

K – 12 School Counseling Plan Outline

1) School Counselors and Assignments

- a. Grades K – 6 @ Jamestown Elementary School; Josh Rausch; Ratio – 264:1
- b. Grades 7 – 12 @ Jamestown Jr/Sr High School; Kate Evans-Haines - Ratio 267: 1

2) School Counseling Department Mission Statement

- a. Jamestown Area School District Mission Statement:
The Mission of Jamestown Area School District is to educate all students to participate and to contribute to a global society by actively involving them in an educational program that emphasizes basic and lifelong learning skills in an environment of mutual respect.
- b. J.A.S.D. School Counseling Program Mission Statement:
The Mission of the J.A.S.D School Counseling Program is to promote the personal/social, academic, and career development of all students through a comprehensive and developmentally-appropriate program that prepares all students for post-secondary life by connecting students, parents, educators, and the community.

3) Program Goals

- a. **Personal/Social Domain Goal:**
 - i. To assist students with the development of the personal and social skills necessary to manage emotions, build positive relationships, and make good decisions through individual/group counseling and classroom lessons
- b. **Academic Domain Goal:**
 - i. To ensure that all students are engaged in coursework that is aligned with state standards, to provide students with the skills needed to succeed academically, and to help students with the transition from the Jamestown Area School District into post-secondary education/training
- c. **Career Domain Goal:**
 - i. All students will receive counseling and education pertaining to career awareness, development, and acquisition in connection with the PA Career Education and Work Standards

4) Stakeholders

- a. Students
 - i. **BENEFITS** – Students will receive the necessary education to develop skills in the areas of academic and career readiness, as well as personal and social skill awareness. Students will explore individual interests and abilities to enhance their understanding and allow for the creation of individual goals and objectives.
 - ii. **DELIVERY** – Students will assist in delivering aspects of the School Counseling program via student advisory councils, peer mentoring/teach backs, and other appropriate connections to the student body, community, etc.
- b. Parents
 - i. **BENEFITS** – Communication with parents/guardians is essential to the success of the School Counseling program. Parents/Guardians will be continually encouraged to participate in the education processes at J.A.S.D. Communication can include face-to-face meetings, phone calls, emails, website information. Positive parent/guardian communication and involvement communicates the

importance of education to all youth and creates a positive learning environment.

- ii. **DELIVERY** – Parents/Guardians will assist in delivering some aspects of the School Counseling program by serving as advisory members for specific committees, participating in PTO, Chaperoning, and general visibility within the school setting and at school-related functions.

c. Educators

- i. **BENEFITS** – Educators (ParaProfessionals/Faculty/Administration/School Board Members) will provide an atmosphere of respect, understanding and acceptance for all students and their families. Supporting School Counseling efforts will serve as a mechanism to reduce student-related issues within the classroom environment; examples include reciprocal respect towards educators, increased academic effort/success, reductions in truancy, classroom disruptions, dropout rate, etc.
- ii. **DELIVERY** - Educators will facilitate the delivery of portions of the School Counseling program via cross-curriculum classroom education, and support of direct classroom presentations delivered by the School Counselors. Educators are also considered a strategic resource in the continued development and implementation of School Counseling Services and will act as advisory/committee members when/where necessary.

d. Business/Community

- i. **BENEFITS** – The local community, including general neighborhoods/businesses/industries/agencies will experience a direct benefit of a healthy and productive School Counseling program. Students who are invested and engaged in learning academic, career and personal/social skills will have a positive effect on the community as a whole. Students will take pride in their neighborhoods and surrounding communities. This potentially creates the retention of youth (post-secondarily) within their communities.
- ii. **DELIVERY** – Local communities (neighborhoods, businesses, industries, agencies, etc.), will assist in the delivery of School Counseling services by providing local youth with resources, advising/mentoring/networking, scholarships and other opportunities that can highlight a specific market and assist students in honing skill sets academically, career wise and personally/socially.

e. Post-Secondary

- i. **BENEFITS** – Technical/Trade Schools, Colleges and Universities have a direct stake in the academic, career, and personal/social development, growth and overall success of youth - as many will matriculate to their institutions following high school. The partnering between Post-Secondary institutions and the School Counseling program of a local school district can have an enormous and positive impact on students who are considering a Tech/Trade/College experience after high school graduation.
- ii. **DELIVERY** – Post-secondary institutions can assist and reinforce services that students receive from their School Counseling program. Services can include, but are not limited to Dual Enrollment opportunities, classroom presentations, college fairs, campus visitation, etc. Including Tech/Trade/College representatives on program advisory councils/committees/etc.

5) Roles of the School Counselor

- a. Leader – PSCA Governing Board Member; Mercer County Critical Incident Response Team member; District/Building Assessment Coordinator for Keystones testing/PSSA; AP District Coordinator; SAT District Coordinator; Dual Enrollment Coordinator; Student Assistance Program Coordinator, Act 48 Committee, presenter of parental/community programming
- b. Advocate -Liaison for students: student-student, student-parent, student-staff, student-agencies, student-employers, student-postsecondary personnel. Promoter of equitable access to educational services for all students.
- c. Collaborator – Grade level meeting member, SAP member, JDAPP member
- d. Agent of Systematic Change – Member of PSCA, JASD Administrative resource

6) Advisory Council (2 Meeting Dates per year) (K-12)

2015-2016 JASD K-12 School Counseling Program Advisory Council

Meeting Dates:

Friday, December 18, 2015 at 12:00 p.m. at Jamestown Elementary School

Wednesday, June 15, 2016 at 1:00 p.m. at Jamestown High School

Council Chairs:

Joshua Rausch – Elementary School Counselor

Kate Evans-Haines – Middle/High School Counselor

Sector Representation:

School:

Teacher – Heidi Grinnell; Careers Teacher, grades 7 – 12

Teacher – Jill Taylor; Title 1/Reading Specialist Teacher, grades k - 6

Teacher – Mark Wyant; Geography and Cultures Teacher, grades 7 & 8

Administrator – Tracy Reiser, Superintendent

Administrator – Brian Keyser; Principal, grades 7 - 12

Administrator – <Elementary Principal>; grades k – 6

Mercer County Career Center – Kerry Overfield, School Counselor

Business/Industry:

Mr. Dan Bickel, Pymatuning State Park Operations manager

Mrs. Ethel McClimans, Jamestown Mayor

Mrs. MaryJane Fenton, Pymatuning Boat Sales

Post- Secondary:

Sonya Lapikas; Thiel College Admissions

Suzanne Wasilewski; Butler County Community College Admissions

Parents:

*This position will have a two-year rotation with an individual representative from each level of education – elementary, middle and high school.

Students:

*This position will have a two-year rotation with an individual representative from each level of education – elementary, middle and high school.

(Approximate total membership is twenty Advisory Council members.)

7. Program Calendar

Month	Activities/Events/Tasks	Domain	Grades
<u>August</u>	<ul style="list-style-type: none"> • Assist with Benchmark Testing • School Rules/Expectations Unit • 7th Grade Orientation • New Enrollments • Scheduling • Schedule College Reps at JHS 	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>K-6</p> <p>K-6</p> <p>7</p> <p>7-12</p> <p>7-12</p> <p>11-12</p>
<u>September</u>	<ul style="list-style-type: none"> • Coordinate "Fair Week 5K" • Second Step Anti-Bullying Unit • Family Changes Small Group • Elementary Open House • PSATs • Thiel College Fair • Schedule College Reps at JHS • Begin Post-Secondary Planning • Begin District Assessments 	<p>PS</p> <p>PS</p> <p>PS</p> <p>A</p> <p>A/C</p> <p>A/C</p> <p>A/C</p> <p>A/C</p> <p>A</p>	<p>3-12</p> <p>K-6</p> <p>3-6</p> <p>K-6</p> <p>9-11</p> <p>11-12</p> <p>11-12</p> <p>12</p> <p>12</p>
<u>October</u>	<ul style="list-style-type: none"> • 1st Quarter AR Party • Red Ribbon Week • Too Good for Drugs (TGFD) Unit • Family Changes Small Group • Bridging the Gap Program #1 • Begin Class Action Lessons • Middle/HS Open House • Schedule College Reps at JHS • Continue Post-Secondary Planning • Plan for Winter Keystone Exams • Report Cards 	<p>A</p> <p>PS</p> <p>PS</p> <p>PS</p> <p>PS</p> <p>A/PS</p> <p>A/PS/C</p> <p>A/C</p> <p>A/C</p> <p>A</p> <p>A</p>	<p>3-6</p> <p>K-12</p> <p>K-6</p> <p>3-6</p> <p>5-8</p> <p>10</p> <p>7-12</p> <p>11-12</p> <p>12</p> <p>11</p> <p>7-12</p>

Month	Activities/Events/Tasks	Domain	Grades
<u>November</u>	<ul style="list-style-type: none"> • Assist with 2nd Benchmarks • Assist with Veteran's Day Program • TGFD Unit • Grief and Loss Support Group • Head Start Transition Meeting • Mid-Semester Dual Enrollment Meeting • 9/10th Grade MCCC (1/2 Day Visit) • 8th Grade Career Fair • SAT Administration 	<ul style="list-style-type: none"> A A PS PS A A A/C C A/C 	<ul style="list-style-type: none"> K-6 K-6 K-6 3-6 Pre-K 11-12 9-10 8 11-12
<u>December</u>	<ul style="list-style-type: none"> • Assist with "Shop with a Cop" • Assist with "Coats for Kids" • TGFD Unit • Grief and Loss Support Group • Financial Aid Night • Administer ASVAB • Keystone Training for Faculty • Bullying Program 	<ul style="list-style-type: none"> PS PS PS PS A/C C A A/PS 	<ul style="list-style-type: none"> K-6 K-6 K-6 3-6 11-12 10-12 8-12 7-8
<u>January</u>	<ul style="list-style-type: none"> • 2nd Quarter AR Party • Internet Safety Unit • Bridging the Gap Program #2 • Assist with 3rd Benchmark • Semester 2 Schedule Changes • Report Cards • Graduation Projects • MCCC Visits at JHS • Spring Keystone Exams 	<ul style="list-style-type: none"> A PS PS A A A A/C A/C A 	<ul style="list-style-type: none"> 3-6 K-6 5-8 K-6 7-12 7-12 12 8-10 11

Month	Activities/Events/Tasks	Domain	Grades
<u>February</u>	<ul style="list-style-type: none"> • Social/Emotional Learning Unit • Friendship/Conflict Resolution Small Group • Bridging the Gap Program #3 • PSSA/Keystone Training • FAFSA Completion Night • AP Test Registration • Scheduling 	PS PS PS A A A A	K-6 3-6 5-8 3-11 12 10-12 7-12
<u>March</u>	<ul style="list-style-type: none"> • 3rd Quarter AR Party • Social/Emotional Learning Unit • Academic Skills Unit Lessons • Friendship/Conflict Resolution Group • “Kick Butts Day” • PSSA Preparation • Administer SATs • Report Cards • AP Test Preparation • PSSA/Keystone Training for Staff 	A PS A PS PS A A/C A A A	3-6 K-6 3-6 3-6 K-12 3-8 11-12 7-12 10-12 K-12
<u>April</u>	<ul style="list-style-type: none"> • PSSA School Assessment Coordination • Bridging the Gap Program #4 • Academic Skills Unit • Career Unit • Career Café Small Group • Keystone Test Preparation • Continue AP Test Preparation • Awards Assembly Preparation • Scholarship Committee Meetings 	A C A C C A A A A/C A/C	3-8 5-8 K-2 K-6 5-6 8-11 10-12 7-12 9-12

Month	Activities/Events/Tasks	Domain	Grades
<u>May</u>	<ul style="list-style-type: none"> • Attend Camp Fitch • Career Unit • Career Café Small Group • 5th Grade Field Trip to MCCC • Jr. Achievement • 6th Grade Orientation • High School Transition Panel • Assist with Mini Muskie Fun Run • 4th Quarter AR Party • Administer AP Exams • Administer Keystone Exams • Administer Final Exams • Awards Assembly • Report Cards • Prepare Summer School Correspondence • Administer SATs • Report SAP Statistics 	<ul style="list-style-type: none"> A C C C C A A PS A A A A A A A A/C A/PS 	<ul style="list-style-type: none"> 6 K-6 5-6 5 K-6 6 6 K-6 3-6 10-12 8-11 7-12 7-12 7-12 7-12 7-12 11-12 K-12

8. Ongoing Monthly Counseling Activities

<u>Counselor Related</u>	<u>Non - Counselor Related</u>
Individual Counseling with students (PS,A,C)	Morning Duty
Classroom Guidance Lessons (PS,A,C)	Lunch Duty
Small Group Counseling (PS,A)	Bus Duty
SAP Team Leader/Attend Meetings (PS,A)	Assist with TEP Meetings/Paperwork
Consultation/Collaboration with Parents (PS,A)	PSSA Test Coordinator
Consultation/Collaboration with Teachers (PS,A,C)	DIBELS Testing
Consultation/Collaboration with Principal (PS,A,C)	Data Meetings
Consultation/Collaboration with Various Agencies (PS,A,C)	
Participate in Grade Level Meetings (PS,A)	
Participate in JDAPP Meetings (PS,A)	
Participate in JDAPP Parent Committee (PS,A)	
Participate in JDAPP Youth Committee (PS,A)	
Parent/Teacher/Counselor Conferences (PS,A)	
Program Implementation (PS,A,C)	
Refer Students for Services when Appropriate (PS, A)	
Advocate for Students (PS,A,C)	
Mandated Reporting (PS)	
ISPT Meeting Coordination (PS,A)	

9.) Program Delivery

<p>Guidance Curriculum</p> <p style="text-align: center;">↓</p>	<p>Prevention, Intervention, and Responsive Services</p> <p style="text-align: center;">↓</p>	<p>Individual Student Planning</p> <p style="text-align: center;">↓</p>	<p>System Support</p> <p style="text-align: center;">↓</p>
<p>Provides developmental, comprehensive guidance program content in a systematic way to all students (K-12)</p>	<p>Addresses school and student needs through prevention, intervention, and responsive services to individuals and/or groups</p>	<p>Assists students/parents in individual academic and occupational planning, decision making, goal setting, and preparation for academic transitions</p>	<p>Includes program, staff, and school support activities and services; program delivery and support without students present</p>
<p>Academic School Rules Lessons (K-6) Academic Skills Lessons (3-6) 6th Grade Transition (6th) Jr. Achievement (K-6)</p>	<p>Academic Individual Counseling (K-12) School Skills Group (3-6)</p>	<p>Academic Head Start Transition Meeting Student/Parent Conference Individual Counseling Parent Meetings/Phone Calls TEP Meetings</p>	<p>Counselor Related Plan Fair Week 5K (K-12) Bridging the Gap Program (5-8) Professional Development Attend Camp Fitch (6th) SAP Team Leader Consultation with Staff Grade Level Meetings JDAPP Meetings Mandated Reporting</p>
<p>Career Career Unit Lessons (K-6) Field Trip to MCCC (5th) Jr. Achievement (K-6)</p>	<p>Career Individual Counseling (K-12) Career Café (5-6)</p>	<p>Career Student/Parent Conference Individual Counseling Parent Phone Calls</p>	<p>Non-Counselor Related Plan AR Parties (3-6) Assist w/ Shop w/a Cop (K-6) Assist with Coats for Kids (K-6) Assist with Benchmarks (K-6) Assist with Veteran’s Day (K-6) PSSA School Coordinator (K-12) Morning/Lunch/Bus Duty (K-6)</p>
<p>Personal/Social Anti-Bullying Lessons (K-6) Red Ribbon Week (K-12) Too Good For Drugs (K-6) iSAFE Lessons (K-6) Social Skills Lessons (K-6) Kick Butts Day (K-12)</p>	<p>Personal/Social Individual Counseling (K-12) Changing Families Group (3-6) Grief and Loss Group (3-6) Social Skills Group (3-6)</p>	<p>Personal/Social Student/Parent Conference Individual Counseling Parent Phone Calls</p>	
<p>Percentage of Time</p> <p style="text-align: center;">41% (K-6)</p>	<p>Percentage of Time</p> <p style="text-align: center;">21% (K-6)</p>	<p>Percentage of Time</p> <p style="text-align: center;">8% (K-6)</p>	<p>Percentage of Time</p> <p style="text-align: center;">30% (K-6)</p>

10.) Curriculum Action Plan (**Excel Document**)

11.) Organizing Career/Postsecondary Resources

<u>Resource Types</u>	<u>List Resources</u>
Organizations/Agencies	JDAPP Coalition
Intermediary Organizations	Mercer County Behavioral Health Commission Mercer County Career and Tech Center Local Colleges/Universities (Thiel College)
Umbrella Organizations	Shenango Valley Chamber of Commerce Junior Achievement Pashhe (PA State System of Higher Learning)
Community/State Agencies	Mercer County United Way Mercer County Career Link
Networking Opportunities	Travis Hobson Mary Jane Fenton
Individual Contacts	Dave Volosin Thiel Contacts
Community/Business Meetings	JDAPP Coalition Meetings Parent Committee Lion's Club Kids First Career Center Advisory
Community Events	Jamestown Fair Career Fair (Hermitage VFW/Radison) College Fair (Thiel College) 5 th , 8 th , 10 th Grade field trips to Career Center
Online/Onland	www.pacareerzone.com
Internet Based Links	www.onetonline.org www.pdesas.org www.myplan.com
Media/Advertising	Record Argus Meadville Tribune Sharon Herald School Website, billboards, postcards
Publications/Documents	PHEAA Materials Career Clusters Document

12.) Individualized Academic and Career Plan

Students will begin a career portfolio in 5th grade which they will follow through until 12th grade. Goals, objectives and all necessary actions will be documented within Career classes.

13.) Career and Technical Center Strategy

Student Awareness:

Grade	Intervention/Program/Events	Stakeholder Delivering	Data Used	Date	Contact Person
5 th	Mercer County Career Center (MCCC) Field Trip	Post-Secondary/ Education	Pre/Post – Survey	3/2016	Rausch
6 th	Post-Secondary Options Lesson	Education	Portfolio Activity	2/2016	Rausch
6 th -7 th	Orientation – Panel of MCCC students	Students	Survey	5/2016	Evans-Haines
8 th	Visit to MCCC	Education	Demographic data	2/2016	Evans-Haines
9 th	Summer Camps at MCCC	Education	Demographic data	6/2016	Evans-Haines
10 th	½ Day visit to MCCC	Education	Demographic data	11/2015	Evans-Haines
K-12	Advisory Council – MCCC Member	Education	Post-Surveys	12/2015 6/2016	Rausch/ Evans-Haines

Parent Awareness:

Intervention/Program/Events	Stakeholder Delivering	Data Used	Date	Contact Person
Advisory Council Meeting	Education	Questionnaire	12/17/15 & 6/15/16	Rausch/Evans-Haines

Educator Awareness:

Intervention/Program/Events	Stakeholder Delivering	Data Used	Date	Contact Person
Board Meeting Presentation	Education	Informal	1/19/16	Rausch
Teacher Inservice	Education	Pre/post questionnaire	2/12/16	Rausch/Evans-Haines

14.) Job Descriptions (Attached to Document)