

# Portsmouth High School

## Guidance Department

Laurie Relinski, Class of 2008/2012

Jamie Garneau, Class of 2009

Amy Donovan, Class of 2010

Susan Anderson, Class of 2011

Michael Modern, College Counselor

Jean Fleischmann, Guidance Secretary

Debbie Paul, Registrar

# Freshman Year

- Freshman Orientation
- September Classroom Visits
- Freshman Interviews
- Individual Meetings with students
- Parent Contact
  - Meetings
  - Phone
  - Emails
    - Individual
    - Class of 2011
- Quarterly contact regarding failing grades
- Four year plan
- College Planning Presentation by NHHEAF
- Career Presentation
  - Intro to Career Technology Ed. Department
  - Presentation and Tour
- Course selection for 08-09 in English classes (January S1; February S2)

# Sophomore Year

- Fall Classroom visits
- Work collaboratively with the Career Center and the English Department to facilitate career/college exploration project with all sophomores
- Lunch groups with sophomores
- Individual meeting with students to continue to develop four-year plan

# Junior Year Curriculum

- Fall Classroom Visits
  - Disseminate junior specific future planning information
  - Career Center
    - Internship
    - Career Choices Program
- PSAT registration and interpretation
- Individual junior conference
- UNH College Fair
  - Assist with planning
  - Recruit student volunteers

# Junior Year Curriculum Continued....

- Spring Classroom Visits
  - Post high school planning
  - Spring College night
  - SAT Registration
- Junior Counselor/College Counselor meet with students and parents to formulate list of colleges to pursue
- Saint Paul's Advanced Studies Program

# Senior Year

- Conduct Credit Checks
- Review senior schedules to verify courses required for graduation
- Contact parents of students in danger of not graduating
- Counselor and grade principal meet with parents and students in danger of not graduating to discuss options
- Senior Counselor and College Counselor visit English classes to disseminate “Senior Packets”



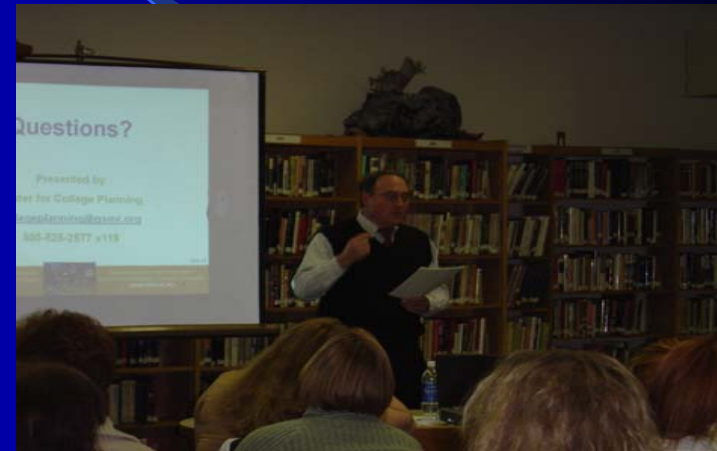
# Senior Year Continued....

- SENIOR PACKETS INCLUDE:
  - Procedures to Process College Applications
  - Essentials of College Application Process
  - College Application Checklist
  - Essentials of Financial Aid
  - College Bound Testing Essentials
  - Student Biographical Summary Sheet (Resume)
  - Transcript Release Forms
  - Free College Planning Publications (e.g.Talbot's, Princeton Review)
- Senior Counselor/College Counselor meet with students and parents to formulate list of colleges to pursue
- Meet with college representatives who visit PHS students
- Coordinate services with NH Community Technical College counselor, recruit potential students
- Senior Counselor and College Counselor send for students who have not yet scheduled appointments regarding future planning
- Write letters of recommendations for college bound students
- Write letters supporting scholarship applications



# College Counselor

- Works with each grade counselor, students and parents to discuss information regarding the college admissions process and financial aid.
- During Semester 1 the college counselor works intensively with the senior counselor, students, and parents on college selection, application, financial aid and scholarships.





# College Counselor Continued...

- During semester 2 the college counselor works closely with the junior counselor, juniors and parents concerning pre-college planning and information.
- The college counselor offers consultation to students and parents in grades 9 and 10 and works specifically with the sophomore counselor regarding PSAT/NMSQT registration and score interpretation.
- Serves as liaison to numerous college specific organizations
- Provides consultation for course selection for sophomore, junior, and senior year

# College Counselor Continued...

- Coordinates visits of colleges
- Arranges, coordinates and facilitates evening and specialty programs for PHS students and parents:
  - Senior College Night, Financial Aid/FAFSA Form Night
  - Destination College, Spring College Night, scholarship award functions, and other college specific programs.
- Serves as Advanced Placement Testing Coordinator
- Disseminates local scholarship booklets
- Maintains scholarship bulletin board
- Maintains a reduced caseload of students
  - who are taking more than 4 years to graduate
  - who have transferred in to grade 12 who have never attended PHS previously.

# Eighth Grade Transition

- Visits middle schools
- Helps coordinate shadowing
- Meets with eighth grade teachers
- Coordinates communication between PHS Department Chairs and 8<sup>th</sup> grade Teachers and Counselors
- Coordinates visits to area 8<sup>th</sup> grades in conjunction with 8<sup>th</sup> grade guidance counselors



# Eighth Grade Transition Continued.....

- Meets with all 8<sup>th</sup> grades at their school to disseminate course selection information
- Meets with students and parents regarding course selection process
- Participates in PHS Open House for 8<sup>th</sup> grade students and parents

# Common Guidance Services

- 504 case management
- Crisis Counseling
- Referral source for students and families
  - Student counseling center
  - Community Diversion
  - Private counseling
  - Tutors
  - other
- Failure letters
- Review progress report
- Course selection/scheduling
- Parent teacher conferences
- Student meetings
- Participate in special education meetings

# Common Guidance Services Continued.....

- Parent contact
  - Meetings
  - Phone
  - E-mail/mail
- Develop and refine individual student four year plans
- Participate in Principal Leadership Team
- Write recommendations
- Participate in weekly Student Services Team
- New Student Registrations

# –Additional Guidance Functions

- Amigo Program (Mentorship Program)
- Co-curricular Activities Fair and booklet
- Student Assistance Counselor Groups
  - COA (Children of Alcoholics)
  - Bereavement groups with Seacoast Hospice
  - Social Skills groups
  - other