



HILLSBOROUGH HIGH SCHOOL SCHOOL COUNSELING DEPARTMENT CURRICULUM

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Board Approved: July 17, 2023

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[ASCA Student Mindset and Behavior Standards](#)
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SCHOOL COUNSELING CURRICULUM

ASCA Mindset and Behaviors	ASCA School Counselor Standards and Competencies	Objectives/Activities	Tier of Support	Timeline	Staff Member	Assessment/Evaluation
Mindsets: 1,2,3,4,6 Learning Strategies: 1,3,4,7,10 Self-Management Skills: 1-10 Social Skills: 1-10	Mindsets: 2-5,7 Professional Foundation:1-9 Direct and Indirect Services: 1,3,4,6 Planning and Assessment: 2,4,6	Individual student meetings by request, referral or otherwise needed (social, emotional, academic support)	2	ongoing/weekly	School Counselors	<i>Student Feedback, Grades/Involvement, Return Rate</i>
Mindsets: 1,2,6 Learning Strategies: 1,3,7,10 Self-Management Skills: 1,4,8 Social Skills: 6,8,10	Mindsets: 5 Professional Foundation: 2-6,9 Direct and Indirect Services: 1,4,6 Planning and Assessment: 6	Parent meetings by request or as needed for support and collaboration	2	ongoing/weekly	School Counselors	<i>Parent Feedback/Follow Up</i>
Mindsets: 1-6 Learning Strategies: 2,3,4,5,7 Self-Management Skills: 3,6,7 Social Skills: 1,8	Mindsets: 1,2,4,5,7 Professional Foundation: 1-5,8 Direct and Indirect Services: 1,4-6 Planning and Assessment: 2,4	504s	3	ongoing/weekly	School Counselors, Nurse as needed, Teachers	<i>Medical Documentation, Sign-In Paperwork, Teacher/Student/Parent Feedback</i>
Mindsets: 5 Learning Strategies: 4,5,7 Self-Management Skills: 2,3,6 Social Skills: 3,6	Mindsets: 1-3 Professional Foundation:1,2 Direct and Indirect Services: 4,6 Planning and Assessment: 2,4	Option 2 Applications	3	ongoing/weekly	School Counselors, Administrators, Students, Parents	<i>Coursework grades from classes taken outside of HHS, performance on HHS Finals following Option 2 courses</i>
Mindsets: 1,2 Learning Strategies: 2,4,7,9 Self-Management Skills: 1-3,6,10	Mindsets: 2,4,5,6,7 Professional Foundation: 2-9 Direct and Indirect Services: 4-6 Planning and Assessment: 2,4,7	Student Support and Advocate in CST Meetings, Quarterly Attendance Meetings,	3	ongoing/weekly	School Counselors, CST Staff, ESS Staff, I&RS Committee	<i>Attendance Data/Documentation, Teacher Feedback, Counselor/Case</i>

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Social Skills: 1,3,5,6,8,9		Attendance Appeal Meetings, I&RS Meetings, ESS Bi-Weekly Meetings			(including SACs)	<i>Manager/Parent Feedback</i>
Mindsets: 2,3,4,5 Learning Strategies: 1,4,5,7,10 Self-Management Skills:6,10 Social Skills: 2,3	Mindsets: 2,5 Professional Foundation:1,4-6 Direct and Indirect Services: 2,4,5,6 Planning and Assessment: 2	New Registrations	2	ongoing/weekly	School Counselors, CST Staff/SACs as needed, School Counseling Secretaries, Teachers	<i>Student/Parent/Receiving District Feedback and Information</i>
Mindsets: 1,4,5,6 Learning Strategies: 1,4,6,7,8 Self-Management Skills: 3,4,5,8 Social Skills: 1,3	Mindsets: 1-3 Professional Foundation: 1,3-6,8 Direct and Indirect Services: 1,2,4 Planning and Assessment: 2,4	Academic planning, 4-year plans (Vo Tech and non-Votech), Athletic Eligibility/NCAA	2	ongoing/weekly	School Counselors, CST as needed, VoTech School Counselors, Athletic Director	<i>Transcript Review, VoTech and HHS School Counselor Feedback</i>
Mindsets: 1,2,4 Learning Strategies: 1,4 Self-Management Skills: 1,2,5-7,9,10 Social Skills: 1-4,8,9	Mindsets: 4,5,7 Professional Foundation: 3,4,6 Direct and Indirect Services: 2,4,6 Planning and Assessment: 3,4	Mental Health Screenings, Liaison for school and mental health programs (IOP/PHP/other), Re-entry meetings	3	ongoing/weekly	School Counselors, SACs as needed, School Nurse, Administrators	<i>Columbia Scale, Academic/Therapeutic Feedback from Facility, Diagnostic/Medical and Follow Up Paperwork</i>
Mindsets: 1,2,4,6 Learning Strategies: 1-5,7,9-10 Self-Management Skills: 7,9,10 Social Skills:4,5,7,8,10	Mindsets: 1-7 Professional Foundation: 1-9 Direct and Indirect Services: 1,4 Planning and Assessment: 1-4,9	Trainings (GCN, Turnkey), PD, College Visits, PLC Meetings	1	ongoing/weekly	School Counselors	<i>Post Training Surveys and Assessments, Reflection of Progress/Effectiveness</i>
Mindsets: 3-6 Learning Strategies: 1,3,4,6,7 Self-Management Skills: 1,3,5 Social Skills: 8	Mindsets: 1-3,5,7 Professional Foundation: 1,2,4-6 Direct and Indirect Services: 2,4,5 Planning and Assessment: 1,2	Scheduling 9-12: drop/add period, solidifying schedules, making sure summer/remedial courses are updated on transcript, late arrival/early dismissal permission slips	1	September	School Counselors, Teachers, Administrators, Attendance	<i>Genesis Data, Teacher and Student Feedback, Transcripts</i>
Mindsets:1,5,6	Mindsets: 3,7	Senior Graduation/Post	1	September	School	<i>Transcripts, Genesis</i>

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Learning Strategies:1,3-10 Self-Management Skills: 1,5,8,10 Social Skills:1,37	Professional Foundation: 1,2,7 Direct and Indirect Services: 2,4,6 Planning and Assessment: 3,4,6,7	High School Preparation: Review Senior Transcripts (Credit Verification), Senior Post-HS/College Groups			Counselors, College and Career Counselor, Teachers, CST as needed	<i>Data, SCOIR Data and Statistics/Charts, SAT/ACT Scores, Pre and Post Group Surveys, Student Feedback</i>
Mindsets: 1,5,6 Learning Strategies: 1,3,4,7,9,10 Self-Management Skills: 1-5,8 Social Skills: 1,6,7	Mindsets: 2,3,4,7 Professional Foundation: 2,5,6 Direct and Indirect Services: 1,2,4-6 Planning and Assessment: 2-5	Senior Individual meetings, Write Letters of Recommendation, Monitoring/Submitting College Application Materials	2	September - November	School Counselors, College and Career Counselor, Teachers	<i>Brag Sheet in SCOIR, Activities and Acheivements in SCOIR, Transcript, SAT/ACT Scores, School Profile Data</i>
Mindsets: 1-5 Learning Strategies: 3,5-7,10 Self-Management Skills: 1-3,8,10 Social Skills: 2,3,6,7,8	Mindsets: 2,4,6,7 Professional Foundation: 1,2,5,7 Direct and Indirect Services: 1,2,4 Planning and Assessment: 1,2,6	Freshman Groups: Making the Most of HHS groups for all Freshman	2	September - October	School Counselors	<i>Pre and Post Group Surveys, Student Feedback, Student Grades/School Involvement</i>
Mindsets: 3,5,6 Learning Strategies: 3,4,6, 7-10 Self-Management Skills:4,5,10 Social Skills:1,3,8,9	Mindsets: 3,5,7 Professional Foundation: 4,5,7,9 Direct and Indirect Services: 1,6 Planning and Assessment: 1-3	In-House College Visits: Monitored by Counselors, fostering relationships with college reps.	2	September - November	School Counselors,Colle ge and Career Counselor	<i>College Reps, Counselors and Student Feedback, College Surveys</i>
Mindsets: 3-5 Learning Strategies:2,3,4,6-8 Self-Management Skills: 1-3,5,6,8,10 Social Skills: 1,3,6,8	Mindsets: 1,2,4-7 Professional Foundation: 2,4 Direct and Indirect Services: 2,4,6 Planning and Assessment: 1-3	Reviewing MP1 failures / Creating action plans for students to succeed	3	October - November	School Counselors, CST, Teachers	<i>MP1 Grades, Teacher and Student Feedback</i>
Mindsets: 1,3,4,5,6 Learning Strategies: 4,7,9 Self-Management Skills: 3-5 Social Skills: 2,9	Mindsets: 3,4,7 Professional Foundation: 1,2,5,7,9 Direct and Indirect Services: 1,2,4 Planning and Assessment: 1,2	Planning and Running Sophomore Groups: Career/Self Exploration	2	November	School Counselors, College and Career Counselor	<i>Pre/Post Survey, Student feedback</i>
Mindsets: 1-3 Learning Strategies: 1,3,6 Self-Management Skills:	Mindsets: 1,4,5,7 Professional Foundation: 1,4,5 Direct and Indirect Services: 2,4,6	Processing final drops from courses (end of MP1) / Creating	2	November	School Counselors	<i>Student feedback, teacher feedback</i>

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1-3,6,8 Social Skills: 3,8	Planning and Assessment: 1-3	schedules that are a best-fit for student				
Mindsets: 1,4-6 Learning Strategies: 1,4-7,9,10 Self-Management Skills: 1-5,8 Social Skills:1-3,6	Mindsets: 1-7 Professional Foundation: 2, 6, 7 Direct and Indirect Services: 1, 2, 4, 6 Planning and Assessment: 2, 4, 5	Junior Groups: Centered on Post-HS Exploration, Using SCOIR and more	1	December-January	School Counselors, College and Career Counselor	<i>Student feedback</i>
Mindsets: 1,2,3,5,6 Learning Strategies:2,3,4,7 Self-Mangement Skills:3,5,6 Social Skills:3,6,8	Mindsets: 1-7 Professional Foundation:2,5,6,7 Direct and Indirect Services: 1,4-6 Planning and Assessment: 4, 6,9	Forecast Semester Course Failures and Planning Ahead for Seniors	2	January	School Counselors, College and Career Counselor	<i>Student feedback, Teacher feedback, Grades</i>
Mindsets:3,5,6 Learning Strategies:4,7,8 Self-Management Skills: 1,5,8,10 Social Skills: 1,8	Mindsets: 1-3,5,7 Professional Foundation: 1,2,4-6 Direct and Indirect Services: 2,4,5 Planning and Assessment: 1,2	Spring Schedule Changes-Electives	1	January	School Counselors	<i>Student feedback, teacher feedback, parent feedback, and counselor</i>
Mindsets:1,3,4,5,6 Learning Strategies: 4,5,7,9 Self-Management Skills: 1,3,4,5 Social Skills: 1,3,8	Mindsets: 1, 2, 3, 4, 5, 7 Professional Foundation: 1-6 Direct and Indirect Services: 1-6 Planning and Assessment: 3, 4, 6	Junior Individual Meetings- Review Transcript, NJGPA, Discuss Post- Secondary Plans, Using Scoir, Selecting Colleges, Possible Majors, and SAT/ACT Plans	2	January-June	School Counselors, College and Career Counselor	<i>Student feedback,</i>
Mindsets: 4,5,6 Learning Strategies:4,5,7 Self- Management Skills: 1,3,4,5 Social Skills: 1, 3,6,9	Mindsets: 1-7 Professional Foundation: 2, 6, 7 Direct and Indirect Services: 1, 2, 4, 6 Planning and Assessment: 2, 4, 5	Junior College Planning Night-Parents/Guardians and Students	1	January	School Counselors, College and Career Counselor	<i>Student feedback, Parent feedback, Attendance, Post Survey</i>
Mindsets: 1-6 Learning Strategies:1,3,4,5,7,9,10	Mindsets: 3, 4, 5, 7 Professional Foundation:	Rising Freshmen Parent Night- Information about High School	1	January	School Counselors/ Administration	<i>Parent/Student Feedback</i>

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Self-Management Skills:1-8,10 Social Skills:1,2,3,8,9	2, 6, 7 Direct and Indirect Services: 2, 6 Planning and Assessment: 1,2,6					
Mindset:1,2,5,6 Learning Strategies:3,4,7 Self-Management Skills:1,3,5,6,8 Social Skills:3,4,6,8	Mindsets: 1-7 Professional Foundation:2,5,6,7 Direct and Indirect Services: 1,4-6 Planning and Assessment:4 ,6,9	Reviewing MP2 and Semester Failures 9-12	3	February	School Counselors	<i>Report Cards</i>
Mindsets:1,2,5,6 Learning Strategies:1,3,4,5,7 Self-Management Skills:1,3,5,6,8 Social Skills:3,4,6,8	Mindsets: 1-3,5,7 Professional Foundation: 1,2,4-6 Direct and Indirect Services: 2,4,5 Planning and Assessment: 1,2	Senior Credit Checks, Schedule Changes, and Online Courses Signups	2	February	School Counselors	<i>Reports Cards, Transcript</i>
Mindsets:1-6 Learning Strategies:1-5,6,7,9 Self-Management Skills:1,2,3,5,8,10 Social Skills: 1-8	Mindsets: 1-7 Professional Foundation:4,6-8 Direct and Indirect Services: 1,2 Planning and Assessment: 1,2,4,6	Grade Level Scheduling Presentations	1	February	School Counselors	<i>Student feedback</i>
Mindsets:3,5,6 Learning Strategies:4,7,8 Self-Management Skills: 1,5,8,10 Social Skills: 1,8	Mindsets: 1-3,5,7 Professional Foundation: 1,2,4-6 Direct and Indirect Services: 2,4,5 Planning and Assessment: 1,2	Scheduling-Drop/Add Period for Second Semester Courses	1	February	School Counselors	<i>Student feedback</i>
Mindsets:5,6 Learning Strategies:5,7 Self-Management Skills:5,8 Social Skills:3,8	Mindsets: 1-7 Professional Foundation:2,5,6,7 Direct and Indirect Services: 1,4-6 Planning and Assessment:4 ,6,9	Credit Verification 11th-12th	1	March	School Counselors	<i>Transcript</i>
Mindsets:1,3,5,6 Learning Strategies:4,7,8 Self-Management Skills: 1,5,8,10 Social Skills: 1,8	Mindsets: 1-3,5,7 Professional Foundation: 1,2,4-6 Direct and Indirect Services: 2,4,5 Planning and Assessment: 1,2	Scheduling for Next School Year 8-11th Grades	1	March-April	School Counselors	<i>Student feedback, teacher feedback, parent feedback, counselor feedback</i>

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Mindset:1,2,5,6 Learning Strategies:3,4,7 Self-Management Skills:1,3,5,6,8 Social Skills:3,4,6,8	Mindsets: 1-7 Professional Foundation:2,5,6,7 Direct and Indirect Services: 1,4-6 Planning and Assessment: 4 ,6,9	Review MP3 Course Failures 9-12	1	March-April	School Counselors	<i>Report Cards, teacher feedback</i>
Mindset:1,2,5,6 Learning Strategies:3,4,7 Self-Management Skills:1,3,5,6,8 Social Skills:3,4,6,8	Mindsets: 1-7 Professional Foundation:2,5,6,7 Direct and Indirect Services: 1,4-6 Planning and Assessment:4 ,6,9	Individual Meetings with Seniors who Require Credit Recovery	3	April	School Counselors	<i>Report cards, teacher feedback, student feedback</i>
Mindsets: 1,2,3,5,6 Learning Strategies:2,3,4,7 Self-Mangement Skills:3,5,6 Social Skills:3,6,8	Mindsets: 1-7 Professional Foundation:2,5,6,7 Direct and Indirect Services: 1,4-6 Planning and Assessment:4 ,6,9	Review Senior Transcripts for Graduation Requirements and Credits	2	April	School Counselors	<i>Transcripts</i>
Mindsets:1-6 Learning Strategies:1,3,4,6,7,8,10 Self-Management Skills:1,2,4,5,8 Social Skills:2-4,7,9,10	Mindsets:1, 2,5-7 Professional Foundation: 2,4,6,7 Direct and Indirect Services: 1,5,6 Planning and Assessment: 2,5,7-9	Senior Awards Committee Meeting	2	April	School Counselors, College and Career Counselor	<i>School counselor feedback, College and Career Counselor feedback</i>
Mindsets:1-6 Learning Strategies:4-10 Self-Management Skills:1-8,10 Social Skills:1-3,6-10	Mindsets: 2-4,6,7 Professional Foundation:6-8 Direct and Indirect Services: 1,5,6 Planning and Assessment: 2,5,7-9	College Admission Panel	1	April	School Counselors, College and Career Counselor	Student feedback,
Mindsets: 1,2,3,5,6 Learning Strategies:2,3,4,7 Self-Mangement Skills:2,3,5,6 Social Skills:3,6,8	Mindsets: 1-7 Professional Foundation:2,5,6,7 Direct and Indirect Services: 1,4-6 Planning and Assessment:4 ,6,9	Seniors-Credit Recovery Sign Up to Ensure Graduation	3	April- May	School Counselors	<i>Transcript</i>
Mindsets: 1,2,3,5,6 Learning Strategies:2,3,4,7 Self-Mangement Skills:2,3,5,6 Social Skills:3,6,8	Mindsets: 1-7 Professional Foundation:2,5,6,7 Direct and Indirect Services: 1,4-6 Planning and Assessment:4 ,6,9	Graduation Monitoring-Seniors	2	April-June	School Counselors	<i>report cards, teacher feedback</i>
Mindsets: 1-6 Learning Strategies:2,3,4,5,7 Self-Mangement Skills:2,3,5,6 Social Skills:3,6,8	Mindsets: 1,2,5,7 Professional Foundation:2,4,6 Direct and Indirect Services: 2,3,5,6 Planning and Assessment: 2,6,9	Adjust Schedules Based on Course Failures and Teacher Recommendations	2	June	School Counselor	<i>Report Cards, teacher feedback</i>

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Mindsets: 1-6 Learning Strategies:2,3,4,5,7 Self-Management Skills:2,3,5,6 Social Skills:3,6,8	Mindsets: 1,2,5,7 Professional Foundation:2,4,6 Direct and Indirect Services: 2,3,5,6 Planning and Assessment: 2,6,9	Review Report Cards for Failures, No Credit, and Incomplete	3	June	School Counselor	<i>Report cards, Attendance, Teacher feedback,</i>
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COLLEGE AND CAREER CURRICULUM

ASCA Student Mindset and Behavior Standards	ASCA School Counselor Standards and Competencies	Objectives/Activities	Tier of Support	Timeline	Staff Member	Assessment/Evaluation
Mindsets: 1,2,3,4,6 Learning Strategies: 1,3,4,7,10 Self-Management Skills: 1-10 Social Skills: 1-10	Mindsets: 1, 2, 3, 4, 5, 7 Professional Foundation: 1-6 Direct and Indirect Services: 1-6 Planning and Assessment: 3, 4, 6	Individual student meetings and family meetings with seniors and second-semester juniors by request, referral or otherwise needed (post-secondary planning focused)	2	ongoing/ weekly	College and Career Counselor	<i>Student Feedback Parent Feedback/Follow Up</i>
Mindsets: 1,4,5,6 Learning Strategies: 1,4,6,7,8 Self-Management Skills: 3,4,5,8 Social Skills: 1,3	Mindsets: 1, 2, 3, 4, 5, 7 Professional Foundation: 1-6 Direct and Indirect Services: 1-6 Planning and Assessment: 2, 3, 4, 6	Assist students and counselors with academic planning, 4-year plans (Vo Tech and non-Votech), Athletic Eligibility/NCAA	2	ongoing/ weekly	College and Career Counselor	<i>Transcript Review, HHS School Counselor Feedback</i>
	Mindsets: 4, 5, 6, 7 Professional Foundation: 4, 7, 9 Planning and Assessment: 4, 5, 6	SCOIR - Update and maintain data including: data for new students, GPAs, test scores (PSAT, SAT, ACT, AP), college application requirements by college, HHS staff information, school data used to generate required school reports for colleges. Link and update parent/guardian data. Maintain	1	ongoing/ weekly	College and Career Counselor	N/A

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		college contact information. Delete students/parents who are no longer enrolled.				
	Mindsets: 1-7 Professional Foundation: 2, 3, 5, 6, 7, 9 Direct and Indirect Services: 1, 2, 6 Planning and Assessment: 4, 5, 6	Create materials for juniors and seniors as needed: checklists, videos, etc.	1	ongoing/ weekly	College and Career Counselor	N/A
	Mindsets: 1-7 Professional Foundation: 2, 3, 5, 6, 7, 9 Direct and Indirect Services: 1, 2, 6 Planning and Assessment: 4, 5, 6	Maintain comprehensive web site and YouTube account including info re: military, trade schools, two and four-year application process, summer programs, scholarships, etc	1	ongoing/ weekly	College and Career Counselor	N/A
	Mindsets: 2, 4, 5, 7 Professional Foundation: 2 Direct and Indirect Services: 4, 6	Compile and distribute information about programs, workshops, etc. Compile and distribute bi-monthly listings of opportunities to students and families	1	ongoing/ bimonthly	College and Career Counselor	N/A
	Mindsets: 1, 2, 3, 4, 5, 7 Professional Foundation: 2 Direct and Indirect Services: 4, 6	Communicate with Senior families via email re: application timelines and post graduation	1	ongoing	College and Career Counselor	<i>Student Feedback Parent Feedback/Follow Up</i>
	Mindsets: 2, 4, 5, 6 Professional Foundation: 2 Direct and Indirect Services:	Build college knowledge and relationships with universities through participation in college	1	ongoing	College and Career Counselor	N/A

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	4, 6	campus visits, college tours, and counselor advisory boards				
	Mindsets: 4, 5 Direct and Indirect Services: 4, 6	Update HHS College & Career Counseling social media accounts: Facebook, instagram, Twitter	1	ongoing	College and Career Counselor	N/A
Mindsets: 6 Learning Strategies: 3, 4, 7, 9 Self-Management Skills: 1, 3, 5, 6	Mindsets: 3, 4, 5, 7 Professional Foundation: 2, 6 Direct and Indirect Services: 2, 4, 6	Rising Senior College Prep: Group sessions, presentations, videos, emails	1	July - August	College and Career Counselor	<i>Student Feedback Parent Feedback/Follow Up</i>
	Direct and Indirect Services: 6	In-House College Visits: Visit scheduling for colleges that will visit HHS in the Fall	1	July - August	College and Career Counselor	N/A
	Mindsets: 3 Professional Foundation: 2	PSAT Test Coordinator - Registration, Payment, Ordering, Staffing, Planning, Budgeting, Test Day	1	August - October	College and Career Counselor	N/A
	Professional Foundation: 2 Direct and Indirect Services: 6	AP Test Coordinator - AP Classroom section setup; Assist teachers in having all enrolled students join AP classrooms	1	August - September	College and Career Counselor	N/A
	Planning and Assessment: 5	School Profile Creation: Update school profile annually. Profile is used by colleges and universities to understand HHS and contextualize HHS	1	August - September	College and Career Counselor	N/A

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		students.				
	Mindsets: 4, 5, 7 Professional Foundation: 2, 7	SCOIR/College Updates and Training for Counseling Staff	1	September	College and Career Counselor	
Mindsets: 6 Learning Strategies: 3, 4, 7 Self-Management Strategies: 3, 5	Mindsets: 3, 4, 5, 7 Professional Foundation: 2, 6, 7 Direct and Indirect Services: 2, 6	Senior Family College Info Night	1	September	College and Career Counselor School Counselors	<i>Post-Program Survey</i>
Mindsets: 1,5,6 Learning Strategies:1,3-10 Self-Management Skills: 1,5,8,10 Social Skills:1,3,7	Mindsets: 1, 2, 3, 4, 7 Professional Foundation: 2, 5, 6 Direct and Indirect Services: 1, 2, 6	Senior Post-HS/College Groups	1	September	School Counselors, College and Career Counselor,	<i>Pre and Post Group Surveys, Student Feedback</i>
Mindsets: 6 Learning Strategies: 4 Self-Management Skills: 3, 6,	Mindsets: 3, 4, 5 Professional Foundation: 2, 6 Direct and Indirect Services: 2, 4, 6	Financial Aid Night	1	September	College and Career Counselor, Financial Aid Professional	<i>Post-Program Survey</i>
Mindsets: 3, 5, 6 Learning Strategies: 3, 4, 6 Self-Management Skills: 1, 3, 5, 6 Social Skills: 1, 2, 3, 6, 7, 8, 9	Mindsets: 2, 3, 5 Direct and Indirect Services: 2, 3	College Application and SRAR Workshops	2	September - November	College and Career Counselor	<i>Student Feedback Parent Feedback/Follow Up</i>
Mindsets: 3,5,6 Learning Strategies: 3,4,6, 7-10 Self-Management Skills:4,5,10	Mindsets: 2, 3, 4, 5 Direct and Indirect Services: 2, 6	In-House College and Military Visits: Monitored by Counselors, fostering relationships with reps.	2	September - November	School Counselors, College and Career Counselor	<i>College Reps, Counselors and Student Feedback, College Surveys</i>

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Social Skills:1,3,8,9		Approximate number visits per year: 100				
	Direct and Indirect Services: 2	Monitoring/Submitting College Application Materials	2	September - February	School Counselors, College and Career Counselor, Teachers	<i>SCOIR, Slate, College Application Status sites</i>
	Mindsets: 1, 2, 3, 5 Professional Foundation: 2 Direct and Indirect Services: 4, 6 Planning and Assessment: 2, 4	Monitor Senior attainment of required assessment scores for graduation. Advise and schedule students into upcoming exams as necessary	1	September - June	College and Career Counselor, School Counselors	
Mindsets: 3,6 Learning Strategies: 3,8	Mindsets: 2, 3 Professional Foundation: 2 Direct and Indirect Services: 6 Planning and Assessment: 4	AP - Exam registration and payment, exam ordering	1	October- November	College and Career Counselor	N/A
Mindsets: 4,5,6 Learning Strategies: 3,4 Social Skills: 1,3,9	Mindsets: 3, 4, 5 Professional Foundation: 2, 3 Direct and Indirect Services: 2, 3, 6 Planning and Assessment: 4	Instant Decision Day Programs: Organize on-the-spot decision events based on student and college interest.	2	October- November	College and Career Counselor	N/A
Mindsets: 1,3,4,5,6 Learning Strategies: 4,7,9 Self-Management Skills: 3-5 Social Skills: 2,9	Mindsets: 1-7 Professional Foundation: 1, 2 Direct and Indirect Services: 1, 2 Planning and Assessment: 4	Plan Sophomore Groups: Career/Self Exploration	2	November	School Counselors, College and Career Counselor	<i>Pre/Post Survey, Student feedback</i>
Mindsets: 1, 4, 5 Learning Strategies: 3,4,6, 10 Self-Management Skills: 1,3,5,8	Mindsets: 1, 2, 3, 7 Professional Foundation: 3 Direct and Indirect Services: 6	HOBY Application and Selection Process for Nominated Sophomores	1	November	College and Career Counselor	N/A

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Social Skills: 1	Mindsets: 2, 3 Professional Foundation: 2 Direct and Indirect Services: 6 Planning and Assessment: 4	AP: Process late orders, Update order on College Board AP Registration & Ordering site, Process cancellation requests, Issue refunds. Request testing accommodations. Assess needs for upcoming testing: staff, space, materials. Attend training sessions.	1	November - April	College and Career Counselor	N/A
Mindsets: 1,4-6 Learning Strategies: 4,7,9 Self-Management: 1,3,5,8	Mindsets: 1-7 Professional Foundation: 2, 6, 7 Direct and Indirect Services: 1, 2, 4, 6 Planning and Assessment: 2, 4, 5	Early College Planning Night for Freshman and Sophomore Students and Parents	1	December	College and Career Counselor	<i>Post Survey, Attendance Information, Student/Parent Feedback</i>
Mindsets: 1,4-6 Learning Strategies: 4,7,9 Self-Management Skills: 3-5 Social Skills: 2,6,9	Mindsets: 1-7 Professional Foundation: 1, 2 Direct and Indirect Services: 1, 2, 4 Planning and Assessment: 7	Run Career/Self Exploration Program for Sophomores	1	December	School Counselors	<i>Student feedback, Pre and Post Assessment</i>
Mindsets: 5, 6 Learning Strategies: 6, 7 Self-Management Skills: 2, 5, 6 Social Skills: 9	Mindsets: 1, 3 Professional Foundation: 2 Direct and Indirect Services: 2, 4, 6 Planning and Assessment: 2, 4	Plan and Conduct ASVAB exam used for students who have military interest	1	December	College and Career Counselor	N/A
Mindsets: 5, 6 Learning Strategies: 6, 7 Self-Management Skills: 2, 5, 6	Mindsets: 1, 3 Professional Foundation: 2 Direct and Indirect Services: 2, 4, 6	Plan and conduct Accuplacer testing for students who do not meet state graduation	1	December - February (typically multiple)	College and Career Counselor	N/A

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Social Skills: 9	Planning and Assessment: 2, 4	assessment requirements		administrations)		
Mindsets: 1, 4, 5 Learning Strategies: 3,4,6, 10 Self-Management Skills: 1,3,5,8 Social Skills: 1	Mindsets: 1, 2, 3, 7 Professional Foundation: 3 Direct and Indirect Services: 6	Organize and conduct Governor's School application and nomination selection process. (eligible Juniors)	1	December	College and Career Counselor	N/A
Mindsets: 1, 4, 5 Learning Strategies: 3,4,6, 10 Self-Management Skills: 1,3,5,8 Social Skills: 1	Mindsets: 1, 2, 3, 7 Professional Foundation: 3 Direct and Indirect Services: 6	Organize and conduct NJ Scholars application and nomination process (nominated Juniors)	1	December	College and Career Counselor	N/A
Mindsets: 1,4-6 Learning Strategies: 1,4-7,9,10 Self-Management Skills: 1-5,8 Social Skills:1-3,6	Mindsets: 1-7 Professional Foundation: 1, 2 Direct and Indirect Services: 1, 2, 4 Planning and Assessment: 7	Plan and Conduct Junior Groups: Centered on Post-HS Exploration, Using SCOIR and more	1	December-January	School Counselors, College and Career Counselor	<i>Student feedback</i>
	Mindsets: 1, 3-6 Professional Foundation: 2, 6, 7 Direct and Indirect Services: 6 Planning and Assessment: 4	Plan College Fair program	1	December - March	College and Career Counselor Dept. Secretaries	N/A
Mindsets: 1, 4, 5 Learning Strategies: 3,4,6, 10 Self-Management Skills: 1,3,5,8 Social Skills: 1	Mindsets: 1, 2, 3, 7 Professional Foundation: 3 Direct and Indirect Services: 6	Organize and conduct Simons Summer Research Program Application and Selection process (qualified Juniors)	1	January	College and Career Counselor	N/A
Mindsets: 1, 4, 5 Learning Strategies: 3,4,6, 10 Self-Management Skills: 1,3,5,8 Social Skills: 1	Mindsets: 1, 2, 3, 7 Professional Foundation: 3 Direct and Indirect Services: 6	Organize and conduct Boys State Application and Selection Process (nominated Juniors)	1	January	College and Career Counselor	N/A

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Mindsets: 4,5,6 Learning Strategies:4,5,7 Self- Management Skills: 1,3,4,5 Social Skills: 1,3,6,9	Mindsets: 1-7 Professional Foundation: 2, 6, 7 Direct and Indirect Services: 1, 2, 4, 6 Planning and Assessment: 2, 4, 5	Junior College Planning Night: Parents/Guardians and Students	1	January	College and Career Counselor School Counselors	<i>Student feedback, Parent feedback, Attendance, Post Survey</i>
Mindsets: 3,5,6 Learning Strategies: 1,7,9 Self-Management Skills: 1,5,6,10 Social Skills: 2,3,6,8,9	Mndsets: 3, 4, 5 Professional Foundation: 2, 3 Direct and Indirect Services: 2, 3, 6 Planning and Assessment: 4	Organize and Conduct Raritan Valley Community College Instant Decision Day Programs for seniors	1	February and March	College and Career Counselor	
Mindsets: 4, 6 Learning Strategies: 1,4,7,9 Self-Management Skills: 1,3,5 Social Skills: 1,3,8,9	Mindsets: 1, 3-6 Professional Foundation: 2, 6, 7 Direct and Indirect Services: 6 Planning and Assessment: 4	College Fair program for HHS students and those at surrounding high schools	1	March	College and Career Counselor School Counselors	
Mindsets: 1,4-6 Learning Strategies: 1,4-7,9,10 Self-Management Skills: 1-5,8 Social Skills:1-3,6	Mindsets: 1-7 Professional Foundation: 1, 2 Direct and Indirect Services: 1, 2, 4 Planning and Assessment: 7	Conduct Junior Groups - re: application process	2	March - April	College and Career Counselor	
Mindsets:1-6 Learning Strategies:4-10 Self-Management Skills:1-8,10 Social Skills:1-3,6-10	Mindsets: 1-7 Professional Foundation: 2, 6, 7 Direct and Indirect Services: 1, 2, 6 Planning and Assessment: 2, 4	College Admission Panel - virtual evening program featuring college representatives/hosted by College and Career Counselor	1	April	College and Career Counselor Admission Professionals	<i>Student feedback, Parent feedback, Attendance,</i>
Mindsets:1-6 Learning Strategies:1,3,4,6,7,8,10 Self-Management Skills:1,2,4,5,8	Mindsets: 1, 3 Direct and Indirect Services: 5, 6 Planning and Assessment: 4, 5	Senior Awards Committee Meetings	2	May	School Counselors, College and Career Counselor	<i>School counselor feedback, College and Career Counselor feedback</i>

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Social Skills:2-4,7,9,10						
Mindsets:1-6 Learning Strategies:3-10 Self-Management Skills:1-5 Social Skills:	Mindsets: 1, 3 Professional Foundation: 2 Direct and Indirect Services: 2, 4, 6 Planning and Assessment: 2, 4	AP Testing	2	May	College and Career Counselor	<i>AP Test Scores</i>
Mindsets: 6 Learning Strategies: 7 Self-Management Skills: 10	Mindsets: 1, 3 Planning and Assessment: 5	Senior Destination Survey: Data Collection Develop reports and presentation re: student outcomes using data from Student Destination Survey and from SCOIR	1	May - June	College and Career Counselor	<i>Survey Results, Reports</i>

STUDENT ASSISTANCE COUNSELOR CURRICULUM

ASCA Mindset and Behavior Standards	ASCA School Counselor Standards and Competencies	Objectives/Activities	Tier of Support	Timeline	Staff Member	Assessment/Evaluation
<i>Mindsets: 1,2,5,6 Behaviors: Learning Strategies 1,3,7,9 Self-Management 1,6 Social Skills: 1-9</i>	<i>Mindsets: Professional Foundation: Direct and Indirect Services: Planning and Assessment:</i>	<i>Individual Counseling For students: • Experiencing Trauma • In crisis • Difficulty with emotional regulation and impulse control • IEP mandated</i>		<i>ongoing/ weekly/</i>	<i>Social Worker, School Psychologist, Counselor</i>	<i>Discipline referrals, report cards, teacher feedback</i>
Mindsets: 1,2,3,4,5 Learning Strategies:1,2,4,6,7,	Mindsets: 3,4,5,7 Professional Foundation: 1-4,6	Individual student counseling by request, referral or otherwise needed (social,	Tier 2	Ongoing/weekly	Student Assistance Counselors	<i>Student/Counselor/Parent Feedback, Grades/Involvement, Return Rate</i>

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9 Self-Management: 1,2,4-10 Social Skills: 2-10	Direct and Indirect Services: 3,4,6 Planning and Assessment: 6	emotional, substance use)				
Mindsets: 2,3,5,6 Learning Strategies: 1,2,3,7,9 Self-Management: 1,2,4-10 Social Skills: 3-10	Mindsets: 1,3-5 Professional Foundation: 1-4,6 Direct and Indirect Services: 4-6 Planning and Assessment: 6	Parent meetings by request or as needed for support and collaboration	Tier 2,3	Ongoing	Student Assistance Counselors, School Counselors, CST members, ESS staff	<i>Parent and Student feedback and Follow Up</i>
Mindsets: 1,3,4,5 Learning Strategies: 4,6,7,9 Self-Management: 1,2,3-10 Social Skills: 1-4, 8,9	Mindsets: 1,3-5,7 Professional Foundation:1-4,6,8 Direct and Indirect Services: 4-6 Planning and Assessment: 6	Student Support and Advocate in CST Meetings, Quarterly Attendance Meetings, Attendance Appeal Meetings, I&RS Meetings, ESS Meetings	Tier 2, 3	Ongoing	Student Assistance Counselor, School Counselor, CST members, ESS staff	<i>Attendance/Academic Data. Student/Parent/Teacher/Counselo r Feedback, Follow Up Paperwork</i>
Mindsets: 1,4,5 Learning Strategies: 1,6,7 Self-Management: 1,2,4-10 Social Skills: 1,3,8,9	Mindsets: 1,3-5,7 Professional Foundation: 1-4,6 Direct and Indirect Services: 4-6 Planning and Assessment: 6	Mental Health Screenings, Liaison for school and mental health programs (IOP/PHP/other), Re-entry meetings	Tier 3	Ongoing	Student Assistance Counselor, School Counselor, CST	<i>Columbia Scale, Therapeutic Feedback from Facility, Diagnostic/Medical and Follow Up Paperwork</i>
Mindsets: 1-5 Learning Strategies:1,4,7,9 Self-Management: 6,9,10 Social Skills: 1,3,5-10	Mindsets: 1-7 Professional Foundation: 1-4,6-8 Direct and Indirect Services: 1,2,4,6 Planning and Assessment: 6	Trainings (GCN, Turnkey), PD, PLC Meetings, Staff Meetings	Tier 1	Ongoing	Student Assistance Counselor	<i>Post Training Surveys and Assessments, Reflection of Progress/Effectiveness</i>
Mindsets: 1-5 Learning Strategies: 1,2,6,7,9 Self-Management:1, 2, 6-10 Social Skills: 1-10	Mindsets: 1,2,4-7 Professional Foundation:1-4,6,7,9 Direct and Indirect Services: 1,2,4,6 Planning and Assessment: 6	Classroom lessons (Lifelines, healthy relationships, book discussions, mental health, substance use)	Tier 1	Ongoing/Yearly	Student Assistance Counselor	<i>Pre-Post Survey, Outcomes</i>
Mindsets: 1-5	Mindsets: 1,4,7	Arrange school-wide	Tier 1	Ongoing/	Student Assistance	<i>Pre-Post Surveys, Student</i>

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Learning Strategies:1,2,7,9 Self-Management: 1-10 Social Skills: 2-5,7-10	Professional Foundation: 1,3-7,9, Direct and Indirect Services: 1,2,4 Planning and Assessment: 6	prevention programs and assemblies on relevant topics (mental health, substance use, healthy relationships)			Counselor	<i>Feedback</i>
Mindsets: 1-5 Learning Strategies: 1-4, 6,7,9 Self-Management: 1-6 Social Skills:	Mindsets: 1,3-5,7 Professional Foundation: 1-7 Direct and Indirect Services: 1-6 Planning and Assessment: 6	Group student counseling by invitation or referral (social, emotional, substance use)	Tier 2	Ongoing/weekly	Student Assistance Counselor, School Counselor	<i>Student Feedback, Electronic Sign in, Return Rate</i>
Mindsets: 1,2,5 Learning Strategies: 1-7,9,10 Self-Management: 1-10 Social Skills: 1-10	Mindsets: 4-7 Professional Foundation: 1-9 Direct and Indirect Services: 1,2,4,5,6 Planning and Assessment:5,6	Community collaboration meetings (Municipal Alliance, BoroSafe, Somerset County ASAP, Sexual Assault, Suicide Prevention)	Tier 1	Monthly	Student Assistance Counselor	<i>Member Feedback, Meeting Minutes</i>
Mindsets:1-5 Learning Strategies: 1,2,4,6,7,9 Self-Management: 1,2,5-10 Social Skills: 1-10	Mindsets: 1,3,4,7 Professional Foundation: 1-4,6-9 Direct and Indirect Services: 1,2,4-6 Planning and Assessment: 5,6	Teacher workshops and consultations (concerns, referrals, processes)	Tier 1, 3	Ongoing	Student Assistance Counselor, School Counselor	<i>Teacher /Student Feedback</i>
Mindsets: 1-5 Learning Strategies: 1,2,4,7,9 Self-Management: 1,2,5-10 Social Skills: 2-10	Mindsets: 1,2,4,5,7 Professional Foundation: 1-6 Direct and Indirect Services: 2-4,6 Planning and Assessment: 6	Harassment, Intimidation and Bullying Interventions (Counseling, goal setting, Restorative Justice)	Tier 3	Ongoing	Student Assistance Counselor, School Counselor	<i>Investigation Outcomes, Student/Teacher,/Parent Feedback, Follow Up</i>
Mindsets: 1,4,7 Learning Strategies: 1,2,5-8.10 Self-Management: 2,3,5,7-9 Social Skills: 1-3,6,7,9	Mindsets: 1,2,4,6,7 Professional Foundation: 1-6 Direct and Indirect Services: 1-6 Planning and Assessment: 6	Freshman Orientation (meet/greet, introductions, resources)	Tier 1	Yearly	Student Assistance Counselor, School Counselor	<i>Student feedback, return rate</i>
Mindsets: 1-5 Learning Strategies:	Mindsets: 1,2,4,5,7 Professional	Case management (manage a caseload of students, plan	Tier 2	Ongoing	Student Assistance Counselor	<i>Student Sign in, Student/parent/counselor</i>

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1-4,7,9 Self-Management: 1-10 Social Skills: 1-10	Foundation: 1,3-6,8,9 Direct and Indirect Services: 2-6 Planning and Assessment: 6	development of individual outcome goals)				<i>feedback</i>
Mindsets: 1-5 Learning Strategies: 1,4,7,9 Self-Management: 1,2,5-10 Social Skills: 1-4,6,8,9	Mindsets: Professional Foundation: 1-4,8 Direct and Indirect Services: 2,4-6 Planning and Assessment: 6	Resources/Referrals to outside agencies for students and/or parents	Tier 2/3	Ongoing	Student Assistance Counselor, School Counselor	<i>Parent/student feedback, Therapeutic Feedback from Facility, Return rate, Attendance</i>

**HILLSBOROUGH HIGH SCHOOL
 COUNSELING DEPARTMENT RESOURCES**

External Resources for Counselors

1. [SCOIR](#)
 - a. One, centralized place for school counselors to interact and plan for post-secondary with students, families, and teachers.
 - b. Includes ability to: communicate with families through email or direct messaging; monitor student post-secondary application progress and outcomes using data and reporting; guide students through use of college matching tools, suggestions, career surveys; help students apply to college and send documents to colleges
2. [Slate](#)
 - a. Used to monitor student application outcomes and some colleges, and to upload missing student application documents
3. [NCAA Eligibility Center](#)

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- a. Used to ensure students who plan to participate in Division I and II athletics meet eligibility criteria
4. [Rugg's Recommendations on the Colleges](#)
 - a. Used to assist students in finding colleges that offer particular majors
5. [College Finder, by Steven Antonoff](#)
 - a. Used to generate college match suggestions for students
6. [College Board](#)
 - a. Used to: advise students re: PSAT, SAT, AP exams; request testing accommodations; view and download individual score reports; view and download school-level score data and reports; view AP potential; process College Board fee waiver requests.
7. [ACT](#)
 - a. Used to: advise students re: ACT exam, request testing accommodations, view and download individual score reports; view and download school-level score data and reports
8. [Total Registration](#)
 - a. Used for PSAT and AP exams to: conduct exam registration, collect payment and issue refunds, manage fee waiver and reduction requests, manage room assignments for students, determine exam conflicts, create rosters
9. [Strivescan](#)
 - a. Used to: Collect college fair institutional registration and payment, Collect student pre-registrations for bar codes, Allow for college scanning of student bar codes to collect student information during college fair
10. [NACAC](#)(membership required)
 - a. Professional Organization: National Association for College Admissions Counseling
11. [NJACAC](#)(membership required)
 - a. Professional Organization: New Jersey Association for College Admission Counseling
12. [Gaggle Therapy](#)
 - a. Virtual Mental Health Counseling available to students, free to them
13. [Educere](#)
 - a. Offers myriad of online courses available to students to take for Option 2 opportunities
14. [Middle Earth](#)
 - a.
15. [Tutor.com](#)
 - a. Online tutoring system available to all students, free to them
16. [Safe and Sound](#)
 - a. Assists survivors of domestic abuse and sexual violence and their families with resources including housing
17. [High Focus](#)

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- a. Outpatient Behavioral Health Treatment Center
- 18. [GenPsych](#)
 - a. Outpatient Behavioral Health Treatment Center
- 19. [PESS](#)
 - a. Psychiatric Emergency Screening Services
- 20. [Perform Care](#)
 - a. System of care for NJ families, offers short-term support and resources

External Resources for Students and Families

- 1. [SCOIR](#)
 - a. Students and parents/guardians use SCOIR to: complete career interest inventories, save careers of interest, complete college matching quizzes, search for and research post-secondary institutions, save colleges/universities, determine possible application outcomes based upon data from prior HHS applicants, apply to colleges, request teacher letters of recommendation, request documents to be sent to colleges (counselor recommendation, teacher recommendations, transcript), complete early decision agreements, complete application fee waiver requests, track outcomes, report final post-secondary plans
- 2. [FAFSA](#)
 - a. Federal website used to apply for federal financial aid
- 3. [HESAA](#)
 - a. State website used to apply for state financial aid
- 4. [NJ Alternative Financial Aid Application](#)
 - a. State website used by eligible undocumented students to apply for state financial aid
- 5. [NCAA Eligibility Center](#)
- 6. [CollegeXpress](#)
 - a. Resource for college search, lists, scholarships
- 7. [Common Application](#)
 - a. Used to apply to colleges
- 8. [College Board](#)
 - a. Used to: register for SAT, view PSAT/SAT/AP scores, prep for PSAT and SAT, AP Classroom required for AP courses - used for exam enrollment, assessments during course and exam preparation, CSS Profile used to apply for financial aid to specific colleges
- 9. [ACT](#)
 - a. Used for ACT exam registration

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10. [College Essay Guy](#)
 - a. Resource for college application essay writing, application supplement writing, construction of activities lists, etc.
11. [Total Registration](#)
 - a. Used to register and collect payment for PSAT and AP exams
12. [Strivescan](#)
 - a. Used to: Pre-registrations for bar code for use at college fair, Allow for scanning of student bar codes to transmit student information during college fair, receive follow up information re: colleges scanned/contact info for representatives.
13. [Columbia Suicide Severity Scale](#)
 - a- suicide risk assessment tool that supports suicide risk assessment
14. [SCVTHS](#)
 - a- offers a wide array of Career and Technical education for the residents of Somerset County
15. [TLC](#)
 - a- an interactive, statewide network that offers collaboration and support to professionals working with school-age youth. Their mission is to offer suicide prevention and trauma response assistance to schools following unfortunate losses due to suicide, homicide, accident and illness.

HHS Created Resources for Students and Families

1. [HHS College and Career Counseling Website](#)
2. [HHS College and Career Counseling YouTube](#)
3. [Class of 20xx Application Guide](#) (individual sites for each grade)
4. [College Application Checklist for Seniors](#)
5. [Common Application Help Guide](#)
6. [Rutgers SRAR Tips and Hints](#)
7. [Application Result Data](#) (published annually)
8. [Wait List Statistics and Notes](#) (example: Class of 2023)
9. [Outside Scholarships for Seniors List](#)
10. [Post-Secondary Programs for Students with Disabilities](#)
11. [College Application Tracker Spreadsheet](#)
12. [College Interview Tips](#)

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13. [Enrichment and Summer Opportunities](#)
14. [Volunteer Opportunities](#)
15. [Military Career Information](#)
16. [Trade School and Apprenticeship Information](#)
17. [Additional Presentations and Videos](#) (example: Class of 2023)
18. [HHS College and Career Counseling Facebook](#)
19. [HHS College and Career Counseling Instagram](#)
20. [HHS College and Career Counseling Twitter](#)
21. [HHS Option II](#)
22. [HHS Independent Study](#)
23. [BoroSAFE](#)
24. [Municipal Alliance](#)
25. [Program of Studies](#)