

Oil City Area School District
Comprehensive School Counseling 339 Plan
Grades K-12 *Board approval pending January 2025*

School Counselors and Assignments 2024-2025

- Erin Bomboy: Grade K - 4, Hasson Heights Elementary, ratio 410:1
- _____: Grade K- 4, Smedley Elementary & Seventh Street Elementary, ratio 264:1
- Amy Serbati: Grades 5 - 8, Oil City Middle School, ratio 284:1
- Emily Kelkar: Grades 5-8, Oil City Middle School, ratio 284:1
- Vera Campbell: Grades 10 & 12, Oil City High School, ratio 305:1
- William Burkett: Grades 9 & 11, Oil City High School, ratio 311:1

Role of the School Counselor

Oil City Area School District’s master degree certified school counselors are leaders, advocates, collaborators and instruments of systemic change. The school counselor’s leadership skills are vital to successfully implementing a developmental and comprehensive school counseling program. As a leader, school counselors incorporate advocacy and collaboration into daily routine. They maintain a leading role as a visionary with the school to engage educational and community stakeholders by helping the school achieve its mission. School counselors are adept at analyzing data to support student achievement and improve success. School counselors advocate for their students through strong communication and consultative skills and collaborate with their stakeholders, providing equity and access to all.

Counselors as leaders:

- Are an integral part of the total school district learning community
- Manage and implement a comprehensive and developmental school counseling program
- Engage all constituents in the delivery of services
- Assist all students in achieving success
- Provide equity and access to all students
- Work in collaboration with administration, teachers, parents/guardians, and the community
- Support the school as a safe and welcoming learning community for all students

Counselors as advocates:

- Promote every student’s goal to achieve success by helping to diminish the barriers that may impede academic, career, and personal/social growth
- Work to support success in a rigorous academic curriculum
- Support programs to ensure every student has access to a caring adult
- Provide the three domains of academic, career, and personal/social counseling
- Provide education, career and post-high school exploration to all
- Promote change to contribute positively to the counseling program and ensure success
- Address and incorporate Pennsylvania’s Academic Standards for Career Education

Counselors as collaborators:

- Promote the commitment to the school district’s mission
- Access professional development to enhance student success

- Engage the educational community so that all students benefit from school counseling
- Offer information and programs within the community
- Serve on district committees
- Network and problem-solve to move forward in a positive manner

Counselors as **agents of systemic change**:

- Connect the design, implementation, and management of the school counseling program to the mission of the school
- Identify and examine critical data elements such as grades, test scores, attendance, promotion rates & discipline referral data
- Identification of students who are not succeeding and assist in successful outcomes
- Educate others as to our efforts to improve successes
- Partner in school improvement by proving a willingness to assist and adjust as needed

Job Descriptions:

Middle/Senior High School Counselor

Qualifications: Master’s Degree in School Counseling. Valid Pennsylvania Educational Certificate for Educational Specialist Secondary School Counselor (7-12) or Elementary and Secondary School Counselor (K-12).

Primary Functions & General Description:

- ❖ Provide counseling services and developmental programs/instruction to students in three domain areas:
 1. Academic
 2. Personal/Social
 3. Career

Major Responsibilities and Duties:

- ❖ Knowledge and skills in communication with and counseling students in academic, career, and personal/social matters.
- ❖ Knowledge and skills in communication with parents and school staff and administration.
- ❖ Competent record keeping of student credits, ensuring the proper planning and placement of students following PA Code 57.31.
- ❖ Assist in monitoring graduation project requirements, including credit reviews, Act 158 compliance and other graduation requirements as set by the district.
- ❖ Testing coordinators for the Keystone and PSSA Exams, SAT, ASVAB and PSAT exams.
- ❖ Referral source to other programs and services both internal and external.
- ❖ Attend parent-teacher conferences, IEP meetings and 504 meetings as necessary.
- ❖ Student observations and functional behavior analysis/input as required.
- ❖ Team member of the school’s Student Assistance Program.
- ❖ Intervene as needed in student crises.
- ❖ Collaborate with various community programs and agencies on an ongoing basis.
- ❖ Ensure the effective placement of students into the District sponsored Warren Cyber program, ensuring all students are receiving the correct transfer of grades, report cards

and proper documentation in accordance with transfer of credits

Professional Code of Ethics:

- ❖ Professional employees must adhere to the PA Code of Professional Practices and Conduct for Educators.

Terms of Employment:

- ❖ Per the current collective bargaining unit agreement and subject to the collective bargaining provisions of Act 195 and Act 88.

Performance Evaluation:

- ❖ Annual performance evaluation performed by the school building principal using the PA Department of Education Rubric to show evidence in:
 - Domain 1: Planning & Preparation
 - Domain 2: The Environment
 - Domain 3: Service Delivery/Delivery System
 - Domain 4: Professional Development/Professional SC Responsibilities & Ethical Standards
- ❖ A SPM (student performance measure) is approved and reviewed with the administration annually.

Elementary School Counselor

Qualifications:

Master's Degree in School Counseling (K-12).

Valid Pennsylvania Educational Certificate for Educational Specialist Elementary School Counselor

Primary Functions/General Description:

- ❖ Provide counseling services and developmental programs/instruction to students in three domain areas:
 1. Academic
 2. Personal/Social
 3. Career

Major Responsibilities and Duties:

- ❖ Knowledge and skills in communication with and counseling students in academic, career, and personal/social matters.
- ❖ Knowledge and skills in communication with parents and school staff and administration.
- ❖ Referral source to other programs and services both internal and external.
- ❖ Attend parent-teacher conferences, IEP meetings and 504 meetings as necessary.
- ❖ Student observations and functional behavior input as required.
- ❖ Participate as a lead member of the school's elementary Student Assistance Program (eSAP) team.
- ❖ Conduct whole-group classroom guidance lessons in each elementary teacher's

- classroom, one time per month, at least seven times per academic year.
- ❖ Coordinate and assist with other counselor-led school-wide programming.
- ❖ Assist with standardized testing required by the state of Pennsylvania.

Professional Code of Ethics:

- ❖ School counselors abide by the American School Counseling Association (ASCA) Ethical Standards as well as adhering to the PA Code of Professional Practices and Conduct for Educators.

Terms of Employment:

- ❖ Per the current collective bargaining unit agreement and subject to the collective bargaining provisions of Act 195 and Act 88.

Performance Evaluation:

- ❖ Annual performance evaluation performed by the elementary school building principal using the PA Department of Education Rubric to show evidence in:
 - Domain 1: Planning & Preparation
 - Domain 2: The Environment
 - Domain 3: Service Delivery/Delivery System
 - Domain 4: Professional Development/Professional SC Responsibilities & Ethical Standards
- ❖ A SPM (student performance measure) is approved and reviewed with the administration annually.

School Social Worker and School Career Counselors:

United Way of Venango County and IU#6 supports the department and students in all aspects of academic, career, and personal/social development.

Amber Sakalousky, LSW

Courtney Hartle, LSW

Jackie Wilson, Career Counselor

School Counseling Department Mission Statement:

Our mission is to provide students with a comprehensive, developmental school counseling program that emphasizes the academic, career, and personal/social development of all learners within the educational environment. By providing fair and equal access to school counseling services, we collaborate and consult with staff, parents, and the community to promote responsible citizenship and career preparedness to *every student, every day*.

Program Calendar & Delivery:

July/ August	<p><u>Elementary (K-4) Activities & Events:</u></p> <p>Academic - Kindergarten Orientation</p> <p>Career- Career activities & artifacts will be saved in each student’s Naviance portfolio</p>
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	<p>Personal/Social- Kindergarten Orientation Open House</p> <p><u>Tasks:</u> Lesson prep 504 & IEP review - EdInsight</p> <p><u>Middle/High (5-12) Activities & Events:</u></p> <p>Academic - MS Orientation New student registration & enrollment into classes Enrollment in District sponsored Warren Cyber program</p> <p>Career - VTC enrollments Letters of recommendation, college forms completion</p> <p>Personal/Social - WEB mentors scheduled with all 6th grade students Crisis intervention SAP Team oriented</p> <p><u>Tasks:</u> Scheduling changes and adjustments Enrollment of new students 11th/12th grade credit reviews begin Transcript processing 504 & IEP reviews -EdInsight Scholarship HUB notification via Google Classroom Naviance Scholarship information updates</p>
September	<p><u>Elementary (K-4):</u></p> <p>Academic- eSAP meetings established AIMSweb Fall Benchmark Testing - if requested</p> <p>Career - Naviance tasks created for 3rd & 4th grades</p> <p>Personal/Social- Crisis Intervention Individual meetings with students as needed New Student Meet and Greet Lunches begin All Student Meet and Greet Lunches begin School Counselor Introduction Lessons (Kindergarten) School Counselor Introduction Lessons and overview on types of problems (All Students) School-Wide Positive Behavior Support Program begins (Hasson- Hasson Hi-5, Southside Schools - FLOW tickets) Student Announcer Program begins Weekly Food Backpack Program begins Operation Warm - free winter coat program from OC Fire department. PBIS Team Meetings Begin Students diagnosed with concussions, Brain Steps protocol will be followed until</p>

	<p>cleared by a physician Consult with faculty & parents</p> <p><u>Middle/High (5-12):</u></p> <p>Academic - New student registration & scheduling changes and adjustments 11th/12th grade credit reviews continue including Act 158 requirements Cyber adjustments in PowerSchool Cyber monitoring of attendance/passing and notifying admin if not Complete Functional Behavioral Analysis as required Complete IEP Evaluations as required Credit evaluations of all transfer students, completing sheets for admin approval Attend yearly PHEAA training for FAFSA changes Notify students of scholarship information, assist as needed Providing attendance and behavior forms for NHS and NTHS candidates Coordinate with VTC the date of 9th grade tours, notify teachers Liaison and coordinator between Pitt @Bradford coordinator and teaching staff of College In The HS classes - coordinate and disseminate info to/from Pitt Bradford Transcript processing continues Writing Letters of recommendation for college entrance continues</p> <p>Career - Open VTC enrollments Letters of recommendation/college counselor form completion Educational Talent Search 6th-grade recruitment, a TRIO program from US Ed Meet with various military and college recruiters as needed Setting up of ASVAB, PSAT & SAT school-day testing Coordinate Financial Aid Night with PHEAA representative Scholarship notification via Scholarship Hub for seniors Naviance Scholarship information updates</p> <p>Personal/Social - SAP teams established Backpack distribution by local churches Crisis intervention as needed For students diagnosed with concussions, Brain Steps protocol will be followed until cleared by a physician Support and attend Team Building Day Grades 9-12 Assign Naviance Student Tasks Food & clothing pantry open to MS and HS students Coordinate transition of students from placement or residential settings Serve as an intermediary for other placements or residential settings Attend Open House, promote school counseling program</p>
October	<p><u>Elementary (K-4):</u></p> <p>Academic- Classroom lessons eSAP Peer Tutor Program</p> <p>Career- Naviance portfolios monitored grades 3 & 4</p> <p>Personal/Social-</p>

Kindergarten small group SEL lessons during reading stations in the classroom
 -Hasson
 Crisis Intervention
 Individual meetings with students as needed
 Red Ribbon Week (with lesson, bulletin board, and family and school participation component, including possibly speakers)
 Student Announcer Program
 Unity Day- Third Wednesday in October
 All Student Meet and Greet Lunches
 School-Wide Behavior Support Programs
 Weekly Food Backpacks
 Oil City Fire Department “Operation Warm” notification and distribution
 PBIS Team Meetings
 Classroom Lessons: Feelings, Conflict and Conflict Resolution, I-Statements- Hasson
 Bullying, Upstanders, and Self-Advocacy - Southside
 Social Skills Groups established
 TEAM Day Planning

Middle/High (5-12):

Academic -

New student registration & scheduling changes and adjustments continue
 11th/12th grade credit reviews continue
 Transcript processing
 Continuous monitoring of Warren Cyber students

Career -

VTC tours for grade 9
 Promotion of VTC OPEN HOUSE Night
 Administer SAT Testing - National Test Date first Saturday
 PSAT coordination & administration (Jr., Soph.)
 PHEAA Financial Aid Night - Seniors/Juniors
 FACS class & SLO presentation semester 2 lessons per quarter
 SAT Test Administration - School Day
 PSAT Test Administration- digital School Day
 Attend Financial Aid Night coordinated with PHEAA representative
 Collect CIHS applications from HS teachers
 Ensure the accuracy of the CIHS application and collect checks from teachers
 Reconcile all checks with those who turn in CIHS applications
 Complete Excel spreadsheet of all CIHS students/classes
 Cyber adjustments in PowerSchool
 Cyber monitoring of attendance/passing and notifying admin if not
 Complete Functional Behavioral Analysis as required
 Complete IEP Evaluations as required
 Credit evaluations of all transfer students, completing sheets for admin approval

Personal/Social -

SAP team meetings
 Formation counseling groups with Social Worker- MS
 Crisis intervention as needed
 SAP referrals
 Red Ribbon Week school-wide activities- MS
 Facilitate Oil City Fire Department “Operation Warm” grade 5
 Participate in Team Building Day at 2 Mile Run County Park

	<p><u>Tasks:</u> Counselors coordinate guest speakers in FACS classes (Making Smart Educational Decisions) Letters of recommendation/college counselor form completion Send transcripts to colleges/universities, as needed Write letters of recommendation for colleges and/or scholarships, as required Administer, during the school day, SAT and PSAT exams, collecting all payments, reconciling and sending to CollegeBoard. Monitor and provide information about cyber success/failures to administration, truancy, and parents, requiring the building of new schedules if returning to regular school. Provide the transfer of grades for any returning cyber students to the teachers, adjusting in the historical grades. Providing letters to all 9th graders and ensuring permission is received for all 9th graders desiring to tour VTC. Scholarship notification via emailing seniors continues</p>
<p>November</p>	<p><u>Elementary (K-4):</u> Academic- eSAP Peer Tutor program Classroom Lessons</p> <p>Career- Update portfolios in Naviance Introduction to Naviance lessons</p> <p>Personal/Social- Crisis Intervention Individual meetings with students as needed School Wide Behavior Intervention Program World Kindness Day/ Cardigan Day - 11/13 Children’s Grief Awareness Day (with bulletin board and family participation component) - Third Thursday in November Social Skills Groups Kindergarten SEL small groups in classroom Specific Groups based on need / Grief Groups Classroom Lessons (Bullying, Conflict Resolution, Empathy and Kindness, Specific Social Skill Lessons for Kindergarten) Student Announcer Program Weekly Food Backpack Program PBIS Team Meetings</p> <p><u>Middle/High (5-12):</u> Academic - 11/12th credit reviews continue/conclude Keystone Exam preparations begin Scheduling for following year commences with change requests to department chairs Transcript processing/requests/ mailing Patriot Pen contest distributed American Legion Essay contest distributed Process and review all students taking College In High School classes thru Pitt Bradford</p>

	<p>Reconcile and ensure accuracy of money collected for CIHS classes Prepare spreadsheet and deliver applications and checks to be mailed Reenter any grades not adequately accounted for by the teachers Cyber adjustments in PowerSchool Cyber monitoring of attendance/passing and notifying admin if not Complete Functional Behavioral Analysis as required Complete IEP Evaluations as required Credit evaluations of all transfer students, completing sheets for admin approval Participate in any Keystone required training (online and with Superintendent)</p> <p>Career - “Career Training in My Community” lesson - 5th grade Venango Technology Center Mini-tour - 5th grade Assist in SAT registrations - grades 10 - 12 Letters of recommendation/college counselor form completion for colleges/scholarships. Scholarship notification via emailing seniors continues</p> <p>Personal/Social - Operation Warm distribution to grade 5 SAP weekly meetings & review Nominations and selection for DAR “Good Citizen” award - gr 12 Grief Group continuation Crisis intervention as needed</p>
<p>December</p>	<p><u>Elementary (K-4):</u> Academic- eSAP Peer Tutor Program</p> <p>Career Naviance</p> <p>Personal/Social Crisis Intervention Individual meetings with students as needed PBIS Team Meetings Social Groups Specific Groups based on need / Grief Groups Kindergarten small group SEL Lessons in classroom Classroom Lessons (Generosity / Empathy, Conflict Resolution and Problem Solving) Student Announcer Program School Wide Behavior Intervention Program Bulletin Board Weekly Food Backpack Program TEAM Day Donuts with Dad - two separate days, grades K-2, 3-4</p> <p><u>Middle/High (5-12):</u> Academic - Keystone testing coordination & administration - Literature Scheduling for following year discussions/revisions with departments for board approval Transcript requests/processing/mailing</p>

	<p>Governor’s School Applications submitted</p> <p>Career - Pitt Bradford College in the High School application collection, organization & processing FACS class & SLO presentation, 2 lessons per quarter -MS Senior meetings, by chance, to discuss FAFSA, credits, post-secondary planning Career & College Fair invitations and preparation begins- HS Letters of recommendation/college counselor form completion Scholarship notification via emailing seniors continues Cyber adjustments in PowerSchool Cyber monitoring of attendance/passing and notifying admin if not Complete Functional Behavioral Analysis as required Complete IEP Evaluations as required Credit evaluations of all transfer students, completing sheets for admin approval Coordinate Mock Interviews with Career Counselor and FACS classes each semester</p> <p>Personal/Social - SAP team meetings and reviews Grief group wraps-up TEAM Building day - gr 5 - 8</p>
<p>January</p>	<p><u>Elementary (K-4):</u></p> <p>Academic- eSAP AIMSweb Winter Benchmark Testing if requested Peer Tutors</p> <p>Career- Classroom lessons K-4 “Career Inventories and Research” - 3rd Grade Naviance Lessons - 3-4</p> <p>Personal/Social- Crisis Intervention Individual meetings with students as needed Classroom Lessons (Career Based using Naviance) Social Groups Specific Groups based on need Small groups SEL lessons in Kindergarten Student Announcer Program School Wide Behavior Intervention Program Weekly Food Backpack Program PBIS Team Meetings</p> <p><u>Middle/High (5-12):</u></p> <p>Academic - Semester course changes. Review of struggling students at semester. Cyber reviews and enrollments. Solicit and collect scheduling changes for the following year, submit for board approval course description guide. Teacher recommendation/Powerschool set-up. Meet with grades 9-11 to discuss scheduling protocol/changes for upcoming year Keystone Testing coordination for Algebra and Biology Transcript processing continues</p>

	<p>Career - 9th grade VTC counselor presents in history classes. Distribution of scholarship information ASVAB administration and interpretation Letters of recommendation/college counselor form completion PSAT results returned to senior, junior and sophomores who took test Individual Senior meetings to discuss FAFSA, credits, post secondary planning continue Career & College Fair invitations and preparation continues- HS Completed Junior career/interest surveys in English classes (portfolio artifact) FACS class & SLO presentation semester 2 lessons per quarter Scholarship notification via emailing seniors continues Cyber adjustments in PowerSchool Cyber monitoring of attendance/passing and notifying admin if not Complete Functional Behavioral Analysis as required Complete IEP Evaluations as required Credit evaluations of all transfer students, completing sheets for admin approval</p> <p>Personal/Social - SAP team meetings and review New grief group start Crisis intervention SAP review of school culture survey results grades 5-8</p>
<p>February</p>	<p><u>Elementary (K-4):</u> Academic- eSAP Classroom Lessons</p> <p>Career- Career Portfolios organization Classroom Lessons K-4 - Career lesson makeups</p> <p>Personal/Social- Crisis Intervention Individual meetings with students as needed “National School Counselor Week” Student Announcer Program School Wide Behavior Intervention Program Weekly Food Backpack Program Random Acts of Kindness (RAK) Week / Kindness Week Social Groups Specific Groups Based on Need Kindergarten SEL small groups in classroom Lessons (Kindness - Southside, Growth Mindset, Gossip, Cyber Safety - Hasson) PBIS Team</p> <p><u>Middle/High (5-12):</u> Academic - ETS Study Skills Group - Targeted Students Classroom scheduling presentations to grades 8 - 11 Teacher recommendations and student course selections grades 8 - 11 Transcript processing</p>

	<p>Career - Review of individual career plans during scheduling process VTC ½ day tours for grade 9 Letters of recommendation/college counselor form completion Individual Senior meetings to discuss FAFSA, credits, post secondary planning continue Career & College Fair invitations and preparation continues- HS Scholarship notification via emailing seniors continues Cyber adjustments in PowerSchool Cyber monitoring of attendance/passing and notifying admin if not Complete Functional Behavioral Analysis as required Complete IEP Evaluations as required Credit evaluations of all transfer students, completing sheets for admin approval</p> <p>Personal/Social - SAP referrals Groups continue Crisis intervention Venango County PAYS survey every other year - grades 6 & 8</p>
<p>March</p>	<p><u>Elementary (K-4):</u> Academic- Kindergarten Registration - Bracken School Readiness Screener eSAP Classroom Lessons “Test Preparation and Relaxation Strategies” - Grades 3 & 4</p> <p>Career- Wrap up Career Lessons Start planning for Career Day at Hasson</p> <p>Personal/Social- Crisis Intervention Individual meetings with students as needed Classroom Lessons (Coping Skills, Growth Mindset, Self-Care) Kindergarten lessons based on need Social Groups Specific Groups based on need Kindergarten small group SEL lessons in classroom School Wide Behavior Intervention Program Weekly Food Backpack Program Student Announcer Program PBIS Team Team Day</p> <p><u>Middle/High (5-12):</u> Academic - Scheduling continues by entering all course requests into Powerschool 11th grade individual scheduling/futures meetings FACS classroom presentations Begin working master schedule build Transcript processing PSSA tests in April planning/preparation</p> <p>Career -</p>

	<p>Annual transition from grade 4 - 5, Community Day at MS Annual OCHS Career & College Fair event in which all students have the opportunity to speak and network with around 50 local employers, colleges, trade schools, etc. Individual Senior meetings to discuss FAFSA, credits, post secondary planning Invite/Coordinate Job Corps representative to meet with seniors with undecided post-secondary plans Letters of recommendation/college counselor form completion FACS class & SLO presentation semester 2 lessons per quarter US ARMY Special Operations Semi Second administration and interpretation of ASVAB (Armed Services Vocational Aptitude Battery) test session - 10th, 11th, 12th graders Administer SAT Testing - National Test Date first Saturday Scholarship notification via emailing seniors continues Cyber adjustments in PowerSchool Cyber monitoring of attendance/passing and notifying admin if not Complete Functional Behavioral Analysis as required Complete IEP Evaluations as required Credit evaluations of all transfer students, completing sheets for admin approval</p> <p>Personal/Social - SAP referrals, team reviews Group wrap-ups (Grief group, Self-esteem group, etc.) Crisis intervention Nomination and selection for Rotary Youth Leadership Award conference for Juniors National Assessment of Educational Progress given to 48 8th grade students (the nation's report card) every other year Working on career fair and tour for 4th grade transitioning to 5th grade - 5/22 finalizing date</p>
<p>April</p>	<p><u>Elementary (K-4):</u> Academic- eSAP PSSA Test Coordination & administration - Grades 3 and 4</p> <p>Career- Preparation for Career Day and Career Week - Hasson</p> <p>Personal/Social- Crisis Intervention Individual meetings with students as needed Classroom Lessons (Book Club, reinforcing social skills as needed) Social Groups wrap up Social Groups based on need wrap up School Wide Behavior Intervention Program Student Announcer Program Weekly Food Backpack Program PBIS Team Kindergarten small group SEL lessons in classroom - as time permits</p> <p><u>Middle/High (5-12):</u> Academic - PSSA testing 5 - 8 all students (organization, preparation and scheduling of every student) online grades 6-8, paper grade 5</p>

	<p>Keystone testing administration preparation grades 8 - 11 Master schedule fixes/modifications Transcript processing</p> <p>Career - Letters of recommendation/college counselor form completion Invite/Coordinate Job Corps representative to meet with seniors with undecided post-secondary plans Individual Senior meetings to discuss FAFSA, credits, post-secondary planning continue- as time permits Cyber adjustments in PowerSchool Cyber monitoring of attendance/passing and notifying admin if not Complete Functional Behavioral Analysis as required Complete IEP Evaluations as required Coordinate Mock Interviews with Career Counselor and FACS classes each semester Credit evaluations of all transfer students, completing sheets for admin approval</p> <p>Personal/Social - Crisis intervention SAP program continues</p>
<p>May/June</p>	<p><u>Elementary (K-4):</u> Academic - 4th grade tours/transition field trips of middle school -may also have been done in March eSAP wrap-up AIMSweb Spring Benchmark Testing</p> <p>Career - 4th Grade Community Day at Middle School Hasson Career Day Hasson Career Week Remake Learning Days (PA Career Readiness) - Opportunities shared and encouraged</p> <p>Personal/Social- Crisis Intervention Classroom Lessons - Teamwork / Team building activities Cybersafety lessons / Presentation if available by PA State Police Kindergarten graduation School Wide Behavior Intervention Program Wrap-up Student Announcer Program Weekly Food Backpack Program PBIS Team year end meeting</p> <p><u>Middle/High (5-12):</u> Academic - Administer, Coordinate Keystone Testing - Algebra, Biology & Literature Scheduling changes and requests modified Senior requirements met for graduation Student failure identification/ notification and summer school referrals Entry scheduling requests of student transfers to the HS Cyber data collated and entered into historical grades Transcript processing continues Scholarship recommendations and notifications continue</p>

	<p>Cyber adjustments in PowerSchool Cyber monitoring of attendance/passing and notifying admin if not Complete Functional Behavioral Analysis as required Complete IEP Evaluations as required Credit evaluations of all transfer students, completing sheets for admin approval Transfer/data entry of all Warren cyber grades into PowerSchool</p> <p>Career - Lessons for Career Portfolios - Grade 5 Individual Senior meetings to discuss FAFSA, credits, post-secondary planning conclude, as time permits Letters of recommendation/college counselor form completion Administer Calculus II, Spanish, and English Literature AP exams Scholarship notification via emailing seniors continues</p> <p>Personal/Social - Crisis intervention SAP teams wrap up final referrals Upward Bound/ETS Nominations and referrals</p>
<p>July</p>	<p><u>Elementary (K-4):</u> Academic- Career- Personal/Social-</p> <p><u>Middle/High (5-12):</u> Academic - Scheduling adjustments/failures Summer school referrals Career - Naviance Social/Personal: Summer opportunities disseminated</p>

Curriculum Action Plan

<p>Goal: The mission of the Curriculum Action Plan at OCASD is to provide each student with a planned and sequential set of activities that meet the objectives adopted in the PA Career Education and Work Standards.</p> <ul style="list-style-type: none"> ● Grade 3 Career Awareness about the world of work and a broad range of occupations. ● Grade 5 Career Exploration, Retention & Acquisition standards met. ● Grade 7 Family and Consumer Science required semester class - Career Unit. ● Grade 10 Career Exploration and Technology required semester class. ● Grade 11 Family and Consumer Science required semester class, three job shadow requirements.
<p>Philosophy: The curriculum action plan (career domain) is a developmental and organized component of</p>

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

Rationale:

The Curriculum Action Plan (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, comprehensive 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.
- Provides a system for classroom counseling lessons.

Program Goals

Academic

Big Idea: Use assessment results in each student's educational planning.

Elementary: Facilitate eSAP (Elementary Student Assistance Program) meetings a minimum of twice a month to positively impact the academic performance of students who exhibit barriers to learning.

Middle School: Individualize 100 % of all middle school students' schedules to meet their academic needs. Educational Talent Search (ETS) provides a study skills group after 1st quarter grades to students in need of improvement.

High School: Individualize 100% of all high school students' schedules to meet their academic and post-secondary needs.

Career

Big Idea: To develop an awareness of each student's interests, abilities, skills, and motivations.

Elementary: 99% of third graders will take a career assessment and be able to identify three possible careers via Naviance.

Middle School: 99% of 7th graders will participate in a career pathways unit during Family and Consumer Science (FACS) class and continue the development of their academic career plan which begins in grade 3.

High School: 85% of all seniors will be able to determine what path they want to take after graduation. 100% of all seniors will meet with the Career Counselor in submission of their Senior Survey (as required by the state).

Personal/Social

Big Idea: Students will distinguish between appropriate and inappropriate behavior.

Elementary: Facilitate the daily School-Wide Positive Behavior Support (SWPBS) program at each elementary building to encourage all students to treat others with respect,

encourage others, act responsibly, and make good and safe choices. 90% of all 3rd and 4th grade students will be able to identify one expected behavior in each target area.

Middle School: The Student Assistance Program (SAP) team meets weekly to identify students who need interventions and support with personal and social concerns. Social Worker, offers support groups to targeted students with grief, self-esteem, and anger management concerns. As a result of group participation, feedback will be collected from each student at the end of each group and reviewed. SWPBS #Theoilerway reinforces Be Safe, Be Responsible, Be Respectful.

High School: The Student Assistance Program (SAP) team meets weekly to identify students who need interventions and support with personal and social concerns. There will be a reduction of discipline referrals for the high school. SWPBS #BlueHole reinforces Be Civil, Be Respectful, Be Responsible.

Individualized Academic/Career Plan

Demographics and Logistics of the Process:

- By the end of grade 5, at least six pieces of evidence will be collected; two by the end of grade 3, two by the end of grade 4, and two by the end of grade 5. **6+**
- Career Unit - FACS class - grade 7, 3 evidential pieces: Food Truck Business Plan, Pre/Post test career research, Business Card created and presented to the class.
- By the end of grade 8, the student has a career portfolio containing the K-5 grade band evidence and an additional six pieces of evidence; two each by the end of grades 6, 7, and 8. **6+**
- By the end of grade 11, the student has a career portfolio containing both the K-5 and 6-8 band evidence, and an additional eight pieces of evidence, or at least two each by the end of grades 9, 10, and 11, and a resume in grade 11. **8+**

The student's E-Portfolio is housed in Naviance - see the matrix below. Parents, students, and staff can follow a student's career progress from grade 3 - 12 & 8 years beyond graduation. Evidence will be a mix of paper and electronic until the class of 2030.

=20 pieces of evidence

Assessments to be used:

- Naviance Career Interest Inventory, and other tasks in Naviance - Grade 3
- Naviance tasks, such as "Plan for Success" and "Story of my Future Self" - Grade 4
- Naviance suite of assessments - Self Discovery: Career Cluster Finder, Career Interest Profiler, Intelligences, Learning & Productivity, Personality, Skills - Grades 7 - 12
- FACS class - Grade 11 Naviance Strengths Explorer
- Preliminary Scholastic Aptitude Test Grades 10-11
- Armed Services Vocational Aptitude Battery Grades 10 - 12
- Scholastic Aptitude Test Grades 10 - 12
- American College Test Grades 10 - 12

Information in the plan/portfolio regarding high school core/elective courses:

- The student lists courses related to their career plan.
- Identify what postsecondary training is necessary to fulfill the plan.
- This plan becomes part of each student’s electronic portfolio created in the Careers Exploration Class.
- Students who elect VTC will earn certifications/credentials - grades 10 -12.

Parental Engagement:

- In grades 5-7, a scheduling course selection worksheet is sent home to every parent for consent and is returned to the middle school counselor.
- In grades 8-11, during the scheduling process, parents provide written consent of their child’s annual course selection sheets.

Faculty Engagement:

- Every high school teacher is assigned a caseload of graduation project advisees.
- Weekly check-ins are done to ensure students are on track with their post-secondary plans.

Evidence/Artifacts Matrix:

	<u>13.1 Career Awareness & Preparation</u>	<u>13.2 Career Acquisition</u>	<u>13.3 Career Retention & advancement</u>	<u>13.4 Entrepreneurship</u>	<u>Evidence</u>
K	Snowmen at Work				Pre-typed, fill-in-the-blank interview that reflects the story- Evidence sent home with student
1	Career Stations			Career Stations	Students complete pre-filled reflections on starting their own business - Evidence sent home with students
2	Being Wendy lesson	Elf Application			mini interest inventory, fill in the blank referencing the story - Evidence sent home with students
3	Career Inventory	Career Research	UP The Ladder Naviance lessons		Naviance Up the Ladder activities are collected within

					Naviance and identified with badges
4			Reflective statement from Game of Life (Salary & Budgeting)	Entrepreneurial STEM lesson	Reflective Statements in Naviance and identified with badges
K-4 (Hasson)	Hasson Career Day / Career Week			Hasson Career Day / Career Week	Reflective Survey after completion of Career Day in
4&5	Community Day at Middle School 13.1.5 D	Community Day at Middle School 13.2.5 A& D		Community Day at Middle School 13.4.5 C	Naviance Survey
5	13.1.8 G & H Course Planner with goals		13.3.8 D Attitudes needed and teamwork necessary in a job/career		Naviance Survey
5	13.1.5 D Career training/VTC tours in my community pre-test/post 13.1.5 A & G Course Planner Selection Form		13.3.8 E Student planners/time management		Naviance Surveys
6	13.1.8 G & H Course Planner with goals	13.2.8 C Computer class writes letters to businesses*	13.3.8 E Student planners/time management	13.4.8.A Education Talent Search Program Review 13.4.8 C Sea Wolves Baseball Game (soft skills post career activity)	Surveys in Naviance
7	13.1.8 G & H Course Planner with goals	13.2.8 A FACS Class Presentation of Career Researched	13.3.8 D FACS Class budgeting	13.4.8 C FACS Creating Food Truck Project & Business Card	Mediation, time management, conflict resolution
		13.2.8 C Resumes made in Reading Class*	13.3.8 E Student planners/time management		*not every student receives
8	13.1.8 F, G, H Scheduling/transition to HS update Academic Career Plan	13.2.8 B & D Research & update portfolio	13.3.8 E Student planners/time management		Naviance
9	13.1.11 F VTC Tour (all 9th) - online				October -Naviance Survey

	survey/reflection, 10th Fridays				
	13.1.11 B VTC classroom presentation Holland Codes -S Campbell (paper)	13.2.11 2 Career Fair Interview sheet- GP advisors (paper)			February, GP Advisors, VTC Counselor visits, individual tours & Annual March Career & College Fair
10	13.1.11.E, F & H ASVAB and/or PSAT results & interpretation- OPTIONAL	13.2.11 (2) Career Fair Interview sheet- GP advisors (paper)			ASVAB, PSAT results returned, and Career Fair
		13.2.11.B, E Community/Business partners Career speakers- CAREER CLASSES			By Semester, Career teacher, VTC teachers
11	13.1.11. E, F & H ASVAB, PSAT, SAT results & interpretation- OPTIONAL	13.2.11 B & E Military reps review career goals/objectives (survey, paper)- OPTIONAL -ENGLISH CLASSES	13.3.11.A,B,C,E (3) Job Shadow reflections- GP advisors (paper)-- ALSO MEETS INDUSTRY-BASED REQUIREMENTS FOR DISTRICT	13.4.11.A, B & C Company research BUDGET plan- (FACS class)	End of semester, FACS teachers and GP Advisors
		13.2.11 A,B,E&F Mock Interview, rubric upload on Naviance			By Semester, FACS teachers & career counselor
		13.2.11. C & D Resume, Cover Letter - FACS class			By Semester, FACS teachers & career counselor
12		13.2.11 D and E-Portfolio finished as demonstrated by senior English Career Research paper	13.3 D & E GP Presentation in English		ePortfolios available 8 years past graduation via Naviance
KEY:	Age/School level:	Required:			
	Elementary School	6 artifacts			
	Middle School	6 artifacts			
	High School	8 artifacts by end of 11th (minimum)			

Stakeholders

Students:

They are the recipients of the school counseling program delivery system. The program would not be possible without students. Students will participate in individual schedule planning, career exploration, Family and Consumer Science courses, and Graduation Project meetings.

Parents/Family:

Parents play an integral role in helping their children by serving as their primary influence. It is important for parents, as decision-makers, to be aware of all aspects of the school counseling program. Parents will advocate for their children to assist them in making appropriate choices by providing input to school counselors. Parents benefit from consultative services with counselors regarding students' involvement in the program. Information is provided to parents to assist their children in planning for their future and life after high school.

Educators:

Educators represent the direct connection to the students. They serve as instructional leaders and advocates for the school counseling program. This collaborative partnership between counselors, administrators, and teachers is a direct link to the overall effectiveness of our program and student performance. Educators benefit from the comprehensive school counseling program by receiving support from school counselors in regard to students' academic, career, and personal/social success. Educators provide equity and access to address and enhance student achievement and present a positive learning climate by having a mutual understanding.

Business/Community Representatives:

Business/Community representatives provide resources, advocacy, and support for the school counseling program delivery system. They present opportunities for students and inform educators about labor market trends and social services. They are a driving force in helping to prepare students to become academic, social, and career-ready. They provide ideas, resources, collaboration, and networking opportunities. Informing the community about the school counseling program and communicating and maintaining positive relationships with stakeholders are key to program development.

Post-Secondary Partners:

Post-secondary partners represent the educational and career training opportunities beyond the high school curriculum. These partners assist students as they transition from high school to future career and educational pathways. These partners help to deliver our program by networking with students, parents, and educators to enrich students' knowledge of educational and training opportunities.

Advisory

- **School to Industry Partnership Consortium** (*see Addendum for most recent minutes*)

Participating members of the School to Industry Partnership consortium, held at the Venango Technology Center, was created to foster a relationship between local schools and industries. Much focus is on soft skills and building a pipeline of students for future positions in our community. *Participants include:*

Career Counselor - Jackie Wilson, **United Way, Venango Area Chamber Director**- Susan Williams and **VenangoREADY contact** Kat Thompson

Business Partners- Angela Calhoun, Komatsu, Jaci DiAmico (Liberty Electronics), Bobbi Jones (Webco), and other various local employers in Venango County and the surrounding area.

VTC Representatives- Mario Fontanazza, Sarah Campbell, Bob Moore.

School Partners- Andrew Godinich (Cranberry), Linda Hagg (Franklin), Bridget O’Neill (Titusville).

- Intermediate Unit #6 - School Counselor Networking - Kelsi Wilcox Boyles & Katie Farbo (all sending IU #6 schools invited).
- PennWest Clarion - Admissions Advisory Board

The PennWest Clarion University Admissions Advisory Board consists of local district counselors, held 2 times per year at the Clarion University campus. The board is a partnership and collaboration with educational leaders from local high schools in Clarion, Jefferson & Venango counties to discuss the initiatives of PennWest - Clarion, provide context for challenges, give insights into the enrollment management process, and explore opportunities for the future students of the University. Oil City High School is the largest sending school district to PennWest - Clarion University, and therefore, Vera Campbell was invited to sit on this board, providing insight and input into the Admissions process and flow.

Participants include:

School Counselors- Vera Campbell, Andy Godinich (Cranberry High School), Rosary Pennington (Clarion Area High School), Mike Mellott (Keystone High School), Erika West (North Clarion High School), Bridget O’Neill (Titusville High School), Ray Doolittle (Brookville High School).

Career & Postsecondary Resources

Intermediary Organizations	Venango County Technology Center
Umbrella Organizations	Venango Area Chamber of Commerce, Oil City Elks, BNI (Business Networking International), Venango County FLEX (Future Leaders and Entrepreneurs Exchange)
Community/State Organizations	Career Link, United Way, Venango Training and Development Center (VTDC), Northwest Planning Commission, City of Oil City (Mayor & Manager), PHEAA Representative, Venango County Human Services
Individual Contacts	Business Partnerships Community College Reps (UPT, Venango College, BC3) State System of Higher Education (PASSHE) Representatives Other local college, university, and technical school representatives Local contacts for job shadowing(www.ocasd.org > graduation project tab)
Community / Business Meetings	Venango Area Chamber of Commerce Meetings (Be Here, etc), School to Industry Partnership Consortium, Bridge Builders Community Foundation
Community Events	Oil City High School Career and College Fair for grades 9-12., Community & Transition Day for 4 & 5.
Internet Based Links Post-Secondary Information: www.educationplanner.org www.collegeboard.com www.myplan.com www.act.org College Costs and Financial Aid / Planning: www.pheaa.org www.fafsa.gov	Career Exploration and Planning: www.pacareerstandards.com www.pacareerzone.com www.educationplanner.org www.onetonline.org www.mynextmove.org www.careertech.org www.asvab.com Workforce Information: www.pachamber.org

	www.bls.gov/k12 www.paworkforce.state.pa.us www.careeronestop.org www.keystoneedge.com
Student Portfolio	Naviance houses every student’s career activities. Starting in grade 3 and continuing for 8 years after graduation. The National Student Clearinghouse tracks students if they go on to post-secondary education.
Publication / Documents	PHEAA Publications, Career Kids, PSAT, SAT, ACT, ASVAB

Career and Technical Center Strategy

- All Grade 5 students participate in a tour of VTC each year.
- Oil City Area SD parents and students are invited annually to the VTC Open House for grades 7-10.
- Students identified as Special Education through an IEP will visit the VTC in 8th grade.
- All Grade 9 Freshmen are given the option to tour VTC.
- VTC Counselor speaks with all 9th-grade students regarding VTC options and programs.
- Grade 9 Freshmen interested in attending VTC participate in a half-day site visitation in two identified areas of interest.
- Students transitioning from Grade 9 into 10 applications are reviewed and those accepted for those planning on attending VTC.
- Annually VTC options are reviewed with every grade level during scheduling.
- Oil City Area School District staff are to visit VTC every 4 years as part of professional in-service activities.

ADDENDUM:

April 30, 2024 - Spring Counselor Advisory Committee Meeting

1. Members of CAC	Olivia Weaver, Student Kat Thompson, Community Partner Jennifer Carll, Parent/Educator Vera Campbell, Parent/Educator Jena Seidle, VTC Educator Sarah Campbell, VTC Counselor	
Agenda Topics	Updates	Discussion & Recommendations
2. Programming External to VTC (Bringing VTC to the community) <ul style="list-style-type: none"> ● Fall VTC Tours for 9th Graders ● Fall Open House ● Visits at Sending Schools ● Half Day Visits ● Middle School/Elementary Career Days ● Middle School/Elementary VTC Tours ● Counselor Meetings 	Updates: <ul style="list-style-type: none"> - visit coming up in May – Valley Grove 5th graders, Franklin 5th Graders, Titusville 7th graders, and Cranberry 5th and 6th graders - enrollment numbers are strong – 639 students currently slated to attend; Quota is now 640 because of new program starting - New website for next school year; should be visually appealing and uniform 	<ul style="list-style-type: none"> -Oil City came in fall -helpful if current students talk to 9th graders; thinking of ways to incorporate -THS presentation to 8th graders -Kat shared about charismatic employer going with her to talk to students and it was helpful
3. Programming Internal to VTC (Supporting VTC students and families) <ul style="list-style-type: none"> ● Student Senate Ambassadors ● Student Morale (Wall of Fame, Student Appreciation, Senior Recognition) ● Career Preparation (Student Employment Event, coordinate schoolwide guest speakers) ● NOCTI Testing Coordination (Pre- and Post-Test) ● ROVA Leadership program with Rotary ● TANF Grant management ● Assistance money and Clothing Closet 	Updates: <ul style="list-style-type: none"> - active Student Senate Ambassadors group this year - SEE is taking place on May 8th – 24 businesses and 48 students registered - NOCTI testing is completed for the year – overall scores look promising but no new cut score release - ROVA is postponed until the Fall -TANF grant is due May 2 (Kat as reference?) - Assistance money to pay for 4 DA student boards - Remind app – used by staff but hasn't taken off with student groups 	<ul style="list-style-type: none"> - 639 students slated to attend next year; strong enrollment -Kat asked about enrollment caps; 20 is soft cap that quota is built on but don't go over 25 in any session - Vera commented that notes on reviewed applications is helpful to share with students after the application review - NOCTI – students did well - Attendance Incentive - suggested getting a business to donate donuts & talk to students about importance of attendance; suggested sending

<ul style="list-style-type: none"> Individual student meetings as needed to address social, emotional, and educational concerns 	<p>- Dual enrollment with PS and AHO at Penn College; just approved to upgrade to 3 credit course for AHO</p> <p>Questions:</p> <p>- best way to approach businesses to sponsor recognitions for students</p>	<p>a letter to businesses to solicit support</p> <p>- SEE event; more students will likely be involved; explained difference between Mock Interviews and SEE</p> <p>- TANIF grant – covered cost of dental boards and a co-op student; next year should cover med assist tests too</p>
<p>4. Resource and Instructional Materials -</p> <ul style="list-style-type: none"> Program Guides Activity Books for elementary LifeTrack services for tracking graduates 		<p>- Kat shared that she sends newsletter to educators and employers & she can include info from VTC ~ 25th of each month is deadline to submit; to include an insert is \$60</p> <p>- Remind app – was used by co-op and some other classes; staff uses for weather related announcements</p>