Time Required: 30-45 minutes

Objectives (Students Will…):
- Review school rules, expectations and policies.
- Discuss any questions that came up during the class meetings the day before.
- Identify school support personnel and their roles.
- Review the ways in which they will use Naviance Family Connection for career and college planning.

GOAL: Students will become familiar with the rules, expectations, policies and support personnel and resources of the school.

Activity Statement:
Students will participate in a grade-level assembly to discuss some of the school traditions, expectations, and routines. Students will participate in their first advisory session the next day to process and clarify information relevant to the new school year, and identify key resources.

Materials:
1. Handout #1 – LMHS Support Personnel
2. Handout #2 – LMHS Naviance Information
3. Grading Period Schedule
4. Class Period Time Schedule
5. “Staying Connected to LMHS”

Procedures and Discussion:
1. On Tuesday, 9/2/14, grade level meetings will be held in the auditorium with the Principal to review school traditions, rules, and expectations. (Period 1 – Grades 11 & 12, Period 2 – Grades 9 & 10, Period 7 – Grades 7 & 8)
2. On Wednesday, 9/3/14, students will meet with their advisors. (Period 3)
   a. Review the discussion questions (below) and answer any questions that come up or direct students to the appropriate place to have their questions answered.
   b. Review and discuss the school support personnel list (attached).
   c. Distribute the Naviance information sheet (attached) and ask students if they know their login information. If they do not, encourage them to see Mr. Korte ASAP to get set up. Review the information sheet so that students will know how they will be using Naviance.
Discussion Questions:

1. Attendance Policy – Does anyone know how many times you can be absent or tardy before you lose 5% from your grade?
   a. If the number of class absences exceeds seven (7) for a marking period, the student’s grade will reflect a five percent (5%) reduction per course affected. Three tardies will equal one absence and count towards the seven (7) allotted absences per class. Arrival to any class later than ten (10) minutes from the scheduled start of class will be considered an absence.

2. MCAS – Does everyone know what a passing score on the MCAS is and what subjects you need to take and pass in order to graduate?
   a. A minimum pass score on the MCAS is a 220. Students who score between 220-238 on the ELA or Math exam will be placed on an Educational Proficiency Plan (EPP). In 9th grade students take the Biology exam. In 10th grade students take ELA (March) and Math (May). Students placed on an EPP will have a plan created that outlines how they will continue to work toward proficiency throughout their high school career. In math, this will definitely mean taking a 4th year of math class to graduate.

3. Grading Period Schedule – Distribute the grading period schedule (attached). Ask students if they have any questions. Explain to them that they have until the first progress report due date to change classes without receiving a ‘W’ grade on their transcript.

4. Progress Reports and MMS Student Portal – Explain to students that progress reports are not mailed home. They are available online in the MMS parent and student portal. Students should already have their login information. If they are not sure how to access their grades online, encourage them to see Mr. Fillio.

5. Class Period Time Schedule – Distribute the class period time schedule and ask if anyone has any questions.
Lee Middle and High School Support Personnel

Principal – Mr. Brighenti
✓ GBBrighenti@leepublicschools.net
✓ D-Hallway, first door on the right

Dean of Students – Mr. Reilly
✓ APRReilly@leepublicschools.net
✓ B-Hallway, on the right before the cafeteria

School Nurse – Mrs. Carroll
✓ DLCarroll@leepublicschools.net
✓ D-Hallway, third door on the right

7th, 8th and 9th Grade School Counselor – Mr. Duquette
✓ DADuquette@leepublicschools.net
✓ Middle School wing

10th, 11th and 12th Grade School Counselor – Mr. Korte
✓ DKorte@leepublicschools.net
✓ D-Hallway, second door on the right

Behavioral Specialist – Mrs. Long
✓ DLLong@leepublicschools.net
✓ C-Hallway, first door on the right

Principal’s Assistant – Mrs. Baker
✓ SWBaker@leepublicschools.net
✓ D-Hallway, first door on the right

School Receptionist – Mrs. Williams
✓ KMWilliams@leepublicschools.net
✓ Main Office

Record’s Secretary – Ms. Mottarella
✓ PAMottarella@leepublicschools.net
✓ D-Hallway, third door on the right
Naviance Family Connection – What will I use it for?

- Receive emails from your counselor with important information.
- Take a Personality Type Inventory and a Career Interest Profiler that will help you explore your interest and skills and connect them to potential career options.
- Research various career possibilities.
- Build your resume.
- Find all internship assignments and requirements.
- Search for colleges and save your search for future reference and to share with your parents and/or counselor.
- Search through the LMHS scholarship list (Senior year).
- Sign up to meet with college admission representatives who come to visit LMHS (Junior and Senior year).
- Request letters of recommendation and send transcripts to colleges you are applying to (Senior year).
- Search for summer enrichment programs.

How do I access my Naviance Family Connection account?

Freshman will be creating Naviance accounts in October.
2014-2015 Marking-Period Schedule
Lee Middle and High School

First Marking Period
Progress Reports Due: Friday, September 26, 2014 @ 2:45 PM
Marking Period Ends: Thursday, October 30, 2014
Grades Due in Guidance: Monday, November 3, 2014 @ 2:45 PM
Grade Verifications due to Guidance: Wednesday, November 5, 2014 @ 12 noon

Second Marking Period
Progress Reports Due: Tuesday, December 9, 2014 @ 2:45 PM
Marking Period Ends: Wednesday, January 21, 2015
Grades Due in Guidance: Friday, January 23, 2015 @ 2:45 PM
Grade Verifications due to Guidance: Monday, January 26, 2015 @ 12 noon

Third Marking Period
Progress Reports Due: Tuesday, March 3, 2015 @ 2:45 p.m.
Marking Period Ends: Wednesday, April 1, 2015
Grades Due in Guidance: Friday, April 3, 2015 @ 2:45 PM
Grade Verifications due to Guidance: Monday, April 14, 2015 @ 12 noon

Fourth Marking Period
Progress Reports Due: Friday, May 8, 2015 @ 2:45 p.m.
Marking Period Ends: Last Day of Classes
Grades Due in Guidance: Noon 1 Day after the Close of School
Grade Verifications due to Guidance: Noon 1 day after grades due to guidance

Seniors—Class of 2015
Progress Reports Due: Thursday, April 30, 2015
Marking Period Ends: Friday, May 22, 2015 (Last Day of Classes)
Final Exams: Tuesday, May 26 to Thursday, May 28, 2015
Grades Due in Guidance: Friday, May 29, 2015 @ 2:45 p.m.
Grade Verifications due to Guidance: Monday, June 1 @ 2:45 p.m.
Report Cards at Class Night: Thursday, June 4, 2015 7 PM
Graduation: Saturday, June 6, 2015 1 PM
| HS 1st Lunch | Period 1 | 8:00 to 8:48 | Period 2 | 8:52 to 9:40 | Period 3 | 9:44 to 10:32 | Period 4 (Lunch) | 10:32 to 11:02 | Period 5 | 11:06 to 11:54 | Period 6 | 11:57 to 12:45 | Period 7 | 12:49 to 1:37 | Period 8 | 1:41 to 2:29 |
| MS Schedule | Period 1 | 8:00 to 8:48 | Period 2 | 8:52 to 9:40 | Period 3 | 9:44 to 10:32 | Period 4 (Lunch) | 10:32 to 11:02 | Period 5 | 11:06 to 11:54 | Period 6 | 11:57 to 12:45 | Period 7 | 12:49 to 1:37 | Period 8 | 1:41 to 2:29 |
Staying Connected to LMHS
Some of the ways we communicate information to you

LMHS Website
http://leepublicschools.net

The district website includes a link to the LMHS homepage where you will find links to information from school counselors, the library, athletics, the school calendar, daily announcements, teacher contact information and homepages, access to the MMS portal to access grades and progress reports, and much more.

Naviance Family Connection Emails

Emails sent by teachers, counselors and/or administrators through Naviance Family Connection go directly to the email address you used to set up your Naviance account, and they are also sent and stored on your Naviance login page (which you can access at school). Parents who register their Naviance accounts will also receive these messages. This will be used and relied upon to a much greater extent this year, and students in grades 9-12 will be held responsible for information that is sent this way.

MMS Student and Parent Portal

Through the online portal parents and students can access grades reports for all of their classes. From the LMHS homepage click on MMS PARENT & STUDENT PORTAL. There you will find links to the login pages and instructions on how to create an account.
Wildcat Newsletter

The Wildcat Newsletter is published at least 8 times each school year (at progress report and report card time). It contains information about upcoming events, highlights student achievement, and aims to keep you connected to the day-to-day life of the school. All newsletters are archived on the school counseling website (http://wildcatnewsletter.blogspot.com/). Hard copies are mailed home, and PDF versions are emailed to the email address you have on file with the school.

School Way App

LMHS has an app run through School Way (used to be called School Connect) where you can access information and receive push notifications from staff and various group and activity leaders. School Way is available for Apple, Android, and any other device with the ability to access the internet. For more information, please refer to the following website: http://www.myschoolway.com/

Twitter

Both the Athletics (@LeeWildcats) and School Counseling (@leecounselor) departments have Twitter accounts and send out tweets on a regular basis.

Counseling Blog

http://leecounselor.blogspot.com/

The Counseling Blog has been developed to post information and opportunities that school counselors feel may be relevant to students and the school community. Anyone can sign up to receive emails when new items are posted, and all new posts are automatically tweeted by @leecounselor. The blog can also be translated to just about any language using the dropdown link on the page.