



# North Miami Senior High

## Student Services Guidelines

### **Mission Statement**

The mission of North Miami Senior High Student Services Department is to maintain an effective guidance counseling program that integrates counseling, consultation, and collaboration, empowers, supports the educational achievement of all students, and focuses on personal development, academic success, and postsecondary planning. Our goal is to encourage students' sense of responsibility personally, socially, and academically, so that students can work towards their full potential.

### **Counseling:**

- Individual and small group counseling to support the social and emotional needs of every student.
- One-on-One and group workshops to support the academic and postsecondary pursuits of every student.

Our main goal of counseling is to take a practical and preventive approach when possible, but also to work with students to resolve current issues that influence their personal growth and academic success.

### **Consultation and Collaboration:**

- Counselors consult with teachers, parents, and administrators on a continual basis.
- Counselors collaborate with district student services personnel and outside community resources to solve problems, promote a positive school climate, and ensure on-going communication between the school and outside agencies.
- Enhances the opportunity for all students to attain their educational goals.



## COUNSELORS:

\_\_\_\_\_ Mr. Noel - 9<sup>th</sup> grade Room  
1129/Ext. 2126  
[henrynoel@dadeschools.net](mailto:henrynoel@dadeschools.net)

\_\_\_\_\_ Ms. Cornet - 10th grade/DEPARTMENT CHAIR  
Room 1135/ Ext. 2134  
[acornet@dadeschools.net](mailto:acornet@dadeschools.net)

\_\_\_\_\_ Ms. Forte - 11<sup>th</sup> grade  
Room 1130/ Ext. 2127  
[dforte@dadeschools.net](mailto:dforte@dadeschools.net)

\_\_\_\_\_ Ms. Benoit - 12<sup>th</sup> grade  
Room 1132/ Ext. 2131  
[DBenoit@dadeschools.net](mailto:DBenoit@dadeschools.net)

\_\_\_\_\_ Mrs. Hegarty - Trust Counselor  
Room 1141/ Ext. 2138  
[mfenster@dadeschools.net](mailto:mfenster@dadeschools.net)

\_\_\_\_\_ Ms. Auguste - CAP Advisor  
Room 1139/Ext. 2136  
[sauguste@dadeschools.net](mailto:sauguste@dadeschools.net)

\_\_\_\_\_ Ms. McArthur – Registrar  
Room 1145/ Ext. 2143  
[bmcarthur008@dadeschools.net](mailto:bmcarthur008@dadeschools.net)

### Community Involvement Specialist:

\_\_\_\_\_ Ms. Maloney-Listhrop / [Student Services Open Area](#)

Ext. 2139 / [mlisthrop@dadeschools.net](mailto:mlisthrop@dadeschools.net)

*\*Students: Counselor Request Forms available in the cafeteria.*

*\*\*Parents: Counselor Request Forms available in the front office.*



Student Services Department

“At Your Service”



### Protocol to See Your Counselor

- All counselors will be in their respective offices to meet students’ needs after the first 15-minutes of class with a pass from their teachers.
- Counselors/CAP Advisor are available to see students during both lunches (Except for the pandemic school year 2020-2021).
- During the pandemic, each counselor has a Microsoft Team page to communicate with both MSO and physical students. You can also email or call the school and ask to speak with your counselor.

### COUNSELOR REQUEST FORM

Today’s Date: \_\_\_\_\_ Date Request Finalized by Counselor: \_\_\_\_\_

Student’s Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Email: \_\_\_\_\_

#### **Counselor Requested: (Please check one)**

\_\_\_ Mr. Noel - 9<sup>th</sup> grade / Rm 1129

\_\_\_ Ms. Cornet - 10<sup>th</sup> grade / Rm 1135

\_\_\_ Ms. Forte - 11<sup>th</sup> grade / Rm 1130

\_\_\_ Ms. Benoit - 12<sup>th</sup> grade / Rm 1132

\_\_\_ Ms. Hegarty - TRUST Counselor

#### **Concern(s):**

\_\_\_ Need the following core class for graduation: \_\_\_\_\_

\_\_\_ Enrolled in wrong level for the following core or academy class: \_\_\_\_\_  
Class needed: \_\_\_\_\_

\_\_\_ Missing a class for period # \_\_\_\_\_ / Class needed: \_\_\_\_\_

\_\_\_ Same class scheduled for two periods: See period # \_\_\_\_\_

\_\_\_ I signed up on FLVS.NET for the following class: \_\_\_\_\_  
(Counselor approval needed:)

\_\_\_ Other: \_\_\_\_\_

**NOTE: Electives will NOT be changed.**

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## **PARENT REQUEST TO SPEAK WITH COUNSELOR FORM**

Today's Date: \_\_\_\_\_

Date Request Finalized by Counselor: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

ID #: \_\_\_\_\_

Grade: \_\_\_\_\_

### **Counselor Requested: (Please check one)**

\_\_\_\_ Mr. Noel - 9<sup>th</sup> grade / Rm 1129

\_\_\_\_ Ms. Cornet - 10<sup>th</sup> grade / Rm 1135

\_\_\_\_ Ms. Forte - 11<sup>th</sup> grade / Rm 1130

\_\_\_\_ Ms. Benoit - 12<sup>th</sup> grade / Rm 1132

\_\_\_\_ Mrs. Hegarty- TRUST Counselor

### **Concern(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### **Student Schedule Changes**

All students are asked to adhere to the following procedures to correct/adjust their schedule.

- No student should be sent to the guidance counselor's office for schedule change only if there is an error in the schedule (repeating a class, course needed for graduation, class passed in summer school, missing course, etc.).
- If a request for a change is approved, the student will follow their schedule until they receive a new schedule. The student must see the original teacher for possible grades before going to the new class.

### **High School Graduation Requirements**



## Standard Diploma Requirements

### Academic Advisement – What Students and Parents Need to Know

#### What are the diploma options?

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL)
- Career and Technical Education (CTE) Pathway
- Advanced International Certificate of Education (AICE) curriculum
- International Baccalaureate (IB) Diploma curriculum

#### What are the state assessment requirements?

Students must pass the following statewide assessments:

- Grade 10 English Language Arts (ELA) or a concordant score
- Algebra 1 end of course (EOC) or a comparative score.

Refer to [Graduation Requirements for Florida's Statewide Assessments](#) for concordant and comparative scores.

Students enrolled in the following courses must participate in the corresponding EOC assessment, which constitutes 30 percent of the final course grade<sup>+</sup>:

- Algebra 1
- Geometry
- Biology 1
- U.S. History

<sup>+</sup>Special note: Thirty percent not applicable if not enrolled in the course but passed the EOC (credit acceleration program [CAP]).

#### What is the difference between the 18-credit ACCEL option and the 24-credit option?

- 3 elective credits instead of 8
- Physical Education is not required
- Online course is not required

#### What is the difference between the CTE Pathway option and the 24-credit option?

- At least 18 credits are required
- 4 elective credits instead of 8
  - 2 credits in CTE courses, must result in program completion and industry certification
  - 2 credits in work-based learning programs or up to 2 elective credits, including financial literacy
- Physical Education is not required
- Fine and Performing Arts, Speech and Debate or Practical Arts is not required
- Online course is not required

#### 24-Credit Standard Diploma

4 Credits ELA
<ul style="list-style-type: none"> <li>• ELA 1, 2, 3, 4</li> <li>• ELA honors, Advanced Placement (AP), AICE, IB and dual enrollment courses may satisfy this requirement</li> </ul>
4 Credits Mathematics*
<ul style="list-style-type: none"> <li>• One of which must be Algebra 1 and one of which must be Geometry</li> <li>• Industry Certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra 1 and Geometry)</li> <li>• An identified computer science<sup>**</sup> credit may substitute for up to one mathematics credit (except for Algebra 1 and Geometry)</li> </ul>
3 Credits Science
<ul style="list-style-type: none"> <li>• One of which must be Biology 1, two of which must be equally rigorous science courses</li> <li>• Two of the three required course credits must have a laboratory component</li> <li>• Industry Certifications that lead to college credit may substitute for up to one science credit (except for Biology 1)</li> <li>• An identified computer science<sup>**</sup> course may substitute for up to one science credit (except for Biology 1)</li> </ul>
3 Credits Social Studies
<ul style="list-style-type: none"> <li>• 1 credit in World History</li> <li>• 1 credit in U.S. History</li> <li>• 0.5 credit in U.S. Government</li> <li>• 0.5 credit in Economics</li> </ul>
1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts*
1 Credit Physical Education*
<ul style="list-style-type: none"> <li>• To include the integration of health</li> </ul>
8 Elective Credits
1 Online Course
<ul style="list-style-type: none"> <li>• Students must meet the state assessment requirements</li> <li>• Students must earn a 2.0 grade-point average (GPA) on a 4.0 scale for all cohort years</li> </ul>

<sup>+</sup> Eligible courses are specified in the [Florida Course Code Directory](#).

<sup>\*\*</sup>A computer science credit may not be used to substitute for both a mathematics and science credit.



## Community Service

All students seeking a Standard Diploma are required to complete a minimum of 30 hours of community service for graduation. The Bright Futures Florida Academic Scholars Award requires 100 hours of volunteer service to be performed in **ONE** field of interest. We suggest that students keep a copy of their hours for their own records and verification.

### COMMUNITY SERVICE HOURS - WHAT IS ACCEPTED AND WHAT IS NOT

- Volunteer hours may be earned within the school, community or for any non-profit or charitable organization.
- The hours do not count if you have been financially compensated.
- Service hours performed because of disciplinary action for the school or courts do not count.
- Please ensure that the organization you (student) are volunteering for falls within Miami/Dade County Schools' guidelines and the form must be signed by the student, parent, the volunteer agency, counselors, or designated administrator.

List volunteer hours each day that they were performed. The form can be submitted to your social study teacher for review and submission.

### Options for Making up Courses/Credits

1. **Night school** (see your counselor)
  - There is a window period for registration, check with your counselor as soon as the announcement is made for enrollment. Once the registration deadlines end, you will have to wait until next semester.
  - Time management is essential to keep grades for "day" classes in good standing and still be able to succeed in "night school" classes.
2. **Edgenuity** (see your counselor).
3. **Online courses through Florida Virtual School** (see your counselor)
  - [www.flvs.net](http://www.flvs.net) (check for course availability and follow procedure for registration; inform counselor to finalize approval to take course).

### COVID-19 - Important Information about the Coronavirus



M-DCPS wants to share important information and resources regarding the COVID-19 (coronavirus) to ensure students and employees remain healthy. Use the link below to access all information about COVID-19:

<http://covid19.dadeschools.net/#!/fullWidth/3097>

### **Florida Bright Futures Scholarship Program**

In 1997, the Florida Legislature created the Florida Bright Futures Scholarship Program. There are three award levels for which high school seniors may qualify:

**Florida Academic Scholars, Florida Medallion Scholars, and Gold Seal**

**Vocational Scholars.** All initial applicants must meet the general requirements for participation in this program and specific requirements for the individual award.

Remember, students can check their progress toward each of these scholarships.

### **College Assistance Program (CAP)**

The College Assistance Program (CAP) advisor provides information and assistance to students and their parents in the areas of college admission, college entrance examinations, scholarships, and financial aid.

CAP Advisors achieve these goals through a broad strategy that is focused on the total general student population. The overall purpose is designed to reach the maximum student population to assist them in their postsecondary planning in regard to attendance at 4-year colleges or universities, community colleges or vocational/technical schools. CAP Advisors use a number of unique methods including e-mail, newsletters, daily announcements, class meetings and other media to inform and disseminate vital information. Both students and parents receive information about Scholarships, financial aid, visiting colleges, current trends in college admissions, testing information, and event announcements.

CAP Advisors disseminate college information by visiting **all** senior English or Social Studies classes at the beginning of the school year to review SAT/ACT/CPT testing, college admission strategies, and the application process. Seniors are again visited in January when the advisor visits all senior Government/Economics classes to review the financial aid process, FAFSA completion and interpreting financial aid award letters. A similar visitation schedule is also established for juniors in November/December and sophomores and freshmen in March/April. These class visits are designed to introduce postsecondary planning, testing strategies, scholarships and the financial aid process to students and are reinforced each year until they are seniors.





The College Advisor also intercedes on behalf of students to resolve problems with college admission and financial aid personnel, state scholarship officials, and federal financial personnel.

### **How CAP Advisors help students and parents learn about postsecondary planning:**

Advisors are responsible for assisting senior high students with postsecondary planning by initiating individual conferences and information groups. Advisors assist students in the following areas:

- \* SCOIR Administrator. SCOIR a new program launched by M-DCPS that will allow students to navigate the college selection and application process. With this program, students will be able to build their profiles, explore, follow, and compare colleges, learn about their top aptitudes and suggested career paths, request recommendation letters, track their GPA, request transcripts, etc. SCOIR is a very powerful tool that will help students with their post-secondary plans.
- \* Obtaining information for the selection of appropriate colleges, vocational or technical schools.
- \* Obtaining and completing college admission applications.
- \* Obtaining and completing college admission testing registration forms.
- \* Obtaining and completing financial aid applications, including:
  - a. Needs analysis forms
  - b. Institutional applications
  - c. Student loan applications
- \* Referring students who need advisement in other areas to the appropriate student services team member.
- \* Providing orientation programs for all grade levels to describe the services available through the College Assistance Program.
- \* Planning and implementing the following programs:
  - a. Financial Aid Workshops
  - b. College Forum





## **Our Major Goals**

The major goals of the College Assistance Program are as follows:

- \* Encouraging students to graduate from high school and pursue a postsecondary education at an appropriate institution.
- \* Assisting students in the selection of postsecondary institutions in the admissions process.
- \* Assisting students in obtaining the necessary financial resources for a postsecondary education, including availability and distribution of financial aid and scholarship applications.
- \* Providing pertinent information that would enable students to have realistic expectations about their college experience.
- \* Assisting parents to understand the postsecondary process and the financial aid resources available to them.
- \* Serving as a source of information for parent groups and community organizations.

## **RECOMMENDED COLLEGE PLANNING INTERNET**

### **SITES**

#### **ACT**

<http://www.actstudent.org/>

#### **SAT**

[WWW.SAT.org](http://WWW.SAT.org)

#### **FAFSA**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

[www.floridastudentfinancialaid.gov](http://www.floridastudentfinancialaid.gov)

#### **COLLEGE BOARD ONLINE**

<http://www.collegeboard.com>

The site assists students in selecting a college major and gaining information about the adaptability of majors to the world of work.

(Part of the CEEB Expand Program.)



## **COLLEGE GUIDES**

<http://www.collegeguides.com>

**COLLEGENET**





<http://www.collegenet.com>

This is a searchable data base of colleges, scholarship opportunities, and other academic

resources. It offers a comprehensive college/university index with good graphics and some interesting resources for financial aid and scholarships. The site recently began

offering online admission application processing (for featured schools only).

### **COLLEGES AND UNIVERSITIES SEARCH**

<http://www.universities.com>

Allows the user to search more than 3,000 colleges and universities.

### **COLLEGE ANSWER**

<http://www.collegeanswer.com/index.jsp>

When planning for your college destination.

### **COLLEGEVIEW**

<http://www.collegeview.com>

The site offers an overview and e-mail addresses for 3,300 two- and four-year colleges.

### **COLLEXPRESS**

<http://www.collegexpress.com>

This site can facilitate the college search by state, major, and several other criteria.

### **EDUCATION PLANNING**

<http://www.niep.com>

### **EDUCATIONAL TESTING SERVICES**

<http://www.ets.org>

It is an online magazine by and for high-school students offering admission testing and college information.



## **FISHNET**

<http://www.mycollegeguide.org>

The site offers information on colleges while allowing students a profile themselves to colleges.

raise questions about admissions and financial aid.

## **GO COLLEGE**

<http://www.gocollege.com>

**NATIONAL ASSOCIATION OF COLLEGE ADMISSION COUNSELORS**

<http://www.nacac.com/fairs.html>

The site lists College Fair dates (a cost-efficient way to learn about a number of colleges

alternatives).

## **PETERSON' S EDUCATION CENTER**

<http://www.petersons.com>

The data base offers solid educational, career and financial aid information to students.

## **USNEWS AND WORLD REPORTS - COLLEGE RANKING ONLINE**

<http://www.usnews.com>

The site allows students to review US News rankings of American colleges.