

Guidance Plan Profile

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City	State	Zip Code
Lehigh	PA	18235

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Guidance Mission Statement and CTE Programs

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

Lehigh area school counselors in collaboration with the District mission statement provide opportunities for life-long success through academic excellence, social, emotional development and college and career readiness to enhance student success in a safe and supportive environment in partnership with parents and the community.

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

Yes

Indicate whether your school offers PDE-approved CTE programs or to which school/CTC do you send students to gain CTE instruction (1000 character limit).

Students from the Lehigh Area School District attend the Carbon Career and Technical Institute (CCTI) for CTE instruction. We are currently researching the ability to provide these classes to the students (in our regular high school building) in order for them to gain industry-based credential certification.

339.31 Board-Approved Guidance Plan

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

Yes

Enter date when last approved by Board/JOC.

2023-03-17

339.32(1) Career and Technical Curricula

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

Yes

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

Yes

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

Guidance Plan Calendar.pdf

339.32(2) Educational Career Plan

6. Does the school counseling department have written strategies for developing and maintaining individual student career plans that address academic and technical preparation, postsecondary education, and training along with individual and group counseling and assessment?

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

Yes

339.32(3) Occupational Information

7. Does your school maintain a listing of diverse and inclusive external resources, organized by the Career Clusters, that includes links to businesses, organizations, postsecondary education, service learning, training, and work-based learning.

Yes

Upload List of Career Resources (16 pages maximum)

Occupational Information.pdf

339.32(4) Cumulative Records

8. Does your school maintain cumulative records and the release of student records in accordance with 339.32(4)?

Yes

339.32(5) Orientation to Career and Technical Options

9. Do the school and the CTC work together to apply engagement strategies to promote career and technical education opportunities among all K-12 students, parents/guardians, educators, postsecondary institutions, businesses, and community agencies?

Yes

339.32(6) Career Placement Services

10. Does the school counsel all students regarding their transition from school to life after graduation (work, postsecondary education, military, other)?

Yes

Upload career placement services document (3 pages maximum).

Career Placement & Transition Services.pdf

339.32(7) Consultation with Teachers and Administrators

11. Does your school provide formal and informal career consultation with school staff as well as access to school counseling services for all students by grade-level?

Yes

339.32(8) and (9) Stakeholder Involvement

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

Yes

a. Students

Students will receive a curriculum that addresses skills necessary for academic, personal-social, and career success. Students will complete yearly artifacts focused on career and self-awareness.

b. Parents

Parents and guidance are a team to address the needs of the students. Guidance provides resources as needed and communicates regularly updates in the guidance department. Parents participate in a variety of activities that assist in the delivery of the guidance program. These activities include: parent conferences, IEP meetings, open houses, career days and classroom volunteer programs. Parents will also serve as an integral part of the advisory council.

c. Postsecondary

These groups provide opportunities for students upon graduation but also help students in their final years of school. They provide opportunities for students to gain credits or opportunities while still in high school. They also support the curriculum visiting classrooms and career events to share opportunities and skills necessary to excel in the career. Post-Secondary Partners can provide important feedback regarding their experience with the programs and curriculum and serve on the Council.

d. Educators

The Lehigh School Board, Central Office Administration, Building Administration, and Teachers will be asked to support the guidance program. They will be made aware of the goals, programs and curriculum through regular communication from the guidance department. Teachers submit artifacts completed in their classroom. They consult/coordinate with the counselors as to which activities qualify as artifacts related to career standards.

e. Businesses

Business and community partners provide opportunities for students to view and experience the world of work. Relationships with guidance to encourage employment at local businesses. Provide job shadowing and career days allow students to see how their academic, social-personal, and career skills are important in the workplace. Feedback is collected from the partners to modify curriculum as needed. Business and Community Partners will also be critical members of the advisory council.

f. Community Agencies

Business and community partners provide opportunities for students to view and experience the world of work. Relationships with guidance to encourage employment at local businesses. Provide job shadowing and career days allow students to see how their academic, social-personal, and career skills are important in the workplace. Feedback is collected from the partners to modify curriculum as needed. Business and Community Partners will also be critical

members of the advisory council.

13. Does your school conduct at least one school counseling advisory council meeting per year and maintain minutes that show discussion of career and postsecondary planning, career curriculum and assessment, as well as initiatives and supports related to academic development and social/emotional development, along with details on how the discussion leads to action steps and solutions that enhance student outcomes?

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

Yes

339.32(10) Follow-Up Studies

14. Does your school conduct follow-up studies to determine the effectiveness of your school counseling curriculum/program outcomes that includes study results and how the information collected is utilized to improve service delivery?

Yes

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

The Lehigh Area School district participates in its cyclical cohort for the the Indicator 14 Post School Outcomes My Plan 4 Success. This provides the school district with information regarding graduates, who received special education services in high school, in terms of their post secondary actions, such as college or trade school enrollment as well as career or employment.

Signatures and Assurances

Assurance of Quality and Accountability

As Lead Counselor, I affirm the responses to this school’s K-12 Guidance Plan meet compliance with Title 22 Chapter 339.31-32 Career and Technical Education Standards and are accurate to the best of my knowledge.

false

Lead Counselor	Date

Chief School Administrator

As Chief School Administrator, I affirm the responses to this school's K-12 Guidance Plan meet compliance with Title 22 Chapter 339.31-32 Career and Technical Education Standards and are accurate to the best of my knowledge.

false

Chief School Administrator	Date