



FORT CHERRY SCHOOL DISTRICT SCHOOL COUNSELOR PLAN

SCHOOL COUNSELORS AND ASSIGNMENTS

Elementary School Counselor – Grades K-6

Amy Oberly

Case Load: 540 students

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Junior High School Counselor – Grades 7-9

Erin Wilson

Case Load: 270 students

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Senior High School Counselor – Grades 10-12

Kristen Stimmell

Case Load: 235 students

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MISSION STATEMENT

The mission of the Fort Cherry Counseling Program is to engage and support students as lifelong learners so they can achieve their full potential. School counselors, as professional school advocates, will provide a comprehensive counseling program to address the academic, career, and social/emotional needs of all students. Through collaboration with students, staff, parents, business/community members, and post-secondary institutions, school counselors will facilitate a counseling program that is positive, supportive, culturally sensitive, and developmentally appropriate to sustain a school community that is a safe, healthy, and nurturing environment for each individual student.

BELIEF STATEMENT

Fort Cherry School Counselors provide guidance and counseling services to all students; offer support and assistance to parents and staff; and work to create a positive, friendly, student-centered learning environment.

Fort Cherry School Counselors believe:

- All students have inherent worth;
- All students are capable of reaching their full potential;
- All students should be treated with dignity and respect.

PROGRAM OVERVIEW

The Fort Cherry School District Comprehensive School Counseling Program is:

- Based upon the requirements of the Pennsylvania Department of Education, as well as the developmental needs of students.
- Committed to implementing the Fort Cherry School District Developmental School Counseling Curriculum, which aligns with American School Counseling Association (ASCA) national model and meets the specific needs of our diverse populations.
- Planned and coordinated by the Fort Cherry Counseling Department in accordance with recommendations made by the Pennsylvania Department of Education, the Pennsylvania School Counseling Association, and the Fort Cherry School District community.
- Committed to develop community partnerships to enhance school counseling services to meet the needs of all students.
- Dedicated to deliver an all-inclusive, developmental, data-driven program aligned with the ASCA National Model.
- Committed to strengthening the relationship between home and school to evaluate and monitor students' academic, personal, and social success.

STAKEHOLDERS

All stakeholders in the Fort Cherry School District are integral to the success of the school counselor programs at each level. One of the goals of the district program is for all individuals to benefit from the services provided and have a part in the delivery of the various elements of the program, as appropriate.

Elementary Benefits

Student Benefits:

- Individual services
- Group services
- Responsive services
- Preventative education
- Career Awareness
- Educational advocacy

Parent/Guardian Benefits:

- Guidance as an educational and life resource in regards to the academic, social, and emotional development of the students.
- Support for challenges at school and home, as appropriate.

Educator Benefits:

- Support for behavior management.
- Provide forum for parental communication.
- Resource for implementing interventions in the classroom.
- Resource in counseling trends.

Business & Community Benefits:

- Resource for school and student information, as appropriate.
- Means of communication.

Post-secondary Benefits:

- Resource for school and program information.

Junior/Senior High Benefits

Student Benefits:

- Individual services
- Group services
- Responsive services
- Preventative education, via ancillary services
- Career Awareness and exploration
- Educational advocacy
- Post-secondary planning and preparation
- Access to visits from colleges, technical schools, military, etc
- Opportunities to attend college and career fairs.
- Site visits to regional colleges.

Parent/Guardian Benefits:

- Guidance as an academic, social, educational and life resource for their children
- Support for challenges at school and home
- Advocate for exploration of post-secondary options (college, training, employment, career, military)

Educator Benefits:

- Support for behavior management.
- Provide forum for parental communication.
- Resource for implementing interventions in the classroom.
- Resource in counseling trends.

Business & Community Benefits:

- Resource for school and student information, as appropriate.
- Means of communication.
- Opportunity for internships, volunteer work, job shadowing, and employment.
- Connections to provide mentorship.

Post-secondary Benefits:

- Resource for school and program information.
- Access to high school visits from colleges, technical schools, military, etc
- Opportunities to advertise information at college and career fairs.
- Promoting their campus via site visits to regional colleges.

Elementary Delivery

Students:

- Sharing program information.
- Act as student leaders for programs.
- Sources of information.

Parents:

- Source of information.
- Support system for students.
- Parent leaders through PTA and other organizations assisting with delivery of programs.

Educators:

- Source of information.
- Support system for students.
- Assisting with delivery of program.

Business & Community:

- Financial Support
- Delivery of information regarding programs
- Support system for students.
- Community leaders through PTA and other organizations assisting with delivery of programs.

Post-secondary:

- Providers of information and training.

Junior/Senior High Delivery

Students:

- Sharing program information.
- Act as student leaders for programs.
- Sources of information.

Parents:

- Source of information.
- Support system for students.
- Parent leaders through organizations assisting with delivery of programs.

Educators:

- Source of information.
- Support system for students.
- Assisting with delivery of programs.
- Supplemental resource and advisor for post-secondary college and career planning.

Business & Community:

- Financial Support
- Delivery of information regarding programs
- Support system for students.
- Community leaders through organizations assisting with delivery of programs.
- Supplemental resource and advisor for post-secondary college and career planning.

Post-secondary:

- Providers of information and training regarding college specifics, academic and social programs, experiential education, campus life, etc.
- Providers of information for military careers.
- Providers of information for career and employment training.
- Supplemental resource and advisor for post-secondary college and career planning.

SCHOOL COUNSELING ADVISORY COMMITTEE

The School Counseling Advisory Committee is consisted of equal representation of school district personnel and community stakeholders including administrators, school counselors, teachers, parents/guardians, students, community partners, post-secondary partners, career and technical center representatives, and school board members. The committee will meet twice per year.

The purpose of the committee is to strengthen the partnership between the school counseling staff and community in order to fulfill the school district's mission and to better meet the needs of students in our district.

The charge of the committee is to:

- Advise the school counseling staff as it strives to meet the needs of students,
- Act as a resource and advocate for the school counseling staff and program, and
- Provide a communication link between the school and community.

ROLES OF THE SCHOOL COUNSELOR

School counselors are leaders, advocates, collaborators and instruments of systemic change. The school counselor's leadership skills are vital to the successful implementation of the counseling program. School counselors are adept at analyzing data to support student achievement and improve success. Through strong communication and consultative skills, school counselors advocate for their students and collaborate with their stakeholders providing equity and access to all.

Leaders:

- Participate as an integral part of the total school district learning community
- Manage and implement a comprehensive and developmental school counseling program
- Provide leadership, engaging all constituents in the delivery of services
- Assist students in achieving success
- Provide equity and access to all students
- Work in collaboration with administration, teachers, parents/guardians, and the community
- Support the school as a safe and welcoming learning community

Advocates:

- Work to support success in a rigorous academic curriculum
- Develop programs to ensure every student has access to a caring adult
- Provide the three domains of academic, career and personal/social counseling
- Provide education, career and post-high school exploration to all
- Promote change to contribute positively to the counseling program and ensure success
- Address and incorporate ASCA, Pennsylvania CEW, Interpersonal Skills and pending School Climate standards in the school counseling program
- Collaborate with others in and outside of school in order to meet the needs of students

Collaborators:

- Promote commitment to the school district's mission
- Access professional development to enhance students success
- Engage the educational community so that all students benefit from the school counseling program
- Offer information and programs to the community
- Serve on district committees
- Network and problem-solve with the goal of moving forward in a positive manner

Change Agents:

- Connect the design, implementation, and management of the school counseling program to the mission of the school.
- Identify and examine the critical data elements such as grades, test scores, attendance, promotion rates, special education enrollment, discipline referral data
- Identify students who are not succeeding by disaggregating data.
- Educate others as to your efforts to improve the data.
- Publicize the results of the effective school counseling program.
- Partner in school improvement.
- Challenge the status quo of the school district and building to improve the policies, practices, programs, opportunities, etc. for the benefit of all stakeholders with a primary focus on the student.

CONFIDENTIALITY

Regarding confidentiality, counselors abide by the guidelines set forth by the ASCA and PSCA and the legal requirements established through FERPA and HIPPA.

SCHOOL COUNSELOR CURRICULUM

The curriculum is structured as a developmental approach for all K-12 students to develop knowledge and skills appropriate to their age and grade level. Many school professionals address career, academic, and personal/social development in their classes and programs. School counseling personnel present and/or facilitate the presentation of the following topics through structured lessons, small/large group presentations, or individual discussions, as appropriate for each age group. School counselors at all levels provide parent workshops and group activities as needs arise.

CURRICULUM OUTLINES

Elementary Curriculum Outline (K-6)

1. Career Development
 - a. Career Awareness
 - b. Career Exploration

2. Personal/Social Development
 - a. Peer Pressure, Bullying, Diversity, Friendship Skills
 - b. Prevention - Personal Safety, Stranger Awareness, Smoking, Alcohol and other Drugs
 - c. Anger Management, Cooperation, Responsibility, Self-Esteem, Peer Mediation, Conflict Resolution

3. Academic Development
 - a. Listening Skills
 - b. Test Taking Skills and Study Skills
 - c. Organization, Time Management, Goal Setting

Junior High Curriculum Outline (7-9)

1. Career Development
 - a. Career Awareness and Preparation
 - b. Career Acquisition
 - c. Career Retention and Advancement

2. Personal/Social Development
 - a. Bullying
 - b. Peer Aggression
 - c. Peer Pressure Diversity
 - d. Assertiveness Skills
 - e. Conflict Resolution

3. Academic Development
 - a. Study Skills
 - b. Test-Taking Skills
 - c. Self-Awareness
 - d. Multiple Intelligences
 - e. Course Scheduling

High School Curriculum Outline (10-12)

1. Career Development
 - a. Career Preparation
 - b. Career Acquisition
 - c. Career Retention and Advancement
 - d. Post-Secondary Preparation

2. Personal/Social Development
 - a. Bullying
 - b. Peer Aggression
 - c. Peer Pressure Diversity
 - d. Assertiveness Skills
 - e. Conflict Resolution

3. Academic Development
 - a. Study Skills
 - b. Test-Taking Skills
 - c. Self-Awareness
 - d. Multiple Intelligences
 - e. Course Scheduling

SYSTEMS SUPPORT

The purpose of these activities is to establish, maintain and enhance the school counseling program. These activities may include, but are not limited to: consultation, collaboration and teaming, professional development, record keeping, assessment, and program development.

Counselors at all levels engage in the following activities:

- Manage student records and assist with the review of the district records policy
- Consult with the administrators, psychologist, social worker(s), teachers, nurse, and other staff regarding student needs
- Serve on school and district committees
- Participate as a member of the Student Assistance Program Team
- Coordinate and implement the state and district standardized testing program
- Maintain membership in professional organizations, as appropriate
- Participate in staff development/professional self renewal through conferences, workshops, etc.
- Communicate to parents and students regarding counseling services and opportunities through the district website, student handbook, open houses, newsletters, etc.

SCHOOL COUNSELING PROGRAM CALENDAR

ELEMENTARY PROGRAM CALENDAR

ON-GOING MONTHLY	
SAP meetings, Instructional support team meetings, individual student meetings, large group guidance, parent meetings, teacher collaboration, community resource coordination and consultation, truancy monitoring / TIPP referrals, academic assessments and responsive services.	
JULY	AUGUST
Review of state standardized testing Scheduling for upcoming school year	Kindergarten orientation New student orientation
SEPTEMBER	OCTOBER
Ready to learn Classroom visits (K-3) Open house Introduce / begin psycho-educational groups	Red ribbon week Monitor progress reports Classroom visits (K-3)
NOVEMBER	DECEMBER
TerraNova testing Classroom visit (6th grade, resumes)	Monitor report card
JANUARY	FEBRUARY
Kindergarten readiness Monitor progress report	Kindergarten readiness Early Intervention meetings Classroom visit (6th grade, letter of recommendation)
MARCH	APRIL
Kindergarten readiness Monitor report card Classroom visit (6th grade, academic awards) PSSA training, preparation, collection and delivery.	Kindergarten registration PSSA preparation, implementation, collection and delivery. Middle school transition activities and meetings Monitor progress reports
MAY	JUNE
PSSA collection, review and delivery Middle school transition activities and meetings	Course scheduling for upcoming school year Individual student scheduling for upcoming school year. Data review of current year (SAP / IST)

JUNIOR HIGH PROGRAM CALENDAR

ON-GOING MONTHLY	
Individual and small group student counseling, truancy monitoring/TIPP referrals, SAP team member participation, Individual student physical education medical transitions, Career Pathways Plan coordination and maintenance, coordination of parent/ teacher meetings as requested.	
JULY	AUGUST
Review of state standardized testing scores, Summer School grades, Promotions and retentions finalized.	Individual student schedule changes, 7th grade and new student orientations. Individual meetings with new students.
SEPTEMBER	OCTOBER
Individual meetings with retained students and students who have a history of struggling academically. Begin monitoring student attendance and TIPP referrals, 7th grade classroom lesson - individual interests and counseling services overview.	8th grade career pathways lesson and exploration. Organize student list for Winter Keystone testing, Fort Cherry Exams and Portfolios for state graduation requirement.
NOVEMBER	DECEMBER
Report card maintenance and distribution, monitor students with failing grades. Begin to set up parent/ teacher meetings as needed for students who are struggling academically. Continued Keystone Exam preparations including scheduling, training, and preparing information to be given to teachers and students involved in the testing.	Begin to make up Personal Education Plans for current 9th grade students who did not have a meeting in the previous school year. 8th grade students presentation of WACTC tech-ties career exploration. Winter Keystone testing window: organize, distribute and collect secure testing materials daily during testing. Oversee test administration. Inventory, pack and return test materials to DRC.
JANUARY	FEBRUARY
End of 1st semester, report card maintenance and distribution. Continued monitoring and meeting with students and parents of students who are struggling academically. Begin revision/ updating of scheduling documents. WACTC 9th grade building tour and scheduling of individual student shadowing experiences. Begin 9th grade student career path individual meetings.	Preliminary scheduling activities, classroom presentations for 9th grade scheduling. Continue 9th grade individual student meetings. Organize student list for Spring Keystone testing, Fort Cherry Exams and Portfolios for state graduation requirement.

MARCH	APRIL
<p>Report card maintenance and distribution, potential course failure notices. Scheduling activities for students in grades 8-11. PSSA and Keystone Exam preparations including scheduling, training, and preparing information to be given to teachers and students involved in the testing.</p>	<p>PSSA testing window: organize, distribute and collect secure testing materials daily during testing. Oversee test administration. Inventory, pack and return test materials to DRC.</p>
MAY	JUNE
<p>Spring Keystone testing window: organize, distribute and collect secure testing materials daily during testing. Oversee test administration. Inventory, pack and return test materials to DRC. 6th grade transition activities - scavenger hunt and Jr/Sr High building tour.</p>	<p>Scheduling and course placement recommendations, Final Report cards, course failure notice and list. Summer school information. Listing of retained students and students needing summer school credit for promotion.</p>

SENIOR HIGH PROGRAM CALENDAR

ON-GOING MONTHLY	
PIMS Data Collection College & Scholarship Application Completion Assistance Letters of Recommendation Maintenance of Transcripts Truancy Monitoring/TIPP Referrals SAP Member Participation Physical Education Medical Transitions Career Pathways Plan Coordination and Maintenance Scholarship Committee Meetings Attendance at College Representative Meetings Attendance at IEP Meetings Social/Emotional Counseling sessions with students in need/crisis	
JULY	AUGUST
Schedule Changes National Honor Society (NHS) Applications Calculation of GPA/Class Rank Master Schedule Maintenance	Schedule Changes AP Score Summaries Class Profile Compilation Keystone Score Interpretation Master Schedule Maintenance
SEPTEMBER	OCTOBER
Individual Senior Meetings Large Group Senior Career Presentations Large Group Junior Career Presentations Large Group Sophomore Career Lessons Schedule Changes NHS Membership Question & Answer	Individual Senior Meetings NHS Membership Meetings & Decisions NHS Induction Preparations Challenge Program SAT Test Administration PSAT Planning and Test Administration
NOVEMBER	DECEMBER
Individual Senior Meetings Report Card Maintenance & Distribution Honor Roll Submission NHS Induction Ceremony ASVAB Test Administration	Individual Senior Meetings Individual Sophomore Meetings Mock Interviews Career Pathways Plan Individual Meetings
JANUARY	FEBRUARY
Individual Sophomore Meetings Report Card Maintenance & Distribution Honor Roll Submission Individual Senior Course Failure Meetings	Individual Sophomore & Junior Meeting WACTC Application Session WACTC Application Collection PFEW Presentations CCAC/Job Corps Presentation Scheduling Presentations

MARCH	APRIL
Individual Junior Meetings Report Card Maintenance & Distribution Master Schedule Compilation Arena Scheduling Planning	Individual Junior Meetings Awards Program Preparation AP Test Administration Planning Arena Scheduling ACT Test Administration
MAY	JUNE
AP Test Administrations SAT Test Administration Awards Program Preparation and Event	Report Card Maintenance & Distribution Honor Roll Submission Finalization of Graduating Senior Transcripts Summer School Coordination Calculation of GPA/Class Rank

Comprehensive School Counseling Program Delivery System

<p>Guidance Curriculum</p> <p>Provide developmental, comprehensive guidance program content in a systematic way to all students PreK-12.</p>	<p>Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p>Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p>System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p>Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p>Purpose</p> <p>Prevention, Intervention and Responsive services to groups and / or individuals.</p>	<p>Purpose</p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p>Purpose</p> <p>Program delivery and support.</p>
<p>Academic</p> <p>Kindergarten registration Jr/Sr High School Scheduling</p>	<p>Academic</p> <p>SAP Course failure meetings</p>	<p>Academic</p> <p>Individual Meetings for grades/scheduling</p>	<p>Counselor Related</p> <p>Schedule Changes Testing Coordination</p>
<p>Career</p> <p>G7-Individual interests G8-Personality Type PEP G9-Individual Meetings G10-Individual Meetings/Career Lesson/PSAT G11-Individual Meetings, Post-Secondary Visits, Mock Interviews G12 - Individual Meetings, Implementation of Post-Secondary Planning, Career Pathways Presentations</p>	<p>Career</p> <p>G8 - WACTC tech-ties G9 - WACTC tour and shadowing</p>	<p>Career</p> <p>In-depth search and discussion of possible paths</p>	<p>Non-Counselor Related</p> <p>File/maintenance of career planning portfolios</p>

Personal / Social Grade level meetings, Transition Activities	Personal / Social Small groups Mediation	Personal / Social Individual Counseling Crisis Intervention	Non-Counselor Related Community resource coordination, documentation of counseling sessions
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CAREER PATHWAYS PLAN PROGRAM OUTLINE

GRADE LEVEL	REQUIREMENTS
7	<p>Transition to Junior High School</p> <ul style="list-style-type: none"> ● Year 1 - Career Transition Plan Binder ● <i>All About Me</i> activity ● Introduction to <i>Career Pathways Plan</i> ● Civic Duty Unit
8	<p>Introduction to Career Development</p> <ul style="list-style-type: none"> ● Year 2 - <i>Career Pathways Plan</i> Binder ● Interest Inventory ● Individual Parent/Student Meetings (Personal Education Plan) ● Connections between Interest Inventory & Scheduling
9	<p>Transition to Senior High School</p> <ul style="list-style-type: none"> ● Year 3 - <i>Career Pathways Plan</i> Binder ● Individual Student Meetings – Interest Inventory, Courses, Grades, Attendance ● Connections between Interest Inventory & Scheduling ● Western Area Career and Technical Center Tour
10	<p>Interest Research</p> <ul style="list-style-type: none"> ● Year 4 - <i>Career Pathways Plan</i> Binder ● Individual Student Meetings – Interest Inventory, Courses, Grades, Attendance ● Thirty (30) Volunteer Hours (mandatory) ● Discuss completion of <i>Career Pathways Plan</i>
11	<p>Post-Secondary Research</p> <ul style="list-style-type: none"> ● Year 5 - <i>Career Pathways Plan</i> Binder ● Individual Student Meetings – Interest Inventory, Courses, Grades, Attendance ● Mandatory one (1) post-secondary visit/college fair (Field Trips: RMU, Pitt, W&J, PTI) ● Discuss completion of <i>Career Pathways Plan</i> ● College & Career Informational Meetings – Focus on four (4) areas of planning (4 Year College, 2 Year School, Military/Work, Undecided)
12	<p>Career Pathways Plan Completion</p> <ul style="list-style-type: none"> ● Year 6 – <i>Career Pathways Plan</i> Binder ● Individual Student Meetings – Finalize <i>Career Pathways Plan</i> ● Attendance to Career Fair ● <i>Career Pathways Plan</i> Presentation @ Exit Interview

Career Exploration Resources for Students and Parents

Careership/ Mapping Your Future

www.mappingyourfuture.org/planyourcareer/careership

We utilized this site in a classroom exploration lesson for students to match their interests to careers. It has information specific to middle-school aged students and early college planning information.

O*Net/ My Next Move

www.mynextmove.org

This site offers different ways to search careers and has a link to O*Net Interest profiler, which is an online interest inventory that will give students feedback on their interests related to job zones. They can search careers that match their interests spanning from little to no post high school preparation to extensive post high school preparation.

K-12: Student Resources: US Bureau of Labor Statistics

www.bls.gov/k12/content/students/career-exploration.htm

This area of the BLS website offers career exploration by area of interest. It gives detailed summaries of the education necessary, job outlooks and median pay for thousands of jobs.

Education Planner

www.educationplanner.org

Offers many self-assessments and career exploration. This site emphasizes planning for post-secondary education and offers tools to help.

Pennsylvania Career Zone

www.pacareerzone.org

A Pennsylvania Department of Education sponsored website for students to assess career interests, create portfolios, look at personal budgets, as well as career, college and training information.

Career One Stop

www.careeronestop.org

Department of Labor resource with skills, interests and work values assessments. Offers information on various types of post-secondary training.

Youtube - Success in the New Economy - narrated by Kevin Fleming

<https://www.youtube.com/watch?v=AcNSpKX8kVs>

A data driven narrative that illustrates how success in the new economy is as much about acquiring the knowledge, skills and abilities needed for in-demand occupations as it is to be well educated.

Paws in Jobland

www.lessonpaths.com/learn/i/career-exploration-for-5th-grade/paws-in-jobland

Paws in Jobland is designed to accommodate the unique needs of educators and parents as children begin exploring the world of work.