

## Who works in Pupil Personnel Services?

- School Counselors
- School Psychologists
- School Nurse
- Speech Teacher

The Pupil Personnel Services Department is also staffed with trained administrative support staff who are able to assist parents with a variety of issues including scheduling appointments , obtaining student transcripts, residency questions and registration, and information about PPS sponsored events.

## When would parents speak to members of pupil personnel

- Student is failing a course
- Student is excessively absent, late, cutting
- Post-secondary education planning
- Obtaining referrals to community resources
- Speculation about alcohol or drug abuse , domestic , depression or suicide; any unexplained change in child's behavior

All members of the Pupil Personnel Services Department are available to attend any school-related meetings.

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## Floral Park Memorial High School

➤➤➤ "A Nationally Recognized School of Excellence"

# Pupil Personnel Services

**A GUIDE FOR PARENTS**

# What are the Professional Roles?

## School Counselors

- Assist students individually concerning their educational, vocational, and personal goals.
- Schedule academic programs, monitor success, and make necessary changes to enhance opportunities for success.
- Assist in the scheduling of incoming and continuing students for Sewanhaka Technical programs.
- Assist in the counseling services for students with disabilities, including advocating and presenting at 504, Child Study Team and Committee on Special Education meetings.
- Conduct grade level annual reviews with parents and students.
- Post secondary education and career planning.
- Course selection/scheduling.
- Conduct classroom presentations (scheduling, PSAT, Senior info, Life-Skills).
- Intervene in crisis situations.
- Meet with college representatives.
- Maintain student records.
- Conduct individual/group counseling.
- Parent presentations.



## School Psychologist

- Studies and evaluates the psychological aspects of the educational adjustments of all students who have been referred for psychological testing.
- Recommends, provides or facilitates courses of action to help students.
- Provides counseling for mandated and non-mandated students
- Is an integral member of the building Committee on Special Education (CSE), the building Child Safety Team (CST), the building 504 Committee, and the District-level CSE..

## School Social Worker

- Investigates and assesses underlying causes of students' difficulties in school achievement and adjustment.
- Assists families in assessing and remediating barriers to students success.
- Crisis intervention counseling.
- Develops and conducts support groups.
- Acts as a liaison to community agencies or professionals concerned with the student and his/her problem.
- Participates in Child Study Team.
- Provides counseling for mandated and non-mandated students.
- Develops social histories for CSE referrals and CSE reviews.
- Helps school personnel to understand cultural, social, economic, familial and health factors that affect students' abilities to make maximum uses of their school experience.
- Assists in designing programs or policies in the school that will enhance the mental the mental health of students.

## Speech Therapist

- Conducts assessment for speech services.
- Provides ongoing speech services to students with specific speech impairment, speech services can be provided either individually or in small groups.
- Presents at CSE meetings.

## Attendance Teacher

- Maintains school attendance program in the building.
- Reports emergency student situations to the chairperson.
- Visits and confirms district residency for all incoming students.

## School Nurse

- Conducts new student screenings.
- Maintains all health records, documents all immunizations and state mandates.
- Emergency care of illness or injury.
- Communicable disease control (including monthly reports).
- Special services for handicapped children.
- Health safety issues within the school environment.

