



Student Services Plan

RMCTC: Grades 10-12

Sending School Districts: Grades 7-11

Serving the Muhlenberg & Reading School Districts

Fall, 2018

In Accordance

The Reading Muhlenberg Career & Technology Center School Counseling Program Grades 10-12 has been developed in accordance with PA Chapter 339.31: there shall be a written plan on file, approved by the local board of school directors, for the development and implementation of a comprehensive, sequential program of guidance services for kindergarten through 12th grade. The plan must include procedures for providing guidance services to CTCs. Upon request, the plan shall be submitted to the Secretary of Education.

Purpose

The purpose of Reading Muhlenberg CTC's Guidance plan is to implement and maintain a school counseling program that will provide academic, personal/social, and career services for its 10th, 11th, and 12th grade students that integrates and corresponds with its two sending school districts. These districts are Muhlenberg School District and Reading School District.

Philosophy

Reading Muhlenberg CTC school counseling program works to create a safe educational environment for all students who can learn, grow, and develop into healthy and successful community members by achieving their academic, personal/social, and career goals.

Mission

Through collaboration with students, parents, postsecondary institutions, and the business community, Reading Muhlenberg Career & Technology Center provides opportunities for students to achieve their goals for employment, postsecondary education, or the military, to be productive citizens, and to be contributing to a dynamic, changing society.

Core Beliefs

At Reading Muhlenberg Career & Technology Center we believe:

- in valuing the diversity of each student
- education leads to opportunity
- quality education starts with quality leadership
- a career and technical education is a critical component of workforce development

- technology is vital to learning and will help students connect with a rapidly changing world
- technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands
- in providing all students with a positive educational experience
- students should feel proud of what they have accomplished each day
- students will be provided every opportunity to achieve their highest potential
- the success of a student is enhanced by parents and/or other influential adults through their support and involvement
- students will be provided the opportunity to acquire and cultivate leadership skills
- in providing students with a safe school environment
- in encouraging students to maintain a lifelong affiliation with the school
- change is an ongoing process, not an event, and is fundamental for building quality programs of study
- instruction must accommodate individual student learning styles

Student Services Staff & Assignments

School Counselors

Donna Henderson, Lydia Snow

Provides activities, services, and public relations to inform and promote the school and its programs to current and potential students and their parents, school personnel, business and industry, and community organizations; assist with obtaining articulation agreements; providing college and career lessons/counseling to current CTE students; conducting financial aid sessions; coordinating events at the Center including open house, new student orientation, college and career fairs, and senior awards night; provide academic, social/emotional, and career counselling services to all students; and provides support services to RMCTC staff and the sending school districts.

Career Awareness Counselor

Barbara Perez

Provides activities, services, and public relations to inform and promote the school and its programs to current and potential students and their parents, school personnel, business and industry, and community organizations; responsible for assisting the sponsoring district administrative and counseling staff develop an awareness of career and technical education as defined by Federal and State legislation; maintains a flexible schedule in order to be responsible for promoting career

awareness with students and parents; primary CTC individual to coordinate career exploration and awareness activities between staff at the RMCTC and the sponsoring districts.

Work-Based Learning Coordinator

Teri Baller

Plans, organizes, and implements the cooperative education program and other work-based learning activities for all eligible students; provides services and public relations between business and industry, community organizations, and/or sending school districts and the RMCTC; coordinates the school's end-of-program NOCTI/NIMS testing program.

Special Education Supervisor

Holly Lorchak

Works in collaboration with RMCTC, sponsoring district and BCIU staff, including administrators, special education supervisors, school psychologists, guidance counselors, teachers, therapists, and instructional assistant/paraprofessionals to support the achievement of special education students; requisition of IEP information and proper regulation/distribution of this information as needed to implement the IEP; provides assistance to students with transition from school to work; ensures academic and technical learning supports, both one-on-one and small group, to students identified as special needs; supports classroom teachers in identified students' special learning styles and offers expertise in methodologies of instruction.

School Counseling Program Goals

Academic Domain:

- Actively engaging our students by meeting with them individually, in small groups, and in their programs to receive their academic and technical progress and create plans to stay motivated and focused in completing their Programs of Study (POS) or Tech Prep tasks and end of program assessment so they can earn industry certifications, licenses, job titles, and PA Skill Certifications.
- Actively engage parents, sending school districts, business partners, and community members by communicating with them about what our students are learning through school events, meetings, newsletters, and participating in community-based activities.

- Work with administration and faculty in applying the PDE Standards Aligned System (SAS) six common elements that ensure student achievement: Standards, Assessments, Curriculum Framework, Instruction, Materials & Resources, and Safe and Supportive Schools.
- Work with administration and faculty in applying the PDE/BCTE Students Occupationally and Academically Ready (SOAR) Programs of Study that benefit our students by meeting the high standards set by the POS curriculum.
- Attend IEP meetings and provide feedback to help students achieve their transition goals.
- Apply and/or crosswalk SAS standards with ASCE student standards in the Academic Development Domain for our school counseling core curriculum action plan.

Personal/Social Domain:

- Actively engage our students by meeting with them individually, in small groups, and in their programs to help them develop interpersonal skills in alignment with the SAS three areas: Self-awareness and Self-management; Establishing and Maintaining Relationships; and Decision Making and Responsible Behaviors.
- Creating a safe school environment for all our students by working with administration, faculty, and staff in enforcing policies in our student handbook; i.e. bullying and harassment policy, suicide awareness, prevention, and response, and drug and alcohol violations.
- Work with school staff, parents, sending school districts, and community agencies in identifying and referring students who are struggling with mental health and drugs and alcohol issues to Student Assistant Programs.
- Apply and/or crosswalk SAS standards with ASCA student standards in the Personal/Social Development Domain for our school counseling core curriculum action plan.

Career Domain:

- Recruit students from our sending school districts by presenting career orientations, tours, newsletters, Open Houses, and other career awareness activities.
- Actively engage parents, sending school districts, business partners, and community members by communicating with them about the career and technical POS and Tech Prep programs we offer through our web site, newsletters, meetings, and various school events.
- Actively engage our students by meeting with them, individually, in small groups, and in their programs to review their career goals and work with them in planning for their next steps after high school for employment, college, military, or further technical training.

- Actively engage our students who have career confusion about their current program by meeting with them individually, in small groups, and in their programs and helping them make a career choice by using the PDE Academic Standards for Career Education and Work
- Apply and/or crosswalk the PDE Academic Standards for Career Education and Work with ASCA student standards in the Career Development Domain for our school counseling core curriculum action plan.

Role of Our Stakeholders

- A. Joint School Committee – the Joint School Committee of Reading Muhlenberg Career & Technology Center consists of school board members from its two member school districts who are appointed by their respective board to represent their district and vote on policy and procedures of our school. Their role also includes voting for funding to support to our school counselling program, activities, supplies, staff, and equipment.
- B. Administration – provide oversight and direct the day-to-day operation of the school. Administration impacts our program through collaboration with us to create a strong leadership team for supporting our school counseling program goals. They also assist with collecting data for program accountability; develop procedures and activities that support program goals; work with all stakeholders of our school to make it a safe place for our students to learn and develop their career and technical program area skills.
- C. Teachers/Instructors – provide direct instruction for the students in the areas of Social Studies and the 31 Career & Technical Program Areas. Teachers/Instructors impact our program by collaborating with us in meeting our goals for the school counseling program; identifying at-risk student who need academic, personal/social, and mental health support; monitor students’ attendance, engagement level, career and academic progress; implement prevention and remediation strategies to help our students meet their academic, career, and personal/social goals.
- D. Students – represent our clients who receive academic, career, and personal/social services of the school counseling program. Students help deliver our school counseling program by identifying peers who are struggling with mental health, drugs and alcohol, social and domestic abuse issues. Students also act as mentors and role models for their peers in their career program areas. Students help with recruitment by providing tours to prospective students, attending Open House, presenting their program, and reporting back to students at their sending schools about the skills they are learning and the career opportunities they will have when they complete their career and technical program.

E. Parents/Guardians/Families – represent the support system to our students. These individuals support our students by holding the student accountable academically and socially through monitoring grades, discipline, attendance, attending IEP meetings or program progress, and attending various school events.

F. Business/Community Agencies – participate in each of our 31 career and technical occupational advisory committees (OAC) comprised of members of business and industry in our local Workforce Investment Region. The OACs impact our school counseling program by advising, mentoring, evaluating, and employing our students in their career areas. Each career and technical program at RMCTC conducts two meetings per year. At these meetings, our OAC members discuss the needs of the program, such as skills, equipment, employment, safety, and curriculum. We also partner with human services agencies to help our students who need more help with personal/social issues. Finally, we partner with local organizations, clubs, and alumni who offer scholarships and employment for our students.

G. Postsecondary Partners – represent resources students use to transition to the next level of training and education. Our postsecondary partners impact the technical curriculum through participation in program of study development meetings and providing articulated college credits to students who meet SOAR requirements. Our postsecondary partners and military present career information at various school events, such as Open House, cafeteria table-top exhibits, classroom presentation visits, financial aid presentations, and hosting field trips to their organizations.

H. Sending School Districts – from two districts, Muhlenberg and Reading share our students and provide support in the areas of academic, personal/social, and career services. In addition, they provide special education support. We are in constant collaboration with one another for improving programs and services offered to our shared students.

Role of our School Counselors

A. As a Leader – we use our leadership to create collaborative relationships among all of our stakeholders. We start with our administration as the core in forming leadership collaboration that fosters a school climate for increasing student educational and career outcomes. A few examples of our role as a leader are: leading Response to Instruction and Intervention (RtII) and faculty meetings, developing and implementing plans and activities for student recruitment, coordinating end of program testing, senior awards program, and linkages with postsecondary partners.

B. As an Advocate – we view ourselves as social agents of change. Our focus is to impact and empower our students to find educational and career opportunities. We do this by becoming a voice for our students who are underserved, underprivileged, and socio-economically disadvantaged. A few examples of our role as an advocate are: helping all students feel safe by enforcing school and state policies, finding financial resources to help underservice students enroll at RMCTC purchase uniforms/program materials, working with all students by implementing RtII to improve attendance, academic and technical performance, decrease discipline issues, and provide social/emotional support.

C. As a Collaborator – we partner with internal and external stakeholders, including sending school personnel, teachers, community organizations, postsecondary institutions, business and industry to insure our students’ career, personal/social, and academic success. This includes coordination and management of various activities to inform and engage current and prospective students. A few examples of our role as collaborator are: conducting School Counselor meetings, IEP counseling events, Open House, elementary school visits, college and military presentations.

D. As an Agent of Systemic Change – we work with administration to examine policies and procedures that are inherent with systemic barriers that influence student educational, social, and career outcomes. A few examples of our role as an agent of systemic change: working with all students to earn SOAR college credits, implementing RtII.

Advisory Council

The Advisory Council is a link between the school counseling program and the various groups to be served. Representatives of the advisory council should reflect the diversity of the school/community and should include the following five stakeholder groups:

- A. Students - help to deliver the school counseling program by taking an active role in their academic, career, and personal/social development; exhibits behaviors and attitudes that encourage a positive learning environment; engages in career exploration through Career Pathway selection, and advancement in their Program of Studies; applies self-advocacy skills in order to fully receive the benefits of the school counseling program.
- B. Parents/Guardians – encourage their children by communicating with school administrators/counselors/teachers, attending school functions, participating in school activities and/or committees, and by becoming a volunteer parent; support their children by becoming more involved in helping them improve their schoolwork, stressing the importance of education, monitoring homework, providing structure in homework habits and most importantly, providing lots of encouragement.

- C. Educators/Administrators – open communication that provides multiple opportunities for input to decision making; share information and collaborate with counseling staff, students and their families to identify resources for taking action to solve children’s problems and to celebrate their learning; share responsibility in the development of goals and metrics to indicate success; share vision on what is meant by student success and how all students can achieve success; collaborate on initiatives that impact student success.
- D. Business/Community - provide significant resources to support the development, implementation, and success of the school counseling program.
- E. Post-Secondary Institutions - provide significant resources to support the development, implementation, and success of the school counseling program.

RMCTC Advisory Council

Name	Role	Stakeholder Group
Connie Bashore	Reading Electric	Business/Community
Kathy Bell	Berks Personnel Network	Business/Community
Alex Brown	Reading School District	Educator/Administrator
William Delgado	Keystone Software Solutions	Business/Community
Sara Galosi	Alcon Manufacturing Ltd.	Business/Community
Burleigh Heisler	Bricklayers Union	Business/Community
Ken Krauss	US Axle	Business/Community
Daniel Fogarty	Berks Workforce Investment Board	Business/Community
Thomas McDevitt	The Rose Corporation	Business/Community
Michael Mish	Muhlenberg School District	Educator/Administrator
Diane Salks	Riverview Tree & Landscaping Inc.	Business/Community
Pamela Shupp	Greater Reading Economic Partnership	Business/Community
Cheryl Spangler	East Penn Manufacturing	Business/Community
Eric Turman	Reading School District	Educator/Administrator
Harry O’Neill	Empire Services	Business/Community
Scott R. Burky	Rhoads Energy Corporation	Business/Community
Linda Bell	Reading Area Community College	Post-Secondary Institution
Lisa Lavender	Berks Fire-Water Restoration	Business/Community
Bruce Crawford	EG Smith Inc.	Business/Community
William DeFalco	Meridian Bank	Business/Community

Gerald Witmer	Reading Muhlenberg Career & Technology Center	Educator/Administrator
Beth Ann Haas	Reading Muhlenberg Career & Technology Center	Educator/Administrator

CTC Student Services Calendar

July/August	January
<p>Academic: Student management system conference, Update Skill Alignment Charts, POS requirements for website, Social Studies Scheduling, Finalize Student Schedules, Continue Processing New Students Applications</p> <p>Career: Student Registrations</p> <p>Personal/Social: None</p>	<p>Academic: Report Cards, Student of the quarter lunch, College Applications, Financial Aid and Scholarships</p> <p>Career: Sending School Counselor Meetings, 1st Choice RMCTC Applications Due, WBL Placements, Post-Secondary School Visits</p> <p>Personal/Social: RtII Meetings, All Star</p>
September	February
<p>Academic: VAK Testing for Level 1 Students, Literacy and Numeracy Benchmark Assessments</p> <p>Career: Assemblies for Level 1, 2 & 3 Students & PDE Career Objective forms completed, Investigate “no shows”, NOCTI Pre-Test</p> <p>Personal/Social: RtII, NTHS Recruitment & Identification of Student Ambassadors</p>	<p>Academic: Progress Reports, Tech Academy Special Presentations, College Applications, Financial Aid and Scholarships</p> <p>Career: WBL Placements, Recruitment for low enrolled programs, CTSO Competitions, Post-Secondary School Visits</p> <p>Personal/Social: RtII Meetings, All Star, Acceptance Letters Mailed Out</p>
October	March
<p>Academic: Progress Reports, College Applications, Financial Aid and Scholarships</p> <p>Career: RMCTC Open House/College Fair/Financial Aid Night, Fall OAC Meetings, Sending School Counselor Meeting, WBL Placements, Program Descriptions Provided to Districts for Course Catalog, CTSO Conferences, 9th and 10th grade presentations, 8th grade Career Fair</p> <p>Personal/Social: RtII Meetings, All Star</p>	<p>Academic: College Applications, Financial Aid and Scholarships</p> <p>Career: WBL Placements, Post-Secondary School Visits</p> <p>Personal/Social: All Star, RtII Meetings</p>
November	April
<p>Academic: Report Cards, Student of the quarter lunch, College Applications, Financial Aid and Scholarships</p> <p>Career: 9th and 10th Grade District Presentations, WBL Placements, Post-Secondary School Visits</p> <p>Personal/Social: RtII Meetings, All Star</p>	<p>Academic: Report Cards, Student of the quarter lunch, College Applications, Financial Aid and Scholarships</p> <p>Career: Spring OAC Meetings, WBL Placements, New Student Orientation, Accepted Student CTC Shadowing Day, NOCTI Post-Test, CTSO Competitions</p> <p>Personal/Social: All Star, RtII Meetings, Meet with Students in Danger of Failing for the Year</p>
December	May/June
<p>Academic: Progress Reports, College Applications, Financial Aid and Scholarships</p> <p>Career: Middle School Tours, IEP Counseling Days, WBL Placements, Post-Secondary School Visits, RMCTC applications – new school year</p>	<p>Academic: Progress Reports, Report Cards, Student of the quarter lunch, College Applications, Financial Aid and Scholarships</p> <p>Career: Summer Career Camp Grade 8, WBL Placements, 8th Grade District visits, Elementary School Visits</p>

Personal/Social: RtII Meetings, All Star, Blood Drive

Personal/Social: RtII Meetings, All Star, Senior Recognition Night, Blood Drive

CTC Program Delivery 10th through 12th Grade

	Guidance Curriculum <i>Provide developmental, comprehensive guidance program content in a systematic way to all students 10th-12th grades.</i>	Prevention, Intervention, & Response Services <i>Address school and student needs.</i>	Individual Student Planning <i>Assists students and parents in development of academics and career plans.</i>	System Support <i>Includes program, staff, and school support activities and services</i>
Purpose	Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Prevention, intervention, and responsive services to groups and/or individuals.	Individual student academic and occupational planning, decision making, goal setting, and preparing for academic transitions.	Program delivery and support.
Academic	<ul style="list-style-type: none"> • RtII bi-monthly meetings • IEP meetings • Instructional assistance for programs and social studies • Program of Study 	<ul style="list-style-type: none"> • RtII bi-monthly meetings • IEP meetings • Instructional Assistants/Paras • Parent/teacher/student meetings • Accommodations/SDIs • Learning aids • Notification to sending schools 	<ul style="list-style-type: none"> • RtII bi-monthly meetings • Mid and marking period grade review • eSchool and ClassMate grade access • Parent meetings/contacts • Academic accommodations • Learning aids • Notification to sending schools 	<p><u>Professional Development</u></p> <ul style="list-style-type: none"> • In-service days • PACTA conferences • IU 14 Meetings • School counselor meetings • College and financial aid trainings <p><u>Consultation, Collaboration, & Teaming</u></p> <ul style="list-style-type: none"> • Meetings with teachers, staff, parents, administration • OAC partners • Sending school staff • SOAR/POS Workshops • IU14 • Neighboring CTCs • PATTAN • CTSOs • Local advisory committee

	Guidance Curriculum <i>Provide developmental, comprehensive guidance program content in a systematic way to all students 10th-12th grades.</i>	Prevention, Intervention, & Response Services <i>Address school and student needs.</i>	Individual Student Planning <i>Assists students and parents in development of academics and career plans.</i>	System Support <i>Includes program, staff, and school support activities and services</i>
				<u>Program Management & Operations</u> <ul style="list-style-type: none"> • Perkins funding • ClassMate grading and tracking • Admissions, acceptance, and withdraw data • PIMS data • NOCTI data
Career	<ul style="list-style-type: none"> • VAK Inventory • 80s section of task lists • Presentations at sending schools • Career objective form • Employment applications • Resume, cover &, thank you letters • Job search sites • Mock interviews • Postsecondary/military visitations • Open house • New Student Orientation • Job shadowing/internships • Cooperative education • Small group presentations – financial aid, military, employment, postsecondary • Company tours • CTC tours 	<ul style="list-style-type: none"> • Career counseling • Career curriculum (80s section) • Parent contact/conferences • Communications with sending school counselors • RtII bi-monthly meetings • Handshake Wednesday • IEP conferences • Para-professional supports • CTSOs 	<ul style="list-style-type: none"> • Individual career planning • Career curriculum (80s section) • Work ethic grades • Career objective form • Transition plans 	<u>Professional Development</u> <ul style="list-style-type: none"> • In-service days • PACTA conferences • IU 14 Meetings • School counselor meetings • College and financial aid trainings <u>Consultation, Collaboration, & Teaming</u> <ul style="list-style-type: none"> • Meetings with teachers, staff, parents, administration • OAC partners • Sending school staff • SOAR/POS Workshops • IU14 • Neighboring CTCs • PATTAN • CTSOs • Local advisory committee • WIB/GREP

	Guidance Curriculum <i>Provide developmental, comprehensive guidance program content in a systematic way to all students 10th-12th grades.</i>	Prevention, Intervention, & Response Services <i>Address school and student needs.</i>	Individual Student Planning <i>Assists students and parents in development of academics and career plans.</i>	System Support <i>Includes program, staff, and school support activities and services</i>
	<ul style="list-style-type: none"> • Work ethic grading 			<u>Program Management & Operations</u> <ul style="list-style-type: none"> • Perkins funding • ClassMate grading and tracking • Admissions, acceptance, and withdraw data • BCTE graduate survey data • End of program survey data • Graduate student survey data • Tour data • Co-op employer evaluations
Personal/Social	<ul style="list-style-type: none"> • Drug, alcohol, & electronic smoking device awareness & prevention • Gang awareness & prevention • Bullying prevention • Mandated reporting • Suicide awareness and prevention • Truancy notifications 	<ul style="list-style-type: none"> • RtII • Student conflict resolution • Individual counseling • Parent conferences • Drug, alcohol, & electronic smoking device awareness & prevention • Bullying prevention • Mandated reporting • Suicide awareness & prevention 	<ul style="list-style-type: none"> • Outside agency referrals • Contacts with sending school personnel • Conflict resolution • Crisis counseling • Health/nutrition referrals • Parent meetings 	<u>Professional Development</u> <ul style="list-style-type: none"> • Inservice days • PACTA conferences • IU 14 Meetings • School counselor meetings • State and local mental health trainings <u>Consultation, Collaboration, & Teaming</u> <ul style="list-style-type: none"> • Meetings with teachers, staff, parents, administration • Truancy task force • IU14 • Sending school personnel <u>Program Management & Operations</u>

	Guidance Curriculum <i>Provide developmental, comprehensive guidance program content in a systematic way to all students 10th-12th grades.</i>	Prevention, Intervention, & Response Services <i>Address school and student needs.</i>	Individual Student Planning <i>Assists students and parents in development of academics and career plans.</i>	System Support <i>Includes program, staff, and school support activities and services</i>
				<ul style="list-style-type: none"> • RtII bi-monthly meeting reports • Safe schools data • Attendance data • Discipline reports • Classmate academic performance data
Counselor Role	Leader, collaborator, agent of systemic change	Advocate, collaborator	Leader, advocate, collaborator	Leader, advocate, collaborator, agent of systemic change
Percent of Time	15%	35%	35%	15%

School Counseling Core Curriculum Action Plans

Academic Goals: Educate students about the benefits and opportunities of the Program of Study (POS) so they can connect academics to life-long learning, postsecondary opportunities, and the world of work									
Grade Level	Lesson Topic	Lesson Setting	ASCA Academic Domain & SAS CEW Standards	Curriculum & Materials	Date	Projected # of Students	Assessment Type	Outcome Data	Contact Person
10-12	POS/SOAR	CTC Program Areas	A.C.1.3 A.C.1.5 A.C.1.6 13.2.11.A-E	POS Information, collegetransfer.net website, SOAR information, articulation agreement pages from program syllabi	September	1100	SOAR Interactive Cloze activity	Assess annually, per graduating class, the number of students who earn POS and SOAR	School Counselors

10-12	Postsecondary Education Preparation	CTC Program Areas/Computer Lab	A.B.2.5 A.B.2.7	Collegeboard.org Educationplanner.org PHEAA & FASFA Publications FASFA.org	Ongoing	600	Interactive	Assess annually per graduating class the number of students applying for postsecondary and completing financial aid applications	School Counselors
Career Goals: Connect students to their career goals through career exploration, and training and readiness, and career retention activities									
Grade Level	Lesson Topic	Lesson Setting	ASCA Academic Domain & SAS CEW Standards	Curriculum & Materials	Date	Projected # of Students	Assessment Type	Outcome Data	Contact Person
10-11	School-Wide Job Shadowing Activity	CTC Program Areas and Work-Based Learning	13.2.11.A-E	Permission form Follow-up Activity Worksheet Student written Thank You letter Mentor evaluation completed by employer faxed back to the school	Ongoing	1100	Survey Data, Participant Data, Work-based Learning Agreements	Assess annually pre employer and student feedback, number of student participants, number of employer participants, number of students obtaining paid work from job shadowing site.	Work-based Learning Coordinator

10-12	Career Objective Development	CTC Program Areas and Student Services	C.B.2.2 C.B.2.4 C.B.2.5	State developed career objective form	September	1100	Participant Data	Assess annually progress of task completion toward career goal(s)	School Counselors
10-12	RMCTC Developed Career Ed and Work Online Instructional Lessons and Resources	CTC Programs	13.2.11 A-E 13.3.11 A-G	CTC Developed Curriculum Modules and Learning Guides	Ongoing	1100	End of Module/Learning Guide Assessments	Assess throughout school year through lesson assessments, Work Ethic Grades, WBL student's placement retention, & employer feedback	Instructors
Personal/Social Goals: Provide student counseling services and activities which support student success in school, at home, with peers, at work, and within the community.									
Grade Level	Lesson Topic	Lesson Setting	ASCA Academic Domain & SAS CEW Standards	Curriculum & Materials	Date	Projected # of Students	Assessment Type	Outcome Data	Contact Person
10-12	RtII (Response to Instruction & Intervention)	Student Services CTC Program Areas	PSB1.4 PSB1.10 PSA2.1 PSA1.2	Attendance Reports Discipline Records Transcripts Work Ethic Reports	Ongoing	25	Observations Records Review Bi-Weekly Meetings	Student retention progress towards personal, behavioral and academic goals	School Counselors & RtII team

10-12	Parent/Student Conferences	Student Services	PSB1.5 PSB1.12 PSA2.5 PSA 2.2	Teacher Reports Work Ethic Grades Progress Reports Attendance Records	Ongoing	100	Observation & Records Review Teacher Report Student Report	Reduction of incidents of presenting problems	School Counselors
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Career Resources

	Resource Types	List Resources	
Organization/Agencies	Intermediary Organizations	BCIU Counselor Network Occupational Advisory Committee PATTAN	Local Advisory Committee Rotary Club Olivets
Umbrella Organizations	Community/State Agencies	Capital Region Partnership for Career Development United Way Career Link	GREP PDE and BCTE PSCA
Networking opportunities	Individual Contacts	RACC Albright College Penn College of Technology Thaddeus Stevens Berks Technical Institute Triangle Tech Institute	Military Temple University Harrisburg University OAC Members SOAR Consortium PHEAA
	Community/Business Meetings	Rotary Counselor Consortium Meetings Perkins Meetings	Local Advisory committee Meetings WIB's Meetings OAC Meetings
	Community Events	Integrated Learning Conference RMCTC Open House	Summer Academy Tours
Online/Physical	Internet Based Links	RMCTC Tech Talk Newsletter Facebook Twitter RMCTC Website	http://www.rmctc.org/students/student-services/guidance/
	Media/Advertising	PA Career Guide RMCTC Course Description Guides	Radio Adv. For Open House & Promotion Newspaper Adv. For Open House & Promotion Local Area News Coverage Sending School's Course Catalogs
	Publications/Documents		RMCTC Application Guide Including Program Planning Tools

Career Resources: Listed in the RMCTC Website, www.rmctc.org

The career resource links listed below are a great way for students and parents to begin their search for career information. These links provide a wealth of information regarding career planning. These career resources will assist you with post-secondary planning including information on colleges, technical schools, apprenticeships, and jobs.

These links will also provide you with financial aid opportunities. Your future starts here!

- www.bls.gov/oco/ Allows you to link to the Occupational Outlook Handbook and search the databases at the Department of Labor. Includes job search tips, job market information, and defines every occupation.
- www.careerbuilder.com Career Builder allows you to search jobs, distribute your resume, and learn about college degrees and financial aid.
- www.careerclusters.org Look at information about the 16 career cluster areas.
- www.collegeboard.org
- www.educationplanner.org A good place to begin your career search! Education Planner allows you to explore and discover careers, colleges, technical schools, and financial aid.
- www.fafsa.ed.gov
- www.khake.com Link to the Vocational Information Center, search careers and careers pathways.
- <http://neuvoo.com/> Neuvoo is a site that features a job search engine and a salary calculator.
- www.PaCareerLink.com Look through local job market information.
- www.pacareerstandards.com An outstanding link for students, parents, and educators. Links to free career resources. Look at career portfolios, career assessments, and Pennsylvania Career Standards.
- www.pacareerzone.org This link allows you to take a career assessment and then search the occupations that fit your interest profile.
- www.pde.state.pa.us A link to the Pennsylvania Department of Education. Keep up to date with education initiatives.
- <http://studentcenter.ja.org> This is a link to Junior Achievement. Explore the JA Student Center and look at careers, colleges, and financial aid. Learn about planning a business, planning for finances and entrepreneurship.

7th, 8th & 9th Grade RMCTC Outreach and Recruitment Activities

**Career and Technical Center Strategies
For All consortium Sending Schools**

8th Grade:

Reading School District			Muhlenberg School District		
Activity	Materials	Timeline	Activity	Materials	Timeline
Assessing Your Interests & CTC Programs Lesson in all career classes – CTC Career Awareness Counselor & 3 instructors. 8 days w/ 1200 students served	<ul style="list-style-type: none"> Assessing Interests activity Center banners Center program descriptions Center exit cards Pencils 	Feb/March	Assessing Your Interests & CTC Programs Lesson in all career classes – CTC Career Awareness Counselor & 3 instructors. 8 days w/ 1200 students served	<ul style="list-style-type: none"> Assessing Interests activity Center banners Center program descriptions Center exit cards Pencils 	Feb/March
CTC Career Fair CTC instructors and students have table-top display at RIHS from 8:45-2:30 (alternate w/MSD)	<ul style="list-style-type: none"> Instructor materials CTC program “baseball cards” Student activity 	March	CTC Career Fair	<ul style="list-style-type: none"> Instructor materials CTC program “baseball cards” Student activity 	March
CTC Visit	<ul style="list-style-type: none"> One hour guided visit 	May	CTC Visit	<ul style="list-style-type: none"> One hour guided visit 	May
WDB Career Camp	<ul style="list-style-type: none"> One week camp WDB Grant Focused 	June	Grade WDB Career Camp	<ul style="list-style-type: none"> One week camp focused on Health, Manufacturing and Printing 	June
Lunch-n-Learns	<ul style="list-style-type: none"> Program cards & description 	Sept./Oct.	Lunch-n-Learns	<ul style="list-style-type: none"> Program cards & description 	Sept./Oct.

9th Grade:

Reading & Muhlenberg School Districts		
Activity	Materials	Timeline
Back to School Nights (MMS/MHS/C.E. Cole *follow up letters (quarterly))	<ul style="list-style-type: none"> • CTC marketing materials • Open House flyer • Connect Ed (MSD) • District Newsletter (MSD) 	Sept
CTC Classroom Presentations of CTC Programs (discussion of Open House, Tours, and Application Process (to all 9 th grade students))	<ul style="list-style-type: none"> • Bookmarks • Jenga/Puzzles/Game Board • Open House Passport Card • CTC Student Ambassadors 	Sept/Oct
Open House for MMS/MHS & RIHS	<ul style="list-style-type: none"> • CTC Program Cards • Tech Academy marketing materials/banner • Program Articulation Packet • Bookmarks • Remind App Slips • Applications 	Sept
*10 th Grade Presentations	<ul style="list-style-type: none"> • Prezi presentation • CTC Student Ambassadors 	Oct
Lunch-n-Learns	<ul style="list-style-type: none"> • CTC Program Cards • Tech Academy marketing materials • Program Articulation Packet • Bookmarks • Remind App Slips • Applications 	Oct –Dec Feb-April
CTC Shadowing Day (1/2 day activity) (2x month for grades 9-11)	<ul style="list-style-type: none"> • CTC Student Ambassadors 	Nov-May
RMCTC Open House	<ul style="list-style-type: none"> • Applications • Application Stations 	Oct
Parent Conferences @ the middle/IH schools	<ul style="list-style-type: none"> • CTC marketing materials 	Nov
CTC 3 Program Visit	<ul style="list-style-type: none"> • Student tour schedule 	Nov/Dec
CTC Counseling Days (IEP students)	<ul style="list-style-type: none"> • Program Planning Tools 	Dec

Reading & Muhlenberg School Districts		
Activity	Materials	Timeline
	<ul style="list-style-type: none"> • Applications • Present Ed levels 	
Q & A/Essay Writing Sessions @RHS/RKAA (2 days)	<ul style="list-style-type: none"> • Student's Statement of Interest Guide • Student Statement of Interest Cloze Sheet • Application 	Dec
Parent Scheduling/Course Selection Nights (2 days)	<ul style="list-style-type: none"> • CTC Program Cards • Tech Academy marketing materials • Program Articulation Packet • Bookmarks • Remind App Slips • Applications 	Jan
Application Review and Acceptances Begin	<ul style="list-style-type: none"> • Completed application with supporting materials • ClassMate • Acceptance letters & New Student Orientation invitation 	Feb-April & until end of Sept
Parent Conferences @ the middle/IH schools	<ul style="list-style-type: none"> • CTC marketing materials 	Feb
New Student Orientation	<ul style="list-style-type: none"> • Program Syllabi 	April

**Other Activities for Grades 7-11
Career and Technical Center Strategies
For All consortium Sending Schools**

- Middle School Presentations throughout the year targeting 7th graders
- Remind App – continual communication with 8th-11th grade students; including staff and parents
- Parent tours throughout the year (targeting 8th and 9th graders)
- Manufacturing Day collaboration planning between CTC and Reading – a day trip to the RACC's Schmidt Training & Technology Center Open House
- POA – Parent Outreach Assistants (employed by RSD to work closely with parents to help navigate the educational system and connect with community resources and provide advocacy services.

- El Palo – bilingual community magazines (an article about the ctc was placed for the Jan. issue; monthly exposure to ctc will appear in magazine)
- At Home In Berks – an article written by Perez about RMCTC, the opportunities we offer and making a call to local businesses and industries to join forces with us to promote our programs and create opportunities for our students.
- Extracurricular activities – connect appropriate RMCTC instructor with school clubs at both RIHS and RHS; communication with respective instructors has already occurred.

Regular and Ongoing Professional Development for School Counseling Staff
School Counselors/Career Awareness Counselor/Work-Based Learning Coordinator

Activity	Date(s)	Number of hours	Domains		
			Academic	Career	Personal/Social
Mandated Reporting of Child Abuse	October	3			X
PACTA School Counselor Conference	September	12		X	
SOAR Training – Temple University	May	6	X		
PACTA Co-Op Conference	October	12		X	
Staff In-service	Ongoing	45	X	X	X
NOCTI Student Testing Workshop	November	6	X	X	
Counselor Workshop - RACC	September	5	X	X	X
BASCA Training Workshop	Monthly	18	X	X	X
PHEAA /FASFA Workshop	November	4	X		
BCIU Transition Council	Ongoing	9	X	X	X
Cooperative Education Coordinators Meeting	Ongoing	8		X	
Totals		128			