

**Philipsburg Osceola Area School District  
Comprehensive K-12 Guidance Plan**

**School Counselors:**

Doug Sankey

Michelle Beard

Mike Willis

Stacy Rhoades

Kirsten Guelich

February 1, 2023

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# Philipsburg-Osceola Area School District

## Comprehensive School Counseling Plan

### K-12

**School District:** Philipsburg-Osceola Area School District

**Date:** 02/01/2023

Parents, students, school personnel and community members, welcome to the Philipsburg-Osceola Area School Counseling Department. Through the help and support of all of these systems, it is our honor to present you with this document, which will explain what it is we are all about! This plan serves to aid in the explanation and implementation of a comprehensive school counseling strategic plan. Throughout the strategic plan, there will be a focus on the American School Counseling Association Model (ASCA), which is the document that supports and outlines effective strategies and guidelines for school counseling programs to competently serve all students (ASCA, 2012). School counseling has its roots in assisting all students by addressing personal/social, academic, and career standards (ASCA, 2012). In addition, the contents of this school counseling document are intended to encompass all students regardless of race, ethnicity, socioeconomic status, gender, sexual orientation, or ability/disability (ASCA, 2012).

#### 1) School Counselors and Assignments

Name	Grades	# Of Students	School
Doug Sankey	9-12	262	Philipsburg-Osceola High School
Michelle Beard	9-12	262	Philipsburg-Osceola High School
Mike Willis	6-8	380	Philipsburg-Osceola Middle School
Stacy Rhoades	K-5	298	Osceola Mills Elementary
Kirsten Guelich	K-5	410	Philipsburg Elementary

## 2) Role of the School Counselor

“The Commonwealth of Pennsylvania strongly believes in the importance of the role of school counselors in ensuring that every student moves smoothly through the PreK-12 public school system, graduating from high school ready for success in college, career, and citizenry” (PSCA, 2011, p.2). First, we would like to recognize the incredible collaboration between our department and the staff, parents/guardians and the community in assisting to define what our students need to ensure success (ASCA, 2012). Furthermore, the role of the school counselor is multifaceted, in that he or she must act as a leader, an advocate, and a collaborator, while impacting systemic change.

*Leader-* The school counselor as a leader develops, delivers, and evaluates the comprehensive developmental school counseling program.

- Member of School-Wide Positive Behavior Support Committee, member and facilitator of grade level team meetings, team member for SST, presenter to community organizations, school board, on school initiatives that impact students’ personal/social, academic, and career development.

*Advocate-* The school counselor advocates for individual students, groups of students, and the entire school population that may impact attitudes, policy, procedures that prove to be barriers in the success of students.

- Liaison for students with parents, teachers and outside agencies

*Collaborator-* The school counselor collaborates with the educational community, parents, community and business members, post-secondary partners, and other appropriate resources to promote student achievement of goals, standards, and planning for the future.

- Grade Level meetings, SST, Faculty Meetings, College/University meetings and presentations, Working with teachers to deliver/gather CEW standards and artifacts, Advisory Council Meetings

*Agent of Systemic Change-* The school counselor knows policies, guidelines, and attitudes to help the school change to better meet students’ needs by removing barriers to academic, personal/social, and career growth and achievement, as well as implement supportive interventions.

- Member of professional school counseling organizations, Resource to staff and administration utilizing school and community resources, Presenter to community organization, school board, on school initiatives that impact students’ personal/social, academic, and career development

### 3) Job Description

#### *Elementary*

Stacy Rhoades, Elementary School Counselor

Kirsten Guelich, Elementary School Counselor

**Job Summary: Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventative services, and respond to identified student needs by implementing a comprehensive school-counseling program that addresses academic, career, and personal/social development for all students.**

#### **Primary Duties and Responsibilities**

### DOMAIN 1

#### PLANNING & PREPARATION

- 1 Elementary School Counselor is a member of Grade Level Team Meetings.
- 2 Elementary School Counselor is a member of the Student Support Team.
- 3 Screening of gifted students that are referred by their teachers and/or parents..
- 4 Maintains student records and protects their confidentiality.
- 5 Works with parents, students, teachers, and other staff members to familiarize them with the general range of services offered and to improve the educational prospects of individual students being counseled.
- 6 Takes an active role in interpreting the school's objectives in the area of guidance to students, parents, and the community at large.
- 7 Coordinates all group testing.
- 8 Maintains statistical information regarding students, test scores, etc.
- 9 Elementary School Counselor administers make up testing of the PSSA.

**DOMAIN 2****THE ENVIRONMENT**

- 1 Attends all Advisory Council Meetings and presents information.
- 2 Confers with parents whenever necessary.
- 3 Assists in the orientation of new faculty members and provides in-service training in guidance for teachers.
- 4 Advises administrators and faculty on the matters of student abilities and needs.
- 5 Arranges homebound and peer tutoring.
- 6 Coordinate with community agencies providing assistance to students and families.
- 7 Mediates conflict resolution among students.
- 8 Provides early intervention counseling to students who are identified "at risk".
- 9 Elementary Guidance Counselor conducts classroom lessons relating to personal goals, peer relationships and academic development.
- 10 Performs other related duties as assigned by the Principal or Superintendent.

**DOMAIN 3****SERVICE DELIVER/DELIVERY SYSTEM**

- 1 Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized sets scores and other pertinent data and work with students to evaluate career interests.
- 2 Works to discover and develop special abilities of students.
- 3 Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment, school related activities problems and remains readily available for students.
- 4 Connects parents to outside agency resources to help the needs of the student or student's family.
- 5 Conducts individual/group counseling to develop social and interpersonal skills.
- 6 Presents a developmental curriculum to all students K-5.
- 7 Member of Crisis Intervention Team.
- 8 Researches and coordinates **Positive Action** Social Emotional Learning Curriculum.
- 9 Counselor corner app on Clever to manage meetings and concerns

**DOMAIN 4****PROFESSIONAL DEVELOPMENT/PROFESSIONAL SCHOOL COUNSELING RESPONSIBILITIES/ETHICAL STANDARDS**

- 1 Gather all data for School Attendance Improvement Plan and attendance referrals and assist in creating a plan for improvement.
- 2 Attends court hearings as related to students.

3. Coordinates and writes 504 plans.
- 4 Elementary Guidance Counselor presents the in-service preparation of staff and students, prior to the administration of the PSSA.
- 5 Elementary Guidance Counselor organizes the collection, packaging, and submission of PSSA materials.
- 6 Works closely with the supervisor of special education and special education teachers providing appropriate instruction for students. Attends IEP and 504 meetings as required.

### *Middle School*

Mike Willis, Middle School Counselor

**Job Summary: Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventative services, and respond to identified student needs by implementing a comprehensive school-counseling program that addresses academic, career, and personal/social development for all students.**

## **DOMAIN 1**

### **PLANNING & PREPARATION**

- 1 Plans and prepares the POMS counseling/guidance program.
- 2 Plans monthly Life Fast Forward Career Presentations
- 3 Organizes and prepares Career Days for Grades 6-8
- 4 Works with parents, students, teachers, and other staff members to familiarize them with the general range of services offered and to improve the educational prospects of individual students
- 5 Takes an active role in interpreting the school's objectives in the area of guidance to students, parents, and the community at large.



- 6 Coordinates standardized testing.
- 7 Xello Lesson organization
- 8 Administers testing of the PSSA and Keystone Exams.
- 9 Assists students in course selection.
- 10 Coordinate with the CCCTC for students tours, and application process for early enrollment.
- 11 Organize and apply academic needs through Vanderbilts, Time on Task, and KTEA
- 12 Makes referrals for SAP, educational testing, Homework club, and placement.

## **DOMAIN 2**

### **THE ENVIRONMENT**

- 1 Enrolls students new to the school and orients them to school procedures and the school's curriculum.
- 2 Parent Meetings
- 3 Provides a friendly and welcoming Guidance office
- 4 Advises administrators and faculty on the matters of student abilities and needs.
- 5 Enrolls students in the PO cyber program, guides students and parents on the program,
- 6 Mediates conflict resolution among students.

- 7 Provides early intervention counseling to students
- 8 Information on PBIS , local happenings, agency events, and career learning standards posted in Guidance Suite
- 9 Attends and assists incoming 5th grade students during summer orientation.
- 10 Facilitates the Life Fast Forward and local business presentations.
- 11 Guides Positive Action classroom lessons
- 12 Host scheduling night for parents and students to inform on course options offered at POMS
- 13 Organize and maintain the POMS little bag of sunshine for student hygiene needs.
- 14 Assists in promoting PBIS – Safe, Responsible and Respectful Environment.

### **DOMAIN 3**

#### **SERVICE DELIVER/DELIVERY SYSTEM**

- 1 Attends the CCCTC tour and follows up with identifying CCCTC takeaways
- 2 Analyzes various data on students based on need, abilities, and skills.
- 3 Attends and assists in SST meetings to help the need of identified students.
- 4 Career search and completion of locating, researching, and exploring occupations through career assignment
- 5 Middle School Guidance Counselor works to prevent retention and encourages promotion in academics.

- 6 Works with community agencies aiding students and families.
- 7 Conducts individual and group counseling
- 8 Teach and reteach PBIS expectations.
- 9 Cyber enrollment expectations and pacing.
- 10 Meetings with students, parents, agencies, and staff in a timely manner

#### **DOMAIN 4**

#### **PROFESSIONAL DEVELOPMENT/PROFESSIONAL SCHOOL COUNSELING RESPONSIBILITIES/ETHICAL STANDARDS**

- 1 Middle School Guidance Counselor is a member of the SAP team and coordinates student referrals.
- 2 Maintains student records and yearly reporting
- 3 Facilitates 504 meetings and parent teacher conferences.
- 4 Reviews grades and makes recommendations for summer school programs
- 5 Adheres to the student handbook and discusses policies with students/parents.
- 6 Arranges and oversees work at out-of-building placements and homebound.
- 7 Discuss working papers and job applications with students and parents.
- 8 Maintains professionalism in community and school events.

- 9 Participates in opportunities and outside services to benefit students.
- 10 Attends parent and teacher conferences.
- 11 Attends court hearings as related to students.
- 12 Maintains the delivery, security, and all information on PSSA and Keystone tests.

### ***High School***

Michelle Beard, High School Counselor  
Doug Sankey, High School Counselor

**Job Summary: Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventative services, and respond to identified student needs by implementing a comprehensive school-counseling program that addresses academic, career, and personal/social development for all students.**

## **DOMAIN 1**

### **PLANNING & PREPARATION**

- 1 Implement the developmental counseling and guidance program.
- 2 Assist with schedule development as consultants to ensure students needs/classes are considered.
- 3 Work with parents, students, teachers, and other staff members to familiarize them with the general range of services offered and to improve the educational prospects of individual students being counseled.
- 4 Takes an active role in interpreting the school's objectives in the area of guidance to students, parents, and the community at large.
- 5 Coordinate and plan field trips to schools, colleges, and industry for interested students.
- 6 Works with parents, students, teachers, and other staff members to familiarize them with the general range of services offered and to improve the educational prospects of individual students being counseled.
- 7 Coordinate with the CCCTC for students interested in attending. This includes tours, application process, and managing students that choose to enroll.

**DOMAIN 2****THE ENVIRONMENT**

- 1 Help create a positive, supportive atmosphere by fostering openness, acceptance, and responsiveness with the school.
- 2 Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
- 3 Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
- 4 Confers with parents whenever necessary.
- 5 Assists in the orientation of new faculty members and provides in-service training in CEW standards, and others as requested and needed.
- 6 Advises administrators and faculty on the matters of student abilities and needs.
- 7 Maintains the Guidance Website.
- 8 Counselors assist with the coordination of district cyber programs for students.
- 9 Host Financial Aid Night for parents and students intending to pursue higher education.

**DOMAIN 3****SERVICE DELIVER/DELIVERY SYSTEM**

- 1 Provide lessons to assist in recognizing personal strengths and abilities to identify potential occupations selecting classes to meet career goals.
- 2 Individual career planning and scheduling sessions.
- 3 Counsel individuals and groups with immediate personal/social, academic, or career needs and specific concerns.
- 4 Meet individually with students at risk of failure and dropping out of school.
- 5 Classroom lessons in grades 9-12 addressing CEW benchmarks.
- 6 Works with community agencies providing assistance to students and families.

**DOMAIN 4****PROFESSIONAL DEVELOPMENT/PROFESSIONAL SCHOOL COUNSELING  
RESPONSIBILITIES/ETHICAL STANDARDS**

- 1 Coordinate and maintain accurate and up-to-date academic records.
- 2 Coordinate and distribute school and community resources for parents/families.
- 3 Parent communication through phone, email, and conferences.
- 4 Participate in professional development
- 5 Maintain confidential personal student records.
- 6 Member of the SAP team and coordinate referrals.
- 7 Supervise and coordinate the preparation and processing of the scholarship committee and applications.
- 8 Attends SAIP and court hearings as related to students
- 9 Participate in countywide counselors association
- 10 Collaborates and works closely with administration and special education teachers

#### **4) School Counseling Department Mission Statement**

The Philipsburg-Osceola School Counseling Department Mission, Vision, and Core Values.

The mission of the Philipsburg-Osceola Area School District Counseling Program is to provide a supportive educational environment built on respect to promote student learning through academic rigor, district partnerships, and career readiness programs to encourage and support students in making responsible choices, establishing and attaining individual goals, and contributing positively to society.

##### Vision

Equipping all students for individual success.

##### Core Values

- All people have value and should be treated with respect.
- All people have worth and the capacity to grow and learn.
- Lifelong learning is essential to creating a better life and world.
- The school district and community are responsible for generating measurable improvement in student achievement.
- Student learning is maximized when effective and varied instructional resources are applied. ➤ All students should be taught using differentiated instruction.
- Demand quality. High expectations will yield high achievement.

The school counseling program is committed to delivering a developmentally appropriate curriculum with emphasis on academic, career, and personal/social growth of all K-12 students.

The collaboration of school staff, family, and the community partnered with the quality academic environment and rigorous curriculum enable all students to reach their fullest potential to become college and career ready.

## 5) Program Calendar

### Elementary

(Key: Yellow=Guidance Curriculum/Academic, Pink=Prevention, Intervention and Responsive Services/Personal Social; Blue=Individual Student Planning/Career)

<b><u>JULY</u></b>
Academic:
Career:
Personal/Social:
<b><u>AUGUST</u></b>
Academic: K-5 Grade Level Meetings Cyber school enrollments
Career: 5th Xello Introduction
Personal/Social: K-5- individual, as needed
<b><u>SEPTEMBER</u></b>
Academic: K-5 Grade Level Meetings Cyber school monitoring
Career: 5th Classroom Lessons 4th Career Introduction
Personal/Social: 1st Bullying Prevention Lessons 2nd Bullying Prevention Lessons 3rd Bullying Prevention Lessons K-5-individual when needed
<b><u>OCTOBER</u></b>
Academic: K-5 Grade Level Meetings



<p>K-5 Student Support Team Meetings  3-5 EdInsight Testing Coordination Reading, Math &amp; Science  3-4 District Writing Assessment Coordination  Cyber school monitoring</p>
<p>Career:  5th Classroom Lessons  4th Classroom Lessons</p>
<p>Personal/Social:  1st Bullying Prevention Lessons  2nd Bullying Prevention Lessons  3rd Bullying Prevention Lessons  3rd Red Ribbon Week  K-5-individual as needed</p>
<p><b><u>NOVEMBER</u></b></p>
<p>Academic:  K-5 Grade Level Meetings  Parent Teacher Conferences  Academic monitoring of standardized assessment scores  Cyber school monitoring</p>
<p>Career:  5th Classroom Lessons  4th Classroom Lessons  3rd Classroom Lessons</p>
<p>Personal/Social:  K Bullying Prevention Lessons  1st Bullying Prevention Lessons  2nd Bullying Prevention Lessons  K-5-individual, as needed</p>
<p><b><u>DECEMBER</u></b></p>
<p>Academic:  K-5 Grade Level Meetings  Cyber school monitoring</p>
<p>Career:  5th Classroom Lessons  4th Classroom Lessons  3rd Classroom Lessons  1st Classroom Lessons</p>
<p>Personal/Social:</p>

<p>K Bullying Prevention Lessons  2nd Classroom Lessons  K-5-Individual, as needed</p>
<p><b><u>JANUARY</u></b></p>
<p>Academic:  K-5 Grade Level Meetings  K-5 Student Support Team Meetings  3-5 EdInsight Testing Coordination  3-4 District Writing Coordination  Cyber school monitoring</p>
<p>Career:  5th Classroom Lessons  4th Classroom Lessons  3rd Classroom Lessons  1st Classroom Lessons</p>
<p>Personal/Social:  K Classroom Lessons  2nd Classroom Lessons  K-5- individual, as needed</p>
<p><b><u>FEBRUARY</u></b></p>
<p>Academic:  K-5 Grade Level Meetings  Cyber school monitoring</p>
<p>Career:  5th Classroom Lessons  4th Classroom Lessons  3rd Classroom Lessons  2nd Classroom Lessons  1st Classroom Lessons</p>
<p>Personal/Social:  K Classroom Lessons  K-5- individual, as needed</p>
<p><b><u>MARCH</u></b></p>
<p>Academic:  K-5 Grade Level Meetings  K-5 Student Support Team Meetings  3-5 PSSA Prep  3-5 EdInsight Testing Coordination  3-4 District Writing Coordination  cyber school monitoring</p>

<p>Career:  5th Classroom Lessons  4th Classroom  3rd Classroom Lessons  2nd Classroom Lessons</p>
<p>Personal/Social:  1st Classroom Lessons  K-5-Individual, as needed</p>
<p><b><u>APRIL</u></b></p>
<p>Academic:  K-5 Grade Level Meeting  3-5 PSSA ELA, Math &amp; Science Testing  2nd OLSAT  Cyber school monitoring</p>
<p>Career:  5th Classroom Lessons  2nd Classroom Lessons  K Classroom Lessons</p>
<p>Personal/Social:  1st Classroom Lessons  K-5-individual, as needed</p>
<p><b><u>MAY</u></b></p>
<p>Academic:  K-5 Grade Level Meetings  2nd OLSAT  3-5 PSSA ELA, Math &amp; Science Testing  5th Grade Transition to Middle School  Cyber school monitoring</p>
<p>Career:  5th Classroom Lessons  5th Grade CCCTC visit  K Classroom Lessons</p>
<p>Personal/Social:  K-5-individual, as needed</p>
<p><b><u>JUNE</u></b></p>
<p>Academic: Cyber school monitoring</p>
<p>Career:</p>
<p>Personal/Social:</p>

## Ongoing Monthly Counseling Activities

### Elementary

The ASCA National Model recommends that we list activities, or responsibilities that we continuously perform over time and categorize which are related to our role as a school counselor.

Counselor Related	Non-Counselor Related
Interagency Referrals- Passages, CYS, Big Brothers Big Sisters, Cen-Clear Child Services, Children's Behavioral Health, Merakey, CORE, Beacon Light, Tides	Breakfast Duty
	Door/Greeter Duty
	Teacher Coverage
	Substitute
	Bus/Dismissal Duty

### Middle School

(Key: Yellow=Guidance Curriculum/Academic, Pink=Prevention, Intervention and Responsive Services/Personal Social; Blue=Individual Student Planning/Career)

<b><u>JULY</u></b>
Academic: Summer School Grades Review Keystone Data Schedules
Career: Career Folders
Personal/Social: Student Schedules
<b><u>AUGUST</u></b>
Academic: 6-8 New Student orientation Schedule Changes New Student Enrollment (Transfer Students) Records Review Summer school grades review Review PSSA/Keystone data 504 Plans IEP meetings

Career: Review Career Lessons

Personal/Social: Parent/Student meetings.

## SEPTEMBER

Academic:

### **6th - 8th**

Grade Scheduling

New student tours and orientation

Records Review

Sapphire Student/Parent Accounts

Open House

Grade Level Meetings

Time On Task

Grade Level Testing

Brain Steps - Concussion Monitoring

SST Meetings

504 Meetings

Summer School Grades and Plan

Athletic Eligibility

Cyber Enrollment

Cyber Grades Monitor

Placement Meetings

PSSA/Keystone/PASA

Homework Club

After School tutorial

CORE

CLP Weekly Meetings

Career:

6th - 8th Grade Intro to Xello and Careers Artifacts

8th Grade - Life Fast Forward Career Speakers

8th Grade Career in the Workplace

Personal/Social:

### **6th - 8th**

Individual Counseling

Home Visit

CYS Truancy

Court Truancy

SAP

Agency Referrals

Positive Action

Morning Announcements

PBIS

Rhithm App

CLP Weekly Meetings  
 Little Bags of Sunshine  
 YMCA Backpacks  
 Agency Groups  
 Homework Club

## **OCTOBER**

Academic:

### **6th - 8th**

Grade Scheduling  
 New student tours and orientation  
 Sapphire Student/Parent Accounts  
 Grade Level Meetings  
 Brain Steps - Concussion Monitoring  
 Time On Task  
 Grade Level Testing  
 SST Meetings  
 504 Meetings  
 Athletic Eligibility  
 Cyber Enrollment  
 Cyber Grades Monitor  
 Homework Club  
 Report Cards  
 After School tutorial  
 CORE  
 CLP Weekly Meetings

Career:

6th - 8th Grade Xello Lessons and Careers Artifacts  
 8th Grade - Life Fast Forward Career Speakers  
 8th Grade - Career in the Workplace

Personal/Social:

### **6th - 8th**

Individual Counseling  
 Home Visit  
 CYS Truancy  
 Court Truancy  
 SAP  
 Agency Referrals

Positive Action  
 Morning Announcements  
 PBIS  
 CLP Weekly Meetings  
 Rhithm App  
 Little Bags of Sunshine  
 YMCA Backpacks  
 Agency Groups  
 Homework Club

## **NOVEMBER**

Academic:

### **6th - 8th**

Grade Scheduling  
 New student tours and orientation  
 Sapphire Student/Parent Accounts  
 Grade Level Meetings  
 Brain Steps - Concussion Monitoring  
 SST Meetings  
 504 Meetings  
 Time On Task  
 Grade Level Testing  
 Athletic Eligibility  
 Cyber Enrollment  
 Cyber Grades Monitor  
 Placement Meetings  
 PSSA/Keystone Training  
 CORE  
 CLP Weekly Meetings  
 Homework Club  
 After School tutorial  
 Parent/Teacher Conferences  
 EdInsight Testing

Career:

6th - 8th Grade Xello Lessons and Careers Artifacts  
 6th-8th Grade - FutureSmart  
 8th Grade - Life Fast Forward Career Speakers

Personal/Social:

6th - 8th  
 Individual Counseling  
 Home Visit  
 CYS Truancy  
 Court Truancy  
 SAP  
 Agency Referrals

Positive Action  
 Morning Announcements  
 PBIS  
 CLP Weekly Meetings  
 Rhithm App  
 Little Bags of Sunshine  
 YMCA Backpacks  
 Agency Groups  
 Homework Club

## **DECEMBER**

Academic: 8<sup>th</sup> Keystone Exam (retakes)  
 6th-8th  
 Grade Scheduling  
 New student tours and orientation  
 Sapphire Student/Parent Accounts  
 Grade Level Meetings  
 Brain Steps - Concussion Monitoring  
 Time On Task  
 Grade Level Testing  
 SST Meetings  
 504 Meetings  
 Athletic Eligibility  
 Cyber Enrollment  
 Cyber Grades Monitor  
 Homework Club  
 After School tutorial  
 CORE  
 CLP Weekly Meetings

Career:  
 6th - 8th Grade Xello Lessons and Careers Artifacts  
 8th Grade - Life Fast Forward Career Speakers  
 8th Grade - Academic Career Plan

Personal/Social:  
 6th - 8th  
 Individual Counseling  
 Home Visits  
 SAP  
 Agency Referrals  
 Positive Action  
 Morning Announcements  
 PBIS  
 Rhithm App  
 CLP Weekly Meetings  
 Little Bags of Sunshine



YMCA Backpacks  
 Agency Groups  
 Homework Club  
 Christmas Dinners  
 Christmas Families

## **JANUARY**

Academic:

### **6th - 8th**

New student tours and orientation  
 Sapphire Student/Parent Accounts  
 Grade Level Meetings  
 Brain Steps - Concussion Monitoring  
 Time On Task  
 Grade Level Testing  
 SST Meetings  
 504 Meetings  
 Athletic Eligibility  
 Cyber Enrollment  
 Cyber Grades Monitor  
 Cyber Report Cards  
 Placement Meetings  
 Homework Club  
 After School tutorial  
 PSSA Testing Training  
 Parent/Teacher Conferences  
 Failure Meetings  
 Report Cards  
 EdInsight Testing  
 7th/8th Semester Schedule Changes  
 CORE  
 CLP Weekly Meetings

Career:

6th - 8th Grade Xello Lessons and Careers Artifacts  
 6th - 8th Grade - Interest Inventories  
 8th Grade - Life Fast Forward Career Speakers

Personal/Social:

6th - 8th  
 Individual Counseling  
 Home Visits  
 SAP  
 Agency Referrals  
 Positive Action  
 Morning Announcements  
 PBIS

Rhythm App  
 Little Bags of Sunshine  
 YMCA Backpacks  
 Agency Groups  
 CLP Weekly Meetings  
 Homework Club

## **FEBRUARY**

Academic:

### **6th - 8th**

Grade Scheduling  
 New student tours and orientation  
 Sapphire Student/Parent Accounts  
 Grade Level Meeting  
 Brain Steps - Concussion Monitorings  
 Time On Task  
 Grade Level Testing  
 SST Meetings  
 504 Meetings  
 Athletic Eligibility  
 Cyber Enrollment  
 Cyber Grades Monitor  
 Homework Club  
 After School tutorial  
 PSSA Testing Prep  
 Parent Scheduling Night  
 Next Year Student Scheduling  
 CORE  
 CLP Weekly Meetings

Career:

6th - 8th Grade Xello Lessons and Careers Artifacts  
 6th - 8th Grade - Career Clusters  
 8th Grade - Life Fast Forward Career Speakers

Personal/Social:

6th - 8th  
 Individual Counseling  
 Home Visit  
 CYS Truancy  
 Court Truancy  
 SAP  
 Agency Referrals  
 Positive Action  
 Morning Announcements  
 PBIS  
 Rhythm App

CLP Weekly Meetings  
 Little Bags of Sunshine  
 YMCA Backpacks  
 Agency Groups  
 Homework Club

### **MARCH**

Academic:

#### **6th - 8th**

New student tours and orientation  
 Sapphire Student/Parent Accounts  
 Grade Level Meetings  
 Brain Steps - Concussion Monitoring  
 Time On Task  
 Grade Level Testing  
 SST Meetings  
 504 Meetings  
 Athletic Eligibility  
 Cyber Enrollment  
 Cyber Grades Monitor  
 Homework Club  
 After School tutorial  
 PSSA Testing Prep  
 Next Year Student Scheduling  
 CORE  
 CLP Weekly Meetings

Career:

6th - 8th Grade Xello Lessons and Careers Artifacts  
 6th - 8th Grade - Motivational Lesson and Grade Lesson  
 8th Grade - Life Fast Forward Career Speakers

Personal/Social:

6th - 8th  
 Individual Counseling  
 Home Visit  
 CYS Truancy  
 Court Truancy  
 SAP  
 Agency Referrals  
 Positive Action  
 Morning Announcements  
 PBIS  
 CLP Weekly Meetings  
 Rhithm App  
 Little Bags of Sunshine  
 YMCA Backpacks

Agency Groups Homework Club
<b><u>APRIL</u></b>
Academic: <b>6th - 8th</b> New student tours and orientation Sapphire Student/Parent Accounts Grade Level Meetings Brain Steps - Concussion Monitoring SST Meetings 504 Meetings Athletic Eligibility Cyber Enrollment Cyber Grades Monitor Placement Meetings Homework Club After School tutorial PSSA Testing CORE CLP Weekly Meetings
Career: 6th - 8th Grade Xello Lessons and Careers Artifacts 8th Grade - Career Day 8th Grade - Academic Career Plan 8th Grade - Life Fast Forward Career Speakers
Personal/Social: 6th - 8th Individual Counseling Home Visit CYS Truancy Court Truancy SAP Agency Referrals Positive Action Morning Announcements PBIS Rhithm App CLP Weekly Meetings Little Bags of Sunshine YMCA Backpacks Agency Groups Homework Club
<b><u>MAY</u></b>
Academic:

**6th - 8th**

New student tours and orientation  
 Sapphire Student/Parent Accounts  
 Grade Level Meetings  
 Brain Steps - Concussion Monitoring  
 SST Meetings  
 504 Meetings  
 Athletic Eligibility  
 Cyber Enrollment  
 Cyber Grades Monitor  
 Placement Meetings  
 Homework Club  
 After School tutorial  
 Keystone Testing  
 Summer School Plan/Meetings  
 Summer School Parent Conferences  
 Failure Reports  
 Transition meetings  
 Transition days  
 5th grade presentation  
 CORE  
 CLP Weekly Meetings

**Career:**

6th - 8th Grade Xello Lessons and Careers Artifacts  
 6th Grade - Career  
 8th Grade - Life Fast Forward Career Speakers  
 8th Grade - CCCTC Tour

**Personal/Social:**

6th - 8th  
 Individual Counseling  
 Home Visit  
 CYS Truancy  
 Court Truancy  
 SAP  
 Agency Referrals  
 Positive Action  
 Morning Announcements  
 PBIS  
 Rhithm App  
 CLP Weekly Meetings  
 Little Bags of Sunshine  
 YMCA Backpacks  
 Agency Groups  
 Homework Club

**JUNE**

Academic:

**6th - 8th**

Grade Scheduling

New student tours and orientation

Sapphire Student/Parent Accounts

Grade Level Meetings

Brain Steps - Concussion Monitoring

SST Meetings

504 Meetings

Athletic Eligibility

Cyber Enrollment

Cyber Grades Monitor

Placement Meetings

Homework Club

After School tutorial

Parent/Teacher Conferences

Failure Meetings

CORE Review

CLP Review

Report Cards

Semester Schedule Changes

Summer School Registration

Summer School Expectations

Final Grades Assigned

Failure Reports

Career:

6th - 8th Grade Finalize Xello Lessons and Careers Artifacts

6th - 8th Grade - Career Artifacts Folders

Personal/Social:

6th - 8th

Individual Counseling

SAP

Agency Referrals

Positive Action

Morning Announcements

PBIS

Rhithm App

Little Bags of Sunshine

YMCA Backpacks

Agency Groups

## Ongoing Monthly Counseling Activities Middle School

The ASCA National Model recommends that we list activities, or responsibilities that we continuously perform over time and categorize which are related to our role as a school counselor.

<b>Counselor Related</b>	<b>Non-Counselor Related</b>
Interagency Referrals- CYS, Cen-Clear Child Services, Expressions, Children's Behavioral Health, High Point-NHS, AEDY, Beacon Light, CORE, TIDES, YSB, Penn Highlands, Meadows, etc.	Morning Announcements
SAP meetings	Lunch Duty
Threat/Risk Assessment	Door Duty
Home Visits	Teacher Coverage
Court - Truancy, Custody, etc.	Admin Cyber Classes and Grades
Grief and Loss Group	Records
Homebound	ESL Students
Teacher consultation	Student Tours
Time on Task	Placement Testing
Grade Level Meetings	
Vanderbilts	
SOGIE	
CLP	
SST Meetings	
Rhithm App monitor	
Positive Action Lessons	
Brain Steps - Concussion Monitoring	
Transition Days	

## Senior High School High School

(Key: Yellow=Guidance Curriculum/Academic, Pink=Prevention, Intervention and Responsive Services/Personal Social; Blue=Individual Student Planning/Career)

<b><u>JULY</u></b>
Academic: Review Keystone Data Adjust schedules
Career:
Personal/Social:
<b><u>AUGUST</u></b>
Academic: 9 <sup>th</sup> grade orientation 9th-12th-Schedule Changes New Student Enrollment (Transfer Students) Credit checks Summer school grades Review PSSA/Keystone data 504 Plans IEP meetings Failure Meetings
Career:
Personal/Social 9-12 grade level/class meetings Individual counseling-as needed
<b><u>SEPTEMBER</u></b>
Academic: 9-12 grade level/class meetings Dual enrollment classroom presentations AP course registration Schedule changes New students Credit checks Back to School Night/Open House IEP meetings SST meetings 1st quarter progress reports



504 Plans
<p>Career:  Career Planning - 10th grade class  Individual senior meetings  Post secondary representative meetings 11 &amp; 12</p>
<p>Personal/Social:  Individual Counseling - as needed  Interagency Referrals  SAP  SOGIE weekly group meetings  Junior/Senior Newsletters  Positive Action Lessons  TIDES weekly group meetings</p>
<b><u>OCTOBER</u></b>
<p>Academic:  SAT administration  PSAT administration  Report Cards  IEP meetings  grade level meetings  504 Plans</p>
<p>Career:  9th grade Xello lesson &amp; presentation reflection  10th grade Career Planning Class  Individual senior meetings  Financial Aid Night  10th grade CCCTC Tour and applications  post secondary representative meetings- 11 &amp; 12  Reality Fair-12th grade</p>
<p>Personal/Social:  Individual Counseling-as needed  Interagency Referrals  SAP  SOGIE weekly group meetings  Junior/Senior Newsletters  Positive Action Lessons  TIDES weekly group meetings</p>
<b><u>NOVEMBER</u></b>

<p>Academic:</p> <ul style="list-style-type: none"> <li>Parent/Teacher Conferences</li> <li>Failure meetings</li> <li>IEP meetings</li> <li>SST meetings</li> <li>504 Plans</li> </ul>
<p>Career:</p> <ul style="list-style-type: none"> <li>10th grade Career Planning class</li> <li>post secondary representative meetings 11 &amp; 12</li> <li>South Hills presentation-12th grade</li> </ul>
<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Individual Counseling-as needed</li> <li>Interagency Referrals</li> <li>SAP</li> <li>SOGIE weekly group meetings</li> <li>Junior/Senior Newsletters</li> <li>Positive Action Lessons</li> <li>TIDES weekly group meetings</li> </ul>
<b><u>DECEMBER</u></b>
<p>Academic:</p> <ul style="list-style-type: none"> <li>2nd quarter progress reports</li> <li>preparing for Keystone retakes</li> <li>Curriculum discussions/meetings in preparation for next year's scheduling process</li> <li>IEP meetings</li> <li>504 Plans</li> </ul>
<p>Career:</p> <ul style="list-style-type: none"> <li>10th grade Career Planning Class</li> <li>South Hills presentation-11th grade.</li> </ul>
<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Individual Counseling-as needed</li> <li>Interagency Referrals</li> <li>SAP</li> <li>SOGIE weekly group meetings</li> </ul>

<p>Junior/Senior Newsletters  Positive Action Lessons  TIDES weekly group meetings</p>
<p><b><u>JANUARY</u></b></p>
<p>Academic:  Keystone exam prep and administration  Mid-year reports/letters  Report cards  Failure meetings  Parent scheduling presentation-8<sup>th</sup> grade  Mid-year schedule changes  IEP meetings  504 Plans  Grade level meetings</p>
<p>Career:  ASVAB administration  Career Planning Class 10th grade</p>
<p>Personal/Social:  Individual Counseling - as needed  Interagency Referrals  SAP  SOGIE weekly group meetings  Freshman/Sophomore/Junior/Senior Newsletters  TIDES weekly group meetings</p>
<p><b><u>FEBRUARY</u></b></p>
<p>Academic:  Class scheduling presentations grades 8-11  Senior at-risk of failure meetings  IEP meetings  SST meetings  progress reports  504 plans  12th grade scholarship presentations</p>
<p>Career:  ASVAB interpretations  10th grade Career Planning Classes</p>
<p>Personal/Social:  Individual Counseling - as needed</p>

<p>Interagency Referrals  SAP  SOGIE weekly group meeting  Junior/Senior Newsletters  TIDES weekly group meetings</p>
<p><b><u>MARCH</u></b></p>
<p>Academic:  9-11 Individual scheduling meetings  Report cards  SAT  IEP meetings  504 Plans  grade level meetings</p>
<p>Career:  College Fair-11th grade  10th grade Career Planning Class  Entrepreneur Speaker-11 &amp; 12</p>
<p>Personal/Social:  Individual Counseling-as needed  Interagency Referrals  SAP  SOGIE weekly group meetings  Junior/Senior Newsletter  Positive Action Lessons  TIDES weekly group meetings</p>
<p><b><u>APRIL</u></b></p>
<p>Academic:  Prep for Keystone Exams and AP exams  Awards program prep  IEP meetings  504 Plans  Finalize master schedule</p>
<p>Career:  10 grade Career Planning class  Junior class tour - Lock Haven and Penn State</p>

Personal/Social: Individual Counseling-as needed Interagency Referrals SAP SOGIE weekly group meetings Junior/Senior Newsletters Positive Action Lessons TIDES weekly group meetings
<b><u>MAY</u></b>
Academic: Awards night AP exams Keystone exams Senior failure meetings IEP meetings 504 plans Move up day planning
Career: Scholarships Reviewed by the committees/students assigned awards 10th grade Career Planning Class Advisory Council meeting
Personal/Social: Individual Counseling -as needed Interagency Referrals SAP SOGIE weekly group meetings Junior/Senior Newsletter End of year Maintenance Meeting for SAP report Positive Action Lessons TIDES weekly group meetings
<b><u>JUNE</u></b>
Academic: Graduation Final Grades/Report cards Move up day/ Distribute Schedules for the following school year Summer school registration Credit checks Final transcripts/reports to colleges

<b>Career:</b> Senior post HS reports Career Readiness reports Final Transcripts Sent
<b>Personal/Social:</b>

### **Ongoing Monthly Counseling Activities Senior High School**

<b>Counselor Related</b>	<b>Non-Counselor Related</b>
SAP Meetings	Morning/Afternoon Duty
New Student Enrollment	Teacher Coverage, when needed
Maintain/Update Counseling/Guidance Website	
Cyber Student monitoring	
Interagency Referrals	
Individual Counseling	
Teacher Consultation	
Concussion Management Team Member-Collect Teacher Data	
Crisis Management	
SST	
Transcripts/College Application Materials	
Bi-annual Freshman/Sophomore Newsletters	
Monthly Jr/Senior Counseling Newsletters	

## 6) Program Delivery Style

### Elementary

(Key: Yellow=Guidance Curriculum, Pink=Prevention, Intervention and Responsive Services; Blue=Individual Student Planning, Green=System Support)

<p><b>Guidance Curriculum</b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students K-12.</p>	<p><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs.</p>	<p><b>Individual Student Planning</b></p> <p>Assists students and parents in development of academic and career plans.</p>	<p><b>System Support</b></p> <p>Includes program, staff and school support activities and services.</p>
<p><b>Purpose</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>Purpose</b></p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p><b>Purpose</b></p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p><b>Purpose</b></p> <p>Program delivery and support.</p>
<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>-Classroom Lessons- Study Skills,</li> <li>Organization Skills,</li> <li>Schedule Making,</li> <li>Developing Listening Skills, Goal Setting</li> <li>-OLSAT</li> </ul>	<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>-Refer students to tutor club</li> <li>-Grade level meetings</li> <li>-SST (Student Support Team) Meetings</li> <li>-PSSA SAC</li> <li>-Individual Grade Review with Students at Risk</li> <li>-Parent teacher conferences</li> <li>-504 planning meetings</li> <li>-SAP member</li> <li>-Gifted screenings/referrals</li> <li>-arrange peer tutors</li> </ul>	<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>-one on one student sessions</li> <li>-new student orientation</li> <li>-KBIT2 at team request</li> <li>-KTEA at team request</li> </ul>	<p><b>Counselor Related</b></p> <ul style="list-style-type: none"> <li>-Attend SST meetings</li> <li>-Open House</li> <li>-Coordinate PSSA</li> <li>-Consult with Teachers, Therapists, Nurse</li> <li>-Faculty Meetings</li> <li>-Administer -Professional Development</li> <li>-PBIS committee member</li> <li>-Elem. SAP member</li> <li>-Arrange Outside Agency services such as Cen-Clear, Tides, etc.</li> <li>-Collaborate with Beacon Light</li> </ul>

<p style="text-align: center;"><b>Career</b></p> <ul style="list-style-type: none"> <li>-Classroom Lessons- Career Interest Inventories, Recognition Activities, Awareness Activities, Salary awareness activities, Post- Secondary education options, relate current academic success to future plans, entrepreneurship</li> <li>-Community Presentations</li> </ul>	<p style="text-align: center;"><b>Career</b></p> <ul style="list-style-type: none"> <li>-Holland Interest Survey Interpretation</li> <li>-Further Career exploration activities</li> </ul>	<p style="text-align: center;"><b>Career</b></p> <ul style="list-style-type: none"> <li>-Individual Career Counseling, goal setting, organization skills, grade review, attendance review</li> </ul>	<p style="text-align: center;"><b>Non-Counselor Related</b></p> <ul style="list-style-type: none"> <li>-Breakfast Duty</li> <li>-Door Duty/Greeter Duty</li> <li>-Teacher Coverage</li> <li>-Substituting</li> </ul>
<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Classroom Lessons- Developing understanding of self and others, bullying awareness, anger management, apologizing/conflict resolution, respect, personal space, trustworthy, perseverance, interrupting, self-esteem activities</li> <li>-Positive Action Curriculum</li> </ul>	<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Small groups as needed</li> <li>-individual sessions as needed</li> <li>-connecting to resources to address specific needs</li> <li>-Beacon Light referrals for services</li> <li>-Plans and supports the Positive Action curriculum for students</li> </ul>	<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-One on one counseling as needed</li> <li>-Crisis Intervention</li> <li>-Parent Conferences</li> <li>-new student orientation</li> </ul>	<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Weekly Core meetings with Beacon Light for student progress/review</li> <li>-6 month review meetings with Beacon Light for individual students</li> <li>-On-going review meetings with school social worker regarding student progress</li> <li>-Collaborate with Tides</li> </ul>
<p style="text-align: center;"><b>Percentage of Time</b> 35-45%</p>	<p style="text-align: center;"><b>Percentage of Time</b> 30-40%</p>	<p style="text-align: center;"><b>Percentage of Time</b> 5-10%</p>	<p style="text-align: center;"><b>Percentage of Time</b> 10-15%</p>



## 2 Middle School

(Key: Yellow=Guidance Curriculum, Pink=Prevention, Intervention and Responsive Services;  
Blue=Individual Student Planning, Green=System Support)

<b>Guidance Curriculum</b>	<b>Prevention, Intervention and Responsive Services</b>	<b>Individual Student Planning</b>	<b>System Support</b>
Provides developmental, comprehensive guidance program content in a systematic way to all students preK-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>Purpose</b>	<b>Purpose</b>	<b>Purpose</b>	<b>Purpose</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 groups and/or individuals.	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support.
<b>Academic</b>	<b>Academic</b>	<b>Academic</b>	<b>Counselor Related</b>
<ul style="list-style-type: none"> <li>-Classroom Lessons - Xello, Middle School Skills and expectations.</li> <li>-New student tours and orientation</li> <li>-Sapphire Student/Parent Accounts</li> <li>-Cyber School Enrollment/Grades</li> <li>-Placement Meetings</li> <li>-PSSA Training</li> <li>-EdInsight Testing</li> <li>-Scheduling meetings</li> <li>-Red Ribbon Week</li> </ul>	<ul style="list-style-type: none"> <li>After school Tutoring</li> <li>-Parent, teacher, student conferences</li> <li>-Grade level &amp; SST meetings</li> <li>-IEP/504 Plan meetings</li> <li>-SAP Involvement</li> <li>-Concussion Management team member</li> <li>-Time On Task</li> <li>-Athletic Eligibility</li> <li>-Homework Club</li> <li>-After school Tutorial</li> </ul>	<ul style="list-style-type: none"> <li>-One on one counseling</li> <li>-Failure Meetings</li> <li>-Individual scheduling meetings</li> <li>-New student enrollment/ tours</li> <li>- Xello Lessons</li> <li>- Scheduling Meetings</li> <li>- Eligibility Meetings</li> <li>- Move Up Days</li> <li>- Student Orientations</li> <li>- CCCTC Info/Tours</li> </ul>	<ul style="list-style-type: none"> <li>-SAP referrals</li> <li>-Homeless liaison</li> <li>-Consulting with staff</li> <li>-Parent meetings</li> <li>-Open House</li> <li>-Coordinate Keystone Exams/PSSA</li> <li>-Edinsight Testing</li> <li>-Schedule Changes</li> <li>-Registration of new students</li> <li>-Updating course description Guides</li> <li>-Faculty meetings</li> <li>- PBIS</li> <li>-Coordinate Career Days</li> </ul>

			<ul style="list-style-type: none"> <li>-Coordinating CCCTC Tours</li> <li>-Consulting with High School Staff</li> <li>- Coordination with - Coordinate Cyber students and EOA</li> <li>-Consult with Outside Agencies</li> </ul>
<p style="text-align: center;"><b>Career</b></p> <ul style="list-style-type: none"> <li>-Classroom Lessons-</li> <li>-Xello Lessons - Career Search, Skills.</li> <li>- Career Clusters</li> <li>-Career Interest Inventories</li> <li>-Tour CCCTC Presentation</li> <li>-Scheduling Presentations</li> <li>- Career Day</li> <li>- Interest Inventory Activity</li> <li>-Career Cluster Activity</li> <li>- Life Fast Forward Presentations</li> </ul>	<p style="text-align: center;"><b>Career</b></p> <ul style="list-style-type: none"> <li>-Scheduling Meetings</li> <li>- Interest Inventory Activity Review</li> <li>-CCCTC Early Enrollment</li> <li>-Milton Hershey Enrollment</li> </ul>	<p style="text-align: center;"><b>Career</b></p> <ul style="list-style-type: none"> <li>-Individual Scheduling</li> <li>-Individual Career Counseling</li> <li>-Letters of Recommendation</li> <li>-CCCTC Discussion</li> <li>- Parent scheduling meeting</li> <li>- Career search activity</li> <li>-LFF presentation review</li> <li>-Career Day</li> <li>- Academic and Career Plan</li> <li>- Move up days</li> </ul>	<p style="text-align: center;"><b>Non-Counselor Related</b></p> <ul style="list-style-type: none"> <li>-Lunch Duty</li> <li>- Morning Announcements</li> <li>- Morning Duty</li> <li>-Teacher Coverage</li> <li>-Admin Cyber Classes and Grades</li> <li>- ESL Students - Placement Testing</li> </ul>
<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Classroom Lessons-Xello Lessons conflict resolution, bullying, self-esteem, decision making.</li> <li>-Red Ribbon Week Activities</li> <li>-Rhithm App</li> <li>-Positive Action</li> <li>- Individual Counseling</li> <li>-SOGIE</li> </ul>	<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Small Groups</li> <li>-SOGIE Group</li> <li>- TIDES group</li> <li>-SAP</li> <li>-Positive Action</li> <li>-Crisis</li> <li>-Childline</li> <li>-Homeless</li> <li>-Core Meetings</li> <li>-Beacon Light</li> <li>-CLP</li> </ul>	<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Individual Counseling</li> <li>-Crisis Intervention</li> <li>-Parent Meetings</li> <li>- SAP meetings</li> <li>- Rhithm app follow up</li> <li>- Positive Action</li> <li>-504 meetings</li> </ul>	
<p style="text-align: center;"><b>Percentage of Time</b> 25%</p>	<p style="text-align: center;"><b>Percentage of Time</b> 25%</p>	<p style="text-align: center;"><b>Percentage of Time</b> 25%</p>	<p style="text-align: center;"><b>Percentage of Time</b> 25%</p>

## Senior High School

(Key: Yellow=Guidance Curriculum, Pink=Prevention, Intervention and Responsive Services;  
Blue=Individual Student Planning, Green=System Support)

<b>Guidance Curriculum</b>	<b>Prevention, Intervention and Responsive Services</b>	<b>Individual Student Planning</b>	<b>System Support</b>
Provides developmental, comprehensive guidance program content in a systematic way to all students preK-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>Purpose</b>	<b>Purpose</b>	<b>Purpose</b>	<b>Purpose</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 groups and/or individuals.	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support.
<b>Academic</b>	<b>Academic</b>	<b>Academic</b>	<b>Counselor Related</b>
<ul style="list-style-type: none"> <li>-Classroom Lessons-learning styles, study skills, test taking skills, resumes, interview skills</li> <li>-Xello curriculum</li> <li>-Scheduling presentations</li> </ul>	<ul style="list-style-type: none"> <li>-After school Tutoring</li> <li>-Parent, teacher, student conferences</li> <li>-Grade level &amp; SST meetings</li> <li>-IEP/504 Plan meetings</li> <li>-SAP Involvement</li> <li>-Concussion Management team member</li> </ul>	<ul style="list-style-type: none"> <li>-Oversee data collection on individual students during grade level meetings and PVASS/Keystone data for scheduling and Act 158 Graduation Pathways</li> <li>-Meeting with students who are failing</li> <li>-Individual scheduling meetings</li> <li>-New student enrollment</li> </ul>	<ul style="list-style-type: none"> <li>-SAP referrals</li> <li>-Consulting with teachers &amp; administrators</li> <li>-Parent meetings</li> <li>-Open House</li> <li>-Coordinate Keystone /PSAT/SAT/AP exams</li> <li>-Schedule Changes</li> <li>-Registration of new students</li> <li>-Updating course selection guides</li> <li>-Faculty meetings</li> <li>-Administer Professional Development</li> </ul>

			<ul style="list-style-type: none"> <li>-Maintaining Counseling Website</li> <li>-Coordinate Awards Night</li> <li>-Consulting with CCTC</li> <li>-Consulting with Post-Secondary Schools/Military</li> <li>-Coordination of ASVAB</li> <li>-Coordination of Scholarship Program</li> <li>-Consult with Outside Agencies</li> </ul>
<p><b>Career</b></p> <ul style="list-style-type: none"> <li>-Classroom Lessons-Xello, Education Planner, PA Career Zone</li> <li>--CCCTC Classroom Presentations-10<sup>th</sup></li> <li>-Tour CCCTC</li> <li>-College Fair</li> <li>-Scholarship Presentation</li> <li>-Scheduling Presentations</li> <li>-Entrepreneur speakers</li> <li>-College visits</li> <li>-Reality Fair</li> </ul>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>-ASVAB Results Interpretation Lesson</li> <li>-Financial Aid Night</li> <li>-Post-Secondary Representative Meetings</li> </ul>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>-Individual Scheduling/Career meetings</li> <li>-Letters of Recommendation</li> <li>-Individual career plans for all students</li> </ul>	<p><b>Non-Counselor Related</b></p> <ul style="list-style-type: none"> <li>-Morning/end of the day duty</li> <li>-Substitute coverage</li> </ul>
<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Building wide presentations/speakers on MH.</li> <li>-Positive Action Curriculum</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Individual counseling, when needed.</li> <li>-Small Groups, as needed</li> <li>-SAP Involvement</li> <li>-Positive Action Curriculum</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-One-on-one Counseling as needed</li> <li>-Crisis Intervention</li> <li>-Parent Meetings</li> <li>-SAP Meetings</li> </ul>	
<p><b>Percentage of Time</b> <b>25%</b></p>	<p><b>Percentage of Time</b> <b>15%</b></p>	<p><b>Percentage of Time</b> <b>40%</b></p>	<p><b>Percentage of Time</b> <b>20%</b></p>

## 7) Curriculum Scope &amp; Sequence/Curriculum Action Plan

<b>Grades K-5 Curriculum Action Plan</b>								
<b>Lesson Content</b>	<b>ASCA/C EW Domain</b>	<b>Curriculu m and Materials</b>	<b>Start and End Dates</b>	<b>Numbe r of Student s affected</b>	<b>Location</b>	<b>Evaluatio n and Assessme nt</b>	<b>Stake holde rs</b>	<b>Contact Person</b>
I can identify jobs within the community	13.1.3A	Richard Scarry's Best Busy People Video Ever-Jobs within the community, working together	May	K	Elementary	Naming jobs in the community and in the video	Students	Mrs. Rhoades Mrs. Guelich
I can identify jobs within the community	13.1.3A	Berenstain Bears On the Job part 1 and 2 explores jobs in the community	May	K	Elementary	Naming jobs in the video. Naming jobs in our community. Identifying jobs of interest to the students	Students	Mrs. Rhoades Mrs. Guelich
I can identify jobs within the community	13.1.3A	Whose Vehicle is This? Identifying jobs by pictures presented to students	May	K	Elementary	Draw a picture of a vehicle used for a job within our community	Students	Mrs. Rhoades Mrs. Guelich
I can identify jobs within the community	13.1.3A	Career Day	December	1st	Elementary	PAWS picture of jobs within the community	Students	Mrs. Rhoades Mrs. Guelich

I can identify jobs within the community	13.1.3A, 13.1.3D	Clothesline Clues; Jobs that People Do	December	1st	Elementary	Clothesline Clues worksheet	Students	Mrs. Rhoades Mrs. Guelich
I can identify jobs within the community	13.1.3A, D, H	Whose Tools Are These? A look at the tools people use at work	January	1st	Elementary	write as many jobs at you can based on the tools presented	Students	Mrs. Rhoades Mrs. Guelich
I can identify jobs within the community	13.1.3A, B, G	PAWS in Jobland, an introduction and exploration of jobs in our community	January	1st	Elementary	Complete the Paws quiz	Students	Mrs. Rhoades, Mrs. Guelich
I can identify jobs within the community	13.1.3A,C, D, F, H	Curious Kids career video	February	1st	Elementary	Students will discuss careers that look interesting	Students	Mrs. Rhoades, Mrs. Guelich
I can identify my interests, abilities, talents and start to think about jobs in my future	13.1.3 A, B, G	PHEAA career profile for 1st grade	February	1st	Elementary	Completed Career Profile	Students	Mrs. Rhoades, Mrs. Guelich
I can identify jobs within the community	13.1.3A, B	PAWS in Jobland	February	2nd	Elementary	Complete scavenger hunt	Students	Mrs. Rhoades, Mrs. Guelich
I can identify jobs within the community and work done by individuals	13.1.3A, D, E	Whose Hat Is This?; looks at jobs based on headwear	February	2nd	Elementary	Draw a picture of a hat	Students	Mrs. Rhoades, Mrs. Guelich
I can identify jobs within the	13.1.3D, E	Whose Hands Are	March	2nd	Elementary	trace hand and	Students	Mrs. Rhoades

community and work done by individuals		These?;looks at jobs based on what hands are doing				write job in the center then add a skill of the job to		s, Mrs. Guelich
I can identify jobs within the community and how to prepare for a job	13.1.3D,F	Whose Shoes Are These?; different shoes are worn for different careers	March	2nd	Elementary	Draw picture of a shoe worn for a job and the steps to get to that job	Students	Mrs. Rhoades, Mrs. Guelich
I can identify my interests, abilities, talents and start to think about jobs in my future	13.1.3 A, B, G	PHEAA career profile for 2nd grade	April	2nd	Elementary	Completed Career Profile	Students	Mrs. Rhoades, Mrs. Guelich
I can identify jobs within the community and current career interests	13.1.3A, B, D, F	PAWS in Jobland	November	3rd	Elementary	Completed quiz	Students	Mrs. Rhoades, Mrs. Guelich
I can define entrepreneurship and an entrepreneurial opportunity	13.3.4A, C	Shark Tank: Business Plan	November	3rd	Elementary	Completed Business Plan	Students	Mrs. Rhoades, Mrs. Guelich
I can identify attitudes and habits that contribute to success	13.1.3A 13.3.3A	NED Achieving Excellence	December	3rd	Elementary	Participation in discussion	Students	Mrs. Rhoades, Mrs. Guelich
I can identify essential workplace skills and attitudes that contribute to success	13.2.3E, 13.3.3A, C	Champion Goal Setting; Olympic Values	January	3rd	Elementary	Completed Goal worksheet	Students	Mrs. Rhoades, Mrs. Guelich
I can identify my current career interest	13.1.3A, B	Career Portrait; Lesson in What makes Me Unique	January	3rd	Elementary	Complete Career Portrait	Students	Mrs. Rhoades, Mrs. Guelich

		and what I want to be when I grow up						
I can compose a personal letter	13.2.3C	Personal Letter	February	3rd	Elementary	Completed Personal Letter	Students	Mrs. Rhoades, Mrs. Guelich
Recognizing parts of a family, roles and responsibilities	13.1 (C)	Reading - Family Unit	November	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Elementary	Completion of Unit	Students, Teachers	First grade teachers
I can identify my interests, abilities, talents and start to think about jobs in my future	13.1.3 A, B, G	PHEAA career profile for 3rd grade	April	3rd	Elementary	Completed Career Profile	Students	Mrs. Rhoades, Mrs. Guelich
I can identify career and the factors that contribute to a career	13.1.5A, C 13.3.3G	Career Definition and Path	September	4th	Elementary	Participation in discussion	Students	Mrs. Rhoades, Mrs. Guelich
I can identify roles of people in the community and at home and the jobs that they do	13.1.3C, E	Career Paths	September	4th	Elementary	completion of VIPS worksheet	Students	Mrs. Rhoades, Mrs. Guelich
I can identify roles of people in the community and at home and the jobs that they do	13.1.3A, C, D, E	Career Paths; Family Jobs	October	4th	Elementary	Completion of Career Paths Spreadsheet	Students	Mrs. Rhoades, Mrs. Guelich
I can identify my interests and abilities in relation to career choice	13.1.5A, B, H	Interests and abilities	November	4th	Elementary	Completion of Interests and Abilities Worksheet	Students	Mrs. Rhoades, Mrs. Guelich



I can apply appropriate speaking and listening techniques used in conversation	13.2.5A	Speaking and Listening Skills	November	4th	Elementary	Participation in student interview practice of listening skills	Students	Mrs. Rhoades, Mrs. Guelich
I can explain how workers in their careers use what is learned in the classroom	13.1.3H	Linking Academic Skills to Career Paths	December	4th	Elementary	Completion of linking academic skills to career paths worksheet	Students	Mrs. Rhoades, Mrs. Guelich
I can identify essential workplace skills	13.2.5E 13.3.5B	Skills Employers Want	January	4th	Elementary	Completion of skills worksheet	Students	Mrs. Rhoades, Mrs. Guelich
I can write a resume	13.1.8 (D, E, G, H) 13.2.8 (C, D)	Career Acquisition Resume Writing Activity	January	4th	Elementary	Completed My First Resume	Students	Mrs. Rhoades, Mrs. Guelich
I can identify the difference between products and services in terms of jobs	13.4.5C	Product vs Service	February	4th	Elementary	Completed Product vs Service Worksheet	Students	Mrs. Rhoades, Mrs. Guelich
I can define what an entrepreneur is	13.4.3A, B	Define entrepreneurship and character traits of entrepreneurs; Caine's Arcade	February	4th	Elementary	Completed reflection of Caine's Arcade	Students	Mrs. Rhoades, Mrs. Guelich
I can Discuss the steps entrepreneurs take to bring	13.3.5D 13.4.5C	Create Business Plan	March	4th	Elementary	Create Business Plan	Students	Mrs. Rhoades

their goods or services to market and explain budgeting								s, Mrs. Guelich
I can identify my interests, abilities, talents and start to think about jobs in my future	13.1.3 A, B, G	PHEAA career profile for 4th grade	April	4th	Elementary	Completed Career Profile	Students	Mrs. Rhoades, Mrs. Guelich
I can identify that the Xello app is for career exploration	13.1.5	Xello introduction	September	5th	Elementary	Begin building student profiles	Students	Mrs. Rhoades, Mrs. Guelich
I can identify my current interests and abilities	13.1.5A, B	Xello About Me	September	5th	Elementary	Personalize Xello profile	Students	Mrs. Rhoades, Mrs. Guelich
I can connect personal interests and abilities and academic strengths to personal career option	13.3.5A, B, H	Xello Learning and Future Success	October	5th	Elementary	Completed Xello Mission: Learning and Future Success	Students	Mrs. Rhoades, Mrs. Guelich
I can identify individual and personal interests	13.1.5A, B	Xello Interests	October	5th	Elementary	Completed Xello Mission: Interests	Students	Mrs. Rhoades, Mrs. Guelich
I can identify individual and personal interests	13.1.5A, B 13.2.5E	Xello Skills	November	5th	Elementary	Completed Xello Mission: Skills	Students	Mrs. Rhoades, Mrs. Guelich
I can explain how student attitudes, work habits and	13.3.5A, B	Xello Facing Big Challenges	November	5th	Elementary	Completed Xello Mission: Facing Big	Students	Mrs. Rhoades, Mrs. Guelich

<b>working cooperatively</b>						<b>Challenges</b>		
<b>I can describe how personal interests and abilities impact lifelong learning</b>	<b>13.3.5G</b>	<b>Xello Learning Paths</b>	<b>December</b>	<b>5th</b>	<b>Elementary</b>	<b>Complete Xello Mission: Learning Paths</b>	<b>Students</b>	<b>Mrs. Rhoades, Mrs. Guelich</b>
<b>I can explain goal setting</b>	<b>13.1.5G, H; 13.2.5 D; 13.3.5E</b>	<b>Xello Goal Setting</b>	<b>January</b>	<b>5th</b>	<b>Elementary</b>	<b>Complete Xello Mission: Goal Setting</b>	<b>Students</b>	<b>Mrs. Rhoades, Mrs. Guelich</b>
<b>I can explain tools for success</b>	<b>13.2.5</b>	<b>Xello Tools For Success</b>	<b>January</b>	<b>5th</b>	<b>Elementary</b>	<b>Complete Xello Mission: Tools For Success</b>	<b>Students</b>	<b>Mrs. Rhoades, Mrs. Guelich</b>
<b>I can connect personal interests and abilities and academic strengths to personal career options</b>	<b>13.1.5H</b>	<b>Xello School Subjects</b>	<b>February</b>	<b>5th</b>	<b>Elementary</b>	<b>Complete Xello Mission: School Subjects</b>	<b>Students</b>	<b>Mrs. Rhoades, Mrs. Guelich</b>
<b>I can explain the importance of working cooperatively with others at both home and school to complete a task</b>	<b>13.3.5B,C</b>	<b>Xello Managing Big Feelings</b>	<b>February</b>	<b>5th</b>	<b>Elementary</b>	<b>Complete Xello Mission: Managing Big Feelings</b>	<b>Students</b>	<b>Mrs. Rhoades, Mrs. Guelich</b>
<b>I can complete a career survey to discover appropriate career matches</b>	<b>13.1.5A, B, G</b>	<b>Holland Interest Inventory</b>	<b>March</b>	<b>5th</b>	<b>Elementary</b>	<b>Complete Holland Interest Inventory</b>	<b>Students</b>	<b>Mrs. Rhoades, Mrs. Guelich</b>
<b>I can set a goal</b>	<b>13.2.5D, 13.1.5G</b>	<b>Goal Setting</b>	<b>March</b>	<b>5th</b>	<b>Elementary</b>	<b>Complete the Steps for Setting a Goal student activity sheet</b>	<b>Students</b>	<b>Mrs. Rhoades, Mrs. Guelich</b>

I can identify an entrepreneur and describe this person	13.4.5B	Entrepreneur Data Sheet	April	5th	Elementary	Complete the entrepreneur data sheet	Students	Mrs. Rhoades, Mrs. Guelich
I can learn to figure out how much money I need to live on my own using budgeting tools	13.3.5D, 13.2.5B, 13.1.5E	Budgeting	April	5th	Elementary	Complete the budgeting reflection form	Students	Mrs. Rhoades, Mrs. Guelich
I can identify what my options are post graduation	13.1.5D, 13.1.5G, 13.1.5H	Post Secondary Options	May	5th	Elementary	Complete the post secondary reflection form	Students	Mrs. Rhoades, Mrs. Guelich
CCCTC Tour	13.1.5 (A, B, C, D, E, H) 13.2.5 (A)	CCCTC Tour	May	5th	Elementary	Completed paragraph about which area was most interesting	Students	Mrs. Rhoades Mrs. Guelich
CTC Reflection and Career Profile	13.1.5	CTC reflection	May	5th	Elementary	Completed reflection form	Students	Mrs. Rhoades Mrs. Guelich

## Grades 6-8 Curriculum Action Plan

Lesson Content	ASCA/CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
School Subjects at Work	13.1 Career Awareness and Preparation	XELLO	August-June	Grade 6	POMS	Xello Mission Completion	Teachers, Students, Counselor	Willis
Interests	13.1 Career Awareness and Preparation	XELLO	August-June	Grade 6	POMS	Xello Mission Completion	Teachers, Students, Counselor	Willis
Decision Making	13.3 Career Retention and Advancement	XELLO	August-June	Grade 6	POMS	Xello Mission Completion	Teachers, Students, Counselors	Willis
Time Management	13.3 Career Retention and Advancement	XELLO	August-June	Grade 6	POMS	Xello Mission Completion	Teachers, Students, Counselors	Willis
Career Speakers	13.4 Entrepreneurship	Guest Speaker	April	Grade 6	Classroom	Reflection	Counselor, Students, Speakers	Willis
Interest Inventories	13.1 Career Awareness and Preparation 13.2 Career Acquisition	Website	January	Grade 6	Classroom	Lesson Completion	Counselor Students	Willis

Career Clusters	13.1 Career Awareness and Preparation	Website	February	Grade 6	Classroom	Lesson Completion	Counselor, Students	Willis
Learning Styles	13.1 Career Awareness and Preparation	XELLO	August-June	Grade 7	POMS	Xello Mission Completion	Teachers, Students, Counselor	Willis
Biases and Career Choices	13.1 Career Awareness and Preparation	XELLO	August-June	Grade 7	POMS	Xello Mission Completion	Teachers, Students, Counselors	Willis
Skills	13.3 Career Retention and Advancement	XELLO	August-June	Grade 7	POMS	Xello Mission Completion	Teachers, Students, Counselors	Willis
Discover Learning Pathways	13.1 Career Awareness and Preparation	XELLO	August-June	Grade 7	POMS	Xello Mission Completion	Teachers, Students, Counselors	Willis
Career Speakers	13.1-13.4 All Domains	Guest Speaker	April	Grade 7	POMS	Reflection	Counselor, Students, Speakers	Willis
Interest Inventories	13.1 Career Awareness and Preparation 13.2 Career Acquisition	Website	January	Grade 7	Classroom	Lesson Completion	Counselor Students	Willis
Career Clusters	13.1 Career Awareness and Preparation	Website	February	Grade 7	Classroom	Lesson Completion	Counselor, Students	Willis
Self Advocacy	13.2 Career Acquisition	XELLO	August-June	Grade 8	POMS	Xello Mission Completion	Teachers, Students, Counselor	Willis

Skills	13.2 Career Acquisition	XELLO	August-June	Grade 8	POMS	Xello Mission Completion	Teachers, Students, Counselors	Willis
Explore Career Matches	13.2 Career Acquisition	XELLO	August-June	Grade 8	POMS	Xello Mission Completion	Teachers, Students, Counselors	Willis
Transition to High School	13.1 Career Awareness and Preparation	XELLO	August-June	Grade 8	POMS	Xello Mission Completion	Teachers, Students, Counselors	Willis
Getting Experience	13.2 Career Acquisition	XELLO	August-June	Grade 8	POMS	Xello Mission Completion	Teachers, Students, Counselors	Willis
Entrepreneurship	13.4 Entrepreneurship	XELLO	August-June	Grade 8	POMS	Xello Mission Completion	Teachers, Students, Counselors	Willis
CCCTC Tour	13.1.11 (C, D, F)	CCCTC	May	Grade 8	CCCTC	Reflection	Teachers, Students, Counselor, CCCTC	Willis, CCCTC
Life Fast Forward Career Speakers	13.1, 13.2,13.3,13.4	Class Presentation	August - June	Grade 8	POMS	Reflection	Students, Counselor, Clfd Chamber of Commerce	Willis, CCC
Careers In the Workplace	13.2	Class	October-November	Grade 8	POMS	Discussion	Teachers, Students, Counselors	Willis
Interest Inventories	13.1 Career Awareness and Preparation 13.2 Career Acquisition	Website	January	Grade 8	Classroom	Lesson Completion	Counselor Students	Willis

Career Clusters	13.1 Career Awareness and Preparation	Website	February	Grade 8	Classroom	Lesson Completion	Counselor, Students	Willis
Individual Career Plan	13.1,13.2	Class Lesson	May	Grade 8	POMS	Career and Academic Plan	Counselor, Students	Willis

### Grades 9-12 Curriculum Action Plan

Lesson Content	ASCA/C EW Domain	Curriculum and Materials	Start and End Dates	Number of Students affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Exploring Career Factors	13.1 Career Acquisition and Preparation	Xello	October	Grade 9	Classrooms	Lesson Completion	Students, Counselors	Beard/Sankey
Workplace Skills and Abilities	13.3 Career Retention and Advancement	Xello	December	Grade 9	Classrooms	Lesson Completion	students, Counselors	Beard/Sankey
Career presentations-English classes	13.3 Career Retention and Advancement	Springboard	October & February	Grade 9	Classrooms	Reflection	Students, Counselor, teacher	Beard/Sankey/ English teacher
Industry Day	13.3 Career Retention and Advancement	Guest Speakers	April	Grade 9	Classrooms	Reflection	Students, Counselor, Community Members	Colleen Prechtel, Beard, Sankey



Career Clusters and Pathways	13.1 Career Awareness and Preparation	pacareerzone.org	August-June	Grade 10	Career Planning Class	Powerpoint presentations	Students, Counselor	Beard/Sankey
Resume Activity	13.2 Career Acquisition	PFEW	August-June	Grade 10	Career Planning Class	Resume	Students, Counselor	Beard/Sankey
Interview Activity	13.2 Career Acquisition	PFEW/online	August-June	Grade 10	Career Planning Class	Practice interview questions	Students, Counselor	Beard/Sankey
Job Research/Individual Career Plan	13.1 & 13.2	Xello/pacareerzone.org	August-June	Grade 10	Career Planning Class	Powerpoint	Students, Counselors	Beard/Sankey
Budgeting	13.3 Career Retention and Advancement	pacareerzone.org/Xello	August-June	Grade 10	Career Planning Class	Lesson Completion	Students, Counselors	Beard/Sankey
Entrepreneur research project	13.4 Entrepreneurship	online research	August-June	Grade 10	Career Planning Class	Project/paper	Students, Counselors	Beard/Sankey
Interests Inventory	13.1 Career Awareness and Preparation	pacareerzone.org/Xello	August-June	Grade 10	Career Planning Class	Lesson Completion	Students, Counselors	Beard/Sankey
My Work Values	13.1 Career Awareness and Preparation	pacareerzone.org/Xello	August-June	Grade 10	Career Planning Class	Lesson Completion	Students, Counselors	Beard/Sankey
My Abilities and Aptitudes	13.1 Career Awareness and	Xello	August-June	Grade 10	Career Planning Class	Future Ready Badge	Students, Counselors	Beard/Sankey

	Preparation							
CCCTC Classroom Presentation	13.1.11 (C, D, F)	Guest Speaker	October	Grade 10	Classrooms	Pre-Post Discussion	Teachers, Students, Counselor, CCCTC	Beard/Sankey, CCCTC Holly Ryan
CCCTC Tour	13.1.11 (C, D, F)	Guest Speaker	October	Grade 10	CCCTC	Reflection	Teachers, Students, Counselor, CCCTC	Beard/Sankey, CCCTC Holly Ryan
PSAT Test	13.1.11,1 3.2.11	PSAT Test Booklet and Score Report	October	Grade 10-11	Classrooms	Collegeboard.org, Online personalized college and career planning tool; Khan Academy; AP Potential	Students, Teachers, Counselors, Parents	Beard/Sankey
College Fair	13.1.11 (C, D), 13.4.11 (A, B)	Guest Speakers	October	Grade 11	Clearfield Fair Grounds	Reflection	Teachers, Students, Counselors, Post-secondary representative	Beard/Sankey
College/Campus Tour	13.1 Career Awareness and Preparation	Guest Speaker	April	Grade 11	Lock Haven/PSU	Reflection	Teachers, Counselors, Post-Secondary school	Beard/Sankey/ College Representatives
Entrepreneur Speakers	13.4 Entrepreneurship	Guest Speaker	April	Grade 11-12	Classrooms	Reflection	Counselors, Students, Speakers	Beard/Sankey, Speakers

Financial Aid Night	13.1.11 (E), 13.3.11 (D)	PHEAA -Guest Speaker	October	Grade 11-12	High School Auditorium	Participation Rates	Teachers, Students, Counselors, Parents	Beard/Sankey, PHEAA Representative
Success/Life after HS	13.1 Career Awareness and Preparation	South Hills-Guest Speaker	December	Grade 11-12	Classrooms	Reflection	Students, teacher, counselor, South Hills representative	Beard/Sankey/ South Hills representative
Communications English Class	13.2.11 (C)	Resume Writing	September	Grade 12	Classroom	Completion	Teachers, Students, Counselors	Mr. Chorle
Reality Fair	13.3 Career Retention and Advancement	Guest Speakers	October	Grade 12	Clearfield Fair Grounds	Reflection	Students, counselor, community members	Clearfield County Counselors
ASVAB	13.1.11 (A, B)	Career Assessment and Guest Speaker	January	Grade 11-12	Assessment / Classroom	Results	Counselors, Students, Parents	Counselors, Military Representative
Individual Scheduling/Planning meetings	13.1 Career Awareness and Preparation	Individual Career Plans	February-April	Grade 9-12	Counseling Office	Individual Career Plan	Students, Counselors	Beard/Sankey
Counseling Department Website	13.1.11 (D, F)	Information, links, events	Weekly	Grade 9-12	Internet	Tracking number of page access, feedback	Counselors, Students, Parents	Beard/Sankey/ Lancaste
Junior and Senior Newsletters	13.2.11 (B)	Highlight upcoming events, resources,	Monthly	Grade 11-12	Internet	Attendance at events, verbal feedback from parents and students	Students, Teachers, Counselors, Parents	Beard/Sankey

		planning tools						
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### 8) Annual Program Goals

<b>Program Goals; Elementary</b>			
<b>Domain</b>	<b>Big Idea</b>	<b>Smart Goal</b>	<b>Status</b>
Academic	When students feel safe and accepted they will attend school more frequently increasing academic involvement	100% of students will participate in the school wide positive behavior program and positive action lessons	In progress
Career	Student exposure to careers connected to academics, interests, and abilities	100% of elementary students will participate in career lessons related to the PA Career Standards.	In progress
Personal/Social	Students will create a culture in which bullying is not tolerated and positive actions are encouraged	100% of students in grades K-5 will participate in Positive Action lessons and lessons related to the bullying curriculum	In progress

<b>Program Goals; Middle School</b>			
<b>Domain</b>	<b>Big Idea</b>	<b>Smart Goal</b>	<b>Status</b>
Academic	Students will gain awareness of interests and description of course	All students will meet with their counselor, attend the scheduling meeting with the counselor, and/or	All students will schedule classes for the next grade based on graduation requirements, goals, and interests.

	options to help schedule classes.	attend Parent Meeting to discuss course selections based on graduation requirements, goals, and interests.	
Career	Students will identify and connect interests and abilities related to careers.	All students in Grades 6-8 will actively participate and identify a career/interest through Xello and other career lessons.	All students in Grades 6-8 will have participated in the career lessons with the school counselor related to the PA Career Standards.
Personal/Social	Students will create a safe culture in which they can grow academically, professionally, and personally through our Positive Action meetings, Rhithm app, and PBIS related counselor/class discussions.	All students in grades 6-8 will participate in Positive Action meetings, Rhithm app, and PBIS related counselor/class discussions.	100% of students attended and participated in the Positive Action meetings, Rhithm app, and PBIS related counselor/class discussions.

<b>Program Goals; High School</b>			
<b>Domain</b>	<b>Big Idea</b>	<b>Smart Goal</b>	<b>Status</b>
Academic	Assure that all 9-12 <sup>th</sup> grade students are taking classes that align with their interests, abilities, and future plans	All students will meet with their counselor during the scheduling process to discuss course selections based on goals and interests	All students in grades 9-12th will meet individually with counselors to review course requests.

Career	Students will identify and connect interest and abilities to careers and post-secondary goals.	All students will identify and maintain a career/interest exploration through Xello and other websites and relate to high school course selection.	100% of students have identified career interests. Students will have career information saved in Xello and PACareerzone to help guide their choices for high school course selections.
Career	Student career search will allow students to find the opportunity to find their niche and make informed decisions about post-secondary plans	All students will graduate from POHS with a post-secondary goal based on exploration, research, and experience.	Counselors will meet with all seniors to document their post-secondary career plan.
Personal/Social	Promote our school vision: Equipping all students for individual success	Students will participate in advisory for Positive Action, as well as assemblies to address personal/social concerns.	100% of students who attend the High School will participate in advisory for Positive Action and/or assemblies to address personal/social concerns.

## 9) Individualized Academic/Career Plan: Portfolio Checklist

### Grade 9

- \_\_\_ Revisit Academic/Career Plan during scheduling
- \_\_\_ Xello Lessons Complete (Exploring Career Factors, Career & Workplace Skills & Abilities)
- \_\_\_ Springboard Lesson-English Classes
- \_\_\_ Reflection of English class presentation
- \_\_\_ Industry Day reflection

### Grade 10

- \_\_\_ Revisit Academic/Career Plan during scheduling
- \_\_\_ Career Planning Class: PACareerzone activities, Xello Lessons, Resume, Interviews,

### Entrepreneurship

- \_\_\_ Individual Career Plan Powerpoint
- \_\_\_ Attend CCCTC presentation and field trip/Reflection

### **Grade 11**

- \_\_\_ Revisit Academic/Career Plan during scheduling
- \_\_\_ Participate in PSAT and Register for SAT or ACT Testing in the Spring
- \_\_\_ ASVAB Test and Career Exploration follow up-Military reps and counselor
- \_\_\_ Attend College Fair Post-Secondary Presentations (Colleges, Technical Schools, Military)
- \_\_\_ Attend College Fair/Reflection
- \_\_\_ Attend Entrepreneur speaking and follow up activity
- \_\_\_ Attend Financial Aid Night
- \_\_\_ Complete AP Exams/Dual Enrollment Credit
- \_\_\_ Classroom Presentations-PHEAA
- \_\_\_ Xello Lessons Completed
- \_\_\_ Attend College Tours and Reflection

### **Grade 12**

- \_\_\_ Attend Reality Fair
- \_\_\_ Attend Post-Secondary Speakers (Colleges, Technical Schools, Military)
- \_\_\_ ASVAB Test and Career Exploration follow up-Military reps and counselor
- \_\_\_ Attend Financial Aid Night/Scholarship Class meeting
- \_\_\_ Complete AP Exams/Dual Enrollment Credit
- \_\_\_ Academic/Career Plan Transition Exit Interview
- \_\_\_ Classroom Presentations-South Hills

### **10) Stakeholders:**

- *Students*- are the focal point of our program who receive academic, career, and personal/social services through the school counseling program. Students deliver our school counseling program as they act as peer mentors and role models for fellow students. They also help counselors identify students who may be in need of more individualized services through our program. Students also act as resources/references to fellow students during scheduling on courses they have taken and how taking a certain class will aid in their future plans after high school. Students will volunteer to participate in the Advisory Council.

*-Parents-* are the support system that helps guide our students through their journey at the Philipsburg Osceola Area School District. Parents can help our plan by being involved in all aspects of their children's education from academic, discipline, social, extracurricular, and career/after high school planning. Being present and active at all meetings for their child, attending evening programs put on by the school, and holding their child accountable will ensure their son or daughter's needs are being met. Parents will volunteer to participate in the Advisory Council.

*-Educators-* provide direct instruction for our students and oversee the direct day to day operations at the school. Educators will help our program by collaborating with us and supporting our school counseling program, allowing us to enter their classrooms to present academic, career, and personal/social lessons and reinforcing concepts throughout the year, identify at risk students who may need additional support, and take part in trainings and professional development that will educate staff and meet the needs of the program goals. Educators will volunteer to participate in the Advisory Council.

*-Business/Community-* are resources to our students and school district that provide expertise, advising, mentoring, and employing our students in their career/business area. We partner with community agencies. We also work together with local human service agencies to help our students who need extra support with personal issues, as well as through SAP. We also partner with local organizations, clubs, and alumni who offer scholarships for our students. The business community will benefit from the guidance program by having access to employees who have an understanding of the value of positive social interactions, teamwork, goal setting, communication, and the academic skills needed in the workforce. Having local businesses active in the school counseling Advisory Council will promote a stronger sense of belonging throughout the community. Business and community leaders will volunteer to participate in the Advisory Council.

*-Post-Secondary-* represents resources our students and counselors use to help prepare our students for the transition to the next level of education, training, or career readiness. Post-Secondary partners consult with our students providing general and institution specific information and answering questions. College and Technical School representatives and Military partners also provide consultation, career development and planning, as well as administer the ASVAB to our students. Post-secondary representatives will volunteer to participate in the Advisory Council.



## 11) Advisory Council

Through the implementation of the school counseling advisory council, a team of individuals will assist with input to ensure student success. According to the PA Companion Guide to the ASCA National Model (2011), the council should be comprised of five vital stakeholders, which include: students, parents/guardians, educators/administrators, business/community members, and post-secondary institutions. Furthermore, these stakeholders are responsible for supporting the mission and goals of the school counseling program, serving as advocates for funding and resource opportunities, reviewing data, and voicing further recommendations (ASCA, 2012). Prior to creating our advisory council, there are multiple aspects we must consider. First, considering our program's mission statement, it is vital to select members who are open to the beliefs and ideas about students' success in terms of academic, career, and personal/social development (ASCA, 2012). Second, the members should include a diverse and equal representation of the school and community (ASCA, 2012). Third, the ASCA National Model (2012) recommends between eight and 20 members, this attempts to guarantee a small number of individuals to make it effective.

A strong and effective advisory council can be a tremendous asset to a school system. Listed below are some of the ways an advisory council will help the Philipsburg Osceola Area School District Counseling Department.

- Provide guidance that helps faculty and staff solve day-to-day problems
- Allows program stakeholders, school and community partners, business leaders, current and former students, parents, and community members the opportunity to voice their opinions, share their expertise, and help facilitate services
- Help and support the department in meeting standards, and achieving program goals
- Increase visibility of the school counseling department

### **Committee Members:**

Doug Sankey: High School Counselor

Michelle Beard: High School Counselor

Mike Willis: Middle School Counselor

Stacy Rhoades: Elementary Counselor

Kirsten Guelich: Elementary Counselor

Fred Redden: CCCTC director

Joe Kephart: Business Owner

Bob Mann: Resource Officer/Parent

Jeremy Lumadue: Weis Markets/Parent

Josh Motler: Lee Industries

Cory/Brad Wood: Educator/Parent

Mel Curtis: YMCA Director

Tyler Good: Educator/Parent

Shawn Evans: Clearfield Career Link

Dustin Minarchick: CNB/Board Member  
 Tiffany Warlow: Parent/Board Member  
 Diamondback  
 Mike Minarchick: Parent/Educator  
 Jeff Vaughn: Diversified Education/Parent  
 Advanced Powder Products  
 Denny Lingenfelter: South Hills  
 Holly Ryan: CCCTC  
 Dan Nelson: Attorney at Law  
 Valerie Dixon: Post-Secondary Representative  
 Holli Lashinsky: Post-Secondary Representative  
 Wyatt Fink: Penn State Student  
 Holly Ryan: Career Center  
 Gregg Paladina: Superintendent  
 Linda Hockey: High School Principal  
 Brian Pelka: Middle School Principal  
 Chera Mason: Elementary Principal  
 Justin Fye: Elementary Principal  
 Elaine Selfridge: Director of Special Education

The Advisory Council will meet annually, beginning in 2015. These meetings will take place in the spring semester.

## 12) Career and Postsecondary Resources

The various career and postsecondary resources listed below will assist in connecting the counseling program to business and community in the career domain.

Career Resources	Connection	Contacts
Umbrella Organizations	North Central Pennsylvania Regional Planning and Development Commission	Pamela A. Streich, Director, pstreich@ncwib.org
Community/State Agencies	Workforce Solutions for North Central Pennsylvania	Colleen Prechtl, cprechtl@ncwdb.org

	United Way	Nancy Pinto, Chief Professional Officer, cauw@verizon.net
	PHEAA	Kurt Deutsch, Representative, kurt.deutsch@pheaa.org
	Career Services Coordinator (PSU)	Anna Akinbunde, Career Services Coordinator, aaa39@psu.edu
	Greater Clearfield Chamber of Commerce	Kim M. Bloom, Executive Director, admin@clearfieldchamber.com
Individual Contacts	Local Business Partnerships; Post-secondary Representatives; Advisory Council members	
Community/Business Meetings	School Board Meeting	
Community Events	Advisory Council Meeting, College Fair, Philipsburg Osceola Area High School Open House and Tour, CCCTC Open House and Tour, Financial Aid Night; POMS Parent Scheduling night; POMS New Student Orientation	
Internet Based Links	<a href="http://www.pomounties.org">www.pomounties.org</a> ; <a href="http://www.pacareerstandards.com">www.pacareerstandards.com</a> ; <a href="http://www.pacareerzone.com">www.pacareerzone.com</a> ; <a href="http://www.educationplanner.org">www.educationplanner.org</a> ; <a href="http://www.mynextmove.org">www.mynextmove.org</a> ; <a href="https://everfi.com">https://everfi.com</a> ; <a href="http://www.onetonline.org">www.onetonline.org</a> ; <a href="http://www.asvab.com">www.asvab.com</a> ; <a href="http://www.paworkforce.state.pa.us">www.paworkforce.state.pa.us</a> ; <a href="http://www.collegeboard.com">www.collegeboard.com</a> ; <a href="http://www.fafsa.gov">www.fafsa.gov</a> <a href="http://www.pheaa.org">www.pheaa.org</a> ; <a href="http://www.finaid.com">www.finaid.com</a> <a href="http://www.educator.xello.org">www.educator.xello.org</a> <a href="https://pawsm.xap.com/">https://pawsm.xap.com/</a>	
Media Advertising	<a href="http://www.pomounties.org">www.pomounties.org</a> ; posters; flyers; mailings; class dojo	

Career Readiness	Work-Based Learning Experiences	Post-Secondary & Technical Training Options
<b>Agriculture, Food, &amp; Natural Resources</b>		
<p><b>CareerTech.org</b> Agriculture, Food &amp; Natural Resources</p>	<p><b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a></p> <p><b>Potential Cooperative Education Site: Weis Markets</b></p>	<p><b>Central Pennsylvania Institute of Science and Technology: Natural Gas Compression Program</b> <a href="https://cpi.edu">https://cpi.edu</a></p> <p><b>Petroleum Technology Technician</b> <a href="https://www.pacareerzone.org/colleges/profile/369668">https://www.pacareerzone.org/colleges/profile/369668</a></p>
<b>Architecture &amp; Construction</b>		
<p><b>CareerTech.org</b> Architecture &amp; Construction</p>	<p><b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a></p>	<p><b>Cement Mason Apprenticeship</b> <a href="https://www.pacareerlink.pa.gov/jponline/Common/RAProgramCourseDetails?7yfWLoDdA_n6yhkjPBrrKHx03XWJwP9RkFxiuveC1I-CdZBKAQd9vdVRZdnR8rWYHoKUDPfdNatoblriO5ClxDBJ9@2BKKW">https://www.pacareerlink.pa.gov/jponline/Common/RAProgramCourseDetails?7yfWLoDdA_n6yhkjPBrrKHx03XWJwP9RkFxiuveC1I-CdZBKAQd9vdVRZdnR8rWYHoKUDPfdNatoblriO5ClxDBJ9@2BKKW</a></p> <p><b>Carpentry &amp; Building Construction</b> <a href="https://ccctc.edu/adult-programs/programs/">https://ccctc.edu/adult-programs/programs/</a></p>
<b>Arts, Audio-Visual Technology, &amp; Communications</b>		
<p><b>CareerTech.org</b> Arts, A/V Technology &amp; Communications</p> <p><b>WPSU Careers in Theatre</b> <a href="https://wpsu.pbslearningmedia.org/collection/drama-">https://wpsu.pbslearningmedia.org/collection/drama-</a></p>	<p><b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a></p>	<p><b>Clearfield County Career and Technology Center: Digital Media Arts Program</b> <a href="http://www.ccctc.edu">www.ccctc.edu</a></p> <p><b>South Hills School of Business and Technology:</b></p>

<a href="#">arts-toolkit/t/careers-in-theater/</a>		<b>Graphic Arts Program</b> <a href="http://www.southhills.edu">www.southhills.edu</a>  <b>Academy of Vocal Arts</b> <a href="https://www.pacareerzone.org/colleges/profile/210508">https://www.pacareerzone.org/colleges/profile/210508</a>
<b>Business Management &amp; Administration</b>		
<b>CareerTech.org</b> Business Management & Administration	<b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a>	<b>South Hills School of Business and Technology: Business Administration &amp; Accounting</b> <a href="http://www.southhills.edu">www.southhills.edu</a>
<b>Education &amp; Training</b>		
<b>CareerTech.org</b> Education & Training	<b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a>	<b>Clearfield Lock Haven Early Childhood Education, Secondary Education, Health and Physical Education, Special Education</b> <a href="https://lockhaven.edu/academics/programs.html">https://lockhaven.edu/academics/programs.html</a>
<b>Finance</b>		
<b>CareerTech.org</b> Finance	<b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a>	<b>South Hills School of Business and Technology: Business Administration Accounting Program</b> <a href="http://www.southhills.edu">www.southhills.edu</a>
<b>Government &amp; Public Administration</b>		
<b>CareerTech.org</b> Government & Public Administration	<b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a>	<b>Clearfield Lock Haven Political Science</b> <a href="https://lockhaven.edu/academics/programs.html">https://lockhaven.edu/academics/programs.html</a>

<b>Health Science</b>		
<p><b>CareerTech.org</b> Health Science</p>	<p><b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a></p>	<p><b>Clearfield County Career and Technology Center: Practical Nursing Program</b> <a href="http://www.ccctc.edu">www.ccctc.edu</a></p> <p><b>Certified Medical Administrative Assistant</b> <a href="https://www.pacareerlink.pa.gov/jponline/JobSeeker/ManageServices/CourseDetails.aspx?6MCS76y6ZQ6igyNAB4PSSK6gmvoJaxAttxTB Ag@X@sBTTzCdAfO6pt@vxW8ehnvD1BmWlksTltbJ2ObCm3kZ8A--dJjNdFMntet006gTE_5CafKp78K8wq2s9LD_oVjFAA5KEUP7NpdC">https://www.pacareerlink.pa.gov/jponline/JobSeeker/ManageServices/CourseDetails.aspx?6MCS76y6ZQ6igyNAB4PSSK6gmvoJaxAttxTB Ag@X@sBTTzCdAfO6pt@vxW8ehnvD1BmWlksTltbJ2ObCm3kZ8A--dJjNdFMntet006gTE_5CafKp78K8wq2s9LD_oVjFAA5KEUP7NpdC</a></p> <p><b>Licensed Practical Nurse</b> <a href="https://www.pacareerzone.org/colleges/profile/369668">https://www.pacareerzone.org/colleges/profile/369668</a></p> <p><b>Central Pennsylvania Institute of Science and Technology: Healthcare Management Degree, Nurse Aide Program, and Expanded Functions Dental Assisting Program</b> <a href="https://cpi.edu">https://cpi.edu</a></p> <p><b>South Hills School of Business and Technology: Diagnostic Sonography</b> <a href="http://www.southhills.edu">www.southhills.edu</a></p>
<b>Hospitality &amp; Tourism</b>		
<p><b>CareerTech.org</b> Hospitality &amp; Tourism</p>	<p><b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a></p>	<p><b>Culinary Arts &amp; Food Management</b> <a href="https://ccctc.edu/adult-">https://ccctc.edu/adult-</a></p>

	<b>Potential Cooperative Education Sites:</b> <b>McDonalds</b> <b>Taco Bell</b> <b>Pizza Hut</b> <b>Dunkin Donuts</b> <b>Sarina's</b> <b>Cold Stream Creamery</b>	<a href="#">programs/programs/</a>
<b>Human Services</b>		
<b>CareerTech.org</b> Human Services	<b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a>	<b>Altoona Beauty School</b> <a href="https://www.pacareerzone.org/colleges/profile/210748">https://www.pacareerzone.org/colleges/profile/210748</a>  <b>Clearfield County Career and Technology Center: Cosmetology Program</b> <a href="http://www.ccctc.edu">www.ccctc.edu</a>  <b>Central Pennsylvania Institute of Science and Technology: Esthetician Certificate Program</b>
<b>Information Technology</b>		
<b>CareerTech.org</b> Information Technology	<b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a>  <b>Potential Cooperative Education Site: Dixoncom</b>	<b>South Hills School of Business and Technology: Information Technology Program</b> <a href="http://www.southhills.edu">www.southhills.edu</a>
<b>Law, Public Safety, Corrections &amp; Security</b>		
<b>CareerTech.org</b> Law, Public Safety, Corrections & Security	<b>Clearfield and Centre County Careerlinks:</b> <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a>	<b>South Hills School of Business and Technology: Criminal Justice Program</b> <a href="http://www.southhills.edu">www.southhills.edu</a>
<b>Manufacturing</b>		

<p><b>CareerTech.org</b> Manufacturing</p>	<p>Clearfield and Centre County Careerlinks: <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a></p> <p>Potential Cooperative Education Sites: PMG Diamondback Advanced Powder Products</p>	<p>Clearfield County Career and Technology Center: Welding &amp; Machinist Programs <a href="http://www.ccctc.edu">www.ccctc.edu</a></p> <p>Welding Technology <a href="https://www.pacareerzone.org/colleges/profile/369668">https://www.pacareerzone.org/colleges/profile/369668</a></p>
<p><b>Marketing</b></p>		
<p><b>CareerTech.org</b> Marketing</p>	<p>Clearfield and Centre County Careerlinks: <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a></p> <p>Potential Cooperative Education Sites: Dollar General Family Dollar</p>	<p>South Hills School of Business and Technology: Business Administration Management and Marketing Program <a href="http://www.southhills.edu">www.southhills.edu</a></p>
<p><b>Science, Technology, Engineering, &amp; Mathematics</b></p>		
<p><b>CareerTech.org</b> Science, Technology, Engineering &amp; Mathematics</p> <p>WPSU - Careers in Science <a href="https://wpsu.pbslearningmedia.org/resource/ean08.science.earthsys.lpscicareer/careers-in-science/">https://wpsu.pbslearningmedia.org/resource/ean08.science.earthsys.lpscicareer/careers-in-science/</a></p>	<p>Clearfield and Centre County Careerlinks: <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a></p> <p>Potential Cooperative Education Site: Professional Satellite Repair</p>	<p>South Hills School of Business and Technology: Engineering Technology <a href="http://www.southhills.edu">www.southhills.edu</a></p>
<p><b>Transportation, Distribution, &amp; Logistics</b></p>		
<p><b>CareerTech.org</b> Transportation, Distribution &amp; Logistics</p>	<p>Clearfield and Centre County Careerlinks: <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a></p>	<p>Automotive Mechanics Technology <a href="https://ccctc.edu/adult-programs/programs/">https://ccctc.edu/adult-programs/programs/</a></p> <p>Class A CDL Preparatory</p>



		<p><b>Class</b> <a href="https://www.pacareerlink.pa.gov/jponline/JobSeeker/ManageServices/CourseDetails.aspx?lbd71_gzZiA3zXDS5Ro4DKdGwsUFEc7DA48IbQ6DGA1eJdcMz5Hafu3D8B8alM3XYd0Ljtq4ig6RFnNTwJpTg--pGd@mrQ7PjuYv9Qe9QCubAWKyzNXlQjX_9DXLY7FLZU@1ZJ2@Kmu">https://www.pacareerlink.pa.gov/jponline/JobSeeker/ManageServices/CourseDetails.aspx?lbd71_gzZiA3zXDS5Ro4DKdGwsUFEc7DA48IbQ6DGA1eJdcMz5Hafu3D8B8alM3XYd0Ljtq4ig6RFnNTwJpTg--pGd@mrQ7PjuYv9Qe9QCubAWKyzNXlQjX_9DXLY7FLZU@1ZJ2@Kmu</a></p> <p><b>Collision Repair Technology</b> <a href="https://ccctc.edu/adult-programs/programs/">https://ccctc.edu/adult-programs/programs/</a></p> <p><b>Diesel Equip Diesel Mechanics Technology</b> <a href="https://www.pacareerzone.org/colleges/profile/369668">https://www.pacareerzone.org/colleges/profile/369668</a></p> <p><b>Central Pennsylvania Institute of Science and Technology: Heavy Diesel Construction Degree</b> <a href="https://cpi.edu">https://cpi.edu</a></p>
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### 13) Career and Technical Education Strategies

Philipsburg-Osceola Area School District works closely with the Clearfield County Career and Technology Center (CCCTC) to educate all students on both the traditional and nontraditional technical careers locally and globally. The mission of the CCCTC is to provide quality career-technical education programs and services that prepare youth and adults for success in the workplace, postsecondary, and the community, now and in the future. Currently, starting at the fifth-grade level, students at Philipsburg-Osceola Area School District are involved in activities, tours, and interventions for increasing awareness regarding the CCCTC. Students become eligible to attend the CCCTC in their junior year (with the exception of the Cosmetology program, which allows sophomores to attend). If you take the time to review our Curriculum Action Plan you will see evidence of awareness ideas via CCCTC tours, and CCCTC guest speakers in the classroom.

### 14) Itemized Budget

<b>Philipsburg-Osceola Area School District Itemized Budget</b>	
<b>Material and Supplies</b>	<b>Annual Budget</b>
Office Supplies	\$8,146.61
Xello	\$3075
PAWS	\$400
Bus transportation to tours/campus visits	\$1,757.45
Maintain Advisory Council	\$500

### 15) Follow Up Studies

The PO Comprehensive K-12 Guidance Plan is reviewed annually with the Advisory Council. Impact on Graduation rates is monitored through Futureready PA. Impact on attendance and academic success is monitored through EdInsight. A postsecondary survey is conducted with every senior student.