

Chapter 339
K-12 Guidance Plan Outline
2016-2021



Twin Valley School District
Every Student. Every Day

A comprehensive guidance plan is required as part of Pennsylvania School Code under Chapter 339.

The future of school counseling depends on the successful implementation of comprehensive programs. School counselors must transform their roles and produce evidence of their impact on student success. School counselors are critical to successful efforts to close the achievement gap. School counselors, by virtue of their training and skills, are poised to play key roles in addressing the educational challenges facing Pennsylvania students.

This plan was created through the collaborative effort of school counselors, principals and curriculum staff members at the Twin Valley School District. Feedback and input was gathered from key stakeholder groups including: students, educators, parents, school board members, business partners, post-secondary partners, Berks Career and Technology Center administrators and experts from the Berks County Intermediate Unit.

1. School Counselors and Assignments:

K-4:

Honey Brook Elementary Center

- Alison Lane - (610) 273-3615, Ratio 415:1, alane@tvsd.org

Twin Valley Elementary Center

- Kim Polonsky - (610) 286-8670 Ratio 437:1, kpolonsky@tvsd.org

Robeson Elementary Center

- Karen Richards-Schmitz - (610)-582-9580 Ratio 403:1, krschmitz@tvsd.org

5-8:

Twin Valley Middle School

- Jennifer Williams (A-G) - (610)-286-8690 Ratio 366:1, jwilliams@tvsd.org
- Monica Hartey (H-N) - (610)-286-8690 Ratio 364:1, mhartey@tvsd.org
- Rebecca Howell (O-Z) - (610)-286-8690 Ratio 380:1, rhowell@tvsd.org

9-12:

Twin Valley High School

- Tiffany Perricone (A-D Grades 12, A-F Grades 9-11) - (610)-286-8620 Ratio 303:1, tperricone@tvsd.org
- Michele O'Brien (E-K Grades 12, G-K Grades 9-11) - (610)-286-8553 Ratio 257:1, mobrien@tvsd.org
- Diana Gilbert (L-Q grades 12, L-R grades 9-11) - (610)-286-8646 Ratio 300:1, dgilbert@tvsd.org

- Donna Larson (R-Z grades 12, S-Z grades 9-11) - (610)-286-8618
Ratio 273:1, dlarson@tvsd.org
- Cynthia Murray (All Special Education students) - (610)-286-8579
Ratio 200:1, cymurray@tvsd.org

2. School Counseling Department Mission Statement

Twin Valley school counselors in partnership with district stakeholders help empower all students to reach their fullest potential by developing and enhancing academic, social, career, and personal strengths in order to become responsible and productive citizens.

3. Program Goals:

Program goals for each grade range (elementary, middle and high school) were developed for all three domains - Academic, Career, Personal/Social, connected to the department mission. (See attached “Program Goals”.)

Elementary School Counseling Program Goals - Student Focused

<p>Program Goal #1 Domain <input type="checkbox"/> Academic <input checked="" type="checkbox"/> Career <input type="checkbox"/> Personal/Social</p> <p>Increase career awareness and provide information to all third grade students via guidance lessons and classroom instruction in all TVSD elementary schools.</p>
<p>Program Goal #2 Domain <input type="checkbox"/> Academic <input type="checkbox"/> Career <input checked="" type="checkbox"/> Personal/Social</p> <p>Implement social skill instruction K-4 in all elementary buildings in the areas of: Cooperation, emotional awareness and diversity.</p>

Middle School Counseling Program Goals - Student Focused

<p>Program Goal #1 Domain <input checked="" type="checkbox"/> Academic <input type="checkbox"/> Career <input type="checkbox"/> Personal/Social</p> <p>100% of students entering 9th grade will have a career plan. By the end of 9th grade, students will conference with their counselor and update their individual student career plan in Naviance. The student will establish at least one career goal.</p>
<p>Program Goal #2 Domain <input type="checkbox"/> Academic <input checked="" type="checkbox"/> Career <input type="checkbox"/> Personal/Social</p> <p>All fifth grade students will be exposed to the Berks Career and Technical Center by participating in a classroom presentation facilitated by current BCTC students.</p>
<p>Program Goal #3 Domain <input type="checkbox"/> Academic <input type="checkbox"/> Career <input checked="" type="checkbox"/> Personal/Social</p> <p>Child Study Team will utilize at risk profile reports to identify and implement goals and interventions to improve student performance (attendance, grades, discipline).</p>

High School Counseling Program Goals - Student Focused

<p>Program Goal #1 Domain <input type="checkbox"/> Academic <input checked="" type="checkbox"/> Career <input type="checkbox"/> Personal/Social</p> <p>Increase student Job Shadow experiences</p> <p>Increase opportunities for students to take part in a job shadow related to their future career interest by their senior year.</p>
<p>Program Goal #2 Domain <input type="checkbox"/> Academic <input type="checkbox"/> Career <input checked="" type="checkbox"/> Personal/Social</p> <p>Child Study Team will utilize “at risk” report beginning in Fall 2016 and refer students to appropriate supports such as SAP groups, CGRG, Peacekeeper groups, NHS Tutoring. Data goals will be established for the 16-17 school year.</p>
<p>Program Goal #3 Domain <input checked="" type="checkbox"/> Academic <input type="checkbox"/> Career <input type="checkbox"/> Personal/Social</p> <p>All sophomore students will be provided with the opportunity to take the PSAT, at no cost, for the 16-17 school year.</p>

4. Stakeholders:

- **Students** - Students will help deliver the program through student advocacy programs such as Raider Pride at TVMS, Raider Pride Representative, peer mentoring, Peacekeepers, National Honor Society (NHS) tutoring, NHS tours for TVHS new students, Educational Field Experiences, TVHS internships, Twin Valley Heroes, Buddy reading, Advisory Council Members and Student Council tours for new students (TVMS). Various extra-curricular groups throughout the district provide help to others, both within and outside of the district (such as Leo Club, Mini-Thon, FFA).
- **Parents** - Parents will be given opportunities to participate in the program through building volunteer programs, being a homeroom point parent, participating in the Parent/Teacher Organizations, being a Watchdog dad or part of the Robeson Tribe, Advisory Council Members.
- **Educators** -
 - Administrators will
 - provide professional development opportunities for teachers and school counselors,
 - communicate with students, teachers and parents about the various opportunities for students in the area of college and career readiness,
 - communicate with the school board, post-secondary partners and business partners through the bi-annual Advisory Council meetings, and
 - facilitate Child Study Team meetings and student data meetings.
 - Teachers will:
 - integrate career components in their classes,

- facilitate Raider Pride lessons,
 - host peer mentors in their classrooms,
 - participate in the co-teaching model to meet special education needs,
 - collaborate with parents and office staff,
 - give ongoing feedback to parents on student progress,
 - participate in data meetings with administrators, and
 - participate in parent/teacher conferences and student led conferences.
- **Business/Community** - The Twin Valley School District will partner with local business partners to provide internship opportunities for grade 11-12 students, according to their career plan and post-secondary goals. Through our Internship Coordinator, relationships will be maintained with on-site business visits and collaborative planning geared toward student success. All students in the high school will be provided the opportunity to participate in Job Shadows. The Twin Valley High School will plan an annual Career Awareness activity in conjunction with the Berks Business and Education Coalition (BPEC) for the freshmen students (Students Interacting with Business and college visits).
- **Post-Secondary** - The Twin Valley School District will partner with post-secondary partners to create meaningful dual enrollment opportunities for students according to their career plan and goals. The Twin Valley High School will offer dual-enrollment opportunities, at student expense, within the high school through Reading Area Community College (RACC). Additionally, students may enroll and attend classes on campus at Albright College, Delaware County Community College (DCCC), Penn State Berks, and RACC to earn dual enrollment credits.

Stakeholder Action Plan

Stakeholder: Staff						
"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities/Event Description	Data to Measure Impact	Timeline Beginning & End
Create awareness for college and career readiness	Create professional development opportunities for K-12 staff in the area of college and career readiness	13.1.11.C Career Awareness and Preparation	K-12	Success in the New Economy video and Google Classroom activity blog	Evaluation forms and blogging post in Google	2016-2017 school year
Connect the staff to the CTC	High School/Middle School Staff representative will attend the BCTC trip in the fall	13.1.8.D Career Awareness and Preparation	8-12	Field trip to the Berks Career and Technology Center	Feedback forms	Yearly starting 2016-17

Stakeholder: Guidance						
"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities/Event Description	Data to Measure Impact	Timeline Beginning & End
Awareness	Provide Guidance lessons to students on careers	13.1.3.C, D Career Awareness and Preparation	Elem.	Classroom instruction	Assignment completion	Ongoing
Exploration	Ensure that all students have a career plan by the end of 8th grade.	13.1.8.G Career Awareness and Preparation	Middle School	Meeting with counselor, career course, on-line course	Assignment completion	Ongoing
Planning	Conference with 9th grade students to update individual student career plan. Each student will have at least one career goal.	13.1.11.G, H Career Awareness and Preparation	High School	Meeting with counselor	Assignment completion	Ongoing
	Increase student job shadow experiences	13.1.11.D Career Awareness and Preparation	High School	Juniors will take part in a job shadow related to their future career interest.	# of students participating	Ongoing
	Create a data profile for "at risk" students.		High School	Provide criteria to IT support (June 2016)	Data goals will be established for the 16-17 school year by Child Study Team.	Ongoing

Stakeholder: Students						
"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities/Event Description	Data to Measure Impact	Timeline Beginning & End
Connect students to career and college resources	All 3rd grade students will learn about careers in Agriculture	13.1.3.D Career Awareness and Preparation	Grade 3	Attend a field trip to the AG Science Department at the high school	Assignment Completion	Yearly Trip
	7-11 grade students will explore college opportunities and meet with college representatives.	13.1.8.D Career Awareness and Preparation	Grades 7-11	HS Students will have the opportunity to attend a college fair at the TVHS	Sign-in sheet to measure attendance and evaluation forms	Yearly
	All freshman students will explore colleges and business careers in Berks county.	13.1.8.D Career Awareness and Preparation	Grade 9	All 9th grade students will attend the college trip and BBEC trip in HS as part of the college and career planning	Evaluation forms	Yearly Trip
Connect the student to the BCTC	Vo-tech students speaking to 5th grade	13.1.8.D Career Awareness and Preparation	Grade 5	Vo-tech students come down to middle school to talk about BCTC	Assignment Completion	Yearly
	8th (selected) and 9th grade students will visit the BCTC to explore career pathways.	13.1.8.D Career Awareness and Preparation	Grade 8 (selected) and Grade 9	Students will visit BCTC and explore the program options.	Evaluation Forms	Yearly Trip
All students will have a career portfolio based on interests and aptitudes and personality	All students will enter high school with a career portfolio	13.1.8.G Career Awareness and Preparation 13.2.11.C/D Career Acquisition	Grade 8	All 8th grade students will develop a career portfolio in the Middle School	Career Portfolios	Yearly

Stakeholder: Businesses						
"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities/Event Description	Data to Measure Impact	Timeline Beginning & End
Give business representatives a voice in the career readiness actions of the district	Create an advisory council	13.1.11.C/F Career Awareness and Preparation	Grades K-12	Bi-annual College and Career Advisory Council meetings to gather input and feedback from business representatives	Feedback forms and input from activities	Bi-Annual Meeting starting May 2016
	Allow businesses access and input to our students, teachers and administrators.	13.2.11.E Career Acquisition	Grade 9	Participate in the annual BBEC business visitation day and have speakers talk to students about applying essential workplace skills.	Feedback forms	Yearly
		13.3.11.F Career Retention and Advancement 13.4.11.A Entrepreneurship	High School Admin.	Meet with Berks business leaders (BBEC, Reading Area Chamber of Commerce and Berks Workforce Development Council) to discuss high school program.	Notes from meeting	Spring 2016
	Create opportunities for High School students internships	13.2.11.E Career Acquisition 13.3.11.A/B/C/E/G Career Retention and Advancement	Grades 11-12	HS interns will be placed in businesses with mentors according to career area of interest.	Mentor grade sheets and evaluation forms	Yearly by semester

Stakeholder: Post-Secondary						
"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities/ Event Description	Data to Measure Impact	Timeline Beginning & End
Students should have access to college credit during high school.	Write curriculum in coordination with RACC in order for students to enroll in dual enrollment and earn college credits from TVHS.	13.1.11.E/F/G/H Career Awareness and Preparation	10-12	Dual enrollment on campus	# of students enrolled	Ongoing
	Create reciprocation agreements with local colleges to allow students to earn college and Twin Valley credit while enrolled in a local college.	13.2.11.A/D/E Career Acquisition	10-12	Dual enrollment off campus	# of students enrolled	Ongoing
Students and parents should have access to representatives from post-secondary institutions to discuss options and programming.	Plan a college fair and invite representatives from colleges to TVHS for an evening event.	13.1.11.E/F/H Career Awareness and Preparation	10-12	College Fair	# of college representatives, students and parents attending	Bi-annually

Stakeholder: Parent						
"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities/Event Description	Data to Measure Impact	Timeline Beginning & End
Parents have varied career experiences and backgrounds that can benefit students and increase their knowledge base.	Invite parents into classrooms for career activities.	13.1.3.A/B/C Career Awareness and Preparation	8th and 9th	Career Classes	# of parents	Yearly
				BBEC day	# of parents	Yearly
Parents should increase their awareness of the Career and Technical Center options available to students.	Create opportunity to educate parents about CTC	13.1.11.A/C/D -Career Awareness and Preparation	8th and 9th	Course selection night	# of parents	Yearly
	Invite CTC to the course selection night					
Parents should be able to access the Career Development plan of the district.	Develop a parent webpage targeting Career Development K-12 and Chapter 339 plan	13.1.11.A/C/D -Career Awareness and Preparation	K-12	Develop web resources for parents in the area of Career Development K-12 and the Chapter 339 plan	# of hits and downloads from the website	Starting in 2016-17 and updated when necessary

5. Role of the School Counselor:

Twin Valley School District Counselors work with school staff, students, parents and the community to create a caring, supportive climate and atmosphere whereby students can achieve academic success. School counselors' duties are focused on the overall delivery of the total program through guidance curriculum, individual student planning and responsive services. Through leadership, advocacy and collaboration, school counselors promote equity and access to rigorous educational experiences for all students. School counselors support a safe learning environment and work to safeguard the rights of all members of the school community. They address the needs of all students through culturally relevant prevention and intervention programs that are part of a comprehensive school counseling program. They uphold the ethical and professional standards of ASCA and other applicable professional counseling associations and promote the development of the school counseling program at Twin Valley School District.

6. Advisory Council:

The Twin Valley Advisory Council was created and first meeting held on May 12, 2016. Stakeholders include: BBEC, Reading Area Chamber of Commerce, Berks Workforce Development, RACC, PSU Berks, local businesses, students, educators, counselors, and parents.

TVSD College and Career Readiness Advisory Council Members List

Business Representatives

Ken Brownlow | VP of Operations | R-V Industries | Kenb@rvii.com

DJ Grick | Youth Pastor | Director of Media and Technology | Morgantown Community Church | 610-286-5153 | dj@mcchurch.me

Gail Landis | Vice President | Government & Community Relations | Greater Reading Chamber of Commerce & Industry | Greater Reading Keystone Innovation Zone | 610-898-7773 | glandis@greaterreadingchamber.org

Solomon Lausch | Executive Director | Berks Business Education Coalition | 610-372-6114 | slausch@berksbec.org

Mike Robinson | Executive Director of Community & Fan Development | Reading Fightin Phils | 610-375-8469 x.229 | mrobinson@fightins.com

Eric Stone | Mission & Benefit Manager | R-V Industries | EricS@rvii.com

Education Representatives

Matt Barber | Assistant Principal | Twin Valley High School | mbarber@tvsd.org

Allison Bolt | Board of Directors | Twin Valley School District | abolt@tvsd.org

Gerald Catagnus | 7/8 Principal | Twin Valley Middle School | 610-286-8660 | gcatagnus@tvsd.org

William Clements | Principal | Twin Valley High School | 610-286-8600 | wcllements@tvsd.org

Stacy Dunleavy | Coordinator of Teaching and Learning | Twin Valley School District | 610-286-8550 | sdunleavy@tvsd.org

Rebecca Howell | School Counselor | Twin Valley Middle School | 610-286-8660 | rhowell@tvsd.org

James A. Kraft | Administrative Director | Berks Career and Technology Center | 610-374-4073 | JAKraft@berkscareer.com

Alison Lane | School Counselor | Honey Brook Elementary Center | 610-273-3615 | alane@tvsd.org

Douglas Metcalfe | Board of Directors | Twin Valley School District | dmetcalfe@tvsd.org

Angela Morgan | Internship Coordinator | Twin Valley High School | 610-286-8637 | amorgan@tvsd.org

Brenda Moyer | Assistant Principal | Twin Valley High School | 610-286-8600 | bmoyer@tvsd.org

Courtney Moyer | Technology and Engineering Department | Department Chair | Twin Valley High School | 610-286-8600 | cmoyer@tvsd.org

Cynthia Murray | Transition Coordinator | Twin Valley High School | 610-286-8630 | cmurray@tvsd.org

Michele O'Brien | School Counselor | Twin Valley High School | 610-286-8630 | mobrien@tvsd.org

Gerald Ott | Science Department | Department Chair | Twin Valley High School | 610-286-8600 | gott@tvsd.org

Tiffany Perricone | School Counselor | Department Chair | Twin Valley High School | 610-286-8630 | tperricone@tvsd.org

Lorraine Sakoian | Assistant Superintendent | Twin Valley School District | 610-286-8550 | lsakoian@tvsd.org

Craig Sell | Principal | Twin Valley Elementary Center | 610-286-8670 | csell@tvsd.org

Connie Skipper | Assistant Director | Office of Professional Development and Curriculum | Berks County Intermediate Unit | 610-987-8496 | conski@berksiu.org

Gwen Werner | Internship Coordinator | EFE Coordinator | Twin Valley High School | 610-286-8637 | gwerner@tvsd.org

Jennifer Williams | School Counselor | Twin Valley Middle School | 610-286-8660 | jwilliams@tvstd.org

Kirk Williard | Director CTCE | Chester County Intermediate Unit | 484-237-5049 | KirkW@cciu.org

Post-Secondary Partners

Sandy Cos | Assistant Director | Dual Enrollment & High School Initiatives | Delaware County Community College | 267-804-0290 | scos@dccc.edu

Jodi Corbett | Director of Academic Partnerships | Adjunct Communication Faculty | Reading Area Community College | 610-607-6219 | jcorbett@racc.edu

Linda Bell | Assistant Dean, Business Division | Reading Area Community College | 610-372-4721, ext. 5168 | LBell@racc.edu

Becky Eckenrode | Assistant Director of Admissions | Penn State Berks | 610-396-6064 | rwd129@psu.edu

Dan Hartzman | Director of Undergraduate Admissions | Alvernia University | 610-568-1530 | Dan.Hartzman@Alvernia.edu

Sherry Murphy | Curriculum Coordinator | Reading Hospital School of Health Sciences | 484-628-0203 | sherry.murphy@readinghealth.org | readinghealth.org

Twin Valley School District Parent Representatives

Jeanne DiGiacomo

Eileen Dioguardo

Karen Givens

Erica Jamison

Amanda Karwic

Becky Rimby

Tara Shreiner

Twin Valley High School Student Representatives

Maggie Fix (12)

Jordan DeGaray (11)

Dakota King (10)

Meghan Horan (12)

Sophia Schiaroli (11)
 Delayna Witouski (12)
 Jordan Elliott (12)
 Jason Judy (11)
 Summer Kehl (11)
 Cooper Knapp (11)

7. Program Calendar:

Monthly program calendars were created for each level of the K-12 counseling program. The calendar details activities for each domain - academic, career and personal/social.

Monthly Counseling Calendar

July	August
<p><u>Academic</u> Schedule Conflicts Individual College Meetings 4-year plan verifications</p> <p>Assess and implement scheduling needs</p> <p><u>Career</u> Individual College Meetings</p> <p><u>Personal/Social</u> Coordinate transition meetings for students with special considerations and needs</p>	<p><u>Academic</u> Individual Student meetings regarding schedule Senior Conferences for post-secondary plans Back to School Night</p> <p>Assess scheduling needs and make changes if needed</p> <p>Orientation new students Review new student records Provide OT/PT agency with student lists and class placements Meet with classroom teachers regarding individual student needs</p> <p><u>Career</u> Senior College Information Meeting for Parents Senior Conferences for post-secondary plans</p> <p><u>Personal/Social</u> Freshman Orientation New Student Orientation Individual Student meetings regarding schedule Senior Conferences for post-secondary plans SAP Meetings</p> <p>Student Council students take new students and their families on tours while counselors work on schedules</p> <p>Meet new students and their families</p>

September	October
<p><u>Academic</u> 9th grade Freshman Interviews Senior Conferences for post-secondary plans ACT Test BBEC Business Trips and follow-up discussions</p> <p>Back to School Night Review 504 Plans with staff</p> <p>Orientation of Watch Dog Dads</p> <p><u>Career</u> 9th grade Freshman Interviews Senior Conferences for post-secondary plans BBEC Business Trips and follow-up discussions for 9th grade students</p> <p>Teach career class</p> <p><u>Personal/Social</u> 9th grade Freshman Interviews Senior Conferences for post-secondary plans SAP Meetings</p> <p>Manage/coordinate SAP groups</p> <p>School wide positive behavior support planning Classroom Developmental Guidance K-4 Small group instruction 1-4 Collaborate with CGRC</p>	<p><u>Academic</u> 9th grade Freshman Interviews Senior Conferences for post-secondary plans BCTC presentation for Freshman BCTC tour for Freshman Individual meetings with students interested BCTC Berks Regional College Fair Recruit for Allied Health (Juniors) SAT Test</p> <p><u>Career</u> 9th grade Freshman Interviews Senior Conferences for post-secondary plans BCTC presentation for Freshman BCTC tour for Freshman Individual meetings with students interested BCTC Berks Regional College Fair Recruit for Allied Health (Juniors)</p> <p>Teach Careers Class Coordinate BCTC applications and visit for 8th grade students with IEPs</p> <p>K-4 Career Class guidance</p> <p><u>Personal/Social</u> 9th grade Freshman Interviews Senior Conferences for post-secondary plans Recruit for Allied Health (Juniors) Individual meetings with students interested BCTC SAP Meetings</p> <p>SAP groups</p> <p>K-4 Twin Valley Heroes lessons Small group instruction 1-4</p>

November	December
<p><u>Academic</u> 9th grade Freshman Interviews Senior Conferences for post-secondary plans ASVAB Test ACT Test</p> <p>Parent Teacher Conferences</p> <p>Review RtII data Meet with Watch Dog dad team</p> <p><u>Career</u> 9th grade Freshman Interviews ASVAB Test</p> <p>Teach career classes</p> <p>3rd grade Career Developmental Guidance</p> <p><u>Personal/Social</u> 9th grade Freshman Interviews Select Hugh O'Brien Participants SAP Meetings</p> <p>Coordinate turkey dinners for families in need based on donations by a local neighborhood</p> <p>SAP groups</p> <p>K,1,2,4 Classroom Developmental Guidance Lessons Small group instruction</p>	<p><u>Academic</u> 9th grade Freshman Interviews 11th grade Junior Conferences Senior Conferences for post-secondary plans ACT Test SAT Test Berks Best Selection</p> <p><u>Career</u> 9th grade Freshman Interviews 11th grade Junior Conferences Berks Best Selection</p> <p>Teach Career Classes</p> <p><u>Personal/Social</u> 9th grade Freshman Interviews 11th grade Junior Conferences Berks Best Selection SAP</p> <p>Christmas Gift Fund Families (k-12)</p> <p>SAP groups</p> <p>Classroom guidance K-4 Small Group guidance</p>

January	February
<p><u>Academic</u> 9th grade Freshman Interviews 11th grade Junior Conferences Berks Best Application Due SAT Test BBEC College Trips for 9th grade students Schedule changes for semester change</p> <p>Review RtII data</p> <p><u>Career</u> 9th grade Freshman Interviews 11th grade Junior Conferences BBEC College Trips for 9th grade students Berks Best Application Due Financial Aid Night</p> <p>Teach Career Classes</p> <p>Gr 3 Career Dev Guidance</p> <p><u>Personal/Social</u> 9th grade Freshman Interviews 11th grade Junior Conferences SAP Meetings</p> <p>SAP groups</p> <p>K,1,2,4 Develop Guidance Classroom 1-4 Small Group lessons</p>	<p><u>Academic</u> 11th grade Junior Conferences ACT Tests</p> <p>Meet with Watch Dog Dad Team</p> <p><u>Career</u> 11th grade Junior Conferences</p> <p>Teach Careers Classes</p> <p><u>Personal/Social</u> 11th grade Junior Conferences SAP Meetings</p> <p>SAP groups</p> <p>Great Kindness Challenge K-4 Small group guidance</p>

March	April
<p><u>Academic</u> 11th grade Junior Conferences 10th grade Sophomore Groups SAT Test ASVAB Test Course Selection 8-11 Course Selection Night for 8th grade Parents and Students Course Selection Breakfast for 8th grade Parents Local Scholarship Applications Delivered Outstanding Young Woman Scholarship Presented Spring Junior College Fair at Alvernia University</p> <p>Student Led Conferences</p> <p>Kindergarten Registration</p> <p><u>Career</u> 11th grade Junior Conferences 10th grade Sophomore Groups Course Selection 8-11 Course Selection Night for 8th grade Parents and Students Course Selection Breakfast for 8th grade Parents ASVAB Test Local Scholarship Applications Delivered Outstanding Young Woman Scholarship Presented Spring Junior College Fair at Alvernia University</p> <p>Teach Career Classes</p> <p><u>Personal/Social</u> 11th grade Junior Conferences 10th grade Sophomore Groups SAP Meetings Course Selection 8-11 Course Selection Night for 8th grade Parents and Students Course Selection Breakfast for 8th grade Parents Outstanding Young Woman Scholarship Presented</p> <p>SAP groups</p> <p>Classroom Developmental Guidance Small group guidance</p>	<p><u>Academic</u> PSSA Administration grade 3 and 4, 5, 6, 7, 8</p> <p>11th grade Junior Conferences 10th grade Sophomore Groups ACT Test TVHS College Fair</p> <p>Identify students who did not achieve academic benchmarks and develop a plan for success</p> <p><u>Career</u> 11th grade Junior Conferences 10th grade Sophomore Groups TVHS College Fair</p> <p>Teach Career Classes</p> <p><u>Personal/Social</u> 11th grade Junior Conferences 10th grade Sophomore Groups SAP Meetings TVHS College Fair</p> <p>SAP groups Meet with students currently struggling to meet academic benchmarks</p> <p>Small group instruction</p>

May	June
<p><u>Academic</u> Middle school visit grade 4</p> <p>3rd Grade Ag Tour Review RtII data Meet with Watch Dog Dad team</p> <p>10th grade Sophomore Groups SAT Test AP Testing ACT Test Main Line College Fair Adjust Schedules as necessary Honors and Awards Assembly</p> <p>Keystone test administration (8, 9, 10, 11)</p> <p>Course Selection for grades 4-8 Visit 4th grade classrooms about course selection</p> <p><u>Career</u> 10th grade Sophomore Groups Main Line College Fair Adjust Schedules as necessary Senior Survey</p> <p>Teach Career Classes</p> <p>3rd Grade High School Agricultural Department Tour</p> <p><u>Personal/Social</u> 10th grade Sophomore Groups SAP Meetings</p> <p>SAP Groups</p> <p>Classroom Dev Guidance Lessons K-4 Small group lessons Grandparent's Day</p>	<p><u>Academic</u> 10th grade Sophomore Groups SAT Test ACT Test Schedule Conflicts Individual College Meetings 4-year plan verifications</p> <p>Develop a plan for students who did not meet academic requirements</p> <p>Class assignments for next school year</p> <p><u>Career</u> 10th grade Sophomore Groups Individual College Meetings</p> <p>Teach Career Classes</p> <p><u>Personal/Social</u> 10th grade Sophomore Groups SAP</p> <p>SAP groups Complete SAP state report</p> <p>Field Day participation</p>

Ongoing Monthly Counseling Activities

Activities or responsibilities performed over time, related to counselor role, as recommend by ASCA

Counselor Related	Non-Counselor Related
College Admission Reps visit CRC Summer and Supplemental programs available through Naviance SAT & ACT registration material available in Guidance and online Scholarship information available through Naviance Job Postings on Naviance Volunteer Opportunities Postings on Naviance BCTC/TCHS Collaboration Sit in on College Meetings compile pertinent information Arrange meetings with Academy Personnel Arrange meetings with students and academy students/ROTC students Course Selection conversations HS/MS Teach careers classes for 8th graders Coordinate request for testing meetings Truancy plans/monitor attendance Peacekeepers Parent/teacher meetings with to discuss student needs 504 monitoring/updating Attend Court Hearings for Attendance issues Coordinate PSSAs/Keystones Raider Pride Committee/support for the program	Other duties as assigned Proctor AP's, PSAT's Identify, organize, distribute food to food pantry participants Identify children with clothing needs ES/MS Building leadership committee Discipline improvement committee In-service staff for Restorative Practice

8. Program Delivery:

The program curriculum provides developmentally comprehensive guidance program content in a systematic way to all students (K-12), addressing school and student needs through academic and career plans.

TVSD Comprehensive School Counseling Program Delivery System

Guidance Curriculum Provides developmental comprehensive guidance program content in a systematic way to all students preK-12 (all kids)	Prevention, Intervention and Responsive Services Addresses school and student needs (some kids)	Individual Student Planning Assists students and parents in development of academic and career plans (one kid)	System Support Includes program, staff and school support activities and services (no kids)
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready for graduation	Purpose Prevention, Intervention and Responsive services to groups and/or individuals	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions	Purpose Program delivery and support
Academic New Student Orientation (K-12) Back to School Night (K-12) 4th Grade Transition: student/parent night (ES/MS) Middle School Visit (ES/MS) 3rd Grade Agriculture Tour (ES/HS) College Fair at TVHS (MS/HS) Parents and students (MS/HS) Course Selection (MS/HS)8th Grade Counselor Visit Day (MS/HS) Kindergarten Registration (ES) Course Selection Night for 8th 9th Grade Business Visits (HS) 9th Grade College Trip (HS) College Fair at Alvernia	Academic Child Study Team (K-12) New Student Orientation (K-12) Review RTII Data (ES) PSSA Admin Gr 3/4 (ES) Quarterly data team meetings (MS) Raider Ready (MS) Student Led Conferences (MS) Parent/Teacher Conferences (MS) Scholarship meetings (HS) Individual meetings about grades(HS) College Admission Rep Visits (HS) SAT (HS) ACT (HS) PSAT (HS) ASVAB (HS) AP Testing (HS) Berks Best Applications (HS) Local Scholarship Applications (HS) Outstanding Young Woman (HS) Scholarship Applications (HS) BCTC tour for freshman (HS) Recruit for Allied Health - JRS (HS)	Academic Review new student records (K-12) Individual meetings/Conferences with students (K-12) MDE referrals (K-12) MDE Meetings (K-12) IEP Meetings (K-12) 504 Meetings (K-12) Gifted screening (K-12) Individual Grade level (K-12) Speech/Language, OT, PT, Audiology Referrals (ES) Failure meetings (MS) Attendance Meetings (MS) Individual College Meetings (HS) 9th grade Freshman Interviews (HS) 11th grade Junior Conferences (HS) 10th grade Sophomore Groups (HS) Senior Conferences for post-secondary plans (HS) Individual meetings with students interested in BCTC(HS)	Counselor Related Meet with classroom teachers regarding individual student needs (K-12) Administrative Meetings/Collaboration (K-12) Professional Development (K-12) Individual Parent Meetings (K-12) Collaboration with out-of-district placements(K-12) Meet with/Orientation of Watch Dog Dad Team (ES) Provide OT/PT agency with student lists and class placements (ES) Course Selection Breakfast for 8th grade Parents (MS/HS) Schedule Conflicts (MS/HS) 8th grade Parent Breakfast (MS/HS) Class assignments for next school year (MS/HS) Schedule Conflicts (MS/HS) Senior Parent Breakfast

<p>(HS) Berks Regional College Fair Internship (HS) Main Line College Fair (HS) Job Shadows (HS) Freshman Orientation (HS) Scholarship Postings - Naviance(HS) Senior Survey (HS) BCTC Presentations for Freshman (HS) SAT/ACT registration material available in guidance (HS) Scholarship information available through Naviance (HS) Job Postings On Naviance (HS) Volunteer Opportunities on Naviance (HS)</p>	<p>Honors and Awards Assembly (HS)</p>		<p>(HS) Senior Parent Naviance Training (HS) 4-year plan verifications (HS) Other duties as assigned Proctor AP's, PSAT's (HS) BCTC/TCHS Collaboration BOL Collaboration (HS) College Applications Processed (HS)</p>
<p>Career Gr 3 Dev Guidance Lesson (ES) Gr 3 grade AG Sci trip (ES) K-4 Career Focus lesson (ES) Women in Engineering Breakfast (MS) Careers Class (MS) BBEC Business Trip (HS) BCTC presentation for Freshman (HS) BCTC tour for Freshman (HS) Summer/Supplemental Opportunities Postings on Naviance (HS) Job Postings on Naviance (HS) Volunteer Postings on Naviance (HS) Individual College Meetings(HS) 9th Gr Freshman Interview (HS) Trips for 9th grade students (HS)</p>	<p>Career Naviance Research (MS/HS) BCTC trip (HS) Academy/ROTC presentation by graduates to interested students (HS) ASVAB (HS) Berks Best Application Due (HS) ASVAB Test (HS) Local Scholarship Applications Delivered (HS) Outstanding Young Woman Scholarship Presented (HS) Recruit for Allied Health Juniors (HS) Arrange meetings with students and academy students/ROTC students (HS) Arrange meetings with Academy Personnel (HS)</p>	<p>Career Individual Meetings (K-12) Career Discussions (K-12) 8th grade conferences (MS) Course selection gr 8-11 (MS/HS) Individual Grade Level Conferences (HS) 11th Gr Junior Conferences (HS) Senior Conf. for post-secondary plans (HS) 9th grade Freshman Interviews (HS) Senior Conferences for post-secondary plans (HS) 10th grade Sophomore Groups (HS)</p>	<p>Counselor Related Intern Mentors for MS Ed Students (K-12) Individual Parent Meetings (K-12) Collaboration with out-of-district placements (K-12) Adjust Schedules as necessary (MS/HS) Course Selection Night for 8th Grade Parents (MS/HS) Course Selection Breakfast for 8th Grade Parents (MS/HS) Mentor to graduates on professional panels (HS) Career Sr. Class Info Mtg. for Parents (HS) College Applications Processed (HS)</p>

<p>11th Gr Junior Conferences BBEC College (HS) TVHS College Fair (HS) Financial Aid Night (HS) Spring Junior College Fair at Alvernia University (HS) Berks Regional College Fair (HS) Main Line College Fair (HS) Senior Survey (HS) Summer and Supplemental Programs available through Naviance (HS)</p>			
<p>Personal/Social TVHS Heroes (ES) Field Day Participation (ES) Kindness Week (ES) Classroom Guidance (ES) K, 1, 2, 4 Developmental Guidance Classroom (ES) Grandparent's Day(ES) Great Kindness Challenge (ES) School-wide positive behavior support planning (ES) 7th grade Cookie Bake for US military overseas (MS) Pennies for Pasta (MS) International Peace Day (MS) Spirit Week (MS/HS) Course Selection 8-11(MS/HS) Freshman Orientation (HS) TVHS College Fair (HS) Summer and Supplemental Programs available through Naviance (HS)</p>	<p>Personal/Social Child Guidance Services(K-12) Meet new Students (K-12) New Student Orientation (K-12) Social Skills Groups (ES/MS) PeaceKeepers (MS) Restorative Practices (MS) Alternative Lunch Room (MS) Mediation and Conflict Resolution Class (MS) SAP (Student Assistance Program) (MS/HS) Outstanding Young Woman Scholarship (HS) Berks Best Selection (HS) Recruit for Allied Health (HS) Select Hugh O'Brien Participants(HS)</p>	<p>Personal/Social CGRC Referrals/meetings (K-12) Crisis meetings/referrals (K-12) Individual meetings with students (K-12) Collaborate with outside agencies (K-12) Behavior interventions (K-12) Attendance Meetings (MS) Restorative Meetings (MS/HS) Individual Student meetings regarding schedules (MS/HS) 9th grade Freshman Interviews (HS) 11th grade Junior Conferences (HS) Senior Conferences for post-secondary plans (HS) 10th grade Sophomore Groups (HS)</p>	<p>Personal/Social Collaborate with CGRC (K-12) Collaboration with agencies (K-12) Christmas Gift Fund Families (K-12) Thanksgiving Dinner Families in conjunction with a local church (K-12) Individual Parent Meetings (K-12) Identify children with clothing needs (K-12) Collaboration with out-of-district placements (K-12) Ongoing In-service (K-12) Identify, organize, distribute food to food pantry participants (ES/HS) Course Selection Night for 8th grade Parents (MS/HS) Course Selection Breakfast for 8th grade Parents (MS/HS)</p>

9. Curriculum Action Plan:

TVSD Guidance Curriculum Action Plan

Level	Program Content	ASCA Competencies	Grade Level
Elementary	School-wide positive behavior support program	PS:A2 Acquire interpersonal skills	K-4
	Classroom Developmental Guidance lesson	A:B1 Improve learning	K-4
	Small Group social skills lessons	A:A3 Achieve school success	K-4 (not all students)
	Career awareness activities	C:A1 Develop Career Awareness	Grade 3

Level	Program Content	ASCA Competencies	Grade Level
Middle School	Awareness of BTC program availability	C:B2.4 Select coursework related to interests	Grade 5
	Complete a Holland Code Interest Inventory	C:A1.3 Career awareness of personal interests	Grade 8
	Develop a Career Plan	C:B2. Identify career goals	Grade 8

Level	Program Content	ASCA Competencies	Grade Level
High School	Visits to local industries through BBEC trip	C:B2.1 Demonstrate awareness of education and training needed to achieve goals	Grade 9
	Visits to local colleges through BBEC trip	C:C1.1 Demonstrate relationship between educational achievement and career success	Grade 9
	Participate in job shadow, mentorship, or internship by senior year	C:C1.2 Explain how work can relate to personal success	Grades 9-12

10. Organizing Career /Post-secondary Resources:

Our goal is to foster and continue to build relationships with community organizations and agencies. We will participate in networking opportunities (career fairs, business/college collaboration, business association meetings, conferences) that support and connect students to career experiences (internships, job shadows, business field trips, college field trips, guest speakers). We will provide resources to stakeholders (students, parents, educators, business/community and post-secondary) to increase knowledge of programs (pathways, career clusters, joint ventures with technical schools/colleges and universities) and to encourage connections that foster student career awareness.

Organizing Career/Post-Secondary Resources

Resource Types	List Resources
Organizations/Agencies	
Intermediary Organizations	BBEC, Colleges and Universities, Technical Institutes, BCTC, TCHS, Military Academy Field Service Reps
Umbrella Organizations	Chamber of Commerce, BCIU, CCIU, Morgantown Area Business Association, Lions Club

Community/State Agencies	BBEC, PA PIN, PSCA, Youth Council, United Way, Career Link, Berks County Workforce Development Council, BASCA, OVR
Networking Opportunities	
Individual Contacts	College admissions reps, military recruiters, MABA, alumni speakers, business representatives on TVSD Advisory Council
Community/Business Meetings	Rotary, MABA, ASCA/PSCA Conferences, SAS Conference
Community Events	College Fairs (on campus and off campus), Job Fairs, Students Interacting with Business (BBEC), BBEC College and Universities Visit, Financial Aid Night, Freshman Orientation, Course Selection Night, 339 Advisory Council
Online / Onland	
Internet Based Links	PDE Career Resources, TVSD Guidance Pages, Naviance, PA Apprentice website, TVSD Online Resources -Career and Post-Secondary Exploration
Media/Advertising	Twin Valley Social Media, Guidance website, Naviance postings, email blasts, Voices articles, Local papers, TVSD Electronic billboard, phone blasts
Publications/Documents	JobCorps Brochures, Career based books, Guidance brochure, Scholarships and Opportunities, Program of Studies (Career Pathways)

Online Resources - Career and Post-Secondary Exploration

Career Exploration and Planning:

www.pacareerstandards.com - Main PA website for career development and the Core Standards for Career Education and Work; Essential and numerous resources for youth, families, and educators!

www.pacareerzone.com - PA Department of Education-recommended career exploration site-Free! Includes three major pieces: “Assess Yourself,” “Explore Job Families,” and “Budget Your Life.” See the “Grow” link at the top of the home page where users can create a login and record their progress each time they visit the site and review their previous work (features a resume builder, reference list builder, cover letter builder, and journaling functions, among others).

www.educationplanner.org - PHEAA-sponsored site, with career exploration, college matching, postsecondary exploration – very interactive, with links to O*NET and numerous other resources, including checklists for what to look for in a postsecondary institution and what to do during postsecondary visits

www.onetonline.org - Links to [My Next Move](#), and [My Next Move for Veterans](#). Updated [Bright Outlook Occupations](#) feature is included within the O*NET site which helps users to more accurately target careers where new job opportunities should be in the future. In addition,

the [Browse by Industry](#) searches within the O*NET sites are also updated to reflect more current employment patterns.

<http://www.pacareercoach.org> - Designed to help participants find a good career

- Provides the most current local data on wages, employment, job postings and associated education and training
- Personalizes results based on education

www.mynextmove.org - O*NET-related, up-to-date, and user-friendly career exploration site

www.myfuture.com - College and Career Information and Military

www.careertech.org - (formerly www.careerclusters.org) - Nationwide, Career Technical Education (CTE) programs are changing, evolving and innovating to better serve the country's needs. CTE is preparing students of all ages to help drive America's success and vitality. Further, it is creating an educational environment that integrates core academics with real-world relevance.

www.careertech.org/resources/clusters/interest-survey.html - Excellent Career Cluster survey

www.roadtripnation.org - Video/TV series on people interview others on their career path and spark

www.asvab.com - excellent aptitude and interest inventory for high school students

Excellent Career Information Decision Systems- Site Licenses with a Cost

www.careergaame.com - Elementary career interest tools (Rick Trow Productions)

www.xap.com - former college and career site from Bridges

www.careercruising.com - K-12 career development site

www.coinproducts.com - K-12 career development site

www.naviance.com - K-12 career development site

www.searchinstitute.org - Sparks Curriculum K-12

Workforce Information:

www.bls.gov/k12 - Bureau of Labor Statistics, Many resources and information for students and educators

www.paworkforce.state.pa.us - Pa. workforce website (labor market data, high-priority occupations, etc.)

www.careeronestop.org - Sponsored by the US Department of Labor

www.winwin.workforce.3one.org - Labor market Information, many resources, sponsored by the US Dept. of Labor, Employment and Training Administration

www.bl.gov/ooH - Occupational Outlook Handbook-

- Number of new jobs (projected)
- Growth rate (projected)

www.keystoneedge.com

<http://money.usnews.com/careers/best-jobs/rankings> - (Top 100 jobs) US News Best Jobs in 2013

www.cwds.state.pa.us - Commonwealth Workforce Development System, PA CareerLink Information for job seekers and employers in PA

<http://www.quintcareers.com> - Great site for job seekers of any age. Tips on numerous job search-related topics

Post-Secondary Information:

www.educationplanner.org - Free website from PHEAA. Outstanding Pa. site for college and career information

www.collegeboard.com - College and Career and Testing Information Site. Nationally recognized

www.gettingthemthere.org - Developed by Pa. Bureau of Career and Technical Education for Post-Secondary

www.mymajors.com - (college major website)

www.myplan.com - (college board site) Excellent major finder

www.whatcanidowithismajor.com - Connects majors to careers

College Costs and Financial Aid/Planning

www.pheaa.org - PHEAA's home page

www.fafsa.gov - Free Application for Federal Student Aid

www.finaid.org - The SmartStudent™ Guide to Financial Aid

www.fastweb.com - Includes free scholarship search

www.youcandealwithit.com - How to pay back that student loan; budgeting and saving tips

www.federalstudentaid.ed.gov - General financial aid info

www.direct.ed.gov - Home page of the U.S. Department of Education's Direct Loan Program

Other Resources

www.pasca-web.org - PA. School Counselors site, with PA Companion Guide and Tools

www.princetonreview.org - Information on College Majors and Careers

www.huffingtonpost.org - Information on College Majors and Careers

www.cew.georgetown.edu - Studies link between, career, education and the workforce

11. Individualized Academic/Career Plan:

Starting in the middle school grades, students will create a career portfolio. In 8th grade, students will begin their academic/career pathway, by researching careers in Naviance and completing a Career Interest Inventory. Beginning in 9th grade, a more comprehensive plan will be developed that matches the students' academic strengths and career interests. This will start with the 2016-17 school year. Students' academic career plan will be updated each year, when they meet with their school counselor for their individual planning conferences.

**Twin Valley School District
Academic and Career Plan**

Name:

Level	Grade	Self-Assessments				Influences	Career Field of Interest	
		Interests	Abilities/ Skills	Values/Setting Preference	Learning Style		Hobbies	Career Cluster
Middle School	8							
High School	9							
	10							
	11							
	12							

Making Some Decisions:

A. My High School Plan is to:

____ Attend the High School

____ Attend both the Career/Technical Center and High School

B. My Current Career Cluster Interest Areas Are:

1. _____

2. _____

3. _____

C. My Current Pathway Interest Areas Are:

1. _____

2. _____

3. _____

D. Possible Courses that I will need to take in high school or the CTC connected to my cluster/pathway are:

E. My current post-secondary plans are:

- 4-Year college
- 2-Year/Community College
- Technical School
- Apprenticeship
- Certification/Diploma Program
- On the Job Training
- Not Sure

F. Some possible majors/careers that I would like to pursue are:

1. _____
2. _____
3. _____

G. Three things that I need to do to prepare for my future are:

1. _____
2. _____
3. _____

H. Some possible shadowing or intern opportunities that interest me are:

1. _____
2. _____
3. _____

I. Using the Twin Valley School District Clusters Document (Appendix A), these are some requirements and electives that will benefit me in preparing for my Cluster of Choice:

1. _____
2. _____
3. _____

J. I will participate in a job shadow in the field of _____ which supports my identified Career Cluster.

12. Career and Technical Center (CTC) Strategy:

TVHS students participate in K-12 programs and activities to increase awareness and recruitment of the CTC programs. At the high school level, CTC representatives talk to prospective students at an assembly for 9th grade students. The School Counselors at TVHS also participate in recruitment, individual student conferences, and awareness activities for TVHS students through talking with parents and students at the high school Course Selection Night. Students are given the opportunity to further explore this option through a field trip during October. In addition, collaboration occurs between TVHS counselors and CTC staff to ensure that students and parents receive all the necessary information regarding all of the offerings at the CTC centers, including information about articulation agreements and college credits, certifications offered, job shadowing, etc.

13. Job Description:

School counselors are uniquely qualified to address the developmental needs of all students through a comprehensive school counseling program focusing on the academic, career and personal/social development of all students. Counselors will work as innovators, advocates, collaborators, and agents of systemic change within the district by providing the following services:

- Design and deliver appropriate topics in the areas of career development, social development and academic success
- Expose students to outside educational opportunities such as online learning, Career and Technical Center Training, Dual Enrollment, Summer Programs, Internships and Job Shadows
- Help students develop personal goals and develop future plans based on student interests
- Develop relationships with students to help them resolve and/or cope with individual difficulties and developmental concerns

- Provide ongoing supports for student success through individual/group counseling, consultation with parents, teachers and other educators, and/or referrals to other school support services or community resources
- Promote a school environment in which all students feel connected and safe
- Develop action plans for prevention and intervention services
- Define the desired student competencies for achievement results in collaboration with school-based professional educators
- Provide access to and support in challenging academic courses appropriate for each student's skill level
- Conduct yearly grade level meetings to expose students to career related assessments and information
- Organize and administer standardized exams such as PSAT, ASVAB, and Advanced Placement exams
- Use data to identify and remove barriers to student learning as well as support student success and progress in social and personal development
- Analyze outcome data to guide actions to improve future results for all students
- Serve on district and school-based improvement teams related to student welfare
- Attend ongoing personal and professional development opportunities provided by a variety of professional organizations that promote school counseling and student college and career development