

PENN HILLS SD

K-12 Guidance Plan | 2024 - 2027

GUIDANCE PLAN PROFILE

PROFILE

LEA Name
Penn Hills SD

AUN
103027352

Address 1
260 Aster St

Address 2

City
Pittsburgh

State
PA

Zip Code
15235

LEAD COUNSELOR

Lead Counselor Name
Lisa Lenore-Butler

Lead Counselor Phone Number
412-793-7000

Extension
7132

GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

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

The mission of the Penn Hills School District school counseling program is to ensure that all students are given the opportunity to realize their potential through a comprehensive school counseling program centered on an engaging curriculum that encourages the highest level of student achievement through their growth in academic, career, and social/emotional domains. In partnership with all stakeholders, school counselors will help all students to be successful lifelong learners.

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

Yes

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

The Penn Hills School District provides students the opportunity to attend Forbes Road Technical Center. Other school districts attending this CTE include: Allegheny Valley, East Allegheny, Gateway, Highlands, Plum Borough, Riverview, Wilkinsburg and Woodland Hills.

339.31 BOARD-APPROVED GUIDANCE PLAN

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

Yes

Enter date when last approved by Board/JOC.

2024-02-28

339.32(1) CAREER AND TECHNICAL CURRICULA

339.32(1) CAREER AND TECHNICAL CURRICULA

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

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

Yes

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

Yes

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

Calendar MS.docx 339 - Calendar 9-12.docx

Elementary Calendar of Services for

339.docx

Monthly Counseling Calendar Grades K-5

Key: Guidance Curriculum- green
 Prevention, Intervention and Responsive Services-Blue
 Individual Student Planning-Red
 System Support- Purple

<u>July</u>	<u>January</u>
Academic: N/A	Academic: Discipline support, MTSS team meetings, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Classroom coverages, data collection
Career: N/A	Career: Counseling department meetings, Professional conferences and trainings, Classroom lessons on Xello Career Platform
Personal/Social: N/A	Personal/Social: Individual counseling, Discipline support, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Restorative practice (HIVE) duties, cafeteria and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan
<u>August</u>	<u>February</u>
Academic: Discipline support, MTSS team meetings, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Classroom coverages, data collection	Academic: Discipline support, MTSS team meetings, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Classroom coverages, data collection
Career: Counseling department meetings, Professional conferences and trainings	Career: Counseling department meetings, Professional conferences and trainings, Classroom lessons on Xello Career Platform
Personal/Social: Individual counseling, Discipline support, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Restorative practice (HIVE) duties, cafeteria and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan	Personal/Social: Individual counseling, Discipline support, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Restorative practice (HIVE) duties, cafeteria and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan

September	March
<p>Academic: Discipline support, MTSS team meetings, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection</p>	<p>Academic: Discipline support, MTSS team meetings, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, PSSA training, testing coordination and facilitation, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection</p>
<p>Career: Counseling department meetings, Professional conferences and trainings,</p>	<p>Career: Counseling department meetings, Professional conferences and trainings,</p>
<p>Personal/Social: Individual counseling, Discipline support, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Restorative practice (HIVE) duties, cafeteria and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan</p>	<p>Personal/Social: Individual counseling, Discipline support, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Restorative practice (HIVE) duties, cafeteria and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan</p>
October	April
<p>Academic: Discipline support, MTSS team meetings, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Classroom coverages, data collection</p>	<p>Academic: Discipline support, MTSS team meetings, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, PSSA testing coordination and facilitation, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection</p>
<p>Career: Counseling department meetings, Professional conferences and trainings,</p>	<p>Career: Counseling department meetings, Professional conferences and trainings,</p>
<p>Personal/Social: Individual counseling, Discipline support, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Restorative practice (HIVE) duties, cafeteria and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan</p>	<p>Personal/Social: Individual counseling, Discipline support, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Restorative practice (HIVE) duties, cafeteria and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan</p>
November	May
<p>Academic: Discipline support, MTSS team members, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers,</p>	<p>Academic: Discipline support, MTSS team members GIEP/IEP/504 Plan team members, Consultation with parents, teachers, administrators and students, Behavior</p>

administrators and students, Behavior plans GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Classroom coverages, data collection	plans, GMDT/MDT support, PSSA testing coordination and facilitation, Kindergarten screenings, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Faculty meetings, Professional conferences and trainings, Classroom coverages, data collection
Career: Counseling department meetings, Professional conferences and trainings	Career: Counseling department meetings, Professional conferences and trainings
Personal/Social: Individual counseling, Discipline support, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Restorative practice (HIVE) duties, cafeteria and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan	Personal/Social: Individual counseling, Discipline support, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Restorative practice (HIVE) duties, cafeteria and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan
<u>December</u>	<u>June</u>
Academic: Discipline support, MTSS team meets, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Classroom coverages, data collection	Academic: Discipline support, MTSS team members, GIEP/IEP Plan team members,- 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Student scheduling, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Classroom coverages, data collection
Career: Counseling department meetings, Professional conferences and trainings	Career: Counseling department meetings, Professional conferences and trainings
Personal/Social: Individual counseling, Discipline support, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Restorative practice (HIVE) duties, cafeteria and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan	Personal/Social: Individual counseling, Discipline support, GIEP/IEP team members, 504 Plan Coordinators, Consultation with parents, teachers, administrators and students, Behavior plans, GMDT/MDT support, Records requests/review, Counseling department meetings, Student/classroom observations, Professional conferences and trainings, Restorative practice (HIVE) duties, cafeteria and arrival/dismissal duties, data collection, Conflict mediation, Agency referrals/consultations, Reinforcement of school-wide positive behavior support plan

Monthly Counseling Calendar Grades 6-8

<u>July</u>	<u>January</u>
Academic: Master schedule maintenance, Create student schedules	Academic: Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Department Meetings
Career:	Career: Classroom guidance lessons, FRCTC 8th grade presentations, 8th grade FRCTC visit, 8th grade planning for HS courses, individual meeting with 8th grade students re:HS, Department Meetings
Personal/Social:	Personal/Social: Individual counseling, Parent meetings, 504 development, IEP meetings, Consult with staff, Classroom guidance lessons, Crisis intervention, Observations, SAP meetings, Peer mediation, SOS (alternative to suspension) group, grief & loss group Department Meetings, <i>OTHER DUTIES: Lunch/bus/detention duties/class coverages, district guidance meetings, prepare 8th grade HS course selection</i>
<u>August</u>	<u>February</u>
Academic: Individual counseling, Building tours, Student orientation, New student record review, Master schedule maintenance, Create student schedules review student grades	Academic: Individual counseling, Building tours, Student orientation, New student record review, Master schedule maintenance, Create student schedules review student grades
Career: Classroom guidance lessons: Xello Career readiness platform	Career: Classroom guidance lessons: Xello Career readiness platform, Black History Month lessons
Personal/Social: Classroom Lessons: Second Step program, Edgenuity Crisis intervention, Observations, SAP meetings, Peer mediation, grief & loss group, Department Meetings, <i>OTHER DUTIES: Run and distribute schedules</i>	Personal/Social: Classroom Lessons: Second Step program, Edgenuity Crisis intervention, Observations, SAP meetings, Peer mediation, grief & loss group, Department Meetings, <i>OTHER DUTIES: Lunch/bus/detention duties/class coverages</i>
<u>September</u>	<u>March</u>
Academic: Individual counseling, Building tours, Student orientation, New student record review, Master schedule maintenance, Create student schedules review student grades	Academic: Individual counseling, Building tours, Student orientation, New student record review, Master schedule maintenance, Create student schedules review student grades
Career: Classroom guidance lessons: Xello Career readiness platform	Career: Classroom guidance lessons: Xello Career readiness platform, Woman's History Month
Personal/Social: Classroom Lessons: Second Step program, Edgenuity Crisis intervention, Observations, SAP meetings, Peer mediation, grief & loss group, Department Meetings, <i>OTHER DUTIES: Lunch/bus/detention duties/class coverages, Open House</i>	Personal/Social: Classroom Lessons: Second Step program, Edgenuity Crisis intervention, Observations, SAP meetings, Peer mediation, grief & loss group, Department Meetings, <i>OTHER DUTIES: Lunch/bus/detention duties/class coverages, district guidance meetings</i>
<u>October</u>	<u>April</u>
Academic: Individual counseling, Building tours, Student orientation, New student record review, Master schedule maintenance, Create student schedules review student grades	Academic: Individual counseling, Building tours, Student orientation, New student record review, Master schedule maintenance, Create student schedules review student grades
Career: Classroom guidance lessons: Xello Career readiness platform	Career: Classroom guidance lessons: Xello Career readiness platform
Personal/Social: Classroom Lessons: Second Step program, Edgenuity	Personal/Social: Classroom Lessons: Second Step program, Edgenuity

<p>Crisis intervention, Observations, SAP meetings, Peer mediation, grief & loss group, Department Meetings, <i>OTHER DUTIES: Lunch/bus/detention duties/class coverages, district guidance meetings</i></p>	<p>Crisis intervention, Observations, SAP meetings, Peer mediation, grief & loss group, Department Meetings, <i>OTHER DUTIES: Lunch/bus/detention duties/class coverages, district guidance meetings, PSSA administration.</i></p>
<u>November</u>	<u>May</u>
<p>Academic: Individual counseling, Building tours, Student orientation, New student record review, Master schedule maintenance, Create student schedules review student grades</p>	<p>Academic: Individual counseling, Building tours, Student orientation, New student record review, Master schedule maintenance, Create student schedules review student grades</p>
<p>Career: Classroom guidance lessons: Xello Career readiness platform</p>	<p>Career: Classroom guidance lessons: Xello Career readiness platform</p>
<p>Personal/Social: Classroom Lessons: Second Step program, Edgenuity Crisis intervention, Observations, SAP meetings, Peer mediation, grief & loss group, Department Meetings, <i>OTHER DUTIES: Lunch/bus/detention duties/class coverages, district guidance meetings, turkey drive</i></p>	<p>Personal/Social: Classroom Lessons: Second Step program, Edgenuity Crisis intervention, Observations, SAP meetings, Peer mediation, grief & loss group, Department Meetings, <i>OTHER DUTIES: Lunch/bus/detention duties/class coverages, district guidance meetings, elementary and middle school move up day, PSSA make-ups, Keystone administration</i></p>
<u>December</u>	<u>June</u>
<p>Academic: Individual counseling, Building tours, Student orientation, New student record review, Master schedule maintenance, Create student schedules review student grades</p>	<p>Academic: Individual counseling, Building tours, Student orientation, New student record review, Master schedule maintenance, Create student schedules review student grades</p>
<p>Career: Classroom guidance lessons: Xello Career readiness platform</p>	<p>Career: Classroom guidance lessons: Xello Career readiness platform</p>
<p>Personal/Social: Classroom Lessons: Second Step program, Edgenuity Crisis intervention, Observations, SAP meetings, Peer mediation, grief & loss group, Department Meetings, <i>OTHER DUTIES: Lunch/bus/detention duties/class coverages, district guidance meetings, holiday gift drive, Algebra Keystone administration</i></p>	<p>Personal/Social: Classroom Lessons: Second Step program, Edgenuity Crisis intervention, Observations, SAP meetings, Peer mediation, grief & loss group, Department Meetings, <i>OTHER DUTIES: Lunch/bus/detention duties/class coverages, district guidance meetings, summer school information</i></p>

Monthly Counseling Calendar Grades 9-12

<u>July</u>	<u>January</u>
Academic: Scheduling (new students, resolving scheduling conflicts, scheduling request changes); Enrollment of new students; Academic advisement	Academic: Scheduling (new students, scheduling request changes, adjustments of schedules for 2 nd semester, CSE returning students integration); Enrollment of new students; Parent/teacher conferences; IEP/ 504/ GIEP meetings; Weekly counseling department meetings; Assistance with scheduling process for next year.
Career:	Career: Scholarship information announcements; Classroom Presentations – Planning for next school year; ELP (Emerging Leaders Program), Partner Up
Personal/Social:	Personal/Social: Responsive services (mediations, crisis interventions, individual counseling); SAP, New Directions Counseling; Mediations
<u>August</u>	<u>February</u>
Academic: Scheduling (new students, resolving scheduling conflicts, scheduling request changes; revision of schedules due credit recovery grades and CSE grades and IEP goals); Enrollment of new students; Parent/teacher conferences; IEP/ 504/ GIEP meetings; Weekly counseling department meetings	Academic: Scheduling (new students, scheduling request changes, Next Year Schedule Requests); Enrollment of new students; Parent/teacher conferences; IEP/ 504/ GIEP meetings; Weekly counseling department meetings; Forbes Road CTC Tour; Classroom presentation for scheduling; Classroom Presentations – Planning for next school year; Individual assistance with scheduling for next year and post-secondary planning.
Career: Scholarship information announcements; ELP (Emerging Leaders Program), Partner Up	Career: Scholarship information announcements; National College Fair; Forbes Road CTC Tour; Forbes Road CTC classroom presentations; ELP (Emerging Leaders Program), Partner Up
Personal/Social: Responsive services (mediations, crisis interventions, individual counseling); SAP, New Directions Counseling; Mediations	Personal/Social: Responsive services (mediations, crisis interventions, individual counseling); SAP, New Directions Counseling; Mediations
<u>September</u>	<u>March</u>
Academic: Scheduling (new students, resolving scheduling conflicts, scheduling request changes; revision of schedules due to credit recovery grades and CSE grades and IEP goals); Enrollment of new students; Attend IEP/ 504/ GIEP meetings; Individual counseling sessions with students; Academic advisement; Letters of recommendation; Coordination of post-secondary visitations at our school; Assist with submission of applications to College Board and Send Edu when applicable; Weekly counseling department meetings; Classroom Presentations – High school orientation per grade level	Academic: Scheduling (new students, scheduling request changes); Enrollment of new students; Parent/teacher conferences; IEP/ 504/ GIEP meetings; Weekly counseling department meetings; AP Exam planning and registration; Classroom Presentations – Topic by grade level
Career:	Career:

Scholarship information announcements; Coordination of post-secondary visitations at our school; ASVAB coordination and testing; Classroom Presentations – High school orientation per grade level; ELP (Emerging Leaders Program), Partner Up	Scholarship information announcements; Xello for grades 9-12 (classroom presentations); ELP (Emerging Leaders Program), Partner Up (interview day)
Personal/Social: Responsive services (mediations, crisis interventions, individual counseling); SAP, New Directions Counseling; Mediations	Personal/Social: Responsive services (mediations, crisis interventions, individual counseling); SAP, New Directions Counseling; Mediations
<u>October</u>	<u>April</u>
Academic: Scheduling (new students, scheduling request changes); Enrollment of new students; Academic Advisement; Parent/teacher conferences; IEP/ 504/ GIEP meetings; Coordination of post-secondary visitations at our school; Weekly counseling department meetings	Academic: Scheduling - Enrollment of new students; Academic advisement; Parent/teacher conferences; IEP/ 504/ GIEP meetings; Weekly counseling department meetings; 8 th -9 th grade private/parochial school parent and student informational meeting
Career: Scholarship information announcements; Coordination of post-secondary visitations at our school; PHEAA Financial Aid Night; ASVAB interpretation meeting; ELP (Emerging Leaders Program), Partner Up	Career: Scholarship information announcements; ELP (Emerging Leaders Program), Partner Up
Personal/Social: Responsive services (mediations, crisis interventions, individual counseling); SAP, New Directions Counseling; Mediations	Personal/Social: Responsive services (mediations, crisis interventions, individual counseling); SAP, New Directions Counseling; Mediations
<u>November</u>	<u>May</u>
Academic: Scheduling (new students, scheduling request changes); Enrollment of new students; Academic advisement; Parent/teacher conferences; IEP/ 504/ GIEP meetings; Coordination of post-secondary visitations at our school; Weekly counseling department meetings; Classroom Presentations – Xello	Academic: Scheduling (resolving conflicts, scheduling request changes); Academic advisement; Parent/teacher conferences; IEP/ 504/ GIEP meetings; Keystone Testing (proctoring, makeups); Weekly counseling department meetings; AP Exam administration
Career: Scholarship information announcements; Coordination of post-secondary visitations at our school; Penn Hills High School Career and College Fair; Classroom Presentations – Xello; ELP (Emerging Leaders Program), Partner Up	Career: Scholarship information announcements; ELP (Emerging Leaders Program), Partner Up
Personal/Social: Responsive services (mediations, crisis interventions, individual counseling); SAP, New Directions Counseling; Mediations	Personal/Social: Responsive services (mediations, crisis interventions, individual counseling); SAP, New Directions Counseling; Mediations
<u>December</u>	<u>June</u>
Academic: Scheduling (new students, scheduling request changes); Enrollment of new students; Academic advisement; Parent/teacher conferences; IEP/ 504/ GIEP meetings; Keystone Testing (proctoring, makeups); Weekly counseling department meetings	Academic: Scheduling. Parent/teacher conferences; Academic advisement; IEP/ 504/ GIEP meetings; Finalization of grades; Summer school recommendations; Athletic eligibility inquiries; Weekly counseling department meetings

Career: Scholarship information announcements; ELP (Emerging Leaders Program), Partner Up	Career:
Personal/Social: Responsive services (mediations, crisis interventions, individual counseling); SAP, New Directions Counseling; Mediations	Personal/Social: Responsive services (mediations, crisis interventions, individual counseling); SAP, New Directions Counseling; Mediations

339.32(2) EDUCATIONAL CAREER PLAN

339.32(2) EDUCATIONAL CAREER PLAN

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

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

Yes

339.32(3) OCCUPATIONAL INFORMATION

339.32(3) OCCUPATIONAL INFORMATION

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

Yes

Upload List of Career Resources (13 pages maximum)

K12GP 339.32(3), FRCP Item 7 (option
2).docx

School	
External Resources by National Career Cluster	
Career Cluster	Career Resource Links
Agriculture, Food & Natural Resources	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Architecture & Construction	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Arts, A/V Technology, & Communications	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Business Management & Administration	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Education & Training	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Finance	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Government & Public Administration	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Health Science	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Hospitality & Tourism	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Human Services	Xello, Forbes Road Career and Technology Center,

	HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Information Technology	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Law, Public Safety, Corrections, & Security	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Manufacturing	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Marketing	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Science, Technology, Engineering & Math	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program
Transportation, Distribution & Logistics	Xello, Forbes Road Career and Technology Center, HBCU Panel. HBCU College Fair, HBCU Career Fair, Need Incorporated, Emerging Leaders Program

339.32(4) CUMULATIVE RECORDS

339.32(4) CUMULATIVE RECORDS

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

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

Yes

Upload career guidance service goals and objectives document (3 pages maximum). Ch 339 cumulative records 6-8.docx 339 - Cumulative Records 9-12.docx
template for smart goal section cumulative records section.docx

Annual Program Goals & Objectives

School: Penn Hills Elementary School

Grades: K-5

Smart Format	Academic	Career	Personal/Social
<p><u>SPECIFIC:</u> What is the specific issue based on your schools' data?</p>	<p>Poor academic performance due to poor school attendance.</p>	<p>K-1-will engage in counselor lead career lessons to increase personal interests and career awareness. 2-5-Students will complete the Xello online career program.</p>	<p>A high number of behavior referrals due to poor bus behavior.</p>
<p><u>MEASURABLE:</u> How will we measure the effectiveness of our interventions?</p>	<p>Improved academic performance of student body as a result of increased attendance.</p>	<p>All students will be able to identify at least one personal interest as it relates to the world of work.</p>	<p>Data will show a decreased number of bus behavior referrals after attending Bus School.</p>
<p><u>ATTAINABLE:</u> What outcome would stretch us but is still attainable</p>	<p>For academics to improve in truant students by 10%.</p>	<p>For 90-95% of students in grades 2-5 to complete the Xello program and for K-1 to engage in career lesson with school counselor.</p>	<p>The intervention of Bus School will result in a 25% decrease in school bus behavior referrals school wide.</p>
<p><u>RESULTS:</u> Is the goal reported in results- oriented data (process, perception, outcome)</p>	<p>Goal will be measured by using process data.</p>	<p>Goal will be measured by using process data.</p>	<p>Goal will be measured by process data</p>
<p><u>TIMELINE:</u> When will the goal be accomplished?</p>	<p>Will be monitored each 9 weeks.</p>	<p>By the end of the school year.</p>	<p>By the end of the school year.</p>

Annual Program Goals & Objectives

School: Linton Middle School

Grade: 6-8

Smart Format	Academic	Career	Personal/Social
<p><u>SPECIFIC:</u> What is the specific issue based on your schools' data?</p>	Students failing two or more classes.	Students not exploring careers of interest and possible careers.	Student discipline referrals at Linton Middle School
<p><u>MEASURABLE:</u> How will we measure the effectiveness of our interventions?</p>	Number of students failing two or more classes at the end of each nine weeks.	Students will complete grade level Xello program goals which will assist students in identifying their interests and will align their interests to careers.	Decrease the amount of discipline referrals each nine weeks by 10%.
<p><u>ATTAINABLE:</u> What outcome would stretch us but is still attainable</p>	80% of students will not fail two or more classes.	80% of Linton middle school students will complete their grade level Xello program activities.	Linton middle school discipline referrals will be reduced each nine weeks by 10%
<p><u>RESULTS:</u> Is the goal reported in results- oriented data (process, perception, outcome)</p>	Process – 600 students Perception – review of student grades. Outcome – 80% of students will not fail two or more classes.	Process – 600 students Perception – review of Xello program activities. Outcome- 80% of all students will complete the required Xello activities.	Goal will be measured by process data. Outcome – Discipline referrals will be reduced by 10%
<p><u>TIMELINE:</u> When will the goal be accomplished?</p>	Aug of current school year through June of current school year.	80% of Linton middle school students will complete their grade level Xello program activities.	Each nine weeks discipline referrals will be reviewed.

Annual Program Goals & Objectives

School – High School

Grade – 9-12th

Smart Format	Academic	Career	Personal/Social
<p><u>SPECIFIC:</u> What is the specific issue based on your schools' data?</p>	Reduce the number of students in grades 9-12 failing more than 1 course.	Students in grades 9, 10, 11 will engage and participate in the Xello lessons presented by the counselors	New Directions counselors will engage students in grades 9-11 social, problem solving, and critical thinking skills through lessons.
<p><u>MEASURABLE:</u> How will we measure the effectiveness of our interventions?</p>	Using interim progress reports, reviewing daily grade books, One on one counseling with student(s), parent/ teacher meetings. After school tutoring (Safe Spaces)	Through the use of Xello students in 80% or more of students in grades 9-11 will be able to identify at least 1 career and pathway to achieve goal.	The lessons will help reduce identified students getting removed from the classroom by 25% or more.
<p><u>ATTAINABLE:</u> What outcome would stretch us but is still attainable</p>	The number of students in each grade level that are failing 2 or more core classes will decrease by 25%.	80% or more of students in grades 9, 10, 11 will complete a career lesson in Xello.	The number of identified students in grades 9-11 will reduce by 25% or more after participating in lessons.
<p><u>RESULTS:</u> Is the goal reported in results- oriented data (process, perception, outcome)</p>	Outcome-data such as using report cards (quarterly), transcripts (Yearly).	Outcome data- Reviewing the career completion reports in Xello.	Outcome Data- Review data provided by New Directions counselor (Monthly). Students being able to understand their decision making.
<p><u>TIMELINE:</u> When will the goal be accomplished?</p>	By then end of the of the 2nd, 3rd & 4th nine weeks	By the end of the school year.	By the end of year and On-going.

339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

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

Yes

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

Career Resources K-12 March 20 2023 (1).docx	339 - CTE Guidance Service Activities 9-12 (1).docx	Curriculum Action Plan - 9th.docx
Curriculum Action Plan - 11th.docx	Curriculum Action Plan - 12th.docx	Curriculum Action Plan - 10th.docx
Kindergarten Curriculum Action Plan 2024 page 2.docx	8th action plan.docx	Curriculum Action plan Kindergarten 2024 page 1.docx
curriculum action plan first grade page 2.docx	7th Grade Curriculum Action Plan.docx	Curriculum Action Plan First Grade 2024 page 1.docx
	6th Grade Action Plan_18184ab9.docx	5th grade action plan.pdf
		School Counseling Curriculum Action Plan 2024 Final.docx



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SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Topic	ASCA Domain and Behaviors Standard(s)	Curriculum and Materials	Project Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
K	School wide expectations "Bee Your Best"/Bus Safety	LS.1 SMS.2 SMS.9	Counselor created "I Can Bee My Best at PHES" book; "Color the Bus Behavior worksheet from TPT	Ongoing during the month of September	Approximately 203 students	Student practice while counselor observes	Student worksheet	Lisa Butler
K	Bullying and Harassment	SMS.1 SS.2 SMS.4	The Book "Lucy and the Bully" by Claire Alexander; "Hurtful Behaviors" worksheet from TPT	Ongoing during the month of October	Approximately 203 students	On-going questioning with class	Student worksheet	Lisa Butler
K	"Big Deals/Little Deals"/Conflict Resolution	SMS.1 SS.2 SMS.7	The "Big Deals/Little Deals and bywhat the to do when they happen to you" electronic book; Counselor made Big Deals/Little Deals worksheet	Ongoing during the month of November	Approximately 203 students	Ongoing questioning during electronic book	student worksheet	Lisa Butler
K	Making Good Choices	SMS.1 SS.5 SMS.2 SMS.7	Character Education book "I Can Make Good Choices"; "I Can Make Good Choices" worksheet from TPT	Ongoing during the month of December	Approximately 203 students	Ongoing questioning during the book as well as while completing the worksheet	Student worksheet	Lisa Butler
K	Career Exploration and Awareness	13.1.3.D 13.1.3.E	Xello online career platform	Ongoing during the month of January	Approximately 203 students	Activities and questions presented throughout the program.	Xello collects data and houses it in a student portfolio from K-12	Lisa Butler
K	Career exploration	13.1.3.D 13.1.3.E	The book "Clothesline Clues to Jobs People Do" by Deborah Hembrook and Kathryn Helling; "When I Grow up" worksheet	Ongoing during the month of February	Approximately 203 students	Questions presented throughout the story	Student worksheet	Lisa Butler

SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Topic	ASCA Domain and Minors & Behaviors (Standards)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
K	School wide expectations "Bee Your Best"/Bus Safety	LS.1 SMS.2 SMS.9	Counselor created "I Can Bee My Best at PHESS" book; "Color the Bus Behavior worksheet from TPT	Ongoing during the month of September	Approximately 203 students	Student practice while counselor observes	Student worksheet	Lisa Butler
K	Bullying and Harassment	SMS.1 SS.2 SMS.4	The Book "Lucy and the Bully" by Claire Alexander; "Hurtful Behaviors" worksheet from TPT	Ongoing during the month of October	Approximately 203 students	On-going questioning with class	Student worksheet	Lisa Butler
K	"Big Deals/Little Deals"/Conflict Resolution	SMS.1 SS.2 SMS.7	The "Big Deals/Little Deals and bywhat the to do when they happen to you" electronic book; Counselor made Big Deals/Little Deals worksheet	Ongoing during the month of November	Approximately 203 students	Ongoing questioning during electronic book	student worksheet	Lisa Butler
K	Making Good Choices	SMS.1 SS.5 SMS.2 SMS.7	Character Education book "I Can Make Good Choices"; "I Can Make Good Choices" worksheet from TPT	Ongoing during the month of December	Approximately 203 students	Ongoing questioning during the book as well as while completing the worksheet	Student worksheet	Lisa Butler
K	Career Exploration and Awareness	13.1.3.D 13.1.3.E	Xello online career platform	Ongoing during the month of January	Approximately 203 students	Activities and questions presented throughout the program.	Xello collects data and houses it in a student portfolio from K-12	Lisa Butler
K	Career exploration	13.1.3.D 13.1.3.E	The book "Clothesline Clues to Jobs People Do" by Deborah Hembrook and Kathryn Helwig; "When I Grow up" worksheet	Ongoing during the month of February	Approximately 203 students	Questions presented throughout the story	Student worksheet	Lisa Butler



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SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Topic	ASCA Domain and Mindsets & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/assessments to be used)	Outcome Data (Achievement attendance and/or behavior data to be collected)	Contact Person
1st Grade	Career Awareness and Exploration	13.1.3.D 13.1.3.E	"Careers and Community Helpers" Digital Game from TPT: Counselor created worksheet	Ongoing throughout the month of February	Approximately 240 students	Student answers throughout the Digital game	Counselor created worksheet if time permits	Lisa Butler
1st Grade	Emotional Regulation/Self-Control	SMS.1 SMS.2 SMS.7 SS.5	The Book "1, 2, 3 A Calmer Me" by Brenda S. Miles and Colleen A. Patterson; Counselor created worksheet to go with book	Ongoing throughout the month of March	Approximately 240 students	Counselor observations of students practicing methods from the book	Counselor created worksheet	Lisa Butler
1st Grade	Kindness/Inclusion	SMS.1 SS.2 SS.54 SS.5	The book "Have You Filled a Bucket Today" by Carol McCloud; "I am a Bucket Filler" cut and paste worksheet from TPT	Ongoing throughout the month of April	Approximately 240 students	Continuous questioning throughout the story	Cut and paste worksheet	Lisa Butler
1st Grade	Empathy	SMS.1 SS.2 SS.4 SS.5	The Book "Hey, Little Ant" by Phillip and Hannah Hooser; Behaviors that Squish/Behaviors that are Kind cards	Ongoing throughout the month of May	Approximately 240 students	Student answers to sorting cards	Recording of student answers to sorting cards	Lisa Butler



UNSELLING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Topic	ASCA Domain and Behaviors Standards	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/assessments to be used)	Outcome Data (Achievement and/or behavior data to be collected)	Contact Person
1st Grade	School Wide Expectations "Bee Your Best"/Bus Safety	SMS.1 SMS.2 SMS.9 SS.5	"I Can Bee My Best in First Grade at Penn Hills Elementary" counselor created book; "Safe or Unsafe bus behavior cut and paste worksheet from TPT	Ongoing throughout the month of September	Approximately 240 students	Counselor observations of students acting out expectations from the story	Cut and paste worksheet	Lisa Butler
1st Grade	Bullying/Harassment	SS.2 SS.4 SMS.1	The book "The Legend of Spookley the Square Pumpkin" by Joe Troiano; "Is it Bullying?" clip it/worksheet from TPT	Ongoing throughout the month of October	Approximately 240 students	Continuous questioning throughout the reading of the story	Student worksheet	Lisa Butler
1st Grade	Big Deals/Little Deals	SMS.1 SMS.7 SS.2	The electronic book "Big Deals/Little Deals and What to Do When They Happen to You"; "Cut, Sort and Glue Bid Deals Little Deals" worksheet	Ongoing throughout the month of November	Approximately 240 students	Continuous questioning throughout the electronic book	Student cut and paste worksheet	Lisa Butler
1st Grade	Making Good Choices	SMS.1 SMS.2 SMS.7 SS.5	"Good Choice/Bad Choice clip cards"; clothespins, "Good Choices" worksheet from TPT	Ongoing throughout the month of December	Approximately 240 students	Each student's answer to their clip card	Student worksheet	Lisa Butler
1st Grade	Career Exploration and Awareness	13.1.3.D 13.1.3.E	Xello online career platform	Ongoing throughout the month of January	Approximately 240 students	Activities and questions presented throughout the program	Xello collects data and houses it in a student portfolio from K-12	Lisa Butler

2	Career/ Xello	Career Standards	1. Student Chromebooks 2. Xello App	January Ongoing	202	Xello Completion	Behavior Career Awareness	Loyal Jasper
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Grade Level	Lesson Topic	ASCA Domain and Mindsets & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
2	Career/ Xello	Career Standards	1. Student Chromebooks 2. Xello App	February Ongoing	202	Xello Completion	Behavior Career Awareness	Loyal Jasper
2	Empathy	B SS 4	1. Empathy PowerPoint 2. Worksheet	March Ongoing	202	Worksheet	Behavior	Loyal Jasper
2	Kindness	M 1 M 2 B SMS 2 B SS 2	1. "Kolor Me Kind" Activity Worksheet 2. Worksheet	April Ongoing	202	Worksheet	Behavior	Loyal Jasper



SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Topic	ASCA Domain and Mindsets & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
2	Bee Your Best and Bus Safety	M1 M2 M3 B SMS 2 B SMS 9	Bee Your Best Matrix 1. Chair (For Demonstration) 2. Backpack (For Demonstration) 3. Exit Tickets	September Ongoing	202	Exit Ticket	Attendance Behavior	Loyal Jasper
2	Bullying	M1 M2 B SMS 1 B SS 2 B SS 4 B SMS 2	1. <i>Legend of Spookley the Square Pumpkin</i> Storybook 2. Worksheets 3. Bookmarks	October Ongoing	202	Worksheet Bookmark	Behavior	Loyal Jasper
2	Big Deals and Little Deals	B SMS 1 B SS 5 B SS 9 B SS 8 M 5	1. Squeal Vs. Big Deal Worksheets 2. Pencils 3. Crayons	November Ongoing	202	Worksheet	Behavior	Loyal Jasper
2	Emotional Regulation and Self Control	B SMS 1 B SS 8 B SMS 7 M 1	1. <i>PowerPoint</i> 2. Worksheet	December Ongoing	202	Worksheet	Behavior	Loyal Jasper

2	Choices/Accountability	B SMS 1 B SMS 2 B SS 5 B SS 9	1. PowerPoint 2. Worksheet	May Ongoing	202	Worksheet	Behavior	Loyal Jasper

Grade Level	Lesson Topic	ASCA Domain and Mindsets & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
3	Bee Your Best and Bus Safety	M1 M2 M3 B SMS 2 B SMS 9	1. Bee Your Best Matrix 2. Chair (For Demonstration) 3. Backpack (For Demonstration) 4. Exit Tickets	September Ongoing	225	Exit Ticket	Attendance Behavior	Loyal Jasper

Grade Level	Lesson Topic	ASCA Domain and Mindsets & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students attended)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
3	Career/ Xello	Career Standards	1. Student Chromebooks 2. Xello App	February Ongoing	225	Xello Completion	Behavior Career Awareness	Loyal Jasper
3	Empathy	B SS 4	1. Boxes for Demonstration 2. Review Worksheets	March Ongoing	225	Worksheet	Behavior	Loyal Jasper
3	Kindness	M 1 M 2 B SMS 2 B SS 2	1. PowerPoint 2. Review Activity	April Ongoing	225	Worksheet	Behavior	Loyal Jasper
3	Choices/ Accountability	B SMS 1 B SMS 2 B SS 5 B SS 9	1. PowerPoint Slides 2. Review Activity	May Ongoing	225	Worksheet	Behavior Responsibility	Loyal Jasper

3	Bullying	M1 M2 B SMS 1 B SS 2 B SS 4 B SMS 2	1. PowerPoint Worksheet	October Ongoing	225	Worksheet	Behavior	Loyal Jasper
3	Big Deals and Little Deals	B SMS 1 B SS 5 B SS 9 B SS 8 M 5	1. Squeal vs. Little Deal Worksheets 2. Pencils 3. Crayons	November Ongoing	225	Worksheet	Behavior	Loyal Jasper
3	Emotional Regulation and Self Control	B SMS 1 B SS 8 B SMS 7 M 1	1. PowerPoint 2. Work Packets	December Ongoing	225	Work Packet	Behavior	Loyal Jasper
3	Career/ Xello	Career Standards	1. Student Chromebooks 2. Xello App	January Ongoing	225	Xello Completion	Behavior Career Awareness	Loyal Jasper

ASCA Domain and Mindsets & Behaviors Standards(s)	Lesson	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
4th	"Bee Your Best" Bus Safety	School Bus Video Bus Safety	September	235	Being Our Best Bus Safety Quiz	(PHES) YOU WAIT Being Our Best	School Counselor
4th	Bullying/Harassment	2 Apples Call To Apples Worksheet	October	235	Call To Apples Worksheet	Behavior	School Counselor
4th	Big Deals/Little Deals	L.1 BFS.1 Big Deals/Little Deal Game	November	235	Big Deal/Little Deal activity	Big Deal/ Little Deal Situations	School Counselor
4th	Positive Choices	B2 B3 Your Tube Video Making Choices	December	235	Exit Ticket, Worksheet	Accountability / Choices	School Counselor

4th	XELLO/Careers	Career Standards 13.2.5	Mission Skills	January	- 235	XELLO completion	Career Standards	School Counselor
4th	XELLO/Careers	Career Standards 13.1.5	Mission: Goal Setting	February	235	XELLO completion	Career Standards	School Counselor
4th	Self Control	B.3	Video on Self Control (Story Booth)	March	235	Self-Control Assessment	Behavior / making good choices	School Counselor
4th	Kindness	B.4 B.5	Bundle of Kindness	April	235	Kindness Word Search	Being Respectful	School Counselor
4th	Empathy	L.1 L.3	Empathy quiz Self-Regulation	May	235	Empathy quiz, Empathy reflection sheet Exit ticket	Self-Awareness Feelings	School Counselor



SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

5th	Lesson	ASCA Domain and Mindsets & Behaviors Standards	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
5th	*Bee Your Best School Wide Bus Safety	16.3K.B 16.3K.A	Bee Your Best (PHES) Bus Safety Video School Bus Safety sheet	September	250	Bus safety/ Bee Your Best Expectations.	(PHES) YOU WAIT Being Our Best expectations	School Counselor
5th	Bullying	16.2K.A 16.2K.B 16.2K.C	The book "Bully" Video on Bullying	October	250	Bullying worksheet	Behavior	School Counselor
5th	Big Deals/Little Deals	L.1. B-FS.1	"Big Deals/Little Deals" You tube (Big Deals/Little Deals) Big Deals/Little Deals game	November	250	Big Deal/Little Deal Game	Big Deal/Little Deal Situations	School Counselor
5th	Positive Choices	B.2 B.3	You Tube Video Kids Making Tough Choices American Kids	December	250	Exit ticket:	Accountability/ Choices	School Counselor
5th	XELLO	Career standards 13.4.5	Mission Learning/Boss Bios Worksheet/ Entrepreneur	January	250	XELLO completion	Career standards	School Counselor
5th	XELLO	Career Standards 13.3.5	Mission learning Success	February	250	XELLO completion	Career Standards	School Counselor

5 th	Self-Control	B.2 B.3	Self-Assessment checklist,	March	250	Worksheet on Self Control Self-Assessment	Behavior	School Counselor
5 th	Kindness	16.5 16.2B 16.25.A	Video, Worksheet A Little Bit of Kindness	April	250	You Tube Video "Kindness Word Search (Kindness)	Respectful	School Counselor
5 th	Empathy		The Book "Standing In My Shoes	May	250	Standing in My Shoes" Worksheet Exit Ticket	Self-Awareness	School Counselor



SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

6th	Lesson	ASCA Domain and Mindset & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of survey/s/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
6th	School Subjects at Work	CEW Standard 13.1.8	Xello College & Career Readiness Software Platform	Aug-October Repeats Quarterly	210	Successful completion of School Subjects at work Lesson in XELLO	Successful Completion of the requirements to address the CEW standard	6 th Grade School Counselor
6th	Decision Making	CEW Standard 13.3.8	Xello College & Career Readiness Software Platform	Aug-October Repeats Quarterly	220	Successful completion of the Decision Making Lesson in XELLO	Successful Completion of the requirements to address the CEW standard	6 th Grade School Counselor
6th	Interests	13.1B	Xello College & Career Readiness Software Platform	Aug-October	220	Successful completion of the Decision Making Lesson in XELLO	Successful Completion of the requirements to address the CEW standard	6 th Grade School Counselor
6th	Time Management	13.3E	Xello College & Career Readiness Software Platform	Repeats Quarterly	220	Successful completion of the Decision Making Lesson in XELLO	Successful Completion of the requirements to address the CEW standard	6 th Grade School Counselor



SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

7th	ASCA Domain and Mindsets & Behavior Standards	Curriculum and Materials	Project Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
7th	Biases and Career Choices CEW standard 13.1.8	Xello College & Career Readiness Software Platform	Aug-October Repeats Quarterly	220	Biases and Career Choices Lesson in XELLO	Successful Completion of the requirements to address the CEW standards	7 th Grade School Counselor
7th	Skills CEW standard 13.3.8	Xello College & Career Readiness Software Platform	Aug-October Repeats Quarterly	220	Skills Lesson in XELLO	Successful Completion of the requirements to address the CEW standards	7 th Grade School Counselor
7th	Learning Styles CEW standard 13.1.H	Xello College & Career Readiness Software Platform	Aug-October Repeats Quarterly	220	Learning Styles Lesson in XELLO	Successful Completion of the requirements to address the CEW standards	7 th Grade School Counselor
7th	Self-Advocacy CEW standard 13.3.B,C	Xello College & Career Readiness Software Platform	Aug-October Repeats Quarterly	220	Self-Advocacy Lesson in XELLO	Successful Completion of the requirements to address the CEW standards	7 th Grade School Counselor
7th	Explore Career Matches CEW standard 13.1.E, H	Xello College & Career Readiness Software Platform	Aug-October Repeats Quarterly	220	Explore Career Lesson in XELLO	Successful Completion of the requirements to address the CEW standards	7 th Grade School Counselor

7th	Mindsets and Goals	MS 2,5 BS SMS- 6,7 SS 3,5	Second Step	Aug- October Repeats Quarterly	220	Participation in Second Step Program	Student Work Lesson Progress Informal Observations	7th Grade School Counselor	
7th	Recognizing Bullying and Harassment	BS, SS 8,9	Second Step	Aug- October Repeats Quarterly	220	Participation in Second Step Program	Student Work Lesson Progress Informal Observations	7th Grade School Counselor	
7th	Thoughts, Emotions & Decisions	BS, SMS 2,7, 10	Second Step	Aug- October Repeats Quarterly	220	Participation in Second Step Program	Student Work Lesson Progress Informal Observations	7th Grade School Counselor	
7th	Managing Relationships & Social Conflict	BS SMS 1,2 SS 1,5,9	Second Step	Aug- October Repeats Quarterly	220	Participation in Second Step Program	Student Work Lesson Progress Informal Observations	7th Grade School Counselor	

SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

8th	Lesson	ASCA Domain and Mindsets & Behaviors Standard	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
8th	Getting Experience	CEW Standard 13.2.8	XELLO College & Career Readiness Software Platform	Aug-October Repeats Quarterly	256	Successful lesson completion of the Biases and Career Choices Lesson in XELLO	High school course taking patterns, course choice enrollment, high school honor course enrollment	8 th Grade School Counselor
8th	Discover Learning Pathways	CEW standard 13.1.8 Individualized career plan	XELLO College & Career Readiness Software Platform	Aug-October Repeats Quarterly	256	Successful lesson completion of the Discover Learning Pathways Lesson in XELLO	High school course taking patterns, course choice enrollment, high school honor course enrollment	8 th Grade School Counselor
8th	Entrepreneurship Investigation	CEW Standard 13.4.8	XELLO College & Career Readiness Software Platform	Aug-October Repeats Quarterly	256	Successful lesson completion of the Entrepreneurship Investigation Lesson in XELLO	High school course taking patterns, course choice enrollment, high school honor course enrollment	8 th Grade School Counselor
8th	Jobs and Employers	CEW Standard 13.2.11	XELLO College & Career Readiness Software Platform	Aug-October Repeats Quarterly	256	Successful lesson completion of the Entrepreneurship Investigation Lesson in XELLO	High school course taking patterns, course choice enrollment, high school honor course enrollment	8 th Grade School Counselor
8th	Transition to High School	CEW Standard 13.1.8	XELLO College & Career Readiness Software Platform	Aug-October Repeats Quarterly	256	Successful lesson completion of the Transition to High School Lesson in XELLO	High school course taking patterns, course choice enrollment, high school honor course enrollment	8 th Grade School Counselor

SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

9th	Lesson	ASCA Domain and Mindsets & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
9	Student Orientation	A:A1.1/5 A:A2.2 A:B2.1 16.1.12.D 16.1.12.A/B/E 13.1.3H 13.2.3D 13.1.5F/H	Lecture, Handouts, Powerpoint	Fall Semester	All 9 th grade students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors
9	Exploring Career Factors	13.1.11	Lecture, English Classes, Penn Hills Way Classes, Small Group and 1 v 1 Meetings, Handouts, Multimedia	Fall and Spring Semester	All 9 th grade students	Exploring Career Factors Lesson in XELLO	Informal Observations	PHHS Counselors, Teachers
9	Workplace Skills & Attitudes	13.2.11	Lecture, English Classes, Penn Hills Way Classes, Small Group and 1 v 1 Meetings, Handouts, Multimedia	Fall and Spring Semester	All 9 th grade students	Workplace Skills & Attitudes Lesson in XELLO	Informal Observations	PHHS Counselors, Teachers
9	Scheduling Presentations, Classroom Scheduling Sessions	A:A3.3 A:A2.2 A:B1.1/3 A:B2.3/6 16.1.12.D 13.1.3A/B 13.3.3A	Lecture, Handouts, Powerpoint	Spring Semester	All 9 th grade students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors

		13.3.5F 13.1.8F/G/H 13.1.8H 13.1.11E							
9	Forbes Road CTC Tour and Presentation	13.1.11.A/B/C/ D/E/F 13.2.11.A/B/E 13.3.11.A/D/F/ G	Tour of facility and presentation of programs	Spring Semester	All 9 th grade students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, Forbes Staff	
9	ASVAB Results	13.1.11 A/B/C/ E/F/G/H 13.2.11 C/D 13.3.11 A/G	Lecture, Handouts, Powerpoint	Fall and Spring Semester	9 th Grade Students that participated in ASVAB	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	Military Reps, PHHS Counselors	
9	ND Group		Handouts	Fall and Spring Semester	5-6 Students	New Directions Reflection Sheet; Pre/ Post Tests	Informal Observations	PHHS Counselors	



SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

10th	Lesson	ASCA Domain and Mindsets & Behaviors Standards)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
10	Student Orientation	A:A1.1/5 A:A2.2 A:B2.1 16.1.12.D 16.1.12.A/B/E 13.1.3H 13.2.3D 13.1.5F/H	Lecture, Handouts, Powerpoint	Fall Semester	All 10 th grade students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors
10	Work Values	13.1.11	Lecture, English Classes, Financial Literacy Classes, Small Group and 1 v 1 Meetings, Handouts, Multimedia	Fall and Spring Semester	All 10 th grade students	Work Values Lesson in XELLO	Informal Observations	PHHS Counselors, Teachers
10	Career and Lifestyle Cost	13.3.11	Lecture, English Classes, Financial Literacy Classes, Small Group and 1 v 1 Meetings, Handouts, Multimedia	Fall and Spring Semester	All 10 th grade students	Career and Lifestyle Cost Lesson in XELLO	Informal Observations	PHHS Counselors, Teachers
10	Entrepreneurial Skills	13.4.11	Lecture, English Classes, Financial Literacy Classes, Small Group and 1 v 1 Meetings, Handouts, Multimedia	Fall and Spring Semester	All 10 th grade students	Entrepreneurial Skills Lesson in XELLO	Informal Observations	PHHS Counselors, Teachers

10	Scheduling Presentations, Classroom Scheduling Sessions	A:A.3.3 A:A.2.2 A:B1.1/3 A:B2.3/6 16.1.12.D 13.1.3A/B 13.3.3A 13.3.5F 13.1.8F/G/H 13.1.8H 13.1.11E	Lecture, Handouts, Powerpoint	Spring Semester	All 10 th grade students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors
10	Forbes Road CTC Tour and Presentation	13.1.11.A/B/C/ D/E/F 13.2.11.A/B/E 13.3.11.A/D/F/ G	Tour of facility and presentation of programs	Spring Semester	Interested 10 th grade students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, Forbes Staff
10	ASVAB Results	13.1.11 A/B/C/ E/F/G/H 13.2.11 C/D 13.3.11 A/G	Lecture, Handouts, Powerpoint	Fall and Spring Semester	10th Grade Students that participated in ASVAB	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	Military Reps, PHHS Counselors
10	ND Group		Handouts	Fall and Spring Semester	5-6 Students	New Directions Reflection Sheet; Pre/ Post Tests	Informal Observations	PHHS Counselors



SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Item	Lesson	ASCA Domain and Mindsets & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
11	Student Orientation	A:A1.1/5 A:A2.2 A:B2.1 16.1.12.D 16.1.12.A/B/E 13.1.3H 13.2.3D 13.1.5F/H	Lecture, Handouts, Powerpoint	Fall Semester	All 11 th grade students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors
11	Career Backup Plans	13.1.11	Lecture, English Classes, Career Awareness Classes, Small Group and 1 v 1 Meetings, Handouts, Multimedia	Fall and Spring Semester	All 11 th grade students	Career Backup Plans Lesson in XELLO	Informal Observations	PHHS Counselors, Teachers
11	Defining Success	13.1.11	Lecture, English Classes, Career Awareness Classes, Small Group and 1 v 1 Meetings, Handouts, Multimedia	Fall and Spring Semester	All 11 th grade students	Defining Success Lesson in XELLO	Informal Observations	PHHS Counselors, Teachers
11	Job Interviews	13.3.11	Lecture, English Classes, Career Awareness Classes, Small Group and 1 v 1 Meetings, Handouts, Multimedia	Fall and Spring Semester	All 11 th grade students	Job Interviews Lesson in XELLO	Informal Observations	PHHS Counselors, Teachers

11	Scheduling Presentations, Classroom Scheduling Sessions	A:A.3.3 A:A.2.2 A:B1.1/3 A:B2.3/6 16.1.12.D 13.1.3A/B 13.3.3A 13.3.5F 13.1.8F/G/H 13.1.8H 13.1.11E	Lecture, Handouts, Powerpoint	Spring Semester	All 11 th grade students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors
11	Penn Hills College Fair	A:A1.1/2/3 A:A.3.5 A:B1.1 A:B1.4/5 A:B2.7 16.1.12.D 16.2.12.C	Handouts	Fall Semester	All 11 th Grade Students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, College Reps
11	Penn Hills HBCU Fair and Panel	A:A1.1/2/3 A:A.3.5 A:B1.1 A:B1.4/5 A:B2.7 16.1.12.D 16.2.12.C	Handouts	Fall Semester	All 11 th Grade Students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, College Reps

11	Penn Hills Career Fair	A:A1.1/2/3 A:A3.5 A:B1.1 A:B1.4/5 A:B2.7 16.1.12.D 16.2.12.C	Handouts	Spring Semester	All 11th Grade Students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, Trade Schools Reps, Local Union Reps, Business Reps
12	College/ University Campus Visits	16.1.12.D 16.2.12.A 13.1.11.A/B/C/ D/F/H	Lecture, Powerpoint, Handouts	Fall and Spring Semester	Interested 11th Grade Students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, College/ University Reps
11	ASVAB Results	13.1.11 A/B/C/ E/F/G/H 13.2.11 C/D 13.3.11 A/G	Lecture, Handouts, Powerpoint	Fall and Spring Semester	11th Grade Students that participated in ASVAB	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	Military Reps, PHHS Counselors
11	ND Group		Handouts	Fall and Spring Semester	5-6 Students	New Directions Reflection Sheet; Pre/ Post Tests	Informal Observations	PHHS Counselors



AMERICAN
SCHOOL
COUNSELOR
ASSOCIATION

SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

12th	Lesson	ASCA Domain and Minsets & Behaviors Standard(s)	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
12	Student Orientation	A:A1.1/5 A:A2.2 A:B2.1 16.1.12.D 16.1.12.A/B/E 13.1.3H 13.2.3D 13.1.5F/H	Lecture, Handouts, Powerpoint	Fall Semester	All 12 th grade students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors
12	Xello	C:A1.1/2/3/7 16.1.12.B	Lecture, English Classes, Small Group and 1 v 1 Meetings, Handouts, Multimedia	Fall and Spring Semester	All 12 th grade students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, Teachers
12	Penn Hills College Fair	A:A1.1/2/3 A:A3.5 A:B1.1 A:B1.4/5 A:B2.7 16.1.12.D 16.2.12.C	Handouts	Fall Semester	All 12 th Grade Students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, College Reps

12	ASVAB Results	13.1.11 A/B/C/ E/F/G/H 13.2.11 C/D 13.3.11 A/G	Lecture, Handouts, Powerpoint	Fall and Spring Semester	12th Grade Students that participated in ASVAB	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	Military Reps, PHHS Counselors
12	Pennsylvania State System of Higher Education Panel	A:A1.1/2/3 A:A3.5 A:B1.1 A:B1.4/5 A:B2.7 16.1.12.D 16.2.12.C	Lecture, Handouts, Powerpoint	Spring Semester	All 12 th Grade Students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, College Reps
12	Partner Up		Lecture, Handouts, Powerpoint, Field Trips, Mock Interviews/ Role Plays	Fall and Spring Semester	20 –25 12 th Grade Students	Partner Up Lessons; Pre/ Post Tests	End of the year Interviews	Partner Up Reps, PHHS Counselors
12	NID Group		Handouts	Fall and Spring Semester	5-6 Students	New Directions Reflection Sheet; Pre/ Post Tests	Informal Observations	PHHS Counselors

	Penn Hills HBCU Fair and Panel	A:A.1.1/2/3 A:A.3.5 A:B.1.1 A:B.1.4/5 A:B.2.7 16.1.12.D 16.2.12.C	Handouts	Fall Semester	All 12th Grade Students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, College Reps
12	Penn Hills Career Fair	A:A.1.1/2/3 A:A.3.5 A:B.1.1 A:B.1.4/5 A:B.2.7 16.1.12.D 16.2.12.C	Handouts	Spring Semester	All 12th Grade Students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, Trade Schools Reps, Local Union Reps, Business Reps
12	Financial Aid Night	C:A.1.6 C:A.1.7 C:A.2.9 16.1.12.D 13.3.3D 13.3.5D	Lecture, Powerpoint, Handouts, PHEAA Representative	Spring Semester	All 12 th Grade Students and Parents/ Guardians	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, PHEAA Rep
12	College/ University Campus Visits	16.1.12.D 16.2.12.A 13.1.11.A/B/C/ D/F/H	Lecture, Powerpoint, Handouts	Fall and Spring Semester	Interested 12 th Grade Students	Survey: Pre/ Post Tests, Needs Assessment, Program/ Activity Evaluation	Informal Observations	PHHS Counselors, College/ University Reps

CTE Guidance Service Activities

Student Awareness

Grade	Intervention/ Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
10-12	Forbes Road				Megan Tomley
12	Partner Up				Mrs. Lejune Williams- Clements
12	Emerging Leaders Program				Brooke Lowe
9-12	New Directions Counselor				Mr. Tom Kilcrease
9-12	NEED Incorporated				Cheryl Biggs
9-12	Safe Spaces				Dion Dupree
11-12	HBCU Fair				High School Counselors
11-12	HBCU Panel and Discussion				High School Counselors
11-12	College Fair				High School Counselors
11-12	Career Fair				High School Counselors
9-10	Forbes Road CTC Tour				High School and Forbes Counselors
9-12	Xello				Counselors

Parent Awareness

Intervention/ Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Financial Aid Night	January/ February annually			Amy Sawdey
9 th Grade Orientation	August			Building Principal/ Counselors
Open House	October			Building Principal/ Counselors

339.32(6) CAREER PLACEMENT SERVICES

339.32(6) CAREER PLACEMENT SERVICES

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

Yes

Upload career placement services document (3 pages maximum).

339 - Career Placement Services 9-12.docx

**Career Placement and Transition Services
for all students from school to work, college or military**

School					
Grade	# of Students	Guidance Activity that leads to . . .	Employment	Postsecondary Education	Military
12	20-30	Partner Up	X		
12	30-40	ELP (Emerging Leaders Program)		X	
10-12	20-100	ASVAB			X
9-12	ALL	Xello – Classroom Lessons	X	X	
11-12	600	Penn Hills High School College Fair	X	X	X
11-12	600	HBCU College Fair	X	X	
11-12	600	Penn Hills High School Career Fair	X	X	
9-12	ALL	NEED	X	X	
11-12	600	Individual Reps for College/ Trade School/ Military		X	X
9-12	ALL	Safe Spaces	X		

Organizing Career Resources K-12

Resource Types	List Resources
Organizations/Agencies	Forbes Road Career and Technology Center,
Intermediary Organizations	
Umbrella Organizations	Penn Hills Chamber of Commerce
Community/State Agencies	Pittsburgh Job Corps, PDE Academic Standards for Career Education and Work, Partner Up, NEED.
Networking Opportunities	
Individual Contacts	Megan Tomley and Katie Bischak—Forbes CTC PDE Educational consultant- TBD College/University/Trade and Technical School Representatives Military Representatives Partner Up-Lejune Williams-Clements Emerging Leaders Program- Brooke Lowe N.E.E.D- Cheryl Biggs
Community/Business Meetings	School Counseling Advisory Council
Community Events	National College Fair, Penn Hills High School College Fair, Penn Hills High School Career Fair, PHEAA Financial Aid Night, 8 th grade parent scheduling information night, National HBCU College Fair, Penn Hills High School HBCU Fair, Neighborhood Resilience Project Peer to Peer Teen Leadership Group and Collaboration with The Pittsburgh Steelers., UPMC Expect Respect and UPMC Creating Peace, Safe Spaces, Omega Psi Phi Inc. Annual Talent Show, N.E.E.D Black College Tour, Community and Family Builders Mindfulness Training, Western Penn Hills Community Action training, CURE Violence.
Online/ Onland	pacareerstandards.com, pacareerzone.com, Xello K-12
Internet Based Links	and Xello parent portal, educationplanner.org, asvab.com, collegeboard.com, finaid.com, fafsa.gov

Media/Advertising	PHSD Website, Marquee Announcements, Twitter Feed, School Messenger system, PHSD Facebook page
Publications/Documents	PA Career Guide, HS Guidance Newsletter, Student Planners grade 1-5. Xello curriculum, Student Messenger

Individualized Academic/Career Plan -

The Penn Hills School District utilizes the Xello Online Program for students in Grades K–12. Each student who participates in Xello will have an electronic portfolio stored online. All students, beginning in 8th grade will have a Career Portfolio generated through Xello that will follow all students through their High School Graduation.

Educator Awareness

Intervention/ Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person

339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

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

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

Yes

Upload delivery system document (13 pages maximum).

Delivery system with tiers.docx

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Penn Hills Elementary School Grades K-5

Key: Guidance Curriculum- green
 Prevention, Intervention and Responsive Services-Blue
 Individual Student Planning-Red
 System Support- Purple

Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students PreK-12	Prevention, Intervention and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans	System Support Includes program, staff and school support activities and services
Purpose -Student awareness -Skill development and application of skills needed to achieve academically and be career and college ready by graduation	Purpose -Prevention -Intervention and Responsive services to groups and/or individuals	Purpose -Individual student academic and occupational planning, -Decision making, goal setting and preparing for academic transitions.	Purpose -Program delivery and support
Academic -Whole classroom lessons to support academic success and address career readiness standards	Academic -Individual counseling -Solutions team -Group counseling - Address attendance concerns - Discipline support -School Wide Positive Behavior Support Plan	Academic -GIEP/IEP/504 Plan team members -Consultation with parents, teachers, administrators and students -Behavior plans	Academic -GMDT and MDT support -PSSA coordination and testing facilitation -Scheduling -Records request -Department meetings -Student/classroom observations -Open house -Faculty meetings - Professional conferences and trainings - Curriculum planning/writing - Records review -Classroom coverages
Career -Whole classroom lessons on career awareness -Xello online career platform activities -Implementation of PA Career Education and Work Standards	Career -Group counseling -Parent information evenings	Career -Provide extra time to individual students to complete Xello missions and activities.	Career -Department meetings -Professional conferences and trainings - Curriculum planning/writing -Xello updates and online trainings

<p>Personal/Social</p> <ul style="list-style-type: none"> -Whole classroom lessons on interpersonal skills 	<p>Personal/Social</p> <ul style="list-style-type: none"> -Individual counseling -Solutions team -Crisis intervention -Group counseling -Conflict mediation -Agency referrals/consultations -Parent information evenings -CPI training -Reinforcement of school-wide positive behavior support plan -Address attendance concerns -Discipline support 	<p>Personal/Social</p> <ul style="list-style-type: none"> -GIEP/IEP/504 Plan team members -Consultation with parents, teachers, administrators and students -Behavior plan 	<p>Personal/Social</p> <ul style="list-style-type: none"> -GMDT and MDT support -Records request -Department meetings - Student/classroom observations -Professional conferences and trainings -Curriculum planning/writing -Records review - Detention/hall/cafeteria/dismissal duties -Data collection
<p>Counselor Role</p> <ul style="list-style-type: none"> -Curriculum and PA Standards implementation -Whole classroom or structured groups -Consultation with parents and teachers 	<p>Counselor Role</p> <ul style="list-style-type: none"> -Individual counseling -Small group counseling - Consultation with parents and teachers -Consultation with outside agencies -Crisis -Schedule and facilitate 504 Plan, special education and gifted meetings 	<p>Counselor Role</p> <ul style="list-style-type: none"> -Gifted screening assessment -Consult with parents and teachers 	<p>Counselor Role</p> <ul style="list-style-type: none"> -Develop and manage program -Develop and sustain relationships and partnerships -Consultation with Advisory Council, District School Counselors and stakeholders
<p>Percentage of Time</p> <ul style="list-style-type: none"> - 20% 	<p>Percentage of Time</p> <ul style="list-style-type: none"> - 30% 	<p>Percentage of Time</p> <ul style="list-style-type: none"> - 20% 	<p>Percentage of Time</p> <ul style="list-style-type: none"> - 30%

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Linton Middle School – 6-8

Key: Guidance Curriculum-green
 Prevention, Intervention and Responsive Services-blue
 Individual Student Planning-red
 System Support-purple

Guidance Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
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.
Purpose	Purpose	Purpose	Purpose
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.
Academic	Academic	Academic	Academic
Class presentations of H.S. student handbook. Presentation to parents of H.S./Scheduling for H.S. Class lessons to support academic success.	Individual counseling for academic, personal and career related concerns. Collaborate with teachers, parents and administrators. Consult with teachers and parents regarding struggling students. Coordinate and facilitate parent teacher conferences to assess academic progress. Retention meetings. Discipline support. Address attendance concerns	Meet with all at risk to fail students. Attend IEP meetings. Schedule all new students' placement. Schedule 504 meetings with parents, teachers, and psychologists. Behavior plans	PSSA coordination MDE ER Review Facilitate meetings Scheduling Student/Class observations Open House Professional conferences and trainings Curriculum writing Records review Class coverage

<p align="center">Career</p> <p align="center">HS Course selection presentation to students and parents.</p> <p align="center">XELLO</p>	<p align="center">Career</p> <p align="center">Parent info evenings</p> <p align="center">FRCTC presentations and Visit</p> <p align="center">Individual student career meetings</p>	<p align="center">Career</p> <p align="center">HS Course selection.</p> <p align="center">FRCTC presentation and visit</p> <p align="center">XELLO</p>	<p align="center">Career</p> <p align="center">Guidance plan development.</p> <p align="center">Professional conferences and trainings</p>
<p align="center">Personal/Social</p> <p align="center">Classroom guidance lessons.</p> <p align="center">Individual Counseling</p>	<p align="center">Personal/Social</p> <p align="center">Peer Mediation.</p> <p align="center">Crisis Intervention</p> <p align="center">SAP</p> <p align="center">Open house</p> <p align="center">Student, teacher mediation</p>	<p align="center">Personal/Social</p> <p align="center">Counseling covering, but not limited to, family, peers, emotional issues, individual issues, grief and loss, truancy.</p> <p align="center">Parent calls and meetings.</p>	<p align="center">Personal/Social</p> <p align="center">Consult with local community agencies and volunteers</p> <p align="center">Student/class observations</p> <p align="center">Open house</p> <p align="center">Records review</p> <p align="center">Detention/hall/café/dismissal duties</p>
<p align="center">Percentage of Time</p> <p align="center">20%</p>	<p align="center">Percentage of Time</p> <p align="center">30%</p>	<p align="center">Percentage of Time</p> <p align="center">20%</p>	<p align="center">Percentage of Time</p> <p align="center">30%</p>

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Penn Hills High School – 9-12

Guidance Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
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.
Purpose	Purpose	Purpose	Purpose
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.
Academic	Academic	Academic	Counselor Related
Classroom lessons to support academic success	Individual counseling sessions; Small group academic interventions	Individual scheduling sessions; Individual student conferences	IEP meetings; 504 meetings; TEP meetings; Counselor meetings; Curriculum development
Career	Career	Career	Non-Counselor Related
Utilization of Career Cruising program		Individual sessions focused career cruising; District website listing resources	Lunch duty; Metal detector duty; dismissal duty, Test administration
Personal/Social	Personal/Social	Personal/Social	
Small group themes	SAP/ Solutions team; Small group counseling; Individual responsive services	Responsive services; Small group themes	
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
25%	25%	25%	25%

339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

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

Yes

a. Students

Students will participate in individual student planning to develop goals related to their interests, abilities and future plans. The counselors work to develop rapport, trust, and an understanding with students as well as to provide academic, career, & personal/social assistance to all students. Student reps from the elementary, middle and high schools will have an opportunity to present their experiences in the school counseling program as part of the advisory council.

b. Parents

Recognizes that guardians have an integral part in assisting their children as they progress through their academic career; by focusing and building upon the skills needed to be successful in personal/social, academic and career development. The "Parent Portal" component of Xello is used to engage parents in their child's career development and post-secondary planning. Parents can provide input to the school counseling program through their participation and service on the advisory council.

339.32(10) FOLLOW-UP STUDIES

339.32(10) FOLLOW-UP STUDIES

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

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

Yes

Describe one aspect of your follow-up study including the stakeholder group and number of responses, and indicate how the data collected was utilized to improve career guidance services (1000 character limit).

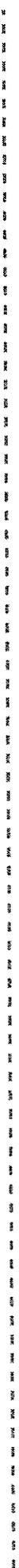
Students will participate in individual student planning to develop goals related to their interests, abilities and future plans. The counselors work to develop rapport, trust, and an understanding with students as well as to provide academic, career, & personal/social assistance to all students. Student reps from the elementary, middle and high schools will have an opportunity to present their experiences in the school counseling program as part of the advisory council. Post graduate survey 1 year out, information gathered by the technology department to assess post grad career plan-college, career, military, trades

SIGNATURES AND ASSURANCES

ASSURANCE OF QUALITY AND ACCOUNTABILITY

Lead Counselor

Date



CHIEF SCHOOL ADMINISTRATOR

Chief School Administrator

Date

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

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

Yes

c. Postsecondary

Students will become aware of various options available after high school. Institutions can conduct recruiting visits and facilitate presentations meet staff and faculty and visit campuses. In addition, students will be able to participate in co-ops outside of the building as well as real life work experiences while in the school setting. We have partnerships with post-secondary institutions that support our College and Career readiness goals K through 12.

d. Educators

All partners will be educated about Career Standards and post-secondary career options available to students through their participation on the advisory council, information sessions during professional development days, the school counseling website and presentations. The School Counselors partner with classroom teachers to implement personal/ social, academic and career lessons to the students. The outcome is that students will make educated decisions that will lead to a successful future.

e. Businesses

Members of the business community will provide opportunities for students to job shadow, provide support to the counseling program in the area of workplace expectations, and serve on the advisory council. The business community will provide the advisory council with an understanding of the value of positive social interactions, teamwork, goal-setting, communication, and the academic skills needed in the workforce.

f. Community Agencies

The business community will benefit from a better developed pool of graduating students ready to enter the workforce. As our partners, members of the business community will provide opportunities for students to job shadow, provide support to the counseling program in the area of workplace expectations, and serve on the advisory council.