

Parent Guide to Student Services



**PETERS TOWNSHIP HIGH SCHOOL
COUNSELING DEPARTMENT**

Spring 2011

Dear Parents/Guardians:

We are pleased to offer this guide to welcome you to the PTHS Counseling Department. This guide will assist you in knowing the major components of the Counseling Department and our roles and responsibilities. We invite you to visit our Counseling Services website:

<http://www.ptsd.k12.pa.us/pths/index.htm>; Click on Counseling Services

Our newly updated website provides access to our email, current announcements, and general student and parent information of our major components such as college admissions, post-secondary training, testing, graduation project, course description book, and more. We thank you for your continued support and look forward to working with you and your child. Please do not hesitate to call or email us with questions.

Sincerely,

The Peters Township High School Counseling Department

Jeff Sudol
Gloria Bombara-Laux
Heather Wawrzeniak
Heather Bomba
Vicky Cunningham

(724) 941-6250 Ext. 5213

Peters Township Mission Statement

The mission of the Peters Township High School Counseling Department is to provide a comprehensive, developmental counseling program addressing the personal/social, academic and career development of all students. School counselors are professional student advocates who provide support to maximize student potential and academic achievement. In partnership with other educators, parents or guardians and the community, school counselors assist all students in realizing their abilities, interests, and goals as they transition through the educational process to become successful members of society and life-long learners.

Counselors are assigned by the Student's Last Name

<u>Student's Last Name</u>	<u>Contact Person</u>
A – C	Mrs. Cunningham/Ext. 5232
D – H	Mrs. Wawrzeniak/Ext. 5234
I - L	Mrs. Bombara-Laux/Ext. 5517
M - Ro	Ms. Bomba/Ext. 5220
Ru – Z	Mr. Sudol/Ext. 5238
Secretary	Mrs. Peelor /Ext. 5213
Secretary	Mrs. Daerr /Ext. 5403
Career Center (CRC)	Mrs. Pigman/Ext. 5235

Our counseling program is delivered through:

- **Curriculum** – delivered in grade level Focus Groups/Classroom Presentations at various times of the year.
- **Individual Student Planning** - Developing Career and Educational plans.
- **Response Services** – A plan to meet the immediate needs of students. Individual and Group Counseling sessions as needed.
- **System Support** - Activities that establish, maintain, and enhance the total school counseling program. This may include SAP, RTII, other school sponsored intervention programs, and ongoing contractual relationships with community agencies.

Counseling Domains:

The high school counseling program is both proactive and responsive to the unique needs of individual students. Through the guidance curriculum, individual student planning activities, and response services, student needs are met in the following domains:

- **Academic/Educational** - Counselors guide students to be academically successful and to set present and future goals.
- **Personal/Social** - Counselors guide students to focus on self-awareness, relationship building, and respect for others.
- **Career/ Occupational** - Counselors guide students through self-awareness and career activities to formulate and identify realistic career goals.

I. Areas of Focus – All Grade Levels: In order to meet the needs of the students in an efficient manner, each counselor serves as a point person for the following programs.

Mrs. Cunningham	PSSA SAP Team Member Scheduling Night Scheduling Team Scholarships/ Monthly Bulletin Senior Scholarship and Awards Program Middle School Test out Coordinator Truancy Elimination Program
Mrs. Wawrzeniak	AP Coordinator Newsletter SAP Team Member SAT Coordinator Scheduling Night Scheduling Team Sp. Ed. Testing Assistance: College Board Western Area Career/Technical Center Liaison
Mrs. Bombara- Laux	ACT Coordinator Ambassadors Career Fair Consortium Coordinator Co-Facilitator Financial Aid Presentation/PHEAA Liaison Move-Up Day Grade 8-9 PSAT SAP Team Coordinator TATU (<i>Teens against Tobacco Usage</i>) Program Scheduling Night Sp. Ed. Testing Assistance: ACT Taking Aim Program Truancy Elimination Program
Ms. Bomba	Agency Liaison ASVAB – Military Liaison Career Cruising Child Study Coordinator Crisis Coordinator SAP Team Member Scheduling Night

Mr. Sudol

Co-Facilitator
Career Cruising
Curriculum
Graduation Project Committee
NCAA Clearinghouse
Newsletter
NHS Tutoring
PT Scholars Award Program
SAP Team Member
Scheduling Night
Scheduling Team
Valedictorian/Graduation Honors
Website Programs/Management

II. **Monthly Activities**

Please check the web-site for specific dates and times, as programs &/or dates may change as needed.

Month	Grade Levels	Who Should Attend?	Activity	Contact Person
September	10, 11, 12	Parents	PT Scholars	Mr. Sudol
	11, 12	Parents	Taking Aim	Mrs. Bombara-Laux
October	9 – 12	Students	Career Fair	Mrs. Bombara-Laux
	11, 12	Parents	Financial Aid/College Survival	Mrs. Bombara- Laux
	10, 11, 12	Parents	IT Night for Career & Technical Center	Mrs. Wawrzeniak
	Grade 12 Re-test	Students	PSSA Tests (Gr. 12 Retest)	Mrs. Cunningham
	10, 11	Students	PSAT	Mrs. Bombara-Laux
	11, 12	Students	SAT Exam	Mrs. Wawrzeniak
	9 - 12	Parents	Transition Agency Night (Special Ed. Students)	Mrs. Alexander
November	10 – 12	Parents	Career Tech Open House	Mrs. Wawrzeniak
	9 - 12	Parents	Parent/Teacher Conferences	All Staff
	11, 12	Parents	PHEAA	Mrs. Bombara-Laux
	Grade 12 Re-test	Students	PSSA Tests (Gr. 12 Retest)	Mrs. Cunningham

Month	Grade Levels	Who Should Attend?	Activity	Contact Person
December	11	Students	ASVAB	Ms. Bomba
	9 – 12	Students	Career Fair – Art/Communication	Mrs. Bombara-Laux
	9	Students	Career Tech Presentations	Mrs. Wawrzeniak
	9 – 12	Parents	PHEAA	Mrs. Bombara-Laux
January	9 - 12	Parents	Career & Technical Center Open House	Mrs. Wawrzeniak
	9 - 12	Students	German Exam	Ms. Bomba
February	9 – 12	Students	American Math Exam	Ms. Bomba
	9 - 12	Parents	Scheduling Night	Mr. Sudol
	11 – 12	Students	SAT Prep	Mrs. Wawrzeniak
March	9 – 12	Students	Engineering Career Fair	Mrs. Bombara-Laux
	11 – 12	Students	SAT	Mrs. Wawrzeniak
April	9 – 12	Students	Medical Career Fair	Mrs. Bombara-Laux
May	10 – 12	Students	AP Testing	Mr. Sudol/Mrs. Wawrzeniak
	9, 11	Students	Keystone Exams	Ms. Bomba/Ms. Sanders
June	8 to 9	Students	Move Up Day 8-9	Mrs. Bombara-Laux
	12	Parents	Senior Awards Night	Mrs. Cunningham

III. Classroom Lessons/Activities

These lessons occur throughout the year. Please contact your child’s counselor for more specifics.

Apply Knowledge, Aptitudes, and Interests to Goal Setting Identify Post-Secondary Options Consistent with Interests, Achievements, Aptitudes and Abilities		
Grade	Lesson Focus	Results Collected By:
9	Introduction to School Counseling Goal Setting; Introduction to Careers On-line Assessment Tools	Goal Setting Focus Group or Class presentation. Completion of step in Graduation Project. Freshmen are introduced to these tools and have accounts (All counselors are involved)

10	Career Lesson, Graduation Project	Student Feedback Questionnaire
11	Junior Goal Setting Post-Secondary Search Small Groups	Junior Interviews (Done in small groups)
12	College Application Process Post Secondary	Individual Senior Interviews (All counselors are involved)
Identify Attitudes and Behaviors which lead to Successful Learning Apply Time Management and Task-Management Skills Apply the Study Skills Necessary for Academic Success at Each Level (Groups occur on an as needed basis)		
Grade	Lesson Focus	Results Collected By:
9 - 12	Study Skills Group	Student feedback and questionnaire
9 - 12	National Honor Society tutoring	Perception data- questionnaire
9 – 12	Individual planning/ study skills	Individual student meeting
9 - 12	Anger Management	Group as needed
9 - 12	Social Skills	Group and Individual Counseling sessions
9-12	Eating Disorders	Groups Occur As Needed

IV. Current Student Services provided by all counselors

Service	Comment
Gateway &/or Care Center	Drug & Alcohol Evaluation and Intervention
Instructional Support Team Meetings	A team of teachers and counselors meet on a weekly basis to review and discuss students who are struggling in the classroom.
Ch 15 Service Agreements	The counselors, in conjunction, with the assistant principals create service agreement plans to assist students by creating an agreement between the school district and the family to accommodate the student's needs.
Student Assistance Team	Counselors are active members of the student assistance teams, both in providing necessary insight, as well as, completing case investigations.
Individual Education Plan Team	Counselors are active participants in the IEP process.
Guidance Curriculum	Counselors provide grade appropriate career and post secondary information and lesson by way of a written counseling curriculum
Individual Counseling Services	Counselors provide individual counseling for matters involving careers,

	education, emotional & developmental conflicts, social issues.
Parent Conferences	Counselors are always available for parent conferences based on need.
Crisis Team member	Counselors are members of the crisis team, responding to a variety of in house emergencies.
College Planning & application processing	Counselors publish strategies and guides for students and parents regarding the college admission process. In addition, present information to seniors in a classroom setting, as well as, discuss with students on an individual basis.
Alternative education consultation & collaboration	Counselors provide information, support, and counsel to students who may benefit from a school setting different from Peters Township High School. Once a student is placed, the counselors act of the liaison between the two schools.
Mediation Services	Counselors take the role of mediator in conflicts between students, between parents and student, & between student and teacher.
Summer program exploration & application support	Help students who may want to take class for remedial reasons, or those who are looking to enrich the curriculum.
College Testing coordination (PSAT, SAT, AP)	Coordinate testing opportunities. Also, guide student regarding information, preparation, and relevancy of the exams and their post secondary plans.
Scheduling	Ongoing
Public relations	Counselors publish information to the high school website. They also publish information in the PTA newsletter, District email blasts and newsletter, mass mailings. Also provide information at evening programs such as open house, academic award programs, and a scheduling and registration presentation.
Historical Record maintenance	This is an on going clerical task
Scholarship & Academic award publication, determination, and communication	Host an evening event for seniors at the end of the school year. An event is held at the beginning of the school year for returning students. Also help choose winners.
College Fair	This is an ongoing clerical task.
Military exploration and support	Collaboration, education, and exploration of military careers with members of the armed service personnel. On going. Through individual conference with students &/or parents.
Academic Support	In collaboration with Mt. Lebanon and Upper St. Clair school district. Host an evening event where 100+ colleges come and present information to parents and students from the three communities.

Other questions may be directed to the following:

I. Gifted and School to Career Coordinator (Related Services)

Mrs. Judith Alexander/ x5610	Career Fairs GIEP Coordinator Service Learning Coordinator School to Career Coordinator Coordinate Job Coaching Transition Coordinator Job Shadowing
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II. Principals Office

Mr. Frank Brettschneider Acting Principal	Extension 5212
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Ms. Emily Sanders Assistant Principal	Extension 5215
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Office Secretaries	Extension 5217/5216
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III. Nurse/Health Office

Mrs. Gail Kowalczyk School Nurse	Extension 5223
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College Application Process

TRANSCRIPT REQUEST PROCEDURES

- 1.) Gather all paperwork to be sent by the counseling office. This may include: One transcript release form College Application Procedure Form school report/counselor recommendation form (downloaded from the college website) resume note of special circumstance (if necessary).
- 2.) Put all items in your envelope, which has been addressed to the admissions office of the school to which you are applying.
- 3.) Apply four (4) stamps to the envelope.
- 4.) Bring to the counseling office.
- 5.) Enter your name, date, & college that you are applying to on the Transcript request Log. One college per line. You must also write your name and date on each line you use.
- 6.) Drop your envelope into the College Application Drop Box.
- 7.) Applications will be processed in the order in which they are received.
- 8.) Requests take up to 10 school days to process. Please be certain that you are submitting your information at least 10 school days before a deadline.
- 9.) Requests submitted less than 10 days before the due date cannot be guaranteed that it will be sent before the date requested.
- 10.) Adhering to these guidelines will ensure that all transcripts are sent in a timely and efficient manner.

DEFINITIONS & TERMS

The following are definitions of Activities/Terms that have been used in this document. (Please call the counselor in charge for more specific information).

Agency Liaison – The counselor who coordinates programming/education between community organizations and school.

Ambassadors – These are students who assist with events and activities in the high school. They assist with such events as Career Fairs, College Fairs, Welcome Back Night, etc. Students need to demonstrate dependability, organizational skills, integrity, and other positive characteristics. Students interested in being an Ambassador can get information on participating through the guidance office.

American Math Exam – An exam for students who wish to compete for trips and recognition based on their math skills and ability.

ASVAB – Armed Services Vocational Aptitude Battery – This is an exam that serves both as an entry exam into the military and as a career informational instrument.

Career Cruising – An online software program students will use in their search for information on colleges, careers, and scholarships. This program is used in the graduation project.

Career Tech Open House – Located at the career and technical school, an evening of touring the facilities, meeting the faculty, and learning about their various programs.

CTP-4 – An achievement battery of tests provided to students in grade nine to measure student achievement against other high achieving students throughout the nation.

Free Enterprise Coordinator – The Free Enterprise program is a nationally and internationally acclaimed business and education program for high school students. Students can gain a unique experience by working with Pennsylvania Business representatives who will assist them in the development of virtual companies. Students also learn how to become better decision makers, strengthen their planning skills, and sharpen their presentation abilities.

German Exam – An exam for students who wish to compete for a trip to Germany in addition to get recognition for their skills and knowledge in the German language.

IT Night – Representatives from a number of businesses discuss what it is like to work in the field of information technology.

Medical Career Fair – Professionals in the areas of health and human services will provide specific information on careers ranging from sports medicine through psychiatry, to animal science. Careers as physicians, surgeons, social workers, and many other fields will be explained by the professionals in all of these occupations.

NCAA Eligibility Center – The eligibility center certifies the academic and amateur credentials of all students who want to play sports at an NCAA Division I or II institution as a freshman. In order to practice, play, and/or receive an athletic scholarship, students need to meet certain academic benchmarks. An additional certification process exists to make sure that the student is still an amateur, which is necessary in order for the student to complete.

NHS Tutoring - Students from the National Honor Society assisting/tutoring other students in the district.

PT Scholars – Recognition for students who earn a 4.3 GPA or above.

PHEAA – A program presented by the Pennsylvania Higher Education Assistance Agency in which the basics of financial aid, planning for college, grants, and other program information is discussed with an opportunity to ask questions.

SAP Team – Students may be referred receive support and assistance with various social, emotional, or academic needs which may benefit from a team approach. The SAP team includes specifically trained administrators, faculty, and staff members. Parent involvement is strongly recommended. Outside agencies may be involved.

Taking Aim – A series of evening programs for parents and students Grades 10-12 on the college application process. The program explains how to search for a college, the SAT vs. the ACT, resume writing, and much more. It is an excellent opportunity to have time to ask questions and discuss the post-secondary education.

Testing Out – *Personal Wellness* is a course in which students have been able to test out. The exam for this course is given once a year and only available to middle school students. Students are informed by the middle school counselors in April of each year.

Transition Agency Night – Students with learning differences and their parents are invited to attend an informational evening with Washington County Service Providers to learn how to access resources that may be available to them. Families with children currently in grades 6 to 12 are encouraged to attend this presentation BEFORE their child graduates from high school.

Western Area Career & Technology Center – The WACTC provides quality educational experiences which will enable students to develop and expand their technical and academic skills to meet the demands of the ever changing workforce. Students in any academic level are encouraged to explore these opportunities.

Revised April 11, 2011