

**Tunkhannock Area School District  
K-12 Comprehensive School Counseling Curriculum  
Career Domain**

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**GOAL:**

The mission of the Comprehensive School Counseling Program (Career Domain) at Tunkhannock Area School District is to provide each student with a planned and sequential set of activities that meet the objectives adopted in the Pennsylvania Career Education and Work Standards. The goals are grade-level specific and developmentally appropriate.

**GRADE 8** Introduce students to the world of work.

**GRADE 9** Students learn about the world of work.

**GRADE 10** Students understand information and experiences relating to the world of work.

**GRADE 11** Students will reinforce their knowledge of information and experiences relating to the world of work.

**GRADE 12** Students will apply information gathered and experiences learned to the world of work.

**PHILOSOPHY:**

The Comprehensive School Counseling Program is a developmental and organized component of the existing educational program that helps students grow and develop within their academic, personal-social, and career domains. The Career Domain of the plan provides information on and experiences in the world of work, which has meaning, related to a student's knowledge of self and of his/her future contributions to his/her changing society.

**RATIONALE:**

The Comprehensive School Counseling Program (Career Domain) provides the following benefits:

- Ensures that objectives adopted in the Pennsylvania Career Education and Work Standards are introduced to each student in a planned sequence.
- Ensures academic and career planning for each student
- Provides support to families by advocating for their child's academic, personal/social, and career development

**Foundation**

**Beliefs**

Add es

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At Tunkhannock Area High School we believe that every student has the capacity to learn. Each student has the right to do so in a safe, nurturing environment in which his or her unique learning needs are recognized. All learning must be student-centered. We believe that all students must receive the full benefit of a comprehensive, developmental, school counseling program which addresses the three domains of student development: academic, career, and personal/social.

**Philosophy**

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At Tunkhannock Area High School we are guided by the philosophy that our ultimate goal is to graduate students who will be productive members of society. In order to achieve this end, we believe that all students are entitled to a sequential, developmental school counseling program which is delivered by full-time, masters-level, state certified school counselors. Tunkhannock Area High School counselors abide by the professional ethics of guidance and counseling as advocated by the American School Counselor Association (ASCA) and the Pennsylvania School Counselor Association (PSCA).

**Mission**

**District Mission Statement**

The mission of the Tunkhannock Area School District is "to maximize the potential of all students to become productive individuals in an ever-changing environment".

**School Counseling Mission Statement**

The Tunkhannock Area School District Counseling Program is to promote the educational success of all students through guidance in the areas of academic, career, and personal/social development. School counselors are student advocates and thus employ a student-centered approach to support the highest level of achievement for all students.

**Role of the School Counselor:**

The Tunkhannock Area School District Counselors integrate the four themes of the American School Counselor Association (ASCA) of leadership, advocacy, collaboration/teaming, and systemic change. The tables below describe how school counselors in the TASD currently fulfill each of these roles. Items in red represent goals.

**Leadership**

- School counselors are responsible for the development, delivery and evaluation of a comprehensive counseling program for all students;
- School counselors use data to support and evaluate the school counseling program;
- School counselors use data to identify and remove barriers to student learning, particularly with underrepresented populations (low income, special education);
- School counselors actively promote a safe and nurturing learning environment for all students;
- School counselors support the school counseling program through careful development and management of the school counseling program budget;
- School counselors participate in student-centered committees and school-improvement teams (SAP, School-Wide Positive Behavior);
- **School Counselors employ a system-wide advisory system to help all stakeholders understand and respond to the developmental needs of all students;**

**Advocacy**

- School counselors ensure equitable access to a rigorous academic curriculum for every student;
- School counselors ensure equitable access to educational and career exploration opportunities for all students;
- School counselors ensure equitable access to services and programs (SAT etc.);
- School counselors mediate barriers that prevent successful student learning;
- School counselors promote the belief that all students can learn;
- School counselors determine and seek to meet the needs of students in all three domains: academic, personal/social, and career development;
- School counselors advocate for policies and practices that promote student success;
- School counselors make outside referrals when necessary
- School counselors contribute to a positive school culture that supports rigor, relevance, and relationships;

**Collaboration**

- School counselors uphold the district mission statement as well as the school counseling mission statement;
- School counselors design a comprehensive school counseling program that engages all stakeholders in the educational community to ensure that all students benefit from the program;
- School counselors provide programs that connect families to community and school resources;
- School counselors have strong connections and communication with families for a most effective working relationship;
- School counselors cultivate collaboration through being accessible and approachable;
- School counselors coordinate efforts with stakeholders inside and outside the school system;
- School counselors work cooperatively with others on school-based teams (SAP, school-wide positive behavior);
- **School counselors seeks feedback from all stakeholders for evaluation of the school counseling program;**
- **School counselors use data to identify areas of needed change**

**Agents of Systemic Change**

- School counselors, through their roles as leaders, advocates, and collaborators, are agents of systemic change;
- School counselors lead through participation in school-wide systems;
- School counselors advocate by ensuring policies and procedures promote student success;
- School counselors collaborate by addressing change as part of a team;
- School counselors have realistic and attainable action plans;
- **School counselors use data to identify and change practices that do not support the educational mission;**

**Stakeholders**

Stakeholders are those groups or individuals needed to assist the school counselors in building an effective K-12 program. Listed are the five stakeholders and program goals associated with each. The stakeholders are students (**ST**), parent (**PA**), business/community (**BC**), teacher/administrator (**TA**) and post-secondary (**PS**).

- **Students**— Students will **participate** actively in their own career development. Every student will be delivered a comprehensive, grade-specific, and developmentally appropriate school counseling program.
  - **Parents**— Parents will be **engaged** with the educational process as it relates to career through guidance newsletters. There will be an awareness created toward career related events.
  - **Teachers/Administrators**— Teachers will be **educated** about Career Standards and career options available to students. Teachers will have opportunities to have hands on experiences.
  - **Business/Community**— Students will become **connected** with business and community members through the School to Career Program, including job shadowing, internships, and job placements. Students will also benefit from establishing an earlier connection through activities and opportunities with the SCCTC.
  - **Post-Secondary**— Business members and post-secondary representatives will be **connected** to students at various levels at Tunkhannock Area. Students will become aware of various options after high school.
- **All text in red indicates the intent to implement the activity/event. At this time, they may not be implemented but are in the planning stages.**

Stakeholders	Program goal	Grade level	Activities/events	Start/end	Contact
ST/PA	To provide parents and students an opportunity to learn about their school.	K	Kindergarten orientation	August/September	Elementary school counselor
ST/PA		K-4	Back to School Night	September	Elementary school counselor
ST/PA		Grade 5	5 <sup>th</sup> grade orientation	August	5 <sup>th</sup> grade middle school counselor

ST/PA	To provide parents and teachers the opportunity to discuss programming, course offerings and other aspects of high school life	Grade 8	Grade 8 high school orientation – students and their parents are invited to attend an information session at the high school with the principals, counselors, staff representatives from each department, student representatives to obtain information about the high school. Guests will move throughout the building with guides to learn about the social and academic offerings of the high school.	March	High school counselors and administration
<b>Stakeholders</b>	<b>Program goal</b>	<b>Grade level</b>	<b>Activities/events</b>	<b>Start/end</b>	<b>Contact</b>
ST/TA	To provide upcoming freshman with a “typical day” experience in the high school	Grade 8	Students will walk to the high school from the middle school with their 8 <sup>th</sup> grade teachers and tour the school, observe active classrooms, take part in course selection with their future counselors and speak with current students in an structured, abbreviated framework.	May/June	High school counselors and administration
ST/TA/PA	To provide freshman a sense of stability as they enter the high school	Grade 9	Students and their parents are invited to attend an open house and lunch at the high school where they may visit with teachers, follow their schedules, open their lockers and express any concerns.	Day before the start of school	High school student council advisor
ST/PA/TA	To provide parents and teachers the opportunity to discuss students’ progress.	Grade K-12	Parent/teacher conferences	October and March	Administration
<b>Stakeholders</b>	<b>Program goal</b>	<b>Grade level</b>	<b>Activities/events</b>	<b>Start/end</b>	<b>Contact</b>
ST/PA	To provide financial aid information session specifically geared toward financial aid available through Pennsylvania Higher Education Assistance Agency (PHEAA) and how the state handles requests	Grade 12	PHEAA Night	October/November	High school counselors
ST/PA	To provide assistance with the FAFSA (Free Application for Federal Student Aid) with representatives from PHEAA and the counseling staff	Grade 12	FAFSA Completion Night	February	High school counselors
ST/PA/PS	To provide information about college choices, how to make the best choice individually, financial aid information and accepting an college package	Grades 11-12	Encompass (newsletter) issues	Grade 12- 4 issues Grade 11 – 2 issues	High school counselors
<b>Stakeholders</b>	<b>Program goal</b>	<b>Grade level</b>	<b>Activities/events</b>	<b>Start/end</b>	<b>Contact</b>
ST	To provide students with a comprehensive tool that guides them in exploring possible careers by assessing their interests, achievements and aptitudes	Grades 9-12	Choices Bridges program	Introduced in grade 9 Career Exploration class, revisited in 11 <sup>th</sup> grade and available throughout a student’s high school career	High school counselors, Transition coordinator, and Career Resource room staff
ST/PA/PS/BC	To provide students with a comprehensive tool that guides them in exploring possible careers by assessing their interests, achievements and aptitudes, tracks current and prior students’ achievements, and gauges the academics and success needed for students’ career choice	Grades 9-12	ACT Engage	Ongoing	HS counselors
ST/PA/BC/PS	To provide information regarding the details of, applying to, attending and paying for post-secondary school	Grade 11	Junior College Information Night	April	High school counselors
<b>Stakeholders</b>	<b>Program goal</b>	<b>Grade level</b>	<b>Activities/events</b>	<b>Start/end</b>	<b>Contact</b>
ST/PA/B/TA/PS	To provide updated information regarding curriculum, upcoming school and community events, newsletters, grade level handouts, Encompass publications, and suggested websites	Grades 9-12	Guidance website	Ongoing	High school counselors
ST/PA/PS	To provide updated information regarding academics and community events that apply to career and college	Grades 9-12	TAHS Guidance Newsletter	Four times yearly	High school counselors
TA	To familiarize teachers and administrators with new and innovative ideas and programs within individual departments	Grades 9-12	Staff meetings and designated in-service time	Yearly	High school counselors

ST	To familiarize students with local businesses and available job opportunities	Grades 9-12	Local business owners and entrepreneurs will be invited to a job fair at the high school. Students will cycle through the various types of businesses to learn what types of careers and jobs are available to them	Fall	High school counselors and school-to-work coordinator
<b>Stakeholders</b>	<b>Program goal</b>	<b>Grade level</b>	<b>Activities/events</b>	<b>Start/end</b>	<b>Contact</b>
TA	To familiarize teachers and administrators with current technology available to help students choose a post-secondary path	Grades 9-12	Staff meetings and designated in-service time used for the purpose of teachers becoming familiar with Bridges Choices, Engage plan and Naviance	Every two years	High school counselors
TA	To familiarize staff with the Susquehanna Career and Technical School	Grades 9-12	High school in-service time dedicated to SCCTC presentations that highlight their offered career and technical courses of study	Every two years	High school counselors and SCCTC staff
ST	To familiarize students with the Susquehanna Career and Technical School	Grades 9-10	Students are given demonstrations and information regarding the courses of study at the SCCTC	Yearly	High school counselors and staff
ST	To take part in job shadowing	Grades 9-12	Students are given the opportunity to shadow a person in a career of interest through our high school's school-to-work coordinator	Ongoing	School-to-work coordinator
ST	To take part in an internship	Grades 11 and 12	Students may apply for an internship through the school-to-work coordinator	Ongoing, preferably established at the start of semester 1 and/or the start of semester 2	School-to-work coordinator
<b>Stakeholders</b>	<b>Program goal</b>	<b>Grade level</b>	<b>Activities/events</b>	<b>Start/end</b>	<b>Contact</b>
ST	Increase awareness of post-secondary institutions through onsite field trips and in-house visits	Grades 11 and 12	Students may meet with post-secondary institution representatives that come to our school as well as military personnel. Days spent visiting a post-secondary site are excused attendance days with that institution's representative's signature.	Ongoing	Career resource room staff and high school counselors
ST/PS	Increase awareness of scholarship opportunities	Grade 12	Students have the opportunity to research and apply for local, statewide and national scholarships	Ongoing	Career resource room aide and high school counselors

**Program Delivery System**

**Comprehensive School Counseling Program Delivery System for Tunkhannock Area School District, High School, grades 9-12**

**Total for year**

Guidance Curriculum	Prevention, intervention and response services	Individual student planning	System Support
Provide developmental, comprehensive guidance program content in a systematic way to all students K-12	Address school and student needs	Assist 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
Prepare and distribute all school counseling publications; guidance newsletter, Encompass issues, local scholarship resources, standardized testing guide	Meet with failing students quarterly with information from quarterly grade report	<ul style="list-style-type: none"> <li>Consult with faculty about student placement, IEP, 504 plans</li> <li>Participate as a team member for all IEP meetings</li> <li>Consult with personal care assistants, therapeutic staff support and behavioral specialist consultants</li> <li>Maintain credit sheet for each student</li> <li>Review records and create individual schedules for new and returning students</li> </ul>	<ul style="list-style-type: none"> <li>Keystone Exam preparation</li> <li>Keystone Exam coordination</li> <li>AP test coordination with teachers and students</li> <li>Prepare and distribute report cards</li> <li>Mail progress reports for in danger students quarterly</li> <li>Write, maintain, and distribute 504 plans</li> <li>Assist in the building of the yearly master schedule</li> <li>Plan and coordinate annual Honors Banquet</li> </ul>

Career	Career	Career	Career
Orient freshman through the Career Exploration class		Career Education Curriculum – introduce, reinforce, and implement plans	Write letter of recommendations, prepare applications for college/university and technical schools

Guidance curriculum % of time	Prevention, intervention and responsive services % of time	Individual student Planning % of time	System support % of time
6%	36%	36%	22%

**High School Career Curriculum Action Plan**

<b>Action plan</b>	<b>Delivery Method</b>	<b>Personnel</b>	<b>Target Group</b>	<b>Timeline</b>	<b>CEW (Career, Education &amp; Work) STANDARD</b>
Student will investigate the world of work	SCCTC presentations from students (clusters)	Guidance, CTC counselors and students	9 <sup>th</sup> grade students	Spring	13.1.11.F
Student will investigate the world of work	Classroom guidance and career research through the 9 <sup>th</sup> grade 22 day career course	Guidance, staff, PHEAA representatives	9 <sup>th</sup> grade students	All year rotating/22 day course	13.1.11A 13.1.11B 13.1.11C 13.2.11B 13.3.11.G
Student will complete career/ interest survey	Classroom through the 9 <sup>th</sup> grade 22 day career course and again in grade 11 and through the Transition program for IEP students	Guidance staff, career resource room staff, regular education and the T ASD Transition coordinator	9 <sup>th</sup> grade and IEP students	All year rotating/22 day course	13.1.11A 13.1.11B 13.1.11C 13.1.11H
Student will develop a career portfolio within the Bridges/ Choices program or Naviance or ACT Explore	Classroom through the 9 <sup>th</sup> grade 22 day career course and Transition implementation for IEP students	Guidance staff, career resource room staff, regular education staff, the T ASD Transition coordinator	9 <sup>th</sup> grade students and IEP students	All year rotating/22 day course	13.1.11G 13.2.11E 13.3.11E 13.3.11.G
<b>Action plan</b>	<b>Delivery Method</b>	<b>Personnel</b>	<b>Target Group</b>	<b>Timeline</b>	<b>CEW (Career, Education &amp; Work) STANDARD</b>
Student will be introduced to internet career, college, financial aid resources through <i>educationplanner.org</i> and <i>fastweb.com</i>	Classroom through 9 <sup>th</sup> grade class handouts	Guidance counselors	9 <sup>th</sup> grade students	Once per year	13.1.11A 13.1.11B 13.1.11C 13.1.11E 13.1.11F 13.1.11G 13.1.11H
Students will be introduced to National Collegiate Athletic Association requirements for Division I, II and III eligibility	Classroom through 9 <sup>th</sup> grade class handouts	Guidance counselors	9 <sup>th</sup> grade students	Once per year	13.1.11A 13.1.11B
Students will be reintroduced to the graduation requirements of T ASD	Classroom through 9 <sup>th</sup> grade class handouts	Guidance counselors	9 <sup>th</sup> grade students	Once per year	13.3.11.E
Students will review requirement for graduation project	9 <sup>th</sup> grade 22 day career class through 9 <sup>th</sup> grade class handout	Guidance counselors and career resource staff	9 <sup>th</sup> grade students	All year rotating	13.3.11.E
Student will compare and contrast career choices w/post secondary options	Individual and group meetings	Guidance counselors	9 <sup>th</sup> grade students	April	13.1.11F 13.1.11G 13.1.11H 13.2.11B
Students will review career objectives within a academic plan	Individual counseling	Guidance counselors	9 <sup>th</sup> grade students	April	13.1.11A 13.1.11B 13.1.11F 13.1.11G 13.1.11H
Students understand the Keystone Exams content, results and Pennsylvania requirements	9 <sup>th</sup> handouts/newsletters/ Encompass issues/ announcements/ Letter mailed home	Guidance counselors and principal	9 <sup>th</sup> grade students	Fall	13.3.11G
Students are introduced to the Education Planner program	9 <sup>th</sup> grade Career Exploration class	PHEAA representative	9 <sup>th</sup> grade students	Ongoing	13.1.11A 13.1.11B
<b>Action plan</b>	<b>Delivery Method</b>	<b>Personnel</b>	<b>Target Group</b>	<b>Timeline</b>	<b>CEW (Career, Education &amp; Work) STANDARD</b>
Student will investigate the world of work	SCCTC presentations from students (clusters)	Guidance, CTC counselors and students	10 <sup>th</sup> grade students	Semester 2	13.1.11.F
Students will revisit graduation portfolio/career interest portfolio and graduation project requirements	10 <sup>th</sup> grade students within classes, during individual guidance meetings and within 10 <sup>th</sup> grade class handout	Guidance counselors and career resource staff	10 <sup>th</sup> grade students	All year staggered	13.1.11D
Students will participate in the ASVAB	Offered to 10 <sup>th</sup> grade students through coordination with Harrisburg Military Entrance Processing (MEPS)	Guidance counselors and representative from Harrisburg MEPS	10 <sup>th</sup> grade students	November	13.1.11A 13.1.11B 13.1.11C 13.1.11H
Student will be introduced to internet career, college, financial aid resources through <i>educationplanner.org</i> and <i>fastweb.com</i>	10 <sup>th</sup> grade class handout/ individual and group meetings	Guidance counselors	10 <sup>th</sup> grade students	Once per year	13.1.11A 13.1.11B 13.1.11C 13.1.11E 13.1.11F 13.1.11G 13.1.11H
Students will be reintroduced to National Collegiate Athletic Association requirements for Division I, II and III eligibility	10 <sup>th</sup> grade class handout/ individual and group meeting	Guidance counselors	10 <sup>th</sup> grade students	Once per year	13.1.11A 13.1.11B 13.1.11C 13.1.11E 13.1.11F 13.1.11G 13.1.11H
Students will be reintroduced to the graduation requirements of T ASD	10 <sup>th</sup> grade class handout/ individual and group meeting	Guidance counselors	10 <sup>th</sup> grade students	Once per year	13.3.11.E
Students will be introduced to the PSAT	Through 10 <sup>th</sup> grade class handout and letter mailed home/ individual and group meetings	Guidance counselors and guidance staff	10 <sup>th</sup> grade students	October	13.1.11A 13.1.11E 13.1.11F 13.1.11H

Student will compare and contrast career choices w/post secondary options	Individual and group meetings	Guidance counselors	10 <sup>th</sup> grade students	April	13.1.11F 13.1.11G 13.1.11H 13.2.11B
Students will review career objectives with academic plan	Individual counseling	Guidance counselors	10 <sup>th</sup> grade students	April	13.1.11A 13.1.11B 13.1.11F 13.1.11G 13.1.11H
Students understand the Keystone Exams content, results and Pennsylvania requirements	10 <sup>th</sup> handouts/newsletters/ Encompass issues/ announcements/ Letter mailed home	Guidance counselors and principal	10 <sup>th</sup> grade students	Fall	13.3.11G
Students revisit the Education Planner program	10 <sup>th</sup> grade Tech Basics class	PHEAA representative	10 <sup>th</sup> grade students	Ongoing	13.1.11A 13.1.11B
<b>Action plan</b>	<b>Delivery Method</b>	<b>Personnel</b>	<b>Target Group</b>	<b>Timeline</b>	<b>CEW (Career, Education &amp; Work) STANDARD</b>
Students will revisit graduation portfolio/career interest portfolio and graduation project requirements	11 <sup>th</sup> grade students within classes, during individual guidance meetings and within 11 <sup>th</sup> grade class handout	Guidance counselors and career resource staff	11 <sup>th</sup> grade students	All year staggered	13.1.11D
Students will be introduced to essential workplace skills	Cooperative education class	Business faculty	Any 11 <sup>th</sup> grade student in the cooperative education class or program	All year	13.2.11C 13.2.11C 13.3.11E
Students will be reintroduced to National Collegiate Athletic Association requirements for Division I, II and III eligibility	11 <sup>th</sup> grade class handout/ individual and group meeting	Guidance counselors	11 <sup>th</sup> grade students	Once per year	13.1.11A 13.1.11B
Students will participate in the ASVAB	Offered to 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> grade students through coordination with Harrisburg Military Entrance Processing (MEPS)	Guidance counselors and representative from Harrisburg MEPS	11 <sup>th</sup> grade students	November	13.1.11A 13.1.11B 13.1.11C 13.1.11H 13.1.11A
Students will be reintroduced to the graduation requirements of TASD	11 <sup>th</sup> grade class handout/ individual and group meeting	Guidance counselors and staff	11 <sup>th</sup> grade students	Once per year	13.3.11E
Students are introduced to SAT/ACT college entrance testing	11 <sup>th</sup> grade class handout/ individual and group meeting	Guidance counselors	All 11th grade students	Semester 1	13.1.11A 13.1.11E 13.1.11F 13.1.11H
Students will be introduced to the PSAT	11 <sup>th</sup> grade class handout and letter mailed home/individual and group meetings	Guidance counselors and guidance staff	11 <sup>th</sup> grade students	October	13.1.11A 13.1.11E 13.1.11F 13.1.11H
Student will compare and contrast career choices w/post secondary options	Individual and group meetings	Guidance counselors	11 <sup>th</sup> grade students	April	13.1.11F 13.1.11G 13.1.11H 13.2.11B
Students will review career objectives with academic plan	Individual counseling	Guidance counselors	11 <sup>th</sup> grade students	April	13.1.11A 13.1.11B 13.1.11F 13.1.11G 13.1.11H
Students are offered a college information session	11 <sup>th</sup> grade class handouts/ newsletters/ Encompass issues/ announcements	Guidance counselors and university/college staff	11 <sup>th</sup> grade students	April	13.1.11D 13.1.11E 13.1.11G 13.1.11H
Students are offered a college fair	11 <sup>th</sup> grade class handouts/ newsletters/ Encompass issues/ announcements	Guidance counselors sponsored by Pennsylvania Association for College Admissions Counselor	11 <sup>th</sup> grade students	April	13.1.11D 13.1.11E 13.1.11G 13.1.11H
Students understand the Keystone Exams content, results and Pennsylvania requirements	11 <sup>th</sup> grade handouts/ newsletters/ Encompass issues/ announcements/ Letter mailed home	Guidance counselors and principal	11 <sup>th</sup> grade students	Fall	13.3.11G
Students are instructed on how to make a personal resume	11 <sup>th</sup> grade class handouts/ Encompass issues/individual and group meetings	Guidance counselors and career resource staff	11 <sup>th</sup> grade students	Fall	13.2.11C 13.2.11D 13.2.11E
Students are offered the course <i>Entrepreneurship</i>	Through the TAHS curriculum guide, discussions with the teachers in the business department	Business department staff	11 <sup>th</sup> grade students	By semester	13.4.11A 13.4.11B 13.4.11C
Students are delivered the Junior Jumpstart presentation	Through all junior English classes	PHEAA representative	11 <sup>th</sup> grade students	Spring	13.1.11D 13.1.11E 13.1.11F 13.1.11H
<b>Action plan</b>	<b>Delivery Method</b>	<b>Personnel</b>	<b>Target Group</b>	<b>Timeline</b>	<b>CEW (Career, Education &amp; Work) STANDARD</b>

Students will complete the Bridges Choices program and a career inventory	English classes and letters mailed home	Guidance counselors and guidance staff	12 <sup>th</sup> grade students	By May of the senior year	13.1.11A 13.1.11B 13.1.11C 13.1.11G 13.1.11H 13.2.11E 13.3.11E 13.3.11G
Students will be provided with a senior timeline	12 <sup>th</sup> grade class handouts/ Encompass issues/individual and group meetings	Guidance counselors	12 <sup>th</sup> grade students	Fall	13.1.11G 13.2.11D 13.3.11E
Students will be made aware of the resources available for college and technical schools in the career resource room	12 <sup>th</sup> grade class handouts/ Encompass issues/individual and group meetings	Guidance counselors and career resource staff	12 <sup>th</sup> grade students	Fall	13.1.11B 13.1.11F 13.1.11G 13.2.11B
Students will be made aware of how to fill out a college application, the components of a high school transcript and how to request the release of a transcript	12 <sup>th</sup> grade class handouts/ Encompass issues/individual and group meetings	Guidance counselors and career resource staff	12 <sup>th</sup> grade students	Fall	13.1.11F 13.1.11H
Students will be introduced to essential workplace skills	Cooperative education class	Business faculty	Any 12 <sup>th</sup> grade student in the cooperative education class or program	All year	13.2.11C 13.2.11C 13.3.11E
Students will revisit graduation portfolio and graduation project requirements	12 <sup>th</sup> grade students within classes, during individual guidance meetings and within grade level newsletters	Guidance staff, career resource staff	12 <sup>th</sup> grade students	All year staggered	13.1.11D
Students will participate in the ASVAB	Offered 12 <sup>th</sup> grade students through coordination with Harrisburg Military Entrance Processing (MEPS)	Guidance counselors and representative from Harrisburg MEPS	12 <sup>th</sup> grade students	November	13.1.11A 13.1.11B 13.1.11C 13.1.11H 13.1.11A
Student will compare and contrast career choices w/post secondary options	Individual and group meetings	Guidance counselors	12 <sup>th</sup> grade students	All year	13.1.11A 13.1.11B 13.1.11G 13.1.11H 13.2.11D
Students will review career objectives with academic plan	Individual counseling	Guidance counselors	12 <sup>th</sup> grade students	All year	13.1.11A 13.1.11B 13.1.11F 13.1.11G 13.1.11H
Students will be made aware of how to plan a college visit	12 <sup>th</sup> grade class handouts/ Encompass issues/individual and group meetings	Guidance counselors and career resource staff	12 <sup>th</sup> grade students	Fall	13.1.11D 13.1.11E 13.1.11G 13.1.11H
Students are instructed on how to make a personal resume	12 <sup>th</sup> grade class handouts/ Encompass issues/individual and group meetings	Guidance counselors and career resource staff	12 <sup>th</sup> grade students	Fall	13.2.11C 13.2.11D 13.2.11E
Students will participate in a senior meeting	Individual/group meetings	Guidance counselors	12 <sup>th</sup> grade students	Fall	13.1.11A 13.1.11B 13.1.11E 13.1.11F 13.1.11G 13.1.11H
Students will participate in receiving financial aid information	Individual/group meetings and Financial Aid night and FAFSA completion night	Guidance counselors, PHEAA representatives and PHEAA partners	12 <sup>th</sup> grade students	October, February and throughout the year	13.1.11E 13.3.11D
Students will have a future plan	Individual/group meetings	Guidance counselors	12 <sup>th</sup> grade students	Throughout the year	13.1.11F 13.1.11G 13.1.11H 13.2.11D 13.3.11A 13.3.11G
Students are offered the course <i>Entrepreneurship</i>	Through the TAHS curriculum guide, discussions with the teachers in the business department	Business department staff	12 <sup>th</sup> grade students	By semester	13.4.11A 13.4.11B 13.4.11C
Students will participate in the SAT and/or ACT	School counseling publications, website, announcements, counselor meetings	HS Counselors	12 <sup>th</sup> grade students	Ongoing	13.1.11A 13.1.11E 13.1.11F 13.1.11H

### I. Organizing Career Resources

The following career resources listed below will assist in connecting the program to business and community in the career domain.

<b>Career Resources</b>	<b>Connection</b>
<b>Intermediary Organizations</b>	<b>Occupational Advisory Council; Northern Tier Industry &amp; Education Consortium</b>
<b>Umbrella Organizations</b>	<b>Chamber of Commerce; Rotary; Kiwanis; Local United Way; Lions Club</b>
<b>Community State Organizations</b>	<b>Career Link; United Way</b>
<b>Individual Contacts</b>	<b>Local Business Partnerships; Post-secondary Representatives; School to Career Coordinator</b>
<b>Community / Business Meetings</b>	<b>Chamber of Commerce; Rotary; Kiwanis; Lions Club; Business &amp; Professional Women's Club; Jr. Women's Club</b>
<b>Community Events</b>	<b>PACAC College Fairs; Wyoming County Business, Job, &amp; Gas Expo; Looking Forward</b>
<b>Internet Based Links</b>	<b>School Website (www.tasd.net); pacareerstandards; onet; pacareerzone; paworkforce; Bridges/Choices; PHEAA (educationplanner)</b>
<b>Media / Advertising</b>	<b>School website; Guidance Newsletters; Message Board; mailings</b>
<b>Publications / Documents</b>	<b>New-Age Examiner; School website</b>

**K-12 Program Calendar**

Below is a list of current activities, events and tasks already completed by the school counselors in the *academic (A), career (C) and personal/social (PS) domains.*

Month	Activity/Event /Tasks	Domain	Grades
August	<p><u>Activities/events:</u> High school orientation</p> <p><u>Tasks:</u> Consult with faculty about IEP, placement and 504 plans Schedule students for the current year Inform students of SAT/ACT registration Update standardized testing guide Distribute issue 1 of newsletter Prepare the senior class handout</p>	<p>A/C/PS</p> <p>A/C/PS A/C/PS A/C A/C A/C A/C</p>	<p>9</p> <p>K-12 9-12 11-12 10-12 9-12 12</p>
September	<p><u>Activities/events:</u></p> <p><u>Tasks:</u> Consult with faculty about placement, IEP, and 504 plans Meet with seniors for senior year transition meeting Meet with representatives of post-secondary institutions Coordinate with school-to-career coordinator to adjust schedules and finalize job placement. Write letters of recommendation/prepare applications for post-secondary institutions Make schedule changes Send mailing regarding registration for PSAT Distribute Issue #3 of Encompass Remind students of SAT/ACT registration deadlines Prepare the freshman class handout</p>	<p>A/C/PS A/C/PS A/C/PS A/C A/C A/C/PS A/C A/C A/C A/C</p>	<p>9-12 12 11-12 11-12 12 9-12 10-11 12 11-12 9</p>
October	<p><u>Activities/events:</u> Endless Mountains Counselor Association meeting PASSHE Conference PSAT administration SAT administration Host financial aid (PHEAA) workshop Meet with freshman to discuss and distribute class letter Attend ACT workshop Attend College Board workshop Parent/teacher conferences PASSHE Conference (or spring)</p> <p><u>Tasks:</u> ASVAB coordination Write letters of recommendation/prepare applications for post-secondary institutions Meet with representatives of post-secondary institutions Send progress reports Remind students of ACT and SAT registrations Prepare the junior class handout</p>	<p>A/C A/C A/C A/C A/C A/C A/C A/C/PS A/C</p> <p>A/C A/C A/C A/C A/C</p>	<p>K-12 11-12 10-12 11-12 12 9 9-12 9-12 9-12 11-12</p> <p>11-12 12 12 9-12 11-12 11</p>
November	<p><u>Activities/events:</u> ASVAB testing Keystone Instant Decision Day Junior meetings to discuss and distribute class letter PHEAA counselor workshop Junior meetings to discuss and distribute class handout</p> <p><u>Tasks:</u> Meet with representatives of post-secondary institutions Write letters of recommendation/prepare applications for post-secondary institutions and local scholarships Meet with academic departments to discuss programming Send failure letters Send report cards for quarter #1 HOBY (Hugh O'Brian Youth Leadership Seminar) selection Distribute Encompass issue #4 Remind students of SAT/ACT registrations Write the sophomore class handout Organize and advertise local scholarships Occupational Advisory Committee at SCCTC – fall meeting</p>	<p>A/C A/C A/C A/C</p> <p>A/C A/C</p>	<p>10-12 12 11 12 11</p> <p>11-12 12 9-12 9-12 9-12 10 12 11-12 10 12</p>

December	<p><b>Activities/events:</b>  Endless Mountains Counselor Association meeting  Sophomore meeting to discuss and distribute class handout  Review PSAT results with students  ASVAB feedback meeting  Keystone testing preparation</p> <p><b>Tasks:</b>  Continue to write letter of recommendations, prepare applications for post-secondary schools and scholarships  Coordinating the curriculum guide updates and revisions  Send out progress reports for quarter #2  Remind students of SAT/ACT registrations  Organize and advertise local scholarships</p>	<p>A/C/PS  A/C  A/C  A/C  A/C  A/C  A/C  A/C  A/C</p>	<p>9-12  10  10-11  10-12  9-12  12  9-12  9-12  9-12  12</p>
January	<p><b>Activities/events:</b>  FAFSA workshop  Keystone testing administration  SAT administration</p> <p><b>Tasks:</b>  Continue to write letter of recommendations, prepare applications for post-secondary schools and scholarships  Continue work on the curriculum guide/  begin work on the next year's schedule  Advertise local scholarships  Require student releases for mid-year grades to be sent out  Send failure letters for quarter #2 and 1<sup>st</sup> semester classes  Send out report cards for quarter #2  Remind students of SAT/ACT registrations  Update organization and advertisement of local scholarships  Complete 2<sup>nd</sup> semester schedule changes</p>	<p>A/C  A/C  A/C  A/C  A/C  A/C  A/C  A/C  A/C  A/C  A/C</p>	<p>12  9-12  11-12  12  9-12  12  12  9-12  11-12  12  9-12</p>
February	<p><b>Activities/events:</b>  FAFSA completion night  Keystone Instant Decision day</p> <p><b>Tasks:</b>  Continue to write letter of recommendations, prepare applications for post-secondary schools and scholarships  AP testing preparation  Keystone testing preparation  Distribute Encompass issue #5  Send progress reports for quarter #3  Remind students of SAT/ACT registrations  Update organization and advertisement of local scholarships</p>	<p>A/C  A/C  A/C  A/C  A/C  A/C  A/C</p>	<p>12  12  12  11-12  12  9-12  11-12  12</p>
March	<p><b>Activities/events:</b>  SAT administration  High school orientation night for upcoming freshman  Parent/teacher conferences  Endless Mountains Counselor Association meeting  PASSHE Conference for fall</p> <p><b>Tasks:</b>  Contact students who are eligible for AP exams  Order AP exams  Remind students of SAT/ACT registrations  Update organization and advertisement of local scholarships  Continue to write letter of recommendations, prepare applications for post-secondary schools and scholarships  Prepare Rediker for the next year's schedule  Distribute Encompass issue #1 to juniors  Occupational Advisory Committee at SCCTC – spring meeting</p>	<p>A/C  A/C/PS  A/C/PS  A/C  A/C  A/C  A/C  A/C  A/C  A/C  A/C</p>	<p>11-12  9  9-12  9-12  12  11-12  11-12  11-12  12  12  9-12  11  9-12</p>

April	<p><b>Activities/events:</b>  College Information Night  College Fair  Scholarship committee meetings  Course request meetings  Administer National Occupational  Competency Testing Institute end of  program tests</p> <p><b>Tasks:</b>  Send failure letters for quarter #3  Send out report cards for quarter #3  Newsletter distributed first week of quarter  #4  Remind students of SAT/ACT registrations  Update organization and advertisement of  local scholarships  Continue to write letter of recommendations,  prepare applications for post-secondary  schools and scholarships</p>	<p>A/C  A/C  A/C  A/C  A/C  A/C</p> <p>A/C  A/C  A/C  A/C  A/C  A/C</p>	<p>11  11  12  9-12  9-12  11-12</p> <p>9-12  9-12  9-12  11  12  12</p>
May	<p><b>Activities/events:</b>  Keystone administration  AP testing  Senior Awards Night  Honors Banquet  8<sup>th</sup> graders visit and course request meetings  Endless Mountain Counselor Association  meeting</p> <p><b>Tasks:</b>  Send progress report for quarter #4  Distribute Encompass issue #2 to juniors  Assist with graduation preparation  Certify seniors for graduation</p>	<p>A/C  A/C  A/C/PS  A/C/PS  A/C/PS  A/C</p> <p>A/C  A/C  A/C  A/C</p>	<p>9-12  11-12  12  9-12  9  9-12</p> <p>9-12  11  12  12</p>
June	<p><b>Activities/events:</b>  Graduation ceremony</p> <p><b>Tasks:</b>  Send out quarter #4 report cards  Send out failure letters  Record, file and purge data from student files  Assist students with summer school  scheduling  Update credit sheets  Assist and balance the master schedule</p>	<p>A/C/PS</p> <p>A/C  A/C  A/C  A/C  A/C  A/C</p>	<p>12</p> <p>9-12  9-12  9-12  9-12  9-12  9-12</p>
July	<p><b>Activities/events:</b></p> <p><b>Tasks:</b>  Determine class ranks and GPAs  Update student information in CATS data  system  Check summer school enrollment against  failure slips and reschedule as needed  Course selection for new incoming students  Resolve scheduling conflicts</p>	<p>A/C  A/C  A/C  A/C  A/C</p>	<p>9-12  9-12</p> <p>9-12  9-12  9-12</p>
Ongoing Throughout the school year	<p><b>Activities/events:</b>  Weekly meeting with principal  High school counselor team meeting  Attend annual IEP meetings for special  education students  Provide responsive counseling and referrals  for students as needed  Meet with students regarding academic  progress  Process new students  Consult with local/community agencies and  volunteers  Conduct various individual and group  counseling services, academic, behavior,  social and career interventions  Monitor academic progress  Career Education Curriculum – introduce,  reinforce, and implement plans  Contribute to school district website  Utilize Bridges Choices program  Maintain scholarship and financial aid  information  Track graduation project completion</p>	<p>A/C  A/C  A/C</p> <p>A/C  A/C  A/C  A/C/PS</p> <p>A/C/PS  A/C</p> <p>A/C  A/C  A/C  A/C  A/C</p>	<p>9-12  9-12  9-12</p> <p>9-12  9-12  9-12  9-12</p> <p>9-12  9-12</p> <p>9-12  9-12  9-12  9-12  9-12</p>

TAHS is one of 22 Comprehensive high schools in Pennsylvania. This means we house a full academic program and a Career and Technology Education (CTE) program in the same building. Students also have the opportunity to attend the **Susquehanna County Career & Technology Center (SCCTC)** for Career and Technical programs which are not offered at Tunkhannock. The **SCCTC** is located in Dimock, PA on the same campus as the Elk Lake Schools. The **SCCTC** offers several career technical educational programs and students from TAHS are eligible to enroll in one of the following eleven programs: Carpentry & Cabinetmaking, Electrical, Plumbing, & Heating, Cosmetology, Food Mgt./Prod./Services, Health Care Technology, Security & Protective Services, Welding, Medical Records Technology, Vehicle Maintenance & Repair, Autobody/Collision & Repair Technology, and Electrical, Electronic & Communications Tech. All SCCTC programs are three year Programs of Study for TAHS students. For TAHS students enrolled in a Program of Study at the **SCCTC**, the students take only their core courses at TAHS. They spend half their day at the **SCCTC** and the other half of the day at TAHS. Students must successfully complete ninth grade and be in good credit standing in order to enroll in a POS at the **SCCTC**. Application is made in the spring of the ninth grade year when scheduling for the upcoming school year. Representatives from the **SCCTC** speak to ninth grade students before they submit their course requests for the upcoming school year.

Career and Technical Education provides students with an opportunity to apply knowledge and skills learned in other classes, while allowing access to the latest hands-on machinery, tools, and computerized equipment used in these fields. Career and Technical Education programs represent a number of high demand technical fields and are also aligned with Pennsylvania Academic Standards and National Industry Standards. **State and national labor and industry data indicates a great demand for technical, specially trained professionals.**

**Data**

<b>District: Tunkhannock Area High School</b>		<b>Year: 2012-2013</b>		
<b>Student Body Composition</b>	<b>Number of Students</b>	<b>% of Students</b>	<b>Comments</b>	
Total Enrollment	834	100		
Male Enrollment	444	53.24		
Female Enrollment	390	46.76		
<b>Race</b>				
White	815	97.72		
Black	7	0.84		
Hispanic	2	0.24		
Asian	8	0.96		
Other	2	0.24		
<b>Special Groups</b>				
Free/Reduced Lunch	253	30.34		
Special Ed. / IEP's	148	17.75		
Gifted	34	4.08		
ELL	0	0		

<b>Graduation Rate</b>	<b>Current %</b>	<b>Year 2 Goal</b>	<b>Year 3 Goal</b>	<b>Year 4 Goal</b>	<b>Year 5 Goal</b>	<b>Comments</b>
Overall	86.91					
White	87.15					
Black / Latino	100					
Hispanic	0					
Asian	100					
Other	N/A					
Free/Reduced Lunch	77.63					
Special Ed. / IEP's	64.44					
Gifted	100					
ELL	75					
GED	0.67					