**Horizon SD ASCA Curriculum Work**

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| **High School** | **Middle School** | **Type of Service** | **Explanation** | **Duties include but are not limited to:** |
| 15-20% | 15-20% | of time delivering guidance curriculum (Direct student services) | Provides developmental comprehensive guidance program content in a systematic way to all students 6-12 | Guidance curriculum included in the following document |
| 15-20% | 10-15% | of time with individual student planning (Direct student services) | Assists students and parents in development of academic and career plans | Scholarships, Senior Interviews, Transcript Reviews, College Applications, College Searches, Graduation Checks, Student Advocacy Support, College Visits, College Fairs, Career Fairs, Behavior Plans, Test Score Review and Analysis, Yearly Course Selection, Test Taking Strategies, Promotion and Retention Information, Career Decision Making, Financial Aid, Senior Exit Interview or Surveys, Social Skills Strategies |
| 25-30% | 30-35% | of time with responsive services (Direct student services) | Addresses the immediate concerns of students | Suicide Assessments, Threat Assessments, Student Failure Notifications, Consultations With Parents/Students/Community, Individual And Small Groups, Peer Facilitation, Crisis Counseling, Referral Follow Up, Social Services Referrals, Community Resource Referrals |
| 25-30% | 25-30% | of time with system support (Indirect student services) | Includes program, staff and school support activities and services | Master Schedule, English Language Learner Support, 504 Meeting and Coordination Support, Special Education Meeting and Support, Gifted and Talented Meeting and Support, AVID Meeting and Support, Professional Development and In-service Training, Professional Association Membership and Post Graduate Education, Consolation/Collaboration/Teaming, Community Relations and Outreach, Back to School Night, Parent Teacher Conferences, Parent Workshops, Financial Aid Workshops, College Information Workshops, Transition Nights, Graduation, Career Expo, CELA Assessments, TCAP Assessments, ACT, SAT, AP Assessments, IB Assessments, PSAT, Online Coordination, Summer School Registration, Horizon SD System of Learning, PBIS, All School Registration, Enrollments, Act Preparation Coordination, Supervision Duty |

**Case Load Breakdown**

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| --- | --- |
| **High School** | **Middle School** |
| Counselor : Student | Counselor : Student |
| 1:340 to 520 | 1:375-540 |

**HORIZON SD MIDDLE SCHOOL COUNSELOR STANDARDS**

**2012-2013 ASCA CURRICULUM**

**ACADEMIC DEVELOPMENT**

| ***ASCA ACADEMIC DEVELOPMENT STANDARDS:*** | ***S.M.A.R.T GOAL*** | ***MENU OF ACTIVITIES*** | ***GRADE LEVEL*** | ***DATA COLLECTION*** | ***OTHER/NOTES*** |
| --- | --- | --- | --- | --- | --- |
| **STANDARD A:**  Students will acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span. | Students will identify skills, which will lead to successful learning.  Students will identify skills, which will lead to successful learning.  Students will identify skills, which will lead to successful learning. | Classroom-taught lesson to address organization and time management  Classroom-taught lesson to address goal-setting  Classroom-taught lesson to address high school preparation | 6  7  8 | % of 6th graders in attendance and accessing a CIC account  % of 7th graders in attendance and accessing a CIC account  % of 8th graders in attendance and accessing a CIC account along with development of a HS transition plan | Semester 1  Semester 1  Semester 1 |
| **STANDARD B:**  Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary option, including college. | Students will be able to access information from various resources, and utilize academic data to set post-secondary goals.  Students will be able to access information from various resources, and utilize academic data to set post-secondary goals.  Students will be able to access information from various resources, and utilize academic data to set post-secondary goals. | Classroom-taught lesson including such resources as CIC, IC, and other relevant sources of academic data.  Classroom-taught lesson including such resources as CIC, IC, and other relevant sources of academic data.  Classroom-taught lesson including such resources as CIC, IC, and other relevant sources of academic data. | 6  7  8 | % of 6th graders in attendance for lesson    % of 7th graders in attendance for lesson  % of 8th graders in attendance for lesson | Semester 1  Semester 1  Semester 1 |
| **STANDARD C:**  Students will understand the relationship of academics to the world of work and to life at home and in the community. | Students will explore the value of obtaining and maintaining personal and academic goals.  Students will explore the value of obtaining and maintaining personal and academic goals.  Students will explore the value of obtaining and maintaining personal and academic goals. | Classroom taught lesson including such resources as the Colorado Career Cluster Model, CIC  Classroom taught lesson including such resources as the Colorado Career Cluster Model, CIC  Classroom taught lesson including such resources as the Colorado Career Cluster Model, CIC, Career Expo | 6  7  8 | % of 6th graders in attendance for lesson  % of 7th graders in attendance for lesson  % of 8th graders in attendance for lesson | Semester 1/2  Semester 1/2  Semester 1/2 |

**HORIZON SD HIGH SCHOOL COUNSELOR STANDARDS**

**2012-2013 ASCA CURRICULUM**

**ACADEMIC DEVELOPMENT**

| ***ASCA ACADEMIC DEVELOPMENT STANDARDS:*** | ***S.M.A.R.T GOAL*** | ***MENU OF ACTIVITIES*** | ***GRADE LEVEL*** | ***DATA COLLECTION*** | ***OTHER/NOTES*** |
| --- | --- | --- | --- | --- | --- |
| **STANDARD A:**  Students will acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span. | Students will be able to successfully access their Naviance account.  Students will be able to successfully access their Naviance account.  Students will be able to successfully access their Naviance account.  Students will successfully access Naviance for post-secondary options. | Classroom lesson to address access and use of Naviance.  Classroom lesson to address access and use of Naviance  Classroom lesson to address access and use of Naviance  Senior class meeting or other group setting including Horizon SD graduation requirements & pre-collegiate requirements. | 9  10  11  12 | % of 9th graders who log in successfully  % of 10th graders who log in successfully  % of 11th graders who log in successfully  % of 12th graders accessing Naviance | Semester 1  Q2 – Q3  Q2 – Q3  Q1 – then ongoing throughout school year |
| **STANDARD B:**  Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary option, including college. | Students will be aware of graduation requirements and recommended pre-collegiate requirements.  Students will use knowledge of graduation requirements and recommended pre-collegiate requirements.  Students will use knowledge of graduation requirements and recommended pre-collegiate requirements to create a graduation plan.  Students will be able to identify their own post-secondary plans. | Counselor-taught classroom lesson including Horizon SD graduation requirements & pre-collegiate requirements  Counselor-taught classroom lesson including Horizon SD graduation requirements & pre-collegiate requirements  Counselor-taught classroom lesson or individual student meetings using graduation requirements  Senior exit survey including questioning students on their plans post-graduation | 9  10  11  12 | % of 9th graders who indicate task completion in Naviance  % of 10th graders who indicate task completion in Naviance  % of 11th graders who indicate task completion in Naviance  % of 12th graders who complete the senior exit survey, via Naviance or other method | Semester 1  Q2 – Q3  Q2 – Q3  Semester 2 |
| **STANDARD C:**  Students will understand the relationship of academics to the world of work and to life at home and in the community. | Students will create their 4-year plan.  Students will review and adjust their 4-year plan.  Students will review and finalize their 4-year plan.  Students will have a graduation plan. | Counselor-taught lesson including Naviance survey, computer-based graduation credit check, or other hard copy plan  Counselor-taught lesson including Naviance survey, computer-based graduation credit check, or other hard copy plan  Counselor-taught lesson including Naviance survey, computer-based graduation credit check, or other hard copy plan  Counselor-taught lesson or individual student meetings including Naviance survey, computer-based graduation credit check, plan | 9  10  11  12 | % of 9th graders who start their 4-year plan  % of 10th graders who access their 4-year plan  % of 11th graders who finalize their 4-year plan  % of 12th graders who have a graduation plan | Semester 2  Semester 2  Semester 2  Q 1 – then ongoing throughout school year |

**HORIZON SD MIDDLE SCHOOL COUNSELOR STANDARDS**

**2012-2013 ASCA CURRICULUM**

**CAREER DEVELOPMENT**

| ***ASCA CAREER DEVELOPMENT STANDARDS:*** | ***S.M.A.R.T GOAL*** | ***MENU OF ACTIVITIES*** | ***GRADE LEVEL*** | ***DATA COLLECTION*** | ***OTHER/NOTES*** |
| --- | --- | --- | --- | --- | --- |
| **STANDARD A:**  Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions. | The students will begin to develop career awareness.  The students will continue to develop career awareness.  The students will explore and begin identifying career options, interests, within the Colorado Career Cluster Survey. | Account creation for career exploration using College in Colorado (continuation of career exploration using standard B)  College in Colorado to continue career exploration (continuation of career exploration using standard B)  CIC to explore careers and complete the Colorado Career Cluster Survey | 6  7  8 | % of 6th graders creating a College In Colorado account  % of 7th graders logging in to CIC account  % of 8th graders completing the Colorado Career Cluster Survey | Semester 1 – 2  Semester 2  Semester 1 |
| **STANDARD B:**  Students will employ strategies to achieve future career goals with success and satisfaction.  *\*Data collected is used with individual students to further the Individual Career and Academic Plan (ICAP)* | The students will explore various careers in connection with interests and academic strengths.  The students will Identify personal skills, interests, and abilities, and begin to relate them to career options.  The students will  use research and information resources to obtain career information. | CIC to explore careers and complete the Interest Profiler  CIC to complete the Work Values Sorter  Students will be introduced to skills regarding professional business behavior. | 6  7  8 | % of 6th graders completing the Interest Profiler  % of 7th graders completing the Work Values Sorter  % of 8th graders attending the Career Expo | Semester 1 – 2  Semester 2  Semester 1 |
| **STANDARD C:**  Students will understand the relationship between personal qualities, education, training, and academic strengths. | Students will identify personal preferences and interests influencing career choice and success. | Career Expo pre and post survey | 8 | % of 8th graders completing the Career Expo post survey | Semester 1 |

**HORIZON SD HIGH SCHOOL COUNSELOR STANDARDS**

**2012-2013 ASCA CURRICULUM**

**CAREER DEVELOPMENT**

| ***ASCA CAREER DEVELOPMENT STANDARDS:*** | ***S.M.A.R.T GOAL*** | ***MENU OF ACTIVITIES*** | ***GRADE LEVEL*** | ***DATA COLLECTION*** | ***OTHER/NOTES*** |
| --- | --- | --- | --- | --- | --- |
| **STANDARD A:**  Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions. | Students will be able to identify one career option based upon interests.  Students will be able to identify one career option based upon interests.  Students will be able to understand how career options align with personality traits and work values.  Students will have a plan for graduation that aligns with their individual career goal. | Naviance Career Cluster Finder  Naviance Interest Profiler  Naviance “Do What You Are” personality trait inventory  Participate in senior interview/seminar | 9  10  11  12 | % of 9th graders completing the Career Cluster Finder  % of 10th graders completing the Interest Profiler  % of 11th graders completing “Do What You Are “  % of 12th graders attending a senior interview/seminar | Q2 – Q3  Q2 – Q3  Q2 – Q3  Semester 1 |
| **STANDARD B:**  Students will employ strategies to achieve future career goals with success and satisfaction. | Students explore specific post-secondary plans that align with their personal and career interest.  Students explore specific post-secondary plans that align with their personal and career interest.  Students explore specific post-secondary plans that align with their personal and career interest.  Students will be able to identify course work essential to achieve their high school and career goals. | Begin Naviance Game Plan  Continue to review and edit Naviance Game Plan  Continue to update and edit Naviance Game Plan  Participate in senior Interview/seminar | 9  10  11  12 | % of 9th graders accessing Game Plan  % of 10th graders accessing Game Plan  % of 11th graders accessing Game Plan  % of 12th graders attending a senior interview/seminar | Q2 – Q3  Q2 – Q3  Q2 – Q3  Semester 1 |
| **STANDARD C:**  Students will understand the relationship between personal qualities, education, training and the world of work. | Students will begin to explore their personal career interests as related to their post-secondary plans.  Students will continue to review their personal career interests and be able to identify one career option based upon those interests.  Students will further examine specific career options that align with their personal and career interests.  Students will finalize their post-secondary plan as it relates to their personal and career goals. | Complete Naviance Career Cluster Finder  Complete Naviance Interest Profiler  Complete Naviance “Do What You Are”  Participate in senior interview/seminar, accessing Naviance | 9  10  11  12 | % of 9th graders completing the Career Cluster Finder  % of 10th graders completing the Interest Profiler  % of 11th graders completing “Do What You Are”  % of 12th graders attending a senior interview/seminar | Q2 – Q3  Q2 – Q3  Q2 – Q3  Semester 1 |

**HORIZON SD MIDDLE SCHOOL COUNSELOR STANDARDS**

**2012-2013 ASCA CURRICULUM**

**PERSONAL/SOCIAL DEVELOPMENT**

| ***ASCA PERSONAL/SOCIAL DEVELOPMENT STANDARDS:*** | ***S.M.A.R.T GOAL*** | ***MENU OF ACTIVITIES*** | ***GRADE LEVEL*** | ***DATA COLLECTION*** | ***OTHER/NOTES*** |
| --- | --- | --- | --- | --- | --- |
| **STANDARD A:**  Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.  **STANDARD B:**  Students will make decisions, set goals and take necessary action to achieve goals.  **STANDARD C:**  Students will understand safety and survival skills. | Students will develop effective communication skills that demonstrate respect and appreciation of self and others.  Students will demonstrate an understanding of consequences that result from the decisions and choices they make.  Students will learn coping skills in managing stress, conflicts and life events. | **Bully Curriculum:**  Discovery Program  Second Step  PBS/School Wide Behavior Program  District Safety Presentation  (topics: respecting self and others, making friends, cooperation, PBIS standards)  **Dealing with Conflict**  Discovery Program  Second Step  PBIS/School Wide Behavior Program  District Safety Presentation  (topics: mediation, cyber-bullying)  **Sexual Harassment**  Discovery Program  Second Step  PBIS/School Wide Behavior Program  District Safety Presentation  “Healthy Attitudes”  “Signs of Suicide” | 6-8  6-8  6-8 | % of students attending presentation other data collection depending on program will include, referrals for bullying for current and past year, pre-post surveys results on curriculum program assessments  % of students attending presentation  % of students attending presentation | Semesters 1-2  Semesters 1-2  Semesters 1-2 |

**HORIZON SD HIGH SCHOOL COUNSELOR STANDARDS**

**2012-2013 ASCA CURRICULUM**

**PERSONAL/SOCIAL DEVELOPMENT**

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| --- | --- | --- | --- | --- | --- |
| ***ASCA PERSONAL/SOCIAL DEVELOPMENT STANDARDS:*** | ***S.M.A.R.T GOAL*** | ***MENU OF ACTIVITIES*** | ***GRADE LEVEL*** | ***DATA COLLECTION*** | ***OTHER/NOTES*** |
| **STANDARD A:**  Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.  **STANDARD B:**  Students will make decisions, set goals and take necessary action to achieve goals.    **STANDARD C:**  Students will understand safety and survival skills. | Students will increase awareness of hate crimes and learn skills to respect self and others.  Students will increase awareness of suicide risk and develop prevention strategies. | Journey to a Hate Free Millennium  “Signs of Suicide” video & materials | 9-12  9-12 | % of students attending presentation  % of students attending presentation | Semesters 1-2  Goal – 25% of student population will receive the presentation  Addressed through responsive counseling services and Closing-the-Gap model  Semester 1-2  Goal – 25% of student population will receive the presentation |

**NAVIANCE/ASCA TASKS**

**9th Grade**

* **Academic –**
  + **Log on**
    - **Unassigned – Students will successfully logon.**
  + **Grad Requirement**
    - **Assigned – Students will become aware of the 4-year graduation requirements.**
  + **Create a 4-year Plan**
    - **Assigned – Students will create a 4-year plan.**
* **Career-**
  + **Career Cluster Finder**
    - **Unassigned – Students will complete Cluster Finder.**
  + **Begin Game Plan**
    - **Unassigned – Students will begin Game Plan.**

**10th Grade**

* **Academic –**
  + **Log on**
    - **Unassigned – Students will successfully logon.**
  + **Grad Requirement**
    - **Assigned – Students will become aware of the 4-year graduation requirements.**
  + **Review 4-year Plan**
    - **Assigned – Students will review their 4-year plan.**
* **Career-**
  + **Interest Profiler**
    - **Unassigned – Students will complete Career Interest Profiler.**
  + **Update Game Plan**
    - **Unassigned – Students will update their Game Plan.**

**11th Grade**

* **Academic –**
  + **Log on**
    - **Unassigned – Students will successfully logon.**
  + **Grad Requirement**
    - **Assigned – Students will become aware of the 4-year graduation requirements.**
  + **Review 4-year Plan**
    - **Assigned – Students will review their 4-year plan.**
* **Career-**
  + **Do What You Are**
    - **Unassigned – Students will complete Do What You Are.**
  + **Update Game Plan**
    - **Unassigned – Students will update their Game Plan.**

**12th Grade**

* **Academic –**
  + **Log on**
    - **Unassigned – Students will successfully logon.**
  + **Grad Requirement**
    - **Assigned – Students will finalize their 4-year plan.**
* **Career –** 
  + **Senior Meeting/Senior Interview/Senior Seminar**
    - **Assigned – Students will attend a meeting/interview/seminar.**
  + **Senior Exit Survey**
    - **Assigned – Students will complete an Exit Survey.**

**Middle School tentative calendar**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Grade 6** | **Grade 7** | **Grade 8** |
| **Semester 1** | * Classroom Lesson: Organization and Time Management * Classroom Lesson: Goal Setting * Classroom Lesson: Bullying Prevention | * Classroom Lesson: Dealing with conflict * Classroom Lesson: Signs of Suicide | * Classroom Lesson: High Schools Preparation * Classroom Lesson: Career/Academic Goals * Classroom Lesson College in Colorado * Classroom Lesson: College Career Cluster Survey * Career Expo * Pre-post survey for Career Expo |
| **Semester 2** | * Classroom Lesson Career/Academic Goals * Classroom Lesson College in Colorado * Classroom Lesson Interest Profiler | * Classroom Lesson Goal Setting * Classroom Lesson Career/Academic Goals * Classroom Lesson College in Colorado * Classroom Lesson Work Values Sorter * Classroom Lesson Signs of Suicide | * Classroom Lesson: High Schools Preparation * Pre-post survey for Career Expo |

**High School tentative calendar**

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| --- | --- | --- | --- | --- |
|  | **Grade 9** | **Grade 10** | **Grade 11** | **Grade 12** |
| **Semester 1** | * Classroom Lesson for Naviance Presentation * Classroom Lesson for Graduation and Pre-Collegiate Requirements * Cluster Finder * Begin Naviance Game Plan | * Classroom Lesson for Naviance Presentation * Classroom Lesson for Graduation and Pre-Collegiate Requirements * Interest Profiler * Review and Update Naviance Game Plan | * Classroom Lesson for Naviance Presentation * Classroom Lesson for Graduation and Pre-Collegiate Requirements * Do What You Are * Review and Update Naviance Game Plan | * Senior Meeting/Senior Interview/Senior Seminar * Finalization of Graduation Plan * Classroom Lesson for Naviance Presentation |
| **Semester 2** | * Create 4-Year Plan * Journey to Hate Free Millennium * Signs of Suicide | * Review and Adjust 4-Year Plan * Journey to Hate Free Millennium * Signs of Suicide | * Review and finalize 4-Year Plan * Journey to Hate Free Millennium * Signs of Suicide | * Senior Exit Survey * Journey to Hate Free Millennium * Signs of Suicide |

Term definition: IC-Infinite Campus, CIC-College In Colorado, Semester 1- timeframe from August to end of December, Semester 2-timeframe from January to May