

TOLEDO SCHOOL for the ARTS

GUIDANCE and COUNSELING SERVICES

HIGH SCHOOL CEEB CODE: 365043 (Federal School Code)

Guidance and Counseling services are an integral part of student life at TSA. Students are assigned to a counselor based on their status as a Junior Division or Senior Division student. The counselors provide academic, personal, social, post-secondary planning services which includes career and college advising. Periodic contact is initiated by the counselor; however, students are also encouraged to request an appointment with the counselor. Appointment request cards are available directly outside the Guidance Office or by emailing the counselor with a request.

The Guidance and Counseling Department consists of:

Shirley (Sam) Arnold – Senior Division Guidance Counselor	sarnold@ts4arts.org	419.246.8732, ext. 319
Laura Boes – Junior Division Guidance Counselor	lboes@ts4arts.org	419.246.8732, ext. 321
Margaret Garcia – Guidance Secretary	mgarcia@ts4arts.org	419.246.8732, ext. 300
Cheryl Hammond – Records Secretary	chammond@ts4arts.org	419.246.8732, ext. 323

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Individual counseling appointments are made at the request of the student, parent, teacher, administrator and/or counselor. The sessions pertain to academic, personal, social, post-secondary career and/or college topics. Additional services include, but are not limited to: informational sessions for students and parents, classroom guidance curriculum presentations, grade-level meetings, career interest tools, computer searches pertaining to career, college and scholarship opportunities, practice ACT tests and post-secondary advising for freshmen and sophomores and college-prep curriculum presentations for juniors and seniors.

TEACHER/COUNSELOR CONTACT

It is best to deal directly with the individual(s) and situations(s) whenever possible. Therefore, it is the policy of TSA that, if a student and/or his/her parent(s)/guardian(s) have a question, concern, or issue with a teacher, the individuals concerned (parent/guardian/student/teacher) are advised to have direct contact with that person in an attempt to address and resolve the issue. If the student/parent/guardian continues to be concerned after initiating contact with the teacher, it is advised that the student's counselor (or administrator, when appropriate) be contacted for further assistance.

EXTENDED ABSENCES

When a student has been absent for an extended period of time, five or more consecutive days, the student and parent/guardian are asked to contact the guidance counselor a day prior to the return to school. A "re-entry" conference will be scheduled the early morning of the student's first day back to school. If a student is absent for psychological reasons, although it may not total five or more consecutive days, a "re-entry" conference is also required.

COLLEGE VISITS

Seniors are allowed two (2) college visits during their senior year and juniors are allowed two (2) college visits during their junior year. If an additional visit is desired, a request must be made to the principal. A "Pre-Planned Absence" form must be completed by the student, parent/guardian, teachers and administrators AT LEAST five days prior to the student's absence.

TESTING

Testing dates occur at various times throughout the school year. With the exception of the ACT and SAT, all tests are offered through TSA. It is the student's responsibility to register for these tests. Students must register to take the ACT and/or SAT off-site by registering with hardcopy forms which are available in the Guidance Office or online at www.act.org or www.collegeboard.com respectively.

TESTING available through or at TSA:

*+ ACT

*+ SAT I & II

+ PSAT

EXPLORE

PLAN

OGT

OAA

First Semester Exams

Second Semester Exams

Senior Spring Exams

(* - NOT offered at TSA, test sites available as listed in the registration material.

+ - Fee waiver forms are available for free or reduced lunch students when registering for these tests.)

OHIO GRADUATION TEST (OGT)

All students must pass the Ohio Graduation Test (OGT) administered initially during March of the sophomore year, and twice each junior and senior year if the students have not passed all five sections. Students must pass all five sections with a minimum of a 400 score in each section as well as meeting TSA's graduation requirements in order to receive a diploma from the State of Ohio.

OHIO ACHIEVEMENT ASSESSMENT (OAA)

All students in grades six through eight participate in taking the Ohio Achievement Assessments during the month of April. Each student is tested in math and readings, while eighth grade students are also required to take the science test.

POST SECONDARY ENROLLMENT OPTIONS (PSEO)

Please contact the high school guidance counselor for information.

Grade Level Presentations:

Specific to Grade-Level Issues

Freshmen – Adjusting Successfully to High School Life, Academically and Socially, EXPLORE (Practice ACT)

Sophomores – Preliminary Career/College Planning

PLAN (Practice ACT) and OGT Experience

Juniors – Career/College Exploring and Planning Year/College Guide & Workbook

Primary participation in ACT and/or SAT tests

Seniors – Career/College Action and Application Year

Participation in ACT and/or SAT tests if not taken during recommended junior year

Students and Parent(s)/Guardian(s) Informational Sessions:

8th Grade Level – Meeting to address registration process for high school and recommended Plan of Study - January

- 9th Grade Level – Meeting to address high school issues, registration info, four-year plan, and results of EXPLORE - January
- 10th Grade Level – Meeting to address high school issues, registration info, four-year plan, and results of PLAN - January
- 11th Grade Level – Meeting to address registration, four-year plan, career/college search and discovery process, ACT/SAT information– January
- 12th Grade Level – Meeting to address college financial aid and completing the FAFSA form - December

Registration and Scheduling Process:

Presentations made to specific grade levels to address the registration and schedule process

Individual student registration sessions coupled with four-year planning process

Optional Services available to TSA students:

EXPLORE - 9th grade students - Pre-ACT test

PLAN - 10th grade students - Pre-ACT test

PSAT- preliminary SAT, open to 9th, 10th, and 11th grade students

OCIS - Ohio Career Information System available to all senior division students

Valedictorian/Salutatorian

Valedictorian/Salutatorian recognition is determined by the cumulative grade point average earned from a student's freshman through senior years. A student will not be eligible for acknowledgement as valedictorian or salutatorian unless he/she has been enrolled for three (3) consecutive years at TSA, which must consist of sophomore through senior years.