

**ROSE TREE MEDIA SD**

K-12 Guidance Plan | 2023 - 2026

# GUIDANCE PLAN PROFILE

## PROFILE

### LEA Name

Rose Tree Media SD

AUN

125237903

### Address 1

308 N Olive St

### Address 2

### City

Media

State

PA

Zip Code

19063

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## LEAD COUNSELOR

### Lead Counselor Name

Rochelle Eaton

### Lead Counselor Phone Number

610-627-6207

Extension

**Lead Counselor Email**

reaton@rtmsd.org

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**CHIEF SCHOOL ADMINISTRATOR**

**Chief School Administrator Name**

Dr Joseph Meloche

**Chief School Administrator Phone Number**

(610)627-6001

**Extension**

**Chief School Administrator Email**

jmeloche@rtmsd.org

## GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

### GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

**1. Enter your school's Guidance Services Mission Statement that reflects the school's mission and includes reference to the three domains (academic, career, social/emotional), and equity and access for all students (600 character limit).**

RTMSD Counseling Program provides a developmental, comprehensive, and collaborative program that addresses the academic, career, and personal/social needs of all students. In partnership with all stakeholders, the counseling program strives to promote each student's individual abilities and interests. Counselors facilitate a support system that promotes academic and personal achievement and fosters the skills needed for students to grow and contribute as productive members of a global society.

**2. Does your school offer PDE-approved Career and Technical Education (CTE) programs or send students to a Career and Technical Center (CTC) or to another school that offers PDE-approved CTE programs?**

Yes

**If a district, indicate the school/CTC your students attend to gain PDE-approved CTE instruction. If a CTC, list your member districts. (1000 character limit).**

Yes, Rose Tree Media School District offers an approved CTE program in conjunction with the Delaware County Intermediate Unit. Students attend the Delaware County Technical School.

## 339.31 BOARD-APPROVED GUIDANCE PLAN

### 339.31 BOARD-APPROVED GUIDANCE PLAN

3. Is your K-12 Guidance Plan approved by your School Board or Joint Operating Committee?

Yes

Enter date when last approved by Board/JOC.

2023-09-28

## 339.32(1) CAREER AND TECHNICAL CURRICULA

### 339.32(1) CAREER AND TECHNICAL CURRICULA

**4. Does your school provide career guidance services curriculum to assist all students with unbiased occupational and educational information necessary for realistic career planning?**

The career guidance services curriculum should align to Career Education and Work Standards and evidence required by Future Ready PA Index. Curriculum should be available during Perkins and APE/339 compliance reviews.

Yes

**5. Does your school maintain a monthly calendar or monthly listing of K-12 career guidance services offered, organized by domain (academic, career, social/emotional) and grade level? The calendar should include ongoing activities to assist all students (and their parents) with career planning to meet student needs and interests.**

Yes

**Upload Monthly Guidance Services Calendar/List (12 pages maximum)**

339.32(1) Career and Technical  
Curricula.docx (1).pdf



## Rose Tree Media School District

### Career and Technical Curricula 339.32 (1)

#### Elementary Monthly Counseling Calendar

MONTH	ACADEMIC	CAREER	PERSONAL/SOCIAL
<b>August</b>	504 distribution/review; Professional development; Review and participation in IEP meetings, Staff parent consultation, Review behavior plan, Parent meetings, Outside agency consultation, Meet with middle school teams	n/a	School Wide Positive Behavior Support; New student tour orientation Open House and K orientation
<b>Monthly tasks that occur ALL YEAR</b>	MTSS, small group counseling, individual counseling, classroom guidance, gifted screenings, monthly counselor meeting, 504 coordinator, professional development, faculty meetings, IEP meetings, student observations, staff parent consultation, behavior plans, parent meetings, outside agency consultation	Classroom Guidance Lessons	Promote positive school climate, school wide positive behavior support, classroom guidance, small group counseling, individual counseling, behavior plans, parent meetings
<b>September</b>	Back To School Night		
<b>October</b>	Data Conferences		Red Ribbon Week
<b>November</b>	Parent/Teacher Conferences		Parent/Teacher Conferences
<b>December</b>			Holiday Giving Coordination
<b>January</b>	Early Intervention Meetings		Early Intervention Meetings
<b>February</b>	Data Conferences		

<b>March</b>	Parent/Teacher Conferences, PSSA Coordination		Parent/Teacher Conferences
<b>April</b>	PSSA Coordination		
<b>May</b>	Middle School Transition		Middle School Transition, Kindergarten Round-Up
<b>June</b>	Middle School Transition		Middle School Transition, Kindergarten Round-Up



## Middle School Counseling Calendar

MONTH	ACADEMIC	CAREER	PERSONAL/SOCIAL
<b>August</b>	New student testing and scheduling Disseminate 504's/team meetings	Upload Naviance	Transition tours, Transition Camp for all new students and rising sixth graders
<b>Monthly tasks that occur ALL YEAR</b>	Update 504's Weekly team meetings with teachers		Social Skills and other appropriate groups; Advisory
<b>September</b>	Scheduling modifications; Back to School Night Student organizational support; Update student records; New student transition		New Student group, Activity/Club Fair,
<b>October</b>	Referral for academic support; Monitor academically ineligible students; Data conferences	Developmental guidance lesson/ Naviance	Red Ribbon Week, Guidance Groups, Free Lunch renewal, Identify Leadership Candidates
<b>November</b>	Parent/Teacher conferences; Identify at risk students		Holiday Gift Program, Leadership Group
<b>December</b>	Developmental guidance	Developmental guidance lesson/ Naviance	Leadership Group
<b>January</b>		High school course selection and presentation	Leadership Group
<b>February</b>	Monitor at risk/potential failure students; Identify	High school course	Leadership Group

	potential summer school candidates and develop a support plan	requests with 8th grade students	
<b>March</b>	PSSA planning and teacher training, Parent/Teacher conferences	Developmental guidance lesson/Naviance	Leadership group
<b>April</b>	PSSA proctoring and monitoring, 5th grade Parent Transition meeting		Leadership Group
<b>May</b>	PSSA make-up testing, Keystone Algebra testing, Attend 504 transition meeting for 5th to 6th grade Plan & schedule 504 transition meeting for 8th to 9th grade, Visit elementary counselors/Penncrest for transitions	Naviance lesson, 5th transition visit, Career day, Check artifacts	Leadership Group
<b>June</b>	update student records, identify summer school candidates	Check artifacts	Leadership Group, SAP state reporting



## High School Counseling Calendar

MONTH	ACADEMIC	CAREER	PERSONAL/SOCIAL
<b>July</b>	Summer Registration, summer school, scheduling, transcript evaluation/updates, submit final transcripts to college for graduating seniors	Summer Recess	Summer Recess
<b>August</b>	Summer registration meetings with transfer students, scheduling, new student testing, new student orientation, update transcripts, varied per individual student need; Naviance updates, College Application Boot Camp Zoom Webinar/Presentation for rising seniors and parents.	College planning, scheduling, DCTS planning	Varied per individual student need
<b>Monthly tasks that occur ALL YEAR</b>	IEP/GIEP meetings; Hold 504 review meetings as needed, create and updated 504 plans, staff notification of 504 Agreements, Letters of recommendations; Rotary Student of the Month event, monthly grade-level guidance newsletters	Varied individual career counseling	Varied social/peer counseling
<b>September</b>	Freshman/Junior/Senior Parent Night presentations, Back to School Night, Senior Group Back to School Class Meeting, Freshman transition day, college applications begin, individual senior conferences, NCAA Course updates, scheduling adjustments, College Planning, National Merit Scholarship applications, transcript evaluations, AP Exam registration,	Senior conferencing, College reps visit to high school	High school orientation/transition
<b>October</b>	PSAT-10th and 11th grade and select 9th grade students, continued 9th grade transitional support, senior conferences continue, college applications, scheduling adjustments as needed, National Merit	PSAT, SAT, ACT, testing; Senior conferences continue, College Rep visits	

	Scholarship applications due, transcript evaluations/updates, SAT and ACT test administration, AP Exam registration		
<b>November</b>	Senior conferencing, continue college applications, scheduling adjustments as needed, transcript evaluations/updates, D/E notices mailed home after first marking period, MTSS Review, Junior Book Award planning begins	Financial Aid Night, Continued college applications	
<b>December</b>	ongoing 9th grade transitional support as needed, Keystone Exam (State assessment) support, college application continue, transcript evaluation/updates, SAT and ACT administration, PA Governor's School applications begin, PSAT results, assist proctoring for Keystone Exams, Junior book Award planning continues, PA Governor's School applications	Junior individual planning meetings begin, College Reps	
<b>January</b>	DCTS recruitment and application process, DCTS presentation; course selection process begins, middle school course selection presentation, junior individual planning meetings, AP Exam coordination begins, FAFSA completion night, Junior book Award planning continues, PA Governor's School applications	DCTS applications, FAFSA completion night, Junior individual planning meetings; 9th grade Naviance classroom lessons to complete assigned career assessments	Parent/teacher meetings
<b>February</b>	junior individual planning meetings, course selection night, scheduling begins/course selection continues with additional counselor consultation, middle school course selection and transition meetings, monitor 504s, AP Exam coordination continues, Revolution Prep practice SAT/ACT test coordination, scholarship coordination, D/E notices mailed home after second marking period, varied counseling per individual student need, Junior book Award planning continues,	DCTS student visitations, Junior individual planning meetings, Varied 10th grade Naviance classroom lessons to complete assigned career assessments	Parent/teacher meetings



	PA Governor's School applications,		
<b>March</b>	DCTS visitation and application process continues, middle school transitioning continues, course selection continues/counselors consult and advise, scheduling, transcript evaluation, scholarship coordination, AP Exam coordination, varied counseling per individual student need, Sophomore Parent Night, SAT administration, Junior book Award planning continues, summer enrichment program applications, Dual Enrollment applications,	Junior individual planning meetings	Parent/teacher meetings
<b>April</b>	course selection and scheduling continue, transcript evaluation, D/E notices mailed home after third marking period, 8th to 9th grade IEP/504 transition meetings, scholarship coordination, AP Exam planning, Sophomore group advising meetings, senior award ceremony planning, Junior book Award planning continues,	Scholarship Committee meeting, Sophomore group advising meetings,	
<b>May</b>	Keystone exam support, AP Exams, sophomore advising groups continue, 8th to 9th grade IEP/504 transition meetings continue, course selection and scheduling continue, transcript evaluation, scholarship coordination, Senior Awards planning, scholarship coordination, Junior Book Awards assembly, Sophomore group advising meetings, varied individual student needs,	Sophomore group advising meetings, Scholarship coordination	
<b>June</b>	ongoing 9th grade support as needed, 8th grade visitation day, new student testing and scheduling, seniors/graduation/transcript evaluations/final updates, summer school information, D/E notices mailed home after final grades, failure remediation coordination, scheduling issues/conflicts, SAT and ACT administration, AP coordination ends, senior graduation survey through Naviance, Senior awards	Scholarship coordination, Senior graduation survey	



	assembly, College Application Boot Camp Zoom Webinar/Presentation for rising seniors and parents; Individual college planning meetings for rising seniors and parents—registration required		
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## 339.32(2) EDUCATIONAL CAREER PLAN

### 339.32(2) EDUCATIONAL CAREER PLAN

**6. Does your school/CTC guidance services action plan maintain written strategies for developing and sustaining an individual student career plan that addresses academic and technical preparation, postsecondary education, and training via individual and group counseling and assessment?**

The student career plan should align to Career Education and Work Standards and evidence required by Future Ready PA Index. The Career Plan should be available during Perkins and APE/339 compliance reviews.

Yes

## 339.32(3) OCCUPATIONAL INFORMATION

### 339.32(3) OCCUPATIONAL INFORMATION

7. Does your school maintain a listing of diverse external resources, organized by the Career Clusters, that includes topics such as career readiness, work-based learning experiences, and postsecondary and technical training options?

Yes

#### Upload List of Career Resources (13 pages maximum)

339.32(3) Occupational  
Information.docx\_6ef5e0bf.pdf

## Rose Tree Media School District

### Occupational Information 339.32 (3)

<u>Resource Type</u>	<u>Resources</u>
<b>Organization/Agencies</b>	
Intermediary Organizations	American Red Cross; Interact; Junior Optimist Club
Umbrella Organizations	Chamber of Commerce; Rotary Club; Delaware County Technical Schools
Community/State Agencies	Delaware County Youth Council; Media Business Authority; Delaware County Community College
<b>Networking Opportunities</b>	
Individual Contacts	College Representatives; Professional Partnerships
Community/Business Meetings	Monthly Rotary Club Meetings (Glen Riddle and Media); Delaware County Chamber of Commerce
Community Events	Local College Fairs; Engineering Day-Boeing; College Career Programs; Career-related field trips; Career-related guest speakers
<b>Online/Onland</b>	
Internet Based Links	Naviance; Occupational Outlook Handbook; Collegeboard
Media/Advertising	Career Center Job Board; Community program booklets-career related; social media, District Cable Channel
Publications/Documents	Weekly Career Center Newsletter; PHEAA Career and College Planning publications; Collegeboard; pacareerstandards.com; grade level newsletter; Naviance

Naviance also includes a wealth of resources organized by cluster.

STUVWXYZ

Some careers typically require similar education and training. Exploring careers can be a useful way to find a good career match, especially if you have general areas of interest but are not sure what specific careers match those interests. Career clusters can also help you better understand how your coursework in school can prepare you for certain types of careers.

Browse by category:

Find by Holland Codes:

**Find Career Clusters/Pathways**  
Select cluster or pathway:

Click on a career cluster to explore:

-  [Agriculture, Food and Natural Resources](#)
-  [Architecture and Construction](#)
-  [Arts, Audio/Video Technology and Communications](#)
-  [Business Management and Administration](#)
-  [Education and Training](#)
-  [Finance](#)
-  [Government and Public Administration](#)
-  [Health Science](#)
-  [Hospitality and Tourism](#)
-  [Human Services](#)
-  [Information Technology](#)
-  [Law, Public Safety, Corrections and Security](#)
-  [Manufacturing](#)
-  [Marketing](#)
-  [Science, Technology, Engineering and Mathematics](#)
-  [Transportation, Distribution and Logistics](#)

Show Me How



## 339.32(4) CUMULATIVE RECORDS

### 339.32(4) CUMULATIVE RECORDS

**8. Does your school maintain a document showing major career guidance service goals and objectives that reflect a general big idea, followed by specific and measurable outcomes that use the data?**

The document should include details on how guidance staff gather and utilize cumulative student data and records.

Yes

**Upload career guidance service goals and objectives document (3 pages maximum).**

339.32(4) Cumulative Records.pdf

### Elementary School (K-5) Program Goals

**Big Idea:** The school counseling program will promote the foundation of a student's academic, career and personal/social development based on state and ASCA standards.

Program Goals	Delivery Method	Personnel	Target Group	Timeline	CEW Domain	ASCA Domain
Classroom guidance unit on Beginning Awareness Basic Education Studies (BABES)	Classroom Lessons	School Counselor	Gr. 1	Ongoing		A:A1.1,4,5, A:A2.2,3 A:A3.1 A:B1.4  PS: A1.1,5,6,7,10 PS: A2.1 PS: B1.1,2,3,4,5, 8,11 PS: C1.1-11  C:A1.5
Classroom guidance lesson on Digital Citizenship	Classroom Lessons	School Counselor	Gr. 2-5	Ongoing	13.3.3.C	A:A1.5 A:A2.3 A:A3.1  PS:A1.2,5,6, 7, 8 A2.6,7 B1.2,3,4,5 C1.2,4,10,11
Introduce Role of School Counselor	Classroom lessons, website, parent letter, new student orientation	School Counselor	Gr. K-5	Ongoing		PS: B1.5 C1.6
Classroom guidance lesson on essential concepts of appreciation of self/others, making and keeping friends, and getting along.	Classroom lessons, small groups	School Counselor	Gr. 2	Ongoing	13.1.3.A,B	A:A2.3 A:A3.1 PS:A1.1,2,5, 6,8,9,10 PS:A2.1,3,4, 5,6,7,8 PS:B1.2,3,4, 5,6 PS:C1.4,10 C:A1.3 C:A2.5

Classroom guidance lesson on essential concepts of respect for self/others, cooperation and communication, and problem solving.	Classroom lessons, small groups	School Counselor	Gr. 3	Ongoing	13.1.3.A,D, F,H 13.2.3.A 13.3.3.B,C	A:A1.5 A2.3 A:A3.1,2  PS:A1.1,2,5, 6,8,9,10 PS:A2.2,3,6, 7,8 PS:B1.2,3,4, 6 PS:C1.2,4,5, 6,7,8,10,11  C:A1.2,3,4 C:A2.1,5 C:C2.3
Classroom guidance lesson on essential concepts of self-knowledge and social skills	Classroom lessons, small groups	School Counselor	Gr. 4	Ongoing	13.1.3.A,B, D,F,H 13.3.3.A,C	A:A1.1,4,5 A:A2.3,4 A:A3.1 A:B1.2,3,4,5, 6 A:B2.5,6 A:C1.3 PS:A1.2,5,6, 7 PS:A2.2,3,6, 7 PS:B1.1,2,3, 4,8 PS:C1.7,8,9, 10,11 C:A1.2 C:A1.3,5 C:A2.8
Classroom guidance lesson on essential concepts of Peer pressure/peer relations, Positive emotional expression	Classroom lessons, small groups	School Counselor	Gr. 5	Ongoing	13.1.3.A,B, D,F,H 13.3.3.C	A:A1.5 A:A2.3 A:A3.1 A:B1.6 A:B2.4 A:C1.3 C:A1.2,3,8 C:B1.2,4,7 C:C1.1,2,3, C:C2.1 PS:A1.2,5,6, 7,8 PS:A2.1,2,3, 6 PS:B1.1,2,3, 4,5,6,8 PS:C1.2,4,7, 9,10,11

**Big Idea:** Students will develop career awareness through research and exploration, as well as an understanding of the relationship between personal qualities, interests, training and education.

Program Goal	Activities	Grade Levels	Data	Timeline	CEW Domain
Students will complete classroom activities and guidance lessons to promote career development and awareness	“Community Day” (Gr. 2) “Flat Stanley” (Gr. 3) “The Application” and “Kidbiz Article Career Search” (Gr. 4) “Career Search” and “Career Showcase” (Gr. 5)	Gr 2 - 5	Career tasks are created and maintained in Naviance. One artifact is collected in grades 2 and 3, and 2 artifacts in grades 4 and 5 (6 total)	Ongoing	13.1.3 13.1.5 13.2.3 13.2.5 13.3.3 13.3.5 13.4.3 13.4.5

### Middle School (6-8) Program Goals

**Big Idea:** To support the middle school student academically, socially and emotionally. Additionally, we are supporting and educating students and their families regarding their child's career exploration.

Program Goals	Delivery Method	Personnel	Target Group	Timeline	CEW Domain	ASCA Domain
Students will participate in an annual career day and complete a reflection activity on Naviance every year	Developmental guidance lessons and career research (Naviance)	School counselor/ Technology teacher	Gr 6 - 8	ongoing	13.18.A-D 13.2.8 B; 13.2.8E	C:A1 C:A2 C:B1 C:C1
Students will complete the career cluster finder on Naviance in 7th grade.	Developmental guidance lesson and career research. (naviance)	school counselor	Gr 7 - 8	ongoing	13.1.8A-D 13.1.8F 13.2.8B 13.28E	C:B1 C:C1
In 8th grade, students will visit the Delaware County Technical School to investigate trade options.	Developmental guidance lessons and career research (Naviance)	School counselor	Gr 7 - 8	ongoing	13.1.8D	C:B1 C:C1
In January or February of 8th grade, students will complete their course selection for 9th grade.	Online with counselor support	School counselor	Gr 8	ongoing	13.1.8H	A:C1 C:A1 A:B2 A:C1
In 6th grade, students will receive a developmental guidance lesson on time management, learning styles, goal setting, and study skills.	Developmental individual, small group	School Counselor	Gr 6 - 8	ongoing	PS:A1 PS:B1 A:A2 A:A1 A:B1	
At the end of each marking period, students who failed a course will set SMART goals for the upcoming marking period.	Developmental individual, small group	School Counselor	Gr 6 - 8	ongoing		PS:B1 PS:C1
As part of our ongoing PBIS initiative Students will learn communication and conflict resolution skills through advisory meetings and grade level meetings with administration.	Developmental individual, small group	School Counselor	Gr 6 - 8	ongoing		PS:A2 PS:B1 PS:16.212 .C



Throughout the school year, in academic settings or small groups led by the school counselor, students will learn to build on the strengths of others to cooperate in groups.	Developmental individual, small group	School Counselor	Gr 6 - 8	ongoing		PS:A1 PS:A2
Throughout the school year, in academic settings or small groups led by the school counselor, students will learn to use decision making models.	Developmental individual, small group	School Counselor	Gr 6 - 8	ongoing		PS:B1 PS:C1
Each year during Health Class and Advisory, which occurs twice a month, students will review healthy techniques and coping strategies to manage	Developmental individual, small group	School Counselor	Gr 6 - 8	ongoing		PS:C1
Each year during Health and Advisory which occurs twice a month, and especially in October during Red Ribbon Week, students will learn about the harmful effects of drug & alcohol usage.	Developmental individual, small group	School Counselor	Gr 6 - 8	ongoing		PS:C1
During small groups and advisory, which occurs twice a month, students will have the opportunity to discuss and problem issues that personally impact them.	Developmental individual, small group	School Counselor	Gr 6 - 8	ongoing		PS:16.2
During small groups and advisory, which occurs twice a month, students will have the opportunity to learn skills to develop peer relationships	Developmental individual, small group	School Counselor	Gr 6 - 8	ongoing		PS:16.2
During small groups and advisory, which occurs twice a month, students will learn coping strategies to manage emotions and behavior	Developmental individual, small group	School Counselor	Gr 6 - 8	ongoing		PS:16.1
During small groups and advisory, which occurs twice a month, and within our ongoing PBIS initiative,	Developmental individual, small group	School Counselor	Gr 6 - 8	ongoing		PS:16.1 PS:16.2

students will learn social skills to interact appropriately with peers.						
During advisory which comes across twice a month and ongoing PBIS initiative (i.e. Spartan Bucks) students will learn positive school wide behavior.	Developmental individual, small group, whole class	School Counselor/ Teacher	Gr 6 - 8	bi-monthly		A:A2

## High School (9-12) Program Goals

### Career

**Big Idea:** Educate students and parents/families about all post-secondary options.

Program Goals	Activities/ Event Description	Data to Measure Impact	Grade Level	Timeline	CEW Domain	ASCA Domain
Students will investigate their Naviance High School tools through completing career activities.	All 9th and grade students will participate in counselor classroom lessons on career exploration and acquisition tools	100% completion of several assigned tasks: Career Interest Profiler, Careers added to list, Game plan survey and Achieve Works Intelligences	All 9th and 10th grade students	January - May	13.1.11	C:A1
Students will explore available options for career and technical programs	Co-presentation with Career and Technical education center (DCTS) on programs and recruitment	Attendance at DCTS assembly	9th-11th grade students	December	13.1.11.B 13.1.11.F	C:A1.8 C:B1.1 C:B2.4 C:C1.3
Students will develop an individual goal plan	Counselor will conduct 10th Grade Career lesson on building resume and Achieveworks Personality Inventory	100% completion of several assigned tasks: Build resume and Achieve Works Personality	10th grade class	December - February	13.1.11.G 13.1.11.H	C:B1.3 C:B2.1-2 C:B2.5 C:C1.3
Students will identify post-secondary planning options	All juniors will conduct a junior planning meeting to determine postsecondary plans	100% of juniors will have a meeting and complete the junior planning meeting survey and form	11th	Fall-Spring	13.1.11.4 13.1.11.A 13.1.11.B 13.1.11.D 13.1.11.F	C:A1.8 C:A1.9 C:B2.2 C:C1.1 C:A1.8 C:A1.9 C:B2.2 C:C1.1
Students will explore career opportunities and pathways	Career research through: -Naviance tasks - 11th grade individual junior planning meeting -Career Speaker Series	100% of juniors will have a meeting and complete the junior planning meeting survey and form and Speaker series reflection	9th-12th grade students	Ongoing throughout the year	13.1.11.A 13.1.11.B 13.1.11.D 13.1.11.F	C:A1.A C:B1.2 C:B2.3 C:B2.4 C:C1.3 C:C2.4

Students will investigate and understand appropriate options suitable to individual future plans with course selection including information about CTE via DCTS	All students will attend a course selection classroom presentations and individual meetings with counselors	All students will complete course selection aligning with their individual goals and will receive verification of these selections	9th-11th grade students	January - May	13.1.11.F 13.1.11.G 13.1.11.H	C:A1.7-8 C:B1.1 C:B1.3 C:B2.1-2 C:B2.4-5 C:C1.1
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**Academic**

**Big Idea:** Guide students and families/guardians through the high school academic program with guidance toward expected post-secondary goals.

Program Goals	Activities/ Event Description	Data to Measure Impact	Grade Level	Timeline	CEW Domain	ASCA Domain
Students will engage with opportunities to learn and explore information about transitions to the high school	All students will attend large group presentations and individual meetings with students and parents/guardians to learn strategies to successfully transition to high school	Students will complete reflection activities and develop course plans to successfully transition to 9th grade.	8th grade	Winter and Spring	A:A2 A:A3 A:B1.2 A:B1.5 A:B2.1	A:B2.5 A:C1.6
All students and parents/guardians will learn about high school academic requirements and expectations.	Information will be delivered through course selection night, 8th grade visitation, freshman orientation, freshman parent night, 9th grade first day of school	Attendance at listed events.	8th/9th grade	February to September	A:B1.2 A:B1.4-5 A:B1.7 A:B2.1 A:B2.3 A:B2.6 A:B2.7 A:C1-6	
Students will develop an individualized plan for their academic goals.	Classroom lessons, course selection assemblies by grade, sophomore class assembly, Junior Parent Night, College	Completed course selection for all students, 100% junior planning meeting completion, attendance at listed events.	10th/11th grades	November to May	A:A3.5 A:B1-5 A:B2.3 A:B2.5 A:B1.7 A:C1.6 A:C1.4	

	Night, Individual Junior Planning Meetings					
Students will select appropriate courses for each year's schedule for individual goals and graduation requirements	Course selection process - classroom lessons	Completed course selection for all students	9-11th	Spring	A:A3.4 A:B1.5 A:B2.4 A:B2.5 A:B2.7	
Students will learn the college application process in a group setting	12th grade assembly, summer college application boot camp webinar	Attendance at assembly and webinar	12th grade	June to October	A:B1-4 A:B2.5 A:B2.7	
Students will learn their individualized needs for post-secondary plans	Individual senior conferences	Graduation Survey	12th grade	September-June	A:B2.1 A:B2.2 A:B2.4 A:C1.3 A:C.14 A:C1.6	
Student will be provided with a variety of opportunities to learn about different colleges	College representatives visiting career center	Scheduled appointments for Rep Visits through Naviance	10th to 12th grades	September to April	A:B1.4 A:B2.7 A:A3.5	



## Personal/Social

**Big Idea:** Promote healthy personal and social relationships while navigating the high school experience.

Program Goals	Activities/ Event Description	Data to Measure Impact	Grade Level	Timeline	ASCA Standard
Students will learn about issues of transition to High School and be provided with opportunities to ask about issues of concern	8th grade student visitation day. 9th grade orientation Freshman parent night	Attendance at listed activities	8th and 9th grade students and parents	May - September	PS:A1.3 PS:A1.4 PS:A2.6 PS:B1.5 PS:B1.12 PS:C1.6
Provide students with access to counselor for individual counseling as needed	Individual counseling on an as-needed basis	Scheduled appointments	9th-12th grade students	Ongoing	PS:C1.5 PS:C1.6
Provide groups for students on a need-specific basis	Group meetings with SAP coordinator based upon needs of students (new student group, recovery, anger management, healthy choices)	Group attendance	9th-12th grade students	Ongoing	PS:C1.5 PS:C1.6 PS:C1.7 PS:C1.8 PS:C1.9 PS:C1.10 PS:C1.11
Provide risk assessment for students in crisis	Individual risk assessments for students in immediate crisis	Completed Risk Assessment forms	9th-12th grade students	Ongoing	PS:C1.5 PS:C1.6 PS:C1.7 PS:C1.8 PS:C1.9 PS:C1.10 PS:C1.11
Students learn how to report "at risk" behaviors for their peers	Class assemblies	Safe2Say reports	9th-12 grade	Ongoing	PS:B.1 PS:B.2 PS:B.3 PS:B.4 PS:B.5 PS:C1.6 PS:C1.7
Students are able to participate in social groups to help support themselves and other students	SADD, GSA, Leadership Retreat, Human Relations, Junior Optimist Club, Eco Adventure Club, Ski Club	Participation in selected group activities	9th-12th grade students	Ongoing	PS:B1.4 PS:B1.7 PS:A1.9 PS:A1.7 PS:A2.2
Students learn the importance of social interaction and involvement in extracurricular activities	Review of school extracurricular clubs, sports, etc, in large group meetings and during individual meetings	Participation in selected group activities	9th-12th grade students	Ongoing	PS:A1.10 PS:A2.6 PS:B1.4 PS:C1.11

## 339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

### 339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

9. Does your school maintain a listing of career guidance service activities (e.g. events, tours, and interventions) organized by grade level and focused on increasing awareness of career and technical education opportunities among all K-12 students, parents, educators, postsecondary, businesses, and community agency stakeholders?

Yes

**Upload CTE career guidance services activities and opportunities documents (5 pages maximum).**

339.32(5) Orientation to Career and  
Technical Options.docx.pdf

## Rose Tree Media School District

### Orientation to Career and Technical Options 339.32 (5)

#### Students

Role: The counselors have the following expectations for all students at a developmentally - appropriate level:

1. Take responsibility for personal and behavioral choices
2. Actively participate in guidance programming
3. Utilize available resources
4. Apply learned strategies in all settings
5. Respect individual differences of all students

#### Parents

Role: Collaborate with counselors to support their children to maximize their individual potential for academic, career and personal/social success through these programs and initiatives.

Activities/Event Description	Grade	Goals	Dates	Participants
Provide opportunity to tour and learn about their child's school	K-5	<b>K Roundup:</b> incoming students screened while parents given information from support services <b>Orientation</b> and new student tours: Parents of incoming students will have the opportunity to meet the building principal and staff.	Spring  Fall	Administrator, Parents, Students, Counselors, Teachers
Provide opportunity to tour and learn about their child's school	6-8	Parent Night for incoming 6th grade parents	Spring	Administrators, Parents, Counselors, Teachers
Provide opportunity to tour and learn about their child's school	6-8	New students: Parent tours and information sharing	Ongoing	Parents, Counselors
Provide opportunity to tour and learn about their child's school	9-12	Communicate with parents regarding visitation days	Ongoing	Counselors Parents
Counselors provide parents the opportunity to collaborate with educational staff regarding their student's academic and/or emotional needs	K-12	MTSS	Meetings held bi-monthly as needed.	Administrators, Counselors, Teachers, MTSS teacher, Parents

To provide parents the opportunity to participate in learning about their student's career options/path	K-5	Community Day, Career Showcase or parent presentation	Throughout year	Administrator, Counselor, Teachers, Parents
To provide parents the opportunity to participate in learning about their student's career options/path	6-12	Parent access to Naviance to view student's results for Career Interest Profiler, Achieveworks Intelligences, Game Plan, and others.	Ongoing	Counselors, Parents, Teachers
To provide parents the opportunity to participate in learning about their student's career options/path	9-12	College and University visitation days and college representative days	Ongoing	Counselors, Counseling Department Coordinator, Parents, Teachers
To provide parents and teachers the opportunity to discuss their student's progress	K-5	Bi-annual parent teacher conferences Fall and Spring	Fall & Spring	Parents, Teachers, counselors
To provide parents and teachers the opportunity to discuss their student's progress	6-12	Formal parent teacher conferences twice a year, informal as scheduled	Ongoing	Counselors
To provide parents with the opportunity to learn about timely events and highlights pertinent to all aspects of a student's school life	K-12	Principal weekly email School Counselor newsletter/Schoology/website	Ongoing	Parents, administrator, Counselor and Teachers
To provide parents with information on the School Wide Positive Behavior Support Program	K-5		Ongoing	Counselors, teachers, administrators
To provide parents with the opportunity to learn about counseling services and developmental programs	K-12	Counselor Schoology/webstie and principal's weekly email	Ongoing	Parents, Counselors
To provide parents with information and the opportunity to give input into their child's needs for school success	K-12	MTSS/IEP/GIEP/504 Meetings	Ongoing	Administrators, Counselors, Teachers, Psychologists, Student, Parent
To provide parents the opportunity to tour and learn about their student's new school	K; 5th; 8th	Kindergarten Roundup & 6th Grade Parent Orientation & 9th grade Parent	Spring each year	Principal Teachers, Counselors, Parent



		Orientation		
To provide parents the opportunity to learn about curriculum and course selection	6-12	Course Selection Night	Once per year	Principals, Counselors, Parents
To provide parents the opportunity to tour and learn about their student's new school building	K; 6th; 9th	Building orientation tours	summer and ongoing	Principal, Counselors, Parents
To provide parents and teachers the opportunity to discuss their student's progress	K-12	Parent/Teacher/Counselor Conferences	Fall and Spring K-8; As needed for 9-12	Principal, Teacher, Counselor, Parents
To provide parents the opportunity to learn about Financial Aid for high education	9-12	Financial Aid Night	January, March, May of each year	Counseling Department Coordinator, PHEAA representative, Parent
To provide parents the opportunity to learn about the College Admissions/Search process	9-12	College Night, Application Bootcamp Presentation	College Night 1x Bootcamp is 2x annually	Counselor, Parents

### Educators

Role: To support and assist counselors in their delivery of a comprehensive school counseling program to stakeholders so that students can achieve their personal best through the following programs and services:

<b>Activities/Event Description</b>	<b>Grade</b>	<b>Goals</b>	<b>Dates</b>	<b>Participants</b>
To facilitate home/school communication and student success	K-12	Parent/Teacher Conferences Weekly Principal Communication to Parents and Staff District/School Websites RTM Cable Channel	Ongoing	Counselor, Teacher, Parent, Administrators,
To ensure student success in all areas	K-12	CST, SST, SAP, Data Conferences, MTSS,P2G	Ongoing	Counselor, Teacher, Parent Administrators
Facilitate Transition Programs	K, 5-6	Kindergarten Round-up Transition to Middle School and High School	June	OT, PT, Reading Specialists, MTSS, Counselors,

	8-9 12- post	Transition Camp at Middle School Ninth Grade Student Night	Spring July/August	Administrators, School Nurse, Teachers
To provide academic, social/emotional support and guidance to students	K-12	Developmental Guidance Lessons, Small Groups, Individual Counseling	Ongoing	Counselors, Teachers, Administrators
To provide academic, social/emotional support and guidance to students	K-12	MTSS, SST, Team Meetings, Data Conferences, STAR/SAP, Crisis Team	On-going	Counselors, Administrators, Teachers

### Business/Community

Role: Partner with counselors to guide students to achieve their personal best and promote successful participation in the workplace.

<b>Activities/Event Description</b>	<b>Grade</b>	<b>Goals</b>	<b>Dates</b>	<b>Participants</b>
Community Day	K-5	To promote awareness of career/work opportunities	Fall	Counselor, Teachers, Students, Parents, Community
Community Representatives/Career presentations	9-12	To promote awareness of career/work opportunities	Ongoing	Teachers, Community, Counseling Department Coordinator
Student Council/School & Community Services/ Service Learning Organization	K-12	To assist students to become productive participants and citizens in their community	Ongoing	Students, counselors, teachers, parents, community
Delaware County Technical School Awareness and Recruiting	9-12	To provide students with the opportunity to select technical secondary and post-secondary education and training	Winter	DCTS representatives, students, counselors
Intensive Outpatient Programs	K-12	To provide individual/group counseling for mental health/substance abuse needs	Ongoing	Private mental health providers and programs
Emotional Support Programs	K-12	To provide an educational setting with increased emotional support	Ongoing	DCIU, Elwyn
Drug/Alcohol and Mental Health Evaluations	K-12	To provide evaluations for drug/alcohol and/or mental health	Ongoing	Holcomb, SAP Coordinator, Counselors
WAR presentations	9-12	Provide information regarding prevention of violence against women	Fall & Spring Health classes	Women Against Rape
Job Board	9-12	To assist students to become employed in local businesses	Ongoing	Career Center Coordinator
Local Community Service	K-12	To assist students to become volunteers in local community service organizations	Ongoing	Counseling Department Coordinator 9 - 12, Community



				Service Leaders, Home/School Visitor, Administrators, Teachers
City Team; Junior Optimist; Food Drives; Clothing Drives; Giving/Angel Trees; Interact Club	K-12	To increase the student awareness of the needs of the community	Ongoing	Counselors, students, parents, community, teachers, administrators
Career Day	6-8	To promote awareness of a variety of career and employment options	Spring	Counselors, teachers, parents, business representatives
Rotary Club	9-12	To recognize student achievement and connect with community leaders	Monthly	Counseling Department Coordinator, business leaders,

### Post-Secondary

Role: Partner with stakeholders to assist students in achieving their personal best in post-secondary education, employment, or military service through the following programs and services:

<b>Activities/Event Description</b>	<b>Grade</b>	<b>Goals</b>	<b>Dates</b>	<b>Participants</b>
GED options	12	To provided students with information for an alternative to a traditional diploma	Ongoing	Delaware County Community College, Counselors
Meeting with college admissions representatives in the high school	10-12	To increase student awareness of post-secondary institutions through meetings with college admissions representatives	Ongoing	College admission representatives, Counseling Department Coordinator, students, parents
Field trips to selected colleges and college fairs	9 - 12	To increase student awareness of post-secondary institutions through field trips to select colleges	Ongoing	Student Relations Coordinator, Counseling Department Coordinator, Students, Parents
Meeting with military representatives in the high school	9-12	To increase student awareness of military service branches	Ongoing	Military representatives, Counseling Department Coordinator, students, parents
Rotary Club	9-12	To provide scholarships for post-secondary institutions	Annual	Counseling Department Coordinator, teachers, administrators



## 339.32(6) CAREER PLACEMENT SERVICES

### 339.32(6) CAREER PLACEMENT SERVICES

10. Does your school provide career guidance services to all students that include provisions for the placement and transition from school to postsecondary work/college/military?

Yes

**Upload career placement services document (3 pages maximum).**

Junior Planning Meeting Form .pdf

\*1. What are your plans for after graduation? Enroll, Enlist, or Employ?

- 4-year college/university (enroll)
- 2-year college/university (enroll)
- military (enlist)
- technical training/apprenticeship (enroll/employ)
- work (employ)
- Gap/Bridge Year?

2. If you chose trade/technical school, what career do you want to pursue and which schools have you considered?

3. If you plan to attend a two- or four-year college or university, please indicate your primary academic area of interest (potential college major). If unsure, list "undecided".

4. If you chose Military, which branch?

5. If you chose work, please indicate what type of work.

\*6. What is your career goal? (Example - nurse, electrician, hair stylist, educator)

\*7. Do you know the necessary steps and/or degrees necessary to reach your goal?

- Yes  No

8. What colleges are you interested in learning more about?

9. What resources would you like made available to you during the rest of your time at Penncrest to help you plan for your future? (examples - college application workshops, career speakers, more college visits, job/career shadowing etc. )

\*10. Have you visited any college campuses?

- Yes  No

11. If so, which ones?


12. Would you prefer to live on campus or at home while you are going to college?

(select answer) ▼


13. Would you prefer to go to a large, mid-sized, or small university?

(select answer) ▼

14. If you plan to attend a four-year college, do you plan on attending a public or private school?

\*15. Do you plan to take the ACT/SAT more than 1 time?

16. What courses can you take during your senior year that would be beneficial for your career path?

17. Is there anything else you would like your counselor to know related to your future planning?

## 339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

### 339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

**11. Does your school maintain a delivery system that includes academic and career guidance curriculum, prevention and intervention for social/emotional development, and student planning and support?**

The delivery system should reflect direct (face-to-face) and indirect (independent research) career guidance services organized by grade level as evidence that all students receive formal and informal career consultation with teachers and administrators.

Yes

**Upload delivery system document (13 pages maximum).**

339.32(7) Consultation with Teachers and  
Administrators.docx.pdf

# Rose Tree Media School District

## Consultation with Teachers and Administrators 339.32 (7)

### Elementary Delivery System (Grades K - 5)

<p style="text-align: center;"><b><u>Guidance Curriculum</u></b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students K-5</p>	<p style="text-align: center;"><b><u>Prevention, Intervention, Response to Services</u></b></p> <p>Assess and support the needs of the students at the whole school level, grade level and small group level. Assess and support the need of community stakeholders.</p>	<p style="text-align: center;"><b><u>Individual Student Planning</u></b></p> <p>Assist students and faculty and collaborate with parents.</p>	<p style="text-align: center;"><b><u>System Support</u></b></p> <p>Includes program, staff and school support activities and services</p>
<p style="text-align: center;"><b><u>Purpose</u></b></p> <p>Guide the development of social/emotional, academic and career readiness skills and awareness</p>	<p style="text-align: center;"><b><u>Purpose</u></b></p> <p>Individual, group and whole school prevention, intervention and responsive services to achieve success</p>	<p style="text-align: center;"><b><u>Purpose</u></b></p> <p>Proactively promote student achievement</p>	<p style="text-align: center;"><b><u>Purpose</u></b></p> <p>Program delivery and support</p>
<p style="text-align: center;"><b><u>Academic</u></b></p> <p>Support and build skills needed for students to succeed in the classroom: learning strategies, working collaboratively in a group, decision making, goal setting, focusing attention, impulse control and stress management</p>	<p style="text-align: center;"><b><u>Academic</u></b></p> <p>Kindergarten Roundup, Middle School transition, responsive counseling, behavior management, Response to Instruction and Intervention action plans, Guidance curriculum</p>	<p style="text-align: center;"><b><u>Academic</u></b></p> <p>Develop and coordinate 504 service plans; student observations; Screening and data management for Academically Gifted Program; data conferences, Response to Instruction and Intervention team meetings and action plans; IEP team member</p>	<p style="text-align: center;"><b><u>Academic</u></b></p> <p>Organize and share transition data, State School Assessment Coordinator and/or Test Administrators, 504 Meetings, coordinate Gifted Referrals</p>

<p align="center"><u>Career</u></p> <p>Identification and exploration of personal strengths and interests and teaching students the connection to lifelong learning and future career paths</p>	<p align="center"><u>Career</u></p> <p>1st-5th Guidance curriculum</p>	<p align="center"><u>Career</u></p> <p>Develop career awareness and exploration</p>	<p align="center"><u>Career</u></p> <p>Program delivery and support</p>
<p align="center"><u>Personal/Social</u></p> <p><b>Self-Management Skills</b> including: demonstrating self-control, identify and overcome barriers to personal learning, coping skills and personal safety skills  <b>Communication Skills:</b> Identifying and expressing feelings. Learning how to make and keep friends. Recognize the difference between feelings and behavior.</p>	<p align="center"><u>Personal/Social</u></p> <p>K-5 Open House, new student orientation, individual and small group counseling, classroom guidance, assist with Response to Instruction and Intervention, provide resources for outside mental health agencies</p>	<p align="center"><u>Personal/ Social</u></p> <p>Individual responsive counseling; 504 service plan coordination; IEP meetings; class grouping meetings; parent meetings; parent teacher conferences; Response to Instruction and Intervention</p>	<p align="center"><u>Personal/Social</u></p> <p>School-wide Positive Behavior Support, ClaC Red Ribbon Week, bullying prevention, collaboration with community agencies</p>
<p align="center"><u>Percentage of Time</u> 25%</p>	<p align="center"><u>Percentage of Time</u> 35%</p>	<p align="center"><u>Percentage of Time</u> 20%</p>	<p align="center"><u>Percentage of Time</u> 20%</p>



Middle School Delivery System Grades 6 - 8

<p><b><u>Guidance Curriculum</u></b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students 6-8.</p>	<p><b><u>Prevention, Intervention and Responsive Services</u></b></p> <p>Assess and support the needs of the students at the whole school level, grade level and small group level. Assess and support the needs of community stakeholders.</p>	<p><b><u>Individual Student Planning</u></b></p> <p>Assists students and parents in development of academic and career plans</p>	<p><b><u>System Support</u></b></p> <p>Includes program, staff and school support activities and services</p>
<p><b><u>Purpose</u></b></p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p><b><u>Purpose</u></b></p> <p>Prevention, Intervention and Responsive services to group and/or individual</p>	<p><b><u>Purpose</u></b></p> <p>Individual student academic and occupational planning, decision making, goal setting, and preparing for academic transitions</p>	<p><b><u>Purpose</u></b></p> <p>Program delivery and support</p>
<p><b><u>Academic</u></b></p> <p>Developmental guidance lessons and/or small group meetings: support systems, time management, goal setting, organizational skills, study</p>	<p><b><u>Academic</u></b></p> <p>Ineligible students, create plan for students at risk, coordinate parent/teacher conferences, collaborate with MTSS teacher, coordinate student support services, restorative practice, decision making counseling</p>	<p><b><u>Academic</u></b></p> <p>Schedule new students, consult with faculty about student placement for regular education/IEP/504 students, consult with support personnel and administration, manage all documents and accommodations for students with 504 service agreements while collaborating with teachers and administrators, create a plan to accommodate students with concussions,</p>	<p><b><u>Academic</u></b></p> <p>Weekly team Meetings, Faculty Meetings, Child Study Meetings, In-Service, Coordinate private school applications, Provide input for IEPs and 504s, Plan for and train teachers on classroom meeting content, PSSA prep and proctoring training, Attend department meetings</p>



		communication with parents and staff and documentation of interventions and action plan, AGP screenings	
<b><u>Career</u></b> Information and self-assessments via Naviance	<b><u>Career</u></b> Information and self-assessments via Naviance	<b><u>Career</u></b> Information and self-assessments via Naviance/Field trip to DCTS	<b><u>Career</u></b> Information and self-assessments via Naviance
<b><u>Personal/Social</u></b> Middle school orientation 6th grade Transition to PHS 8th grade  Developmental Guidance lessons 6-8th grade  Peer Mediation	<b><u>Personal/Social</u></b> Coordinate and facilitate parent teacher conferences with parents, teachers and students to assess academic progress  Serve as a referral source for SAP team, pre-referral, OT, PT, outside agency issues Assist with SAP team	<b><u>Personal/Social</u></b> Coordinate and facilitate transition 504 meetings to high school  Consult and assist in facilitation of 504 meetings to middle school  Collect and analyze data for pre-referral process	<b><u>Personal/Social</u></b> School-wide Positive Behavior Support, bullying prevention, collaboration with community agencies
<b><u>Percentage of Time</u></b> 25%	<b><u>Percentage of Time</u></b> 35%	<b><u>Percentage of Time</u></b> 25%	<b><u>Percentage of Time</u></b> 15%

High School Delivery System Grades 9 - 12

<b><u>Guidance Curriculum</u></b>	<b><u>Prevention, Intervention and Responsive Services</u></b>	<b><u>Individual Student Planning</u></b>	<b><u>System Support</u></b>
Provides developmental, comprehensive guidance program content in a systematic way to all students 9-12	Addresses school and student needs	Assists students and parents in development of academic and career plans	Includes program, staff and school support activities and services
<b><u>Purpose</u></b>	<b><u>Purpose</u></b>	<b><u>Purpose</u></b>	<b><u>Purpose</u></b>
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	Prevention, Intervention and Responsive services to group and/or individual	Individual student academic and occupational/career planning, decision making, goal setting, and preparing for academic transitions	Program delivery and support
<b><u>Academic</u></b>	<b><u>Academic</u></b>	<b><u>Academic</u></b>	<b><u>Academic</u></b>
<p>9th, 10th, 11th, and 12th grade developmental programming</p> <p>9th grade first school of day welcome program</p> <p>10th grade career assessment program</p> <p>9-12 individual student conferences</p> <p>Large group college process assembly</p> <p>Individual 12th grade college planning</p> <p>9-11 course selection planning and</p>	<p>Meet with failing grade students-marking period</p> <p>Grade/IPR weekly grade reports</p> <p>D/E notices</p> <p>Achievement Center</p> <p>Tutorial services through honor societies</p> <p>MTSS meetings and interventions</p> <p>SYA</p>	<p>Course selection night</p> <p>Course selection grade level meetings</p> <p>Back to school night</p> <p>Senior parent night</p> <p>Junior parent night</p> <p>Sophomore parent night</p> <p>Freshman parent night</p> <p>Financial aid night</p> <p>FAFSA completion night</p> <p>College night</p>	<p>Tutorial services through honor societies</p> <p>Course selection counseling</p> <p>PSAT testing/return</p> <p>Free prep classes through Revolution Prep: SAT/ACT/PSAT/AP prep</p> <p>PTG groups</p>

graduation requirements		Naviance programming Career Seminar Series	
<b><u>Personal/Social</u></b> Groups, varied subjects 9th grade and new student orientation Individual curriculum support	<b><u>Personal/Social</u></b> STAR (student teacher assistance and referral) MTSS (student support team) Peer mediation Student Relations outreach	<b><u>Personal/Social</u></b> Personal counseling, individual conferencing for future planning for career/post-secondary goals	<b><u>Personal/Social</u></b> MTSS STAR
<b><u>Counselor Role</u></b> Counselor is fully involved in all of the above programs individually and within group format; assists in referrals to groups	<b><u>Counselor Role</u></b> Referrals to tutorial services and Achievement center Counselors advise and support students with study and organizational skills STAR and MTSS referrals 504 creation and implementation IEP team participation	<b><u>Counselor Role</u></b> Counselor formats, continually revises, and delivers all programs listed above with students and parents Individual academic advising and planning	<b><u>Counselor Role</u></b> Counselor assists in state and standardized assessment proctoring, delivery of results, relaying of information, referrals, and delivery of programs for students and parents.
<b><u>Percentage of Time</u></b> 20%	<b><u>Percentage of Time</u></b> 30%	<b><u>Percentage of Time</u></b> 30%	<b><u>Percentage of Time</u></b> 20%



## 339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

### 339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

**12. Does your school maintain a career guidance service action planning chart or document that shows how each stakeholder group (students, parents, educators, postsecondary, businesses, community agencies) benefits from and/or assists with the delivery of guidance services?**

Yes

#### **a. Students**

Students learn how to take responsibility for personal and behavioral choices, and apply learned strategies. They will respect individual differences of all students and use available resources.

#### **b. Parents**

Parents will collaborate with counselors to support their children to maximize their individual potential for academic, career and personal/social success through various programs and initiatives.

#### **c. Postsecondary**

Postsecondary institutions will partner with stakeholders to assist students in achieving their personal best in post-secondary education, employment, or military service through various programs and services.

#### **d. Educators**

Educators support and assist counselors in their delivery of a comprehensive school counseling program to stakeholders so that students can achieve their personal best through various programs and services.

**e. Businesses**

Businesses can partner with counselors to guide students to achieve their personal best and promote successful participation in the workplace.

**f. Community Agencies**

Community agencies can partner with counselors to guide students to achieve their personal best and promote successful participation in the community.

**13. Does your school conduct at least one career guidance services stakeholder group meeting per year and maintain minutes that show discussion of career and postsecondary planning, and career curriculum and assessment, along with details on how the discussion leads to action steps and solutions that enhance career guidance services?**

The minutes should include a listing of all members of the stakeholder group with their name, job title, affiliation, and whether present or absent at the meeting. Agenda, minutes, and action plan should be available during Perkins and APE/339 compliance reviews.

No

**Explain how your school will meet this mandate (500 character limit).**

District leadership meets with counselors regularly, however, a stakeholder advisory group has not met since pre-Covid. This will begin again in the 2023-24 school year.

## 339.32(10) FOLLOW-UP STUDIES

### 339.32(10) FOLLOW-UP STUDIES

**14. Does your school conduct follow-up studies to determine the effectiveness of your career guidance services curriculum that includes study results and how the information collected is utilized to improve career guidance services?**

The follow-up study should be available during Perkins and APE/339 compliance reviews.

No

**Explain how your school will meet this mandate (500 character limit).**

Rose Tree Media School District has begun to implement Alumni Tracker by Naviance to track graduates and make changes to high school programming. The district also has used Indicator 13 data. A document will be developed to outline this process.

## SIGNATURES AND ASSURANCES

### ASSURANCE OF QUALITY AND ACCOUNTABILITY

✓ As Lead Counselor, I affirm the responses to this school's K-12 Guidance Plan meet compliance with Title 22 Chapter 339.31-32 Career and Technical Education Standards and are accurate to the best of my knowledge.

**Lead Counselor**

David M. Harple

**Date**

2023-03-30

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### CHIEF SCHOOL ADMINISTRATOR

✓ As Chief School Administrator, I affirm the responses to this school's K-12 Guidance Plan meet compliance with Title 22 Chapter 339.31-32 Career and Technical Education Standards and are accurate to the best of my knowledge.

**Chief School Administrator**

Joseph N Meloche

**Date**

2023-11-30