



McKeesport Area School District

Comprehensive K-12 Guidance Plan “Career Counseling for Success”

Elementary Schools

Francis McClure

Twin Rivers

Middle School

Founders Hall

High School

McKeesport Area

The McKeesport Area School District has created this Comprehensive K-12 Guidance Plan “Career Counseling for Success” document in accordance with PA Chapter 339.31: there shall be a written plan on file, approved by the local board of school directors, for the development and implementation of a comprehensive, sequential program of guidance services for kindergarten through 12th grade. The plan must include procedures for providing guidance services to AVTS’s. Upon request, the plan shall be submitted to the Secretary of Education.

Revised/ Updated Fall 2021

Chapter 339
K-12 Guidance Plan Outline

School District: McKeesport Area

Date: Fall 2021

1. School Counselors/ Social Workers and Assignments:

Megan Easley	K-2	Twin Rivers Elementary School
Allison Attenberger	3-5	Twin Rivers Elementary School
Savannah Van Kirk	K-5	Twin Rivers Elementary School
Stacey Schork	K-2	Francis McClure Elementary School
Giselle Bey	3-5	Francis McClure Elementary School
Abby Hagan	K-5	Francis McClure Elementary School
Robin McCabe	6-8	Founders Hall Middle School
Beth Pierce	6-8	Founders Hall Middle School
Gina Trunzo	6-8	Founders Hall Middle School
Nicole Mallory	9-12	High School
Sherry Geyer	9-12	High School
Renee Amendola	9-12	High School
Paige Flore	9-12	High School
Alexandria Billy	K-12	East End Academy

****All activities and assignment written in this PA Chapter 339.31 Plan will be completed by guidance counselors and social workers****

2. School-Counseling Department Mission Statement

The Mission of McKeesport Area Counseling Department- in partnership with teachers, students, administrators, families and the community - is to provide a comprehensive developmental counseling program that addresses the academic, career, and personal/social development of all students in order to maintain a challenging and safe learning environment.

3. **Program Goals:** Describe your major program goals connected to the mission of the school district in all domains:

The goals of a counselor are:

1. To help children understand themselves and others.
2. To prevent problems from developing.
3. To help identify children with special needs.
4. To provide crisis intervention when necessary.
5. To coordinate or facilitate efforts of others with those of parents, teachers, and administrators.
6. To help develop personalized programs, when applicable, based on each child's strengths, weaknesses, and needs.
7. To provide career education activities.

4. Stakeholders:

- Students
 - The students of McKeesport Area School District will receive a curriculum focused on academic, career, and personal/social skills in order to make educated and reasonable decisions that will lead to their successful future. Students will also participate in individual student planning to develop goals related to their interests and abilities.
 - Students may present their experiences in the school counseling program to other stakeholders. Three student representatives from grades seven, ten, and twelve will be chosen to serve on the advisory council.

- Parents
 - Parents have a pivotal role in helping their children as they move forward through career exploration to career/college choices. Parents will be informed of opportunities, standards, and options for their children so they can communicate these opportunities and help plan the future with their children, as well as be advocates for their children in the choices they make. Parents will be made aware of ongoing school counseling services throughout the student's school years.
 - Parents are stakeholders in their children's academic lives through participating in student decision making choices regarding course selections, career and college exploration, and school efforts to make students aware of opportunities for their futures. Parents will be given an opportunity to provide input to the school counseling program through their participation in school career programming. Selected parents will be invited to serve on the advisory council.

- Educators
 - Teachers, administrators, and school board members will be asked to promote the beliefs and mission of the school counseling program. Educators will accomplish this through classroom instruction, meetings with parents, students, and community members as well as attending and participating in programs developed by the school counseling department. Educators will also be asked to serve on the advisory council.
 - Educators will be made aware of the mission and goals through their participation on the advisory council as well as through informational sessions during professional development days, the school counseling website, and counselor driven presentations.

- Business/Community
 - The business community will benefit from the guidance program by having access to employees who have an understanding of the value of positive social interactions, teamwork, goal setting, communication, and the academic skills needed in the workforce.
 - As partners, members of the business community may provide opportunities to students to job shadow, provide support of guidance curriculum in the areas of workplace expectations and serve on the advisory council.

- Post-Secondary
 - Post-secondary partners will assist the McKeesport Area School District school counseling program in preparing the students for post-secondary success. They can provide services

such as classroom presentations focused on employability, opportunities for students to meet with departments at the university level, and meaningful conversations between college students and high school students.

- There will be three representatives in the post-secondary realm, one from a four-year university, one from a technical school and one from a community college. Their role on the advisory council will be to help guide the program in preparing our students for post-secondary success.

5. Role of the School Counselor:

The school counselor's role is to encourage personal responsibility in students as they work toward becoming successful citizens in an ever changing global society.

A. As a Leader

- member of the SAP /ESAP teams
- member of Mon-Yough Council
- member of PTSA
- member of District Design Team
- member of Allegheny County Counselor Association
- presenter to community organizations, school board etc. on school initiatives that impact students' personal/social, academic, and career development

B. As an Advocate

- liaison for students with parents, teachers, and outside agencies
- promoter of equitable access to educational services to all students

C. As a Collaborator

- member of grade-level teams, building and district-wide teams

D. As an Agent of Systemic Change

- member of professional school counseling organizations
- resource to provide input when called upon by administrators regarding various decision-making topics

Advisory Council

The Advisory council is a representative group of stakeholders selected to review and advise on the implementation of the school counseling program. The advisory council will assist school counselors by advising on program goals; reviewing program results; making recommendations about the school counseling program; advocating and engaging in public relations for the school counseling program; advocating for funding and resources.

Members of the McKeesport Area School District			
ADVISORY COUNCIL			
FIRST NAME	LAST NAME	STAKEHOLDER	ORGANIZATION
Mark	Holtzman	Educator	Superintendent
Tia	Wanzo	Educator	Assistant Superintendent
Pamela	Gordon	Educator	Coordinator of Student Services/Pre-K/Online Learning
Angela	Cale	Educator	Coordinator of Special Education Services
Erica	Guadalupe	Educator	Secondary Literacy Coordinator
David	Listorti	Educator	Elementary Principal
Paul	Sweda	Educator	Elementary Principal
Tom	Knight	Educator	Middle School Principal
Marcie	Barry	Educator	High School Associate Principal
Stacey	Schorck	Educator	Elementary Counselor
Allison	Attenberger	Educator	Elementary Counselor
Beth	Pierce	Educator	Middle School Counselor
Gina	Trunzo	Educator	MASD Social Worker
Renee	Amendola	Educator	High School Counselor
Autumn	Lusk	Post-Secondary	Penn State University
Karen	Muir	Educator	Middle School Teacher
Allison	Swauger	Parent	Elementary School Parent -TR
Julianne	Huwalt	Parent	Elementary School - FM
Kathleen	Furtado	Student	Online High School Student
Hoover	Tricia	Parent	Elementary School – TR/Middle
Elani	Wanzo	Student	Middle School Student
Kayla	Cash	Student	High School Student
Shelley	Fawcett	Parent	High School Parent
Thomas	Maglicco	Community	City Administrator/Chief of Staff
Debbie	Pixon	Community	Consortium for Public Education
Matt	Mols	Community	Dravosburg City Council

Program Calendar:

Key: Green = Guidance Curriculum
 Purple = Prevention, Intervention and Responsive Services
 Blue = Individual Student Planning
 Maroon = System Support

**Elementary School Grades K-2
 Francis McClure Monthly Counseling Calendar**

	July	August	September	October	November	December
Academic	*	* * * *	* * * *	* * * *	* * * *	* * * *
Career		* * * *	* * * *	* * * *	* * * *	* * * *
Personal/Social		* * * *	* * * *	* * * *	* * * *	* * * *
	January	February	March	April	May	June
Academic	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *
Career	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *
Personal/Social	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *

**Elementary School Grades 3-5
 FRANCIS MCCLURE - Monthly Counseling Calendar**

	July	August	September	October	November	December
Academic		* * * *	* * * *	* * * *	* * * *	* * * *
Career		* * * *	* * * *	* * * *	* * * *	* * * *
Personal/Social		* * * *	* * * *	* * * *	* * * *	* * * *
	January	February	March	April	May	June
Academic	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *
Career	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *
Personal/Social	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *

**Elementary School Grades K-2
TWIN RIVERS - Monthly Counseling Calendar**

	July	August	September	October	November	December
Academic		* * * *	* * * *	* * * *	* * * *	* * * *
Career		* * * *	* * * *	* * * *	* * * *	* * * *
Personal/Social		* * * *	* * * *	* * * *	* * * *	* * * *
	January	February	March	April	May	June
Academic	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *
Career	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *
Personal/Social	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *

**Elementary School Grades 3-5
TWIN RIVERS - Monthly Counseling Calendar**

	July	August	September	October	November	December
Academic		* * * *	* * * *	* * * *	* * * *	* * * *
Career		* * * *	* * * *	* * * *	* * * *	* * * *
Personal/Social		* * * *	* * * *	* * * *	* * * *	* * * *
	January	February	March	April	May	June
Academic	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *
Career	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *
Personal/Social	* * * *	* * * *	* * * *	* * * *	* * * *	* * * *

**Middle School Grades 6-8
Founders Hall - Monthly Counseling Calendar**

	July	August	September
Academic	Scheduling for new students and assisting with scheduling conflicts.	Academic scheduling Building Assemblies 6th grade Orientation	Send out 504's to teachers
Career		New student orientation Career Explorations class - all students PSU Talent Search*limited number of students	Career Explorations class - all students PSU Talent Search*limited number of students
Personal/Social		Meeting with HR's/study hall/getting to know incoming 6th grade and new students. Establish groups.	Small groups/social skills – IEP/504 SAP Attendance monitoring

	October	November	December
Academic	Straight A Breakfast Failure Letters/ Attendance Monitoring	Review progress reports – set up parent meetings. Individual counseling as needed after report cards	
Career	Career Explorations class - all students PSU Talent Search*limited number of students	Career Explorations class - all students PSU Talent Search*limited number of students	Career Explorations class - all students PSU Talent Search*limited number of students
Personal/Social	Red Ribbon Week Small groups/social skills – IEP/504 SAP Attendance monitoring	Small groups/social skills – IEP/504 Conflict resolution SAP Attendance monitoring	Small groups/social skills – IEP/504 SAP Attendance monitoring

	January	February	March
Academic	Straight A Breakfast Review grades-failure letters sent home	Individual counseling as needed after report cards	Academic/scheduling & records review

Career	<p>Career Explorations class - all students</p> <p>PSU Talent Search*limited number of students</p>	<p>Career Explorations class - all students</p> <p>PSU Talent Search*limited number of students</p> <p>NJHS – Volunteer opportunities</p>	<p>Career Explorations class - all students</p> <p>PSU Talent Search*limited number of students</p> <p>HS scheduling presentations/scheduling sheets</p>
Personal/Social	<p>SAP</p> <p>Attendance monitoring</p> <p>Building assemblies</p> <p>Small groups/social skills – IEP/504</p>	<p>SAP</p> <p>Attendance monitoring</p> <p>Small groups/social skills – IEP/504</p>	<p>SAP</p> <p>Attendance monitoring</p> <p>Small groups/social skills – IEP/504</p>

	April	May	June
Academic	Building Assemblies Failure letters Straight A Breakfast PSSA's – preparation, distribution and return of materials Individual counseling as needed after report cards	8th grade recognition Algebra 1 Keystone preparation, distribution and return of materials	Promotion of student to next grade/failure letters and summer school.
Career	Career Explorations class - all students PSU Talent Search*limited number of students	Career Explorations class - all students PSU Talent Search*limited number of students	Career Explorations class - all students PSU Talent Search*limited number of students
Personal/Social	Small groups/social skills – IEP/504 SAP Attendance monitoring	Small groups/social skills – IEP/504 Conflict resolution SAP Attendance monitoring	

**High School Grades 9-12
Monthly Counseling Calendar**

HIGH SCHOOL COUNSELOR RESPONSIBILITIES

On-Going Counselor Responsibilities Reflected Throughout Academic Year

- SAP Coordination and data collection
- Conflict / Resolution
- Collaborate with Teen Parenting Program
- Collaborate with Mentoring Programs
- Assist with FAFSA completion and other barriers to College Admissions
- Collaboration with Work Development Program- PNC, UPMC FEDEX
- Collaborate with numerous outside agencies
- Refer students to Pep Tutoring and SAT Prep
- Collaborate with Attendance Officers attend attendance meetings
- Individual Student Meeting
- Progress Review for Students
- Crises Management
- SAT Registration
- Keystone Meeting/ Preparation/ Testing
- Manage address/contact info for parents

- Send Transcripts to Colleges
- College Search Lessons/ PA Career Zone
- Job Shadowing Coordination
- Special Education Support – Participate in IEP Meetings, Assist with OVR Testing, Observe students, assist in developing reports for Gifted, Special Education and 504 Students

AUGUST

- Manage College/SAT Fee Waivers
- SAT / ACT testing and results review
- Course selection/scheduling review
- Record summer school grades and Keystone results in accounting system
- Review schedules for holes and conflicts - adjust accordingly
- Individual student and/or parent consultations as initiated by student, parent, counselor, teacher etc.
- Tour all new students
- Freshman orientation & scheduling fair

SEPTEMBER

- Individual student and scheduling meetings
- CTE – Distribute, review and have students sign career objective forms
- Create a list and order NOCTI pretest and study guides
- Create and or update credit count worksheets
- PSAT registration, testing and results review
- Coordinate College/Career Fair

OCTOBER

- Meet with athletic director to discuss changes to NCAA
- Register students for the NCAA eligibility center
- Open House Parents Day coordination/ preparation
- Coordinate/Administer NOCTI pretest to all CTE seniors
- Scholarship awareness and assistance
- PSAT administration
- Manage onsite College/Technical School Visits
- Manage College Fair PHEAA/FAFSA workshop for parents. Assist parents and students with the process with the help of Talent Search

NOVEMBER

- Manage Parents Day
- Coordination of Winter Keystone
- Review budget and continue to develop counseling programming
- Prepare first report cards (communicate with teacher's/grade change/ etc.)
- Manage P2's, medical/education guardians and guardian ad litem

DECEMBER

- Keystone administration

- Majority of college applications due- manage university sites - check for required information - send transcripts - manage and review Send-EDU and Common App and other required college sites.

JANUARY

- Prepare change of semester schedules and send failure letters to parents
- Prepare a list of students for AP exams - check to see who's entitled to fee waivers, collect money, communicate with AP teachers
- First round of certified letters are sent to senior parents and guardians
- Begin "formally" meeting with seniors who are in danger of not passing, develop a plan of action (include senior principal if possible). Keep record of meeting
- Begin meeting with underclassman who are in danger of not earning enough credits to move on
- Meet with principals to review and make necessary changes to the course selection book so that it may be presented to the education committee.
- Order with ASVAB test- communicate with the military

FEBRUARY

- Distribute "OUTSTANDING STUDENT" forms to teachers
- Order graduation cords/national honor society sashes
- Begin working on students who are eligible for "emerging leaders" program
- Develop and review course selection sheets.
- CTE exploration day for Freshman

MARCH

- Individual class course selection presentations. Collect scheduling sheets and begin inputting requests
- National Honor Society application process
- Scholarship information distributed to seniors
- Check eligibility for Honors Diploma
- Meet with underclassman and discuss their requested and required courses for next school year
- Third grading period report cards - input grades, monitor to assure accounting system is making proper calculations. Collect verification forms from teachers and make appropriate grade changes.

APRIL

- NOCTI Testing to all CTE Seniors
- Prepare letters of recommendation, transcripts and SAT scores for scholarship coordinator
- Distribute senior data sheets to HR and make sure Online students and Office HR are included
- Distribute and collect STUDENT NAME FORM to be used for diplomas
- NHS induction ceremony support
- AP test ordering
- Mail certified letters to senior parents/guardians who are in danger of not passing
- Keystone preparation for teacher/staff training
- Counselor/principal meet with failing seniors and call parents
- Prepare final list of honors diploma and submit order to diploma company
- Administer ASVAB

MAY

- Senior data sheet collection and review
- AP exams administered
- Mail invitations to parents for honors and awards ceremony
- Prepare/type accomplishments of individual students that are needed for the commencement book
- Review the students' name that are going to print for commencement book
- Administer Keystone exams
- Honors and Awards Ceremony
- Prom - work with senior class sponsor- eligibility list
- Senior grades due input grade changes
- Valedictorian/Salutatorian selection and preparation- names given to speech teacher
- Honors cords list developed and distributed
- Order PSAT for October test date
- FAFSA presentation for Juniors and parents
- Senior Project Collaboration

JUNE

- Commencement prep- numerous duties
- Commencement Ceremony
- Prepare last report card, grade changes, file grade change forms signed by principal
- Send out final transcripts and final data forms to universities
- Complete transcript records for students who are in outside placements
- Summer school registration - select needed courses and sign forms for programs
- Prepare retention list and send to student accounting system manager
- Work on schedules for the next school term
- NCAA report
- PIMS – enter graduates in system

Program Delivery:

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
Elementary School Grades K-2**

<p align="center">Guidance Curriculum</p> <p>Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12</p>	<p align="center">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs</p>	<p align="center">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans</p>	<p align="center">System Support</p> <p>Includes program, staff and school support activities and services</p>
<p><u>Purpose</u> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p><u>Purpose</u> Prevention, Intervention and Responsive services to groups and/or individuals</p>	<p><u>Purpose</u> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p><u>Purpose</u> Program delivery and support</p>
<p><u>Academic</u> *Open House/ Kdg. Orientation *Scheduling *MTSS</p>	<p><u>Academic</u> *Small Group Study skills *MTSS meetings *Special-Ed in Class *ESAP *IEP meetings *504 meetings</p>	<p><u>Academic</u> *SAP *Behavior Mod. Plans- Development and Maintenance *Gifted Screenings *MTSS reports *FBA Reports MTSS meetings</p>	<p><u>Academic</u> *Open House *Teacher Consultation *Kdg. Transition *Family Building Tours *MTSS *Special Education Support *AIU Support Services</p>
<p><u>Career</u> *Community Workers Presentations *Attendance Challenges</p>	<p><u>Career</u> *Small Group Counseling *Attendance Support *Classroom Support as needed</p>	<p><u>Career</u> *1-1 Counseling</p>	<p><u>Career</u> *Community Service Projects/Facilitator *Classroom Lessons as needed</p>

<u>Personal/Social</u> *PBIS/MTSS *All school behavioral Expectations *Social Skills *Classroom Guidance as needed *Student of the Month *Peer Mediation Coordination *Anti-Bullying	<u>Personal/Social</u> *Small group/ Social skills *Student Breaks *Special-Ed in Class *ESAP *Bullying * MTSS/FBA *Conflict Resolution	<u>Personal/Social</u> *1-1 Counseling *Crisis Intervention *Referrals to Comm. Agencies *Separation Anxiety *Death & Dying *Divorce *Bullying Behavior in School/Bus	<u>Personal/Social</u> *Kdg. Transition *Drug & Alcohol Awareness *Bullying Awareness *Teacher Consult for Mental Health *Parent/Student/Staff Referrals *Mon Yough School Based PBIS
<u>Counselor Role</u> *Contact previous Schools for Information *Testing Facilitator for PSSAs, In-View, and Benchmark *Parent Meeting s *MTSS meetings *Record Review	<u>Counselor Role</u> *SAP team member *FBA *Student Observations *OT/504 Plans *Gifted *Crisis Counsel *Parent Contact/ Meetings *MTSS	<u>Counselor Role</u> *1-1 Counseling *Crisis Intervention *Referrals to Comm. Agencies *Separation Anxiety *Death & Dying *Divorce *Bullying Behavior in School/Bus	<u>Counselor Role</u> *Liaison with Community Agencies & Parents & Staff *Parent Meetings & Phone Contacts
Percentage of Time: 10%	Percentage of Time: 60%	Percentage of Time: 25%	Percentage of Time: 5%

(From ASCA Workbook, page 59)

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM Elementary School Grades 3-5

<p style="text-align: center;">Guidance Curriculum</p> <p>Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12</p>	<p style="text-align: center;">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs</p>	<p style="text-align: center;">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans</p>	<p style="text-align: center;">System Support</p> <p>Includes program, staff and school support activities and services</p>
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<p><u>Purpose</u> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p><u>Purpose</u> Prevention, Intervention and Responsive services to groups and/or individuals</p>	<p><u>Purpose</u> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p><u>Purpose</u> Program delivery and support</p>
<p><u>Academic</u> Records review Academic Scheduling Open House MTSS</p>	<p><u>Academic</u> SAP IEP Meeting MTSS/FBA reports 504 plan meeting</p>	<p><u>Academic</u> PSSA testing Parent/Teacher conferences 504 Planning IEP Meetings MTSS/ FBA reports Gifted Screening RTII reports/ meetings</p>	<p><u>Academic</u> Special Education Program AIU Support Services</p>
<p><u>Career</u> School wide -Attendance program</p>	<p><u>Career</u> Attendance support Classroom guidance</p>	<p><u>Career</u> Individual Counseling</p>	<p><u>Career</u> classroom lessons</p>
<p><u>Personal/Social</u> DARE Program 5th grade- Drug/Alcohol Prevention MTSS School wide Behavior Program- PBIS/ROAR Student of the Month Social Skills Lesson Classroom guidance lessons</p>	<p><u>Personal/Social</u> Peer mediation SAP referrals MTSS Individual/ small group counseling Classroom lesson Lunch Groups Peer Mediation</p>	<p><u>Personal/Social</u> Community resource referrals Crisis intervention Individual counseling – (i.e. anxiety, bullying, divorce etc...) Referrals to Comm. Agencies Peer Mediation</p>	<p><u>Personal/Social</u> Mon Yough– school based program PBIS – School wide behavior support program Bldg. contact – MH/MR agencies regrading student referrals</p>
<p><u>Counselor Role</u> Facilitate academic review Parent meetings PSSA Training MTSS Meeting</p>	<p><u>Counselor Role</u> Initiate parent contact / meetings MTSS/ FBA meetings SAP meetings Student Observations 504 Plans Gifted screenings Crisis Counsel</p>	<p><u>Counselor Role</u> Facilitator MTSS meetings Parent/Teacher meetings</p>	<p><u>Counselor Role</u> Liaison w/ staff, parents, student and community Parent meeting/ contacts PSSA Training for staff</p>

Percentage of Time 10 – 15 %	Percentage of Time 25 – 35%	Percentage of Time 25 – 35%	Percentage of Time 10 – 15%
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COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
Founders Hall Middle School Grades 6-8

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
<u>Purpose</u> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	<u>Purpose</u> Prevention, Intervention and Responsive services to groups and/or individuals	<u>Purpose</u> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	<u>Purpose</u> Program delivery and support
<u>Academic</u> Records review Academic Scheduling Gifted Screenings New student orientation	<u>Academic</u> SAP Study Skills Group Title I - 6th grade PAWS – 6-8	<u>Academic</u> PSSA testing Parent/Teacher conferences 504 Planning IEP Meetings	<u>Academic</u> Parent Teacher conferences SAP meetings Classroom coverage PSSA/Keystone/CDT's Test preparation IEP meetings 504 Meetings
<u>Career</u> National Junior Honor Society PSU Talent Search	<u>Career</u> Attendance monitoring Maps Softs Skills Initiative	<u>Career</u> Individual Counseling Community Night	<u>Career</u> Attendance Monitoring Review At Risk student lists Review Failures Letters/reports
<u>Personal/Social</u> Bullying Program Internet Safety Presentations Red Ribbon Week Be a Middle School Mentor – 6th grade	<u>Personal/Social</u> Peer mediation SAP referrals Conflict resolution groups	<u>Personal/Social</u> Crisis intervention Community resource referrals	<u>Personal/Social</u> MYCS – Mon Yough Community Services School Based Counseling Professional Development Trainings-Mental Health
<u>Counselor Role</u> Facilitate academic review Parent meetings Coordinate presentations – community-based programs	<u>Counselor Role</u> Initiate parent contact Referral to community resources Schedules parent meetings	<u>Counselor Role</u> Facilitator Assessment of needs	<u>Counselor Role</u> Liaison
Percentage of Time 10 – 15 %	Percentage of Time 10-15%	Percentage of Time 25 – 35%	Percentage of Time 30-40%

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
High School Grades 9-12

<p>Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12</p>	<p>Prevention, Intervention and Responsive Services Addresses school and student needs</p>	<p>Individual Student Planning Assists students and parents in development of academic and career plans</p>	<p>System Support Includes program, staff and school support activities and services</p>
<p><u>Purpose</u> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p><u>Purpose</u> Prevention, Intervention and Responsive services to groups and/or individuals</p>	<p><u>Purpose</u> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p><u>Purpose</u> Program delivery and support</p>
<p><u>Academic</u></p> <ul style="list-style-type: none"> • Course Selection Presentations (grades 9-11) • Course selection review • College application presentations (grade 12) • Maintain Academic Records • Career Cruising/ College Search Lesson • Study skills class • Monitor Senior Progress • Coordinate College Visits • Schedules College Recruiters 	<p><u>Academic</u></p> <ul style="list-style-type: none"> • Freshman Intervention • Sophomore intervention team • SAP team/ Process • College Fair • Study Skills Groups • Mentoring Program • Emerging Leaders 	<p><u>Academic</u></p> <ul style="list-style-type: none"> • Individual student scheduling meetings • SAT/ ACT testing & results review • PSAT testing & results review • Progress review student meetings • Credit Promotion & Retention Info • SAT Prep – Khan Academy • Freshman Scheduling Fair • Freshman Orientation • Individual Student &/or Parent Consultations as initiated by student, parent, counselor, teacher, etc. 	<p><u>Academic</u></p> <ul style="list-style-type: none"> • AP presentations • AP testing • Community Night • College admissions workshops • Manage College Fee Waivers • Financial Aid night • Senior Parent Meeting • Open House – Parents Day Coordination • Scholarship Awareness and Assistance • Special Education Support
<p><u>Career</u></p> <ul style="list-style-type: none"> • Careers Course Embedded in Writing Studio I & II • Career Exploration Day • Career Cruising Lesson(s) / Interest Inventory • Job Shadowing • Career cruising • Interest inventory • Pa Career Zone • CTE Fair 	<p><u>Career</u></p> <ul style="list-style-type: none"> • Advisory Councils • OVR Testing • ASVAB Testing • NOCTII Testing Coordination • Onsite College/Technical School visits • Future Work Development Program (Collaboration with PNC, UPMC, Fed Ex) 	<p><u>Career</u></p> <ul style="list-style-type: none"> • Individual Student Consultations as initiated by student, parent, counselor, teacher, etc. • Future Work Development Program (Collaboration with PNC, UPMC, Fed Ex) 	<p><u>Career</u></p> <ul style="list-style-type: none"> • Guidance supports all programs

• Senior Projects, Portfolios, Presentations			
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<u>Personal/Social</u> <ul style="list-style-type: none"> • Freshman Survey/ Presentations 	<u>Personal/Social</u> <ul style="list-style-type: none"> • Conflict Resolution • Teen parenting program • Manhood / Womanhood 2.0 • T.E.A.M (Together Everyone Achieves More • Small Seeds • Youth Cast • Caring Place 	<u>Personal/Social</u> <ul style="list-style-type: none"> • Individual Crisis Counseling • Individual Student &/or Consultations as initiated by student, parent, counselor, teacher, etc. • School-Based Therapy 	<u>Personal/Social</u> <ul style="list-style-type: none"> • Student Assistance Program • Mon Yough MHRM
<u>Counselor Role</u> <ul style="list-style-type: none"> • Classroom Scheduling Presentations • Coordinate with CTE • Coordinate with Various Agencies 	<u>Counselor Role</u> <ul style="list-style-type: none"> • Initiate Parent Contact • Facilitate Meetings • Team Member • Referrals and Coordination with Agencies 	<u>Counselor Role</u> <ul style="list-style-type: none"> • Initiate Parent Contact • Facilitate Meetings • Team Member • Referrals and Coordination with Agencies 	<u>Counselor Role</u> <ul style="list-style-type: none"> • Liaison Committee • Manage, Supervise, Facilitate, College Board Site • AP Coordination
Percentage of Time 20-25%	Percentage of Time 30-40%	Percentage of Time 30-40%	Percentage of Time 15-20%

9. Curriculum Action Plan: This document further explains the items listed in the Guidance Curriculum section of the Delivery System chart.

Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Kindergarten	Academic Scheduling/ Record review	Academic/ Career	Skyward	All Year	Kindergarten	Counselor's Office	Progress reports, Report cards	Students, parents and teachers	School Counselor
Kindergarten	Attendance	Academic/ Career	Skyward	All Year	Kindergarten	School Building	Improved attendance	Kindergarten	Teachers
Kindergarten	Building Assemblies	Academic/ Career		All Year	Kindergarten	School Building	Good choices Awareness	Kindergarten	Teachers
Kindergarten	Bully Awareness	Academic/ Career	Officer Phil	All Year	Kindergarten	Auditorium	Reduction in bullying	Kindergarten	Teachers Principals Counselor
Kindergarten	Career Awareness/Community/S ocial Studies	Academic/ Career	Community Visitors	All Year	Kindergarten	Classrooms		Kindergarten	Teachers
Kindergarten	Field Trips	Academic/ Career	Resources	All Year	Kindergarten	Classroom Community		Kindergarten	Teachers
Kindergarten	PBIS Schoolwide Behavior Program	Academic/ Career	PBIS Award Incentives	All Year	Kindergarten	School Building	Reduction in discipline referrals	Kindergarten	All Staff
Kindergarten	Small Group Social Skills	Academic/ Career	Group Material	All Year	Kindergarten	Counselor's Office		Kindergarten	School Counselor
Kindergarten	Student of Week/Month	Academic/ Career	Award Tickets	All Year	Kindergarten	Classroom/ Office	Reduction in discipline referrals	Kindergarten	Teacher/ Office
Kindergarten	Transitions	Academic/ Career	Orientation Resources	Spring and Fall	Incoming Kindergarten	Classrooms Building	Survey	Kindergarten and Parents	Teachers Principals Counselor
1st Grade	Academic Scheduling/ Record review	Academic/ Career	Skyward	All Year	First Grade	Counselor's Office	Progress reports, Report cards	Student, parents and teachers	School Counselor
1st Grade	Attendance	Academic/ Career	Skyward	All Year	First Grade	School Building	Improved attendance	First Grade	Teachers
Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person

1st Grade	Building Assemblies	Academic/ Career		All Year	First Grade	School Building	Good choices Awareness	First Grade	Teachers
1st Grade	Bully Awareness	Academic/ Career	Officer Phil	All Year	First Grade	Auditorium	Reduction in bullying	First Grade	Teachers Principals Counselor
1st Grade	Career Awareness/Community/S ocial Studies	Academic/ Career	Textbook	All Year	First Grade	Classrooms		First Grade	Teachers
1st Grade	Field Trips	Academic/ Career	Resources	All Year	First Grade	Classroom Community		First Grade	Teachers
1st Grade	PBIS Schoolwide Behavior Program	Academic/ Career	PBIS Award Incentives	All Year	First Grade	School Building	Reduction in discipline referrals	First Grade	All Staff
1st Grade	Small Group Social Skills	Academic/ Career	Group Material	All Year	First Grade	Counselor's Office		First Grade	School Counselor
1st Grade	Student of Week/Month	Academic/ Career	Award Tickets	All Year	First Grade	Classroom/ Office	Reduction in discipline referrals	First Grade	Teacher/ Office
1st Grade	Transitions	Academic/ Career	Orientation Resources	Fall	First Grade	Classrooms Building		First Grade and Parents	Teachers Principals Counselor
2nd Grade	Academic Scheduling/ Record review	Academic/ Career	Skyward	All Year	Second Grade	Counselor's Office	Progress reports, Report cards	Student, parents and teachers	School Counselor
2nd Grade	Attendance	Academic/ Career	Skyward	All Year	Second Grade	School Building	Improved attendance	Second Grade	Teachers
2nd Grade	Building Assemblies	Academic/ Career		All Year	Second Grade	School Building	Good choices Awareness	Second Grade	Teachers
2nd Grade	Bully Awareness	Academic/ Career	Officer Phil	All Year	Second Grade	Auditorium	Reduction in bullying	Second Grade	Teachers Principals Counselor
2nd Grade	Career Awareness/Community/S ocial Studies	Academic/ Career	Textbook	All Year	Second Grade	Classrooms		Second Grade	Teachers
2nd Grade	Field Trips	Academic/ Career	Resources	All Year	Second Grade	Classroom Community		Second Grade	Teachers
Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person

2nd Grade	PBIS School Wide Behavior Program	Academic/ Career	PBIS Award Incentives	All Year	Second Grade	School Building	Reduction in discipline referrals	Second Grade	All Staff
2nd Grade	Small Group Social Skills	Academic/ Career	Group Material	All Year	Second Grade	Counselor's Office		Second Grade	School Counselor
2nd Grade	Student of Week/Month	Academic/ Career	Award Tickets	All Year	Second Grade	Classroom/ Office	Reduction in discipline referrals	Second Grade	Teacher/ Office
2nd Grade	Transitions	Academic/ Career	Orientation Resources	Fall	Second Grade	Classrooms Building		Second Grade and Parents	Teachers Principals Counselor
3rd Grade	Community/Social Studies	Academic/ Career	Textbook	All Year	3rd grade	Classrooms		3rd graders	Teachers
3rd Grade	Field Trips	Academic/ Career		All Year	3rd grade	Classroom Community		3rd graders	Teachers
3rd Grade	Academic Scheduling/ Record review	Academic/ Career	Skyward	All Year	3rd grade	Counselor's Office	Progress reports, Report cards, PSSA scores	Students, parents and teachers	School Counselor
3rd Grade	Attendance	Academic/ Career	Skyward	All Year	3rd grade	School Building		3rd graders	Teachers
3rd Grade	Building Assemblies	Academic/ Career		All Year	3rd grade	School Building	Reduction in discipline referrals Awareness	3rd graders	Teachers
3rd Grade	School Wide Behavior Program	Academic/ Career	PBIS	All Year	3rd grade	Schoolwide Building	Reduction in discipline referrals	3rd graders	All Staff
3rd Grade	Science Lesson	Academic/ Career	Textbook	All Year	3rd grade	Classrooms		3rd graders	Teachers
3rd Grade	Small Group Social Skills	Academic/ Career	Group Material	All Year	3rd grade	Counselor's Office		3rd graders	School Counselor
3rd Grade	Student of Week/Month	Academic/ Career	Good Choice Tickets	All Year	3rd grade	Classroom/ Office	Reduction in discipline referrals	3rd graders	Teacher/ Office
Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
4th Grade	4th grade STEM Career Day	13.1.1.3	Materials Guest Speakers	May-June	4th graders	Classrooms		4th graders	Teacher/ Staff
4th Grade	Field Trips	13.1.1.3		All Year	4th graders	Classroom Community		4th graders	Teachers

4th Grade	Academic Scheduling/ Record review	13.1.1.3	Skyward	All Year	4th graders	Counselor's Office	Progress reports, Report cards, PSSA scores	Students, parents and teachers	School Counselor
4th Grade	Attendance	13.1.1.3	Skyward	All Year	4th graders	School Building		4th graders	Teachers
4th Grade	Building Assemblies	13.1.1.3		All Year	4th graders	School Building	Reduction in discipline referrals Awareness	4th graders	Teachers
4th Grade	School Wide Behavior Program	13.1.1.3	PBIS	All Year	4th graders	Schoolwide Building	Reduction in discipline referrals	4th graders	All Staff
4th Grade	Small Group Social Skills	13.1.1.3	Group Material	All Year	4th graders	Counselor's Office		4th graders	School Counselor
4th Grade	Student of Week/Month	13.1.1.3	Good Choice Tickets	All Year	4th graders	Classroom/ Office	Reduction in discipline referrals	4th graders	All Staff
5th Grade	Field Trips	13.1.1.5		All Year	5th graders	Classroom Community		5th graders	Teachers
5th Grade	Transition- Middle School Visit	13.1.1.5		May - June	5th graders	Classrooms School		5th graders	Teacher/ Staff
5th Grade	Academic Scheduling/ Record review	13.1.1.5	Skyward	All Year	5th graders	Counselor's Office	Progress reports, Report cards, PSSA scores	Student, parents and teachers	School Counselor
5th Grade	Attendance	13.1.1.5	Skyward	All Year	5th graders	School Building		5th graders	Teachers
Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
5th Grade	Building Assemblies	13.1.1.5		All Year	5th graders	School Building	Reduction in discipline referrals Awareness	5th graders	Teachers
5th Grade	DARE Drug Prevention Program	13.3.5	DARE Program/Police	Second Semester	5th graders	Classrooms	Reduction in discipline referrals	students, teachers, counselor	DARE Officer/ Teachers
5th Grade	School Wide Behavior Program	13.1.1.5	PBIS	All Year	5th graders	Schoolwide Building	Reduction in discipline referrals	5th graders	All Staff

5th Grade	Small Group Social Skills	13.1.1.5	Group Material	All Year	5th graders	Counselor's Office		5th graders	School Counselor
5th Grade	Student of Week/Month	13.1.1.5	Good Choice Tickets	All Year	5th graders	Classroom/Office	Reduction in discipline referrals	5th graders	All Staff
6th - 8th Grade Middle School	Academic Scheduling/ Record review	C:13.1.1.8	Skyward	All Year	6th – 8th	Counselor's Office	Progress reports, Report cards, PSSA scores	Student, parents and teachers	School Counselor
6th - 8th Grade Middle School	Anti-Bullying Presentations	Personal/Social PS:A2.2 PS:A2.3 PS:A2.4 PS:C1.5 PS:C1.6 PS:C1.10	Power Point	Ongoing	All Students	Classrooms		6th – 8th grade	School Counselors Teachers
6th - 8th Grade Middle School	Attendance	13.1.1.8	Skyward	All Year	6th – 8th	School Wide		6th – 8th grade	Teachers
6th - 8th Grade Middle School	Building Assemblies	C:13.2.8	Power Point	Beginning & Middle of the year	6th – 8th	Cafeteria	Reduction in discipline referrals Awareness	6th – 8th grade	Building Principals
Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
6th - 8th Grade Middle School	Career Cruising	PA 13.1 thru PA 13.4 C:A1, A2, C:B1, B2 C:C1, C2	Career Cruising Software	Ongoing	6th-8th	Classrooms		6th – 8th grade	School Counselor

6th - 8th Grade Middle School	Internet Safety Presentation	Personal/Social PS:A1.6 PS:A1.7 PS:C1.4 PS:C1.6 PS:C1.9	Power Point	One day, August	All Students	School Wide		Student, parents and teachers	School Counselors Attorney General's Office
6th - 8th Grade Middle School	Red Ribbon Week	PS: A1.1.2.3.6 PS: B1.2 PS: B1.8 PS:C1.8. PS:C1.9	Daily Announcements Spirit Week	Week in October	6th – 8th	Classrooms School		6th – 8th grade	Counselors Teachers
6th - 8th Grade Middle School	Scheduling Presentations	Personal/Social PS:A1.1.2.3.10 PS:B1.9.12 C:A1.3.5.6.7 PA 13.1.8H	Power Point Handouts Computers	February	8th grade	Classrooms		Students & Parents	School Counselor
6th - 8th Grade Middle School	Schoolwide Positive Support Team	C:13.1.1.8	PAWS	All Year	6th – 8th	Schoolwide	Reduction in discipline referrals	6th – 8th grade	All Staff
6th - 8th Grade Middle School	Small Group Social Skills	C:13.1.1.8	Group Material	All Year	6th – 8th	Counselor's Office		IEP & 504 Students	School Counselor
6th - 8th Grade Middle School	Soft Skills Initiative	C:13.3.8	MAPSDaily Quotes	All Year	6th – 8th	School Wide Announcements		Students	Counselors , Principals & Teachers
Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
6th - 8th Grade Middle School	Student of Week/Month	C:13.1.1.8	Team Collaboration	All Year	6th – 8th	Classrooms	Reduction in discipline referrals	6th – 8th grade	All Staff
6th - 8th Grade Middle School	National Junior Honor Society	C:13.2.8	NJHS Handbook	All Year	6th – 8th	School Wide		Students	School Counselor
6th Grade	Anti-Bullying Presentations	Personal/Social PS:A2.2 PS:A2.3 PS:A2.4 PS:C1.5 PS:C1.6 PS:C1.10	Power Point	Ongoing	All Students	Auditorium Classrooms		All Students	School Counselors Teachers

6th Grade	Anti-Drug and Alcohol Presentations	Personal/Social PS: A1.1.2. PS:A2.8 PS: C1.5.6.7.9.10.11	Power Point Guest Speakers Health Classes	ongoing	All Students	Auditorium Classrooms		All Students Parents Community	School Counselors Teachers
6th Grade	Career Cruising	PA 13.1 thru PA 13.4 C:A1, A2, C:B1, B2 C:C1, C2	Career Cruising Software	Ongoing	All Students	Classrooms		Parents	School Counselor
6th Grade	CTC Career Lesson	13.1.8A.B.C.D. E	Power Point Handouts	One day, Dec. One Day, Feb.	All 7th graders	Classrooms		All 7th grade students	CTC Staff
6th Grade	Internet Safety Presentation	Personal/Social PS:A1.6 PS:A1.7 PS:C1.4 PS:C1.6 PS:C1.9	Power Point	One day, September	All Students	School Wide		All Students	School Counselors Attorney General's Office
Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
6th Grade	Red Ribbon Week	Personal/Social PS: A1.1.2.3.6 PS: B1.2 PS: B1.8 PS:C1.8. PS:C1.9	Assemblies Daily Announcement Spirit Week	One Week, October	All Students	School Wide		All students	School Counselor
6th Grade	Scheduling Presentations	Personal/Social PS:A1.1.2.3.10 PS:B1.9.12 C:A1.3.5.6.7 PA 13.1.8H	Power Point Handouts Computers	February	8th grade	Classrooms		Students, Parents	School Counselor

7th Grade	Anti-Bullying Presentations	Personal/Social PS:A2.2 PS:A2.3 PS:A2.4 PS:C1.5 PS:C1.6 PS:C1.10	Power Point	Ongoing	All Students	Auditorium Classrooms		All Students	School Counselors Teachers
7th Grade	Anti-Drug and Alcohol Presentations	Personal/Social PS: A1.1.2. PS:A2.8 PS: C1.5.6.7.9.10.11	Power Point Guest Speakers Health Classes	ongoing	All Students	Auditorium Classrooms		All Students Parents Community	School Counselors Teachers
7th Grade	Career Cruising	PA 13.1 thru PA 13.4 C:A1, A2, C:B1, B2 C:C1, C2	Career Cruising Software	Ongoing	All Students	Classrooms		Students Parents	School Counselor
7th Grade	CTC Career Lesson	13.1.8A.B.C.D. E	Power Point Handouts	One day, Dec. One Day, Feb.	All 7th graders	Classrooms		All 7th grade students	Counselors and CTC Staff
Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
7th Grade	Internet Safety Presentation	Personal/Social PS:A1.6 PS:A1.7 PS:C1.4 PS:C1.6 PS:C1.9	Power Point	One day, September	All Students	School Wide		All Students	School Counselors Attorney General's Office
7th Grade	Red Ribbon Week	Personal/Social PS: A1.1.2.3.6 PS: B1.2 PS: B1.8 PS:C1.8. PS:C1.9	Assemblies Daily Announcement Spirit Week	One Week, October	All Students	School Wide		All students	School Counselor

7th Grade	Scheduling Presentations	Personal/Social PS:A1.1.2.3.10 PS:B1.9.12 C:A1.3.5.6.7 PA 13.1.8H	Power Point Handouts Computers	February	8th grade	Classrooms		Students Parents	School Counselor
8th Grade	Anti Bullying Presentations	Personal/Social PS:A2.2 PS:A2.3 PS:A2.4 PS:C1.5 PS:C1.6 PS:C1.10	Power Point	Ongoing	All Students		Auditorium Classrooms	All Students	School Counselors Teachers
8th Grade	Anti Drug and Alcohol Presentations	Personal/Social PS:A1.1.2. PS:A2.8 PS: C1.5.6.7.9.10.11	Power Point Guest Speakers Health Classes	ongoing	All Students		Auditorium Classrooms	All Students Parents Community	School Counselors Teachers
Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
8th Grade	Career Cruising	PA 13.1 thru PA 13.4 C:A1, A2, C:B1, B2 C:C1, C2	Career Cruising Software	Ongoing	All Students		Classrooms	Students Parents	School Counselor
8th Grade	CTC Career Lesson	13.1.8A.B.C.D. E	Power Point Handouts	One day, December One Day, February	All 7th graders		Classrooms	All 7th grade students	Counselors and CTC Staff
8th Grade	Internet Safety Presentation	Personal/Social PS:A1.6 PS:A1.7 PS:C1.4 PS:C1.6 PS:C1.9	Power Point	One day, September	All Students		School Wide	All Students	School Counselors Attorney General's Office

8th Grade	Red Ribbon Week	Personal/Social PS:A1.1.2.3.6 PS:B1.2 PS:C1.8. PS:C1.9	Assemblies Daily Announcement Spirit Week	One Week, October	All Students		School Wide	All students	School Counselor
8th Grade	Scheduling Presentations	Personal/Social PS:A1.1.2.3.10 PS:B1.9.12 C:A1.3.5.6.7 PA 13.1.8H	Power Point Handouts Computers	February	8th grade		Classrooms	Students Parents	School Counselor
9th Grade	Careers course	Career		6 week courses all year rotations	9 th grade students		Freshman Seminar rotation	all 9th grade students	CTC Teachers
9th Grade	Course selection presentations	Academic	Accounting System	February	All Students		High School / Middle School	All Students	Counselors
9th Grade	Course selection review	Academic/ Career	Accounting System	February- September	All Students		High School	All Students	Counselors
9th Grade	CTC Freshman Exploration Day	Career		January	9 th grade students			all 9th grade students	CTC Teachers
Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
9th Grade	CTC Presentations	Career		January	9 th Grade Students			all 9th grade students	CTC Teachers
9th Grade	Freshman GPA Transcript Lesson	Academic		March	9 th Grade Students		High School	All 9th grade students	Counselors
9th Grade	Writing Studio I	Academic		Semester Course	9 th Grade Students		High School	All 9th grade students	Teachers
10th Grade	Career Exploration Day	Career	Speakers in all core and elective classes	May	10 th Grade Students		Keynote speaker in Auditorium & speakers in all classrooms	all 10th grade students	Guidance counselors and Interns
10th Grade	Course selection presentations	Academic	Accounting System	February	All Students		High School /	All Students	Counselors

							Middle School		
10th Grade	Course selection review	Academic/ Career	Accounting System	February-September	All Students		High School	All Students	Counselors
10th Grade	PA Career Zone activity	Career	PA Career Zone	April	10 th Grade Students		10th grade World Cultures classes	all 10th grade students	Counselors
11th Grade	Career Cruising	Career	Career Cruising Software	January	11 th Grade Students		11th grade English Classes	all 11th grade students	Counselors
11th Grade	Course selection presentations	Academic	Accounting System	February	All Students		High School / Middle School	All Students	Counselors
11th Grade	Course selection review	Academic/ Career	Accounting system	February-September	All Students		High School	All Students	Counselors
11th Grade	Interest inventory	Career	Career Cruising Software	January	11 th Grade Students		11th grade English Classes	all 11th grade students	Counselors
11th Grade	Job Shadowing	Career	MAHS Senior Project Guidelines	April	11 th Grade Students		11th grade American History	all 11th grade students	Counselors
Grade Level	Lesson Content/ Program Content	ASCA and/or CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
11th Grade	PA Career Zone	Academic/ Career	PA Career Zone	January	11 th Grade Students		11th grade Social Studies Classes	all 11th grade students	Counselors
12th Grade	Career and Community Expo	Academic/ Career	Outside Agencies	October	All Students		High School	All Students	Mr. Mols, Guidance, CTC Staff
12th Grade	College applications/ presentations	Academic		October	All Students		MAHS	All 12th grade students	Counselors
12th Grade	Senior presentations	Career	MAHS Senior Project Guidelines	January	12 th Grade Students		High School	All 12th grade students	Counselors

10. Organizing Career /Postsecondary Resources- Through some programs that are currently offered and through expanding programs in the McKeesport Area School Counseling Department, we will utilize the following resources to aid us in further enhancing the career counseling program. These activities will include but are not limited to job shadow days, career speakers, etc.

Resource Types	List Resources	
Organizations/Agencies	Colleges and Universities	
Intermediary Organizations	Technical Institutes Military Field Service Reps	
Umbrella Organizations	Chamber of Commerce Allegheny County Education Liaisons Area Businesses Rotary Consortium for Public Education	
Community/State Agencies	Mon Yough Resolve Small Seeds Youth Cast	Emerging Leaders Talent Search OVR Probation
Networking Opportunities	College Admissions Reps	
Individual Contacts	Alumni Speakers Military Representatives	
Community/Business Meetings	CTE Advisory Board Members WorkForce Development Program (PNC, UPMC FedEx)	
Community Events	College and Career Fairs on and off campus College and University visits Financial Aid Night Freshman Orientation Course Selection Night 339 Advisory Council	
Online/ Onland	PA Career Zone PDE Career Resources	
Internet Based Links	College Data Websites Bureau of Labor and Statistics Occupational Outlook Handbook	
Media/Advertising	MASD Social Media MASD Website School/Local Paper	Phone Blasts Remind Electronic Billboard
Publications/Documents	College Brochures Scholarships and Opportunities Career Based Books Technical Schools/Trade School Publications Military Brochures	

11. Individualized Academic/Career Plan -Starting in eighth grade students will develop their Academic/Career Plan. This plan will serve as the graduation project requirement, and will be completed by the student throughout high school with the foundation beginning at the eighth grade level.

12. Career and Technical Center Strategy
Career and Technical Center Strategies
McKeesport Area School District

Student Awareness

Grade	Intervention/Program/Events	Stakeholder/Delivering	Data Used Success Indicator	Begin & End	Contact Person
8th	Course Selection Day at Founders Hall	CTE Students and Teachers	Student sign up for courses	Spring Event	Marcella Barry
9th	CTE Career Day	CTE Students And Teachers	Reflection of experience	Spring Event	Monica Kitta
9th	CTE Experience Classes	Students and CTE Teachers	Recruitment of students	Fall/Spring Semesters	All CTE Teachers
All	Website and links to our website	MAHS CTE	Facebook, Twitter, website	All year	All MAHS CTE Teachers and Administration

Parent Awareness

Intervention/Program/Events	Date	Stakeholder/Delivering	Data Used/Success Indicator	Contact Person
9th Grade Orientation	August	MAHS Admin/Faculty/CTE Staff	Feedback from Parents	All MAHS CTE Staff/Admin
Parent/Teacher Day	November/February	MAHS Admin/Faculty/CTE Staff	Feedback from Teachers/Parents	All MAHS CTE Staff/Admin
Program Tours	All year by appointment	MAHS Admin/Faculty/CTE Staff	Feedback from Parents	Guidance and CTE Teachers
Website and links to our website	All the Time	MAHS Admin/Faculty/CTE Staff	Facebook, Twitter, Website	All MAHS CTE Staff/Admin

Educator Awareness

Intervention/Program Events	Date	Stakeholder Delivering	Data Used/	Contact Person
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			Success Indicator	
Occupational Advisory Committee Meetings	Fall/Spring	CTE Staff/ Advisory board members	Feedback and Discussion with CTE Staff	Mr. Mathew Mols
Tours of the CTE Programs	Fall/Spring	Guidance/CTE Staff	Feedback	Mr. Matthew Mols

13. Job Descriptions

Position Title: School Counselor – High School

Department: School Counseling

Reports To: District Superintendent and Building Principal

Date: November, 2015

SUMMARY: Assist students, parents, administrators and teachers in collaborating to meet academic, social-emotional, and career goals.

JOB QUALIFICATIONS: Master’s Degree – Guidance Certification

ESSENTIAL DUTIES:

- Provides direct support service to individual students, small groups, and classrooms.
- Is accountable for maintaining all student records, including cumulative folders, test files, permanent record cards, and career files and completing associated paperwork (transcripts, etc.).
- Arranges and facilitates parent conferences with teachers and administrators.
- Responsible for scheduling students
- Collects homework for students who are absent due to long term illness
- Presents in classrooms on the topics of career development, college preparation and transition services.
- Identifies and develops a plan to deal with at-risk students.
- Completes assessments, referrals, and counseling with students and families.
- Consults with other professional staff and outside agencies and other organizations.
- Serves as a member of the SAP team and other school based teams.
- Coordinates help for students through the BIP, SST and other support teams.
- Serves as liaison between school and outside agencies such as mental health agencies, children and youth, probation etc. in regards to at risk youth.
- Plans, promotes and facilitates parent presentations such as Financial Aid Night.
- Assists with back to school and new student orientation nights.
- Seeks out grant funding opportunities.
- Coordinates all standardized testing.
- Prepares articles for the high school and District newsletter.
- Conducts all normal counseling duties with assigned students.
- Oversees local scholarship program and aid in various scholarship selection processes.
- Maintains guidance website, monitor, and all other social media
- Serves as member of IEP team for special needs students
- Assists students with entry into GED, Job Corps, and Diploma Retrieval Programs

- Transitions students to and from alternative educational placements
- Promotes summer school programs for credit retrieval purposes
- Serves as liaison between home school and Steel Center Vocational Technical School
- Consults with teachers, staff and parents regarding meeting the developmental needs of students.
- Responds to crisis situations when appropriate.
- Such other responsibilities in the area of guidance as determined by the District Superintendent or the High School Principal which may include:
 - College Fairs
 - College in the High School
 - Dual Enrollment
 - Cyber School
 - Coordinates the scholarship/awards ceremony
 - Maintains guidance website, monitor, and all other social media

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee frequently is required to walk.
- The employee is occasionally required to stand and reach with hands and arms
- The employee is occasionally required to lift boxes of materials
- Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints interacting with the public and other workers.
- Occasionally this position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people, and meet multiple demands from several people.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is usually quiet and is representative of those an employee encounters while performing the essential functions of this position.

COMMENTS:

Position holder must have a friendly, helpful, caring personality. Individual must also possess good communication, interpersonal, and organizational skills.

- The Position Specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Position Title: Middle School - School Counselor
Reports To: District Superintendent and Building Principal

Department: School Counseling
Date: November, 2015

SUMMARY: Assist students, parents, administrators and teachers in collaborating to meet academic, social-emotional, and career goals.

JOB QUALIFICATIONS: Master's Degree – Guidance Certification

ESSENTIAL DUTIES:

- Provides direct support service to individual students, small groups, and classrooms.
- Be accountable for maintaining all student records, including cumulative folders, test files, permanent record cards, special education files, psychological files, and career files and completing associated paperwork (transcripts, etc).
- Arrange and facilitate parent conferences with teachers and administrators.
- Responsible for scheduling students.
- Presents in classrooms on the topics of career development, college preparation and transition services.
- Identifies and develops a plan to deal with at-risk students.
- Completes assessments, referrals, and counseling with students and families.
- Consults with other professional staff and outside agencies and other organizations.
- Coordinates help for students through the BIP, SST and other support teams.
- Distributes 504 Plans and other written reports as needed or as requested or as required by Federal, State and local agencies.
- Develops and maintains family outreach programs and community partnerships.
- Plans, promotes and facilitates parent presentations.
- Assists with back to school and new student orientation nights.
- Seeks out grant funding opportunities.
- Assists with standardized testing.
- Conducts all normal counseling duties with assigned students.
- Serves as a member of the Student Support Team (SST), Bullying Prevention Team, SWPBSP, SAP and other school based teams.
- Assist with the planning, promoting and facilitating of parent presentations.
- Assists with back to school and new student orientation nights.
- Coordinates and oversees all aspects of the preparation of testing materials for PSSA testing.
- Conducts all normal counseling duties with assigned students.
- Assist with the registration and placement of new students.
- Consult with teachers, staff and parents regarding meeting the developmental needs of students.
- Responds to crisis situations when appropriate.
- Develop and teach lesson plans for guidance curriculum
- Coordinate the preparation and printing of progress reports (4 times/year) and report cards (4 times/year).
- Such other responsibilities in the area of guidance as determined by the District Superintendent or the Intermediate
- School Principal which may include:

- Maintaining guidance website
- Young Men's/Women's Leadership Conference
- Coordinating the scholarship/awards ceremony
- Maintaining guidance website

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee frequently is required to walk.
- The employee is occasionally required to stand and reach with hands and arms
- The employee is occasionally required to lift boxes of materials
- Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints interacting with the public and other workers.
- Occasionally this position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people, and meet multiple demands from several people.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is usually quiet and is representative of those an employee encounters while performing the essential functions of this position.

COMMENTS:

Position holder must have a friendly, helpful, caring personality. Individual must also possess good communication, interpersonal, and organizational skills.

- The Position Specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Position Title: Elementary School Counselor
Reports to: District Superintendent and Building Principal

Department: School Counseling
Date: November 5, 2015

SUMMARY: Assist students, parents, administrators, and teachers in collaborating to meet academic, social-emotional, and career goals.

JOB QUALIFICATIONS: Master's Degree – Master's in Education, School Counseling Program
PA Department of Education Certification for Elementary School Counselor

ESSENTIAL DUTIES:

- Provides direct support service to individual students, small groups, and classrooms.
- Presents in classrooms on the topics on career, academic, and social emotional development.
- Identifies and creates a plan to deal with at-risk students (academics/behavior)
- Completes assessments, referrals, and counseling with students and families.
- Consults with other professional staff and outside agencies and other organizations.
- Serves as a consultant to the SWBIS team
- Coordinates help for students through the ESAP, Elementary Student Assistance Team.
- Authors 504 Plans and other written reports as needed or as requested or as required by Federal, State, and local agencies.
- Develops and maintains family outreach programs and community partnerships.
- Plans, promotes, or facilitates parent presentations as needed.
- Assists with back to school and new student orientation.
- Assists with the distribution, collection and packaging of standardized testing.
- Coverage duties as assigned.
- Provides direct support services to individual students and small groups.
- Identifies and develops a plan to deal with at-risk students (behaviors)
- Consults with other professional staff through attending weekly intervention meetings.
- Serves as a member of the School Improvement Team and other school based teams.
- Facilitate in the creation of student behavior plans.
- Assist with back to school and new student orientation.
- Assist with standardized testing.
- Screen for gifted evaluation needs.
- Review assessment results for need of MDE.
- Coordinate referrals for MDE with students and teachers.
- Conduct referral conferences with teachers and building principal per student referral.
- Coordinate data collection for MDE (attendance, discipline, health report, report cards, standardized test scores, and prior evaluations.).
- Arrange and facilitate parent conferences with teachers and administrators for ESAP process.
- Oversee the implementation of individualized action plans.
- Coordinate and maintain progress monitoring.
- Collect data for SSDI paperwork per request of parents.
- Other responsibilities as determined by the District Superintendent or the Elementary School Principal.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is occasionally required to lift boxes of testing materials.
- Perform physical duties to ensure the safety of students and staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is usually quiet and is representative of those an employee encounters while performing the essential functions of this position.

COMMENTS:

Position holder must have a friendly, helpful, caring personality. Individual must also possess good communication, interpersonal, and organizational skills.

- The Position Specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Position Title: School Social Worker

Department: School Social Work

Reports to: Coordinator of Special Education and Building Principal

Date: August 2021

SUMMARY: Assist students, parents, administrators, and teachers in collaborating to meet academic, social-emotional, and career goals.

JOB QUALIFICATIONS:

- PK-12 School Social Worker Educational Specialist or Home School Visitor certificate.
- Master's degree in social work from an accredited Council of Social Work Education and holds a license as social worker (LSW) or clinical social worker (LCS W).
Demonstrate proficiency in computer skills, such as, Microsoft Suite (Word, Excel, and Power Point)

ESSENTIAL DUTIES:

- Provide a full range of social work services to schools and comprehensive service sites in accordance with federal, state and local regulations.
- Support and serve in a variety of settings and models which include general education, co-facilities, center programs, preschool , and school-based emotional disabilities programs.
- Determine schoolwide needs for specific social work services through consultation with the principal and school staff and establishes priorities for service delivery within assigned schools.
- Perform specialized social work in an educational setting to enable students to achieve optimal learning in academic, social and emotional areas.
- Systematically collect, analyze, synthesize, and interpret information to devise appropriate services for schools, programs, students and families.
- Provide direct clinical assessment, assistance and counseling to students, parents, and school staff in dealing with crises.
- Conduct formal and informal assessments of student functioning, developmental history, family and community structure, interpersonal relationships, adaptive behavior, and cultural factors that may influence learning.
- Use student, family, school, and community assessment to develop appropriate interventions to improve student learning.
- Develop intervention plans consistent with School Social Worker guidelines to meet student needs strengths, social and cognitive functioning, and cultural experiences.
- Assist in the planning of therapeutic, remedial, and behavioral modification activities provided by the educational agency.
- Provide crisis and emergency assistance including support to students in need and participation in threat assessment and related initiatives. Assist in training school personnel to be able to identify the signs and impact of trauma in students and families and coordinate or support initiatives to develop institutional culture and climate.

- Provide supportive case work to children and their families, including parent/caregiver education and self-advocacy.
- Provide parent/caregiver counseling and training to help them acquire the necessary skills to support the implementation of their child's specialized educational program.
- Provide prevention, intervention and post intervention service as member of a crisis team.
- Provide mental health services, to include conducting suicide risk and mental health assessments.
- Complete a diagnostic assessment of the student's functioning, including classroom observation, and provide individual and group counseling and/or referral to public or private agencies.
- Collaborate with school personnel, central departments and offices, families, public agencies and private practitioners, as required.

TERMS OF EMPLOYMENT: Salary and work year to be established by the current labor agreement with McKeesport Area School District and the professional staff.

EVALUATION: Performance of this job will be evaluated in accordance with the Department of Education regulations.

K-5 Career Focused Lesson Framework

Objective: To provide every student a meaningful experience so that they can explore the world of work in a way that meets the requirements of the CEW Standards.

Grade	Unit Title	# of Lessons and Lesson Titles	Portfolio Evidence	CEW Standards			
				13.1	13.2	13.3	13.4
K	All About Me!			13.1	13.2	13.3	13.4
		What I Want to be When I Grow Up	*	X		X	X
		All About Me Poster	*	X			
		Someone Special		X			
		Me and My Job!		X			X
		“I’m Gonna like Me!”		X			
		Recognize the Roles of Individuals in the School (Nurse, Psychologist, Counselor, Food Service Director Etc....)		X		X	
1	Developing Awareness of Me, Work and Workers			13.1	13.2	13.3	13.4
		What I Want to be When I Grow Up	*	X			
		Interest Inventory/ Identify Personal Interest	*	X	X		X
		These are a few of My Favorite and Not So Favorite Things (collage)		X	X		
		“Oh the Places You will Go”		X	X		
		Recognize the Roles of People in the Community		X	X	X	
		Connecting the Tools with the Jobs		X	X	X	
2	Work Career Paths and Me!			13.1	13.2	13.3	13.4
		What I Want to be When I Grow Up	*	X			
		Interest Inventory	*	X			
		The Sky’s the Limit - My Wishes!		X			
		Career Paths: Intro to Home, School and Community		X	X		
		When I Grow Up, What Do I Want To Be?		X	X		
		“Come and See What I Can Be!”		X	X		

3	Finding My Place in The Community			13.1	13.2	13.3	13.4
		What I Want to be When I Grow Up	*	X	X	X	X
		Interest Inventory	*	X			
		My Strengthens		X			X
		The Me Beyond the Mirror: My School Goals		X	X	X	
		Compose a Personal Letter To My Future Professional Self		X	X	X	X
		“Elementary Career Awareness Through Children’s Literature 3-5”		X	X		
		Career Paths: Jobs I Like ... / Responsibilities		X	X	X	X
4	Targeting Careers			13.1	13.2	13.3	13.4
		What I Want to be When I Grow Up	*	X		X	X
		Interest Inventory- (Group students by interest for research.)	*	X		X	
		My Fourth Grade Goals		X	X	X	
		Careers in Engineering		X			
		Cool Careers in Medical Science		X		X	X
		Cool Careers in Earth Science		X			
5	Finding My Place in the World			13.1	13.2	13.3	13.4
		Compose a letter to my future employer	*	X			
		Interest Inventory	*	X			
		Resume Writing		X	X	X	X
		What I Want to be When I Grow Up		X	X	X	X
		“Elementary Career Awareness Through Children’s Literature 3-5”		X		X	X
		Shark Tank		X		X	X

M.A.S.D. Career Readiness Plan

Grades 6-8

Grade	Instructional Activity	Portfolio Evidence Indicates 2017-18 Evidence	CEW Standards			
			13.1.8	13.2.8	13.3.8	13.4.8
6	Social Studies Workshop “College Exploration Research”	College Exploration Data Collection/Research Sheet	B,G,H	C	G	
6	Science Workshop “Planning Your Future”	Goal Setting Graphic Organizer	A, B D-H	C, D	A,G	G
6	Math Workshop Budgeting “Bean Game” (spending limits, adjusting budgets based on scenarios)	Bean Game Personal Reflection Sheet	<i>Lessons & Materials Forthcoming</i>			
6	Reading/Language Arts Workshop “Career Exploration Activity”	Career Exploration Data Collection/Research Sheet	<i>Lessons & Materials Forthcoming</i>			
6	Reading/Language Arts Workshop “Learning Styles to Study Skills”	Learning Styles & Study Habits Inventory				
7	Math Workshop “Self-Evaluation & Soft Skills”	Self-Evaluation Survey (Includes Soft Skills)	A,E,F,H	A, C	A,B,E	B
7	Social Studies Workshop “Applications 101”	How Do I Write My Name (Providing personal information) & Practice Job Application Form	A,B,F,G, H	A- D		B
7	Reading / Language Arts Workshop “Delivering the Message”	How to Address an Envelope	A,F	A- D		
7	Science Workshop “Pitt Mobile Learning Lab”	Pitt Mobile Activity	<i>Lessons & Materials Forthcoming</i>			
8	Math Workshop Series “Dollar Bank Financial Literacy Lessons”	Financial Literacy Formative Assessment Survey	<i>Lessons & Materials Forthcoming</i>			

	(Checking Account, Budgeting, Interest/Credit)					
8	Language Arts Workshop “Mid-Year Self-Evaluation”	Mid-Year Self-Evaluation (Beginning of Individualized Career and Education Plan)	A,B	A, C	A,E	B
8	Homeroom Workshop End-of-Year Self-Evaluation Creating an Individualized Career and Academic Plan”	End-Year Self-Evaluation (Continuance of Individualized Career and Education Plan)	A-H	A- C	A,G	B
8	Homeroom Workshop CTE Career Fair	Career Fair Reflection Sheet	<i>Lessons & Materials Forthcoming</i>			

**M.A.S.D. Career Readiness Plan
Grades 9-12**

Grade	Instructional Activity	Portfolio Evidence Indicates 2017-18 Evidence	CEW Standards				Page #
			13.1.11	13.2.11	13.3.11	13.4.11	
9	Writing Studio I Workshop Exploring Career Clusters	Career Clusters Interest Survey & Reflection	A,B, E,F, G		A,B, E		32
9	Writing Studio I Workshop Career Research Paper (Senior Project Component)	Career Research Paper	A,B, E,F	C			42
9	Social Studies Workshop Understanding Transcripts	Ideal Me Activity	F,H		A,B, C,G	B	48
10	English 10 Workshop CTE Sponsored College and Career Fair	College and Career Fair Student Reflection Sheet	C,D, F,G		G		52
10	English 10 Workshop Introducing the Senior Project Presentation	Senior Project Presentation Rubric – Slides 1-9	A,E, F,G	A,D	F		56
11	Writing Studio II Workshop Exploring Career Trends	Career Trends Research Paper	A,B, D,E, F,G	B,D	A,C, E,F		60
11	Writing Studio II Workshop Resume Writing	Student-Produced Resume	A-H	A-D	A,C, E,F	A,B	64
11	English 11 Workshop Career and College Planning Timeline	Are You Getting There?	E-H		E,G		80
11	English 11 Workshop College Visit or Job Shadow Reflection	College Visit or Job Shadow Reflection Sheet	A-H	B-D	A,B, C,F	A-C	86
12	English 12 Workshop Preparing for Senior Project Panels (Senior Project Day)	Senior Project Rubric	B,D, G	A,B	A,B, C,E, G	A-C	93