

GUIDANCE OFFICE PROTOCOLS

- Drop in visits are not allowed at this time
- If your issue is an emergency or you are in crisis, you may stop in without an appointment and Mrs. Adamo will find someone to assist you
- Students are expected to make appointments to see their school counselor
- The link to make an appointment is located on the front page of the Counseling/Guidance website, under Contact Us:
 - <http://www.hwschools.net/page.cfm?p=1994>
- In the booking program, you have a choice between virtual and in-person visits
- On Wednesdays while all students are remote, only virtual meetings will be accepted
- **ALL APPOINTMENTS SHOULD TAKE PLACE DURING NON-CLASS TIME**
- If you schedule an in-person visit, please note the following:
 - If in a classroom, you must ask for an eHall Pass
 - You must ring the doorbell on the guidance office door to alert us you have arrived
 - You must wait in the hallway until your counselor is ready to see you
 - You must wear your mask/face covering at all times
- Please try to plan ahead! If an issue arises that is time sensitive and your counselor is not available that day, please send Mrs. Adamo an email
- If you have a quick question - you do not need to make an appointment - just email your counselor!