

# GUIDANCE

## *Paly Guidance Services at-a-Glance*

Palo Alto Senior High School offers a 3-tiered model for guidance services. The Guidance Team provides for academic planning, personal counseling and post-high school advising for its students. At the center of the department is the Teacher Advisor Program. The main delivery method is through regular, mandatory advisory classes on Wednesdays.

The Guidance Team providing these services consists of:

- Teacher Advisors (TAs) – serve as the primary contact person for students, parents and staff; conduct weekly advisories by grade level, facilitate academic planning and more
- Guidance Counselors – work with TAs to identify students requiring extra academic and/or social emotional support; support teachers and parents
- Coordinators of Teacher Advisor Program – oversee Teacher Advisor Program
- College and Career Advisors – meet with juniors and seniors regarding post-high school planning

Activities performed by the Guidance Team are listed below.

<b>AT EVERY GRADE LEVEL:</b>	
<ul style="list-style-type: none"> <li>○ Implement Teacher Advisor program and curriculum</li> <li>○ Provide advisory curriculum (link to online advisory calendar)</li> <li>○ Monitor academic progress</li> <li>○ Explain PAUSD transcripts – graduation requirements vs. 4 year college entrance requirements</li> <li>○ Offer help if/as needed – TA, Guidance Counselor, ACS, ARC, MRC</li> <li>○ Refer students to alternative placements as necessary</li> <li>○ Host Career Day</li> <li>○ Host volunteer opportunities (twice per year)</li> <li>○ Host Job Fair</li> <li>○ Host College Fair</li> </ul>	
<b>9TH GRADE</b>	<b>10TH GRADE</b>
<ul style="list-style-type: none"> <li>○ Host Back-To-School Night advisory period (fall)</li> <li>○ Facilitate transition to high school</li> <li>○ Begin to develop 4 Year Plan of Study</li> <li>○ Consult with students about course selection for 10th grade</li> </ul>	<ul style="list-style-type: none"> <li>○ Host Back-To-School Night advisory period (fall)</li> <li>○ Host 10th grade parent night (spring)</li> <li>○ Further develop 4 Year Plan of Study</li> <li>○ Consult with students about course selection for 11th grade</li> <li>○ Encourage career exploration/vocational options</li> </ul>
<b>11TH GRADE</b>	<b>12TH GRADE</b>
<ul style="list-style-type: none"> <li>○ Host 11th grade parent nights (fall and spring)</li> <li>○ Further develop 4 Year Plan of Study</li> <li>○ Distribute college related testing information (PSAT, SAT, ACT, etc.)</li> <li>○ Consult with students about course selection for the 12th grade</li> <li>○ Encourage career exploration/vocational options</li> <li>○ Host Junior Orientation at College and Career Center</li> <li>○ Host college representative visits</li> <li>○ Begin scheduled appointments with college and career advisors (spring)</li> <li>○ Distribute Viking College and Career Planning Guide</li> <li>○ Collect Senior Profile form</li> </ul>	<ul style="list-style-type: none"> <li>○ Host 12th grade Parent Night, Financial Aid Workshop and College Application Essay Writing Presentation</li> <li>○ Further develop 4 Year Plan of Study</li> <li>○ Distribute college related testing information</li> <li>○ Host college representative visits</li> <li>○ Meet with students for follow-up appointments with college and career advisors</li> <li>○ Write letters of recommendation as needed</li> <li>○ Process Secondary School Reports</li> </ul>

## *The Teacher Advisor (TA) Program at Paly*

The Teacher Advisors (TAs) assist their students academically and want to prepare them for life after high school. Paly offers a safe environment for students to learn to advocate for themselves. Parents should support their students' while they learn self-advocacy.

### **STUDENT'S ROLE**

- Attend advisories. **Advisory is mandatory.**
- Communicate interests and needs to Teacher Advisor
- Communicate needs to other appropriate staff
- Share information with parents
- Complete all projects assigned by the Teacher Advisor
- Take responsibility for actions

### **PARENTS' ROLE**

- Assist Teacher Advisor by providing information about your student, especially any special circumstances that may affect school performance
- Talk to your student about his/her classes and activities
- Encourage student to follow directions, meet deadlines, and assume responsibility
- Share Reporter and Paly link information with student
- Attend evening parent meetings

## *How to Contact a Teacher Advisor*

While we strongly encourage students to seek help on their own, we also encourage parents/guardians to get involved if and when necessary. We recognize that parents' participation in their students' education is critical to student success. Here are a few tips to make your involvement beneficial:

- 1) Ask your student if he/she has contacted the TA. Let your student know that is the best way to get help.
- 2) Send an e-mail or call first if you need to contact the Teacher Advisor. Be sure to include your name, your child's name, your phone number, the reason for your call, and times when you can be reached.
- 3) Allow at least 48 hours for the TA to get back to you. We often have meetings or other commitments during the day and after school and cannot respond immediately. We will get back to you as soon as possible.
- 4) If there is no response within 48 hours, call the Guidance Office at 329-3712.
- 5) If you are on campus, feel free to leave a message in the TA's mailbox in the Main Office of the Tower Building.

Please do not appear at the TA's classroom or office without an appointment. A TA needs to have your student's folder and information available before assisting you.