, F, G 13.3.5 A, B, C, E, F, G	Skills videos, Activity Handouts	School Year	800+	Classroom	Completion of activities and surveys	Teacher, Counselor	School Counselor
RIASEC	13.1.3 A, B, C, H 13.1.5 H 13.2.3 A, D, E 13.2.5 A, E 13.3.3 A, B, C, E, F, G 13.3.5 A, B, C, E, F, G	Posters, handouts, video activities	School Year	800+	Classroom	Completion of activities and surveys	Teacher, Counselor	School Counselor, Principals

## Middle School

Content/ Program	PA CEW Standard	Curriculum and Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact
No Place For Hate	13.1.8 A, B, F	Lessons, posters,	School Year	760	Classrooms	Teacher feedback	Principals, Classroom	Principals

	13.2.8 A, E 13.3.8 A, B, C, F, G	brochures				and assessment tools	teachers,	
School Wide Positive Behaviors & Intervention s (SWPBIS)	13.1.8 A, B, F 13.2.8 A, E 13.3.8 A, B, C, G	Posters,Ban ners, Videos, Bulletin Boards	School Year	760	Hallway/Caf eteria/Bus	Monthly Team Meetings	Faculty & Staff	Principals
Career Planning	13.1.8 A - H 13.2.8 A, B, D, E 13.3.8 A - G 13.4.8 A, B	Naviances, BCIT, EverFi, Guidance Google Classroom	School Year	760	Classrooms, Auditorium	Completion of activities and surveys	MS Counselors	MS Counselors
8th Parkway West CTC Presentation & Career Exploration	13.1.8 A, C, D, E, F, H 13.2.8 A, B, D, E 13.3.8 A, B, E, G 13.4.8 A, B	Parkway Personnel, Google Form	Nov./ Jan- Feb	Grade 8	Auditorium/ Parkway West CTC	Completion of activities and surveys	Parkway Workforce Develop./PR Coord., Parkway Instructors	MS Counselors, Parkway Workforce Develop./PR Coord., Parkway Instructors
RIASEC	13.1.3 A, B, C, H 13.1.5 H 13.2.3 A, D, E 13.2.5 A, E 13.3.3 A, B, C, E, F, G 13.3.5 A, B, C, E, F, G	Posters, handouts, video activities	School Year	760	Classroom	Completion of activities and surveys	Teacher, Counselor	School Counselors, Principals

## High School

Content/ Program	PA CEW Standard	Curriculum and Materials	Start & End Dates	# of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact
Monthly Advisory Classroom Lessons for all grade levels	13.1.11: A-H 13.2.11: A-E 13.4.11: A-C 13.4.11: A-C	laptops, Naviance, handouts	1x in Sept, Oct, Nov, Jan, Feb, Mar, Apr	All Students	assigned advisory classes	completion of activities in Naviance, surveys	all high school teachers	Counselors
9th grade transition lesson	13.1.11: A-C E-F, H	laptops, Naviance, handouts	Jan	total 9th graders	all 9th grade English classes	completion of activities and surveys	school counselors	Counselors

	13.2.11: B, E 13.3.11: A-C E-G							
10th grade career lesson	13.1.11: A-H 13.2.11: B-E 13.3.11: F-G 13.4.11: B	laptops, Naviance, handouts	Jan	total 10th graders	all 10th grade English classes	completion of activities and surveys	school counselors	Counselors
11th grade career lessons	13.1.11: A-H 13.2.11: B-E 13.3.11: F-G 13.4.11: B	laptops, Naviance, handouts	Jan	all 11th graders	all 11th grade English classes	completion of activities and surveys	school counselors	Counselors
RIASEC	13.1.3 A, B, C, H 13.1.5 H 13.2.3 A, D, E 13.2.5 A, E 13.3.3 A, B, C, E, F, G 13.3.5 A, B, C, E, F, G	Posters, handouts, video activities	School Year	All Students	Advisory	Completion of activities and surveys	Teachers, Counselors	School Counselors, Principals

## 8. Program Goals

- Deliver K-12 curriculum to address academic, personal/social, and career areas
- Implement the K-12 Counseling Program that is continually evaluated using process, perception, and results data
- Increase direct service contact to all stakeholders
- Communicate the role of the school counselors to include managing a school counseling program that addresses the needs of all students
- Increase communication with students, parents, agencies, and post-secondary schools
- Collaborate, consult, and support student focused programs

All students in the Chartiers Valley School District will have the opportunity to be actively engaged in the school counseling program that is embedded in a rigorous curriculum. The domain and standards of the curriculum include:

### Academic

- Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span.
- Students will complete school with the academic preparation that is necessary for a wide range of substantial post-secondary options, including college.
- Students will understand the relationship of academics to the world of work and to life at home and in the community.

### Career

- Students will acquire the skills to investigate the world of work in relation to knowledge of self to make informed career decisions.
- Students will employ strategies to achieve future career goals with success and satisfaction.
- Students will understand the relationship between personal traits, qualities, education, training, and the world of work.

### Personal/Social

- Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.
- Students will make decisions, set goals, and take necessary action to achieve goals.
- Students will understand personal safety, wellness, and essential life skills.

## Annual Program Goals for the 24-25 School Year

### Elementary Level

Academic	Career	Personal/Social
<p><b>Improve Skills for Academic Success</b></p> <p>100% of students will receive PBIS lessons on themes, including respect and responsibility.</p>	<p><b>Improve Career Awareness</b></p> <p>98% of students will have fulfilled the PA Career Ed and Work Standard portfolio requirement in grade 5.</p>	<p><b>Develop Coping Skills to Promote Well-Being</b></p> <p>100% of students will have received at least one classroom lesson on coping skills or mindfulness.</p>

### Middle School Level

Academic	Career	Personal/Social
<p><b>Improve Skills for Academic Success</b></p> <p>100% of students will receive two lessons on Study Skills.</p>	<p><b>Improve Career Awareness</b></p> <p>98% of students will have fulfilled the PA Career Ed and Work Standard portfolio requirement in grade 8.</p>	<p><b>Develop Skills for Online Behavior and Privacy</b></p> <p>100% of students will have received at least one classroom lesson on digital citizenship/and how to protect online privacy.</p>

### High School Level

Academic	Career	Personal/Social
<p><b>Improve Graduation Outcomes</b></p> <p>By the end of the school year, 96% of seniors will fulfill a graduation pathway.</p>	<p><b>Improve Career Awareness</b></p> <p>98% of students will have fulfilled the PA Career Ed and Work Standard portfolio requirement in grade 11.</p>	<p><b>Develop Resilience and Coping Skills</b></p> <p>100% of students will have received at least one classroom lesson on coping skills or mindfulness.</p>

## 9. Individualized Academic & Career Process and Portfolio

### Career Development Intervention Matrix

Grade	Career Development Interventions for All Students
<b>K</b>	Introduction to the School Counselor's Role and others in the school Second Step lessons PBIS lessons on monthly themes RIASEC
<b>1</b>	Helpers in the Community discovery Second Step lessons PBIS lessons on monthly themes RIASEC
<b>2</b>	PBIS lessons on monthly themes Second Step lessons RIASEC
<b>3</b>	PBIS lessons Second Step lessons RIASEC
<b>4</b>	PBIS lessons Second Step lessons RIASEC
<b>5</b>	PBIS lessons Second Step lessons RIASEC Junior Achievement BizTown
<b>6</b>	BCIT/Everfi: Financial Decision Making, Budget & Spending, Incoming Careers, Credit & Borrowing, Future Planning Guidance Google Classroom: Soft Skills, Know Your Personality & Interests RIASEC
<b>7</b>	BCIT/Everfi (STEM): Ultimate Prototype, Perfect Playlist, Home of the Future, Medical Machines, Data Champions, Game Development Studio, Transportation Central Guidance Google Classroom: Soft Skills, Know Your Personality & Interests, Budget Your Life!, Career Occupations RIASEC
<b>8</b>	BCIT/Everfi: Smart Shopping, Ways to Pay, Welcome Mayor, Investing in You, Growing a Business, Your Financial Future, Build Your Blueprint Guidance Google Classroom: Soft Skills, Know Your Personality & Interests, What is an Entrepreneur?, Budget Your Life, Career Occupations Naviance - Career Key Parkway CTC (Presentation/Career Exploration Day) RIASEC
<b>9</b>	Financial Literacy, Skills Gap, Career Cluster Finder, Intro to Resumes/Interviews, Entrepreneurship, Post-Secondary Meetings and Presentations, ASVAB, Parkway Presentations, RIASEC
<b>10</b>	Job Search/Interviews, Financial Literacy, Career Cluster Finder, Road Trip Nation, Career Interest Profiler, Career Research Paper, Achieve Works Skills Profiler, PSAT, ASVAB, RIASEC
<b>11</b>	Scavenger Hunt, ASVAB, PSAT, Strengths Explorer, Resume Writing/Update, Career Relocation Project, National College Fair, Post-Secondary Meetings and Presentations, SAT/ACT/AP, RIASEC
<b>12</b>	Interviews/Resumes, Financial Literacy, Job Retention/Grit, National College Fair, Post-Secondary Reps and Presentations, SAT/ACT/AP, ASVAB, Career Shadows, Parkway Co-Ops, RIASEC

## Section Two: Academic and Career Plan Process

The Career Education and Work (CEW) Standards are part of the State Board of Education’s regulations of required education for all students in Pennsylvania. Career Education and Work Standards describe what students should know and be able to do at four grade levels (3, 5, 8 and 11) in four areas:

- 13.1 Career Awareness and Preparation
- 13.2 Career Acquisition (Getting a Job)
- 13.3 Career Retention and Advancement
- 13.4 Entrepreneurship

The state requires students to have a comprehensive career portfolio. By the end of grade 5, the student has produced six or more pieces of evidence, or at least two pieces of evidence accumulated by the end of grade 3, and at least two pieces of evidence each year in grade 4 and grade 5. By the end grade 8, the student has a career portfolio containing the K-5 grade band evidence and an additional six pieces of evidence, or at least two pieces of additional evidence in each of the following: grade 6, grade 7, grade 8. By the end of grade 11, the student has a career portfolio containing both the K-5 and 6-8 grade band evidence, and an additional eight pieces of evidence, or at least two pieces of evidence each year, collected in the 9-11 grade band that validates all four strands of the CEW standards have been meaningfully addressed. At least two of these pieces of evidence for the 9-11 grade band must demonstrate implementation of the student’s individualized career plan.

Career planning is often a challenging process for many students, however, our goal is to support every student’s journey in finding the right career path. Career planning at Chartiers Valley begins at the Primary School and continues through Intermediate, Middle, and High School. Each student will explore a variety of career options and develop an individual plan and portfolio. The portfolio begins as a hard-copy folder that follows students as they advance grade levels and evolves into an electronic record. The student files are maintained by counselors and clerical staff, and the digital portfolios will be maintained by students throughout their education.

Chartiers Valley School District has selected the Naviance online resource to assist in managing the career planning process. Naviance is utilized through classroom lessons and post secondary planning with school counselors and Advisory sessions. Students will continue to review and revise their plan during their entire time in the district. Students and families are encouraged to utilize this resource and engage in the career exploration and planning processes throughout their time at Chartiers Valley.

Each middle and high school student has an account already created for them. To access the Naviance account log onto:

<https://student.naviance.com/chartiersvhs>

To ensure that parents are engaged in the process, they will have access to Naviance accounts and will have access to a variety of the resources provided to students. Parents will also be invited to many of the career development activities such as post secondary meetings, the College Fair, and a variety of presentations. Staff will also have access to these resources and will continue to collaborate with School Counselors to facilitate advisory and classroom lessons.

### GRADE K

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
When I Grow Up	School Counselor delivers the lesson within the classroom	13.1.3 Career Awareness and Preparation	Picture of a job they want to do in the future	Fall
PBIS Monthly Themes	Classroom teachers deliver the lesson within the classroom	13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement	Accompanying worksheets/activities	Yearlong
Second Step Curriculum	Classroom teachers deliver	13.2.3 Career	Accompanying	Yearlong

	within the classroom	Acquisition 13.3.3 Career Retention and Advancement	worksheets/activities	
RIASEC	Delivered within classroom	13.1.3 Career Awareness and Preparation 13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement 13.4.3 Entrepreneurship	Accompanying worksheets/activities	Yearlong

## GRADE 1

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
Who Will I Be?	School Counselor delivers the lesson within the classroom	13.1.3 Career Awareness and Preparation	Completion of worksheet and survey about themselves	Fall
PBIS Monthly Themes	Classroom teachers deliver the lesson within the classroom	13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement	Accompanying worksheets/activities	Yearlong
Second Step Curriculum	Classroom teachers deliver within the classroom	13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement	Accompanying worksheets/activities	Yearlong
RIASEC	Delivered within the classroom	13.1.3 Career Awareness and Preparation 13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement 13.4.3 Entrepreneurship	Accompanying worksheets/activities	Yearlong

## GRADE 2

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
PBIS Monthly Themes	Classroom teachers deliver the lesson within the classroom	13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement	Accompanying worksheets/activities	Yearlong
Second Step Curriculum	Classroom teachers deliver within the classroom	13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement	Accompanying worksheets/activities	Yearlong
RIASEC	Delivered within the classroom	13.1.3 Career	Accompanying	Yearlong



		Awareness and Preparation 13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement 13.4.3 Entrepreneurship	worksheets/activities	
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### GRADE 3

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
RIASEC	Delivered within the classroom	13.1.3 Career Awareness and Preparation 13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement 13.4.3 Entrepreneurship	Accompanying worksheets/activities	Yearlong
Second Step Curriculum	Delivered by classroom teachers within the classroom	13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement	Accompanying worksheets	Yearlong
PBIS Lessons	Classroom teachers deliver the lessons within the classroom	13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement	Accompanying worksheets/activities	Yearlong

### GRADE 4

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
RIASEC	Delivered within the classroom	13.1.3 Career Awareness and Preparation 13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement 13.4.3 Entrepreneurship	Accompanying worksheets/activities	Yearlong
Second Step Curriculum	Within the classroom	13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement	Accompanying worksheets	Yearlong
PBIS Lessons	Classroom teachers deliver the lessons within the classroom	13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement	Accompanying worksheets/activities	Yearlong

## GRADE 5

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
RIASEC	Delivered within the classroom	13.1.5 Career Awareness and Preparation 13.2.5 Career Acquisition 13.3.5 Career Retention and Advancement 13.4.5 Entrepreneurship	Accompanying worksheets/activities	Yearlong
Second Step Curriculum	Within the classroom	13.2.3 Career Acquisition 13.3.5 Career Retention and Advancement	Accompanying worksheets	Yearlong
PBIS Lessons	Classroom teachers deliver the lessons within the classroom	13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement	Accompanying worksheets/activities	Yearlong
JA Biztown	Classroom teachers deliver lessons; students visit interactive Biztown	13.1.5 Career Awareness and Preparation 13.2.5 Career Acquisition 13.3.5 Career Retention and Advancement 13.4.5 Entrepreneurship	Accompanying worksheets/activities	Spring

## GRADE 6

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
Financial Decision Making	BCIT - EverFi - Vault	13.3.8. Career Retention & Advancement	Completion of Assignment	1st & 2nd Semester
Personality Type & Career Exploration	MS Guidance Google Classroom	13.1.8. Career Awareness & Prep	Google Form	1st Semester
Budget & Spending	BCIT - EverFi - Vault	13.3.8. Career Retention & Advancement	Completion of Assignment	1st & 2nd Semester
Income & Careers	BCIT - EverFi - Vault	13.3.8. Career Retention & Advancement	Completion of Assignment	1st & 2nd Semester
Credit & Borrowing	BCIT - EverFi - Vault	13.3.8. Career Retention & Advancement	Completion of Assignment	1st & 2nd Semester
Soft Skills	MS Guidance Google Classroom	13.2.8 Career Acquisition	Google Form	1st Semester

Future Planning	BCIT - EverFi - Vault	13.3.8. Career Retention & Advancement	Completion of Assignment	1st & 2nd Semester
RIASEC	Delivered within the classroom	13.1.3 Career Awareness and Preparation 13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement 13.4.3 Entrepreneurship	Accompanying activities	Yearlong

## GRADE 7

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
Personality Type & Career Exploration	MS Guidance Google Classroom	13.1.8. Career Awareness & Prep	Google Form	1st Semester
Design Ultimate Prototype	BCIT - EverFi - Steelers STEM Career Exploration	13.1.8. Career Awareness & Prep	Completion of Assignment	1st & 2nd Semester
Perfect Playlist	BCIT - EverFi - Steelers STEM Career Exploration	13.1.8. Career Awareness & Prep	Completion of Assignment	1st & 2nd Semester
Home of the Future	BCIT - EverFi - Steelers STEM Career Exploration	13.1.8. Career Awareness & Prep	Completion of Assignment	1st & 2nd Semester
Medical Machines	BCIT - EverFi - Steelers STEM Career Exploration	13.1.8. Career Awareness & Prep	Completion of Assignment	1st & 2nd Semester
Budget & Spending	MS Guidance Google Classroom	13.3.8. Career Retention and Advancement	Google Form	1st & 2nd Semester
Budget Your Life	MS Guidance Google Classroom	13.3.8. Career Retention and Advancement	Google Form	1st Semester
Career Occupations	MS Guidance Google Classroom	13.3.8. Career Retention and Advancement	Google Form	1st Semester
Soft Skills	MS Guidance Google Classroom	13.2.8 Career Acquisition	Google Form	1st Semester
Game Development Studio	BCIT - EverFi - Steelers STEM Career Exploration	13.1.8. Career Awareness & Prep	Completion of Assignment	1st & 2nd Semester
Data Champions	BCIT - EverFi - Steelers STEM Career Exploration	13.1.8. Career Awareness & Prep	Completion of Assignment	1st & 2nd Semester
Transportation Central	BCIT - EverFi - Steelers STEM Career Exploration	13.1.8. Career Awareness & Prep	Completion of Assignment	1st & 2nd Semester
RIASEC	Delivered within the classroom	13.1.3 Career Awareness and Preparation 13.2.3 Career	Accompanying activities	Yearlong

		Acquisition 13.3.3 Career Retention and Advancement 13.4.3 Entrepreneurship		
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## GRADE 8

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
What is an Entrepreneur?	MS Guidance Google Classroom	13.4.8 Entrepreneurship	Google Form	1st Semester
Personality Type & Career Exploration	MS Guidance Google Classroom	13.1.8. Career Awareness & Prep	Google Form	1st Semester
Naviance - Career Key	Group Presentation	13.1.8. Career Awareness & Prep	Naviance	1st Semester
Welcome Mayor	BCIT - Everfi - FutureSmart	13.3.8. Career Retention and Advancement	Completion of Assignment	1st & 2nd Semester
Smart Shopping	BCIT - EverFi - FutureSmart	13.3.8. Career Retention and Advancement	Completion of Assignment	1st & 2nd Semester
Ways to Pay	BCIT - Everfi - FutureSmart	13.3.8. Career Retention and Advancement	Completion of Assignment	1st & 2nd Semester
Investing In You	BCIT -Everfi - FutureSmart	13.3.8. Career Retention and Advancement	Completion of Assignment	1st & 2nd Semester
Parkway Presentation	Group Presentation	13.1.8. Career Awareness & Prep	Google Form	1st Semester
Budget Your Life	MS Guidance Google Classroom	13.3.8. Career Retention and Advancement	Google Form	1st Semester
Career Occupations	MS Guidance Google Classroom	13.3.8. Career Retention and Advancement	Google Form	1st Semester
Growing A Business	BCIT -Everfi - FutureSmart	13.3.8. Career Retention and Advancement	Completion of Assignment	1st & 2nd Semester
Your Financial Future	BCIT -Everfi - FutureSmart	13.3.8. Career Retention and Advancement	Completion of Assignment	1st & 2nd Semester
Build Your Blueprint	BCIT - Everfi - FutureSmart	13.3.8. Career Retention and Advancement	Completion of Assignment	1st & 2nd Semester
Building a Balanced Budget	BCIT - Everfi - Venture - Entrepreneurial Expedition	13.4.8 Entrepreneurship	Completion of Assignment	1st & 2nd Semester
The Entrepreneur In You	BCIT - Everfi - Venture - Entrepreneurial	13.4.8 Entrepreneurship	Completion of Assignment	1st & 2nd Semester

	Expedition			
Planning & Building a Business	BCIT - Everfi - Venture - Entrepreneurial Expedition	13.4.8 Entrepreneurship	Completion of Assignment	2nd Semester
Parkway Career Exploration Day	Group Presentation	13.1.8. Career Awareness & Prep	Google Form	2nd Semester
RIASEC	Delivered within the classroom	13.1.3 Career Awareness and Preparation 13.2.3 Career Acquisition 13.3.3 Career Retention and Advancement 13.4.3 Entrepreneurship	Accompanying activities	Yearlong

## GRADE 9

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
Financial Literacy Lesson	Advisory	13.3.11 Career Retention & Advancement	Survey/Reflection	March
Skills Gap Lesson	Advisory	13.1.11 Career Awareness & Prep	Survey	February
Personality Type & Career Exploration (RIASEC)	Advisory	13.1.11 Career Awareness & Prep	Do What You Are results	April
Intro to Resumes	Advisory	13.2.11 Career Acquisition	Resume builder	November
Entrepreneurship Lesson	Counselor Classroom Lesson (English Class)	13.4.11 Entrepreneurship	Naviance Questionnaire	January
Career Interview	Counselor Lesson (English classes)	13.1-3.11 Career Awareness, Prep, Acquisition, Retention, and Advancement	Interview reflection	January

## GRADE 10

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
Job Search & Interviewing	Advisory	13.2.11 Career Acquisition	Reflection Survey	April
Financial Literacy Lesson	Advisory	13.3.11 Career Retention & Advancement	Survey/Reflection	February
Career Clusters	Advisory	13.1.11 Career Awareness & Prep	Cluster Finder results	March
Roadtrip Nation Career Exploration	Advisory	13.1-4.11 Career Awareness, Prep, Acquisition, Retention, Advancement, and Entrepreneurship	What's your road results	November

AchieveWorks Skills	Advisory	13.1.11 Career Awareness & Prep	Skill profile and recommendations	January
Career Interest Profiler (RIASEC)	Counselor Lesson (English Class)	13.1.11 Career Awareness & Prep	RAISEC Holland Code/Career Results & Survey	January
Career Research Paper	English Class	13.1.11 Career Awareness & Prep 13.2.11 Career Acquisition	Research paper	January

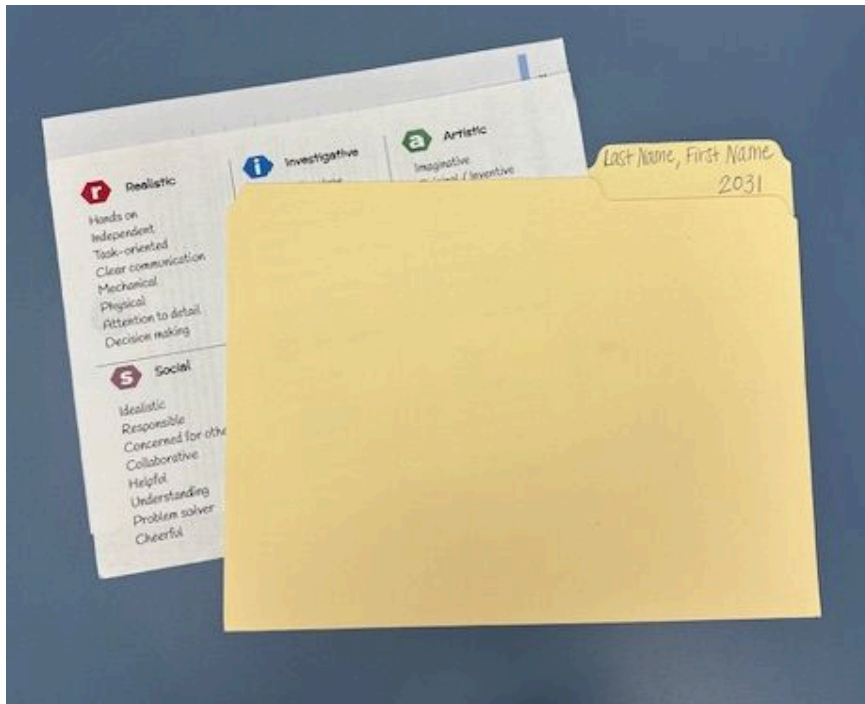
## GRADE 11

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
Scavenger Hunt (College or Alt)	Advisory	13.2.11 Career Acquisition	Hunt results	April
ASVAB/PSAT	Alternate Schedule for ALL Grade 11	13.1.11 Career Awareness & Prep	Score Report	October
Strengths Explorer	Advisory	13.1.11 Career Awareness & Prep 13.2.11 Career Acquisition	Results	February
Resume Writing Review	Counselor Classroom Lesson (English Class)	13.2.11 Career Acquisition & Prep	Resume	January
Career Relocation Project	English Classes	13.2.11 Career Acquisition & Prep	Career Relocation Project	January

## GRADE 12

LESSON	IMPLEMENTATION	STANDARD	EVIDENCE	DATES
Interviewing Skills and Resume Update	Advisory	13.2.11 Career Acquisition	Resume	January
Financial Literacy	Advisory	13.3.11 Career Retention & Advancement	Reflection Survey	February
Grit	Advisory	13.3.11 Career Retention & Advancement	Grit Scale Results	April

A hard-copy career portfolio that Chartiers Valley students begin creating in Kindergarten:



This portfolio evolves into a digital portfolio as students move to the secondary level using Naviance.

Some of the Naviance career features include:

Self-discovery tools such as Gallup's Clifton StrengthsExplorer®, Career Interest Profiler, Career Key, and AchieveWorks assessments that help students uncover their strengths and interests and make informed decisions about their futures.



**Career Exploration and Planning**

Help students explore careers and align their academic plans to their goals. Students can explore careers through engaging videos and work-based learning opportunities, such as internships, apprenticeships, and job shadows.

**College Research and Application**

Students can explore postsecondary education options and identify the best-match colleges and universities that meet their search criteria. Staff can connect students with college and military reps and seamlessly manage the entire college application process in Naviance.



## 10. School District Stakeholders Engagement

**Students:**

Students benefit and contribute to the school counseling program by volunteering in peer support programming (tutors, ambassadors, helpers), and by participating in meetings, lessons, presentations, and other events. Students can also support their peers as leaders during career exploration and personal/social lessons, as well as through community service.

**Educators:**

Faculty and staff will be enriched by the school counseling program. In addition to career research and projects, exploration of current career trends, field trip opportunities, guest speakers, and other resources, school counselors develop and disseminate the Advisory program curriculum, as well as facilitate grade level appropriate classroom guidance lessons. In addition, educators support the program through collaboration, consultation, and delivery of many career resources. They facilitate developmentally appropriate career exploration growth for all students.

**Stakeholder: Educator**

"Big Idea"	Program Goals	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
<b>Connect staff to outside resources for career development programs.</b>	Increase number of connections with local post-secondary resources	13.1 13.2 13.3 13.4	K-12	connect students and staff with alumni, service recruiters, and industry reps who are valuable career resources	surveys, question & answer	school year Aug - June
	Increase number of relevant resources to collaborate with and share with students			continued career and guidance presentations, encouragement of students to complete job shadows and internships, access to post-secondary reps	pre and post surveys	school year Aug - June
	Continue to increase the number of students working with OVR			continued communication and student referral via IEP case managers	measure number of students evaluated by OVR & outcomes	school year Aug - June
<b>Connect staff to Parkway West CTC</b>	Increase participation in Parkway career day	13.1 13.2 13.3 13.4	K-12	Tour CTC, invite interested teachers and staff on field trip	measure number of students attending	fall/spring semester
	Increase staff familiarity of Parkway programs.			include staff during student Parkway presentation so that they can identify an increased number of Parkway programs available to students	verbal survey	school year Aug - June
	Increase staff K-8 understanding of Parkway			include Parkway students, teachers, and staff during presentations for	verbal pre and post survey	school year Aug - June

				younger students, i.e. Career Cafe speakers		
<b>Determine to meet as a team &amp; inform staff of 339 Plan</b>	Increase staff understanding of 339 plan	13.1 13.2 13.3 13.4	K-12	schedule K-12 meetings, currently happening this year for 339, will continue meetings each year	verbal feedback	school year Aug - June
	Meet once at each school per year as a department			communicate about 339 at Faculty Meetings and other staff interactions	verbal feedback/question & answer	school year Aug - June

**Parents:**

Parent stakeholders are involved and invested in supporting the school counseling program. The comprehensive school counseling program will benefit parents by providing their students with relevant career resources and exploration tools. The program will help parents facilitate conversation with their children regarding future planning. Parents can benefit from the program by utilizing Infinite Campus, Naviance, and participating in the variety of presentations and events provided by the Student Services Department. They can further support the program through continued discussion at home with students about career development and their own experiences.

**Stakeholder: Parents**

<b>"Big Idea"</b>	<b>Program Goals</b>	<b>CEW Standards</b>	<b>Grade Level</b>	<b>Activities /Event Description</b>	<b>Data to Measure Impact</b>	<b>Timeline Beginning &amp; End</b>
<b>Educate parents about plan and K-12 programming</b>	Continue to update the plan as programs evolve	13.1 13.2 13.3 13.4	K-12	update and publish information re: 339 plan through website	measure number of hits on story	fall semester
	Share at least one event online related to career/post-secondary training			share summary of plan and advertise	verbal survey of interest	fall semester
	Make plan published and available on website			complete and approve plan, make available through each school's school counseling website	measure number of hits	fall semester
<b>Educate parents about the CTC &amp; all post-secondary options</b>	Share and promote materials at Open House to increase parents' understanding of post secondary options	13.1 13.2 13.3 13.4	K-12	get promotional materials, work with the recruitment and promotion coordinator at Parkway	verbal feedback	Open House each fall

	Post presentation date/details to website to increase parents' understanding of post secondary options			get promotional materials and publish details	pre and post surveys	second quarter
<b>What can be added to program to further engage parents</b>	Open House, make resources available to parents to increase their familiarity with career resources	13.1 13.2 13.3 13.4	K-12	gather promotional materials and communicate these at Open Houses in the fall	pre and post surveys	once per year in fall semester
	Increase familiarity with Naviance			Online survey	parent survey	once per year
	Orientation, career development information will be shared with all parents			Orientation presentation to parents will include information on career development	parent survey, measure attendance at orientation	August

### Business/Community:

The community and local businesses are invested in the welfare and success of Chartiers Valley and the school counseling program. There are connections between the academic, personal, and career objectives of the successful school counseling program and the surrounding community. When students have explored and developed their career opportunities, they are better able to serve the community and its businesses. Businesses and the community help support the school counseling program through providing sites for work studies, job shadows, and internships. They can further support the program by continuing to collaborate with teachers and counselors by providing speakers, materials, and presentations for students to further their career development.

### Stakeholder: Business/Community

"Big Idea"	Program Goals	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
<b>Build Outside Network</b>	Continue to build relationships with businesses across grade levels	13.1 13.2 13.3 13.4	K- 12	Continue to foster relationships with businesses through Peer Helpers, guest speakers, clubs, etc.	verbal and written follow up	school year Aug - June

	Increase networking between school and business			Examples of activities include: classroom presentations by: RIASEC presenters, Career Cafe, Parkway West Career Exploration, etc.		school year Aug - June
	Invite new representatives to advisory council meetings			Develop a partnership with community rotary organizations	attendance taken at meeting & post survey	school year Aug - June
<b>Develop New Activities to Engage Students Outside of the Building</b>	Encourage students to participate in apprenticeships, job shadows, or internships	13.1 13.2 13.3 13.4	K-12	Provide and promote opportunity for career exploration in relation to student specific interest areas	verbal feedback	school year Aug - June
	Increase the number of students aware of and participating in work study			Promote and encourage students to apply for apprenticeship/internship programs in areas of interest	verbal feedback	school year Aug - June
	Students will engage in regularly scheduled field trips to explore a variety of career opportunities.			Promote and encourage student attendance on field trips to explore a variety of career opportunities  At the elementary level, emphasize the career opportunities as a natural extension when participating in scheduled field trips	measure attendance on field trips and verbal feedback	school year Aug - June
<b>Continue to foster relationships between business and school</b>	Increase number of opportunities for business and postsecondary representatives to meet with Faculty & students	13.1 13.2 13.3 13.4	K-12	Post-secondary representative visits to high school scheduled through Naviance	verbal feedback	school year Aug - June
	Advertise all part time employment			Utilize Peachjar, bulletin board, email, and website to advertise jobs, advertise the process to obtain a work permit at the high school	review yearly totals of	school year Aug - June

	opportunities for students and share information on obtaining a work permit				workers permits	
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**Post-Secondary Partners:**

Chartiers Valley communicates with a variety of post-secondary institutions and resources. Numerous colleges and universities visit Chartiers Valley throughout the school year. Students also have access to their school counselors, who assist students with the exploration, application, and planning process. Post-secondary partners support the program by collaborating with Chartiers Valley to deliver resources and information to students and their families. Post-secondary partners provide numerous presentations in Student Services. These presentations provide more awareness for students about all of the options available to them. Additionally, students benefit from access to a variety of Career and Technology Training Programs (Parkway West CTC), CIHS (College in High School), Project Lead the Way, and AP (Advanced Placement) level courses, all of which prepare students for post-secondary options.

**Stakeholder: Postsecondary**

<b>“Big Idea”</b>	<b>Program Goals</b>	<b>CEW Standards</b>	<b>Grade Level</b>	<b>Activities /Event Description</b>	<b>Data to Measure Impact</b>	<b>Timeline Beginning &amp; End</b>
<b>Increase Parent and Staff Awareness of Post-Secondary Options</b>	Develop and publish a comprehensive list of the range of options for Post-Secondary Training	13.1 13.2 13.3 13.4	K- 12	Options will be shared through individual student/parent interactions, classroom presentations, as well as through media (website, 339 plan, etc).	measure website hits	school year Aug - June
	Increase networking between school & post secondary options			Examples of activities include classroom presentations by Junior Achievement, Career Cafe, Career Day, College Fairs, etc.	verbal feedback	school year Aug - June
	Increase attendance at evening postsecondary events			Promote events in bulletin, website, district calendar, through email blasts and Monday Memos	measure attendance and verbal feedback	school year Aug - June
<b>Create Student Awareness of Unfamiliar Post Secondary Resources</b>	Increase number of students participating in post secondary rep visits	13.1 13.2 13.3 13.4	K-12	Promote rep visits, opportunities and/or find options specific to career interests	review attendance data	school year Aug - June

	Increase number of students attending college fair			Promote students to attend and provide registration information to events	review attendance data	school year Aug - June
	Use Naviance to explore the Range of options for post-sec. training			Options will be shared through Naviance, Guidance Google Classroom presentations/assignments, individual student interactions, and classroom presentations	utilize Naviance completion data	school year Aug - June
<b>Students will be able to identify and pursue career interests and understand variety of post-secondary service/work/ educational) options</b>	Students will review and compare interest/skills inventories across grade levels.	13.1 13.2 13.3 13.4	K-12	Students will complete interest inventories and surveys in various grade levels.	Naviance/Everfi data	school year Aug - June
	Students will identify a plan for career development after HS graduation			Students will complete a senior exit survey summarizing plans after graduation.	senior exit survey	end of senior year
	Seniors will present their post secondary plans to their peers			Through the Advisory program, seniors will share and present their plan to their peers	verbal presentation, student survey	end of senior year

## 11. K-12 Advisory Council

### **School Counselors:**

Danyelle Boyd, MA N.C.C.  
Nicolette Churilla, M.S.Ed  
Steve DePace, MS  
Lesley Kunkel, MA  
Mary Krepp, M. Ed  
Leah O'Malley, MA N.C.C.  
Matt Swift, MA

### **Administrators:**

Mr. Patrick Myers  
Dr. Michelle Welter  
Mr. Peter Schintz  
Dr. Deidra Stepko

### **Parkway West CTC:**

Kristen Milanovich  
Jared Estock

### **Teachers:**

Rebecca Forkner  
Nicole Glowark  
Jaime Hick  
Stephanie Miller  
Andrew Poppelreiter  
Charlotte Zelch

### **Parents:**

Jason Gardner  
Anthony Mastrean

### **Post-Secondary Representatives:**

Cailin Engel, Robert Morris University  
Steve Macri, Rosedale Tech  
Dr. Dorothy Collins, CCAC-VP for Enrollment Services

### **Business/Community Representatives:**

Dottie McCartney

## 12. Career and Postsecondary Resources

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

### Organizations & Agencies

<b>Intermediary Organizations: <i>Connecting, Collaborating, Convening Organizations</i></b>
<b>Resource Type</b>
Parkway CTC
Field trips to local unions
Co-operative work study through Parkway CTC
Technical school speakers
Builder's Guild speakers

<b>Umbrella Organizations: <i>Organizations that represent a large group of business organizations with a common mission</i></b>
<b>Resource Type</b>
Dual enrollment through Parkway with Rosedale and CCAC
Work cooperatives through Parkway CTC
ASVAB

<b>Community &amp; State Organizations: <i>Agencies representing community and state initiatives, service to communities</i></b>
<b>Resource Type</b>
Career Links
Job Corps
Office of Vocational Rehabilitation (OVR)
PHEAA

### Networking Opportunities

<b>Individual Contacts: <i>Contacts acquired through networking and interaction</i></b>
<b>Resource Type</b>
Rosedale Technical College
Parkway CTC



Local unions
Bidwell Training Center
Individual counselor contacts

<b>Community &amp; Business Meetings: <i>Meetings, which bring cross/community members together to promote growth to further a cause</i></b>
<b>Resource Type</b>
Visits to Intervention
Open Houses

<b>Community Events: <i>Conferences, Workshops, Grand Openings</i></b>
<b>Resource Type</b>
Parkway Career Fair, Moon Career Fair, National College Fair
Financial Aid Night
Common Application Workshop
FAFSA Financial Aid Completion Night

**Online & Other Resources**

<b>Internet Based Links: <i>Websites educating others and promoting career development and related topics</i></b>
<b>Resource Type</b>
Naviance
Infinite Campus
CVSD Website - School Counseling

<b>Media &amp; Advertising: <i>Various marketing methods that provide contacts, career awareness, ideas and workforce information</i></b>
<b>Resource Type</b>
Daily Bulletin, Monday Memos
Naviance
Bulletin boards/flyers
Building social media pages

<b>Publication &amp; Documents: <i>Hard copy materials that offer contacts and career/workforce information</i></b>
<b>Resource Type</b>
CV Bulletin
Updates from Parkway

**OTHER CAREER PLANNING RESOURCES**

**NACAC National College Fair** – Students will have the opportunity to attend the National College Fair held annually at the David L. Lawrence Convention Center.

**Post-Secondary Representative Visits** - Please register through Naviance/Rep Visits.

**Career Fair Field Trips** – Students will have the opportunity to attend career fairs as available. Please talk to your school counselor for more information.

**Work Study & Internships** – This 12<sup>th</sup> grade only program allows students to mix the world of work along with schooling. It is recommended that students seek out positions that are related to their career of interest or allow them to learn and practice useful job skills that will future their work skills development.

**Post-Secondary Meetings & Presentations** – Students and parents have the ability to meet with school counselors to focus primarily on career interests and development. In addition, grade level goals and objectives are outlined and taught for all students. Annual evening events are conducted to help students and parents work through post-secondary options and processes.

**Advisories** - Student groups meet once per month with their advisor (faculty members) to discuss a variety of topics including digital citizenship, career exploration, and post-secondary planning. Advisories utilize the Naviance digital tool.

**ASVAB** – The Armed Services Vocational Aptitude Battery is offered annually at CVHS. Students interested in learning about or registering for the ASVAB should talk to their school counselor. Keep in mind the ASVAB is not only a military used exam, it is a great career interest inventory as well. In no way are students committed or recruited by the military from taking the ASVAB.

**Career Shadowing** – Students have the opportunity, if desired, to be excused from school to complete a career shadow in an area of potential interest. Release forms must be completed prior to visit and are available in the Student Services Center.

**Senior Exit Survey** - All seniors will share their plans for after high school through completion of the senior exit survey.

### 13. Career and Technology Center Strategies

#### Student Awareness

Grade(s)	Intervention / Program / Events	Stakeholder Delivering	Data Used (Success Indicator)	Date	Contact Person
9	Orientation Powerpoint	School Counselor	• Measure attendance	August	HS Counselors
8	Presentation to all 8th graders	Parkway PR	• Pre/Post survey	January	HS Counselors, Parkway Counselor
9-12	Information available at Open House	School Counselor	• Measure attendance	September	HS Counselors
9-12	Scheduling Presentations with Parkway information	School Counselor	• Measure attendance; course requests	February	HS Counselors
8	Parkway Career Day Field Trip	School Counselor/ Parkway PR	• Measure attendance; verbal survey	February	HS Counselors, Parkway Counselor

#### Parent Awareness

Grade(s)	Intervention / Program / Events	Stakeholder Delivering	Data Used (Success Indicator)	Date	Contact Person
9	Orientation Powerpoint	School Counselor	• Measure attendance	August	HS Counselors
6-12	Information available at Open House	School Counselor	• Measure attendance	September	HS Counselors
K-12	Parkway Open House	Parkway PR	• Measure attendance; Pre/Post surveys	March	Parkway Counselor

#### Educator Awareness

Grade(s)	Intervention / Program / Events	Stakeholder Delivering	Data Used (Success Indicator)	Date	Contact Person
6-12	Information available at Open House	School Counselor	• Measure attendance	September	HS Counselors
8	Presentation to all 8th grade	MS Counselors	• Measure attendance	January	MS Counselors; Parkway Counselor
8	Parkway Career Day Field Trip	MS Counselors	• Measure attendance	February	MS Counselors; Parkway Counselor

Chartiers Valley School District partners with Parkway West Career and Technical Center to increase awareness and interest in vocational and technical education. Parkway West offers 13 programs for students. Student, parent, and educator awareness about Parkway CTC is promoted in a variety of ways including presentations, shadows, visits, and open houses. A presentation is given to every 8<sup>th</sup> grade student in January of every school year. During this presentation, a representative from Parkway speaks to the students about programs available and answers any questions that they may have. Additionally, during this presentation, the students learn about the career shadow day that they may participate in.

Following the presentation, all interested students participate in the Career Day field trip. Students travel to Parkway for a visit and tour the school as well as participate in hands-on activities within different programs. Parkway also hosts multiple open houses and events that students are encouraged to attend. In addition to the programs available at Parkway, students have the ability to take advantage of dual enrollment programs at Rosedale Tech and CCAC. There are also work study cooperatives at places of work related to students' course of study at Parkway.

Frequent communication takes place between Chartiers Valley School District and Parkway CTC, including weekly communication between counselors, attendance at IEP meetings for Parkway students, quarterly progress meetings with counselors and special population coordinator, quarterly update meetings, as well as attendance at various events at Parkway each year. Articulation agreements exist between Parkway CTC and a variety of other schools including Pennsylvania College of Technology, Rosedale Technical Institute, CCAC, Clarion University, and many others. Chartiers Valley School District will continue to partner with Parkway to offer technical and career training to all interested students.

Parkway West CTC, 7101 Steubenville Pike, Oakdale PA 15071

[Parkway West CTC promotional video](#)

[Parkway West CTC website](#)