

Chapter 339 K-12 Guidance Plan Outline

School District: Cornell School District

January 2017

1. **School Counselors and Assignments:**

- Greg Paul Elementary School Counselor(K-6) # Students: 333
- Gina Walter Secondary School Counselor(7-12) # Students: 307

2. **School-Counseling Department Mission Statement**

- The mission of the Cornell School District Counseling Program is to provide a comprehensive K-12 developmental guidance program that addresses the academic, career, and personal/social development of all students. We will assist all students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners. The programs and interventions offered to students will be delivered collaboratively with school staff, families, and members of the community to offer continuous transitions to each student's post-secondary plans.

3. **Program Goals:** Cornell School District Program Goals connected to the district counseling program in all three domains:

- Academic Development Counseling Goal: The school counselors will provide students, teachers, and parents with academic data, resources, and opportunities to acquire the knowledge and skills necessary to prepare students for post-secondary achievement.
- Career Development Counseling Goal: The school counselors will deliver a program that allows all students to explore career opportunities, in relation to self-awareness, to achieve career goals with success and fulfillment.
- Personal/Social Counseling Goal: The school counselors will provide students with a foundation for personal and social growth and help students understand and respect self and others.

4. **Stakeholders:**

- Students - Students of the Cornell School District will receive a comprehensive counseling program with a curriculum focused on academic, career, and personal/social development. Students will engage in career awareness education and will acquire the skills to investigate careers in relation to knowledge of self, pertaining to individual skills, talents, and interests. Students will acquire the knowledge and skills that will enable them to develop an individualized career plan. Students will work with each other, collaborate with teachers and community members to help maintain an active and evolving career plan.

Students will display newly developed academic, social, and career oriented knowledge and abilities in school and the community.

- Educators - Educators of the Cornell School District will observe more prepared and purpose driven students as a result of the Cornell School Counseling Program. Students will be more academically prepared and driven because of the consistent implementation and curriculum aligned career counseling program. Educators will actively participate and provide direct instruction that focuses on student academic, career, and personal/social development. Educators are involved in the creation of the Cornell School Counseling goals. Educators and counselors will also collaborate in maintaining and positively growing our school counseling program by: identifying academic and mental health concerns of students; monitoring students' career and academic progress; and implementing plans and strategies to support and promote growth for every student.
- Parents - The school counseling program provides information and resources to parents to aide in planning for students' future in the domains of academic, personal/social, career and other post-secondary opportunities. Parents benefit from consultative support services from counselors who provide reliable and relevant communication regarding student progress, and address an assortment of issues connected to school counseling services. Parents will help deliver our program by reinforcing the core beliefs and goals in the home with their children. Parents will reinforce the importance of school attendance, academic responsibility, and encourage interpersonal skills to help our students to understand and respect others. Our school counseling program will continue to educate parents by providing resources and educational opportunities. Parents will be invited to present, attend, and participate in career programs and counseling based programs at the school.
- Business/Community - The Business and Community stakeholders will benefit from the school counseling program through collaboration and sharing of resources. Local business/community agencies will work with our students through providing job shadow, internship, and employment opportunities. The business community will benefit from a more skilled and prepared population of individuals to employ and grow the local economy. The local business community partnership will provide resources, speakers, and career opportunities for the school counseling curriculum and the Cornell students. Partners within the business community will provide support and knowledge in the areas of career acquisition, advancement, workplace expectations, and entrepreneurship.
- Post-Secondary - The Cornell School Counseling Program will provide students with an aligned curriculum that promotes academic preparation and planning for individualized post-secondary opportunities. Post-Secondary organizations will benefit from a more committed and prepared enrollment pool of students. Post-Secondary partners will assist the Cornell Counseling Program in preparing our students for post-secondary success. Cornell School District partners with a number of local universities, colleges, and military organizations. These post-secondary partners will provide information to teachers, students, and parents. The information provided will consists of post-secondary options to current students as well as career opportunities.

5 **Role of the School Counselor:**

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

- **As a Leader** – the school counselors work to develop and implement a school counseling program according to the PA state standards.
- **As an Advocate** – the school counselors identify and diminish barriers that impede academic success, and provide support and direction to those who are underrepresented in a safe and conducive environment.
- **As a Collaborator** – the counselors work as team members as well as liaison between teachers, parents, and community members to discuss and develop the best educational and career plan for each student.
- **As an Agent of Systemic Change** – the school counselors work with open minds to initiate, develop, and implement alternative systems to lead each student to success.

6 **Advisory Council:**

The purpose of the Advisory Council is to share information about the School Counseling program, as well as make connections for career support and post-secondary planning within our district and community. The Advisory Council will be a representative group of stakeholders. The council will assist school counselors by advising on program goals, reviewing results, making recommendations, and advocating and engaging in public relations. We are planning to meet three times per year. Our first meeting will be held February 6, 2017.

| Name-Title | Stakeholder Group |
|-------------------|------------------------------|
| Gina Walter | High School Counselor |
| Greg Paul | Elementary Counselor |
| Aaron Thomas | Superintendent |
| Doug Szokoly | High School Principal |
| Jeff Carter | Elementary Principal |
| Carla Antoniades | Special Education Supervisor |
| Kris Reagle | High School Disciplinarian |
| Patricia Dahmen | High School Teacher |
| Jason Moore | High School Teacher |
| Casey Thomas | Elementary Teacher |
| Crystal Smith | Parent |
| April Leitner | Parent |
| Karen Murphy | Cornell School Board Member |
| Darlene Abbott | Cornell School Board Member |

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| Jeff McBain | FedEx |
| Lucinda Wade | Coraopolis Youth Creations |
| MaryAnn Rafoth | Post-secondary – RMU |
| Sydney Grannis | Student |
| Courtney Leitner | Student |
| Taylor Washington | Student |

7. **Program Calendar:**

Cornell Elementary Monthly Duties

| <u>July</u> | <u>January</u> |
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| Academic: <ul style="list-style-type: none"> • PSSA Data Review | Academic: <ul style="list-style-type: none"> • Organize 4Sight Assessment Groups • Create Assessment Calendar • Academic Meetings • Administer 4Sight Assessment • 4Sight Make-ups • Process 4Sight Data • 4Sight Data Meetings/Trainings • Parent Meetings |
| Career: N/A | Career: <ul style="list-style-type: none"> • Complete Holland Assessment • Build Online Career Portfolio • Relate School & Career Responsibilities |
| Personal/Social: N/A | Personal/Social: <ul style="list-style-type: none"> • Parent Communication • Conflict Resolution Groups • ESAP • SNAP Program Transition • SNAP Program Referrals |
| <u>August</u> | <u>February</u> |
| Academic: <ul style="list-style-type: none"> • Class Roster Verification • Assessment Data Review • Assessment Data Distribution • 4Sight Assessment Setup • Terra Nova Data • Review updated 504 Plans • New Student Academic Reviews | Academic: <ul style="list-style-type: none"> • Organize Honor Roll/High Honor Roll • Organize High Honors Breakfast • Review 4Sight Assessment Data • Conduct Student Academic Meetings |
| Career: <ul style="list-style-type: none"> • Prepare Career Lessons | Career: <ul style="list-style-type: none"> • Conduct Classroom Lessons |

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| <ul style="list-style-type: none"> Review Career Cruising System | <ul style="list-style-type: none"> Explore Career Cruising Discuss Career Clusters |
| Personal/Social: <ul style="list-style-type: none"> Parent Communication/Meetings Character Ed. Lesson Planning SNAP Partnership Meetings Teacher/Student Meetings | Personal/Social: <ul style="list-style-type: none"> ESAP SNAP Character Lessons SNAP Pull-outs Conflict Resolution Groups Individual Counseling |
| <u>September</u> | <u>March</u> |
| Academic: <ul style="list-style-type: none"> PSSA Data Review with Administration Terra Nova Data Review with Administration Student Academic Meetings Attend District Education Committee Meetings Attend IEP/504 Meetings upon Request Upload 4Sight Assessment Classroom Groups Set up 4Sight Assessment Teacher Permissions Schedule and Administer 4Sight Assessment | Academic: <ul style="list-style-type: none"> Academic Meetings Parent Meetings IEP/504 Meetings Attendance Review PSSA Inventory PSSA Meetings with Administration PSSA Grouping Meetings with Teachers PSSA Online Training |
| Career: <ul style="list-style-type: none"> Schedule Career Classroom Activities Schedule Parkway Fieldtrip Review 339 Plan | Career: <ul style="list-style-type: none"> Classroom Lessons Narrow Down Clusters Explore Pathways |
| Personal/Social: <ul style="list-style-type: none"> Conflict Resolution Individual/Groups Individual Counseling Schedule Officer Phil Safety Assembly Schedule Anti-Bullying Assembly Parent Meetings and Communication Begin SNAP Classroom Lessons and Pull-outs Attendance Review and Program Referrals ESAP District Meeting | Personal/Social: <ul style="list-style-type: none"> Parent Communication Individual Counseling Group Conflict Resolution ESAP Meetings SNAP Program Inventory Terra Nova Achievement Assessment |

| <u>October</u> | <u>April</u> |
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| <p>Academic:</p> <ul style="list-style-type: none"> • Complete 4Sight Administration and Make-ups • Train Teachers on 4Sight Reports and Scoring • Review Student Data for Tutoring Program • Conduct Data Meetings with Administration and Teachers | <p>Academic:</p> <ul style="list-style-type: none"> • PSSA Scheduling • PSSA Student Grouping • PSSA Organization/Inventory • PSSA Staff Training • PSSA Administration • Coordinate Honor Roll Program • Coordinate Straight “A” Breakfast |
| <p>Career:</p> <ul style="list-style-type: none"> • Classroom Lessons • Set up Career Cruising Accounts | <p>Career:</p> <ul style="list-style-type: none"> • N/A |
| <p>Personal/Social:</p> <ul style="list-style-type: none"> • Parent Communication • ESAP Meetings and Screenings • Conflict Resolution Groups • Red Ribbon Week • Attendance Review • Coordinate SNAP Character Development Program | <p>Personal/Social:</p> <ul style="list-style-type: none"> • Student Conflict Resolution Groups • Individual Counseling • ESAP • SNAP • Referral of Services |
| <u>November</u> | <u>May</u> |
| <p>Academic:</p> <ul style="list-style-type: none"> • Coordinate Honor Roll Program • Coordinate Straight “A” Breakfast • Present Academic Certificates • Student Academic Reviews • Provide Student Data for Special Ed. Review | <p>Academic:</p> <ul style="list-style-type: none"> • Organize Terra Nova Assessment • Schedule Terra Nova Assessment • Train Teachers • Administer Terra Nova Assessment and Make-ups • Inventory and Ship Terra Nova • Administer PSSA Make-ups • Inventory and Ship PSSA |
| <p>Career:</p> <ul style="list-style-type: none"> • Classroom Lessons • Complete Interest Inventory • Discuss Individual Interests | <p>Career:</p> <ul style="list-style-type: none"> • Closing Activities • Completion of Portfolio (6th Grade) • Parkway Tour • Parkway Summer Camp Presentation |
| <p>Personal/Social:</p> <ul style="list-style-type: none"> • Parent Communication • Individual Counseling • Group Conflict Resolution • ESAP Meetings | <p>Personal/Social:</p> <ul style="list-style-type: none"> • ESAP • Student Conflict Resolution Groups • Parent Communication • Character Development |

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| <ul style="list-style-type: none"> • SNAP Program Coordination • Inventory Terra Nova Achievement Assessment • Review Community Programs and Partnerships | <ul style="list-style-type: none"> • Individual Counseling |
| <u>December</u> | <u>June</u> |
| <p>Academic:</p> <ul style="list-style-type: none"> • Review Academic Progress Reports • Conduct Student Academic Reviews • Prepare 4Sight Student Groups and Update New Student Information • Provide Student Academic Data for IEP, 504, or Support Services | <p>Academic:</p> <ul style="list-style-type: none"> • Input ESAP Data on State Website • Follow up on Summer Referral Programs • Student Groups • Scheduling |
| <p>Career:</p> <ul style="list-style-type: none"> • Classroom Lessons • Discuss Individual Skills | <p>Career:</p> <ul style="list-style-type: none"> • Final Confirmations for Parkway Summer Camp • Lesson Planning |
| <p>Personal/Social:</p> <ul style="list-style-type: none"> • ESAP • Student Conflict Resolution Groups • Parent Communication • Character Development • Individual Counseling | <p>Personal/Social:</p> <ul style="list-style-type: none"> • Follow up on Summer Counseling Schedule • Review Summer Service Coordination Planning • 6th Grade Transition |

Cornell High School Monthly Duties

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| <u>July</u> | <u>January</u> |
| <p>Academic:</p> <ul style="list-style-type: none"> • Grade 11 Attribution Window • Review PSSA and Keystone scores to determine remediation placement • PASA 1% Distribution | <p>Academic:</p> <ul style="list-style-type: none"> • Schedule changes for 2nd semester • See failing students • Coordinate 2st nine week grades and report cards |
| <p>Career: N/A</p> | <p>Career:</p> <ul style="list-style-type: none"> • College Applications • Letters of recommendation • Scholarships |
| <p>Personal/Social: N/A</p> | <p>Personal/Social:</p> <ul style="list-style-type: none"> • SAP meetings • Individual Counseling • Parent Communication • Crisis Counseling |

| <u>August</u> | <u>February</u> |
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| <p>Academic:</p> <ul style="list-style-type: none"> • Adjust schedules due to summer school courses • Scheduling conflicts • Finalize student schedules • Schedule new students • Meet with special education supervisor and teachers about student schedules | <p>Academic:</p> <ul style="list-style-type: none"> • Meet with potential failing students • Mail letters of potential failures • Course selection presentations to all grades (6 – 11) • Individual scheduling meetings • Assist with development of master schedule |
| <p>Career:</p> <ul style="list-style-type: none"> • Update website | <p>Career:</p> <ul style="list-style-type: none"> • College Applications • Letters of Recommendation • Scholarships • College Fair Field Trip |
| <p>Personal/Social:</p> <ul style="list-style-type: none"> • 7th Grade/New Student Orientation | <p>Personal/Social:</p> <ul style="list-style-type: none"> • SAP meetings • Individual Counseling • Parent Communication • Crisis Counseling |
| <u>September</u> | <u>March</u> |
| <p>Academic:</p> <ul style="list-style-type: none"> • Schedule changes • Open House • PSAT Registration • Keystone Exam Set-up dates • Update NCAA Course list • Enter PSSA Enrollment Data | <p>Academic:</p> <ul style="list-style-type: none"> • Prepare PSSA testing • Train PSSA proctors • Individual scheduling meetings • Prepare 3rd nine week grades and report cards • Winter Keystone Corrections window • Spring Keystone test set-up • Assist with master schedule development |
| <p>Career:</p> <ul style="list-style-type: none"> • Prepare for Sr. Class Post-Secondary presentation • College Applications • Letters of recommendations • College Rep. visits | <p>Career:</p> <ul style="list-style-type: none"> • RMU March to College Field Trip • Scholarships |
| <p>Personal/Social:</p> <ul style="list-style-type: none"> • Set-up Holy Family school- | <p>Personal/Social:</p> <ul style="list-style-type: none"> • SAP meetings |

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| <p>based therapy services</p> <ul style="list-style-type: none"> • SAP meetings • Individual Counseling • Parent Communication • Crisis Counseling | <ul style="list-style-type: none"> • Individual Counseling • Parent Communication • Crisis Counseling |
| <u>October</u> | <u>April</u> |
| <p>Academic:</p> <ul style="list-style-type: none"> • PSAT test administration • Distribution of scholarships | <p>Academic:</p> <ul style="list-style-type: none"> • Prepare for Spring Keystones • Individual scheduling meetings • PSSA Administration • Distribute 3rd nine week report cards • Meet with potential failing students • Mail potential failure letters • Senior scholarship night planning |
| <p>Career:</p> <ul style="list-style-type: none"> • College Rep. visits • Senior Presentation – Post-secondary planning • College Applications • Letters of recommendations • Parkway presentation • Attend annual NCAA update • Begin individual Sr. meetings | <p>Career:</p> <ul style="list-style-type: none"> • Parkway Field trip (7th grade) • Scholarships |
| <p>Personal/Social:</p> <ul style="list-style-type: none"> • SAP meetings • Individual Counseling • Parent Communication • Crisis Counseling | <p>Personal/Social:</p> <ul style="list-style-type: none"> • SAP meetings • Individual Counseling • Parent Communication • Crisis Counseling |
| <u>November</u> | <u>May</u> |
| <p>Academic:</p> <ul style="list-style-type: none"> • Coordinate 1st nine week grades and report cards • Train staff for Keystone administration • Parent Conferences | <p>Academic:</p> <ul style="list-style-type: none"> • Senior Scholarship Night • Coordinate AP testing • Spring Keystone Administration • PSSA Administration • Academic Awards breakfast |
| <p>Career:</p> <ul style="list-style-type: none"> • FAFSA Completion Workshop • Financial Aid presentations to seniors. | <p>Career:</p> <ul style="list-style-type: none"> • Scholarships |

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| <ul style="list-style-type: none"> • College Applications • Letters of Recommendation • Scholarships • Parkway Career Exploration Field Trip • Penn State Beaver Field Trip | |
| Personal/Social: <ul style="list-style-type: none"> • SAP meetings • Individual Counseling • Parent Communication • Crisis Counseling • Drug and Alcohol Awareness Assembly | Personal/Social: <ul style="list-style-type: none"> • SAP meetings • Individual Counseling • Parent Communication • Crisis Counseling |
| <u>December</u> | <u>June</u> |
| Academic: <ul style="list-style-type: none"> • Keystone Administration • PSAT Interpretation | Academic: <ul style="list-style-type: none"> • Prepare for graduation • Prepare for 4th nine week and final grades • Mail final report cards • Review year end failures, send letters, and call home about summer school options • Order PSAT materials • Scheduling for all students • Master schedule development • Schedule new students |
| Career: <ul style="list-style-type: none"> • College Applications • Letters of recommendation • Scholarships | Career: <ul style="list-style-type: none"> • Send Parkway applications to Parkway |
| Personal/Social: <ul style="list-style-type: none"> • SAP meetings • Individual Counseling • Parent Communication • Crisis Counseling | Personal/Social: <ul style="list-style-type: none"> • Individual Counseling • Parent Communication • Crisis Counseling |

8. Program Delivery

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Cornell Elementary School

| Guidance Curriculum | Prevention, Intervention and Responsive Services | Individual Student Planning | System Support |
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| <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p> | <p>Addresses school and student needs.</p> | <p>Assists students and parents in development of academic and career plans.</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> <ul style="list-style-type: none"> • 1st, 2nd Grade Terra Nova • 3rd – 6th 4Sight & PSSA Assessment • 3rd – 6th Grade study & organizational skills lessons (built in character education lessons) | <p>Academic</p> <ul style="list-style-type: none"> • 2nd Grade Straight A recognition • 3rd – 6th Honors Program • 2nd- 6th Academic Breakfast wParents • “Be There” school wide attendance program through United Way • Group Study Skill Class Lessons | <p>Academic</p> <ul style="list-style-type: none"> • Individual Academic Reviews • Academic Progress Monitoring & Planning • Assessment and PVAAS Projection Reviews • Study Skills and Transition Preparation within Classroom Lessons • 6th Grade Scheduling and Course Selection Process | <p>Counselor Related</p> <ul style="list-style-type: none"> • Testing/Assessment Coordination • Testing/Assessment Trainings • School Wide Data • Assessment Data • Terra Nova Data • 4Sight Data • PSSA Data • PVAAS Data • Data Meetings with Administration • Data Meetings with Teachers • District Edu. Committee Meetings • ESAP – Meeting |

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| | | | <p>implementation</p> <ul style="list-style-type: none"> • Coordination of ESAP meetings • ESAP – Data Input • Parent meetings/conferences • Outside agency partnerships/referrals • Attendance Program Identification • Support Programs, Clothing, Housing, Food, Utilities, Mental Health, Insurance... • SWPBIS Program • 504/IEP Meeting Participation • Educational Placement Meetings • Service Coordination Meetings • Service Coordination Referrals • Wraparound Meetings |
| <p>Career</p> <ul style="list-style-type: none"> • 6th Grade Parkway tour • 5th, 6th grade Career Cruising activities • 3rd, 4th grade Career development activities • SNAP Program Partnership Activities Grades 1 – 5 | <p>Career</p> <ul style="list-style-type: none"> • Behavioral Career Based Interventions • PRIDE: After School Groups • Maker Space Career Based Activities • SNAP Program Partnership Activities Grades 1 – 5 | <p>Career</p> <ul style="list-style-type: none"> • Career reviews in conjunction with individual academic reviews • Behavioral based interventions relating to career planning • Transition Lessons 6th Grade | <p>Non-Counselor Related</p> <ul style="list-style-type: none"> • Bus duty • Attendance Monitoring • Lunch Duty • Assessment Coordination, Ordering, Inventory, Security, Shipping/Receiving • Assessment Training • Attendance Magisterial Hearings • Disciplinary Decisions (Principal is out of the building) • Grades 3 – 6 Attribution Window • PSSA Correction Window |
| <p>Personal/Social</p> <ul style="list-style-type: none"> • K-6 Anti-bullying assemblies and programs • 3rd – 6th Character Development Lesson | <p>Personal/Social</p> <ul style="list-style-type: none"> • Student Conflict Resolution Group • SWPBIS Golden Ticket contact • SWPBIS incentive facilitator | <p>Personal/Social</p> <ul style="list-style-type: none"> • SAP – Student referral • Student Conflict Resolution • SWPBIS Calls and Reward Program | |

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| <ul style="list-style-type: none"> implementation 1st – 5th SNAP Character Education partnership Red Ribbon Week Programming | <ul style="list-style-type: none"> Character Ed. Classroom lessons SNAP Classroom Presentations | <ul style="list-style-type: none"> Parent, Teacher, Student Meetings Individual Counseling SNAP Individual Sessions Holy Family Counseling (ESAP) | |
| <p>Percentage of Time</p> <p>20</p> | <p>Percentage of Time</p> <p>30</p> | <p>Percentage of Time</p> <p>20</p> | <p>Percentage of Time</p> <p>30</p> |

Cornell High School

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| <p>Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p> | <p>Prevention, Intervention and Responsive Services Addresses school and student needs.</p> | <p>Individual Student Planning Assists students and parents in development of academic and career plans.</p> | <p>System Support Includes program, staff and school support activities and services.</p> |
| <p>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</p> <ul style="list-style-type: none"> Open House Course selection presentation | <p>Academic</p> <ul style="list-style-type: none"> Review year end grades, contact parents/students about summer school Individual academic counseling Meet with students with failing grades | <p>Academic</p> <ul style="list-style-type: none"> Schedule changes Schedule new students PSAT Testing and interpretation Parent conferences Keystone testing Individual scheduling meetings Academic Awards Banquet | <p>Counselor Related</p> <ul style="list-style-type: none"> Review PSSA and Keystone scores to determine remediation placement Adjust schedules based on summer school grades Meet with special education supervisor and teachers about student schedules Update Website Update NCAA Course List College Applications Letters of Recommendations Attend NCAA annual meeting |

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| | | | <ul style="list-style-type: none"> • Coordinate report cards/grades • Coordinate cyber school report cards • Mail letters to students/parents of potential failure • Assist with development of master schedule • Prepare Senior Scholarship Night • Prepare for graduation • Teacher consultations • Educational Committee Meetings • Parent meetings • Check credits |
| <p style="text-align: center;">Career</p> <ul style="list-style-type: none"> • Senior Class presentation on Post-Secondary planning • Parkway presentation • FAFSA Completion Workshop • Financial Aid presentations to Seniors • 7th grade Parkway Field Trip • 8th grade Choices Program • 8th grade Career research presentation • 9th grade starts Career Graduation Portfolio: Student Survey Interest Sheet, Career Matchmaker on Career Cruising, Skills Assessment, Interest Assessment, reflection paper, and presentation • 9th Grade Career Research paper • 9th grade cover letters and resumes • 10th grade Portfolio: career related research articles and reflection paper • 10th grade Career Units in Personal Finance • 11th grade Portfolio: Job shadowing, interviews, thank you notes, exploration | <p style="text-align: center;">Career</p> <ul style="list-style-type: none"> • Parkway Career Exploration field trip • Field trips to visit colleges • College Fair field trip • March to College field trip to RMU • Individual counseling | <p style="text-align: center;">Career</p> <ul style="list-style-type: none"> • Individual Senior Meetings • College Representative Visits • Scholarships • Senior Scholarship Night | <p style="text-align: center;">Non-Counselor Related</p> <ul style="list-style-type: none"> • PASA 1% Distribution • Grade 11 Attribution Window • Standardized testing coordinator including AP, PSSA, PSAT, and Keystone Testing • Enter PSSA Enrollment Data • Train staff on PSSA and Keystone administration • Keystone Correction window |

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| <p>paper, and presentation</p> <ul style="list-style-type: none"> 12th grade Portfolio completed: Career Matchmaker, Job Profile, Career Cruising, Cover letters and resumes, College Scholarship essay, Reflection form and paper, senior interview | | | |
| <p>Personal/Social</p> <ul style="list-style-type: none"> 7th Grade Orientation Drug/alcohol awareness assembly | <p>Personal/Social</p> <ul style="list-style-type: none"> Coordinate Holy Family school-based therapy SAP meetings Crisis counseling Individual counseling | <p>Personal/Social</p> <ul style="list-style-type: none"> Individual Counseling Parent communication | |
| <p>Percentage of Time</p> <p>25%</p> | <p>Percentage of Time</p> <p>20%</p> | <p>Percentage of Time</p> <p>25%</p> | <p>Percentage of Time</p> <p>30%</p> |

9. **Curriculum Action Plan – see Appendix A**

10. **Organizing Career /Postsecondary Resources**

| Resource Types | List Resources |
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| Organizations/Agencies | Parkway West Career and Technical Center Allegheny Intermediate Unit 3 |
| Intermediary Organizations | Coraopolis Police Department Coraopolis Fire Department Coraopolis Community Development Foundation |
| Umbrella Organizations | Coraopolis Rotary Chamber of Commerce Collegeboard |
| Community/State Agencies | Pennsylvania Department of Education PSCA PHEAA United Way Office of Vocational Rehabilitation (OVR) |
| Networking Opportunities | Parkway West CTC – Rich Wittebort PHEAA – Kim McCurdy |
| Individual Contacts | Fed Ex |

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| Community/Business Meetings | Allegheny County Counseling Association |
| Community Events | Cornell Field Day Cornell PRIDE After School Program College Fair Post-Secondary School Visits Financial Aid Night |
| Online/ Onland | PA Career Zone – www.pacareerzone.com O*NET Online – www.onetcenter.org PHEAA – www.pheaa.org PA Career Standards online – www.pacareerstandards.com Career Cruising – www.careercruising.com |
| Internet Based Links | |
| Media/Advertising | Cornell School District Website |
| Publications/Documents | Cornell Monthly News Cornell Today HighSchool Newspaper - Hilltop |

11. Individualized Academic/Career Plan

Cornell students will begin developing their individualized Academic and Career Plan/Portfolio in eighth grade. The plan/portfolio will be a hard copy placed in a student file labeled with the student's name and grade. The school counselor will maintain the files throughout the students' school career, and it will be added to the Senior Project as part of their Senior Interview requirement.

Career assessments, using the Career Cruising program, will initially be given to all 8th grade students. Annual Career Cruising assessments and career-related assignments will be given in grades 9 – 12. Assessments include Matchmaker and My Skills, Ability Profiler, and Learning Styles Inventory. Assignments will include Student Survey Interest Sheet, reflection papers, presentations, an exploration paper, Job Profile, Post-Secondary Data Sheets, and Senior Interview. Results and assignments will be printed out and added to the portfolio. The portfolio will also include the student's schedule and report card each year.

Parents will be notified regarding Academic and Career Plan Portfolios through information on the District's website and letters. Teachers and administrators will be informed of the development process, maintenance, and presentation plan in the school through school counselor presentations and faculty meetings.

The plan will be revisited once a year by the school counselor. In the summer, items from the career assessments and assignments will be added to the file and reviewed by the school counselor. In the fall of their senior year, the file will be reviewed by the counselor and discussed with individual seniors. The portfolio will be presented during their senior year during the Senior Interview.

K-12 Career Development Intervention Matrix

| Grade | Career Development Interventions for All Students |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| K | Classroom lessons on responsibility, respectfulness, and readiness. |
| 1 | Classroom lessons; SNAP Stop Now and Plan activities and partnership |
| 2 | Classroom lessons; SNAP Stop Now and Plan activities and partnership |
| 3 | Classroom lessons, Character/Career Development; Self-Awareness/Interest Activities |
| 4 | Elementary Based Career Interest Inventory, Personality Types; 16 Career Clusters |
| 5 | “It’s My Life” Academic and Career Activities; Classroom Lessons that Link Academic Subjects to Careers; Holland’s Interest Assessment and Personality Types |
| 6 | 6 th Grade Transition Success Program; Holland’s Interest Inventory and Personality Types; 16 Career Clusters and Pathways relating to Individual Holland Results; Career Cruising Online Career Exploration |
| 7 | Parkway Tour |
| 8 | Parkway Presentation and Career Exploration Day; Choices Program; Career Research Presentation; Career Exploration/Portfolio development begins |
| 9 | Career Research Lessons, Portfolio Development continues with Student Survey Interest Sheet, Career Matchmaker, presentation and reflection paper |
| 10 | Career Units; Portfolio development continues with research articles, reflection paper, and career shadowing discussions |
| 11 | College tours; College Fair field trip; Portfolio development – Job shadowing, interviews, thank you notes, employee evaluation, career exploration paper, and presentation |
| 12 | Post-secondary planning presentation; individual review and discussion of portfolio; FAFSA Workshop, My Smart Borrowing lecture; Portfolio development – Career Matchmaker, job profile, cover letters, resumes, scholarship essay, reflection form and paper; senior interview |

* For Academic and Career Plan – see Appendix B

12. Career and Technical Center Strategy

Career and Technical Center Strategies
District: Cornell School District

Student Awareness:

| Grade | Intervention/ Program/ Events | Stakeholder Delivering | Data Used Success Indicator | Begin & End | Contact Person |
|-----------------------------------|----------------------------------------------|-----------------------------------|--------------------------------------------|------------------------|--------------------------------|
| 4-5 | Intro to Parkway West CTC | Counselor | Questions and Answers | March | Greg Paul |
| 6 | Field Trip | Counselor and Parkway Staff | Tour | May | Greg Paul |
| 7 | Field Trip | Counselor and Parkway Staff | Tour | May | Gina Walter |
| 8 | Parkway Presentation | Parkway Staff | Student Attendance | October | Gina Walter |
| 8 | Parkway Career Exploration Day | Cornell and Parkway Staff | # of students participating | November | Gina Walter |
| 6 th - 8 th | Summer Camp | Parkway Staff | # of student participating | June | Parkway Staff |
| 8 – 11 | Scheduling Presentation | Counselor | Completed Parkway application | February | Gina Walter |
| 7 – 11 | Individual Scheduling Meetings | Counselor | Parkway Enrollment | February – April | Gina Walter |
| 8 – 12 | Parkway Open House | Parkway Staff | Student Attendance | October | Parkway Staff |
| 10 | CCBC Aviation Academy Presentation | CCBC representative | # of students participating | February | CCBC Dean of Aviation Sciences |

Parent Awareness:

| Intervention/ Program Events | Date | Stakeholder Delivering | Data Used Success Indicator | Contact Person |
|-------------------------------------------------|-------------|--------------------------------------|--------------------------------------------|------------------------------|
| Cornell Open House | September | Counselor and Parkway Representative | # of parents getting information | Gina Walter and Parkway Rep. |
| Parkway Information sheets available to parents | On-going | Counselor | Feedback | Gina Walter |
| Parkway Open House | October | Parkway Staff | # of parents attending | Parkway Rep. |
| Parkway Summer Camp Information | May | Parkway Staff and counselors | # of students attending | Counselors |

Educator Awareness:

| Intervention/ Program Events | Date | Stakeholder Delivering | Data Used Success Indicator | Contact Person |
|-----------------------------------------|-----------------|-----------------------------------|--------------------------------------------|-----------------------|
| Counselor meeting at Parkway | Fall and Spring | Parkway Staff | Counselor attendance | Parkway Rep. |
| Field Trips – chaperones | On-going | Parkway Staff | Increased enrollment requests | Gina Walter |
| Parkway presentations | October | Parkway Staff | Increased enrollment requests | Gina Walter |

13. Job Descriptions**TITLE:** School Counselor**REPORTS TO:** Building Principal**EMPLOYMENT TERMS:** Full time/Full calendar school year plus 20 additional work days**RESPONSIBLE FOR:** School Counselor is responsible for preventive services and to address identified student needs through a comprehensive school counseling program that promotes positive academic, career, and personal/social development of all students. To act as an advocate for all students and effectively communicate and collaborate with parents, teachers and administrators.**Essential Duties: Elementary**

- Implement a K – 6th grade school counseling curriculum
- Provide support services for students in the areas of academic programs, post-secondary and career planning, course planning, registration and school policy/rules
- Consult with teachers, staff and parents regarding meeting the developmental needs of students
- Assess and counsel students based on academic, career and personal/social need
- Coordinate, organize, and interpret assessments and results
- Provide individual counseling covering all aspects of the counseling program
- Provide parental support services
- Consult with and act as a resource to teachers

- Conduct parental conferences
- Serve as a liaison to outside agencies, such as CYF, Holy Family, Family Links, etc.
- Participate as a member of the SAP team
- Participate in the orientation activities
- Accurately maintain student records
- Participate in ongoing professional development program to ensure that best practices are utilized
- Complete necessary forms and reports and perform necessary clerical tasks related to student progress and welfare
- Set and maintain high standards of achievement for students
- Participate in and facilitate student support services (SAP)
- Consult with administration regarding student grouping and scheduling
- Referral of students and/or families to appropriate community agencies and collaborate with the agencies to provide student support
- Provide information on local and county-wide support services for families, parents, and students
- Coordinate special programs
- Respond to crisis situations when appropriate
- Perform other related duties as requested by administration

Essential Duties: Secondary

- Implement a 7th – 12th grade school counseling curriculum
- Provide support services for students in the areas of academic programs, post-secondary and career planning, course planning, registration, and school policy/rules
- Consult with teachers, staff, and parents regarding meeting the developmental needs of students
- Assess and counsel students based on academic, career, and personal/social need
- Coordinate and organize assessments and results
- Provide individual counseling covering all aspects of the guidance program
- Provide parental support services
- Consult with and act as a resource to teachers
- Conduct parental conferences
- Serve as a liaison to outside agencies, such as CYF, Holy Family, Family Links, etc.
- Participate as a member of the SAP team
- Participate in 7th grade orientation
- Accurately maintain student records
- Participate in ongoing professional development program to ensure that best practices are utilized

- Complete necessary forms and reports and perform necessary clerical tasks related to student progress and welfare
- Set and maintain high standards of achievement for students
- Participates in and facilitates student support services (SAP)
- Schedule individual students grades 7 – 12
- Referral of students and/or families to appropriate community agencies and collaborate with the agencies to provide student support
- Provide information on colleges, universities, and technical/vocational schools, and assist in the application process
- Coordinate special programs
- Respond to crisis situations when appropriate
- Perform other related duties as requested by administration

QUALIFICATIONS:

Candidates for this position should meet the following qualifications:

- Master's Degree in School Counseling
- Outstanding verbal and written communication skills
- Knowledge and skills in communicating with and counseling students in academic, career, and personal/social matters