



Chapter 339 Plan

Chapter 339 of the Pennsylvania School code mandates that all school districts in the Commonwealth have a comprehensive, sequential, program of guidance services from Kindergarten through Grade 12. This plan will be articulated through a written document and submitted to the Secretary of Education. The School Guidance Plan is directly correlated and aligned to the Pennsylvania Career Education and Work Standards.

Elementary School Counselors

- Shannon Churchill, Central Manor Elementary School, 717-872-1401 ext. 3203
shannon.churchill@pennmanor.net
- Meredith Eckroat, Conestoga Elementary School, 717-872-9535 ext. 3503
meredith.eckroat@pennmanor.net
- Alisha Bawiec, Eshleman Elementary School, 717-872-9540 ext. 3021
alisha.bawiec@pennmanor.net
- Nichole Hinkle, Hambright Elementary School, 717 939-3818 ext. 3705
nichole.hinkle@pennmanor.net
- Courtney Napiltonia, Hambright Elementary 717-872-9510 ext. 3135 courtney.
napiltonia@pennmanor.net
- Sam Strosser, LeTort Elementary School 717-872-9540 ext. 3603
samantha.strosser@pennmanor.net
- Kim Juba, Martic Elementary School 717-284-4128 ext. 3405 kimberly.juba@pennmanor.net
- Michele Semple, Pequea Elementary School 717-464-3832 ext. 2805
michele.semple@pennmanor.net

Middle School Counselors

- Adam Brown, Marticville Middle School 717-284-4135 ext. 3308
Adam.Brown@pennmanor.net
- Danielle Rogers, Manor Middle School 717-872-9510 ext. 3147
Danielle.Rogers@pennmanor.net
- Courtney Napiltonia, Manor Middle School 717-872-9510 ext. 3135 courtney.
napiltonia@pennmanor.net

High School Counselors

- Brandy Basile (student last names A-D) 717-872-9520 ext. 1810
brandy.basile@pennmanor.net
- Dana Wile (student last names E-H) 717-872-9520 ext. 1817 dana.wile@pennmanor.net
- Gail Ulmer (student last names I-Mur) 717-872-9520 ext. 1815 gail.ulmer@pennmanor.net
- Marjean Long (student last names Mus-Sh) 717-872-9520 ext. 1818
marjean.long@pennmanor.net
- Olivia Best (student last names Si-Tor & ReSet) 717-872-9520 ext. 1816 olivia
best@pennmanor.net
- Melissa Ostrowski (last names Tos-Z & E.S.) 717-872-9520 ext. 1822
melissa.ostrowski@pennmanor.net

1. Guidance Services Mission Statement

District Vision Statement:

Building a better community...one student at a time.

Penn Manor High School Mission Statement:

Preparing students for life after high school

Penn Manor School District Counseling Department Mission Statement:

The Penn Manor School District Counseling Department will support the District's educational mission by working collaboratively to remove student barriers that impede their success as well as identify and achieve their academic and career goals. School counselors will support students in three domains: academic, social/emotional, and career.

2. CTE Programs Offered to Students

Full-Day Program Offerings

Brownstown Campus	Mount Joy Campus	Willow Street Campus
<p><u>Advanced Manufacturing Center</u> Cabinetmaking & Wood Technology 48.0703</p> <p><u>Construction TechnologiesCenter</u> Architectural CAD/ Design 15.1303</p> <p>Electrical Construction Technology 46.0399</p> <p>Heavy Equipment Operations & Basic Maintenance 49.0202</p> <p>HVAC/R 47.0201</p> <p>Painting & Interior Finishes 46.0408 Plumbing 46.0503</p> <p><u>Information TechnologyCenter</u> Computer Systems Technology 15.1202</p> <p><u>Visual CommunicationsCenter</u> Commercial Art 50.0402</p> <p>Digital Design/Print Media 10.0399 Photography & Digital Imaging 50.0406</p> <p>Interactive Media & Web Design 11.0801</p>	<p><u>Advanced Manufacturing Center</u> Electro-Mechanical Engineering Technology 15.0403</p> <p>Precision Machining & Computer-Aided Manufacturing 48.0599</p> <p>Metal Fabrication 48.0506</p> <p>Welding Technology 48.0508</p> <p><u>Construction Technologies Center</u> Carpentry Technology 46.0201</p> <p><u>Consumer ServicesCenter</u> Early Childhood Education 19.0708</p> <p><u>Culinary ArtsCenter</u> Baking & Pastry Arts 12.0501</p> <p>Culinary Arts/Chef 12.0508</p> <p><u>Protective ServicesCenter</u> Protective Services Academy 43.9999</p>	<p><u>Agriscience Center</u> Animal Production Science & Technology 01.0901</p> <p>Veterinary Assistant 01.8301</p> <p><u>Health Care Center</u> Patient Care Technician 51.0899</p> <p>Dental Assistant 51.0601</p> <p>Medical Assistant 51.0801</p> <p>Nursing Assistant/Home Health Aide 51.0899</p> <p><u>Transportation TechnologiesCenter</u> Automotive Technology 47.0604</p> <p>Collision Repair 47.0603</p> <p>Diesel Equipment Technology 47.0613 Power Sport Technology 47.0699</p>

Half-Day Program Offerings

Mount Joy Campus

Part Day Program

Advanced Health Careers (AM/PM) 51.0899

Half-Day Introductory Program Offerings

Brownstown Campus	Mount Joy Campus	Willow Street Campus
Introduction to Construction Careers 46.0201	Introduction to Construction Careers 46.0201	Introduction to Construction Careers 46.0201
Introduction to Culinary Arts Careers 12.0508	Introduction to Culinary Arts Careers 12.0508	Introduction to Culinary Arts Careers 12.0508
Introduction to Health Careers (AM & PM) 51.0899	Introduction to Health Careers (AM & PM) 51.0899	Introduction to Health Careers (AM & PM) 51.0899
Introduction to Manufacturing Careers 48.0508	Introduction to Manufacturing Careers 48.0508	Introduction to Manufacturing Careers 48.0508
Introduction to Transportation Careers 47.0604	Introduction to Transportation Careers 47.0604	Introduction to Transportation Careers 47.0604
Introduction to Visual Communications Careers 10.0399		Introduction to Visual Communications Careers 10.0399

New Pilot Program for 2022-23

Willow Street Campus

Advanced Manufacturing Center Welding Technology
48.0508

– 3-Year program for Sophomores

Agriculture Program Offerings

Agriculture Mechanics 01.0000

Agriculture Production Operations PA 01.0301

Applied Horticulture PA 01.0601

3. Approval

MINUTES
Penn Manor Board of School Directors
March 20, 2023

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the large group instruction room at Penn Manor High School, 100 E. Cottage Avenue, Millersville, PA following the Committee of the Whole meeting. The meeting was called to order by Board President, Mr. Carlton Rintz, at 8:32 p.m. followed by a moment of silence and the flag salute.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, April 17, 2023, following the Committee of the Whole Meeting. The previously scheduled meeting for Monday, April 3, 2023 has been canceled due to the COSSBA conference which several board members are attending.

The following directors were present: Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mr. Anthony Lombardo, Mrs. Nickole Nafziger, Mr. Carlton Rintz, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Krista Cox, Dr. Peggy Anastasio, and Mr. Charlie Reisinger. Also in attendance for the meeting: several district residents, Mr. Keith Henninger, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 20 people were watching via YouTube.

Mr. Rintz asked if there were any citizens who wanted to comment on action items on the board voting agenda. There were none. Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the March 6, 2023 meeting. Hearing none, it was moved by Mr. Lombardo and seconded by Mr. Jackson to approve the minutes as printed. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Gale provided the Superintendent's report. At the elementary schools, author Jonathan Stutzman and illustrator Heather Fox, are visiting all seven schools as part of a PMEF grant. The girls bowling team took 2nd place at the State Championship in Erie. Eva Brubaker finished 6th individually. The spring sports season has started.

Mr. Johnston presented for payment the February 2023 bills. It was moved by Mr. Herr and seconded by Mr. Sweigart to authorize payment of the bills:

General Fund \$ 3,787,813.97
Food Service Fund \$ 177,500.54
Student Activity Fund \$ 10,859.23

4935

The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Item 1. Review of School Board Meeting Agenda

Item 2. Consent Agenda for the Committee of the Whole Meeting – The committee is recommending approval of the following: (ROLL CALL)

A. Approval of the Comprehensive K-12 School Guidance Plan

Explanation: Approval for the Comprehensive K-12 Guidance Plan. This plan will expire in 2026.

B. School Board Meeting Dates for 2023-2024 as amended

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A-B: It was moved by Mr. Straub and seconded by Mrs. Nafziger to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Item 3. Consent Agenda for Administrative Actions– The administrative staff is recommending approval of the following: (ROLL CALL)

A. Judicial Review

B. Agreement for school psychologist services with Supplemental Psychology Services

MOTION ON THE ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 3A-B: It was moved by Mr. Lombardo and seconded by Mr. Sweigart to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Item 4. Consent Agenda for Personnel– The administrative staff is recommending approval of the following: (ROLL CALL)

A. Professional Staff and Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2022-2023 school year.

B. Professional Staff Employment and Change in Status of the individual listed per the effective date for the 2023-2024 school year.

C. Leave to the individuals according to the terms listed:

Professional Employees:

Employee N10 - Intermittent Family Medical Leave - March 10, 2023-Sept. 10, 2023

4936

D. Retirement of the individuals listed per the effective date:

Sharon Reinhardt, Food Service, Marticville MS, effective 4/28/23

Tammy Schober, Food Service, Pequea, effective 6/1/23

Deborah Sensenig, FT Hourly Nurse, Eshleman, effective 6/2/23

Henry Kowalski, Head Custodian, Conestoga, effective 12/8/23

E. Resignation of the individual listed per the effective date:

Jorge Trevino, PT Custodian, High School, effective 2/28/23

F. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2022-23 school year: Thomas Henry

G. Marticville MS Tutors for 2022-23 at the professional rate:

Emily Hohenwarter

Lindsey Smoker

H. Winter Volunteer Coach - Kimberly Leaman, Bowling

I. Recommending approval for Erika Ream as the Head Cheerleading coach for the 2023- 2024 school year

J. Summer hours - The administrative staff is recommending the approval of up to 9 additional days during the summer of 2023 for Steven Lantz to complete summer evaluations to be paid at per diem rate.

K. Amended contract for Chief Financial Officer Daniel Forry.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-K: It was moved by Ms. Wert and seconded by Mr. Sweigart to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr.

Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Mr. Rintz asked if there were any citizens who wished to make a comment to the board. There were none.

The meeting was adjourned at 8:39 p.m.

____ Carlton L. Rintz, President Cindy Rhoades, Secretary

4. Career Guidance Services Curriculum to Assist with Career Planning

Counseling Services are determined based on developmental needs and in order to fulfill the PM School Counseling Mission. Year-at-a-Glance documents provide a timeframe for each topic by grade level. Unit-at-a-Glance documents are revised to reflect specific teaching objectives and content and maintained by the counseling department in our district Google Shared Folder. Each year, counselors review the yearly curriculum and adjust to meet student needs. These programs are implemented for students in general education and special education with regular communication with stakeholders. In addition to listing the Guidance Curriculum and Individual Student Planning services, the chart below includes Responsive Services and System Support activities provided by the K-12 School Counselors. Included in the highlighted orange Career Column are Career and Guidance Services for all students for placement from school to work, college, and military.

August	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Class Placement/Schedule Change Days	7-12	7-12	
Outside Agency Coordination			K-12
Back to School Night	K-12		K-12
9th Grade/New Student Orientation	9-12		9-12
7th/8th Grade Orientation	7-8		7-8
SAT	10-12	10-12	
Transition Meeting	7-8		7-8
September	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Policy and Safety Talks (w/admin)	1-8		1-8

Prosocial Skills Lessons (specific month may vary by building)	K-1	Ca	K-1
Outside Agency Coordination	K-12		K-12
Sexual Harassment and Cyberbullying Lessons (specific month may vary by building)	6		6
Grade-level meetings/Grad Project Overview	9-12	9-12	
Senior Interview/Credit Check	12	12	
Middle School Intro Lesson	7-8	7-8	7-8
Depression Screening			7, 9
Lancaster Chamber Women's and Men's Mentoring Program	11	11	11
College Instant Admissions	12	12	
PSAT/Pre-ACT Prep Lesson	10, 11	10, 11	
Connecting Students with Clubs			9-12
October	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Anti-Bullying Lessons (specific month may vary by building)	3		3
Construction Wars Field Trip	8	8	
Manufacturing Days Field Trip	7-8	7-8	
Financial Aid Night and Assembly	9-12	9-12	
Dual Enrollment Meetings	11-12	11-12	
Early Enrollment Meeting Thaddeus Stevens	10-11	10-11	
CTC Presentation	10-11	10-11	
FAFSA Completion Night		12	

Super Wednesday (PSAT, Pre-ACT, ASVAB)	10-12	10-12	
ASVAB Interpretation Session	11, 12	11, 12	
Career Exploration Lesson		7-8	
College Application Workshop	12	12	
November	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Prosocial Lessons (specific month may vary by building)	2		2
Charitable Assistance	K-8	K-8	K-8
Parent Teacher Conferences	K-6	K-6	K-6
College and Career Expo	9-12	9-12	
JA Career Day		7-8	
Career Exploration Lesson		7-8	
Fall AP Registration	9-12		
Financial Aid Presentation		12	
CTC Tours	10	10	
December	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Charitable Assistance	K-8	K-8	K-8
PSAT/Pre-ACT Results Assembly	10, 11	10, 11	
CTC Tours	10, 11	10, 11	
CTC Application Completion	10, 11	10, 11	
Course Selection Overview	8-11	8-11	
January	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Xello Career Lessons (specific month may vary by building)	3-5	3-5	3-5
Anti-Bullying Lesson (specific month may vary by building)	4		4

Goal Setting Lesson	8	8	8
Spring Schedule Changes	9-12	9-12	
Course Selection Lesson	8	7-8	
Junior Interviews	11	11	11
Identify Course Failures	9-12	9-12	
Course Selection Lessons and 4 year Planning	9-12	9-12	
Elective Panel	8	8	
High School Tour	8	8	8
Teen Hope Depression Screening			9
Spring Back to School Night	9-12		
February	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Personal Safety Lesson (specific month may vary by building)	2		2
Kids At Work Day	K-6	K-6	K-6
Course Selection Night - with Information Sessions- CTC, NCAA	8-12	8-12	
Course Selection Lesson/Presentations	8-11	8-11	
Junior Interviews	11	11	11
Teen Hope Depression Screening			9
March	<i>Academic</i>	<i>Career</i>	<i>Social</i>
PSSA Planning and Support	3-8		
Xello Career Lessons (specific month may vary by building)	3-5	3-5	3-5
SAT	9-12	9-12	

MU PACAC College Fair/Tour	9-12	9-12	
Career Exploration Lesson		7-8	
Construction Wars Field Trip	7	7	
ASVAB	11-12	11-12	
ASVAB Interpretation Session	11-12	11-12	
Mental Health Lesson			7-8
April	<i>Academic</i>	Career	<i>Social</i>
PSSA Testing	3-8		
NOCTI Administration	9-12	9-12	
Senior Post-Graduation Survey	12	12	
Dual Enrollment Meeting	10-11	10-11	
May	<i>Academic</i>	Career	<i>Social</i>
Career Exploration Lessons (specific month may vary by building)	5	5	5
Personal Safety Lessons (specific month may vary by building)	4		4
Class List Planning	K-6		
Elementary Transition Meetings	6-7	6-7	6-7
Keystone Testing- Graduation Project, Cyber Wise, Mental Health Focus, Course Selection revisions	9-12	9-12	9-12
Graduation Project Presentation		11	
Keystone Testing	8		
AP Testing	10-12	10-12	
Senior Post- Graduation Surveys	12	12	

Transition Meetings	7-8	7-8	7-8
Elementary Tours	6-7	6-7	6-7
Summer School Planning	7-8	7-8	7-8
June	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Transition Meetings	7-12	7-12	7-12
Graduation			12
Underclassmen Awards	9-11		9-11
ACT	9-12	9-12	
Balance Classes/Schedule Changes	8-12	8-12	8-12
Summer School Planning	7-8	7-8	7-8
July	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Balance Classes	9-12		
Schedule Changes	9-12		
<u>Complete End of Year Tasks</u>	9-12	9-12	
Year Long/Ongoing	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Individual Counseling	K-12	K-12	K-12
Group Counseling- Grief, Girls, New Students	K-12	K-12	K-12
Year long activity club	7-8	7-8	7-8
After school program	7-12	7-12	7-12
FBA/PBSP/Data Collection	K-12	K-12	K-12
504 Plans-Collaborating	K-12	K-12	K-12
New Student Registration/Orientation/Academi c Placement Testing	K-12	K-12	K-12
Parent/Teacher Meetings	K-12	K-12	K-12

IEP Meetings	K-12	K-12	K-12
GIEP Meetings	7-12	7-12	7-12
Crisis Response	K-12	K-12	K-12
Family Issues-CYA Referrals	K-12	K-12	K-12
Liaison for Outside Placements	K-12	K-12	K-12
Referrals to Outside Agencies	K-12	K-12	K-12
Maintain Counseling Blogs	K-12	K-12	K-12
Guidance/Administration Meetings	7-12	7-12	7-12
Fair Share Duties	K-12	K-12	K-12
SAP Meetings/Case Management	7-12	7-12	7-12
Team/AST Meetings/Dept	K-12	K-12	K-12
Support Groups	K-12	K-12	K-12
Professional Development	K-12	K-12	K-12
Grade Level Intervention Mtg.	K-6	K-6	K-6
Class Meetings	7-12	7-12	7-12
Alternative Education - Individual Counseling	7-12	7-12	7-12
Alternative Education Group Counseling	7-12	7-12	7-12
Career Seminars		9-12	
Instant Admissions Events		12	
Edgenuity /Keystone Credit Recovery Courses	10-12		
CompassMark Social Skills Lessons			4-6
College Tours	12	12	

Virtual School Case Management	7-12	7-12	7-12
Open-Campus Enrollment	9-12		
Dual Enrollment Coordination	10-12		
TeamCare Scheduling			K-12
MDE/OT Referral/Screening Paperwork	K-12		K-12
MDE/AST Observations & Summaries	K-12		K-12
SAIP Meeting/Plans	K-12	K-12	K-12
Parent Communication	K-12	K-12	K-12
Friday FLEX Activities	9-12	9-12	9-12
Graduation Project Lessons/Progress Check	3-11	3-11	
Academic Advisement-	7-12	7-12	7-12
Xello Management	K-12	K-12	
Parent Resource Assistance	K-12	K-12	K-12

5. Monthly Calendar of Career Guidance Services Organized by Domain and Grade Level

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AP Testing	10-12	10-12	
Senior Post- Graduation Surveys	12	12	
Transition Meetings	7-8	7-8	7-8
Elementary Tours	6-7	6-7	6-7
Summer School Planning	7-8	7-8	7-8
June	<i>Academic</i>	Career	<i>Social</i>
Transition Meetings	7-12	7-12	7-12
Graduation			12
Underclassmen Awards	9-11		9-11
ACT	9-12	9-12	
Balance Classes/Schedule Changes	8-12	8-12	8-12
Summer School Planning	7-8	7-8	7-8
July	<i>Academic</i>	Career	<i>Social</i>
Balance Classes	9-12		

Schedule Changes	9-12		
<u>Complete End of Year Tasks</u>	9-12	9-12	
Year Long/Ongoing	<i>Academic</i>	Career	<i>Social</i>
Individual Counseling	K-12	K-12	K-12
Group Counseling- Grief, Girls, New Students	K-12	K-12	K-12
Year long activity club	7-8	7-8	7-8
After school program	7-12	7-12	7-12
FBA/PBSP/Data Collection	K-12	K-12	K-12
504 Plans-Collaborating	K-12	K-12	K-12
New Student Registration/Orientation/Academi c Placement Testing	K-12	K-12	K-12
Parent/Teacher Meetings	K-12	K-12	K-12
IEP Meetings	K-12	K-12	K-12
GIEP Meetings	7-12	7-12	7-12
Crisis Response	K-12	K-12	K-12
Family Issues-CYA Referrals	K-12	K-12	K-12
Liaison for Outside Placements	K-12	K-12	K-12
Referrals to Outside Agencies	K-12	K-12	K-12
Maintain Counseling Blogs	K-12	K-12	K-12
Guidance/Administration Meetings	7-12	7-12	7-12
Fair Share Duties	K-12	K-12	K-12
SAP Meetings/Case Management	7-12	7-12	7-12
Team/AST Meetings/Dept	K-12	K-12	K-12

Support Groups	K-12	K-12	K-12
Professional Development	K-12	K-12	K-12
Grade Level Intervention Mtg.	K-6	K-6	K-6
Class Meetings	7-12	7-12	7-12
Alternative Education - Individual Counseling	7-12	7-12	7-12
Alternative Education Group Counseling	7-12	7-12	7-12
Career Seminars		9-12	
Instant Admissions Events		12	
Edgenuity /Keystone Credit Recovery Courses	10-12		
CompassMark Social Skills Lessons			4-6
College Tours	12	12	
Virtual School Case Management	7-12	7-12	7-12
Open-Campus Enrollment	9-12		
Dual Enrollment Coordination	10-12		
TeamCare Scheduling			K-12
MDE/OT Referral/Screening Paperwork	K-12		K-12
MDE/AST Observations & Summaries	K-12		K-12
SAIP Meeting/Plans	K-12	K-12	K-12
Parent Communication	K-12	K-12	K-12
Friday FLEX Activities	9-12	9-12	9-12
Graduation Project Lessons/Progress Check	3-11	3-11	

Academic Advisement-	7-12	7-12	7-12
Xello Management	K-12	K-12	
Parent Resource Assistance	K-12	K-12	K-12

6. 339.32 Introduction to Career Guidance Service action plan for developing and sustaining student career plans

The Penn Manor School Counseling Department has developed Year At A Glance curriculum documents that include yearly action plans for developing and sustaining student career plans. Included in the submission for this element of our Chapter 339 plan are curriculum documents for each grade level from K-12. Curriculum dedicated to student career planning is identified in each grade level document. PA CEW Standards met by each entry are listed.

Penn Manor School District Elementary School Counseling

Year-at-a-Glance		Counseling Lessons		Kindergarten	
Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association (ASCA) Mindsets & Behaviors	Pennsylvania Career, Education and Work Standards
Feelings Awareness <ul style="list-style-type: none"> Students will identify the effects of their actions and words on others. Students will learn how to use words to describe their feelings. 	4 lessons	Fall or Spring	CC.1.5.K.A CC.1.5.K.B CC.1.5.K.D CC.1.5.K.E	Mindset M1, M2, M3, M6 Behavior: B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9 B-SMS 2	

Kids at Work Day	1 day	February/ March	CC.1.5.K.A	Mindset M4, M5 Behavior B-LS7	13.1.3.D
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**Penn Manor School District
Elementary School Counseling**

Year at a Glance

Counseling Lessons

FirstGrade

Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association (ASCA) Mindsets & Behaviors	Pennsylvania Career, Education and Work Standards
Pro-Social Behaviors <ul style="list-style-type: none"> Students will learn how to resolve conflicts in a peaceful manner. Students will learn when to utilize adults in problem-solving when needed. 	4 lessons	Fall	CC.1.5.1.A CC.1.5.1.D CC.1.5.1.F	Mindset M1, M2, M3, M6 Behavior: B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9 B-SMS 7	
Kids at Work Day	1 day	February	CC.1.5.1.A	Mindset M4, M5 Behavior B-LS7	13.1.3.D

**Penn Manor School District
Elementary School Counseling**

Year-at-a-Glance

Counseling Lessons

Second Grade

Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association (ASCA) Mindsets & Behaviors	Pennsylvania Career, Education and Work Standards
Pro-Social Behaviors <ul style="list-style-type: none"> Students will expand upon the social and communication skills necessary to resolve conflicts peacefully. 	2-3 lessons	Second Semester	CC.1.5.1.A CC.1.5.2.B CC.1.5.2.C	Mindset M1, M2, M3, M6 Behavior: B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 9 B-SMS 7	
Personal Safety <ul style="list-style-type: none"> Students will learn to distinguish between appropriate and inappropriate touches. Students will learn strategies to ensure their personal safety. 	1 lesson	Second Semester	CC.1.5.4.A CC.1.5.4.B	Mindset: M1, M3 Behavior: B-SMS 9	
Kids at Work Day	1 day	February	CC.1.5.K.A	Mindset M4, M5 Behavior B-LS7	13.1.3.D

**Penn Manor School District
Elementary School Counseling**

Year-at-a-Glance Counseling Lessons Third Grade

Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association (ASCA) Mindsets & Behaviors	Pennsylvania Career, Education and Work Standards
Bullying Prevention <ul style="list-style-type: none"> Students will learn to respond to bullying in proactive ways. Students will learn to treat each other with kindness and respect. 	3 lessons	First Semester	CC.1.5.3.A CC.1.5.3.C	Mindset M1, M2, M3, M6 Behavior B-SMS 1, B-SMS 2, B-SMS 6, B-SS 4, B-SS 5	13.3.3.B 13.3.3.C

<p>Xello Career Lessons</p> <ul style="list-style-type: none"> Students will learn how interests connect with careers. Students will learn attitudes and work habits. Students will be introduced to entrepreneurship. 	2-3 lessons	Spring	<p>CC.1.5.5.A</p> <p>CC.1.5.5.B</p>	<p>Mindset M4, M5</p> <p>Behavior B-LS7</p>	<p>13.2.5.E.</p> <p>13.1.5.A.</p> <p>13.1.5.G</p> <p>13.1.5.A.</p> <p>13.3.5.C.</p> <p>13.3.5.A.</p> <p>13.4.5.A.</p>
Kids at Work Day	1 day	February	CC.1.5.3.A	<p>Mindset M4, M5</p> <p>Behavior B-LS7</p>	13.1.5.D

Penn Manor School District Elementary School Counseling

Year-at-a-Glance Counseling Lessons Fourth Grade

Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association (ASCA) Mindsets & Behaviors	Pennsylvania Career, Education and Work Standards
<p>Bullying Prevention</p> <ul style="list-style-type: none"> Students will learn 	1-2 lessons	Spring Semester	<p>CC.1.5.4.A</p> <p>CC.1.5.4.B</p>	<p>Mindset M1, M2, M3, M6</p> <p>Behavior B-SMS 1,</p>	<p>13.1.5.A</p> <p>13.2.5.E</p>

<p>to respond to bullying in proactive ways.</p> <ul style="list-style-type: none"> Students will learn to treat each other with kindness and respect. 				<p>B-SMS 2, B-SMS 6, B-SS 4, B-SS 5</p>	
<p>Personal Safety</p> <ul style="list-style-type: none"> Students will learn to distinguish between appropriate and inappropriate touches. Students will learn strategies to ensure their personal safety. 	1 lesson	2nd semester	<p>CC.1.5.4.A CC.1.5.4.B</p>	<p>Mindset M1 Behavior B-SMS 9</p>	<p>13.1.5.A 13.2.5.E</p>
<p>Xello Career Lessons</p> <ul style="list-style-type: none"> Students will learn how interests connect with careers. Students will learn 	2-3 lessons	Spring	<p>CC.1.5.5.A CC.1.5.5.B</p>	<p>Mindset M4, M5 Behavior B-LS7</p>	<p>13.2.5.E. 13.1.5.A. 13.1.5.G 13.1.5.A. 13.3.5.C. 13.3.5.A. 13.4.5.A.</p>

attitudes and work habits. <ul style="list-style-type: none"> Students will be introduced to entrepreneurship. 					
Kids at Work Day	1 day	February	CC.1.5.4.A	Mindset M4, M5 Behavior B-LS7	13.1.5.D

**Penn Manor School District
Elementary School Counseling**

Year-at-a-Glance		Counseling Lessons		5th Grade	
Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association (ASCA) Mindsets & Behaviors	Pennsylvania Career, Education and Work Standards
Xello Career Lessons <ul style="list-style-type: none"> Students will learn how interests connect with careers. Students will learn attitudes and work habits. Students will be introduced 	2-3 lessons	Spring	CC.1.5.5.A CC.1.5.5.B	Mindset M4, M5 Behavior B-LS7	13.2.5.E. 13.1.5.A. 13.1.5.G 13.1.5.A. 13.3.5.C. 13.3.5.A. 13.4.5.A.

to entrepreneurs hip.					
Kids at Work Day	1 day	February	CC.1.5.5.A	Mindset M4, M5 Behavior B-LS7	13.1.5.D 13.1.5.H 13.4.5.A
Sapphire Intro Lesson	1	Fall/Winter	CC.1.5.5.A	Mindset M3, M4, M5 Behavior B-LS 1 B-LS 3 B-LS 4 B-LS 7 B-SMS 1 B-SMS 5	13.3.5.A

**Penn Manor School District
Elementary School Counseling**

Year-at-a-Glance

Counseling Lessons

Sixth Grade

Units of Study	Approximate #	Time Frame	Pennsylvania Common Core Standard	American School Counselor	Pennsylvania Career, Education
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	of Class Sessions for Unit			Association (ASCA) Mindsets & Behaviors	and Work Standards
Sexual Harassment <ul style="list-style-type: none"> Students will learn how to identify and report sexual harassment. Students will learn the PMSD Policy regarding Sexual Harassment. 	1 lesson	Fall/Spring	CC.1.5.6.A CC.1.5.6.C	Mindset M1, M2, M3, M6 Behavior B-LS1 B-LS7 B-LS9 B-SMS1 B-SMS2 B-SMS6 B-SMS7 B-SMS9 B-SS2 B-SS3 B-SS4 B-SS8 B-SS9	13.2.8.E 13.3.8.C 13.3.8.E
Cyberbullying <ul style="list-style-type: none"> Students will learn how to identify and report cyberbullying. Students will learn the PMSD Policy regarding Cyberbullying. 	1 lesson	Fall/Spring	CC.1.5.6.A CC.1.5.6.C	Mindset M1, M2, M3, M6 Behavior B-LS1 B-LS7 B-LS9 B-SMS1 B-SMS2 B-SMS6 B-SMS7 B-SMS9 B-SS2 B-SS3 B-SS4 B-SS8 B-SS9	13.2.8.E 13.3.8.C 13.3.8.B
Kids at Work Day	1 day	February	CC.1.5.6.A	Mindset M4, M5 Behavior B-LS7	13.1.8.D
Mental Health Wellness	1 lesson				
Sapphire Intro Lesson	1 lesson	Fall/Winter	CC.1.5.6.C	Mindset M3, M4, M5 Behavior B-LS 1 B-LS 3	13.3.5.A

				B-LS 4 B-LS 7 B-SMS 1 B-SMS 5	
Catch My Breath- CompassMark Vaping Prevention Lesson	6 lessons				

Penn Manor School District

Secondary School Counseling

Year-at-a-Glance		Counseling Lessons		Seventh Grade	
Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association (ASCA) Mindsets & Behaviors	Pennsylvania Career, Education and Work Standards

<p>Classroom Introduction</p> <ul style="list-style-type: none"> • Students will meet their School Counselor. • Students will learn how & when to access their School Counselor. • Students will know how to access SAP. 	1 lesson	August/September		<p>Mindset M3, M5, M6 Behavior B-LS10, B-SMS6, B-SMS8, B-SS3, B-SS8</p>	
<p>Xello Career Readiness</p> <ul style="list-style-type: none"> • Students will do a career assessment then complete 3 lessons regarding career exploration, time management 	3 lessons	All year		<p>Mindset M1, M4, M5 Behavior B-LS 4,B-SMS 5, B-LS 7</p>	<p>13.1.8.A, 13.1.8.B, 13.1.8.D, 13.1.8.E, 13.2.8.A, 13.2.8.B, 13.2.8.E, 13.3.8 E,</p>

t, and relating skills and interests to careers.					
Sixth Grade Visitations <ul style="list-style-type: none"> Students will learn about Middle School expectations through a presentation and literature. 	1 lesson	May	CC1.5.7.A	Mindset M3 Behavior B-SS 2, B-SMS 10	
Social Emotional Learning <ul style="list-style-type: none"> Students will engage in a variety of social emotional learning 	Varies based on building needs	All year		Mindset M1 & M7 Behavior B-LS 3	

**Penn Manor School District
Secondary School Counseling**

Year-at-a-Glance

Counseling Lessons

Eighth Grade

Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association (ASCA) Mindsets & Behaviors	Pennsylvania Career, Education and Work Standards

<p>Classroom Introduction Lesson</p> <ul style="list-style-type: none"> • Students will meet with their School Counselor. • Students will review how & when to access their School Counselor • Students will know how to access SAP. 	1 lesson	September		<p>Mindset M3, M5, M6 Behavior B-LS7,B-LS 10, B-SMS6, B-SMS8, B-SS3, B-SS8</p>	
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<p>Course Selection</p> <ul style="list-style-type: none"> Students will select the elective course for their freshman year in high school. They will communicate with their teachers and parent(s) prior to completing their course selection worksheet. 	1 lessons	January		<p>Mindset M1, M4, M5 Behavior B-LS 4,B-SMS 5, B-LS 7</p>	<p>13.1.8 A, 13.1.8 B, 13.1.8.F, 13.1.8.H</p>
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<p>Xello Career Readiness</p> <ul style="list-style-type: none"> Students will complete 3 lessons regarding entrepreneurship, self-advocacy skills, and transitioning to high school. 	3 lessons	All year		<p>Mindset M1, M4, M5 Behavior B-LS 4,B-SMS 5, B-LS 7</p>	<p>13.1.8.C, 13.3.8 A, 13.3.8.C, 13.4.8.A</p>
<p>Social Emotional Learning</p> <ul style="list-style-type: none"> Students will engage in a variety of social emotional learning lessons 	Varies	All year		<p>Mindset M1 & M7 Behavior B-LS 3.</p>	

Penn Manor School District

Secondary School Counseling

Year-at-a-Glance

Counseling Curriculum

Ninth Grade

Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association Mindsets and Behaviors	Pennsylvania Career, Education and Work Standards
Transition to the High School <ul style="list-style-type: none"> How to prepare What to expect Counseling services provided 	2 sessions Spring of 8 th grade and Summer before 9 th grade	May-August	CC1.5.9-10C	M 1-6 B-SS 8. Advocacy skills for self and others and ability to assert self, when necessary B-SMS 10. Ability to manage transitions and adapt to change	13.1.11.C, 13.1.11.A 13.1.11.E
Grade Level Counseling Overview Meet your Counselor <ul style="list-style-type: none"> How to access your counselor Grade level tasks for HS Success Preparing for the future How and where to get help (introduce email and calendar) -Follow up to the class meeting How to access resources/online tools available-	September Class Meeting - Friday Flex video	September	CC 1.5.9-10C	M1,3,5,6 B-LS 6. High-quality standards for tasks and activities B-LS 7. Long- and short-term academic, career and social/emotional goals B-LS 4. Self-motivation and self- direction for learning	13.11.1.D, 13.3.11.A 13.3.11.G

<p>Introduction to Xello and Graduation Project</p> <p>*Complete grade level lessons assigned in Xello</p> <p>*Review how we use XELLO:</p> <p>Utilize to send transcripts to colleges/NCAA, scholarships, resume building</p>	3 flex periods	Varies	CC1.5.9-10A	<p>M4,6, B-LS 5. Media and technology skills to enhance learning</p> <p>B-LS 7. Long- and short-term academic, career and social/emotional goals</p> <p>B-SMS 3. Independent work</p>	<p>13.1.11.A,1 3.1.11.B 13.1.11.F, 13.2.11.C 13.2.11.D</p>
<p>Education Day</p> <ul style="list-style-type: none"> How to interact with 100 +college, career school and military representatives AND high priority employers College Fair set-up during the regular school day Parents invited 	1 assembly and 1 block	October November	CC1.5.9-10A	<p>M2,4,6 B-SS 9. Social maturity and behaviors appropriate to the situation and environment</p> <p>B-SMS 3. Independent work</p> <p>B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias</p>	<p>13.1.11.D, 13.1.11.B 13.1.11.F, 13.1.11.H</p>

				B-LS 7. Long- and short-term academic, career and social/emotional goals	
<p>Course Selection Presentation</p> <ul style="list-style-type: none"> ·Importance of purposeful planning ·Consideration of appropriate electives ·Deadlines and process information ·Options for each grade <p>Importance of Four Year Planning</p> <ul style="list-style-type: none"> ·Different levels of education ·Know your options/choices 	Homeroom sessions/Class Assembly 1 Homeroom Session	December January	CC1.2.9-10J, CC1.2.9-10K	<p>M1,4,5 B-LS 8. Engagement in challenging coursework</p> <p>B-LS 7. Long- and short-term academic, career and social/emotional goals</p> <p>B-LS 1. Critical thinking skills to make informed decisions</p> <p>B-LS 4. Self-motivation and self- direction for learning</p> <p>B-SMS 5. Perseverance to achieve long and short-term goals</p> <p>B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias</p>	<p>13.1.11.B, 13.1.11.C, 13.1.11.H, 13.3.11.A</p> <p>13.1.11.A,1 3.1.11.B 13.1.11.F, 13.2.11.C 13.2.11.D</p>

<p>College and Career Seminars</p> <ul style="list-style-type: none"> Monthly presentations on a variety of career fields (focus on high priority career areas) and college readiness topics. -Examples: CTC, Super Wednesday, Early Enrollment, Dual Enrollment, Education Day, Senior Seminars, College 101. 	<p>Block 2 and Homeroom</p>	<p>Monthly</p>	<p>CC.1.5.9-10A CC.1.5.9-10B CC1.5.9-10C</p>	<p>M1,3,5,6 B-LS 1. Critical thinking skills to make informed decisions B-LS 3. Time-management, organizational and study skills B-LS 5. Media and technology skills to enhance learning B-LS 7. Long- and short-term academic, career and social/emotional goals B-SMS 7. Effective coping skills B-SS 3. Positive relationships with adults to support success</p>	<p>13.1.11.B, 13.1.11.C, 13.1.11.H, 13.3.11.A</p>
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Penn Manor School District

Secondary School Counseling

Year-at-a-Glance		Counseling Curriculum		Tenth Grade	
Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association (ASCA) Mindsets and Behaviors	Pennsylvania Career, Education and Work Standards
Transition to the High School *How to prepare *What to expect *Counseling services provided *Graduation Project	New Students to PMHS	1-2 individual 190 minute sessions	CC1.5.9-10C	M 1-6 B-SS 8. Advocacy skills for self and others and ability to assert self, when necessary B-SMS 10. Ability to manage transitions and adapt to change	13.1.11.C, 13.1.11.A 13.1.11.E
Grade Level Counseling Overview *How to access your counselor *Grade level tasks *Preparing for the future *How and where to get help (electronic appointments) /email process	Class meeting with admin	August-September	CC1.5.9-10C	M1,3,5,6 B-LS 6. High-quality standards for tasks and activities B-LS 7. Long- and short-term academic, career and social/emotional goals B-LS 4. Self-motivation and self- direction for learning	13.11.1.D, 13.3.11.A 13.3.11.G

CTC 10th Grade Presentations *Overview of the Lancaster CTC - Assembly *Program offerings *Application process *Labor Market Trends *Tour sign ups	Class meeting for all students - not just learning support and kids who self select	October	CC1.5.9-10E	M3,4,5,6 B-LS 1. Critical thinking skills to make informed decisions B-LS 7. Long- and short-term academic, career and social/emotional goals B-SS 1. Effective oral and written communication skills and listening skills	13.1.11.D
Introduction to Xello and Graduation Project *Complete grade level lessons assigned in Xello *Utilize to send transcripts to colleges/NCAA *Explore Scholarships available	3 flex periods	Varies	CC1.5.9-10A	M4,6 B-LS 5. Media and technology skills to enhance learning B-LS 7. Long- and short-term academic, career and social/emotional goals B-SMS 3. Independent work	13.1.11.A,13.1.11.B 13.1.11.F, 13.2.11.C 13.2.11.D

Dual Enrollment Workshop *Benefits of Dual Enrollment *Criteria for acceptance *Impact on schedule and transcript	1 Assembly each semester	October/February	CC.1.5.9-10C	M3,4,5 B-SMS 3. Independent work B-LS 4. Self-motivation and self-direction for learning B-LS 7. Long- and short-term academic, career and social/emotional goals B-LS 10. Participation in enrichment and extracurricular activities	13.1.11.A,13.3.11.F, 13.1.11.H,13.1.11.F
Education Day *How to interact with 100+ college, career school and military representatives and employers from High Priority Career Areas *College Fair set-up during the regular school day *Parents invited	1 block	November	CC.1.5.9-10A	M2,4,6 B-SS 9. Social maturity and behaviors appropriate to the situation and environment B-SMS 3. Independent work B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias B-LS 7. Long- and short-term academic, career	13.1.11.D, 13.1.11.B, 13.1.11.F, 13.1.11.H

				and social/emotional goals	
10th Grade LCCTC Tour *Tour of Willow Street Cluster programs *Specialized groups to experience students' areas of interest *Application procedures *Application workshop	½ Day Tour And homeroom session for workshop	Novemb er	CC1.5.9-10C	M4,5,6, B-LS 1. Critical thinking skills to make informed decisions B-LS 4. Self-motivation and self- direction for learning B-LS 7. Long- and short-term academic, career and social/emotional goals B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias B-SS 8. Advocacy skills for self and others and ability to assert self, when necessary B-SMS 5. Perseverance to achieve longand short-term goals	13.1.11.A, 13.3.11F,13.1.11.H

Course Selection Presentations *Importance of purposeful planning *Consideration of appropriate electives *Deadlines and process information *Options for each grade	1 session either HR or assembly	January-February (when course selection guide is ready)	CC.1.2.9-10J	M1,4,5 B-LS 1. Critical thinking skills to make informed decisions B-LS 4. Self-motivation and self-direction for learning B-SMS 5. Perseverance to achieve long and short-term goals B-LS 8. Engagement in challenging coursework B-LS 7. Long- and short-term academic, career and social/emotional goals B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias	13.1.11.B, 13.1.11.C, 13.1.11.H, 13.3.11.A
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College and Career Seminars *Monthly presentations on a variety of career fields with a focus on high priority career areas and college readiness topics	Block 2 and Homeroom	Monthly	CC.1.5.9-10A CC.1.5.9-10B CC1.5.9-10C	M1,3,5,6 B-LS 1. Critical thinking skills to make informed decisions B-LS 3. Time-managemen t, organizational and study skills B-LS 5. Media and technology skills to enhance learning B-LS 7. Long- and short-term academic, career and social/emotional goals B-SMS 7. Effective coping skills B-SS 3. Positive relationships with adults to support success	13.1.11.B, 13.1.11.C, 13.1.11.H, 13.3.11.A
SAT and ACT Administration	Saturdays	Yearly Preparati on October SAT October ACT March SAT June ACT	CC.1.5.11-12. C	M3,4,5 B-SS 1. Effective oral and written communication skills and listening skills B-SS 9. Social maturity and behaviors appropriate to the situation and environment	13.1.11 A

				B-SMS 2. Self-discipline and self-control B-LS 3. Time-managemen t, organizational and study skills B-LS 10. Participation in enrichment and extracurricular activities	
AP Testing AP Preadministration *AP Exams administered for all students enrolled in AP courses	Multiple tests	April/ May	CC 1.2.11 CC 1.4.11 CC 1.5.11	M3,4,5,6 B-SS 1. Effective oral and written communication skills and listening skills B-SS 9. Social maturity and behaviors appropriate to the situation and environment B-SMS 2. Self-discipline and self-control B-LS 3. Time-managemen t, organizational and study skills B-LS 10. Participation in enrichment and extracurricular activities	13.1.11 A

PreACT *Introduction during class meeting *Preadministration of PreAct *Exam *Interpretation of Results	Sept Sept Oct Jan/Feb	October -February y	CC.1.5.9–10.A CC.1.5.11-12. C	M3,4,5 B-LS 1. Critical thinking skills to make informed decisions B-SMS 2. Self-discipline and self-control B-LS 3. Time-management, organizational and study skills B-SS 9. Social maturity and behaviors appropriate to the situation and environment	13.1.11. A
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**Penn Manor School District
Secondary School Counseling**

Year-at-a-Glance		Counseling Lessons		Eleventh Grade	
Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association (ASCA) Mindsets and Behaviors	Pennsylvania Career, Education and Work Standards
Transition to the High School *How to prepare *What to expect *Counseling services provided *Graduation Project	New Students to PMHS	1-2 individual 90 minute sessions	CC1.5.9-10C	M 1-6 B-SS 8. Advocacy skills for self and others and ability to assert self, when necessary B-SMS 10. Ability to manage transitions and adapt to change	13.1.11.C, 13.1.11.A 13.1.11.E

Grade Level Counseling Overview *How to access your counselor *Grade level tasks *Preparing for the future *How and where to get help (electronic appointments) /email process	Class meeting with admin	August-September	CC 1.5.9-10C	M1,3,5,6 B-LS 6. High-quality standards for tasks and activities B-LS 7. Long- and short-term academic, career and social/emotional goals B-LS 4. Self-motivation and self-direction for learning	13.11.1.D, 13.3.11.A 13.3.11.G
PSAT Introduction , Pre-Administration and Interpretation *Importance of and reason for college entrance exams *How to prepare for college entrance testing *How to interpret results *Upcoming testing dates and registration process	Class Meeting/ Homeroom Sessions	Introduction: Mid September Preadministration : Mid October Interpretation: January	CC 1.5.9-10C CC 1.5.11-12C	B-LS 1. Critical thinking skills to make informed decisions M3,4,5 B-SMS 2. Self-discipline and self-control B-LS 3. Time-management, organizational and study skills B-SS 9. Social maturity and behaviors appropriate to the situation and environment	13.1.11.H 13.3.11.A 13.3.11.E
Financial Aid Night *Parents and Students learn how to plan and	1 evening and 1 homeroom plus one additional	September /November	CC 1.5.11-12C	B-LS 1. Critical thinking skills to make informed decisions	13.1.11.F

prepare to fund education after high school	evening for optional follow up			B-LS 4. Self-motivation and self-direction for learning B-LS 7. Long- and short-term academic, career and social/emotional goals	
Financial Aid FAFSA Completion Workshops *FAFSA Completion Workshop is offered	During the Day as scheduled individual appointments	November	CC 1.5.11-12C	B-LS 1. Critical thinking skills to make informed decisions B-LS 4. Self-motivation and self-direction for learning B-LS 7. Long- and short-term academic, career and social/emotional goals	13.1.11.F
Dual Enrollment Workshop *Benefits of Dual Enrollment *Criteria for acceptance *Impact on schedule and transcript	Two homeroom sessions- one each semester	October/March	CC.1.5.9-10C	M3,4,5 B-SMS 3. Independent work B-LS 4. Self-motivation and self-direction for learning B-LS 7. Long- and short-term academic, career and social/emotional goals	13.1.11.A,13.3.11.F,13.1.11.H,13.1.11.F

Education Day *80+ college, career school and military representatives and employers from high priority career areas *College Fair set-up during the regular school day	One block and pre-assembly video telling how best to get the most out of the fair- make sure to refer to their XELLO	November 1	CC1.5.11-12A	M2,4,6 B-SS 9. Social maturity and behaviors appropriate to the situation and environment B-SMS 3. Independent work B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias B-LS 7. Long- and short-term academic, career and social/emotional goals	13.1.11.D, 13.1.11.B 13.1.11.F, 13.1.11.H
CTC Presentations *Overview of the Lancaster CTC Program offerings *Application process instructions are given	Class meeting for all Juniors	October/November	CC.1.5.11-12.C	M3,4,5,6 B-LS 1. Critical thinking skills to make informed decisions B-LS 7. Long- and short-term academic, career and social/emotional goals B-SS 1. Effective oral and written communication	13.1.11.A, 13.1.11.H, 13.3.11.F

				skills and listening skills	
CTC Tours *Live tour of Willow Street, , Mount Joy, and Brownstown CTC *Specialized groups to experience students' areas of interest *Application procedures *CTC application workshops	3 days	November-Juniors	CC.1.5.11-12.C	M4,5,6, B-LS 1. Critical thinking skills to make informed decisions B-LS 4. Self-motivation and self-direction for learning B-LS 7. Long- and short-term academic, career and social/emotional goals B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias B-SS 8. Advocacy skills for self and others and ability to assert self, when necessary	13.1.11.A, 13.1.11.H, 13.3.11.F
Junior Interviews *Credit review *Grad project review *Individual goal setting with students' post-secondary plan	1 session per student	January - April	CC 1.5.11-12A CC 1.5.11-12C	B-LS 1. Critical thinking skills to make informed decisions B-LS 4. Self-motivation and self-	13.1.11.B, 13.1.11.C, 13.1.11.H, 13.2.11.D

*Provide individualized resources				direction for learning B-LS 7. Long- and short-term academic, career and social/emotional goals	
Course Selection Presentations *Purposeful planning *Deadlines and process *Options for each grade	Homeroom sessions	January	CC.1.2.11-12. J	M1,4,5 B-LS 1. Critical thinking skills to make informed decisions B-LS 4. Self-motivation and self-direction for learning B-SMS 5. Perseverance to achieve long and short-term goals B-LS 8. Engagement in challenging coursework B-LS 7. Long- and short-term academic, career and social/emotional goals B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias	13.1.11.B, 13.1.11.C, 13.1.11.H, 13.3.11.A

Introduction to Xello and Graduation Project *Complete grade level lessons assigned in Xello *Utilize to send transcripts to colleges/NCAA *Explore Scholarships available	3 flex periods	Varies	CC1.5.9-10A		13.1.11.A,13.1.11.B 13.1.11.F, 13.2.11.C 13.2.11.D
Thaddeus Stevens Program Assembly *Dual Enrollment opportunity for interested students *Explanation of programs offered *Requirements and deadlines	Meeting	November/March	CC.1.5.11-12.A, CC1.5.11-12.C	B-SMS 3. Independent work B-LS 4. Self-motivation and self-direction for learning B-LS 7. Long- and short-term academic, career and social/emotional goals B1	13.1.11.F
AP testing *AP Exams administered for all students enrolled in AP courses	Multiple tests	August- June	CC 1.2.11 CC 1.4.11 CC 1.5.11	M1,3,5,6 B-LS 1. Critical thinking skills to make informed decisions B-LS 3. Time-management, organizational and study skills B-LS 5. Media and technology	13.1.11 A

				skills to enhance learning B-LS 7. Long- and short-term academic, career and social/emotional goals	
SAT and ACT Administration	Saturday	Yearly Preparation September ACT October SAT March SAT April ACT June SAT	CC.1.5.11-12.C	M1,3,5,6 B-LS 1. Critical thinking skills to make informed decisions B-LS 3. Time-management, organizational and study skills B-LS 5. Media and technology skills to enhance learning B-LS 7. Long- and short-term academic, career and social/emotional goals	13.1.11 A
College and Career Seminars *Regular presentations on a variety of post-secondary planning and career fields with emphasis on high priority career areas and college readiness topics	Block 2 and Homeroom	Monthly	CC.1.5.9-10A CC.1.5.9-10B CC1.5.9-10C	M1,3,5,6 B-LS 1. Critical thinking skills to make informed decisions B-LS 3. Time-management, organizational and study skills B-LS 5. Media and technology	13.1.11.B, 13.1.11.C, 13.1.11.H, 13.3.11.A

				skills to enhance learning B-LS 7. Long- and short-term academic, career and social/emotional goals	

**Penn Manor School District
Secondary School Counseling**

Year-at-a-Glance

Counseling Lessons

Twelfth Grade

Units of Study	Approximate # of Class Sessions for Unit	Time Frame	Pennsylvania Common Core Standard	American School Counselor Association (ASCA) Mindsets and Behaviors	Pennsylvania Career, Education and Work Standards
Transition to the High School/Registration *How to prepare *What to expect *Counseling services provided *Grad Project as needed	New Students to PMHS	1-2 individual 90 minute sessions	CC1.5.9-10C	M 1-6 B-SS 8. Advocacy skills for self and others and ability to assert self, when necessary B-SMS 10. Ability to manage transitions and adapt to change	13.1.11.C, 13.1.11.A 13.1.11.E
Senior Timeline *How to access your counselor (email/electronic calendar)	Class meeting	September	CC 1.5.9-10C	M 4-6 B-LS 7. Long- and short-term academic,	13.11.1.D, 13.3.11.A 13.3.11.G

*Grade level tasks (How to send Transcripts) *Preparing for the future *How and where to get help				career and social/emotional goals B-LS 1. Critical thinking skills to make informed decisions	
Senior Interviews *Credit review *Individual goal setting with students' post-secondary plan *Provide resources to assist with student plans	1 session per student	Fall	CC 1.5.11-12A CC 1.5.11-12C	M4-6 B-LS 4. Self-motivation and self-direction for learning B-LS 7. Long- and short-term academic, career and social/emotional goals B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias	13.1.11.B, 13.1.11.C, 13.1.11.H, 13.2.11.D
Financial Aid Night /FAFSA Workshops *Students responsibilities in the financial aid process are taught *Optional FAFSA Completion Workshop is offered	1 evening presentation 1 homeroom presentation During the Day as scheduled individual appointments	November	CC 1.5.11-12C	B-LS 1. Critical thinking skills to make informed decisions B-LS 4. Self-motivation and self-direction for learning	13.1.11.F

				B-LS 7. Long- and short-term academic, career and social/emotional goals	
Dual Enrollment Workshop *Benefits of Dual Enrollment *Criteria for acceptance *Impact on schedule and transcript	2 workshops	October/February	CC.1.5.9-10C	M3,4,5 B-SMS 3. Independent work B-LS 4. Self-motivation and self-direction for learning B-LS 7. Long- and short-term academic, career and social/emotional goals	13.1.11.A,13.3.11.F, 13.1.11.H,13.1.11.F
SAT and ACT Administration		October, March & June SAT September & April ACT	CC.1.5.11-12.C	M1,3,5,6 B-LS 1. Critical thinking skills to make informed decisions B-LS 3. Time-management, organizational and study skills B-LS 5. Media and technology skills to	

				enhance learning B-LS 7. Long- and short-term academic, career and social/emotional goals	
Education Day *80+ college, career school and military representatives and employers from high priority career areas *Fair set-up during the regular school day	1 Preparation Session 1 block event	November	CC1.5.11-12A	M2,4,6 B-SS 9. Social maturity and behaviors appropriate to the situation and environment B-SMS 3. Independent work B-LS 9. Decision-making informed by gathering evidence, getting others' perspectives and recognizing personal bias B-LS 7. Long- and short-term academic, career and social/emotional goals	13.1.11.D, 13.1.11.B 13.1.11.F, 13.1.11.H

College and Career Seminars *Regular presentations on post-secondary planning and a variety of career fields focusing on high priority career areas and college readiness topics *Focus for winter and spring to provide optional speakers, job fairs, field trips for undecided seniors	Monthly event	Monthly	CC.1.5.9-10A CC.1.5.9-10B CC1.5.9-10C	M1,3,5,6 B-LS 1. Critical thinking skills to make informed decisions B-LS 3. Time-management, organization al and study skills B-LS 5. Media and technology skills to enhance learning B-LS 7. Long- and short-term academic, career and social/emotional goals	13.1.11.B, 13.1.11.C, 13.1.11.H, 13.3.11.A
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AP testing *AP Exams administered for all students enrolled in AP courses	1 classroom informational session Exams	October/May	CC 1.2.11 CC 1.4.11 CC 1.5.11	M1,3,5,6 B-LS 1. Critical thinking skills to make informed decisions B-LS 3. Time-management, organizational and study skills B-LS 5. Media and technology skills to enhance learning B-LS 7. Long- and short-term academic, career and social/emotional goals	13.1.11 A
Introduction to Xello and Graduation Project *Complete grade level lessons assigned in Xello *Utilize to send transcripts to colleges/NCAA *Explore Scholarships available	3 flex periods	Varies	CC1.5.9-10A	M4,6 B-LS 5. Media and technology skills to enhance learning B-LS 7. Long- and short-term academic, career and	13.1.11.A,13.1.11 .B 13.1.11.F, 13.2.11.C 13.2.11.D

				social/emotional goals B-SMS 3. Independent work	
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7. Listing of Diverse External Resources Organized by 16 National Career Clusters 339.32- Occupational Information

The Penn Manor School Counseling Department collaborates and networks with many diverse community agencies, industries and educational institutions in order to provide a robust career guidance program.

Resources used for all Career Clusters

- Lancaster Chamber of Commerce
- Xello Career Platform
- O*net
- Edge Factor
- IU 13
- Inspire Lancaster
- Careerlink
- Workforce Development Board
- Lancaster Career and Technology Center
- PHEAA

Agriculture, Food & Natural Resources

- Penn Manor Ag Advisory Board
- Manor FFA Alumni
- Lancaster County Agriculture Council
- Millersville University Dining Services Internship Program

Architecture & Construction

- ACE Mentoring Program (Architecture, Construction and Engineering)
- ABC Keystone (Association of Builders and Contractors)
- Thaddeus Stevens College

Arts, A/V Technology & Communications

- PA College of Art and Design
- Rock Lititz and affiliated companies/Millersville University Music Technology Program Event
- Lancaster Museum of Art

Business Management & Administration

- Lancaster Chamber Women in Business Mentor Program
- Lancaster Chamber Young Men Mentor Program
- Junior Achievement of Lancaster
- Millersville Business Association
- Society of Human Resource Management (SHRM) in Lancaster

Education & Training

- Millersville University
- Careerlink
- Workforce Development Board
- Attollo Prep
- HACC
- Youth and Young Adult Paid Work Experiences- Career Link
- Lancaster Career and Technology Center
- Representatives from Thaddeus Stevens, HACC, and MU serve our our Advisory Board

Finance

- Junior Achievement
- Pennsylvania Free Enterprise Week
- PA CPA Foundation

Government & Public Administration

- Model UN
- Office of Lancaster Representatives

Health Sciences


- PA Colleges of Health Sciences
- Penn Medicine Volunteer Internship for High School Students
- Pulse Health Program
- Education Department from Lancaster EMS
- Lebanon Valley College Health Careers Sessions
- Member of Counseling Advisory Board is from Penn Medicine
- Willow Valley

Hospitality & Tourism

- Discover Lancaster
- Millersville University Dining Services Internship
- Project Search /IU 13

Human Services

- Willow Valley Work Immersion Program
- Children and Youth Agency

- School Social Workers
- YWCA
- COBYS
- CompassMark
- Samaritan Counseling Center
- TeamCare Behavioral Health Services
- York College Human Services Career Exploration Day
- Lancaster County BHDS
-  Outside Counseling Resources - updated 5/6/22

Information Technology

- National Center for Women & Information Technology
- Harrisburg University
- Computer Science Career Speakers

Law, Public Safety, Corrections & Security

- Military Contacts for each branch of Armed Forces
- Lloyd Smucker's office- Academy information
- Millersville Borough Police Department /School Resource Officer
- Education Department from Lancaster EMS
- Millersville University Emergency Management
- Lancaster Co Juvenile Probation

Manufacturing

- Career Ready Lancaster
- Manufacturing Day Participation and Manufacturing Panel
- Lancaster Stem Alliance
- Advanced Food Products
- Wire Mesh
- High Industries
- Weaver Enterprises

Marketing

- PA Free Enterprise Week, Foundation for Free Enterprise Education

Science, Technology, Engineering & Mathematics

- ACE Mentoring Program (Architecture, Construction and Engineering)
- National Center for Women & Information Technology
- Lancaster Stem Alliance
- EMU Aviation Summer Program at Lancaster Airport
- Aero-Tech Services & Lancaster County STEM Alliance
- Military Contacts

- Engineering Career Workshop speakers

Transportation, Distribution & Logistics

- Lancaster Workforce Investment Board
- EMU Aviation Program and Summer Camp
- Aero-Tech Services & Lancaster County STEM Alliance

8. Career Guidance Services Objectives with Specific and Measurable Goals

All Unit At a Glance Curriculum documents are uploaded for each Career Guidance specific lesson in a District Google Shared Drive. Additionally, XELLO *houses all of our cumulative student data and records demonstrating completion of required PA Career Education and Work Standards. Evidence is collected for each student.*

Grade 3 - Career Awareness

- Objectives:
 - Students will understand how their personal interests and aptitudes will influence their career choice.
 - Students will understand the relationship between educational achievement and career success.
 - Students will understand the importance of school work and how it relates to career choices.
- Outcome:
 - Students will identify how learning will help them in their future career.
 - Students will identify careers that use their favorite subjects.

Grade 4 - Career Awareness

- Objectives:
 - Students will understand how their personal interests and skills will influence their career choice.
 - Students will understand the relationship between goal setting and career success.
- Outcome:
 - Students will identify how skills will help them in their future career.
 - Students will set goals that will help achieve their future dreams.

Grade 5 - Career Awareness

- Objectives:

- Students will understand how their personal interests and aptitudes will influence their career choice.
- Students will understand the relationship between educational achievement and career success.
- Students will understand the importance of school work and how it relates to career choices.
- Students will understand the traits associated with entrepreneurship.
- Outcome:
 - Students will identify how they have persevered through challenges..
 - Students will identify how learning will help them in their future career.
 - Students will identify characteristics that would make them an effective entrepreneur.

Grade 7 - Explore Career Matches & Time Management

- Objectives:
 - Students will understand that interests, aptitudes and abilities are unique for each individual and play a key role in their career choices.
 - Students will understand how to prioritize tasks.
- Outcome:
 - Students will match their personality and interests to careers.
 - Students will complete various reflections throughout the lesson.
 - Students will complete a time tracker.
 - Students will complete various reflections throughout the lesson

Grade 8 - Entrepreneurial Skills & Self-Advocacy

- Objectives:
 - Students will understand entrepreneurial skills and entrepreneurship in any career.
 - Students will understand reasons why they may need to self-advocate.
- Outcome:
 - Students will reflect on their top 5 entrepreneurial skills.
 - Students will reflect on how they might take an entrepreneurship pathway in a career they like.
 - Students will identify a variety of ways to advocate for themselves.
 - Students will complete various reflections throughout the lesson.

Grade 9, 10, 11 & 12 - Career Seminar & Counseling Overview

- Objectives:
 - Students will understand the relationship between their personal interests and their career choice.
 - Students will understand that careers have different levels of required post secondary education and training.
 - Students will be able to match some personal interests and abilities to career pathways/choices
 - Students will be able to understand various career opportunities

- Students will be able to identify different levels of education and specific careers that fall under that category.
- Students will be able to identify the credit requirements necessary to graduate from Penn Manor High School.
- Students will be able to begin planning for their next three years of high school.
- Students will understand the relationship between educational achievement and post-secondary planning.
- Students will understand that there are different levels of education available after high school.
- Students will understand that Career Cruising is a resource for researching careers and post-secondary options.
- Outcome:
 - Access and analyze information from presenters
 - Review personal high school plan and relate it career goals and select post secondary options
 - Students will be able to list a possible career choice for after high school.
 - Students will be able to identify career opportunities that match specific levels of education.
 - Students will be able to navigate the Career Cruising website.
 - Students will be able to identify possible courses they would like to take in the future to help them achieve their post-secondary career goal.

9. Listing of Career and Guidance Services activities organized by grade level that increase awareness of CTE options:

K-6 Grade

Kids at Work Day

Grade 3

Interests Lesson - Xello

School Subject Lesson - Xello

Grade 4

Skills Lesson- Xello

Goal Setting Lesson - Xello

Grade 5

Facing Big Challenges Lesson - Xello

Learning and Future Success Lesson - Xello

Boss Bios Lesson

Grade 7

Participation in Construction Wars

Ag in the Classroom program to promote AG CTE programs

Participation in Manufacturing Day

JA YES Day

Grade 8

Participation in Construction Wars

Ag in the Classroom program to promote AG CTE programs

Tour of HS including CTE program and related electives

Participation in Manufacturing Day

JA YES Day

Grade 9

Course Selection process, elective course information related to CTE

Participation in Manufacturing Day

Career Seminar on CTE related careers-Engineering, Manufacturing and Computer Science among others

CTE representation at Course Selection Night

JA Stem Day

Career Related Graduation Project

College and Career Expo with representatives of workforce, military and education institutions

Grade 10

Course Selection process, elective course information related to CTE

Participation in Manufacturing Day

Career Seminar on CTE related careers

CTE Presentations

CTE Student Tours

CTE representation at Course Selection Night

Promote CTE related clubs such as FFA, FCCLA, Computer Science, Lancaster Chamber

Discovering Paths Program-for male and female

Career Related Graduation Project

College and Career Expo with representatives of workforce, military and education institutions

Grade 11

Course Selection process, elective course information related to CTE

Participation in Manufacturing Day

Career Seminar on CTE related careers

CTE Presentations

CTE Student Tours
 CTE representation at Course Selection Night
 Thaddeus Stevens Dual Enrollment Presentations
 Career Related Graduation Project
 College and Career Expo with representatives of workforce, military and education institutions
 Access to Career Link Career Counselor
 Opportunity to participate in ABC internship program

Grade 12
 Financial Aid Night
 Millersville University Dining Services Program
 Exploration of School To Work, Work Immersion, Masonic Homes, Project Search and MHS for students with disabilities
 Course Selection process, elective course information related to CTE
 Participation in Manufacturing Day
 Career Seminar on CTE related careers
 College and Career Expo with representatives of workforce, military and education institutions
 Undecided Senior Workshops including -HACC/Stevens/Career Link- short term programs
 Access to Career Link Career Counselor
 Opportunity to participate in ABC internship program

10. Career and Guidance Services for All Students for Placement from School to Work, College, Military

Counseling Services are determined based on developmental needs and in order to fulfill the PM School Counseling Mission. Year-at-a-Glance documents provide a timeframe for each topic by grade level. Unit-at-a-Glance documents are revised to reflect specific teaching objectives and content and maintained by the counseling department in our district Google Shared Folder. Each year, counselors review the yearly curriculum and adjust to meet student needs. These programs are implemented for students in general education and special education with regular communication with stakeholders. In addition to listing the Guidance Curriculum and Individual Student Planning services, the chart below includes Responsive Services and System Support activities provided by the K-12 School Counselors. Included in the highlighted orange Career Column are Career and Guidance Services for all students for placement from school to work, college, and military. Lessons highlighted in Blue indicate Placement and Transition Services for all students for placement from school to work, college, and military.

August	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Class Placement/Schedule Change Days	7-12	7-12	

Outside Agency Coordination			K-12
Back to School Night	K-12		K-12
9th Grade/New Student Orientation	9-12		9-12
7th/8th Grade Orientation	7-8		7-8
SAT	10-12	10-12	
Transition Meeting	7-8		7-8
September	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Policy and Safety Talks (w/admin)	1-8		1-8
Prosocial Skills Lessons (specific month may vary by building)	K-1	Ca	K-1
Outside Agency Coordination	K-12		K-12
Sexual Harassment and Cyberbullying Lessons (specific month may vary by building)	6		6
Grade-level meetings/Grad Project Overview	9-12	9-12	
Senior Interview/Credit Check	12	12	
Middle School Intro Lesson	7-8	7-8	7-8
Depression Screening			7, 9
Lancaster Chamber Women's and Men's Mentoring Program	11	11	11
College Instant Admissions	12	12	
PSAT/Pre-ACT Prep Lesson	10, 11	10, 11	
Connecting Students with Clubs			9-12
October	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Anti-Bullying Lessons	3		3

(specific month may vary by building)			
Construction Wars Field Trip	8	8	
Manufacturing Days Field Trip	7-8	7-8	
Financial Aid Night and Assembly	9-12	9-12	
Dual Enrollment Meetings	11-12	11-12	
Early Enrollment Meeting Thaddeus Stevens	10-11	10-11	
CTC Presentation	10-11	10-11	
FAFSA Completion Night		12	
Super Wednesday (PSAT, Pre-ACT, ASVAB)	10-12	10-12	
ASVAB Interpretation Session	11, 12	11, 12	
Career Exploration Lesson		7-8	
College Application Workshop	12	12	
November	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Prosocial Lessons (specific month may vary by building)	2		2
Charitable Assistance	K-8	K-8	K-8
Parent Teacher Conferences	K-6	K-6	K-6
College and Career Expo	9-12	9-12	
JA Career Day		7-8	
Career Exploration Lesson		7-8	
Fall AP Registration	9-12		
Financial Aid Presentation		12	
CTC Tours	10	10	

December	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Charitable Assistance	K-8	K-8	K-8
PSAT/Pre-ACT Results Assembly	10, 11	10, 11	
CTC Tours	10, 11	10, 11	
CTC Application Completion	10, 11	10, 11	
Course Selection Overview	8-11	8-11	
January	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Xello Career Lessons (specific month may vary by building)	3-5	3-5	3-5
Anti-Bullying Lesson (specific month may vary by building)	4		4
Goal Setting Lesson	8	8	8
Spring Schedule Changes	9-12	9-12	
Course Selection Lesson	8	7-8	
Junior Interviews	11	11	11
Identify Course Failures	9-12	9-12	
Course Selection Lessons and 4 year Planning	9-12	9-12	
Elective Panel	8	8	
High School Tour	8	8	8
Teen Hope Depression Screening			9
Spring Back to School Night	9-12		
February	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Personal Safety Lesson (specific month may vary by building)	2		2
Kids At Work Day	K-6	K-6	K-6

Course Selection Night - with Information Sessions- CTC, NCAA	8-12	8-12	
Course Selection Lesson/Presentations	8-11	8-11	
Junior Interviews	11	11	11
Teen Hope Depression Screening			9
March	Academic	Career	Social
PSSA Planning and Support	3-8		
Xello Career Lessons (specific month may vary by building)	3-5	3-5	3-5
SAT	9-12	9-12	
MU PACAC College Fair/Tour	9-12	9-12	
Career Exploration Lesson		7-8	
Construction Wars Field Trip	7	7	
ASVAB	11-12	11-12	
ASVAB Interpretation Session	11-12	11-12	
Mental Health Lesson			7-8
April	Academic	Career	Social
PSSA Testing	3-8		
NOCTI Administration	9-12	9-12	
Senior Post-Graduation Survey	12	12	
Dual Enrollment Meeting	10-11	10-11	
May	Academic	Career	Social
Career Exploration Lessons (specific month may vary by building)	5	5	5

Personal Safety Lessons (specific month may vary by building)	4		4
Class List Planning	K-6		
Elementary Transition Meetings	6-7	6-7	6-7
Keystone Testing- Graduation Project, Cyber Wise, Mental Health Focus, Course Selection revisions	9-12	9-12	9-12
Graduation Project Presentation		11	
Keystone Testing	8		
AP Testing	10-12	10-12	
Senior Post- Graduation Surveys	12	12	
Transition Meetings	7-8	7-8	7-8
Elementary Tours	6-7	6-7	6-7
Summer School Planning	7-8	7-8	7-8
June	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Transition Meetings	7-12	7-12	7-12
Graduation			12
Underclassmen Awards	9-11		9-11
ACT	9-12	9-12	
Balance Classes/Schedule Changes	8-12	8-12	8-12
Summer School Planning	7-8	7-8	7-8
July	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Balance Classes	9-12		
Schedule Changes	9-12		
<u>Complete End of Year Tasks</u>	9-12	9-12	

Year Long/Ongoing	<i>Academic</i>	<i>Career</i>	<i>Social</i>
Individual Counseling	K-12	K-12	K-12
Group Counseling- Grief, Girls, New Students	K-12	K-12	K-12
Year long activity club	7-8	7-8	7-8
After school program	7-12	7-12	7-12
FBA/PBSP/Data Collection	K-12	K-12	K-12
504 Plans-Collaborating	K-12	K-12	K-12
New Student Registration/Orientation/Academi c Placement Testing	K-12	K-12	K-12
Parent/Teacher Meetings	K-12	K-12	K-12
IEP Meetings	K-12	K-12	K-12
GIEP Meetings	7-12	7-12	7-12
Crisis Response	K-12	K-12	K-12
Family Issues-CYA Referrals	K-12	K-12	K-12
Liaison for Outside Placements	K-12	K-12	K-12
Referrals to Outside Agencies	K-12	K-12	K-12
Maintain Counseling Blogs	K-12	K-12	K-12
Guidance/Administration Meetings	7-12	7-12	7-12
Fair Share Duties	K-12	K-12	K-12
SAP Meetings/Case Management	7-12	7-12	7-12
Team/AST Meetings/Dept	K-12	K-12	K-12
Support Groups	K-12	K-12	K-12
Professional Development	K-12	K-12	K-12

Grade Level Intervention Mtg.	K-6	K-6	K-6
Class Meetings	7-12	7-12	7-12
Alternative Education - Individual Counseling	7-12	7-12	7-12
Alternative Education Group Counseling	7-12	7-12	7-12
Career Seminars		9-12	
Instant Admissions Events		12	
Edgenuity /Keystone Credit Recovery Courses	10-12		
CompassMark Social Skills Lessons			4-6
College Tours	12	12	
Virtual School Case Management	7-12	7-12	7-12
Open-Campus Enrollment	9-12		
Dual Enrollment Coordination	10-12		
TeamCare Scheduling			K-12
MDE/OT Referral/Screening Paperwork	K-12		K-12
MDE/AST Observations & Summaries	K-12		K-12
SAIP Meeting/Plans	K-12	K-12	K-12
Parent Communication	K-12	K-12	K-12
Friday FLEX Activities	9-12	9-12	9-12
Graduation Project Lessons/Progress Check	3-11	3-11	
Academic Advisement-	7-12	7-12	7-12
Xello Management	K-12	K-12	

Parent Resource Assistance	K-12	K-12	K-12
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11. Four-tier delivery system template organized by grade level of guidance curriculum, prevention and intervention, student planning, and system support

Four Tier Program Delivery

Penn Manor School District

Grades K - 6

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Prevention, Intervention, and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans.	System Support Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills, needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention, and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support.
Academic	Academic	Academic	Academic
<ul style="list-style-type: none"> • Prosocial Guidance Lessons • School-wide policy and safety 	<ul style="list-style-type: none"> • Positive Behavior Support Plans with students • Individual 		<ul style="list-style-type: none"> • Coordinate Character Education Curriculum • Coordinate

<ul style="list-style-type: none"> meetings • Prosocial lessons (feelings, tattling, conflict resolution, etc.) • Anti-bullying Lessons • Personal Safety Lessons • Sexual Harassment Lessons • Cyberbullying Lessons 	<p>Student Counseling</p> <ul style="list-style-type: none"> • Parent conferences with students • Home visits • Prevention/ intervention groups (Homework, anxiety, test taking skills, new students, friendship, grief, etc.) • Social Skills groups • Kindergarten Orientation • Back To School Evening Program • PreK Lunch and Learn Events 		<p>AntiBullying Curriculum</p> <ul style="list-style-type: none"> • Faculty Meeting • Academic Support Meeting • Supporting IEP and 504 plans • Observations for Functional Behavior Assessment • Positive Behavior Support Plans • Student referrals to outside community programs/resources • Counselor blog • Parent conferences without students, phone calls, emails • Bulletin boards • Teacher consultation • Department meetings • Counselor InService Days • Student placements into 7th grade • Student information to 7th grade counselor review • K-6 class placement
Career	Career	Career	Career
<ul style="list-style-type: none"> • Xello Career Lessons-3rd/ 5th grade • Kids at Work Day 	<ul style="list-style-type: none"> • Xello Career Lessons-3rd/ 5th grade • Kids at Work Day 	<ul style="list-style-type: none"> • Xello Career Lessons-3rd/ 5th grade • Kids at Work Day 	<ul style="list-style-type: none"> • Schedule Kids at Work Day • Plan for Kids at Work Day • K-12 Advisory Board Meetings

			<ul style="list-style-type: none"> • Department Meetings • Counselor InService Days • Schedule and prepare for Xello lessons for 3rd-5th grades
Personal/Social	Personal/Social	Personal/Social	Personal/Social
<ul style="list-style-type: none"> • Kindergarten Orientation Evening Program • Back To School Evening Prosocial lessons (feelings, tattling, conflict resolution, etc.) • Anti-bullying Lessons • Personal Safety Lessons • Sexual Harassment Lessons • Cyberbullying Lessons 	<ul style="list-style-type: none"> • Positive Behavior Support Plans with students • Individual Student Counseling • Parent conferences with students • Home visits • Prevention/ intervention groups (Homework, anxiety, test taking skills, new students, friendship, grief, etc.) • Social Skills groups • Kindergarten Orientation • Back To School Evening Program • PreK Lunch and Learn Events • Building duties (car line, bus, lobby, etc.) 		<ul style="list-style-type: none"> • Coordinate Character Education Curriculum • Coordinate AntiBullying Curriculum • Faculty Meeting • Child Study Team meeting • Supporting IEP and 504 plans • Observations for MDEs and Functional Behavior Assessment • Positive Behavior Support Plans • Student referrals to outside community programs/resources • Counselor blog • Parent conferences without students, phone calls, emails • Bulletin boards • Teacher consultation • Department Meetings • Counselor InService Days • Student

			placements into 7th grade <ul style="list-style-type: none"> • Student Information to 6th grade counselor review • K-6 class placement • Family referrals to Holiday Outreach • Outreach coordination with community agencies, local churches and businesses • Organizing charitable collections (Food drives, coat drives, hygiene supply drives, etc.)
Counselor Role <ul style="list-style-type: none"> • Guidance Curriculum Implementation • Classroom or groups • Consultation • Counselors responsible for program development and implementation. • Counselors assist with setting up and instructing career classroom lessons. • Counselors keep track of data on lesson progression of all 	Counselor Role <ul style="list-style-type: none"> • Individual and small group counseling • Consultation • Referral • Counselor provides group and individual responsive services as needs arrive. • Counselors collaborate with teachers, parents, and school staff to meet the needs of students. 	Counselor Role <ul style="list-style-type: none"> • Assessment • Planning • Placement • Consultation • Counselor takes a role in the CST process, and 504 meetings, MDE meetings, and IEP meetings. • Counselor consults and collaborates with school staff, parents, and students in developing academic and career plans 	Counselor Role <ul style="list-style-type: none"> • Develop and manage program • Coordination • Develop partnerships and foster relationships • Consultation • Counselor develops partnerships and relationships with stakeholders, consults and collaborates with staff and parents, and assists in development and implementation of school wide programming.

students throughout the year.			
Recommended Percentage of Time	Recommended Percentage of Time	Recommended Percentage of Time	Recommended Percentage of Time
25-35%	30-40%	15-25%	10-15%
Estimated Actual Percentage of Time	Estimated Actual Percentage of Time	Estimated Actual Percentage of Time	Estimated Actual Percentage of Time
10%	70%	5%	15%

Penn Manor School District, Grade 7 - 8

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Prevention, Intervention and Responsive Services Addresses school and student needs,	Individual Student Planning Assists students and parents in development of academic and career plans.	System Support Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills, needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support.
Academic	Academic	Academic	Academic
Career	Career	Career	Career

Personal/Social	Persona/Social	Personal/Social	Personal/Social
Counselor Role Guidance Curriculum Implementation Classroom or groups Consultation	Counselor Role Individual and small group counseling Consultation Referral	Counselor Role Assessment Planning Placement Consultation	Counselor Role Develop and manage program Coordination Develop partnerships and foster relationships Consultation
Percentage of Time	Percentage of Time	Percentage of Time	Percentate of Time

Penn Manor School District, Grade 9 - 12

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Prevention, Intervention and Responsive Services Addresses school and student needs.	Individual Student Planning Assists students and parents in development of academic and career plans.	System Support Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills, needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support.
Academic	Academic	Academic	Academic
Career	Career	Career	Career

Personal/Social	Persona/Social	Personal/Social	Personal/Social
Counselor Role Guidance Curriculum Implementation Classroom or groups Consultation	Counselor Role Individual and small group counseling Consultation Referral	Counselor Role Assessment Planning Placement Consultation	Counselor Role Develop and manage program Coordination Develop partnerships and foster relationships Consultation
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time

12. Career Guidance Services action plan that shows how each stakeholder group benefits from or assists with delivering guidance services

339.32 Stakeholder Involvement (12)

Career Guidance Services action plan the shows how each stakeholder group benefits from or assists with delivering guidance services

Stakeholders of the Penn Manor School Counseling support the development and revision of the K-12 program. Stakeholders and program goals associated with each are outlined below. We strive to provide informational resources online and in person to the stakeholders outlined below and we systematically seek input from them as well.

Parents/Guardians

Program Goal	Grade/s	Description	Timeline	Notes
Provide all	K,6,8	Students,	August K,6,8	

parents and guardians the opportunity to tour and learn about the school their child will be attending in order to foster community and connection.		parents and guardians tour and meet the teachers and staff of the next school they will be attending.		
Provide parents and guardians with information needed to successfully navigate the college financial aid process.	Grade 10-12	Families are given a group presentation and individual FAFSA completion sessions.	October /December and January	
To Build relationships with counselors during parent conferences and "Meet the Teacher Night:	K-12	Counselors hold open houses during all Back to School and Meet the Teacher Events	September and January	
A Counseling Blog with updated information and resources will be maintained for parents and guardians to use as a resource.	K-12	Sections on social/emotional, career, academic and outside resources	Year-round	
To educate parents and guardians on the high school course offerings and course selection process	Grade 8-11	Large group information and a fair format to instruct families on course options, the recommendation process, and selection process.	Winter	
To gain feedback from parents and		Two Advisory Board meetings	Fall and Spring	

guardians.		are held annually with participation from parents and guardians.		
Teachers /Administrative Partners				
To gain feedback from teachers and administration		Two Advisory Board meetings are held annually with participation from teachers and administration and school board members.	Fall and Spring	
To instruct staff on Crisis Protocol, Suicide Prevention, and Mandated Reporting	K-12	Training sessions are provided at faculty meetings	September	
To make sure that all staff are knowledgeable and competent at using XELLO to assist students in Career Development.	K-12	Push in lessons, faculty meeting presentations, loom video trainings and google doc instructions	Yearlong	
Business and Community Partners				
To gain feedback from community partners		Two Advisory Board meetings are held annually with participation from all business and community members.	Twice Annually- Fall and Spring	
To Participate in	K-12	We will have	As meetings are	

the Workforce Development, CareerLink and Lancaster Chamber Career Ready Lancaster Initiatives to increase opportunities to connect students to local work based experiences.		school counselors attend each meeting with our community partners.	scheduled.	
To invite local employers and members of the business community to conduct Career Seminars, Participate in our College and Career Expo and Kids at Work Day as a way of engaging them in our counseling program and provide real world experiences to our students.	K-12	Elementary schools in the district have Kids at Work Day. Community members donate prizes, visit schools and give talks. Community Members speak to classes and small groups of students regarding careers.	Monthly	
Post-Secondary Partners				
To Prepare our students for post-secondary success by offering AP Courses and Dual Enrollment.	Grades 11-12	The HS Counseling Department will establish and maintain partnerships with post-secondary institutions to offer students the chance to earn college credits at reduced costs		

		when possible. We will work with our Education Foundation to provide reimbursement for students to assist with the cost of classes and AP fees.		
To increase awareness of post-secondary institutions through an in-house College and Career Expo and college visits	Grades 7-12	<p>College visit field trips will be held to a variety of categories of post-secondary institutions.</p> <p>Counselors will host small group college representative visits.</p> <p>The counseling department will work with post-secondary partners to conduct a College Fair onsite.</p>	Throughout the year.	
To Pursue articulation agreements to connect students to innovative programs as the opportunities arise.	9-12	Counselors will work with Millersville University to develop a two year pilot program for a cohort of 25 students to earn 12 college credits prior to graduation.	Ongoing	

339.2 13- Stakeholder Involvement

The PMSD School Counseling Department holds twice annual Advisory Board meetings. All stakeholder groups are represented in this group and the Penn Manor School Board annually approves the participating members. Agendas, Minutes, Action Steps and Solutions are outlined below in the most recent Agendas and Minutes.

PMSD Counseling Advisory Council Agenda

School:	Penn Manor School District	October 20 /Time:9-10 am	Virtual via Google Meet
<p>PMSD Vision and Mission:</p> <p>Building a better community...one student at a time.</p> <p>The Penn Manor community will work collaboratively to help all students define and achieve their academic and life goals.</p>			
<p>School Counseling Program Mission Statement:</p> <p>The Penn Manor School District Counseling Department will support the District's educational mission by working collaboratively to remove student barriers that impede their success as well as identify and achieve their academic and career goals. School counselors will support students in three domains: academic, social/emotional, and career. Through individual, small and large group counseling, awareness programs, and guidance lessons, counselors will enable students to develop the mindsets and behaviors needed to be productive, responsible citizens and lifelong learners who are prepared to meet the demands of college and careers that they enter.</p>			
Agenda Items		School Counselor Facilitating Discussion	
I. Welcome & Introduction		Melissa	
II. School Data Summary		Melissa	

<ul style="list-style-type: none"> • HS Profile • CEW data • XELLO data from last year 93% HS, 98.61% Middle School, 99.22% Elementary • Mental Health 	Dana Kim
III. Action Plans Discussion/Feedback Review of 3 Counselors on Assignment/survey <ul style="list-style-type: none"> • What would the Advisory Board like to know? Career Link Position	Danielle Sam Alisha Courtney Kim Meredith
VII. Closure	

The Next Meeting of the Advisory Council is planned for:	March 9, 9 am at PMHS
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Minutes:

Penn Manor K-12 School Counseling Advisory Board

Meeting Minutes

10/20/22

School Counseling Program Mission Statement:

The Penn Manor School District Counseling Department will support the District's educational mission by working collaboratively to remove student barriers that impede their success as well as identify and achieve their academic and career goals. School counselors will support students in three domains: academic, social/emotional, and career. Through individual, small and large group counseling, awareness programs, and guidance lessons, counselors will enable students to develop the mindsets and behaviors needed to be productive, responsible citizens and lifelong learners who are prepared to meet the demands of college and careers that they enter.

9:00 AM - Welcome and Introductions (25 members this morning)

9:18 AM - School Data Summary

- *HS Profile* - Student demographics from last year (2021-2022) - document was shared out to few more in-depth
- *XELLO* - What are students doing with Xello? Engagement in Xello -Top College Choices - Popular Career Clusters - Can use this information to help students pick courses at the high school (Used grades 3-12)
- *CEW data* - last year 99.22% of elementary level students completed what they needed for the state (virtual students were a factor in getting all students finished with lessons), 93% HS, 98.61% Middle School
- *Mental Health data* - tracking C&Y Referrals made in the last marking period of last school year (37 total); 44 outside counseling referrals; 59 total suicide or self harm incidents; this data can be found on a document that was shared out to look at more in-depth - Counselors wanted to see where a lot of their time was spent in assisting students

*The School Counseling Data Collection was showing what the school counselors are doing outside of the curriculum

- ★ Valerie M. and Melissa will follow up regarding some of the data shared from the collection sheet

9:40 AM - Review of 3 Counselors on Assignment/survey

- ESSR money (COVID) used to fund the 2 year Counselor-On-Assignment positions (3)
- Shared the survey sent out to teachers in all elementary buildings to complete a pre/post survey to share results of these 3 new positions over the next two years
- Counselor pairs share what's going well and what are some of the challenges so far this school year
- Have counselors heard positive feedback from school staff at this point? - sharing feedback
- What do counselors have more time to do now that these three positions have been added?
- What would the Advisory Board like to know?

Closure - 10:06 AM

The Next Meeting of the Advisory Council is planned for: March 9 @ 9:00 AM PMHS

Attendees:

Oct 20 Attendance:

First name	Last name	Email	Duration	Time joined	Time exited
Brandy	Basile	brandy.basile@pennmanor.net	1 hr 6 min	9:00 AM	10:06 AM
Alisha	Bawiec	alisha.bawiec@pennmanor.net	1 hr 20 min	8:46 AM	10:06 AM
Olivia	Best	olivia.best@pennmanor.net	32 min	8:50 AM	9:22 AM
Adam	Brown	adam.brown@pennmanor.net	1 hr 39 min	8:51 AM	10:30 AM
Jenna	Carlson	jcar****@***.edu	1 hr 14 min	8:52 AM	10:06 AM
Loft	Community Partnership	thel*****@***.com	1 hr 19 min	8:47 AM	10:06 AM
Meridith	Eckroat	meridith.eckroat@pennmanor.net	1 hr 16 min	8:50 AM	10:06 AM
Jerry	Egan	jerry.egan@pennmanor.net	1 hr 10 min	8:56 AM	10:06 AM
Katy	Ferrier	katy*****@***.com	1 hr 18 min	8:48 AM	10:06 AM
Sandy	Gadberry	sand*****@***.com	1 hr 7 min	9:00 AM	10:06 AM
Nichole	Hinkle	nichole.hinkle@pennmanor.net	19 min	8:49 AM	9:08 AM
Mrs.	Juba	kimberly.juba@pennmanor.net	1 hr 16 min	8:50 AM	10:06 AM
Marjean	Long	marjean.long@pennmanor.net	1 hr 14 min	8:53 AM	10:06 AM
Jacob	Marino	jaco*@***.org	7 min	10:01 AM	10:07 AM
Valerie	Minnich	vale*****@***.com	1 hr 15 min	8:51 AM	10:06 AM
Nickole	Nafziger	agap*****@***.com	1 hr 6 min	8:59 AM	10:04 AM
Courtney	Napiltonia	courtney.napiltonia@pennmanor.net	1 hr 16 min	8:50 AM	10:07 AM
Melissa	Ostrowski	melissa.ostrowski@pennmanor.net	1 hr 55 min	8:43 AM	10:38 AM
Jaime	Roberts - TANF Career Counselor	jrob*****@***.com	29 min	9:01 AM	9:30 AM
Danielle	Rogers	danielle.rogers@pennmanor.net	1 hr 47 min	8:51 AM	10:38 AM
Michele	Semple	michele.semples@pennmanor.net	38 min	8:51 AM	9:29 AM
Samantha	Strosser	samantha.strosser@pennmanor.net	1 hr 26 min	8:41 AM	10:08 AM
Elizabeth	T	ethy***@***.com	1 hr 2 min	8:59 AM	10:02 AM
Matt	Weaver	matt*****@***.com	1 hr 13 min	8:58 AM	10:12 AM

Dana Wile	dana.wile@pennmanor.net	1 hr 6 min	8:54 AM	10:00 AM
+1 717-***-**58		1 hr 9 min	8:58 AM	10:06 AM
+1 757-***-**27		2 min	8:58 AM	9:01 AM

2021-2022

Agenda: March 3 9-10 am

- Welcome
- Open forum to start
- New Social Work .5 position for homeless students
- Updates on mental health assessment process

March 3 K-12 Advisory Board Minutes 9-10 am

Introductions

Melissa—State of the Union

Valerie Minnich—Teenhope Mental Wellness Screening for grades 7 and 9 to screen for depression, anxiety, suicidality. Presentation to students + 2 screening tools + follow-up meeting for each student. 187 students screened at HS, 30% showed up at-risk (higher than normal). 148 students screened at MS, 34% at-risk. Do students know who their school counselor is? 75% of HS students do. 15 HS students selected “other” as their gender identity.

Dr. Egan—SHAPE Assessment, thanked the 8 or so people who have worked on the committee. Helped us see what we do well and where our needs are.

Melissa—Takeaway 1: more needs for Tier 1 across the district. Takeaway 2: we have ample community resources, need to make sure we are sharing it visible and consistently on all district blogs and sites. Takeaway 3: School Counselor and School Social Worker ratios need to be reviewed.

Nickole Nafziger—asked about email blasts for community resources information.

Dr. Egan—Acknowledged that student well-being directly impacts academics. Possible use of covid funding to help ratios in our 10 buildings, specifically with the 4 buildings that currently share counselors.

Dr. Mike—thanked all members who guided our work on the Mental Health Task Force. Noted that it was helpful to find our strengths as a district and to identify needs to help make improvements moving forward.

Melissa—Talked about our .5 position from Community Services Group who is an “Outreach Specialist/Case Manager” for our M-Vento population. She is a master’s level licensed social worker thow provides services and resources to our M-Vento families and tries to meet with the families at least biweekly.

Melissa—Staffing: heard from this advisory group that counseling ratios were of concern, especially at the elementary level. Thanked upper admin for being a part of these discussions.

Valerie Minnich—has noticed that the #1 thing young clients are discussing is their sleeping habits as they come of the pandemic. Students are finding it challenging to re-establish routines.

Gail Ulmer—Maria Vita does a workshop on sleep routines through Aveidum at the HS.

Jacob Marino—posed a question for Valerie about these sleep struggles being new or existing pre-covid? Both Jacob and Valerie see these struggles as increasing since the pandemic.

Valerie Minnich—pre-covid, percentages of at-risk MS and HS students hovered around 17-18%, now seeing percentages near 30-40%.

Sam Strosser—has noticed an increase in students sleeping in class, gaming all night.

Adam Brown—some of this was already increasing and getting worse societally pre-covid; covid has exacerbated this.

Kim Juba—attendance issues are exacerbated as well, post covid.

Dr. Mike—PMVS numbers are trending downward after a record year last year. In general, PMVS grades are lower than in-person grades. Our school avoiders are still choosing PMVS and their grades and mental health are showing gaps.

Melissa—huge number of SAIPs last year, getting better this year. Concerns over: failing grades, attendance, sleep habits, gaming addictions.

Lauren Hauck—wondering what percentage of our attendance issues were related to quarantining during the 20/21 school year? Melissa and Dr. Mike commented on the fact that those quarantines certainly played a part in absences.

Kate Black—runs a school and private practice within the district for mental health. Sees a maximum of 24 clients at a time, but has been getting at least 5 new referrals a week and she has to turn them away. Often they are calling her AFTER they’ve checked with TW Ponessa, Philhaven, etc.

Melissa—sometimes we are seeing more students as school counselors because they are not able to access services outside of school, despite their best efforts. Reminded everyone that TeamCare is our school-based provided/partner. Noted that some schools in the county may be employing their own in-house therapists.

Jenna Carlson—Do we see an increase in SAP referrals at MS and HS? Are we using SAP before other referrals or after other referrals have been made?

Danielle Rogers—Has had 10 SAP referrals in past week. Often does SAP first so at least the mentoring piece can help a student as they wait for other services to begin.

Melissa—will use SAP as she gets the students on waiting lists as other agencies. Also likes using SAP for drug and alcohol referrals because TeamCare doesn't always address those concerns right away.

Jenna Carlson—Do we have elementary SAP at Penn Manor?

Kim Juba—We do not have elementary SAP. We utilize our social worker, Joy Meley, as well as refer to Crisis Intervention as needed.

Melissa—reminded everyone of the "Warm Line" for when students or families are not in crisis but just need someone to talk to. Mental Health America also offers 3 free counseling sessions. Touchstone is a mental health copay assistance program, but the family would still need a primary insurance.

Valerie Minnich—Added that over or under eating is also a concern for students these days as they come out of pandemic mode.

Jacob Marino—Asked about Penn Manor's awareness of Instagram and Tik Tok shaming that students are doing to one another.

Danielle Rogers—students are making accounts to target teachers as well.

Gail Ulmer—ask Jacob if he is hearing any feedback from students who are upset about this social media shaming?

Jacob Marino—replied that it's a tricky issue. Some kids act like it doesn't bother them, even though it does. Some kids are trying to save face, be cool, or retaliate with what they are posting. Hard to prove or address because the social media sites have their own rules for what can and can't be posted. Hard to find out who is running the accounts at any given time.

Nickole Nafziger—some kids create the lists out of hurt and anger / retaliation.

Jacob Marino—has broken up verbal arguments about what is being posted.

Gail Ulmer—trying to find ways to turn these challenges and social media posts into something more positive, such as fun Tik Tok challenges.

Melissa—provided a recap and thanked everyone for participating in the School Counseling Advisory Board this school year. Will be keeping in touch.

PM School Counseling Department Advisory Board Meeting Agenda

Agenda: October 21 2021 9-10 am

- Welcome-- is it ok to record today's session
- In the news- just released on the 19th helps set the stage
<https://www.npr.org/2021/10/19/1047223095/kids-mental-health-crisis-is-at-a-critical-point-education-secretary-cardona-say>
 - <https://www.ed.gov/news/press-releases/us-department-education-releases-new-resource-supporting-child-and-student-social-emotional-behavioral-and-mental-health-during-covid-19-era>
- Review of Social and Emotional Skills covered by PMHS Counseling
 - https://docs.google.com/presentation/d/1de4ps0nVHaCYXk2ahcog71vQHBiP3sRTCgBJa6ILReo/edit#slide=id.g3531e975e2_0_12
 - Acknowledge our limitations, gaps, more reactive/responsive than proactive
 - We don't have a lot of data, not all are rooted in research
- Acknowledge the input they have shared in the past and that their input is being recognized- in fact it is a focus of our Superintendent this year. The School Board is looking for recommendations on how to address some of the deficits we need.
- Overview of the process we are using and steps we are embarking upon
 - <https://shape.3cimpact.com/overview>
 - Show short shape video <https://www.theshapesystem.com/>
 - Review the main areas we are auditing ourselves
 - Goal is to develop a comprehensive school mental health program
- When you hear about a What do you think should be done as part of a comprehensive mental health program for K-12? what do you ask of us as your school district? What do you think we need to do more of? What is glaringly missing?

Attendees

First name	Last name	Email	Duration	Time joined	Time exited
Brandy	Basile	brandy.basile@pennmanor.net	1 hr 3 min	8:59 AM	10:02 AM
Kate	Black	kbla**@***.com	54 min	9:08 AM	10:02 AM

Adam Brown	adam.brown@pennmanor.net	1 hr 4 min	8:58 AM	10:02 AM
Mike Cortez	mcor***@***.org	1 hr 5 min	8:57 AM	10:02 AM
Katy Ferrier	katy*****@***.com	51 min	8:59 AM	9:50 AM
Lauren Hauck	laur*****@***.com	1 hr 5 min	8:56 AM	10:01 AM
Nichole Hinkle	nichole.hinkle@pennmanor.net	1 hr 4 min	8:58 AM	10:02 AM
Amy Hurst	amy.hurst@pennmanor.net	1 hr 5 min	8:58 AM	10:02 AM
Mrs. Juba	kimberly.juba@pennmanor.net	1 hr 4 min	8:58 AM	10:02 AM
Marjean Long	marjean.long@pennmanor.net	50 min	9:12 AM	10:02 AM
Shannon	Madarashannon.madara@pennmanor.net	1 hr 3 min	8:59 AM	10:02 AM
AM Jacob	Marino jaco*@***.org	1 hr 4 min	8:58 AM	10:02 AM
Kimberly Myer	ksmy***@***.com	1 hr 4 min	8:58 AM	10:02 AM
Nickole	Nafzigeragap*****@***.com	1 hr 5 min	8:57 AM	10:02 AM
Melissa	Ostrowskimelissa.ostrowski@pennmanor.net	1 hr 16 min	8:46 AM	10:02 AM
Danielle	Rogersdanielle.rogers@pennmanor.net	1 hr 4 min	8:58 AM	10:02 AM
Samantha	Strossersamantha.strosser@pennmanor.net	45 min	9:17 AM	10:02 AM
Elizabeth T	ethy***@***.com	1 hr 1 min	9:00 AM	10:02 AM
Gail Ulmer	gail.ulmer@pennmanor.net	1 hr 4 min	8:58 AM	10:02 AM

Minutes from Advisory Board October 2021

Lauren-

- focus on the elementary level , teach them to id emotions and deal with anger and anxiety ,
- invest early when they have the years in the same building, invest in more counselors, hire more counselors and social workers

Kate Black-

- need for consistency between buildings and from K-12. Cant really have different content, curriculum, skills taught at dif buildings. Consistency of skills and vocabulary, Continuity of Care is important and start in elem and watch things build upon the prior learning, have the district mental health plan actually coordinated, not piecemeal, spell it out what is done and interventions that are offered and who does them, have it consistent,

- Teaching /screening and building on resiliency skills is key for schools. Basic things -focus on resiliency- feelings, perspective taking, how to survive discomfort, how to handle discomfort, get used to change, discomfort,
- Consider have school employed therapists so you don't have to rely on only kids with insurance. This could be a counselor who is able to handle drop ins and have regular check ins.
- Have a restorative leader, who handles SEL lessons , some of this curriculum /lessons in classrooms, works with PE dept on Mental health units and leads restorative circles for students in conflict

Nicki

- Identify what works - we have building blocks
- Partner with outside agencies
 - Who would coordinate the partnering with outside agencies- someone to coordinate mentoring, school based counseling etc

Kim Myer

- Focus on the family system, early intervention pre-K
- Screen/assess families and provide a way to track them/support them in a consistent continuity of care format for 12 years. (Parent Liasons, social workers....)
 - What does this look like, get to know the families, help them access services,
- Continuity of services, using same vocabulary from building to building-
- Hire more social workers,
- Employ therapists on staff in schools. Liscenced mh providers so insurance isn't an issue
- Build a program from a strength based approach not deficiencies-- screen to assess, develop levels of intervention and have a consistent continuity of care
- Focus on wellness- mindful, nutrition,
- Noted that there is a lack of staffing for MH in our buildings
- Look for examples of schools/ with effective models of social workers/therapists providing therapy

Comments:

- Staffing, limited by numbers, any amount of more staff will provide more capacity.
- We are understaffed so even hiring a few extras will not bring us to a level of being proactive. Not able to meet needs with current staffing.
- Consider Counseling aide-- associates or bachelors level psych /social work /education major who can help parents fill out forms, screen students as they walk in and provide basic services , parent liaisons

- We currently have 60 kids getting individual therapy at PM. A typical full time school based therapist has 50-60 kids. A typical clinical counselor has 45 kids.
- Figure out how to use after hours -- ASI for restorative, therapy, provide bussing
- Have an in house person to do triage-- a triage secretary/Counseling Aide
- Have a restorative /counseling center where someone focuses on conflict/crisis so we can meet the students where they are, don't need to be a masters level counselor to do little check ins, tlc. Have each level provide some of these services
- Focus on building relationships, is there someone available when the kid needs it?
- Develop a mentoring program K-12/Peer Mentors/Outside mentors -- need someone to coordinate that, focus on building opportunities for connections to be built with kids

Invitation Letter:

Hello,

Wow, are we ready for a year where things get back to normal. The PM School Counseling Department continues to take great pride in our mission: educating our students for College and Career preparation and life after high school. To continue in such progress, the Penn Manor School Counseling Department will once again convene a School Counseling Advisory Council. The purpose of the Advisory Council is to strengthen the partnership between the school counseling staff and community stakeholders and to make sure we maintain strong communication and collaboration with our community. The Advisory Council is composed of local business partners, post-secondary staff, K-12 school counselors, school district staff members, parents and current students.

We are excited to invite you to participate in the Advisory Council this year. Your membership on the Advisory Council will not require a great deal of your time; we will meet twice during the 2021-2022 school year. We believe that these short meetings will continue to enhance and guide our district's counseling program, and ultimately, the personal, academic and career development of all of our students. The beauty of this group is that you all bring so many differing views and areas of personal interest and expertise and you can not imagine how much we value this feedback.

If you are willing to participate this year (of course if the dates and times suit) would you please respond to me and let me know. I will then follow up with the dates and times for our meetings for the year.

Thank you in advance for your consideration!

14. Follow up Studies to determine effectiveness of career guidance services.

The following data will be collected to determine the effectiveness of our career guidance services. We will collect baseline numbers and set yearly goals.

- K-12 Rates of Completion of CEW Standard Artifacts (Via Xello)
- FAFSA Completion Rates
- Two Year Post-Secondary Enrollment
- Four Year Post- Secondary Enrollment
- Military Enrollment
- Number of students applying for and enrolled in LCCTC programs
- Number of students participating in Work Based Learning Programs- MU Program, Service Learning, Career Internship, Work/Study
- Number of students completing Industry Recognized Credentials