



SELINGROVE AREA SCHOOL DISTRICT

GUIDANCE PLAN

2024-2025

Philosophy

Guidance services are predicated on the understanding that each student is a unique, developing, capable individual who will learn from experience and grow personally, socially and educationally throughout adolescence. Respectful of individual differences, the program assists and supports students as they begin to understand themselves, develop decision-making and problem-solving skills, develop inter-personal skills, and plan for the future. In addition to disseminating necessary and important educational and career information, the program seeks to promote each student's desire to maximize his/her potential in preparation for success in interactions with others and in further education and/or a career. Counseling promotes effective communication and life planning skills that help students grow into responsible adults.

School Counseling Department Mission Statement

The mission of the Selingsrove Area School District Counseling Department is to provide a comprehensive school counseling program that promotes the academic, social emotional development, and career readiness of all students and assists students in acquiring competencies for life-long learning and success.

SCHOOL COUNSELOR ASSIGNMENTS

Counselor	Building Assignment	Grade Levels	Ratio
Evonne Workman	Selinsgrove Area Elementary School	K-1	310:1
Victoria Schaffer	Selinsgrove Area Elementary School	2	337:1
	Selinsgrove Area Intermediate School	3	
Roger Legg	Selinsgrove Area Intermediate School	4-5	356:1
Brienne Doak	Selinsgrove Area Middle School	6-8	265:1
Scott Smolleck	Selinsgrove Area Middle School	6-8	265:1
Lynn Aurand	Selinsgrove Area High School	9-12	247:1
Matt Lehman	Selinsgrove Area High School	9-12	247:1
Amy Veach	Selinsgrove Area High School	9-12	247:1
Rebecca Schaffer-Neitz	Career Counselor	6-12	

PROGRAM GOALS

(Based on the American School Counseling Association Standards)

Personal/Social:

Students will 1) acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others; 2) make decisions, set goals, and take necessary action to achieve goals; and 3) understand safety and survival skills.

- 75% or more of students will report positive perceptions of student to student interactions based on the results of the school climate survey and the PAYS survey.
- Student percentage of discipline referrals will remain the same or decrease at the K-8 level as counselors provide support in classroom lessons, small groups, and individual assistance.

Academic:

Students will 1) acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the lifespan; 2) complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college, and 3) understand the relationship of academics to the world of work, and to life at home and in the community.

- Student attendance rates will improve across all levels.
- Student drop-out rates will decrease at high school.

Career Development:

Students will 1) acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions; 2) employ strategies to achieve future career success and satisfaction; and 3) understand the relationship among personal qualities, education and training, and the world of work.

- Students at the K-7 level will explore knowledge of various careers, complete interest inventories to identify their “Spark”, and match their interests to careers in various career clusters.
- By the end of 8th grade students will develop a career plan, which will be available to parents and school faculty. This is a working document which will change as student goals and interests change. It will be utilized to drive course selection and set future goals.
- Provide career pathways to parents and students to guide them in their course selection and involvement in activities toward meeting their future goals.

STAKEHOLDERS: SASD STUDENTS

Student Benefits: Elementary Level

- Classroom Guidance Lessons: Elementary school children will learn skills to build friendships, anti-bullying strategies, conflict resolution strategies, and learning to be respectfully assertive. Students will learn safety awareness of their bodies, stranger safety, and safe people to identify for help. Students learn feeling identification and appropriate ways to express their feelings and coping skills. Students learn listening skills, responsibility skills, cooperation, and empathy skills. Students will explore careers by exploring interests and uses for various careers.
- Small Group Counseling: The counselor offers small groups with parent permission to explore pro social skills such as feeling identification, strategies to make friends, strategies to control anger, self-esteem and self-awareness, and listening skills.
- Individual Counseling: The counselor is available to meet individually with students to conduct screenings and assessments, design and help implement behavior plans, and address specific student concerns (separation anxiety, family changes, etc.). Counselors work collaboratively with all school staff to ensure each child's needs are being met.
- Referrals: Students needs are identified and addressed as counselors assist in accessing community resources or district programs.
- Special Programs: Students in K-2 participate in Red Ribbon Week activities. The week focuses on making safe and healthy choices along with drug prevention activities and speakers.
- Consultation/Collaboration: Counselors work to ensure that students' needs are met by consulting and collaborating with other stakeholders.
- Transition Planning: Elementary School counselors help students transition to the Intermediate School. Counselors also assist with orientation of new students who enroll throughout the school year.
- Academic Planning: Counselors assist with 504 Plan development, homebound instruction placement and promotion/retention decisions.
- Support Programs: Intermediate School counselors provide support to students through the Student Assistance Program (SAP), ISPT and Core Team meetings with CSBBH and other wrap around providers, Child Study, and IEP meetings.
- Assessments: Elementary School counselor screens students for possible enrichment eligibility. The counselors are involved in test score review, interpretation and analysis upon request from parents or staff.
- Records Management: The counselor is responsible for maintaining student academic records by updating pertinent information and purging records prior to students transitioning to the Intermediate School.

Student Benefits: Intermediate Level

- Classroom Guidance Lessons: Students at the 3-5 level are taught “soft skills” in guidance classes such as listening skills, time management, goal setting, organization, responsibility, cooperation, and communication. In our Career Units students identify interests, learning styles, and career opportunities that match their interests.
- Small Group Counseling: Counselors offer small groups for students to discuss concerns and issues regarding a variety of topics such as self-esteem, handling anger responsibly, reducing stress, making friends, responding to family issues, etc.
- Individual Counseling: Counselors meet individually with students to participate in goal-setting regarding behavior plans and the development and implementation of strategies to address specific student issues (improving grades, dealing with bullying, coping with family changes, etc.).
- Crisis Counseling: Counselors provide counseling and support to students facing emergency situations
- Referrals: Student needs are addressed as counselors assist students in accessing community resources or district programs.
- Special Programs: Students in grades 4 and 5 participate in a peer leadership program to facilitate appropriate social interactions among their classmates. Students also participate in Red Ribbon Week activities to promote substance abuse prevention.
- Consultation/Collaboration: Counselors work to ensure that students’ needs are met by consulting and collaborating with other stakeholders.
- Transition Planning: Intermediate School counselors help students transition to Middle School. Also, counselors assist with orientation of new students who enroll during the summer and throughout the school year.
Academic Planning: Counselors assist with the Multi-Tiered Systems of Support (MTSS) process, 504 Plan development, accessing homebound instruction, class placement and promotion/retention decisions.
- Support Programs: Intermediate School counselors provide support to students through the Student Assistance Program (ESAP), MTSS process, ISPT and Core Team meetings with CSBBH, and IEP meetings.
- Assessments: Intermediate School counselors screen students through the MTSS process and for possible enrichment eligibility. The counselors are involved in test score review, interpretation and analysis upon request from parents or staff. Counselors also facilitate the administration of the PSSA’s, the state assessment program.
- Records Management: The counselors are responsible for maintaining student academic records by updating pertinent information and purging records prior to students transitioning to middle school.

Student Benefits: Middle Level

- Small Group Counseling: The Middle School Guidance Department offers small groups for students aimed at helping them better deal with the challenges that many students seem to be experiencing. Group members discuss concerns and issues regarding a variety of topics such as self-esteem, handling anger responsibly, resolving conflicts, reducing stress, making friends, appreciating and accepting differences in others, improving study skills, responding to family issues, etc.
- Individual Counseling: Middle School counselors are available to answer questions, to listen, and to help students figure out how to deal with challenging situations.
- Crisis Counseling: The Middle School counselors provide counseling and support to address safety concerns such as suicidal ideation, self-harm, etc.
- Referrals: The Middle School counselors use referral sources to deal with crises such as suicidal ideation, abuse, depression, etc. Some of the programs that we make referrals to include CYS, CMSU, multisystemic therapy services (MST), outside counseling services, Gaggles therapy, partial hospitalization, family-based services, etc.
- Peer Facilitation: The Middle School counselors train selected 6th, 7th, and 8th grade students to serve as Creating A Safe School (CASS) Club mentors. Counselors provide CASS Club mentors an opportunity to teach mini lessons about bullying. In addition, CASS Club mentors develop and implement a variety of creative school and community activities and events that deliver powerful messages about bullying and peace.
- Consultation/Collaboration: Middle School counselors serve as student advocates and work with faculty/staff, administration, parents and outside agencies to ensure that the students' needs are being met.
- Group Activities: Middle School counselors conduct planned activities outside the classroom to respond to students' identified needs or interests such as substance abuse education, career awareness/exploration and planning, etc.
- Transition Planning: Middle School counselors help students transition from the Intermediate School and to the High School. Also, counselors assist with orientation and placement of new students who enroll during the summer and throughout the school year.
- Career Planning: Middle School counselors coordinate the use of SmartFutures.org (an online career planning and career portfolio platform) to meet requirements for Career Readiness Indicators and integrate career education to our middle school students. SmartFutures.org is directly aligned to Pennsylvania's Academic Standards for Career Education and Work, and the requirements to establish an online career plan and career portfolio.
- Academic Planning: Middle School counselors assist High School counselors in developing schedules for 8th grade students who will transition to High School the following year. Counselors monitor academic progress for students. Counselors also assist with 504 Plan development, homebound instruction placement and promotion/retention decisions.
- Support Programs: Middle School counselors provide support to students through the Student Assistance Committee (SAC), the CASS Club, support groups, Child Study Team meetings, and IEP/504 meetings.
- Assessments: Middle School counselors are responsible for implementing all aspects of the PSSA and Keystone Exams including providing school specific training, inventorying

test booklets/tickets and ancillary materials, distributing/collecting test booklets/tickets from test administrators, packaging and returning test materials, etc. In addition, middle school counselors screen students to determine eligibility for gifted programming. The counselors are involved in the test score review, interpretation and analysis.

Furthermore, school counselors administer pre and post assessments to evaluate whether individual students are meeting individually generated goals.

- Records Management: The counselors are responsible for protecting student records and information per state and federal guidelines, interpreting student records and purging 8th grade student records in preparation for high school. School counselors also compile individual SAC records and related data with the intent of assisting individual students and reporting accurate data to PDE at the conclusion of the school year.

Student Benefits: High School Level

- Individual Counseling: High School counselors maintain regular appointments with students at risk. They meet individually with each senior. They also meet individually with students to discuss scheduling, career planning and social/emotional issues.
- Group Counseling: High School counselors provide a support group as needed.
- Crisis Counseling: The High School counselors provide counseling and support to students experiencing sudden and unexpected crisis situations.
- Referrals: The High School counselors use community referral sources to address issues that cannot be adequately addressed within the school.
- Peer Facilitation: The High School counselors facilitate conflict resolution between students when needed and as necessary.
- Consultation/Collaboration: The High School counselors serve as consultants and collaborators with parents, staff, students, administrators, community agencies and community programs.
- Group Activities: The High School counselors meet with students at each grade level and at class level to discuss scheduling issues, graduation requirements, post-secondary educational planning, application processes and information on accessing the counseling services of the guidance office.
- Resources: The high school guidance office is a communication hub for access to information about scholarships, summer opportunities, college information, course information, scheduling process, employment opportunities, military options, technical schools, SAT, ACT test dates and prep courses and internship opportunities. The information is conveyed to students through e-mail, the daily bulletin, and the high school guidance website, all-calls to home, newsletters, local newspaper press releases, small group and individual meetings with college counselors, lunch table information sessions and other means.
- Transition Planning: High School counselors help students transition from the middle school to the High School. This process is facilitated through high school counselor visitation to the middle school, 8th grade visitation to the high school, 8th grade student-parent night and 9th grade orientation. Counselors meet with each 9th grader individually once they begin at the high school. High school counselors also help to facilitate students' transition to the world of work and post-secondary education. Also, counselors

assist with orientation and placement of new students who enroll throughout the school year.

- Career Planning: The High School counselors support career planning through presentations in the Career Prep course. They also discuss career planning in large group instruction and individual meetings. Course selections are also connected with student career goals and discussed individually and in large group instruction.
- Academic Planning: High School counselors work with students to individualize their academics to meet personal and career goals. These options include multiple dual enrollment programs, hybrid programming, 504 plans and other individual needs as they arise. Counselors monitor graduation progress for each student. Counselors facilitate the transition of students to the SUN Tech School and post-secondary institutions.
- Support Programs: High School counselors provide support to students through the Student Assistance Team, IEP meetings, 504 meetings and transition clinics. They also facilitate reaching out to NHS tutoring, teacher office hours, clubs and activities and coordinating parent-teacher conferences (as needed). After-school Homework Club is available for students as needed.
- Assessments: High School counselors are involved in test planning, training, administration and score review, interpretation and analysis.
- Records Management: The counselors are responsible for maintaining student academic records by updating pertinent information and purging records after graduation.

Students Involvement in Program Delivery

Elementary Level:

- The Elementary School participates in School Wide Positive Behavior Support. The children are encouraged to follow our school rules of show respect, exercise safety, act responsibly, and listen to learn. Students are rewarded with Seal Cents and work as a collaborative group to earn classroom Seal Cents. Students encourage pro-social skills to each other and promote positive and healthy behaviors.

Intermediate Level:

- During Red Ribbon Week, students broadcast announcements about daily themes and activities that are occurring school-wide. Students also assist in delivering our guidance program by making referrals to the counselors when peers are in need or to bring a situation to the attention of adults.

Middle Level:

- The Middle School counselors train selected 6th, 7th and 8th grade students to serve as CASS Club mentors. The purpose of the CASS Club is to assist the Middle School in preventing and stopping all forms of bullying. CASS Club mentors help develop and implement a variety of school activities and events such as student orientation programs (i.e. serve as tour guides), Red Ribbon activities (drug prevention), Random Acts of

Kindness activities, and school announcements (deliver powerful messages about bullying and peace), etc. Also, CASS Club mentors have delivered school wide anti-bullying programs and have been involved in peer mediation opportunities.

High School:

- Students provide tours and orientation information for students transitioning into the school. Students also participate in a panel to answer questions for incoming freshmen.

STAKEHOLDERS: STUDENT BENEFIT SUMMARY

Category	Elementary Level	Intermediate Level	Middle Level	High School
Classroom Guidance Lessons	Friendship skills, anti-bullying, conflict resolution, assertiveness, safety awareness, emotional expression, listening, responsibility, cooperation, and career exploration.	Soft skills (listening, time management, goal setting, responsibility, communication), career interest identification.		
Small Group Counseling	Focus on pro-social skills, emotional regulation, making friends, anger management, self-awareness, and listening skills.	Groups addressing self-esteem, anger management, stress reduction, making friends, and family issues.	Groups addressing self-esteem, conflict resolution, stress, making friends, appreciating differences, and study skills.	Support group provided as needed.
Individual Counseling	Screenings, behavior plans, addressing concerns like separation anxiety and family changes.	Goal-setting, behavioral strategies, academic improvement, coping with bullying and family changes.	Addressing challenges, safety concerns (suicidal ideation, self-harm).	Academic, career, and social-emotional counseling, meetings with at-risk students.
Crisis Counseling	N/A	Support for emergency situations.	Addressing safety concerns, mental health crises, suicidal ideation, self-harm.	Support for sudden and unexpected crisis situations.
Referrals	Assistance with accessing community resources and district programs.	Assistance with accessing community resources and district programs.	Referrals to external support programs (CYS, CMSU, MST, outside counseling services, etc.).	Referral to community resources as needed.
Career Planning	Introduction to career exploration.	Career interest inventories and exploration of career pathways.	SmartFutures.org for career planning, career portfolio development.	Individual career planning, course selection linked to career goals, transition to SUN Tech and post-secondary options.

STAKEHOLDERS: PARENTS

Parent Benefits: Elementary Level

- Communication/networking: Elementary School counselor frequently communicates with parents via telephone and email to answer questions or share concerns. Information is shared regarding district resources, school readiness, developmentally appropriate behaviors, parenting strategies, homework completion skills, and assisting students in developing age-appropriate personal/social skills. Elementary School Counselor collaborates with Selinsgrove Kiwanis and Susquehanna University to assist in aiding family need.
- Parent conferences: Elementary School counselor participates in a variety of parent conferences including: parent-teacher conferences and one-on-one conferences with parents.
- Community Resource Referrals: Counselor helps parents to access community services such as mental health services, food assistance, housing assistance, holiday assistance, etc.
- Facilitate access to school based services: Examples include Homebound Instructional Services, School Based Behavioral Health, Student Assistance Program, Academic/Behavior Support Program, etc.
- Academic planning: Elementary School counselor completes academic screenings of students to assess their educational needs and share that information with parents.
- Assessment results interpretation: i.e. DIEBELS, GRADE, benchmark testing, etc.

Parent Benefits: Intermediate Level

- Communication/networking: Intermediate School counselors frequently communicate with parents via telephone and email to answer questions or share concerns. Information is shared regarding developmentally appropriate behaviors, parenting strategies, homework and study skills, and assisting students in developing age-appropriate personal/social skills.
- Parent conferences: Intermediate School counselors participate in a variety of parent conferences including parent-teacher conferences and one-on-one conferences with parents.
- Community Resource Referrals: Counselors help parents to access community services such as mental health services, food assistance, housing assistance, holiday assistance, and other resources in the district and the community.
- Facilitate access to school based services: Examples include Homebound Instructional Services, School Based Behavioral Health, Student Assistance Program, MTSS process, etc.
- Academic planning: Intermediate School counselors complete academic screenings of students to assess their educational needs and share that information with parents.
- Assessment results interpretation: Counselors help parents and teachers understand assessments such as PSSA results, screening through MTSS process, benchmark testing, etc.

Parent Benefits: Middle Level

- Communication/networking: Middle School counselors frequently communicate with parents via telephone and email to answer questions or share concerns.
- Parent conferences: Middle School counselors participate in a variety of parent conferences including parent-teacher conferences and one-on-one conferences with parents.
- Community Resource Referrals: For example, mental health services, child protective services, food assistance, housing assistance, etc.
- Connects to school-based services: Homebound Instructional Services, Homework Club, Student Assistance Committee, Selinsgrove's K – 8 Cyber School, Gaggle therapy, etc.
- Academic planning: The counselors assist the 8th grade students in completing their freshman schedules. We complete academic screenings of students to assess their educational needs and share that information with parents. School counselors collaborate with stakeholders in providing input to help students to achieve academic goals.
- Assessment results interpretation: i.e. PSSA results, Kaufman Brief Intelligence – Second Edition (KBIT 2) testing data, Kaufman Test of Educational Achievement- II testing data, etc.

Parent Benefits: High School Level

- Communication/networking: High School counselors are open to dialogue with parents as the need arises. In a large group format, parents receive information through the guidance website, press releases, newsletters and all-calls.
- Parent conferences: Conferences are scheduled on an as needed basis.
- Community Resource Referrals: Parents are given information about community resources on an as needed basis.
- Connects to school based services: High School counselors provide information about SAC, homebound instruction, tutoring and hybrid.
- Academic planning: The High School counselors provide information to parents on the scheduling process and course offerings. Counselors also provide information to parents regarding post-secondary school applications and the financial aid process. This is done through a financial aid night, orientation, parent night, guidance website, all calls and newsletters.
- Assessment Results: Counselors assist parents in understanding assessment results and how those results connect to career and academic planning for the student. Assessments include Keystone, PSAT, NOCTI, AP, SAT, ASVAB and career interest inventories are utilized.

Parent Involvement in Program Delivery

Elementary Level:

- Parents work cooperatively in the delivery of the guidance program when they encourage their children to participate in programs presented to students such as School Wide Positive Behavior Support, Red Ribbon Week, guidance classes, counseling support groups, and special programs. Parents can encourage their children to talk with and utilize their school counselor. Parents make contact when there are situations occurring that can impact their child or other children in the school community.

Intermediate Level:

- Parents assist in delivery of the guidance program when they encourage their children to participate in programs presented to students, such as Red Ribbon Week activities, counseling support groups and special programs. Parents help their children access guidance services when they encourage them to meet with the counselors when problems arise. Parents alert counselors when there are situations occurring in the home or community which could impact their child or other children in the school community.

Middle Level:

- Parents help with the delivery of our guidance program by encouraging their children to use the school counselors as a resource whenever they are experiencing personal challenges/difficulties or have questions. Parents are also supportive of our counseling support groups by providing permission for their children to attend these sessions. We appreciate having open communication with the parents and it is our goal in the guidance department is to work collaboratively with parents in order to ensure optimal care/support for our students.

High School:

- Parents help with the delivery of our guidance program by encouraging their children to use the school counselors as a resource whenever they are experiencing personal challenges, questions about transition to work, post-secondary education, high school graduation requirements and scholarship opportunities. We strongly believe that parents and the school need to work together for the benefit of each student.

STAKEHOLDERS: PARENT BENEFIT SUMMARY

Category	Elementary Level	Intermediate Level	Middle Level	High School
Communication/Networking	Frequent communication via phone and email, sharing district resources, parenting strategies, school readiness, homework skills. Collaboration with Selinsgrove Kiwanis and Susquehanna University.	Frequent communication via phone and email, sharing behavioral strategies, study skills, and social-emotional support.	Regular communication via phone and email for questions or concerns.	Open dialogue with parents, large group communication via website, newsletters, press releases, and all-calls.
Parent Conferences	Participation in parent-teacher conferences and one-on-one meetings.	Participation in parent-teacher conferences and individual meetings.	Regular parent-teacher conferences and individual meetings.	Conferences scheduled on an as-needed basis.
Community Resource Referrals	Access to mental health services, food assistance, housing, and holiday support.	Access to mental health services, food assistance, housing, and other community resources.	Referrals for mental health, child protective services, and basic needs support.	Referrals to community resources as needed.
Facilitating Access to School-Based Services	Includes Homebound Instruction, School-Based Behavioral Health, SAP, Academic/Behavior Support Programs.	Includes Homebound Instruction, School-Based Behavioral Health, SAP, MTSS process.	Includes Homebound Instruction, Homework Club, Student Assistance Committee, Cyber School, and Gaggle therapy.	Information on SAC, homebound instruction, tutoring, and hybrid learning options.
Academic Planning	Completion of academic screenings and sharing results with parents.	Completion of academic screenings, assisting in course selection, MTSS process support.	Guidance for 8th graders in scheduling for high school, collaboration with stakeholders for student success.	Information on scheduling, course offerings, post-secondary applications, and financial aid.
Assessment Results Interpretation	Assistance in understanding DIEBELS, GRADE, benchmark testing results.	Assistance in interpreting PSSA results, benchmark testing, and MTSS screening.	Interpretation of PSSA results, Kaufman Brief Intelligence Test, Kaufman Test of Educational Achievement.	Support in understanding Keystone, PSAT, NOCTI, AP, SAT, ASVAB, and career inventories.

STAKEHOLDERS: EDUCATORS

Educator Benefits: Elementary Level

- Promotes an interdisciplinary team approach to address student needs and educational goals through consultation and collaboration in parent/teacher conferences, coordination of and participation in Child Study Team meetings, and assisting educators as they access community resources.
- Supports the learning environment and promotes a positive school culture through establishing behavior plans, assist in data collection of behaviors and establish baselines, identify motivators, and help students resolve conflicts with peers.
- At-risk student identification and implementation of interventions to enhance success, completing screenings and interpreting assessment data, and addressing individual student needs (i.e. ADHD, ODD, grief, family stressors, social skill deficits, etc.) which can impede learning.
- Provide activities through classroom guidance lessons to address such topics as bullying, substance abuse prevention, communication, conflict resolution, and development of career, academic, and personal/social skills.
- Counselors can offer resources for support for students and assist in making appropriate referrals while utilizing other school resources such as Community School Based Behavioral Health.

Educator Benefits: Intermediate Level

- Promotes an interdisciplinary team approach to address student needs and educational goals through consultation and collaboration in parent/teacher conferences, coordination of and participation in the MTSS Process, coordination of and participation in Child Study Team meetings, and assisting educators as they access community resources.
- Supports the learning environment and promotes a positive school culture through establishing behavior plans and helping students resolve conflicts with peers.
- Engages in at-risk student identification and implementation of interventions to enhance success, completing screenings and interpreting assessment data, and addressing individual student needs (i.e. ADHD, ODD, grief, family stressors, social skill deficits, etc.) which can impede learning.
- Provides activities through classroom guidance lessons to address such topics as bullying, substance abuse prevention, communication, conflict resolution, and development of career, academic, and personal/social skills.

Educator Benefits: Middle Level

- Promotes an interdisciplinary team approach to address student needs and educational goals.
- Increases collaboration with school counselors and teachers.

- Supports the learning environment.
- At-risk student identification and implementation of interventions to enhance success
- Integrate career education and social emotional learning to our students.

Educator Benefits: High School Level

- Promotes an interdisciplinary team approach to address student needs and educational goals.
- Supports the learning environment and promotes a positive school culture.
- At-risk student identification and implementation of interventions to enhance success.
- Assist in decrease of drop-out rate by connecting students with supporting and alternative programming.

Educator Involvement in Program Delivery

Elementary Level

- Educators reinforce skills taught in guidance class in the classroom.
- School staff support the school wide positive behavior support program by handing out Seal Cents and encouraging socially appropriate skills and providing classroom rewards when their class earns 10 large seal cents.
- School staff assist in the delivery of the guidance plan when they refer parents and students to the counselors to access available services.
- School staff help in the delivery of the guidance plan by participating in programs sponsored or facilitated by the guidance department, such as Red Ribbon Week activities and the school Student Assistance Program.
- The school nurse works closely with the counselors to assess student health concerns which could be impacted by personal, social or emotional issues.

Intermediate Level:

- School staff assist in the delivery of the guidance plan when they refer parents and students to the counselors to access available services.
- School staff help in the delivery of the guidance plan by participating in programs sponsored or facilitated by the guidance department, such as Red Ribbon Week activities and the school Student Assistance Program.
- The school nurse works closely with the counselors to assess student health concerns which could be impacted by personal, social or emotional issues.

Middle Level:

- School personnel help to facilitate the 8th grade Career Day Program.
- School personnel use SmartFutures.org to deliver Pennsylvania's Academic Standards for Career Education and Work.
- Health teachers teach personal/social skills and drug and alcohol education lessons that complement the ASCA Standards at all grade levels.
- Teachers also help in the delivery of our guidance program by referring parents or students to the counselors in order to access school-based or community services.

- School Counselors also partner with educators in promoting nationally recognized events and their corresponding themes (Red Ribbon Week, Random Acts of Kindness, Holiday Spirit events, etc.).

High School:

- The business department is integral in supporting the career and personal development of high school students.
- Every student is required to take a Career Prep course and Personal Finance course before graduation.
- The health courses integrate information about social/emotional health, and drug and alcohol use and other addictive behaviors.
- Administrators support delivery of information through establishing large group information sessions and assemblies.
- Faculty and staff support healthy development of students by referring at risk students to the guidance office and participating in the SAC team.

STAKEHOLDERS: EDUCATOR BENEFIT SUMMARY

Category	Elementary Level	Intermediate Level	Middle Level	High School
Interdisciplinary Team Approach	Consultation and collaboration in parent/teacher conferences, Child Study Team meetings, and assisting educators in accessing community resources.	Consultation and collaboration in parent/teacher conferences, MTSS process, Child Study Team meetings, and accessing community resources.	Enhances interdisciplinary collaboration between school counselors and teachers to address student needs.	Facilitates collaboration between counselors, educators, and support staff to address student needs and educational goals.
Support for Learning Environment	Promotes a positive school culture through behavior plans, data collection, conflict resolution, and motivation identification.	Promotes a positive school culture through behavior plans and conflict resolution strategies.	Enhances school culture through social-emotional learning and student engagement initiatives.	Promotes a positive school culture by supporting student well-being and engagement.
At-Risk Student Identification	Identification and intervention for students struggling with ADHD, ODD, grief, family stressors, and social skill deficits.	Engages in identifying at-risk students and implementing targeted interventions to enhance success.	Supports at-risk student identification and intervention implementation.	Assists in identifying at-risk students and connects them with intervention programs to improve success and retention.
Classroom Guidance Lessons	Delivers lessons on bullying, substance abuse prevention, communication, conflict resolution, and personal/social skills.	Provides lessons on bullying, substance abuse prevention, communication, conflict resolution, and career and academic skills.	Integrates career education and social-emotional learning into student development.	Promotes career readiness through personal development and transition planning.
Dropout Prevention	N/A	N/A	N/A	Assists in decreasing dropout rates by connecting students with support and alternative programs.

STAKEHOLDERS: COMMUNITY/BUSINESS PARTNERS

Community Benefits: Elementary Level

- The guidance program works cooperatively with Susquehanna University, Meals for Seals, and Kiwanis organization to partner with resources for our students and families.
- Students from Susquehanna University have also spent time for observations or internships with the guidance counselor.
- The counselor also helps make referrals to the Summer Seals Camp. Guidance also coordinates working with outside wrap around agencies, Snyder County Children and Youth, and other advocacy groups for children.
- Collaboration with agencies who provide mental health services.

Community Benefits: Intermediate Level

- The guidance program helps students to develop the personal/social and academic skills needed to be productive members of society, which in their absence would negatively impact the community.
- Counselors collaborate with community agencies such as Susquehanna University, Meals for Seals, the Snyder County Coalition for Kids, the DEA and other agencies for holiday assistance, resources for needy families, or support of Red Ribbon Week activities.
- Counselors make referrals to Summer Seals Day Camp and provide assistance in collecting and interpreting/reporting data, both qualitative and quantitative, regarding the program's effectiveness.
- Counselors collaborate with agencies who provide mental health services.

Community Benefits: Middle Level

- Referrals to community agencies for mental health or drug and alcohol services.
- Collaboration with outside agencies who provide partial hospitalization, inpatient services or other counseling services.
- Crisis Intervention – CMSU crisis workers (TAPLINE)
- Collaboration with CMSU mental health/drug & alcohol liaison to provide students/families with appropriate services.
- Career Education – The counselors build collaboration with business/community partners, which enhances a students' post- secondary success and supports the academic preparation necessary for students' success in the workforce.
- Provided internship opportunities for local college students including Susquehanna University, Bloomsburg University and Bucknell University,
- Collaborate with local colleges to provide community outreach.
- Collaboration with SUN Area Technical Institute regarding career and educational opportunities.

- Organized opportunities to bring guest speakers to present assemblies to students (Dr. Beane, Mr. Halligan, Minding Your Mind – education presentations)

Community Benefits: High School Level

- Work with community agencies and philanthropic groups to inform students of scholarship opportunities
- Disseminate information about various post-secondary opportunities, focusing on local institutions.
- Encourage dual enrollment with local post-secondary institutions including Bloomsburg University, Susquehanna University, and Delaware Valley. Course credits are available from Lackawanna College and Luzerne County Community College Dual enrollment agreements. Dual enrollment often results in subsequent admission and enrollment into these institutions of higher learning.
- Provide access for post-secondary educational institutions and outside agencies and community officials to meet with our students during the school day and in the school building.
- Through SUN Tech and our Vo Ag program, we provide training in needed technical fields which results in a larger skilled work force.
- Support local businesses by providing employees and accountability through the School 2 Work program.
- Provide internship and shadowing opportunities for students from Susquehanna University and Bloomsburg University.
- Referrals to community agencies for mental health or drug and alcohol services. Collaboration with outside agencies who provide partial hospitalization, inpatient services or other counseling services.
- Crisis Intervention – CMSU crisis workers (TAPLINE)
- Career Education – Students explore local businesses and get insights from local employees regarding professional opportunities in the community.

Community Involvement in Program Delivery

Elementary Level:

- Programs on bus safety and fire safety are delivered to all students.
- Presentations from our local police force on the effects of drugs.
- Arts Council works collaboratively to bring quality programs to our children in the school.

Intermediate Level:

- Adopt –A-Classroom Program helps to assist in the delivery of career education and work by visiting classrooms and presenting information regarding their jobs and about the relevancy of skills in the workplace.
- The Intermediate School utilizes presenters (DEA and Attorney General for example) who come in during Red Ribbon Week to provide information to the students regarding making good choices, bullying prevention, and what their agencies do to keep communities safe.

- 4th Grade has a career fair with SUN Area Technical Institute held at the intermediate school where students gain exposure to Wood Design Technology, Carpentry, Criminal Justice, Electrical Systems, Health Sciences, Dental Health, Mechatronics, and Welding.

Middle Level:

- 6th grade teacher and Career Counselor provide Math in the Workplace Community speaker series multiple times throughout the school year.
- WellSpan Evangelical Hospital facilitates 8th grade medical mentoring program.
- During our 8th grade Career Day program, Business/Community members representing the 16 career clusters present valuable occupational information to assist the 8th grade students make informed decisions about their future career goals and to also potentially help them identify their "spark" (e.g. interest, passion). The occupational information that the 8th graders obtain from the 8th Grade Career Day can also be utilized to help them schedule relevant High School courses, clubs, and activities that will help keep them on track to achieve their educational and career goals.
- Enhances transition to post-secondary institutions
- Motivates students to seek a wide range of post-secondary options, including college, the workforce, the military, etc.
- Various mental health organizations deliver assessments/screenings to students and communicate results/recommendations to families (CMSU liaison, crisis workers, etc).

High School:

- Work with community agencies and philanthropic groups to inform students of scholarship opportunities
- Disseminate information about various post-secondary opportunities, focusing on local institutions.
- Encourage dual enrollment with local post-secondary institutions including Bloomsburg University, Susquehanna University, Lackawanna College and Luzerne County Community College which often result in subsequent admission and enrollment into the institutions of higher learning.
- Provide access for post-secondary educational institutions and outside agencies and community officials to meet with our students during the school day and in the school building.
- Through SUN Tech and our Vo Ag program, we provide training in needed technical fields which results in a larger skilled work force.
- Support local businesses by providing student interns.
- Provide internship and shadowing opportunities for students from Susquehanna University and Bloomsburg University.
- Referrals to community agencies for mental health or drug and alcohol services. Collaboration with outside agencies who provide partial hospitalization, inpatient services or other counseling services.
- Crisis Intervention – CMSU crisis workers (TAPLINE)
- Career Education – Students explore local businesses and get insights from local employees regarding professional opportunities in the community.

STAKEHOLDERS: COMMUNITY BENEFIT SUMMARY

Category	Elementary Level	Intermediate Level	Middle Level	High School
Community Partnerships	Collaboration with Susquehanna University, Meals for Seals, Kiwanis, and advocacy groups to provide student and family resources.	Collaboration with Susquehanna University, Meals for Seals, Snyder County Coalition for Kids, and DEA for student and family support.	Partnerships with community agencies providing mental health, drug/alcohol services, and crisis intervention.	Collaboration with community agencies and philanthropic groups to provide scholarship and post-secondary opportunities.
Student Internships & Observations	Susquehanna University students observe and intern with the school guidance counselor.	N/A	Internship opportunities for local college students from Susquehanna University, Bloomsburg University, and Bucknell University.	Internship and shadowing opportunities for college students from Susquehanna University and Bloomsburg University.
Mental Health & Crisis Services	Collaboration with mental health service providers, Snyder County Children and Youth, and crisis agencies.	Collaboration with agencies providing mental health services and crisis support.	Collaboration with CMSU crisis workers, mental health/drug & alcohol liaisons, and crisis intervention services.	Collaboration with CMSU crisis workers, mental health agencies, and drug/alcohol services for crisis intervention and student support.
Career Education & Workforce Preparation	N/A	Providing students with personal/social and academic skills necessary for workforce success.	Collaboration with SUN Tech, guest speakers, career education, and business/community partnerships.	Support for local businesses via School 2 Work program, technical training, and professional insights from local employees.
Post-Secondary Education & Training	N/A	N/A	Collaboration with local colleges to provide outreach and career education opportunities.	Encouraging dual enrollment with local colleges (Bloomsburg University, Susquehanna University, Lackawanna College, Luzerne County Community College).

ROLE of the COUNSELOR

School Counselor as a Leader

The school counselors are responsible for establishing and maintaining a comprehensive guidance plan and program to meet the needs of all students. They design, review and update lessons in compliance with ASCA standards for addressing academic, personal/social and career development. We accomplish this by facilitating counseling groups, providing individual counseling services, and teaching guidance lessons for all grades 3-5. In addition, we help to facilitate Academic/Behavior Support meetings and serve as case manager for all referrals. This process helps teachers develop strategies to assist students who are struggling academically or behaviorally and remove barriers to learning. Counselors administer screenings, conduct classroom observations, and brainstorm with the team in developing reasonable strategies to address student concerns. We also participate in Child Study Team, Parent/Teacher Conferences and 504 Plan meetings as well. The counselors review benchmark or standardized test data in an effort to help close the achievement gap for students. We often serve on district level teams, such as the Curriculum Committee, Pupil Personnel Committee, Grading Committee, School Safety Committee and meet regularly as a Counseling Psychology Team. The counselors manage the referral process to and participate in regular meetings with the on-site School Based Behavioral Health team. This team provides services to students whose behavioral/emotional issues interfere with their learning and overall success in the school setting. Counselors analyze school climate survey data to make changes to the school counseling program and to improve the overall school climate. State assessments and district universal screenings are used, in part, to help students access special programs such as the Summer Seals day camp and the after school tutoring and study buddy programs. One of the counselors was also responsible for establishing the PRIDE team at the Intermediate School level in which 4th grade students serve as mentors for their peers and assist in providing a safe school climate.

- Facilitate the Student Assistance Committee, Post-vention process and all crisis intervention programs
- Case-manage all ABS referrals (complete all paperwork, schedule meetings, etc.)
- Coordinate our anti-bullying program
- Maintain academic records
- Assist in facilitating parent/teacher conferences, Child Study Team meetings, and 504 Plan meetings
- Linking students up to support services either here at school or in the community
- Facilitating support groups
- Training all personnel regarding the upcoming standardized testing (PSSA's and Keystone Exams)
- Provided internship opportunities for local college students including Susquehanna, Lackawanna, and Luzerne County Community College.
- Collaborate with local colleges to provide community outreach
- Organized opportunities to bring guest speakers to present assemblies to students.
- Model professional and ethical standards in our work with students

Guidance services in the Selinsgrove Area High School are meant to serve the needs of school and community. They are systematically organized to aid individuals in situations of the present

and in planning for the future. It is hoped that they will help the individual student to grow to self-understanding, to make wiser decision, and to increasingly plan more effectively. Counselors work to address all areas of the ASCA model including academic, personal/social and career development. Counselors play an important role in developing strategies to assist students struggling academically, behaviorally and to help remove barriers to learning. At the high school level, counselors are significantly involved in scheduling to meet students' individual needs, consultation with administration to enhance school climate, analysis of data to improve programming with a special emphasis on student transition to post-secondary education and the world of work.

School Counselor as an Advocate

Counselors design, revise and update guidance curriculum lessons in compliance with ASCA standards for addressing academic, career, and personal/social development of ALL students. We consult and collaborate with parents, administrators, educators and other professionals to establish a working relationship that benefits our students. Counselors coordinate and participate in Academic Behavioral Support meetings as part of the pre-referral process. This process helps teachers develop strategies to assist students who are struggling academically or behaviorally and remove barriers to learning. Counselors administer screenings, conduct classroom observations, and brainstorm with the team in developing reasonable strategies to address student concerns. The counselors work with parents and educators to make sure that there is access to school-based and community resources. Based on feedback from parents or educators, we meet with students individually or in groups to work through barriers to learning whether it is a familial, social, behavioral, or emotional issue. There is a self-referral process available at the Intermediate School which allows students to access counseling services through counselor mailboxes. Counselors inform teachers about and encourage them to seek out resources to assist families in need such as Acts of Kindness Fund, holiday help, and winter clothing.

- Consult with educators and parents in order to provide necessary services to students or make referrals to outside agencies
- Meet with students individually and in groups to assist them in working through difficult situations
- Participating in SAP, ABS, Parent/Teacher Conferences and helping to design and implement strategies to help the student meet success
- Use a child-centered approach in our counseling program

The counselor's primary roll is as an advocate for students in the realms of student achievement and social/emotional health and development. We advocate for assisting each student to:

- understand him or herself
- make the most of his or her interests, abilities and talents
- develop the ability to adjust to changing situations within work, school and social environments
- develop the ability to make measured and intentional decisions
- make the highest quality contributions to society

School Counselor as a Collaborator

One of our main goals in our comprehensive guidance program is to establish open communication to foster an effective teaming approach and a sense of community within the school system. We work closely with the other counselors in the district to establish common procedures and policies. We make sure to share pertinent information with parents regarding parenting skills, assisting their children with academic issues, and helping them work through emotional or social issues. We have re-administered our School Climate survey to students and are in the process of analyzing the data. Results may be used to adjust the school guidance program to support continual program improvements. We develop and conduct professional development trainings for PSSA administration. We collaborate with members of the ESAP team to provide information to staff and parents regarding the ESAP program and the referrals. We often serve on district level teams, such as the Curriculum Committee, Pupil Personnel Committee, Grading Committee and meet regularly as a Counseling Psychology Team.

- Working closely with school personnel, parents, school-based programs and outside agencies to provi

- de age-appropriate interventions (SAP, ABS, CYS)
- Members of building and district-wide teams
- Maintain open communication with all stakeholders
- Collaborates with other school counselors from surrounding districts by participating in local SVSCA meetings
- Making parents aware of counseling services and other relevant topics through our webpages and building newsletters

The comprehensive guidance plan is established to open communication and foster positive relationships with students, parents, administrators, and faculty. Coordination of programming with these stakeholders relative to the academic-personal/social, career development is required to achieve a productive outcome for each student. The counseling department consults with district counselors to ensure effective transitions for students in the K-12 educational delivery. Counselors collaborate and consult with agencies to provide consistent and relevant services to students in the educational setting. We collaborate with administration, teachers and staff, for effective testing administration (Keystones) by providing trainings and coordination of test administration and protocols. High School Counselors consult with local districts on the Advisory Council for the SUN Technical School, district committees, and community agencies. Collaboration is an important function in our program.

School Counselor's Impact on Systemic Change

Counselors work closely with school and district administrators to help students access needed services. Counselors often serve as the liaison between school personnel and directors of community programs to provide opportunities for collaboration in removing barriers to student learning. In team meetings, counselors raise concerns that are not easy to address in order to better serve our student population.

- Membership in professional organizations, such as SVSCA and PSCA.
- Reviewing data from School Climate Survey
- Instrumental in establishing a pre-referral process through ABS
- We are a resource in decisions regarding school climate

Counselors work closely with school and district administrators to help students access needed services. Counselors often serve as the liaison between school personnel and directors of community programs to provide opportunities for collaboration in removing barriers to student learning. Counselors meet with students, parents, staff and administration to address areas of concern and needed change. Counselors identify and communicate to administration areas of potential development in the academic, personal/social and career domains.

ROLE OF THE COUNSELOR

Category	Leader	Advocacy	Collaboration	Systemic Change
Comprehensive Guidance Program	Establish and maintain a comprehensive guidance plan that meets student needs.	Design and update guidance lessons following ASCA standards.	Work closely with district counselors to ensure effective transitions for students.	Liaison between school personnel and community programs to remove barriers to learning.
Student Support	Facilitate Academic/Behavior Support meetings, SAP, and crisis intervention programs.	Advocate for student achievement and social/emotional development.	Consult with parents, educators, and external agencies to coordinate student services.	Raise concerns in team meetings to improve student access to needed services.
Case Management	Manage the referral process and oversee School-Based Behavioral Health programs.	Assist students in developing skills to adjust to changing school, work, and social environments.	Participate in Pupil Personnel, Grading, and Curriculum Committees.	Instrumental in establishing pre-referral processes through ABS.
Academic and Career Readiness	Develop strategies to assist students struggling academically and behaviorally.	Consult and collaborate with teachers and parents to enhance student learning.	Ensure effective test administration and data interpretation for student growth.	Identify areas of potential development in academic, personal/social, and career domains.
Community Engagement	Coordinate guest speakers, community outreach, and internships for students.	Make referrals to school and community-based support programs.	Maintain open communication with stakeholders through webpages and newsletters.	Review school climate survey data to implement improvements in guidance programs.
Professional Development	Train school personnel for standardized test administration and protocols.	Support professional ethical standards and best counseling practices.	Collaborate with local districts in Advisory Council and SVSCA meetings.	Membership in SVSCA and PSCA to stay updated on best practices in school counseling.

ADVISORY COUNCIL

The advisory council shall serve as a representative group of stakeholders selected to review and advise on the implementation of the school counseling program. The advisory council will assist school counselors by advising on program goals; reviewing program results; making recommendations about the school counseling program. The advisory council shall be comprised of

- 2 high school students to represent the student population at large
- 1 high school student from the Vo-Ag program
- 1 high school student from the SUN Technology program
- 4 parents minimally, representing the four building levels and a variety of student backgrounds
- 2 post-secondary representatives
- 2 business representatives
- 3 educators – one from the elementary/intermediate level, one from the middle/high school level, and one from the Vo-Ag program
- 1 school administrator

Meetings will be held twice per year. The following timeline will be used to create the council:

- Year 1
 - August – Identify potential members and seek commitment to council
 - October – Hold first advisory council meeting.
 - March – Second advisory council meeting.
- Subsequent Years
 - September – Identify potential advisory council members
 - October and March – biannual meetings

GUIDANCE CALENDAR

(NOTE: The calendars at all levels are under continuous review and are subject to change from year to year.)

Guidance Calendar – Elementary School

August

- Assist with orientation/open house.
- Review ISA's and IST referrals from the previous year with teachers.
- Meet with teachers to share concerns regarding students in the classroom.
- Coordinate with wrap around services and establish meeting prior to the start of school to understand expectations and needs.
- Review 504's and discuss with incoming teachers.
- Assist in establishing training schedule for School Wide Positive Behavior Support.

September

- Prepare, distribute, and analyze needs assessment from parents and teachers for small group counseling for first semester.
- Develop counselor schedule.
- Assist with open house.
- Assist in establishing behavior plans as needed on individual student basis.
- Monitor transition of early intervention children into Kindergarten classrooms.
- Assist with Universal Screenings.
- Make contact with Susquehanna University for Giving Tree Program to establish participation.
- Begin to coordinate Red Ribbon Week activities and supplies and confirm programs.
- Review Meals for Seals information and check for new families to participate.
- Assist in teaching School Wide Positive Behavior Support Rules and Trainings for school.

October

- Coordinate Red Ribbon Week Activities.
- Begin small group counseling sessions for first semester.
- Prepare requisitions for next school year.

November

- Participate in parent/teacher conferences as requested.
- Attend ESAP, CSBBH Core Team Meetings, School Wide Positive Behavior Support Meetings.

December

- Prepare, distribute, and analyze needs assessment from teachers & parents for small group counseling for second semester.
- Coordinate giving tree distribution with Susquehanna University
- Assist local agencies in identifying needy families for holiday assistance.

January

- Begin small group counseling sessions for second semester.
- Assist with Universal Screenings.

February

- Schedule dates for promotion/retention review meetings.

- Schedule dates to create class lists for the next school year.

March

- Participate in kindergarten pre-registration parent meeting.
- Recruit Students to participate in Summer Seals Day Camp Program.

April

- Conduct Kindergarten Registrations.
- Survey teachers for ISA's.
- Survey teachers for promotion/retention requests.
- Assist with the beginning of class lists.

May

- Conduct promotion/retention conferences.
- Assist in confirming class lists for next school year.
- Assist in organizing move up day

June/July

- Purge student files as needed.
- Plan Red Ribbon Week activities.
- Transition meeting with Intermediate counselor to share information about students moving to their caseload.
- Prepare student concerns list to share with next year's teacher.
- Assist in preparation on Kindergarten class lists.

Elementary School Ongoing Activities:

Classroom Guidance

- Individual Counseling
- Group Counseling
- Screenings for Enrichment
- Parent Conferences
- Teacher Conferences
- Classroom Observations
- Review & Maintain Student Records
- Liaison with outside agencies
- Participate in quarterly counselor/psychology team (CPT) meetings
- Participate in ER and IEP meetings
- Participate in ESAP Meetings
- Participate in School Wide Positive Behavior Support Meetings
- Participate in CSBBH Core Team Meetings
- Participate in CSBBH ISPT Meetings
- Participate in Wrap Around Services Agency Meetings (ISPT)
- Coordinate Referrals to Wrap Around Services

Guidance Calendar – Intermediate School

August

- Assist with orientation.
- Inform teachers about any of their incoming students who have Learning Support and Enrichment IEP's, 504 Plans and ISA's.
- Review IEP's and 504 Plans in Sapphire.
- List students who need counseling services as specified in IEP's.
- Schedule individual counseling sessions for students with IEP's.
- Make list of ISA's, give copy to administrator and teacher(s), file copy in permanent record.
- Meet with teachers to share historical concerns regarding students on their membership rolls.
- Start Guidance classes- 3rd and 4th grades.
- Contact new registrants to provide information about the district and answer questions the family may have.
- Update legal releases for student records.
- Plan PBIS team trainings, locations and dates.

September

- Start Guidance classes – 5th grade.
- Prepare, distribute, and analyze needs assessment from parents and teachers for small group counseling for the first semester.
- Assist with Universal Screenings.
- Mail previous year's PSSA results.
- Review Meals for Seals information and check for new families to participate.
- Contact presenter for 3rd grade assembly for Red Ribbon Week; reserve location and notify custodian of needed materials.
- Contact presenter (DEA agent) for 4th grade Red Ribbon Week assembly; reserve location and notify custodian of needed materials.
- Contact presenter for 5th grade Red Ribbon Week assembly; reserve location and notify custodian of needed materials.

October

- Assist with Open House.
- Coordinate Red Ribbon Week Activities.
- Print Red Ribbon Week letters to teachers and parents (including ribbon letter).
- Write names on ribbons for Red Ribbon Week memorial.
- Assemble daily prize packages for each grade level.
- Prepare requisitions for next school year, including Red Ribbon Week materials.
- Participate in parent/teacher conferences as requested.
- Notify teachers to contact counselors if students need winter outerwear.

November

- Participate in parent/teacher conferences as requested.
- Assist local agencies in identifying needy families for holiday assistance.

December

- Prepare, distribute, and analyze needs assessment from teachers & parents for small group counseling for the second semester.

- Meet with principal and secretary to arrange subs for PSSA testing days.

January

- Assist with Universal Screenings.
- Train Susquehanna students who work as classroom assistants or after school tutors through Susquehanna's Federal Work Study program (on individual basis).
- Create a schedule for work study students to serve as classroom assistants.
- Begin second semester groups.
- Send reminder to teachers regarding submitting referrals for enrichment screenings or ABS meetings.

February

- Schedule dates for promotion/retention review meetings.
- Schedule dates to create class lists for the next school year.
- Attend district PSSA training meeting.
- Prepare for PSSA administration and training.
- Begin determining small group lists for PSSA administration.
- Contact principal's secretary to confirm substitutes for PSSA administration.

March

- Conduct training for PSSA administration for all school staff who will be involved in this process.
- Send letters to parents regarding PSSA administration.
- Send letters to parents of students in small groups regarding PSSA administration.
- Assist in determining locations and test administrators for PSSA administration of small groups.
- Organize and facilitate Grades 3-5 PSSA ELA, Math and Science Test administration preparation, including coding booklets, completing needed documentation, and maintaining test security.
- Contact teachers for referrals for Summer Seals Day Camp.
- Recruit students to participate in the Summer Seals Day Camp program.

April

- Coordinate PSSA administration including assembling tubs, distributing materials, scheduling make-ups, etc.
- Assemble and return PSSA documents to the district office for return to the state for scoring.
- Survey teachers for ISA's for the next year.
- Survey teachers for possible retention discussions.

May

- Assist with creating class lists for grades 3-5.
- Assist with Universal Screenings.
- Coordinate a transition program to prepare students for the Middle School.
- Participate in outdoor education program, grade 5 counselor.
- Participate in promotion/retention conferences.
- Gather baseline data for Summer Seals participants and the control group.

June/July

- Develop counselors' class schedules and send to guidance secretary, principal's secretary, principal and other counselor.
- Review files for incoming students.

- Review legal releases in B File and create a list.
- Purge student files as needed.
- Prepare files of students to be sent to the Middle School.
- Transition meeting with Middle School counselors to share information about students moving to their caseloads.
- Transition meeting with Elementary counselor to share information about students entering the Intermediate School.
- Contact new registrants to provide information about the district and answer questions the family may have.
- Prepare student concerns lists to share with next year's teachers.
- Review PSSA data in a spreadsheet from administrator.
- Plan Red Ribbon Week activities.
- Update webpage.
- Replenish enrichment and ABS forms.
- Parent Welcome Letter for first day packets.
- Parent Letter for Group Counseling – send after 3rd day of school.
- Unpack and inventory requisitioned materials.

Intermediate School Ongoing Activities:

- Individual Counseling
- Group Counseling
- Home visits
- Screenings for Enrichment
- Screenings for academic needs
- Create and evaluate behavior plans
- Parent Conferences
- Teacher Conferences
- Classroom observations
- Prepare and submit lesson plans for guidance classes.
- Review and maintain student records
- Liaison with outside agencies
- Participate in scheduled counselor/psychology team (CPT) meetings
- Assist with test score interpretation
- Participate in Child Study Team Meetings
- Participate in ISPT and CORE team meetings through the Community and School Based Behavioral Health program and other agencies.
- Participate in ER and IEP meetings
- Participate in ESAP meetings
- Assist with establishing 504 Plans for students.
- Participate in regularly scheduled team meetings with related arts and special services staff.

Guidance Calendar – Middle School

August

- Assist with the 6th Grade Orientation program.
- Attend and assist with the middle school's Open House.
- Assist with new student orientation and placement.
- Collaborating with administrators regarding student schedules (e.g., separations, appropriate math placements, electives, etc.)
- Participate in family/counselor meetings with new students.
- Review 504 plans/IEPs and share information with school state.
- Facilitate transition meetings with counselors to provide background information.
- Meet with teachers to share background information/concerns regarding students.
- Organize SAC case manager folders for the upcoming school year.

September

- Conduct School Counseling presentations to all grade levels and have students complete counseling surveys.
- Review support programs such SAC, the CASS Club, group counseling, individual counseling, and the Homework Club with all grade levels.
- Discuss the school counseling confidentiality guidelines with all grade levels.
- Review potential candidates for the CASS Club Program.
- Analyze the results of the counseling surveys to place students in group counseling.
- Mail previous year's PSSA results to parents/guardians.
- Commence CASS Club meetings.
- Plan and prepare for Red Ribbon Week activities/events.
- Inventory the day-to-day small prizes and larger raffle prizes for Red Ribbon Week.
- Plan and prepare for the 8th grade SUN Area Technical Institute tour.
- Complete the Field Request form for transportation to the SUN Area Technical Institute.

October

- Deliver Red Ribbon Week Activities such as the Drug Free Pledge, anti-drug daily announcements, Red Ribbon Raffle winners, etc.
- Begin group counseling program (Semester 1).
- Have group members complete pre-group questionnaire and contract.
- Mail group parent/guardian letter.
- Finalize the logistics for the SUN Area Institute tour groups/bus assignments.
- Facilitate the SUN Area Technical Institute tour for all 8th grade students.
- Invite Community/Business members to be guest speakers for the "8th Grade Career Day."

November

- Identify students who could benefit from holiday assistance.
- Plan and prepare for holiday/spirit activities and events.
- Continue to address the needs that arise during the group counseling sessions.

December

- Begin Grade 8 course selection process.
- Plan counseling groups (Semester 2).

- Customize ALL “8th Grade Career Day “schedules based on the results of their Career Cluster activity.
- Finalize logistics (i.e. room assignments, school staff supervision, etc.) for the “8th Grade Career Day”.
- Deliver the “8th Grade Career Day” to ALL 8th Grade students.
- Assist the CASS Club with making holiday cards to ALL new students.

January

- Assist the high school counselors with conducting the 8th grade presentations regarding career pathways, course selection booklet, scheduling, graduation requirements, SUN Tech requirements, etc.
- Assist the High School counselors with Curriculum Night.
- Plan and prepare for Random Acts of Kindness Week activities/events.
- Start counseling groups (Semester 2).

February

- Complete the annual Pennsylvania State Test Administration Training (PTSAT) online.
- Create the PSSA testing schedule, including small group settings, extended time locations and procedures, and procedures for parental requests to view the assessments.
- Assist high school counselors with inputting course selections into Sapphire.
- Facilitate the CASS Club’s “Random Acts of Kindness” activities.
- Assist with the Camp Cadet presentation for students.

March

- Mail parent/guardian flyers regarding the PSSA assessments.
- Receive and inventory the PSSA materials.
- Organize all the PSSA testing materials including applying pre-code labels to test booklets.
- Attend the School Assessment Coordinator training for PSSA assessments.

April

- Organize and facilitate Grade 6-8 PSSA ELA, Math and Science administration.
- Conduct school specific PSSA training sessions for staff involved in the administration of the assessment.
- Administer PSSA make-up tests as needed.
- Inventory, package, and return all PSSA materials to DRC.
- Plan and prepare CASS Club members for the Grade 5 Orientation Program.
- Email school staff the upcoming SmartFutures schedule for 6th and 7th grade students.
- Mail parent/guardian flyer for the Keystone Algebra I Exams.
- Receive and inventory the Keystone Algebra I Exam materials.

May

- Train CASS Club members to serve as tour guides for the 5th Grade orientation program.
- Conduct the 5th grade orientation program for the rising 6th grade students.
- Monitor the completion of the assigned SmartFutures activities for 6th and 7th grade students.
- Conduct SmartFutures make-up activities for 8th grade students to comply with PDE accountability requirements.
- Conduct training Keystone Algebra I Exam training sessions for test administrators.
- Organize and administer the Keystone Algebra I Exam.
- Administer Keystone Algebra I Exam make-ups if needed.

- Inventory, package, and return Keystone Algebra I Exam materials to DRC.
- Conduct promotion/retention conferences.
- Transition 8th grade students to the high school.

June/July

- Purge student files for outgoing 8th graders and record pertinent information to be shared with the next level.
- Submit SAP data to PDE via the www.safeschools.pa.gov website.
- Transition meeting with counselors to share information about students moving to their caseloads.
- Review incoming students' records for pertinent information.
- Prepare student concerns lists to share with next year's teachers.
- Plan counseling schedule for upcoming year.
- Review IEP's for related services.
- Review PSSA results.

Middle School Ongoing Activities:

- Individual Counseling
- Group Counseling
- Conflict resolution
- Crisis Counseling
- Screenings for Enrichment
- Screenings for academic need
- Parent/Guardian Conferences
- Review & Maintain Student Records
- Teacher consultations
- Collaborate with building administrators
- Staff consultation and collaboration
- Parent consultation
- Liaison with outside agencies
- Refer student/families to agencies
- Referral to resources as needed
- Participate in scheduled counselor/psychology team (CPT) meetings
- Participate in Student Assistance Program (SAP) meetings
- Participate in Child Study Team Meetings
- Participate in monthly meetings with CYS
- Participate in 504 and IEP meetings
- Participate in grade level meetings
- CASS Club meetings, activities and events
- Attend conferences

Guidance Calendar – High School

August

- Coordinate Grade 9 and new student orientation program.
- Schedule Dual Enrollment courses for eligible juniors and seniors.
- Assist students with schedule changes.
- Schedule new students; enter grade history with administrator approval of credits from previous school districts.
- Assist administration with master schedule changes.
- Update grade placements and grade history for students achieving summer school credits. Identify students who are promoted and retained.
- Assist administration with class presentations with each grade level.
- Update school profile for College application systems.
- Upload transcripts for the senior class into the Parchment system.
- Coordinate online courses through the Hybrid Program.
- Begin individual meetings with seniors to discuss career and post-secondary educational plans.
- Establish regular counseling sessions with at risk students.
- Facilitate ASVAB administration.
- Identify SUN Tech students that are required to take Math credit.

September

- Facilitate student schedule changes.
- Present graduation requirement Information and review college application process with SUN Technical students.
- Attend SUN Tech. Advisory meeting.
- Attend Gifted IEP meetings.
- Ongoing meetings regarding Hybrid education students.
- Continue individual sessions with seniors.
- Present career and post-secondary education information to Career Prep classes.
- Attend update meetings from the CollegeBoard and Parchment.
- Order testing materials for NOCTI pretesting for Production Agriculture and Agriculture Mechanics. Administer pretests for NOCTI.
- Advertise and inform students about the PSAT and SAT opportunities.
- Assist with Progress Report distribution. Review student grades.
- Participate in parent open house.
- Conduct Financial Aid Night.

October

- Administer SAT and PSAT/NMSQT.
- Attend Financial Aid Update conference.
- Begin group counseling program/sessions.
- Assist seniors with college applications, letters of recommendation, and transcripts.
- Identify SUN Tech students that are required to take Math credit.
- Prepare Marking Period 1 Report Cards, assist administration with grading concerns.
- Update database of graduates for state reports.
- PAYS surveys for seniors and sophomores (every other year).

- Identify students for participation in Diversity Conference and send permission letters home.
- Individual meetings with 9th graders regarding scheduling and career plan (339).
- Organize grade 10 SUN Tech visitation.
- Input grades for SUN Tech students for marking period 1.
- Identify students for participation in a variety of social/emotional opportunities.
- Organize Sun Tech 10th Grade Visitation (all students).

November

- Assist seniors with college applications, letters of recommendation, and transcripts.
- Coordinate SUN Tech Counselor presentation to Grade 11 students.
- Prepare requisitions for next school year.
- Organize and schedule Grade 11 SUN Technical School visitation.
- Attend Transition Clinics for special education students.
- Continue freshman individual meetings.

December

- Administer and prepare for the SAT.
- Consult with administration regarding Course Description Booklet preparation.
- Begin student registration process for the next school year at the SUN Technical School
- Assist seniors with college applications, letters of recommendation, and transcripts.
- Participate in Snyder County Coalition for Kids conference at Susquehanna University.
- Input grades for Dual Enrollment courses and verify student eligibility for next semester.
- Enroll students in Dual Enrollment courses.
- Continue freshman individual meetings.
- Coordinate with Administration for Keystone Exam preparation.

January

- Conduct Financial Aid Night.
- Organize Grade 8 Open House presentation.
- Present scheduling information to Grade 8 students.
- Meet with all classes in large groups to discuss scheduling and course requests.
- Prepare Report Cards for Marking Period 2.
- Attend Transition Clinics for special education students.
- Continue to monitor and assist students applying to college.
- Send mid-year transcripts for seniors applying to post-secondary education.
- Re-schedule students who have failed courses from semester 1.
- Assist in the administration of Keystone Exams (i.e. make-ups, test security, teacher preparation, etc.)

February

- Send letters to parents of seniors in danger of not graduating, review senior graduation progress.
- Advertise the final deadline for SUN Tech applications.
- Review and consult with administration regarding course requests for all students in Sapphire.
- Monitor student grades and academic progress.
- Ordering and preparing for Advanced Placement Testing.
- Collaborate with building administration to develop the master schedule.

March

- Attend SUN Tech Guidance Advisory Committee meetings.
- Prepare Report Cards for Marking Period 3.
- Ongoing consultation with administration regarding scheduling.
- Assist students with scheduling courses for the next school year.
- Resolving student scheduling conflicts.
- Prepare for local scholarship program.

April

- Continue consultation with administration in developing master schedule for next year.
- Prepare students for the Advanced Placement Test administration and collect student fees.
- Consult with administration for the preparation and administration of Keystone Exams.
- Assist students with scheduling courses for the next school year.
- Advertise local scholarship information and prepare applications, consult with administration for scholarship selections.

May

- Administer the SAT.
- Organize and administer Advanced Placement Testing Program.
- Review credits for students graduating & class rank for graduation.
- Notify parents and students in danger of not graduating, review graduation progress for seniors.
- Transition incoming 8th grade students, tour the high school.
- Distribute summer school information to students in danger of retention and courses failed.
- Identify students who are retained and contact parents of students needing summer school.

June/July

- Submit state reports for Student Assistance Program.
- Mail report cards.
- Review failure list for scheduling purposes.
- Transition meeting with middle school counselors.
- Update transcripts for next year's students.
- Electronically upload transcripts to colleges/universities for recent graduates.
- Mail senior letter regarding graduation requirements.
- Meet with students & parents to make schedule changes.
- Update school profile.
- Update student registration in Parchment (transcripts) for incoming class.
- Prepare database of graduates for state reports.

9-12 Ongoing Activities:

- Academic, Personal, Career Counseling
- Monitoring student graduation requirements

- Academic Support Meetings
- SAC (weekly)
- Bi-Weekly Child Study Team Meetings
- Bi-Weekly Hybrid Education meetings
- Bi-Weekly Administration/Guidance meetings
- Bi-Weekly MTSS Meetings
- New Student Orientations-input grade history for new students
- Parent Conferences
- Screening for Academic Support
- Dual Enrollment
- Class Meetings regarding post-secondary/careers
- Testing Program
- Prepare and post alumni transcripts
- Consult school psychologists and learning support teachers for students who request testing accommodations through SAT, PSAT, and AP.
- Attend Susquehanna Valley School Counselor Association meetings

GUIDANCE CALENDAR

Month	Elementary School	Intermediate School	Middle School	High School
August	Assist with orientation/open house, review 504s, establish behavior plans, coordinate wraparound services, review IST referrals.	Assist with orientation, review IEPs and 504s, update legal releases, plan PBIS team training.	Assist with 6th Grade Orientation, Open House, review schedules, transition meetings, set up SAC case manager folders.	Coordinate Grade 9 and new student orientation, schedule Dual Enrollment courses, assist students with schedule changes, update transcripts.
September	Develop counselor schedule, assist with open house, begin behavior plans, coordinate Red Ribbon Week, assist with Universal Screenings.	Start guidance classes, prepare needs assessments, mail PSSA results, plan Red Ribbon Week activities.	Conduct school counseling presentations, review support programs, initiate CASS Club, plan Red Ribbon Week.	Facilitate student schedule changes, present graduation requirements, attend advisory meetings, conduct financial aid night.
October	Coordinate Red Ribbon Week activities, begin small group counseling.	Assist with Open House, finalize Red Ribbon Week logistics, notify teachers for winter outerwear needs.	Deliver Red Ribbon Week activities, begin small group counseling, facilitate SUN Tech tour.	Administer SAT and PSAT, assist seniors with college applications, begin group counseling sessions.
November	Participate in parent-teacher conferences, assist in holiday assistance referrals.	Assist with holiday assistance, parent-teacher conferences.	Identify students for holiday assistance, plan spirit activities.	Assist seniors with college applications, coordinate SUN Tech counselor presentations, schedule grade 11 SUN Tech visitations.
December	Prepare second semester needs assessment, distribute holiday giving tree.	Prepare second semester needs assessments, arrange PSSA subs.	Begin Grade 8 course selection process, deliver 8th Grade Career Day.	Administer SAT, begin student registration for SUN Tech, assist seniors with college applications.
January	Begin second semester groups,	Train Susquehanna students,	Assist high school counselors with	Conduct Financial Aid Night, organize

	assist with Universal Screenings.	schedule second semester groups.	8th-grade presentations, plan Random Acts of Kindness Week.	Grade 8 Open House, present scheduling information.
February	Schedule promotion/retention meetings, schedule class list creation.	Schedule retention review meetings, prepare for PSSA administration.	Complete annual PA State Test Admin Training, create PSSA testing schedule.	Send letters to parents of at-risk seniors, review graduation progress, finalize SUN Tech applications.
March	Participate in kindergarten pre-registration meeting, recruit for Summer Seals.	Conduct PSSA training, finalize small group testing logistics.	Mail PSSA letters, receive and inventory testing materials.	Attend SUN Tech Guidance Advisory meetings, prepare report cards.
April	Conduct Kindergarten registrations, survey for promotion/retention.	Coordinate PSSA administration, survey teachers for ISA needs.	Administer PSSA tests, train staff, organize materials.	Prepare for Advanced Placement testing, finalize Keystone Exam prep.
May	Conduct promotion/retention conferences, confirm class lists, organize move-up day.	Assist with class lists, transition program for middle school.	Conduct 5th Grade Orientation, train CASS Club members for tours.	Administer SAT, organize AP testing, transition 8th grade students.
June/July	Purge student files, plan Red Ribbon Week, transition meetings.	Develop counselor schedules, review incoming student files.	Purge student files, submit SAP data to PDE, transition meetings.	Submit SAP state reports, mail report cards, update transcripts.

CAREER COUNSELING

Career counseling services at Selinsgrove Area School District are designed to provide students with meaningful opportunities to explore career pathways, engage in work-based learning experiences, and develop essential skills for future success. Through a comprehensive approach that includes career interest assessments, college and career readiness activities, and partnerships with local businesses and higher education institutions, students gain exposure to a wide range of post-secondary options. High school students have access to individualized career consultations, internships, job shadowing, industry-recognized credential preparation, and college application support, while middle school students participate in career interest surveys, mentoring programs, and hands-on career exploration activities. Regular interactions with employers, college representatives, and community organizations ensure that students are well-equipped to make informed decisions about their future education and career paths. By integrating career readiness programming throughout a student's academic journey, the district fosters career awareness, workplace readiness, and lifelong planning skills.

August/September

- Bloomsburg University tour and information session.
- Financial Aid night (probably already on the HS calendar)
- Organize and finalize Career Experiences for seniors (in district work-based learning experiences)
- Organize and finalize Internships for seniors (out of district work-based learning experiences)
- Work with employers/internship placements to obtain child abuse clearances
- Determine number of NOCTI testers and order pre-tests

October

- Work with Healthcare Career Club advisor to send students to AIM-HI at Geisinger
- Commonwealth Instant Decision Day
- Susquehanna University tour and information session.
- Accompany Anatomy and Physiology classes to SU to see the cadaver and rat labs
- Proctor NOCTI pre-tests

November

- Penn College of Technology tour and information session
- Determine interest in Penn College of Technology AMP pre-apprenticeship program
- FFA officers present to all 8th grade science students about FFA and class options

December

- Present to all 11th graders about Geisinger co-op opportunities
- Work with students not in Career Prep to create a resume for Geisinger co-op application (support from Bingaman Lumber HR department)

January

- Support interested students in completion of Geisinger co-op application
- Organize and finalize Career Experiences for seniors (in district work-based learning experiences)
- Organize and finalize Internships for seniors (out of district work-based learning experiences)
- Work with employers/internship placements to obtain child abuse clearances
- Start AMP pre-apprenticeship with small group of students

February

- AMP trip to Penn College of Technology
- Ongoing activities as described below

March

- HS Career Fair organized with Shikellamy, Midd-West, Selinsgrove and Career Link
- AMP trip to Penn College of Technology

April

- AMP trip to Penn College of Technology

May

- AMP trip to Penn College of Technology
- Complete all Act 158 activities for graduating seniors

Ongoing activities:

- Work with Act 158 graduation pathway students:
- Individual consultation and discussion of career goals
- Small group tours of local employers
- Small group/individual informational interviewing with workers in fields of interest
- Discussion and determination of preferred post-secondary educational pathway
- Providing industry recognized credential preparation and testing

Work with any high school student:

- Individual consultation and discussion of career goals
- Small group tours of local employers
- Small group/individual informational interviewing with workers in fields of interest
- Discussion and determination of preferred post-secondary educational pathway

Individualized support for college going students

- Review of personal statements
- College application support
- FAFSA completion with students and/or parents

Maintain connection to Career Link for:

- Career VR glasses in classrooms (middle and high school)
- Potential of paid work-based learning experiences for students
- Group activities such as Business Challenge

Maintain connection with OVR to support students with special needs

Arrange, advertise and welcome college admissions representatives. Offered twice per week September through the end of November.

- Work with Middle School to align classwork with CEW standards and help staff and students to

Middle School

August/September

- 8th grade Career Interest Survey
- Identify and reach out to 8th grade students for BUILD mentoring program (mentoring with a local medical student). Work with Dr. Kelly Baldwin at Wellspan Evangelical to create mentoring matches
 - Lunch meet and greet
 - Collect clearances
- Math in the workplace presentation in 6th grade math (done once each marking period).

November

- FFA officers present to all 8th grade science students about FFA and class options

December

- 8th grade career day
- Health Career VR experiences in 7th grade health classes (Career Link)

April/May

- Organize and chaperone trips to local employers. Students are chosen based on their survey responses about career interests

CAREER COUNSELING CALENDAR

Month	Activity
August/September	Bloomsburg University tour and information session.
	Financial Aid night (probably already on the HS calendar)
	Organize and finalize Career Experiences for seniors (in district work-based learning experiences)
	Organize and finalize Internships for seniors (out of district work-based learning experiences)
	Work with employers/internship placements to obtain child abuse clearances
	Determine number of NOCTI testers and order pre-tests
October	Work with Healthcare Career Club advisor to send students to AIM-HI at Geisinger
	Commonwealth Instant Decision Day
	Susquehanna University tour and information session.
	Accompany Anatomy and Physiology classes to SU to see the cadaver and rat labs
	Proctor NOCTI pre-tests
November	Penn College of Technology tour and information session
	Determine interest in Penn College of Technology AMP pre-apprenticeship program
	FFA officers present to all 8th grade science students about FFA and class options
December	Present to all 11th graders about Geisinger co-op opportunities
	Work with students not in Career Prep to create a resume for Geisinger co-op application (support from Bingaman Lumber HR department)
January	Support interested students in completion of Geisinger co-op application
	Organize and finalize Career Experiences for seniors (in district work-based learning experiences)
	Organize and finalize Internships for seniors (out of district work-based learning experiences)
	Work with employers/internship placements to obtain child abuse clearances
	Start AMP pre-apprenticeship with small group of students
February	AMP trip to Penn College of Technology
	HS Career Fair organized with Shikellamy, Mid-West, Selinsgrove and Career Link

March	AMP trip to Penn College of Technology
	AMP trip to Penn College of Technology
April	AMP trip to Penn College of Technology
May	Complete all Act 158 activities for graduating seniors
	Work with Act 158 graduation pathway students: Individual consultation, small group tours, interviews, educational pathway discussion, credential preparation/testing
Ongoing	Work with any high school student: Individual consultation, small group tours, interviews, educational pathway discussion
	Individualized support for college-going students: personal statement reviews, college application support, FAFSA completion
	Maintain connection to Career Link for VR glasses, work-based learning, Business Challenge
	Maintain connection with OVR to support students with special needs
	Arrange, advertise and welcome college admissions representatives. Offered twice per week September through November.
	Work with Middle School to align classwork with CEW standards and help staff and students
	8th grade Career Interest Survey
	Identify and reach out to 8th grade students for BUILD mentoring program (mentoring with a local medical student)
Middle School - August/September	Lunch meet and greet
	Collect clearances
	Math in the workplace presentation in 6th grade math (once per marking period)
Middle School - November	FFA officers present to all 8th grade science students about FFA and class options
Middle School - December	8th grade career day
	Health Career VR experiences in 7th grade health classes (Career Link)
Middle School - April/May	Organize and chaperone trips to local employers. Students are chosen based on their survey responses about career interests.

GUIDANCE PROGRAM DELIVERY SYSTEM

The Selinsgrove Area School District is committed to providing a comprehensive, integrated program of student services designed to provide each student the opportunity to develop to his or her fullest potential, with emphasis on the areas of academic, career and personal/social development. The program is developmental in nature, is an integral part of the total educational program, is implemented by a state-credentialed school counselor, and is conducted in collaboration with parents or guardians, community members, school personnel, and other support services professionals. The plan will specify how and what services are delivered, will monitor student progress, will be data-driven and will include scheduled plans for evaluation and improvement. The plan will focus on the following four components: a guidance curriculum, individual student planning, responsive services and system support.

Confidentiality

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

Guidance Curriculum

This curriculum is a developmental structured lesson approach for all K-12 students to develop knowledge and skills appropriate to their age and grade level. While many school professionals address career, academic, and personal/social development in their classes and programs, the following topics are presented specifically by guidance personnel through classroom lessons. *To view guidance curriculum alignment to ASCA standards, see APPENDIX A. To view Second Step Curriculum, see APPENIX B. To view the district's model of alignment to Career Education and Work Standards, see Appendix C.*

At the Elementary Level (K-5), guidance counselors present lessons addressing the following topics:

1. Career Development
 - Career Awareness
 - Career Exploration
2. Personal/Social Development
 - Peer Pressure, Bullying, Diversity, Friendship Skills
 - Personal Safety, Stranger Awareness, Alcohol and other Drugs – Prevention
 - Anger Management, Cooperation, Responsibility, Self-Esteem
3. Academic Development
 - Listening Skills
 - Test Taking Skills and Study Skills
 - Organization, Time Management, Goal Setting

At the Middle School Level (6-8), guidance counselors, community members (i.e. PHEAA, SUN Vo-Tech, CareerLink) and middle school teachers, present lessons/activities addressing the following topics:

1. Career Development
 - Career Awareness
 - During each “8th Grade Career Day” Presentation (6 sessions), ALL 8th grade students will complete a form inquiring about occupational information (work activities, school subjects related to job, education & training, earnings, skills, working conditions, job outlook, fun facts related to job.
 - Career Planning
 - Entrepreneurship

2. Personal/Social Development

- Bullying
- Empathy
- Kindness
- Being an Empowered Bystander
- Acceptance / Diversity
- Assertiveness Skills

Conflict Resolution

3. Academic

- Study Skills (Organization, Time Management, Note-taking)
- Test-Taking Skills (Test Anxiety, Test Preparation)
- Self-Awareness
- Multiple Intelligences (Learning Styles)

At the High School Level (9-12) classes are not taught to students by counselors. However, group presentations and activities are provided which address the following topics: Career Development, Post-Secondary Education, Course Selection and Scheduling. A course has been designed in collaboration with and taught by the business department to assist students in developing an individualized career plan, exploring careers of interest, identifying aptitudes and abilities and setting goals, with specific objectives to meet those goals.

In addition, the guidance counselors at the three different levels schedule parent workshops and group activities as needs arise. Examples include the following:

Elementary Level

Kindergarten Registration

2nd grade tour of Intermediate School

Assist in developing class lists

Middle School

5th Grade Orientation Program

SUN Area Career and Technology Center large group presentation to ALL 8th grade students

6th, 7th and 8th grade new student orientation

7th and 8th grade job shadowing

8th graders complete job applications and participate in mock interviews conducted by local businesses

Community representatives present information on career and post-secondary options to 8th grade students

6th and 7th Grade Career Programs

High School

8th grade tour of High School

8th grade parent/student open house

Parent financial aid workshops

Students visit SUN Career and Technology Center and the counselor from the Center meets with the students at the High School.

Military organizations and post-secondary schools meet with interested students.

Individual Student Planning: Individual planning is designed to help students establish personal goals and develop future plans through ongoing systemic planning. All counselors assist with orientation of new students who enroll throughout the year.

At the Elementary level, counselors conduct screenings for enrichment referrals and ABS referrals and participate in IEP, ER, RTII and Preschool/Kindergarten Transition meetings.

At the Intermediate level, counselors conduct screenings for ABS and enrichment referrals and participate in IEP, MDE and Child Study Team meetings.

At the Middle School level, counselors meet with individual 8th grade students to develop high school schedules. Counselors are responsible for new transfer student placements, math placements. Counselors conduct screenings for enrichment referrals and referrals to the Academic Behavioral Support Team.

High School counselors meet with each high school student individually to review schedules and career goals (career appraisal and advisement). Counselors will meet with each student who intends to drop out of school prior to graduation. Counselors participate in IEP, ER, Academic Support meetings and Transition Clinics.

Responsive Services: Students' immediate needs are met through responsive services such as counseling, consultation, referral, peer mediation, information gathering and coordination.

Counselors at all levels provide the following services:

- Referrals to outside agencies
- Referrals to access district services such as the Student Assistance Committee or Program, the Community and School Based Behavioral Health team, etc.
- Facilitate small groups
- Individual counseling
- Crisis counseling
- Assist with obtaining available services for students from special populations such as home-bound students, homeless students, pregnant and/or parenting students, students with disabilities, and students whose families are in crisis.
- Consultations
 1. Teachers
 2. Administrators
 3. Parents
 4. Community Agencies

In addition, services provided by each level include:

Intermediate Level

- Peer leadership for grades 4 and 5
- Study Buddy program through AmeriCorps and a local university
- Tutoring and student support through Susquehanna University's Federal Work Study program
- Student support through the Academic/Behavioral Support (ABS) process

Middle School Student Support Programs

- The Homework Club
- The Academic/Behavioral Support (ABS) process
- Targeted Reading/Targeted Math
- Student Assistance Committee (SAC)
- Alternative Education

High School Mediation

- Student Assistance Team

- Alternative Education
- Drug & Alcohol Counseling
- Site-Based Therapeutic Support Group through local medical center

Systems Support: The purpose of these activities is to establish, maintain and enhance the school counseling program. These activities include: consultation, collaboration and teaming, professional development, record keeping, assessment and program development.

Counselors at all levels engage in the following activities:

- Records management and development of the district records policy
- Serving on school and district committees
- Participating in community committees
- Coordinate and implement the state and district standardized testing program
- Membership in professional organizations
- Staff development/professional self renewal through conferences, workshops, etc.
- Parents are made aware of guidance services through the district website, student handbook, open houses, newsletters, etc.
- Parental notification regarding all student assessments.