**ORGANIZATIONAL STRUCTURE**

The Guidance & Student Services Department includes the guidance counselors, the career specialist, guidance secretary, data entry secretary, registrar, itinerant personnel, the school nurse and other clinic personnel.

**GUIDANCE SERVICES**

There is a counselor assigned to each grade level. The guidance department offers a wide range of guidance services including testing, counseling, scheduling, registration and post-secondary planning. Guidance services are available to students and parents during regular school hours. Students and parents should make an appointment with assigned counselors for academic and/or personal counseling. A student is not counted absent from class during a counseling appointment, but the student must present a pass from the guidance counselor or itinerant staff member.

**CUMULATIVE FILES**

Student files are stored in the Records Room with access through the registrar. These files include all student information and testing data reports. The files are not to leave the cumulative file room. Personnel removing cumulative files must follow the correct procedure for signing them out. These files must be kept in a secure location and returned quickly.

**REFERRALS FOR GUIDANCE SERVICES**

Students can be referred to guidance in a variety of ways.

* Teacher - request form, phone or e-mail
* Parent - phone, appointment with secretary or e-mail
* Student - self referral with request form, sign up sheet, secretary or teacher

**SMALL GROUP COUNSELING**

Counseling groups are offered to students to address specific individual needs. The type of groups offered each year will vary depending on the needs of the students. The following are examples of groups that can be made available: ninth grade success groups, divorce groups, grief groups, new student groups, anger management groups, and study skill groups.

**PARENT & TEACHER CONFERENCES**

Conferences may be requested by the teacher, counselor, or parent, and are arranged by the guidance secretary. Meetings will be held in the teacher’s classroom or a conference room. Typically, conferences are held with all of the student’s teachers. Although counselors and administrators would like to be able to attend all conferences, it is not always possible. If a guidance counselor is not available, one staff member should take notes and submit a copy to the guidance secretary for filing.

Requests for additional support can be made when there is an issue that the teachers in attendance can’t resolve or the parent has a history of hostility. If, during a conference, a parent becomes argumentative, a call can be made for an administrator. Participants in conferences must abide by the district’s Respect and Civility Policy.

It is the expectation that teacher attendance at parent conferences is mandatory. If a conflict arises, teachers should fill out a parent conference form to be made available to parents at the conference, along with a printout of the student’s current grades from eSembler.

**CLASSROOM PRESENTATIONS**

Counselors are responsible for classroom presentations throughout the year. Recommended district topics include: harassment, violence intervention and date rape. Other topics may be added at the request of the teacher. Counselors will arrange dates and times with teachers so as to limit disruption to instruction.

**COLLEGE, CAREER, AND MILITARY REPRESENTATIVES**

We invite representatives from colleges, vocational-technical schools, and military services as well as career guest speakers to present informational sessions during the school day. These programs are advertised on the television news program, bulletins boards and on the website. All interested students who sign up in advance may attend. Passes are issued in advance of the presentation. The student is responsible for asking the teacher for make-up work.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

Services in Pasco County are designed to provide academic, cultural, social, and support services to students who have limited English proficiency. Comprehensible instruction is delivered in English in order to facilitate the development of language skills that enable him/her to actively participate in a student-centered learning process. Language acquisition skills, together with thematic holistic concepts, enable language to become real for the students.

Administrators and teachers recognize the diverse needs of our rapidly changing demographics, and model best educational practices that provide maximum opportunity for our limited English proficient students to achieve and develop skills that make them empowered learners.

Teachers who are assigned ESOL students for instruction participate in special training workshops that address appropriate strategies for increasing English language development as well as understanding content. Training is offered through class instruction, as well as through online opportunities. Teachers who are assigned ESOL students are required, as a matter of law, to submit accommodation logs to verify that appropriate strategies are being used in instruction.

**CLINIC**

Students who become ill or are injured during school or during an extracurricular activity should report to the clinic. The students must have a clinic pass from their teacher or be escorted by a staff member. Students may not call home from a classroom in lieu of reporting to the clinic.

All medications must be administered in the clinic. Other staff members may not dispense medication, including over-the-counter medicines such as aspirin or cough drops. Staff members must contact the clinic and arrange to dispense medications during field trips and other off campus activities.

Students may carry metered dose asthma inhalers and certain threatening medications (i.e. EpiPen) for life-threatening conditions with written permission from their parent or guardian and a physician request. Documentation must be submitted to the school nurse.

The school nurse will make copies of student health care plans available to staff members. These care plans include important health information related to students currently assigned to a teacher’s class. It is the teacher’s professional responsibility to read, understand, and adhere to the individual care plan. Questions about a student’s health status should be referred to the school nurse.