

LEBANON COUNTY CTC

K-12 Guidance Plan | 2024 - 2027

GUIDANCE PLAN PROFILE

PROFILE

LEA Name

Lebanon County CTC

AUN

113384307

Address 1

833 Metro Drive

Address 2

City

Lebanon

State

PA

Zip Code

17042

LEAD COUNSELOR

Lead Counselor Name

Kelly Flowers

Lead Counselor Phone Number

717-273-8551

Extension

2153

Lead Counselor Email

kflowers@lcctc.edu

CHIEF SCHOOL ADMINISTRATOR

Chief School Administrator Name

Ms Andra Groller

Chief School Administrator Phone Number

(717) 273-8551

Extension

Chief School Administrator Email

agroller@lcctc.edu

GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

1. Enter your school's Guidance Services Mission Statement that reflects the school's mission and includes reference to the three domains (academic, career, social/emotional), and equity and access for all students (600 character limit).

The Mission of the Lebanon County Career and Technology Center school counseling program is to provide a comprehensive program that contributes to all students equally and provides access to academic, personal/social, and college/career needs. School Counselors will advocate and support the students' post-secondary plans and will include any stakeholders involved.

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

Yes

If a district, indicate the school/CTC your students attend to gain PDE-approved CTE instruction. If a CTC, list your member districts. (1000 character limit).

Annville-Cleona School District Cornwall Lebanon School District Eastern Lebanon County School District Lebanon School District Northern Lebanon School District Palmyra School District

339.31 BOARD-APPROVED GUIDANCE PLAN

339.31 BOARD-APPROVED GUIDANCE PLAN

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

Yes

Enter date when last approved by Board/JOC.

2015-10-20

339.32(1) CAREER AND TECHNICAL CURRICULA

339.32(1) CAREER AND TECHNICAL CURRICULA

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

The career guidance services curriculum should align to Career Education and Work Standards and evidence required by Future Ready PA Index. Curriculum should be available during Perkins and APE/339 compliance reviews.

Yes

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

Yes

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

Counseling Calendar 23-24.pdf

Program Calendar 2024.docx

339.32(2) EDUCATIONAL CAREER PLAN

339.32(2) EDUCATIONAL CAREER PLAN

6. Does your school/CTC guidance services action plan maintain written strategies for developing and sustaining an individual student career plan that addresses academic and technical preparation, postsecondary education, and training via individual and group counseling and assessment?

The student career plan should align to Career Education and Work Standards and evidence required by Future Ready PA Index. The Career Plan should be available during Perkins and APE/339 compliance reviews.

Yes

339.32(3) OCCUPATIONAL INFORMATION

339.32(3) OCCUPATIONAL INFORMATION

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

Yes

Upload List of Career Resources (13 pages maximum)

Career Resources 2024.docx

339.32(4) CUMULATIVE RECORDS

339.32(4) CUMULATIVE RECORDS

8. Does your school maintain a document showing major career guidance service goals and objectives that reflect a general big idea, followed by specific and measurable outcomes that use the data?

The document should include details on how guidance staff gather and utilize cumulative student data and records.

Yes

Upload career guidance service goals and objectives document (3 pages maximum).

Program Goals 2024.docx

339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

9. Does your school maintain a listing of career guidance service activities (e.g. events, tours, and interventions) organized by grade level and focused on increasing awareness of career and technical education opportunities among all K-12 students, parents, educators, postsecondary, businesses, and community agency stakeholders?

Yes

Upload CTE career guidance services activities and opportunities documents (5 pages maximum).

School Counseling Calendar 2023-24 .pdf

Recruitment Plan 2024.docx

339.32(6) CAREER PLACEMENT SERVICES

339.32(6) CAREER PLACEMENT SERVICES

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

Yes

Upload career placement services document (3 pages maximum).

Post-Secondary Planning Form (1).pdf

Post Secondary Planning.doc

339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

11. Does your school maintain a delivery system that includes academic and career guidance curriculum, prevention and intervention for social/emotional development, and student planning and support?

The delivery system should reflect direct (face-to-face) and indirect (independent research) career guidance services organized by grade level as evidence that all students receive formal and informal career consultation with teachers and administrators.

Yes

Upload delivery system document (13 pages maximum).

Program Delivery 2024.docx

339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

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

Yes

a. Students

The counseling office surveys each student who will be completing a program to rate their satisfaction of the program and feedback on CTC. We also conduct post graduate surveys of former students on their experience at CTC, which includes a section for guidance/career services. If a student withdraws from the CTC, we also obtain information from the student on why they choose to exit career and technology education.

b. Parents

Parents have the opportunity for ongoing collaboration through participating in the counseling department's Advisory Council and providing feedback during school events. Parents have the opportunity to attend our Back to School Event prior to school beginning to meet the staff and visit their child's program of study. They are able to have access to our parent portal to view their child's grades and attendance on a daily basis.

c. Postsecondary

Throughout the school year we have numerous post-secondary institutions who speak to our students about their institution and how it can benefit them in the future. The Lebanon County Counselor's Association hosts an annual College and Career Fair in the fall that all seniors at CTC are encouraged to attend. Additional workshops are provided in the beginning and middle of the school year. During the fall, the school counselors provide post-secondary planning sessions both individually and in

d. Educators

The counseling department works closely with administration and the instructors with regards to what services to provide to students, areas of growth, need, etc. It is very much a team effort for providing the best possible education and services to our students.

e. Businesses

Each program has an Occupational Advisory Committee of occupation-specific business and community members. The counseling department has an Advisory Council Committee that meets twice a year to provide support and feedback to the counseling department at CTC.

f. Community Agencies

Involving community agencies helps create community awareness and visibility of the student support systems required for student success. The school counseling plan provides an increased opportunity for collaboration and participation of community members with the school program and educates the community to the needs of the school and the school to the needs of the community.

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

The minutes should include a listing of all members of the stakeholder group with their name, job title, affiliation, and whether present or absent at the meeting. Agenda, minutes, and action plan should be available during Perkins and APE/339 compliance reviews.

Yes

339.32(10) FOLLOW-UP STUDIES

339.32(10) FOLLOW-UP STUDIES

14. Does your school conduct follow-up studies to determine the effectiveness of your career guidance services curriculum that includes study results and how the information collected is utilized to improve career guidance services?

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

Yes

Describe one aspect of your follow-up study including the stakeholder group and number of responses, and indicate how the data collected was utilized to improve career guidance services (1000 character limit).

Our seniors complete a graduate survey through LifeTrack Services as well as survey created by the School Counselors in May. Results are provided to our staff annually. Graduates also complete a post-graduate survey approximately 18 months after graduation. These results are also provided to staff.

SIGNATURES AND ASSURANCES

ASSURANCE OF QUALITY AND ACCOUNTABILITY

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

Lead Counselor

Kelly Flowers

Date

2024-02-08

CHIEF SCHOOL ADMINISTRATOR

Chief School Administrator

Date