

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

(This form can be used at the district, school or individual counselor level)

Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12	Prevention, Intervention and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans	System Support Includes program, staff and school support activities and services
<p>Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p>Purpose Prevention, Intervention and Responsive services to groups and/or individuals</p>	<p>Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p>Purpose Program delivery and support</p>
<p>Academic</p> <ul style="list-style-type: none"> • 8th Grade Scheduling Presentations <p>9th Grade</p> <ul style="list-style-type: none"> • Parent Night • Freshman Orientation • Parent Conferences • Selection of Rigorous Curriculum • Graduation Requirements/GPA • NCAA Clearinghouse Eligibility • Group Scheduling Sessions <p>10th Grade</p> <ul style="list-style-type: none"> • Selection of Rigorous Curriculum • Graduation Requirements/GPA • Parent Conferences • PSAT/SAT/ASVAB Testing • NCAA Clearinghouse Eligibility • Group Scheduling Sessions <p>11th Grade</p> <ul style="list-style-type: none"> • Selection of Rigorous Curriculum • Review of Credits for Graduation • Parent Conferences • PSAT/SAT/ACT/AP/ASVAB Testing • NCAA Clearinghouse Eligibility • Group Scheduling Sessions <p>12th Grade</p> <ul style="list-style-type: none"> • NCAA Clearinghouse Eligibility • SAT/ACT/AP/ASVAB • Testing • Parent Conferences • Selection of Post-Secondary Options to fit Academic Achievement • Group Scheduling Sessions • Scholarship Awards Ceremony 	<p>Academic</p> <ul style="list-style-type: none"> • Academic Intervention Referrals • IEP Meetings • SAFE Referrals • Child Study Team Referrals • Small Groups Related to Academic Achievement • Scheduling of English/Math Remediation Courses, as needed • Facilitate organization of AP test candidates • Facilitate applications for HOBY/RYLEA candidates • Facilitate selection of Student of the Month for Exchange Club 	<p>Academic</p> <ul style="list-style-type: none"> • Performing individual counseling sessions focused on academic planning and selection of courses based upon career pathways of interest • IEP/FBA meetings • Consultation with school psychologist • Phone discussions and meetings with parents • Facilitate use of Progressbook with students & parents • Consultation with teachers and administrators aimed at improving a student's achievement (i.e. academic intervention referral) • College Planning • Issue permission to evaluate for regular education student to rule out learning disability • Review academic progress • Individual counseling sessions focused on time management & study skills/strategies • Facilitate attendance at homework club/tutoring • 504 Plan Meetings • IEP/FBA Meetings 	<p>Academic</p> <ul style="list-style-type: none"> • Lesson Planning • Scheduling • Keystone Proctoring • PSAT/SAT Proctoring • AP Proctoring • Special Education Paperwork

<ul style="list-style-type: none"> Graduation Ceremony 			
<p>Career 9th Grade</p> <ul style="list-style-type: none"> Introduction to Career Pathways Selection of high school curriculum based upon career/post-secondary interests Completion of Career Matchmaker & My Skills Survey on CareerCruising website Introduction to Career Research aided by careerCruising.com CTC/Monroe Career & Technical Institute (MCTI) Informational Program Presentations ESASD College Fair How to Prepare for a College Fair <p>10th Grade</p> <ul style="list-style-type: none"> Completion of Career Selector Survey on careerCruising website Continuation of career research process Introduction to College Admission Testing such as PSAT, SAT, and ACT Purpose, Timelines, Content, & Preparation for College Admission Testing Introduction to the Armed Services Vocational Aptitude Battery and Armed Services as a post high school option ESASD College Fair How to Prepare for a College Fair <p>11th Grade</p> <ul style="list-style-type: none"> College Seminar Night Continuation of Review and Preparation for College Admission testing 	<p>Career</p> <ul style="list-style-type: none"> Administration of the PSAT/SAT Administration of the ASVAB Administration of AP exams College Specific Informational Presentations Armed Services Informational Presentations CTC/MCTI Field Trips CTC/MCTI Small Group Presentation CTC/MCTI Recruitment table at Parent Conferences CTC/MCTI Recruitment during lunch sessions Review of PSAT Results for Sophomore & Junior test takers Review of ASVAB results for test takers CTC/MCTI Career Exploration Night Transition Night for special needs Students pursuing post-secondary education & OVR services 	<p>Career</p> <ul style="list-style-type: none"> Facilitating job shadowing & internship experiences Facilitating College Visits Performing Individual counseling sessions focused on career planning & decision making Visit CTC/MCTI Program areas to ensure student progress and alignment with Career Pathway Facilitate Co-op placement for qualifying students at the CTC/MCTI Communicate with Parents via telephone and meetings to discuss transition from High school to work or post-secondary education. IEP/FBA Meetings 504 Plan Meetings 	<p>Career</p> <ul style="list-style-type: none"> Lesson Planning Organize Field Trip to CTC/MCTI Organize College Fair CTC/MCTI Selection for following school year. Complete letters of recommendation & transcript request forms

(PSAT/SAT/ACT)

- Discuss & Review the College Selection Process (5 steps to choosing a college covered in depth). Collegeboard.com and careercruising websites are used as resources in teaching students to make well informed post-secondary decisions
- Steps to Selecting a College Major are reviewed and discussed along with utilizing related activities from collegeboard.com and careercruising websites
- All students complete a career/college focused graduation project by writing a formal research paper and presenting a 4 to 8 minute oral presentation on a college, career, or branch of the armed services of interest.
- ESASD College Fair
- How to Prepare for a College Fair
- College Planning/College Visit Checklist
- Arrange College Representative visits at our school

12th Grade

- College Seminar Night
- Financial Aid Night
- FAFSA Completion Workshop
- All students develop a resume by using the resume builder on careercruising.com. The resumes can be used for college admission, scholarship application and/or employment opportunities
- Interviewing skills are reviewed and discussed so students have an awareness of how to prepare and conduct themselves for job interviews
- The financial aid process is covered in depth so students have an understanding of how to apply for all types of available aid as well as be aware of the different types of aid available
- ESASD College Fair
- How to Prepare for a College Fair
- Arrange College Representative visits at our school
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<p>Personal/Social</p> <ul style="list-style-type: none"> • Positive Behavior Support Lessons/Initiative • Access to Guidance & Website – 9th Grade Students • Psychology Class presentations on child abuse • Referrals to Guidance-run groups, Women’s resources groups, CMP D&A run groups. 	<p>Personal/Social</p> <ul style="list-style-type: none"> • Girls Helping Girls Group • Social Skills Group • SAFE Referrals • D&A Referrals • Grief Group • Pregnant and Parenting Teens Group • Deliver PBS Lesson of the month • Anger Management Group • Peer Mediation/Conflict Resolution • Facilitate through SAFE team- Women’s Resources Presentations • Child Study Team 	<p>Personal/Social</p> <ul style="list-style-type: none"> • IEP/FBA Meetings • 504 Plan Meetings • Stress Management • Referrals to Community Agencies • Goal Planning • Time Management • Organization • Discuss appropriate boundary setting • Discuss adequate decision making and consequences • Development of coping skills • Facilitate participation in sports, clubs, & after school activities. • Facilitate participation in community service and volunteerism • Consultation with School Psychologist for At Risk Youth • Facilitate with out of district placements 	<p>Personal/Social</p> <ul style="list-style-type: none"> • Lesson Planning for Small Groups • Lesson Plans for PBS Lesson • Participate in school spirit activities (e.g. Cav Core) • Lesson Plan for Classroom Presentations • Bus Duty AM/PM
<p>Counselor Role</p> <ul style="list-style-type: none"> • Provide Classroom Guidance lessons • Small Support Group • Coordinate Community agency/Business involvement • SAFE team member • Academic Planning • Coordinate Post-secondary representatives • Positive Behavior Support Lessons/Initiative 	<p>Counselor Role</p> <ul style="list-style-type: none"> • Provide Interventions • Coordinate/Support Programs. 	<p>Counselor Role</p> <ul style="list-style-type: none"> • Meet with students 1 on 1 • Screen students for appropriate group membership 	<p>Counselor Role</p> <ul style="list-style-type: none"> • Participate in activities • Lesson Plans for small groups and guidance lessons. • Bus Duty AM/PM • Proctor Keystone/PSAT/ SAT
<p>Percentage of Time</p> <p>30%</p>	<p>Percentage of Time</p> <p>20%</p>	<p>Percentage of Time</p> <p>50%</p>	<p>Percentage of Time</p>

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(From ASCA Workbook, page 59)