



Bucks County Technical High School  
610 Wistar Road  
Fairless Hills, PA 19030



# **Comprehensive Guidance and Counseling Program**

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## A. Counselor Related Items of the Plan 1-3

### 1. School Counselors and Assignments

<b>Counselor's Name</b>	<b>Building</b>	<b>Ratio</b>
Kathy Eby	Bucks County Technical High School	380:1
Dave Sine	Bucks County Technical High School	380:1
Lisa McWilliams	Bucks County Technical High School	380:1
Angela Ponist	Bucks County Technical High School	380:1

## 2. Role of the School Counselor: ASCA

Role	Level	Evidence of Role
<b>Leader</b>	High School	<ul style="list-style-type: none"> <li>- School counselors develop community partnerships. Counseling staff work collaboratively with universities, community colleges, technical schools, local unions, military reps, and apprentice programs to provide a variety of opportunities for students. They are especially vital in ensuring underserved and first-generation students have access to and the tools to reach all possible post-high school options.</li> <li>- School counselors help during difficult situations. Strengths such as listening, reflecting, and high emotional intelligence make school counselors valuable allies when trying to get buy-in from staff or the greater community on difficult issues. Counselors foster a culture of change via strong lines of communication and valuing input from all parties involved.</li> <li>- School counselors maintain strong home-school connections. Counselors tend to be the liaison for parents when it comes to communicating with the school. This leadership role is especially important when assisting families who are not familiar with the school setting or have issues trusting staff. School counselors mediate difficult situations between parents/students and staff. Counselors are consistently looking for ways to support the relationship between school staff and parents. Acting as a mediator when one or both parties are upset about a situation is a critical way in which school counselors serve as leaders.</li> <li>- Coordinates PSAT and 9th grade placement testing, as well as administer onsite placement testing for colleges.</li> <li>- Identifies and removes barriers to student learning</li> <li>- Serves on school-based improvement teams</li> </ul>
<b>Advocate</b>	High School	<ul style="list-style-type: none"> <li>- Advocate for students at individual education plan meetings, child study team and multidisciplinary team meetings, probation and attendance conferences.</li> <li>- Work as advocates, or change agents, to make sure that each and every student has the same opportunity for success, regardless of his or her ethnicity, gender, intellectual ability, race, religion or socioeconomic status.</li> <li>- Identify and evaluate developmental problems and external factors that affect student success to help promote a positive school environment that leads to positive student outcomes.</li> <li>- Ensure the academic, personal/social, and career development for all students.</li> <li>- Create opportunities (tutoring) to support student learning.</li> </ul>
<b>Collaborator</b>	High School	<ul style="list-style-type: none"> <li>- Collaborate with teachers to present school counseling curriculum/Naviance lessons</li> <li>- Offers parents/guardians information in the community to assist students in overcoming barriers and to enhance educational opportunities (SAT prep courses, mental health, support groups)</li> <li>- Coordinates with agencies and businesses in the community to enhance students' personal/social, career, and academic growth</li> <li>- Collaborate with various support staff such as the school psychologist and nurses</li> <li>- Collaborate with sending district personnel (social workers, LEAs, and counselors)</li> </ul>
<b>Systemic Change Agent</b>	High School	<ul style="list-style-type: none"> <li>- Gather and present data to support the need for change in order to identify realistic goals and create action plans</li> <li>- Develop/provide information and data to challenge resistant regarding adolescent development in order for others to</li> <li>- Utilize counselor knowledge of adolescent behavior and development, data and personal insights to inform stakeholders regarding policies and procedures that may hinder student achievement.</li> </ul>

### 3. Job Description linked to the Counselor Evaluation Process

Examples or areas of responsibility listed in the counselor job description linked to the evaluation process

Counselor Level	<u>Domain 1</u> Planning and Preparation	<u>Domain 2</u> Environment	<u>Domain 3</u> Delivery	<u>Domain 4</u> Professional Development
High School	<ul style="list-style-type: none"> <li>- Stay current with industry trends and ever-changing demands of the field</li> <li>- Naviance</li> </ul>	<ul style="list-style-type: none"> <li>- Prevention programs (Speakers, Challenge Day)</li> <li>- Peer mediations</li> <li>- Create and manage 504 plans</li> <li>- Facilitator and/or team member on Student Assistance Team</li> <li>- Collaborate with middle school counselors for smooth transition to high school</li> </ul>	<ul style="list-style-type: none"> <li>- Classroom guidance</li> <li>- Schedule and conduct parent/teacher conferences</li> <li>- Career pathways meetings</li> <li>- Counsel students individually or in groups</li> <li>- Intervene in crisis situations in collaboration with other professionals and make appropriate referrals</li> <li>- Assist teachers in understanding 504 accommodations</li> </ul>	<ul style="list-style-type: none"> <li>- Suicide prevention</li> <li>- Transgender</li> <li>- Active shooter</li> <li>- Grief</li> <li>- ACT 48</li> <li>- Pursue an ongoing personal plan of professional development</li> </ul>

## B. Program Delivery Related Items of the Plan 4-9

### 4. School Counseling Department Mission Statement

District Mission Statement
Our mission, in cooperation with participating school districts, is to prepare all students for careers, post-secondary education, and lifelong learning, by providing knowledge and practical skills through high quality, integrated, standards-driven curriculum, access to current technologies, work-related experiences, and partnerships within the community.
K-12 School Counseling Mission Statement
In accordance with the American School Counselor Association's National Standards, the Bucks County Technical High School Strategic Plan, and the Pennsylvania Academic Standards for Career, Education and Work, and in cooperation with administration, staff, parents, and the community, it is the mission of the Bucks County Technical High School guidance program to promote a positive climate for student learning through Academic, Career/Technical and Personal/Social student development.

## 5. Program Calendar by Domain and Level

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
<b>SEPTEMBER</b>					
Academic:					
Back to School Night/PSAT Sign-up				x	
Academic/Technical schedule changes				x	
Career:					
Senior Career Pathways			x		
Middle School Counselor Meeting				x	
Career Explore	x		x		
Social/Emotional:					
Class meetings to reinforce expectations and behaviors				x	
<b>OCTOBER</b>					
Academic:					
PSAT testing				x	
Career:					
Senior Career Pathways			x		
College and Career Fair	x				
Occupational Advisory Committee Meeting				x	
Career Explore	x		x		
Social/Emotional:					
Jeff Yalden Presentation to seniors	x				
<b>NOVEMBER</b>					
Academic:					
Middle School Counselor Meeting				x	
Career:					
Financial Aid Night	x				
Senior Career Pathways			x		
Open House for prospective students	x				
Career Explore	x		x		
Social/Emotional:					

DECEMBER					
Academic:					
Career:					
Naviance presentation for 9th graders - Career Interest Assessment	x				
9th grade Career Pathways			x		
Career Explore	x		x		
ASVAB Test Administration			x		
Social/Emotional:					
John Halligan Presentation (9th Grade)	x				
JANUARY					
Academic:					
9th Grade Application Review				x	
Career:					
9th Grade Career Pathway meetings			x		
Career Explore	x		x		
Social/Emotional:					
Jordan Burnham Presentation (11th Grade)	x				
Camfel productions "Positive Decisions" (10th Grade)	x				
FEBRUARY					
Academic:					
9th Grade Application Review				x	
9th Grade technical Placement Decisions				x	
Middle School Counselor Meeting				x	
Career:					
11th Grade Career Pathway Meetings			x		
Career Explore	x		x		
Social/Emotional:					
	x				
MARCH					
Academic:					
Review transcripts for credits/failures		x	x		
Career:					
11th Grade Career Pathway meetings			x		
Naviance Presentation for 10 <sup>th</sup> & 11 <sup>th</sup> gr. - Personality test and Interest Inventory	x				
Career Explore	x		x		



<b>APRIL</b>					
Academic:					
8th Grade Placement Test				X	
Career:					
10 Grade Career Pathways meetings			X		
Social/Emotional:					
Challenge Day					
<b>MAY</b>					
Academic:					
Senior Awards Night	X				
Middle School Counselor Thank You breakfast				X	
Career:					
10th Grade Career Pathways			X		
Social/Emotional:					
<b>JUNE</b>					
Academic:					
Conference with students/parents regarding failures/summer school	X				
Preparing for student credit recovery	X				
Career:					
10th Grade Career Pathways			X		
Social/Emotional:					
<b>JULY</b>					
Academic:					
Course scheduling review/changes	X				
Career:					
Summer Exploratory Program				X	
Social/Emotional:					
Prepare for Individual and Group Counseling	X				
<b>AUGUST</b>					
Academic:					
9th Grade Orientation	X				
Course scheduling review/changes	X				
Career:					
Social/Emotional:					

## 6. Program Delivery by Tier and System Support

### HIGH SCHOOL

Ongoing Counselor Related Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career Counseling	System Support; Counselor Related	System Support: Non-Counselor Related Calculate Hours per Year
<b>Academic:</b>					
Student Attendance Improvement Plan		X			
Monitor Grades			X		
Arrange Tutoring					
Monitor 504 Plans			X		
Organizational skills and time management	X				
Facilitate Parent-Teacher Meetings		X			
Coordinate homebound instruction					X
College-related documentation (letter of rec, transcripts)		X	X		
Collaborate with teacher regarding student performance		X			
Attend IEP meetings			X		
Utilize Skyward database for record keeping, scheduling)					X
Skylert Call System				X	
<b>Career:</b>					
Naviance (college and career planning)	X		X		
9th grade technical visits			X		
Career counseling	X		X		
Internship	X				
<b>Social/Emotional:</b>					
STAR Team (Student Assistance)		X		X	
Student Support Groups (grief, social skills, etc)		X		X	
Student mediations		X			
Individual Counseling	X				
Mental Health Assessments		X			
Multi-disciplinary Team Meetings		X			
Child Study Team Meetings		X			
Safe2Say School Safety Tool/App (all grades)		X			
<b>Other:</b>					
Guidance department meetings				X	

## 7. Curriculum Action Plans

### Grade 9 Curriculum Action Plan

Lesson, Event or Unit Theme	Career Standard or Mindset & Behavior	Curriculum & Materials	Start & End Dates	# of Students Taught	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Naviance Presentation	13.1.11 A, B, C	"Road Trip Nation" and "Career Interest Profiler" Assessment Chromebooks Handouts	April	375	Classroom	School Counselors	School Counselors	Career Interest Profiler Assessment results
Grade Level Career Pathways	B,E,F	Career Pathway Checklist, College Information Packet, Scholarship Information	September - November		Counseling Office	School Counselors	School Counselors	Career Pathway Checklist
Career Explore	13.1.11 B, F 13.2.11 B	Career Explore Rotation Calendar	September-March	375	BCTHS	Technical Teachers	Technical Teachers	Career Explore Rubric
Support Groups: Anger Management Social Skills Bereavement Healthy Choices	M1, B-LS: 7, B-SMS: 1, 2, 7, 9, 10 B-SS: 2, 3, 4, 6, 8, 9	Topic Specific Lesson plans and resources	September - June		Conference Room	School Counselors	School Counselors	Pre/post test
John Halligan Presentation	M1		December		Auditorium	Outside Presenter	Supervisor PPS	Classroom Follow Up Activity

## Grade 10 Curriculum Action Plan

Lesson, Event, or Unit Theme	Career Standard or Mindset & Behavior	Curriculum & Materials	Start & End Dates	# of Students Taught	Location	Stakeholder Teaching Standard	Contact Person	Indicator
PSAT	M2 M4	Testing materials	October	300	BCTHS	Counselor	School Counselor	PSAT Score Reports
Grade Level Career Pathway Meeting	13:1.11 B, E, F	Career Pathway Checklist; College Information Packet; Scholarship Information	September - November		Counseling Offices		School Counselors	Career pathways Checklist
Naviance Presentation	A,B,C	"Strengths Explorer" Assessment Chromebooks Handouts	April	375	Classroom	Counselors	School Counselors	Strengths Explorer assessment results
College and Career Fair	13.1.11 C, F	Questionnaire College promotional materials	October	700	Cafeteria	College Reps Counselors Teachers	School Counselors	Questionnaire /Reflection
Camfel Production "Positive Decisions" Presentation	M1		January	375	Auditorium	Outside Presenter	Supervisor PPS	Classroom follow-up Activity
Support Groups: Anger Management, Social Skills, Bereavement, Healthy Choices	M1 B-LS: 7 B-SMS: 1, 2, 7, 9, 10 B-SS: 2, 3, 4, 6, 8, 9	Topic-specific lesson plans and resources	September - June		Conference Room	School Counselors	School Counselors	Pre/post test

## Grade 11 Curriculum Action Plan

Lesson, Event, or Unit Theme	Career Standard or Mindset & Behavior	Curriculum & Materials	Start & End Dates	# of Students Taught	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Grade-level Career Pathway	13.1.11B,E,F	Career Pathway Checklist, College Information Packet, Scholarship Information	Sept. - November	375	Counseling offices	School Counselors	School Counselors	
Naviance Presentation	13.1.11 A,B,C	Chromebooks "Do What You Are" Assessment	March	375	Special Ed Resource Room	Counselors	School Counselors	Do What You Are Assessment results
Mind your Mind Presentation	M1 M2		January	375	Auditorium	Outside presenter	Supervisor PPS	Classroom Follow-up Activity
College and Career Fair	13.1.11 C,F	College promotional materials Questionnaire	October	700	Cafeteria	College representatives Industry professionals	School Counselors	Questionnaire/reflection
Technical Program Internships	13.1.11 C, D 13.2.11 A, B, C, D, E 13.3.11 A, B, C, E, G	Technical program curriculum/learning guides	October - June	30	Various local businesses	Industry professionals	School to Work Coordinators	Employer evaluations
Support Groups: Anger Management, Social Skills, Bereavement, Healthy Choices	M1 B-LS: 7 B-SMS: 1, 2, 7, 9, 10 B-SS: 2, 3, 4, 6, 8, 9	Topic-specific lesson plans and resources	Sept. - June	30	Conference Room	School Counselors	School Counselors	Pre/Post Test
Assign Tasks through Naviance	13.111 A, B, C, F, G, H 13.2.11 B, C, D	Brag Sheet/resume	February	380	Technical Program and/or English Class	School Counselor	School Counselor	Naviance Student Profile

## Grade 12 Curriculum Action Plan

Lesson, Event or Unit Theme	Career Standard or Mindset & Behavior	Curriculum & Materials	Start & End dates	# of Students Taught	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Grade-level Career Pathways	13.1.11 B, E, F	Career Pathway Checklist College Information Packet Scholarship Information	September- November	375	Counseling offices	School Counselors	School Counselors	Career Pathways Checklist
NOCTI Preparation/Testing	13.1.11 A, B, C,	Curriculum/Learning Guides, testing materials	September- March	375	Shop classrooms	Industry Professionals (OAC) Technical Teachers	Technical Teachers	NOCTI certifications
Motivational Speaker: Jeff Yalden (Decision-making)	M1		October	375	Auditorium	Presenter/Jeff Yalden	Presenter/Jeff Yalden	Classroom follow-up Activity
Support Groups: Anger Management Social Skills Bereavement Healthy Choices	M1 B-LS: 7 B-SMS: 1, 2, 7, 9, 10 B-SS: 2, 3, 4, 6, 8, 9	Topic-specific lesson plans and resources	September - June	30	PPS Conference Room	School Counselors	School Counselors	Pre/Post test
Coffee with Counselors	13.1.11 E, F, G, H 13.2 11 C, D	Common App Materials SAT Practice Materials Brag Sheet	September - October	375	PPS Conference Room	School Counselors	School Counselors	Survey

## 8. Annual Program Goals

LEVEL: HIGH SCHOOL

Year (s) \_\_\_\_\_

Smart Format	Academic	Career	Social/Emotional
<p><b>SPECIFIC:</b> What is the specific issue based on your schools' data?</p>	<ul style="list-style-type: none"> <li>- Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span</li> <li>- Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college</li> <li>- Students will understand the relationship of academics to the world of work and to life at home and in the community</li> </ul>	<ul style="list-style-type: none"> <li>- Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions</li> <li>- Students will employ strategies to achieve future career goals with success and satisfaction</li> <li>- Students will understand the relationship between personal qualities, education training and the workforce.</li> </ul>	<ul style="list-style-type: none"> <li>- Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others</li> <li>- Students will make decisions, set goals, and take necessary action to achieve goals</li> <li>- Students will understand safety and survival skills</li> </ul>
<p><b>MEASURABLE:</b> How will we measure the effectiveness of our interventions?</p>	<ul style="list-style-type: none"> <li>- Graduation rates and credit requirements met for each grade level</li> </ul>	<ul style="list-style-type: none"> <li>- Retention in technical programs through senior year</li> <li>- Achieve industry credential/certification for technical program</li> </ul>	<ul style="list-style-type: none"> <li>- Disciplinary referrals</li> <li>- PAYS survey</li> </ul>
<p><b>ATTAINABLE:</b> What outcome would stretch us but is still attainable</p>	<ul style="list-style-type: none"> <li>- 100% graduation rate</li> </ul>	<ul style="list-style-type: none"> <li>- 90% achieve proficient or advanced on NOCTI</li> </ul>	<ul style="list-style-type: none"> <li>- 10% reduction in interpersonal conflicts that result in discipline referrals</li> </ul>
<p><b>RESULTS:</b> Is the goal reported in results-oriented data (process, perception, and outcome?)</p>	<ul style="list-style-type: none"> <li>- Yes</li> <li>- Reduced need for credit recovery for students</li> </ul>	<ul style="list-style-type: none"> <li>- Yes, NOCTI Test results</li> </ul>	<ul style="list-style-type: none"> <li>- Discipline records and PAYS results</li> </ul>
<p><b>TIMELINE:</b> When our goal will be accomplished?</p>	<ul style="list-style-type: none"> <li>- Annually</li> </ul>	<ul style="list-style-type: none"> <li>- Annually</li> </ul>	<ul style="list-style-type: none"> <li>- Annually</li> </ul>

## 9. Individualized Academic & Career Plan Process and Portfolio

### Section One: Career Development Intervention Chart: Tier One Interventions

Grade	CEW 13.1: Career Awareness	CEW 13.2: Career Acquisition	CEW 13.3: Career Retention	CEW 13.4: Entrepreneurship
9	Naviance - "Career Interest Profiler"; career research; participate in the Career Explore program	Technical placement; working with a team during the Career Explore process	Dependability (attendance, work completion, preparedness, follow instructions, finish tasks)	Develop creativity and ingenuity; develop ability to listen and willingness to learn
10	Naviance - "Strengths Explorer"; attend career fair	Continue in technical placement; build resume	Productivity (pride in work, complete work, time management skills, work independently)	SkillsUSA
11	Naviance - "Do What You Are"; attend career fair	Continue in technical placement; co-op; continue building resume	Positive Attitude (take interest in work, conscientious, show initiative, ambition, and motivation)	SkillsUSA, Attend PFEW
12	Internships/Co-op	Continue in technical placement; co-op; continue building resume	Cooperation (collaborate with others, problem solve; strengthen communication skills)	SkillsUSA; mentoring

### Section Two: Academic and Career Plan Process

1. Demographics	Process Description
<ul style="list-style-type: none"> <li>What grade will the Plan and Portfolio Start?</li> </ul>	9th grade
<ul style="list-style-type: none"> <li>Will the plan/portfolio be electronic, hard copy or both?</li> </ul>	Electronic
<ul style="list-style-type: none"> <li>Who will be responsible for maintaining the portfolio?</li> </ul>	Student
<ul style="list-style-type: none"> <li>What demographic information will be included in the student portfolio?</li> </ul>	Name, Year of Graduation, Address, Email
<b>2. Interventions, Assessments &amp; Decisions</b>	<b>Process Description by Grade based on when the plan starts. What the students can know and do at each grade level and in each strand of the Career Education and Work Standards.</b>
Grade 9	Individual Career Pathway Meeting; "Career Interest Profiler" assessment
Grade 10	Individual Career Pathway Meeting; "Strengths Explorer" assessment; resume; College and Career Fair Questionnaire
Grade 11	Individual Career Pathway Meeting; "Do What You Are" assessment; College and Career Fair Questionnaire
Grade 12	Final Career Pathway Meeting; Senior Survey



**Student Development of their Plan:  
Interventions and decisions by students and families during each grade**

**9th Grade:**

Academic

- Course selection conferencing with student and teacher
- Review and finalize foreign language and elective courses

Technical/Career

- Career explore - visit each 28 technical programs for two half days
- Review "Career Interest Profiler" and saved career pathways researched
- Final technical selection/placement

**10th Grade:**

Academic:

- Course selection conferencing with student and teacher
- Based on current academic placement and performance, consider taking the PSAT
- Take SAT/ACT prep course

Technical/Career

- "Strengths Explorer"
- Research career clusters based on current technical placement and/or post-secondary goals.

**11th Grade:**

Academic

- Explore Dual Enrollment options through Bucks County Community College
- Course selection conferencing with student and teacher
- Based on current academic placement and performance, consider taking the PSAT
- Based on post-secondary goals, consider taking the SAT or ACT
- Explore all post-secondary options (military, college, workforce, etc.)

Technical/Career

- Explore Internship opportunities
- Visit colleges/Technical schools

**12th Grade:**

Academic

- Explore Dual Enrollment options through Bucks County Community College
- College Placement Tests

Technical/Career

- Explore co-op opportunities
- Take the ASVAB/Meet with recruiters
- Complete the Senior Survey

<b>3. Parental &amp; Guardian Engagement</b>	<b>What strategies will be used to inform parents/guardians to engage them in the Academic/Career Plan and Portfolio process for their children?</b>
Level of Parents & Guardians	Awareness and Engagement Strategies
High School Parents & Guardians	Career Explore Program Information Sky Alert Calls Website Conferences with counselors Back to School Night Financial Aid Night Parent/Teacher conferences Naviance Skyward

<b>4. Faculty/Admin. Engagement</b>	<b>What strategy will be used to inform teachers/administrators in the process of development, maintenance and presentation of the plan and portfolio in elementary, middle and high school?</b>
Level of Educators & Administrators	Awareness and Engagement Strategies
High School	Faculty Meetings Administrative meetings with academic/technical teachers Co-op coordinator meeting

<b>5. Plan/Portfolio Sustainability and Review</b>	<b>What strategies will be developed to assist students with updating and sustaining the plan/process?</b>
<ul style="list-style-type: none"> <li>How will the plan and portfolio be revisited each year while in middle school and high school?</li> </ul>	Career Pathway meetings with counselors Classroom guidance/Naviance presentations
<ul style="list-style-type: none"> <li>What process will be used for the student to present the information on their plan at various times (i.e., Exit Interview or other events)?</li> </ul>	Senior Survey

## Section Three: Student Academic and Career Portfolio Image



Portfolio

Prepared for Demo Ponist [Print](#)

Confidential Report

[Personal Profile](#) [Goal Planning](#) [Career Planning](#) [Academic Planning](#) [College Planning](#)

Personal Profile [Back to top](#)

Student Information

**Class of:**  
2020

**Counselor:**  
Angela Ponist

## C. Stakeholder Engagement Items of the Plan 10-11

### 10. Stakeholder Engagement

STUDENTS	How Students benefit from the K-12 Guidance Program	How Students assist with the delivery of the K-12 Guidance Program
	<ul style="list-style-type: none"> <li>- College and career development</li> <li>- Academic support</li> <li>- individual counseling</li> <li>- Crisis support</li> <li>- Small group counseling</li> <li>- Development of interpersonal skills</li> <li>- Cooperative education</li> <li>- Community involvement</li> <li>- Participation in clubs and activities</li> </ul>	<ul style="list-style-type: none"> <li>- Students help with the delivery of the program by incorporating the skills learned in academic, social, emotional, and career development lessons into their learning and personal growth. Students are the cornerstone in determining our goals.</li> </ul>
EDUCATORS	How Educators benefit from the K-12 Guidance Program	How Educators assist with the delivery of the K-12 Guidance Program
	<ul style="list-style-type: none"> <li>- Students are able to make more informed decisions when choosing a technical school</li> <li>- Students will be more knowledgeable of technical programs offered at our school</li> <li>- Upper elementary teachers will have more information to provide to their students regarding technical education</li> </ul>	<ul style="list-style-type: none"> <li>- Educators assist counselors in recruitment activities, thereby, educating students on the benefits of career and technical education.</li> </ul>
PARENTS	How Parents/Guardians benefit from the K-12 Guidance Program	How Parents/Guardians assist with the delivery of the K-12 Guidance Program
	<ul style="list-style-type: none"> <li>- Students receiving emotional support and social skill development at school</li> <li>- Collaboration with staff for student success</li> </ul>	<ul style="list-style-type: none"> <li>- Parents can build off of school activities to continue growth and development in the home</li> </ul>

Develop the Action Planning Chart to Engage the Stakeholders  
to Support the K-12 Guidance Plan for all Students

**STAKEHOLDER: EDUCATOR**

“Big Idea”	Program Goal “Smart Format”	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Increase middle school recruitment participants	One teacher from each academy will participate in middle school recruitment presentations	13.1.8	7-8	<ul style="list-style-type: none"> <li>- Video presentation</li> <li>- Student testimonials</li> <li>- Q&amp;A</li> </ul>	Number of 8th grade applications	Sept. - Oct.
Promote technical education at the upper elementary school level	One presentation by technical teacher to each district feeder school at the upper elementary level	13.1.5	5-6	<ul style="list-style-type: none"> <li>- Teacher demonstration of career activity</li> </ul>	Number of 8th grade applications	Sept. - June

Develop the Action Planning Chart to Engage the Stakeholders  
to Support the K-12 Guidance Plan for all Students

**STAKEHOLDER: PARENTS**

“Big Idea”	Program Goal “Smart Format”	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Increase parent awareness of post-secondary options	<ul style="list-style-type: none"> <li>- Ensure that parents receive the same information/materials that students are receiving</li> <li>- Educate parents about career and technology education and all post-secondary options</li> </ul>	13.1.11	9-11	<ul style="list-style-type: none"> <li>- Send home electronic copy of College Planning Packet (or link to website page)</li> <li>- Send home information regarding military and ASVAB testing</li> <li>- “Coffee with Counselor” session</li> <li>- Email quarterly Parent Newsletter from the Counseling Department</li> <li>- Develop a social media presence for BCTHS School Counseling Department</li> </ul>	Parent/student participation in post-secondary activities during senior year (i.e., Financial Aid Night, College Rep Visits, FAFSA Completion, etc.)	Sept-May

Develop the Action Planning Chart to Engage the Stakeholders  
to Support the K-12 Guidance Plan for all Students

**STAKEHOLDER: BUSINESS & COMMUNITY**

“Big Idea”	Program Goal “Smart Format”	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Service-oriented projects within the community	Partner with local businesses or organizations for students to use their skills to address a need in the community	13.3.11	10-12	- Example projects could include: benches in parks; manicures at senior living homes; plant flowers at businesses, etc.)	Number of projects/services completed	September-June
Meet with Career Link rep to build network and explore current opportunities for students	Schedule annual meeting with counselors, co-op coordinators and administrators	13.2.11 13.3.11	11-12	- Review co-op standards - Discuss ways to improve partnerships	Increase in number of students participating in co-op or internships	September-June

<b>BUSINESS &amp; COMMUNITY</b>	How Business/Community partners benefit from the K-12 Guidance Program	How Business/Community partners assist with the delivery of the K-12 Guidance Program
	<ul style="list-style-type: none"> <li>- Students better prepared for internship and co-op opportunities</li> <li>- Students will be better citizens and employees</li> </ul>	<ul style="list-style-type: none"> <li>- Employ our students for internships and co-ops</li> </ul>

Develop the Action Planning Chart to Engage the Stakeholders  
to Support the K-12 Guidance Plan for all Students

**STAKEHOLDER: POSTSECONDARY**

"Big Idea"	Program Goal "Smart Format"	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Increase partnerships with colleges, technical schools, and armed services	<ul style="list-style-type: none"> <li>- Create more articulation agreements with colleges and technical institutions</li> <li>- Increase number of colleges participating in college rep visits</li> <li>- Increase attendance of outside participants at the College &amp; Career Fair</li> </ul>	13.1.11	10-12	<ul style="list-style-type: none"> <li>- Maintain and expand relationships with college representatives and armed services to ensure participation in our annual College and Career Fair</li> <li>- Provide information and tours of BCTHS to postsecondary institutions to form partnerships which may include articulation agreements</li> <li>- Increase military visits to include all branches of armed services</li> </ul>	Comparison of attendance rates from previous school years	Sept-June

<b>POST SECONDARY</b>	How Postsecondary partners benefit from the K-12 Guidance Program	How postsecondary partners assist with the delivery of the K-12 Guidance Program
	<ul style="list-style-type: none"> <li>- Students more informed about the options available and which options might be best for them</li> </ul>	<ul style="list-style-type: none"> <li>- Colleges and businesses will participate in our Career and College Fair</li> <li>- Military will send recruiters to our school</li> <li>- College representatives will meet with students in small group setting to discuss their institution</li> </ul>

# 11. School Guidance Program Advisory Council

A. First Meeting Date: \_\_\_\_\_

Stakeholder Group	Name	Title & Organization
<b>STUDENT</b>		
	TBD	Student
	TBD	Student
<b>PARENT &amp; GUARDIAN</b>		
	TBD	Parent
	TBD	Parent
<b>EDUCATOR &amp; ADMINISTRATOR</b>		
		Supervisor of Pupil Services
		Supervisor of Special Education
		School Psychologist
		Counselor
		Counselor
		Counselor
		Technical Teacher
		Academic Teacher
<b>BUSINESS &amp; COMMUNITY</b>		
	Liaison	Southeastern Council of Pennsylvania
	TBD	CareerLink
<b>POST-SECONDARY</b>		
	Representative	Bucks County Community College
	TBD	Military
	TBD	4-year college
	TBD	Technical College



## D. Career Pathway Awareness Items of the Plan 12-13

### 12. Career and Postsecondary Resources Supporting the CEW Standard Strands and Career Pathways (or Clusters)

CEW Strands	Sixteen Career Clusters <a href="https://www.acteonline.org/career-clusters-2/">https://www.acteonline.org/career-clusters-2/</a>	
13.1 Career Awareness & Planning	Agriculture, Food & Natural Resources	Hospitality & Tourism
13.2 Career Acquisition	Architecture & Construction	Human Services
13.3 Career Retention	Arts, A/V Technology, & Communications	Information Technology
13.4 Entrepreneurship	Business Management & Administration	Law, Public Safety, Corrections, & Security
	Education & Training	Manufacturing
	Finance	Marketing
	Government & Public Administration	Science, Technology, Engineering, & Mathematics
	Health Science	Transportation, Distribution, & Logistics

## ORGANIZATIONS AND AGENCIES

Intermediary Organizations: <i>Connecting, Collaborating, Convening Organizations</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Occupational Advisory Boards		
Foundation for Educational Excellence		

Umbrella Organizations: <i>Organizations that represent a large group of business organizations with a common mission</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Bucks County Chamber of Commerce		

Community & State Organizations: <i>Agencies representing community and state initiatives, service to communities</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Career Link		
PFEW		
Skills USA		
DECA		
FFA		

## NETWORKING OPPORTUNITIES

Individual Contacts: <i>Contacts acquired through networking and interaction</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Occupational Advisory Council Meetings		

Community & Business Meetings: <i>Meetings, which bring cross/community members together to promote growth to further a cause</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Local Rotary and Civic Organizations		

Community Events: <i>Conferences, Workshops, Grand Openings</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Guidance Counselor Advisory Meeting at Bucks County Community College		

## ONLINE & OTHER RESOURCES

Internet Based Links: <i>Websites educating others and promoting career development and related topics</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
pacareerzone.org		
pacareerlink.pa.gov		

Media & Advertising: <i>Various marketing methods that provide contacts, career awareness, ideas and workforce information</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Bucks County Courier Times		

Publication & Documents: <i>Hard copy materials that offer contacts and career/workforce information</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway

## Post-Secondary Options

Postsecondary Options: <i>Colleges, Apprenticeships, Military, Vocational Training</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Bucks County Community College		
Thaddeus Stevens College of Technology		
Representatives of all branches of Armed Services		
Union representatives		

## 13. Career and Technology Center Strategies

### STUDENT AWARENESS:

Grade	Intervention, Program, or Event	Start & End Dates	# of Students Taught	Location	Stakeholder Delivering	Contact Person	Indicator
Grades 5-7	Summer Exploratory Program	July	200	BCTHS	Technical teachers and other professionals		Summer Explore program Brochure Increase attendance for Summer Explore
Grade 8	Middle School presentations by BCTHS	September - October	1,500	Middle Schools of the Sending School Districts	BCTHS students and faculty	School to Work Coordinators	BCTHS Brochure Increase attendance at Open-House Increase number of applications received
Grade 8	Tour of BCTHS	October - November	485	BCTHS	Technical teachers and student ambassadors	School, to Work Coordinators	Informal pre/post questions regarding technical programs
Grade 8	BCTHS Open House Night	November	1,000	BCTHS	BCTHS Teachers	Administration	# of BCTHS Applications distributed
Grade 8	BCTHS Promotional Postcard	October	10,000	Residents of sending school districts	BCTHS		BCTHS Promotional Postcard Increase attendance at Open House

**PARENT AWARENESS:**

Grade	Intervention, Program, or Event	Start & End Dates	# of Parents	Engagement Method	Stakeholder Delivering	Contact Person	Indicator
Grades 5-7	Summer Exploratory program	July	200	Workshops related to technical programs at BCTHS	Technical Teachers and other professionals		Summer Explore Program Brochure Increase Attendance for Summer explore program
Grade 8	BCTHS Open House	November	1,000	Tour of BCTHS	BCTHS Teacher	Supervisor PPS	# of BCTHS Applications distributed
Grade 8	BCTHS Promotional Postcard	October	10,000	US Mail	BCTHS		BCTHS Promotional postcard Increase Attendance at Open House

**EDUCATOR AWARENESS:**

Grade	Intervention, Program, or Event	Start & End Dates	# of Educators	Location	Stakeholder Delivering	Contact Person	Indicator
Grade 8	Middle School Counselor Meetings	Sept - May	30	BCTHS	Supervisor PPS	Supervisor PPS	Attendance at Meeting
	Open House	November	TBD	BCTHS	BCTHS teachers and administrators	Administrator	Improved attendance by district teachers at Open House
	Middle School Presentations	September-November	30	District middle schools	Walt Hansell Ron Martino	School to Work Coordinator	Increased Number of Applications received
	Inviting educators into our building to see what we do	Sept - May	Varies	BCTHS	BCTHS Teachers	Administrator	Goods/Services sold/donated to community
	Middle School Counselor Breakfast	May	20	BCTHS Restaurant	BCTHS Culinary Students	Supervisor PPS	Improved communication with middle school counselors

## APPENDIX

- I. Bucks County Technical High School Information
  - A. School Profile
  - B. Guidance Task Timeline
- II. Application Information
  - A. Open House Mailing
  - B. Comparative Lottery Application Totals and 2020-21 Allotments
  - C. Middle School Tour and Application Data
  - D. Application for the 2020-21 School Year
  - E. Admission Criteria Rubric
- III. American School Counselor Association Domains
  - A. Academic
    - 1. Technical Program List
    - 2. Grade 9 Technical Program Placement
    - 3. Academic Course Sequence Chart
    - 4. Tutoring Information
    - 5. Blank 504 Plan
  - B. Career
    - 1. PSAT Flyer
    - 2. Financial Aid Night Flyer
    - 3. College Representative Visitation Flyer
    - 4. Scholarship Flyer
    - 5. Senior Awards Night Program
    - 6. Career Pathways Grade Level Checklist
    - 7. College and Career Fair Vendor List
    - 8. College and Career Fair Vendor Questionnaire Form
    - 9. Naviance Information
      - a) Naviance Overview
      - b) Naviance Frequently Asked Questions
      - c) Naviance Senior “Cheat Sheet”
      - d) Naviance Student Overview Reference Guide
      - e) Naviance Student 9th Grade Presentation
      - f) Naviance Student 10th/11th Grade Presentation
      - g) Naviance Assessment Worksheets
      - h) Naviance Senior Survey
  - C. Social/Emotional
    - 1. Student Support Groups at BCTHS
    - 2. STAR Team Behavior Observation Form
    - 3. Mental Health Assessment Screening Report
    - 4. School Attendance Improvement Plan
    - 5. After School Clubs/Activities List