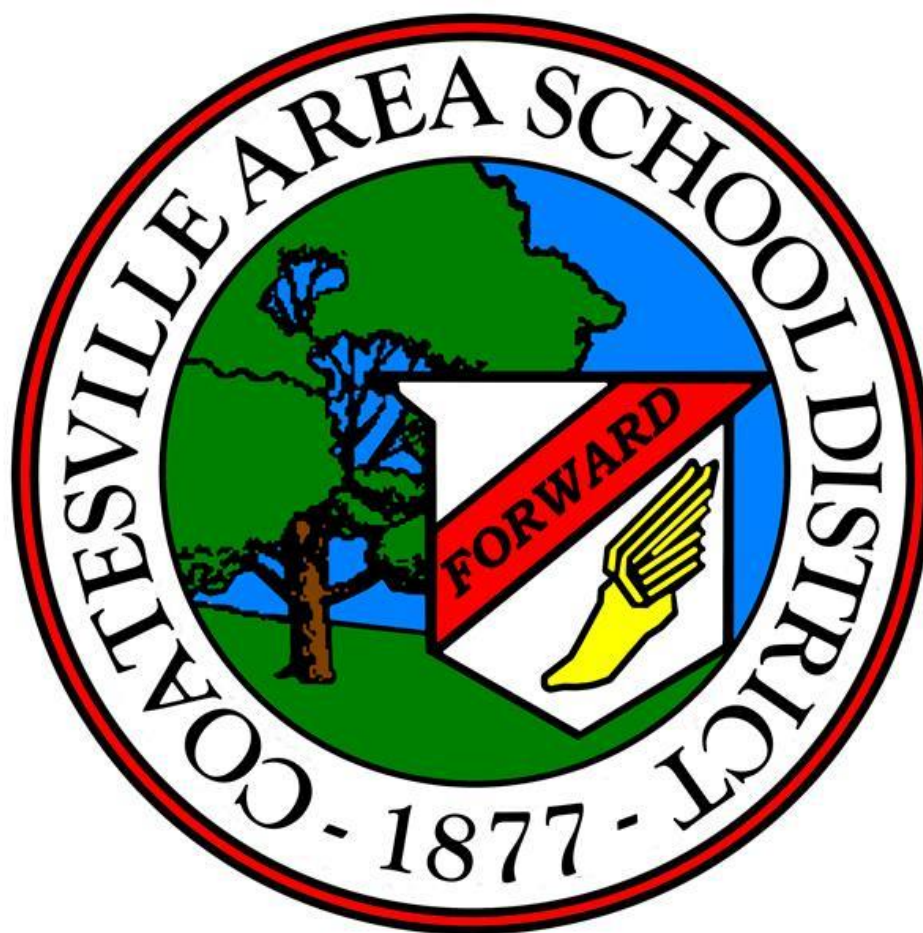


Coatesville Area School District



339 Plan
2023-2027



Chapter 339

Coatesville Area School District

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School Counselor Overview and Summary:

School Counselors and Assignments:

K-5

- Caln Elementary –Julie Dieffenbach
- East Fallowfield – Lynn Stover
- Kings Highway – Therese Mitchell
- Rainbow Elementary – Danielle Pellegrini & Stacey Babiak
- Reeceville Elementary – Diana Woodard
- Cyber Academy (K-12) – Devyn Hamilton

6-7

- Scott 6th Grade Center – Megan Murray
- North Brandywine 7th Grade Center – Jaclyn Dzedzy

8-9

- Coatesville Area Intermediate High School – Tina Rodgers
Stephen Shirk

10-12

- Coatesville Area Senior High School – Sonia DiPierro
Kelly Duffy
Wendy Lewis
Francine Norman

School-Counseling Department Mission and Vision Statements:

- **CASD MISSION:** The mission of the Coatesville Area School District, rich in diversity and committed to excellence, is to create innovative educational experiences which are funded by the taxpayers, supported by the community, delivered by dedicated teachers and administrators, to ensure all students will become responsible, contributing global citizens.
- **K-12 Counseling Department MISSION:** The Coatesville Area School District Counseling Program provides all students with opportunities to maximize academic, social, emotional, and career education through collaboration with all stakeholders to produce global citizens who possess the necessary skills to succeed in post-secondary education and careers in the 21st century.
- **K-12 Counseling Department VISION:** All students will demonstrate respect for self and others, feel valued and be contributing members of the school community.

Program Goals:

- Academic: Students will graduate from high school on time and be equipped with the skills necessary for successful post-secondary learning and living

- **Social/Emotional:** Students will be empowered with the social and emotional skills and attitudes necessary to be resilient global citizens.
- **Career:** Students will develop post-secondary plans that enable them to become productive contributors to society.

Stakeholders:

- **Students**
 - Students will participate in a guidance program focused on academic, social/emotional and career development in order to make informed and responsible decisions. Students will learn decision making, goal setting and interpersonal skills to achieve lifelong success.
- **Parents**
 - Parents' role as their child's first teacher is paramount in developing their child's full academic, social/emotional and career potential. Parents are encouraged to participate in their child's education through parent meetings, open houses and post-secondary information sessions.
- **Educators**
 - Academic, social/emotional/emotional and career education is the responsibility of all district educators. The integration of the counseling program into classroom instruction will provide students with meaningful opportunities to demonstrate proficiency in the attainment of academic, social/emotional and career knowledge and skills.
- **Business/Community**
 - Counselors will collaborate with business and community members to provide students with meaningful opportunities to learn about and explore the multiple career pathways aligned to student interest and aptitude.
- **Post-Secondary**
 - Counselors will partner with representatives from institutions of higher education, technical schools and the military to provide students with information about the variety of post-secondary opportunities available throughout life.

Role of the School Counselor:

- **As a Leader**
 - Provides leadership in delivering a comprehensive school counseling program for all students in grades K-12.
 - Actively participates in school and district wide work groups related

- to school improvement and student wellness.
 - Member of School-Wide Positive Behavior Support Committee
 - Member of School-Wide MTSS Committee
 - Collaborates with students, parents, teachers, community leaders,- and administrators to promote student success.
- As an Advocate
 - Works together with the school community to assist in removing barriers to learning for all students.
 - Supports the academic, social/emotional/emotional and career development of all students.
 - Liaison for students with parents, teachers, and outside agencies
 - Promotes equity and access to all educational programs for all students.
- As a Collaborator
 - Networks, problem solving and mediates within the school community.
 - Fosters effective teaming through open and professional communication.
 - Partners with community organizations to provide resources and services for students.
 - Actively participates in identifying and communicating academic and social/emotional interventions for all students.
- As an Agent of Systemic Change
 - Promotes and supports a safe and equitable learning environment for all students.
 - Advocates for student success in the presence of resistance.
 - Actively and accurately communicates and supports school improvement efforts to all stakeholders.

Advisory Council: Advisory Council will be made up of Board Members, District Leaders, Teachers, Students and Community Members. The Advisory Council will meet twice per week to review the current 339 Plan and to develop goals for the K-12 Counseling Program based on current needs of the students and community. Meetings will be held in October and May each year.

- Board Members
- District Administrators
- School Counselors
- Teachers
- Students
- Parents
- Community Members including but not limited to:

- YMCA
- Chester County Intermediate Unit
- District/Community Sports
- Emergency Responders (fire, police dept)
- Junior Achievement (Coordinator)
- Red Clay Alliance
- Young Men and Women In Charge
- Human Services
- Local Politicians
- The Bridge Academy
- Local Business owners

Program Calendars:

**Elementary Program Calendar
2022-2023**

ON-GOING	
Academic:	
eSchools record maintenance	K-5
IST meetings, coordinating and follow through	K-5
SAIP meetings, coordinating and follow through	K-5
New student registration/orientation	K-5
Consultation with staff	K-5
Faculty Meetings	K-12
Parent meetings coordination	K-5
Individual Gifted Screenings	K-5
Career:	
339 Records maintenance	3-5
Counselor Department Meeting	K-5
Personal/Social:	
504 teams review	K-5
Student concern reviews	K-5
Conduct various individual and group counseling Services	K-5
Outside agency coordination	K-5
Risk Assessments	K-5
Threat Assessments	K-5
Make referrals to school-based MH or other agencies	K-5
Parent meetings	K-5

AUGUST	
Academic:	
Class Scheduling	K-5
Back to School Night	K-5
Faculty Policy & Procedure Review	K-5
504 distribution and review	K-5
In-service/PD	
Career:	
Create/organize 339 folders	3-5

Personal/Social:

Set up Crime Victims Center presentations <ul style="list-style-type: none"> • Bullying • Child Safety • Internet Safety (TBD) 	K-5
Promote positive school climate	K-5
Parent & staff consultation	K-5

SEPTEMBER**Academic:**

Counselor Intro/Role Review Lesson	K-5
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Career:

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Personal/Social:

SEL screener	K-5
CVC Child Safety presentations (For all elementary except RV)	K-5

OCTOBER**Academic:**

Gifted Screener	4
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Career:

339 Lessons	3
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Personal/Social:

Red Ribbon Week	K-5
CVC Bullying prevention presentations	3-5
Coat/clothing distribution	K-5

NOVEMBER**Academic:**

Gifted Screener	3
Parent Teacher conferences	K-5
Report card checks and maintenance	K-5

Career:

339 Lessons	3-4
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Personal/Social:	
Holiday Help	K-5

DECEMBER	
Academic:	
Gifted Screener	2
Career:	
Personal/Social:	
Holiday Help/Shop with Cop	K-5

JANUARY	
Academic:	
Kindergarten Registration	Pre-K
Career:	
339 Lesson	4
Personal/Social:	
CVC Child Safety presentations (For RV)	K-5

FEBRUARY	
Academic:	
Kindergarten Registration	Pre-K
6 th grade elective class selection	5
Career:	
Career Presentations	5
Personal/Social:	

MARCH

Academic:

Report card checks and maintenance	K-5
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Career:

Girls STEM trip (339 artifact)	5
Boys Presentation (339 artifact)	5

Personal/Social:

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APRIL

Academic:

PSSA set up and delivery	3-5
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Career:

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Personal/Social:

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MAY

Academic:

6 th grade building tour	5
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Career:

Junior Achievement	3-5
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Personal/Social:

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JUNE

Academic:

Record maintenance	K-5
Case file organization	K-5
Report card checks and maintenance	K-5
Manage and Transfer records to 6 th grade	5

Career:

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Personal/Social:

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Elementary Program Calendar Beyond 2023

ON-GOING

Academic:

eSchools record maintenance	K-5
IST meetings, coordinating and follow through	K-5
SAIP meetings, coordinating and follow through	K-5
New student registration/orientation	K-5
Consultation with staff	K-5
Faculty Meetings	K-12
Parent meetings coordination	K-5
Individual Gifted Screenings	K-5

Career:

339 Records maintenance	3-5
Counselor Department Meeting	K-5

Personal/Social:

504 teams review	K-5
Student concern reviews	K-5
Conduct various individual and group counseling Services	K-5
Outside agency coordination	K-5
Risk Assessments	K-5
Threat Assessments	K-5
Make referrals to school-based MH or other agencies	K-5
Parent meetings	K-5

AUGUST

Academic:

Class Scheduling	K-5
Back to School Night	K-5
Faculty Policy & Procedure Review	K-5
504 distribution and review	K-5
In-service/PD	

Career:

Create/organize 339 folders	3-5
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Personal/Social:

Set up Crime Victims Center presentations <ul style="list-style-type: none"> • Bullying • Child Safety • Internet Safety (TBD) 	K-5
Promote positive school climate	K-5
Parent & staff consultation	K-5

SEPTEMBER	
Academic:	
Counselor Intro/Role Review Lesson	K-5
Career:	
Personal/Social:	
SEL screener	K-5
CVC Child Safety presentations	K-5

OCTOBER	
Academic:	
Gifted Screener	2
Career:	
339 Lessons	3
Personal/Social:	
Red Ribbon Week	K-5
CVC Bullying prevention presentations	3-5
Coat/clothing distribution	K-5

NOVEMBER	
Academic:	
Report card checks and maintenance	K-5
Parent Teacher conferences	K-5
Career:	

339 Lessons	3-4
Personal/Social:	
Holiday Help	K-5

DECEMBER	
Academic:	
Career:	
Personal/Social:	
Holiday Help/Shop with Cop	K-5

JANUARY	
Academic:	
Kindergarten Registration	Pre-K
Career:	
339 Lesson	4
Personal/Social:	

FEBRUARY	
Academic:	
Kindergarten Registration	Pre-K
6 th grade elective class selection	5
Career:	
Career Presentations	5
Personal/Social:	

MARCH**Academic:**

Report card checks and maintenance	K-5
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Career:

Girls STEM trip (339 artifact)	5
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Boys Presentation (339 artifact)	5
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Personal/Social:

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APRIL**Academic:**

PSSA set up and delivery	3-5
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Career:

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Personal/Social:

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MAY**Academic:**

6 th grade building tour	5
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Career:

Junior Achievement	3-5
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Personal/Social:

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JUNE**Academic:**

Record maintenance	K-5
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Case file organization	K-5
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Report card checks and maintenance	K-5
Manage and Transfer records to 6 th grade	5
Career:	
<input type="text"/>	<input type="text"/>
Personal/Social:	
<input type="text"/>	<input type="text"/>

6th Grade Program Calendar

JULY	
Academic:	Master schedule creation, student schedules
Career:	N/A
Personal/Social:	Building tours

AUGUST	
Academic:	Student schedules
Career:	Compile incoming 339 folders
Personal/Social:	Building tours, back-to-school night

SEPTEMBER	
Academic:	Weekly eligibility
	MTSS
	Data Analysis
	PBIS
Career:	N/A
Personal/Social:	Minute meetings (goal-setting)

OCTOBER	
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Academic:	
1 st MP IPR	
Weekly eligibility	
MTSS	
Data Analysis	
PBIS	
Career:	
Career awareness activity (ELA)	
Personal/Social:	
Red Ribbon Week	

NOVEMBER	
Academic:	
1 st MP RCs	
Weekly & 20-day eligibility	
Parent/teacher conferences	
NJHS qualification list	
MTSS	
Data Analysis	
PBIS	
Career:	
Career acquisition activity (Science)	
Personal/Social:	
World Kindness Week	

DECEMBER	
Academic:	
2 nd MP IPR	
Weekly eligibility	
MTSS	
Data Analysis	
PBIS	
Career:	

N/A	
Personal/Social:	
Habitwise activity (stress)	

JANUARY	
Academic:	
Weekly eligibility	
MTSS	
Career:	
N/A	
Personal/Social:	
Minute meetings (goal progress check)	

FEBRUARY	
Academic:	
2 nd MP RCs	
Weekly & 20-day eligibility	
NJHS qualification list	
Mid-year academic jeopardy letters	
MTSS	
Course requests for upcoming school year	
Career:	
N/A	
Personal/Social:	
Habitwise activity (relationships)	

MARCH	
Academic:	
3 rd MP IPR	
Weekly eligibility	
Parent/teacher conferences	

MTSS	
Career:	
Career advancement & retention activity (Math)	
Personal/Social:	
Growth mindset	

APRIL	
Academic:	
3 rd MP RCs	
Weekly & 20-day eligibility	
3 rd MP academic jeopardy letters	
PSSA	
MTSS	
Career:	
Entrepreneurship activity (SS)	
Personal/Social:	
Diversity month	

MAY	
Academic:	
4 th MP IPR	
Weekly eligibility	
PSSA	
MTSS	
Data Analysis	
PBIS	
Career:	
Tabulate 339 totals	
Personal/Social:	
5 th grade orientation	
Minute meetings (year-end goal progress review)	

JUNE**Academic:**

4 th MP RCs	
20-day eligibility	
Summer school lists	
Information to NBMS	

Career:

Prepare and pack 339 folders to send to NBMS	
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Personal/Social:

Send student data to NBMS	
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7th Grade Program Calendar

JULY/AUGUST

Academic:

Transfer academic records for students who withdraw	
Request/obtain records for new registrations	
Verify summer school attendance	
Scheduling for next year	
Back to school night	
Review/revise 504 Plans, send out to teachers	

Career:

Prepare career activities, update Naviance as needed	
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Personal/Social:

Building tours at parent request	
Responsive counseling	

SEPTEMBER

Academic:

Update/revise 504 plans	
Schedule changes	

Career:

Update Naviance as needed	
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Personal/Social:

Classroom introductions	
Responsive counseling	

OCTOBER

Academic:

Review, correct, upload IPRs	
Update/revise 504 plans	

Career:

Classroom activity – Career Key/survey on Naviance	
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Personal/Social:

Red-ribbon week	
Anti-bullying month	
Small group and responsive counseling	

NOVEMBER**Academic:**

Review, correct, upload and distribute RCs	
20 Day ineligibility list	
Parent/teacher conferences	
Update/revise 504 plans	

Career:

Prepare virtual tour TCHS activity	
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Personal/Social:

Small group and individual responsive counseling	
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DECEMBER**Academic:**

Review, correct and load IPRs	
Update/revise 504 plans	

Career:

Make sure those that did not complete the Career Key, finish it.	
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Personal/Social:

Responsive counseling	
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JANUARY**Academic:**

Review, correct, upload and distribute RCs	
20 Day ineligibly list	
Mid-year failure warning	
8 th grade scheduling	
Update/revise 504 plans	

Career:	
Consider doing TCHS virtual tour and survey	
Personal/Social:	
Responsive counseling	

FEBRUARY	
Academic:	
Review, correct and upload IPRs	
Update/Revise 504 plans	
Review scheduling, course requests	
Career:	
TCHS virtual tour and survey (if not completed in January)	
Personal/Social:	
Responsive counseling	

MARCH	
Academic:	
PSSA preparation	
Update/revise 504 plans	
Career:	
Finish up Career Key and TCHS virtual tour	
Personal/Social:	
Responsive counseling	

APRIL	
Academic:	
PSSAs	
Review, correct, upload and distribute RCs	
20-day ineligibility list	
Failure warning letters	

Update/revise 504 plans	
Career:	
Career activities completed	
Personal/Social:	
Responsive counseling	

MAY	
Academic:	
Keystones	
Wrap up PSSA	
Communicate with teachers about students in danger of failing	
Data analysis for scheduling for next school year	
Math placement tests	
Review, correct and upload IPRs	
Update/revise 504 plans	
Career:	
Career activities finish	
Personal/Social:	
6 th grade orientation/visit	
Responsive counseling	

JUNE	
Academic:	
Review, correct and mail RCs	
Finalize summer school roster	
Transfer records to 8/9	
Transfer records for students withdrawing	
504 plans finalized and sent to 8/9	
Scheduling for the next school year	
Career:	
Update career activities in Naviance	
Personal/Social:	

Share pertinent information with 8/9 counselors	
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8th and 9th Grade Program Calendar

JULY

Academic:

Schedule conflicts/changes	
Registrations	
Update retentions after summer school registration	

Career:

Update career activities in Naviance	
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Personal/Social:

Individual transition meetings	
Tours based on need	

AUGUST

Academic:

Registrations	
Input summer school grades	
Update transcripts	
Adjust student schedules based on summer school grades	
Schedule changes, 8 th / 9 th grade Orientation, annual 504 preparation – disburse and have teachers sign off on accountability forms	
Update promotions/retentions and eligibility after summer school grades are issued	
Back to School Night	

Career:

Coordinate with TCHS and DCCC for program exposure at Back to School Night	
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Personal/Social:

Individual transition meetings/tours based on need,	
Meet with students transitioning to CAIHS- varied per individual needs	

SEPTEMBER

Academic:

Registrations- create schedule	
Facilitator for technology and gate keeper for Naviance	
Update report/transcript, notify teachers	
Orient student to school,	
Schedule changes	
Attend IEP/GIEP meetings	
Coordinate and conduct SAIP meetings	
Schedule/hold 504 meetings	
Keystone preparation	
Meet with students not on track with their cohort and create a plan for graduation	
Update assessment participation for PIMS,	
Assist teachers and parents with student concerns	
Process referrals for MDE, varied per individual student need	

Career:

Assist in recruitment for Chester County Futures,	
YMWIC and Upward Bound (college and career exposure and preparation)	

Personal/Social:

Individual/social/peer counseling/conflict resolution	
Suicide risk screenings/assist in risk assessment	
Consult with parents regarding community MH/D&A services based on individual need	
SAP meetings- gather observations for referred students, consult and coordinate with students' outside service providers (JPO, CYF, OP therapy, etc)	
Process referrals for MH screenings,	
Attend school transition meetings for students returning from MH placements	
Help students identify clubs/activities that suit their interests/needs,	
Guide students toward mentoring programs such as BRIDGEE and PEARLS	
Participation on PBIS team for the remainder of the year	

OCTOBER**Academic:**

Registrations	
Parent/teacher conference scheduling	
Prepare/review IPRs	
PSAT preparation and administration	
Attend IEP/GIEP meetings	
Schedule/hold 504 meetings	
SAIP meetings	
Individual academic progress meetings based on grades	
Keystone preparation, varied per individual student need	

Career:

Organize TCHS presentation	
8 th and 9 th take PSAT, varied per individual student need	
Assist in recruitment for Chester County Futures, YMWIC and Upward Bound (college and career exposure and preparation)	
Push into Social Studies classrooms for 339/Naviance activities	

Personal/Social:

Individual/social/peer counseling/conflict resolution	
Suicide risk screenings/assist in risk assessment	
Consult with parents regarding community MH/D&A services based on individual need	
SAP meetings- gather observations for referred students	
Consult and coordinate with students' outside service providers (JPO, CYF, OP therapy, etc)	
Process referrals for MH screenings	
Attend school transition meetings for students returning from MH placements	
Help students identify clubs/activities that suit their interests/needs	
Guide students toward mentoring programs such as BRIDGEE and PEARLS	

NOVEMBER**Academic:**

Registrations	
Prepare/review report cards	
Individual academic progress meetings, based on grades	
Attend IEP/GIEP meetings	

Schedule/hold 504 meetings,	
SAIP meetings	
Keystone preparation	
Upward Bound meeting and process applications	
Parent/teacher conferences, varied per individual student need	
Career:	
TCHS presentation for interested students, varied per individual student need	
Personal/Social:	
Individual/social/peer counseling/conflict resolution	
Suicide risk screenings/assist in risk assessment	
Consult with parents regarding community MH/D&A services based on individual need	
SAP meetings- gather observations for referred students	
Consult and coordinate with students' outside service providers (JPO, CYF, OP therapy, etc)	
Process referrals for MH screenings	
Attend school transition meetings for students returning from MH placements	
Help students identify clubs/activities that suit their interests/needs	
Guide students toward mentoring programs such as BRIDGEE and PEARLS	

DECEMBER	
Academic:	
Registrations	
Prepare/review IPRs	
Attend IEP/GIEP meetings	
Schedule/hold 504 meetings	
SAIP meetings	
Keystone Exam administration	
Individual academic progress meetings based on grades	
Update course selection guide and other scheduling materials	
Prepare for scheduling night, varied per individual student need	
Career:	
Send supporting documents for TCHS applications	
Schedule TCHS shadowing requests, varied per individual student need	

Personal/Social:

Individual/social/peer counseling/conflict resolution	
Suicide risk screenings/assist in risk assessment	
Consult with parents regarding community MH/D&A services based on individual need	
SAP meetings- gather observations for referred students	
Consult and coordinate with students' outside service providers (JPO, CYF, OP therapy, etc)	
Process referrals for MH screenings	
Attend school transition meetings for students returning from MH placements	
Help students identify clubs/activities that suit their interests/needs	
Guide students toward mentoring programs such as BRIDGEE and PEARLS	

JANUARY**Academic:**

Registrations	
Prepare/review report cards,	
Attend IEP/GIEP meetings,	
Schedule/hold 504 meetings	
SAIP meetings	
Individual academic progress meetings based on grades	
Scheduling night	
Course selection process begins	
Consult with middle school counselors and CASH counselors regarding scheduling	
Mail average letters to all students	
Process DCCC applications for dual enrollment	
Varied per individual student need	

Career:

Send supporting documents for TCHS applications	
Schedule TCHS shadowing requests	
Varied per individual student need	
Push into Social Studies classrooms for 339/Naviance activities	

Personal/Social:

Individual/social/peer counseling/conflict resolution	
Suicide risk screenings/assist in risk assessment	

Consult with parents regarding community MH/D&A services based on individual need	
SAP meetings- gather observations for referred students	
Consult and coordinate with students' outside service providers (JPO, CYF, OP therapy, etc)	
Process referrals for MH screenings	
Attend school transition meetings for students returning from MH placements	
Help students identify clubs/activities that suit their interests/needs	
Guide students toward mentoring programs such as BRIDGEE and PEARLS	

FEBRUARY

Academic:

Registrations	
Attend IEP/GIEP meetings	
Schedule/hold 504 meetings	
SAIP meetings	
Individual academic progress meetings based on grades	
Meet with students regarding course requests	
Process DCCC applications for dual enrollment	
Varied per individual student need	

Career:

Send supporting documents for TCHS applications	
Schedule TCHS shadowing requests, varied per individual student need	
Assist with CYI applications and interviews	

Personal/Social:

Individual/social/peer counseling/conflict resolution	
Suicide risk screenings/assist in risk assessment	
Consult with parents regarding community MH/D&A services based on individual need	
SAP meetings- gather observations for referred students	
Consult and coordinate with students' outside service providers (JPO, CYF, OP therapy, etc)	
Process referrals for MH screenings	
Attend school transition meetings for students returning from MH placements	
Help students identify clubs/activities that suit their interests/needs	

Guide students toward mentoring programs such as BRIDGEE and PEARLS	
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MARCH

Academic:

Registrations	
Prepare/review IPRs	
Attend IEP/GIEP meetings	
Schedule/hold 504 meetings	
SAIP meetings	
PSSA and Keystone planning and preparation	
Plan PSAT and Keystone schedule and activities for non-testing students	
Parent/teacher conferences	
Individual academic progress meetings based on grades	
Coordinate DCCC Accuplacer testing	
Mail average letters, varied per individual student need	

Career:

Send supporting documents for TCHS applications	
Schedule TCHS shadowing requests varied per individual student need	
Push into Social Studies classrooms for 339/Naviance activities	
Assist with CYI applications and interviews	

Personal/Social:

Individual/social/peer counseling/conflict resolution	
Suicide risk screenings/assist in risk assessment	
Consult with parents regarding community MH/D&A services based on individual need	
SAP meetings- gather observations for referred students	
Consult and coordinate with students' outside service providers (JPO, CYF, OP therapy, etc)	
Process referrals for MH screenings	
Attend school transition meetings for students returning from MH placements	
Help students identify clubs/activities that suit their interests/needs	
Guide students toward mentoring programs such as BRIDGEE and PEARLS	

APRIL

Academic:

Registrations	
Prepare/review report cards	
Attend IEP/GIEP meetings	
Schedule/hold 504 meeting	
SAIP meetings	
PSSA administration	
Keystone exam preparation and planning activities for non-testing students	
Individual academic progress meetings based on grades	

Career:

Send supporting documents for TCHS applications	
Schedule TCHS shadowing requests varied per individual student need	

Personal/Social:

Individual/social/peer counseling/conflict resolution	
Suicide risk screenings/assist in risk assessment	
Consult with parents regarding community MH/D&A services based on individual need	
SAP meetings- gather observations for referred students	
Consult and coordinate with students' outside service providers (JPO, CYF, OP therapy, etc)	
Process referrals for MH screenings	
Attend school transition meetings for students returning from MH placements	
Help students identify clubs/activities that suit their interests/needs	
Guide students toward mentoring programs such as BRIDGEE and PEARLS	

MAY**Academic:**

Registrations, Prepare/review IPRs, attend IEP/GIEP meetings, schedule/hold 504 meetings, SAIP meetings, PSSA administration-organize and proctor PSSA makeups, Keystone administration/ proctor Keystone makeups, pack up PSSAs and Keystone Exams, individual academic progress meetings based on grades, varied per individual student need	
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Career:

Send supporting documents for TCHS applications	
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Schedule TCHS shadowing requests varied per individual student need	
Personal/Social:	
Individual/social/peer counseling/conflict resolution	
Suicide risk screenings/assist in risk assessment	
Consult with parents regarding community MH/D&A services based on individual need	
SAP meetings- gather observations for referred students	
Consult and coordinate with students' outside service providers (JPO, CYF, OP therapy, etc)	
Process referrals for MH screenings	
Attend school transition meetings for students returning from MH placements	
Help students identify clubs/activities that suit their interests/needs	
Guide students toward mentoring programs such as BRIDGEE and PEARLS	

JUNE	
Academic:	
Prepare/review/mail report cards, create and mail letters for students needing summer school or being retained, attend IEP/GIEP meetings, schedule/hold 504 meetings, assist with summer school registration, coordinate and proctor final exams for suspended students, generate eligibility report based on transcript	
Career:	
Personal/Social:	
Social peer counseling/ conflict resolution	

JULY

Academic:

Master Schedule and student schedule changes	
Enrollment of new students	
Assist with Summer school enrollment	

Career:

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Personal/Social:

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AUGUST

Academic:

Process test results and level and schedule changes for affected students	
Create a list for possible Apex students who could be seniors	
Input summer school credits and adjust student schedules	
10th Grade Orientation	
Enrollment of new students.	

Career:

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Personal/Social:

High school orientation/transition	
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SEPTEMBER

Academic:

Schedule changes	
Back to School Night	
504/IEP/GIEP meetings	

Career:

Update Canvas pages with career/apprentice opportunities.	
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Personal/Social:

Individual Crisis Counseling per individual student need.	
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OCTOBER	
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Academic:	
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Scheduling of Parent/teacher conferences	
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IPRs	
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PSATs for Sophomores and Juniors	
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Career:	
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Individual Junior Conferences	
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Personal/Social:	
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Safe 2 Say Something information.	
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NOVEMBER	
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Academic:	
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Review grades with students	
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Career:	
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Go into classrooms to complete Naviance activity	
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Personal/Social:	
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Individual Crisis counseling per individual student need	
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DECEMBER	
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Academic:	
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Keystone testing, update course selection book	
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Career:	
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Technical College High School applications	
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Personal/Social:	
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Individual situational counseling	
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JANUARY	
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Academic:

Parent Course Selection Night	
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Review end of second marking period averages	
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Career:

TCHS applications	
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Personal/Social:

Individual situational counseling	
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FEBRUARY**Academic:**

Meet with students to input course request	
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Career:

Process requested information for TCHS (Technical College High School) applications	
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Personal/Social:

Individual situational counseling	
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MARCH**Academic:**

SAT testing for Juniors	
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Career:

Go into classroom to complete Naviance activity	
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Presentation for Morgan Trucking Internship	
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Personal/Social:

Individual Crisis Counseling per individual student need	
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APRIL**Academic:**

Naviance college activities in classrooms	
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504/GIEP/IEP meetings	
Career:	
Naviance career activities in classrooms	
Personal/Social:	
Individual situational counseling	

MAY	
Academic:	
Keystone Testing processing and test proctoring	
AP testing proctor	
Career:	
Remaining needed 339 activities	
Personal/Social:	
Individual situational counseling	

JUNE	
Academic:	
Process report cards, teacher grades, etc.	
Mail Summer school letters, failure list, and make parent phone calls	
Summer school registration and questions	
Administer final exams to suspended students	
Purge student permanent record folders	
Career:	
Process schedules for upcoming year	
Personal/Social:	
Create Canvas page with resources to promote mental health	

Program Delivery:
COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
 Coatesville Area School District K-5

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Prevention, Intervention and Responsive Services Addresses school and student needs.	Individual Student Planning Assists students and parents in the development of academic and career plans.	System Support Includes program, staff and school support activities and services.
Purpose <ul style="list-style-type: none"> - Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation. 	Purpose <ul style="list-style-type: none"> - Prevention, Intervention and Responsive services to groups and/or individuals. 	Purpose <ul style="list-style-type: none"> - Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions. 	Purpose <ul style="list-style-type: none"> - Program delivery and support.
Academic <ul style="list-style-type: none"> - Problem-Solving Team 	Academic <ul style="list-style-type: none"> - Problem-Solving Team - SAIP 	Academic <ul style="list-style-type: none"> - Problem-Solving Team 	Academic <ul style="list-style-type: none"> - MTSS/data meetings - Problem-Solving Team - SAIP
Career <ul style="list-style-type: none"> - 6 pieces of evidence by end of 5th grade (2-in 3rd, 2-in 4th, 2-in 5th). 	Career <ul style="list-style-type: none"> - Provide grade level appropriate career lessons with artifacts that meet 339 standards. 	Career <ul style="list-style-type: none"> - Provide make-up grade level appropriate career lessons with artifacts that meet 339 standards. 	Career <ul style="list-style-type: none"> - Patriot's Day - Career Day - Red Ribbon Week
Personal/Social <ul style="list-style-type: none"> - Zones of Regulation 	Personal/Social <ul style="list-style-type: none"> - Red Ribbon Week - Crime Victims Unit <ul style="list-style-type: none"> • Internet safety (4th-5th) • Child safety (K-5) • Bullying (K-5) • Safe Touch (2nd) - Red Cross <ul style="list-style-type: none"> • Prepare with Pedro • The Pillowcase Project 	Personal/Social <ul style="list-style-type: none"> - Social skills groups, one-on-one guidance meetings with students prn. 	Personal/Social <ul style="list-style-type: none"> - SEL screener - Social skills groups - SAIP
Counselor Role <ul style="list-style-type: none"> - Provide lessons for Personal/Social prn. - Provide Career lessons and monitor 339 evidence progress. 	Counselor Role <ul style="list-style-type: none"> - Coordinate with outside agencies 	Counselor Role <ul style="list-style-type: none"> - Collaborate with staff to set individual student goals and interventions 	Counselor Role <ul style="list-style-type: none"> - Facilitating groups, facilitating meetings, and coordinating supports
Percentage of Time 25%	Percentage of Time 25%	Percentage of Time 25%	Percentage of Time 25%

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
 Coatesville Area School District 6-7

<p>Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p>Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p>Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p>System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p>Purpose</p> <ul style="list-style-type: none"> - Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation. 	<p>Purpose</p> <ul style="list-style-type: none"> - Prevention, Intervention and Responsive services to groups and/or individuals. 	<p>Purpose</p> <ul style="list-style-type: none"> - Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions. 	<p>Purpose</p> <ul style="list-style-type: none"> - Program delivery and support.
<p>Academic</p> <ul style="list-style-type: none"> - Support and lessons regarding transition to/from middle school. - Course selection 	<p>Academic</p> <ul style="list-style-type: none"> - Weekly eligibility reporting - NJHS grade reporting 	<p>Academic</p> <ul style="list-style-type: none"> - Grade improvement planning with student - IEP, SAIP, 504 meetings with student present - Individual support for students struggling with organizational skills 	<p>Academic</p> <ul style="list-style-type: none"> - Parent/teacher conferences - IEP, SAIP, 504 meetings without student present - Scheduling - Data evaluation - Team meetings - Grade reporting - MDE referrals - Statewide testing
<p>Career</p> <ul style="list-style-type: none"> - Classroom lessons aligned with CEW standards 	<p>Career</p> <ul style="list-style-type: none"> - Naviance - Career activities aligned with CEW standards 	<p>Career</p> <ul style="list-style-type: none"> - IEP transition goal support 	<p>Career</p> <ul style="list-style-type: none"> - Lesson planning
<p>Personal/Social</p> <ul style="list-style-type: none"> - PBIS lessons - Character development lessons (conflict resolution, empathy, etc.) 	<p>Personal/Social</p> <ul style="list-style-type: none"> - Small group interventions (conflict resolution, remediation, self-advocacy, grief, etc.) 	<p>Personal/Social</p> <ul style="list-style-type: none"> - Provide students & families with information regarding accessing community-based resources 	<p>Personal/Social</p> <ul style="list-style-type: none"> - Compile/update list of community-based resources - Identify students requiring additional supports - SAP team - Mental health/social work services referrals
<p>Counselor Role</p>	<p>Counselor Role</p>	<p>Counselor Role</p>	<p>Counselor Role</p>

<ul style="list-style-type: none"> - Classroom and small group instruction - Modeling appropriate, expected behaviors - Support staff in incorporating CEW standards/skills into the curriculum 	<ul style="list-style-type: none"> - Academic progress review - Lunch duty - Bus duty - Class coverages 	<ul style="list-style-type: none"> - Individual interventions - Communication with parents, teachers, administration, community resources - Supporting discipline 	<ul style="list-style-type: none"> - Support staff in incorporating CEW standards/skills into the curriculum - Grade verification, reporting, etc. - Submit referrals for social work services, multidisciplinary evaluation, etc. - Professional development - Attendance improvement plans
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
10%	35%	35%	20%

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Coatesville Area School District

8-9

Guidance Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Addresses school and student needs.	Assists students and parents in development of academic and career plans.	Includes program, staff and school support activities and services.
Purpose	Purpose	Purpose	Purpose
<ul style="list-style-type: none"> - Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation. 	<ul style="list-style-type: none"> - Prevention, Intervention and Responsive services to groups and/or individuals. 	<ul style="list-style-type: none"> - Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions. 	<ul style="list-style-type: none"> - Program delivery and support.
Academic	Academic	Academic	Academic
<ul style="list-style-type: none"> - Course Selection preparation and presentations - 1st day of school grade level assemblies - Work with WIN teachers assisting with Naviance tasks - PSAT planning and administration 	<ul style="list-style-type: none"> - Meet with at-risk students to discuss progress reports - Referral sources for SAP team, social work services and outside agencies - Hold SAIP meetings for attendance issues - Parent, teacher and individual consultation to develop supports - Contact parent/guardians with student concerns - Consultations with school specialists - Attend IEP and GIEP meetings - Lead MTSS Team - Lead Problem Solving Team - Parent/teacher conferences and meetings - Parent letters/phone calls for retention risk 	<ul style="list-style-type: none"> - Individual student conferences - Attend GIEP, IEP, SAIP and 504 meetings - Initiate and coordinate homebound instruction - Consult with faculty about student needs, placement, IEP and 504 accommodations - Schedule new students and assign Student Ambassador - Make schedule changes - Consult with school specialists - Course selection meetings - Manage all documents and accommodations for students with 504 service agreements - TCHS application process - DCCC applications and placement testing - Coordinate requests for multidisciplinary evaluations 	<ul style="list-style-type: none"> - PSAT planning and administration - PSSA and Keystone planning and administration - Review end of year failures- send retention and summer school notification - Assist in notification of summer school and registration - Scheduling for next school year - Attend in-services and faculty meetings - Educate faculty on SAP team process and referral procedures - ACT/College Board testing accommodation requests - TCHS assembly - Assist in developing the master schedule and resolving conflicts

		<ul style="list-style-type: none"> - Create transfer student transcripts - Assist in recruitment for Chester County Futures, YMWIC and Upward Bound 	
Career	Career	Career	Career
<ul style="list-style-type: none"> - Naviance programming - Coordinate 8th grade TCHS tour - Update new student accounts in Naviance 		<ul style="list-style-type: none"> - Naviance programming 	
Personal/Social	Personal/Social	Personal/Social	Personal/Social
<ul style="list-style-type: none"> - SAP/PRO Team presentation to students 	<ul style="list-style-type: none"> - Referral sources for SAP team, social work services and outside agencies - Conduct Suicide Screening/Risk Assessments - Conduct Threat Assessments - Attend IEP, GIEP, SAIP and 504 meetings - Coordinate SAP team - Lead Problem Solving Team - Lead MTSS Team - New student/family tours - Assist with conflict resolution - Liaison between school, family and outside agencies 	<ul style="list-style-type: none"> - Consultations with parents and teachers as needed - Parent and teacher conferences - Attend IEP, GIEP, SAIP and 504 meetings - Individual student conferences - Respond to referral request- MDE, Social Work Services, OT/PT, Gifted - Referral to outside resources - Transition planning for students returning from placement 	<ul style="list-style-type: none"> - Referral to outside agencies or support services - Support positive school climate - Coordinate SAP team - Consult with outside providers to support student/family needs
Counselor Role	Counselor Role	Counselor Role	Counselor Role
<ul style="list-style-type: none"> - Coordinator of Naviance and College and Career Readiness activities 	<ul style="list-style-type: none"> - Promote student success - Support the school as a safe environment - Develop intervention strategies as part of MTSS - Advocate for students - Monitor the academic and career development of students - Support and intervene when emotional/MH concerns arise 	<ul style="list-style-type: none"> - Managing the collection of Career artifacts for all students 	<ul style="list-style-type: none"> - Actively serve on school leadership teams - Collaborate with teachers and administration to promote student success

	<ul style="list-style-type: none"> - Consult and collaborate with families, teachers, administrators and outside agencies to meet student needs - Collaborate with teachers and administration to promote student success - Actively serve on school leadership teams - Maintain open communication - Collaborate with TCHS and DCCC programs - SAP Team Coordinator 		
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
5%	45%	30%	20%

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Coatesville Area School District

Grades 10th ,11th ,12th

<p style="text-align: center;">Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students 10-12.</p>	<p style="text-align: center;">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p style="text-align: center;">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p style="text-align: center;">System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> - Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation. 	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> - Prevention, Intervention and Responsive services to groups and/or individuals. 	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> - Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions. 	<p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> - Program delivery and support.
<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> - Course Selection preparation and presentations - Grade level assemblies - Work with WIN teachers assisting with Naviance tasks - PSAT planning and administration - SAT planning and administration 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> - Meet with at-risk students to discuss progress reports - Referral sources for SAP team, social work services and outside agencies - Coordinate and conduct SAIP meetings for attendance issues, refer for truancy services when needed - Parent, teacher and individual consultation to develop supports - Contact parent/guardians with student concerns - Consultations with school specialists - Attend IEP and GIEP meetings - Lead MTSS Team 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> - Individual student conferences - Attend GIEP, IEP, SAIP and 504 meetings - Initiate and coordinate homebound instruction - Consult with faculty about student needs, placement, IEP and 504 accommodations - Schedule new students and assign Student Ambassador - Make schedule changes - Consult with school specialists - Course selection meetings - Manage all documents and accommodations for students with 504 service agreements - TCHS application process - DCCC applications and placement testing - Coordinate requests for multidisciplinary evaluations 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> - PSAT planning and administration - SAT Planning and administration - Keystone planning and administration - Review end of year failures- send retention and summer school notification - Assist in notification of summer school and registration - Scheduling for next school year - Attend in-services and faculty meetings - Educate faculty on SAP team process and referral procedures - SAT College Board testing accommodation requests - Assist in resolving student schedule conflicts

		<ul style="list-style-type: none"> - Create transfer student transcripts - Assist in recruitment for Chester County Futures, YMWIC, Upward Bound and The Newlin Foundation Scholarship program. 	
Career	Career	Career	Career
<ul style="list-style-type: none"> - Naviance programming - Update new student accounts in Naviance - Coordinate college rep visits - Help students with post-secondary planning and assist students with applying to post secondary schools 		<ul style="list-style-type: none"> - Naviance programming - Distribute important information to students through Canvas - Individual meetings, where needed to discuss career and college planning - Group meetings to discuss career and college planning/applying 	
Personal/Social	Personal/Social	Personal/Social	Personal/Social
	<ul style="list-style-type: none"> - Referral sources for SAP team, social work services and outside agencies - Conduct Suicide Screening/Risk Assessments - Conduct Threat Assessments - Attend IEP, GIEP, - Coordinate and conduct SAIP meetings - Coordinate and conduct 504 meetings - Coordinate SAP team - Lead MTSS Team - New student/family tours - Assist with conflict resolution - Liaison between school, family and outside agencies 	<ul style="list-style-type: none"> - Consultations with parents and teachers as needed - Parent and teacher conferences - Attend IEP, GIEP meetings - Coordinate and conduct SAIP and 504 meetings - Individual student conferences - Respond to referral request- MDE, Social Work Services, OT/PT, Gifted - Referral to outside resources - Transition planning for students returning from placement 	<ul style="list-style-type: none"> - Referral to outside agencies or support services - Support positive school climate - Coordinate SAP team - Consult with outside providers to support student/family needs
Counselor Role	Counselor Role	Counselor Role	Counselor Role

<ul style="list-style-type: none"> - Coordinator of Naviance and College and Career Readiness activities 	<ul style="list-style-type: none"> - Promote student success - Support the school as a safe environment - Develop intervention strategies as part of MTSS - Advocate for students - Monitor the academic and career development of students - Support and intervene when emotional/MH concerns arise - Consult and collaborate with families, teachers, administrators and outside agencies to meet student needs - Collaborate with teachers and administration to promote student success - Actively serve on school leadership teams - Maintain open communication - Collaborate with TCHS and DCCC programs - SAP Team Coordinator 	<ul style="list-style-type: none"> - Managing the collection of Career artifacts for all students 	<ul style="list-style-type: none"> - Actively serve on school leadership teams - Collaborate with teachers and administration to promote student success
Percentage of Time 5%	Percentage of Time 45%	Percentage of Time 35%	Percentage of Time 15%

Curriculum Action Plan:

Attach the document for all activities/interventions delivered in all three domains using black font for current and red font for proposed, (as required by Chapter 339).

Grade K Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Accepting Differences	PS:A1.1; PS:A2.4	Book (Rainbow Fish, All Are Welcome, etc.)	September	400	Kindergarten Classrooms	Reflections	Counselor	Building Counselor
Crime Victims Center - Bullying	PS:A1.6 PS:A2.8	Materials provided by CVC	October	400	Kindergarten Classrooms	Reflections	Counselor	Crime Victims Center - Joe Myers - (610) 692-1926
Red Ribbon Week Lesson	C:A1.5; PS:B1.2; PS:C1.8; C:B2.5	Drug Safety / Awareness - Future Goals	October	400	Kindergarten Classrooms	Coloring Sheet	Counselor	Building Counselor
Gratitude	PS:A1.2; A:C1.2	Gratitude Books/lessons	November	400	Kindergarten Classrooms	Gratitude Activity	Counselor	Building Counselor
Healthy Friendships	PS:A2.3 PS:A2.8	Book - Enemy Pie	November	400	Kindergarten Classrooms	"Friendship Pie" drawing page	Counselors	Building Counselor
Parent Engagement Night (Haunted Hallways, parent night, etc)	A:A1.2; A:B2.5; A:A1.3	Literacy, Title 1 parent engagement	October	400	Whole School	Scavenger Hunt	Reading Specialist	Building Reading Specialist

Charity/Giving	PS:A1.2; A:C1.2; A:A1.3	Donations	December	400	Kindergarten Classrooms	Reflections	Community	School Counselor
Crime Victims Center - Child Safety	PS:C1.1; PS:C1.5	Materials provided by CVC	January	400	Kindergarten Classrooms	Reflections	CVC Staff	Crime Victims Center - Joe Myers - (610) 692-1926
Kindness	PS:A2.3; PS:A2.4	Charity Fundraiser	February	400	Kindergarten Classrooms	Reflections	Counselor	Building Counselor
Peer Pressure	PS:B1.8	Peer pressure books/lessons	March	400	Kindergarten Classrooms	Reflections	Counselor	Building Counselor
Self-Care/Self- Esteem	PS:C1.4	Self-care and Self-esteem books and lessons	April	400	Kindergarten Classrooms	Reflections	Counselor	Building Counselor
Career Tools / Community Helpers	C:B1.2	Books / Videos (Jobs Around Town, etc.)	May	400	Kindergarten Classrooms	Reflections	Counselor	Building Counselor
Zone of Regulation	PS:A1.8	Zones of Regulation Book / activities	September - June	400	Whole School	Reflections	All School Building Staff	Building Principal
SEL Screener	PS:A1.10	Aperture System	October and May	400	Whole School	DESSA screener results	Classroom teachers	Counselors
Small Groups	PS:A1.6; PS:A1.9; PS:A2.7; PS:A2.8; PS:B1.4; PS:C1.5; PS:C1.10	Aperture System	January - May	?	Counselor Office	DESSA screener results	Teachers / Counselors	Counselors
Fire Safety Assembly	C:A1.2; PS:C1.7	Provided by Fire station	October	400	Whole School		Community Members	Counselors
Career Day	C:A1.2							

Grade 1 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Accepting Differences	PS:A1.1; PS:A2.4	Book (Rainbow Fish, All Are Welcome, etc.)	September	432	1st Grade Classrooms	Reflections	Counselor	Building Counselor
Crime Victims Center - Bullying	PS:A1.6 PS:A2.8	Materials provided by CVC	October	432	1st Grade Classrooms	Reflections	Counselor	Crime Victims Center - Joe Myers - (610) 692-1926
Red Ribbon Week Lesson	C:A1.5; PS:B1.2; PS:C1.8; C:B2.5	Drug Safety / Awareness - Future Goals	October	432	1st Grade Classrooms	Coloring Sheet	Counselor	Building Counselor
Gratitude	PS:A1.2; A:C1.2	Gratitude Books/lessons	November	432	1st Grade Classrooms	Gratitude Activity	Counselor	Building Counselor
Healthy Friendships	PS:A2.3 PS:A2.8	Book - Enemy Pie	November	432	1st Grade Classrooms	"Friendship Pie" drawing page	Counselors	Building Counselor
Parent Engagement Night (Haunted Hallways, parent night, etc)	A:A1.2; A:B2.5; A:A1.3	Literacy, Title 1 parent engagement	October	432	Whole School	Scavenger Hunt	Reading Specialist	Building Reading Specialist
Charity/Giving	PS:A1.2; A:C1.2; A:A1.3	Donations	December	432	1st Grade Classrooms	Reflections	Community	School Counselor

Crime Victims Center - Child Safety	PS:C1.1; PS:C1.5	Materials provided by CVC	January	432	1st Grade Classrooms	Reflections	CVC Staff	Crime Victims Center - Joe Myers - (610) 692-1926
Kindness	PS:A2.3; PS:A2.4	Charity Fundraiser	February	432	1st Grade Classrooms	Reflections	Counselor	Building Counselor
Peer Pressure	PS:B1.8	Peer pressure books/lessons	March	432	1st Grade Classrooms	Reflections	Counselor	Building Counselor
Self-Care/Self-Esteem	PS:C1.4	Self-care and Self-esteem books and lessons	April	432	1st Grade Classrooms	Reflections	Counselor	Building Counselor
Career Tools / Community Helpers	C:B1.2	Books / Videos (Jobs Around Town, etc.)	May	432	1st Grade Classrooms	Reflections	Counselor	Building Counselor
Zone of Regulation	PS:A1.8	Zones of Regulation Book / activities	September - June	432	Whole School	Reflections	All School Building Staff	Building Principal
SEL Screener	PS:A1.10	Aperture System	October and May	432	Whole School	DESSA screener results	Classroom teachers	Counselors
Small Groups	C:A1.2; PS:C1.7	Aperture System	January - May	?	Counselor Office	DESSA screener results	Teachers / Counselors	Counselors
Fire Safety Assembly	PS:C1	Provided by Fire station	October	432	Whole School		Community Members	Counselors
Career Day								

Grade 2 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Accepting Differences	PS:A1.1; PS:A2.4	Book (Rainbow Fish, All Are Welcome, etc.)	September	373	2nd Grade Classrooms	Reflections	Counselor	Building Counselor
Crime Victims Center - Bullying	PS:A1.6 PS:A2.8	Materials provided by CVC	October	373	2nd Grade Classrooms	Reflections	Counselor	Crime Victims Center - Joe Myers - (610) 692-1926
Red Ribbon Week Lesson	C:A1.5; PS:B1.2; PS:C1.8; C:B2.5	Drug Safety / Awareness - Future Goals	October	373	2nd Grade Classrooms	Coloring Sheet	Counselor	Building Counselor
Gratitude	PS:A1.2; A:C1.2	Gratitude Books/lessons	November	373	2nd Grade Classrooms	Gratitude Activity	Counselor	Building Counselor
Healthy Friendships	PS:A2.3 PS:A2.8	Book - Enemy Pie	November	373	2nd Grade Classrooms	"Friendship Pie" drawing page	Counselors	Building Counselor
Parent Engagement Night (Haunted Hallways, parent night, etc)	A:A1.2; A:B2.5; A:A1.3	Literacy, Title 1 parent engagement	October	373	Whole School	Scavenger Hunt	Reading Specialist	Building Reading Specialist
Charity/Giving	PS:A1.2; A:C1.2; A:A1.3	Donations	December	373	2nd Grade Classrooms	Reflections	Community	School Counselor
Crime Victims Center - Child Safety	PS:C1.1; PS:C1.5	Materials provided by CVC	January	373	2nd Grade Classrooms	Reflections	CVC Staff	Crime Victims Center - Joe Myers - (610) 692-1926

Kindness	PS:A2.3; PS:A2.4	Charity Fundraiser	February	373	2nd Grade Classrooms	Reflections	Counselor	Building Counselor
Peer Pressure	PS:B1.8	Peer pressure books/lessons	March	373	2nd Grade Classrooms	Reflections	Counselor	Building Counselor
Self-Care/Self- Esteem	PS:C1.4	Self-care and Self-esteem books and lessons	April	373	2nd Grade Classrooms	Reflections	Counselor	Building Counselor
Career Tools / Community Helpers	C:B1.2	Books / Videos (Jobs Around Town, etc.)	May	373	2nd Grade Classrooms	Reflections	Counselor	Building Counselor
Zone of Regulation	PS:A1.8	Zones of Regulation Book / activities	September - June	373	Whole School	Reflections	All School Building Staff	Building Principal
SEL Screener	PS:A1.10	Aperture System	October and May	373	Whole School	DESSA screener results	Classroom teachers	Counselors
Small Groups	C:A1.2; PS:C1.7	Aperture System	January - May	?	Counselor Office	DESSA screener results	Teachers / Counselors	Counselors
Fire Safety Assembly	PS:C1	Provided by Fire station	October	373	Whole School		Community Members	Counselors
Career Day	C:A1.2							

Grade 3 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Red Ribbon Week (RRW)	PS:A1.1, C:A1.3	RRW PowerPoint, When I Grow Up	October	370	School building	When I Grow Up-339 artifact	Counselors, Teachers	Counselors
Crime Victim Center	PS:A1.6, PS:A1.7		November	370	3rd grade classrooms		Community Member	Counselors
Am I School Cool?	C:A1.3, C:A1.9	Am I School Cool? worksheet	January	370	School building	Am I School Cool?-339 artifact	Counselors, Teachers	Counselors
Who Will I Be?	C:A1.8, C:A2.7	Who Will I be youtube video and worksheet	February	370	3rd grade classrooms	Who Will I Be reflection worksheet	Counselors, Teachers	Counselors
Zones of Regulation	PS:A1.5, PS:A1.6, PS:A1.8	Zones of Regulation book	Ongoing	370	Classrooms	Reflection	Teachers, Counselors	Teachers
Junior Achievement	C:C1.1, C:C1.4, C:C2.3	Workbook provided by Jr. Achievement	May or June	370	Classrooms	Jr. Achievement "Exit Ticket"	Teachers, Counselors	Jr. Achievement Volunteers
Social Emotional Learning Screener (SEL)	PS:A2.4, PS:A2.3, PS:A2.8	Screener	October	370	Classrooms	Screener results	Teachers, Counselors	Teachers
Social Skills	PS:A2.6, PS:A2.8	Social skills books	Ongoing	Results of SEL screener	Small group	Reflection	Counselors	Counselors
Pillow Case Project	C:B1.5, C:B2.1	Provided by Red Cross	October	370	3rd grade classrooms	Reflection	Red Cross Staff	Red Cross Association

Parent Engagement Night (Haunted Hallways, parent night, etc)	A:B1.4	Literacy, Title 1 parent engagement	October	370	Whole School	Scavenger Hunt	Reading Specialist	Building Reading Specialist
Small Groups	PS:A2.2, PS:A2.6, PS:A2.8	Aperture System	January - May	Results of SEL screener	Counselor Office	DESSA screener results	Teachers / Counselors	Counselors
Fire Safety Assembly	C:B1.5, C:B2.1	Provided by Fire station	October	370	Whole School		Community Members	Counselors
Career Day	C:C1.2, C:C1.6, C:C1.7							

Grade 4 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
SMART Goals	C:A1.6, C:A1.7	SMART goals video and worksheet	January	356	School building	SMART goals worksheet-339 artifact	Counselors, Teachers	Counselors
Red Ribbon Week (RRW)	PS:A1.1, C:A1.3	RRW PowerPoint, Where I See Myself in the Future	October	356	School building	Where I See Myself in the Future-339 artifact	Counselors, Teachers	Counselors
Learning Styles	A:A1.1, A:A1.5	Learning style worksheet and video	February	356	School building	Learning style worksheet	Counselors, Teachers	Counselors
Zones of Regulation	PS: A1.5, PS:A1.6, PS:A1.8	Zones of Regulation book	Ongoing	356	Classrooms	Reflection	Counselors, Teachers	Teachers
Social Emotional Learning Screener (SEL)	PS: A2.4, PS: A2.3, PS:A2.8	Screener	October	356	Classrooms	Screener results	Counselors, Teachers	Teachers
Social Skills	PS:A2.6, PS:A2.8	Social skills groups	Ongoing	Results of SEL screener	Small group	Reflection	Counselors	Counselors
Parent Engagement Night (Haunted Hallways, parent night, etc)	A:B1.4	Literacy, Title 1 parent engagement	October	356	Whole School	Scavenger Hunt	Reading Specialist	Building Reading Specialist

Small Groups	PS:A2.2, PS:A2.6, PS:A2.8	Aperture System	January - May	Results of SEL screener	Counselor Office	DESSA screener results	Teachers / Counselors	Counselors
Fire Safety Assembly	C:B1.5, C:B2.1	Provided by Fire station	October	356	Whole School		Community Members	Counselors
Junior Achievement	C:C1.1, C:C1.4, C:C2.3	Workbooks provided by Jr. Achievement	April or May	356	Classrooms	Jr. Achievement "Exit Ticket"	Classroom teachers, Counselors	Jr. Achievement Volunteers
Career Day	C:C1.2, C:C1.6, C:C1.7							

Grade 5 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Red Ribbon Week (RRW)	C:A1.3	RRW PowerPoint, Know worksheet.	October	350	School building	Know worksheet-339 artifact	Counselors, Teachers	Counselors
5th grade career presentation	C:B1.5	Poster board, presentation materials etc.	May	350	School building		Counselors, Teachers	Counselors
Career Interest Explorer Assessment	C:C1.3	Assessment	January	350	School building	Assessment, pick career-339 artifact	Counselors, Teachers	Counselors
Middle School Transition Worksheet	C:B2.2	Worksheet	May	350	School building		Counselors, Teachers	Counselors
Zones of Regulation	PS:A1.5, PS:A1.6, PS:A1.8,	Zones of Regulation book	Ongoing	350	Classrooms	Reflection	Counselors, Teachers	Teachers
Social Emotional Learning Screener (SEL)	PS: A2.4, PS:A2.3, PS:A2.8	Screener	October	350	Classrooms	Screener results	Counselors, Teachers	Teachers
Social Skills	PS:A2.6, PS:A2.8	Social skills groups	Ongoing	Results of SEL screener	Small group	Reflection	Counselors	Counselors
Parent Engagement Night (Haunted Hallways,	A:B1.4	Literacy, Title 1 parent engagement	October	350	Whole School	Scavenger Hunt	Reading Specialist	Building Reading Specialist

parent night, etc)								
Zone of Regulation	PS:A1.5, PS:A1.8, PS:B1.4	Zones of Regulation Book / activities	September - June	350	Whole School	Reflections	All School Building Staff	Building Principal
Small Groups	PS:A2.2, PS:A2.6, PS:A2.8	Aperture System	January - May	Results of SEL screener	Counselor Office	DESSA screener results	Teachers / Counselors	Counselors
Fire Safety Assembly	PS:C1.5, PS:C1.6	Provided by Fire station	October	350	Whole School		Community Members	Counselors
Junior Achievement	C:C1.1, C:C1.4, C:C2.3	Workbooks provided by Jr. Achievement	April / May	350	Classrooms	Jr. Achievement "Exit tickets"	Counselors, Teachers	Jr. Achievement representative
Career Day	C:C1.2, C:C1.6, C:C1.7							

Grade 6 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Scheduling	C:B1	eSchoolPLUS+	ongoing (mostly spring & summer)	400	Scott 6th Grade Center	Completed schedules	Counselor, Administrators	Counselor
Eligibility determination	A:A1, A:B1	eSchoolPLUS+	ongoing	400	Scott 6th Grade Center	Weekly and quarterly eligibility lists	Counselor	Counselor
MTSS	A:A2, A:A3	Performance Matters	ongoing	400	Scott 6th Grade Center	Data Team	Counselor, Administrators, Teachers, CCIU Representative	Administrator
Grade reporting	A:A1, A:A3	eSchoolPLUS+	ongoing	400	Scott 6th Grade Center	Interim grade reports, report cards	Counselor, Teachers	Counselor
PBIS	PS:A1, PS:C1	Performance Matters	ongoing	400	Scott 6th Grade Center	Performance Matters	Counselor, Administrators, Teachers, CCIU Representative	PBIS Lead
PSSA	A:B2	eSchoolPLUS+, testing manuals and booklets, testing supplies	April-May	400	Scott 6th Grade Center	PSSA score reports	Counselor, Administrators, Teachers	Administrator
Tracking career artifacts	C:B2	Green folders	Spring, Summer	400	Scott 6th Grade Center	Tracking sheet	Counselor	Counselor
Career advancement & retention activity	C:A1, C:A2	PHEAA Middle School Activity Book	March	400	Scott 6th Grade Center - Math Classrooms	Do I Really Need That? How Much	Counselor, Math Teachers	Counselor

						Does That Cost?		
Career awareness activity	C:A1, C:B1	PHEAA Middle School Activity Book	October	400	Scott 6th Grade Center - ELA Classrooms	Learning Styles Matching Careers and Learning Styles	Counselor, ELA Teachers	Counselor
Entrepreneurship activity	A:C1	PHEAA Career Education & Work Standards Lesson Plans - Grade 8	April	400	Scott 6th Grade Center - Social Studies Classrooms	To Become an Entrepreneur	Counselor, Social Studies Teachers	Counselor
Career acquisition activity	C:A2, C:A3	PHEAA Career Education & Work Standards Lesson Plans - Grade 8	November	400	Scott 6th Grade Center - Science Classrooms	All About Me Career Portfolio	Counselor, Science Teachers	Counselor
Building tours	A:C1	n/a	ongoing (mostly summer)	400	Scott 6th Grade Center	n/a	Counselor, Administrators	Counselor
Minute meetings	A:B2, C:A1	TBD	September, January, May	400	Scott 6th Grade Center	TBD	Counselor	TBD
HabitWise activities	C:C1, C:C2, PS:A2	HabitWise by Alliance Decision Education	December, February	400	Scott 6th Grade Center	TBD	TBD	TBD
Orientation/Back-to-School Night	A:C1	n/a	Spring, Summer	400	Scott 6th Grade Center	n/a	Counselor, Administrators, Teachers	Administrator
Growth mindset activity	PS:A1, PS:B1	TBD	March	400	Scott 6th Grade Center	TBD	Counselor	TBD
Red Ribbon Week	PS:B1, PS:C1	www.redribbon.org	October	400	Scott 6th Grade Center	RRW Pledge	Counselor, Administrators, Teachers, SAP Liaison	Counselor

Diversity month	PS:A2, PS:B1	TBD	April	400	Scott 6th Grade Center	TBD	TBD	TBD
World Kindness Week	PS:A2	TBD	November	400	Scott 6th Grade Center	TBD	TBD	TBD

Grade 7 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Naviance Career Key and Survey	13.1.8, 13.2.8, 13.3.8	Naviance	October/November through end of school year	All students in 7th grade	NBMS Social Studies classrooms	Naviance Career Key results and survey questions	Counselor/ Teachers	Counselor
Technical College High School Virtual Tour	13.1.8, 13.2.8, 13.3.8	TCHS Virtual Tour link and Naviance Survey Questions	January/February through end of school year	All students in 7th grade	NBMS Science Classrooms	Naviance Career Key results and survey questions	Counselor/ Teachers	Counselor
Scheduling	13.1.8, 13.2.8, 13.3.8	eSchool	Ongoing	All students in 7th grade	NBMS	eSchool	Counselor/ Administrator	Counselor/ administrator
Scheduling Changes	13.1.8, 13.2.8, 13.3.8	eSchool	Ongoing	Dependent upon need	NBMS	eSchool	Counselor/ Teachers	Counselor/ Special Ed Supervisor
8th Grade class selection	13.1.8, 13.2.8, 13.3.8	8/9 center materials/ course selection guide/ Home Access	January/February through end of school year	All students in 7th grade	NBMS	eSchool/Home Access	Counselor/ Parents/ Teachers/ Students	Counselors/ Teachers
MTSS	13.1.8, 13.2.8, 13.3.8	Performance Matters/MTSS Tool Kit	Ongoing	All students in 7th grade	NBMS	Acadience/ Performance Matters/ MTSS Tool Kit	Designated MTSS Team	Administrator

Building tours	13.1.8, 13.2.8, 13.3.8	N/A	Ongoing (Mostly August)	Any student incoming 7th grade, as requested/ needed	NBMS	N/A	Counselor/ Administrator	Counselor/ administrator
Orientation/Back to school	13.1.8, 13.2.8, 13.3.8		June/August	All students in 7th grade	NBMS	N/A	Counselor/ Teachers/ Administrators	Counselor/ administrator
College Tours	13.1.8, 13.2.8, 13.3.8	Neviance Surveys	Ongoing	Selected stuents in 7th grade	University of Delaware, DCCC, Harcum	Neviance survey	Counselor/ teachers/ Administrators	Administrator

Grade 8 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Naviance: Career & Academic Plan	13.1.8B,F,G,H	Naviance	January	400	Classroom	Naviance	8th graders and Counselors	CAIHS Counselors
TCHS Tour & Survey on Naviance	13.1.8, 13.2.8		November	400	TCHS	Survey	8th graders and Counselors	CAIHS Counselors
Course Selection	13.1.8, 13.2.8	Course form, online instructions	January- February	400	Classroom	Meet with students who failed to register for next year's courses	8th graders and Counselors	CAIHS Counselors
Course Selection Night	13.1.11, 13.2.11	None	January	400	Auditorium	Q&A discussion	Rising and current 8th graders, parents, counselors and administrators	CAIHS Counselors
Naviance: Career Interest Profiler	13.1.8A,B	Naviance	September- May	400	Classroom	Naviance	8th graders and Counselors	CAIHS Counselors
Naviance: Learning Styles Inventory and reflection (AchieveWorks Learning and Productivity)	13.1.8A,B	Naviance	September- May	400	Classroom	Naviance	8th graders and Counselors	CAIHS Counselors

Naviance: Academic SMART Goal	13.3.A	Naviance	September- May	400	Classroom	Naviance	8th graders and Counselors	CAIHS Counselors
Take PSAT	13.1.8A,B	Naviance	September- May	400	Classroom	Naviance	8th graders and Counselors	CAIHS Counselors
Naviance: Career SMART Goal	13.1.8A,B	Naviance	September- May	400	Classroom	Naviance	8th graders and Counselors	CAIHS Counselors
Naviance: Four-Year High School Course Plan	13.1.8A,B	Naviance	September- May	400	Classroom	Naviance	8th graders and Counselors	CAIHS Counselors
Naviance: High School Transition Plan	13.1.8A,B	Naviance	September- May	400	Classroom	Naviance	8th graders and Counselors	CAIHS Counselors
Naviance: Sample Job Application	13.1.8A,B	Naviance	September- May	400	Classroom	Naviance	8th graders and Counselors	CAIHS Counselors

Grade 9 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
9th grade orientation		Presentation, tour	August	450	CAIHS	Participation	Admin, staff, parents, 9th graders	CAIHS Admin and Counselors
TCHS Assembly	13.1, 13.2,	PowerPoint, handouts	November	450	Auditorium	Q&A discussion; revisit during individual conferences; student survey	9th graders and Counselors	CAIHS Counselors
Course Selection	13.1, 13.2	Course form, online instructions	January-February	450	Classroom	Meet with students who failed to register for next year's courses	9th graders and Counselors	CAIHS Counselors
Course Selection Night	13.1, 13.2	None	January	450	Auditorium	Q&A discussion	Rising and current 9th graders, parents, counselors and administrators	CAIHS Counselors
Naviance: Strengths Explorer and Reflection	13.1A,B	Naviance	September-May	450	Classroom	Naviance reflection	9th graders and Counselors	CAIHS Counselors
Naviance: Academic SMART Goal	13.3	Naviance	September-May	450	Classroom	Naviance	9th graders and Counselors	CAIHS Counselors

Naviance: Career SMART Goal	13.3	Naviance	September- May	450	Classroom	Naviance	9th graders and Counselors	CAIHS Counselors
Naviance: Career Cluster Finder and Reflection	13.1A,B	Naviance	September- May	450	Classroom	Naviance reflection	9th graders and Counselors	CAIHS Counselors
Naviance: Student Planning Survey & Questionnaire	13.1B,F,G,H	Naviance	January	450	Classroom	Naviance	9th graders and Counselors	CAIHS Counselors
Naviance: Academic SMART Goal	13.1A,B	Naviance	September- May	450	Classroom	Naviance	9th graders and Counselors	CAIHS Counselors
Naviance: Career SMART Goal	13.1A,B	Naviance	September- May	450	Classroom	Naviance	9th graders and Counselors	CAIHS Counselors
Strengths Explorer and Reflection	13.1A,B	Naviance	September- May	450	Classroom	Naviance	9th graders and Counselors	CAIHS Counselors
Naviance: Career Cluster Finder and Reflection	13.1A,B	Naviance	September- May	450	Classroom	Naviance	9th graders and Counselors	CAIHS Counselors
Naviance: Game Plan Survey	13.1A,B	Naviance	September- May	450	Classroom	Naviance	9th graders and Counselors	CAIHS Counselors
Take PSAT	13.1A,B	Naviance	September- May	450	Classroom	Naviance	9th graders and Counselors	CAIHS Counselors
Naviance: Build Resume	13.1, 13.2C	Naviance	September- May	450	Classroom	Naviance	9th graders and Counselors	CAIHS Counselors

Grade 10 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Build a resume	13.1.11A,B	Naviance	August to May	470	WIN/MTSS class	Naviance	WIN Teacher and 10th grader	
Career key	13.1.11A,B	Naviance	August to May	470	WIN/MTSS class	Naviance	WIN Teacher and 10th grader	
Academic smart goal	13.1.11A,B	Naviance	August to May	470	WIN/MTSS class	Naviance	WIN Teacher and 10th grader	
Career profile	13.1.11A,B	Naviance	August to May	470	WIN/MTSS class	Naviance	WIN Teacher and 10th grader	
WIN – Get to know me survey	13.1.11A,B	Paper	September	470	WIN/MTSS class	Paper	WIN Teacher and 10th grader	
Course Selection presentation	B-LS1 B-LS3 B- LS7 B-LS8 B- SMS1 B-SMS3 B-SMS5 B- SMS8 B-SS1 B- SS8 M 1. M 2. M 3. M 4. M 5. M 6. 13.1.11 A,B,D,E,F ,G,H 13.2.11 D PA CRS-A c	Course selection guide, Course selection reference sheet, HAC course request screen	January/ February	470	CASH, HOMEACCESS	Eschool course request screen	11th grade students & Parents, Counselors	CASH counselors

Individual student conferences	I Conf. M 1. M 2. M 3. M 4. M 5. M 6. B-LS3 B-LS4 B-LS6 B-LS10 B B-SMS5 B-SMS8 B-SS1 B-SS3 B-SS8 B-SS9 13.1.11 A,B,C,D,E ,F,G,H 13.2.11 D,E 13.3.11 A,F,G 13.4.11 A,B C:B1.2 C:A1.6 C:A1.7 C:A1.8 C:A1.10 A:A2.1 A:B2.1 A:B2.2 A:B2.7 C:B1.1 C:B1.5 C:B1.6 C:B2.2 C:B2.4 C:B2.5 C:C1.1 PS:A1.10 PS:A2.6 PS:B1.1 PS:B1.2 PS:B1.4 PS:B1.5 PS:C1.7 PS:C1.9 PS:C1.10 PA CRSA,B,C	Naviance	March - May	470	CASH counseling office	Q&A discussion, 10th grade reflection sheet	10th grade students & parents, counselors	CASH counselors
PSAT	B-LS1 B-LS6 B-LS7 B-SMS1 B-SMS2 B-SMS3	Collegeboard PSAT test, CB	October	470	CASH classrooms	Review test score report	10th graders, teachers, school	CASH counselors

	B-SS9 M 2. M 5. 13.1.11 A	PSAT practice activities					counselors, administrators	
TCHS	B-LS5 B-LS7 B-SMS1 B-SMS3 B-SMS5 B-SMS9 B-SS8 B-SS9 M 2. M 3. M 4. M 5. M 6. 13.1.11 A,B,D,F 13.2.11 E PA CRSA,B,C	PowerPoint, hand outs	November	435	CASH auditorium, CASH LGR	Q&A discussions, follow up with individual counselor	10th graders, parents, counselors, TCHS	TCHS liaison, CASH counselors

Grade 11 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Supermatch College Survey	13.1.11A,B	Naviance	August to May	435	WIN/MTSS class	Naviance	11th graders & WIN teachers	
Career Cluster Finder	13.1.11A,B	Naviance	August to May	435	WIN/MTSS class	Naviance	11th graders & WIN teachers	
Game Plan Survey	13.1.11A,B	Naviance	August to May	435	WIN/MTSS class	Naviance	11th graders & WIN teachers	
Academic Smart Goal	13.1.11A,B	Naviance	August to May	435	WIN/MTSS class	Naviance	11th graders & WIN teachers	
SAT Testing	B-LS1 B-LS3 B- LS7 B-LS8 B- SMS1 B-SMS3 B-SMS5 B- SMS8 B-SS1 B- SS8 M 1. M 2. M 3. M 4. M 5. M 6. 13.1.11 A,B,D,E,F ,G,H 13.2.11 D PA CRS-A c		March	435	CASH	Score report	11th grade students	
WIN- Get to Know Survey	B-LS1 B-LS3 B- LS7 B-LS8 B- SMS1 B-SMS3 B-SMS5 B- SMS8 B-SS1 B- SS8 M 1. M 2. M 3. M 4. M 5. M 6. 13.1.11 A,B,D,E,F ,G,H	Survey Form	September	435	WIN/MTSS class	Paper	11th graders & WIN teachers	

	13.2.11 D PA CRS-A c							
Course Selection presentation	B-LS1 B-LS3 B-LS7 B-LS8 B-SMS1 B-SMS3 B-SMS5 B-SMS8 B-SS1 B-SS8 M 1. M 2. M 3. M 4. M 5. M 6. 13.1.11 A,B,D,E,F ,G,H 13.2.11 D PA CRS-A c	Course selection guide, Course selection reference sheet, HAC course request screen	January/February	435	CASH, Homeaccess	Eschool course request screen	11th grade students & Parents, Counselors	CASH counselors
Junior Planning Conference	M 1. M 2. M 3. M 4. M 5. M 6. B-LS3 B-LS4 B-LS6 BLS10B B-SMS5 B-SMS8 B-SS1 B-SS3 B-SS8 B-SS9 13.1.11 A,B,C,D,E ,F,G,H 13.2.11 D,E 13.3.11 A,F,G 13.4.11 A,B, PA CRSA,B,C	Naviance, CASH course selection webpage, conference form	January - April	435	Counseling office, WIN classrooms	Review of students enter course requests in system, Meet with students who failed to register for next year's courses	11th grade students & Parents, Counselors, Administrators	CASH counselors
PSAT/NMSQT	Q T B-LS1 B-LS6 B-LS7 B-SMS1 B-SMS2 B-SMS3 B-SS9 M 2. M 5. 13.1.11 A	College Board PSAT Test, CB PSAT practice materials	October	435	CASH	Review test score report	11th grade students & Parents, Counselors, Administrators	CASH counselors

TCHS Information Session / Shadow Days Senior Only Program Presentation/ Q&A Session (Teacher Academy and Allied Health)	B-LS5 B-LS7 B-SMS1 B-SMS3 B-SMS5 B-SMS9 B-SS8 B-SS9 M 2. M 3. M 4. M 5. M 6. 13.1.11 A,B,D,F 13.2.11 E PA CRSA,B,C	PowerPoint, hand outs	November	435	CASH auditorium, CASH LGR	Q&A discussions, follow up with individual counselor	11th graders, parents, counselors, TCHS	TCHS liaison, CASH counselors
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Grade 12 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
College Planning Night/ Webinar Series	13.1.11 A,B,D,E,F ,H 13.3.11 A,F,G	Updated college resources, admissions reps	Spring/ ongoing	450	Virtual on website	Feedback form	12th graders, parents and counselors, college/military representatives, financial aid representatives, college athletic recruiting service	CASH Counselors
Financial Aid Night	13.1.11 B,D,E,F,G ,H 13.2.11 B,C,D,E, 13.4.11 D	PowerPoint, handouts	January	450	Auditorium	Q & A Discussion	12th graders, parents, and counselors, PHEAA, Colleges	Counseling Secretary
Individual Senior conference	13.1.11 A,B,C,D,E ,F,G,H 13.2.11 D,E 13.3.11 A,F,G 13.4.11 A,B,	Naviance	September- November	450	Counseling Office	Q&A discussion12th grade reflection sheet	12th graders and counselors	CASH Counselors
Naviance WIN	13.1.11	handouts	September- October	450	WIN Classroom	Q & A Discussion	12th graders and counselors	CASH Counselors

Organizing Career /Postsecondary Resources:

Intermediary Organizations	Connecting, Collaborating, Convening Organizations Ex: Business/Education Partnerships, Regional Career Ed. Partnerships
Umbrella Organizations	Organizations that represent a large group of business organizations with a common mission. Ex: Chamber of Commerce, Builders Association
Community State Organizations	Agencies representing community and state initiatives, service to communities. Ex: Career Link, Youth Council, United Way
Individual Contacts	Contacts acquired through networking and interaction Ex: Business Partnership, Community College Reps,
Community/Business Meetings	Meetings, which bring cross/community members together to promote growth to further a cause. Ex: Chamber of Commerce, Technology Council
Community Events	Conferences, Workshops, Grand Openings Ex: Healthcare Career Day, Green Center Opening
Internet Based Links	Websites educating others and promoting career development and related topics. Ex: www.pacareerstandards.com , www.onetcenter.org
Media/Advertising	Marketing Various Methods that provide contacts, career awareness, ideas and workforce information Ex: Billboards, Radio and TV Ads, Social Media, Newspaper Inserts, Community Program Booklets
Publication/Documents	Hard Copy Materials that offer contacts and career/workforce information Ex: Pa. Career Guide, Newspaper Inserts, Community Program Booklets

Individualized Academic/Career Plan:

The Academic/Career Plan is completed prior to the end of student’s 8th grade year in Naviance.

Coatesville 8th Grade Career & Academic Plan

Description

Planning your career goals in advance will help you enter and succeed in a career. Complete this survey and review it at least once a year to keep it in step with your career plans as they develop from year to year.

Instructions

Please fill in this information so you can review it at a later time. Be sure to think carefully about each question as you complete the answers.

When you think about possible careers for yourself, what are your top three choices?

Career Choice 1:

Career choice 2:

Career Choice 3:

Which High School classes will help you to achieve your career goals?

Class/Subject:

Class/Subject:

List three extracurricular activities that you enjoy:

Activity 1:

Activity 2:

Activity 3:

List three personal qualities you possess (qualities such as being on time, trustworthy, a hard worker, organized, friendly, etc.)

Quality 1:

Quality 2:

Quality 3:

List some work experiences you have had (things like odd jobs, babysitting, chores, building things, etc.)

Experience:

Experience:

Experience:

Experience:

Experience:

We all need to develop skills to succeed in life, work, and education. How good are you at the following skills that you have learned from your school, work, home, and community activities? One is the lowest and 5 means that you have high skills in that area.

Basic Skills of reading, listening, learning, and solving problems

1 2 3 4 5

Figuring things out and applying skills in new ways

1 2 3 4 5

Setting goals, checking progress, and improving performance

1 2 3 4 5

Communicating with others and working with others

1 2 3 4 5

Organizing and sharing data and information

1 2 3 4 5

Dividing up tasks with others to complete a project

1 2 3 4 5

Understanding how an organization works - who is in charge and how things get done

1 2 3 4 5

Managing time to complete required tasks

1 2 3 4 5

In order to pursue your favorite career or career cluster, what training or education do you think you would need?

Choose

Apprenticeship

Attend the Technical College High School (TCHS)

Career or Technical Training for one or two years

Two-year or College Degree

Four-year or College Degree

Masters or Graduate Degree

What is one action step you could take right now to better prepare yourself for one of your possible career goals?

Currently, what is your first-choice game plan after high school? Choose...

College: Bachelor's Degree

College: Associate Degree

Career Education or Trade School

Apprenticeship Program

Employment

Military Service

Gap or Service Year

I am not sure. I need Guidance from my Counselor

Don't forget, you can only submit this once. You can save your progress but once you click "Submit" you cannot edit your answers.

Thank you for completing your career planner. You will complete another planner next year and will be able to update and review your information from year to year.

SAVE PROGRESS

SUBMIT RESPONSES

Career and Technical Center Strategy:

Action Plan for 3 Goals in the Career Domain Connected to the CTC and Community Reps

Program Goal	Standards Addressed CEW	Grade Level	Activities/ Event Description	Data Used to Measure Impact	Start/End Dates		Contact Person
Introducing the different options for CTC	Career/ Academic	7	TCHS Virtual Tour through TCHS website	Survey	January/ February	End of the School Year	Counselor
			Naviance Survey				
Exposure to CTC options within CASD	Career/ Academic	8/9	8 th grade In-person tour of TCHS and survey	Survey Application	8 th February 2023 9 th November 2023	End of the school year	Counselor
			9 th grade presentation by TCHS				
			9 th completing applications for TCHS				
Promoting CTC offerings and shops and completing applications and registration	Career/ Academic	10-12	TCHS information during Course Selection Night, Representatives from TCHS	Application	January 2023	End of the school year	Counselor
			Completing applications for TCHS				
			TCHS Shadow days and meeting with counselors				

STUDENT AWARENESS:

Grade	Intervention/ Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
7	TCHS Virtual Tour	Counselor	survey	January- February	Counselors
8	TCHS tour	TCHS staff	survey	February	Counselors
9	TCHS presentation	TCHS representative	application	November	Counselors
10	TCHS Presentation	TCHS representative	application	November	Counselors
11	TCHS Presentation	TCHS representative	application	November	Counselors

PARENT AWARENESS:

Intervention/ Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Website links to resources	ongoing	Counselors via website	applications	Counselors
Scheduling night	February	TCHS reps	applications	Counselors
Brochures/TCHS reps at Back-to-School Night	August	TCHS reps	applications	Counselors
Brochures at conferences	November and March	Counselors	applications	Counselors
TCHS Open House	November	TCHS reps	applications	Counselors

EDUCATOR AWARENESS:

Intervention/ Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
TCHS tour chaperones	February	Educators	applications	Counselors
Brochures/TCHS reps at Back-to-School Night	November	TCHS Reps	applications	Counselors

Job Description:**Coatesville Area School District Job Description**

Position Title:	School Counselor
Location:	Building Assignment
School Grade:	Grades K-12
Reports to:	Building Principal, Director of Pupil Services
Supervises:	N/A
Union Affiliation:	CATA
Applicable Agreement/ Contract:	CATA Contract
Number of Days Worked:	Teacher Days + 10-22 Days

Summary Statement: The school guidance counselor promotes the overall development of students from kindergarten to sixth grade in the academic, career, and personal/social areas.

Essential Functions:

- Registrars, schedules, and orients new students to school.
- Maintains student records and protects confidentiality.
- Guides students through the development of educational, career, and social goals.
- Counsel's individual and/or small groups of students with presenting concerns.
- Initiates and processes referrals to appropriate special programs and services within and outside of the district.
- Participates in the coordination of the buildings standardized testing program.
- Consults and conferences with parents/guardians, staff, administrators, outside agencies and others to enhance ongoing work with students.
- Participate in educational team meetings.
- Provides information about tutors, summer school, and alternative educational programs.
- Participates in the student support system of the district. 11) Assist students evaluate career interests and choices.
- Assist students in planning a schedule that meets academic, personal, and career goals.
- Assist in the preparation of referrals for multidisciplinary evaluations.

Other Duties:

- Interprets test and other appraisal data.
- Adheres to professional, ethical, and legal standards.

- Adheres to district policies and procedures.
- Oversees and maintains accurate student records.
- Attends professional conferences and workshops.
- Serves as a member of the Gifted Multidisciplinary Team.
- Serves as a member of the Instructional Support Team.

Required Education: PA Certificate as an Elementary Counselor, Master's Degree in Counseling; representing course work in the areas of; principals and practice of educational guidance, educational testing and measurement, organization and administration of guidance services and the psychology of learning.

Required Skills and Knowledge:

- Proficiency in the use of technology for individual communication and research.
- Proficiency in presentation of technology to enhance small and large group information and demonstration sessions.

Other Requirements:

- Possess effective interpersonal skills with the ability to interface diplomatically with teachers, administrators, parents, students, support staff and outside professional contact.
- Possess the skills necessary to effectively implement the district's guidance curriculum.

Physical Requirements:

Mental Functions

- Comparing: Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Copying: Transcribing, entering, or posting data.
- Computing: Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them.
- Compiling: Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved.
- Analyzing: Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.
- Coordinating: Determining time, place, and sequence of operations or action to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously.
- Synthesizing: To combine or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretations.

Relations with Others

- Supervision (given): Coordinating and directing the activities of one or more subordinates.
- Communicating: Talking with and/or listening and/or signaling people to convey or exchange information; includes giving/receiving assignments and/or directions.
- Instructing: Teaching subject matter to others, or training others through explanation, demonstration, and supervised practice; or making recommendations on the basis of technical disciplines.
- Interpersonal Skills/Behaviors: Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

Strength

- Sedentary – Exerts up to 10lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

Movement

- Balancing – Maintaining body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing feats of agility.
- Stooping – Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling – Bending legs at knees to come to rest on knee or knees.
- Crouching- Bending body downward and forward by bending legs and spine.
- Reaching – Extending hand(s) and arm(s) in any direction.
- Handling – Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.
- Feeling- Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.

Auditory

- Talking- Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing- Perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication,

and to make fine discriminations in sounds, such as when making fine adjustments on running engines.

Vision

- Near Acuity- Clarity of vision at 20 inches or less. Use this factor when special and minute accuracy is demanded.
- Far Acuity – Clarity of vision at 20 feet or more. Use this factor when visual efficiency in terms of far acuity is required in day and night/dark conditions.
- Depth Perception – Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
- Accommodation- Adjustment of lens of eye to bring an object into sharp focus. Use this factor when requiring near point work at varying distances.
- Color vision – Ability to identify and distinguish colors.
- Field of Vision – Observing an area that can be seen up and down to right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping the eyes fixed.

Equipment Used

- Office equipment such as computer, typewriter, projector, cassette player/recorder.

In terms of an 8-hour workday:

- Rarely equals less than 1%; occasionally equals 1% to 25%; frequently equals 26% to 75%; continuously equals 76% to 100%.

Job requires the physical ability to:

Stand:	Occasionally
Sit:	Frequently
Walk:	Occasionally

Job requires the physical ability to lift/carry:

Up to 9 lbs.:	Occasionally
10-20 lbs.:	Occasionally
21-50 lbs.:	Rarely
51-80 lbs.:	Rarely
81- 100 lbs.:	Rarely

Job requires the physical ability to push/pull:

Up to 9 lbs.:	Occasionally
10-20 lbs.:	Occasionally
21-50 lbs.:	Rarely
51-80 lbs.:	Rarely
81- 100 lbs.:	Rarely

Job requires the physical ability to use the following repetitive movements:

Fingers:	Rarely
Wrist:	Rarely
Arm/Shoulder:	Rarely
Leg:	Rarely
Foot:	Rarely

Job requires the physical ability to function in activities involving:

Bending:	Rarely
Stooping:	Rarely
Twisting:	Rarely
Reaching:	Rarely
Crouching:	Rarely
Crawling:	Rarely
Kneeling:	Rarely
Climbing:	Rarely
Handling:	Occasionally
Pinching:	Rarely

Job requires the ability to function in the following undesirable working conditions such as exposure to weather or hazardous materials:

Exposure to all types of weather: Rarely