

## Frequently Asked Questions

*The following questions and answers are intended to serve as a parent resource for services available through your child's school counseling program. If you have a question that is not included in this list, please contact your child's school counselor.*

### **How do I receive a copy of my child's transcript?**

Transcripts for current students can be requested by completing a "Transcript Request Form" located in the "Senior Packet Information and Forms" folder under the "Counselor's Corner" on the Berkeley Springs High School webpage. Transcript requests need to be submitted to the student's school counselor. Seniors will be provided up to five official transcripts for free during their senior year. Additional transcripts will be \$3.00 for each requested. Once a student has graduated, transcripts may be requested by contacting the school registrar, Mrs. Linda Crawford, at [llcrawfo@k12.wv.us](mailto:llcrawfo@k12.wv.us) or at extension 102.

### **How will my child be assigned a school counselor?**

Counselors are assigned alphabetically by the student's last name. The current assignments are as follows: Students with last name beginning A-G are assigned to Ms. Candice Pennington. Students with last name beginning H-Q are assigned to Ms. Carla Cacia. Students with last name beginning R-Z and alternative school students are assigned to Mr. Aaron Sorg.

### **Who should I talk to if I think my child's grade is unfair?**

Parents first should contact the teacher to determine how the grade was calculated. If a parent is not satisfied with the teacher's explanation, the parent should then contact the school's principal.

### **We are dealing with a family crisis. What can I do to help my child get through this difficult period?**

A parent may want to contact the child's school counselor so that the counselor may monitor the student's academic progress. Also the parent should check with the school counselor to see what type of individual and group counseling services are available to assist the student during this difficult period.

### **My family and I will soon be moving into the area. How can I assure a smooth transition into this school system for my child?**

If you are moving into the area and will be registering your child for school it is important to have the proper records for registration such as birth certificate, social security card, immunization records, up-to-date TB test, most recent report cards, IEP (if applicable), and proof of residency for the school you plan to enroll your child. At the start of the registration process, please alert the school if your child has previously attended Morgan County Schools. Please alert the school counselor to any problems that may have impeded progress in the past or other

concerns that you may have regarding the transition process to a new school. Also, it is a good idea to take a tour of the school with your child and participate in any new student orientation program that is available at the school.

**How do I register my child for school?**

If you are new to our community, we welcome you and your family to Berkeley Springs and look forward to enrolling your child or children into a school division ahead of the curve. Please contact Mrs. Linda Crawford at [llcrawfo@k12.wv.us](mailto:llcrawfo@k12.wv.us) or at extension 102 to begin the registration process.

**Who should I talk to if I think that my child needs extra help in school?**

Parents are always encouraged to talk with teachers about any difficulties that a student may have with a class to develop a plan of action. After talking with the teacher, parents then may want to schedule a meeting with the school counselor to see what services are available that will best address academic problems. Berkeley Springs High School currently offers after school tutoring Tuesday-Thursday from 3:00pm-5:00pm in the Media Center.

**How can I best communicate with teachers and school counselors so I am a partner in my child's education?**

Parents are always encouraged to communicate with teachers about their child's progress. This can be done by participating in back-to-school and orientation programs scheduled at each school, arranging a meeting with all of your child's teachers and school counselor to monitor progress, emailing, as well as telephone conferences. Email addresses can be found on Engrade. Contact Ms. Teresa Yost at [tyost@k12.wv.us](mailto:tyost@k12.wv.us) or at extension 114 for information on using Engrade to your advantage.

**How do I set up a parent conference with a school counselor?**

Parents are asked to call the counseling office at their child's school to schedule a conference with their school counselor. Telephone number: 304-258-2871; Ms. Candice Pennington, at extension 134, Ms. Carla Caciccia, at extension 131, or Mr. Aaron Sorg, at extension 128 or 158.

**Can I request a progress report between grading periods?**

All progress reports can be found for each class at [www.egradewv.com](http://www.egradewv.com).

**As a parent, how do I request counseling for my child?**

Parents may contact the school counselor to request counseling to guide students to more productive actions at school and home and to assist students in problem solving. Counselors at all levels are trained to assist students with problems that may impact their academic, social, and personal development. Please note that

school counselors are not trained for issues that require therapeutic or clinical interventions and/or strategies.

**How can I find out about scholarships and financial aid for my college-bound child?**

Berkeley Springs High School offers links to various scholarship search engines under the "Counselor's Corner" titled "Scholarship/Grant Information" on the Berkeley Springs High School webpage. Our high school counselors work together, as a team, to provide and direct all students to scholarship opportunities for proprietary schools, colleges, and universities. Parents and students are encouraged to talk with your child's school counselor about scholarship opportunities and financial assistance for post secondary education.

**Who should I contact to discuss a class schedule change for my child?**

Parents should contact your child's school counselor to discuss reasons that a student's schedule may need to be changed. Schedules changes are usually done only for academic reasons, such as a student was scheduled for an incorrect course, or did not successfully complete a prerequisite for a course. Please be aware of all deadlines related to schedule changes.

**How can I determine if my child is meeting all graduation requirements?**

Parents of rising ninth graders have an opportunity to work with their child's high school counselor in developing a four year academic plan for high school that will include graduation requirements. Once in high school the program plan is reviewed annually to reflect the needs of the student. Parents will also need to work very closely with their child's high school counselor to ensure that students are meeting graduation requirements. Specific graduation requirements are listed under "Counselor's Corner" on the Berkeley Springs High School webpage.

**My child wishes to drop out of school against my wishes. Who should I speak with?**

The first person the parent should contact is their child's school counselor to decide on an appropriate course of action to keep students enrolled in school. The school counselor, the student and the parent can review the student's academic profile and provide the student with information on available programs within the school, provide additional resources to the parent, or refer the student to alternative programs if necessary.

**How can I make arrangements to home-school my child?**

In order to provide home instruction, the parent must send in a Notice of Intent to Provide Home Instruction and the Assessment Options Form to the Morgan County Schools Central Office for approval. The parent must indicate how

he/she is eligible to provide home instruction and provide documentation to support the eligibility. The parent needs to submit the forms to the Morgan County Schools Central Office before he/she begins home instruction. More information can be obtained at 304-258-2430.

**If my child is interested in joining a club or becoming involved with their school, what should they do?**

All students are welcomed and encouraged to participate in extra-curricular activities. Students need to listen for club announcements regarding meetings. Students are always encouraged to participate in clubs that are related to courses in which they are enrolled.

**How do I register my child for SAT's or ACT's?**

Registration information for any college admission test is available in all high school counseling offices and under the "Counselor's Corner" on the Berkeley Springs High School webpage. Parents should contact their child's school counselor for information regarding a specific test or visit the College Board website at: <http://www.collegeboard.com> or ACT website at <http://www.actstudent.org>.

**My child enrolled in high school is interested in continuing on to college. How can I find out about the many college options and opportunities?**

Each year there is a College Fair at Shepherd University for ALL senior students. Parents are welcome to meet students at the fair or attend the evening parent fair. Please contact your school's counselor for dates, time, and school visits. Other opportunities for college visits are made available to students throughout their senior and junior year. The College Foundation of West Virginia or CFWV provides a one-stop-shop for parents and students in preparing for choices after high school. Visit [www.cfwv.com](http://www.cfwv.com).

**As a high school parent, how am I notified of my child's GPA and class rank?**

Parents are encouraged to work with their child's school counselor to receive information about your child's GPA. GPA information may be obtained by requesting a copy of your child's high school transcript from the counseling office. Class ranking is not available until the middle of the senior year and may change throughout the senior year. Therefore, the final class rank is not determined until the end of last grading period of the senior year.

**Does the school system offer funded testing designed to measure student interest/aptitude for certain career fields?**

Parents may work with their child's school counselor to see what type of interest/aptitude inventory may be administered to access career interest.

Berkeley Springs High School offers the Career Game Workbook (9<sup>th</sup> grade) and the ASVAB (11<sup>th</sup> grade) to determine a student's interest/aptitude at no cost.