

How the Department of Counseling and Guidance Services communicates important information:

- Naviance: available to all high school students/parents/guardians - includes all guidance events, important dates, scholarships and other relevant information (it is very important for students and parents/guardians to register – if you lost your registration information or need assistance, please call our office for assistance)
- Guidance website
- Mailings
- Email
- Honeywell System (all families should be registered in the Honeywell phone system: if you aren't please contact our office for assistance)
- PAC (Parent Advisory Committee) news subscribers: All parents/guardians should consider becoming a member of PAC and sharing their email address with them in order to receive correspondence.
- Counselors meet with students in homerooms on a regular basis to share important information.
- Counselors meet with students during AEP time on Wednesdays to share important information, conduct seminars on pertinent topics, etc.
- Counselors provide passes for students to meet with them for individual and small group sessions throughout the day.
- All evening and weekend events sponsored by the department provide information relevant to the focus of the programs.
- Members of the department articulate and co-sponsor programs with community organizations (ie: churches, Urban League)
- Flyers posted in homerooms
- Bulletin Boards/Information Board
- MHS TV Morning Announcements/WJSV (MHS) Radio station announcements
- Articles in *Spotlight* Newsletter
- *Guidance Gab*: available on the Guidance website
- Students can sign up in the Office of Counseling and Guidance Services for an appointment with their counselors anytime they would like. They can also call or Email their counselors.
- Parents can call or Email counselors to either speak with them by phone, set up a meeting or communicate by Email.