

**Lewisburg Area School District**

**Chapter 339**

**K-12 Comprehensive School Counseling Program**



**Adopted by School Board: June 9, 2016**

**Revised: May 15, 2017**

# Lewisburg Area School District

## Chapter 339

### K-12 Comprehensive School Counseling Program

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## 1. School Counselors and Assignments

<u>Counselor</u>	<u>School</u>	<u>Student:Counselor Ratio</u>
Debbie Foust	Kelly Elementary School	573:1
Jennifer Sands	Linntown Intermediate School	286:1
Sherry Ulrich	Donald H. Eichhorn Middle School	238:1
Kevin Mowrey	Donald H. Eichhorn Middle School	238:1
Vicki Fennell	Lewisburg Area High School	314:1
Emily O'Connor	Lewisburg Area High School	314:1
Brenda Zack	K-12 Career Counselor	

*(American School Counselor Association recommends a student-to-School Counselor ratio of 250:1. (<http://schoolcounselor.org/press>)*

## 2. School Counseling Program Mission Statement

The mission of the Lewisburg Area School District School Counseling Program is to prepare our students to be productive and caring citizens of our community, by focusing on personal/social growth, academic achievement, and college and and career planning. School counselors advocate for each student and work with students individually, in groups, in the classroom, and school-wide, providing them with the tools they need to succeed.

## 3. School Counseling Program Goals

These goals will be measured through the activities and opportunities interwoven throughout the school counseling curriculum and culminating with the district's senior survey/exit interview.

- **Academic Domain**

1. All students will receive school counseling services that monitor their academic progress and provide appropriate individualized challenges and supports to maximize academic achievement.

- **Career Domain**

1. Students at all levels will experience the PA Standards for Career Education and Work that are age appropriate, which will allow them to explore the relationship between personal qualities and the world of work.

2. All students will have an Individualized Career Plan that will be initiated in middle school and refined throughout high school.
- **Personal/Social Domain**
    1. All students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others by means of guidance classes, individual and small group counseling, advisory programs, and graduation projects.

#### 4. Stakeholders:

Each of the following groups of stakeholders will serve on the Advisory Committee to provide input and feedback:

- **Students:**

Students will reflect on their experiences in the school counseling program and will share their suggestions to other stakeholders.
- **Parents:**

Parents will work closely with the school to help ensure the success of their children. Parents will advocate for opportunities that will allow them to participate in decisions their children make regarding future careers.
- **Educators:**

Teachers and administrators will collaborate with the counselors to ensure that the academic, career, and personal/social needs of all students are addressed. This partnership will lead to awareness of career options available to students and will guide future instruction.
- **Business/Community**

Businesses in the community will work with the school by providing relevant career experiences and an awareness of necessary employability skills.
- **Post-Secondary**

Post-secondary institutions in our community will work with the school as the link between the student and post-secondary options. These partners will provide an awareness of academic and personal skills required for post-secondary success.

## 5. Roles of the School Counselor

### As a Leader:

- Serves on school-based improvement teams (SAP, Child Study, IEP and 504)
- Works to create a safe and welcoming learning community and positive school culture

### As an Advocate:

- Works to remove barriers to student learning
- Ensures the academic, personal/social and career development of all students

### As a Collaborator:

- Interacts with other staff, parents, and community members

### As an Agent of Systemic Change

- Works to develop changes to academic programs and/or schedules to better serve students
- Works to bring new programs to the building when appropriate

## 6. LASD Counseling for Career Success Advisory Committee

Name	Stakeholder Group
Cathy Moser	Acting Superintendent
Kathy Swope	School Board President
Mary Brouse	School Board Vice President
Jennifer Hain	Director, SUN ATI
Joe Weisser	Co-Op Coordinator, SUN ATI
Bob Garrett	President, GSV Chamber of Commerce
Joanne Troutman	President, GSV United Way
Tere Rill	Director, Downtown Business Partnership
Andrea Leithner Stauffer	Bucknell University
Vicki Fennell	HS Counselor
Emily O'Connor	HS Counselor
Sherry Ulrich	MS Counselor
Kevin Mowrey	MS Counselor
Jennifer Sands	Linntown Counselor
Debbie Foust	Kelly Counselor
Brenda Zack	K-12 Career Counselor
Christina Osborne	HS Career Teacher
Ashley Elser	MS Teacher
Amanda Hahn	Kelly Teacher
Mrs. Kimberly Markunas	Parent
Mrs. Bridget Black	Parent
HS Student Council Representative	Student
MS Student Council Representative	Student

Meeting dates: May 2017, October 2017

## 7. Program Calendars

### Recurring School Counseling Activities K-12

*(daily/weekly/monthly)*

<b>Activity</b>	<b>Grade(s)</b>	<b>Academic (A)/ Personal/ Social (PS) / Career (C)</b>
504 meetings	K-12	A
CST/AIT meetings	K-12	A/PS
Crisis counseling	K-12	PS
District counselors meeting	K-12	A/PS/C
Gifted referrals	K-12	A
Grade level meetings	K-12	A
Individual counseling	K-12	A/PS/C
New student file review	K-12	A
Parent meetings	K-12	A/PS
Parent/student tours (prospective families)	K-12	A/PS/C
Student scheduling	K-12	A
School Improvement meetings	K-12	A/PS
Group counseling	K-12	PS
Student mediations	K-12	PS
Student observations	K-12	A/PS
Truancy Elimination Plan (TEP) meetings	K-12	A/PS
Olweus anti-bullying/Character assemblies	K-3	PS
Records review	K-5	A
Classroom guidance classes	K-5	A/PS/C
Olweus anti-bullying class meetings	K-5	PS
Lunch bunch groups	K-5	PS
Student academic monitoring	6-12	A
Student Assistance Program (SAP) meetings	6-12	A/PS
Advisory meetings	6-12	A/PS/C
SUN ATI cafeteria visitations	9-12	C

### School Counseling Activities K-12 by Month

*(not recurring every month)*

<b>Month</b>	<b>Activity</b>	<b>Grade(s)</b>	<b>A/PS/C</b>
<b>July</b>	File report cards, rearrange files by classrooms	K-5	A
	Assist with student placement	K-5	A/PS
	PowerSchool rollover preparation	6-12	A
	Master schedule revisions/schedule changes based on Summer school and testing results	6-12	A
	Review summer PSSA scores to determine placements	6-8	A
<b>August</b>	New Student Orientation	K-12	A/PS
	Assist with student placement	K-12	A
	Review CST/AIT students from previous year with teachers	K-5	A
	Kindergarten Orientation	K	A
	4Sight Testing	3-5	A
	Prepare for special education sharing days	6-8	A
	Schedule preparation	6-8	A
	Sort portfolios from incoming 6th grade students	6-8	C
	Meet with advisory team and confirm schedule	6-8	A/PS/C
	Meet with special education staff about student schedules	6-8	A
	RAPS training	6-8	PS
	Facilitate math placement tests	6-8	A
	E-school/Accelerated student registration/scheduling	6-12	A
	Schedule new students to the district	6-12	A
6 <sup>th</sup> grade orientation night	6	A	
<b>September</b>	Open House	K-12	A/PS
	504 Preparation and Meetings	K-12	A
	New Student Lunch Bunches	K-5	PS
	Olweus Anti-bullying Kick-Off Assemblies	K-5	PS
	SUN ATI 8th grade meeting	8	A/C
	PSAT registration	10-11	A
	Plan College Night at Bucknell	11-12	A/C
	Meet with seniors regarding postsecondary planning	12	A/C
<b>October</b>	Report cards - 1st marking period	K-12	A
	Perfect Attendance Awards	4-5	A/PS
	Red Ribbon Week activities	K-12	PS
	Drug Prevention Month activities	K-5	PS
	Random Acts of Kindness activities	K-5	PS
	Failure letters	6-12	A
	Multi-media assembly	6-8	PS
	8th grade SUN ATI trip	8	A/C
	PSAT administration	10-11	A
	College Night at Bucknell	11-12	A/C
<b>November</b>	Susquehanna Valley Counselors Association meeting	K-12	A/PS/C
	Bullying, sexting and sexual harassment assemblies	6-8	PS
	Visit from SUN ATI - presentation to juniors	11	A/C
	Senior Graduation Project presentations	12	A/PS/C
	Sheetz/Salvation Army Holiday List (needy families)	K-5	PS

<b>December</b>	Kelly Holiday Gift Giving Project for needy students Keystone testing SAP Holiday Presentation SUN ATI visit	K-3 8-11 9-12 11	PS A PS A/C
<b>January</b>	Report cards - 2nd MP  Keystone testing Course selection assemblies Recalculate GPA and class rank Meet with at-risk students	K-12  8-11 9-11 9-12 9-12	A  A A A A
<b>February</b>	Dragon Star Week (SWPB) Keystone results review 8th grade course selection presentations Collect and check course selections for 8th gr. students Individual course selection meetings AP exam registration Finalize SUN ATI applications ASVAB registration	K-3 8-12 8 8 9-11 10-12 11 11	A/PS A A A A A A/C A/C
<b>March</b>	Susquehanna Valley Counselors Association meeting Meet with 8th grades regarding HS course selection Assist with development of master schedule	K-12 8 9-12	A/PS/C A A
<b>April</b>	Report cards - 3rd MP Perfect Attendance Awards Coordination of PSSA testing Career speakers	K-12 4-5 3-8 6-8	A A/PS A C
<b>May</b>	Susquehanna Valley Counselors Association meeting Coordination of Terra Nova testing Transition Days for 3rd, 5th, 8th grades Career Presentation Previewing Days Keystone testing Penn College Career Day Proctor AP testing Classroom Interest Inventories Financial Aid Night Scholarship Committee meetings Finalize graduation plans for seniors - follow up survey	K-12 K-2 3,5,8 4-5 5-11 9-11 7 11-12 11 12 12 12	A/PS/C A A/PS C A/PS A A/C A C A/PS/C C A/C
<b>June</b>	Report cards - 4th MP Linn town Awards program Underclassmen and Senior Awards program Prepare final transcripts High School Graduation	K-12 4-5 9-12 12 12	A A/PS/C A/PS/C A A



## 8. Program Delivery

### American School Counseling Association National Model: A Framework for School Counseling Programs:

- **School Counseling Core Curriculum:** Provides developmental, comprehensive guidance program content in a systematic way to all students K-12.
- **Responsive Services:** Addresses school and student needs.
- **Individual Student Planning:** Assists students and parents in development of academic and career plans.
- **System Support (Direct/Indirect Student Services):** Includes program, staff and school support activities and services.

#### Elementary (K-5)

School Counseling Core Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
<b>Academic</b> <ul style="list-style-type: none"> <li>• Classroom guidance lessons (intro to counselor, listening skills, problem solving skills, 7 Habits of Happy Kids)</li> </ul>	<b>Academic</b> <ul style="list-style-type: none"> <li>• Child Study/ Academic Intervention Team meetings</li> <li>• Gifted referrals</li> <li>• Truancy Elimination Plan (TEP) meetings</li> </ul>	<b>Academic</b> <ul style="list-style-type: none"> <li>• Individual Counseling (grades, study skills, school anxiety, organization skills, etc.)</li> <li>• 504 meetings</li> </ul>	<b>Academic</b> <ul style="list-style-type: none"> <li>• Assist with student placement</li> <li>• Receive and process request for student records</li> <li>• Attend grade level meetings</li> <li>• Review 504 Plans with staff</li> <li>• Student observations</li> <li>• Parent communication</li> <li>• File report cards</li> <li>• File PSSA reports</li> <li>• Kindergarten orientation</li> <li>• 4<sup>th</sup> Grade Meet the Teacher Night</li> <li>• 4Sight Testing</li> <li>• Prep. for Terra Nova (grades K-2)</li> <li>• Preparation/administration of PSSAs (grades 3-5)</li> <li>• 3<sup>rd</sup> and 5<sup>th</sup> grade transition days</li> <li>• Attend year-end student activities</li> </ul>
<b>Career</b> <ul style="list-style-type: none"> <li>• Classroom guidance lessons: Career searches, Holland Code</li> </ul>	<b>Career</b>	<b>Career</b>	<b>Career</b>
<b>Personal/Social</b> <ul style="list-style-type: none"> <li>• Classroom guidance lessons</li> </ul>	<b>Personal/Social</b> <ul style="list-style-type: none"> <li>• New student lunch bunch groups</li> <li>• Individual counseling</li> <li>• Crisis counseling</li> <li>• Group counseling/ lunch bunches (Friendship Skills building, Dealing with Loss, Changing Families, Anger Management)</li> <li>• Olweus class meetings</li> </ul>	<b>Personal/Social</b>	<b>Personal/Social</b> <ul style="list-style-type: none"> <li>• Parent Communication</li> <li>• Anti-bullying Assemblies (Olweus Kick-off)</li> <li>• Kelly holiday gift giving for needy students</li> <li>• Dragon Star Week (SWPB)</li> <li>• Red Ribbon Week and Drug Prevention Month</li> <li>• Random Acts of Kindness activities</li> </ul>
<b>Percentage of Time</b>  35%	<b>Percentage of Time</b>  30%	<b>Percentage of Time</b>  10%	<b>Percentage of Time</b>  25%

## Middle School (6-8)

School Counseling Core Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
<b>Academic</b> <ul style="list-style-type: none"> <li>Open House</li> </ul>	<b>Academic</b> <ul style="list-style-type: none"> <li>Attendance meetings and TEPs</li> </ul>	<b>Academic</b> <ul style="list-style-type: none"> <li>Schedule preparation</li> <li>Finalize special ed. student schedules</li> <li>Schedule new students to the district</li> <li>Hand schedule students</li> <li>Individual student planning</li> <li>New Student File Review</li> <li>Individual student planning with teams</li> <li>New Student File Review</li> <li>504 Meetings</li> <li>Advisory: Review of Student Goals</li> <li>Advisory: High School Course Selection – 8<sup>th</sup></li> </ul>	<b>Academic</b> <ul style="list-style-type: none"> <li>Tours for new students/parents</li> <li>Attend District Counselor Meetings</li> <li>RAPS Training</li> <li>E-School and Accelerated student monitoring</li> <li>Attend team meetings</li> <li>Individual Achievement &amp; Ability Testing</li> <li>Gifted referral screenings</li> <li>Assist with learning support referrals</li> <li>Student observations</li> <li>Oversee Maintenance of Academic Student Records -</li> <li>8<sup>th</sup> grade curriculum meeting</li> </ul>
<b>Career</b> <ul style="list-style-type: none"> <li>Service Project – Advisory</li> <li>8<sup>th</sup> Grade Prep for SUN Tech Trip (video and discussion)</li> <li>SUN Tech Trips</li> <li>Career Cruising Portfolios</li> <li>8<sup>th</sup> grade Family and Consumer Science course</li> <li>Pre-high school letters to self</li> <li>8<sup>th</sup> grade job shadowing</li> </ul>	<b>Career</b> <ul style="list-style-type: none"> <li>Multi-media assembly</li> </ul>	<b>Career</b> <ul style="list-style-type: none"> <li>Interest surveys</li> <li>Portfolio development</li> <li>Learning styles survey</li> <li>Career presentations</li> <li>8<sup>th</sup> grade job shadowing</li> <li>6<sup>th</sup> grade Pathways workshops at SUN</li> </ul>	<b>Career</b> <ul style="list-style-type: none"> <li>Sort portfolios from incoming 6<sup>th</sup> grade students</li> <li>Career Day at Penn Tech</li> <li>SUN Tech trips</li> <li>8<sup>th</sup> grade parent conferences</li> </ul>
<b>Personal/Social</b> <ul style="list-style-type: none"> <li>Student Support Grade-level Presentations</li> <li>Sexual Harassment lessons</li> <li>Bully Prevention</li> </ul>	<b>Personal/Social</b> <ul style="list-style-type: none"> <li>Crisis counseling</li> <li>Individual counseling</li> <li>Group counseling</li> <li>Student Mediations</li> <li>Red Ribbon Week Activities</li> <li>SAP meetings</li> <li>Internet Safety lessons</li> </ul>	<b>Personal/Social</b> <ul style="list-style-type: none"> <li>Meet with 6<sup>th</sup> Students in Advisory</li> <li>Oversee maintenance of academic student Records - in accordance with School Policy – including enrollments and withdraws</li> <li>Individual Counseling</li> </ul>	<b>Personal/Social</b> <ul style="list-style-type: none"> <li>New student Orientation</li> <li>Parent communications</li> <li>New student tours/guide</li> <li>RAPS Training and booster session</li> <li>Advisory Team Meeting</li> <li>Parent Communication</li> <li>Red Ribbon Week – Student Council</li> <li>SAP Meetings</li> <li>Tours for new students/parents</li> <li>Advisory Review of Bully Prevention</li> <li>School Improvement Meetings</li> </ul>
<b>Percentage of Time</b>  20%	<b>Percentage of Time</b>  20%	<b>Percentage of Time</b>  25%	<b>Percentage of Time</b>  35%

### High School (9-12)

School Counseling Core Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
<b>Academic</b> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> Grade Orientation/Link Crew</li> <li>• 1<sup>st</sup> day of school grade level assemblies</li> <li>• Update Counseling Department webpage with pertinent data</li> </ul>	<b>Academic</b> <ul style="list-style-type: none"> <li>• AIT Team meetings – weekly</li> <li>• Parent phone calls/emails</li> <li>• Teacher concerns</li> <li>• Meet with at-risk students</li> <li>• SAP team meetings- weekly</li> </ul>	<b>Academic</b> <ul style="list-style-type: none"> <li>• Input for ER, RR, 504, GIEPs</li> <li>• Regular meetings with all students</li> <li>• Review of credits and course selections</li> <li>• Advisory lessons related to personal issues</li> </ul>	<b>Academic</b> <ul style="list-style-type: none"> <li>• Consultation with teachers</li> <li>• New Enrollments</li> <li>• Schedule changes</li> <li>• PSAT registration and administration</li> <li>• Keystone administration/ proctoring</li> <li>• AP registration and proctoring</li> <li>• CDT &amp; Keystone setup</li> <li>• PowerSchool Duties (report cards, storing grades, class rank, honor roll, adjusting final grade setup, years &amp; terms, rollover preparation)</li> <li>• Summer school registration</li> <li>• Master schedule development/revisions / changes (consultation)</li> </ul>
<b>Career</b> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> grade Graduation Project</li> <li>• Course selection presentation (8<sup>th</sup> gr)</li> <li>• Course selection assemblies/meetings through Advisory</li> <li>• 11<sup>th</sup> grade planning interview</li> <li>• 12<sup>th</sup> grade post-secondary planning interviews</li> <li>• Personal Finance/Career Awareness class (grade 9)</li> <li>• Mock interviews</li> </ul>	<b>Career</b> <ul style="list-style-type: none"> <li>• Coordinate with Career teachers and K-12 Career Counselor to keep apprised of student plans</li> <li>• Review Career Interest assessments to assist students who are struggling with future plans</li> <li>• Encourage participation in Career Speaker presentations</li> <li>• Assist and encourage seniors to consider Senior Service to solidify career interests</li> </ul>	<b>Career</b> <ul style="list-style-type: none"> <li>• Course selection</li> <li>• Advisory lessons related to career topics</li> <li>• 11<sup>th</sup> grade planning interviews</li> <li>• 12<sup>th</sup> grade post-secondary planning meetings</li> <li>• Resume writing</li> <li>• Interest survey and exploration</li> <li>• Add to individual portfolio</li> <li>• Job shadowing</li> <li>• Work with juniors to finalize Senior Project plans prior to summer before senior year</li> </ul>	<b>Career</b> <ul style="list-style-type: none"> <li>• College Night</li> <li>• College Rep Visits</li> <li>• Financial Aid Night</li> <li>• Regular mailings to parents/students</li> <li>• Alumni discussions ??</li> <li>• Career/College Planning Meeting for sophomores and juniors and parents</li> </ul>
<b>Personal/Social</b> <ul style="list-style-type: none"> <li>• Student interviews (begin. of year, 9-12)</li> </ul>	<b>Personal/Social</b> <ul style="list-style-type: none"> <li>• SAP team member/case manager</li> <li>• Crisis response</li> </ul>	<b>Personal/Social</b> <ul style="list-style-type: none"> <li>• Individual counseling &amp; peer counseling as needed</li> </ul>	<b>Personal/Social</b> <ul style="list-style-type: none"> <li>• Crisis team member</li> <li>• Participation in SAP team meetings</li> </ul>
<b>Percentage of Time</b>  <b>30%</b>	<b>Percentage of Time</b>  <b>20%</b>	<b>Percentage of Time</b>  <b>30%</b>	<b>Percentage of Time</b>  <b>20%</b>

## 9. Curriculum Action Plans

### Kindergarten

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Introduction to the SWPBP	PS:A2	Dragon Star Board and materials	August	All Kindergarten	Classroom	Discussion	students, teachers	School counselor
Listening	PS:A1, PS:A2, C:C2.4	Why Should I Listen? Activity	September	All Kindergarten	Classroom	Discussion and activity	students, teachers	School counselor
Respect of Differences	PS:A1, PS:A2, C:A2.5	"Colors of the Rainbow"	October	All kindergarten	Classroom	Discussion and activity	students, teachers	School counselor
Classroom Community/Belonging	PS:A1	"The Lonely Firefly"	November	All Kindergarten	Classroom	Discussion and activity	students, teachers	School counselor
Gift of Self	PS:A1	"The Giving Tree"	December	All kindergarten	Classroom	Discussion and activity	students, teachers	School counselor
Stranger-Danger	PS:C1	Video: Stranger vs. Acquaintance	January	All kindergarten	Classroom	Discussion and activity	students, teachers	Transitions, Lewisburg, PA
Careers	C:A1, C:A2	"Working People and Working Places"	March	All kindergarten	Classroom	Discussion and activity	students, teachers	School counselor

### Grade 1

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Uniqueness of Self	PS:A1, PS:A2, C:B1.2	Thumbprint Activity	October	All 1st grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor
Self-Esteem	PS:A1, C:A1.3, C:C2.1	I like Myself Badges	November	All 1st grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor
Self and Others	A:A3	Venn Diagram Handout	December	All 1st grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor
Good Touch/Bad Touch	PS:A1	"Big Bear/Little Bear" video	January	All 1st grade	Story/Discussion/Activity	Story/Discussion/Activity	School counselor	Transitions, Lewisburg, PA
Making Friends	PS:A2	"Let's Be Friends" video	February	All 1st grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor
Careers	C:B2, A:C1	"Jobs People Do"	March	All 1st grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor

### Grade 2

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Cooperation	PS:A2, C:C2, C:A1.4	"Swimmy"	September	All 2nd grade	Classroom	Activity/Story/Discussion	students, teachers	School counselor
Self-Esteem	PS:A1, C:A1.3	IALAC activity	October	All 2nd grade	Classroom	Activity/Story/Discussion	students, teachers	School counselor
Feelings	PS:A1, PS:B1	"Glad, Mad, Sad" video	November	All 2nd grade	Classroom	video/Activity/Discussion	students, teachers	School counselor
Good Touch/Bad Touch	PS:A1, PS:C3, PS:C1	"What to Know"	January	All 2nd grade	Classroom	video/discussion	students, teachers	Transitions, Lewisburg, PA
Anger Management	PS:A1, PS:B1, C:C2.2	"My temper-ature" worksheet activity	February	All 2nd grade	Classroom	Activity/Story/Discussion	students, teachers	School counselor
Stress	PS:C1	"Don't Pop Your Cork on Mondays!"	February	All 2nd grade	Classroom	Activity/Story/Discussion	students, teachers	School counselor

**Grade 3**

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Decision Making/Problem Solving	PS:C1, PS:B1	"Owen & Mzee"	September	All 3rd grade	Classroom	Story and Discussion	students, teachers	School counselor
Making Friends	PS:A2	Creating a Friendship Book	October	All 3rd grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor
Teasing	PS:A1, PS:A2	"Simon's Hook"	November	All 3rd grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor
Safety/Anti-Bullying	PS:A1, PS:A2, PS:C1	"How I learned Not to be Bullied"	January	All 3rd grade	Classroom	Video/Discussion	students, teachers	Transitions, Lewisburg, PA
Conflict Resolution	PS:A2	I-Messages, Understanding Different Perspectives	February	All 3rd grade	Classroom	Activity/Discussion	students, teachers	School counselor
Careers	C:B2, C:C2	Name that Career! Game	March	All 3rd grade	Classroom	Activity/Discussion	students, teachers	School counselor

**Grade 4**

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Habit #1: Be Proactive	A:A3.1	"7 Habits of Happy Kids"	August	All 4th grade	Classroom	Discussion	students, teachers	School counselor
Habit #2: Begin With the End in Mind	A:B2.1, PS:A1.3	Book and PowerPoint	September	All 4th grade	Classroom	Discussion	students, teachers	School counselor
Habit #3: Put First things first	A:C1.1	Book, video "Jar of Life"	October	All 4th grade	Classroom	Discussion	students, teachers	School counselor
Habit #4: Think Win, Win	PS:A2	Book /PPT	November	All 4th grade	Classroom	Discussion	students, teachers	School counselor
Habit #5: Seek First to Understand, then to be Understood	PS:A2	Book/PPT	December	All 4th grade	Classroom	Discussion	students, teachers	School counselor
Habit #6: Synergize	PS:B1	Book/PPT	January	All 4th grade	Classroom	Discussion	students, teachers	School counselor
Habit #7: Sharpen the Saw	PS:C1	Book/PPT	February	All 4th grade	Classroom	Discussion	students, teachers	School counselor
Career Interests	C:A1, 13.11.1	<a href="http://vacareerview.net">vacareerview.net</a>	May	All 4th grade	Classroom	Discussion	students, teachers	School counselor
Olweus Bullying Prevention Program	PS:A2 PS:C1	<a href="#">Olweus materials</a>	All year	All students	Classroom	Discussion	Students, teachers	Homeroom teacher

## Grade 5

Lesson Content/Program Content	ASCA/CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Review of 7Habits	A:A3, A:B2, PS:A1, PS:A2 CEW 13.3	Handout	September-October	All 5th grade	Classroom	Discussion and/or Quiz	students, teachers	School counselor
Growth Mindset	PS:A1, PS:C1 CEW 13.3	PPT/worksheet	October	All 5th grade	Classroom	Discussion and/or Quiz	students, teachers	School counselor
Failure and Mistakes	PS:A2.8 C:C1 CEW 13.4	PPT/worksheets	November	All 5th grade	Classroom	Discussion and/or Quiz	students, teachers	School counselor
Perseverance	PS:A2.8 C:C1 CEW 13.3	PPT/worksheets	December	All 5th grade	Classroom	Discussion and/or Quiz	students, teachers	School counselor
Effort vs. Natural Talent	PS:A1 C:C1 CEW 13.1	PPT/worksheets	January	All 5 <sup>th</sup> grade	Classroom	Discussion	Students	School counselor
Feedback	PS:A2, C:C1 CEW 13.3	PPT/worksheets	February	All 5 <sup>th</sup> grade	Classroom	Discussion	Students.	School counselor
Careers and Interests/ Holland Codes	A:B2.4, C:A1, C:B1, C:B2 CEW 13.11.1	Pacareerzone.org	March	All 5th grade	Classroom	Discussion and/or Quiz	students, teachers	School counselor
Multiple Intelligences	A:A3.3, A:B2.2 C:A1.8 CEW13.1	worksheets	May	All 5th grade	Classroom	Discussion and/or Quiz	students, teachers	School counselor
Olweus Bullying Prevention Program	PS:A2 PS:C1	Olweus materials	All year	All students	Classroom	Discussion	Students/teachers	HR Teacher

## Grade 6

Lesson Content/Program Content	ASCA/CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Advisory Introduction and Team-building Activities	PS:A1; PS:A2; 13.3.8.B	Ground rules; Icebreaker activities	September	All 6 <sup>th</sup> Grade	Middle School	Activity outcome and discussion	students	6 <sup>th</sup> Grade Advisors
Service Projects	A:C1; C:C1	Supplies and materials	Sept.-May	All 6 <sup>th</sup> Grade	Middle School	Finished products delivered to site in need	students	6 <sup>th</sup> Grade Advisors
6 <sup>th</sup> Grade Focus Topic: <i>Manners &amp; Etiquette</i>	A:A2; A:C1; PS:A2	Lessons; Activity Materials	Sept.-May	All 6 <sup>th</sup> Grade	Middle School	Discussion; check for understanding; closure	students	6 <sup>th</sup> Grade Advisors
Careers	C:A1-2; C:B1-2; C:C1-2; 13.1-4.8	Lessons; Materials	Sept.-Oct.	All 6 <sup>th</sup> Grade	Middle School	Career Cruising Portfolio; Assessment Results	students	Career Counselor
Multi-media Assembly	A:A1; PS:A2; PS:B1; 13.3.8.A	Campus Life presentation; screens/sound	October	All 6 <sup>th</sup> Grade	Middle School	Recap discussion	students	Principal
Sun Tech Workshop Visit	C:A1; 13.1.8	Buses; Session Rosters	Jan.-Feb.	All 6 <sup>th</sup> Grade	Sun Tech – New Berlin	Student feedback	students	Career Counselor
Preparation, Presentations, and Tours to 5 <sup>th</sup> Grade Students	A:A3; PS:A2	Tour maps; index cards; topics	May	All 6 <sup>th</sup> Grade	Middle School	Student presentations	students	6 <sup>th</sup> Grade Advisors

## Grade 7

Lesson Content/Program Content	ASCA/C EW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Advisory Introduction and Team-building Activities	PS:A1; PS:A2; 13.3.8.B	Ground rules; Icebreaker activities	September	All 7 <sup>th</sup> Grade	Middle School	Activity outcome and discussion	students	7 <sup>th</sup> Grade Advisors
Service Projects	A:C1; C:C1	Supplies and materials	Sept.-May	All 7 <sup>th</sup> Grade	Middle School	Finished projects delivered to site in need	students	7 <sup>th</sup> Grade Advisors
7 <sup>th</sup> Grade Focus Topic: <i>Resiliency</i>	PS:A1; PS:A2; PS:B1; PS:C1	Lessons; Activity Materials	Sept.-May	All 7 <sup>th</sup> Grade	Middle School	Discussion; check for understanding; closure	students	7 <sup>th</sup> Grade Advisors
Careers	C:A1-2; C:B1-2; C:C1-2; 13.1-4.8	Lessons; Materials	Sept.-Oct.	All 7 <sup>th</sup> Grade	Middle School	Career Cruising Portfolio; Assessment Results	students	Career Counselor
Multi-media Assembly	A:A1; PS:A2; PS:B1; 13.3.8.A	Campus Life presentation; screens/ sound	October	All 7 <sup>th</sup> Grade	Middle School	Recap discussion	students	Principal
Internet Safety and Cyber-bullying	PS: C1	Lesson/ Presentation/ Activity	Nov.-Dec.	All 7 <sup>th</sup> Grade	Middle School	Discussion; Pre- and Post-Assessment	students	7 <sup>th</sup> Grade Advisors & Counselors
Sexual Harassment	PS: A1; PS:C1	Speaker/ Presentation	Nov.-Dec.	All 7 <sup>th</sup> Grade	Middle School	Discussion; Pre- and Post-Assessment	students	Counselors
Penn College Visit	C:A1; 13.1.8	Buses; Session Rosters	May	30-40 students	Penn College – Williams-port	Student feedback	students	Career Counselor

## Grade 8

Lesson Content/Program Content	ASCA/CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Advisory Introduction and Team-building Activities	PS:A1; PS:A2; 13.3.8.B	Ground rules; Icebreaker activities	September	All 8 <sup>th</sup> Grade	Middle School	Activity outcome and discussion	students	8 <sup>th</sup> Grade Advisors
Service Projects	A:C1; C:C1	Supplies and materials	Sept.-May	All 8 <sup>th</sup> Grade	Middle School	Finished projects delivered to site in need	students	8 <sup>th</sup> Grade Advisors
8 <sup>th</sup> Grade Focus Topic: <i>7 Habits of Highly Effective Teens</i>	A:A2; A:A3; C:A2; PS:B1; 13.3.8.A	Lessons; Activity Materials	Sept.-May	All 8 <sup>th</sup> Grade	Middle School	Discussion; check for understanding; closure	students	8 <sup>th</sup> Grade Advisors
Careers	C:A1-2; C:B1-2; C:C1-2; 13.1-4.8	Lessons; Materials	Sept.-Oct.	All 8 <sup>th</sup> Grade	Middle School	Career Cruising Portfolio; Assessment Results	students	Career Counselor
Multi-media Assembly	A:A1; PS:A2; PS:B1; 13.3.8.A	Campus Life presentation; screens/sound	October	All 8 <sup>th</sup> Grade	Middle School	Recap discussion	students	Principal
Sun Tech Preparation and Field Trip	C:A1; 13.1.8	Video; Buses; Session Rosters	October	All 8 <sup>th</sup> Grade	Sun Tech – New Berlin	Student feedback	students	Career Counselor

H.S. Curriculum Presentation and Course Selection	A:B2; 13.1.8	Curriculum guide; course selection forms	Feb.-April	All 8 <sup>th</sup> Grade	Middle School & High School	Completed course selection forms	students	H.S. & M.S. Counselors
Letters to Self	PS:A1	Paper; envelopes	May	All 8 <sup>th</sup> Grade	Middle School	Completed, sealed letters	students	8 <sup>th</sup> Grade Advisors
Job Shadowing	C:C2; 13.1.11	Signed permission	Sept.-May	All 8 <sup>th</sup> Grade	Off-site - community	Follow up narrative	students	Career Counselor
Sex Ed, STDs, HIV, & AIDS	PS:C1	Lessons; activity materials	Jan.-March	All 8 <sup>th</sup> Grade	Middle School	Summative assessment	students	P.E. Teachers

**Grade 9**

Lesson Content/Program	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
9th grade orientation	13.1.11 C	H.S. Curriculum Guide	August	all 9th grade	High School	transition to High School	students	Counselors
Interest Inventory	13.1.11 A B	COPS test	Sept. to April	all 9th grade	High School	Appropriate Career goals	students	Counselors, Bus. Teacher
Class/individual planning meetings	13.1.11 E G	N/A	Sept. to April	all 9th grade	High School	Appropriate career/college goals	students	Counselors
10th grade scheduling	13.1.8 F G H	H.S. Curriculum Guide	January	all 9th grade	High School	Completed appropriate schedule	students	Counselors
Counselor support	13.1.11.H	indiv./group counseling	Sept. to May	all 9th grade	High School	personal growth	students	Counselors, Intervention Specialist
Link Crew activities	16.2.12.C	varied activities	Aug - May	all 9th grade	High School	Personal skills	students	Counselors, Link Crew Advisors
Preview Days of schedule	13.1.8 FGH	Schedules	May	All 9th grade	High School	Completed appropriate schedule	students	Counselors
Guidance Information	13.1.11.H	LAHS Guidance website	yearlong	all 9th grade	High School	website usage	students	Counselors

**Grade 10**

Lesson Content/Program	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Career assessments	13.1.11 C	various inventories	Sept. to May	all 10th grade	High School	COPS, Briggs, etc.	students	Counselors
PSAT assessment	13.1.11.F	PSAT	October	volunteer basis	High School	PSAT	students	Counselors
Career/College Searches	13.1.11.E	results of PSAT	November - May	all 10th grade	High School	Big Future website, PSAT results	students	Counselors
Counselor support	13.1.11.H	indiv./group counseling	Sept. to May	all 10th grade	High School	personal growth	students	Counselors, Intervention Specialist
College Night	13.1.11.D	visiting representatives	October	volunteer basis	H.S./ Bucknell	College Acceptance	students	Counselors, Post-Secondary representatives
11th grade scheduling	13.1.8 F G H	H.S. Curriculum Guide	January	all 10th grade	High School	Completed Appropriate Schedule	students	Counselors
Preview Days of schedule	13.1.8 F G H	schedules	May	All 10 <sup>th</sup> grade	High School	Completed Appropriate Schedule	students	Counselors
Guidance Information	13.1.11.H	LAHS Guidance website	yearlong	all 10th grade	High School	website usage	students	Counselors



## Grade 11

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
PSAT assessment	13.1.11.F	PSAT materials (practice and test)	October	volunteer basis	High School	PSAT	students	Counselors
SUN Tech Presentation	13.1.11.D	SUN Tech materials	November	all 11th grade	High School	acceptance at SUN ACT	students	Counselors
SUN Tech Visitation	13.1.11.D	SUN Tech materials	December	volunteer basis	SUN ACT	acceptance at SUN ACT	students	Counselors, SUN staff
College Night	13.1.11.D	visiting representatives	October	volunteer basis	H.S./Bucknell	College Application	students	Counselors, Post-Secondary representatives
Visiting College/Career representatives	13.1.11.D	visiting representatives	Sept. to May	volunteer basis	High School	College Application/job skills	students	Counselors, Post-Secondary representatives
College/Career Planning Meetings	13.1.11.H	LAHS College Planning Guide	March to May	all 11th grade	High School	College Application/job skills	students	Counselors
Financial Aid Night	13.1.11.H	PHEAA Materials	May	volunteer basis	High School	Financial Awards	students	Counselors, PHEAA representative/ College Financial Aid Director
Informed Decision-making	13.2.11.H	N/A	Sept. to May	all 11th grade	High School	personal skills	students	Counselors
Job Shadowing/College Visits	13.1.11.F	interview questions, searches	Sept. to May	all 11th grade	High School	College Application/job skills	students	Counselors, local businesses, post-secondary institutions
Graduation Project Proposals	13.3.11.A	Graduation Project Packets	May	all 11th grade	High School	personal/career growth	students	Counselors, Advisors
Values/careers lessons	16.2.12.A	Guidance and commercially prepared lessons	Sept. to May	all 11th grade	High School	personal skills	students	Counselors, Advisors
12th grade scheduling	13.1.8 F G H	High School Curriculum Guide	January	all 11th grade	High School	Completed appropriate schedule	students	Counselors
Preview Days of schedule	13.1.8 F G H	schedules	May	all 11th grade	High School	Completed appropriate schedule	students	Counselors
Counselor support	13.1.11.H	indiv./group counseling	Sept. to May	all 11th grade	High School	personal growth	students	Counselors, Intervention Specialist
College Planning information	13.1.11.H	LAHS Guidance Website	yearlong	all 11th grade	High School	feedback on usage	students	Counselors

## Grade 12

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
SAT/ACT Administration	13.1.11.B	College Board/ACT	Sept. to June	volunteer	High School	Test results	students	Counselors
Scholarships and Opportunities	13.1.11.F	LAHS Common Scholarship Forms; local scholarships	Sept. to June	all 12th grade	High School	Senior Awards Night	students	Counselors, Community representatives
College Planning interviews	13.2.11.C	College Planning Guide, applications	Sept. to June	all 12th grade	High School	College Acceptance	students	Counselors
Career Planning meetings	13.1.11.F	N/A	Sept. to June	all 12th grade	High School	job placement, if applicable	students	Counselors
ASVAB testing	13.1.11.B	ASVAB tests/practice materials	Sept. to June	volunteer basis	High School	Military recruitment	students	Counselors, Job, Coach, Military Representatives

College Night	13.1.11.D	visiting representatives	October	volunteer basis	H.S./ Bucknell	College Acceptance	students	Counselors, Post-Secondary representatives
Visiting College/Career representatives	13.1.11.D	visiting representatives	Sept. to May	volunteer basis	High School	College Acceptance	students	Counselors, Post-Secondary representatives
Financial Aid Night	13.1.11.H	PHEAA Materials	May	volunteer basis	High School	Financial Aid rewards	students	Counselors, PHEAA representative/ College Financial Aid Director
Informed Decision-making	13.2.11.H	N/A	Sept. to May	all 12th grade	High School	Post-secondary plan	students	Counselors
Job Shadowing/College Visits	13.1.11.F	interview questions, searches	Sept. to May	all 12th grade	High School	Post-secondary plan	students	Counselors, local businesses, post-secondary institutions
Graduation Project Presentations	13.3.11.A	Graduation Project Packets	November	all 12th grade	High School		students	Counselors, Advisors
Values/careers lessons	16.2.12.A	Guidance and commercially prepared lessons	Sept. to May	all 12th grade	High School	personal skills	students	Counselors, Advisors
OVR/Transition clinics	13.4.11.C	Application	Sept. to May	LS Students	High School	career/ educational placement	students	Counselors, Job Coach, outside agencies
College Planning information	13.1.11.H	LAHS Guidance Website	yearlong	all 12th grade	High School	feedback on usage	students	Counselors

## 10. Career and Post-Secondary Resources

<b>Resource Type</b>	<b>Name of Resource</b>
<b>Umbrella Organizations</b>	Lewisburg Downtown Business Partnership GSV Chamber of Commerce, Bob Garrett GSV United Way, Joanne Troutman Central PA Chamber of Commerce, Jeff Shaffer
<b>Community/State Organizations</b>	Americorps PHEAA, Marla Kane, 570-220-0473 PA Career Link, Sunbury PA Association of College Admissions (PACAC) Commonwealth Workforce Devel. Corp., Rachel Smith Penn State Cooperative Extension, Sunbury, 800-851-9710
<b>Individual Contacts</b>	Bucknell University – Andrea Lechter-Stauffer McCann School of Business Amy Dunn Pennsylvania College of Technology – Heather Allison Susquehanna University – Madeleine Rhyneer
<b>Community/Business Meetings</b>	LAHS School Counseling Advisory Council Junior Achievement Young Women’s Symposium Young Americans Banquet Greater Susquehanna Valley Chamber Education Committee
<b>Community Events</b>	PA Career Link Career Fair Various College Fairs
<b>Internet Based Links</b>	<a href="http://www.pacareerstandards.com">www.pacareerstandards.com</a> (PA Career and Work Standards) <a href="http://www.careercruising.com">www.careercruising.com</a> <a href="http://www.onetonline.org">www.onetonline.org</a> (O*Net) <a href="http://www.pacareerzone.org">www.pacareerzone.org</a> (PA Career Zone) <a href="http://www.educationplanner.org">www.educationplanner.org</a> (Education Planner) <a href="http://www.bls.gov/k12/students/htm">www.bls.gov/k12/students/htm</a> (Occupational Outlook) <a href="http://www.ACT.org">www.ACT.org</a> <a href="http://www.pheaa.org">www.pheaa.org</a> <a href="http://www.collegeboard.org">www.collegeboard.org</a> <a href="http://www.fastweb.com">www.fastweb.com</a>
<b>Media/Advertising</b>	Daily Item (newspaper) Standard Journal (newspaper) WNEP WKOK
<b>Publication/Documents</b>	SUN Tech Program Brochures PA Career Guide LAHS School Counseling Office Library Resources LAHS School Counseling website LAHS College Planning Guide LASD College and Career Checklist 6-12

## 11. Individualized Career Plan See Appendix A

## 12. SUN Area Technical Institute Strategies

### Student Awareness:

Grade	Intervention/ Program/Events	Data Used/Success Indicator	Begin & End	Contact Person
5	Career Exploration	Discussion	1-2 classes per year	Counselor
7	Tour of Penn Tech*	Feedback	May	Counselor
7-8	Advisory Lessons: Career Exploration	Discussion	Yearly	Counselor/Advisors
8	Curriculum Night	Completed Course Selection Sheets	January	Principal/Counselors
8	SUN Tech Advisory	Discussion	October	School Counselor
8	Field Trip	Feedback	October	School Counselor
10	Visit SUN ATI Program – shadow a student *	Discussion, Feedback	Yearly	School Counselor/SUN ATI
11	SUN ATI Assembly	Feedback	November	SUN ATI/ Guidance Office
11	SUN ATI Field Trip	Feedback	December	Counselors/ SUN ATI
9-11	Cafeteria Visits	Set-up in cafeteria by SUN Staff	Every month	SUN ATI staff
9-12	Visit Tech classes	Discussion	October, February	Career Counselor

- *under consideration*

### Parent Awareness:

Intervention/ Program/Events	Date	Data Used/Success Indicator	Contact Person
6 <sup>th</sup> Grade Back to School Night – Video: “Success in the New Economy” *	August	Discussion, Feedback	Principal/Counselor
6 <sup>th</sup> -12 <sup>th</sup> Grade SUN ATI Expo (for all 5 sending schools) *	TBD	Discussion/Feedback	SUN ATI
9 <sup>th</sup> Grade Orientation	August	Questions and Answers	Principal/Counselors
Curriculum Night	January	Completed Course Selection Sheets	Principal/Counselors
Materials available during Open House/Conferences	September	Questions from parents	Counseling Staff
Enhance District website with job/career information *	All Year	Feedback	Counselors
Website link to SUN ATI	All Year	Comments from parents	Counselors
8 <sup>th</sup> grade Parent Conferences on Student Career Portfolio	November	Career Profile	Career Counselor
10 <sup>th</sup> -11 <sup>th</sup> Grade Parent Night	February	Discussion/Feedback	School Counselors

- *under consideration*

**Educator Awareness:**

<b>Intervention/ Program/Events</b>	<b>Date</b>	<b>Data Used/Success Indicator</b>	<b>Contact Person</b>
Field Trip Chaperones	Fall	Increased Awareness	Counselors
SUN ATI Representative visits to HS	Every month	Assist with setup/review materials	Counselors/ Cafeteria proctors
Informational Sessions for all juniors	November	Increased enrollment requests	Counselors
Individualized visits for Learning Support Students	Ongoing	Personalize program choices	Counselors/LS Transition Coordinator
Career emails	Ongoing	Increase Awareness	Career Counselor

**13. Appendix**

- A. Individualized Career Plan
- B: Audit Career Education - Grades K-8
- C. ASCA National Standards for Students
- D. The ASCA National Model: A Framework for School Counseling Programs
- E: Documentation checklist for PDE audit
- F: Counselor Job Descriptions