

Comprehensive School Counseling Program

7th – 12th Grade



Claysburg-Kimmel Jr/Sr High School

2022-2023

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SCHOOL COUNSELOR ASSIGNMENTS:

CLAYSBURG-KIMMEL JUNIOR HIGH SCHOOL (7th - 8th GRADE): 133 students

Ms. Kelly Hinkledire, M.Ed.

CLAYSBURG-KIMMEL SENIOR HIGH SCHOOL (9th-12th GRADE): 256 students

Ms. Kelly Hinkledire, M.Ed.

ROLE DESCRIPTION OF THE SCHOOL COUNSELOR

LEADERSHIP

Our school counselors lead by effectively managing and implementing our comprehensive developmental school counseling program and by leading students to academic, career, and personal success.

Specific examples include:

10. Responsible for the development and delivery of the 7-12 comprehensive counseling plan
11. Student Assistance Program Coordinator
12. Serve on school leadership teams (Crisis Response Team, etc.)
13. Speak at events such as “7th Grade and New Student Orientation” programs
14. Organize events such as “Job Shadowing Week”

ADVOCACY

Our school counselors are advocates first and foremost for our students by addressing need areas, removing barriers, connecting students to resources and services, and promoting academic achievement and career development for every student.

Specific examples include:

- Attend meetings and offer advisement for the benefit of students (IEP meetings, new student enrollment meetings, teacher/parent conferences)
- Works to remove barriers and create opportunities for student success
- Ensure equitable access for all students to educational and career exploration opportunities

COLLABORATION

Our school counselors work collaboratively with all stakeholders in carrying out the mission of our comprehensive school counseling program and the school district.

Specific examples include:

- Regular consultation with teachers, administrators, personnel from outside agencies, business partners, and post-secondary partners.
- One-to-one parent conferencing
- Identification of at-risk behaviors for students and team planning to address needs.
- Uses skills in networking, problem solving, and mediation in the educational community.
- Embraces feedback that supports continual program improvement.

AGENT OF SYSTEMIC CHANGE

Our school counselor is in a unique position to understand and influence change regarding school policies, practices, guidelines, and attitudes as they relate to students’ needs. Being an advocate for change serves to remove barriers and promote academic success for all students.

Specific examples include:

- Gather data to support the need for change.
- Identifies realistic goals and creates action plans for students.
- Develop intervention strategies for challenging resistance and embraces the ethical obligation to ask hard questions to challenge the status quo.
- Referrals to programs, services, agencies for the benefit of students and families (Childline/CYF, Student Assistance Program, etc.)

COUNSELOR--SECONDARY

Title: Counselor -- Secondary

Qualifications:

1. A valid Pennsylvania Permanent or Instructional II Teacher Certificate.
2. A valid Pennsylvania Educational Specialist I or II Counselor's Certificate for the secondary level.
3. Such experience or alternatives to these qualifications as the Board may find appropriate and acceptable.

Reports To: Building Principal

Job Goal: Through counseling, to help students utilize their own resources and environmental opportunities in the process of self-understanding, planning, decision making and coping with problems relative to their developmental needs. Also helps students overcome problems that impede learning and assists students in making educational, occupational and life plans.

Performance Responsibilities:

1. The counselor is readily available to students to provide counseling which helps students overcome those problems which impede learning. Assist them in making educational, occupational, and life plans which help provide for their personal fulfillment as mature and responsible men and women. This would include but is not limited to attendance issues.
2. The counselor shall administer standardized tests, interpret the scores and use other pertinent data to assist students in the evaluation of the student's aptitudes and abilities. Thereafter, help the parents and student to evolve educational and occupational plans based on the evaluations appropriate to the student.
3. The counselor shall aid students in course and subject selection and register them for courses and programs in conjunction with the principal. Supply student interest data as needed.
4. The counselor shall maintain student records, protect their confidentiality and provide student information to colleges, potential employers and community agencies according to the provisions of the Board's policy on student records.
5. The counselor shall work with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, which helps improve the educational prospects of individual students being counseled.
6. The counselor will prepare follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program.
7. The counselor shall coordinate and implement career guidance activities individually and in the classroom. Also, the counselor will monitor the progress of the graduation projects for all students in conjunction with the English teachers.
8. The counselor shall advise students and adjust educational schedules.

COUNSELOR--SECONDARY

9. The counselor shall cooperate with community agencies in relationship to educational opportunities for students.
10. The counselor shall participate in activities such as: consulting with parents and staff, counseling groups and individuals, assisting teachers with classroom guidance activities, functioning as a team member in the educational process.
11. The counselor is encouraged to participate in ongoing in-service programs that are relevant for maintaining a good guidance program.
12. The counselor shall submit to the building principal a written monthly report listing activities completed.
13. The counselor is responsible for record keeping of students. This would include but is not limited to weekly ineligibility lists.
14. The counselor will be involved in scheduling functions as assigned by the building principal.
15. The counselor will be responsible for scheduling and monitoring of students in need of tutoring.
16. The counselor, with the aid of administration, will coordinate the secondary guidance program.
17. The counselor will be members of the Student Assistance Program. The counselor's responsibilities will include but are not limited to making contacts, completing the required paperwork, and follow-up with the principal.
18. The counselor will be required to attend all IEP meetings as requested by the Director of Special Services.
19. The counselors will be responsible for other counseling activities as assigned by the building principal.

MISSION STATEMENT

School-Counseling Department Mission Statement:

The Mission of Claysburg-Kimmel High School Counseling Program is to help students become successful adults. It is felt that the student who understands himself, his interests, his abilities, and his weaknesses can make wiser choices vocationally and educationally. He must, of course, know what there is to choose from, both in the world of work and in educational institutions. School counselors' partner with educators, parents or guardians and the community to promote lifelong learning and to encourage them to become productive members of society. Basic to a successful life is a positive attitude and knowledge of how to make friends and get along with others. Individuals should learn to live productively and fully. With these objectives as guides, the program of the school counselor in the Claysburg-Kimmel High School has been organized.

Philosophy: We believe that all students are unique, have dignity, and have the right to be treated with respect and have access to a full-time, state-certified, master's-degree-level school counselor to deliver the counseling program. Ethnic, cultural, racial, sexual differences and special needs of students are considered in planning and implementing the school counseling program.

All students have the potential to develop according to the three domains (personal/social, academic, and career). The school counselor in the Claysburg-Kimmel High School will participate in professional development activities essential to maintain a quality school counseling program

VISION STATEMENT:

- For all students to become productive and independent members of society.
- For all students to develop a healthy personal understanding.
- For all students to celebrate and embrace social diversity and differences among all people.
- For all students to set and achieve academic, career, and personal goals.
- For all students to embrace learning.

Counseling Calendar: Claysburg-Kimmel Jr/Sr High School

August

- Check number of credits for each senior
- Drop Out/Graduation Reports
- Final check of schedules for all students
- Schedule Cyber School/AE students
- Enroll and Schedule New Students
- Seventh grade orientation (Incoming 7th graders and all new students)

September

- Organize ASVAB (juniors)
- Create military exemption list (Juniors/Seniors)
- Set up and hold Senior/junior meetings
- Schedule college visits to CKHS (Juniors and Seniors)
- College applications and letters of recommendation (Seniors)
- Update website info
- Set up Dual Enrollment (Juniors and Seniors)
- Assist with faculty meeting on Graduation Project (7th-12th Grade)
- Member of SAP team – Organize first meeting

October

- Return ASVAB scores and complete workbooks (Juniors)
- Organize and attend college Fair at AAHS (Juniors)
- Organize and administer PSATs (Juniors)
- Attend SAP Networking Day
- Attend GACTC Advisory meeting
- Attend PSU Altoona's Counselor Workshop
- Financial Aid Night
- FAFSA Completion Day
- Schedule career research with English classes (9th, 11th and 12th Grade)
- Check Report Cards – 1st M.P. (7th – 12th Grade)

November

- Organize and attend GACTC assembly (9th Grade)
- Organize and attend GACTC visit (9th Grade)
- Send out Scheduling Course Descriptions to Teachers to update
- Delgrossos – Application to Interview Presentation (10th Grade)
- Career Link – Careers in Demand in Blair County (8th Grade)

December

- Show senior videos of GP and discuss rubric/Update Senior Plan Sheet
- Create scholarship checks for former graduates
- Administer the COPS (7th Grade)
- Submit Budget
- Return and explain PSAT results (Sophomores/Juniors)
- Collect and Complete GACTC Applications (9th – 11th Grade)

January

- Prepare course selection sheets for scheduling (7th – 12th Grade)
- Preparation for Graduation Project day (12th Grade)
- GP presentations (12th Grade)
- Report Cards – 2nd 9 weeks (7th – 12th Grade)
- Set up and attend Senior Conferences

February

- Visit Classroom visits for scheduling (7th – 11th Grade)
- Send out and organize ATOMS applications (7th and 8th grade)
- Announce Bedford Rural Electric Youth Tour applications (10th grade)
- 11th grade students' complete selections for March Career Fair

March

- Send summer school info to other districts
- Process applications for Valley Rural Electric Co-op Tour (10th grade)
- Attend GACTC Advisory meeting
- Input course selections in computer
- Organize and prepare 8th graders for Career Fair - Interview 8th grade
- Organize and hold 8th Grade Career Fair
- Announce Applications for CKHS scholarships (Seniors)
- Leadership Blair County Youth applications (9th Grade)

April

- Announce Rotary Club student of the month applications
- Report Cards – 3rd marking period
- Administer Career Exploration Inventory (10th graders)
- 10th grade Career Fair
- Run Scholarship committee meeting
- Update Junior/Senior Plan Sheets

May

- Finalize Sap Report
- Finalize student decisions for schedules
- Work with principal on graduation awards

June

- Prepare scholarship letters for graduation
- Mail out Failure letters/summer school letters
- Send transcripts to colleges
- Develop a list of graduates and their plans
- Mark final report card if retained
- Accept applications and money for summer school

MIDDLE AND HIGH SCHOOL COUNSELING CALENDAR AND DELIVERY SYSTEM					
Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non- Counselor Related
AUGUST					
Academic:					
Final check of all student schedules		X			
Check number of credits for seniors		X			
Schedule Cyber School/AE schedules			X		
Print student schedules for homeroom teachers					X
Enroll and schedule new students			X		
Change student schedules					
Organize Dual Enrollment Information					X
Schedule Cyber Students					X
Organize and Copy SAT/ACT Flyers					X
Enter transcripts/grades for cyber students that completed courses over the summer					X
Enter summer school grades				X	
Set up College Visits – In School			X		
Career:					
Update School Counseling Website				X	
Create Jr/Sr Packets with College and Career Info				X	
Email teachers to set up Jr/Sr College & Career Visit				X	
Meet with students concerning career options and schedules			X		
Social/Emotional:					
7 th grade and new student orientation	X				
Update School Counseling Website				X	
Student Issues as they arise		X			

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
SEPTEMBER					
Academic:					
Schedule Changes		X			
New Student Enrollments and Schedules			X		
Jr/Sr Post-Secondary Planning Meetings	X				
College Rep Visits – Jr/Sr			X		
PSAT Pre-Admission to all Sophomores	X				
Opportunity Fair Registration – Juniors				X	
Scholarship Organization and Presentation -Sr				X	
Create Military Exemption List – Jr/Sr					X
College Applications	X				
Organize ASVAB - Jrs				X	
ASVAB Administration – Juniors	X				
ASVAB Results and Career Exploration - Jrs	X				
Distribute Dual Enrollment to Jr/Sr			X		
Faculty Meeting – Career Portfolio					X
College Applications and Letters - Sr			X		
Career:					
Jr/Sr Post-Secondary Planning Meetings	X				
Update Chapter 339 Database					X
College Applications and Letters - Sr			X		
College Rep Visits – Jr/Sr			X		
Financial Aid Night – Jr/Sr and parents	X				
Social/Emotional:					
Attend SAP – Twice a month			X		
Student Issues as they arise		X			
Job Shadowing Week Applications – Juniors		X			

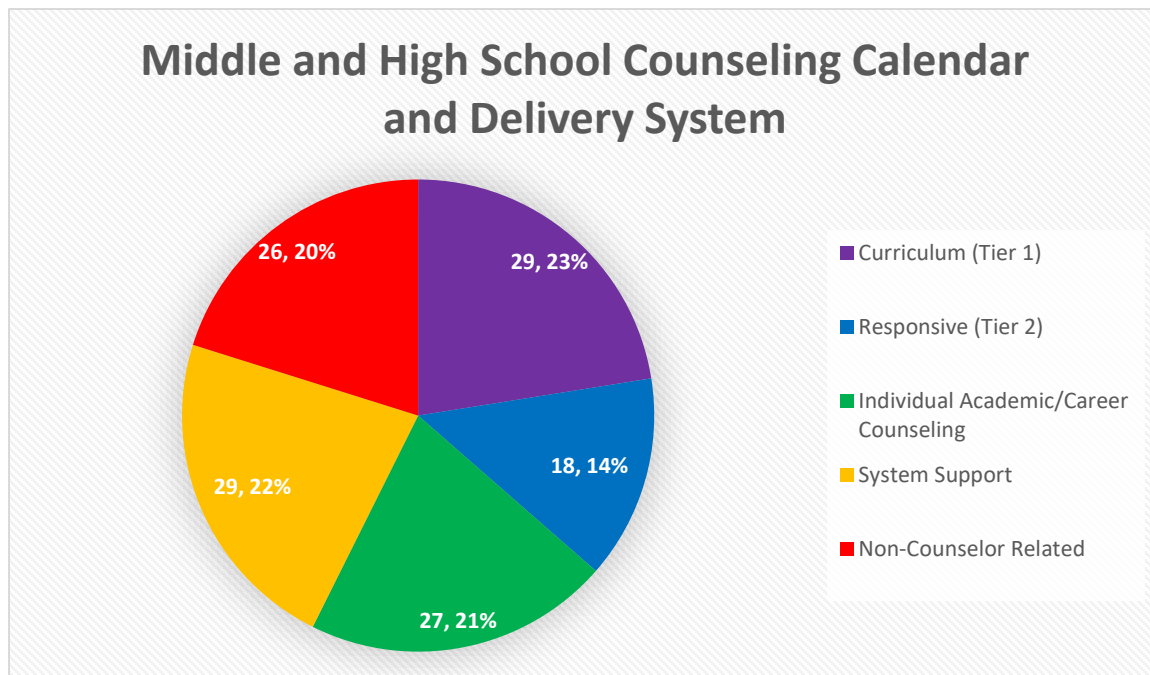
Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
OCTOBER					
Academic:					
PSAT Administration – Sophomores	X				
Attend PSU Altoona Counselor Workshop				X	
FAFSA Completion Day/Evening – Seniors			X		
Review First Marking Period Report Card for Printing				X	
College Applications	X				
Career:					
Career Research – English Classes – Freshmen	X				
9 th grade – Job Application and Resume	X				
10 th grade – Job Skills and Top Ten Employers	X				
Opportunity Fair - Jrs			X		
College Rep Visits – Jrs/Srs			X		
Social/Emotional:					
HOBY Student Selection				X	
Attend SAP – Twice a month			X		
DAR Good Citizen Selection and Application				X	
Student Issues as they arise		X			
November					
Academic:					
GACTC Assembly – 9 th	X				
GACTC Field Trip – 9 th	X				
Attend GACTC Meeting				X	
Update Keystone Database					X
Career:					
Delgrossos –Interview– 10 th	X				
Careers in Demand - Career Link Presentation – 8 th	X				
Job Shadowing Week – Juniors			X		
Social/Emotional:					
Attend GACTC Advisory Meeting				X	
Attend SAP – Twice a month			X		
Student Issues as they arise		X			

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
December					
Academic:					
Distribute PSAT scores to Students and Discussion	X				
Update Senior Plans – Grad Project Presentation Overview	X				
Scholarship check distribution – recent graduates					X
Budget				X	
Proctor Keystones					X
Career:					
Senior Meetings – Update Plans	X				
Social/Emotional:					
Attend SAP – Twice a month			X		
Student Issues as they arise		X			
January					
Academic:					
Prepare and copy All Scheduling Paperwork					X
Keystone Testing Monitor					X
Failure Letters Sent to Parents – End of Second MP					X
Second Semester Scheduling Changes		X			
Review First Marking Period Report Card for Printing				X	
Career:					
Graduation Project Presentation	X				
Senior Conferences – Not meeting grad requirements		X			
Social/Emotional:					
Finalize GACTC Applications and Paperwork		X			
Attend SAP – Twice a month			X		
Student Issues as they arise		X			
Rural Electric Youth Tour Applications		X			

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
February					
Academic:					
Scheduling and Future Options Meetings with Grade Levels	X				
Individual Scheduling Meetings with Students			X		
ATOMS Applications 7 th and 8 th Grade			X		
Career:					
Organize 8 th Grade Career Fair				X	
Social/Emotional:					
Attend SAP – Twice a month			X		
Student Issues as they arise		X			
Parent Info – Scheduling				X	
March					
Academic:					
Input Course Selections in Infinite Campus					X
Scholarship Applications for Seniors				X	
Organize 3 rd MP Report Cards For Printing				X	
Send 3 rd MP Failure Letters Home					X
Career:					
Graduation Project Makeups- Didn't Pass in Jan	X				
Classroom Meetings – Preparation for 8 th Grade Career Fair	X				
8 th Grade Career Fair	X				
8 th Grade Career Fair Essay – English Classes					
Social/Emotional:					
Attend SAP – Twice a month			X		
Student Issues as they arise		X			
Leadership Blair County Apps			X		
Attend GACTC Advisory Committee				X	

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
April					
Academic:					
Assist Principal with Master Schedule					X
Scholarship Coordination and Reminder to Seniors				X	
PSSA Proctor					X
Dual Enrollment Information to 10 th , 11 th , 12 th			X		
Career:					
7 th Grade Cops	X				
10 th Grade Rotary Career Fair Convention Center	X				
Social/Emotional:					
Attend SAP – Twice a month			X		
Serve on Scholarship Committee				X	
Student Issues as they arise		X			
Organize Summer School					X
Rotary Student of the Month Applications – Juniors					X
May					
Academic:					
Assist Principal with Master Schedule					X
Update Junior/Senior Plan Sheet	X				
Distribute Summer School Paperwork			X		
Keystone Proctor					X
Finalize Senior Grades and Report Cards				X	
Career:					
7 th Grade Kulp Family Farm – Career Day	X				
Finalize Student Decisions for Scheduling			X		
Social/Emotional:					
Attend SAP – Twice a month			X		
Serve on Scholarship Committee				X	
Student Issues as they arise		X			

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
June					
Academic:					
Enter Student Grades in Placement				X	
Report Cards and Credit Reporting				X	
Failure Letters and Summer School Info Mailed Home					X
Accept Applications and Fees for Summer School					X
Scholarship Letters for Graduates					X
Career:					
Send Final Transcripts to Colleges				X	
Develop a List of Graduates and Plans – Infinite Campus					X
Social/Emotional:					
Submit SAP Report				X	



COMPREHENSIVE SCHOOL COUNSELING PROGRAM

DELIVERY SYSTEM (JUNIOR HIGH SCHOOL)

GUIDANCE CURRICULUM 30%	PREVENTION, INTERVENTION & RESPONSIVE SERVICES 10%	INDIVIDUAL STUDENT PLANNING 30%	SYSTEM SUPPORT 30%
GOAL	GOAL	GOAL	GOAL
To provide developmental, comprehensive guidance programming to all students 7-8 via skill development and exploration needed to achieve in the areas of academics, personal & social, and career development.	To provide prevention, intervention, and responsive services to individuals and/or groups based upon needs.	To assist students and their parents in the development of individual academic and career plans via planning meetings, decision making, goal setting and preparing for transitions.	To provide program, staff, and school supports for activities, services, and programs.
Academic Initiatives Transition activities (grades 7) Academic Planning Academic monitoring	Academic Initiatives Academic response for struggling students Attend IEP meetings as requested	Academic Initiatives Advisement Academic support Student/parent conferencing Test interpretation Cyber School consultation Transition services	Guidance Related: Attend professional development activities Assist w/school-wide initiatives Attend grade level team mtgs. SAP team mtgs. Attend faculty mtgs. Maintain guidance webpage Maintain guidance office & guidance office conf. room spaces Maintain guidance classroom Distribute information to students, parents, staff
Career Initiatives 7 th COPS test 8 th Grade Career Interview 8 th grade career fair Career Planning	Career Initiatives Advisement as needed	Career Initiatives Formation of individual career plan Advisement Academic support Student/parent conferencing Transition services Assessment interpretation	Non-Guidance Related: Report Cards Ineligibility List PSSA/Keystone test scheduling, overseeing, and test collection
Personal/Social Initiatives Red Ribbon Week Program	Personal/Social Initiatives Crisis response counseling Consultation w/ parents, administration, and staff Conflict resolution Student Assistance Program	Personal/Social Initiatives One-to-one counseling Student/parent conferencing Referrals	
Counselor Role Development of curriculum Delivery classroom lessons Coordinate Red Ribbon Week	Counselor Role Response /crisis counseling Facilitate referrals to agencies IEP Contributor SAP team Coordinator	Counselor Role Assessment Advising (planning/placement) Collaboration/consultation Individual counseling	

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM (SENIOR HIGH SCHOOL)

GUIDANCE CURRICULUM 30%	PREVENTION, INTERVENTION & RESPONSIVE SERVICES 10%	INDIVIDUAL STUDENT PLANNING 30%	SYSTEM SUPPORT 30%
GOAL	GOAL	GOAL	GOAL
To provide developmental, comprehensive guidance programming to all students 9-12 via skill development and exploration needed to achieve in the areas of academics, personal & social, and career development.	To provide prevention, intervention, and responsive services to individuals and/or groups based upon needs.	To assist students and their parents in the development of individual academic and career plans via planning meetings, decision making, goal setting and preparing for transitions.	To provide program, staff, and school supports for activities, services, and programs.
Academic Initiatives Classroom Activities: PSAT Administration and follow-up Dissemination Meeting. (Dec.) Scheduling Workshops on Infinite Campus Orientation of new students. (Ongoing)	Academic Initiatives Consultation w/parents, administrators, and Staff. Individual and Group Counseling. Test Interpretation.	Academic Initiatives Advisement Academic support Student/parent conferencing Test interpretation Cyber School consultation Summer School consultation	Guidance Related: Attend professional development activities Assist w/school-wide initiatives Attend grade level team mtgs. Chair SAP team mtgs. Attend faculty mtgs. Maintain guidance webpage and emails Maintain guidance office & guidance office conf. room spaces Maintain guidance classroom Distribute information to students, parents, staff
Career Initiatives Guidance Career Plan Career Fair for 10 th grade. Financial Aid Night. (FAFSA WORKSHOP) by PSU Financial Aid Office. Nov.	Career Initiatives Consultation w/parents, administration, and Staff. Individual and Group Counseling.	Career Initiatives Observation of individual career plan advisement. Academic support. Student/parent conferencing Assessment interpretation CTC Orientation(Nov.-Dec.)	Academic & Career Initiatives: Consultation and Collaboration. Program Management Professional Development
Personal/Social Initiatives Individual Counseling. Red Ribbon Week Program. Parent Education ongoing.	Personal/Social Initiatives Crisis response counseling Consultation w/ parents, administration, and staff Conflict resolution Student Assistance Program	Personal/Social Initiatives One-to-one counseling Student/parent conferencing Referrals	Personal/Social Initiatives Consultation and Collaboration. Program Management
Counselor Role Development of 9-12 Career Plan curriculum/ in conjunction with State Standards.. Coordinate Red Ribbon Week	Counselor Role Outside Support Referrals. Individual and Group counseling.	Counselor Role Assessment Advising (planning/placement) Collaboration/consultation. Individual counseling.	Counselor Role Develop and Manage Program Community Outreach Public Relations. Collaboration/Consultation

7th Grade Curriculum Action Plan

Timeline	Lesson Content/Program Content	ASCA Standard	CEW Standard	Interpersonal Skills Standard	Curriculum/Materials	Assessment
1 lesson	COPS/World of Work	A:B2 A:C1 C:A1 C:B1 C:B2 C:C1 C:C2 PS:A1 PS:A2	13.1.8.A 13.1.8.B 13.1.8.C 13.1.8.D 13.1.8.E 13.1.8.F 13.2.8.B 13.3.8.A 13.3.8.G	16.1.8.B	COPS Tests, Interview, Farm Essay, Entrepreneur worksheets	teacher observation, student interaction, student responses

8th Grade Curriculum Action Plan

Timeline	Lesson Content/Program Content	ASCA Standard	CEW Standard	Interpersonal Skills Standard	Curriculum/Materials	Assessment
March	Personal Interview, Career Day and essay		13.1.8.D 13.2.8.A,E,F 13.3.8.A,B,D,G 13.4.8.A 13.4.8.C			teacher observation, student interaction, student responses
Feb - May	High School Orientation and Scheduling		13.1.8.D 13.1.8.E 13.1.8.F 13.2.5.B 13.3.8.C 13.3.8.F			teacher observation, student interaction, student responses

9th Grade Curriculum Action Plan

Lesson Content / Program Content	Standards Addressed	Curriculum / Materials	Timeline	Evaluation / Assessment
Class Meeting – Guidance Information	13.1.8. H 13.3.8 A	<ul style="list-style-type: none"> ● Graduation Portfolio ● Career Research Paper *Job Application *Resume *Entrepreneur Worksheet 	September	Paper/Project
GACTC to CKHS	13.1.8. A,B,C,D	<ul style="list-style-type: none"> ● GACTC Guidance ● GACTC DVD 	November	Questionnaire
CKHS to GACTC	13.1.8 A,B,C,D 13.2.8. E,C	<ul style="list-style-type: none"> ● Field Trip to GACTC 	November	Applications

Scheduling Meeting	13.1.8 G,H	•Registration during Class Meetings	February - March	Questionnaire
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10th Grade Curriculum Action Plan

Lesson Content/ Program Content	Standards Addressed	Curriculum & Materials	Timeline	Evaluation
Class meeting: Guidance Information	13.1.1.E	Portfolio and guidance webpage via small group mtgs.	September	Questionnaire
Sophomore Goal: Career Interest Inventory	13.1.B	Career Cruising Portfolio Individual sessions & group mtgs.	January - March	Questionnaire
Career Fair	13.2.B,C,E,F,G & 13.1.C	Former Graduates	April	Questionnaire/Essay
Scheduling Meeting with students & parents	13.1.E&F	Registration with class meetings	February – March	Questionnaire

11th Grade Curriculum Action Plan

Lesson Content/ Program Content	Standards Addressed	Curriculum & Materials	Timeline	Evaluation
Class meeting: Guidance Information	13.1.1.E	Portfolio Registration with class meetings	September	Questionnaire
Junior Goal: Career Interest Inventory	13.1.B	Career Cruising Portfolio Individual sessions & group mtgs.	January - March	Questionnaire
Scheduling Meeting with students & parents	13.1.E&F	Online registration with class meetings	February – March	Questionnaire

12th Grade Curriculum Action Plan

Lesson Content/ Program Content	Standards Addressed	Curriculum & Materials	Timeline	Evaluation
Class meeting: Guidance Information	13.1.1.E	Registration with class meetings	September	Senior Survey
Senior Goal: Career Interview with students & parents	13.1.B	Individual Sessions Online resources: keirse.com	September - November	Senior Survey
Financial Aid Workshop	13. 1. 1.E	PSU Financial Aid Administrator	December	Parent Evaluation
Graduate Seminar	13.2.B,C,E,F,G & 13.1.C	Former Graduates	December	Senior Survey

PA Chapter 339.31

There shall be a written plan on file, approved by the local board of school directors, for the development and implementation of a comprehensive, sequential program of guidance services for kindergarten through 12th grade. The plan must include procedures to provide for guidance services to AVTS's. Upon request, the plan shall be submitted to the Secretary of Education. (PA Chapter 339.31)



Examples of who I would ask to serve on the committee:

- Mr. Mark Loucks, Claysburg-Kimmel School District Superintendent*
- Mr. Charles Kassick, Principal Claysburg-Kimmel High School*
- Mr. Brian Helsel, Director of Student Services Claysburg-Kimmel School District*
- Ms. Kelly Hinkledire, Secondary School Counselor Claysburg-Kimmel High School*
- Mr. Matt Bilchak, School Counselor Claysburg-Kimmel Elementary School*
- Mr. Jerome Dodson, Technology Support Claysburg-Kimmel School District*
- Ms. Erin Kimmel, Junior/Senior High Social Studies Teacher Claysburg-Kimmel High School*
- Mr. Steve Walter, Jr/Sr High Business Teacher, FBLA Advisory Claysburg-Kimmel High School*
- Mr. Ross Carpenter, Junior/Senior High Special Ed Teacher Claysburg-Kimmel High School*
- Mrs. Nichole Taneyhill, School Counselor - Greater Altoona Career and Technology*

STANDARDS DRIVEN

The Claysburg-Kimmel High School Comprehensive School Counseling Program is based on the American School Counselor Association National Standards for Students (Academic Component), the Pennsylvania Academic Standards for Career Education and Work (Career Component), and the Pennsylvania Standards for Student Interpersonal Skills (Personal & Social Component). Additionally, it is recognized that our school counselors play a vital role in the implementation of the Pennsylvania Standards Aligned System (SAS).



ROLE DESCRIPTION OF THE STAKEHOLDERS

“INVOLVING OTHERS TO FULLY IMPLEMENT THE DISTRICT’S COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM”

A comprehensive guidance and counseling program represents a district-wide cooperative effort. The fact that it is a comprehensive program requires the input and active involvement of all groups who have a stake in the outcomes of the program. The involvement of students, parents/guardians, teachers, administrators, school board members, and members of the business/labor and industry community in each phase of the program will generate a broad base of ongoing support.

STUDENTS as STAKEHOLDERS:

Students are the primary beneficiaries of the district’s comprehensive guidance and counseling program. The following list describes a few of the possible ways to involve students:

- Plan ways gain input of individuals and groups who represent the total school population. The student council should be involved in identifying students who speak for the student body in general.
- Involve students in projects used to develop and implement the district’s comprehensive guidance and counseling program.
- Ask student members on the advisory council to interview other students to gain more specific student input regarding their interests and needs.

Everyone will gain through the active involvement of students. Adults will become more aware of the ideas students have about their own learning and growing and students will broaden their perspective about the school’s comprehensive guidance and counseling program.

ADMINISTRATORS as STAKEHOLDERS:

Administrative support is critical to the full implementation of the district’s comprehensive guidance and counseling program. Without it, school counselors can only conduct parts of the program and may not be able to fully implement it to the benefit of all students and their parents/guardians. For this reason, it is essential that school counselors take responsibility for initiating and maintaining ongoing and frequent communication with administrators.

If the comprehensive guidance and counseling program is to be a priority in administrators’ minds as building and district operational decisions are made, school counselors must make sure administrators have a thorough understanding of the how the program helps accomplish the overall mission of the district and what they can do to support the district’s comprehensive guidance and counseling program.

TEACHERS as STAKEHOLDERS:

It is important that all teachers are informed about the district’s comprehensive guidance and counseling program. A minimum of one in-service per year should be conducted to provide teachers with new information, share ideas and discuss mutual concerns. The following are considered:

- Develop a communication system for teachers. (daily/weekly communication, systematically “making the rounds” on a regular basis, attending team meetings).
- Promote the benefits of the district’s comprehensive guidance and counseling program.
- Inform teachers about the change process, emphasizing the concept of building on and coordinating existing activities.
- Ask for information about activities and units that teachers are conducting currently.

PARENTS & GUARDIANS AS STAKEHOLDERS:

Parents/guardians are a link not only to students but also to the community. Their involvement will serve to help their children as well as enhance the image of education and the school in the community. Getting the involvement of all parents/guardians in the school is especially challenging. Families have changed and for many, day-to-day survival often takes precedence over becoming involved in school activities. This lack of involvement does not equal a lack of interest; districts must work to identify and implement alternative means of tapping the interest and gaining parental involvement. The following ideas are starting points for the involvement of all parents/guardians:

- Consider holding invitational discussion groups or evening meetings.
- Provide time for parents/guardians to share information about their expertise/special interests.
- Publicize ways parents/guardians can become involved and provide procedures for volunteering. (Ex: including mailing to parents/guardians and business community, creating an email database for parents at each grade level.)
- Develop methods for frequent communication with parents/guardians. (Ex: Email, Newsletters and Counseling Web pages).

BUSINESS PARTNERS & COMMUNITY as STAKEHOLDERS:

The involvement of business partners and community is important for two reasons: members of the business community can provide input about student competencies required after graduation and they can also serve as resources for the program. Mutually beneficial work can be done when schools and the business community collaborate for the benefit of students.

The following are a few ways to gain the involvement of the business and labor community:

- Survey the employers of the district's graduates to identify their perceptions of student needs. (Local companies, BASICS).
- Survey work sites to determine the availability of shadowing/internship sites. (Coop, Work Study)
- Study the business community to gain information about the specific skills required in the present as well as the skills that are anticipated for employees in the 21st century.
- Involve representatives from the business community on the advisory council and in classroom presentations.
- Talk with employers about the district's guidance and counseling program and seek their support and involvement. (for example: BASICS program).
- Plan student displays at a variety of community agency sites. (ie. Art Club, NHS, FBLA, Student Council).
- Volunteer to attend meetings of service organizations to talk about the district's guidance and counseling program.
- Plan ways to recognize the involvement of members of the community and business partners who are involved in the district's guidance and counseling program.

Below are a sample of our Business Partners, Community, and Agency Resources:

- Claysburg Area Education Foundation
- Blair County Career Link
- Blair County Chamber of Commerce
- BASICS Program
- Southern Alleghenies Planning and Development Commission
- Career Day Speakers (Amy Iafolla, Cassidy Imler, Kala Brumbaugh, Brian Nichodemus)
- Business Partnerships with REI in Bedford; Sheetz Corporation; News Printing Company; Claysburg Pizza
- Delgrossos

POST-SECONDARY PARTNERS as STAKEHOLDERS:

Our comprehensive counseling program recognizes the importance of partnering with our local post-secondary partners to assist students and their parents in becoming aware of post-secondary opportunities, explore what those opportunities are in our local and surrounding area, and to establish plans for the transition from high school to college/career. Adherence to the PA Career Education and Work Standards ensures that all students are given the opportunities they need to become aware, explore, and plan for college and career readiness.

Opportunities exist for students to tour local post-secondary institutions (GACTC, Mount Aloysius, Saint Francis University, Penn State University, and Allegany College of Maryland). We also have partnerships established with several of the institutions listed below that allow students the opportunity for dual enrollment (earning high school and college credits simultaneously). Finally, many of the institutions listed below are guest speakers in our high school classes which give students an inside look at their offerings and opportunities.

- GACTC
- Penn State Altoona
- Allegany College of Maryland
- Mount Aloysius College
- Saint Francis University
- Penn Highlands Community College
- Juniata College
- University of Pittsburgh at Johnstown
- South Hills School of Business
- PTC
- Wyotech
- Local recruiters for Armed Services

ADVISORY COUNCIL

A comprehensive school-counseling program needs the involvement of a district advisory council in order to make a measurable impact on student success. The Advisory Council is comprised of 8 to 15 people who have a vested interest in the school counseling program. The advisory council meets a minimum of twice per year. The advisory council is a link between the school counseling program and the various groups to be served. Representatives of the advisory councils reflect the diversity of the school and community and include the following five stakeholder groups: students, parents/guardians, educators/administrators, business/community members, and post-secondary representatives.

The Mission of the Advisory Council is to:

- Serve in a leadership role to support the mission and goals of the school-counseling program.
- Provide a communication link between the school counseling program and the five stakeholder groups.
- Act as a resource and support for the school-counseling program.
- Review data and provide feedback on the effectiveness of the school counseling program.
- To support the overall mission of the k-12 comprehensive school counseling program.

Career Resources

Web-based Resources:

- www.militarycareers.com
- www.pa.cx.bridges.com
- www.bls.gov/oco
- www.educationplanner.com

Community/Agency Resources:

- PA Career Link
- Blair County Chamber of Commerce
- BASICS
- Career day Speakers
- Business Partnerships with REI in Bedford; Sheetz; Smith Transport, NPC, Claysburg Pizza
- Delgrossos

Post-secondary Partners:

- GACTC
- Penn State Altoona
- Allegany College of Maryland
- Mount Aloysius College
- Saint Francis University
- Penn Highlands Community College
- Juniata College
- University of Pittsburgh at Johnstown
- South Hills School of Business
- PTI
- Wyotech
- Local recruiters for Armed Services

Career Outline

Curriculum Area	Grade Level	Description of Activity/Service
School Counseling	Grade 7	Further study of self-exploration and goal setting; exploration of world of work; COPS; Kulp Family Farm, Entrepreneurship
School Counseling	Grade 8	Career Day and career essay; Personal Interview; High School awareness assembly, orientation and scheduling, Career Link
School Counseling	Grade 9	GACTC Orientation Program and GACTC Field Trip; Career Research Paper, Job Application, Resume, Delgrossos, entrepreneur
School Counseling	Grade 10	Career Interest Inventory; Career Project Review; Career Fair at Convention Center, Job Skills, Top 10 jobs in Blair Co.
School Counseling	Grade 11	Career Project; College Visits, Meetings, ASVAB
School Counseling	Grade 12	Career Interview; Financial Aid Workshop; Career Project Paper and Presentation
POD/Economics	Grade 12	Guest speakers: YTI, PTI, South Hills Budgeting skills Resume building Job searching
High School Advisors	Grades 9-12	Components of Graduation Project (career related)
Vocational/Business	Grades 9-12	Tours of local industry Resumes, cover letter, applications, mock interview (gr 12)
Foreign Language	Grades 9-12	Focus on building 2 nd language skills to aid in career building
High School Business Courses	Grades 9-12	Guest speakers Focus on employers & hot careers
Graduation Projects	Grades 9-12	Written & Oral Reports focus on Career Choice Resume writing Letters of Recommendation Applications

CTC Partnership

Claysburg-Kimmel School District has a partnership with the Greater Altoona Career and Technology Center (GACTC) to provide students in grades 10-12 opportunities for vocational and technical preparation through a variety of program offerings. Activities, programs, and services are well established to create awareness of offerings, opportunities for exploration of interests, and support for students enrolled. The outline below provides further details.

1. 9th grade students receive a mailing from the CTC, typically in November, which includes program descriptions and an application for admission.
2. During 9th grade, CTC representatives visit the high school for a freshmen assembly to show a video of the CTC, explain program opportunities, and answer questions for students (October/November).
3. 9th grade students who are interested in seeing the CTC are invited to participate in a half-day field trip opportunity (November/December).
4. All freshmen students and their parents are invited to attend the Open House at the CTC in December.
5. All 9th grade students with an Individual Education Plan (IEP) will take part in vocational testing (VIAS) and will attend a half-day session at the CTC in the Spring Semester to assist with transition planning.
6. Applications for admission to the CTC are due to the high school counseling office in February.
7. All students who have been accepted for enrollment in a CTC program receive special correspondence during the summer months to assist with back-to-school planning.



www.gactc.com

Budget Requisition

Item:	Cost:
8 th Grade Career Fair – Thank you & \$5 Sheetz cards for speakers	\$ 70.00
9 th Grade Field Trip to GACTC Nov 2014 – 2 buses	\$ 300.00
11 th / 12 th Gr. Trip to College Fair @ AAHS 2014 – 2 buses	\$ 300.00
10 th Gr. Rotary Trip – Convention Center – April 2015– 2 buses	\$ 300.00
Postage: Transcripts, College Apps, Correspondence, Letters home	\$ 500.00
Books and Materials as they come available	\$ 300.00
Mileage to Conferences	\$ 300.00
The College Board – Classic Set	\$ 77.00
COPS II – Self Scoring Interest Inventory	\$ 160.00
The Career Exploration Inventory	\$ 210.00
CX Bridges Online/Choices Explorer	\$ 550.00
Total:	\$3067.00