

WHAT IS A COUNSELOR?

Your counselor is a person who is trained to understand that you are a unique and very important person. We try to help you succeed in school and to reach what you are capable of achieving. Most of all, we are here to listen to your questions and problems and try to help you deal with them.

The challenge of meeting the developmental needs of children entering adolescence can be extremely difficult for parents, teachers, and for children themselves. The middle school counselors are trained to help meet students' needs as they go through this transitional period. Among the services provided by the counselors at Tenafly Middle School are:

- Act as a liaison between teams and parents
- Contact parents regarding student adjustment and performance
- Conduct routine individual and group guidance conferences
- Conduct conferences requested by parents, teachers, students, or as demanded by crisis situations
- Provide a group guidance program dealing with various issues of adolescence
- Monitor conflict mediation sessions
- Counsel students during in school suspension
- Gather assignments for students who are absent or suspended
- Assist in Intervention & Referral Services meetings-follow up with students, teachers, and parents on outlined strategies for student improvement
- Develop, implement, and monitor 504 Plans
- Coordinate the standardized testing program and assist faculty, parents, and students who are absent for a protracted period of time
- Handle course selections for both the middle and high schools and assist in the placement and scheduling of students
- Organize orientation activities for students and parents transitioning from fifth to sixth grade
- Assist with the transition from eighth to ninth grade
- Provide an orientation in late August for new students and provide ongoing assistance for new students who enter during the year

WHEN CAN YOU USE THE GUIDANCE OFFICE?

Come in any time that you have a pass from a class, before school or after school. Sometimes you will have to wait a short time or even come back a little later, but your counselor will get in touch with you. In case of an emergency, come in any time. Mrs. Moore or Mrs. Swift will be happy to arrange an appointment for you

TALKING IT OVER

Individual Counseling is one of the most important services we provide for you. Having difficulty in a class? Worried about a personal problem? Having a difference of opinion with a teacher? Come in. Your counselor will listen and try to help. What you tell us is confidential, however, serious issues that require further interventions will be discussed with the administration and parents.

TEACHER/STUDENT CONFERENCES

Many times what looks like a big problem is really just a misunderstanding. Your teachers are anxious to help you, and very often a short conference with your counselor and your teachers is all that is needed to get you back on the road to success. Let us know if you would like a teacher/student conference. We'll suggest it when we think it will help.

PARENT/TEACHER CONFERENCES

The best way for your parents to see how you're doing in class is to meet with your teachers. Parent/teacher conferences can be requested by your parents, your teachers, your counselors, or you. The Guidance Department will also interpret and discuss the results of standardized testing with your parents to keep them informed of another measure of academic achievement.

EVENING CONFERENCES

Your counselor is also available during the two dates in December and March when afternoon and evening conferences are held. Please feel free to schedule an appointment with Mrs. Moore or Mrs. Swift at the appropriate time.

STUDENT/PARENT CONFERENCES

It is not unusual for a student or a parent to request a conference that includes just the parent, the student, and the counselor. These conferences can be very helpful as we work together to make your experience at the Middle School a positive one.

CAREER EXPLORATION

The 6th and 7th grade counselors provide grade appropriate Career Exploration classes to their students as a 15 day elective rotation.

TMS FORUMS

These are small group guidance sessions that meet at each grade level once a week during lunch and study hall. These are focused on socialization and issues with early adolescent cognitive, emotional, and behavioral development.

ABSENTEE ASSIGNMENTS

When you are absent it is important to keep up with your school work. The best way to accomplish this is to email your teachers and access their websites for your work. Alternatively, you may request for your assignments to be picked up in the Guidance Office. Your parent should call **BEFORE 9:30 A.M.** and your assignments can be picked up after 3:00 P.M. the same day. Your parent may call for homework on the **second** day of absence. Work may also be found on an individual teacher's website.

Now that you know who we are and what we do we're looking forward to seeing you. REMEMBER . . . your counselor is here to help you.



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Tenafly Middle School

2011-2012

*A Community of Caring and Excellence
"Take Care of Yourself, Take Care of Each Other,
Take Care of This Place"*



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Mrs. Frances Moore
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Guidance Services

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Student Services
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