



GUIDANCE PLAN

DELAWARE COUNTY TECHNICAL HIGH SCHOOLS

Chester Upland School District
Chichester School District
Garnet Valley School District
Haverford School District
Interboro School District
Marple Newtown School District
Penn Delco School District

Radnor Township School District
Ridley Township School District
Rose Tree Media School District
Springfield School District
Southeast Delco School District
Upper Darby School District
Wallingford Swarthmore School District
Willaim Penn School District

DELAWARE COUNTY TECHNICAL HIGH SCHOOLS

Aston Campus	Folcroft Campus
100 Crozerville Rd.	701 Henderson Blvd.
Aston, PA 19014	Folcroft, PA 19032
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FAX - 610-558-7628	FAX - 610-583-6537
Website: https://www.dciu.org/dcts	

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PROFILE, LEAD COUNSELORS, CHIEF SCHOOL ADMINISTRATOR

DIANE ROUSE, SCHOOL COUNSELOR: ASTON CAMPUS

KRISTEN PELLEGRINO, SCHOOL COUNSELOR: FOLCROFT CAMPUS

DR. STEPHEN BUTZ, DIRECTOR OF CAREER AND TECHNICAL EDUCATION

Delaware County CTC School Counselor

Responsibilities/Services:

- Scheduling (Programing changes)
- Process new applications
- Organize College/Career Fair
- Student personal counseling services
- Student career counseling services
- Student academic counseling services
- Student Assistance/Student at Risk Team
- Extension of home school Guidance Offices
- Junior and Senior Seminars
- SAT/ACT information and college advertisements
- College exploration/Career Day/Career Services
- Crisis intervention
- Assist in arrival and dismissal supervision
- Promote DCTS programs to sending schools
- Coordinate Middle School presentations and visitations
- Coordinate 10th -12th grade tours and visitations
- Schedule appointments and complete follow-up phone calls to current/prospective students and their parents
- Make phone calls to parents concerning emotional/academic/career issues
- Participate in Virtual Outreach
- Plan and organize, NTHS and Senior Recognition Ceremony
- Plan counselor breakfast
- Honor Roll, Perfect attendance and Student of the Quarter recognition
- Recruitment team, PBS, student achievement, climate care committees

Other DCTS Staff (Counseling Plan Related)

Cooperative Education Coordinator (Aston/Folcroft Campuses)

Responsibilities/Services:

- Arranges job shadowing/ internship experiences
- Arranges Cooperative Education placements
- Arrange Career related speakers as requested
- Small group instruction
- One-to-one instruction
- Meet with parents when issues arise

Literacy Coach – 1 between Aston and Folcroft Campuses:

- Work with all instructors to ensure all students have access to the Career Portfolio Google Classroom
- Provide instruction (with CTE teacher) to all classes on how to access and use the Career Portfolio Google Classroom
- Work with CTE instructor to provide an overview of student portfolio requirements, including Future Ready Index and graduation requirements for students (CEW standards)
- Collaborate with CTE teachers to identify literacy strengths and needs in each program using assessment and develop a coaching plan and schedule with each teacher.
- Work collaboratively with CTE teachers and learning support teachers to support the implementation of writing strategies across all CTE programs.
- Work in collaboration with CTE teacher and learning support to implement literacy strategies in the CTE curriculum.
- Model and Co-teach literacy and writing strategies to support teachers in the implementation of strategies.
- Work with CTE teachers to develop quarterly assessment questions that address integrated literacy (reading and writing) in the CTE curriculum.
- Work with CTE teachers to develop writing prompts for formative assessments and Do Now's.

Other duties:

- Cover classes when sub is needed
- Proctor NOCTI

GUIDANCE SERVICES MISSION STATEMENTS

Delaware County Intermediate Unit Mission

The mission of the Delaware County Intermediate Unit, a regional service agency, is to provide leadership in the development and delivery of quality, cost, effective programs and services to school communities.

Delaware County Intermediate Unit Vision

DCIU empowers partnerships that drive, create, inspire and understand excellence in education

Drives strategic forward movement

Creates dynamic innovative solutions

Inspires limitless possibilities

Understands challenges and aspirations

Purpose

The purpose of the Delaware County Technical High Schools Guidance Plan is to implement and maintain a school counseling program that provides academic, social-emotional, and career services for 10th, 11th and 12th grade students. The DCTS school counseling program works to create a safe and educational learning environment for students to succeed in their respective program area.

Support of DCTS Mission

Guided by industry professionals, Delaware County Technical High Schools prepare today's students for tomorrow's opportunities by providing innovative, meaningful technical training, a foundation for life-long learning and marketable credentials for high-wage, high demand careers.

School Counseling Mission

The mission of the Delaware County Technical High Schools School Counseling program is to provide support for students' academic, career and social-emotional development. DCTS counselors assist students with career counseling by using assessments that offer insight into their interests, aptitudes, values, and needs as they relate to occupations and majors. In collaboration with the sending school district, parents or guardians and community agencies DCTS counselors facilitate opportunities for students to develop workplace skills and program knowledge to apply for future employment in their area of study or for post-secondary opportunities.

Core Beliefs

At DCTS we believe:

- In guiding all students to problem solve and make independent decision
- In supporting individual growth for maximum personal and educational achievement
- Every student should have informational access to post-secondary options and employability opportunities

- Every student has worth and the right to be respected and treated with dignity
- Every student has the right to feel safe and welcomed in the school environment
- Every student has access to a developmentally appropriate school counseling program that supports academic, career and personal/social growth

Vision Statement

Our vision is that our students will embrace the opportunity of career and technical education in Delaware County. Be inspired to achieve the highest level of their personal, academic and career growth of their abilities to prepare for employment or further education upon successfully completing a career and technical program. DCTS will maintain a safe, respectful environment that promotes learning for all students.

Guidance Services Definition

The guidance services provided by the Delaware County Technical Schools assist students in becoming successful students preparing to engage in the community and the labor force. Guidance activities ensure the placement of pupils into programs designed to foster success and develop the holistic student in academic and employability training. With support in place at DCTS, students are encouraged to stretch their individual qualities to achieve the highest level of success, both academically, socially and in their career endeavors.

Individual academic, personal and career and technical counseling is provided for students. The amount of time spent counseling varies with each student. Post-secondary counseling for students who desire to continue their education after they graduate from high school (including articulation programs with community colleges and trade and technical schools) is provided. Information concerning educational, financial aid and scholarships and occupational opportunities are available in the Guidance Office, on the website and through seminars offered to students throughout the year.

Individual and/or small group counseling is offered to students as needed in solving personal/social problems and school related concerns. Students can see the counselor on a drop-in availability or may make an appointment to see the school counselor. Counselor manages and meets with students with 504 education plans. The Counselor also coordinates presentations given by Post-Secondary Representatives, plans career day, and schedules outside agencies to visit DCTS when it benefits the students.

The Counselor also coordinates a variety of activities throughout the year to make students and parents more aware of the students' progress at DCTS and to recognize end of the year achievements. The quarterly awards program is held three times per year recognizing students with high honors, perfect attendance and student of the quarter. Additionally, the virtual events and back to school night offers other opportunities, other than phone and email, to speak with the counselors. The National Technical Honor society induction ceremony is held in March of each year and Senior Recognition Night in May are both events planned by the school counselors.

Two seminars are scheduled throughout the year. Juniors are invited to attend a Junior Jump Start seminar about planning for their senior year and Seniors are met with in the Fall to provide important deadlines and a calendar for planning as well as invited to a Ready. Set. Go. seminar. All seniors are required to maintain a portfolio supporting their Career Plan and present to a committee in the spring of each year.

Guidance News is included in the electronic newsletter e-mailed to the DCTS serve list. Additional opportunities are posted on the Guidance bulletin board, DCTS website, Google Classroom Webpage and on the Remind app. The bulletin boards maintained by the counselor exhibit post-secondary Open House dates and school posters, scholarship opportunities, SAT/ACT dates, etc. A Job Board maintained by the co-op coordinator lists current employment and apprenticeship opportunities and contact information.

CTE PROGRAMS OFFERED TO STUDENTS BY CAMPUS

Folcroft Campus

AUTOMOTIVE TECHNOLOGY
BUILDING TRADES
COLLISION REPAIR TECHNOLOGY
COSMETOLOGY
CULINARY ARTS
EMERGENCY & PROTECTIVE SERVICES HEALTH SCIENCES
LOGISTICS & INVENTORY MGMT.
MEDICAL CAREERS

Aston Campus

ADVERTISING, DESIGN & COMMERCIAL ART
BIOMEDICAL TECHNOLOGY & LAB SCIENCES
CARPENTRY
COMPUTER IT PROGRAMMING & SOFTWARE DEVELOPMENT
COMPUTER NETWORKING & DIGITAL FORENSICS
COSMETOLOGY
CULINARY ARTS
DENTAL OCCUPATIONS
EARLY CHILDHOOD EDUCATION
ELECTRICAL CONSTRUCTION TECHNOLOGY
ENGINEERING & ROBOTICS
EXERCISE THERAPY & SPORTS SCIENCE
HVAC & PLUMBING
MEDICAL CAREERS
TEACHER PREPARATION ACADEMY
WELDING TECHNOLOGY

339.31 BOARD APPROVED GUIDANCE PLAN To Be Approved 1/3/24

I. 339.32(1) CAREER AND TECHNICAL CURRICULA

MONTHLY COUNSELING CALENDAR

Key: **Green** - Academic

Purple - Career

Blue - Personal/Social

September	October
Academic: NOCTI Pretest, Order NOCTI study guides, Portfolio Development, Academic Pre-Testing, SAT/ACT Registration Assistance, choose dates for Honors programs, notify students/teachers about honors criteria, give health and physical requests to instructor, send situational student list out to teachers, Professional Learning Community Meetings	Academic: Portfolio Development, College Applications & Scholarships, Grade & Attendance Meetings, SAT/ACT Registration Assistance, meet with students about progress reports, Students of Quarter dates, exploratory grades, Professional Learning Community Meetings
Career: Career Objective Forms, Orientation meetings with programs, Add on to teacher's google classrooms to disseminate info to students directly, update all district information for manual, tours, recruiting meetings, post-secondary visitors, updates for DCTS website's guidance tab, ongoing applications, intro email to all district liaisons, update SOAR data, get 1:1 articulation updates, update career library/bulletin boards, plan visitation schedule, organize exploratory students, choose dates for counselor breakfasts, schedule changes, schedule career fair and emails post-secondary admissions reps	Career: Program Changes, Virtual Outreach, Counselor Breakfast, Back to School Night, tours, recruiting meetings, post-secondary visitors, advertise about senior workshops, parent visitations, career inventories as needed, ongoing applications

<p>Personal/Social: Individual Counseling, Student Assistance Referrals, Referrals to outside agencies (when appropriate), disseminate information to students and staff regarding suicide prevention, anti-bullying, and other serious issues that impact the student learning process, share 504 plans with teachers and other staff working with students and maintain updated 504's when necessary</p>	<p>Personal/Social: Individual Counseling, Student Assistance Referrals, Referrals to outside agencies (when appropriate), disseminate information to students and staff regarding suicide prevention, anti-bullying, and other serious issues that impact the student learning process, continue to update 504 plans</p>
<p>November</p>	<p>December</p>
<p>Academic: Portfolio Development, College Applications & Scholarships, Grade & Attendance Meetings, SAT/ACT Registration Assistance, Student Achievement Committee Meetings, Professional Learning Community Meetings</p>	<p>Academic: Senior Seminar (College Planning), Portfolio Development, College Applications & Scholarships, Grade & Attendance Meetings, SAT/ACT Registration Assistance, Student Achievement Committee Meetings, Professional Learning Community Meetings</p>
<p>Career: Program Changes, Quarterly Awards, tours, recruiting meetings, schedule post-secondary visitors, advertise career day/post-secondary visitor info to staff and students, guidance website updates as needed, update career library/bulletin boards, ongoing applications, bring-a-friend days for low enrolled programs,</p>	<p>Career: Career Day, SkillsUSA competitions, tours, recruiting meetings, post-secondary visitors, ongoing applications, large group tours, bring-a-friend days for low enrolled programs,</p>
<p>Personal/Social: Individual Counseling, Student Assistance Referrals, Referrals to outside agencies (when appropriate), continue to update 504 plans</p>	<p>Personal/Social: Individual Counseling, Student Assistance Referrals, Referrals to outside agencies (when appropriate), continue to update 504 plans</p>

January	February
Academic: College Applications & Scholarships, Portfolio Development, SAT/ACT Registration Assistance, Student Achievement Committee Meetings, 4 Professional Learning Community Meetings	Academic: Senior Seminar (Financial Aid), Return Scheduling for following school year, Grade & Attendance Meetings, Student Achievement Committee Meetings, 4 Professional Learning Community Meetings
Career: Program Changes, student tours, large group tours, recruiting meetings, post-secondary visitors, financial aid planning	Career: Quarterly Awards, Counselor Breakfast, tours, recruiting meetings, post-secondary visitors, financial aid planning, classroom presentations to programs with certification choices and potential adult programs
Personal/Social: Individual Counseling, Student Assistance Referrals, Referrals to outside agencies (when appropriate), continue to update 504 plans	Personal/Social: Individual Counseling, Student Assistance Referrals, Referrals to outside agencies (when appropriate), continue to update 504 plans
March	April
Academic: College Applications & Scholarships, Portfolio Development, National Technical Honor Society, Grade & Attendance Meetings, Academic Post-testing, Student Achievement Committee Meetings, 4 Professional Learning Community Meetings	Academic: Junior Seminar (College Planning), Portfolio Development, College Applications & Scholarships, Grade & Attendance Meetings, Student Achievement Committee Meetings, 4 Professional Learning Community Meetings
Career: Middle School Program Tours, Student Application Reviews, tours, recruiting meetings, post-secondary visitors, financial aid planning	Career: Student Application Reviews, Quarterly Awards, tours, recruiting meetings, post-secondary visitors, financial aid planning
Personal/Social: Individual Counseling, Student Assistance Referrals, Referrals to outside agencies (when appropriate), continue to update 504 plans	Personal/Social: Individual Counseling, Student Assistance Referrals, Referrals to outside agencies (when appropriate), continue to update 504 plans

May	June
Academic: Portfolio Presentations, Senior Recognition Night, Grade & Attendance Meetings, Student Achievement Committee Meetings, 4 Professional Learning Community Meetings	Academic: Returning student contracts, Student Achievement Committee Meetings, 4 Professional Learning Community Meetings,
Career: Student Application Reviews, Senior Data Collection, tours, recruiting meetings, post-secondary plans for seniors, financial aid planning, review SOAR qualifiers and other articulations	Career: Tours, recruiting meetings, review SOAR qualifiers and other articulations, ongoing applications and scheduling
Personal/Social: Individual Counseling, Student Assistance Referrals, Referrals to outside agencies (when appropriate), continue to update 504 plans	Personal/Social: Individual Counseling, Student Assistance Referrals, Referrals to outside agencies (when appropriate)
<div data-bbox="548 989 1045 1020" data-label="Section-Header"> <p style="text-align: center;"><u>Ongoing Monthly Responsibilities</u></p> </div> <div data-bbox="253 1052 984 1919" data-label="List-Group"> <ul style="list-style-type: none"> ● Student Emails ● Parent Calls/Emails ● District Counselor Calls/Emails ● Meeting with students regarding personal issues ● Meeting with students regarding academic issues ● Meeting with students regarding attendance issues ● Meeting with teachers regarding student concerns ● Monthly Reports ● Student Services Referrals ● Career Interest Inventories as needed ● Career Library Updates ● Recruiting Committee ● PBS Committee ● PBS Data Team Committee </div>	

- Students at Risk Committee
- Safety & Crisis Committee
- Student Services Meetings

Summer

- Continue to review applications & send acceptance to counselors
- Edit necessary paperwork
- Follow up on required application paperwork (Keystone scores, 504 plans, etc)
- Send situational letters
- Get files of students who transferred campuses
- Update all district information
- Choose dates for Honors Awards, Counselors Breakfasts, Student Visitations, Parent Visitations, NTHS Ceremony
- Email correspondence with District Liaisons, Parents, Students, Teachers, etc.

CAREER GUIDANCE SERVICES CURRICULUM: DOMAIN AND GRADE LEVEL

Grade 5 Curriculum Action Plan

LVL	Lesson Content/Program Content	CEW Domain	Curriculum and Materials	Location	Evaluation & Assessment	Stakeholder
5	DCTS virtual presentation, visit to career day on location at Elementary and/or Middle School	13.1.5.D Career Awareness & Preparation	Program Teacher(s) & Recruitment Team Member DCTS Video Pens DCTS Giveaways	At requested Delaware County Elementary or Middle Schools	Pre/Post Survey Teacher Feedback	School District, applicable School, DCTS Team & Educators

Grades 7-9 Curriculum Action Plan

LVL	Lesson Content/Program Content	CEW Domain	Curriculum and Materials	Location	Evaluation and Assessment	Stakeholder
7	Seventh grade visitation/Virtual Presentation	13.1.8.D 13.1.8H Career Awareness & Preparation	Registration District Transportation DCTS ambassadors DCTS Programs prepared	Pre-Planning Home District DCTS: Visitation Tour	Visiting Teachers Survey Potential student admissions to DCTS (long-term)	Parents District & DCTS administration & teachers Middle School Students DCTS Students
8	Eighth grade visitations/Virtual Presentations	13.1.8.D 13.1.8.H Career Awareness & Preparation	Registration District Transportation DCTS ambassadors DCTS Programs prepared	Pre-Planning Home District DCTS: Visitation Tour	Visiting Teachers Survey Potential student admissions to DCTS (long-term)	Parents District & DCTS administration & teachers Middle School Students DCTS Students

9	Ninth grade visitations	13.1.8.D 13.1.8.H Career Awareness & Preparation	Registration District Transportation DCTS program shadow experience DCTS teachers prepared	Pre-Registration with home school counselor Arrive at DCTS via district bussing	Students eventually attending DCTS	Parents District & DCTS administration & teachers Middle School Students DCTS Students
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Grades 10-12 Curriculum Action Plan

LV L	Lesson Content/Program Content	CEW Domain	Curriculum and Materials	Location	Evaluation and Assessment	Stakeholder
10 11 12	Career Plan/Career Objective Review	13.1.11.B 13.1.11.D 13.1.11.F Career Awareness & Preparation	Career Plan & Career Objective forms Transcripts	DCTS	Career goals linked to program	Students Educators Counselors Parents
10 11 12	Career Portfolio	13.1.11.D Career Awareness & Preparation	3 Ring binders, sheet protectors, tabs	DCTS	Completed Portfolio Sr. Presentation	Students Teacher evaluation
12	Senior In class Meetings - Ready.Set. Go Seminar	13.1.11.C Career Awareness & Preparation 13.2.11.C Career Acquisition	Presentation materials	Conference Room Classrooms	Number of students applying for post-secondary schools or obtaining employment in the program field	Students Parents Educators

10 11 12	College/Career Fair	13.2.11.C Career Acquisition	Counselor: invites, planning, student scheduling Tables	DCTS	Number of students attending and participation at fair. Participant evaluations	Students Educators Post-Secondary Representatives
11 12	Job Shadowing	13.2.11.D 13.2.11.E Career Acquisition	Permission forms	Businesses	Employer evaluations Job offers received	Students Educators Parents Business/Community
12	Senior Surveys	13.1.11.H Career Acquisition	Cafeteria & classroom	DCTS	Tracking of students' post- graduation	Students Educators Parents Business/Community
10 11 12	OSHA	13.3.11.G Career Retention & Advancement	Computer Lab	DCTS and at home	Students achieving OSHA certificate	Students Educators Parents
12	NOCTI	13.3.11.G Career Retention & Advancement	Computer Lab Shops	DCTS	Students achieving PSC & Certificates of Competency	Students Educators Parents Business/Community

II. 339.32(2) EDUCATIONAL CAREER PLAN

DCTS Career Portfolio and Career Standards Benchmarks

The Pennsylvania Department of Education instituted changes to PIMS (child accounting) reporting beginning in the 2020-2021 school year. Among these changes is the requirement for Career and Technical Education programs to report on the Career Standards Benchmarks. To meet the Career Readiness Indicator, students in grade 11 must have completed a Career Portfolio with eight graded artifacts representing the four areas of the Career and Education Work (CEW) Standards, a completed portfolio and evidence of implementation of a career plan.

The new reporting requirement that was initiated in the 2020-2021 school year, required DCTS to design a Career Portfolio process to meet the PDE guidelines for Career Readiness Indicator for the Future Ready PA Index and ESSA Accountability.

On November 3, 2020, DCTS staff were introduced to the Career Portfolio guidelines and accountability at a professional development. The DCTS Literacy coach designed a Google Classroom for each campus and program. Staff were introduced to the Google Classroom, portfolio assignments and due dates for each assignment. There is a minimum of two assignments for each of the CEW standards areas of knowledge:

- Career Awareness and Retention (Section 13.1);
- Career Acquisition (Getting a Job) (Section 13.2);
- Career Retention and Advancement (Section 13.3); and
- Entrepreneurship (Section 13.4)

These assignments will be completed and graded by May of each students' 11th grade year. As a result of Delaware County Technical School's Career Portfolio process, DCTS students will not only meet the reporting requirements of Career Standards Benchmarks, but they will also engage in coordinated activities aligned with their CTE programs to ensure they are College and Career Ready. The addition of the Google Classroom for each campus will allow DCTS to retain this information in one place for auditing purposes. Finally, DCTS will be able to provide all sending school districts evidence that DCTS students met the Career Benchmark Standards to support their PDE reporting requirements.

III. 339.32(3) OCCUPATIONAL INFORMATION

School Counselor Resources

PA Career Standards	Occupational Outlook Handbook/Bureau of Labor Statistics
www.pacareerstandards.com	http://www.bls.gov/ooh/
PA Labor & Industry Information	PA Careerlink/PA Labor and Industry
www.pacareerzone.org	https://www.jobgateway.pa.gov

Resource Type	List Resources
Organizations/Agencies	<ul style="list-style-type: none">● Cooperative Education & Job Shadowing Partnerships● Delaware County Workforce Investment Board● Chamber of Commerce
Intermediary Organizations	
Umbrella Organizations	
Community/State Agencies	<ul style="list-style-type: none">● Student Assistance Programs● Holcomb Behavioral Health Drug & Alcohol● Delaware County Children & Youth Services● Career Link● Office of Occupational Rehabilitation● Children & Youth/Childline● Mercy Fitz & Crozer Crisis Centers
Community/Business Meetings	<ul style="list-style-type: none">● College Fairs● Delaware County District Stakeholders● Occupational Advisory Committees
Community Events	<ul style="list-style-type: none">● Open Houses● Recognition Ceremony

	<ul style="list-style-type: none"> ● Community Day events
Online	<ul style="list-style-type: none"> ● All district websites (see sending school page)
Internet Based Links	<ul style="list-style-type: none"> ● pacareerstandards.com ● careertechpa.org ● pacareerzone.org ● www.education.pa.gov/K-12/PACareerStandards/Pagesportal.state.pa ● bls.gov/ooh ● collegeboard.org ● fastweb.com ● www.goingmerry.com ● educationplanner.org ● collegetransfer.net ● nasfaa.org/students ● nces.ed.gov/collegenavigator ● www.fafsa.gov ● www.sss.gov ● www.secondarytransition.org ● Francis McKeown, PHEAA, fmckeown@pheaa.org
Media/Advertising	<ul style="list-style-type: none"> ● Delaware County Times ● District Websites ● delcotech.org ● dciu.org
Publications/Documents	<ul style="list-style-type: none"> ● Guidance Office Resources ● "Guidance News" in e-newsletter ● Appletree Updates

Professional Organizations	<ul style="list-style-type: none"> ● PA School Counselors Association ● PSEA Pupil Services ● ASCA (American School Counselor Association) ● ACTE (Association for Career & Technical Education) ● PCEA (PA Cooperative Education Association) ● Delaware County School Counselor Association ● PACAC (PA Association for College Admissions Counselors)
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Coordination with Sending Schools, Post-Secondary Schools, and Referral Services

The Delaware County Technical Schools (DCTS) and the 15 sending schools in Delaware County as well as private schools work cooperatively with students in supporting their guidance needs. Each district has one liaison that works collaboratively with the DCTS counselors to secure admission paperwork and transition to DCTS. Upon entrance to DCTS the students correspond with their home school counselor and/or the DCTS counselor to navigate their career, social/emotional and academic needs. Two formal meetings between the DCTS school counselor and school counselors from the sending schools to discuss guidance services occur each year.

DCTS provides career material to DCTS students that includes post-secondary career and technical education and financial aid opportunities, including a seminar on searching for scholarships. The sending schools also provide primary information on post-secondary academic educational opportunities and financial aid information. Additionally, DCTS counselors provide information pertaining to articulation agreements with colleges to students. The DCTS counselor assists the sending school counselors in providing career, technical, and occupational information as needed. Counselors mutually agree to share information and responsibility based on the needs of the students involved.

DCTS provides program descriptions to each high school for inclusion in their annual curriculum guides, as well as links to the DCTS website for additional information. This provides an opportunity for potential students and their parents to compare high school course electives with DCTS programs. Application materials are provided to the sending schools at the fall counselor meeting in October. At that same time, the recruitment team requests appointment times (virtually or in person) to speak with students about DCTS at the sending schools.

Post-secondary schools and military recruiters are scheduled for presentations as requested by the instructors and students. Articulation lists are given to the instructors to post in their

rooms and are included in this plan. A SOAR explanation letter is offered at back-to-school night and given to each senior at the data collection meeting in March.

Outside referral services are offered to parents upon request or when the student has been through the Student Assistance Team process. DCTS works with the sending schools to offer feedback on the behavioral assessment forms that are used to assess a struggling student.

IV. 339.32(4) CUMULATIVE RECORDS

Career Guidance Services Objectives:

1. Students will identify their top career choice based on their program of enrollment.
 - a. Goal: Given a career objective form, students will identify their occupational objective that aligns with their CTE program with 100% accuracy.
2. Students will perform within stated classroom and school norms and expectations.
 - a. Goal: Given a student handbook and taught PBIS lessons, students will be safe, responsible and respectful while engaged as a student at DCTS with 90% accuracy.
3. Students will identify safe and supportive resources at DCTS.
 - a. Goal: Given introductions to DCTS resources at the beginning of the school year and followed up with PBIS lessons monthly, students will be able to seek supportive resources at DCTS with 100% accuracy.

V. 339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

The school counselors have designed a recruitment program to meet the needs of middle and high school students in Delaware County. The first aspect of the recruitment program is to provide general information about the Delaware County Technical Schools' course offerings so that students may develop an effective educational plan which is specifically tailored to meet their Career Plans.

Career Awareness - Elementary

- Opportunities to present careers are offered in Delaware County to grades K-5 schools

Career Awareness Presentations to Eighth Grade Students

- The presentations are generally scheduled in the spring. Virtual or in person presentation given by DCTS recruitment team, and when available DCTS instructor(s) and DCTS students.
- The presentations include a brief overview of DCTS Programs of Study and an introduction to SOAR articulated college credits.
- Such presentations are by invitation only by sending school district middle schools.

Ninth through Eleventh Grade Visitations

- Interested students arrange a visit for up to two programs by scheduling with their home school district counselor.

- Students may visit up to two programs during a session spending approximately (1:20 hours) in each program.
- Each sending school makes a commitment to release students interested in taking a closer look at the DCTS for half an academic day.
- The sending school provides transportation to and from DCTS for interested students to visit for the session.
- The intent of this activity is for students to experience a program to determine if it is a good fit that will successfully lead to a successful placement of students.

Career Objective Review

- The DCTS School Counselor, with teacher assistance, has every enrolled student fill out a career objective form (PDE-403).
- Once completed and collected, the Counselor meets with the students about the information on the form and addresses any discrepancies so that the student is in a program area that meets their career goal.
- The Counselor meets one-to-one with students when they have uncertainty about their current career program, requests to visit other programs and formally change programs.
- Post-secondary options and employment opportunities are discussed at this meeting.

Orientation

- Parents/Guardians of all new students are mailed a packet of information about their child's program choice in July.
- Back to School Night is offered in early October for parents to meet their child's teacher and learn more about DCTS.

Open House/Virtual Events

- Provides an opportunity for potential students and their parents as well as parents of current students and community members to:
 - Visit all programs at one central location
 - Meet with staff
 - Observe student projects and skill demonstrations
 - Learn about SOAR and college credits

Equal Rights and Opportunities Policy

In compliance with all government requirements, the DCIU and DCTS Equal Right and Opportunity Policy are included in all recruitment materials.

Equal Rights and Opportunity Policy

The Delaware County Intermediate Unit and the Delaware County Technical High Schools are equal opportunity institutions and will not discriminate on the basis of race, color, religion, national origin, age, sex, equal pay, disability, or genetic information in their activities,

programs, or employment practices as required by Title VI, VII, IX, Section 504, The Americans with Disabilities Act, and the Genetic Information Nondiscrimination Act of 2008. For information regarding civil rights or grievance procedures, contact the Director of Human Resources or the Section 504 Coordinator at 200 Yale Ave. Morton, PA 19070, 610-938-9000. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Director of Facilities, 610-938-9000.

Non-Traditional Employment Opportunities

Information related to non-traditional employment opportunities is given during presentations at the sending districts. Our recruitment personnel utilize PDE listings of Non-Traditional Female/Male programs to focus emphasis.

VI. 339.32(6) CAREER PLACEMENT AND TRANSITION SERVICES

Opportunities for Career placement and transition services are available to all students immediately upon entry into a DCTS program. The following activities are offered to students each year during their enrollment at DCTS.

Grade 10-12:

- Career Objective Form: Opportunity for parents, teachers and counselor to discuss future career goals with each student.
- Career Day: Representatives from post-secondary institutions, employers, military and unions attend a day for all students to engage and ask questions.
- Students prepare Career Portfolio requirements for submission. This includes a resume for all students.
- Teachers invite applicable guest speakers into program areas (employers, colleges & military presentations)
- Shadowing and Mentoring opportunities encouraged.

Grade 11 only:

- Junior Jump-Start Seminars to prepare juniors for senior year planning

Grade 12 only:

- Senior Seminar discussed the common application, financial aid, deadlines & FAFSA form timeline
- Cooperative Education for students who meet the criteria to attend school for half of the day and work the other half at a school approved employment site.

VII. 339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

(This form can be used at the district, school or individual counselor level)

Guidance Curriculum Provides developmental, comprehensive guidance program content	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 service plans
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 transition	Purpose Program delivery and support
Guidance Curriculum Provides developmental, comprehensive guidance program content	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 service plans
Academic Develop plans of study, study skill acquisition, pre-employment skills, job preparation and post-secondary planning. Career Exposure to careers (Awareness) and Support career exploration Social/Emotional Conflict resolution, decision making, peer friendships, personal responsibilities, self-concept, substance abuse and multicultural/diverse understandings.	Individual Counseling Individual counseling with students supporting their academic, social/emotional, and career goals. Small Group Short term issue groups with like-minded concerns (e.g. anger, grief, social) Consultation Interactive process to support the student with all stakeholders (teacher/parents/ student services) invested in the outcome of the students' personal, social or career needs. Referral School and community referral options for a	Appraisal Administer career and interest inventories, discuss outcomes and work to develop short and long-term goal plans. Educational & Career Planning Individual career planning. Course scheduling and guidance. Develop plans of study with student, parents, student support team. Transition Assist and discuss promotion from grade to grade, school to school or school to work.	Program Management Priorities for the year, time task analysis and yearly calendar of activities. Consultation & Collaboration Counselors consult and collaborate with teachers and other staff to provide feedback and gather info on needs of students. Committee Participation Participation on Recruitment team, PBS, PLC, student achievement, child study and all other applicable committees. Staff & Community Relations Orientating the staff with guidance activities and presenting at in-services when applicable.

	student in need of specific services.		Professional Development In-service trainings, professional meetings and remaining current in school counseling trends and literature.
Percentage of Time CTI: 25 – 30%	Percentage of Time CTI: 10 – 20%	Percentage of Time CTI: 25 – 30%	Percentage of Time CTI: 30 –

VIII. 339.32(8) (9) STAKEHOLDER INVOLVEMENT

Students – Delaware County Technical Schools are often involved in marketing efforts to other students, parents and community members by acting as ambassadors for the schools during special events, tours, and student visitation days. When prospective students visit DCTS, current students are given opportunities to give a tour and demonstrate their knowledge of various equipment in their program area. They also answer any questions that may arise. Many DCTS students also participate in Career and Technical Student Organizations (i.e. SkillsUSA, HOSA, FCCLA, etc.)

Parents – Parents receive an introductory packet in August and an invitation to attend back-to-school night where they are given the opportunity meet their child's teacher and tour the program. Parents are also invited to open houses, award assemblies, and have additional opportunities to visit during 'Classrooms in Action', an event designed to give parents 'a day in the life' of a DCTS student. Parents are contacted by instructors and counselors when issues arise. Instructors send positive notes home to parents using a post card positive behavior support system technique. Some parents participate in the Occupational Advisory Committee meetings held twice a year if they have experience or employment in the applicable program.

Educators – DCTS instructors require students to research careers in their area of interest for their portfolio which is a graduation requirement. Instructors also recommend students who meet applicable criteria for job shadowing and cooperative education placement. The Cooperative Education Coordinator makes business/industry contacts and places the students in job shadowing experiences, which is sometimes followed by an opportunity to participate in co-op. The administration, both at DCTS and the sending school districts, work jointly to support students by approving transportation expenses and granting participation permission.

Business/Community – The business community provides guest speakers, provide job shadowing and cooperative education sites and serve on Occupational and Counseling Advisory Committees. Because of this partnership, business/community members benefit by having a more highly skilled and informed workforce. Because the employers have had an active role in training the students, they have more of a stake in their success.

Post-Secondary – Representatives act as guest speakers and provide literature about their institution for the career library. Many offer scholarships for qualifying students and articulation agreements for students who apply and have met eligibility requirements. Post secondary schools, unions, community colleges, trade schools, employers, and military recruiters are all invited to participate in the College/Career Fair and are welcome to meet with interested students at a mutually convenient time.

ROLE OF THE SCHOOL COUNSELOR

In accordance with the American School Counselor Association DCTS Counselors provide:

- **Student Achievement Supports** - a collaborative effort with school administrators, classroom teachers, school staff and community stakeholders.
- **Education, prevention and intervention supports** - Offers developmentally appropriate services which are integrated into all aspects of students' lives.
- **Direct student services** – Planned activities that promote academic, career or social/emotional development.
- **Student Advisor** – The counselor assists students in evaluating interests, abilities, skills and achievements. Guides students in goal setting.
- **Responsive services**– The counselor is prepared to recognize and respond to student mental health needs and assist students and families seeking resources. Provide support and assistance to student and families as they navigate crisis situations.
- **Indirect student services** – The counselors share consultation and collaboration strategies supporting student achievement with parents, teachers, educators, community organizations. School or community resources are referred for additional assistance.

ADVISORY COUNCIL

Delaware County Technical Schools

Advisory Council

Meeting: November 21, 2023

Future Advisory Council Meetings to be held in November of each year.

Committee Members:

NAME	ROLE
Dr. Linda Lomas	Supervisor of Student Services, DCTS
Dr. Diane Rouse	DCTS School Counselor, Aston Campus
Mrs. Kristen Pellegrino	DCTS School Counselor, Folcroft Campus
Mrs. Jenn Rudzinski	DCTS Academic Literacy Coach
Mrs. Fran Im	Secondary School Counselor, Sun Valley H.S.
Mrs. Katie Jones	Secondary School Counselor, Haverford H.S.
Ms. Felicia Graumann	Secondary School Counselor, Garnet Valley H.S.

Agenda Items:

- I. Welcome & Introduction
- II. Review of Action Items
 - a. School Counseling Mission
 - b. Goals
 - c. Recruitment/Visitation
 - d. Career Portfolio
 - e. Partnering/Communication

Cooperative Education Partners

- Adam Mechanical
- Advanced Electric
- American Wood Design
- Artisan Smiles
- Mike's Auto Refinishing
- Moppert Brothers Collision
- Nielson Kellerman
- O'Donnell Dental Lab

- Chapman Auto
- Crilly's Auto
- David's Dodge
- Dental Healthcare Associates
- E Built, Inc.
- Folsom Tool
- Foxwood and Christie Orthodontics
- G Builders, Inc.
- Hanson HVAC
- Higgins Electric
- Hill Cadillac
- Olympic Tool
- Phoenix Security
- PinPoint Lighting
- Qyst Automotive
- Rendin Alarm
- Shore and Snyder
- SEI
- Spirit Media Group
- Wallworks, Inc.
- Wayne Decaria Construction
- World Class Collision

Job Shadowing/Internship Partners

- Bryn Mawr Hospital
- Crozer Chester Medical Center
- Delaware County Memorial Hospital
- Little Flower Nursing Home
- Mercy Fitzgerald Hospital
- Rothman Institute
- Taylor Hospital
- Riddle Hospital
- Lankenau Hospital

COOPERATING SENDING DISTRICTS

Sending School Districts & District Counselor Liaisons

- Chester Upland School District
 - Counselor Liaison- Aliya Covington- acovington@chesteruplandsd.org
- Chichester School District
 - Counselor Liaison - Joelle Ingallinera – jbobal@chichestersd.org
- Garnet Valley School District
 - Counselor Liaison – Felicia Graumann - graumaf@garnetvalley.org
- Haverford High School
 - Counselor Liaison – Katie Jones - kjones@haverfordsd.net

- Interboro School District
 - Counselor Liaison – Shannon Ladislaw - shannon.ladislaw@interborosd.org
- Marple Newtown School District
 - Counselor Liaison - Jennifer Cipollone - jcipollone@mnsd.org
- Penn Delco School District
 - Counselor Liaison - Fran Im - fim@pdsd.org
- Radnor Township School District
 - Counselor Liaison – Sierra Calaman – sierra.calaman@rtsd.org
- Ridley Township School District
 - Counselor Liaison – Jeff Lubas - jlubas@ridleysd.org
- Rose Tree Media School District
 - Counselor Liaison – Cassie Allen - callen@rtmsd.org
- Springfield School District -
 - Counselor Liaison - Hilary Campbell - Hilary.campbell@ssdcougars.org
- Southeast Delco School District
 - Counselor Liaison – Chrisheena Boyd - cboyd@sedelco.org
- Upper Darby School District
 - Counselor Liaison - Josh Taffel - jtaffel@upperdarbysd.org
- Wallingford Swarthmore School District
 - Counselor Liaison – Kristin Dunning - kdunning@wssd.org
- William Penn School District
 - Counselor Liaison - Bill Garbe - wgarbe@wpsd.k12.pa.us

DCTS Career & Technical Center

- Delaware County Technical High Schools
 - Kristen Pellegrino - Folcroft Campus - kpellegrino@dcui.org
 - Diane Rouse - Aston Campus - drouse@dcui.org

The Comprehensive K-12 Guidance Plans for all the school districts in Delaware County can be reviewed by contacting the counselors listed above.

IX. 339.32 (10) FOLLOW UP STUDIES

In November of 2023 the School Counselors at Delaware County Technical High Schools Surveyed current parents about their knowledge of Career Development Services at DCTS. The following results will be used to further develop additional career services for DCTS students. Furthermore, career preparation data is collected each spring from past graduates when the follow up survey, as required by PDE, is initiated.

31% **Was** aware of Career Services at DCTS

49% **Maybe** was aware of Career Services at DCTS

8% **Was not** aware of Career Services at DCTS

Appendix A

DCTS 1:1 Articulation Agreements										
	Saint Francis University	Neumann University	University of Northwestern Ohio	Northampton Community College	Phila. Suburban Training Center	Harrisburg University of Science & Tech	Automotive Training Center	PA Institute of Technology	Pittsburgh Technical College	Culinary Institute of America
Advertising Design	X	X				X			X	
BioMedical Technology	X	X							X	
Computer Networking & Digital Forensics	X	X						X	X	
Culinary Arts & Hospitality	X								X	X
Electrical Construction Technology	X								X	
Emergency & Protective Services	X							X	X	
Engineering Technologies	X							X		
Health Sciences	X	X							X	
Management Info Systems	X	X							X	
Medical Careers	X	X								
Carpentry	X									
Automotive Technology	X		X	X			X			
Collision Repair Technology	X						X			
HVAC & Plumbing	X		X							X
Exercise Therapy & Sports Science	X	X						X		
Early Childhood Education	X	X						X		
Building Trades	X									
Logistics & Inventory Management	X									
Additional PDE SOAR articulations can be found at collegetransfer.net										