

## Chapter 339 K-12 Guidance Plan Outline

School District: West Mifflin Area School District 2024-2027  
West Mifflin, PA

### 1. School Counselors and Assignments:

- West Mifflin Area High School
  - 3 Secondary Certified School Counselors
    - 9<sup>th</sup> grade + Middle/ High School Transition 1: 300
    - 10<sup>th</sup>-12<sup>th</sup> grade- Last Names A-L 1: 325
    - 10<sup>th</sup> -12<sup>th</sup> grade- Last Names M-Z 1: 325
- West Mifflin Area Middle School
  - 2 Certified School Counselors
    - 4<sup>th</sup> & 5<sup>th</sup> grade & 6<sup>th</sup> grade Last Names A-K 1:410
    - 7<sup>th</sup> & 8<sup>th</sup> grade & 6<sup>th</sup> grade Last Names L-Z 1:410
- West Mifflin Elementary Schools
  - 1 Certified Elementary Counselor 1:710
    - K-3 Homeville Elementary School
    - K-3 Clara Barton Elementary School
  - 2 CLRS Support Counselor N/A – support
    - 1 Clara Barton Elementary
    - 1 Homeville Elementary/ Middle School

### 2. School-Counseling Department Mission Statement

The Mission of West Mifflin Area School Counseling Department- in partnership with teachers, students, administrators, families and the community - is to provide a comprehensive developmental counseling program that addresses the academic, career, and personal/social development of all students in order to maintain a challenging and safe learning environment.

### 3. Program Goals and Objectives: See 339.32(4)

The West Mifflin Area School District School Counseling Department identifies annual SMART goals and objectives at each grade level band in the academic, career and social emotional domains. Data on each of these goals is collected, analyzed and shared with the advisory council at the annual meeting. These goals are designed to be specific, measurable, achievable, realistic and result focused. The timeline for the goals is clearly identified.

### 4. Stakeholders: See 339.32(8)

West Mifflin Area School District maintains a career guidance service action planning document describing the benefits and contributions of each stakeholder group in relation to the delivery of guidance services. The stakeholder groups are comprised of:

- Students
- Parents
- Educators (teachers, administrators, counselors)
- Post-Secondary partners
- Business & Community Agencies

## 5. Role of the School Counselor:

The school counselor's role is to encourage personal responsibility in students as they work toward becoming successful citizens in an ever-changing global society.

- A. As a Leader
  - member of Schoolwide PBIS teams
  - member of the SAP /ESAP teams
  - member of Mon Yough Council
  - member of PTSA
  - member of District Design Team
  - member of Allegheny County Counselor Association
  - presenter to community organizations, school board etc. on school initiatives that impact students' personal/social, academic, and career development
- B. As an Advocate
  - liaison for students with parents, teachers, and outside agencies
  - promoter of equitable access to educational services to all students
- C. As a Collaborator
  - member of grade-level teams, building and district-wide teams
- D. As an Agent of Systemic Change
  - member of professional school counseling organizations
  - resource to provide input when called upon by administrators regarding various decision-making topics

## 6. Advisory Council: See 339.32(9)

The advisory council is a representative group of stakeholders selected to review and advise on the implementation of the school counseling program. The advisory council will assist school counselors by advising on program goals; reviewing program results; making recommendations about the school counseling program; advocating and engaging in public relations for the school counseling program; advocating for funding and resources. Annual advisory meetings are held in the spring of each year and members are periodically reviewed to maintain active participation and representation of each stakeholder group. Council members and meeting minutes are maintained by the lead counselor (guidance department head).

**7. Monthly Guidance Service Calendars:** See 339.32(1)

Monthly calendars are separated by grade level bands as well as academic, career and social emotional learning (SEL). Calendars are annually reviewed and updated by school counselors at each grade level.

**8. Four-Tiered Delivery System:** See 339.32(7)

The WMASD counseling department maintains a four-tiered delivery system organized by grade level that includes curriculum, prevention, intervention and responsive services, individual student planning and system support across each grade band including both formal and informal career consultations with teachers, counselors and administrators

**9. Organizing Career /Postsecondary Resources** See 339.32(3)

The West Mifflin School Counseling Department maintains a list of diverse external resources organized by the national career clusters to be utilized for topics such as career readiness, work-based learning experiences and postsecondary and technical training options.

**10. Individualized Academic/Career Plan** See 339.32(2)

Starting in 5<sup>th</sup> grade students will develop their Academic/Career Plan. This plan will serve as the graduation project requirement, and will be completed by the student throughout high school with the foundation beginning at the 5<sup>th</sup> grade level. Naviance by PowerSchool will be the electronic career platform utilized to store the career evidence and individualized plans. Each West Mifflin Area High School graduate must present a senior project as a requirement of the 12<sup>th</sup> grade English curriculum. This project is a cumulative presentation of research and career preparation beginning with the 5<sup>th</sup> grade academic/career plan.

**11. Career and Technical Center Strategy** See 339.32(5)

West Mifflin Area School District in collaboration with Steel Center AVTS provides a variety of activities focused on CTE awareness targeted at students, parents and educators.

**12. Career Placement and Transition Services** See 339.32(6)

West Mifflin Area High School provides career guidance services to all students that include provisions for the placement and transition from school to postsecondary work, college and the military.

**13. Follow up Studies** See 339.32 (10)

Follow up studies to determine the effectiveness of the career guidance services have not previously been conducted by the West Mifflin Area School District. Beginning with the Class of 2023 West Mifflin Area School District will begin utilizing Naviance by PowerSchool to collect data to be utilized to improve career guidance services.

**WEST MIFFLIN AREA SD**

K-12 Guidance Plan | 2024 - 2027

# GUIDANCE PLAN PROFILE

## PROFILE

**LEA Name**  
West Mifflin Area SD

**AUN**  
103029603

**Address 1**  
1020 Lebanon Road

**Address 2**  
Suite 250

**City**  
West Mifflin

**State**  
PA

**Zip Code**  
15122

## LEAD COUNSELOR

**Lead Counselor Name**  
Jennifer Shields

**Lead Counselor Phone Number**  
412-466-9131

**Extension**  
1008

**Lead Counselor Email**  
shieldsj@wmasd.org

**CHIEF SCHOOL ADMINISTRATOR**

**Chief School Administrator Name**  
Mr Jeffrey T Soles

**Chief School Administrator Phone Number**  
(412)466-9131-3002

**Extension**

**Chief School Administrator Email**  
solesj@wmasd.org

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

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

**1. Enter your school's Guidance Services Mission Statement that reflects the school's mission and includes reference to the three domains (academic, career, social/emotional), and equity and access for all students (500 character limit).**

The Mission of West Mifflin Area Counseling Department- in partnership with teachers, students, administrators, families and the community - is to provide a comprehensive developmental counseling program that addresses the academic, career, and personal/social development of all students in order to maintain a challenging and safe learning environment.

**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).**

West Mifflin Area High School students attend Steel Center CTC 565 North Lewis Run Road Jefferson Hills, PA 15025 to gain CTE instruction.

**339.31 BOARD-APPROVED GUIDANCE PLAN**

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

Yes

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

2022-11-17



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

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

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

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)**

2022\_23 Guidance Calendar update.pdf

# West Mifflin Area School District K-12 Career Guidance Services Calendar

AUGUST			
Grades	Academic	Career	SEL
K-3	<p>Academic:</p> <ul style="list-style-type: none"> <li>Update Student Data with Administration</li> <li>Transition Meetings</li> <li>504 Plan Meetings/Management</li> <li>Records Review</li> <li>Gifted Screenings/Make Referrals</li> <li>KBIT Ability Testing</li> <li>Classroom Observation</li> <li>Academic Planning</li> <li>Staff Collaboration/Team Meetings</li> <li>New Student Orientation</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>Plan Assemblies</li> <li>SWPBIS Lessons</li> <li>Provide Readiness Supplies</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Parent Communication</li> <li>Distribute Recommendation Forms for focus groups,</li> <li>Individual Counseling</li> <li>Crisis Counseling</li> <li>Peer Mediation/Conflict Resolution</li> <li>Peer Buddy/New Student Program</li> <li>CYF Consultation</li> <li>TCV &amp; FBR Coordination and Consultation</li> </ul>
4-5	<p>Academic:</p> <ul style="list-style-type: none"> <li>New Student Orientation</li> <li>Transition Meetings</li> <li>Staff Collaboration/Team Meetings</li> <li>504 Plan Meetings/Management</li> <li>Update Student Data with Administration</li> <li>Records Review</li> <li>Gifted Screenings/Make Referrals</li> <li>Classroom Observations</li> <li>Academic Planning</li> </ul>	<p>Plan assemblies</p> <p>Plan Career Activities</p> <p>Provide readiness supplies</p> <p>SWPBIS lessons</p>	<p>Distribute recommendation forms for</p> <p>Focus Groups</p> <p>Individual counseling</p> <p>Parent communication</p> <p>Crisis counseling</p> <p>Peer Mediation/Conflict Resolution</p>
6-8	<p>Academic:</p> <ul style="list-style-type: none"> <li>New Student Orientation</li> <li>Transition Meetings</li> <li>Team Meetings</li> <li>Schedule Changes</li> <li>Schedule New Students</li> <li>Meet with Special Education Teachers</li> <li>About Student Schedules</li> <li>Review Summer PSSA Scores</li> </ul>	<p>Career:</p> <p>Start Career Portfolios</p>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Crisis Counseling</li> <li>Individual Counseling</li> <li>Conflict Resolution</li> <li>Parent Communication</li> <li>SAP Meetings</li> <li>Agency Referrals</li> <li>Meet new students</li> </ul>
9-12	<p>Academic:</p> <ul style="list-style-type: none"> <li>Review summer school grades</li> <li>Complete retentions/promotions</li> <li>New student orientation</li> <li>SAT Testing</li> </ul>	<p>Career:</p> <p>Schedule adjustments based on career exploration and requirements</p> <p>Naviance updates for seniors/ e-docs</p>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Crisis Counseling</li> <li>Individual Counseling</li> <li>Conflict Resolution</li> <li>Parent Communication</li> <li>SAP Meetings</li> <li>Agency Referrals</li> </ul>

# West Mifflin Area School District K-12 Career Guidance Services Calendar

September			
Grades	Academic	Career	SEL
K-3	<p>Academic:</p> <ul style="list-style-type: none"> <li>504 Plan Reviews</li> <li>Observations</li> <li>IEP Meetings</li> <li>Grade Level Meetings</li> <li>KSEALS Readiness Testing</li> <li>MDE Coordination</li> <li>Open House</li> <li>Teacher Consultation</li> <li>Coordinate OT/PT Support Referrals</li> <li>SWPBIS Team Meetings</li> <li>SWIS Data</li> <li>Study Skills Groups</li> <li>Review and Distribute In-View Testing Results</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>SWPBIS Lessons/Career Readiness</li> <li>Review Naviance Lessons</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Parent Communication</li> <li>Classrooms Lessons</li> <li>Student of the Month</li> <li>Distribute Recommendation Forms for focus groups</li> <li>Individual Counseling</li> <li>Crisis Counseling</li> <li>Peer Mediation/Conflict Resolution</li> <li>Peer Buddy/New Student Program</li> <li>Coordination of Disability Paperwork</li> <li>CVF Consultation</li> <li>TCV &amp; FBR Coordination</li> </ul>
4-5	<p>Academic:</p> <ul style="list-style-type: none"> <li>Open House</li> <li>Benchmark Testing</li> <li>504 Plan Reviews</li> <li>Gifted Referrals</li> <li>School Counselor introduction</li> <li>SAP team meetings</li> <li>IEP Meetings</li> <li>Attend Grade Level Meetings</li> <li>Scheduling new students</li> <li>Coordinate OT/PT/Vision/Hearing Support referrals</li> <li>Teacher Consultation</li> <li>MDE Coordination</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>SWPBIS lessons/Career Readiness</li> <li>Junior Achievement/Naviance</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Individual Counseling</li> <li>Focus Groups</li> <li>Crisis Counseling</li> <li>Parent Communication</li> <li>SAP meetings</li> <li>Coordination of Disability paperwork</li> <li>Counselor Corner</li> <li>Peer Mediation/Conflict Resolution</li> <li>Classroom SEL lessons</li> </ul>
6-8	<p>Academic:</p> <ul style="list-style-type: none"> <li>Open House</li> <li>Attend Team Meetings</li> <li>Create Peer Helper Group for New Students</li> <li>Individual Student Planning</li> <li>Parent/Teacher Meetings</li> <li>IEP Meetings</li> <li>At-risk Student Groups</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>Naviance</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Start with Hello Week</li> <li>School Counselor introduction/lesson in sixth grade class</li> <li>Crisis Counseling</li> <li>Individual Counseling</li> <li>Conflict Resolution</li> <li>Group Counseling</li> <li>Parent Communication</li> <li>SAP Meetings</li> <li>Agency Referrals</li> </ul>
9-12	<p>Academic:</p> <ul style="list-style-type: none"> <li>Classroom introductions</li> <li>Open house</li> <li>Senior parent meeting</li> <li>Powerschool scavenger hunt</li> <li>Post graduate planning</li> <li>Transcript updates</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>College visitations</li> <li>Partner UP Applications</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Crisis Counseling</li> <li>Individual Counseling</li> <li>Conflict Resolution</li> <li>Parent Communication</li> <li>SAP Meetings</li> <li>Agency Referrals</li> </ul>

# West Mifflin Area School District K-12 Career Guidance Services Calendar

<b>October</b>			
<b>Grades</b>	<b>Academic</b>	<b>Career</b>	<b>SEL</b>
<b>K-3</b>	<p>Academic: 504 Plan Reviews Gifted Referrals Observations SAP Meetings IEP Meetings Grade Level Meetings KSEALS Readiness Testing MDE Coordination Benchmark Testing – review data SWS Data Teacher Consultation Coordinate OT/PT/Support Referrals Study Skills Groups Scheduling New Students</p>	<p>Career: SWPBIS Lessons/Career Readiness Naviance Lessons</p>	<p>Personal/Social: Parent Communication Red Ribbon Week Distribute Recommendation Forms for focus groups Individual Counseling Crisis Counseling Peer Mediation/Conflict Resolution Unity Day Activities Coordinate Halloween costume drive SAIP Meetings CYF Consultation TCV &amp; FBR Coordination Peer Buddy/New Student Program CICO Data</p>
<b>4-5</b>	<p>Academic: SAP Meetings IEP Meetings Observations Gifted Referrals 504 Plans – coordinate new plans Attend Grade Level meetings Teacher Consultation MDE Coordination Coordinate Behavior Plan</p>	Junior Achievement/Naviance	<p>Individual Counseling Focus Groups Crisis counseling SAP meetings Red Ribbon Week Coordinator Coordination of Disability paperwork PBIS reward distribution Agency Mental Health referrals Lunch Bunch Groups Peer Mediation/Conflict Resolution</p>
<b>6-8</b>	<p>Academic: Special Educations/Gifted Referrals 504 Meetings Individual Student Planning Parent/Teacher Meetings IEP Meetings At-risk Student Groups</p>	Naviance	<p>Red Ribbon Week SAVE Pride Promise Club activity PBIS Lessons Crisis Counseling Individual Counseling Conflict Resolution Group Counseling Parent Communication SAP Meetings</p>
<b>9-12</b>	<p>Academic: SAT/PSAT testing Transcript updates Financial Aid Parent Meeting</p>	<p>Career: College visits Game Plan Survey (12)</p>	<p>Personal/Social: Crisis Counseling Individual Counseling Conflict Resolution Parent Communication SAP Meetings Agency Referrals</p>

# West Mifflin Area School District K-12 Career Guidance Services Calendar

November			
Grades	Academic	Career	SEL
<p><b>K-3</b></p>	<p>Academic: 504 Plan Reviews Gifted Referrals SAP Meetings Grade Level Meetings KSEALS Achievement Testing KBIT Ability Testing MDE Coordination Parent/Teacher Conferences Benchmark Testing Teacher Consultation Coordinate OT/PT/ Support Referrals SWIS Data Study Skills Groups</p>	<p>Career: SW/PBIS Lessons/Career Readiness Naviance Lessons</p>	<p>Personal/Social: Parent Communication Bullying Prevention Week Activities Distribute Recommendation Forms for focus groups Individual Counseling Crisis Counseling Peer Mediation/Conflict Resolution Peer Buddy/New Student Program Coordinate coat drive for needy families CICO program and data CYF Consultation TCV &amp; FBR Coordination Coordinate Behavior Plans</p>
<p><b>4-5</b></p>	<p>Academic: Parent Teacher Conferences Benchmark Testing 504 Plan – coordinate new plans SAP meetings Gifted Referrals Observations IEP Meetings Attend Grade Level Meetings Focus Groups Scheduling New Students Coordinate OT/PT/Vision/Hearing Support Referrals Teacher Consultation MDE Coordination Coordinate Behavior Plan</p>	<p>Junior Achievement/Naviance Celebrate National Career Development Week</p>	<p>Personal/Social: Parent communication Individual counseling Focus groups Crisis Counseling SAP meetings Coordination of Disability paperwork Community Agency Referrals PBIS reward distribution Counselor Corner Peer Mediation/Conflict Resolution Bully Prevention Month</p>
<p><b>6-8</b></p>	<p>Academic: Individual Student Planning Parent/Teacher Meetings IEP Meetings At-risk Student Groups Print and Review Failure letter for Q1 Plan for Success Meetings with Struggling Students</p>	<p>Career: Naviance Celebrate National Career Development Week National Career Development Day Career Speaker Day</p>	<p>Personal/Social: SAVE Pride Promise Club monthly activity Crisis Counseling Individual Counseling Conflict Resolution Group Counseling Parent Communication SAP Meetings Agency Referrals</p>
<p><b>9-12</b></p>	<p>Academic: Parent Conferences Transcript Updates Freshman Graduation Plan Meetings</p>	<p>Career: College visits 4 year college pathway- deadline ASVAB Testing</p>	<p>Personal/Social: Crisis Counseling Individual Counseling Conflict Resolution Parent Communication SAP Meetings Agency Referrals</p>

# West Mifflin Area School District K-12 Career Guidance Services Calendar

December			
Grades	Academic	Career	SEL
<b>K-3</b>	<p><b>Academic:</b>                      504 Plan Reviews                      Gifted Referrals                      SAP Meetings                      Grade Level Meetings                      MDE Coordination                      KSEALS Achievement Testing                      KBIT Ability Testing                      Focus Groups                      Coordinate Behavior Plans                      Benchmark Testing                      Teacher Consultation                      Coordinate OT/PT/ Support Referrals                      SWS Data Collection                      Study Skills Groups                      Scheduling New Students</p>	<p><b>Career:</b>                      SWPBIS Lessons/Career Readiness                      Naviance Lessons</p>	<p><b>Personal/Social:</b>                      Parent Communication                      Bullying Prevention Week Activities                      Distribute Recommendation Forms for focus groups                      Individual Counseling                      Crisis Counseling                      Peer Mediation/Conflict Resolution                      Peer Buddy/New Student Program                      Coordinate coat drive for needy families                      CICO program and data                      CYF Consultation                      TCV &amp; FBR Coordination                      Coordinate Behavior Plans</p>
<b>4-5</b>	<p><b>Academic:</b>                      504 Coordinate new plans                      Gifted Referrals                      SAP meetings                      IEP Meetings                      Attend Grade Level Meetings                      Scheduling new students                      Coordinate OT/PT/Vision/Hearing Support Referrals                      Teacher consultation                      MDE Coordination                      Coordinate Behavior Plan</p>	<p><b>Junior Achievement/Naviance</b></p>	<p><b>Personal/Social:</b>                      Individual counseling                      Focus Groups                      Crisis Counseling                      Parent Communication                      SAP meetings                      Coordination of Disability paperwork                      PBIS reward distribution                      Community Agency Referrals                      PBIS reward distribution                      Peer Mediation/Conflict Resolution                      Counselor Corner</p>
<b>6-8</b>	<p><b>Academic:</b>                      Individual Student Planning                      Parent/Teacher Meetings                      IEP Meetings                      At-risk Student Groups                      Keystone Testing                      Plan for Success meetings with Struggling students</p>	<p><b>Career:</b>                      Naviance</p>	<p><b>Personal/Social:</b> SAVE Pride Promise                      Club monthly activity                      PBIS lessons                      Crisis Counseling                      Individual Counseling                      Conflict Resolution                      Group Counseling                      Parent Communication                      SAP Meetings                      Agency Referrals</p>
<b>9-12</b>	<p><b>Academic:</b>                      PSAT Score Distribution                      Keystone Retests</p>	<p><b>Career:</b>                      Steel Center Presentations                      Builders Guild presentations</p>	<p><b>Personal/Social:</b>                      Crisis Counseling                      Individual Counseling                      Conflict Resolution                      Parent Communication                      SAP Meetings                      Agency Referrals</p>

# West Mifflin Area School District K-12 Career Guidance Services Calendar

January			
Grades	Academic	Career	SEL
<p style="text-align: center;"><b>K-3</b></p>	<p>Academic: 504 Plan Reviews Gifted Referrals SAP Meetings Grade Level Meetings KSEALS Achievement Testing KBIT Ability Testing Focus Groups Benchmark Testing Teacher Consultation Coordinate OT/PT Support Referrals SWIS Data Study Skills Groups Scheduling New Students</p>	<p>SWPBIS Lessons Naviance Lessons</p>	<p>Personal/Social: SAIP Meetings CYF Consultation TCV &amp; FBR Coordination CICO Program and Data Coordinate Behavior Plans</p>
<p style="text-align: center;"><b>4-5</b></p>	<p>Attend Grade Level Meetings Gifted Referrals Observations Teacher Consultation Benchmark Testing 504 Plan – coordinate meetings Pre-academic screenings Focus Groups Scheduling New Students Coordinate OT/PT/Vision/Hearing Support MDE Coordination Failure Letter Distribution Coordinate Behavior Plan</p>	<p>Junior Achievement/Naviance</p>	<p>Parent Communication Individual Counseling Focus Groups Crisis Counseling SAP meetings IEP Meetings Coordination of Disability paperwork Community Agency Referrals PBIS reward distribution Lunch Bunch Groups Peer Mediation/Conflict Resolution</p>
<p style="text-align: center;"><b>6-8</b></p>	<p>Academic: Individual Student Planning Parent/Teacher Meetings IEP Meetings At-risk Student Groups Benchmark Testing Review Report Cards Mail 2<sup>nd</sup> 9 week Failure Letter</p>	<p>Naviance Curriculum Lessons</p>	<p>Personal/Social: Crisis Counseling Individual Counseling Conflict Resolution Group Counseling Parent Communication SAP Meetings Agency Referrals</p>
<p style="text-align: center;"><b>9-12</b></p>	<p>Academic: Midyear grade review AP Registration PSAT Parent Meeting</p>	<p>Career: Steel Center Tours Partner UP Monthly Sessions Naviance Classroom update in Jr. Seminar Creating smart goals</p>	<p>Personal/Social: Crisis Counseling Individual Counseling Conflict Resolution Parent Communication SAP Meetings Agency Referrals</p>

# West Mifflin Area School District K-12 Career Guidance Services Calendar

<b>February</b>			
<b>Grades</b>	<b>Academic</b>	<b>Career</b>	<b>SEL</b>
<b>K-3</b>	<p>Academic: 504 Plan Reviews Gifted Referrals SAP Meetings Grade Level Meetings KSEALS Achievement Testing KBIT Ability Testing Coordinate Behavior Plans Benchmark Testing Teacher Consultation Coordinate OT/PT Support Referrals SWIS Data Study Skills Groups Scheduling New Students</p>	<p>Career: SWPBIS Lessons Naviance Program</p>	<p>Personal/Social: Parent Communication Distribute Recommendation Forms for focus groups Individual Counseling Crisis Counseling Peer Mediation/Conflict Resolution Peer Buddy/New Student Program CICO Program and Data CYE Consultation TCV &amp; FBR Coordination and Consultation</p>
<b>4-5</b>	<p>Academic: 504 Plan – coordinate new plans Gifted Referrals IEP Meetings Observations Attend Grade level meetings Teacher Consultation Pre-academic screenings Scheduling new students Coordinate OT/PT/Vision/Hearing support referrals MDE Coordination Coordinate Behavior Plan</p>	<p>Junior Achievement/Naviance – career readiness</p>	<p>Personal/Social: Parent communication Individual counseling Focus Groups Crisis counseling SAP meetings Coordination of Disability paperwork PBIS reward distribution Community Agency referrals Counselor's Corner Peer Mediation/Conflict Resolution Kindness Activities</p>
<b>6-8</b>	<p>Academic: Individual Student Planning Parent/Teacher Meetings IEP Meetings At-risk Student Groups Course Selection/Scheduling meetings for 8<sup>th</sup> graders moving to the High School PSSA Testing Prep</p>	<p>Naviance</p>	<p>Personal/Social: SAVE Pride Promise Club monthly activity Crisis Counseling Individual Counseling Conflict Resolution Group Counseling Parent Communication SAP Meetings Agency Referrals</p>
<b>9-12</b>	<p>Academic: Scheduling input College Fair</p>	<p>Career: Partner UP Monthly Sessions Course scheduling based on Career interests Holland Activity with incoming 9<sup>th</sup> graders Parent Scheduling meeting</p>	<p>Personal/Social: Crisis Counseling Individual Counseling Conflict Resolution Parent Communication SAP Meetings Agency Referrals</p>



# West Mifflin Area School District K-12 Career Guidance Services Calendar

March			
Grades	Academic	Career	SEL
<p style="text-align: center;"><b>K-3</b></p>	<p>Academic: 504 Plan Reviews Gifted Referrals Observations IEP Meetings Grade Level Meetings MDE Coordination KSEALS Achievement Testing KBIT Ability Testing Benchmark Testing Teacher Consultation Coordinate OT/PT/ Support Referrals SWIS Data Coordinate In-View Tests for Second Graders Study Skills Groups Scheduling New Students</p>	<p>Career: SWPBIS Lessons/Career Readiness Naviance Lessons</p>	<p>Personal/Social: Parent Communication Distribute Recommendation Forms for focus groups Individual Counseling Crisis Counseling Peer Mediation/Conflict Resolution SAP Meetings CYF Consultation TCV &amp; FBR Coordination Peer Buddy/New Student Program CICO Program and Data Coordinate Behavior Plans</p>
<p style="text-align: center;"><b>4-5</b></p>	<p>Academic: 504 Plan – coordination of new plans Gifted Referrals IEP meetings Classroom Observations Attend Grade Level meetings Pre-Academic screenings Scheduling new students Coordinate OT/PT/Vision/Hearing support Referrals Teacher Consultation MDE Coordination Failure Letter Distribution</p>	<p>SWPBIS Lesson/career readiness Junior Achievement/Naviance</p>	<p>Personal/Social: Parent Communication Individual counseling Focus Groups Crisis Counseling SAP meetings Coordination of disability paperwork Community Agency Referrals PBIS reward distribution Counselor Corner Peer Mediation/Conflict Resolution Coordinate Behavior Plan</p>
<p style="text-align: center;"><b>6-8</b></p>	<p>Academic: Individual Student Planning Parent/Teacher Meetings IEP Meetings At-Risk Student Groups Course Selection/Scheduling meetings transition to high school PSSA Testing Prep</p>	<p>Naviance- Curriculum</p>	<p>Personal/Social: Crisis Counseling Individual Counseling Conflict Resolution Group Counseling Parent Communication SAP Meetings Agency Referrals</p>
<p style="text-align: center;"><b>9-12</b></p>	<p>Academic: SAT testing IEP Meetings/ SAT accommodation requests Schedule adjustments</p>	<p>Career: Partner UP Monthly Sessions Junior – post secondary planning meetings</p>	<p>Personal/Social: Crisis Counseling Individual Counseling Conflict Resolution Parent Communication SAP Meetings Agency Referrals</p>

# West Mifflin Area School District K-12 Career Guidance Services Calendar

April			
Grades	Academic	Career	SEL
K-3	<p>Academic:</p> <ul style="list-style-type: none"> <li>504 Plan Reviews</li> <li>Gifted Referrals Observations</li> <li>IEP Meetings Grade Level Meetings</li> <li>MDE Coordination</li> <li>KSEALS Achievement Testing</li> <li>KBIT Ability Testing</li> <li>Benchmark Testing</li> <li>Teacher Consultation</li> <li>Coordinate OT/PT/ Support Referrals</li> <li>SWIS Data</li> <li>Coordinate PSSA tests for third graders</li> <li>Study Skills Groups</li> <li>Scheduling New Students</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>SWPBIS Lessons/Career Readiness</li> <li>Naviance Lessons</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Parent Communication</li> <li>Individual Counseling</li> <li>Crisis Counseling</li> <li>Peer Mediation/Conflict Resolution</li> <li>CYF Consultation</li> <li>TCV &amp; FBR Coordination</li> <li>Peer Buddy/New Student Program</li> <li>Focus Groups</li> <li>Coordinate Behavior Plans</li> </ul>
4-5	<p>Academic:</p> <ul style="list-style-type: none"> <li>504 Plan – coordination of new plans</li> <li>Gifted Referrals</li> <li>IEP meetings</li> <li>Classroom Observations</li> <li>Attend Grade Level meetings</li> <li>Pre-Academic screenings</li> <li>Scheduling presentation in 5<sup>th</sup> and 3<sup>rd</sup> grades</li> <li>Coordinate OT/PT/Vision/Hearing support Referrals</li> <li>Teacher Consultation</li> <li>MDE Coordination</li> <li>PSSA Testing Coordination</li> <li>Failure Letter Distribution</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>Junior Achievement/Naviance</li> <li>Bullying lessons - 5<sup>th</sup> grade</li> </ul>	<p>Individual counseling</p> <ul style="list-style-type: none"> <li>Focus Groups</li> <li>Crisis Counseling</li> <li>SAP meetings</li> <li>Coordination of disability paperwork</li> <li>Community Agency Referrals</li> <li>PBIS reward distribution</li> <li>Lunch Bunch Groups</li> <li>Peer Mediation/Conflict Resolution</li> </ul>
6-8	<p>Academic:</p> <ul style="list-style-type: none"> <li>Individual Student Planning</li> <li>Parent/Teacher Meetings</li> <li>IEP Meetings</li> <li>At-risk Student Groups</li> <li>PSSA Testing</li> <li>Scheduling for Next Year</li> <li>Review Report Cards</li> <li>Mail 3<sup>rd</sup> 9 week Failure Letters</li> <li>Review Failure Letters for Q3</li> <li>Plan for Success meetings with struggling students</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>Naviance</li> </ul>	<p>Crisis Counseling</p> <ul style="list-style-type: none"> <li>Individual Counseling</li> <li>Conflict Resolution</li> <li>Group Counseling</li> <li>Parent Communication</li> <li>SAP Meetings</li> <li>SAVE Pride Promise Club monthly activity</li> <li>Agency Referrals</li> </ul>
9-12	<p>Academic:</p> <ul style="list-style-type: none"> <li>Scheduling Adjustments</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>Partner UP Monthly Sessions</li> <li>Sophomore- post secondary planning meetings</li> <li>Job Corps Presentation</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Crisis Counseling</li> <li>Individual Counseling</li> <li>Conflict Resolution</li> <li>Parent Communication</li> <li>SAP Meetings</li> <li>Agency Referrals</li> </ul>

# West Mifflin Area School District K-12 Career Guidance Services Calendar

May			
Grades	Academic	Career	SEL
K-3	<p>Academic:</p> <ul style="list-style-type: none"> <li>504 Plan Reviews</li> <li>Gifted Referrals</li> <li>IEP Meetings</li> <li>Grade Level Meetings</li> <li>MDE Coordination</li> <li>KSEALS Achievement Testing</li> <li>KBIT Ability Testing</li> <li>Focus Groups</li> <li>Coordinate Behavior Plans</li> <li>Benchmark Testing</li> <li>Teacher Consultation</li> <li>Coordinate OT/PT/ Support Referrals</li> <li>SWS Data</li> <li>Study Skills Groups</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>SWPBIS Lessons/Career Readiness</li> <li>Naviance Lessons</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Parent Communication</li> <li>Individual Counseling</li> <li>Crisis Counseling</li> <li>Peer Mediation/Conflict Resolution</li> <li>Peer Buddy/New Student Program</li> </ul>
4-5	<p>Scheduling new students</p> <ul style="list-style-type: none"> <li>Coordinate OT/PT/Vision/Hearing support Referrals</li> <li>Teacher Consultation</li> <li>MDE Coordination</li> <li>PSSA Testing Coordination</li> <li>Transition Program/New Student Orientation</li> <li>Coordinate Behavior Plan</li> </ul>	<p>Junior Achievement/Naviance Career Fair grade 5</p>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Parent Communication</li> <li>Individual counseling</li> <li>Focus Groups</li> <li>Crisis Counseling</li> <li>SAP meetings</li> <li>Coordination of disability paperwork</li> <li>Community Agency Referrals</li> <li>PBIS reward distribution</li> <li>Counselor Corner</li> <li>Peer Mediation/Conflict Resolution</li> <li>Mental Health Awareness Month</li> </ul>
6-8	<p>Academic:</p> <ul style="list-style-type: none"> <li>Individual Student Planning</li> <li>Parent/Teacher Meetings</li> <li>IEP Meetings</li> <li>At-risk Student Groups</li> <li>Keystone Testing</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>Naviance</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>SAVE Pride Promise Club monthly activity</li> <li>Crisis Counseling</li> <li>Individual Counseling</li> <li>Conflict Resolution</li> <li>Group Counseling</li> <li>Parent Communication</li> <li>SAP Meetings</li> <li>Agency Referrals</li> </ul>
9-12	<p>Academic:</p> <ul style="list-style-type: none"> <li>AP Tests</li> <li>Keystone Tests</li> <li>IEP Meetings – SAT accommodations</li> <li>10<sup>th</sup> grade Job Fair- Junior Achievement field trip</li> </ul>	<p>Career:</p> <ul style="list-style-type: none"> <li>Partner UP Interview Days</li> <li>Game Plan Survey (11) - Naviance</li> <li>Exit Survey (12) - Naviance</li> </ul>	<p>Personal/Social:</p> <ul style="list-style-type: none"> <li>Crisis Counseling</li> <li>Individual Counseling</li> <li>Conflict Resolution</li> <li>Parent Communication</li> <li>SAP Meetings</li> <li>Agency Referrals</li> </ul>

## West Mifflin Area School District K-12 Career Guidance Services Calendar

June/ July			
Grades	Academic	Career	SEL
K-3	<p>Academic:            Coordinate Middle School transition for third graders            Share third grade data with Middle School Counselors            Refer at-risk students for Middle School programs</p>	<p>Career:            Finalize Naviance Data</p>	<p>Personal/Social:            Parent Communication            Refer at-risk third grade students to Middle School Counselor</p>
4-5	<p>Academic:            Parent Meetings/Retention Recommendations            Distribute Testing Results            Forward SAP data – State and District Levels            IEP Meetings            Planning for Upcoming School Year            Input SAP data            504 Plan reviews</p>	<p>Junior Achievement/Naviance</p>	<p>Individual Counseling            Parent Communications            Crisis Counseling            Peer Mediation/Conflict Resolution            Attend Student Activities/End of Year            Counselor Corner</p>
6-8	<p>Academic:            Individual Student Planning            Parent/Teacher Meetings            IEP Meetings            At-risk Student Groups            Input SAP Data on PA State Website            Assist with Summer School Registration            Review Final Report Cards</p>	<p>Career:            Pass Career Portfolios to next grade level</p>	<p>Personal/Social:            Crisis Counseling            Individual Counseling            Conflict Resolution            Group Counseling            Parent Communication            SAP Meetings            Agency Referrals</p>
9-12	<p>Academic:            Graduation            Final Credit checks            Final Transcripts            SAT Testing</p>	<p>Career:            Post graduated state reporting</p>	<p>Personal/Social:            Crisis Counseling            Individual Counseling            Conflict Resolution            Parent Communication            SAP Meetings            Agency Referrals</p>

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

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

**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**

### **339.32(3) OCCUPATIONAL INFORMATION**

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)**

Diverse External Resources by Career

Cluster.pdf

Diverse External Resources by Career Cluster

	<b>Company</b>	<b>Name</b>	<b>Title</b>	<b>Contact Info</b>
Agriculture, Food and Natural Resources	CCR Gardens	Megan & Kevin	Owners	412-523-4209
Architecture and Construction	Ernst	Joe Ernst	Contractor	412-983-3708
	Builders Guild of Western PA		Apprenticeship programs	<a href="https://www.buildersguild.org/">https://www.buildersguild.org/</a>
Arts, AV Technology & Communications	Zachary Rutter Art	Zac Rutter	Artist	<a href="mailto:zacharyrutterart@gmail.com">zacharyrutterart@gmail.com</a>
		Christopher Galivas	Artist	<a href="mailto:galivasg@wmasd.org">galivasg@wmasd.org</a>
Business & Administration	PNC/ Partner Up,	Breanna McMeekin	VP, Talent Program Manager	<a href="mailto:brianna.mcmeekin@pnc.com">brianna.mcmeekin@pnc.com</a>
Education and Training	WMAFT	Kristen Bonacci	Union President	<a href="mailto:bonaccik@wmasd.org">bonaccik@wmasd.org</a>
	CCAC	Mike Rose		
	Penn State	Victoria Garwood		
	Western PA University	Jarrett Coleman Boxley	Assistant Director of Admissions	<a href="mailto:jboxley@clarion.edu">jboxley@clarion.edu</a> ; 800.672.7171 ext. 1
Finance and Insurance	PNC/ Partner Up	Lejune Williams-Clements	AVP, Development Program Manager	<a href="mailto:lejune.williams-clements@pnc.com">lejune.williams-clements@pnc.com</a>
	PNC/ Partner Up	Breanna McMeekin	VP, Talent Program Manager	<a href="mailto:brianna.mcmeekin@pnc.com">brianna.mcmeekin@pnc.com</a>
	The General Insurance Agency	Scott Horvath	Direct Repair Service Liaison	<a href="mailto:scotthorvath@thegeneral.com">scotthorvath@thegeneral.com</a> 216-337-8348
	Tri Boro FCU	Melanie Joyce	Collections Manager	(412) 461-3018 x 111

Government and Public Administration	PA House of Representatives	Nick Pisciotano,	Representative	412-654-3843
	US House of Representatives	DJ Ryan		
	US Department of State	Lois Ribich	US Embassy Consulate	lribich@gmail.com
Health Science	UPMC	Randi Lane	Practice Based Care Manager	rmmlane@comcast.net
	AHN	Jeffrey Weir	Nurse Anestheist	
	Physical Therapy Institute	Lindsey Nies	DPT/ Center Manager	lnies@thptgroup.com; 412-664-9008
	WMASD	Chris Chiponis	School Nurse	chiponisc@wmasd.org
Hospitality and Tourism	Kennywood Park	John Inglis	Human Resources Manager	<a href="mailto:jinglis@kennywood.com">jinglis@kennywood.com</a>
Human Services	Turtle Creek Valley	Jim Phillips	Manager of SAP and Prevention Services	<a href="mailto:jphillips@tcv.net">jphillips@tcv.net</a>
	Family Behavioral Resources	Jennifer Norgren	Clinical Supervisor	
Information Technology	WMASD	Brian Getz		<a href="mailto:getzb@wmasd.org">getzb@wmasd.org</a>
Law and Public Safety	Penn State University	Sgt. James Lane	Public Safety Supervisor	<a href="mailto:jd161@psu.edu">jd161@psu.edu</a>
	Mckeessport Fire Department	Capt. James Shields	Fire Captian	<a href="mailto:mckff23@comcast.net">mckff23@comcast.net</a>
	Allegheny Court of Common Pleas	David Spurgeon	Judge	
	Kids Voice	Jeff Gvodlic	Staff Attorney - Education Unit	<a href="mailto:JGdovin@kidsvoice.org">JGdovin@kidsvoice.org</a>
Manufacturing	Smith Electric	Rick Peremba	Owner/Electrician/ Project Manager	<a href="mailto:rick@smithelectricsservice.com">rick@smithelectricsservice.com</a> 412-292-7389
	Steel Center AVTS	Shannon Hinkle	School Counselor	
	WMASD	Steve Arbasak	General Maintance	<a href="mailto:arbasaks@wmasd.org">arbasaks@wmasd.org</a>



Marketing, Sales, and Service	The General Insurance Agency	Scott Horvath	Direct Repair Service Liaison	scottahorvath@thegeneral.com 216-337-8348
	Eat & Park	Rebecca Cibulka	Team Member Relations Specialist	
Scientific Research/Engineering	ACA Engineering	Mark Olavsky		412-889-5009
	Bettis Laboratories	Matt Blazevich	Project Engineer	blaze6687@gmail.com
		Robert Silvasy		
Transportation, Distribution, and Logistics	Stat Medivac	Glenn Shields	Pilot	shieldsg@statmedevac.com
	Port Authority Transit	Amy Giammanco	Manager of Training and Development	412-566-5500

## **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).**

West Mifflin Area School District School

Counseling Department Goals and

Objectives 2022-23.pdf

West Mifflin Area School District School Counseling Department

Goals and Objectives 2022-2023

Grades K-3 Chapter 339 SMART Goals 2022-23 School Year

SMART FORMAT	Academic	Career	Personal/Social
Specific Issue being addressed:	Some students need some additional support to help them achieve academic success in the classroom.	Investigating interests and dislikes begins a learner thinking about what jobs/careers exist in their community	Students come to school needing some assistance with topics such as anxiety, appropriately making friends, proper social skills, and self-confidence.
Measurable: How will we measure the effectiveness of our interventions?	Implementation of PBIS Tier II strategies including Check-in/Check-out, SAP, and Study Skills groups.	Students will complete two activities and reflections in Naviance to show this learning.	Success in the classroom and school setting, development of friendships, observing appropriate behavior.
Achievable: What outcome would stretch us but be attainable?	Students who are failing in the classroom are referred by the teacher for CICO, SAP, or a Study Skills group with the counselor.	95% of third graders will show an increase in their awareness of their own strengths, likes, and interests.	90% of K-3 graders will make progress to not require Focus groups during the next school year.
Realistic/Results Focused	Increase in student academic success.	Increase in self-awareness that could lead to a possible future career choice.	Increase in self-efficient students.
Timeline: When will our goal be accomplished?	2022-2023 School Year	End of May 2022	2022-2023 School Year

Grades 4/5 Chapter 339 SMART GOALS 2022-2023 School Year

SMART FORMAT	Academic	Career	Personal/Social
Specific Issue being addressed:	Good study habits don't come naturally to all students. A focus group can help children develop strong, effective study habits.	Career awareness promotes self-awareness from an early age as children learn about their abilities, their interests, and their strengths.	Students do not always make the best choices online, we must guide them on using technology appropriately.
Measurable: How will we measure the effectiveness of our interventions?	Pre/Post survey. At least 80% of small group participants will be able to identify their learning style and two study skills.	Students will complete 2 reflections in Naviance per grade level demonstrating their knowledge.	Decrease in office referrals in School-Wide Information System (SWIS) report.
Achievable: What outcome would stretch us but be attainable?	<b>Students who are demonstrating failing grades at the end of the first 2 marking periods will be referred to a Study Skills group with the counselor.</b>	<b>90% of 4/5 students will demonstrate an increased awareness of career opportunities and how interests, skills, and abilities relate to careers through Junior Achievement classroom lessons.</b>	<b>90% of 4/5 students will participate in a minimal of one classroom lesson on Digital Citizenship with the counselor.</b>
Realistic/Results Focused	Increase in student academic success	Increase in Career Awareness	Increase in responsible use of technology by students
Timeline: When will our goal be accomplished?	2022-2023 School year	2022-2023 School Year	2022-2023 School Year

West Mifflin Area Middle School Grades 6/7/8 Chapter 339 SMART GOALS 2022-2023 School Year

SMART FORMAT	Academic	Career	Personal Social
Specific Issue being addressed:	Middle School Students have struggled with academics especially during the Covid 19 Pandemic when full time, in person learning was limited.	Career Education is a critical component in helping students choose appropriate courses in High School and make informed decisions regarding post-secondary opportunities	Often times students are unaware of the type of assistance or resources that the School Counseling Department can offer. Sixth grade students transition to the upper Middle School where more support may be needed.
Measurable: How will we measure the effectiveness of our interventions?	10% decrease in the number of students who are failing 2 or more core classes each quarter. Review of Failure letters each quarter	8 <sup>th</sup> graders will be able to identify four career clusters.	90% of sixth grade students will have been introduced to the School Counselors and what they have to offer through a classroom lesson.
Achievable: What outcome would stretch us but be attainable?	School Counselors will meet with students who are failing a core class to develop a Plan for Success which can include check-ins, grade checks, coordinating tutoring with teachers/scheduling parent meetings	8 <sup>th</sup> grade students will utilize Naviance at least 2 times throughout the school year	School Counselors will visit the 6 <sup>th</sup> grade classrooms by September 30 <sup>th</sup> to introduce themselves and their resources/programs.
Realistic/Results Focused	Increase in student academic success	Generate report to monitor student participation	Increase sense of school community/positive school experience
Timeline: When will our goal be accomplished?	2022-2023 School year	2022-2023 School Year	September 30 <sup>th</sup> , 2022

Grades 9-12 Chapter 339 SMART GOALS 2022-2023 School Year

SMART FORMAT	Academic	Career	Personal/Social
Specific Issue being addressed:	Graduates will earn a West Mifflin Area High School Diploma by meeting one of the PA State Graduation Pathways	High School students will utilize the Naviance program for career exploration and post-secondary applications	High School Students will utilize Naviance to create personal SMART goals in increase accountability
Measurable: How will we measure the effectiveness of our interventions?	PA Grad Pathway report through OnHand Schools	Naviance task reports	Naviance task reports
Achievable: What outcome would stretch us but be attainable?	<b>90%</b> Increase from current pathway report of 82% and graduation rate of 89%	<b>85 %</b> Grade level programing in grades 9, 11, 12	<b>50%</b> Grade level programing in <u>grade 11</u> beginning in the 2021/22 school year
Realistic/Results Focused	Increase in student academic success and graduation rate	Increase in Career Awareness and evidence collection and storage	Increase in personal accountability through use of technology by students
Timeline: When will our goal be accomplished?	by the end of May 2023.	2022-2023 School Year	2022-2023 School Year

## 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).

Orientation to Career & Technical options.pdf

D

# West Mifflin Area School District

## Orientation to Career and Technical Options

Grade Levels	CTE Activity	Stakeholder Group	Provider
K-3	Annual principal/Superintendent meeting at CTE	Staff/ Administration	Steel Center
4-5	Annual principal/Superintendent meeting at CTE	Staff/ Administration	Steel Center
6-8	Annual principal/Superintendent meeting at CTE	Staff/ Administration	Steel Center
9	Letter sent to all 9 <sup>th</sup> grade family's homes	Students/ Parents	Steel Center
9-10	Presentation to all 9 <sup>th</sup> and 10 <sup>th</sup> grade students	Students/ Staff	Steel Center/ Guidance Staff
9-11	Steel Center Tour for interested students	Student/ Staff	Steel Center/ Guidance Staff
9-12	Biannual counselor meeting at CTE to provide updates on programing	staff	Steel Center
9-12	Annual principal/Superintendent meeting at CTE	Staff/ Administration	Steel Center
9-12	Shadow Days @ Steel Center	Students	Steel Center/ Guidance Staff
11-12	Builders Guild presentation	Students	Guidance Staff/ Jr. Seminar Teachers
11-12	Build On- Fair	Students/Staff/ Parents	Builders Guild

## **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).

Career Programs and Transition Services  
updated 2022.pdf

E

# West Mifflin Area School District

## Career Placement and Transition Services

Program	Students	Description
Airforce JROTC	Grade 9-12 Enrolled in Aerospace Science course	ROTC helps students increase their potential for success through education, they will learn how to select a school that is right for them; how to apply for admission to a vocational or technical school, community college, or college/university; and how to succeed in these learning environments. Information is provided on how to conduct the job search for students who wish to enter the workforce right after high school or after additional education and training. They will learn how to prepare a winning résumé, and how to develop effective interviewing skills, working for the government to include careers in the military, aerospace industry, and public service. Finally, students will consider the most important elements of life skills for all Americans: civic responsibilities, such as volunteering, registering to vote, jury duty, and draft registration.
Careers Class	Grade 9 All students	A six-week course which motivates students to start thinking about their future careers. Students will assess their skills, abilities, and interests. Students will utilize this information to analyze how their qualifications match specific job requirements. After identifying a chosen career, they will explore the career's working conditions, education needed, annual wage, and job outlook. They will complete a high school plan of study, look at postsecondary schools, and complete a job application for and resume which will assist in their individualized electronic portfolio.
College In High School (CHS) Courses	Grade 11 & 12 Enrolled in advanced courses	Students can apply and earn credits for high school coursework through local universities. We currently have articulation agreements with: LaRoche University, University of Pittsburgh, Seton Hill University and Carlow University for courses in English, Social Studies, Math and Science.
College Visits- in house	Grade 12 By appointment	Admissions representatives visit WMAHS to meet with interested students to provide information on programs, applications and costs.
College Campus Visits	Grades 11 & 12	Counselors organize various campus visits to expose student to various local colleges and universities.
Emerging Leaders	Grade 12 Application required	<ul style="list-style-type: none"> <li>• Free, income-based workforce development and career readiness program for high school seniors.</li> <li>• ELP participants will attend session during the school day where they are instructed in a curriculum specifically created for seniors to prepare them for success after high school.</li> <li>• Students receive help with post-graduation goals, career planning, and college/post-secondary training preparation.</li> <li>• Outside of the classroom, participants work one-on-one with a Youth Development Associate (YDA) to receive highly</li> </ul>



# West Mifflin Area School District

## Career Placement and Transition Services

		<p>individualized attention and support in their pursuit of their goals. They create goal plans and refer to the plans throughout the year to stay on track.</p> <ul style="list-style-type: none"> <li>• Features career exploration, job shadowing, leadership development and team building, job/school/training searches, field trips to various job sites and schools, and more.</li> <li>• A variety of professionals present to the class throughout the year on their career fields and personal development.</li> </ul>
Junior Seminar	Grade 11 All students	<p>In this course, students will be exposed to a variety of career and college pathways as well as the tools to transition into their chosen directions after high school. This class will act as the predecessor to all levels of senior English in that the foundational, exploratory work completed in this course will assist students with their graduation projects during their senior year.</p> <p>The skills taught in this course are imperative to ensuring that each and every student who graduates has a clear understanding of how to succeed in college, at work, or both. Course curriculum focuses on the 11<sup>th</sup> grade benchmarks of the Pennsylvania Career Education and Work Academic Standards— Career Awareness and Preparation, Career Acquisition, Career Retention and Advancement, and Entrepreneurship</p>
Mon Valley CTE	Grade 9-12 Select students with an IEP	<p>Vocational programs focus on hands-on learning in a simulated work environment. This experience-based learning teaches skills needed to be successful in a job or career.</p> <p>These programs focus on learning basic skills which leads to independence in the work place. Movement from the center-based program to career and technical centers is an option for our students.</p>
On Site Transition coordinator	Grades 9-12 IEP students	<p>In addition to the school counselor's strategies, transition exploration for students with an Individualized Education Plan begins at age 14. Planning begins with career exploration, progresses towards classes geared to the student's post-secondary goals, and finishes with a concrete plan which includes post-secondary education, employment and/or independent living goals. During their junior year, each student meets with the Transition Coordinator at least one time, and during their senior year a minimum of three times. All students with IEP's are encouraged to take advantage of agencies such as the Office of Vocational Rehabilitation and the Office of Developmental Supports. Students who plan to enter the workforce directly out of high school may be assisted by OVR and may begin to receive work-based learning skills before graduation. Students who plan to continue their education after high school, whether at a 2/4 year college</p>

# West Mifflin Area School District

## Career Placement and Transition Services

		or a trade school, are offered assistance in filling out their application, learning more about financial aid, and where to seek answers to specific questions and may also benefit from OVR services. Students and their families who are in need of more supportive employment/independent living instruction are made aware of options such as Goodwill, Achieva, CCAC North Programs, etc...
OVR	Grade 11 & 12 Application required	Any high school student with a disability who may need vocational guidance and assistance in preparing for, obtaining, or maintaining competitive employment should be considered for referral to the Office of Vocational Rehabilitation (OVR). Students who have an Individualized Educational Program (IEP), a 504 Plan, or who are involved with a school's Student Assistance Program may be appropriate referrals to OVR.
Partner Up	Grade 12 Application required	For career-bound high school seniors, PartnerUp helps prepare you to fully embrace the job opportunities that await by building your resume, sharpening your interviewing techniques and developing the power skills that are in demand.
School to Work	Grade 11 & 12 Application and job required	The school-to-work program allows high school juniors and seniors the opportunity to earn elective credits for jobs they perform outside of the school setting. Upon submitting the required documentation and confirmation of employment, the student can earn ¼ credit per 9 week grading period. A maximum of 1 elective credit per year may be awarded for maintaining a job while enrolled as a student at the high school.
Steel Center AVTS	Grade 10-12 Application required	Provides quality Career and Technical Education to high school students from 11 different school districts in southeastern Allegheny County. We offer a half-day curriculum for students in grades 10, 11, and 12. Since 1964, our goal has been to assist all students in developing the knowledge, skills, and aptitude necessary to be successful in their choice careers. Quality Policy Statement (Mission): To provide challenging, meaningful and relevant career and technical education training for students that supports the growth of individuals, families, and the workforce within our communities.  Opportunities to obtain industry certifications and skills certificates.
Titan Shoppe	Grade 9-12	Café and custom apparel, run by students and staff providing real world experience to students.

## 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).

COMPREHENSIVE SCHOOL COUNSELING

PROGRAM DELIVERY SYSTEM 2022 23.pdf

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# COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

For Grades K-3

--Parents-- All students

<b>Guidance Curriculum</b> Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12	<b>Prevention, Intervention and Responsive Services</b> Addresses school and student needs	<b>Individual Student Planning</b> Assists students and parents in development of academic and career plans	<b>System Support</b> Includes program, staff and school support activities and services
<b>Purpose</b> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	<b>Purpose</b> Prevention, Intervention and Responsive services to groups and/or individuals	<b>Purpose</b> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	<b>Purpose</b> Program delivery and support
<b>Academic</b> *Open House *Testing *IQ/Academic Screening	<b>Academic</b> *Small Group Study skills *Special-ed in Class *ESAP *IEP meetings *504 meetings	<b>Academic</b> *ESAP *Behavior Mod. Plans-Development and Maintenance	<b>Academic</b> *Open House *Teacher Consultation *Kdg. Transition
<b>Career</b> *Kdg. College *Food Bank *Community Workers Presentations *Attendance Challenge	<b>Career</b> *Small Group Counseling	<b>Career</b> *1-1 Counseling	<b>Career</b> *Visit preschools & Daycares *Community Service Projects/Facilitator
<b>Personal/Social</b> *PBIS *All school behavioral Expectations *Student of the Month *Cafeteria Challenge *Peer Mediation Coordination *Anti-Bullying	<b>Personal/Social</b> *Small group/ Social skills *Special-ed in Class *ESAP *Bullying *MDE data	<b>Personal/Social</b> *1-1 Counseling *Referrals to Comm. Agencies *Separation Anxiety *Death & Dying *Divorce *Bullying	<b>Personal/Social</b> *Kdg. Transition *Drug & Alcohol Awareness *Bullying Awareness *Teacher Consult for Mental Health
<b>Counselor Role</b> *Contact previous Schools for Information *Testing Facilitator for PSSAs, In-View, and Benchmark	<b>Counselor Role</b> *Esap Facilitator *FBA *Student Observations *OT/504 Plans *Gifted *Crisis Counsel.	<b>Counselor Role</b> *Coffee & Conversation parent Support group *Community Violence & Crime	<b>Counselor Role</b> *Liaison with Community Agencies & Parents *Parent Meetings & Phone Contacts
<b>Percentage of Time</b>  10%	<b>Percentage of Time</b>  60%	<b>Percentage of Time</b>  25%	<b>Percentage of Time</b>  5%

(From ASCA Workbook, page 59)

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM**  
**Middle School Grades 4-5**

<b>Guidance Curriculum</b> Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12	<b>Prevention, Intervention and Responsive Services</b> Addresses school and student needs	<b>Individual Student Planning</b> Assists students and parents in development of academic and career plans	<b>System Support</b> Includes program, staff and school support activities and services
<b>Purpose</b> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	<b>Purpose</b> Prevention, Intervention and Responsive services to groups and/or individuals	<b>Purpose</b> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	<b>Purpose</b> Program delivery and support
<b>Academic</b> Records review Academic Scheduling Gifted Screenings	<b>Academic</b> ESAP Study Skills Group Title I ELA Classes Peer and teacher-led tutoring	<b>Academic</b> OHS testing PSSA testing Parent/Teacher conferences 504 Planning IEP Meetings	<b>Academic</b> Special Education Program Tutoring AIU Support Services Community Night
<b>Career</b> 5 <sup>th</sup> Grade Career classes Holland Personality Assessment Ingram Barge Assembly Steel Center Fieldtrip Career Cruising Lessons	<b>Career</b> Attendance monitoring	<b>Career</b> Individual Counseling Community Service Projects Community Night	<b>Career</b> CTC – Steel Center classroom lessons Book Fair – PTA Career Cruising Program
<b>Personal/Social</b> Bullying Program Internet Safety Program Drug/Alcohol Prevention – DARE Program Red Ribbon Week	<b>Personal/Social</b> Peer mediation ESAP referrals Focus Groups Conflict resolution	<b>Personal/Social</b> Crisis intervention Community resource referrals	<b>Personal/Social</b> TCV – school based program BBBS – school based program SWPBIS – behavior program SPRIGEO – bullying reporting system
<b>Counselor Role</b> Facilitate academic review Parent meetings Coordinate presentations – community-based programs	<b>Counselor Role</b> Initiate parent contact Referral to community resources Schedules ESAP meetings	<b>Counselor Role</b> Facilitator Assessment of needs	<b>Counselor Role</b> Liaison
Percentage of Time 10 – 15 %	Percentage of Time 25 – 35%	Percentage of Time 25 – 35%	Percentage of Time 10 – 15%

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM**

6<sup>th</sup>-8<sup>th</sup> grade – West Mifflin Middle School

<p align="center"><b>Guidance Curriculum</b></p> <p>Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12</p>	<p align="center"><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs</p>	<p align="center"><b>Individual Student Planning</b></p> <p>Assists students and parents in development of academic and career plans</p>	<p align="center"><b>System Support</b></p> <p>Includes program, staff and school support activities and services</p>
<p><b>Purpose</b> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p><b>Purpose</b> Prevention, Intervention and Responsive services to groups and/or individuals</p>	<p><b>Purpose</b> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p><b>Purpose</b> Program delivery and support</p>
<p><b>Academic</b> Records review Academic Scheduling Gifted Screenings New student orientation</p>	<p><b>Academic</b> SAP Study Skills Group Title I ELA Classes After School Tutoring Grade monitoring/meetings</p>	<p><b>Academic</b> OHS testing PSSA testing Parent/Teacher conferences 504 Planning IEP Meetings</p>	<p><b>Academic</b> Parent Teacher conferences SAP meetings Classroom coverage Benchmark/PSSA/Keystone/NAEP Test preparation IEP meetings 504 Meetings</p>
<p><b>Career</b> Steel Center career classroom lessons (grade 6-8)  Steel Center FIT Day field trip (grade 8) Career Cruising Lessons (grade 6-8) Junior Achievement (Grade 6)</p>	<p><b>Career</b> Attendance monitoring</p>	<p><b>Career</b> Individual Counseling Community Service Projects Community Night</p>	<p><b>Career</b> Attendance Monitoring Review At Risk student lists Review Failure letters/reports</p>
<p><b>Personal/Social</b> Bullying Program Internet Safety Program Drug/Alcohol Prevention assemblies Red Ribbon Week</p>	<p><b>Personal/Social</b> Peer mediation SAP referrals Conflict resolution Groups</p>	<p><b>Personal/Social</b> Crisis intervention Community resource referrals</p>	<p><b>Personal/Social</b> TCV – school based program SWPBIS – behavior program SPRIGEO – bullying reporting system Professional Development Trainings-Mental Health</p>
<p><b>Counselor Role</b> Facilitate academic review Parent meetings Coordinate presentations – community-based programs</p>	<p><b>Counselor Role</b> Initiate parent contact Referral to community resources Schedules parent meetings</p>	<p><b>Counselor Role</b> Facilitator Assessment of needs</p>	<p><b>Counselor Role</b> Liaison</p>
<p>Percentage of Time 10 – 15 %</p>	<p>Percentage of Time 10-15%</p>	<p>Percentage of Time 25 – 35%</p>	<p>Percentage of Time 30-40%</p>

# COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

## High School Grades 9-12

Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12	Prevention, Intervention and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans	System Support Includes program, staff and school support activities and services
<b>Purpose</b> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	<b>Purpose</b> Prevention, Intervention and Responsive services to groups and/or individuals	<b>Purpose</b> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	<b>Purpose</b> Program delivery and support
Academic Course selection presentations (grades 9-11) Course selection review College application presentations (grade 12) Naviance/college search/ lesson	Academic Freshman intervention team SAP team/ Process College Fair  Mentoring Program Emerging Leaders	Academic  Individual student scheduling meetings SAT/ ACT testing PSAT testing Progress review student meetings	Academic  AP presentations AP testing Community night College admissions workshops Financial aid night Senior Parent Meeting Open House Scholarship website Special Education
Career Careers course Junior Seminar Steel Center presentations Steel Center field trip Career exploration day Holland Assessment activity Naviance Game Plan Survey Interest inventory Grade 12 Senior project Senior presentations	Career  OVR testing  ASVAB testing  Partner Up  Onsite college/technical school visits	Career  Individual student consultations as initiated by students	Career  Steel center Cosmetology Health assistant  All programs
Personal/Social Expect Respect Freshman survey/ presentations  Stand Together School wide projects	Personal/Social  Conflict Resolution  Stand Together awareness groups  Teen parenting program	Personal/Social  Individual crisis counseling  School based therapy	Personal/Social  SAP  Turtle Creek MHMR
Counselor Role  Classroom presentations Coordinate with Votech Coordinate with agencies	Counselor Role  Initiate parent contact Facilitate meetings Team member Referrals and coordination with agencies	Counselor Role Liaison with students/parents/staff Individual meetings Consultant	Counselor Role Liaison College board Site supervisor Facilitator
Percentage of Time 20-25%	Percentage of Time 30-40%	Percentage of Time 30-40%	Percentage of Time 15-20%

## **339.32(8) AND (9) STAKEHOLDER INVOLVEMENT**

### **339.32(8) AND (9) STAKEHOLDER 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**

The students will receive curriculum focused on academic, career, and personal/social skills in order to make educated and reasonable decisions that will lead to their successful future. Students will also participate in individual student planning to develop goals related to their interests and abilities. Students will serve roles in mentoring other students in areas of career choices and opportunities. Three student representatives will serve on the advisory council.

#### **b. Parents**

Parents are stakeholders in their children's academic lives through participating in student decision making choices regarding course selections, career and college exploration, and school efforts to make students aware of opportunities for their futures. Parents will provide input to the school counseling program through their participation in school career programming, as well as serving on the advisory council.



**c. Postsecondary**

Post-secondary partners will assist the school counseling program in preparing the students for post-secondary success. They can provide services such as classroom presentations focused on employability, opportunities for students to meet with departments at the university level, and meaningful conversations between college students and high school students. There will be two representatives in the post-secondary realm, one from a four year & one from Community College/ Technical School.

**d. Educators**

Teachers, administrators, and school board members will be asked to promote the beliefs and mission of the school counseling program. Educators will accomplish this through classroom instruction, meetings with parents, students, and community members as well as attending and participating in programs developed by the school counseling department. Educators will also be asked to serve on the advisory council.

**e. Businesses**

The business community will benefit from the guidance program by having access to employees who have an understanding of the value of positive social interactions, teamwork, goal setting, communication, and the academic skills needed in the workforce. As partners, members of the business community will provide opportunities to students to job shadow, provide support of guidance curriculum in the areas of workplace expectations and serve on the advisory council.

**f. Community Agencies**

Community agencies will provide services to the guidance program through SAP and school based therapy and intervention services to address both the social and emotional learning of the students as well as support the educational, career and prevention programs.

**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.

No

**Explain how your school will meet this mandate (500 character limit).**

Beginning with the Class of 2023, WMAASD will utilize the Naviance platform to gather follow-up studies data.

# 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

Jennifer Shields

Date

2022-10-06

## 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