

**Avoca Central School District**  
**K-12 Comprehensive Guidance Plan**



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**MISSION STATEMENT**  
**of the Avoca Central School District**  
**Guidance Department**

The Avoca Central School District is committed to measurably improving the academic performance of all students and provide opportunities for students to reach their fullest potential.

The Avoca Central School District will also support students in meeting their basic needs that will build self-esteem, motivation, and pride in a positive, safe and nurturing environment.

We recognize the importance of our partnerships with students, parents, and the community in developing confident and capable graduates by fostering citizenship, social development, and life-long learning.

## **The Rationale for School Counseling Programs**

The primary goal of school counseling programs is to promote and enhance student learning through three broad and interrelated areas of student development. Each of these areas encompasses a variety of desired student learning competencies, which in turn are comprised of specific knowledge, attitudes and skills, which form the foundation of the developmental school counseling program. The three areas of student development are academic development, career development, and personal/social development. A comprehensive school counseling program is developmental and systematic in nature, sequential, clearly defined, and accountable. The program is proactive and preventive in its focus and it assists students in acquiring life-long learning skills. School counseling programs are developed by focusing on needs and issues related to various stages of student growth. There is a commitment to individual uniqueness and the maximum development in the three major areas, academic, career, and personal/social.

## **Components of a School Counseling Program**

The comprehensive school counseling program integrates academic, career, and personal/social development. Counseling, consultation, collaboration, coordination, case management, guidance curriculum, and program evaluation are the primary delivery methods in an effective school counseling program.

The purpose of a counseling program in a school setting is to promote and enhance the learning process. (From the American School Counselor Association, the National Standards for School Counseling Programs)

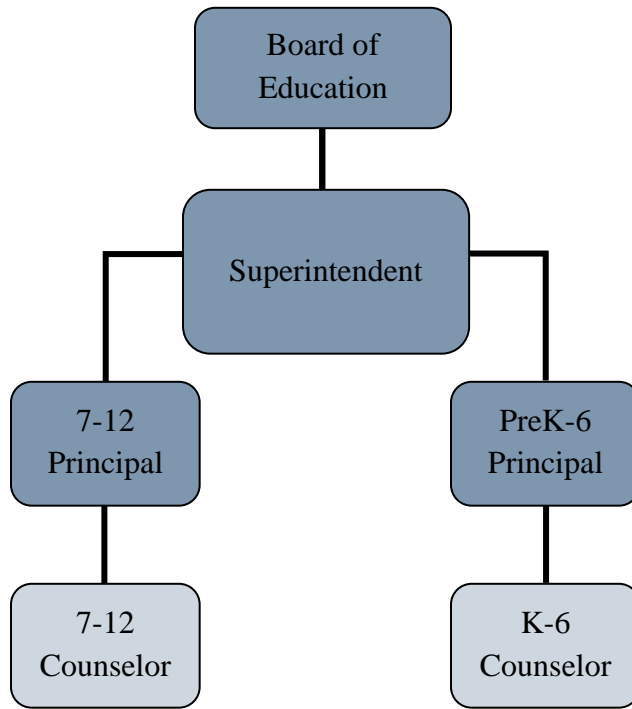
## **Counseling Staff**

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Guidance Department Organizational Chart



**Avoca Central School District  
Counseling and Development Plan 2015-16**

**Commissioner's Regulations**

Following are the Regulations of the Commissioner of Education pertaining to guidance programs in elementary and secondary schools, as adopted by the Board of Regents on November 16, 1984:

Public Schools - Each school district shall have a guidance program for all students.

In grades K-6, the program shall be designed in coordination with the teaching staff to prepare students to participate effectively in their current and future educational programs, to help students who exhibit any attendance, academic, behavioral, or adjustment problems, to educate students concerning avoidance of child sexual abuse, and to encourage parental involvement.

In grades 7-12, the guidance program shall include the following activities or services:

1. An annual review of each student's educational progress and career plans, with such reviews to be conducted with each student individually, or with small groups by personnel certified or licensed as school counselors;
2. Instruction at each grade level to help students learn about various careers and about career planning skills conducted by personnel certified or licensed as school counselors, or by classroom teachers in cooperation with school counselors;
3. Other advisory and individual or group counseling assistance to enable students to benefit from the curriculum, to help students develop and implement post-secondary education and career plans, to help students who exhibit any attendance, academic, behavioral, or adjustment problems, and to encourage parental involvement, provided that advisory assistance shall be provided by teachers or counselors, or by certified teaching assistants under the supervision of counselors or teachers, and that such individual or group counseling assistance shall be provided by certified or licensed school counselors, or by certified or licensed school psychologists or certified or licensed school social workers in cooperation with school counselors; and
4. The services of personnel certified or licensed as school counselors. Each school district shall develop a district plan, which sets forth the manner in which the district shall comply with the requirements of this subdivision. The City School District of the City of New York shall submit a separate plan for each community school district, for the High School Division and for the Special Education Division. Such plan shall be filed in the district offices and shall be available for review by any individual. The plan shall present program objectives, which describe expectations of what students will learn from the program; activities to accomplish the objectives; specification of staff members and other resources assigned to accomplish the objectives; and provisions for the annual assessment of program results. The plan shall be reviewed annually by the school districts, and revisions shall be made as necessary. Non-Public Schools - Each non-public secondary school shall provide a guidance and counseling program for students in grades 7-12.

# Avoca Central School Elementary Guidance Plan for Grades K-6

## Elementary Counseling and Development Plan

### Guidance Objective 1

- A. Program Objective: The program prepares students to participate effectively in the current educational programs.
- B. Target Population: Grades K – 6
- C. Expected Outcome:
1. Student will maintain achievement levels appropriate to their ability and maturity in all curriculums.
  2. Students will maintain an observable interest and effort in their school work.
  3. Students will demonstrate interpersonal communication and problem-solving skills appropriately.
- D. Annual Assessment:
1. Student achievement will be measured by progress reports and report card grades every 5 weeks.
  2. Student motivation will be noted by the classroom teacher and also by their report card grades.
  3. Interpersonal communications and problem-solving skills growth will be noted by classroom teachers and school personnel.

| Activities                                       | Target Group | Staff Assigned     | Other Resources   | Dates    |
|--|--------------|--------------------|---|----------|
| Study Skills                                     | K-6          | Classroom Teachers | School Counselor, School Psychologist & Principal                     | On-going |
| Student/Teacher Conferences on Academic Progress | K-6          | Classroom Teachers | School Counselor, School Psychologist, RTI & AIS Teachers & Principal | On-going |
| Instruction About Appropriate Behavior           | K-6          | Classroom Teachers | School Counselor, School Psychologist & Principal                     | On-going |

## Elementary Counseling and Development Plan

### Guidance Objective 2

- A. Program Objective: To prepare students to participate effectively in their future educational programs.
- B. Target Population: Grades K – 6
- C. Expected Outcome:
1. Students will demonstrate continuous achievement as they progress through school.
  2. Failure rate will remain stable or decrease.
  3. Students receiving remedial instruction may make satisfactory progress
- D. Annual Assessment:
1. Report cards grades each marking period: Standardized test results, benchmarks and Academic Intervention Support Teams.
  2. Continuous monitoring of students will result in placement in AIS or enrichment programs (when available).

| Activities  | Target Group                 | Staff Assigned   | Other Resources   | Dates              |
|---|------------------------------|--|---|--------------------|
| Pre-Enrollments<br>Orientation of<br>Kindergarten<br>Registrants        | All Kindergarten<br>Students | Classroom Teachers,<br>School Counselor, Nurse &<br>School Psychologist,<br>Speech & Hearing Teacher | Principal   | On-going           |
| Kindergarten<br>Orientation/<br>Open-House/<br>Transition Night         | K-6                          | Principal, Teachers,<br>Teacher Aides & School<br>Counselor  | School<br>Psychologist,<br>Transportation<br>Supervisor | August/<br>October |
| Unit, Chapter and<br>Standardized Testing<br>Reveal Student<br>Strength | K-6                          | Classroom Teachers   | School<br>Psychologist                                  | On-going           |



## Elementary Counseling and Development Plan

### Guidance Objective 3

- A. Program Objective: To help students who exhibit attendance problems.
- B. Target Population: Grades K – 6
- C. Expected Outcome:   
 1. Students will attend school regularly as a result of this process.   
 2. Parents will cooperate with the school to ensure the regular attendance of the students.
- D. Annual Assessment: 1. Review of monthly and year-end student attendance records.

| Activities                           | Target Group                | Staff Assigned                                 | Other Resources                              | Dates    |
|--------------------------------------|-----------------------------|--|--|----------|
| Regular Attendance Reporting         | K-6                         | Classroom Teacher, Secretary, School Counselor | Principal & Nurse                            | On-going |
| Telephone Calls to Parents           | Excessive absentee students | Teacher, Principal                             | School Counselor & Classroom Teachers        | On-going |
| Individual Counseling                | Excessive absentee students | Principal                                      | School Counselor & Classroom Teachers        | On-going |
| Parent Conferences                   | Excessive absentee students | Principal                                      | School Counselor, Classroom Teachers & Nurse | On-going |
| Referrals to Community Organizations | Excessive absentee students | Principal                                      | School Counselor, Classroom Teachers & Nurse | On-going |

## Elementary Counseling and Development Plan

### Guidance Objective 4

- A. Program Objective: To help students who exhibit academic problems.
- B. Target Population: Grades K – 6
- C. Expected Outcome:
1. The class work and homework of students in the programs will improve.
  2. The progress report and report card grades of students in the program will improve.
  3. The student will demonstrate responsible behavior.
- D. Annual Assessment:
1. Observation of classroom teacher.
  2. By the improvement noted on the student(s)' progress reports and report cards.

| Activities   | Target Group  | Staff Assigned  | Other Resources   | Dates           |
|--|---|---|---|-----------------|
| Parent/Teacher Conferences                         | K-6   | Classroom Teacher   | School Counselor, RTI & AIS Teachers, School Psychologist & Principal | On-going        |
| After School Assistance                            | Students in grades K-6 who need assistance in one or more subject areas | Classroom Teachers  | Other faculty   | On-going        |
| Assignments to Academic Intervention Support (AIS) | Students in grades K-6 in need of this service                          | Principal, AIS Teachers, & CST Committee                            | School Psychologist, Classroom Teacher, & Parent                      | On-going        |
| Individual Counseling                              | Students in grades K-6 in need of this service                          | School Counselor  | School Psychologist   | On-going        |
| Group Counseling                                   | Students in grades K-6 in need of this service                          | School Counselor  | School Psychologist   | On-going        |
| Referral to CSE                                    | Students in grades K-6 who continue to fall below academic standards    | School Psychologist, School Counselor, Classroom Teacher, Principal | RTI & AIS teachers  | Referral to CSE |

## Elementary Counseling and Development Plan

### Guidance Objective 5

- A. Program Objective: To help students who exhibit behavioral or adjustment problems.
- B. Target Population: Grades K – 6
- C. Expected Outcome:   
 1. Student behavior will improve.   
 2. Student adjustment to school will improve.
- D. Annual Assessment:   
 1. A reduction in the number of reported disciplinary problems.   
 2. A student’s population enjoying their educational experience.

| Activities   | Target Group  | Staff Assigned   | Other Resources                       | Dates    |
|--|---------------|--|---------------------------------------|----------|
| Handbooks including Discipline Policies Distributed to Parents | K-6 & Parents | Principal & Classroom Teachers                           | School Counselors                     | On-going |
| Instruction on Classroom Behavior                              | K-6           | Classroom Teacher  | School Counselor                      | On-going |
| Refer to School Administrator for Appropriate Discipline       | K-6           | Principal  | School Psychologist                   | On-going |
| Parent/Teacher Conferences                                     | K-6           | Classroom Teacher, Principal                             | School counselor, School Psychologist | On-going |
| Individual Counseling  | K-6           | School Counselor/School Psychologist                     | Principal, Teacher, Parent            | On-going |
| Group Counseling   | K-6           | School Counselor   | School Psychologist                   | On-going |
| Refer to CST (Child Study Team)                                | K-6           | Classroom Teacher, School Psychologist, School Counselor | RTI & AIS Teachers                    | On-going |
| Refer to Community Agencies                                    | K-6           | School Counselor, School Psychologist                    | Community Agencies                    | On-going |
| Refer to Committee on Special Education (CSE)                  | K-6           | School Psychologist                                      | CST Team                              | On-going |

## Elementary Counseling and Development Plan

### Guidance Objective 6

- A. Program Objective: To help students deal with family issues that impact education.
- B. Target Population: Grades K – 6
- C. Expected Outcome:
1. Improved academic performance.
  2. Students will develop the ability to identify their feelings.
  3. Students will develop coping mechanisms.
  4. Parents will understand the scope of the guidance program, its content and procedure.
- D. Annual Assessment:
1. Classroom teachers' observation of student response.
  2. Parent feedback.
  3. Counselor feedback.

| Activities                              | Target Group                                | Staff Assigned   | Other Resources                                    | Dates    |
|---|---|------------------|--|----------|
| Individual Counseling                   | Students Grades K-6 in need of this service | School Counselor | Parents, Classroom Teachers, & School Psychologist | On-going |
| Group Counseling                        | Students Grades K-6 in need of this service | School Counselor | Parents, Classroom Teachers, & School Psychologist | On-going |
| School Counselor/<br>Parent Conferences | Students Grades K-6 in need of this service | School Counselor | Parents, Classroom Teachers, & School Psychologist | On-going |
| Referral to<br>Community Agencies       | Students Grades K-6 in need of this service | School Counselor | School Psychologist & Community Agencies           | On-going |

## Elementary Counseling and Development Plan

### Guidance Objective 7

- A. Program Objective: To encourage parental involvement.
- B. Target Population: Grades K – 6
- C. Expected Outcome:
1. Encouragement of parental involvement in the development and support of the education programs and goals designed for their child.
  2. Encouragement of mutual communication between parent and school personnel.
  3. Parents will develop a clear understanding of school services and programs provided for their children.
- D. Annual Assessment:
1. Parental feedback.
  2. Teacher/Principal/Counselor Observation.
  3. Progress Reports.
  4. Report Cards.

| Activities  | Target Group                            | Staff Assigned   | Other Resources   | Dates    |
|---|---|--|---|----------|
| Current Report/<br>Progress Reports   | All Students<br>Grade K-6               | Classroom Teachers,<br>Principals, Special<br>Area Teachers    | School Counselor  | On-going |
| Parent Conferences  | All Students<br>Grade K-6               | School Counselor &<br>Classroom Teacher                        | Principal & School<br>Psychologist                      | On-going |
| Open House  | All Parents &<br>Teachers Grades<br>K-6 | Administration,<br>Classroom Teacher,<br>Special Area Teachers | School Counselor &<br>School Psychologist               | Fall     |
| Orientation   | All Students<br>Grade K-6               | Principal, Classroom<br>Teacher, & School<br>Counselor         | Transportation<br>Supervisor                            | Summer   |
| Notices to Parents: Report<br>Cards, Progress Reports,<br>Informal Communication,<br>Need of Remediation<br>Letter, AIS Reports | All Parents &<br>Teachers Grades<br>K-6 | Classroom Teachers,<br>Principals, Special<br>Area Teachers    | Principal, School<br>Counselor & School<br>Psychologist | On-going |

## Elementary Counseling and Development Plan

### Guidance Objective 8

- A. Program Objective: To preserve and support the social and emotional health of all students.
- B. Target Population: Grades K – 6
- C. Expected Outcome:
1. Students will feel comfortable in their educational setting.
  2. Students will learn and demonstrate good character.
  3. School Faculty will teach and model good character.
  4. Students will have the appropriate support for their social and emotional issues.
- D. Annual Assessment:
1. Student's level of comfort will be monitored by classroom teachers, and by use of self-report measure.
  2. A measurable reduction in discipline referrals for all students.
  3. Reassessing the guidance program on a yearly basis.

| Activities            | Target Group                                    | Staff Assigned                            | Other Resources                                      | Dates    |
|-----------------------|---|---|--|----------|
| Individual Counseling | All Students<br>Grade K-6 in need<br>of service | School Counselor &<br>School Psychologist | Classroom Teacher,<br>Parent & other<br>School Staff | On-going |
| Group Counseling      | All Students<br>Grade K-6 in need<br>of service | School Counselor &<br>School Psychologist | Classroom Teacher,<br>Parent & Outside<br>Resources  | On-going |

# Avoca Central School Middle School Guidance Plan for Grades 7-8

## Middle School Counseling and Development Plan

### Guidance Objective 1

- A. Program Objective:       Academics
- B. Target Population:       Grades 7 – 8
- C. Expected Outcome:       1. Students will meet with counselor to review educational progress.  
   2. Students will meet with counselor to review career plans.
- D. Annual Assessment:       1. Students reports cards/progress reports.  
   2. Students on ineligibility list.

| Activities                                       | Target Group | Staff Assigned                       | Other Resources    | Dates    |
|--|--------------|--------------------------------------|--------------------|----------|
| Individual Student/Counselor Conference          | 7-8          | School Counselor                     |                    | On-going |
| Group Educational and Career Counseling Sessions | 7-8          | School Counselor                     |                    | On-going |
| Assign AIS Programs                              | 7-8          | School Counselor                     | NYS Test Results   | On-going |
| Failure Letters, and Progress Reports            | 7-8          | School Counselor                     | Guidance Secretary | On-going |
| After School Assistance                          | 7-8          | Classroom Teachers                   | School Counselor   | On-going |
| Parent/ Faculty/ Counselor Conferences           | 7-8          | School Counselor                     | Classroom Teachers | On-going |
| Referral to CSE/CST                              | 7-8          | School Counselor/School Psychologist | Class Teachers     | On-going |

## Middle School Counseling and Development Plan

### Guidance Objective 2

- A. Program Objective:       Counseling
- B. Target Population:       Grades 7 – 8
- C. Expected Outcome:       1. Counseling services are available to students who are having difficulties related to their educational programs and experience social/emotional difficulties.
- D. Annual Assessment:       1. Student achievement will be measured by progress reports and report card grades every 5 weeks.  
   2. Student motivation will be noted by the classroom teacher and also by their report card grades. Interpersonal communications and problem-solving skills growth will be noted by classroom teachers and school personnel.

| Activities   | Target Group | Staff Assigned                | Other Resources                    | Dates    |
|--|--------------|-------------------------------|------------------------------------|----------|
| Individual Counseling on Student's Program and Plans | 7-8          | School Counselor              | Student Records, Outside Counselor | On-going |
| Referral to Peer Mediation                           | 7-8          | School Counselor, NHS Advisor |                                    | On-going |
| Arrange for Tutoring                                 | 7-8          | School Counselor, Principal   |                                    | On-going |
| Referral to Outside Counseling                       | 7-8          | School Counselor              |                                    | On-going |



## Middle School Counseling and Development Plan

### Guidance Objective 3

- A. Program Objective: Attendance Concerns
- B. Target Population: Grades 7 – 8
- C. Expected Outcome: 1. Students will be advised about how they may attempt to overcome their attendance problem.
- D. Annual Assessment: 1. Communication with parents.  
2. Review of monthly and year-end student attendance records.

| Activities   | Target Group | Staff Assigned              | Other Resources                  | Dates    |
|--|--------------|-----------------------------|----------------------------------|----------|
| Group and Individual Counseling  | 7-8          | School Counselor            |                                  | On-going |
| Individual Conferences   | 7-8          | School Counselor            | Resource Officer                 | On-going |
| Referral to Community Agencies   | 7-8          | School Counselor            | Resource Officer                 | On-going |
| Referral to CST  | 7-8          | School Counselor            | Teacher                          | On-going |
| Written and Verbal Communication to Students and Parents Approaching Loss of Credit Based on Attendance Policy | 7-8          | Principal, School Counselor | Resource Officer, Administration | On-going |
| Coordinate and Implement Consistent Attendance Taking Procedures   | 7-8          | Class Teachers              |                                  | On-going |
| Implementation of Attendance Policy  | 7-8          | Administration              | Administration                   | On-going |
| Follow-up Phone Calls to Home  | 7-8          | Administration              | School Counselor                 | On-going |
| PINS Referrals   | 7-8          | School Counselor            |                                  | On-going |

## Middle School Counseling and Development Plan

### Guidance Objective 4

- A. Program Objective: Parental Involvement
- B. Target Population: Grades 7 – 8
- C. Expected Outcome: 1. Counseling Services are available to students who are having difficulties relating to their educational program.
- D. Annual Assessment: 1. Parental feedback.  
2. Teacher/Principal/Counselor Observation.  
3. Progress Reports.  
4. Report Cards.

| Activities  | Target Group | Staff Assigned  | Other Resources | Dates    |
|---|--------------|---|-----------------|----------|
| Daytime and Evening Presentations to Inform Parents of Programs, Services, and Personnel Available. | 7-8          | School Counselors<br>Administration                       | Class teachers  | On-going |
| Sixth to Seventh Grade Transition Orientation Programs  | 7-8          | School Counselors<br>Administration<br>Classroom teachers |                 | August   |
| Open House Activities   | 7-8          | School Counselors<br>Administration<br>Class teachers     |                 | On-going |
| Parent/ Student/Counselor Conference  | 7-8          | School Counselor<br>Classroom Teachers                    |                 | On-going |
| Phone Calls Home  | 7-8          | School Counselor  |                 | On-going |

# Avoca Central School High School Guidance Plan for Grades 9-12

## High School Counseling and Development Plan

### Guidance Objective 1

- A. Program Objective: Social/Emotional Career Exploration
- B. Target Population: Grades 9 – 12
- C. Expected Outcome:
1. Students will meet with the counselor to review educational requirements for curriculum.
  2. Students will understand expectations and requirements of individual courses.
  3. Students will review annually their progress and educational course of study.
- D. Annual Assessment:
1. A reduction in the number of reported disciplinary problems.
  2. A student population enjoying their educational experience.

| Activities                                       | Target Group | Staff Assigned                          | Other Resources           | Dates    |
|--|--------------|---|---------------------------|----------|
| 9 <sup>th</sup> Grade Orientation                | 9            | School Counselor                        | Administration, Students  | August   |
| 10 <sup>th</sup> Grade Career Interest Inventory | 10           | School Counselor                        | Administration            | Fall     |
| Sophomore Career Day                             | 10           | School Counselor                        | Teachers                  | Spring   |
| Perfect Attendance                               | 9-12         | Attendance Officer                      | Counselor, Administration | On-going |
| ASVAB  | 11-12        | School Counselor                        | Armed Services            | Fall     |
| Shadowing's                                      | 9-12         | School Counselor                        |                           | On-going |
| BOCES Tour                                       | 10           | School Counselor                        |                           | Fall     |
| Financial Aid Night                              | 12           | School Counselor                        | College Representative    | Fall     |
| Scholarship Awareness/Searches                   | 9-12         | School Counselor                        |                           | On-going |
| BOCES Presentation                               | 10           | School Counselor                        | BOCES Representative      | Fall     |
| Report Card Review                               | 9-12         | School Counselor                        | Student, Parents          | On-going |
| Summer School Registration                       | 9-12         | School Counselor                        | Parents                   | Spring   |
| Research Paper                                   | 12           | English staff, Counselor, Library staff | Technology, Media Print   | All year |

## High School Counseling and Development Plan

### Guidance Objective 2

- A. Program Objective: Social/Emotional Exploration
- B. Target Population: Grades 9 – 12
- C. Expected Outcome:
1. Student will meet with the counselor review educational requirements for curriculum.
  2. Students will understand expectations and requirements of individual courses.
  3. Students will review annually their progress and educational course of study.
- D. Annual Assessment:
1. A reduction in the number of reported disciplinary problems.
  2. A student’s population enjoying their educational experience.

| Activities  | Target Group                                | Staff Assigned                   | Other Resources      | Dates              |
|---|---|----------------------------------|----------------------|--------------------|
| Review Daily Attendance and Call Home                 | All students                                | Administration, School Counselor | Attendance           | All year           |
| Review Report Cards                                   | All students                                | School Counselor                 | Transcript           | All year           |
| Review and Adjust Schedules                           | All students                                | School Counselor                 | Computer             | Summer/Fall        |
| Notification of Home Instructions                     | All students                                | CSE Secretary                    | Administration       | All year           |
| Home Visits   | Students referred with above problems       | Attendance Officer               | Counselor, Parent    | All year as needed |
| Meet with Students in Danger of Failing               | All students                                | School Counselor                 | Report Card, Teacher | All year           |
| Meet with New Families to District During School Year | All new students                            | School Counselor                 | Administration       | All year           |
| Communicate with Families                             | All students                                | School Counselor                 | Staff                | All year           |
| Refer Students to Outside Agencies                    | Identified students                         | School Counselor                 | Community Resources  | All year           |
| Introduce Alternative Educational Program             | All students                                | School Counselor                 |                      | All year           |
| Extra Help After School                               | All students                                | School Counselor                 | Teacher              | All year           |
| Referrals to Drug and Alcohol                         | Identified students                         | School Counselor                 |                      | All year           |
| High Risk Interventions                               | Identified students                         | School Counselor                 |                      | All year           |
| Court Legal Proceedings                               | Identified students                         | School Counselor                 |                      | All year           |
| PINS  | Students in need                            | School Counselor                 |                      | All year           |
| Crisis Intervention                                   | Students in need                            | School Counselor                 |                      | All year           |
| Intensive Day Treatment                               | Students re-entering from Outside Placement | School Counselor                 | Agency, Teachers     | As needed          |

## High School Counseling and Development Plan

### Guidance Objective 3

- A. Program Objective: Career Exploration
- B. Target Population: Grades 9 – 12
- C. Expected Outcome:
1. Students will meet with the counselor to review educational requirements for curriculum.
  2. Students will understand the expectations and requirements of individual courses.
  3. Students will review annually their progress and educational course of study.
- D. Annual Assessment:
1. Students will have a better understanding of careers by using job shadows, and the English 12 portfolio.
  - 2.

| Activities            | Target Group | Staff Assigned                              | Other Resources | Dates    |
|-----------------------|--------------|---|-----------------|----------|
| College/Career Night  | All students | Counselors                                  | Speakers        | Fall     |
| Work Experience       | All students | Counselor, Teachers, Business Professionals |                 | On-going |
| Annual Review         | All students | Counselor                                   | Parents         | On-going |
| PSAT                  | 11           | Counselor                                   |                 | Fall     |
| SAT Planning          | 11-12        | Counselor                                   | Parents         | On-going |
| Resume Preparation    | 12           | Counselor                                   | Teacher         | On-going |
| College Applications  | 12           | Counselor                                   | Parents         | Fall     |
| Senior Interview      | 12           | Counselor                                   |                 | Fall     |
| Portfolio Development | All students | Counselor                                   | Teacher         | On-going |