

LENAPE TECH

K-12 Guidance Plan | 2023 - 2026

GUIDANCE PLAN PROFILE

PROFILE

LEA Name
Lenape Tech

AUN
128034607

Address 1
2215 Chaplin Avenue

Address 2

City
Ford City

State
PA

Zip Code
16226

LEAD COUNSELOR

Lead Counselor Name
Michele Ligus

Lead Counselor Phone Number

724-763-7116

Extension

3306

Lead Counselor Email

ligumic@lenape.k12.pa.us

CHIEF SCHOOL ADMINISTRATOR

Chief School Administrator Name

Mr Wesley Kuchta

Chief School Administrator Phone Number

(724)763-5902

Extension

Chief School Administrator Email

kuchwes@lenape.k12.pa.us

GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

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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 (500 character limit).

Through collaboration with parents, students, business, community, post-secondary establishment, administration and staff, Lenape Tech provides a comprehensive guidance program addressing the academic, social/emotional and career needs as well as advocating for equity, access, and success for all students. Providing all students with the opportunity to develop a foundation to succeed in an ever-changing, technical world.

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

Yes

Indicate whether your school offers PDE-approved CTE programs or to which school/CTC do you send students to gain CTE instruction (500 character limit).

Lenape Tech offers 13 PDE approved CTE programs

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?

339.32(1) CAREER AND TECHNICAL CURRICULA

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

Curriculum should be available during Perkins and APE/339 compliance reviews.

Yes

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

Yes

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

01-Calendar - 2023.pdf

<u>Program Calendar</u>	
Area	Item
July	
Academic	• Work on Individual Student Schedules • Obtain Keystone Scores for all students
Career	• New Student Orientation
Personal/Social	•
August	
Academic	• Individual Student Schedule Changes • Request Updated Transcripts to Include Summer School Grades • Speak to student/parents concerning Dual Enrollment – Students that qualify
Career	•
Personal/Social	• Provide individual tours of the school as requested for those needing assistance with transitioning to Lenape Tech
September	
Academic	• Classroom visits on “What to find in Guidance” and PSAT - SAT – ACT testing dates • Progress Report Pick up • Financial Aid Night
Career	• Occupational Objectives • 9th/10th Grade Career/Lenape Tech Lessons (Sending Schools) • Fall College/Career Fairs (ex: Armstrong High School)
Personal/Social	• Send out Letter from TAP teacher introducing them and additional contact
October	
Academic	• PSAT Testing • Financial Aid Night
Career	• Middle School/Junior High Tours
Personal/Social	•
November	
Academic	• Report Cards • FAFSA Workshop
Career	• Career Day (Sending Schools – By Invitation)
Personal/Social	•
December	
Academic	• Keystone Testing
Career	•
Personal/Social	•
January	
Academic	• Progress Reports to Parents • Part Time Students – Intent Applications • Student classes for next year(Scheduling 10th & 11th) • Keystone Testing

<u>Program Calendar</u>	
Area	Item
	• Speak to student/parents concerning Dual Enrollment – Students that qualify
Career	• Review Career Goals (Scheduling 10th & 11th)
Personal/Social	• Meet with students in danger of not graduating or moving on to next grade
February	
Academic	• CAP & Gown orders and Graduation Planning • Report Cards • Student classes for next year (Scheduling 10th & 11th)
Career	• Review Career Objectives (Scheduling 10th & 11th) • College Fair NACAC National Fair Field Trip 11th
Personal/Social	•
March	
Academic	• Student classes for next year (Scheduling 10th & 11th) • Interviews and class selection of New Students (Sending School)
Career	• Review Career Objectives (Scheduling 10th & 11th) • Open House – New Students/Families
Personal/Social	•
April	
Academic	• Progress Reports to Parents • Interviews and class selection of New Students (Sending School)
Career	• Finalize New Student Application list • Spring College/Career Fairs (ex: ACCL Career & Job Fair)
Personal/Social	•
May	
Academic	• Interviews and class selection of New Students (Sending School) • SOAR certification (POS) • Keystone Testing • Graduation • Speak with students in need of Summer School • Report Cards • AP Testing
Career	• Job Skill Demonstrations • Senior Exit Interviews
Personal/Social	• SAP Reporting
June	
Academic	• Transcripts and Grades for incoming students • Send out letters of acceptance – Summer school - Denial
Career	•
Personal/Social	•
Ongoing Monthly Activities	
Academic	• SAT/ACT sign up and testing • Post and assist with scholarships

<u>Program Calendar</u>	
Area	Item
	• Monthly Guidance Newsletter • Lenape Student of the Month • Students meeting with TAP teacher to review grades • Meeting with students for graduation requirements and Keystone Pathway information
Career	• Post-Secondary Representative – Visits • Post-Secondary Planning • Approval of Job Shadowing – Current Students • Monthly Guidance Newsletter • Shadowing for Sending School Students December – April • TAP Lessons planned throughout the year
Personal/Social	• Weekly SAP meetings • Individual Crisis Counseling • Monthly Guidance Newsletter • Parent Calls/meetings • TAP Lessons planned throughout the year

339.32(2) EDUCATIONAL CAREER PLAN

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- 6. Does your school/CTC guidance services action plan maintain written strategies for developing and sustaining an individual student career plan that addresses academic and technical preparation, postsecondary education, and training via 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 APE/339 compliance reviews.

Yes

339.32(3) OCCUPATIONAL INFORMATION

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7. Does your school maintain a listing of diverse external resources, organized by the 13 National Career Clusters, that includes topics such as career readiness, work-based learning experiences, and postsecondary and technical training options?

Yes

Upload List of Career Resources (13 pages maximum)

03-Occupational Information - 2023.docx

External Resources, by 13 National Career Clusters

General

- [O*NET OnLine \(onetonline.org\)](http://onetonline.org)
- [America's Career InfoNet Toolkit | CareerOneStop](#)
- [Home : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Career Cruising - English - Home Student personal account](#)
- [Connect with Opportunities | Tallo](#)

Agriculture, Food & Natural Resources - Agriculture, Agricultural Mechanization, Agricultural Production Operations, Agricultural & Food Products Processing, Horticulture/Horticultural Operations, Animal Sciences, Veterinary/Animal Health Technology/Technician & Veterinary Assistant, Agriculture Operations & Related Sciences, Natural Resources Management & Policy, Forestry Technology/Technician

- [Agriculture, Food & Natural Resources Career Cluster \(onetonline.org\)](#)
- [Forest and Conservation Workers : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Farming, Fishing, and Forestry Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Building and Grounds Cleaning Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Life, Physical, and Social Science Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Agriculture, Food & Natural Resources career cluster | Explore Careers | CareerOneStop](#)

Architecture & Construction - Architectural Drafting & Architectural CAD/CADD, Mason/Masonry, Carpentry/Carpenter, Lineworker, Electrical & Power Transmission Installers, Building/Property Maintenance, Painting/Painter & Wall Coverer, Plumbing Technology/Plumber, Well Drilling/Driller, Construction Trades, Heating, Air Conditioning, Ventilation & Refrigeration Maintenance Technology/Technician,

- [Construction and Extraction Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Architecture and Engineering Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Architecture & Construction Career Cluster \(onetonline.org\)](#)
- [Architecture and construction career cluster | Explore Careers | CareerOneStop](#)

Arts, A/V Technology & Communications - Graphic Communications, Communications Technologies/Technicians & Support Services, Commercial & Advertising Art, Commercial Photography, Cinematography & Film/Video Production

- [Arts and Design Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Media and Communication Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Arts, Audio/Video Technology & Communications Career Cluster \(onetonline.org\)](#)
- [Arts, audio/video and communications career cluster | Explore Careers | CareerOneStop](#)

Business, Management & Administration - Accounting Technology/Technician & Bookkeeping, Administrative Assistant & Secretarial Science, Entrepreneurship/Entrepreneurial Studies

- [Business and Financial Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Management Occupations : Occupational Outlook Handbook : : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Business Management & Administration Career Cluster \(onetonline.org\)](#)
- [Business Management and Administration career cluster | Explore Careers | CareerOneStop](#)

Health Science - Dental Assisting/Assistant, Health Information/Medical Records Technology/Technician, Medical/Clinical Assistant, Health/Medical Assisting Services, Emergency Medical Technology/Technician (EMT Paramedic), Rehabilitation Aide, Nurse/Nursing Assistant/Aide and Patient Care Assistant, Health Care Technology

- [Registered Nurses : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Physical Therapist Assistants and Aides : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Dental Hygienists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Personal Care and Service Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Health Science Career Cluster \(onetonline.org\)](#)
- [Health science career cluster | Explore Careers | CareerOneStop](#)
- [Healthcare Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)

Hospitality & Tourism - Baking & Pastry Arts/Baker/Pastry Chef, Institutional Food Workers, Tourism & Travel Services Marketing Operations

- [Hospitality & Tourism Career Cluster \(onetonline.org\)](https://onlinetoolsonline.org)
- [Chefs and Head Cooks : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook-handbook/food-preparation-and-serving-occupations)
- [Food Preparation and Serving Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook-handbook/production-occupations)
- [Production Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook-handbook/production-occupations)
- [Hospitality and Tourism career cluster | Explore Careers | CareerOneStop](#)

Human Services – Cosmetology, Barbering/Barber, Child Care & Support Services Management, Family & Consumer Sciences/Human Sciences, Job Seeking/Changing Skills (Diversified Occupations)

- [Barbers, Hairstylists, and Cosmetologists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook-handbook/barbers-hairstylists-and-cosmetologists)
- [Manicurists and Pedicurists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook-handbook/manicurists-and-pedicurists)
- [Skincare Specialists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook-handbook/skincare-specialists)
- [Personal Care and Service Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook-handbook/personal-care-and-service-occupations)
- [Human Services Career Cluster \(onetonline.org\)](https://onlinetoolsonline.org)
- [Human Services career cluster | Explore Careers | CareerOneStop](#)

Information Technology - Digital Communications & Media/Multimedia, Computer Programming/Programmer, Web Page, Digital/Multimedia & Information Resources Design, Computer Systems Networking & Telecommunications, Computer Technology/Computer Systems Technology, Management Information Systems

- [onet.org](https://onlinetoolsonline.org)
- [Information Technology Career Cluster \(onetonline.org\)](https://onlinetoolsonline.org)
- [Computer and Information Technology Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook-handbook/computer-and-information-technology-occupations)
- [Information Technology career cluster | Explore Careers | CareerOneStop](#)
- [U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook-handbook/computer-and-information-technology-occupations)
- [Information Technology \(IT\) Certifications & Training | CompTIA](#)

Law, Public Safety & Security - Criminal Justice/Police Science, Fire Science/Fire-Fighting, Homeland Security, Law Enforcement, Firefighting & Related Protective Services

- Police and Detectives : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Legal Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Protective Service Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- PA State Trooper Employment (pa.gov)
- Law, Public Safety, Corrections & Security Career Cluster (onetonline.org)
- Law, Public Safety, Corrections and Security career cluster | Explore Careers | CareerOneStop

Manufacturing - Electrical, Electronic & Communications Engineering Technology/Technician, Electromechanical Technology/Electromechanical Engineering Technology, Drafting & Design Technology/Technician General, Electrical/Electronics Maintenance & Repair Technology, Machine Tool Technology/Machinist, Sheet Metal Technology/Sheetworking, Welding Technology/Welder, Precision Metal Working, Cabinetmaking & Millwork, Precision Production, Other

- Machinists and Tool and Die Makers : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Production Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Homepage | NIMS (nims-skills.org)
- Boilermakers Local 154 - Boilermakers - Pittsburgh, Pennsylvania
- Manufacturing Career Cluster (onetonline.org)
- Manufacturing career cluster | Explore Careers | CareerOneStop

Marketing, Sales & Service - Apparel & Textile Marketing Management, Sales, Distribution & Marketing Operations, Vehicle & Vehicle Parts & Accessories Marketing

- Sales Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Office and Administrative Support Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Marketing Career Cluster (onetonline.org)
- Marketing career cluster | Explore Careers | CareerOneStop

Science, Technology, Engineering & Mathematics - Electrical & Electronic Engineering Technologies/Technicians, Engineering Technologies/Technicians, Biotechnology

- Science, Technology, Engineering & Mathematics Career Cluster (onetonline.org)
- Registered Nurses : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Physical Therapist Assistants and Aides : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Dental Hygienists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Bioengineers and Biomedical Engineers : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Life, Physical, and Social Science Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Science Technology Engineering and Math career cluster | Explore Careers | CareerOneStop

Transportation, Distribution & Logistics - Heavy Equipment Maintenance Technology/Technician, Autobody/Collision & Repair Technology/Technician, Automobile/Automotive Mechanics Technology/Technician, Medium/Heavy Vehicle & Truck Technology/Technician, Vehicle Maintenance & Repair Technologies, Construction/Heavy Equipment/Earthmoving Equipment Operation, Logistics, Materials & Supply Chain Management

- ASE Education Foundation
- Diesel Service Technicians and Mechanics : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Transportation, distribution, and logistics career cluster | Explore Careers | CareerOneStop
- Transportation, Distribution & Logistics Career Cluster (onetonline.org)
- Installation, Maintenance, and Repair Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Transportation and Material Moving Occupations : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)

Other - Military

- Military Careers : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)
- Our Forces (defense.gov)

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 objectives that reflect a general big idea, followed by specific and measurable goals 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).

04-Career Guidance Service Goals.pdf

Action Plan for 3 Goals in the Career Domain			Stakeholder: Parents/Guardians/Families		
"Big Idea"	Goals (SMART)	Grade	Activity/Event Description	Data – Impact	Timeline
Create awareness of program	Share information and events concerning technical education with the community three times a year	7-12	Connections Magazine and mailings: three times a year a published magazine is and distributed to all homes in the county highlighting school events and happenings	Annually	3 times a year
	Actively engage parents in assisting students make decisions about attending the technical school		Open House: all families with students that are eligible to attend Lenape Tech are invited to visit Lenape Tech to obtain more information on the school and specific technical programs	Number of families that attend the event	March
	The month prior to students attending Lenape Tech the school offers a new student/parent orientation to introduce them to the school and technical program and technical program expectations.		New Student Orientation: Principal present school policies and expectations, parents and students meet with technical instructor for information about the class, students start benchmark testing in English and mathematics	Families that attend orientation and feedback from parents and students	Annually March - July
Connect parents to accurate workforce information	Review the Guidance pages on the LenapeTech.net website in May and make changes and update by the end of July.	10-12	Connections on the school website to current workforce information and link to appropriate websites including Facebook.	Number of people that visit a school guidance page annually	Annually May - July
	Review current members and select potential members of the Advisory Council annually in September and invite them to attend bi-annual meeting for the school year		Parents participate in the bi-yearly Occupational Advisory Council meetings.	Number of members that attend and feedback during and after the meeting	Bi-Annually to coincide with OAC meeting dates
Connect parents to accurate post-secondary information	To provide parents and students information about post-secondary and career opportunities related to each technical program.	10-12	Invite post-secondary representatives and/or employers to our open house to interact with parents and students within each technical program.	Number of people that visit	Aug 2022 – June 2027

Action Plan for 3 Goals in the Career Domain			Stakeholder: Parents/Guardians/Families		
"Big Idea"	Goals (SMART)	Grade	Activity/Event Description	Data – Impact	Timeline
	To share information with parents and students on a monthly basis via the Guidance Newsletter	10-12	Produce a monthly newsletter to include upcoming events, post-secondary preparation activities, SAT/ACT dates, scholarship information, etc. This newsletter is emailed to students, parents, faculty, and staff, as well as posted throughout the school and on our website.	Number of people that view the newsletter each month on our website	September - May
Action Plan for 3 Goals in the Career Domain			Stakeholder: Educator/Administrators		
"Big Idea"	Goals (SMART)	Grade	Activity/Event Description	Data – Impact	Timeline
Connect sending school counselors to CTC	Provide Academic teachers with updates on current Technical programs activities annually	10-12	Academic teachers serve as tour guides so they can see areas of change in the last year	Teacher feed back	Sept – Oct Annually
	Annually have all Principal and Counselor meet concerning shared time students and students changing to the CTE full time		Principal / counselors meeting annually as well as inviting other staff to visit during tours	Meeting feedback	Aug – Sept Annually
Action Plan for 3 Goals in the Career Domain			Stakeholder: Business and Community		
"Big Idea"	Goals (SMART)	Grade	Activity/Event Description	Data – Impact	Timeline
Build Bigger network of business and community partners	Each September Technical instructors will review current OAC member and select potential new members to invite to current year meeting	10-12	Invite new area businesses to OAC meetings and Skills competitions.	Number of new participants	Annually September
	Provide information to parents on Business opportunities in the area		Invite businesses with established relationship with Lenape Tech to attend Open House	Number of businesses that participate	Spring
Facilitate multiple career development activities for students outside Lenape Tech that are required for graduation	Students will visit a work place related to their occupational goals at least once before the end of their Junior year	10-11	Lenape Tech students are required to job shadow in a technical program related field.	Number of students that complete the Job Shadowing and review of questions	Annually Aug - May
	Students will complete an additional work based experience (field trip, guest speaker, interview or job shadowing) related to their occupational goals at least once before the end of their Junior year		Lenape Tech invites area businesses into the classroom to present to students opportunities that they can provide, skills of the trade. Students are giving opportunities to visit local businesses to observe and participate in the services provided by these businesses.	Number of students that complete the requirement and review of questions	Annually Aug - May

Action Plan for 3 Goals in the Career Domain			Stakeholder: Parents/Guardians/Families		
"Big Idea"	Goals (SMART)	Grade	Activity/Event Description	Data – Impact	Timeline
What do you need to do to build your program to engage Business and Community	Review current members and select potential members of the Local Advisory Committee annually and invite them to attend bi-annual meetings for the school year	10-12	Develop and invite area businesses to participate in the Lenape Tech Local Advisory Committee.	Number of members that attend and feedback during and after the meeting	Bi-Annually
Action Plan for 3 Goals in the Career Domain			Stakeholder: Post-Secondary		
"Big Idea"	Goals (SMART)	Grade	Activity/Event Description	Data – Impact	Timeline
Increase Parent and Staff Awareness of Post-Secondary Options	Introduce parents to wider variety of Post-Secondary options Review the Guidance pages on the LenapeTech.net website in May and make changes and update by the end of July	10-12	Invite Post-Secondary to participate in Spring Open House with Administration Approval Update our school website to include more of the Post-Secondary options	Feedback on orientation Number of people that visit a school guidance page annually	Annually June - July Annually May - June
Create Student Awareness of an unfamiliar Post-Secondary Resource	Students have the opportunity to visit post-Secondary university, campus or employment opportunities that are linked to their career plans Students will be able to talk to representatives from all post-secondary opportunities they are interested in attending throughout the year	11-12	Encourage students to attend various post-secondary fairs and schedule individual campus visits. Lenape Tech sponsors transportation to the National College Fair, apprenticeship fair, and others as available. Post-secondary programs visit Lenape Tech and meets interested students.	Number of students who participate and their feedback Number of students that sign up to attend presentations	As available Aug – May Annually Annually - though out year
What does your school need to do to fully engage with Post-Secondary	Invite post-secondary representative to serve on the Lenape Tech School Counseling Advisory Council.	10-12	Develop agenda and goals and invite post-secondary programs to participate in the Lenape Tech School Counseling Advisory Council.	Number of members that attend and feedback during and after the meeting	Bi-Annually

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 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).

05-CTE Career Guidance Activities.pdf

CTE Career Guidance Services and Activities

Student Awareness					
Grade	Intervention/ Program/Event	Stakeholder / Delivering	Data Used / Success Indicator	Begin & End	Contact Person
7 th	Classroom Career Lesson (As Requested)	Students / LT Counselor	Student and teacher feedback	As Requested	Lauren Reilly
8 th	Classroom Career Lesson (As Requested)	Students / LT Counselor	Student and teacher feedback	As Requested	Lauren Reilly
7 th or 8 th	Lenape Tech Tour - all day	Students / Teachers	Student feedback and enrollment	October	Michele Ligus, Lauren Reilly
K-8	Career Day (Sending Schools – By Invitation)	Students	Student feedback	As Requested	Lauren Reilly
9 th or 10 th	Classroom Lenape Tech Presentation	Students / LT Counselor	Student and teacher feedback	October/ November	Lauren Reilly
9 th - 10 th	Shadowing in a Technical Program	Student	Student feedback and enrollment	December - April	Lauren Reilly
10 th - 12 th	Guidance Newsletter	Students / Parents / Staff		Monthly: October - May	Lauren Reilly
10 th – 12 th	Guest Speakers - Post-Secondary Education, Industry, Unions, Military	Student / Presenter(s)	Student feedback through Work-Based Experience questions	September – May	Lauren Reilly, Michele Ligus, Technical and Classroom Teachers
10 th – 12 th	Field trips – Industry, Business, Service Projects	Students / Presenter(s)	Student feedback through classroom exercises or Work-Based Experience questions	September – May	Lauren Reilly, Michele Ligus, Technical and Classroom Teachers
10 th – 12 th	Job Shadowing	Students / Employer	Student feedback through Work-Based Experience questions	September - May	Lauren Reilly, Michele Ligus
10 th – 12 th	Occupational Objective – PDE-408 Classroom Visits and Discussion	Students / Parents / Technical Teachers / Counselors	Student feedback and individual / classroom discussions	September / October	Lauren Reilly, Michele Ligus
10 th – 12 th	Individual Student Meetings for Career Planning	Students / Counselors	Student feedback	September – May	Lauren Reilly, Michele Ligus
11 th – 12 th	College and Career Fairs	Students / Presenter(s)	Student feedback	September - May	Lauren Reilly
11 th – 12 th	Post-Secondary – Military information visits	Students / Presenter(s)	Student feedback	September - May	Michele Ligus, Lauren Reilly
11 th – 12 th	Cooperative Education	Students / Employer	Student and employer evaluation feedback	November - May	Principal – Cooperative Coordinator
All	Website	Lenape Tech		All year	Technology Coordinator

All	Facebook updates and notifications	Lenape Tech		All year	Assistant Technology Coordinator
Parent Awareness					
Intervention/ Program/Event	Stakeholder / Delivering	Data Used / Success Indicator	Begin & End	Contact Person	
Connections Magazine	Lenape Tech		Fall – Winter - Summer	Lenape Administration	
Open House	Lenape Tech	Enrollment	March	Secretary Main Office	
Progress Report Pickup	Lenape Tech	Attendance and parent feedback	October	Lenape Guidance	
School Tours	All year by appointment	Lenape Tech	Parent Feedback	Lenape Guidance	
Guidance Newsletter	Students/ Parents/Staff		Monthly: October - May	Lauren Reilly	
Website	Lenape Tech		All year	Technology Coordinator	
Facebook updates and notifications	Lenape Tech		All year	Assistant Technology Coordinator	
Educator Awareness					
Intervention/ Program/Event	Stakeholder / Delivering	Data Used / Success Indicator	Begin & End	Contact Person	
Principal – Counselor meeting	Lenape Tech and Sending Schools	Sending School Feedback	Annually	Principal	
Connections Magazine	Lenape Tech		Fall – Winter - Summer	Lenape Administration	
Local Advisory Committee / Counselor Advisory Meeting	Lenape Tech	Feedback from Meeting Participants	Semi-Annually	TBD	
Lenape Tech Tours	Lenape Tech	Number of Sending School Staff Participants	October	Lenape Guidance	
Guidance Newsletter	Students/ Parents/Staff		Monthly: October - May	Lauren Reilly	
Professional Advisory Committee (PAC)	Lenape Tech	Superintendent Feedback	Monthly	Lenape Director	

339.32(6) PLACEMENT AND TRANSITION SERVICES

339.32(6) PLACEMENT AND TRANSITION SERVICES

10. Does your school provide career guidance services to all students that include provisions for the placement and transition from school to postsecondary work/college/military?

Yes

Upload career placement and transition services document (3 pages maximum).

06 - Transition Services .pdf

Lenape Tech Placement and Transition Services

Before enrolling at Lenape Tech, students speak with a Lenape Tech counselor beginning in the spring. They review their career goals and verify that they match with the technical program the student has selected. Lenape Tech counselors meet annually with students to review their occupational objective, and to review opportunities such as schools that offer POS credits related to the technical program, testing and dates for those planning to attend college, information on where to find scholarship information, as well as when and how to sign up to speak to representatives from 2 and 4 year colleges, technical schools, military and other post-secondary reps who are invited to our school. All students meet one on one with a school counselor to help prepare and answer questions on post-secondary opportunities as well as courses to schedule for the next year, that will assist students in meeting their goals.

During their enrollment at Lenape Tech, students are also required to complete several career exploration projects that include career presentations. These presentations require students to research educational requirements, possible job outcomes, and salary expectations. Job Shadowing – students visit employees in areas of interest so they can see what a day entails in that career. Other career exploration activities include: field trips to local places of employment, guest speakers, video conferencing with business and industry, as well as post-secondary institutions that visit our school to share opportunities with the students.

Lenape Tech currently has several Dual Enrollment opportunities through Butler County Community College (BC3). We offer three social studies classes – Psychology, Sociology and American Government. We are also pursuing opportunities in the AP programs that are related to the technical program, and now offer an AP Biology course related to our Biomedical Technology program. In addition to the SOAR, Lenape Technical School has articulations with the following Post-Secondary Schools: Community College of Allegheny County (CCAC) - Computer Information Technology, Cosmetology, Culinary Arts, Biomedical Technology, Auto Technology, Allied Health Sports Medicine. Triangle Tech - Construction Technology, Welding. Butler County Community College - Allied Health/Sports Medicine. Pittsburgh Technical College- Computer Information Technology, Culinary Arts, Law Enforcement, Welding. Ohio Technical College- Auto Technology, Collision Repair Technology. In addition, we are currently in the process of finalizing articulation agreements with Westmoreland County Community College as well as extend our dual enrollment courses to include our technical programs.

Lenape Tech currently participates in the SOAR state-wide articulation program. This allows students in technical majors that follow the state Programs of Study task list to be eligible for articulated credits at various universities throughout Pennsylvania, when the appropriate criteria are met. Additionally, Lenape has established local articulation agreements with both community colleges and universities in our region in addition to the SOAR agreements. Lenape instructors, guidance counselors, and instructional support personnel are trained on how to support students and families in accessing these opportunities that allow students to make

informed decisions regarding post-secondary options. Additionally, technical instructors along with instructional support personnel organize site visits to post-secondary institutions as well as guest speaker presentations that specifically focus on underrepresented populations.

In addition, Office of Vocational Rehabilitation (OVR) counselors are an integral component of the IEP teams at Lenape, as they are in all school districts. All of the students that attend Lenape, and have an IEP, are introduced to an OVR counselor during the IEP conference and provided with information to open a case. These counselors meet with each of their students several times during their tenure at Lenape and provide them with any assistance that is needed to make a smooth transition from school to the world of work.

339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

11. Does your school maintain a four-tier delivery system template that includes career guidance curriculum, prevention and intervention, student planning, and support?

The template should show 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 4-tier delivery system document (13 pages maximum).

07-Delivery System document - 2023.pdf

Program Delivery System
COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
Grade 10 -12

Guidance Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
Provides developmental, comprehensive guidance program content in a systematic	Addresses school and student needs.	Assists students and parents in development of academic and career plans.	Includes program, staff and school support activities and services.
Purpose	Purpose	Purpose	Purpose
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Prevention, Intervention and Responsive services to groups and/or individuals	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support.
Academic	Academic	Academic	Academic
10 th – 12 th • Program of Study • TAP Curriculum 12 th • Senior Research Paper • Financial Aid night • FAFSA Completion Workshop	10 th – 12 th • IEP meetings • Instructional Aids • Notifications to sending school district • Tutoring • Enrichment/remediation 1-3 times a week • AWARE Team	10 th -12 th • Grade Review • PowerSchool Grade Access • IEP Meetings • Parent meetings/contact • Academic accommodations • Notifications to sending school district • Course Selection (schedule) 11 th -12 th • GRW Review • Keystone Pathway progress review	<u>Professional Development</u> • In service training • State career training <u>Consultation, collaboration and teaming</u> • Consultations with teacher, staff members, parent and administration • OAC business partners • Sending school districts • WIB • SOAR/Programs of study consortium <u>Program management and operations</u> • PIMS data • Keystone Exam data • Admissions, acceptance and withdrawal data

Guidance Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
			<u>Non-Guidance related activities</u> - SIS administrator - PIMS Student Data verification - Keystone Exam Monitor-set up (paper)
Career	Career	Career	Career
7 th -9 th 7th–9th grade outreach program 7th or 8th grade Lenape Tech Tours 9th–10th grade Technical Program shadowing 11 th –12 th - Career Cruising Interest Inventory - Tallo Portfolio - Career Objective forms - Post-Secondary /military visitations - Career Planning Post-High School - TAP Curriculum 10-11 th - Job Shadowing - Second Work Based Experience - Resumes - Cover letter - Mock Interview - Career Project 12 th - Co-Operative Education - Union Tours	7 th -9 th - Career counseling and planning - Interest, aptitude and ability inventory 10 th -12 th - Career Counseling - Career curriculum - Parent Contact/ conference - Communication with sending schools counselors	7 th - 9 th - Education on Lenape Technical School opportunities 10 th – 12 th - Individual Career Planning - Career Cruising	<u>Professional Development</u> - In service training - State career training <u>Consultation, collaboration and teaming</u> - Consultations with teacher, staff members, parent and administration - OAC business partners - Sending school districts - WIB - SOAR/Programs of study consortium <u>Program management and operations</u> - NOCTI data - Tour data - Career Cruising Data - POS Completion/ management - Admissions, acceptance and withdrawal data <u>Non-Guidance related activities</u> - Tour Planning

Guidance Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
Exit Interview			
Personal/Social	Personal/Social	Personal/Social	Personal/Social
11 th – 12 th TAP Curriculum	10 th – 12 th - Student conflict resolution - Individual counseling - Parent conference - AWARE Team - Expanded Menal Health Liaison	10 th – 12 th - Outside Agency referral - Conflict resolution skills - Motivation/self-esteem concerns - School Based Therapy (SBT)	<u>Professional Development</u> - In service training - State career training - SAP Ed meetings - State and local mental health trainings <u>Consultation, collaboration and teaming</u> - Consultations with teacher, staff members, parent and administration - Drug and Alcohol Commission - Sending school districts <u>Program management and operations</u> - AWARE Data - Safe Schools Data - CRDC data 339 review information <u>Non-Guidance related activities</u> - Tour Planning
Counselor Role	Counselor Role	Counselor Role	Counselor Role
- Leader - Collaborator - Agent of systemic change	- Advocate - Collaborator	- Leader - Advocate - Collaborator	- Leader - Advocate - Collaborator - Agent of systemic change
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
20	30	30	20

339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

339.32(8) AND (9) STAKERHOLDER INVOLVEMENT

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

Yes

a. Students

Students receive academic monitoring, career awareness, Teacher Advisor Program lessons, graduation project, career research project and job shadowing. Individual monitoring through our SAP is provided. They participate in the development of our program by participation in school tours, community outreach, peer tutoring, identifying students in need of assistance, and reporting of any safety concerns directly or Safe2Say Something. They also participate in OAC and multiple other committees.

b. Parents

Parents remain informed through grade monitoring, discipline, attendance reports, social media, participation in meetings and the opportunity to take part in OAC meetings and other committees. Parent/Guardians help with our program in many ways. Parents keep us informed if there is an issue outside of school that may impact their child's school life, participate in the student's education through school events and meetings like orientation, report pick up, IEP/504/GIEP meetings.

c. Postsecondary

Two and four-year colleges, career and technical institutions, apprenticeship programs, military, etc. speak to our students to provide information about their programs. They assist students by providing them with dual enrollment opportunities and allow campus visits. They encourage our students to have a plan that is linked to their career field, in order to advise and assist the student in meeting career goals. Our program also helps students through the application process.

d. Educators

All teachers relate curriculum back to students' career goals to help students have a vested interest in the class. Teachers act as advisors to students where they work on the following skills: workplace readiness, school safety, internet safety, tracking grades and more. Teachers and staff also assist with identifying students at risk or in need of additional supports. They assist with monitoring students and help provide supports to meet their academic, career and emotional/social needs.

e. Businesses

Businesses are served through providing future employees that are trained in technical and soft skills. Members of industry serve on Lenape Tech OAC committees which make recommendations for the curriculum for each program and advise on current technology and equipment that students need to be familiar with. They also volunteer with activities such as judges for NOCTI testing and Skills USA competitions, allowing students to visit their facilities and provide cooperative education opportunities.

f. Community Agencies

Our program encourages and supports students working on community outreach. A few examples would be volunteering at the hospital, working with the local garden club on different events, and holding collections for HAVIN (domestic abuse shelter) as well as the local food bank. These agencies assist students as needed through School Based Therapy (SBT), Drug and Alcohol assessment/education, the Pregnant and Parenting Teens (PPT) program, etc.

13. Does your school conduct at least one career guidance services stakeholder group meeting per year and maintain minutes that show discussion of career and postsecondary planning, and career curriculum and assessment, along with details on how the discussion leads to action steps and solutions that enhance career guidance services?

The minutes should include a listing of all members of the stakeholder group with their name, job title, affiliation, and whether present or absent at the meeting. Agenda, minutes, and action plan should be available during Perkins and APE/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 career guidance services curriculum that includes study results and how the information collected is utilized to improve career guidance services?

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

Yes

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

Date

CHIEF SCHOOL ADMINISTRATOR

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

Chief School Administrator

Date