High School High Tech Annual Program Planning Guide

A successful High School High Tech (HSHT) program begins with advanced planning. Annual planning increases student and family participation by providing a calendar of events and activities; ensures that all Guideposts are incorporated into programming; and can address specific development needs of students within the program.

The programming year for HSHT typically begins in August or September; so, planning can occur during the summer months.

Step 1: Do Your Homework

- **Gather school district, community, HSHT organization, and personal dates for events that will affect the program.** Include school and seasonal holidays, community activities that the site may want to be a part of during the program year, and school testing schedules.
- **Review the resources needed to plan the program.** Please visit the HSHT Resource website at https://www.abletrust.org/hsht-resources/.
- **Review the development needs of students.** Differentiate between lower classmen and new students to HSHT from those who have been in the program with more advanced knowledge and experiences. Make special notes of students who will be graduating from the program at the end of the year to ensure a transition plan is in place for those students.
- **List some goals for the program.** Review successful areas from the past year and consider some challenges to address during the coming year. This list could become lengthy, so prioritize goals, selecting only a few challenges to tackle for the year.

Step 2: Get Student Input

- **Review the preliminary plan with students.** Consider having a student leader assist with this process. Seek ideas from students on what proposed program activities they like or dislike and what additional programming might be of interest to the students. Discuss whether programming will meet their individual development needs for the year (i.e. career interest inventories, post-secondary campus tours, leadership opportunities).

Step 3: Finalize Program Plan

- **Review program dates, times, and locations with students.** Obtain input from students about convenience of program timing and locations.
- **Prepare a clean draft of the annual plan.**

Step 4: Reevaluate and Revise

- Schedule time throughout the year to reevaluate the success of the plan and make necessary revisions. Include students, families, and other program stakeholders in this process as much as possible.