

# ***Clinton High School School Counseling Department***

***The mission of the Clinton Community School District's School Counseling Department is to provide all students with a comprehensive developmental counseling program centered on an engaging curriculum that encourages the highest level of student achievement through their growth in academic, career and social/emotional domains. In partnership with all stakeholders, district school counselors will advocate for equity, access and success for all.***

The vision of the Clinton High School Counseling Department is for all students to graduate empowered with the necessary tools to master academic, social/emotional, and career success. Thus our students will have a passion for learning and demonstrate resiliency beyond graduation.

The ***CHS School Counseling Program focuses upon educational/career transitions, student achievement, and secondary/post-secondary planning.*** All students are provided opportunities throughout their four years at CHS to make use of School Counseling Services. Clinton High School Counselors serve the entire CHS population by:

- Preparing students for high school registration
- Developing student academic schedules
- Providing classroom guidance for the entire student population, organized by grade level
- Planning for the exploration of vocational, career, and transition opportunities
- Organizing group assessments and inventories
- Interpreting assessments
- Informing parents and students of graduation status
- Consulting with staff, agency personnel, college and vocational recruiters to provide needed services
- Problem solving with students, parents, and staff to provide the best learning environment for each individual.
- Initiating small groups to provide conflict mediations
- Addressing attendance concerns with students and parents

CHS School Counselors work with students individually, in groups and in classroom settings. Individual contact with counselors is possible for parents and students who need assistance with educational concerns or problems that interfere with the educational progress of the student. **Students will create a Career and Educational Portfolio, to process information, to explore career options, and to develop the skills necessary to make appropriate decisions using available support systems. The student will begin the portfolio in elementary school and they will then work within the portfolio throughout their high school experience.**



## Eighth Grade:

- ◆ **Registration:** Counselors visit the middle school to discuss high school requirements and expectations using the Career and Educational Planning Guide. On a second visit students pre-register for freshman year, individually, with their counselor.
- ◆ **Xello** is a state mandate that starts in the 8<sup>th</sup> grade. Each year the students are required to complete certain tasks. During completion of the 8<sup>th</sup> grade tasks students will explore possible careers.
- ◆ **Four Year Planning:** Middle School counselors will help 8<sup>th</sup> grade students develop a four year plan on Xello. This four year plan will help in mapping out when courses should be taken while at Clinton High School.
- ◆ **Career and Educational Planning Portfolio:** 8<sup>th</sup> grade students will continue to develop a Career and Educational Portfolio that will be the student's academic record while at the middle schools and Clinton High School. The portfolio will contain their graduation checklist, academic and personal goals, and career aspirations.

## Freshmen:

- ◆ **Freshman Frosty Fridays** Each freshman student will receive an invitation to come meet with their counselor and peers at some time during the first semester of their freshman year. This is an opportunity for students to meet students from other middle schools, learn about activities available to them, and learn more about Clinton High School. Wendy's graciously donates frostys for this meeting.
- ◆ **Core Curriculum: Freshman Success Skills** Freshmen spend time with the school counselors during Health class learning the importance of their transcript, growth mindset and goal setting. Students will also update their Career and Educational Portfolios.
- ◆ **Xello** is a state mandate that starts in the 8<sup>th</sup> grade. Each year the students are required to complete certain tasks. During completion of the 9<sup>th</sup> grade tasks students will do an interest inventory, career finder, and basic skills survey.
- ◆ **Registration for Sophomore Year** Students meet with their counselor during January and February their freshman year to register for their sophomore year. This meeting is very important as graduation requirements, transcripts and career selection are all discussed so that the proper courses are selected. **Students must make this appointment themselves after 1/27/19!**
- ◆ **Parent/student individual conferences with a counselor** are available for students to plan and discuss the next three years of school based on career projections and educational needs.
- ◆ **Interpretation of assessments** is available. Iowa Statewide Assessment of Student Progress (ISASP) academic testing is the main assessment completed by freshmen.
- ◆ **Four Year Planning:** The four year plan will be updated during the Xello tasks completion and reviewed during registration.
- ◆ **Career and College Planning Night** is held each year in September for parents and students. It has information about planning for life after graduation. There is also an annual career and college fair that has representatives from over 20 post-secondary options (work, military, apprenticeships, trade/technical schools, 2 year colleges and 4 year colleges/universities).
- ◆ **Individual Personal/Social Counseling** is available upon the request of students, teachers and/or parents.



## Sophomores:

- ◆ **Core Curriculum: Career Exploration** Sophomores spend time with the school counselors during World History or AP World History going over graduation requirements, updating their Career and Educational Portfolio, setting SMART goals, criteria for career selection and growth mindset.
- ◆ **Xello** is a state mandate that starts in the 8<sup>th</sup> grade. Each year the students are required to complete certain tasks. During completion of the 10<sup>th</sup> grade tasks students will do a work values sorter, compare careers, read an article on getting ready for college, explore programs/majors and compare schools.
- ◆ **Registration for Junior Year** Students meet with their counselor during early spring of their sophomore year to register for their junior year. This meeting is very important as graduation requirements, transcripts and career selection are all discussed so that the proper courses are selected. ***Students must make this appointment themselves after 1/27/19!***
- ◆ **Parent/student individual conferences with a counselor** are available for students to plan and discuss the next two years of school based on career projections and educational needs.
- ◆ **Interpretation of assessments** is available. Possible assessments include the Iowa Statewide Assessment of Student Progress (ISASP), pre ACT and the PSAT (pre SAT test offered at a cost to any sophomore wishing to take it)
- ◆ **Four Year Planning:** The four year plan will be updated during the Xello tasks completion and reviewed during registration.
- ◆ **Career and College Planning Night** is held each year in September for parents and students. It has information about planning for life after graduation. There is also an annual career and college fair that has representatives from over 20 post-secondary options (work, military, apprenticeships, trade/technical schools, 2 year colleges and 4 year colleges/universities).
- ◆ **Individual Personal/Social Counseling** is available upon the request of students, teachers and/or parents.

## Juniors:

- ◆ **Core Curriculum: Post-Secondary Options** Juniors spend time with the school counselors during their junior English class going over graduation requirements, updating their Career and Educational Portfolio, setting SMART goals and exploring the 6 options for after graduation.
- ◆ **Xello** is a state mandate that starts in the 8<sup>th</sup> grade. Each year the students are required to complete certain tasks. During completion of the 11<sup>th</sup> grade tasks students will do a basic skills checklist, research colleges, and complete the FAFSA 4caster.
- ◆ **Registration for Senior Year** Students meet with their counselor during early spring of their junior year to register for their senior year. This meeting is very important as graduation requirements, transcripts, career selection and post-secondary plans are all discussed so that the proper courses are selected. ***Students must make this appointment themselves after 1/27/19!***
- ◆ **Job Shadows** are available for one day each semester to explore career-specific skills and technology in the workplace environment with community professionals. Counselors make the business contacts and schedule the job shadow experience upon request. Permission forms and experience packet must be completed for it to count as an excused absence.
- ◆ **Post high school planning** information is given through class meetings, seminars, announcements, special publications, and individual contacts.



- ◆ **Interpretation of assessments** is available. Possible assessments include the Iowa Statewide Assessment of Student Progress (ISASP), ACT, PSAT (pre SAT test available at a cost to all juniors. Juniors who score high enough on the PSAT could qualify as a National Merit Scholar).
- ◆ **Career and College Planning Night** is held each year in September for parents and students. It has information about planning for life after graduation. There is also an annual career and college fair that has representatives from over 20 post-secondary options (work, military, apprenticeships, trade/technical schools, 2 year colleges and 4 year colleges/universities).
- ◆ **Junior College Visit Day** juniors sign up to visit one of three colleges on Junior College Visit Day. It is done during the school day and juniors have to sign up and be a valid candidate for the school they are visiting. Individual college visits may be scheduled during this day with the appropriate paperwork from their counselor
- ◆ **Financial Aid Seminar** is held in April for parents of juniors. This presentation is presented by the Iowa College Access Network.
- ◆ **Four Year Planning:** The four year plan will be updated during the Xello tasks completion and reviewed during registration.
- ◆ **Individual Personal/Social Counseling** is available upon the request of students, teachers and/or parents.

### Seniors:

- ◆ **Core Curriculum: Post-Secondary Planning/Financial Aid** Seniors spend time with the school counselors in their senior English class going graduation requirements, updating their Career and Educational Portfolio, setting SMART goals, and going over a yearly calendar of their senior year based on their chosen path for after graduation.
- ◆ **Senior Letters** are prepared for each senior in September to verify credit status and graduation needs.
- ◆ **Senior Survey** This survey is given to all seniors within the first few weeks of their senior year to gather information about what services the school counselors can provide them. Information on careers, post-secondary plans and individual needs is gathered from this survey.
- ◆ **Career Seminars** From the Senior Survey a list of popular careers is collected. The senior counselor then sets up people from different careers of interest to present to seniors.
- ◆ **Xello** is a state mandate that starts in the 8<sup>th</sup> grade. Each year the students are required to complete certain tasks. During completion of the 12<sup>th</sup> grade tasks students will do an interest profiler, career finder, and school finder.
- ◆ **Career and College Planning Night** is held each year in September for parents and students. It has information about planning for life after graduation. There is also an annual career and college fair that has representatives from over 20 post-secondary options (work, military, apprenticeships, trade/technical schools, 2 year colleges and 4 year colleges/universities).
- ◆ **Financial Aid Seminar** is held in September during Career and College Night for parents of juniors and seniors. This presentation is presented by the Iowa College Access Network.
- ◆ **Senior Synopsis** Seniors fill out their senior synopsis within the first few weeks of their senior year. This paper identifies all that the student has been involved in since freshman year, any leadership roles, work outside of school, community service, and other important information. These are then stored in the counseling office in case school employees need this information when writing letter of recommendations or giving a reference for students.



- ◆ **College Application Week** Every senior is encouraged to fill out at least one college application during College Application Week in October. Research shows that if students apply to even one college they are more apt to attend college. College is considered any type of training after a high school diploma.
- ◆ **Job Shadows** are available for one day each semester to explore career-specific skills and technology in the workplace environment with community professionals. Counselors make the business contacts and schedule the job shadow experience upon request. Permission forms and experience packet must be completed for it to count as an excused absence.
- ◆ **Post- secondary planning** information is given through class meetings, seminars, announcements, special publications, and individual contacts.
- ◆ **Graduation conferences** are scheduled to monitor progress toward graduation and to assist in the selection of courses to be prepared for the next educational/career step.
- ◆ **Individual Personal/Social Counseling** is available upon the request of students, teachers and/or parents.
- ◆ **Commit to Complete** is May 8<sup>th</sup>. This day celebrates our seniors who have made a commitment to complete their post-secondary plan. This requires verification that they are ready for the next step after high school. Each senior who can verify their post-secondary plan will be invited, along with their parents, for the celebration breakfast and program during school that day.

