

Oxford Area School District
K -12 Chapter 339
Guidance Curriculum

REVISED 9/22/2017, 1/16/2019, 3/24/2022, 11/15/2023

2023-2024
339 Planning Committee

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Krista Gioffre (grade span 5 and 6)
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Kathryn Rappold (grade span 9, 10, 11, and 12)

2023-2024
339 Planning Writers

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2023-2024
339 Planning Administrators

David A. Woods, Superintendent

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1. Counselor Responsibilities

Elementary Schools

Counselor A – Jordan Bank Kindergarten Center

Counselor B – Elk Ridge Elementary School, Grades 1 & 2

Counselor C – Nottingham Elementary School, Grades 3 & 4

Counselor D – Hopewell Elementary School, Grades 5 & 6

Counselor E - Hopewell Elementary School, Grades 5 & 6 and Hornet Virtual Academy

Penn's Grove Middle School, Grades 7 & 8

Counselor F – A-Le

Counselor G – Li-Z

Oxford Area High School, Grades 9-12

Counselor H – A-De

Counselor I – Di-Ha & Early College Academy Students

Counselor J – He-Me

Counselor K - Mi-Sa & ESL I-III

Counselor L- Sc-Z

Jordan Bank Kindergarten Center & Elk Ridge School

School Counselor: Counselor A (1 half-time counselor for kindergarten, and half-time Instructional Support)

Student Population: Kindergarten (approx. 207 students)

School Counselor: Counselor B (1 full-time counselor for grades 1st and 2nd)

Student Population: Grades 1 & 2 (approx. 410 students)

Counseling Services:

- Facilitate small group sessions, individual counseling, crisis intervention, and trauma-informed counseling.

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- Collaborate with MTSS Data Teams (Principal, Counselor, Title 1 Reading Specialists, ESL Teacher) to support students with academic and behavior needs through progress monitoring and intervention plans.
- Administer and interpret student risk assessments.

Schoolwide/College & Career & Technical Education Services:

- Through venues such as Turn the Page Tuesday and Career Days, share basic information about different jobs, emphasizing diversity and the idea that children can pursue various careers.
- Assist teachers in designing exploratory classroom centers for dramatic play that encourage students to identify their talents and interests through play, exploration, and self-expression (i.e., post office; grocery store; printing press; restaurant).
- Provide developmental classroom lessons (aligned with ASCA standards).
- Support and help to maintain Schoolwide Positive Support Plan.
- Coordination and assistance of school-wide guidance related projects (ex: holiday assistance, personal/social and career-based assemblies, school-wide fundraising such as: Pennies for Patients and Relay for Life).
- Schedule Crime Victims' Presentations for child safety.

Administrative/Student Services:

- Consult and communicate with faculty and staff, parents, administrators, and outside agencies regarding academic & personal/social development of students.
- Develop 504 plans and case management.
- Consult and support teachers to develop and implement interventions and behavior management plans for individual students.
- Serve as liaison between community resources and families for interagency collaboration by providing information on community resources for families based on student needs.
- Work with families and district social worker to develop Student Attendance Improvement Plans that will improve attendance in compliance with the PA Compulsory Attendance laws.
- Attend IEP meetings and parent conferences to support both staff and parents.
- Collaboration with Oxford Education Foundation (OEF) to obtain mentors and/or tutors. This programming is lead in Elk Ridge through the school counselor.
- Participate on the e-SAP and HIVE Teams and coordinate services to students and families.
- Consult and collaborate with district behavior consultant, social worker, school psychologist, and Devereux therapist to address specific students' needs.
- Collaborate with social worker to distribute food to specific students through a weekly "Food Backpack Program".
- Collect career artifacts and submit them to PowerSchool.
- Respond to District "Safe to Say" hotline and "Gaggle" as directed by Administration.

Orientation/Transition Services:

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- Assist in transition planning by placing students in appropriate classrooms and facilitating the transfer of files from school to school.
- Work with Bright Beginnings to transition and support incoming kindergarteners and their families. (JB only)

Nottingham Elementary School

School Counselor: Counselor C (1 full-time counselor for grades 3rd and 4th)

Student Population: 3rd grade = approx. 225/ 4th grade = approx. 228

Counseling Services:

- Individual/crisis counseling - Meet with students based on referrals from parents, teachers, administrator and students.
- Small group counseling- Groups formed and offered based on need.
- Consultative counseling- Assist parents, teachers and administrator with any behavioral, social, emotional and/or behavioral concerns. I provide appropriate referrals to outside agencies as well as in-school support.

Schoolwide/College & Career & Technical Education Services:

- Plan and facilitate Career Day event.
- Plan and facilitate Red Ribbon Week activities.
- Coordinate Holiday Gift Drive for Neighborhood Services.
- Provide guidance lessons once a month in each class. Topics include empathy, bullying, self-regulation, problem solving, career awareness.
- Host “Counseling Corner” segment on the news to deliver social/emotional skills.
- Administer career readiness activities and manage data collection.

Administrative/Student Services:

- Manage and create 504 plans.
- Member of IEP, GIEP, IST, HIVE and Building Leadership Team.
- Collaborate with social worker and administrator to monitor attendance and facilitate SAIP meetings.
- Coordinate OEF Mentor/Tutoring program.
- Assist IST teacher with coordinating PSSA’s.
- Proctor small group for PSSA as needed.
- Create Parent/Teacher conference schedule.
- Attend conferences and other student meetings as needed.
- Assist with arrival and dismissal of students, such as serving on walker duty.
- Provide class coverage as needed.
- Consult and collaborate with district behavior consultant, social worker, school psychologist, and Devereux therapist to address specific students’ needs.

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- Collaborate with social worker to implement Food Backpack Program.

Orientation/Transition Services:

- Contact all new enrollments throughout the year. Gather information to determine class placement and provide school tours.
- Attend transition meetings for 2nd grade and 5th grade students.
- Assist with class placement of 3rd graders.

Hopewell Elementary School

School Counselor: Counselor D (1 full-time counselor for grades 5th and 6th)

Counselor E (.5 half-time counselor for grades 5th and 6th)

Student Population: 5th grade = approx. 271 / 6th grade = approx. 234

Counseling Services:

- New students: Coordinate tour, conference and place new students upon enrollment to the district. Gather materials and consult with new students.
- Individual counseling: crisis intervention, issues such as stress, depression, divorce, grief, anxiety, child abuse, conflict resolution, classroom concerns with students or teacher, family dysfunction.
- Group counseling: Group sessions based on students' needs with parental permission (ex. changing lifestyles, friendship, stress and anxiety, organizational skills, etc.).
- Counsel students individually and in small groups throughout the school year (frequency: ongoing as needed).
- Classroom support: Plan and teach class lessons with mental health focus throughout the year. Also, attend classroom meetings to support teachers and students when needed.
- Outside services: Work with outside therapists, behavior specialists, mental health facilities, and schools regarding students who have temporary placement or receive outside counseling.
- Refer parents to outside support services when necessary.
- Staff support: Assist/ Support nurse with students (ex. wellness and general hygiene issues)
- Attendance concerns: Work with district social worker regarding students who have high absences and help develop a plan to improve attendance and grades.
- Homelessness status: Work with district social worker with students in need. Help with the food bank program and distribution of food each week. Also, help with coordinating extra jackets, bookbags and clothes for students in need.

Schoolwide/College & Career & Technical Education Services:

- Career events: Create/organize/ execute 5th grade Career Day on one school day from 8:30-11:00am. Create/ organize/ execute 6th grade Career Day from 8:30-11:00am.

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- TCHS: Organize and execute 5th grade Career Café event with TCHS- Technical High School of Chester County for grade 5.
- Career class lessons: Create and conduct classroom lessons throughout the school year for all homerooms.
- Agenda: book meetings in September: Assist/ attend all assemblies involving the review of the school's operational procedures and expectations of our students.
- Growing up and liking it program: Participate with the Nurse/ Health teacher with presenting this program to Grade 5 girls only.
- Red Ribbon Week: Plan and schedule the activities for the school for the week and school assembly. The focus is on choices and drug and alcohol awareness, as well as being bully-free.
- Orleans Hanna: Administer make ups / Schedule Orleans Hanna screener to all 6th grade students at Hopewell.

Administrative/Student Services:

- Student placements: Assist the principal with student placement for both grade 5 & 6. Balance all homerooms, while addressing the student's needs.
- Teacher meetings: Meet with classroom teachers one time per six-day cycle to discuss students' behavioral/social/mental health and academic concerns.
- Conferences: Attend and participate in parent/teacher conferences.
- Child Study Team: Attend and participate in all CST meetings and offer support as it relates to school counseling.
- 504 documents: Review/update all 504 plans annually. Disperse all 504 information to school staff. Write any new plans necessary throughout the school year.
- IEP: Review all IEP reports for students and attend IEP meetings when necessary.
- ATP: Attend meetings for gifted students when necessary.
- Data Team meetings: Participate in data meetings to review students struggling with low diagnostic scores, grades, needing social or emotional support or help with attendance. (December & February)
- PSSA Testing: Disperse schedule for testing to school, collect teachers certificate of training, clerical organization of materials, labeling, bin distribution/collection daily, packing, groups for testing in compliance with students' IEP's/504 plans.
- Career Artifacts: Manage data collection from all students throughout the school year. Create documents (at least 3) for all students to complete that address the Career Readiness standards. Make sure all students complete the required amount annually for the State and upload/document in PowerSchool accordingly. Catch up any new students to the state requirement.
- OEF mentor/tutor program: Coordinate and schedule all students who work with an OEF mentor or tutor.

Orientation/Transition Services:

- Transition services: 4th to 5th- Look at information from fourth grade teachers/ meet with 4th grade counselor to assist in student/class placements for 5th.

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- 6th to 7th- Provide written information via spreadsheet to feeder school counselors regarding incoming students.
- Plan and conduct all transition events for 6th grade moving to 7th grade and 4th grade moving to 5th grade. (Scheduling/building tour schedule, presentation)

Penn's Grove Middle School

School Counselor: Counselor F and Counselor G (2 full time counselors for grades 7 & 8)

Student Population: Grade 7-244; Grade 8-284.

Counseling Services:

- *Crisis Intervention:* issues such as child abuse, separation/divorce, stress, depression, grief, anxiety, suicidal and homicidal ideations, self-harm and behavioral crisis in the classroom
- *Student referrals:* issues such as academics, family dynamics, and peer relationships
- *Academic review/performance:* issues such as attention deficit disorder, study skills, teacher/student conflicts, organizational skills, grades, school anxiety, and attendance
- Other referrals from administrators, teachers, parents, and/or outside agencies
- *Groups are offered on an as needed basis within existing time limits. Students participate with parental permission.*
- Groups are offered based on student needs
- Topics often included: changing families, stress management, grief, study skills, social skills and coping skills for anxiety, depression, etc...

Schoolwide/College & Career & Technical Education Services:

- Administer career interest assessments to help students discover their interests and aptitudes.
- Use assessment results to guide students in exploring careers that align with their preferences.
- Plan assemblies related to topics in the personal/social, academic, or career domain.
- Plan Career Day (hosted at Penn's Grove for 7th grade and at the Technical College High School for 8th grade).
- Organize workshops on topics like resume building, interview skills, financial literacy, and college application processes.
- Facilitated events and activities for World Kindness Day
- Assist PRIDE team in planning school wide rewards.
- Promote College and Career (Post-Secondary) readiness and options to all students.
- Planned School wide activities for Red Ribbon week.
- Host events that promote healthy habits and relationships. (examples include anti vaping assembly, healthy relationships assembly)

Administrative/Student Services:

- Establish partnerships with local colleges, businesses, and community organizations to provide students with opportunities for job shadowing, internships, and career exploration.
- Referrals coordinated with appropriate in-school support services.
- Liaison contacts for referrals to outside therapists/agencies
- Member of IEP Team, GIEP Team, PRIDE Team, CORE Team, Student Achievement Team, and Student Assistance Team, HIVE team
- 504 Coordinator
- Working with administration and social worker to monitor attendance.
- Facilitate SAIP meetings.
- Assist in Course Selection and scheduling concerns.
- Assist in making class placement decisions.
- Coordinate and assist in school wide testing such as the PSSAs.
- Assist in make-up testing for diagnostic testing and PSSAs.
- Consultative services to administration, staff, and parents regarding concerns such as: discipline problems, low student motivation, academics, learning problems, student teacher conflicts, self-esteem issues, crisis situations, special education referrals, health issues, attendance issues, and student placement.
- Consultation occurs with outside agencies and therapists regarding our students.

Orientation/Transition Services:

- New student orientation
- 6th grade visitations to middle school
- Administer Orleans Hanna Algebra Readiness test
- 9th Grade Transition Tours of the high school for high needs students
- Coordination of Parent/Teacher Conferences
- Completion of Academic and Career Plan for every 8th grade student
- Completion of minimally three Career Artifact in each grade level.
- Manage and assign Career Readiness tasks for each student.

Oxford Area High School, Grades 9-12 & Hornet Virtual Academy

School Counselor: Counselor H; Counselor I; Counselor J; Counselor K; Counselor L; Counselor E (*for HVA*) (5 full time counselors for grades 9, 10, 11, 12 and .5 half-time counselor for Hornet Virtual Academy) approximately 1141 students

Student Population: Grade 9 – 278; Grade 10 – 287; Grade 11 – 288; Grade 12 – 288

Counseling Services:

Academic Counseling:

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- Help students select appropriate courses based on their academic goals, interests, and graduation requirements.
- Assist students in setting academic and career goals, including post-secondary education options.
- Provide guidance and resources for improving study skills, time management, and test preparation.
- Track students' academic progress and intervene when they are at risk of falling behind.

College and Career Counseling:

- Assist students in researching and identifying suitable colleges, universities, or trade schools.
- Help students with college applications, including essay writing and submission procedures.
- Provide information on financial aid options, scholarships, and assistance with applications.
- Support students in identifying career interests, conducting career assessments, and exploring potential career pathways.
- Offer guidance on job searches, resume writing, and interview preparation for those entering the workforce directly after high school.

Personal and Social Counseling:

- Individual Counseling: Provide one-on-one counseling to address personal and emotional challenges that may impact a student's well-being or academic performance.
- Group Counseling: Facilitate group sessions to address common issues such as stress, conflict resolution, and peer relationships.
- Crisis Intervention: Assist students in times of crisis, such as coping with grief, trauma, or emergencies.
- Referrals: Connect students and families to external resources, including mental health professionals when necessary.
- Bullying and Conflict Resolution: Mediate conflicts between students and address issues related to bullying or harassment.

College and Career Readiness:

- Coordinate and provide guidance on standardized tests, including the SAT, ACT, and AP exams.
- Organize and promote events where students can explore post-secondary and career opportunities.
- Conduct informational sessions on topics like financial literacy, resume building, and interview skills.
- Assist in connecting students with work-based learning experiences in their areas of interest.
- Promote community service and volunteer opportunities to enhance students' personal and social development.

Education and Advocacy:

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- Advocate for students' needs and accommodations, especially for those with special educational requirements.
- Work closely with teachers, administrators, and parents to ensure students' academic and personal success.
- Maintain accurate records of student interactions, counseling sessions, and academic plans.
- Professional Development: Stay current on counseling practices, educational trends, and relevant policies through ongoing training and development.

Schoolwide/College & Career & Technical Education Services:

- Develop and implement programs that raise students' awareness of post-secondary education and career options.
- Organize and participate in college and career fairs and events that provide students with exposure to various opportunities.
- Collaborate with teachers and administrators to align the curriculum with college and career readiness standards.
- Assist in creating a schoolwide academic plan that promotes students' progress toward college and career goals.
- Monitor students' progress and provide data-driven insights to improve educational programs.
- Provide individual and group advising sessions to help students create personalized academic and career plans.
- Assist students in choosing courses and pathways aligned with their career interests and academic goals.
- Encourage students to set post-secondary educational goals, including enrolling in CCTE programs if applicable.
- Offer workshops and resources for college preparation, including SAT/ACT testing, application essays, and financial aid.
- Help students identify colleges, universities, or technical schools that align with their interests and academic profiles.
- Assist with college applications, including submitting transcripts and recommendation letters.
- Promote CCTE programs within the school and provide information about the various pathways available.
- Assist students in identifying the CCTE programs that align with their career interests.
- Facilitate internships, job shadowing, and work-based learning experiences for students in CCTE pathways.
- Collaborate with industry partners to provide real-world insights into CCTE careers.
- Inform students and families about financial aid options, scholarships, and grants available for post-secondary education.
- Help students complete the Free Application for Federal Student Aid (FAFSA) and other financial aid applications.
- Connect students with scholarship opportunities and assist with the application process.

Administrative/Student Services:

- Maintain accurate and confidential records of student interactions, assessments, and progress.
- Use data management systems to track and report on student outcomes, counseling activities, and program effectiveness.
- Communicate with students, parents, teachers, and administrators to provide updates on counseling services and initiatives.
- Develop and manage outreach programs to engage the school community and inform them about available counseling resources.
- Develop and implement crisis response plans to address emergencies and provide immediate support to students in times of crisis.
- Collaborate with school administrators and local agencies to coordinate crisis intervention and support services.
- Coordinate standardized testing and assessments, such as the SAT, ACT, and AP exams.
- Assist in test administration, score reporting, and interpretation of results.
- Collaborate with school administrators to develop the master schedule, ensuring that students have access to the necessary courses for their academic and career goals.
- Coordinate and schedule counseling appointments for students to minimize disruptions to their academic activities.
- Establish and maintain relationships with community organizations, colleges, and businesses to provide additional resources and opportunities for students.
- Collaborate with external agencies to enhance support services for students with unique circumstances.
- Collect and analyze data related to college and career outcomes to assess the effectiveness of guidance services.
- Use data to identify areas for improvement and make data-driven decisions to better support students.
- Collaborate with teachers, administrators, and parents to ensure a smooth transition from high school to post-secondary education or the workforce.
- Provide guidance on the steps required for enrollment in post-secondary institutions or industry certifications.

Orientation/Transition Services:

- Lead the Freshman Orientation for 9th-grade students.
- Organize and manage Parent/Teacher Conferences.
- Develop an Academic and Career Plan for every 8th-grade student.
- Generate at least three Career Artifacts at every grade level.
- Supervise and allocate Career Readiness assignments for each student.

2. Mission/Vision Statements

Oxford Area School District Mission Statement

The mission of the Oxford Area School District is to have all students achieve academic excellence in a safe and nurturing environment. In partnership with families and the community, we will prepare each student to be a confident, contributing, productive and responsible citizen.

Oxford Area School District Guidance Mission Statement

In accordance with the Oxford Area School District mission, vision, core beliefs, and commitments, the purpose of the comprehensive school counseling program is to empower all students to reach their ultimate potential in the area of academic, career, personal and social development. As student advocates, the Oxford Area School District Counselors are committed to understanding uniqueness, multicultural diversity, and the maximum development of human potential of each individual student. We support the student throughout his/her educational career so that each individual student will be equipped with the personal resources necessary to function and contribute to a changing society. This is done through the development of a partnership with teachers, administrators, parents and a caring community. The school counselors will help all students achieve their personal best.

3. Program Goals

Program Goals for 2022-2023 School Year - K-2nd grade

Jordan Bank Kindergarten Center & Elk Ridge Elementary School

Academic Domain:

Goal: To improve student academic growth in K-2.

Action Plan: Participation in MTSS meetings to identify student needs based on Tier 1, Tier 2 or Tier 3. Collaborate with team members to support students in skill deficit areas.

Personal/Social Domain:

Goal: Empower students with knowledge/awareness of resources in the schools to enhance their emotional/social functioning and peer-relationships.

Action Plan: 100% of classrooms have beginning of the year Developmental Guidance Lessons within the first month of school introducing students to the Guidance program. Students will be

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able to identify at least one additional safe contact in the school setting in addition to the school counselor. Continue services by collaborating with classroom teachers to deliver developmental guidance lessons to support personal/social skills and/or small groups push-in or pull-out.

Career Domain:

Goal: Delivery of career lessons in conjunction with annual career activity for each classroom, to introduce the world of work to our K-2 students

Action Plan: 100% of classrooms have a developmental guidance lesson to introduce a school-wide activity which will allow students to identify a career of interest.

Program Goals for 2022-2023 School Year – 3rd & 4th Grade

Nottingham Elementary School

Academic Domain:

Goal: To improve student academic performance.

Action Plan: Participate in all MTSS/CST meetings to identify student needs and assist with the development of intervention plans. Through collaboration with teachers, I will support in appropriate areas of need.

Personal/Social Domain:

Goal: Enhance social/emotional functioning and peer relationships.

Action Plan: Utilize the school news to deliver reinforcement of emotional regulation skills being taught during monthly guidance lessons.

Career Domain:

Goal: Increase career awareness for all students.

Action Plan: Every class will receive guidance lessons focused on careers. In addition, every class will participate in the Career Day event.

Program Goals for 2022-2023 School Year - 5 & 6th Grade

Hopewell Elementary School

Academic Domain:

Goal: To improve student academic performance this school year.

Action Plan: Participate in our Data team meetings to identify our student's needing assistance, plan with Data team how to help the students improve. Participate in all Child study team meetings to help identify what could help the student be more successful. Assist with the school wide positive committee on student motivation and success in school through fun incentives school wide.

Personal/Social Domain:

Goal: To increase the number of Guidance group counseling sessions offered.

Action Plan: Utilize the counselor's time appropriately to make groups available. Also, contact outside organizations about having a therapist or qualified professional to come to Hopewell on a weekly basis to offer some alternative group topics.

Career Domain:

Goal: To increase Career Awareness class lessons and activities for all students throughout the year.

Action Plan: Have our 5th grade students to a participate in the TCHS Career Café program. TCHS is our Technical High school at Pennock's Bridge location, the focus will be on their top 10 programs. Schedule and conduct our Schoolwide Career Day in March 2023.

Program Goals for 2022-2023 School Year - 7th & 8th Grade
Penn's Grove Middle School

Academic Domain:

Goal: Increase the number of students who are passing all their core subjects by 25%.

Action Plan: Counselor will meet with at least one student a day who is at risk of failing one or more classes this school year and develop a plan to bring his/her grade to passing.

Personal/Social Domain:

Goal: Increase the amount of small counseling groups offered from two groups in 2021-2022 to three groups in 2022-2023.

Action Plan: Utilize outside agencies and supports such as Holcomb support services and compass mark to help provide us with resources to hold groups. Continuing to promote groups throughout the year and fluidly survey student's needs to offer groups that match student needs.

Career Domain:

Goal: 100% of 8th grade students complete at least 6 career artifacts including an Individual Career Transition plan.

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Action Plan: Ongoing career activities throughout the Family and Consumer Science curriculum as well as participation in grade level Career Activities.

Additional Program Goal:

Increase communication between counseling department and parents and community. Create a monthly electronic newsletter with fast facts and important information.

Program Goals for 2022-2023 School Year 9th – 12th Grades
Oxford Area High School

Academic Domain:

Goal: In 2022 - 2023, 100% of 9th, 10th and 11th grade students will have identified an academic goal and created a 4-year academic plan.

Action Plan: During classroom lessons students identify their academic goals and create their four-year plan.

Personal/Social Domain:

Goal: Increase student self-awareness of healthy living/positive choices/life skills to 80% in the 2022-2023 school year.

Action Plan: Partnerships with Devereux, Caron Foundation, Domestic Violence Center of Chester County, LCH, the Academy, Probation Officers, CYF, mental health placements, counseling centers; Life Skills curriculum, trainings for counselors, SAP, QPR Training (Question, Pursued, Refer); Aavidum, collaboration with the district social worker and parents/guardians.

Career Domain:

Goal: 95% of the high school seniors (Class of 2023) will meet a graduation pathway as required by the state of Pennsylvania.

Action Plan: Keystone exams, Keystone support help, ASVAB, PSATs/SATs/ACTs/ AP exams, College and Career Fair, college visits, Instant Decision Days, collaboration with local districts, administrative meetings, military collaboration, Job Fair, job advertisement wall, professional development, mock interviews, post high school confirmation, individual senior meetings, collaboration with TCHS/Octorara Homeland Security, completion of Career Readiness standards.

4. Stakeholders

A. Students

- The students of Oxford Area School District will receive curriculum focused on academic, career, and personal/social skills in order to make educated and reasonable decisions that will lead to their successful future. Students will also participate in individual student planning to develop goals related to their interests and abilities.
- Students will serve roles in mentoring other students in areas of career choices and opportunities. Students may present their experiences in the school counseling program to other stakeholders. There will be students on the advisory council representing different grades.

B. Parents

- Parents have a pivotal role in helping their children as they move forward through career exploration to career/college choices. Parents will be informed of opportunities, standards, and options for their children so they can communicate these opportunities and help plan the future with their children, as well as be advocates for their children in the choices they make. Parents will be made aware of ongoing school counseling services throughout the student's school years.
- Parents are stakeholders in their children's academic lives through participating in student decision making choices regarding course selections, career and college exploration, and school efforts to make students aware of opportunities for their futures. Parents will provide input to the school counseling program through their participation in school career programming, as well as serving on the advisory council.

C. Educators

- Teachers, administrators, and school board members will be asked to promote the beliefs and mission of the school counseling program. Educators will accomplish this through classroom instruction, meetings with parents, students, and community members as well as attending and participating in programs developed by the school counseling department. Educators will also be asked to serve on the advisory council.

- Educators will be made aware of the mission and goals through their participation on the advisory council as well as through informational sessions during professional development days, the school counseling website, and counselor driven presentations.

D. Business/Community

- The business community will benefit from the guidance program by having access to employees who understand the value of positive social interactions, teamwork, goal setting, communication, and the academic skills needed in the workforce.
- As partners, members of the business community will provide opportunities to students to job shadow, they will participate in career fairs, provide support of guidance curriculum in the areas of workplace expectations and serve on the advisory council.

E. Post-Secondary

- Post-secondary partners will assist the Oxford Area School District school counseling program in preparing the students for post-secondary success. They can provide services such as classroom presentations focused on employability, opportunities for students to meet with departments at the university level, participate in career and college fairs. There will be three representatives in the post-secondary realm, one from a four-year university, one from a technical school and one from a community college. Their role on the advisory council will be to help guide the program in preparing our students for post-secondary success.
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5. Role of the School Counselor

As a Leader:

The school counselor effectively manages and implements a comprehensive and developmental school counseling program. Through leading a comprehensive program that engages its' stakeholders and by being responsible for delivery and continual evaluation of this program, the school counselor leads its' learning community.

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Leading Students to Success

The leader of the school counseling program:

- Is responsible for the development, delivery and evaluation of a comprehensive school counseling program for all students
- Uses data to identify and remove barriers to student learning
- Promote student success by participation in efforts to close existing achievement gaps among underrepresented populations
- Serves on school-based leadership/school improvement teams related to the welfare of students
- Serves on district level curriculum teams
- Supports the school as a safe and welcoming learning community

As an Advocate:

School counselors advocate for students, for the counseling profession and for change. By removing barriers that prevent student learning and providing strategies for closing the equity achievement gaps among students, school counselors continually advocate for academic, career, and social/personal success of every student. This, in turn, highlights advocacy as a key role of every school counselor serving the individual, group or school in its level of initiation or impact.

Advocating for Students

The counselor works to:

- Promote access to and success in a rigorous academic curriculum for every student
- Remove barriers that prevent student learning
- Provide strategies for closing the equity achievement gaps among students
- Develop programs of counseling and advising that ensure every student has an on going connection with a caring adult
- Create opportunities to support student learning for all
- Ensure the academic, personal/social and career development of all students
- Ensure equitable access to educational and career exploration opportunities for all students

As a Collaborator:

Collaborate with all members of the school community and its stakeholders to create an environment that promotes student achievement and commitment to the school's mission statement.

Collaborator for the Student and the Counseling Program

The school counselor or collaborator:

- Promotes commitment to the mission of the school

REVISED 9/22/2017, 1/16/2019, 3/24/2022, 11/15/2023

- Collaborates with staff to provide professional development that enhances student success
- Establishes a comprehensive school counseling program that engages the educational community to ensure that all students benefit from the program
- Offers parent/guardian information and training in the community to enhance the educational opportunities for students and their families
- Maintains an open communication style to foster an effective teaming culture and a sense of community for the school system
- Serves actively on school leadership teams uses skills in networking, problem solving and mediation in the educational community
- Embraces feedback that supports continual program improvement

As an Agent of Systemic Change:

Uniquely positioned within the system to access school information for systemic barriers to academic success; school counselors are responsible to help schools change to better meet student needs.

Counselors as Agents of Systemic Change

The school counselor:

- Employs data to identify and challenge policies and practices which may hinder student achievement
- Enlists the support of influential people and policy makers, establishes opportunities for collaboration to address problems
- Gathers data to support the need for change
- Identifies realistic goals and creates action plans
- Develops intervention strategies for challenging resistance, and embraces the ethical obligation to ask hard questions to challenge the status quo

6. Advisory Council

- Advisory Council Meeting to be held twice per year to review 339 Plan.
- Advisory Council will consist of District Level Administration: Superintendent, Assistant Superintendent, Building Level Principals, Post-Secondary Schools, Partners in Education, Community Organizations and Members.

See appendix B for Advisory Council members for 2018-2019.

7. Program Calendar

Monthly Calendars

REVISED 9/22/2017, 1/16/2019, 3/24/2022, 11/15/2023

**Jordan Bank Kindergarten Center
Elk Ridge Elementary School (1st and 2nd grades)**

JULY

Academic:

-Administer Bracken Kindergarten Readiness Assessment (BSRA) (JB)

Career:

-Schedule Turn the Page Tuesday literacy and career introduction initiative participants (JB)

Personal/Social:

-Assist in the planning of staffing for IEP students.

AUGUST

Academic:

-Attend 'Meet and Greet' transition event to introduce students to classrooms.
-Review and distribute 504 plans and individual behavior plans to teachers and specialists.
-Administer Bracken Kindergarten Readiness Assessment (BSRA) (JB)

Career:

-Plan for Careers on Wheels event.
-Schedule Turn the Page Tuesday literacy and career introduction initiative participants (JB)

Personal/Social:

-Prepare for small groups and classroom guidance lesson instruction

SEPTEMBER

Academic:

-Attend parent/student orientation
-Attend and present at Back-to-School Night.
-Monitor baseline academic data for concerns

Career:

-Plan for career presentations to students.
-Schedule Turn the Page Tuesday literacy and career introduction initiative participants (JB)

Personal/Social:

-Introduce school wide positive behavior/ school expectations through assembly
-Support peer relationship development by providing classroom, small group and individual counseling
-Establish E-SAP meeting dates and times.
-Introduce guidance counselor job/responsibilities to students

OCTOBER

Academic:

- Conduct 504 meetings and attend IEP meetings; monitor academic progress in collaboration with data teams
- Implement intervention plans

Career:

- Classroom guidance lessons on career choices.
- Bucket-filling reward to dress like your career choice.
- Push out Turn the Page Tuesday literacy and career lessons (restaurant owner; firefighter; 911 call center; dancer). (JB)
- Presentation of fire safety from local fire department and what life is like as a fire fighter.

Personal/Social:

NOVEMBER

Academic:

Career:

- American Education Week: lunch and learn about various career opportunities.
- Push out Turn the Page Tuesday literacy and career lessons (nurse; banker; photographer; grocer; army veteran). (JB)

Personal/Social:

DECEMBER

Academic:

Career:

- Continue preparation/contacts for career presentations.
- Push out Turn the Page Tuesday literacy and career lessons (pilot; electrician; barber; producer of grains; police officer). (JB)

Personal/Social:

- Facilitate school-wide community drive to assist needy families
- Referrals to data/intervention team.
- Classroom Guidance lessons to enhance conflict resolution skills.

JANUARY

Academic:

Career:

- Continue planning for career activity.
- Push out Turn the Page Tuesday literacy and career lessons (writer/editor; automobile dealer; social worker; chiropractor; baker). (JB)

Personal/Social:

- Participate in transition meeting with rising kindergarten students (JB)
- Collaboration with classroom teachers and classroom lessons on respect/kindness of individual differences.

FEBRUARY

Academic:

Career:

- Push out Turn the Page Tuesday literacy and career lessons (musician; dairy farmer; factory worker; eye doctor). (JB)

Personal/Social:

- Classroom guidance lessons in collaboration with Crime Victims Center enhancing self-advocacy skills of personal safety.
- Leadership skills through classroom lessons

MARCH

Academic:

Career:

- Offer career presentations to students.
- Push out Turn the Page Tuesday literacy and career lessons (pig farmer; truck driver; arborist; mechanic). (JB)

Personal/Social:

- Guidance lessons learn/enhance problem solving and time management skills.

APRIL

Academic:

-Begin the administration of the BSRA with incoming kindergarten students.

Career:

-Facilitate the Mobile Agricultural Lab to help children experience life on a farm as a career option.
-Push out Turn the Page Tuesday literacy and career lessons (politician; museum curator; artist; chocolatier).
(JB)

Personal/Social:

-Classroom guidance lesson to introduce transition into next grade level building.

MAY

Academic:

-Administer the BSRA with incoming kindergarten students.

Career:

-Careers school-wide presentations
-Push out Turn the Page Tuesday literacy and career lessons (florist; mechanic; landscaper; mushroom farmer).
(JB)

Personal/Social:

JUNE

Academic:

Career:

Personal/Social:

ONGOING COUNSELOR ACTIVITIES

Academic	Case manager for all 504 plans- writing, monitoring, and meetings. Parent/teacher consultations. Coordinate Mentor Program with Oxford Educational Foundation. Organize and participate in all attendance and SAIP meetings. Weekly meetings with dyad partners Attend IEP/ER/GIEP meetings Monitor academic progress in collaboration with data team & implement intervention plans. Attend parent/teacher conferences.
Career	Assist with service-learning projects.
Personal/Social	Individual counseling as needed. Provide Small group counseling as needed.

*Nottingham Elementary School (3rd and 4th grades)
Hopewell Elementary School (5th and 6th grades)*

JULY

Academic:

- Review new student records and determine placement.
- New enrollments, balancing class lists.

Career:

Personal/Social:

AUGUST

Academic:

- Review new student records and determine placement.
- Assist with the distribution of student academic data.
- Help/ Participate with Meet the Teacher event before start of school for all new students and 5th graders.
- Review 504 plans and make revisions as necessary.
- New enrollments, balancing class lists
- Distribute all 504 plans to teachers.

Career:

- Plan for career awareness lessons and career day date in May/June.
- Set date for Career Day at TCHS.

Personal/Social:

- Prepare for guidance groups.
- Meet with new students.

SEPTEMBER

Academic:

- Back to school night
- Facilitate assembly introducing school-wide PBS program (NH).
- Distribute all materials needed for PBS program. (NH)
- Weekly (1x per cycle) dyad meetings to speak about student concerns-HW

Career:

- Schedule classes for career awareness lessons.

Personal/Social:

- Guidance lessons for all classes introducing “Meet the school counselor”
- Meet with the counselors from buildings with the transitioning grade to discuss student concerns.

OCTOBER

Academic:

- Red Ribbon & Bullying Prevention week- week-long spirit dress up days
- Schoolwide Assembly on Anti bullying and drug awareness
- Weekly (1x per cycle) dyad meetings to speak about student concerns-HW
- Data team meetings/attend and discuss interventions for students in need.

Career:

- Guidance lessons on career awareness (Hopewell)
- TCHS Career Café for all 5th grade students – various careers are presented by members of the community

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Personal/Social:
-Guidance lessons on empathy and bullying prevention (Nottingham).
-Screen and select students for small counseling groups

NOVEMBER

Academic:
-Weekly (1x per cycle) dyad meetings to speak about student concerns-HW
-Guidance lessons on bully prevention continue & problem solving (Nottingham)

Career:
-Guidance lessons on career awareness (HW)
-American Education Week: career dress up day and writing about your career goal (Nottingham); guest readers who also work in the community (HW)

Personal/Social:
-Continue small group counseling
-Assist with Turkey Trot to provide frozen turkeys or gift cards to families in need.
-Participate in Special Person's Breakfast (HW)

DECEMBER

Academic:
-Weekly (1x per cycle) dyad meetings to speak about student concerns-HW
-Weekly IST meetings -Nottingham

Career:
-Guidance lessons on career awareness.

Personal/Social:
-Facilitate gift drive for Neighborhood Services

JANUARY

Academic:
<p>Career:</p> <ul style="list-style-type: none"> -Wrapping up career lessons (HW) -Send home Career Day information to all students, asking for Parent volunteers in different career clusters. -Career connections during guidance lessons (Nottingham)
<p>Personal/Social:</p> <ul style="list-style-type: none"> Beginning lessons on emotional regulation/anger (3rd grade) and emotional regulation/stress (4th grade) -(NH) -Crime Victims of Chester County program to both 5th and 6th grade in homerooms. -Conduct small group counseling.
FEBRUARY
Academic:
<p>Career:</p> <ul style="list-style-type: none"> -Career Fair for all 5th grade students at TCHS. (HW) -Self-regulation lesson and connection with which career requires this as a requisite skill during guidance lessons (Nottingham)
<p>Personal/Social:</p> <ul style="list-style-type: none"> -Guidance lessons on stress continued and introduction to coping skills (Nottingham) -Continue small group counseling -Participate in Dads and Donuts (HW)
MARCH
Academic:
<ul style="list-style-type: none"> -Prepare for PSSA's –Faculty training/ Scribe and Paraprofessional training. -Attend weekly IST meetings (Nottingham)
<p>Career:</p> <ul style="list-style-type: none"> -Hold Career Day – guests are invited from the community to speak about various career options. -Conduct career guidance lessons (Nottingham)

Personal/Social:

- Facilitate coping skills lessons (Wellness Wednesdays) in all 3rd grade classes (Nottingham)

APRIL

Academic:

- Proctor PSSA's (Nottingham)
- Set building PSSA schedule with administrator, distribute/organize all PSSA materials to all classroom teachers

Career:

- Prepare for Career Day (HW)
- Conduct Career lessons and collect/manage artifact data:
3rd and 4th grade write two responsibilities of the job you saw and two reasons why you would or would not like to have that job when you get older.
5th and 6th grade write a few facts learned during the TCHS Career Café and take a career inventory assessment)

Personal/Social:

MAY

Academic:

- Meet with guidance counselors from other buildings to discuss incoming students

Career:

- Guidance lessons on career exploration
- Career Day – guest speakers from the community talk about career options (Nottingham)
- Upload/report career readiness artifacts.

Personal/Social:

- Participate in Moms and Muffins (HW)
- Prepare for transitions
- Plan and execute orientation tours for students moving to a different facility.

JUNE

Academic:

- Assist with student placement for next year.
- Prepare files for transitions

Career: Upload/report career readiness artifacts in PowerSchool.

Personal/Social:

ONGOING COUNSELOR ACTIVITIES

Academic	Case manager for all 504 plans- writing, monitoring, and meetings. Parent/teacher consultations. Truancy Prevention Team meetings. Coordinate Mentor Program Weekly meetings with dyad partners Attend IEP/ER/GIEP meetings Attend parent/teacher conferences.
Career	Assist with service learning- partner each class with a local business (HW)
Personal/Social	Individual counseling as needed. Small group counseling as needed.

Penn's Grove Middle School (7th and 8th grades)

JULY

Academic:

- Review new student records and determine placement at Penn's Grove
- Scheduling for new enrollments and current students

Career:

Personal/Social:

- Meet with incoming families and students to ensure student success

AUGUST

Academic:

- Review new student records and determine placement at Penn's Grove
- Plan and manage 7th Grade/New Student Orientation
- Review 504 plans and make revisions as necessary
- Distribute all 504 plans to teachers
- New enrollments

Career:

- Ongoing Career Artifacts activities; Set up of Naviance for all students

Personal/Social:

- Meet with new students

SEPTEMBER

Academic:

- Make scheduling changes
- Review student records and provide services as needed
- Attend and present at Back to School Night
- Collect Data for academic needs

Career:

- Recruit parents for Career Day at Back to School Night.
- Facilitate students completing a Career Inventory through Naviance.

Personal/Social:

- Recruit for Strengthening Families
- New student group check-ins
- Individual counseling sessions for high-risk students/rapport building
- Survey students for counseling groups

OCTOBER

Academic:

- Generate a list of students falling below proficiency levels and schedule meetings with those at risk of failing the marking period.
- Complete or modify schedules for the second quarter.

Career:

Personal/Social:

- Screen students and begin counseling groups.
- Prepare for Red Ribbon Week assembly and announcements.
- Schedule Spirit Week for Red Ribbon Week.

NOVEMBER

Academic:

- Conduct the First Marking Period Awards Celebration and generate the Honor Roll report.

Career:

- Organize and carry out Career Day, allowing students to register and participate in sessions with their chosen presenters.
- Facilitate students filling out an Exit survey in Naviance, reflecting on their participation in Career Day activities.

Personal/Social:

DECEMBER

Academic:

- Generate a list of students who haven't achieved proficiency levels and meet with those at risk of failing the marking period.
- Academic counseling for at risk students.

Career:

Personal/Social:

- Arrange support for underprivileged families during the holiday season through Neighborhood Services.

JANUARY

Academic:

- Assist with benchmark and diagnostic testing as needed.
- Finalize/make changes to third quarter schedules
- Conduct the Awards Celebration for the marking period and generate the Honor Roll report.
- Academic counseling for at risk students.

Career:

- Technical College Field Trip/event planning

Personal/Social:

- Facilitate Coping Skills Groups
- Recruit for Strengthening Families

FEBRUARY

Academic:

- High School Course Selection
- Compile list of students who are underperforming and meet with students
- Preparing for PSSAs
- Prepare and manage the scheduling of conferences
- Meeting with students at risk of failing.

Career:

- Prepare and Plan for Career Fair for grade 7
- Recruit for the GETT Event

Personal/Social:

MARCH

Academic:

- Preparing for PSSAs
- Recruit and organize for Chester County Futures
- Coordinate with HS for HS Scheduling
- Recruit for ECA program
- Meeting with students at risk of failing.

Career:
-Recruit and organize for Chester County Futures
-Plan for Career Fair for 7th Grade

Personal/Social:

APRIL

Academic:
-Administer PSSAs
-Proctor PSSA make-ups
-Generate a list of students who haven't achieved proficiency levels and meet with those at risk of failing the marking period.
-Complete or modify schedules for the fourth quarter.
-Marking Period Awards Celebration- run Honor Roll report
-Recruit for ECA Program
-Meeting with students who are at risk of failing.

Career:

Personal/Social:

MAY

Academic:
-Prepare and Administer Keystone Exams
-Collecting data for incoming 7th graders
-Update grade level spreadsheet
-Assist in administering Study Island Benchmark 3
-Plan transition events for students coming from elementary school.
-Hold the Awards Assembly for the marking period and generate the Honor Roll report.
-Meeting with students who are at risk of failing.

Career:

Personal/Social: -Prepare information to send to high school for scheduling and transitions.
JUNE
Academic: -Make referrals to summer school.
Career:
Personal/Social:

ONGOING COUNSELOR ACTIVITIES	
Academic	Case manager for all 504 plans- writing, monitoring, and meetings. Parent/teacher consultations. Truancy Prevention Team meetings. Coordinate Mentor Program Weekly meetings with dyad partners Attend IEP/ER/GIEP meetings. Attend SAP team monthly meetings and facilitate outside referrals. Attend HIVE team monthly meetings. Attend parent/teacher conferences. Plan and facilitate SAIP meetings Plan and facilitate small groups based on student need.
Career	Assist with service learning. Facilitate students completing presentations on their desired career goals.
Personal/Social	Coordinate and consult with OEF mentors/tutoring Hold Restorative Conferences

Oxford Area High School (9th through 12th grades)

JULY
Academic: -Process student schedule conflicts and change requests.

Career:

- Prepare for outside programs such as the Technical College, ROTC, Early College Academy, Dual Enrollment.

Personal/Social:

AUGUST

Academic:

- Process student schedule conflicts and change requests.
- Participate and present at Back-to-School Night.
- Input summer school grades

Career:

- Prepare for outside programs such as TCHS, ROTC, ECA, Dual Enrollment.

Personal/Social:

- Review lists for McKinney-Vento eligibility.
- SAP Planning/Coordinating Services.
- Student Orientation Day
- Recruitment for Aavidum group
- Facilitate tours for students

SEPTEMBER

Academic:

- Process student schedule conflicts and change requests.
- Conduct College/Post-Secondary Visits
- Senior Naviance & Post-Secondary lesson
- Participate in Senior Individual Meetings
- Participate in and present at Back to School Night
- Assist students in submitting College Application Input/ forms
- Assist in advertising and helping students to register for PSAT/ SAT
- Plan for individual grade level meetings
- Facilitate Freshman Individual Meetings
- Prepare and conduct Freshman class lessons
- Prepare for and collaborate with Chester County Futures and Upward Bound organizations
- Prepare for and collaborate with the military.

Career:

- Plan for administration of PSAT
- Schedule College and Military visit days.

-Students access Naviance to begin creating a cover letter, resume, complete surveys based on career interests, and complete reflections based on various career and college opportunities presented at the high school.

Personal/Social:

- Facilitate Back to school night
- Advertise for SAP team
- Plan for Project CONNECT through Caron Treatment Centers for drug and alcohol addiction
- Plan for Question. Persuade. Refer. Institute.

OCTOBER

Academic:

- Prepare and facilitate Freshman career artifacts.
- Assist students with the submission of College Application Input/forms
- Prepare for the administration of the PSAT
- Prepare for the administration of SAT school day
- Participate in Individual Senior Meetings
- Participate in Individual Freshman Meetings
- Proctor PSAT
- Proctor SAT
- Recruit for Upward Bound/ Chester County Futures/ TCHS/ ROTC
- Assist in College/Post-Secondary visits

Career:

- Plan for administration of PSAT
- Schedule College and Military visit days.
- Introduce and review career planning through Naviance
- Work with ECYEH team to present college options for students who are McKinney-Vento eligible.

Personal/Social:

- TCHS/Octorara/ROTC Presentation
- College and Career Fair prep
- Assist in facilitating aTechie Day
- Plan for Armed Services Vocational Aptitude Battery (ASVAB)

NOVEMBER

Academic:

- College Application Input/ forms submission
- Conduct Individual Senior Meetings
- Conduct Individual Freshman Meetings
- Dual Enrollment Scheduling (DCCC)
- Complete paperwork for Nov. 1st Early Action/Decision deadline

Career:

- Facilitate College and Career Fair
- Prepare for Healthcare Career Showcase
- Conduct Post-Secondary Field Trip

- Plan for Armed Services Vocational Aptitude Battery (ASVAB)
- Advertise Career Fair
- Prepare for Mock interviews

Personal/Social:

- Facilitate ELL Support Group
- Plan for
- Assembly Planning
- 504 District Meeting

DECEMBER

Academic:

- Course description guide review
- Scholarship Night Planning
- TCHS Application review
- SAT school day prep
- Individual Senior Meetings
- Individual Freshman Meetings
- PSAT Results Distributed & Assembly
- College/Post-Secondary Visits
- Senior No Plans Communication

Career:

- Post-Secondary Field Trip
- ELL TCHS Field Trip
- Career Artifact Check including student follow up
- Mock Interviews
- ASVAB Testing

Personal/Social:

- Facilitate ELL Support Group
- Assist in Suicide Prevention training for Sophomores
- Prepare mental health, drug and alcohol assembly

JANUARY

Academic:

- Finalize second semester schedules
- Print reports for students endanger of failing.
- Prepare for schedule
- Review Technical College applications
- Prepare for SAT school day
- Conduct Individual Senior Failure Meetings

Career:
-Senior No Plans Communications
-Prepare for Mock interviews

Personal/Social:
-Facilitate ELL Support Group

FEBRUARY

Academic:
-Conduct Individual Senior Failure Meetings
-Coordination for Freshmen Goals/Planning Meeting with teachers
-Prepare for scheduling
-Facilitate Parent Scheduling Night- Spanish and English

Career:
-Post-Secondary Instant Decision Days

Personal/Social:
-Facilitate ELL Support Group
-Conduct Safer Choices Assembly
-Conduct Spanish Resource Night

MARCH

Academic:
-Conduct Individual Scheduling Meetings
-Follow up on Senior 'No Plans'
-Conduct Senior Failure Meetings
-Conduct Dual Enrollment Presentation
-Facilitate Post-Secondary Instant Decision Days
-Facilitate SAT school day
-Process and schedule students in Delaware Community College applications.
-Prepare and send out No Plans letter

Career:

Personal/Social:
-Facilitate ELL Support Group

APRIL

Academic:

- Prepare for AP Exams
- Plan and facilitate Senior Awards Night
- Plan and facilitate Underclassmen Awards Night
- Compose letters addressing third-quarter failures for seniors.
- Review applications to Technical College.
- Coordinate Freshmen Goals/Planning Meeting with teachers
- Schedule students for Delaware Valley Community College.
- Complete scheduling verification letters
- Plan and facilitate Underclassmen Awards Night
- Plan and facilitate Senior Awards Night

Career:

- Follow up on Senior 'No Plans'
- Prepare for Armed Services Vocational Aptitude Battery (ASVAB)
- Conduct Mock Interviews

Personal/Social:

- Facilitate ELL Support Group
- Continue planning with students in Aavidum

MAY

Academic:

- Proctor AP exams
- Proctor Keystones exams
- Prepare for Underclassmen Awards
- Address Senior Graduation Concerns
- Scheduling Verification Letters changes
- Prepare promotion/ graduation list
- Prepare for Summer School
- Finalize TCHS applications

Career:

- Conduct Senior Survey classroom lesson
- Follow up on Senior 'No Plans' concerns
- Complete Career Artifact Check
- Finalize Career Artifacts

Personal/Social:

JUNE

Academic:

- Finalize promotion/graduation list
- Finalize referrals for summer school

- Compile list for students being retained.
- Complete Scholarship data spreadsheet
- Complete Naviance updates
- Prepare final Transcripts including NCAA
- Review changes to schedules
- Review Master Schedule, make appropriate revisions
- Review transcripts and historical grades to verify graduation requirements
- Send 504 for graduates
- SSD verification

Career:
-Review Senior Survey data

Personal/Social:

ONGOING COUNSELOR ACTIVITIES

Academic	Assist with college application process. Attend weekly meetings with teachers. Process new student enrollments. Attend and provide input for IEP meetings. Schedule, write, and participate in 504 meetings, serving as Case Manager. Schedule and participate in Student Assistance Program meetings. Facilitate SAIIP meetings.
Career	Assist with college application process. Work with Job Coach and other agencies to facilitate job shadow experiences. Facilitate the use Career Gateway as students begin job searches.
Personal/Social	Facilitate crisis response. Meet with individual students based on need. Schedule and participate in Student Assistance Program meetings. Communicate with outside resources and agencies. Oversee scholarship opportunities.

8. Program Delivery

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Jordan Bank Kindergarten Center Elk Ridge Elementary School (1st and 2nd grades)

<p>Guidance Curriculum TIER ONE</p> <p><i>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</i></p>	<p>Prevention, Intervention and Responsive Services TIER TWO</p> <p><i>Addresses school and student needs.</i></p>	<p>Individual Student Planning</p> <p><i>Assists students and parents in the development of academic and career plans.</i></p>	<p>System Support</p> <p><i>Includes program, staff and school support activities and services.</i></p>
<p>Purpose</p>	<p>Purpose</p>	<p>Purpose</p>	<p>Purpose</p>
<p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p>Program delivery and support.</p>
<p>Academic</p>	<p>Academic</p>	<p>Academic</p>	<p>Academic</p>
<p>Participation in Multi-Tiered Systems of Support Team meetings to address all students' academic and behavioral needs.</p> <p>Introduce School Counselor responsibilities to students.</p> <p>Comprehensive Developmental Guidance lessons to introduce transition into next grade level building: Study skills; Motivation; Effort; Asking for help; Working independently and cooperatively; conflict</p>	<p>Attend parent/student orientation.</p> <p>Attend parent/teacher/student conferences</p>	<p>(JB only) Bracken School Readiness Assessments Kindergarten registration</p> <p>Meet with counselors/student (s) about incoming student's needs</p>	<p>Monitor academic progress in collaboration with MTSS data team & implement intervention plans.</p> <p>Coordinate SAIP meetings as needed.</p> <p>Conduct 504 meetings.</p> <p>Review and distribute 504 plans and individual behavior plans to teachers and specialists.</p> <p>Review and modify 504 plans with family and teachers as necessary.</p>

<p>resolution skills; respect/kindness of individual differences; leadership skills; problem solving; time management.</p> <p>Hold school wide behavior/school expectations assemblies and review school rules. (Fill A Bucket lessons)</p>			<p>Assist in the administration of benchmark assessments.</p> <p>Assist team with student classroom placement.</p> <p>Consultation with teachers, parents, and outside providers.</p>
Career	Career	Career	Career
<p>Cooperating with educators to facilitate the teaching of the basics of community helpers in the context of Social Studies lessons.</p> <p>Careers school-wide event (Careers-on-Wheels).</p> <p>(JB only) Turn the Page Tuesdays literacy and career awareness initiative.</p>	<p>Deliver career lessons tailored to the grade level, supported by materials that align with the 339 standards.</p>	<p>Deliver make-up career lessons tailored to the grade level, supported by materials that align with the 339 standards.</p>	<p>Plan for career event in May</p> <p>Consultation with district wide guidance counselors in the implementation, delivery, and fidelity of 339 plan</p>
Personal/Social	Personal/Social	Personal/Social	Personal/Social
<p>Classroom guidance lessons (Zones of Regulation/Little Spot of Feelings)</p> <p>fostering community relationships & conflict resolution</p> <p>introduce transition into next grade level buildings.</p> <p>Small groups based on student needs: friendship skills; social skills; accepting differences;</p>	<p>Small groups based on student needs.</p> <p>Support peer relationship development by providing small group counseling.</p> <p>Small group tours into transitioning buildings.</p> <p>Conduct individual behavioral assessments with each student three times per year.</p>	<p>Consultation with students</p> <p>Support peer relationship development by providing individual counseling.</p> <p>Attend E-SAP team meetings and support recommended interventions.</p> <p>Recommend students to Deveraux Behavioral Health clinical therapists based on need.</p>	<p>Conduct E-SAP team meetings.</p> <p>Participate in Helping Individuals with Violence prevention and Emotional stress (HIVE)</p> <p>Consultation with teachers and outside providers.</p> <p>Consultation with district wide guidance counselors in the implementation,</p>

<p>changing families; peer relationships.</p> <p>Facilitate school-wide community food drive to assist needy families.</p> <p>Collaboration with Crime Victims Center: enhancing self-advocacy; personal safety.</p> <p>Whole grade group tours into transitioning buildings</p> <p>Prepare students for grade level promotion.</p> <p>Attend Meet and Greet event to assist students with school transition.</p>		<p>Coordinate Oxford Educational Foundation Mentor program.</p>	<p>delivery, and fidelity of 339 plan</p> <p>Prepare for small groups and classroom guidance lesson instruction.</p> <p>Prepare and review data collected from behavioral screening tool.</p> <p>Plan and implement holiday food drive program in coordination with Oxford Neighborhood Services.</p> <p>(ER only) Collaborate with teachers on the collection and distribution of fruits and vegetables grown by the school for the Chester County Food Bank.</p>
Counselor Role	Counselor Role	Counselor Role	Counselor Role
<p>Provide lessons for Personal/Social</p> <p>Provide Career lessons and monitor 339 evidence progress</p>	<p>Coordinate with outside agencies</p>	<p>Collaborate with staff to set individual student goals and interventions</p>	<p>Facilitating groups, facilitating meetings, and coordinating supports</p>
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
25%	25%	25%	25%

*Nottingham Elementary School (3rd and 4th grades)
Hopewell Elementary School (5th and 6th grades)*

Guidance Curriculum TIER ONE <i>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</i>	Prevention, Intervention and Responsive Services TIER TWO <i>Addresses school and student needs.</i>	Individual Student Planning <i>Assists students and parents in the development of academic and career plans.</i>	System Support <i>Includes program, staff and school support activities and services.</i>
Purpose	Purpose	Purpose	Purpose
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Prevention, Intervention and Responsive services to groups and/or individuals.	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support.
Academic	Academic	Academic	Academic
(Nottingham only) Monthly guidance lessons School wide behavior/school expectations assembly. Introduction to Hornets 200 Program SWPB program.	Conduct small group counseling based on student needs. Truancy Prevention Team meetings. Attending individual parent/ teacher conferences as requested. Attending data team meetings and MTSS meetings.	Meet with counselors/parents regarding student needs. Conduct meetings with incoming students on an ongoing basis throughout the year. Review and manage all 504 plans.	504 writing, monitoring, and meetings. Parent/teacher conferences. Parent/teacher consultation. Organize and coordinate PSSA testing schedule. Proctor PSSA make-up. Proctor diagnostic assessment make-up assessments. District School Counseling meetings to support, assess and revise programs.

			Class coverage/ as needed.AM & PM duty.
Career	Career	Career	Career
Guidance lessons on career awareness, including skills, interests, and related occupations. School wide Career Event (Career Café and Career Day)	Deliver career lessons tailored to the grade level, supported by materials that align with the 339 standards.	Meet with students to administer career activities if they were absent during a lesson.	Plan for career event in May. Consult with other counselors regarding 339 plan and career readiness artifacts.
Personal/Social	Personal/Social	Personal/Social	Personal/Social
Small and whole grade group tours into transitioning buildings. Implement school-wide positive behavior program (Nottingham). Green Hornet Ticket Assembly (Nottingham)	Individual counseling based on student needs. Small group counseling based on student needs.	Coordinate Oxford Educational Foundation Mentor program. Recommend students to Deveraux Behavioral Health clinical therapists based on need.	Organize and prepare school wide positive behavior plan. Consultation with outside providers. Plan and implement holiday food drive program in coordination with Oxford Neighborhood Services. Consultation with district wide guidance counselors.
Counselor Role	Counselor Role	Counselor Role	Counselor Role
Provide lessons for Personal/Social Provide Career lessons and monitor 339 evidence progress	Coordinate with outside agencies	Collaborate with staff to set individual student goals and interventions	Facilitating groups, facilitating meetings, and coordinating supports
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
30%	20%	<1%	50%

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Penn's Grove Middle School (7th and 8th grades)

Guidance Curriculum TIER ONE	Prevention, Intervention and Responsive Services TIER TWO	Individual Student Planning	System Support
<i>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</i>	<i>Addresses school and student needs.</i>	<i>Assists students and parents in the development of academic and career plans.</i>	<i>Includes program, staff and school support activities and services.</i>
Purpose	Purpose	Purpose	Purpose
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Prevention, Intervention and Responsive services to groups and/or individuals.	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support.
Academic	Academic	Academic	Academic
Assist in course selection and student scheduling. Assist in the administration of state testing (PSSA and Keystone Algebra) Work with teachers to assist in Naviance inventory outcome data.	Refer students for Oxford Educational Foundation tutoring/mentoring. Conferencing with students at risk of failing. Prepare for and Proctor PSSA make-ups. Assist with Restorative Conferences Refer students to SAP team and other outside agencies as needed. Hold SAIP meets for attendance concerns.	Manage all documents and accommodations for students with 504 agreements. Hold sessions with newly enrolled students. Create and maintain spreadsheets of data for all students (7 th , & 8 th) Attend parent/teacher conferences. Academic counseling for at risk students. Meet with students about attendance.	Review new student records and determine placements. Prepare for PSSAs Conduct the Honor Roll report during the Marking Period Awards Assembly. Coordinate TCHS visitation.
Career	Career	Career	Career
Administer Naviance interest inventories for all students.	Administer make-up Naviance interest inventories for students not in attendance.	Course Selection for incoming 7 th /outgoing 8 th	Assess data gained from Naviance interest inventories and utilize the information to plan future events.

<p>Conduct career artifacts activities.</p> <p>Organize and carry out a Career Fair for seventh-grade students.</p> <p>Participate in Girls Exploring Tomorrow's Technology Day. TCHS Field Trip/event planning</p>		<p>Oversee all academic and career plans for all eighth-grade students.</p>	<p>Guidance curriculum plan development</p> <p>Recruit parents for Career Day.</p> <p>Coordinate TCHS visitation.</p>
Personal/Social	Personal/Social	Personal/Social	Personal/Social
<p>Survey students for counseling groups</p> <p>Planning and implementation of SEL lessons</p> <p>Organize Red Ribbon Week.</p> <p>Organize Spirit days (college apparel, dress as your desired career)</p> <p>Vaping Assembly through the Attorney General's office.</p> <p>Prepare information to send to HS for scheduling and transitions.</p>	<p>New student group check-ins</p> <p>Screen students/begin counseling groups.</p> <p>Continue small group counseling.</p> <p>Coping Skills Groups Summer School referrals</p> <p>Individual counseling sessions for high-risk students/ rapport building</p>	<p>Individual Counseling Sessions</p> <p>Consult and collaborate with outside agencies.</p> <p>Consult with behavior specialists, therapeutic support staff, and personal care assistants.</p> <p>Crisis intervention.</p> <p>Referral to outside sources.</p> <p>Recommend students to Deveraux Behavioral Health clinical therapists based on need.</p>	<p>Recruit for <i>Strengthening Families</i></p> <p>Recruit for <i>Oxford Stars</i>.</p> <p>Maintain Guidance Website</p> <p>SAP Information Submission</p> <p>Coordinate services to help needy families during the holidays through Neighborhood Services.</p> <p>Coordinate services through Oxford Lighthouse.</p> <p>Coordinate SAP team.</p> <p>Consult with outside providers to support students/family needs.</p>
Counselor Role	Counselor Role	Counselor Role	Counselor Role
<p>Coordinator of Naviance and College and Career Readiness activities.</p>	<p>Promote student success.</p>	<p>Collaborate with staff to set individual student goals and interventions.</p>	<p>Facilitating groups, facilitating meetings, and coordinating supports.</p>

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	Monitor the academic and career development of students. Support and intervene when emotional/mental health concerns arise.	Manage the collection of career artifacts for all students.	
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
5%	45%	30%	20%

Oxford Area High School (9th – 12th grades)

Guidance Curriculum TIER ONE <i>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</i>	Prevention, Intervention and Responsive Services TIER TWO <i>Addresses school and student needs.</i>	Individual Student Planning <i>Assists students and parents in the development of academic and career plans.</i>	System Support <i>Includes program, staff and school support activities and services.</i>
Purpose	Purpose	Purpose	Purpose
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Prevention, Intervention and Responsive services to groups and/or individuals.	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support.
Academic	Academic	Academic	Academic
Instruct ninth-grade freshman lessons. Instruct twelfth-grade senior Naviance & post-secondary lessons. Conduct Graduation Pathways.	Facilitate college/post-secondary visits. Facilitate interest in Upward Bound/ Chester County Futures/ TCHS/ ROTC Recruitment Facilitate Post-Secondary Instant Decision Days Facilitate Extended School Year Learning	Senior Individual Meetings PSAT results distributed and assembly. Finalize second semester schedules. Senior Failure Meetings Freshman Individual Meetings	Review master schedule and make appropriate revisions. Review student schedules and make appropriate revisions. Review transcripts and historical grades to verify graduation requirements.

	<p>Conduct Dual Enrollment Presentation for interested students and their parents.</p> <p>Schedule Dual Enrollment (DCCC) opportunities.</p> <p>Facilitate PSAT and SAT advertisement and registration.</p> <p>Proctor PSATs, and SATs</p> <p>SAT school day</p> <p>Proctor Keystone exams</p> <p>Proctor AP Exams</p> <p>Participate in Senior Awards Night</p> <p>Participate in Underclassmen Awards</p> <p>Conduct individual senior failure meetings.</p> <p>Facilitate homework help weekly sessions.</p> <p>Advertise scholarship information.</p>	<p>Individual scheduling meetings</p> <p>IEP/GIEP meetings /case manager collaboration</p> <p>SAIPs</p> <p>504 Case Management</p> <p>New enrollments</p>	<p>Input summer school grades</p> <p>Schedule new enrollments</p> <p>Coordinate outside programs such as TCHS, ROTC, ECA, Dual Enrollment, etc.</p> <p>Coordinate Freshmen Goals/Planning Meeting with teachers.</p> <p>Coordinate grade level meetings.</p> <p>Design and conduct Back to School Night Parent information session.</p> <p>Order PSAT materials</p> <p>Submit College Application Input/ forms.</p> <p>Prepare and collaborate with Chester County Futures and Upward Bound</p> <p>Collaborate with US Military</p> <p>Attend 504 District Meetings.</p> <p>Prepare Freshman Career Artifact Goals/Planning.</p> <p>Prepare for PSAT</p> <p>Prepare for SAT school day.</p>
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			<p>Prepare quarter & semester academic letters for twelfth grade seniors.</p> <p>Prepare quarterly failure letters.</p> <p>Scheduling verification letters and changes.</p> <p>Review and give input on course description guide.</p> <p>Distribute scholarship sponsor letter</p> <p>Review TCHS application.</p> <p>Plan Senior Awards Night and Underclassmen Awards Night.</p> <p>Prepare for the administration of AP exams.</p> <p>Prepare promotion/graduation list.</p> <p>Refer students for Summer School.</p> <p>Finalize TCHS application.</p> <p>Finalize Promotion/graduation list.</p> <p>Review scholarship data.</p> <p>Provide Naviance updates.</p> <p>Finalize transcripts including NCAA.</p>
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			<p>Plan for summer work with the counseling department.</p> <p>SSD verification and submissions</p> <p>Participate in attendance meetings and conduct SAIP meetings as necessary.</p> <p>Connect and collaborate with the administration.</p> <p>Participate in IEP meetings without students.</p> <p>Coordinate Award Nominations/ Enrichment Programs</p> <p>Hold daily communication with outside programs regarding student success (TCHS, ECA, ROTC, Dual Enrollment, Octorara, Chester County Futures, Upward Bound, STARS, Lighthouse)</p> <p>Collaborate daily with teacher regarding student success.</p> <p>Communicate with parents and guardians.</p> <p>Communicate with students (email, in person).</p>
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			Update counseling website. Attend Professional Development activities.
Career	Career	Career	Career
<p>Facilitate and participate in College and Career Fair.</p> <p>Conduct Senior survey classroom lesson.</p> <p>Conduct Naviance programming.</p> <p>Hold mock interviews for students.</p> <p>Coordinate college representative visits.</p> <p>Help students with post-secondary planning and assist students with applying to post-secondary schools.</p>	<p>Guide interested students to summer enrichment programs.</p> <p>Facilitate Post-Secondary Instant Decision Days.</p> <p>Coordinate College/Post-Secondary visits.</p> <p>Facilitate TCHS/Octorara/ ROTC presentations for interested students.</p> <p>Follow up with students on their Career Artifacts.</p> <p>Facilitate Student Forums.</p>	<p>Facilitate Armed Services Vocational Aptitude Battery (ASVAB).</p> <p>Interpret ASVAB data.</p> <p>Follow up with twelfth grade students who are undecided on future.</p> <p>Outside organization communication (individual students)</p> <p>Facilitate Graduation Pathways</p>	<p>Prepare for College and Career Fair</p> <p>Set up Naviance</p> <p>Prepare Naviance and Power School Rollover</p> <p>Plan college visits</p> <p>Promote SAT/ACT & PSAT</p> <p>Advertise Career Fairs</p> <p>Prepare Back to School Night Parent information.</p> <p>Collaboration with job coach and workplace experience teacher.</p> <p>Prepare for Chester County Forum.</p> <p>Conduct and interpret results for Senior Survey</p> <p>Plan for ASVAB</p> <p>Finalize Career Artifacts.</p> <p>Communicate with College Representatives.</p> <p>Communicate with Military.</p>

			<p>Update counseling website.</p> <p>Plan for and participate in Professional Development opportunities.</p> <p>Prepare for Mock Interviews</p> <p>Prepare Graduation Pathways</p>
Personal/Social	Personal/Social	Personal/Social	Personal/Social
<p>Conduct student orientation day presentation.</p> <p>Arrange Drug and Alcohol Assemblies.</p> <p>Arrange Question. Persuade. Refer. Assemblies.</p> <p>Arrange Mental Health Assemblies.</p>	<p>Facilitate tours for students.</p> <p>Participate in ELL Support Group</p> <p>Participate in SAP groups.</p> <p>Crisis Interventions</p> <p>Participate in student to student and student to staff mediations.</p> <p>Collaborate with school's Diversity Club</p> <p>Participate in HIVE meetings.</p> <p>Home Visits Personal/Social Interventions</p> <p>Train and sponsor student-led meetings for Aavidum.</p>	<p>Facilitate outside organization communication (individual students)</p> <p>Conduct SAIP meetings.</p> <p>Manage all 504 cases.</p> <p>Recommend students to Deveraux Behavioral Health clinical therapists based on need.</p>	<p>Plan and coordinate SAP services.</p> <p>Prepare for Back-to-School Parent Night.</p> <p>Prepare for Parent/Teacher Conferences.</p> <p>Refer and assist with the coordination of Devereux mental health services.</p> <p>Review SAP data</p> <p>Prepare Professional Development</p> <p>Hold SAP meeting minutes.</p> <p>Advertise for SAP.</p> <p>Communicate with parents and guardians.</p> <p>Participate in meetings with the school administration.</p>

			Plan and train for Aavidum for student-led meetings. Plan assemblies. Plan college and business tours. Collaborate with Caron Project/ Holcomb programs. Participate in district 504 meetings. Collaborate with teachers. Update counselor website.
Counselor Role	Counselor Role	Counselor Role	Counselor Role
Coordinator of Naviance and College and Career activities. Plan and participate in classroom, group, and individual instruction. Provide consultation.	Provide individual counseling and group counseling. Provide consultation	Provide consultation. Assist with assessments and planning of various events and activities.	Coordinate all SAP team members. Provide consultation. Provide for coordination of services.
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
5%	45%	35%	15%

(From ASCA Workbook, page 59.)

Career Guidance Service Activities

Grade Level	Career Guidance Activity	Students	Parents	Educators
Kindergarten	Assess students' foundational skills in math, science, and technical skills.	X		
	Introduce students to various careers through Careers-on-Wheels and Turn the Page Tuesday program with varied CTE professionals.	X	X	X

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1	Introduce students to various careers through Careers-on-Wheels event.	X		X
	Promote careers in farming through the Mobile Agricultural Lab visits.	X		X
	Continue to assess students' foundational skills in math, science, and technical skills.	X		X
2	Introduce students to various careers through Careers-on-Wheels event.	X		X
	Promote careers in farming through the Mobile Agricultural Lab visits.	X		X
	Continue to assess students' foundational skills in math, science, and technical skills.	X		X
3	Introduce students to various careers through Career Cafes.	X		X
	Continue to assess students' foundational skills in math, science, and technical skills.	X		X
4	Introduce students to various careers through Career Cafes.	X		X
	Continue to assess students' foundational skills in math, science, and technical skills.	X		X
5	Introduce students to various careers through Career Cafes and Career Days.	X		X
	Complete career interest inventory.	X		
	Continue to assess students' foundational skills in math, science, and technical skills.	X		X
6	Continue to assess students' foundational skills in math, science, and technical skills.	X		X
	Introduce students to various careers through Career Cafes and Career Days.	X		X
	Complete career interest inventory.	X		
	Provide an overview of CTE programs and the various career pathways available.	X		
7	Continue to assess students' foundational skills in math, science, and technical skills.	X		X
	Introduce students to various careers through Career Days.			
	Administer assessments to help students identify their interests and potential CTE fields of study.	X		
8	Continue to assess students' foundational skills in math, science, and technical skills.	X		X
	Visit Technical College High School.	X		X
	Complete career interest inventory.	X		

	Introduce students to CTE courses offered at the high school level.	X		
9	Provide an in-depth overview of the CTE programs available at the high school.	X		
	Help students choose a specific CTE pathway within their program of interest.	X		
	Assist students in selecting appropriate courses that align with their chosen CTE program.	X		
	Assist students to set short-term and long-term career and educational goals.	X		
	Invite professionals from various CTE fields to speak with students about their careers.	X		
10	Offer opportunities for students to engage in hands-on projects and job shadowing experiences in their chosen CTE field.	X		
	Teach students how to create a resume that highlights their skills and CTE coursework.	X		
	Assign projects that require students to research various careers within their chosen CTE pathway.	X		
	Provide information about post-secondary education options, including technical colleges and industry certifications.	X		
11	Help students apply to technical colleges or certification programs if applicable to their CTE pathway.	X		
	Facilitate opportunities for students to participate in internships or co-op programs with local businesses.	X		
	Prepare students for job interviews and assist with the development of interview skills.	X		
	Guide students in creating a comprehensive career portfolio that showcases their achievements and skills.	X		
12	Support students in the college application process or job search within their chosen CTE field.	X		
	Assist with financial aid applications and scholarships relevant to CTE programs.	X		
	Prepare students for a seamless transition from high school to further education or the workforce within their CTE field.			
	Help students with job search strategies, networking, and job placement services.			

9. Curriculum Action Plan

See Appendix 1: Curriculum Action Plan

10. Organizing Career/Post-Secondary Resources

Career Pathway Awareness and Development

Career and Postsecondary Resources Supporting the Career Clusters

Career Clusters
Agriculture, Food & Natural Resources
Architecture & Construction
Arts, A/V Technology & Communications
Business, Management & Administration
Education & Training
Finance
Government and Public Administration
Health Science
Hospitality & Tourism
Human Services
Information Technology
Law, Public Safety & Security
Manufacturing

Organizations and Agencies

Intermediary Organizations: <i>Connecting, Collaborating, Convening Organizations</i>	
Resources	Career Cluster
College Board	Education & Training
Cecil College	Education & Training
Thaddeus Stevens School of Technology	Education & Training
Naviance User Network	Information Technology
Pennsylvania State System of Higher Education	Education & Training
Chester County Intermediate Unit	Education & Training
Technical College High School	Education & Training
Octorara Homeland Security and Protective Services Academy (OHSPSA)	Government and Public Administration
Delaware County Community College	Education & Training
Goldy-Beacom College	Education & Training
Pennsylvania College of Health Services	Health Science
West Chester University	Education & Training
Lincoln University	Education & Training

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<i>Umbrella Organizations: Organizations that represent a large group of business organizations with a common mission</i>	
Resources	Career Cluster
Oxford Chamber of Commerce	Hospitality & Tourism
Chester County Futures	Education & Training
Southern Chester County United Way	Human Services
Southern Chester County YMCA	Hospitality & Tourism
American Legion	Hospitality & Tourism
Lions Club	Hospitality & Tourism
Oxford Rotary Foundation	Hospitality & Tourism
Future Business Leaders of America	Business Management & Administration
PA Farm Bureau, District 3	Agriculture, Food & Natural Resources
Pennsylvania School Counselors Association	Human Services
American School Counselors Association	Human Services
American Red Cross	Human Services
US Army Recruiters	Government and Public Administration
US Marine Corps Recruiters	Government and Public Administration
US Navy Recruiters	Government and Public Administration
US Air Force Recruiters	Government and Public Administration
US Coast Guard Recruiter	Government and Public Administration
Future Farmers of America	Agriculture, Food & Natural Resources
PA Education for Children and Youth Experiencing Homelessness Program	Human Services
PA Career Link: Chester County- Job Core	Information Technology
National I Conservation Foundation: Envirothon	Agriculture, Food & Natural Resources

<i>Community and State Organization: Agencies representing community and state initiatives and services to community</i>	
Resources	Career Cluster
Serving, Inspiring, and Loving Others	Human Services
Oxford Neighborhood Services	Human Services
Chester County Food Bank	Human Services
Kennett Area Community Service	Human Services
Maternal Child Health Consortium	Human Services
The Chester County Partnership to End Homelessness	Human Services
LCH Health and Community Services	Human Services
Oxford Lighthouse Youth Center	Human Services
Oxford Area Civics Association	Human Services
Oxford Ministerium	Human Services
Chester County Council on Addictive Diseases	Human Services
Devereux Behavioral Health	Human Services
Holcomb Behavioral Health	Human Services
Children, Youth, and Families	Human Services
Chester County Suicide Prevention	Human Services
Family Promise of Southern Chester County	Human Services
The HOOD: A Partnership for Youth Employment	Education & Training
Upward Bound	Education & Training
Oxford Art Alliance	Arts, A/V Technology & Communications
Oxford Police Department	Law, Public Safety & Security
PA State Police, Avondale Barracks	Law, Public Safety & Security
District Court 15-3-05: Judge Scott A. Massey	Law, Public Safety & Security

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Vital Security and Investigations (school officers)	Law, Public Safety & Security
Oxford Area Historical Association	Arts, A/V Technology & Communications
Oxford Educational Foundation	Education & Training
Oxford Athletic Association	Hospitality & Tourism
Oxford Parent/Teacher Organization	Hospitality & Tourism
Oxford Main Street, Inc.	Hospitality & Tourism

Individual Contacts: Contacts acquired through networking and interactions

Resources	Career Cluster
Boykin, Sara, Student Services Coordinator, Chester Co. Futures	Education & Training
Coverly, Detective Chris, Oxford Police Department	Law, Public Safety & Security
Derrico, Mr. Anthony, Director, Arts Alliance	Arts, A/V Technology & Communications
Dix, Mr. Brian, Executive Director, Oxford Main Street, Inc.	Hospitality & Tourism
Fasick, Mrs. Mary, Director, Bright Beginnings	Education & Training
Fischer, Dr. Raymond, President, Oxford Rotary Foundation	Hospitality & Tourism
Grove, Ms. Christine, Executive Director, Chamber of Commerce	Hospitality & Tourism
Hughes, Dr. Brian, Assistant Principal, TCHS Pennock's Bridge	Education & Training
Lawrence, Representative John, PA 13 th Legislative District	Law, Public Safety & Security
Lebus, Ms. Rachel, Program Director, Neighborhood Services	Human Services
Hall, Ms. Leandria, Program Director, Neighborhood Services	Human Services
Mackiewicz, Mrs. Laura, Director of Community Relations, LCH	Human Services
Massey, Judge Scott, District Court 15-3-05	Law, Public Safety & Security
Mazzarella, Bernadette, LCSW, Clinical Supervisor of School Based Services, Devereux	Human Services
McCarthy, Dr. Jennifer, Professor, Lincoln University	Education & Training
Pacella, Andrea, Director of Community Engagement, SILO	Human Services
Perkins, Ms. Amy Program and Volunteer Coordinator, Oxford Lighthouse	Human Services
Roberts, Steve, President, Oxford Educational Foundation	Education & Training
Robinson, Howard, Board of Director, District 3 PA Farm Bureau	Agriculture, Food & Natural Resources
Stoeckl, Mr. Ian, Admissions/Enrollment Services, Thaddeus Stevens College	Education & Training
Vaughn, Andrea, School to Career College Project Manager, CCIU	Education & Training
Vodery, Terry, CEO, United Way of Southern Chester County	Human Services
Warren, Jennifer, Vice-President, Oxford Area Historical Association	Arts, A/V Technology & Communications

Networking Opportunities

Community and Business Meetings: Meetings which bring cross/community members together to promote growth to further a cause

Resources	Career Cluster
Oxford Area School Board meetings	Education & Training
Oxford Chamber of Commerce meetings	Hospitality & Tourism
Oxford Rotary Foundation meetings	Education & Training

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Oxford Parent/Teacher Organization meetings	Education & Training
Oxford Educational Foundation meetings	Education & Training

Community Events: <i>conferences, workshops</i>	
Resources	Career Cluster
Back-to-School Nights	Education & Training
Family Read Nights	Education & Training
Oxford Reading Club Nights	Education & Training
Oxford First Friday Nights	Education & Training
Curriculum Nights	Education & Training
CCIU & University of Penn Mental Health Consortium	Education & Training
Girl's Exploring Tomorrow's Technology Conferences	Information Technology
Career and College Fairs	Education & Training
College Nights	Education & Training
ELL Support Nights	Education & Training

Online and Other Resources

Internet Based Links: <i>websites educating others and promoting career development and related topics</i>	
Resources	Career Cluster
www.indeed.com	Education & Training
www.pacareerstandards.org	Education & Training
www.paworkforce.state.pa.us	Education & Training
www.bls.gov	Education & Training
www.naviance.com	Education & Training
www.asca.com	Education & Training
www.campustours.com	Education & Training
www.bigfuture.collegeboard.org	Education & Training
www.youvisit.com	Education & Training
www.fafsa.ed.gov	Finance

Media and Advertising Information: <i>various marketing methods that provide contacts, career awareness, ideas, and workforce</i>	
Resources	Career Cluster
Oxford Area School District webpage	Arts, A/V Technology & Communications
All schools' communication/promotional tables	Arts, A/V Technology & Communications
All schools' webpages	Arts, A/V Technology & Communications
Phone call and Email blasts to students and parents through Blackboard	Arts, A/V Technology & Communications
Daily internal news broadcasts	Arts, A/V Technology & Communications
Naviance Family Connection	Arts, A/V Technology & Communications
Student spotlights	Arts, A/V Technology & Communications
Facebook	Arts, A/V Technology & Communications
'X' (formerly Twitter)	Arts, A/V Technology & Communications
Instagram	Arts, A/V Technology & Communications

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PowerSchool Parent/Student Portal	Arts, A/V Technology & Communications
Transperfect	Arts, A/V Technology & Communications

Publication and Documents: <i>hardcopy materials that offer contacts and career workforce information</i>	
Resources	Career Cluster
PHEAA financial aid resources	Finance
ECYEH funding options PowerPoint and presentation	Finance
Military information	Government and Public Administration
Oxford Area School District program of studies	Education & Training
Military recruiting brochures	Government and Public Administration
PA Career Guide	Education & Training
College Board brochures	Education & Training

Post-Secondary Options

Post-Secondary Options: <i>Colleges, Apprenticeships, Military, Vocational Training</i>	
Resources	
Delaware College of Art & Design	Arts, A/V Technology & Communications
Thaddeus Stevens College of Technology	Information Technology
US Military Academy: West Point	Government and Public Administration
PA College of Technology	Information Technology
Automotive Training Center	Automotive Technology
Nash Academy of Animal Arts	Hospitality & Tourism
Massachusetts College of Pharmacy & Health Sciences	Human Services
John Jay College of Criminal Justice	Law, Public Safety & Security
Savannah College of Art & Design	Arts, A/V Technology & Communications
Schilling-Douglas School of Hair	Hospitality & Tourism
Florida Southern College	Education & Training
University of South Florida	Education & Training
Alvernia University	Education & Training
Hofstra University	Education & Training
Albright College	Education & Training
Wilmington University	Education & Training
Webber International University	Education & Training
Westminster College	Education & Training
Texas A & M University	Education & Training
University of Mississippi	Education & Training
Eckerd College	Education & Training
Michigan State University	Education & Training
Florida State University	Education & Training
Waynesburg University	Education & Training
East Carolina University	Education & Training
Arcadia University	Education & Training
Dickinson College	Education & Training
North Carolina State University	Education & Training

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Oswego State University of New York	Education & Training
Towson University	Education & Training
Oregon State University	Education & Training
University of Hartford	Education & Training
Boston University	Education & Training
University of Central Florida	Education & Training
Grove City College	Education & Training
Liberty University	Education & Training
Messiah University	Education & Training
Frederick Community College	Education & Training
George Mason University	Education & Training
Goldey-Beacom College	Education & Training
Robert Morris University	Education & Training
University of New Hampshire	Education & Training
American University	Education & Training
East Stroudsburg University	Education & Training
James Madison University	Education & Training
Immaculata University	Education & Training
Rollins College	Education & Training
Saint Anselm College	Education & Training
Appalachian State University	Education & Training
University of Miami	Education & Training
Florida Gulf Coast University	Education & Training
University of Tampa	Education & Training
Rutgers University	Education & Training
Villanova University	Education & Training
Keiser University	Education & Training
University of Maine	Education & Training
University of New Haven	Education & Training
Robert Morris University	Education & Training
Flagler College	Education & Training
Michigan State University	Education & Training
University of Alabama	Education & Training
Eastern University	Education & Training
Neumann University	Education & Training
Marquette University	Education & Training
Drexel University	Education & Training
Hawaii Pacific University	Education & Training
Delaware County Community College	Education & Training
West Chester University	Education & Training
Indiana University of PA	Education & Training
Eastern University	Education & Training
Widener University	Education & Training
Louisiana State University	Education & Training
Hawaii Pacific University	Education & Training

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Florida Atlantic University	Education & Training
Coastal Carolina University	Education & Training
Gannon University	Education & Training
Cabrini University	Education & Training
Chestnut Hill College	Education & Training
University of New Haven	Education & Training
Clemson University	Education & Training
University of Alabama	Education & Training
Palm Beach Atlantic University	Education & Training
Barry University	Education & Training
Temple University	Education & Training
University of Arizona	Education & Training
Arizona State University	Education & Training
Millersville University	Education & Training
Indiana University of PA	Education & Training
University of Delaware	Education & Training
Averett University	Education & Training
Ohio University	Education & Training
Baylor University	Education & Training
Point Park University	Education & Training
Lycoming College	Education & Training
Thomas Jefferson University	Education & Training
University of Nevada	Education & Training
University of Delaware	Education & Training
University of Pittsburgh	Education & Training
Tecnologico De Monterrey	Education & Training
Albright College	Education & Training
Kings College	Education & Training
Misericordia University	Education & Training
Shippensburg University	Education & Training
Salisbury University	Education & Training
Florida Southern College	Education & Training
Rollins College	Education & Training
University of Florida	Education & Training
University of Tennessee	Education & Training
Indiana University of PA	Education & Training
Cecil College	Education & Training
Bloomsburg University	Education & Training
East Stroudsburg University	Education & Training
Penn West University	Education & Training
Kutztown University	Education & Training
Wilkes University	Education & Training
Seton Hall University	Education & Training
Duquesne University	Education & Training
Louisiana State University	Education & Training

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George Mason University	Education & Training
University of Maryland	Education & Training
Elizabethtown College	Education & Training
Lebanon Valley College	Education & Training
Saint Joseph's University	Education & Training
West Virginia University	Education & Training
York College of PA	Education & Training
Penn State University	Education & Training
University of Vermont	Education & Training
US Army	Government and Public Administration
US Army Reserves	Government and Public Administration
US Army ROTC	Government and Public Administration
US Marine Corps	Government and Public Administration
US Air Force	Government and Public Administration
US Merchant Marines	Government and Public Administration
US Coast Guard	Government and Public Administration

Resource Types	List Resources
Organizations/Agencies	CCIU, TCHS, OEF, DCCC, Cecil College, Goldey-Beacom College, Pennsylvania College of Health Services, West Chester University, HACC, Thaddeus Stevens School of Technology
Intermediary Organizations	
Umbrella Organizations	Chamber of Commerce Chester County Futures

Community/State Agencies	COAD/Devereux/Holcomb Children and Youth Services Chester County Suicide Prevention Oxford Arts Alliance Family Promise of Sothern Chester County Life Changes Here/La Comunidad Neighborhood Services Job Core Hood Upward Bound
Networking Opportunities	Career Fair contacts, college fair contacts, and scholarship sponsors
Individual Contacts	
Community/Business Meetings	Chamber of Commerce, Board Meetings, Rotary Club, PHEAA
Community Events	Career Fair, College Visits, College Night, Awards Night, GETT, Career Field trips, local college fairs
Online/Onland	Naviance/Family Connection
Internet Based Links	www.indeed.com , www.pacareerstandards.org , www.paworkforce.state.pa.us www.bls.gov
Media/Advertising	PowerSchool, Power Alert, email, OASD channel, Facebook, WOHS, Naviance/Family Connection, Twitter

Publications/Documents	All our Counseling Office resources: PA Career Guide, class grade level sheets, magazines, and brochures through College Board and Talbots
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Career Resources and Examples

Intermediary Organizations	Connecting, Collaborating, Convening Organizations Ex: Business/Education Partnerships, Regional Career Ed. Partnerships
Umbrella Organizations	Organizations that represent a large group of business organizations with a common mission. Ex: Chamber of Commerce, Builders Association
Community State Organizations	Agencies representing community and state initiatives, service to communities. Ex: Career Link, Youth Council, United Way
Individual Contacts	Contacts acquired through networking and interaction Ex: Business Partnership, Community College Reps,
Community/Business Meetings	Meetings, which bring cross/community members together to promote growth to further a cause. Ex: Chamber of Commerce, Technology Council
Community Events	Conferences, Workshops, Grand Openings Ex: Healthcare Career Day, Green Center Opening
Internet Based Links	Websites educating others and promoting career development and related topics. Ex: www.pacareerstandards.com , www.onetcenter.org

Media/Advertising	Marketing Various Methods that provide contacts, career awareness, ideas and workforce information Ex: Billboards, Radio and TV Ads, Social Media, Newspaper Inserts, Community Program Booklets
Publication/Documents	Hard Copy Materials that offer contacts and career/workforce information Ex: Pa. Career Guide, Newspaper Inserts, Community Program Booklets

11. Individual Academic/Career Plan

See Appendix 2: Individual Academic and Career Plan Template

12. Career and Technical Center Strategy

STUDENT AWARENESS:

Grade	Intervention/ Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Organization
5 th	Tour and shadow of TCHS and programs	Educators	Number of HW students that attend TCHS summer programs	February	TCHS
8 th	Tour and shadow of TCHS programs	Educators		Sept.-June	TCHS
9 th /10 th	Assembly/presentation of TCHS and programs offered	Educators	Number of TCHS applications	Nov.-Feb.	TCHS
11 th	Assembly/presentation of Allied Health & Teacher Academy programs	Educators	Number of TCHS applications	Nov.-Feb.	TCHS
9 th -11 th	Open Houses	Educators	Number of TCHS applications	Sept.-June	TCHS
All grades	Community Day	Educators/ Community	Number of TCHS applications	Spring	TCHS

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PARENT AWARENESS:

Intervention/ Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Organization
Open Houses	Sept.-June	Educators		TCHS
Back to School Night	Fall	Educators		OAHS/TCHS
Community Day	Spring	Educators		TCHS

EDUCATOR AWARENESS:

Intervention/ Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Organization
Liaison Meetings	Sept.-June	Educators/Post- Secondary		TCHS/OAHS TCHS Liaison
Community Day	Spring	Educators		TCHS

13. Job Description

See Appendix 3: Oxford Area School District Job Description.

Appendix B:

Name	Role
Addis, Dr. Nicole	Principal, Hopewell
Berg, Mrs. Jennifer	PTO Treasurer; Parent
Billings-Jones, Dr. Margaret	Assistant Superintendent
Blessington, Mr. Michael	School Board Member, OASD
Boykin, Ms. Sara	Student Services Coordinator, Chester County Futures
Callan, Mrs. Nadine	Counselor, Nottingham
Canaday, Mr. Jamie	Principal, OAHS
Chastain, Mrs. Kristen	Assistant Principal, Penn's Grove
Cintora, Mrs. Sylvia	Counselor, OAHS
Cook, Ms. Maxine	Assistant Director, Upward Bound
Coverly, Detective Chris	Oxford Police Department
Dancause, Ms. Megan	Admissions/Enrollment, Thaddeus Stevens College
Davis, Ms. Rebecca	Counselor, Penn's Grove; Parent
Dean, Mrs. Kristen	School Board Member, OASD
DeEmelio, Mr. Mark	Assistant Principal, Penn's Grove
Derrico, Mr. Anthony	Director, Oxford Arts Alliance
Dillard, Ms. Deborah	Counselor, Elk Ridge
Dix, Mr. Brian	Executive Director, Oxford Main Street, Inc.
Doherty, Mrs. Kathy	Counselor, Penn's Grove
Douglas, Ms. Dana	Assistant Principal, OAHS
Fasick, Mrs. Mary	Director, Bright Beginnings
Gioffre, Mrs. Krista	Counselor, Hopewell
Gove, Christine	Executive Director, Chamber of Commerce
Guerin, Ms. Julianne	OAHS, student representative
Hamburg, Dr. David	Principal, Jordan Bank

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Harrison, Mrs. Jennifer	School Board Member, OASD
Hovanec, Mr. Matthew	Principal, Elk Ridge
Hughes, Dr. Brian	Assistant Principal, TCHS Pennock's Bridge
Humphreys, Mrs. Mary	Counselor, OAHS
Kehs, Mrs. Jennifer	School Board Member, OASD
Kerrigan, Ms. Tara	Student Assistance Program Liaison
Kinsey, Dr. Chad	Director, Special Education
Kloss, Mr. William	School Board Member, OASD
Lebus, Ms. Rachel	Program Director, Neighborhood Services
Lock, Mrs. Stacey	Counselor, OAHS
Mackiewicz, Mrs. Laura	Director of Community Relations, LCH
Martinez, Mrs. Lisa	Teacher; Parent
Maverlos, Mrs. Jackie	Gifted, OAHS
Mazzarella, Ms. Bernadette LCSW	Clinical Supervisor of School Based Services, Devereux
McCardell, Dr. Kim	Counselor, Jordan Bank
Millette, Dr. Robert E.	Professor, Lincoln University; grandparent
Motes, Ms. Tami	Principal, Penn's Grove
Owens, Dr. EricW.	Community Member
Patterson, Mr. Mark	School Board Member, OASD
Perkins, Ms. Amy	Program and Volunteer Coordinator, Oxford Lighthouse
Rappold, Mrs. Kathryn	Counselor, OAHS
Robinson, Mr. Howard	School Board Member, OASD
Rotary Club of Oxford Member	

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Stern, Ms. April	Director, Early College Cecil College
Tenga, Mr. Robert	School Board Member, OASD
Tighe, Mr. Joseph	School Board President, OASD
Tyson, Mr. Buzz	Oxford Lighthouse
Vaugh, Ms. Andrea	School to Career College Project Manager, CCIU
Wendle, Mr. Andrew	Assistant Principal, OAHS
Williams, Mrs. Jennifer	Counselor, OAHS
Woods, Mr. David	Superintendent, OASD
Yingst-Pyle, Mrs. Lisa	Principal, Nottingham