

Chapter 339

K-12 Guidance Plan

Western Beaver County
School District

March 2019

Table of Contents

1. School Counselors and Assignments: P3
2. Role of the School Counselor: P3
3. Job Description linked to the Counselor Evaluation Process: P5
4. School-Counseling Department Mission Statement: P7
5. Program Calendar by Domain and Level: P8
6. Program Delivery by Tier and System Support: P15
7. Curriculum Action Plan: P19
8. Annual Program Goals: P28
9. Individualized Academic & Career Plan Process and Portfolio: P29
10. Stakeholder Engagement: P31
11. School Guidance Program Advisory Council: P32
12. Career and Post-Secondary Resources Supporting the CEW Standard Strands and Career Pathways: P33
13. Career and Technology Center Strategies: P36

1. School Counselors and Assignments:

Counselor Name	School	Contact Information	Ratio
Kelly Fortner	Western Beaver County Jr./Sr. High School	724.643.8500 extension 1004 kelly.fortner@westernbeaver.org	1/713

K-12 School Counselor :

- Kelly Fortner
 - BCCTC Coordinator
 - AP Coordinator
 - SAT Coordinator
 - PSAT Coordinator
 - PSSA Coordinator
 - Homeless Liaison
 - SAP Team
 - Dual Enrollment Coordinator
 - District Crisis Coordinator
 - Section 504 Coordinator
 - Senior Exit Interview Coordinator
 - Individual and Small Group Counseling

2. Role of the School Counselor

Elementary

A. As a Leader

- Implementing the comprehensive school counseling program
- 504 Case Management
- PSSA Coordinator
- Faculty Training
- Engages stakeholders in helping the school with its academic mission

B. As an Advocate

- Create opportunities to support learning for all students
- Referral to outside resources
- Attending IEP/SAP meetings
- Coordinating Chapter 15 plans
- Student/Parent/Teacher meetings
- Attendance Coordinator

- Identify and remove academic barriers that limit student's success
- Ensure that academic, personal/social, and career domains are addressed

C. As a Collaborator

- Maintain open communication with stakeholders
- Serves actively on school teams
- IEP/GIEP/SAP Meetings
- 504 Meetings
- Children and Youth Referrals
- Parent/Teacher Conferences

D. As an Agent of Systemic Change

- Employs data to identify and challenge policies and practices which may hinder student achievement
- Identifies realistic goals and creates action plans.
- Establishes opportunities for collaboration to address concerns.

Middle School

A. As a Leader:

- Implementing the comprehensive school counseling program
- 504 Plan case management
- SAP/IEP/GIEP/META Meetings
- PSSA Coordinator
- 504 Coordinator
- Student Advocate at Team Meetings

B. As an Advocate

- Create opportunities to support learning for all students
- Ensure equitable access for educational/career exploration opportunities

C. As a Collaborator

- Maintain open communication for an effective team
- Attend meetings to discuss student concerns to develop plans for success
- Communication: community resources to address student/family needs

D. As an Agent of Systemic Change

- Embrace the ethical obligation to ask hard questions to challenge the status quo

High School

A. As a Leader

- Implementing the comprehensive school counseling program
- SAP/IEP/GIEP/META/Parent Meetings
- 504 Meeting Coordination
- Testing Coordinator
- Homeless Liaison

B. As an Advocate

- SAP
- Pupil Services
- Parent/Student/Teacher Meetings
- Conflict Resolution
- Agency Referrals & Support Services
- Identifying Barriers to Learning
- Responsive services
- IEP/GIEP/504 Meeting Attendance
- Parent Communication

C. As a Collaborator

- IEP Meetings
- 504 Meetings
- Children and Youth Referrals
- Pupil Services
- Parent/Teacher Conferences

D. As an Agent of Systemic Change

- Uses data to determine achievement gaps and barriers to learning
- Identifies areas of need and share with appropriate populations
- Community and school events
- School/Community Committees
- Policy Development

3. Job Description linked to the Counselor Evaluation Process:

Evaluation criteria based on PDE Counselor Recommendation Form.

- <http://www.education.pa.gov/Documents/Teachers-Administrators/Educator%20Effectiveness/Non-Teaching%20Professionals/School%20Counselor%20Rubric.pdf>

**Western Beaver School District School
Counselor**

POSITION: School Counselor

REPORTS TO: Principal

PURPOSE: Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

The major functions of the school counselor job description incorporate the Pennsylvania State Board of Education priorities of High Student Performance, Healthy Students in Safe, Orderly and Caring Schools, Quality Teachers, Administrators and Staff, Strong Family, Community, and Business Support and Effective and Efficient Operation.

DUTIES AND RESPONSIBILITIES

1. MAJOR FUNCTION: DEVELOPMENT AND MANAGEMENT OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

- 1.1 Discusses the comprehensive school counseling program with the school administrator
- 1.2 Develops and maintains a written plan for effective delivery of the school counseling program base on the PA Comprehensive School Counseling Standard Course of Study and current individual school data.
- 1.3 Communicates the goals of the comprehensive school counseling program to education stakeholders.
- 1.4 Maintains current and appropriate resources for education stakeholders.
- 1.5 Uses the majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services and most remaining time in program management, system support and accountability. (National standards recommend 80% of time in Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services and 20% of time in program management, system support and accountability.

2. MAJOR FUNCTION: DELIVERY OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

Guidance Curriculum

- 2.1 Provides leadership and collaborates with other educators in the school-wide integration of the State Guidance Curriculum Standard Course of Study.
- 2.2 Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.

Individual Student Planning

- 2.3 Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans.
- 2.4 Accurately and appropriately interprets and utilizes student data.
- 2.5 Collaborates with parents/guardians and educators to assist students with educational and career planning.

Preventive and Responsive Services

- 2.6 Provides individual and group counseling to students with identified concerns and needs.
- 2.7 Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identifies concerns and needs.
- 2.8 Implements an effective referral and follow-up process.
- 2.9 Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.

System Support

- 2.10 Provides appropriate information to staff related to the comprehensive school counseling program.
- 2.11 Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data.
- 2.12 Participates in professional development activities to improve knowledge and skills.
- 2.13 Uses available technology resources to enhance the school counseling program.

- 2.14 Adheres to laws, policies, procedures, and ethical standards of the school coounseling profession.

3. MAJOR FUNCTION: ACCOUNTABILITY

- 3.1 Conducts a yearly program audit to review extent of program implementation.
- 3.2 Collects and analyzes data to guide program direction and emphasis.
- 3.3 Measures results of the school counseling program activities and shares results as appropriate.
- 3.4 Monitors student academic performance, behavior and attendance and assists with appropriate interventions.

4. School Counseling Department Mission Statement:

As student advocates, in collaboration with all stakeholders, the Western Beaver school counselors foster academic, personal/social, and career development through a data-driven program that cultivates responsible, productive community members.

Grades K - 12

As professional school counselors, we believe:

- All students can learn and demonstrate success in order to become productive members of our community.
- All students should have access to a comprehensive school counseling program where barriers to learning are identified and addressed.
- All students should have access to a school environment that demonstrates the Western Beaver expectations of respect, responsibility, courage, and kindness.
- All students should be given access to opportunities for growth in academic, career, and personal/social development.
- All students benefit from a school counseling program that is accountable to and works with our stakeholders which include students, staff, faculty, administration, parents/guardians, and the Western Beaver community.
- All students have a right to feel safe at school and a responsibility to help make school a safe place for others.
- All students have the ability to be successful learners.
- All students deserve guidance and support in establishing goals for success.
- All students can gain knowledge and skills that will prepare them to be competent and productive members of society.
- All students have the ability to achieve high academic standards.
- Students deserve current information and resources involving post-secondary education and career planning.

5. Program Calendar by Domain and Level:

ELEMENTARY

Guidance Curriculum

Prevention, Intervention, Responsive Services

Individual Student Planning

System Support

<p>August</p> <p>Academic New Students Orientation (K-5) New IEP Updates (K-5) 504 Case Management Update (K-5) Kindergarten Orientation (K)</p> <p>Career Personal/Social New Student Lunch Groups (K-5) Fairview Rules Assembly (K-5) Grade Level Meetings (K-5)</p>	<p>September</p> <p>Academic Don't Be a Bully (1-5) Meet the School Counselor (K)</p> <p>Career Career Cruising Introduction (K-5)</p> <p>Personal/Social Team Meetings (K-5) Open House (K-5) Student Small Group Sessions (K-5) Student Check-ins (K-5)</p>
<p>October</p> <p>Academic My Body Belongs to Me (K)</p> <p>Career Community Career Day (K-1, 2) Career Speaker Day(3, 4, 5) Career Cruising (K-5)</p> <p>Personal/Social Student Small Group Sessions (K-5) Character Education (K-5) Make a New Friend at Lunch Day (3-5) Faculty Meeting (K-5)</p>	<p>November</p> <p>Academic Tattling vs. Telling (1) Using My Planner (4-5) Parent/Teacher Conferences</p> <p>Career I Want to Be a... (2) Career Cruising (K-5)</p> <p>Personal/Social Feelings Identification (K) Student Small Group Sessions (K-5) Community Food Drive (K-5) Character Education (K-5)</p>
<p>December</p> <p>Academic Self-Control (2) Intervention Meetings (K-5)</p> <p>Career Teamwork (4) Career Cruising (K-5)</p> <p>Personal/Social Tattling vs. Reporting (K) Student Small Group Sessions (K-5)</p>	<p>January</p> <p>Academic Goal Development (3) Personal Schedule Development (5) Data Days Meetings (K-5)</p> <p>Career Setting Goals (3) Career Cruising (K-5)</p> <p>Personal/Social Student Check-Ins (K-5) Facilitate Small Groups (K-5) Character Education (K-5) Team Meetings (K-5)</p>

<p>February</p> <p>Academic Attendance Conferences (K-5) Small Group Sessions (K-5) Faculty Meeting (K-5) Career Career Cruising (K-5) Personal/Social Student Small Group Sessions (K-5) Character Education (K-5) Do Something Nice (K-5) Faculty Meeting (K-5)</p>	<p>March</p> <p>Academic PSSA Preparation and Training (3-5) Retention Conferences (5) Career Fairview Career Fair (5) Career Cruising (K-5) Personal/Social Student Small Group Sessions (K-5) Character Education (K-5)</p>
<p>April</p> <p>Academic PSSA School Assessment Coordination (3-5) Career Career Cruising (K-5) Personal/Social Student Small Group Sessions (K-5) Character Education (K-5)</p>	<p>May</p> <p>Academic Middle School Transition (5) Middle School Tours (5) Student Small Group Sessions (K-5) Team Meetings (K-5) Retention Meeting Follow Up (K-5) Career Personal Interests and Career (3) Career Cruising (K-5) Personal/Social Middle School Transition (5) Student Check Ins (K-5) Character Education (K-5) Student Small Group Sessions (K-5) Team Meetings (K-5)</p>
<p>June</p> <p>Academic Report Cards (K-5) Career Career Cruising Review Portfolios (K-5) Personal/Social</p>	<p>July</p> <p>Academic Finalize Class Rosters (K-5) Career Personal/Social</p>

MIDDLE SCHOOL

Guidance Curriculum

Prevention, Intervention, Responsive Services

Individual Student Planning

System Support

<p style="text-align: center;">August</p> <p>Academic New Student Orientation 6th grade Orientation IEP Transition Meetings 504 Plan Meetings Team Meetings Gifted Referrals Finalize student schedules Schedule new students to the district Meet with special education teachers about student schedules Individual student planning Building Tours for new students</p> <p>Career Review Career Cruising portfolios for incoming 6th graders</p> <p>Personal/Social SAP/META/FBR Meetings & Referrals Crisis Counseling New student meetings Parent Communications Meet new 6th graders /classrooms School tours for new students and incoming 6th graders</p>	<p style="text-align: center;">September</p> <p>Academic Scheduling Changes Open House Progress Reports Career Advanced Manufacturing Day at the Community College of Beaver County</p> <p>Personal/Social SAP/META/FBR Meetings & Referrals New Student Check-ins Youth Ambassador Day @ CCBC</p>
<p style="text-align: center;">October</p> <p>Academic Meet with At-Risk Students Report Cards</p> <p>Career Intro Career Development Lesson CTC Visit (Mrs. Fortner & Mrs. Burns)</p> <p>Personal/Social SAP/META/FBR Meetings & Referrals Screen Counseling Groups Caring Place Group Coordination Red Ribbon Week Bullying Prevention Month</p>	<p style="text-align: center;">November</p> <p>Academic Parent/Teacher Conferences Progress Reports Honor Roll Ice Cream Party</p> <p>Career Continue Career Readiness</p> <p>Personal/Social SAP/META/FBR Meetings & Referrals Continue Small Groups</p>
<p style="text-align: center;">December</p> <p>Academic Career Continue Career Readiness</p> <p>Personal/Social</p>	<p style="text-align: center;">January</p> <p>Academic Meet w/ At-Risk Students Report Cards/Honor Roll Ice Cream Party</p>

SAP/META/FBR Meetings & Referrals Continue Small Groups	Career Continue Career Lessons Personal/Social SAP/META/FBR Meetings & Referrals
February Academic Begin Course Selection Process Progress Reports Career Personal/Social SAP/META/FBR Meetings & Referrals Continue Small Groups	March Academic PSSA Preparation Transition Meetings (HS/Special Ed) Finalize Course Selections Report Cards Career Construction Expo Personal/Social SAP/META/FBR Meetings & Referrals Finish/Wrap-up Small Groups
April Academic PSSA (ELA; Math; Science; Make-ups) Meet with At-Risk Students (end-of quarter 3) Transition Meetings (Elem/Special Ed) Honor Roll Ice Cream Party Progress Reports Career BCCTC Field Trip (Burns & Fortner) PTC Field Trip (Burns & Fortner) Personal/Social SAP/META/FBR Meetings & Referrals	May Academic PSSA (Make-ups) Move Up Day Orleans Hanna Assessment (7th) Career Continue Career Readiness Lessons Personal/Social SAP/META/FBR Meetings & Referrals Move Up Day
June Academic Report Cards Career Career Cruising Review Portfolios Personal/Social	July Academic Finalize Master Schedule/Schedule Changes Career Personal/Social

HIGH SCHOOL

Guidance Curriculum

Prevention, Intervention, Responsive Services

Individual Student Planning

System Support

August Academic New Student Enrollments Credit Review after Summer School Orientation for New Students & Parents Career Review Career Cruising Portfolios Personal/Social Orientation for New Students Rules/Expectations for All Students	September Academic Schedule Changes Career Senior Binder Meetings (9-11th Grade) Personal/Social SAP/META/FBR Meetings & Referrals
October Academic PSAT test administration SAT School Day Administration FAFSA ID sign ups to create individual PINS Financial Aid Night _____ Career BCCTC Interest Inventory (9th Grade) BCCTC Vocational Career Presentations (10th Grade) Personal/Social WB Mentoring Interview & Selection Process SAP/META/FBR Meetings & Referrals	November Academic Blackhawk/Southside College Fair (12th Grade) PHEAA workshops Meetings with At-Risk Seniors National Honor Society Selection Process Career BCCTC Tours (10th Grade) BCCTC Career Interest Inventory Career Exploration from Survey Results Personal/Social SAP/META/FBR Meetings & Referrals
December Academic PSAT Interpretation Keystone Testing National Honor Society Inductions Career Support & Encourage CTC Personal/Social SAP/META/FBR Meetings & Referrals	January Academic 2nd semester schedule changes Career CCBC Academy Exploratory Field Trip Personal/Social SAP/META/FBR Meetings & Referrals

<p style="text-align: center;">February</p> <p>Academic Course Selection presentation to students 8-11 Individual Student Online Course Selection Progress Reports</p> <p>Career National College Fair (11th) College Fair Reflection (11th)</p> <p>Personal/Social SAP/META/FBR Meetings & Referrals</p>	<p style="text-align: center;">March</p> <p>Academic BCCTC Applications Due & Review CCBC Academy Applications Due & Review Advertise Local Scholarships Order AP Exams SAT School Day Administration</p> <p>Career Senior Mock Interviews</p> <p>Personal/Social SAP/META/FBR Meetings & Referrals</p>
<p style="text-align: center;">April</p> <p>Academic CTC Transition Meetings</p> <p>Career Job/Career Fair at BCCTC NOCTI Testing O-Net Career Exploration Activity (10th Grade)</p> <p>Personal/Social SAP/META/FBR Meetings & Referrals</p>	<p style="text-align: center;">May</p> <p>Academic Senior Awards Day Program Keystone Testing SAT Testing AP Testing</p> <p>Career Review Senior Portfolios Senior Exit Interviews</p> <p>Personal/Social SAP/META/FBR Meetings & Referrals</p>
<p style="text-align: center;">June</p> <p>Academic Graduation Finalize Transcripts/Send to Colleges Report Cards/Honor Roll</p> <p>Career Review Career Cruising Portfolios</p> <p>Personal/Social</p>	<p style="text-align: center;">July</p> <p>Academic Creating and Changing Schedules Student Meetings about Schedules Master Schedule Adjustments Summer School/Credit Recovery</p> <p>Career</p> <p>Personal/Social SAP/META/FBR Meetings & Referrals</p>

Ongoing Monthly Counseling Activities:

Guidance Curriculum

Prevention, Intervention, Responsive Services

Individual Student Planning

System Support

Counselor Related Activities	Non Counselor Related Activities
Individual Student Counseling	Grade Maintenance
Small Group Counseling	Standardized Test Administration
Dual Enrollment Coordination	Attendance Monitoring
BCCTC Coordination	FBR Referral Coordination
CCBC Academy Coordination	Faculty Meeting Attendance
Career Cruising Portfolio Monitoring	
Classroom Guidance Lessons	
Crisis Counseling	
Parent Communication and Meetings	
Course Deficiency & Failure Counseling	
Community Agency Communication & Referrals	
Agency Referral Data Form Collection	
Transition Placement Meetings	
Mediations and Conflict Resolution	
Career Interest Inventories	
Scholarship Newsletter	
Monthly Counselor Meetings	
NCAA Coordination	
College Rep Visits	
College Recommendation Letters	
Truancy Elimination Plan Meetings	
Multidisciplinary Evaluation Meetings	
Individualized Education Plan Meetings	
Chapter 504 Coordination & Meetings	
Scheduling/Course Selection	
College Applications	
Consultation with Teachers & Administration	
Student Assistance Team Meetings	
Student Schedule Changes	
Guidance Website Maintenance	

6. Program Delivery by Tier and System Support:

K-5 Elementary

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12	Prevention, Intervention and Responsive Services Addresses school and student needs.	Individual Student Planning Assists students and parents in development of academic and career plans.	System Support Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support.
Academic Classroom Guidance lessons	Academic Parent, teacher and individual student conferences -Gifted Screening and identification -Small group testing strategies - Psychological testing	Academic Individual Counseling	Academic Input on ERs, IEPs, GIEPs, 504s - Evaluations and Referrals
Purpose Student Awareness, Skill Development and Application of Skills needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual Student Academic and Occupational Planning, Decision Making, Goal Setting and Preparing for Academic Transitions	Purpose Program Delivery and Support.
Personal/Social Classroom guidance lessons -Positive school-wide behavior program -Bully Prevention program	Personal/Social Individual and small group counseling - Behavior Screenings - Lunch Bunch groups - Social skills groups - Changing families group	Personal/Social Individual Counseling	Personal/Social Bully Prevention Program
Percentage of Time 35%	Percentage of Time 40%	Percentage of Time 15%	Percentage of Time 10%

6-8 Middle School

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Prevention, Intervention and Responsive Services Addresses school and student needs.	Individual Student Planning Assists students and parents in development of academic and career plans.	System Support Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support.
Academic Scheduling presentations in history classes.	Academic Weekly progress monitoring of student grade – New Student groups/meetings.	Academic Individual counseling – Scheduling presentations – Review academic progress with students across all grade levels.	Academic SAP meetings –Adjust schedules as needed – Finalize student schedules –Schedule new students –Hand schedule students
	-Meet with Special Education teachers about student schedules –Parent Communication – 5 th to 6 th Move Up day – 8 th grade scheduling presentation –Review report cards		-Facilitate math placement tests –Meet with Special Education teachers to discuss student schedules – Parent Communication –Assist in preparing for standardized tests: PSSA ELA, Math and Science –Open House– Planning for upcoming school year –Assist with master schedule –Create rosters for scheduling
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support.
Career English classes (grades 6-8) – Career Cruising exploration Academic	Career	Career 8 th grade trip to CTC	Career Transition 5 th grade career materials to middle school portfolio.

and Career planning			
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions	Purpose Program delivery and support.
Personal/Social Individual/Small Group Counseling – Red Ribbon Week activities –Awards Day –New Student Groups	Personal/Social Individual/Small Group Counselig –SAP meetings –Parent communication –Crisis Counseling –Tours for New Students	Personal/Social Individual/Small Group Counseling –Parent Meetings –Meet new 6 th graders (Move Up Day) –Meet with 6 th , 7 th , and 8 th grade students –Meet with all new students.	Personal/Social Red Ribbon Week – Too Good for Drugs Program – Too Good for Violence Program
Percentage of Time 20%	Percentage of Time 25%	Percentage of Time 25%	Percentage of Time 30%

9-12 High School

School Counseling Curriculum Provides developmental, comprehensive school counseling program content in a systematic way to all students preK-12.	Prevention, Intervention and Responsive Services Addresses school, students and parents immediate needs and concerns.	Individual Student Planning Assists students and parents in development of academic and career plans.	System Support Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support
Academic Scheduling Presentations in History Classes – Career Cruising Portfolio Exploration -SAT Prep Course – SAT School Day – PSAT Testing & interpretation (10 & 11)	Academic Progress monitoring of student grades – Meet with Special Education teachers about student schedules -Summer School Registration	Academic Individual/Small Counseling –Career Cruising Portfolio Exploration – New Student Scheduling/ Orientation	Academic School Counselor Professional Development – Senior Exit Interviews – Integration of ASCA and CEW standards

Academic (continued) – AP Testing – College visits from Admissions Counselors – College Applications – FAFSA Completion Night – CCBC Academy Registration – BCCT Registration – Dual Enrollment	Academic (continued) – Parent Communication –Scheduling – Failing Grades Meetings – Review Report Cards – Retention Letters – Credit Recovery – Cyber Scheduling – Scholarship Applications – Awards Day – SAT School Day – PSAT Administration – AP Administration	Academic (continued) – Chapter 504 Plans & Meetings – GIEPS – Schedule Changes – College Applications/Letters of Recommendation – Scheduling Meetings – Review Grades of All Students	Academic (continued) – Increase Parent Involvement in Education – SAP meetings -Adjust schedules as needed – Finalize student schedules – Schedule new students – Meet with Special Education teachers to discuss students
Academic	Academic	Academic	Academic (continued) – Parent Communication – Standardized tests Administration (PSSA & Keystones) – AP Testing – Open House – Planning for upcoming school – Assist in Plan of Studies – Scheduling Revisions and Changes
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions	Purpose Program delivery and support.
Career Individual Senior Interviews – 10 th Grade O-Net Career Exploration Inventory – 9 th Grade Holland Interest Inventory – Senior Mock Interviews – FAFSA Financial Aid Night	Career Career Cruising Exploration – Career and Technical School Visits –	Career 9 th and 10 th Grade Trip to CTC – Community Service /Binder Checklists – Senior Mock Interviews – Senior Exit Interviews	Career New Student Meetings – IEP Meetings – Transition Meetings – College Rep. Visits – Financial Aid night
Personal/Social Red Ribbon Week – New Student Groups – SAP – Open House – Student Referrals	Personal/Social Individual/Small Group Counseling – College & Career Fair – CYS/Referrals – SAP	Personal/Social Individual/Small Group Counseling – Parent Meetings – Meet with all New Students –	Personal/Social Crisis Team – SAP Meetings – Career Cruising Exploration

	Meetings – Parent Meetings – Crisis Counseling – Drug & Alcohol	Behavior interventions	
Personal/Social	Personal/Social continued – New Student Tours – SAP Referrals – FBR Referrals – Conference with Mental Health Professionals	Personal/Social	Personal/Social
Percentage of Time 5%	Percentage of Time 20%	Percentage of Time 35%	Percentage of Time 40%

7. Curriculum Action Plans

Elementary:

Curriculum Action Plan K

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Community Helpers Unit	13.1.3, C, D	Journeys Unit	October. Ongoing	K	FV	Informal	Students	Counselor
Career Exploration	CEW13.1. 3(D)	Book Titled: What is a Career? Career Cruising	October, Ongoing	K	FV	Informal, Q&A	Students	Counselor
Bullying	SSIS:16.2. K.D 16.2.K.E	Book or Some type of Literature Source- Handout	September, ongoing	K	FV	Informal, Q&A	Students	Counselor
Meet the school Counselor	SSIS: 16.2.K.E	Visuals-Letter Home to Parents	September	K	FV	Q&A	Students	Counselor
My Body- Personal Safety	SSIS: 16.2.K.E 16.2.K.A	Video, Q&A	October	K	FV	Q&A	Students	Counselor
FV Rules	P/S: PS:A.1.2, PS:A.1.5, PS: A1.6, PS: A1.9, PS: A1. 10, PS: A2.2, PS:A2.6, PS: A 2.7,	Powerpoint, Q&A	August and Ongoing	K	FV	Q&A	Students	Counselor

	PS: B1.1, PS:B1.2, PS:B1.6, PS:B1.9, PS:B1.12, PS:C1.3, PS:C1.4 PS:C1.5							
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Curriculum Action Plan Grade 1

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Community Helpers Unit	13.1.3, C, D	Journeys Unit	October. Ongoing	K	FV	Informal	Students	Counselor
Career Exploration	CEW13.1. 3(D)	Book Titled: What is a Career? Career Cruising	October, Ongoing	1	FV	Informal, Q&A	Students	Counselor
Bullying	SSIS:16.2. K.D 16.2.K.E	Book or Some type of Literature Source- Handout	September, ongoing	1	FV	Informal, Q&A	Students	Counselor
FV Rules	P/S: PS:A.1.2, PS:A1.5, PS: A1.6, PS: A1.9, PS: A1. 10, PS: A2.2, PS:A2.6, PS: A 2.7, PS: B1.1, PS:B1.2, PS:B1.6, PS:B1.9, PS:B1.12, PS:C1.3, PS:C1.4 PS:C1.5	Powerpoint, Q&A	August and Ongoing	1	FV	Q&A	Students	Counselor
Attendance Conferences	A,S/E	Discussion, Q&A	February	1	FV	Q&A	Students	Counselor
Tattling vs Telling	S/E, C 13.3 13.2 A, C,	Discussion and Activites	December	1	FV	Q&A	Students	Counselor

Curriculum Action Plan Grade 2

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
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Career Exploration	CEW13.1.3(D)	Career Cruising	October, Ongoing	2	FV	Informal, Q&A	Students	Counselor
Bullying	SSIS:16.2.K.D 16.2.K.E	Book or Some type of Literature Source-Handout	September, ongoing	2	FV	Informal, Q&A	Students	Counselor
FV Rules	P/S: PS:A.1.2, PS:A1.5, PS: A1.6, PS: A1.9, PS: A1.10, PS: A2.2, PS:A2.6, PS: A 2.7, PS: B1.1, PS:B1.2, PS:B1.6, PS:B1.9, PS:B1.12, PS:C1.3, PS:C1.4 PS:C1.5	Powerpoint, Q&A	August and Ongoing	2	FV	Q&A	Students	Counselor
Attendance Conferences	A,S/E	Discussion, Q&A	February	2	FV	Q&A	Students	Counselor
I Want to Be a...	C 13.1, 13.2, 13.3, 13.4	Lessons Guest speakers Activities Interest inventories	November, Ongoing	2	FV	Q&A	Students	Counselor

Curriculum Action Plan Grade 3

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Community Helpers Unit	13.1.3, C, D	Journeys Unit	October. Ongoing	3	FV	Informal	Students	Counselor
Career Exploration	CEW13.1.3(D)	Career Cruising	October, Ongoing	3	FV	Informal, Q&A	Students	Counselor
Don't Be a Bully	SSIS:16.2.K.D 16.2.K.E	Book , Video Q&A	September, ongoing	3	FV	Informal, Q&A	Students	Counselor
FV Rules	P/S: PS:A.1.2, PS:A1.5, PS: A1.6, PS: A1.9, PS: A1.10, PS: A2.2, PS:A2.6, PS: A	Powerpoint, Q&A	August and Ongoing	3	FV	Q&A	Students	Counselor

	2.7, PS: B1.1, PS:B1.2, PS:B1.6, PS:B1.9, PS:B1.1 2, PS:C1.3, PS:C1.4 PS:C1.5							
Attendance Conferences	A,S/E	Discussion, Q&A	February	3	FV	Q&A	Students	Counselor
Career Day	C 13.1, 13.2, 13.3, 13.4	Guest speakers Activities Interest inventories	November, Ongoing	3	FV	Q&A	Students	Counselor
Goal Development	A 13.3 13.2	Discussion Activities	January	3	FV	Q&A	Students	Counselor
Personal Interest and Careers	S/E, C 13.1 On-going 3-5 Classroom Individual Pre & Post Discuss	Self-inventories Writing activities	May	3		Pre-Post Discussion, Career Cruising	Students	Counselor

Curriculum Action Plan Grade 4

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Career Exploration	CEW13.13(D)	Career Cruising	October, Ongoing	4	FV	Informal, Q&A	Students	Counselor
Teamwork	S/E, C 13.3	Discussion Activities	December	4		Observation	Students	Counselor
Don't Be a Bully	SSIS:16.2.K.D 16.2.K.E	Book , Video Q&A	September, ongoing	4	FV	Informal, Q&A	Students	Counselor
FV Rules	P/S: PS:A.1.2, PS:A1.5, PS: A1.6, PS: A1.9, PS: A1.10, PS: A2.2, PS:A2.6, PS: A 2.7, PS: B1.1, PS:B1.2, PS:B1.6, PS:B1.9, PS:B1.12, PS:C1.3, PS:C1.4 PS:C1.5	Powerpoint, Q&A	August and Ongoing	4	FV	Q&A	Students	Counselor
Attendance Conferences	A,S/E	Discussion, Q&A	February	4	FV	Q&A	Students	Counselor
Career Day	C 13.1, 13.2,	Guest speakers Activities	November, Ongoing	4	FV	Q&A	Students	Counselor

	13.3, 13.4	Interest inventories						
Planer and Organization	A 13.3 13.2	Discussion Activities	November, Ongoing	4	FV	Q&A, Informal	Students	Counselor

Curriculum Action Plan Grade 5

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Career Exploration	CEW13.1 .3(D)	Career Cruising	October, Ongoing	5	FV	Informal, Q&A	Students	Counselor
Teamwork	S/E, C 13.3	Discussion Activities	December	5		Observation	Students	Counselor
Don't Be a Bully	SSIS:16.2 .K.D 16.2.K.E	Book , Video Q&A	September, ongoing	5	FV	Informal, Q&A	Students	Counselor
FV Rules	P/S: PS:A.1.2, PS:A1.5, PS: A1.6, PS: A1.9, PS: A1.10, PS: A2.2, PS:A2.6, PS: A 2.7, PS: B1.1, PS:B1.2, PS:B1.6, PS:B1.9, PS:B1.12, PS:C1.3, PS:C1.4 PS:C1.5	Powerpoint, Q&A	August and Ongoing	5	FV	Q&A	Students	Counselor
Attendance Conferences	A,S/E	Discussion, Q&A	February	5	FV	Q&A	Students	Counselor
Career Day	C 13.1, 13.2, 13.3, 13.4	Guest speakers Activities Interest inventories	November, Ongoing	5	FV	Q&A	Students	Counselor
Planer and Organization	A 13.3 13.2	Discussion Activities	November, Ongoing	5	FV	Q&A, Informal	Students	Counselor
Personal Schedule Development	A, C, S/E 13.3	Planner, Powerpoint, Q&A	January	5	FV	Q&A, Activity Documents, Informal	Students	Counselor
Career Fair	C 13.1, 13.2, 13.3, 13.4	Business Partners, Speakers, Literature	March	5	FV	Writing Samples, Q&A	Students	Counselor
Middle School Transition	C 13.1, 13.2 Soc, Emot	MS Staff, Tour, Powerpoint	May	5	MS	Q&A Informal Individual	Students	Counselor

Middle:

- Curriculum Action Plans:

Curriculum Action Plan Grade 6

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Career Exploration	CEW13.1 .3(D)	Career Cruising	September, Ongoing	6	MS	Informal, Q&A	Students	Counselor
Orientation Rules & Expectations		Discussion	September	6	MS	Informal Q& A	Students	Principal
Too Good For Drugs		Discussion Q&A	December - February	6	MS	Informal, Q&A	Students	Prevention Specialist
Grades/Attendance Conferences	A,S/E	Discussion, Q&A	October, January, March	6	MS	Q&A	Students	Counselor
Planer and Organization	A 13.3 13.2	Discussion Activities	August, Ongoing	6	MS	Q&A, Informal	Students	Teachers
Personal Schedule Development	A, C, S/E 13.3	Planner, Powerpoint, Q&A	April	6	MS	Q&A, Activity Documents, Informal	Students	Counselor
Awards Day	A	Certificate	May	6	MS	Presentation	Students	Counselor/ Principal
Middle School Transition	C 13.1, 13.2 Soc, Emot	MS Staff, Tour, Powerpoint	May	6	MS	Q&A Informal Individual	Students	Counselor

Curriculum Action Plan Grade 7

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Career Exploration	CEW13.1 .3(D)	Career Cruising	September, Ongoing	7	MS	Informal, Q&A	Students	Counselor
Orientation Rules & Expectations		Discussion	September	7	MS	Informal Q& A	Students	Principal
Too Good For Violence		Discussion Q&A	October - January	7	MS	Informal, Q&A	Students	Prevention Specialist
Grades/Attendance Conferences	A,S/E	Discussion, Q&A	October, January, March	7	MS	Q&A	Students	Counselor
Planer and Organization	A 13.3 13.2	Discussion Activities	August, Ongoing	7	MS	Q&A, Informal	Students	Teachers
Awards Day	A	Certificate	May	7	MS	Presentation	Students	Counselor/ Principal
Personal Schedule Development	A, C, S/E 13.3	Planner, Powerpoint, Q&A	April	7	MS	Q&A, Activity Documents, Informal	Students	Counselor

Curriculum Action Plan Grade 8

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Career Exploration	CEW13.1 .3(D)	Career Cruising	September, Ongoing	8	MS	Informal, Q&A	Students	Counselor
Orientation Rules & Expectations		Discussion	September	8	MS	Informal Q& A	Students	Principal
Too Good For Drugs		Discussion Q&A	December - February	8	MS	Informal, Q&A	Students	Prevention Specialist
Grades/Attendance Conferences	A,S/E	Discussion, Q&A	October, January, March	8	MS	Q&A	Students	Counselor
Planer and Organization	A 13.3 13.2	Discussion Activities	August, Ongoing	8	MS	Q&A, Informal	Students	Teachers
Personal Schedule Development	A, C, S/E 13.3	Planner, Powerpoint, Q&A	April	8	MS	Q&A, Activity Documents, Informal	Students	Counselor
Awards Day	A	Certificate	May	8	MS	Presentation	Students	Counselor/ Principal
High School Transition	C 13.1, 13.2 Soc, Emot	Discussion Q& A	May	8	MS	Q&A Informal Individual	Students	Counselor/ Teachers

High School:

- Curriculum Action Plans:

Curriculum Action Plan Grade 9

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Career Exploration	CEW13.1 .3(D)	Career Cruising	September, Ongoing	9	HS	Informal, Q&A	Students	Counselor
Orientation Rules & Expectations		Discussion	September	9	HS	Informal Q& A	Students	Principal
Learning Styles Inventory	C	Assessment	October	9	HS	Documentation for Binder	Students	Science Teacher
Holland Career Interest Inventory	C	Assessment	October	9	HS	Documentation for BCCTC	Students	BCCTC Counselor
Resume	C	Resume	December	9	HS	Documentation for Binder	Students	English Teacher
Keystone Exam	A	Exam	May	9	HS	Bio Exam	Bio Course Completers	Teachers/ Principal
Advanced Manufacturing Day at CCBC	C	Tour	March	9	HS	Informal, Q&A	Students	Transition Coordinator
Awards Day	A	Certificate	May	9	HS	Presentation	Students	Counselor/

								Principal
Grades/Attendance Conferences	A,S/E	Discussion, Q&A	October, January, March	9	HS	Q&A	Students	Counselor
Senior Portfolio Requirement – 5 CS Hours		Blue Verification Sheets/	September	9	HS	Documentation	Students	Counselor
Scheduling Presentation	A, C, S/E 13.1.11 13.3.11	Planner, Powerpoint, Q&A	April	9	HS	Q&A, Activity Documents, Informal	Students	Counselor/ Principal

Curriculum Action Plan Grade 10

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Career Exploration	CEW13.1.3(D)	Career Cruising	September, Ongoing	10	HS	Informal, Q&A	Students	Counselor
Orientation Rules & Expectations		Discussion	September	10	HS	Informal Q&A	Students	Principal
Grades/ Attendance Conferences	A,S/E	Discussion, Q&A	October, January, March	10	HS	Q&A	Students	Counselor
BCCTC Presentation of Vocational Programs	A,C	Powerpoint, Documents	October	10	HS	Presentation, Q&A, Documents	Students	BCCTC Counselor
CCBC Academies Presentation	A,C	Powerpoint, Documents	October	10	HS	Presentation, Q&A, Documents	Students	CCBC Counselor
BCCTC Field Trip	A, C	Tour	December	10	HS	Survey, Application	Students	Counselor
CCBC Academies Field Trip	A,C	Tour	December	10	HS	Survey, Application	Students	Counselor
Job Applications	C	Application	September	10	HS	Application	Students	Counselor
PSAT Exam	A, C	Exam	October	10	HS	Assessment	Interested 10 th Grade Students	Counselor
Keystone Exam	A	Exam	December & May	10	HS	Algebra, Bio & Lit	10th Grade Course Completers	Teachers/ Principal
O-Net Career Exploration Activity	C	Online Assessment	April	10	HS	Documentation for Binder	Students	History Teacher
Scheduling Presentation	A, C, S/E 13.1.11 13.3.11	Planner, Powerpoint, Q&A	March	10	HS	Q&A, Activity Documents, Informal	Students	Counselor/ Principal
Awards Day	A	Certificate	May	10	HS	Presentation	Students	Counselor/ Principal
Senior Portfolio Requirement –		Blue Verification	April	10	HS	Documentation	Students	Counselor

10 CS Hours		Sheets/						
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Curriculum Action Plan Grade 11

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Career Exploration	CEW13.1.3(D)	Career Cruising	September, Ongoing	11	HS	Informal, Q&A	Students	Counselor
Orientation Rules & Expectations		Discussion	September	11	HS	Informal Q& A	Students	Principal
Grades/Attendance Conferences	A,S/E	Discussion, Q&A	October, January, March	11	HS	Q&A	Students	Counselor
PSAT Test	A,C 13.1.11	Exam	October	11	HS	Assessment Score	All 11 th Grade Students	Counselor
SAT Test	A,C 13.1.11	Exam	October & March	11	HS	Assessment Score	11 th Grade College Bound Students	Counselor
Keystone Exam	A	Exam	December & May	11	HS	Algebra, Bio & Lit	11 th Grade Course Completers	Teachers/ Principal
National College Fair – DL Lawrence Convention Center Field Trip	A,C 13.1.11	Transportation	February	11	HS	Reflection	All 11 th Grade Students	Counselor/ Principal
Scheduling Presentation	A, C, S/E 13.1.11 13.3.11	Planner, Powerpoint, Q&A	March	11	HS	Q&A, Activity Documents, Informal	Students	Counselor/ Principal
Awards Day	A	Certificate	May	11	HS	Presentation	Students	Counselor/ Principal
Senior Portfolio Requirement – 15 CS Hours		Blue Verification Sheets/ Reflection	April	11	HS	Documentation	Students	Counselor

Curriculum Action Plan Grade 12

Content/ Program	ASCA / CEW Domain	Materials	Start & End Date	Students Affected	Location	Evaluation & Assess	Stakeholder Delivering	Contact Person
Career Exploration	CEW13.1.3(D)	Career Cruising	September, Ongoing	12	HS	Informal, Q&A	Students	Counselor
Orientation Rules & Expectations		Discussion	September	12	HS	Informal Q& A	Students	Principal
Grades/Attendance Conferences	A,S/E	Discussion, Q&A	October, January, March	12	HS	Q&A	12 th Grade Students Failing or Truant	Counselor

SAT Test	A,C 13.1.11	Exam	October & March	12	HA	Assessment Scores	12 th Grade College Bound Students	Counselor
Senior Mock Interviews	A,C	Resume Discussion Q&A	March	12	HS	Reflection of Interviewer	All 12 th Grade Students	Counselor/Community Members
College Fair (SouthSide/Blackhawk)	A,C 13.1.11	Transportation	December	12	HS	Informal	All Interested 12 th Grade Students	Counselor
FAFSA Completion Night/Financial Aid Night	C 13.3.11	PowerPoint Individual Work at Computer Discussion Q&A	November	12	HS	Discussion Q&A	12 th Grade College Bound Students	Counselor/PHEAA Representative
Awards Day	A	Certificate	May	12	HS	Presentation	Students	Counselor/Principal
Senior Exit Interview	A, C 13.1.11 13.2.11 13.3.11 13.4.11	Individual Presentation of Portfolios	May	12	HS	Rubric	All 12 th Grade Students	Counselor/Teachers

8. Annual Program Goals:

Elementary

Program Goal #1 Domain **Academic** Career Personal/Social
By the end of the 18/19 school year, 75% of fourth graders will be able to identify two organizational strategies to be successful in the classroom.

Program Goal #2 Domain Academic **Career** Personal/Social
By the end of the 18/19 school year, 75% of fifth grade students will be able to identify three skills/interests that they possess and at least one career connected to one of those skills/interests.

Program Goal #3 Domain Academic Career **Personal/Social**
By the end of the 18/19 school year, 75% of 3rd grade students will be able to identify 3 ways to solve a conflict.

Middle School

Program Goal #1 Domain **Academic** Career Personal/Social
By June 2019, the number of students who have missed more than 10 days of school will decrease by 10%.

Program Goal #2 Domain Academic Career **Personal/Social**
By June 2019, the number of behavioral incidents will decrease by 10%.

Program Goal #3 Domain Academic **Career** Personal/Social
By June 2019, 100% of 8th grade students will complete a draft of a 4-year plan and set post-secondary goals that reflect an identified career plan.

High School

Program Goal #1	Domain	Academic	Career	Personal/Social
Reduce the first-year retention rate among high school students by 10% by the end of the 18/19 school year.				
Program Goal #2	Domain	Academic	Career	Personal/Social
All students will have developed a student career plan by the end of the 18/19 school year.				
Program Goal #3	Domain	Academic	Career	Personal/Social
Discipline referral frequency will be reduced by 5% by the end of the 18/19 school year.				

9. Individualized Academic/Career Plan Process and Portfolio:

In Kindergarten, each student will be set up with an individual Career Cruising login and password, to enable them to begin their academic and career plan that will follow them throughout their elementary, middle and high school career. Career Cruising is an online career exploration program that makes learning about careers fun. Career Cruising will survey career interests, career pathways, academic/personal/career goals, and create programs and majors that align to goals and career interests. Using the goals and career pathways identified throughout the years at the middle level, they will choose courses that align with their goals and career interest(s). That document will be saved in a shared repository with the high school counselor and administration who can view the document in live time with the student. Both the student and school counselor will have permissions to edit it at that time.

Each student's portfolio will continue to build throughout their educational career at Western Beaver School District. At the end of the student's senior year, a senior exit interview will be held and the student will share their Community Service requirements along with their post-secondary academic and career plan.

10. Stakeholder Engagement:

- *Students*

Western Beaver students will identify with a K-12 career identity that continue to be reviewed and revisited. In 8th grade, students will begin to develop their Academic Plan and continue to update yearly through senior year as a component of their digital portfolio. Feedback will be gathered from students regarding program effectiveness through the use of surveys, attendance analysis of programming, and advocacy of student representatives on the Advisory Council. This feedback will inform future planning by the K-12 Guidance Program. Students will learn the relationships between school and work and be provided opportunities to learn about careers within the community and beyond.

- *Parents*

Parents and guardians will be regularly informed of options and opportunities to aid them in supporting their students. Parents are recognized as integral components of student success. A conduit of information will be available through electronic and paper mailings, newsletters, Social Media and the Western Beaver website. This group of stakeholders will be encouraged to support the initiatives of the School Counseling Program in developing the ideals associated with planning for their student's future. Parents will be an essential component of the Advisory Council and provide feedback on Guidance Programming.

- *Educators*

Educators which include administrators, school board members, and teachers will embrace and promote the effectiveness of the school counseling program.

Administrators will support the goals of the Guidance Curriculum. They will promote the Guidance program, be aware of the Comprehensive Guidance Plan, and help encourage teachers to utilize the Guidance Program in curriculum development. They will be an essential part of the Advisory Council.

School Board Members will support the goals of the Guidance Curriculum. This group of stakeholders recognizes and values the significance of the school counselor role. Additionally, they value the impact of an effective, essential Guidance program as it relates to promoting a positive school environment and culture. These stakeholders recognize the importance of the individual career development as it relates to the PA Future Ready Index. School Board members will also be invited to participate in the Advisory Council.

Teachers will partner with certified school counselors in content area to combine instruction and further growth of the students. They will be encouraged to become involved with program initiatives like Classroom Guidance lessons, mental health initiatives, and Career Development through Career Cruising. Teachers will work to connect their curriculum to college and career oriented lessons with the goal of supporting the endeavor to make their lessons more meaningful to students. Teachers will additionally serve on the Advisory Council.

- *Business/Community*

Businesses and Community representatives will be essential in providing students with Job Shadowing Opportunities, Internships, Co-Op for CTC students, Summer Work Initiatives, Career Fairs, Career Days, and on-the job training. The community at large recognizes the value of soft-skill development and will support a positive culture of school attendance. Key members of commerce within the community will be invited to participate in the Advisory Council.

- *Post-Secondary*

The higher education community recognizes the necessary partnership between high school and post-secondary education as both parties benefit from a comprehensive K-12 Curriculum Plan. Post-Secondary partners are connected to students by hosting office hours and placement testing for dual enrollment. They will participate in college workshops and programs geared towards promoting student success. Post-secondary institutions in the community will offer students Dual Enrollment options to

complete graduation requirements in the high school, and begin college enrollment. Representatives from a variety of post-secondary options including military, 2-year, or 4-year colleges/universities will meet with students in the fall to discuss their individual offerings and populations of students who attend. They will promote Open Houses and host trips to their campus to discuss programs with a diverse student population.

Current Stakeholders:

- **School Board Members**

Mr. Patrick McGeehan, President
Mr. Hubert Kovalesky, Member
Mr. John Nadzam, Treasurer
Mrs. Paula Kadilak, Member
Mr. Martin Gimbus, Member
Mrs. Ilene McLean, Member
Mr. John Metzler, Member
Mr. Joseph Porto, Member
Mr. Michael Vujakly, Member
Mrs. Ashley Sylvester, Secretary (Non-Voting)

- **Elementary School**

Principal, Mr. Ronald Busby

- **Middle School & High School**

Principal- Mr. David Brandon
Assistant Principal – Mr. Ryan Matsook

- **Department Heads:**

- English – Mrs. Melanie Bauer
- Math – Mrs. Nancy Campbell
- Social Studies – Mrs. Carrie Bordas
- Science- Mrs. Cherie Conrad
- Related Arts – Mrs. Carla Stehle
- Business Technology – Mrs. Dawn Schwarz
- Special Education – Mrs. Gayle Marshall

Parent Leaders - To be determined by Advisory Council

Student Leaders -To be determined by Advisory Council

- **Central Office**

Superintendent – Dr. Robert Postupac
Director of Special Education – Mrs. Elizabeth Altenhof

- **Community**

Frye Transportation
Four Mile Presbyterian Church

Greek Catholic Union
New Salem Church
Christian Alliance
Fairview Grange
Beaver Valley IU #27
Penn State – Beaver Campus
Beaver County Career & Technology Center
Community College of Beaver County
The Willows
Shell Corporation

11. School Guidance Program Advisory Council:

Advisory Council Members will be added after Inaugural Meeting November 29, 2018, see invitation below

The Western Beaver School Counselor Advisory Council will be composed of: School Board Members, Administrators, Teachers, Students, and Parents from all building levels, as well as representatives from local businesses, post-secondary institutions, and community organizations.

Dear Advisory Council Member,

The Western Beaver County School District is excited to invite you to become a member of the Western Beaver School District Counseling Department Advisory Council. We are confident that you will be able to provide unique perspective to our mission as we strive to continually improve our program and offerings to students.

The Advisory Council is comprised of School Board Members, Administrators, Teachers, Students, and Parents from all building levels, as well as representatives from local businesses, post-secondary institutions, and community organizations. We want to inform you about our programming efforts to reach goals we have set for all students and the district. We look forward to your valuable feedback and recommendations regarding current student and community needs.

The Advisory Council will meet one or two times per year. Our inaugural meeting is scheduled for **Thursday, November 29, 2018 at 6:00pm** in the Western Beaver High School Library. Please give this invitation careful consideration. I am happy to answer any questions you may have. Please RSVP by November 1st to kelly.fortner@westernbeaver.org. I look forward to your reply.

Sincerely,

Mrs. Kelly Fortner
School Counselor

12. Career and Post-Secondary Resources Supporting the CEW Standard Strands and Career Pathways:

<u>Resource Types</u>	<u>List Resources</u>
Organizations/Agencies	Community College of Beaver County
Intermediary Organizations	Beaver County Career and Technical Center Post-Secondary Colleges & Universities Technical/Trade Schools Job Training Beaver County Career Link
Umbrella Organizations	IU #27 Pennsylvania Department of Education
Community/State Agencies	CYS (Children & Youth Services) AIU #3 (Homeless Support) IU #27 (Professional Development)
Community/Business Meetings	Beaver County Counselors Association Youth Ambassadors Program Meetings Homeless Liaison Meetings Housing and Homeless Coalition Monthly Meetings
Community Events	CCBC College Fair Penn State Beaver Campus College Fair BCCTC Open House CCBC Academies Night
Media/Advertising	Cafeteria News Email Lobby TV Mailings

	Newsletters Posters School Website Guidance Website Twitter Facebook
Publications/Documents	Western Beaver Website Fairview Newsletter

Post-Secondary Education Connections and Military Recruiters

Institution	Contact	Email	Phone
Army	Michael Notaro	Michael.j.notaro4.mil@mail.mil	724-775-8370
Army National Guard	Chris Coniglio	c.coniglio@us.army.mil	724-847-0796
California University of PA	Tracey Sheetz	sheetz@calu.edu	724-938-4404
Carlow College	Kathleen Chrisman	kachrisman@carlow.edu	412-578-8821
Community College of Beaver County	Nancy Honse	Nancy.honse@ccbc.edu	724-480-3578
Duquesne University	Debra Zugates	admissions@duq.edu	412-396-6216
Edinboro University	Diane Raybuck	admissions@edinboro.edu	1-888-846-2676
Geneva College	Lynn Grinder	lggrinde@geneva.edu	1-800-847-8255
Grove City College	Frank Ayers	fwayers@gcu.edu	724-458-2178
Kent State University	Emiy Hervol	emarshal@kent.edu	1-330-672-8890
LaRoche College	James Rueben	Rueben.james@laroche.edu	412-536-1276
Marines			724-774-9050
Navy	Nicholas Geisler	Nicholas.a.geisler@navy.mil	724-774-0705
Penn State Beaver Campus	Daniel Pinchot	dpinchot@psu.edu	724-773-3806
Pittsburgh Technical College	Kristy DeAngelis	Deangelis.Kristy@ptcollege.edu	1-800-784-9675
Point Park University	Natalie Batchen	nbatchen@pointpark.edu	412-392-3808 Ext. 3811
Robert Morris University	Ben Carpenter	carpenter@rmu.edu	1-800-762-0097
Seton Hill College	Allison Sasso	sasso@setonhill.edu	724-838-4231
Slippery Rock University	Michael May	Michael.may@sru.edu	724-738-2015
Thiel College	Angela Bradley	abradley@thiel.edu	724-589-2185
University of Pittsburgh	Barry Duerr	duerrb@pitt.edu	412-624-7173

13. Career and Technical Center Strategies:

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

ELEMENTARY

- Elementary students will be introduced to the CTC through a lesson on post-secondary options. Through this lesson, students will learn about the opportunities and careers connected with CTC experiences as well as other post-secondary options.

MIDDLE SCHOOL

- Activities/Events for increasing awareness:
 - CTC Tours are typically scheduled for 8th grade learning support students and students identified as potential drop out risks.
 - CTC information presented and discussed during 8th grade course selection
 - Students identified through career inventories are invited to local technical/trade schools such as New Castle School of Trades and Pittsburgh Technical College.

HIGH SCHOOL

- Activities/Events for increasing awareness:
 - CTC tours are typically scheduled for rising sophomores in the first semester.
 - CTC representative presents Career Guidance Lesson for current sophomores of all programs available the CTC.
 - Western Beaver High School presents brochures to interested freshman and sophomores in the Guidance Office.
 - Guidance website linked to CTC programs.
- Report Data
 - 2017/2018 School Year
 - Student Application Numbers: 37
 - Student Acceptances: 37
 - Students attending Middle School Tours: 42
 - Student attending Sophomore Tours: 23
 - Seniors Enrolled in CTC programs: 21
 - Juniors enrolled in CTC programs: 16

- Individual Tours outside of large group tours: 3
 - Attrition rate from Application through Enrollment: 2% dropped or rescinded application
 - Number of students who drop out/return from CTC programs: 3
 - Number of students with an IEP: 14
- Goals for increasing retention rate once students attend.
 - By the conclusion of the 18/19 School Year, the retention rate will improve by 2%

