

Horseheads Central School District Guidance Plan

Goal:
Expose students to the career development process, including how to gather information about the world of work, how to explore career options and how to access and relate personal skills, aptitudes, interests and values to future decisions.

Objective:	Action steps:	Target Audience:	Person(s) Responsible:	Assessment:
Provide opportunities to students for career exploration	Communicate with students/parents during scheduling, feedback from high school counselors	8th Grade	School Counselors, Staff, Administrators, Guidance Secretary	
	During the career unit in FACS there will be a career day which includes Bridges/Choices culminating with completed resumes and mock interviews	8th Grade	School Counselors FACs Teachers Administrators CDC	Review career portfolios
	Consult with FACS Teachers to coordinate an annual BOCES/High School Information Day for 8th graders	8th Grade	School Counselors, Administration, FACS Teachers CDC	Follow-up during scheduling meetings
	Discuss college/career exploration with students and parents during 8th grade scheduling meeting	8th Grade	School Counselors	Choose 9th grade courses

Horseheads Central School District Guidance Plan

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Counselors will meet with students annually to facilitate the development of career objectives and college goals as part of an individualized future plan	Freshmen: Meet with freshmen individually to orient to the high school guidance services and the resources available in the Guidance Office	Freshmen	School Counselors	A Freshman Interview Sheet will be created by all freshmen	
	Create short term and long term academic and career goals.		School Counselors		
	Sophomores: Discuss the services available through Career Development Council (CDC), including career panels, individual shadowing opportunities, and internships	Sophomores	School Counselors	A summative letter will be mailed home upon completion of the annual guidance review detailing these activities.	
	Expose students to other resources available in the Guidance Office.		School Counselors		
	Expose students to Career and Technical Education (CTE) programs and career options.		School Counselors		

Horseheads Central School District Guidance Plan

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	<p>Juniors: Discuss the services available through Career Development Council (CDC), including career panels, individual shadowing opportunities, and internships.</p>	Juniors	School Counselors CDC Rep	Juniors will indicate their career interests to be given to our CDC representative, who then meets with students to arrange for shadowing, career panels, and internships.	
	Meet with juniors individually to review the work on an individualized future plans and review the college and career planning process.	Juniors	School Counselors	Counselors and Juniors will complete and discuss a future planning checklist.	
	Meet with the juniors as needed to disseminate information regarding college admissions testing, military, college fairs and financial aid workshops.	Juniors		Counselors will annually create and revise the materials used for the college and career planning meeting.	
	<p>Seniors: Meet with seniors individually to review graduation requirements, and assess progress toward career/college choices and goals.</p>	Seniors	School Counselors	A Senior Interview Sheet is created and a copy is sent to parents/guardians of seniors.	
	Discuss the services available through Career Development Council (CDC), including career panels, individual shadowing opportunities, and internships.				
	Meet with students individually throughout the year, as needed, as they take steps to implement their future plan.				

Horseheads Central School District Guidance Plan

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	Meet with students in small groups to complete a "Senior Survey" regarding future plans, and scholarships won.			School Counselors	An online senior survey will be completed by all seniors.
	All High School Students: Interpret standardized career inventories, college admissions tests, and practice tests.	Sophomores Juniors Seniors		School Counselors	A PSAT interpretation letter is sent to all juniors who take the PSAT, including recommended college admissions testing.
	Notify classified students who wish to test using their accommodations of the process to apply for them through the appropriate agency.				A letter is sent home describing the process of applying for accommodations.
	Work with students in completing college and program applications and provide necessary documentation to support their candidacy. For example, completing School Reports, Letters of Recommendation and Transcript submission	Seniors		School Counselor	Monitoring changes to online college application programs and discussion with college admissions professionals.
	Expose student to various scholarship opportunities as well as scholarship search services. Provide nominations as requested by the building principal for select scholarship programs.	Juniors & Seniors		School Counselor Scholarship Secretary	

Horseheads Central School District Guidance Plan

Goal: Promote effective communication among the student, school, and parent populations.					
Objective:	Action steps:	Target Audience:	Person(s) Responsible:	Assessment:	
Communicate regularly with staff members to ensure appropriate student programming	Attend team meetings weekly to discuss social and academic status of students	Grades 7-8 Teachers	School Counselors, Teachers Administrators CIM Team	Review report card grades and comments, on-going communication with staff	
	Share relevant information from team meetings with all stakeholders	School Counselors: Grades 7-8 Encore Teachers Support Staff Administrators	School Counselors, Teachers	Review report card grades and comments, on-going communication with staff	
	Meet with 6th grade teachers each spring to discuss needs of incoming 7th graders	Grades 6 6 th grade teachers	School Counselors, HIS Teachers	Monitor social, emotional and academic progress	
	Discuss with staff and administrators transfer/retention options for students who failed one or more classes	Grades 7-8 Teachers Guidance Administrators	School Counselors, Administrators, Teachers	Review academic progress	
	Notify teachers of students with current 504 plans at the start of each semester.	Grades 7-12 All appropriate staff	School Counselors Administrators	Ongoing communication between counselor and staff	
	Schedule annual review of 504 plans	Grades 7-8 parents, appropriate staff	School Counselors, Administrators, Guidance secretary	Ongoing communication between counselor, staff, parents and students	
	Participates in CSE, 504, CIM & SST meetings	School Counselors: Grades 7-12	School Counselors, Psychologist, Administrators,	Review academic progress	
	Make appropriate referrals to School Resource Officer, Administrators, Psychologist, and/or Social Worker	Grades 7-12	School Counselors, Psychologist, Administrators, Teachers Support Staff	Review attendance records, communicate with staff	
	Work with, FACS teachers, CDC and BOCES Teachers to coordinate an annual BOCES/High School Information Day	Grade 8	School Counselors, Administrators, FACS Teachers	Follow-up during scheduling meetings	
	Communicate with support staff	Grades 7-12 Support Staff	School Counselors, Administrators, Support Staff, Community Agencies	Ongoing communication with support staff	

Horseheads Central School District Guidance Plan

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<u>Objective:</u>	<u>Action steps:</u>	<u>Target Audience:</u>	<u>Person(s) Responsible:</u>	<u>Assessment:</u>	
Communicate regularly with students and parents to ensure their success in school	Provide support to students who are struggling socially or academically. Make referrals to appropriate programs /agencies.	Grades 7-12	School Counselors	Communicate with teachers any special needs/concerns during team time. Follow-up with students and parents via email as needed.	
	Coordinate a tour, an informational video and a question/answer time for 6th graders. Current middle school students participate in the presentation.	Grade 6	School Counselors, HIS Teachers, Administrators	Discuss during 7th grade meetings in September	
	Coordinate summer orientation program for incoming students - HOP (Horseheads Orientation Program) "Hop right into Middle School"	Grade 6 New Students	School Counselors, Administrators,	Feedback from students, parents	
	Visit 6th grade classrooms	Grade 6	School Counselors, HIS Teachers, St. Mary's Teachers, Montessori Teachers	Feedback from students, HIS, St. Mary's, Montessori teachers	
	Coordinate parent orientation program (spring/summer)	Grades 6 Parents	School Counselors, Administrators	Feedback from administrators, parents	
	Communicate with parents and students at Open House and on Parent's Night	Parents Grades 7-12	School Counselors, Staff Administrators	Feedback from parents, students	
	Provide helpful information and resources to students in need	Grades 7-12	School Counselor Administrators	Follow-up with students	

Horseheads Central School District Guidance Plan

	Communicate with students and parents who are failing or in danger of failing	Grades 7-12 Parents	School Counselors, Teachers Administrators	Review program reports and report cards
	Communicate with parents regarding academic concerns, and social/emotional.	Grades 7-12 Parents	School Counselors Teachers Administrators	Continue to discuss progress with teachers and monitor progress reports and report cards
	Meet with parents at team meetings to discuss academic/social concerns	Grades 7-8 Parents	School Counselors, Administrators, Teachers	Continue to work as a team (parents, student, teachers, administrator, counselor) to support students
	Invite parents to attend 8th grade scheduling meeting with their student	Grades 7-8 Parents	School Counselors	Communicate with high school counselors
	Meet with 7th grade students to select classes for 8th grade	Grades 7	School Counselors	Feedback from students, parents, teachers
	Contact parents as needed regarding students with chronic attendance issues	Grades 7-12 Parents	School Counselor Administrators	Review attendance records
	Meet with students whose attendance is negatively affecting their grades to encourage regular attendance	Grades 7-12	School Counselors Administrators	Review attendance records
	Communicate important dates and guidance information in School Newsletter	Grades 7-8 Parents	School Counselors	Feedback from students, parents
	Update and post orientation information annually	Grade 6 Parents	School Counselor Administrators	

Horseheads Central School District Guidance Plan

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<u>Objective:</u>	<u>Action steps:</u>	<u>Target Audience:</u>	<u>Person(s) Responsible:</u>	<u>Assessment:</u>	
Communicate with community agencies who are working with our students and families	Make appropriate referrals to community agencies and maintain a line of communications, serving as a liaison for teachers	Community Agencies	School Counselors, teachers Administrator	updates from agencies and teachers	
Provide ongoing information to parents regarding Guidance Services and pertinent information.	Send letters/forms home to parents to summarize Guidance program activities including PSAT interpretation; senior interview; course selections; notification of failure	Grades 9-12	School Counselors, Guidance Office Staff	Review annually	
	Initiate and respond to individual phone calls and e-mails.	Grades 7-12			
	Facilitate meetings, as needed, with students, faculty, parents, and administration.	Grades 7-12 Teachers Support Staff Administrators Parents	School Counselors		
	Disseminate information through referral booklets; teaching activities; and informational packets	Grades 9-12	School Counselors		
	Conduct informational sessions with parents of current 8th graders to acquaint them with graduation requirements and the high school scheduling process.	Grade 9	School Counselors		

Horseheads Central School District Guidance Plan

	Host 9th grade parent/new student information night during the first month of school to facilitate a better understanding of the high school experience	Grade 9	School Counselors	
	Present/host informational workshops such as the annual College Informational Day, Financial Aid workshops, and College Planning Night for students and parents.	Grade 9-12	School Counselors	
	Announcements pertaining to Guidance Activities through the automated phone and e-mail system.	Grades 9-12	School Counselors	
	Individual Meetings	Grades 9-12	School Counselors, Guidance Staff	Review effectiveness of activities
	Group meetings/workshops	Grades 9-12	School Counselors	
	Notification areas (i.e. bulletin boards, display cases, scholarship board)	Grades 9-12	School Counselors	
	Informational packets, teaching activities	Grades 9-12	School Counselors	
	Announcements over the P.A. system and automated phone and e-mail system.	Grades 9-12	School Counselors	
	Meet with 9th grade and transfer students as part of the annual freshman first day program.	Grade 9	School Counselors	

Horseheads Central School District Guidance Plan

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<u>Objective:</u>	<u>Action steps:</u>	<u>Target Audience:</u>	<u>Person(s) Responsible:</u>	<u>Assessment:</u>	
Provide ongoing information to school personnel regarding Guidance Services and related student information.	Initiate and respond to phone calls and e-mails	Grades 7-12 Teachers, Support Staff, Administrators, Parents, Community Agency	School Counselors, Guidance Staff Administrators	Annually review effectiveness of activities and modify methods as needed.	
	Facilitate meetings as needed	Grades 9-12 Parents Staff	School Counselors		
	Share relevant individual student information as appropriate (i.e. 504 plan information and pertinent personal/family information)	Grades 7-12 Teachers Support Staff Administrators	School Counselors Administrators		
	Attend and present information at monthly faculty meetings as needed	Grades 7-12	School Counselors Administrators		
Share ongoing information with outside agencies, such as post-secondary institutions, BOCES service providers, and mental/physical health facilities, and county resources (DSS, Probation, CIS)	Host a variety of college representatives and guest speakers throughout the school year	Grades 9 - 12	School Counselors Administrators	Ongoing review of student/staff concerns, and schedule meetings with appropriate agencies	

Horseheads Central School District Guidance Plan

	Host representatives from the various branches of military and vocational career programs throughout the school year	Grades 9-12	School Counselors Administrators	
	Collaborate with principal annually to update the school profile which is sent to post-secondary institutions	Grades 9-12 Post-secondary Institutions	School Counselors Administrators	
	Work with ACCES-VR in providing opportunities for students with disabilities	Grades 9-12	School Counselors Administrators	
	Collaborate with Career Development Council on providing shadowing opportunities, career panels, Department of Labor Resources, and guest speakers	Grades 9-12	School Counselors Administrators	
	Initiate and respond to phone calls and e-mails with service providers as related to individual student management needs	Grades 7-12	School Counselors Administrators	
	Host and communicate with a variety of service providers as needed	Grades 9-12	School Counselors Administrators	

Horseheads Central School District Guidance Plan

Goal:
Facilitate an environment that promotes opportunities for social and emotional growth and support, and fosters development of problem-solving and decision making skills.

Objective:	Action steps:	Target Audience:	Person(s) Responsible:	Assessment:
Meet the immediate and future personal needs of students through preventive and/or inventive activities	Facilitate groups to address student needs	Grades 7-8	School Counselors, Social Workers Administrator	Feedback from staff, parents and students
	Provide short-term individual counseling to students who are in need	Grades 7-12	School Counselors Social Workers	Follow-up meetings with students
	Consult with parents, teachers, administrators and other educators on student needs/concerns	Grades 7-12 Parents Teachers Administrator Support Staff	School Counselors, Administrators, Teachers Support Staff	Continued communication with students, teachers and staff
	Refer students to other school support services or community resources	Grades 7-12	School Counselors, Administrators, Staff	Communication with referral recipient as needed or requested
	Coordinate opportunities for peer helping (academic, social)	Grades 7-12	School Counselors	Feedback from students
	Provide helpful information and resources to students in need	Grades 7-12	School Counselors	Communication with students
	Provide follow-up support to students during/after depression/suicide unit-health classes	Grades 7-8	School Counselors Social Workers Psychologists	Communication with students, parents, staff

Horseheads Central School District Guidance Plan

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Encourage students to perform at their highest academic potential	Meet with students in danger of failing	Grades 7-12	School Counselors Administrators	Review report cards	
	Meet with students at the beginning of marking periods 2, 3, and 4 who failed more than 1 class	Grades 7-8	School Counselors Administrators	Feedback at team meetings, continual review of report cards	
	Meet with students in danger of failing one or more classes - for the year - after marking period 3	Grades 7-12	School Counselors Administrators	Review final report cards of these students	
	Schedule parent conferences during team meetings to discuss academic concerns - can be parent or staff initiated	Grades 7-8	School Counselors, Administrators, Teachers	Feedback from staff, students and parents - review report cards	
	Attend parent/teacher conferences as requested to discuss academic concerns.	Grades 9-12	School Counselors, Teachers	Feedback from staff, students, parents and administrators. Review report cards, attendance and discipline.	
	Discuss with staff and administrators transfer/retention options for students who failed one or more classes	Grades 7-8 Staff, Administrators	School Counselors, Administrators Support Staff	Review academic progress	
	Schedule students for the next school year	Grades 7-8	School Counselors	Solicit feedback from staff as needed and review academic history	
	Meet with all students annually to review individual progress toward graduation requirements and select courses for the following school year.	Grades 9-12	School Counselors	Solicit feedback from staff as needed and review academic history	
	Communicate 504 plans at the start of each semester.	Grades 7-12	School Counselors, Teachers	Ongoing communication between counselor and staff	

Horseheads Central School District Guidance Plan

	Schedule annual review of 504 plans during team time	Grades 7-8	School Counselors, Teachers, Administrators	Ongoing communication between counselor, staff, parents and students
	Meet with students to encourage regular attendance	Grades 7-12	School Counselors	Review attendance records
	Contact parents as needed of students with chronic attendance issues	Grades 7-12	School Counselors, Attendance Clerk	Review attendance records
	Make appropriate referrals to School Resource Officer, Administrators, Psychologist and/or Social Worker	Grades 7-12	School Counselors, SRO, Administrators, Psychologist, Social Workers	Review attendance records, communicate with staff
	Maintain AIS plans for students with deficiencies in core subject areas	Grades 7-8	School Counselors, Teachers, Administrators	Meet with AIS providers at team meetings

Horseheads Central School District Guidance Plan

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<u>Objective:</u>	<u>Action steps:</u>	<u>Target Audience:</u>	<u>Person(s) Responsible:</u>	<u>Assessment:</u>	
Coordinate ongoing activities designed to help students transition into and out of middle school	Meet with each new entrant throughout the year	Grades 7-8	School Counselors	Feedback from staff, administrators, students and parents	
	Meet with 6th grade teachers each spring to discuss needs of incoming 7th graders	Grades 6	School Counselors, HIS Teachers	Monitor discipline and academic progress	
	Host 6th grade students for a tour of the middle school and show an informational video about opportunities in 7th and 8th grade	Grades 6	School Counselors, HIS Teachers	Feedback from staff, administrators, students and parents	
	Review Guidance folders of incoming students	Grades 6, 7, 8	School Counselors, Teachers, Administrators	Communication with students, parents, staff and administrators	
	Discuss student needs at team meetings and implement appropriate programs, services	Grades 7-8	School Counselors, Administrators, Teachers	Monitor discipline and academic progress	
	Coordinate summer orientation program for incoming students - HOP (Horseheads Orientation Program) "Hop right into Middle School"	Grades 6	School Counselors, HIS Teachers, St. Mary's Teachers, Montessori Teachers	Feedback from students, HIS, St. Mary's, Montessori teachers	
	Coordinate parent orientation program (spring/summer)	Grades 6 Parents	School Counselors, Administrators	Feedback from students, parents	

Horseheads Central School District Guidance Plan

	Attend CSE meetings of incoming 6th graders with unique needs, as requested	Grade 6	School Counselors, Administrators	Communication from administrators, parents
	Work with FACS Teachers to coordinate an annual BOCES/High School Information Day for 8th graders	School Counselors: Grade 8	School Counselors, Administrators	Feedback from special education teachers and team teachers
	Invite parents to participate in individual 8th grade scheduling meeting	Grade 8 Parents	School Counselors	Follow-up during scheduling meetings
Coordinate ongoing activities designed to help freshman and transfer students transition into the high school	Freshman First Day	Grade 9-12	School Counselors, School Psychologist Administrators	Feedback and communication with staff, administration, students and parents
	Meet and evaluate records for incoming transfer students.		School Counselors, School Psychologist	
	Collaborate and disseminate information to school staff to assure proper placement in high school programs.		School Counselors, School Psychologist	

Horseheads Central School District Guidance Plan

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Establish rapport with individual students at all stages of development	Meet with students annually for academic review and planning	Grades 9-12	School Counselors	Maintain records and notes of meetings as appropriate.	
	Attempt to convey warmth, friendliness and enthusiasm in all interactions.	Grades 9-12	School Counselors		
	Interact with students at levels appropriate to individual abilities and cultural heritage differences	Grades 7-12	School Counselors		
Maintain awareness and familiarity with area resources, current trends, and adolescent concerns	Keep appraised of development and technique, philosophy and content	Grades 7-12	School Counselors	Attend professional workshops, in-services and conferences. Share and evaluate information with colleagues	
	Consult/collaborate with colleagues and diverse professionals and organizations	Grades 7-12	School Counselors		
	Encourage students to communicate concerns and issues related to their quality world through individual and/or group interactions	Grades 7-12	School Counselors		

Horseheads Central School District Guidance Plan

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<u>Objective:</u>		<u>Action steps:</u>	<u>Target Audience:</u>	<u>Person(s) Responsible:</u>	<u>Assessment:</u>
	Assess and clarify the need for issue resolution through outside service referral	Encourage student/teacher/parent/administrator discussions to resolve concerns.	Grades 7-12	School Counselors	Interact with and monitor local mental health agencies and community resources to facilitate appropriate referrals.
		Consult with independent outside agencies for informational and referral purposes	Grades 7-12	School Counselors	
		Maintain relationships with community resources in order to facilitate a holistic delivery of service	Grades 7-12	School Counselors	

Horseheads Central School District Guidance Plan

Goal: Manage activities to maintain the total school counseling program.					
Objective:	Action steps:	Target Audience:	Person(s) Responsible:	Assessment:	
Stay current with social trends and school counseling practices	Attend field-related conferences annually	Grades 7-12	School Counselors	Communications with School Counselors, community agencies, parents, students, and staff	
	Attend applicable in-service workshops as offered	Grades 7-12	School Counselors	Communications with School Counselors, community agencies, parents, students, and staff	
Create opportunities and continue existing practices that familiarize others with the components of our school counseling program	Attend field-related conferences	Grades 7-12	School Counselors	Communication with School Counselors, community agencies, parents, students and staff	
	Attend applicable in-service workshops as offered	Grades 7-12	School Counselors	Communications with School Counselors, community agencies, parents, students and staff	
	Communicate important dates and Guidance information in School Newsletter	Grades 7-8	School Counselors, Administrators	Feedback from staff, parents, and students	
	Update and post orientation info annually	Grades 7-8	School Counselors Administrators	Follow up with students during 7th grade meetings	
	Visit 6th grade classrooms	Grade 6	School Counselors HIS, St. Mary's and Montessori Teachers	Feedback from students, HIS, St. Mary's, Montessori Teachers	

Horseheads Central School District Guidance Plan

	Participate in orientation sessions	Grade 6	School Counselors, Administrators	
	Host 6th grade students for a tour of the middle school and show an informational video about opportunities for involvement in grades 7 & 8	Grade 6	School Counselors, HIS Teachers, Administration	Feedback from students, parents and staff
	Continue to improve orientation programs (HOP, parent meetings)	Grade 6	School Counselors	Survey parents, students
	Utilize time during parent/teacher conferences to communicate the role of the school counselor, as appropriate	Grades 7-8	School Counselors	Communicate with parents
	Attend Open House	Grades 7-12 Parents	School Counselors	Communicate with parents, students, staff
	Participate in Parents' Night, each semester	Grades 7-12 Parents	School Counselors, Teachers, Administrators	Feedback from parents, Teachers, Administrators
	Invite parents to participate in individual 8th grade scheduling meeting	Grades 8 Parents	School Counselors	Communication with HHS school counselors, teachers, parents and students
	Discuss the role of the school counselor with new students and parents during the registration process	Grades 7-8 Parents	School Counselors	Follow up with students after they start school

Horseheads Central School District Guidance Plan

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<u>Objective:</u>	<u>Action steps:</u>	<u>Target Audience:</u>	<u>Person(s) Responsible:</u>	<u>Assessment:</u>	
Maintain awareness and familiarity with community resources and agencies	Consult/collaborate with colleagues and diverse professionals and organizations	Grades 7-12	School Counselors, Service Providers	Ongoing evaluation and discussion of attended workshops and information. Updating and supplementing current information on file pertaining to provider services	
	Host and communicate with a variety of service providers as requested	Grades 7-12	School Counselors, Service Providers		
	Attend conferences/workshops to become familiar with current services provided within our community	Grades 7-12	School Counselors, Service Providers		
Maintain awareness and familiarity with current trends and adolescent concerns	Remain current in developments in technique, philosophy and content through professional reading and in-services, conferences and workshops	Grades 7-12	School Counselors, Service Providers, Students	Ongoing evaluation of workshops and information regarding trends within the student population. Updating and supplementing current information on resources	
	Host and communicate with a variety of service providers and adolescent resources as requested	Grades 7-12	School Counselors, Service Providers, Students		
	Encourage students to communicate concerns and issues related to their quality world pictures through individual and/or group interactions	Grades 7-12	School Counselors, Service Providers, Students		

Horseheads Central School District Guidance Plan

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Maintain awareness and familiarity with post-secondary trends (college admissions, testing, financial aid)	Keep apprised of developments in technique, philosophy and content through professional reading and in-services and conferences	Grades 7-12	School Counselors	Discussion among high school counseling staff as to relevancy and effectiveness of various workshops and presentations.	
	Host and communicate with college admissions representatives as available in the guidance office	Grades 9-12	School Counselors College Admissions Representatives, Financial Aid Administrators/ organizations	Ongoing discussion with student population as to pertinence of programs	
	Host and moderate discussion with diverse college representatives at the annual CASSA College Information Day	Grades 9-12	School Counselors, Various post-secondary organizations	Communication among department members to convey information obtained at workshops and conferences regarding new developments and trends	