

Owen J. Roberts School District Chapter 339 Comprehensive Guidance Plan

Revised March 15, 2023



Developed in Coordination with Owen J. Roberts School District Stakeholders

1. District Counselors and Assignments

There are 12 counselor positions in the Owen J. Roberts School District. One counselor serves each of our five elementary schools three service our middle school, and five service the high school level. All of our district counselors have earned certifications from the Department of Education. They are supported by their building-level administration and the Director of Pupil Services.

Elementary School Counselor (K-6) Assignments	Number of Students
East Coventry Elementary - Jennifer Morgan	476
East Vincent Elementary - Chrissie Quinn	516
French Creek Elementary - Gabrielle Baylor	564
North Coventry Elementary - Suzanne Grashof	561
West Vincent Elementary- Sarah Weber	573

Middle School Counselor (Grades 7 and 8) Students Assigned Alphabetically	Number of Students
Noah Fickler	294
Lauren Handforth	309
Courtney Campbell	304

High School Counselor (Grades 9 -12) Students Assigned Alphabetically	\Number of Students
Meghan Nuding	289
Brittany Williams	257
Kelly Karas	282
Jennifer Arnst	396
Michael Pagano	295
Greg Gilbert	311

Student Assistance Specialists

Jen Marshall (Social Worker) - Provides direct services to East Vincent Elementary and consultative services to the district schools

Julie Gonzalez (Social Worker) - Provides direct services to middle school and high school

Caroline Gatto (Student Assistance) - Provides direct services to the middle school and consultative services to elementary schools

Victoria Morgan (Student Assistance) - Provides direct services to the high school. Team includes a Secretary, Truancy Coordinator, Transition Specialist and Mental Health Clinician/Crisis Counselor

2. School Counseling Department Mission Statement

The mission of Owen J. Roberts school counselors is to enhance all students' learning experiences with a comprehensive continuum of opportunities which promote awareness, provide exploration of interests and develop areas of strength. In collaboration with our stakeholders, we will ensure students have equitable access to programs that equip them with personal, academic and career related skills. Our program will empower Owen J. Roberts students to identify and maximize their potential and enhance college and career readiness.

3. Program Goals in the areas of Academics, Careers, Personal and Social Emotional

1. Owen J. Roberts school counselors will assist students by delivering, implementing, and continuously evaluating our comprehensive counseling program. Our program will focus on the individual needs of our students in the areas of academics, careers, personal, social, and emotional support.
2. Owen J. Roberts school counselors will strengthen communication methods with all stakeholders to provide new and continual information about the programs provided by our K-12 counseling program.
3. Owen J. Roberts school counselors will utilize existing resources and develop new opportunities for our students to explore the world of work and career exploration. Our students will identify academic strengths and personal interests, and make connections with future goals.

4. Stakeholder Orientation to Career and Technical Options

The Owen J. Roberts School Counselors define stakeholders as the individuals or groups that are essential to aid in developing and maintaining the most effective programs. We have identified five stakeholder groups and guidance program goals for each.

Students

As the stakeholder, the student's role is to reach their personal best by actively participating in all aspects of the guidance program. We believe that our students will benefit from consistent exposure, awareness, self-exploration, and acquisition of the skills to help them reach their personal best now and in the future.

The Program Goal for the students is that they will successfully graduate from high school and enter society with personal, social, emotional, academic and career-related skills to reach their highest potential and be successful contributing members of the community.

Parents and Guardians

The role of parents/ guardians is to work with the district counselors in utilizing the programs and services above to support their children in achieving their personal best.

Program Goals	Grade Level	Activities/Event Descriptions	Start/End Dates	Participants
To provide parents the opportunity to tour and learn about their child’s school.	K-12	Parents of new and transitioning students will have the opportunity to meet their building principal and participate in an orientation. Designated orientations are provided for parents of kindergarten students (K-Roundup), students transitioning to the MS and HS (tours and open houses) and students new to the district.	Spring/June for Kindergarten and for students to transition to the middle school and high school. Parents of students transitioning from another school district will be offered a tour upon request.	Parents Administrators Students Counselors Teachers
To provide parents with the opportunity to meet their child’s teachers, counselors and school staff.	K-12	Back to School Night	Annually in September	Parents Administrator Teachers Counselors
To provide parents the opportunity to discuss their child’s progress in school.	K-12	Parent-Teacher Conferences	2 times a year Fall and Spring	Parents Administrators

				Teachers Counselors
To provide parents the opportunity to collaborate with the appropriate school staff regarding their child's academic and/or emotional concerns.	K-12	Child Study MTSS Meetings Team Meetings	Weekly team meetings held Parent are invited to attend as needed	Parents Administrators Teachers Support Staff Counselors Administration MTSS Team SAP Team
To provide parents and students with the opportunity to visit the middle school building and "walk through" the student's schedule	7-8	Visit and Explore the Middle School Days	Two scheduled days in August	Parents Students Counselors Administrators
To provide students with hands-on college and career exploration and college application help. To provide parents with access to a comprehensive digital resource library in relation to those topics.	11-12	Wildcat Futures Program	August -September for 12th March - April for 11th	Parents Students Counselors
To provide parents with the opportunity to familiarize themselves, as well as their incoming 9th grade child, with OJRSD.	9	Freshman Orientation	August	Parents New Students Current Students Administrators Counselors
To provide parents with the opportunity to familiarize themselves, as well as their child, who is transferring into OJR HS or OJR MS.	7-12	New Student Orientation	August	Parents New Students Current Students Administrators Counselors

To provide parents with the opportunity to become familiar with and review all aspects of college application process.	12	Post-Secondary Planning Night	September	Parents Current Students Counselors
To provide parents with a detailed explanation of NCAA Eligibility Center requirements and procedures.	9-12	NCAA Night	September	Parents Current Students Counselors
To support parents in completing the FAFSA	12	FAFSA Completion Night	November	Parents Students Counselors PHEAA Representative
To provide parents with information on college financial aid process and how to complete FAFSA.	9-12	Financial Aid Night	January	Parents Current Students Counselors Outside Speaker
To provide parents with information on the MS and HS course selection process.	6-11	Course Selection Night	January-HS February-MS	Parents Current Students Future Students (6th and 8th Grade) Counselors Academic Department Chairs
To provide information to parents/students about the entire college process from the college search to Financial Aid	11	Junior Information Night	February	Parents Students Counselors Outside Speakers
To provide parents with information about college admissions representatives' visits to aid	10-11	College Fair	March	Parents Students

students with choosing an appropriate college				Counselors College Admission Representatives
To provide parents of juniors with information prior to the summer on the college application process	11	Junior Send Up	May	Parents Students Counselors

Teachers and Administrators

Program Goals	Grade Level	Activities/Events Descriptions	Start/End Dates	Participants
To promote and provide academic support and guidance to all students	K-12	Effective Teacher Communication and Collaboration	Ongoing	Teachers Parents Administrators Counselors
To promote an educational environment where all students experience success	K-12	Instructional Support Team Child Study Response to Intervention Team Meetings	Weekly team meetings held Parents are invited to attend as needed	Parents Teachers Administrators Counselors
To promote and engage in effective home and school communication on student performance	K-12	Parent-Teacher Conferences	2 times a year Fall and Spring	Parents Teachers Administrators Counselors
To promote the awareness and exploration of interests and career opportunities	K-12	Interest Inventories Tech School Visits	Ongoing	Counselors Teachers

		Career Days		Administrators Parents
To promote and provide guidance to students experiencing social/emotional, mental health and substance use difficulties	K-12	Active communication between educators and support staff to develop appropriate and effective plans for students	Ongoing	Counselors Teachers Administrators Parents Student Assist. Mental Health Staff
To promote and provide students with a consistent anti-bullying/ peer conflict curriculum and program	K-8	Class meetings Focused Assemblies Advisory/No Place for Hate Lessons	Ongoing	Counselors Teachers Administrators
To provide students with valuable information in regards to being a successful high school student	9-12	Grade Level Classroom Presentations	Ongoing	Counselors Teachers Students
To support students with opportunities to plan for college and career related goals	11-12	Junior & Sophomore Small Group Meetings	November - March	Counselors Teachers Students
To support students in their classes with appropriate level supports	9-12	MTSS Meetings	Ongoing	Counselors Administrators School Psychologists Other MTSS Team Members

Business and Community

Program Goals	Grade Level	Activities/Events Descriptions	Start/End Dates	Participants
To assist students with awareness on careers and individual interests	Grade 5,6 & 8	Visit to/from Technical College High School	Spring	Counselors Teachers

	<p>Grades K-2</p> <p>Grade 9</p> <p>Grade 11</p> <p>Grade 9, 10, 11</p>	<p>(TCHS)</p> <p>Community helpers' visits</p> <p>TCHS Assembly</p> <p>Allied Health & Teacher Leadership Academy Presentations</p> <p>Homeland Security Presentation</p>		<p>TCHS Staff</p> <p>Parents</p> <p>Community members</p> <p>First Responder visits in each community</p>
To assist students in exploring future career options	Grades 7-8	Career Day	Spring	<p>Counselors</p> <p>Teachers</p> <p>Parents</p> <p>Community Businesses</p>
To provide students with opportunities to choose to study and receive training in technical education	Grades 10-12	<p>Technical College High School (TCHS)</p> <p>Homeland Security Program</p>	Ongoing	<p>TCHS Staff</p> <p>Counselors</p> <p>Administration</p> <p>Teachers</p>
To provide information and opportunities for the students to become employed with local businesses	9-12	Virtual Job Board	Ongoing	<p>Counselors</p> <p>Businesses</p>
To provide school-based outpatient mental health therapy for students in need	K-12	Child Guidance Therapy	Ongoing	Child Guidance Resource Center
To provide students with an	11	Reality Fair	April	Counselors

understanding of how their goals and aspirations affect their financial future				Students Credit Union
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Post-Secondary

Program Goals	Grade Level	Activities/Events Description	Start/End Dates	Participants
To provide opportunities for increased academic rigor for students through Advanced Placement and Dual Enrollment Classes	Grades 11-12	Maintain and establish additional partnerships with post-secondary institutions to enable students to earn college credits while still at the high school	Ongoing	Colleges Counselors Administration
To provide an opportunity for students to increase their awareness of post-secondary options by meeting with college admissions representatives	Grade 9-12	College Night College Representative	Ongoing	Colleges Counselors Students
To provide increased awareness of career and technical post-secondary opportunities	Grades 10-12	Meetings with career and technical admissions staff	Ongoing	College Admissions Students Counselors
To provide opportunities for students to explore the military as a post-secondary option	Grades 9-12	Opportunities are provided to meet with military representatives	Ongoing	Branches of the Military Students Counselors
To provide students with an alternative option if they are unable to obtain a regular HS diploma	9-12	Grade Equivalency Diploma (GED)	As needed	Counselor GED Coordinate Student Parent
To provide students with hands-on	11-12	Wildcat Futures Program	Ongoing	Counselor

college and career exploration and college application help. To provide parents with access to a comprehensive digital resource library in relation to those topics.				Students Parents
To provide juniors and their families valuable information in relation to college and career readiness.	11-12	Junior/Rising Senior Newsletter	May - September	Students Parents Counselors
To provide students an intensive, highly structured career related program from the International Baccalaureate World School.	11-12	International Baccalaureate Program	Ongoing	Administrator Counselor Student Parents
To provide students an opportunity to learn about their technical skills in relation to the military or career planning	10-12	ASVAB Testing	October	Counselor Students
To provide students support and practice for the SAT or ACT	10-11	PSAT Testing	October	Counselor Students Teachers
To provide students and families access to a bank of valuable information in relation to all things post-secondary planning	9-12	School Counseling Canvas Page	Ongoing	Students Teachers Parents Counselors

5. Role of the School Counselor

School Counselors are leaders, advocates and collaborators who impact systemic change.

As a Leader

- As leaders, Owen J. Roberts School counselors develop and maintain a comprehensive counseling program for all students that also involves administrators, staff, parents and outside resources. The counselor acts as a member of leadership teams supporting the building administrator in order to ensure student success and safety, both physically and emotionally.
- Supports school staff and administration to make the school a safe and welcoming place of learning
- Serves on the Student Assistance Team to link students with interventions that improve their social, emotional and academic well-being
- Facilitates group discussions through community meetings about bullying, social learning differences, tolerance and character development
- Participates in the Instructional Support / MTSS / Child Study Teams to remove any barriers in student learning
- Uses data to determine appropriate course placement and aides in the development of a master schedule that accommodates the needs of all students
- Builds relationships with community agencies and programs that support our students

As an Advocate

- Ensures access to educational and career exploration opportunities for all students
- Communicates student needs to parents, administrators and teachers
- Links students and families to appropriate community supports
- Provides support to students and families who are having financial difficulty
- Creates opportunities for students to gain leadership responsibility through Wildcat Ambassador program
- Designs educational programming in such a way that it is clear and accessible for all students
- Teaches students conflict resolution skills
- Provides tools to assist students to make positive behavior changes
- Connecting families with mental health supports
- Provides resources and community connections to meet the basic needs of students and their families outside of school

As a Collaborator

- Promotes commitment to OJR Middle School PRIDE (Promote a caring environment, Responsible for our learning, Interacting collaboratively, Devoted to Challenging our minds and Excellence in all that we do) through PBIS (Positive Behavioral Interventions and Supports) and No Place for Hate (Devoted to challenge will be understanding and respect those who are different than me. I will speak out against discrimination to support those who are targets of hate. I will be an ally who promotes fair treatment of others. I promise to be a part of making OJR Middle School No Place for Hate)
- Serves as a member of Challenge Day and Career Development committees

- Maintains open communication with teachers, administrators and parents to foster an effective team approach and solidify the sense of community
- Participates in professional development activities that focus on current trends in education
- Develops and implements comprehensive school counseling curriculum
- Works closely with our Brandywine Virtual Academy partners to ensure our cyber students have a successful education experience
- Serves as a liaison and team member to support all students accessing CCIU, TCHS, Perkins Committee, and Homeland Security related programming
- Serve as a liaison between Montgomery County Community College and OJR High School to provide students with dual enrollment opportunities, and early college program access
- Work collaboratively with building administrators, students, teachers and parents to provide support with academic planning, including course selection, course recommendations, scheduling and course placement

As an Agent of Systematic Change

- Identifies challenges, poses interventions and communicates with parents, administrators and community members
- Brainstorms alternate action plans for difficult student and/or family problems
- Enlists the help of other educators to pursue changes in programing to best meet the needs of students

6. Advisory Council

The intent of OJRSD’s Advisory Council is to include stakeholders in the development and planning of career related activities for our students. It is important that we have input from all parties in order to develop a comprehensive and effective K-12 Chapter 339 plan.

Name	Role
Taylor Beaver, Logan Pietrewicz, Daisy Kalisch, Bodhi Sanders	Elementary School Students

Sydney Schwartz, Cooper Groth, Gracie Trynieszewski, James Pudleiner	Middle School Students
Sophia Franklin, Riley Haring, Dylan Weaver, Aaron Tokay	High School Students
Mrs. Sarah Weber	Elementary School Counselor-West Vincent
Mrs. Suzanne Grashof	Elementary School Counselor-North Coventry
Mr. Noah Fickler	Middle School Counselor
Mr. Greg Gilbert	High School Counselor
Ms. Meghan Nuding	High School Counselor
Mr. Brad Bentman	Director of Pupil Services
Mrs. Erin Harris	Parent
Mrs. Tina Hendershot	Parent, Employee
Mr. Tim Beaver	Parent, Engineer, Business, Owner
Mr. Ted Whitehouse	Parent, Landscape/Design, Business Owner
Mr. Joseph Fullerton	Technical College High School Principal
Ms. Jen Brinson	Middle School Assistant Principal
Mr. David Harmanos	Owen J. Roberts School Board Member

Advisory Committee Discussion Topics, Ideas, and Possible Action Items

- More information about careers that do not require a college degree
- Career day
- Seeing careers in action
- How can we increase the exposure outside of the norm?

- Staffing for Co-op opportunities
- How to integrate co-op classes with the existing high school schedule
- Shadow a career area for one or two days
- Normalize speaking about careers with kids from parents to teachers
- Small businesses would be happy to partner with us to involve our students
 - Summer help or summer internships
 - Volunteer work/shadowing during the school day
 - Exposure to an industry/trade to see if they like it or not
 - It could be an excellent way to bridge a possible job after high school
 - This could be good for both college-bound and non-post-secondary students
- It is okay not to go to a 2–4-year college/university. Breaking the stigma that it is okay to attend community college or a trade/vocational school.
- More electives at middle school and high school
- More learning is built into courses about careers
- Teachers should focus more on our questions and not just on delivering the curriculum
- In-school club connected to careers
- Job tables with someone talking about the career during lunch and have kids sign up to learn
- Career camps during the summer
- Rotate job/career topics into the Winn/Club period
- Talk to seniors and alumni
- More field trips focused on careers and jobs connected to the field trip
- Teachers asking questions about other careers during a field trip
- Field trip to TCHS to learn about careers
- Increase parent communication from the schools regarding career activities and events

7. Program Calendar

Key for Counseling Standard Domains: A: Academic, P: Personal, C: Career

Monthly Counseling Calendar-Elementary

Month	Activity	Domain	Grade
Ongoing	Parent meetings with or without students	A/C/PS	K-6

Consultation with teachers and other staff	A/C/PS	
Consultation with outside agencies	PS	
Faculty meetings	A/C/PS	
Consultation for academic concern and initial special education testing process	A/C/PS	
Attend IEP meetings	A/C/PS	
Attend IST meetings	A/C/PS	
Facilitate meetings between parents, teachers and/or students	A/C/PS	
504 Service Agreements	A/PS	
Psychiatric and behavioral referrals to appropriate staff/agencies	A/PS	
Student Attendance Improvement Plans and meetings	A/C/PS	
Homeless Referrals	A/PS	
Conduct Observations	A/PS	
Developmental Guidance Lessons	A/C/PS	
Attend IEP meetings	A/C/PS	
One-on-one counseling	A/C/PS	
Lunch Bunches	PS	
Making connections with students and families at dismissal	A/C/PS	
Truancy Elimination Plan Meetings	A/C/PS	
Crisis Intervention Counseling	A/PS	
School refusal counseling	PS	
Homeless referrals	PS	
Developmental guidance lessons	A/C/PS	
Anti-bullying program	A/PS	
Conflict resolution program	A/PS	
Character education program	A/PS	
Crime Victims Center presentations	A/PS	
Consultation with outside agencies	A/PS	
Develop behavior plans/charts	A/PS	
Respond to discipline referral forms	PS	
Review records for incoming students	A/C/PS	
6 th grade field trip to local TCHS for career exploration	A/C/PS	
5th grade onsite field trip with TCHS for career awareness and exploration	A/C/PS	
Coordination of Scholastic/Mental Health Coach caseloads	A/PS	

	<p>Co-teach planned Social Emotional Lessons across grade levels on a monthly basis</p> <p>Academic monitor as part of Concussion Team with school nurse</p> <p>Meet with new students and create schedules</p> <p>Hold New Family Orientation</p> <p>Participate in professional development activities</p> <p>Consult with faculty about student placement/504 plans</p> <p>Course registration for BVA cyber students</p> <p>Share copies of 504 plans to teachers</p>	<p>A/PS</p> <p>A/PS</p> <p>A/C/PS</p> <p>A/PS</p> <p>A/C/PS</p> <p>A/C/PS</p> <p>A/PS</p> <p>A/PS</p>	
September	<p>Back to School Night</p> <p>Meet with new students and/or parents</p> <p>Organize and share transition data with teams</p> <p>Elementary Guidance Department meeting</p> <p>Safe to Say presentations</p> <p>Suicide & Violent Risk Assessment training with professional staff</p> <p>Meetings with parents and/or students regarding transition to new school year</p>	<p>A/PS</p> <p>A/PS</p> <p>A/PS</p> <p>A/PS</p> <p>PS</p> <p>PS</p> <p>A/PS</p>	K-6
October	<p>Professional Development Day</p> <p>Guidance groups begin</p> <p>Participate in data team meetings</p> <p>Start with Hello week</p>	<p>A/C/PS</p> <p>A/C/PS</p> <p>A/PS</p> <p>PS</p>	K-6
November	<p>Parent/Teacher Conferences</p> <p>County-wide in-service</p> <p>Facilitate Thanksgiving dinners for families in need</p>	<p>A/PS</p> <p>A/PS</p> <p>PS</p>	K-6
December	<p>Organize holiday help for families in need</p>	<p>PS</p>	K-6
January	<p>Implement belongingness survey with students</p>	<p>PS</p>	2-6
February	<p>Preparation for PSSA</p> <p>Middle School course selection introduction meetings and classroom visits</p>	<p>A</p> <p>A/C/PS</p>	<p>3-6</p> <p>6</p>
March	<p>Organize/administer PSSA testing</p> <p>Participation in parent conferences</p>	<p>A</p> <p>A/PS</p>	<p>K-6</p> <p>K-6</p>
April	<p>Administer PSSA testing/ makeup testing</p>	<p>A</p>	K-6
May	<p>Transition of 6th grade students with MS counselors</p> <p>6th grade tours of the MS</p>	<p>A/PS</p> <p>A/PS</p>	<p>6</p> <p>6</p>

	Local TCHS visits 5 th grade at the elementary center for career exploration	A/C/PS	5
	Administer careerzone.org for career exploration	A/C/PS	4
	Parent presentation during Kindergarten Round-Up	A/PS	Pre-K
	Planning for class lists for the following academic year	A/PS	K-6
June	Preparation of transfer of 6 th grade files to Middle school	A/PS	K-6
	Participation in retention referrals	A/PS	
	Creation of class lists for the following academic year	A/PS	
July	Review transcripts of incoming students	A/PS	K-6
	Monitor class lists for the upcoming school year	A/PS	K-6

Monthly Counseling Calendar- Middle School

Month	Activity	Domain	Grade
Ongoing	Parent meetings with or without students	A/C/PS	7-8
	Consultation with teachers and other staff	A/C/PS	
	Consultation with outside agencies		
	Faculty meetings		
	Consultation for academic concern and initial special education testing process	A/PS	
	Attend IEP meetings	A/C/PS	
	Attend IST meetings	A/C/PS	
	Facilitate meetings between parents, teachers and/or students	A/PS	
	504 Service Agreements	A/PS	
	Psychiatric and behavioral referrals to appropriate staff/agencies	A/C/PS	
	Gifted screenings/meetings	A/C/PS	
	Student Attendance Improvement Plans and meetings	A/C/PS	
	Homeless Referrals	A/PS	
	Conduct Observations	A/PS	
	Developmental Guidance Lessons	A/C/PS	
	Individual meetings	A/C/PS	
	Parent meetings	A/C/PS	
	Attend IEP meetings	A/C/PS	

One-on-one counseling	A/C/PS
Parent meetings	A/C/PS
Consultation with teachers	A/C/PS
Consultation with outside agencies	A/PS
Facilitate meetings between parents, teachers, and/or students	A/C/PS
Lunch Bunches	PS
Making connections with students and families at dismissal	A/PS
Truancy Elimination Plan Meetings	A/PS
Crisis Intervention Counseling	PS
School refusal counseling	PS
Homeless referrals	PS
Developmental guidance lessons	A/C/PS
Anti-bullying program	PS

	Conflict resolution program	PS	
	Character education program	A/C/PS	
	Crime Victims Center presentations	PS	
	Consultation with outside agencies	PS	
	Develop behavior plans/charts	A/PS	
	Respond to discipline referral forms	A/PS	
	Review records for incoming students	A/PS	
	6 th grade field trip to local TCHS for career exploration	C	
	5th grade onsite field trip with TCHS for career awareness and exploration	C	
	Coordination of Scholastic/Mental Health Coach caseloads	A/C/PS	
	Co-teach planned Social Emotional Lessons across grade levels on a monthly basis	A/C/PS	
	Academic monitor as part of Concussion Team with school nurse	A/PS	
	Meet w/new students and create schedules	A/PS	
	Hold New Family Orientation	A/PS	
	Participate in professional development activities	A/PS	
	Consult with faculty about student placement/504 plans	A/PS	
	Course registration for BVA cyber students	A/PS	
	Share copies of 504 plans to teachers	A/PS	

Summer (July/August)	Back to School Night Meet with new students and/or parents Organize and share transition data with teams Elementary Guidance Department Meeting Safe to Say Presentations Suicide & Violent Risk Assessment training with professional staff Meetings with parents and/or students regarding transition to new school year	A/C/PS A/PS A/PS A/C A/PS PS/C/A	7-8
September	Professional Development Day Guidance groups begin Participate in data team meetings Start with Hello week	A/C/PS A/C/PS A PS	7-8
October	Parent/Teacher Conferences County-Wide In-service Facilitate Thanksgiving dinners for families in need	A/C/PS A/PS PS	7-8
November	Organize holiday help for families in need	PS	7-8
December	Implement belongingness survey with students	PS	7-9
January	Preparation for PSSA Middle School course selection introduction meetings and classroom visits	A A/PS/C	7-9
February	Organize/administer PSSA testing Participation in parent conferences	A A/PS	6-9
March	Administer PSSA testing/ makeup testing	A	7-8

April	Transition of 6 th grade students with MS Counselors 6 th grade tours of the MS Local TCHS visits 5 th grade at the elementary center for career exploration Administer careerzone.org for career exploration Parent presentation during Kindergarten Round-Up Planning for class lists for the following academic year	A/PS A/PS A/C/PS A/C/PS A/PS A/PS	7-8
May	Preparation of transfer of 6 th grade files to MS Participation in retention referrals Creation of Class Lists for the following academic year	A/PS A/PS A/PS	6-9
June	Review transcripts of incoming students Monitor class lists for the upcoming school year	A/PS A/PS	7-9

Monthly Counseling Calendar- High School

Month	Activity	Domain	Grade
July	Course Conflicts	A	9-12
	Schedule Changes	A	9-12
	Academic year planning	A/C/PS	9-12
	College planning communication	C	11-12
	504 Case Management	A/PS	9-12
	Transition programming	A/PS	9
August	Schedule Changes	A	9-12
	Beginning of school year prep	A/C/PS	9-12
	504 Case Management	A/PS	9-12
	Concussion Management	A	9-12
	Child Find/Child Study Team Organizer	A/PS	9-12
	Scholarships	C	12
	New Student Registrations	A	9-12
	9th grade transition	A/C/PS	9
	Credit/Transcript Reviews	A	9-12
	Update School Profile	A	12

	Scholastic Coaching Organization and Training	A/PS	9
	Summer School grade interpretation	A	9-12
	Promotion and Retention of students	A	9-12
	Communication with TCHS regarding admissions, scheduling and transportation-ongoing throughout the year.	A/C	10-12
	BVA student and class registration	A	9-12
	Website and canvas management/updates	A	9-12
	IEP meetings	A/C/PS	9-12
	Exchange student registration	A	9-12
	Naviance - eDocs and update documents	C	12
	Parent Communication	A/C/PS	9-12
	Monthly Skylert	A/C/PS	9-12
	Facebook/Twitter	A/C/PS	9-12
	CRI Artifact Prep and Organization	C	9-11
	Wildcat Futures Program	A/C	11-12
September	Schedule Changes	A	9-12
	Senior Classroom Presentations	A/C	12
	Senior Meetings	A/C	12
	Processing College Applications	A/C	12
	Letters of Recommendation	C	12
	504 Case Management	A/PS	9-12
	Concussion Management	A	9-12
	Child Find/Child Study Team Organizer	A/PS	9-12
	NCAA Night	A/C/PS	11-12
	College Planning Night	A/C/PS	12
	Independent Student Need Meetings	A/C/PS	9-12
	IEP Meetings	A/C/PS	9-12
	Scholastic Coach Maintenance	A/C/PS	9
	9th Grade Transition Support	A/C/PS	9
	SAP Meetings and Case Management	A/PS	9-12
	ASVAB preparation	A/C	9-12
	National Merit Scholarships	A/C	12
	Scholarships	A/C	12

	MTSS Meetings	A/C/PS	9-12
	Naviance - teacher letters of recommendation information delivery	C	12
	Naviance - new teacher setup/support	C	12
	PSAT prep - all 10th & 11th graders	A/C	10-11
	Parent Communication	A/C/PS	9-12
	Monthly Skylert	A/C/PS	9-12
	Facebook/Twitter	A/C/PS	9-12
	CRI Artifacts	C	9-11
	Wildcat Futures Program	A/C	11-12
October	Senior Meetings	A/C/PS	12
	Processing College Applications	A/C	12
	Letters of Recommendation	C	12
	9th Grade Group Meetings -Student Panel	A/C/PS	9, 12
	504 Case Management	A/C/PS	9-12
	Concussion Management	A/C	9-12
	Scholastic Coaching Maintenance	A/C/PS	9
	9th Grade Transition Support	A/C/PS	9
	Child Find/Child Study Team Organizer	A/PS	9-12
	Financial Aid Night	C	12
	ASVAB testing	A/C	9-12
	PSAT	A/C	10-11
	Independent Student Need Meetings	A/C/PS	9-12
	IEP Meetings	A/C/PS	9-12
	NCAA Course review	C	9-12
	Meet with Military personnel	C	11-12
	SAP	A/PS	9-12
	Scholarships	C	12
	TCHS 9th grade class presentation	A/C	9
	Allied Health and Teacher Academy presentations	A/C	11
	Reality Fair Coordination/Meeting	C/PS	11
	AP Coordinator Conference	A	9-12
	MTSS Meetings	A/C/PS	9-12
	Configuration of Total Registration - AP Exam Registration	A	9-12

	Parent Communication	A/C/PS	9-12
	Counselors on Campus	A/C	11-12
	College Bus Trip	C	12
	Monthly Skylert	A/C/PS	9-12
	Facebook/Twitter	A/C/PS	9-12
	CRI Artifacts	A/C	9-11
November	Senior Meetings	A/C/PS	12
	Processing College Applications	A/C	12
	Letters of Recommendation	C	12
	504 Case Management	A/C/PS	9-12
	Concussion Management	A/C	9-12
	Child Find/Child Study Team Organizer	A/C/PS	9-12
	ASVAB results review with students	A/C	9-12
	Reality Fair	C/PS	10-11
	Quarter 1 Concern Meetings	A/PS	9-12
	Counselors visiting college campuses	C	12
	Course Selection Meetings/Prep	A/C	9-12
	Independent Student Need Meetings	A/C/PS	9-12
	IEP Meetings	A/C/PS	9-12
	SAP	A/PS	9-12
	Scholastic Coach Maintenance	A/C/PS	9
	MTSS Meetings	A/C/PS	9-12
	Scholarships	C	12
	Conferences	A/C/PS	9-12
	FAFSA Completion Night	C	12
	Parent Communication	A/C/PS	9-12
	Monthly Skylert	A/C/PS	9-12
	Facebook/Twitter	A/C/PS	9-12
	CRI Artifacts	A/C	9-11
December	Processing College Applications	A/C	12
	504 Case Management	A/C/PS	9-12
	Concussion Management	A/C	9-12

	Child Find/Child Study Team Organizer	A/C/PS	9-12
	Course Selection	A/C	9-12
	Scholastic Coach Maintenance	A/C/PS	9
	MTSS Meetings	A/C/PS	9-12
	Finish Senior Meetings	A/C/PS	12
	Begin Junior Small Group Meetings	A/C/PS	11
	Community College Application Completion Day	C	12
	Independent Student Need Meetings	A/C/PS	9-12
	Program of Studies Review	A	9-12
	IEP Meetings	A/C/PS	9-12
	PSAT results	A/C	10-11
	Khan Academy test prep	A/C	10-11
	SAP	A/PS	9-12
	Scholarships	C	12
	Parent Communication	A/C/PS	9-12
	Monthly Skylert	A/C/PS	9-12
	Facebook/Twitter	A/C/PS	9-12
	CRI Artifacts	A/C	9-11
January	Junior Small Group Meetings	A/C/PS	11
	504 Case Management	A/C/PS	9-12
	Concussion Management	A/C	9-12
	MTSS Meetings	A/C/PS	9-12
	Child Find/Child Study Team Organizer	A/C/PS	9-12
	Course Selection	A	9-12
	Q2 Concern Meetings	A	9-12
	Scholastic Coach Maintenance	A/C/PS	9
	Course Selection Classroom Presentations	A	9-12
	Website Management/Updates	A/C/PS	9-12
	Keystone Organization	A	9-12
	Independent Student Need Meetings	A/C/PS	9-12
	IEP Meetings	A/C/PS	9-12
	Meet with HS and MS Faculty about course selection process	A	9-12
	SAP	A/PS	9-12

	Scholarships TCHS/Allied Health/Teacher Academy applications AP Information Night Parent Communication Monthly Skylert Facebook/Twitter CRI Artifacts	A/C/PA C A/C A/C/PA A/C/PS A/C/PS A/C	9-12 12 10-12 9-12 9-12 9-12 9-11
February	Start of Sophomore Small Group Meetings 504 Case Management Concussion Management Child Find/Child Study Team Organizer Course Selection Junior Information Night Junior Newsletter Elective course selection student meetings Course Selection Parent evening parent meeting Independent Student Need Meetings IEP Meetings SAP MTSS Meetings Scholastic Coach Maintenance Scholarships AP Exam Registration/Processing Parent Communication Monthly Skylert Facebook/Twitter Governor's School Applications CRI Artifacts	A/C/PS A/C/PS A/C A/C/PS A A/C A/C/PS A A/C A/C/PS A/C/PS A/C/PS A/C/PS A/C/PS A/C/PS A/C/PS A A/C/PS A/C/PS A/C/PS A A/C	10 9-12 9-12 9-12 9-12 11 11 9-12 9-12 9-12 9-12 9-12 9-12 9 12 9-12 9-12 9-12 9-12 11-12 9-11
March	Sophomore Small Group Meetings 504 Case Management Concussion Management Child Find/Child Study Team Organizer College Fair	A/C/PS A/C/PS A/C A/C/PS A/C	10 9-12 9-12 9-12 10-12

	Course Selection	A/C	9-12
	Independent Student Need Meetings	A/C/PS	9-12
	IEP Meetings	A/C/PS	9-12
	HOBV selection process	A/C	12
	SAP	A/C/PS	9-12
	Scholarships	C	12
	Val/Sal Calculations	A	12
	AP Exam Ordering	A	9-12
	AP Proctor Training	A	9-12
	Conferences	A/C/PS	9-12
	Wildcat Futures Program	A/C	11-12
	Parent Communication	A/C/PS	9-12
	Scholastic Coach Maintenance	A/C/PS	9
	Monthly Skylert	A/C/PS	9-12
	Facebook/Twitter	A/C/PS	9-12
	CRI Artifacts	A/C	9-11
April	Finish Sophomore Small Group Meetings	A/C/PS	10
	504 Case Management	A/C/PS	9-12
	Concussion Management	A/C	9-12
	Child Find/Child Study Team Organizer	A/C/PS	9-12
	Course Selection	A	9-12
	Keystone Testing Prep	A	9-12
	Keystone proctor training meeting	A	9-12
	Independent Student Need Meetings	A/C/PS	9-12
	IEP Meetings	A/C/PS	9-12
	SAP	A/C/PS	9-12
	Scholastic Coach Maintenance	A/C/PS	9
	9th Grade Transition	A/C/PS	9
	Scholarships	C	12
	AP Exam Organization	A	12
	Parent Communication	A/C/PS	9-12
	Monthly Skylert	A/C/PS	9-12
	Facebook/Twitter	A/C/PS	9-12

	Wildcat Futures	C	12
	Junior Classroom Visits	A/C	11
	CRI Artifacts	A/C	9-11
May	504 Case Management	A/C/PS	9-12
	Concussion Management	A/C/PS	9-12
	Child Find/Child Study Team Organizer	A/C/PS	9-12
	Keystone Organization	A	9-12
	Course Selection	A	9-12
	Independent Student Need Meetings	A/C/PS	9-12
	IEP Meetings	A/C/PS	9-12
	SAP	A/C/PS	9-12
	Scholastic Coach Closure	A/C/PS	9-12
	Scholarships	A	12
	Preparation of senior awards program	C	12
	Senior awards meeting with department chairs	C	12
	Review schedules and address conflicts with students	A	9-11
	Administer Keystone testing	A	9-12
	Proctor AP Exams	A	9-12
	Final Senior classroom meetings	C	12
	Junior classroom meetings regarding post-secondary planning	A	11
	AP Exams (regular exams; late; exceptionally late exams)	A	9-12
	Parent Communication	A/C/PS	9-12
	Monthly Skylert	A/C/PS	9-12
	Facebook/Twitter	A/C/PS	9-12
	CRI Artifact	A/C	9-12
June	504 Case Management	A/C/PS	9-12
	Concussion Management	A/C	9-12
	Child Find/Child Study Team Organizer	A/C/PS	9-12
	Course Selection	A/C	9-12
	Independent Student Need Meetings	A/C/PS	9-12
	IEP Meetings	A/C/PS	9-12
	SAP	A/C/PS	9-12
	Scholarships	C	9-12

Final graduation review	A	12
Final grade check and phone calls home for summer school	A	12
Promotion and retention of students by grade level	A	9-12
TCHS applications, schedule changes, transportation arrangements	A/C	10-11
Parent Communication	A/C/PS	9-12
Monthly Skylert	A/C/PS	9-12
Facebook/Twitter	A/C/PS	9-12
CRI Artifacts	A/C	9-11

8. Owen J. Roberts Elementary Counseling Program Delivery: Comprehensive school counseling program delivery system

Program Delivery (Grades K-6)

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Prevention, Intervention and Responsive Services Addresses school and student needs.	Individual Student Planning Assists students and parents in development of academic and career plans.	System Support Includes program, staff and school support activities and services. <i>(No kids are present)</i>
<u>Purpose</u> -Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	<u>Purpose</u> -Prevention, Intervention and Responsive services to groups and/or individuals.	<u>Purpose</u> -Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	<u>Purpose</u> -Program delivery and support.
<u>Academic</u> -Classroom developmental guidance grades K-3 - organization, study skills and responsibility	<u>Academic</u> -Small group and individual counseling regarding study skills, organization and responsibility Administering PSSA make-ups	<u>Academic</u> -One on one counseling for grades, study skills, and organization -Facilitate meetings between parents, teachers and/or students	<u>Academic</u> -Attend IEP -Facilitate Ch. 15 mtgs. -Attend IST mtgs. -Attend faculty mtgs.

<ul style="list-style-type: none"> -Support PSSA implementation -National Education Week 		<ul style="list-style-type: none"> -Conduct observations -Administer PSSA make-ups 	<ul style="list-style-type: none"> -Truancy Elimination Plan mtgs. -Homeless referrals -Consultation with teachers -Parent mtgs. -Facilitate mtgs with parents, teachers and/or students -Kindergarten Round-Up - New Family Orientation -Open House -Facilitate list of families seeking assistance and address needs as they arise. -Class lists for upcoming school year -Review all records for transfer -Confidential list for transfer to next grade level within district
<p><u>Career</u></p> <ul style="list-style-type: none"> -Classroom developmental guidance grades K-3 -Career development exploration through Careerzone for grade 4 -Career development exploration through local TCHS grades 5-6 	<p><u>Career</u></p> <ul style="list-style-type: none"> -Small group and individual counseling regarding goal setting, study skills, organizational skills and responsibility 	<p><u>Career</u></p>	<p><u>Career</u></p>

<p><u>Personal/Social</u></p> <ul style="list-style-type: none"> -Classroom developmental guidance lessons-grades K-3 (empathy, problem solving, impulse control, and anger management) -Character education program -Positive behavior program -Crime Victims Center classroom visits 	<p><u>Personal/Social</u></p> <ul style="list-style-type: none"> -Small group and individual counseling -Lunch Bunch program 	<p><u>Personal/Social</u></p> <ul style="list-style-type: none"> -One on one counseling for personal/social -Crisis intervention with students -Facilitate meeting between teachers, parents and/or students -Referral of student for outside services through parents 	<p><u>Personal/Social</u></p> <ul style="list-style-type: none"> -Parent meetings -Consultation with teachers -Consultation with outside agencies -Truancy Elimination Plan meetings -Homeless referrals -Develop behavior plans and behavior charts -Coordinate community holiday resources
<p><u>Counselor Role</u></p> <ul style="list-style-type: none"> -Guidance curriculum implementation 	<p><u>Counselor Role</u></p> <ul style="list-style-type: none"> -Small group counseling 	<p><u>Counselor Role</u></p> <ul style="list-style-type: none"> -Assessment -Individual counseling 	<p><u>Counselor Role</u></p> <ul style="list-style-type: none"> -Develop and manage program -Coordination -Development relationships and partnerships -Consultation -Planning -Placement -Consultation -Referrals

<u>Percentage of Time</u> -Elementary School 35%-45%	<u>Percentage of Time</u> -Elementary School 30%-40%	<u>Percentage of Time</u> -Elementary School 5%-10%	<u>Percentage of Time</u> -Elementary School 10%-15%
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Program Delivery (Grades 7 and 8)

<p>Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12</p> <p><i>(Event, assembly, Olweus--anything for ALL students)</i></p>	<p>Prevention, Intervention and Responsive Services Addresses school and student needs</p> <p><i>(Going into a classroom because of a problem)</i></p>	<p>Individual Student Planning Assists students and parents in development of academic and career plans</p>	<p>System support includes program, staff and school support activities and services</p> <p><i>(No students are present)</i></p>
<u>Purpose</u>	<u>Purpose</u>	<u>Purpose</u>	<u>Purpose</u>
-Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	-Prevention, Intervention and Responsive services to groups and/or individuals	-Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	-Program delivery and support
<u>Academic</u>	<u>Academic</u>	<u>Academic</u>	<u>Academic</u>
-Effective learning in school and across the life span -Course Selection Night Review and revise Program of Studies	-Any immediate academic concerns -Schedule schedules as necessary -Monitor grade reports at end of each marking period	-Facilitation and interpretation of tests	-School counselor professional development -Organize and share transition information with staff -Review data from Study Island and PSSA -Participate in Team meetings

<u>Career</u> -Career Education Curriculum- introduce, reinforce and implement plans	<u>Career</u>	<u>Career</u> -Career Day	<u>Career</u> -Professional -Development to staff about why career awareness is important
<u>Personal/Social</u> -New Student Orientation Visit and Explore Middle School Days	<u>Personal/Social</u> -Participate in Student Assistance Team -Make mental health referrals as needed -Outreach programs Referrals to Olweus Bullying Prevention program	<u>Personal/Social</u>	<u>Personal/Social</u> -Consult with local community agencies about programs
-Percentage of Time 20%	-Percentage of Time 35%	-Percentage of Time 25%	-Percentage of Time 20%

Program Delivery (Grades 9-12)

Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12 <i>(Event, assembly, Olweus--anything for ALL students)</i>	Prevention, Intervention and Responsive Services Addresses school and student needs <i>(Going into a classroom because of a problem)</i>	Individual Student Planning Assists students and parents in development of academic and career plans	System Support Includes program, staff and school support activities and services <i>(No students are present)</i>
<u>Purpose</u> -Student awareness, skill development and application of skills needed to	<u>Purpose</u> -Prevention, Intervention and Responsive services to groups	<u>Purpose</u> -Individual student academic and occupational planning, decision	<u>Purpose</u> -Program delivery and support

achieve academically and be career and college ready by graduation	and/or individuals	making, goal setting and preparing for academic transitions.	
<u>Career</u> -9th Grade Panel Meeting -9th grade TCHS presentation -11th grade Allied Health and Teacher Academy presentation -Post-secondary institution representative visits -TCHS Open House events -Junior Information Night -Junior Send Up -Wildcat Futures Program -Career Awareness Activities -9th Grade Advisory Curriculum	<u>Career</u> -Posting job opportunities for students -Wildcat Futures Digital Resource Library Classroom Visits -Student Assistance Program Team Meetings	<u>Career</u> -Individual Junior conferences -Individual Senior Conferences -Wildcat Futures Program -Small Group Sophomore Meetings	<u>Career</u> -TCHS liaison counselor meetings -TCHS Middle States advisory committee participation -MTSS Meetings -Student Assistance Program Team Meetings
<u>Personal/Social</u> -Freshmen Orientation Night -New Student Orientation	<u>Personal/Social</u> -SAP Support Groups -Gay Straight Alliance -Wildcat Ambassadors	<u>Personal/Social</u> -Individual student meetings/conferences as needed for personal concerns -Individual student meetings regarding career and post-secondary preparation and choices	<u>Personal/Social</u> -Student assistance program referrals -Student assistance team member
<u>Counselor Role</u> -Counselors plan and administers all programming	<u>Counselor Role</u> -Counselor serves as advisor for Equality Alliance and Wildcat Ambassadors	<u>Counselor Role</u> -Counselor coordinates, facilitates, and delivers programs listed above with help of students, parents and faculty.	<u>Counselor Role</u> -Counselor assists in state assessment administering, proctoring, delivery of

	<ul style="list-style-type: none"> -Counselor makes referral to NHS tutoring -Counselor organizes CST/Chapter 15 meetings -Counselor serves as Scholastic Coaching program lead -Counselors sit on MTSS team meetings 		results, relaying of information and referrals for individual/group and family counseling.
-Percentage of Time 20%	-Percentage of Time 15%	-Percentage of Time 30%	-Percentage of Time 35%

9. Curriculum Action Plans

Kindergarten								
Lesson Content/ Program	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Careers: Community Helpers & their tools	CEW 13.1.3	<u>Whose Tools are These?</u> by Sharon Katz Cooper	August- June	About 400	5 OJRS elementary buildings	Career Tools Guessing Game	Kindergarten students; teachers; school counselors	OJRS elementary counselor

First Grade								
Lesson Content/Program	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Careers: Locations	CEW 13.1.3	<u>Clothesline Clues to Jobs People Do</u> by Kathryn Heling	August-June	About 400	5 OJRS D elementary buildings	Career Worksheet & Puzzle	1st grade students; teachers; school counselors	OJRS D elementary counselor

Second Grade								
Lesson Content/Program	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Career: Exploration	CEW 13.1.3	<u>When I Grow Up</u> by Al Yankovic	August-June	About 400	5 OJRS D elementary buildings	Career Mute	2nd grade students; teachers; school counselors	OJRS D elementary counselor

Third Grade								
Lesson	ASCA	Curriculum	Start	Number	Location	Evaluation	Stakeholders	Contact

	Domain							
Career: Identifying Interests	CEW 13.2.8	*Resume *Career Interest Inventory	Spring 2023	About 450	OJRMS	Google Doc and Form Responses	7th Grade Students, Teachers and Counselors	OJRMS Counselors

Eight Grade

Lesson Content/Program	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Career Experiences and Exploration	CEW 13.1.8	*STEAM Career Fair *TCHS Trip	May 2023	About 400	OJRSM TCHS	Google Form Evaluation	8th Grade Students, TCHS Students, Teachers and Counselors	OJRMS Counselors

Ninth Grade

Lesson Content/Program	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
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OJR CCR Portfolio	13.1.11 Career Awareness and Preparation 13.2.11 Career Acquisition 13.3.11 Career Retention and Advancement 13.4.11 Entrepreneurship	OJRHS School Counseling Curriculum; generally, not classroom-based sessions	First day of school	About 450	OJR High School	Strengths explorer, Resume, Career Interest Profiler, other Naviance Assessments, class events like 9th Grade Panel Meeting, Junior/Senior Conferences, College Fair etc. & reflection prompts	Students, teachers, school counselors, administration, TCHS students	School Counseling Department
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Tenth Grade								
Lesson Content/ Program	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
OJR CCR Portfolio	13.1.11 Career Awareness and Preparation 13.2.11 Career Acquisition	OJRHS School Counseling Curriculum; generally, not classroom-based sessions	First day of school	About 450	OJR High School	Strengths explorer, Resume, Career Interest Profiler, other Naviance Assessments, class events like 9th Grade Panel	Students, teachers, school counselors, administration, TCHS students	School Counseling Department

	13.3.11 Career Retention and Advancement 13.4.11 Entrepreneurs hip					Meeting, Junior/Senior Conferences, College Fair etc., & reflection prompts		
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Eleventh Grade								
Lesson Content/Program	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
OJR CCR Portfolio	13.1.11 Career Awareness and Preparation 13.2.11 Career Acquisition 13.3.11 Career Retention and Advancement 13.4.11 Entrepreneur ship	OJRHS School Counseling Curriculum; generally, not classroom- based sessions	First day of school	About 450	OJR High School	Strengths explorer, Resume, Career Interest Profiler, other Naviance Assessments, class events like 9th Grade Panel Meeting, Junior/Senior Conferences, College Fair etc., & reflection prompts	Students, teachers, school counselors, administration, TCHS students	School Counseling Department

Twelfth Grade								
Lesson Content/ Program	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Conclusion of CCR Portfolio and Post-Secondary Planning	13.1.11 Career Awareness and Preparation 13.2.11 Career Acquisition 13.3.11 Career Retention and Advancement 13.4.11 Entrepreneur- ship	OJRHS School Counseling Curriculum; generally, not classroom- based sessions	First day of school	About 450	OJR High School	Strengths explorer, Resume, Career Interest Profiler, other Naviance Assessments, class events like 9th Grade Panel Meeting, Junior/Senior Conferences, College Fair etc., & reflection prompts	Students, teachers, school counselors, administration, TCHS students	School Counseling Department

10. Organizing Career/Postsecondary Resources

National Career Clusters

- [Agriculture, Food & Natural Resources](#)
- [Architecture & Construction](#)
- [Arts, A/V Technology & Communications](#)
- [Business Management & Administration](#)
- [Education & Training](#)
- [Finance](#)
- [Government & Public Administration](#)
- [Health Science](#)
- [Hospitality & Tourism](#)
- [Human Services](#)
- [Information Technology](#)
- [Law, Public Safety, Corrections & Security](#)
- [Manufacturing](#)
- [Marketing](#)
- [Science, Technology, Engineering & Mathematics](#)
- [Transportation, Distribution & Logistics](#)
- www.careerzone.com
- [PA Career Link](#)
- [Pennsylvania Department of Education and Career Internet Sources](#)
- [ASCA Student Standards: Mindsets & Behaviors for Student Success K-12 College-, Career- and Life-Readiness Standards for Every Student](#)

Presentations we provide to educate students in these areas:

- TCHS Assembly
- TCHS Tours
- Course Selection Sessions
- Teacher Academy Assembly
- Allied Health Assembly

11. Individualized Academic/Career Plan

Individual Career Plan Goal – OJR High School beginning in the freshman year, students will begin using Naviance for their career and postsecondary planning. OJR Middle School will be using Naviance as well. Our elementary students will be capturing their career artifacts using Google Classroom.

Naviance is a comprehensive guidance software package that allows students to do the following tasks, among others. This information will capture specific qualitative data for each specific student.

- Develop a resume beginning in 9th grade
- Attend TCHS Assembly
- Explore career clusters
- Complete a career interest profile, which will identify Holland codes and corresponding careers
- Complete a personality inventory, which will identify a personality type profile and corresponding careers
- Complete a Strength Explorer which will identify talents
- Complete a search for postsecondary educational institutions
- Complete a search for scholarships
- Complete 10th grade classroom activity
- Complete 11th grade Junior Conference
- Complete individual 12th grade Senior Conference
- Request transcripts and letters of recommendation
- Complete at least 8 career readiness artifacts built into the high school curriculum
- Communicate postsecondary plan via a senior exit survey
- PHEAA (PA Higher Education Assistance Agency)
- Exploring careers
- Career Clusters & Researching Careers
- Career / Interest Inventory
- Advisory Lessons - Social Emotional Learning (SEL)
- Final Resume
- STEAM/Career Day

All records are maintained electronically through the Naviance software and Google Classroom.

12. Career and Technical Center Strategy

Owen J. Roberts School District works closely with the Technical College High School (TCHS) at the Pickering campus. In our district, students are able to apply to TCHS for the 10th, 11th, and 12th grades. Students are able to attend TCHS on a part-time basis starting their sophomore year of high school. In the 2022-2023 school year, we have 119 part-time TCHS Students. We also have students in the Homeland Security Program through Octorara School District.

13. Essential Duties and Responsibilities of the Counseling Department

This section of the counseling program design establishes those specific activities which supplement the counseling curriculum. The target group is defined as the school community, composed of students, parent(s)/guardian(s), school staff, and outside agencies. Activities listed are provided on an as-needed or requested basis and may be unique to individual buildings. These activities are listed as follows:

Communication

- Provide and disseminate counseling department information via websites, newsletters, emails, social media, evening programs, bulletin boards or similar means of communication.
- Initiate and respond to students, staff and parent(s)/guardian(s) in a timely manner in regards to and via phone, email, letters, meetings and/or conferences
- Deliver communication related to students' academic, career, social and emotional needs
- Supply prospective students and their families' information in regards to the Owen J. Roberts school district and schools
- Assist in facilitating the parent(s)/guardian(s) orientation for transitioning students
- Facilitate ongoing communication with parent(s)/guardian(s) of students experiencing difficulties in school
- Facilitate ongoing communication with staff regarding parent(s)/guardian(s) concerns and student needs
- To share informational articles and resources
- To inform staff about upcoming counseling activities
- To assist parent(s)/guardian(s) with information about community academic/enrichment services and programs
- To participate in Back to School or Open House programs
- To provide information about summer school programming
- To disseminate and manage all 504s to responsible teachers and inform them of current accommodations for 504

students on grade level caseloads

Consultation

Support Services

- To participate in and contribute to Student Assistance Program (SAP)/Child Study team meetings and services
- To work collaboratively with faculty, staff, students, parent(s)/guardian(s) and outside school agencies
- To provide data to parent(s)/guardian(s) in the process of identifying and assisting students with academic, behavioral and/or emotional needs
- To facilitate and coordinate the Section 504 Service Agreement process
- To assist in conducting individual student observations, when needed
- To facilitate and coordinate consultation activities impacting the referral process by compiling transcripts, forms and grades
- To participate in the assessment process for the Multidisciplinary Team Evaluation
- To consult with other professional staff members and parent(s)/guardian(s) in order to support students with academic and personal-social issues and behaviors
- To participate in the development of the initial Individualized Education Plan (IEP) as a member of the team
- To participate in the Child Study Team Process
- To participate in the Student Assistance Program (SAP) team process
- To discuss the curriculum, policies, and procedures of the school to new students and their parent(s)/guardian(s)
- To attend parent(s)/guardian(s) conferences, as needed
- To assist in interpreting standardized test information for students, staff and parent(s)/guardian(s) when requested
- To provide information to assist in appropriate student placements

Referrals

- To consult with other professional staff members to ascertain information or suggestions to support students
- To intervene on behalf of the students with outside resources

Coordination of College and Career Planning

- To coordinate and facilitate incoming information about scholarships and awards
- To review and process individual student scholarship applications

- To coordinate and facilitate the dissemination of financial aid information for parent(s)/guardian(s)
- To organize and facilitate a college planning night for parent(s)/guardian(s) and students
- To advertise and disseminate incoming post-secondary school information
- To review and process individual student post-secondary applications, including finalizing transcripts and writing recommendations, when appropriate
- To review NCAA requirements with students and process applications
- To coordinate, disseminate, and collect information and applications for Governor's School of Excellence transcript and writing a recommendation, when appropriate
- To review and process individual student applications for academic and community programs
- To process student applications for the vocational technical school programs
- To assist in scheduling parent(s)/guardian(s)/teacher conferences when multiple teachers are involved
- To review and process annual course selection requests, recommendations, and overrides
- To process summer school information in coordination with Brandywine Virtual Academy
- To perform exit interviews for high school seniors and coordinate requests for records for students leaving the district
- To disseminate, collect and record all data as part of the Pre-Referral process
- To coordinate the initial screening for the Gifted Program
- To coordinate and monitor students receiving Homebound Instruction or at an outpatient placement
- To coordinate with the high school, middle school or elementary counselors when scheduling and revisions of 504 Service Agreements during transition preparation.
- To facilitate and coordinate consultation activities impacting the referral process by compiling transcripts, forms and grades.
- To act as a member of the Concussion Management Team (CMT), make Brain STEP referrals as per protocol and coordinate all of the paperwork relating to accommodations necessary for concussed students

Course Selection

- To register and schedule new students
- To process student schedule changes
- To review and process student schedule changes
- To review and process student failure notices and adjust the student schedules to reflect appropriate courses
- To finalize student grade level retention lists

- To perform transcript evaluations for transfer students

Counseling

- To facilitate student counseling sessions
- To provide remedial services supporting the counseling curriculum, including academic support, emotional concerns, post-secondary planning and testing issues.
- To assist students to develop coping skills to deal with difficult life events that negatively impact on their ability to function in the school environment
- To coordinate and facilitate topic oriented small developmental groups dealing with the population's needs and concerns
- To coordinate and facilitate topic specific large group activities
- To provide individual counseling, as appropriate
- To collaborate with parents regarding the academic, personal-social and career exploration and career exploration concerns of their students
- To participate on the building crisis intervention team and process
- To monitor students who are ineligible and students at risk of academic failure