

Mountain View School District



Comprehensive School Counseling Program

2023-2024

Grades K-12

1. Guidance Plan Committee/List of School Counselors and Assignments

- o Maggie Breese – Counselor for grades 4-6
- o Samantha Hayden - Counselor for grades 7-12
- o Allison Martino - Counselor for grades 7-12
- o Jessica Mead - Elementary At-Risk Counselor
- o Carole Rainey – Counselor for grades K-3
- o Jamie White – Secondary At-Risk Counselor

2. School Counseling Department Core Beliefs

- o School counseling is a vital component of our school’s overall educational program, supporting academic success for each student.
- o The comprehensive school counseling program is data driven and developmental, containing sequential activities that are organized and implemented by certified school counselors, teachers, administrators, and other staff in collaboration with students, parents/guardians, and members of the community.
- o Students opportunities for success increase when school counselors collaborate, consult, and work with parents/guardians, school employees and community members.
- o Each student possesses intrinsic worth and specific rights, and is a unique and dynamic person capable of personal growth, lifelong learning and self-direction.
- o The program seeks to meet the needs of ALL students in three domains: academic, personal/social and career.

Philosophy of the School Counseling Department

- o ALL students’ needs will be considered in the development of the comprehensive school counseling program.
- o The Mountain View School District (MVSD) Counseling Program believes that all students at all grade levels will have access to a full-time certified school counselor, will have the right to participate in the school counseling program, and will be referred appropriately when necessary.

School Counseling Department Mission Statement

- o The MVSD Counseling Department is committed to helping students attain their full academic potential and become responsible, respectful, contributing members of society. As certified school counselors our mission is to provide a comprehensive K-12 program that promotes and enhances the learning process for all students through the integration of academic, career, and personal/social development.

3. Program Goals

- a. At the elementary and junior high school levels, high school students showcase CTC program of studies and current experiences through in person and/or video presentations
- b. At the high school level, highlight monthly career themes that will incorporate Naviance and MVTV for all students
- c. Provide authentic career experiences to all students via job shadowing, career speakers and classroom activities through Naviance at each grade level band.

4. Role of School Personnel and Community in the K-12 School Counseling Program

- o School Board
 - Paramount to approve policy, allocation of funding, and to promote and support the comprehensive school counseling program (CSCP)
- o Administration
 - Collaborate regarding roles and responsibilities
- o Teachers
 - Provide data, observations, input, and referrals regarding student achievement and needs
 - Reinforce career, academic, and personal/social domains
 - Work in collaboration with the school counseling department to incorporate Naviance career exploration assessment and activities into class
- o Parents/Guardians
 - Paramount to the overall achievement of students by collaborating with counselors regarding the strengths, weaknesses, history of and aspirations of their children, as well as supporting the CSCP
 - Parents will be provided with information from the school counseling department via announcements at school, on the website, and correspondence sent home
 - Parents will be invited to attend a variety of programs offered by the school counseling department in the evening during open house, conference nights, etc.
 - Parents are provided with a Naviance login where they will be able to view their child's assessment results and assist in the college exploration process
- o Business Representatives
 - Work with the school district to offer students information on employability and workforce skill needs
 - Be invited to attend advisory council meetings to make a connection between school and the workplace to help make students more employable
- o Post-Secondary Partners
 - Provide information and opportunities to students to learn about post-secondary opportunities
- o Community Representatives

- Serve as a barometer of community assets, needs, and challenges
- o Service Agencies
 - Consultation and coordination of services

5. Role of the School Counselor

In the MVSD, the role of the school counselor is to implement the K-12 comprehensive school counseling program by facilitating student development in academic, personal/social and career areas. The professional school counselor plans, provides, and evaluates developmental guidance curriculum, coordinates individual student planning, delivers responsive services, and provides system support as follows:

- a. As a Leader
 - Responsible for development, delivery, and evaluation of the CSCP
 - Uses data to identify and decrease barriers to learning
 - Promotes student success by participating in efforts to close existing achievement gaps
 - Engages educational community stakeholders to help the school with its academic mission
 - Serves as an agent of change to promote student achievement in all areas
 - Asks difficult questions that challenge status quo and influence system-wide change
- b. As an Advocate
 - Reduce barriers that prevent student learning
 - Develop programs of counseling and advising that ensure that every student has ongoing access and a connection to a certified school counselor
 - Facilitate the academic, personal/social, and career development of all students
 - Provide equitable access to educational and career exploration opportunities for all students
 - Promote systemic change in schools to facilitate academic success
 - Collaborate with others within and outside the school to help meet all students needs
 - Make sure all three domains and corresponding standards are addressed and essential to the mission of the school
 - Work as a member of the IEP team for students with disabilities to ensure access to exploring a variety of career possibilities
- c. As a Collaborator
 - Promotes commitment to the mission of the school
 - Works with staff to provide professional development that enhances student success
 - Establishes a CSCP that engages the educational community to make certain that all students have the opportunity to benefit from the program
 - Offers information to parents/guardians to enhance educational opportunities for students

- Embraces feedback and uses skills in coordination, collaboration, problem solving and mediation to support continual program improvement
- d. As an Agent of Systemic Change
- Collect and use data to identify and refine policies and practices which may impede student achievement
 - Procure the support of important stakeholders
 - Create opportunities for collaboration to address problems
 - Identify realistic goals, create action plans, and develop intervention strategies for challenging resistance
 - Accept the ethical obligation to ask hard questions to challenge the status quo

6. Advisory Council - Updated 5/3/2023

The Mountain View Advisory Council is comprised of stakeholders that include representatives from community agencies, business, parents, teachers, administration, students and post secondary education. Meetings will be held at least one time per school year.

Members of the Mountain View School District Advisory Council include:

Council Member Name	Stakeholder Group
Lacey Ball	Student
Cash Barhight	Student
Lisa Barhight	Parent
Ashley Beavers	Parent
Julian Beavers	Student
Maggie Breese	School Counselor
Michael Elia	Administration
Jamie Esgro	Elementary Teacher
Jaqueline Ferenzie	Elementary Teacher
Susan Gesford	High School Teacher/Parent
Crystal Tripp Goodrich	Parent
Shelby Goodrich	Student
Samantha Hayden	School Counselor

Alyse Kerr	Business
Ashley Kilmer	Parent
Ryleigh Kilmer	Student
Mark Lemoncelli	Administration
Erica Loftus	Administration
Allison Martino	School Counselor
Jessica Mead	School Counselor
Patrick McGarry	Administration
Carole Rainey	School Counselor
Andrew Snyder	Administration
Cole Thomas	Student
Isabella Thomas	Student
Jeff Thomas	Trehab
Wendy Thomas	Parent
Bobbi Jo Turner	Parent
Riley Turner	Student
Jamie White	School Counselor

7. Program Calendar

Mountain View Jr/Sr. High School Program Calendar for Guidance and Counseling

Below is a list of events, activities, programs and tasks completed by the school counselors
 Domain Notations- Academic (A), Career (C), and Personal/Social (P/S)

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

Month	Event, Activity, Program, Task	Domain	Grades
August	Schedule Refinement	A	7-12
	New Student Registration	A	7-12
	Coordinate Naviance Implementation	A, C, P/S	7-12

	<p>7th Grade Transition Program for Parents/Students Create information sheets for juniors and seniors Collaborate with principal to review 504 plans Send out copies of 504 plans to teachers Update Guidance/Counseling website Crisis Response/Individual Counseling</p>	<p>A, P/S C A, P/S A, P/S A, C, P/S P/S</p>	<p>7 11-12 7-12 7-12 7-12</p>
September	<p>Adjust schedules Finalize YAP (Youth Apprenticeship Program) placements Coordinate Naviance Implementation Remind students of ACT/SAT deadlines College Admissions 101 – Parent Program Classroom PSAT presentations for sophomores/juniors Begin individual meetings with seniors Begin individual transition meetings with 7th graders 12th grade classroom guidance lesson (college selection and application process) Community Resource Fair Suicide prevention month activities College applications/letters of recommendation Coordinate dual enrollment registration Contact presenters for Career Fair SAP Meetings Update Guidance/Counseling website Monitor student academic progress Crisis Response/Individual Counseling</p>	<p>A A, C A, C, P/S A, C A, C A, C A, C, P/S A, C, P/S C P/S P/S A, C A, C C A, P/S A, C, P/S A P/S</p>	<p>7-12 11-12 7-12 12 11-12 10-11 12 7 12 7-12 7-12 12 11-12 7-12 7-12 7-12 7-12</p>
October	<p>PSAT Finalize speakers for November Career Fair Coordinate Naviance Implementation Collaborate with principal on “Student of the Month” program Check progress reports and identify students at risk Promote area college fairs 10th grade classroom presentations on HOBY/RYLA College applications/letters SAP meetings Update Guidance/Counseling website Monitor student academic progress Crisis Response/Individual Counseling</p>	<p>A, C C A, C, P/S A, P/S A, C A, C A, C, P/S C A, P/S A, C, P/S A P/S</p>	<p>10-11 7-12 7-12 7-12 7-12 9-12 10 12 7-12 7-12 7-12 7-12</p>
November	<p>Career Fair Attend PHEAA workshop Coordinate Naviance Implementation Host financial aid program for juniors/seniors/parents Collaborate with principal on “Student of the Month” program Parent-Teacher conferences Consult with SCCTC teachers regarding student performance</p>	<p>C A, C A, C, P/S A, C A, P/S A, C, P/S A, C, P/S A</p>	<p>7-12 11-12 7-12 11-12 7-12 7-12 10-12 7-12 11-12</p>

	<p>AP Exam Participation Form and Survey submitted</p> <p>Select and recognize “Students of the Month”</p> <p>SAP Meetings</p> <p>Update Guidance/Counseling website</p> <p>Monitor student academic progress</p> <p>Crisis Response/Individual Counseling</p>	<p>A, P/S</p> <p>A, P/S</p> <p>A, C, P/S</p> <p>A</p> <p>P/S</p>	<p>7-12</p> <p>7-12</p> <p>7-12</p> <p>7-12</p>
December	<p>Coordinate Naviance Implementation</p> <p>SCCTC tour</p> <p>9th grade classroom guidance career unit</p> <p>Review PSAT results with sophomores/juniors</p> <p>Collaborate with principal on “Student of the Month” program</p> <p>SAP Meetings</p> <p>Update Guidance/Counseling website</p> <p>Monitor student academic progress</p> <p>Crisis Response/Individual Counseling</p>	<p>A, C, P/S</p> <p>A, C</p> <p>A, C</p> <p>A, C</p> <p>A, P/S</p> <p>A, P/S</p> <p>A, C, P/S</p> <p>A</p> <p>P/S</p>	<p>7-12</p> <p>9</p> <p>9</p> <p>10-11</p> <p>7-12</p> <p>7-12</p> <p>7-12</p> <p>7-12</p> <p>7-12</p>
January	<p>Coordinate Naviance Implementation</p> <p>Mid-year student academic monitoring</p> <p>Meetings with seniors in jeopardy</p> <p>8th grade classroom guidance career unit</p> <p>12th grade classroom unit on resumes with English/PGP teacher</p> <p>7th grade classroom guidance career unit</p> <p>ASVAB testing for all juniors</p> <p>Send out letters to scholarship donors</p> <p>Collaborate with principal on “Student of the Month” program</p> <p>SAP Meetings</p> <p>Update Guidance/Counseling website</p> <p>Monitor student academic progress</p> <p>Crisis Response/Individual Counseling</p>	<p>A, C, P/S</p> <p>A</p> <p>A, C, P/S</p> <p>A, C, P/S</p> <p>A, C</p> <p>A, C, P/S</p> <p>A, C</p> <p>A, C, P/S</p> <p>A, C, P/S</p> <p>A, P/S</p> <p>A, P/S</p> <p>A, C, P/A</p> <p>A</p> <p>P/S</p>	<p>7-12</p> <p>7-12</p> <p>12</p> <p>8</p> <p>12</p> <p>7</p> <p>11</p> <p>12</p> <p>7-12</p> <p>7-12</p> <p>7-12</p> <p>7-12</p> <p>7-12</p>
February	<p>Coordinate Naviance Implementation</p> <p>10th grade classroom guidance career unit</p> <p>AP classes to prepare students for test registration</p> <p>Review ASVAB results and conduct career session with juniors</p> <p>Coordinate list of scholarships and send out to seniors</p> <p>Parent-Teacher Conferences</p> <p>Class meetings regarding course registration & distribution of <i>Programs of Study</i></p> <p>Collaborate with principal on “Student of the Month” program</p> <p>SAP Meetings</p> <p>Update Guidance/Counseling website</p> <p>Monitor student academic progress</p> <p>Crisis Response/Individual Counseling</p>	<p>A, C, P/S</p> <p>A, C, P/S</p> <p>A</p> <p>A, C</p> <p>A, C</p> <p>A, C, P/S</p> <p>A</p> <p>A, P/S</p> <p>A, P/S</p> <p>A, P/S</p> <p>A, C, P/S</p> <p>A</p>	<p>7-12</p> <p>10</p> <p>11-12</p> <p>11</p> <p>12</p> <p>7-12</p> <p>7-12</p> <p>7-12</p> <p>7-12</p> <p>7-12</p> <p>7-12</p> <p>7-12</p>
March	<p>Coordinate Naviance Implementation</p> <p>Submit AP exam registration information</p>	<p>A, C, P/S</p> <p>A</p>	<p>7-12</p> <p>11-12</p>

	Sophomore field trip to 3 area colleges	A, C	10
	Coordinate RYLA (Rotary Youth Leadership) application process	A, C, P/S	10
	University for Success applications	A, C, P/S	8
	Begin individual meetings for scheduling/course selection	A, C, P/S	8-11
	Meet with potential SCCTC applicants	A, C	9-11
	Collaborate with principal on "Student of the Month" program	A, P/S	7-12
	SAP Meetings	A, P/S	7-12
	Update Guidance/Counseling website	A, C, P/S	
	Monitor student academic progress	A	7-12
	Crisis Response/Individual Counseling	P/S	7-12
April	Coordinate Naviance Implementation	A, C, P/S	7-12
	Junior Field trip to College Fair and area university	A, C	11
	Coordinate local scholarship applications	A, C, P/S	12
	Parent meetings with seniors in jeopardy of not graduating	A, C	12
	Organize a collection of summer camps/programs	A, C, P/S	7-11
	Collaborate with principal on "Student of the Month" program	A, P/S	7-12
	SAP Meetings	A, P/S	7-12
	Update Guidance/Counseling website	A, C, P/S	
	Monitor student academic progress	A	7-12
	Crisis Response/Individual Counseling	P/S	7-12
May	Coordinate Naviance Implementation	A, C, P/S	7-12
	Proctor AP exams	A	11-12
	Collaborate with faculty for scholarship selection	A, C, P/S	12
	Collaborate with faculty on RYLA selection	A, C, P/S	10
	Adjust student schedules for the next year through individual meetings	A, C	7-11
	Student Panel & Transition Program for 6 th Grade students	A, P/S	6-7
	Collaborate with principal on "Student of the Month" program	A, P/S	7-12
	SAP Meetings	A, P/S	7-12
	Update Guidance/Counseling website	A, C, P/S	
	Monitor student academic progress	A	7-12
	Crisis Response/Individual Counseling	P/S	7-12
June	Coordinate Naviance Implementation	A, C, P/S	7-12
	Senior Awards Assembly/Program	A, C, P/S	7-12
	Submit final grades for dual enrollment students	A	11-12
	Promotion/Retention Meeting and Notification	A, P/S	7-8
	Refine student schedules	A, C	7-11
	Summer School registration	A	7-11
	SAP Report	A, C, P/S	7-12
	Assess credit status of students and send letters	A, C	9-11
	Update Guidance/Counseling website	A, C, P/S	

	Crisis Response/Individual Counseling	P/S	7-12
July	Adjust schedules based on summer school performance	A	7-11

Mountain View Elementary School Program Calendar for Guidance and Counseling

Below is a list of events, activities, programs and tasks completed by the school counselors
 Domain Notations- Academic (A), Career (C), and Personal/Social (P/S)

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

Month	Event, Activity, Program, Task	Domain	Grades
August	New Student Registration	A, P/S	K-6
	Work with principal to review 504 plans	A, P/S	K-6
	Homeschool files review	A	K-6
	Agency contacts	P/S	K-6
	Parent contacts	A, P/S	K-6
	Guidance Procedures out to teachers	A, P/S	K-6
September	ESAP meetings	A, P/S	K-6
	Monitor student academic progress	A	K-6
	Guidance classes scheduling	A, P/S	K-6
	Intro and "Getting to Know You" Lessons	A, C, P/S	K-6
	Check on 504 Plan distribution	A,P/S	K-6
	New Student lunch meetings	P/S	K-6
	Needs Assessment out for small groups	P/S	6
Set up Outpatient Counseling schedule	P/S	K-6	
October	Check progress reports and identify students at risk	A	K-6
	ESAP meetings	P/S	K-6
	Monitor student academic progress	A	K-6
	Guidance classes on goal setting, social skills, anti-bullying, career and academic plans, learning styles, interest inventories	A, P/S,C	K-6
		A, P/S	K-6
	Begin small groups	A, P/S	K-6
	Lunch Bunch	P/S	K-6
November	Parent-Teacher conferences	A, P/S	K-6
	ESAP meetings	P/S	K-6
	Monitor student academic progress	A	K-6
	Guidance classes on goal setting, responsibilities, study skills, character education, sparks	A, C, P/S	K-6
	OLSATS	A	2
	Christmas Help Lists	P/S	K-6
	Small Groups	A, P/S	K-6
December	ESAP meetings	P/S	K-6

	Monitor student academic progress Guidance classes on goals, study skills, career exploration Wrap up small groups Deliver Christmas Help	A A, P/S, C P/S P/S	K-6 K-6 K-6 K-6
January	Students at-risk individual meetings ESAP meetings Monitor student academic progress Mid Year 504 Plan Review Guidance scheduling for second half of school year Child Protection Unit in Guidance classes	A P/S A A, C, P/S P/S A, P/S	K-6 K-6 K-6 K-6 K-6 K-6
February	ESAP meetings Monitor student academic progress Parent-Teacher Conferences Guidance classes on stress management, self-esteem, self-control, getting along with others, Child Protection Unit continues Begin small groups	P/S A A, C A, P/S A, P/S A	K-6 K-6 K-6 K-6 K-6 K-6
March	ESAP meetings Monitor student academic progress At-risk individual meetings Small groups Guidance classes on feelings, friendships, cooperation, problem-solving, career, Child Protection Unit Wrap Up	P/S A A, P/S A, P/S A, P/S	K-6 K-6 K-6 K-6 K-6
April	ESAP meetings PSSA testing assistance Monitor student academic progress Guidance classes on bullying, career exploration Small groups Peer Mediation Training	P/S A A, P/S A A, P/S, C A, P/S P/S	K-6 3-6 K-6 K-6 K-6 K-6 5
May	ESAP meetings Monitor student academic progress End of year 504 Plan review Peer Mediation Training Student Panel & Transition Program for 6 th Grade Students Wrap up small groups Vehicular career day Career shadow days Guidance classes on summer plans, coping skills, anger management.	P/S A A, P/S P/S A, P/S C C A, C, P/S	K-6 K-6 K-6 5 6 5 6 K-6

June	Promotion/Retention Meeting and Notification 6 th grade promotion SAP Report Homeschool Files Kindergarten Finale Transition meeting with Jr. High Counselor	A P/S A, P/S A P/S A, P/S	K-6 K-6 K-6 K-6 K 6
July	Homeschool files review Agency contacts and paperwork Parent contacts as needed	A P/S A, P/S	K-6 K-6 K-6

On-Going Counseling Activities:

Teacher consultation and support

ER, RR, and IEP Meetings

Individual Counseling as needed

Crisis intervention as needed

Lunch Bunch K-6

Gifted screenings as needed

Outpatient counseling coordination

New student contacts as needed

Agency coordination, paperwork/input

Agency contacts

Weekly CORE Meeting with CSBBH

Treatment Team meetings as needed

Parent contacts/meetings as needed

Meetings with administrator as needed

MTSS

Coordination of Peer Mediation Program

Homebound coordination as needed

Individual counseling

504 Plans and Meetings

8. Program Delivery

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM High School

<p style="text-align: center;">Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p style="text-align: center;">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p style="text-align: center;">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p style="text-align: center;">System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p style="text-align: center;">Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p style="text-align: center;">Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p style="text-align: center;">Purpose</p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p style="text-align: center;">Purpose</p> <p>Program delivery and support.</p>
<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -7th Grade Transition Program for Parents/Students - Remind students of ACT/SAT deadlines - Classroom PSAT presentations for sophomores/juniors - Class meetings regarding course registration & distribution of <i>Programs of Study</i> - Student Panel & Transition Program for 6th Grade students - Senior Awards Assembly/Program 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> - Monitor student academic progress - Check progress reports and identify students at risk - Mid-year student academic monitoring - Promotion/Retention Meeting and Notification 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> -Schedule Refinement -New Student Registration - Collaborate with principal to review 504 plans - Notify teachers of 504 plans - Coordinate dual enrollment registration - Parent-Teacher conferences - Consult with SCCTC teachers regarding student performance - Review PSAT results with sophomores/juniors 	<p style="text-align: center;">Academic</p> <ul style="list-style-type: none"> - PSAT Coordination and Proctoring - AP Exam Coordination and Proctoring - Submit final grades for dual enrollment students

		<ul style="list-style-type: none"> - Meetings with seniors in jeopardy - Individual meetings for scheduling/course selection - Meet with potential SCCTC applicants - Parent meetings with seniors in jeopardy of not graduating - Summer School registration - Assess credit status of students 	
<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> - Create information sheets for juniors and seniors - College Admissions 101: Parent Program - Classroom guidance lessons for ALL grades - Career Fair - Financial aid program for juniors/seniors/parents - SCCTC tour - ASVAB testing for all juniors - Review ASVAB results and conduct career session with juniors - Sophomore field trip to 3 area colleges 	<p style="text-align: center;">Career</p>	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> - Finalize Youth Apprenticeship Program placements - Individual meetings with seniors - College applications/ letters of recommendation - University for Success applications 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> - Contact presenters for Career Fair - Finalize speakers for November Career Fair - Promote area college fairs - Attend PHEAA workshop - Send out letters to scholarship donors - Coordinate list of scholarships and send out to seniors - Coordinate local scholarship applications - Collaborate with faculty for scholarship selection

- Junior Field trip to College Fair and area university			
Personal/Social -Community Resource Fair -“Student of the Month” program -10 th grade classroom presentations on HOBY/RYLEA	Personal/Social - Crisis Response/ Individual Counseling - Big Brothers/Big Sisters interviews and registration - SAP Meetings - Select and recognize “Students of the Month” - SAP Report	Personal/Social - Individual transition meetings with 7 th graders - Coordinate RYLEA (Rotary Youth Leadership) application process	Personal/Social - Update Guidance/Counseling website - Organize a collection of summer camps/programs - Collaborate with faculty on RYLEA selection
Counselor Role Classroom lessons, group presentations, coordination of programs	Counselor Role Individual counseling, coordination of programs, monitoring student progress	Counselor Role Individual counseling, student assistance, collaboration with administration, teachers, and parents, coordination of programs	Counselor Role Collaboration, coordination of programs
Percentage of Time 20%	Percentage of Time 30%	Percentage of Time 35%	Percentage of Time 15%

(From ASCA Workbook, page 59.)

ELEMENTARY SCHOOL

<p align="center">Guidance Curriculum</p> <p>Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12</p>	<p align="center">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs</p>	<p align="center">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans</p>	<p align="center">System Support</p> <p>Includes program, staff and school support activities and services</p>
<p>Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p>Purpose Prevention, Intervention and Responsive services to groups and/or individuals</p>	<p>Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p>Purpose Program delivery and support</p>
<p>Academic Guidance classes scheduling Guidance classes on goal setting Guidance classes on goal setting, responsibilities, study skills, character education</p>	<p>Academic Monitor student academic progress</p>	<p>Academic New Student Registration Work with principal to review 504 plans Homeschool files review Agency contacts Parent contacts Check on 504 Plan distribution Check progress reports and identify students at risk Parent-Teacher conferences Individual meetings with students at-risk of academic failure</p>	<p>Academic Guidance Procedures out to teachers OLSATS PSSA testing assistance Promotion/Retention Meeting and Notification 6th grade promotion 5th and 6th grade awards</p>
<p>Career Guidance classes on goals, study skills, career exploration Guidance classes on bullying, sparks, learning styles, career exploration Vehicular career day Career shadow days Guidance classes on sparks, summer plans,</p>	<p>Career</p>	<p>Career</p>	<p>Career</p>

<p>coping skills, anger management.</p> <p>Interest Inventories</p>			
<p>Personal/Social</p> <p>Intro and “Getting to Know You” Lessons</p> <p>Guidance classes on goal setting, social skills, anti-bullying</p> <p>Guidance classes on Personal Safety</p> <p>Guidance classes on stress management, self-esteem, self-control, getting along with others</p> <p>Guidance classes on feelings, friendships, cooperation, problem-solving</p> <p>Student Panel & Transition Program for 6th Grade Students</p>	<p>Personal/Social</p> <p>ESAP meetings</p> <p>Monitor student academic progress</p> <p>New Student lunch meetings</p> <p>Needs Assessment out for small groups</p> <p>Set up Outpatient Counseling schedule</p> <p>Begin small groups</p> <p>Lunch Bunch</p> <p>Peer Mediation Training</p> <p>Student Mediations</p>	<p>Personal/Social</p> <p>Christmas Help Lists</p>	<p>Personal/Social</p> <p>SAP Report</p>
<p>Counselor Role</p> <p>Classroom lessons, group presentations, coordination of programs</p>	<p>Counselor Role</p> <p>Individual counseling, coordination of programs, monitoring student progress</p>	<p>Counselor Role</p> <p>Individual counseling, student assistance, collaboration with administration, teachers, and parents, coordination of programs</p>	<p>Counselor Role</p> <p>Collaboration, coordination of programs</p>
<p>Percentage of Time</p> <p>40%</p>	<p>Percentage of Time</p> <p>25%</p>	<p>Percentage of Time</p> <p>1%</p>	<p>Percentage of Time</p> <p>34%</p>

(From ASCA Workbook, page 59.)

9. Organizing Career/Postsecondary Resources

Resource Type	Resources
Local Post-Secondary Institutions	<p style="text-align: center;"><u>Colleges/Universities</u></p> <p>Binghamton University Johnson College Keystone College Lackawanna College Luzerne County Community College Marywood University Penn State Worthington Scranton SUNY Broome University of Scranton</p> <p style="text-align: center;"><u>Career Training</u></p> <p>EBI Empire Beauty School Fortis ITT Lackawanna County Career & Technology Center McCann Susquehanna County Career & Technology Center</p>
Community Agencies	<p><u>Arts Alive</u> http://www.aienepa.org/arts-alive-2015-application.html Intensive arts institute for students entering grades 2-12</p> <p><u>Chamber of Commerce</u> Montrose Area: http://www.montrosearea.com/ Local Business Network Scranton Area: http://www.scrantonchamber.com/ Regional Business Network</p> <p><u>Junior Achievement of Northeastern PA, Inc</u> www.janepa.org Programs prepare young people for the real world-shows how to generate wealth and effectively manage it, create jobs, and apply entrepreneurial thinking to the workplace</p>

	<p><u>Northeast Pennsylvania Area Health Education Center (NEPA AHEC)</u> Keystone College campus in LaPlume, PA nepaahec.org Health Occupations information and education</p> <p><u>Northern Tier Industry and Education Consortium (NTIEC)</u> Youth Apprenticeship Program, Career Fairs (Health, Vehicular, etc...), Job Shadowing, Energy Day</p> <p><u>Office of Vocational Rehabilitation (OVR)</u> 300 G Laird Street, Wilkes-Barre, PA 18702 570-826-2011</p> <p><u>Rotary International</u> New Milford and Forest City Business Working to solve community challenges</p> <p><u>Susquehanna County Interfaith</u> http://www.interfaithsc.org/ A safety net program that includes clothing assistance.</p> <p><u>Trehab</u> 36 Public Avenue, Montrose, PA 18801 trehab.org Toll Free: 1-800-982-4045 P: (570) 278-3338 Workforce Development Programs</p> <p><u>University of Success through the University of Scranton</u> http://www.scranton.edu/academics/pcps/leahy/success/success1.shtml Pre-college program that provides academic, social, and cultural enrichment to HS students.</p> <p><u>Local Volunteer Fire Companies</u> http://www.firedepartment.net/directory/pennsylvania/susquehanna-county Student volunteers are trained in fire safety, EMT, etc.</p>
Regional College Fairs	<p>Broome County Arena – October Marywood University – October Northeast Regional at King’s College – April</p>

10. Individualized Academic/Career Plan

Students will begin to develop their Academic/Career Plan in grade six. This will begin each school year and continue throughout their high school career. This document will be completed as the counselor meets with students regarding course selection.

11. Career and Technical Center Strategy

Students are exposed to the Susquehanna County Career and Technical Center numerous times throughout elementary and high school. They have the opportunity to attend beginning in their sophomore year. The following is an outline of activities:

Ninth Grade

- o Introduction of the CTC programs to all 9th graders as a component of an annual career unit
- o SCCTC video is used from school's website
- o All students and parents are invited to attend tour of CTC
 - Students visit three different programs during the tour
 - Students are invited for a follow-up visit if they would like to spend additional time with a program.
- o If interested in a program, students complete application and attend orientation

Tenth Grade through Twelfth Grade

Students who are academically eligible may attend the CTC in the program of their choice.

All Grades

SCCTC program information is posted on the Guidance/Counseling page of the mvsd.net webpage and included in the MVHS Program of Studies.

12. Job Descriptions

The district does not have a specific written job description for Elementary School Counselor or High School Counselor positions. Attached are the job descriptions for Elementary School Counselor for At-Risk Students and High School Counselor for At-Risk Students.

APPENDIX

Career Readiness Portfolio

Full name, grade, and date must be on the document.

Kindergarten

1. Family Member Career Questionnaire
2. What I want to be When I Grow Up--Writing prompt
3. How Santa Got His Job*

First Grade

1. Personal Letter
2. Public Speaking Skills
3. Someday*

Second Grade

1. Resume
2. What would make a good boss?--Writing prompt
3. Sparks*

Third Grade

1. Community Career Power Point
2. Create Your Own Business Plan and Card
3. Explorer's Notebook*

Fourth Grade

1. Sign up for PA Career Zone and Up the Ladder Game*
2. Learning Styles Inventory*
3. Qualities of Good Employment

Fifth Grade

1. Pa Career Zone Interest Inventory*
2. Create a Business Plan for a Budget

Sixth Grade

1. Job Shadowing Reflection/PowerPoint (Google Slides)
2. PA Career Zone Exploration*
3. Career and Academic Plan*

*Completed with Carole Rainey

NAVIANCE SCOPE AND SEQUENCE FOR GRADES 7-12

Grade	Activity	Task	Naviance Tool	CCLR Competency	PA CEW Standards and/or ASCA National Standards
7	Explore your career interests with the career interest profiler	Complete Career Interest Profiler	Career Interest Profiler assessment	Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
7	Explore your interests, personality type and related careers	Complete Career Key	Career Key assessment	Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
7	Create or edit a course plan	Edit course plan	Course plan in Naviance Student	Academic Skills	(ASCA) B-LS 8. Engagement in challenging coursework (PA CEW) 13.2 Career Acquisition
7	Find career clusters that match your interests	Complete Career Cluster Finder	Career Cluster Finder assessment	Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (ASCA) B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias (PA CEW) 13.1 Career Awareness and Preparation
7	Find career clusters and pathways that interest you and add them to your personal list	Add career clusters to my list	List of favorite clusters and pathways in Naviance Student	Academic Skills, Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
7	Find your talents and what makes you unique.	Complete StrengthsExplorer	StrengthsExplorer assessment	Social Emotional Learning	(ASCA) B-LS 5. Media and technology skills to enhance learning (ASCA) M 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes (PA CEW) 13.1 Career Awareness and Preparation
7	Identify your learning and working styles with the AchieveWorks® Learning & Productivity assessment.	Complete AchieveWorks® Learning & Productivity	AchieveWorks® Learning & Productivity assessment	Academic Skills	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation

8	Explore your career interests with the career interest profiler	Complete Career Interest Profiler	Career Interest Profiler assessment	Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
8	Explore your interests, personality type and related careers	Complete Career Key	Career Key assessment	Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
8	Create or edit a course plan	Edit course plan	Course plan in Naviance Student	Academic Skills	(ASCA) B-LS 8. Engagement in challenging coursework (PA CEW) 13.2 Career Acquisition
8	Find career clusters that match your interests	Complete Career Cluster Finder	Career Cluster Finder assessment	Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (ASCA) B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias (PA CEW) 13.1 Career Awareness and Preparation
8	Learn about your personality type with the AchieveWorks® Personality assessment.	Complete AchieveWorks® Personality	AchieveWorks® Personality assessment	Social Emotional Learning	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
8	Identify your learning and working styles with the AchieveWorks® Learning & Productivity assessment.	Complete AchieveWorks® Learning & Productivity	AchieveWorks® Learning & Productivity assessment	Academic Skills	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
8	Uncover your intelligence profile with the AchieveWorks® Intelligences assessment.	Complete AchieveWorks® Intelligences	AchieveWorks® Intelligences assessment	Academic Skills	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
8	Identify and develop your skill set and connects your skills to careers that might interest you.	Complete AchieveWorks® Skills	AchieveWorks® Skills assessment	Social Emotional Learning, Career Knowledge	(ASCA) M 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes

9	Explore your career interests with the career interest profiler	Complete Career Interest Profiler	Career Interest Profiler assessment	Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
9	Create or edit a course plan	Edit course plan	Course plan in Naviance Student	Academic Skills	(ASCA) B-LS 8. Engagement in challenging coursework (PA CEW) 13.2 Career Acquisition
9	Find career clusters that match your interests	Complete Career Cluster Finder	Career Cluster Finder assessment	Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (ASCA) B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias (PA CEW) 13.1 Career Awareness and Preparation
9	Find your talents and what makes you unique.	Complete StrengthsExplorer	StrengthsExplorer assessment	Social Emotional Learning	(ASCA) B-LS 5. Media and technology skills to enhance learning (ASCA) M 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes (PA CEW) 13.1 Career Awareness and Preparation
9	Learn about your personality type with the AchieveWorks® Personality assessment.	Complete AchieveWorks® Personality	AchieveWorks® Personality assessment	Social Emotional Learning	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
9	Identify your learning and working styles with the AchieveWorks® Learning & Productivity assessment.	Complete AchieveWorks® Learning & Productivity	AchieveWorks® Learning & Productivity assessment	Academic Skills	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
9	Uncover your intelligence profile with the AchieveWorks® Intelligences assessment.	Complete AchieveWorks® Intelligences	AchieveWorks® Intelligences assessment	Academic Skills	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
9	Identify and develop your skill set and connect your skills to careers that might interest you.	Complete AchieveWorks® Skills	AchieveWorks® Skills assessment	Social Emotional Learning, Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation (PA CEW) 13.3 Career Retention and Advancement

10	Build a resume of activities, experience, skills and awards with the Family Connection resume builder	Build Resume	Resume in Naviance Student	Career Knowledge	(ASCA)B-LS 10. Participation in enrichment and extracurricular activities (PA CEW) 13.2 Career Acquisition
10	Explore your career interests with the career interest profiler	Complete Career Interest Profiler	Career Interest Profiler assessment	Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
10	Find careers that interest you and add them to your personal list	Add careers to my list	List of favorite careers in Naviance Student	Career Knowledge	(PA CEW) 13.1 Career Awareness and Preparation
10	Create or edit a course plan	Edit course plan	Course plan in Naviance Student	Academic Skills	(ASCA) B-LS 8. Engagement in challenging coursework (PA CEW) 13.2 Career Acquisition
10	Find career clusters that match your interests	Complete Career Cluster Finder	Career Cluster Finder assessment	Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (ASCA) B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias (PA CEW) 13.1 Career Awareness and Preparation
10	Find career clusters and pathways that interest you and add them to your personal list	Add career clusters to my list	List of favorite clusters and pathways in Naviance Student	Academic Skills, Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
10	Learn about your personality type with the AchieveWorks® Personality assessment.	Complete AchieveWorks® Personality	AchieveWorks® Personality assessment	Social Emotional Learning	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
10	Uncover your intelligence profile with the AchieveWorks® Intelligences assessment.	Complete AchieveWorks® Intelligences	AchieveWorks® Intelligences assessment	Academic Skills	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
10	Identify and develop your skill set and connects your skills to careers that might interest you.	Complete AchieveWorks® Skills	AchieveWorks® Skills assessment	Social Emotional Learning, Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation (PA CEW) 13.3 Career Retention and Advancement

11	Take the PSAT assessment	Take PSAT	Scores can be imported	Academic Skills	(PA CEW) 13.1 Career Awareness and Preparation
11	Take the SAT assessment	Take SAT	Scores can be imported	Academic Skills	(PA CEW) 13.1 Career Awareness and Preparation
11	Build a resume of activities, experience, skills and awards with the Family Connection resume builder	Build Resume	Resume in Naviance Student	Career Knowledge	(ASCA)B-LS 10. Participation in enrichment and extracurricular activities (PA CEW) 13.2 Career Acquisition
11	Build a list of colleges that interest you	Complete college search		College Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation (PA CEW) 13.2 Career Acquisition (PA CEW) 13.3 Career Retention and Advancement
11	Attend a college visit at your school.	Attend college visits		College Knowledge	(ASCA)B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias (PA CEW) 13.1 Career Awareness and Preparation (PA CEW) 13.3 Career Retention and Advancement
11	Find career clusters and pathways that interest you and add them to your personal list	Add career clusters to my list	List of favorite clusters and pathways in Naviance Student	Academic Skills, Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
11	Create or edit a course plan	Edit course plan	Course plan in Naviance Student	Academic Skills	(ASCA) B-LS 8. Engagement in challenging coursework (PA CEW) 13.2 Career Acquisition (PA CEW) 13.3 Career Retention and Advancement
11	Find career clusters that match your interests	Complete Career Cluster Finder	Career Cluster Finder assessment	Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (ASCA) B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias (PA CEW) 13.1 Career Awareness and Preparation

11	Find career clusters and pathways that interest you and add them to your personal list	Add career clusters to my list	List of favorite clusters and pathways in Naviance Student	Academic Skills, Career Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
11	Learn about your personality type with the AchieveWorks® Personality assessment.	Complete AchieveWorks® Personality	AchieveWorks® Personality assessment	Social Emotional Learning	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation
12	Take the SAT assessment	Take SAT	Scores can be imported	Academic Skills	(PA CEW) 13.1 Career Awareness and Preparation
12	Build a resume of activities, experience, skills and awards with the Family Connection resume builder	Build Resume	Resume in Naviance Student	Career Knowledge	(ASCA)B-LS 10. Participation in enrichment and extracurricular activities (PA CEW) 13.2 Career Acquisition
12	Build a list of colleges that interest you	Complete college search		College Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation (PA CEW) 13.2 Career Acquisition
12	Find colleges that interest you and add them to your personal list	Add colleges to my list	Student's prospective colleges list	College Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation (PA CEW) 13.2 Career Acquisition (PA CEW) 13.3 Career Retention and Advancement
12	Attend a college visit at your school.	Attend college visits		College Knowledge	(ASCA)B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias (PA CEW) 13.1 Career Awareness and Preparation (PA CEW) 13.3 Career Retention and Advancement
12	Submit an application to college	Apply to college	Active applications in Naviance Student	College Knowledge	(PA CEW) 13.1 Career Awareness and Preparation (PA CEW) 13.2 Career Acquisition (PA CEW) 13.3 Career Retention and Advancement

12	Submit an application for a scholarship	Apply for scholarships	Scholarships section in Naviance	Academic Skills, College Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation (PA CEW) 13.2 Career Acquisition (PA CEW) 13.3 Career Retention and Advancement
12	Add matching scholarships to your list	Scholarship search	Scholarship Search or College-Specific Scholarships in Naviance Student	Academic Skills, College Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.1 Career Awareness and Preparation (PA CEW) 13.2 Career Acquisition (PA CEW) 13.3 Career Retention and Advancement
12	Record your college and scholarship application outcomes, as well as your plan after high school	Complete Graduation survey	Graduation survey in Naviance Student	Academic Skills, College Knowledge	(ASCA) B-LS 5. Media and technology skills to enhance learning (PA CEW) 13.2 Career Acquisition (PA CEW) 13.3 Career Retention and Advancement