

**CANTON AREA SD**  
K-12 Guidance Plan | 2025 - 2028  
**CASD School Board Approval: February 13, 2025**

**GUIDANCE PLAN PROFILE**

**PROFILE**

<b>LEA Name</b>	<b>AUN</b>
Canton Area SD	117081003

**Address 1**  
509 E Main St

<b>Address 2</b>
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<b>City</b>	<b>State</b>	<b>Zip Code</b>
Canton	PA	17724

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### LEAD COUNSELOR

**Lead Counselor Name**

Jessica Watson

**Lead Counselor Phone Number**

5706733000

**Extension****Lead Counselor Email**

jwatson@canton.k12.pa.us

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### CHIEF SCHOOL ADMINISTRATOR

**Chief School Administrator Name**

Dr Amy Martell

**Chief School Administrator Phone Number**

(570) 673-3191

**Extension****Chief School Administrator Email**

amartell@canton.k12.pa.us

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### ADDITIONAL COUNSELOR(S)

**Counselor Name**

Corrin West

**Counselor Phone Number**

5706735196

**Extension**

225

**Counselor Email**

cwest@canton.k12.pa.us

## **GUIDANCE MISSION STATEMENT AND CTE PROGRAMS**

### **GUIDANCE MISSION STATEMENT AND CTE PROGRAMS**

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

The Canton Area School District's school counseling department's mission is to provide each student kindergarten through twelfth grade with an equitable and accessible education in the areas of academic, personal/social, and career development. Students, parents/guardians, educators, business/community, and post-secondary resources will work cooperatively to maximize student achievement.

**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

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

Northern Tier Career Center

## **339.31 BOARD-APPROVED GUIDANCE PLAN**

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

Yes

**Enter date when last approved by Board/JOC.**

2025-02-13

## **339.32(1) CAREER AND TECHNICAL CURRICULA**

### **339.32(1) CAREER AND TECHNICAL CURRICULA**

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

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

Yes

**5. Does your school maintain a published annual calendar that includes a monthly listing of school counseling 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 Services Program Calendar

(1).docx

### Guidance Services Program Calendar

#### Grades K-6

<b>July</b>	<b>January</b>
Academic: New enrollments	Academic:
Career:	Career:
Personal/Social:	Personal/Social: Social Emotional Learning (SEL) classroom lessons, Social Groups, PBIS family night, Universal Screener
<b>August</b>	<b>February</b>
Academic: Kinder Camp, Open House, CAVE registration	Academic: Child Study meetings, Early intervention meetings
Career: Coordinate beginning of year career writing prompts	Career:
Personal/Social: Big Brother Big Sister (BBBS) recruitment, Backpack program enrollment and organization, New student meetings, SEL PBIS lessons	Personal/social: PBIS Assembly, Social Emotional Learning (SEL) classroom lessons
<b>September</b>	<b>March</b>
Academic: Open House Parent information handout, CAVE registration, 6 <sup>th</sup> -7 <sup>th</sup> grade Transition Team	Academic: Assist with kindergarten registration, Assist with PSSA organization and preparation, Title 1 Family Night
Career: Student Council applications and speeches, 3-6 Beginning of school year writing prompt connecting school to career	Career: PennDot engineering presentation
Personal/social: Organizing supplemental school supplies for students in need, BBBS matches and recruitment, Social Emotional Learning (SEL) classroom lessons	Personal/social: Social Emotional Learning (SEL) classroom lessons
<b>October</b>	<b>April</b>
Academic: Child Study Team Meeting	Academic: PSSA testing, Child Study Team Meeting
Career: 5th grade NTCC field trip, AP Psychology presentation	Career: Walking Field trip organization, Career Days organization, Ag lab
Personal/social: Social Emotional Learning (SEL) classroom lessons, Tier II Social Groups, , SAP County Coordination Meeting, Signs of Suicide Program and student meeting, Universal Screener	Personal/social: Social Emotional Learning (SEL) classroom lessons, Universal Screener
<b>November</b>	<b>May</b>

Academic: Parent/Teacher Conferences	Academic: Move up day organization, 6 <sup>th</sup> grade orientation to Jr High, Class lists for upcoming school year
Career: AP Psychology career presentation	Career: 3 <sup>rd</sup> grade walking field trip, 5 <sup>th</sup> grade NTCC introduction, 5 <sup>th</sup> and 6 <sup>th</sup> grade career days, 6 <sup>th</sup> grade career lessons
Personal/social: PBIS Assembly, identify food and gift needs for the holidays, Social Emotional Learning (SEL) classroom lessons, Tier II Social Groups	Personal/social: Social Emotional Learning (SEL) classroom lessons, Senior Hallway lineup, PBIS Assembly
<b>December</b>	<b>June</b>
Academic: Child Study Team Meeting	Academic:
Career:	Career: Monitor student career portfolios for accuracy
Personal/social: Social Emotional Learning (SEL) classroom lessons, Social Groups	Personal/social: eSAP state reporting

### CHS, Grades 7-12

<b>July</b>	<b>January</b>
Academic: Summer School Grades, Scheduling for New and Students and Student Failures, Prepare for Open House (7 <sup>th</sup> grade schedules and parent meeting), Senior Credit Reports, Organize SAP Team	Academic: Keystone exams, Senior failure letters, Midterm Exams, Report Cards, Junior High NHS
Career: Graduation Pathways, CTE Programs, SAT Online Registration	Career: Camp Cadet, Set up shadows at NTCC
Personal/Social:	Personal/Social:
<b>August</b>	<b>February</b>
Academic: Scheduling, Open House and 7 <sup>th</sup> Grade Orientation, PSSA Results, IEPs to NTCC, Meet with Families of Retained Students, Testing Schedule, Senior Credit Reports	Academic: Upcoming Freshman Orientation, Scheduling Course Selection Sheets and Meetings, Progress Reports, Senior Failure Letters, Academic Planner
Career: Scheduling with NTCC, SAT	Career:
Personal/Social: 7 <sup>th</sup> Grade Orientation, Big Brother/Big Sister Recruitment, Backpack Program Flyer, Recruiting Student Mentors	Personal/Social: GO Budget
<b>September</b>	<b>March</b>

Academic: Schedule Changes, Dual-Enrollment Registration, Progress Reports	Academic: 8th-11th Grade Small Group Scheduling Meetings, AP Exam Ordering Preparation, Build Master Schedule, Report Cards, Senior Failure Letters
Career: Mansfield College Day, Senior Appointments, PSAT Organization/Meet with Sophomores and Juniors, Promote Financial Aid Night, Individual Senior Meetings, Red Rock Placements, ASVAB advertising and meetings	Career: Junior Appointments, SAT, PFEW, NTRPDC Career Fair
Personal/Social: Big Brother/Big Sister Recruitment, Signs of Suicide Classes	Personal/Social: Junior Appointments
<b>October</b>	<b>April</b>
Academic: HOBY, Check First Quarter Grades, Report Cards	Academic: 8th-11th Grade Small Group Scheduling Meetings, PSSA Testing, Run Student Scheduler, Progress Reports, Senior Failure Letters
Career: Financial Aid Night, PSAT Testing, ACT Testing, ASVAB, Selective Service, Advertise Financial Aid Night, AP Psychology Presentation, Develop Tioga Field Trip (Manufacturing and Trades)	Career: ACT
Personal/Social: Too Good for Drugs Class Meetings	Personal/Social: Freshman Orientation
<b>November</b>	<b>May</b>
Academic: PTC, Keystone Results, Senior High NHS, Organize keystones	Academic: PSSA, Keystone exams, Report Cards, Senior Awards/Scholarships, 6th-7th Grade Transition, Final Exams
Career: SAT, ASVAB Score Interpretation, Financial Aid Night, Develop Tioga Field Trip (Health and Human Services)	Career: UPMC Medical Day Field Trip, 8 <sup>th</sup> Grade NTCC Field Trip, AP Exams
Personal/Social: Too Good for Drugs Class Meetings, Secret Santa	Personal/Social: Graduation
<b>December</b>	<b>June</b>
Academic: Keystone Exams, Progress Reports	Academic: SAP State Reporting, Summer School Letters and Registration, Retention Letters, Scheduling, Final Transcripts, Dual-Enrollment Grades
Career: Review PSAT Results, 10 <sup>th</sup> Grade NTCC Field Trip	Career: SAT, ACT
Personal/Social: Secret Santa	Personal/Social: Meet individually with students as needed

## **Ongoing Monthly Counseling Activities**

### **Grades K-6**

<b><u>Counselor Related</u></b>	<b><u>Non Counselor Related</u></b>
Individual counseling	Assist with discipline
Classroom guidance	Test administrator of small group and make ups for PSSA
Group counseling	Attendance Meeting organization
Reviewing new student records	Food pantry snack table
Consultation with professionals	Backpack program organization and delivery
Social skill instruction	Cover classrooms where needed
Internet safety lessons	Cover PBIS Prize Room
Coordinating with Community and School Based Behavioral Health	Faculty Meetings Monthly
School Attendance Improvement Plans/meetings	
Participate in IEP mtgs	
Participate in 504 mtgs	
WIN team meetings	
eSAP Team Coordinator	



Parent calls/meetings	
Coordinate w/ outside agencies	
Behavior planning/intervention	
Provide school psychologist w/ information for evals and plans	
Observations	
339 Planning, coordination, meetings, trainings	
Monthly County Counselor meeting	
Mandated reporting	
Child Study team	
Crisis response	
Providing parent resources	
Member of safety team	
Professional development	
Positive Behavior plans	
Kinesthetic supports	
Restorative Circles	

Tier I/II Team member	
Threat Assessments	
Classroom Second Step Lessons	
Classroom Child Protection/Safe touch lessons	

### **CHS, Grades 7-12**

<u>Counselor Related</u>	<u>Non-Counselor Related</u>
SAP Coordinator (take referrals, gather data, run weekly meetings, follow-up)	Keystone Assessment Coordinator
Participate in GIEP, IEP, 504 meetings (give input on particular students and recommendations for placement)	PSSA Assessment Coordinator
Individual Counseling (behavior, social, personal, academic, etc.)	College Board Assessment Coordinator (SSD Coordinator for SAT, PSAT, AP)
Parent Consultations (academic, student, family concerns, resources, calls, meetings and other issues)	ACT Testing Coordinator and SSD
Teacher Consultations (schedule changes, students, and parent conferences etc. )	ASVAB Coordinator
Scheduling Coordinator (NTCC, media studies, CKU, homerooms, lunch, students, teacher, preps, reserve)	Faculty Meetings Monthly

Smart Futures (7-12 district coordinator for high school)	Website and Social Media Updates about CHS Guidance Office
Mandated Reporter (report online through child-line, contact local CYS)	Coordinate Online Gifted Courses
New Student Enrollments (academic scheduling and review course history and grades)	Communication with post-secondary institutions
Transferring Students (finalize grades and send required information to new school)	SAT and ACT Sign Up Help
Small Group Guidance (counseling groups as needed, scheduling, review test results with students: ASVAB, SAT, ACT, PSAT's, etc.)	Promote GO Information on CASD Website and on Social Media Platforms
Tier II Meetings	Backpack Program and Snack Bins
Professional Development (trainings, conferences, workshops)	Comfort Closet Manager
339 Planning (coordination, meetings and trainings)	
Monthly Counselors Meetings	
Coordinate With Outside Agencies (Outreach/Truancy, CYS, Crisis, Concern, NTC, NTRPDC, Bradford County Action)	
Post-Secondary Counseling (college applications, transcripts, letters of recommendation, scholarships, schedule military and college visits, and financial aid assistance)	

Big Brother/Big Sister	
Dual-Enrollment Coordinator (college courses from two different colleges)	
Coordinate with Career Counselor/Coach	
Member of Code Blue Team (respond to emergencies, JOB DUTY: reporter)	
Student Work-up (credit work up, community service completion, on track to graduate with cohort)	
Student Mentors and Tutors (recruiting mentors and tutors, setting up meeting times, overseeing progress)	

## **339.32(2) EDUCATIONAL CAREER PLAN**

### **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**

#### **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 (13 pages maximum)**

Career Resources.docx

### External Resources for National Career Clusters

Career Clusters	External Resources
<b>Agriculture, Food &amp; Natural Resources</b>	<a href="http://www.bls.gov/k12/"><u>www.bls.gov/k12/</u></a> <a href="http://www.bls.gov/ooh/"><u>www.bls.gov/ooh/</u></a> <a href="http://www.collegeboard.com"><u>www.collegeboard.com</u></a> <a href="https://bigfuture.collegeboard.org/"><u>https://bigfuture.collegeboard.org/</u></a> <a href="http://www.mymajors.com"><u>www.mymajors.com</u></a> <a href="https://www.usnews.com/best-colleges"><u>https://www.usnews.com/best-colleges</u></a> <a href="http://www.educationplanner.org"><u>www.educationplanner.org</u></a> <a href="http://www.workstats.dli.pa.gov"><u>www.workstats.dli.pa.gov</u></a> <a href="http://www.careeronestop.org"><u>www.careeronestop.org</u></a> <a href="http://www.cwds.pa.gov"><u>www.cwds.pa.gov</u></a> <a href="http://www.entre-ed.org"><u>www.entre-ed.org</u></a> <a href="http://www.livecareer.com"><u>www.livecareer.com</u></a> <a href="http://www.onetonline.org"><u>www.onetonline.org</u></a> <a href="https://www.princetonreview.com/college-search"><u>https://www.princetonreview.com/college-search</u></a> <a href="http://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/"><u>www.education.pa.gov/K-12/Career%20and%20Technical%20Education/</u></a> <a href="https://www.smartfutures.org/"><u>https://www.smartfutures.org/</u></a>
<b>Architecture &amp; Construction</b>	<a href="http://www.bls.gov/k12/"><u>www.bls.gov/k12/</u></a> <a href="http://www.bls.gov/ooh/"><u>www.bls.gov/ooh/</u></a> <a href="http://www.collegeboard.com"><u>www.collegeboard.com</u></a> <a href="https://bigfuture.collegeboard.org/"><u>https://bigfuture.collegeboard.org/</u></a> <a href="http://www.mymajors.com"><u>www.mymajors.com</u></a> <a href="https://www.usnews.com/best-colleges"><u>https://www.usnews.com/best-colleges</u></a> <a href="http://www.educationplanner.org"><u>www.educationplanner.org</u></a> <a href="http://www.workstats.dli.pa.gov"><u>www.workstats.dli.pa.gov</u></a> <a href="http://www.careeronestop.org"><u>www.careeronestop.org</u></a> <a href="http://www.cwds.pa.gov"><u>www.cwds.pa.gov</u></a> <a href="http://www.entre-ed.org"><u>www.entre-ed.org</u></a> <a href="http://www.livecareer.com"><u>www.livecareer.com</u></a> <a href="http://www.onetonline.org"><u>www.onetonline.org</u></a> <a href="https://www.princetonreview.com/college-search"><u>https://www.princetonreview.com/college-search</u></a> <a href="http://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/"><u>www.education.pa.gov/K-12/Career%20and%20Technical%20Education/</u></a> <a href="https://www.smartfutures.org/"><u>https://www.smartfutures.org/</u></a>
<b>Arts, A/V Technology, &amp; Communications</b>	<a href="http://www.bls.gov/k12/"><u>www.bls.gov/k12/</u></a> <a href="http://www.bls.gov/ooh/"><u>www.bls.gov/ooh/</u></a> <a href="http://www.collegeboard.com"><u>www.collegeboard.com</u></a> <a href="https://bigfuture.collegeboard.org/"><u>https://bigfuture.collegeboard.org/</u></a> <a href="http://www.mymajors.com"><u>www.mymajors.com</u></a>

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<b>Business Management &amp; Administration</b>	<a href="http://www.bls.gov/k12/">www.bls.gov/k12/</a> <a href="http://www.bls.gov/ooh/">www.bls.gov/ooh/</a> <a href="http://www.collegeboard.com">www.collegeboard.com</a> <a href="https://bigfuture.collegeboard.org/">https://bigfuture.collegeboard.org/</a> <a href="http://www.mymajors.com">www.mymajors.com</a> <a href="https://www.usnews.com/best-colleges">https://www.usnews.com/best-colleges</a> <a href="http://www.educationplanner.org">www.educationplanner.org</a> <a href="http://www.workstats.dli.pa.gov">www.workstats.dli.pa.gov</a> <a href="http://www.careeronestop.org">www.careeronestop.org</a> <a href="http://www.cwds.pa.gov">www.cwds.pa.gov</a> <a href="http://www.entre-ed.org">www.entre-ed.org</a> <a href="http://www.livecareer.com">www.livecareer.com</a> <a href="http://www.onetonline.org">www.onetonline.org</a> <a href="https://www.princetonreview.com/college-search">https://www.princetonreview.com/college-search</a> <a href="http://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/">www.education.pa.gov/K-12/Career%20and%20Technical%20Education/</a> <a href="https://www.smartfutures.org/">https://www.smartfutures.org/</a>
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Health Services	<a href="http://www.bls.gov/k12/">www.bls.gov/k12/</a> <a href="http://www.bls.gov/ooh/">www.bls.gov/ooh/</a> <a href="http://www.collegeboard.com">www.collegeboard.com</a> <a href="https://bigfuture.collegeboard.org/">https://bigfuture.collegeboard.org/</a>

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<b>Hospitality &amp; Tourism</b>	<a href="http://www.bls.gov/k12/">www.bls.gov/k12/</a> <a href="http://www.bls.gov/ooh/">www.bls.gov/ooh/</a> <a href="http://www.collegeboard.com">www.collegeboard.com</a> <a href="https://bigfuture.collegeboard.org/">https://bigfuture.collegeboard.org/</a> <a href="http://www.mymajors.com">www.mymajors.com</a> <a href="https://www.usnews.com/best-colleges">https://www.usnews.com/best-colleges</a> <a href="http://www.educationplanner.org">www.educationplanner.org</a> <a href="http://www.workstats.dli.pa.gov">www.workstats.dli.pa.gov</a> <a href="http://www.careeronestop.org">www.careeronestop.org</a> <a href="http://www.cwds.pa.gov">www.cwds.pa.gov</a> <a href="http://www.entre-ed.org">www.entre-ed.org</a> <a href="http://www.livecareer.com">www.livecareer.com</a> <a href="http://www.onetonline.org">www.onetonline.org</a> <a href="https://www.princetonreview.com/college-search">https://www.princetonreview.com/college-search</a> <a href="http://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/">www.education.pa.gov/K-12/Career%20and%20Technical%20Education/</a> <a href="https://www.smartfutures.org/">https://www.smartfutures.org/</a>
<b>Human Services</b>	<a href="http://www.bls.gov/k12/">www.bls.gov/k12/</a> <a href="http://www.bls.gov/ooh/">www.bls.gov/ooh/</a> <a href="http://www.collegeboard.com">www.collegeboard.com</a> <a href="https://bigfuture.collegeboard.org/">https://bigfuture.collegeboard.org/</a> <a href="http://www.mymajors.com">www.mymajors.com</a> <a href="https://www.usnews.com/best-colleges">https://www.usnews.com/best-colleges</a> <a href="http://www.educationplanner.org">www.educationplanner.org</a> <a href="http://www.workstats.dli.pa.gov">www.workstats.dli.pa.gov</a> <a href="http://www.careeronestop.org">www.careeronestop.org</a> <a href="http://www.cwds.pa.gov">www.cwds.pa.gov</a> <a href="http://www.entre-ed.org">www.entre-ed.org</a> <a href="http://www.livecareer.com">www.livecareer.com</a> <a href="http://www.onetonline.org">www.onetonline.org</a>

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<b>Information Technology</b>	<a href="http://www.bls.gov/k12/">www.bls.gov/k12/</a> <a href="http://www.bls.gov/ooh/">www.bls.gov/ooh/</a> <a href="http://www.collegeboard.com">www.collegeboard.com</a> <a href="https://bigfuture.collegeboard.org/">https://bigfuture.collegeboard.org/</a> <a href="http://www.mymajors.com">www.mymajors.com</a> <a href="https://www.usnews.com/best-colleges">https://www.usnews.com/best-colleges</a> <a href="http://www.educationplanner.org">www.educationplanner.org</a> <a href="http://www.workstats.dli.pa.gov">www.workstats.dli.pa.gov</a> <a href="http://www.careeronestop.org">www.careeronestop.org</a> <a href="http://www.cwds.pa.gov">www.cwds.pa.gov</a> <a href="http://www.entre-ed.org">www.entre-ed.org</a> <a href="http://www.livecareer.com">www.livecareer.com</a> <a href="http://www.onetonline.org">www.onetonline.org</a> <a href="https://www.princetonreview.com/college-search">https://www.princetonreview.com/college-search</a> <a href="http://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/">www.education.pa.gov/K-12/Career%20and%20Technical%20Education/</a> <a href="https://www.smartfutures.org/">https://www.smartfutures.org/</a>
<b>Law, Public Safety, Corrections, &amp; Security</b>	<a href="http://www.bls.gov/k12/">www.bls.gov/k12/</a> <a href="http://www.bls.gov/ooh/">www.bls.gov/ooh/</a> <a href="http://www.collegeboard.com">www.collegeboard.com</a> <a href="https://bigfuture.collegeboard.org/">https://bigfuture.collegeboard.org/</a> <a href="http://www.mymajors.com">www.mymajors.com</a> <a href="https://www.usnews.com/best-colleges">https://www.usnews.com/best-colleges</a> <a href="http://www.educationplanner.org">www.educationplanner.org</a> <a href="http://www.workstats.dli.pa.gov">www.workstats.dli.pa.gov</a> <a href="http://www.careeronestop.org">www.careeronestop.org</a> <a href="http://www.cwds.pa.gov">www.cwds.pa.gov</a> <a href="http://www.entre-ed.org">www.entre-ed.org</a> <a href="http://www.livecareer.com">www.livecareer.com</a> <a href="http://www.onetonline.org">www.onetonline.org</a> <a href="https://www.princetonreview.com/college-search">https://www.princetonreview.com/college-search</a> <a href="http://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/">www.education.pa.gov/K-12/Career%20and%20Technical%20Education/</a> <a href="https://www.smartfutures.org/">https://www.smartfutures.org/</a>
<b>Manufacturing</b>	<a href="http://www.bls.gov/k12/">www.bls.gov/k12/</a> <a href="http://www.bls.gov/ooh/">www.bls.gov/ooh/</a>

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Marketing	<a href="http://www.bls.gov/k12/">www.bls.gov/k12/</a> <a href="http://www.bls.gov/ooh/">www.bls.gov/ooh/</a> <a href="http://www.collegeboard.com">www.collegeboard.com</a> <a href="https://bigfuture.collegeboard.org/">https://bigfuture.collegeboard.org/</a> <a href="http://www.mymajors.com">www.mymajors.com</a> <a href="https://www.usnews.com/best-colleges">https://www.usnews.com/best-colleges</a> <a href="http://www.educationplanner.org">www.educationplanner.org</a> <a href="http://www.workstats.dli.pa.gov">www.workstats.dli.pa.gov</a> <a href="http://www.careeronestop.org">www.careeronestop.org</a> <a href="http://www.cwds.pa.gov">www.cwds.pa.gov</a> <a href="http://www.entre-ed.org">www.entre-ed.org</a> <a href="http://www.livecareer.com">www.livecareer.com</a> <a href="http://www.onetonline.org">www.onetonline.org</a> <a href="https://www.princetonreview.com/college-search">https://www.princetonreview.com/college-search</a> <a href="http://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/">www.education.pa.gov/K-12/Career%20and%20Technical%20Education/</a> <a href="https://www.smartfutures.org/">https://www.smartfutures.org/</a>
Science, Technology, Engineering, & Math	<a href="http://www.bls.gov/k12/">www.bls.gov/k12/</a> <a href="http://www.bls.gov/ooh/">www.bls.gov/ooh/</a> <a href="http://www.collegeboard.com">www.collegeboard.com</a> <a href="https://bigfuture.collegeboard.org/">https://bigfuture.collegeboard.org/</a> <a href="http://www.mymajors.com">www.mymajors.com</a> <a href="https://www.usnews.com/best-colleges">https://www.usnews.com/best-colleges</a> <a href="http://www.educationplanner.org">www.educationplanner.org</a> <a href="http://www.workstats.dli.pa.gov">www.workstats.dli.pa.gov</a> <a href="http://www.careeronestop.org">www.careeronestop.org</a> <a href="http://www.cwds.pa.gov">www.cwds.pa.gov</a> <a href="http://www.entre-ed.org">www.entre-ed.org</a> <a href="http://www.livecareer.com">www.livecareer.com</a>

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<b>Transportation, Distribution, &amp; Logistics</b>	<a href="http://www.bls.gov/k12/">www.bls.gov/k12/</a> <a href="http://www.bls.gov/ooh/">www.bls.gov/ooh/</a> <a href="http://www.collegeboard.com">www.collegeboard.com</a> <a href="https://bigfuture.collegeboard.org/">https://bigfuture.collegeboard.org/</a> <a href="http://www.mymajors.com">www.mymajors.com</a> <a href="https://www.usnews.com/best-colleges">https://www.usnews.com/best-colleges</a> <a href="http://www.educationplanner.org">www.educationplanner.org</a> <a href="http://www.workstats.dli.pa.gov">www.workstats.dli.pa.gov</a> <a href="http://www.careeronestop.org">www.careeronestop.org</a> <a href="http://www.cwds.pa.gov">www.cwds.pa.gov</a> <a href="http://www.entre-ed.org">www.entre-ed.org</a> <a href="http://www.livecareer.com">www.livecareer.com</a> <a href="http://www.onetonline.org">www.onetonline.org</a> <a href="https://www.princetonreview.com/college-search">https://www.princetonreview.com/college-search</a> <a href="http://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/">www.education.pa.gov/K-12/Career%20and%20Technical%20Education/</a> <a href="https://www.smartfutures.org/">https://www.smartfutures.org/</a>

Websites	Description
<a href="http://www.collegeboard.com">www.collegeboard.com</a>	Testing, test preparation, and college information website.
<a href="https://bigfuture.collegeboard.org/">https://bigfuture.collegeboard.org/</a>	Assists in career planning and choosing a college that is the right fit.
<a href="http://www.mymajors.com">www.mymajors.com</a>	Access to a 15-minute survey which results in recommendations for the best-fit majors that match one's academic achievement, aptitude, unique interests, and preferences.
<a href="https://www.usnews.com/best-colleges">https://www.usnews.com/best-colleges</a>	US News. Expert advice, rankings, and data to help one navigate their education journey and find the best college.

<a href="http://www.educationplanner.org">www.educationplanner.org</a>	PHEAA site for students, parents, and counselors.
<a href="http://www.bls.gov/k12/">www.bls.gov/k12/</a>	Bureau of Labor Statistics. It includes many resources and information for students and educators.
<a href="http://www.bls.gov/ooh/">www.bls.gov/ooh/</a>	Occupational Outlook Handbook. New jobs projected; growth rate projected; and salaries
<a href="http://www.workstats.dli.pa.gov">www.workstats.dli.pa.gov</a>	From the PA Center for Workforce Information & Analysis. Includes access to PA workforce statistics
<a href="http://www.careeronestop.org">www.careeronestop.org</a>	Sponsored by the US Department of Labor. Provides access to career, training, and job search resources.
<a href="http://www.cwds.pa.gov">www.cwds.pa.gov</a>	Commonwealth Workforce Development System, PA Career Link. Provides online access to job openings; information about employers; services and training opportunities for job seekers; and labor market information
<a href="http://www.entre-ed.org">www.entre-ed.org</a>	EntreEd promotes educational practices and programs that forge entrepreneurial capabilities in all students.
<a href="http://www.livecareer.com">www.livecareer.com</a>	A resume-building site.
<a href="http://www.onetonline.org">www.onetonline.org</a>	Tool for career exploration and job analysis. It has detailed descriptions of the world of work for use by job seekers.
<a href="https://www.princetonreview.com/college-search">https://www.princetonreview.com/college-search</a>	Search colleges by cost, size, location, and more to find the best fit.
<a href="http://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/">www.education.pa.gov/K-12/Career%20and%20Technical%20Education/</a>	Search more than 80 PDE-approved career and technical education centers (CTC) across PA.
<a href="https://www.smartfutures.org/">https://www.smartfutures.org/</a>	Website for career education and workforce development.
<a href="https://everfi.com/">https://everfi.com/</a>	Website for financial literacy.

### **339.32(4) CUMULATIVE RECORDS**

#### **339.32(4) CUMULATIVE RECORDS**

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

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

Yes

**Upload career guidance service goals and objectives document (3 pages maximum).**

Cumulative Records Annual Program Goals  
& Objectives.docx

## Annual Program Goals & Objectives

### Grades K-6

Smart Format	Academic	Career	Personal/Social
<b><u>SPECIFIC:</u></b> What is the specific issue based on your schools' data?	There is a need for students to improve ELA skills	There are limited job opportunities in our rural community and students need to be exposed to careers from each of the 16 career clusters	Poor student attendance interferes with academic progress and personal/social development
<b><u>MEASURABLE:</u></b> How will we measure the effectiveness of our interventions?	We will measure the effectiveness of our intervention with student performance on PSSA's.	We will measure the effectiveness of our intervention by providing access to career experiences within each of the 16 career clusters	The attendance data will be compared with attendance data from previous school years.
<b><u>ATTAINABLE:</u></b> What outcome would stretch us but is still attainable	% of students will achieve a score of proficient or advanced on their ELA PSSA	100% of the career clusters will be represented through our career programming	The number of students in K-6 who have to have paperwork filed with the District Magistrate will decrease
<b><u>RESULTS:</u></b> Is the goal reported in results- oriented data (process, perception, outcome)	Process: Focused ELA interventions including implementing ECRI, Collins Writing, Perception: Track all data sources throughout the school year to project the number of students who will show growth, closing the gap, and moving toward proficient or advanced scores on the ELA PSSA Outcome: A higher percentage of students will score proficient or advanced on the PSSA than previous year	Process: Students will access a variety of career education opportunities including career fair, walking field trip, special presenters Perception: Track the diversity of careers that students have access to ensuring that every cluster has been represented Outcome: 100% of career clusters represented through planned career activities	Process: Students will receive tier 1 and tier 2 attendance incentives, SAIP meetings held for all students identified as truancy risks Perception: Track the number of students who require SAIP meetings and who require charges to be filed with the district magistrate Outcome: Reduce the number of students who need paperwork filed with the district magistrate
<b><u>TIMELINE:</u></b> When will the goal be accomplished?	By the end of the school year	By the end of the school year	By the end of the school year



## Annual Program Goals & Objectives

CHS, Grades 7-12

Smart Format	Academic	Career	Personal/Social
<b><u>SPECIFIC:</u></b> What is the specific issue based on your schools' data?	Attendance and academics are related to career success. Attendance needs to be monitored to support successful school progress. Attendance officers, Tier II Team, and SAP Team monitor attendance and check for barriers to learning.	Seniors need to meet 1 of 5 graduation pathways. Students should have an awareness of careers and local career programs available to them in high school.	Students will gain an awareness of the resources available to assist them in developing communication skills as well as effective intrapersonal and interpersonal skills.
<b><u>MEASURABLE:</u></b> How will we measure the effectiveness of our interventions?	Weekly, the Attendance Officers, Tier II Team, and SAP Team will monitor all chronically tardy and absent students. The school counselor will facilitate follow-up with the school outreach worker and families of students. The SAP process works internally and externally by finding resources to assist referred students who have permission.	All seniors will meet at least one graduation pathway before graduation. The Guidance Office will provide awareness and exposure to post-secondary options (college, military, and workforce) through Smart Futures and NTCC.	The Counseling Department and the health education staff will provide information about Safe-to-Say, SAP, and community resources via seventh, eighth, and tenth grade Health class.
<b><u>ATTAINABLE:</u></b> What outcome would stretch us but is still attainable	90% of students will comply with our attendance policy	100% of seniors will meet one graduation pathway. 90% of students will complete Smart Futures and participate in NTCC trips.	90% of seventh, eighth, and tenth grade students will receive instruction and resources.
<b><u>RESULTS:</u></b> Is the goal reported in results- oriented data (process, perception, outcome)	Tardies and attendance will be documented and tabulated. Attendance issues will be filed with the local magistrate.	Graduation pathways will be documented. Smart Futures gradebook and activities log will be used to ensure students are utilizing it and meeting the requirements. Attendance on field trips will be taken, and attendees will post their field trip experiences in Smart Futures.	Results will be monitored via classroom attendance and grades.

<p><b><u>TIMELINE:</u></b> When will the goal be accomplished?</p>	<p>By the end of the school year, 90% of families will receive follow up.</p>	<p>By the end of the school year, 90% of Smart Futures activities will be completed for the required grade-level.</p>	<p>By the end of the school year, 90% of seventh, eighth, and tenth grade students will have received instruction, information, and resources.</p>
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### **339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS**

#### **339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS**

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

Yes

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

Orientation to Career and Technical

Options.docx

### CTE Guidance Service Activities

#### Student Awareness:

Grade	Intervention/ Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
5	NTCC Field Trip	NTCC	Student Feedback	October	Corrin West
5, 6	Career Fair	School Counselor, Educators, Students, Community Members	Graphic Organizer, Careers clusters represented	May	Corrin West
8	NTCC Tour	NTCC	Student Feedback	May	Jessica Watson
10	NTCC Field Trip	NTCC	Student Feedback	December- January	Jessica Watson
10	NTCC Individual Shadows	NTCC	Student Feedback	February	Jessica Watson
10, 11, 12	Mansfield College Day	Mansfield University	Student Feedback	September	Jessica Watson
10, 11, 12	Manufacturing and Trades Day	Develop Tioga	Student Feedback	October	Jessica Watson
10, 11, 12	Health and Human Services Field Trip	Develop Tioga	Student Feedback	November	Jessica Watson
9, 10	Career Fair	NTRPDC	Student Feedback	March	Jessica Watson
10, 11, 12	Medical Day Field Trip	UPMC	Student Feedback	May	Jessica Watson

#### Parent Awareness:

Intervention/ Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
NTCC Open House	May	NTCC	Attendance & Feedback	Gary Martell
Upcoming 7th Grade Orientation	August	School Counselor	Attendance & Feedback	Jessica Watson
Financial Aid Night	Novemb er	School Counselor	Attendance & Feedback	Jessica Watson
Upcoming Freshman Orientation	Februar y	School Counselor	Attendance & Feedback	Jessica Watson
Scheduling Letter	March	School Counselor	# of parents receiving letter	Jessica Watson
Permission Slips for Field Trips	Various	School Counselor	# of permission slips turned in	Jessica Watson
Social Media Communication	Various	School Counselor	# of Views/Shares/Likes	Jessica Watson

#### Educator Awareness:

<b>Intervention/ Program/Events</b>	<b>Date</b>	<b>Stakeholder Delivering</b>	<b>Data Used Success Indicator</b>	<b>Contact Person</b>
8 <sup>th</sup> and 10th Grade Tour	December -May	NTCC	Faculty Chaperones	Jen Farley/ Jessica Watson
Academic Planner	February	GO and PO	Teachers Updating Descriptions	Jessica Watson/ Donnie Jacopetti

### **339.32(6) CAREER PLACEMENT SERVICES**

#### **339.32(6) CAREER PLACEMENT SERVICES**

**10. Does the school counsel all students regarding their transition from school to postsecondary (work, college, military, other)?**

Yes

**Upload career placement services document (3 pages maximum).**

Career Placement and Transition

Services.docx

## Career Placement and Transition Services

for all students from school to work, college or military

School					
Grade	# of Students	Guidance Activity that leads to . . .	Employment	Postsecondary Education	Military
11-12	10-15	College Information		College Representatives hold meetings.	
11-12	30-40	College Decision Making		Attend three college tours each year.	
11-12	10-15	Job/Career Knowledge	Attend three job shadowing experiences each year.		
11-12	5-10	Military Information			Meet with military branches at lunch time.
11-12	20-30	SAT and ACT Testing		Students can sign up and take these tests at CHS three times per school year.	
11-12	5-10	ASVAB Testing and Analysis			Students who are interested in the military take this test and analyze the possible job opportunities.
11-12	10-15	Transitioning from School to Work	Transition Coordinator assists students in job information.		
11-12	45-50	Training at NTCC along with cooperating experiences	On-the-job information		
11-12	30-40	Dual-enrollment opportunities		Students can earn dual-enrollment credits from Lackawanna and	

				Keystone College that will transfer to most colleges.	
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### **339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS**

#### **339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS**

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

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

Yes

**Upload delivery system document (13 pages maximum).**

Consultation with Teachers and  
Administrators.docx

## Consultation with Teachers and Administrators

### Grades K-6

<b>Guidance Curriculum</b> Provides developmental, comprehensive guidance program content in a systematic way to all students K-12	<b>Prevention, Intervention and Responsive Services</b> Address school and student needs	<b>Individual Student Planning</b> Assist students and parents in development of academic and career plans.	<b>Support System</b> Includes program, staff, and school support activities and services
<b>Purpose</b> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	<b>Purpose</b> Prevention, Intervention and Responsive services to groups and/or individuals	<b>Purpose</b> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions	<b>Purpose</b> Program delivery and support
<b>Academic</b> -KinderCamp -Open House -6 <sup>th</sup> Grade Promotion -PBIS support -PBIS Tier I team -CAVE enrollment -New Student Orientation	<b>Academic</b> -Child Study Team -WIN team meetings -Student Attendance Improvement Plans/meetings -Senior Mentor Program -Transition Study Team-6 <sup>th</sup> to 7 <sup>th</sup> grade - Early Intervention meeting -Coordinate with outreach	<b>Academic</b> -Reviewing new student records/new student orientation -Kindergarten support -Move up day -Attend orientation -Plan with HS counselor -Parent Teacher Conferences -WIN Team meetings	<b>Counselor Related</b> -Student concerns and SAP coordinator -Weekender backpack program and counseling topics table at Open House -Send invites to stakeholders for Advisory Council -Attend IEP mtgs -Attend 504 mtgs -Professional development -Collect student data and analyze intervention results -Attend EI meetings for EI to school transitions -Attend intake meetings -Complete all SAP related paperwork and submit end of year report -Consultation with professionals -Provide school psychologist with information for evaluations -Observations -Provide input on class lists -Parent calls/meetings
<b>Career</b> -Walking Career field trip 3 <sup>rd</sup> grade	<b>Career</b> -Career artifact organization/career standard alignment	<b>Career</b> -Career artifact catch up for new students	-Coordinating/making referrals with outside agencies

<ul style="list-style-type: none"> <li>-NTCC Introduction 5<sup>th</sup> grade</li> <li>-Career Fair- 5th and 6th grades</li> <li>-Student Council job applications</li> <li>-Present to AP Psych class</li> <li>-6<sup>th</sup> grade career clusters lesson</li> </ul>			<ul style="list-style-type: none"> <li>-Provide parents with resources</li> <li>-Transition Team 6<sup>th</sup> to 7<sup>th</sup> grade</li> <li>-Individual sessions</li> <li>-339 Programming</li> <li>-Regional Counselor Meetings</li> <li>-Mandated reporting</li> <li>-Crisis response</li> <li>-Parent Resources</li> <li>-Kinesthetic supports</li> <li>-Set up universal screener</li> </ul>
<b>Personal/social</b> <ul style="list-style-type: none"> <li>-Kindness Week</li> <li>-PBIS Tier II team interventions</li> <li>- Social Emotional Learning (SEL) classroom lessons</li> <li>- 2nd Step</li> <li>- Child protection unit</li> <li>- Signs of Suicide program</li> <li>- Too Good For Drugs</li> <li>- Catch my Breath</li> </ul>	<b>Personal/social</b> <ul style="list-style-type: none"> <li>-Individual Student support</li> <li>-Social groups</li> <li>-Weekly student check ins</li> <li>-Coordinate donations for local families</li> <li>-Mandated reporting</li> <li>-Positive behavior plan incentives</li> <li>-Big Brother Big Sister recruitment and management</li> <li>-Restorative Circles</li> <li>-Assist with Tier 2 implementation</li> </ul>	<b>Personal/social</b> <ul style="list-style-type: none"> <li>-Individual student meetings</li> <li>-Develop and assist with behavior plans and interventions</li> <li>-Parent-teacher conferences</li> <li>-Giving Tree Program</li> <li>-Holiday needs/resources for families</li> </ul>	<b>Non-Counselor Related</b> <ul style="list-style-type: none"> <li>-Coordinate/train for PSSAs</li> <li>-Monitor PSSA testing</li> <li>-Assist in the development of 504 plans</li> <li>-Accommodations planning</li> <li>-Assist with student discipline</li> </ul>
<b>Percentage of Time</b> <b>40%</b> (recommended 35-45%)	<b>Percentage of Time</b> <b>40%</b> (recommended 30-40%)	<b>Percentage of Time</b> <b>10%</b> (recommended 5-10%)	<b>Percentage of Time</b> <b>10%</b> (recommended 10-15%)

## Grades 7-12

<b>Guidance Curriculum</b> Provides developmental, comprehensive guidance program content in a systematic way to all students K-12	<b>Prevention, Intervention and Responsive Services</b> Address school and student needs	<b>Individual Student Planning</b> Assist students and parents in development of academic and career plans.	<b>Support System</b> Includes program, staff, and school support activities and services
<b>Purpose</b> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	<b>Purpose</b> Prevention, Intervention and Responsive services to groups and/or individuals	<b>Purpose</b> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions	<b>Purpose</b> Program delivery and support
<b>Academic</b> -7 <sup>th</sup> Grade Orientation (Students and Parents) -8 <sup>th</sup> Grade "Upcoming Freshman Orientation" – presentation to students and parents about scheduling and class selection -Master Schedule -Keystone Results -College Information -Scheduling -Schedule Changes -Classroom Presentations -PSAT Testing -ACT Testing -SAT Testing -Keystone Exams -Senior Individual - Appointments -Senior Failure Meetings -Failure Letters -Parent/Teacher Conferences -PSAT Results -Scheduling Presentations -Course Requests /Meetings -Junior Appointments -Graduation Requirements -Summer School Information -Senior Obligations	<b>Academic</b> -IEP & 504 Meetings -Senior Mentors -Parent Conferences -Failure Letters -Senior Failure Meetings -Summer School Information -Junior Appointments -Senior Appointments	<b>Academic</b> -New enrollments -Schedule changes -Individual conferences with students for academic concerns -Attend IEP and GIEP meetings -Individual meetings with seniors to review credits and plans for postsecondary -PHEAA/ Financial Aid Night -Parent teacher conferences	<b>Academic</b> -Enter summer school grades -Examine senior transcripts for all graduation requirements -Prepare and attend Open House -Enter summer school grades -Send IEP's to CTE -HOBY - announce and select -Review report cards before posting -Parent conferences -Keystone Exam administration/ proctoring -Calculate GPA for 7th & 8th grade for NJHS -Plan for spring PSSA -Create the PSSA exams testing schedule -Academic Planner meetings with staff -Create Keystone exam schedule -Create AP test schedule -Administer PSSA exams -Hold seniors awards meeting to determine winners -Administer AP and Keystone exams

			<ul style="list-style-type: none"> <li>-Send final transcripts for seniors</li> <li>-Organize summer school</li> <li>-Change schedules based on failures</li> <li>-Send failure letters</li> <li>-Prepare for and attend graduation</li> <li>-Answer phone calls and emails from parents</li> <li>-Parent meetings</li> <li>-Consultations with teachers</li> <li>-Faculty meetings</li> <li>-Facilitate meeting with parents, students and teachers</li> </ul>
<p><b>Career</b></p> <ul style="list-style-type: none"> <li>-Upcoming Freshman - Orientation (Students &amp; Parents)</li> <li>-College Information</li> <li>-College Representatives</li> <li>-College Fair Information</li> <li>-Senior Appointments</li> <li>-ASVAB Testing</li> <li>-ASVAB Online Career - Exploration Program</li> <li>-Mansfield College Fair</li> <li>-Financial Aid Night</li> <li>-Junior Appointments</li> <li>-Official Transcripts to Colleges</li> </ul>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>-8<sup>th</sup> Grade Career Day at Penn College</li> <li>-Financial Aid Night</li> <li>-Junior Appointments</li> </ul>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>-Course selection meetings with 8-11</li> <li>-Individual meeting with seniors to help with college and job applications</li> </ul>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>-Schedule College and military visits</li> <li>-Write letters of recommendation and send transcripts</li> <li>-Schedule financial aid night and attend the presentation</li> <li>-Post and facilitate scholarships</li> <li>-Consultation with post secondary schools</li> <li>-Attend transition meetings</li> <li>-Schedule and proctor PSAT exam</li> <li>-Schedule and facilitate - ASVAB Exam</li> <li>-ASVAB and PSAT score interpretations</li> <li>-Promote, schedule, facilitate and proctor SAT, ACT and AP exams</li> </ul>
<p><b>Social/Emotional</b></p> <ul style="list-style-type: none"> <li>-SAP Referrals</li> <li>-Open House</li> <li>-Upcoming Freshman - Orientation (Students &amp; Parents)</li> <li>-Senior Appointments</li> <li>-ASVAB Results</li> <li>-Junior Appointments</li> <li>-Summer School Phone Calls</li> </ul>	<p><b>Social/Emotional</b></p> <ul style="list-style-type: none"> <li>-SAP Agencies Contacted</li> <li>-SAP Referrals</li> <li>-Big Brother/Big Sisters</li> <li>-Mandated Reporter</li> <li>-School Outreach - Counseling Coordination</li> <li>-Too Good For Drugs</li> <li>-Signs of Suicide</li> </ul>	<p><b>Social/Emotional</b></p> <ul style="list-style-type: none"> <li>-Individual counseling</li> <li>-Restorative small group meetings</li> <li>-Follow-up with new students</li> <li>-Tier II mentor meetings with students</li> <li>-Case management for SAP</li> </ul>	<p><b>Social/Emotional</b></p> <ul style="list-style-type: none"> <li>-Coordinate weekly SAP Meetings</li> <li>-Attend weekly Tier II meetings</li> <li>-Consultations with outside agencies</li> <li>-Facilitate meeting with parents, students and teachers</li> </ul>

<b>Percentage of Time</b> 30% (recommended 35-45%)	<b>Percentage of Time</b> 25% (recommended 30-40%)	<b>Percentage of Time</b> 20% (recommended 5-10%)	<b>Percentage of Time</b> 25% (recommended 10-15%)
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## 339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

### 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**

Canton Area School District's students will develop academic, personal/social, and career skills that will address the needs of the whole student and prepare them to experience success today and in their future. Through a wide variety of developmentally appropriate approaches, students will take part in self-awareness, career exploration, and future planning.

#### **b. Parents**

Direct collaboration with parents/guardians in the Canton Area School District will assist in providing a quality education and overall student development. Resources such as standards, opportunities, and options will be provided so that they can be best equipped to assist their student with creating and supporting the best prospective plan for their future.

#### **c. Postsecondary**

Post-secondary involvement will benefit the school counseling program by being the link between the student and the post-secondary opportunities. Their input and feedback will assist the school in better preparing the students for post-secondary opportunities. Through this partnership, students will be afforded the information that will refine their future goals and provide for a more focused future plan.

#### **d. Educators**

Administrators and teachers will play a vital role in the development and support of the school counseling plan. Educators will work closely with school counselors to bridge the gap between academic and career goals through the use of career resources to bring greater balance to curriculum. The school counselors will work directly with teachers to ensure that standards are being achieved.

#### **e. Businesses**

Business involvement will benefit the students of Canton Area School District by providing services and career training opportunities that will prepare students for the future workforce. Business members will allow for opportunities for students to receive career experience through job shadowing and internships and by participation in career days and field trips. Businesses will benefit by helping to shape the skills of the future workforce.

#### **f. Community Agencies**

Community agency involvement will benefit the students of Canton Area School District by providing services and career training opportunities that will prepare students for the future workforce and to be active members in their future communities. Community agency involvement will help students have an understanding of the value of positive social interactions, teamwork, goal setting, communication, and the academic skills needed to be a contributing member of the community.

**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 advisory council 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**

### **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?**

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

Yes

**Describe one aspect of your follow-up study, including the partner group, number of responses received, and indicate how the data collected was utilized to improve school counseling services (1000 character limit).**

The high school guidance office conducts a postgraduate follow-up study, seeking information from recently graduated students on whether they followed through/changed career plans after graduation. We typically receive a low number of responses, but the data received is used to determine any areas where information provided to students about their transition to post-secondary education/training, military, or workforce could be expanded to better prepare future graduates. Our average graduating class has 65 students and we receive around 30-40 responses. Based on the data gathered we saw a need to have a career coach to help our school counselor reach more students and help them plan their future.



## 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.

**Lead Counselor**  
Jessica L. Watson

**Date**  
2025-02-18

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### 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.

**Chief School Administrator**  
Amy Martell

**Date**  
2025-02-19