



**Melrose High School**  
Guidance Department  
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September 1, 2012

Dear Melrose High School Freshman Parent(s)/Guardian(s),

Welcome to Melrose High School and the 2012-2013 school year! The beginning of the year, especially for incoming 9th graders, is exciting, stressful, and full of possibility. In the Counseling and Guidance office, we have been very busy helping students get off to a good start. I want to welcome you and your son or daughter to the high school, and let you know a few things about the services we offer in guidance, as well as give you some information that may be helpful as the year goes on.

The role of the guidance counselor at Melrose High School is to be a strong advocate for each of his or her students. It is our responsibility to help students increase their knowledge about post-high school opportunities, and to help them make the important connection between their high school record and the specific options that will be available to them upon graduation from high school. It is the counselor's responsibility to have high expectations for all students, and to challenge them accordingly by guiding them to take courses that are appropriate for their goals and interests. We also strongly encourage all students to become involved in extracurricular activities through which they can make important social and community connections and through which they can grow in ways that go beyond the classroom.

Here are the services we offer:

- Academic planning and course selection guidance
- College and career exploration and guidance
- Consultation and meetings with parents, teachers and students
- Contact with area colleges and universities through College Fairs and access to resources
- Crisis intervention counseling
- Monitoring of academic progress and communication with teachers and parents

- Motivating students to develop the skills to plan and implement goals
- Orientation for new students
- Personal and emotional counseling, as well as referrals to mental health resources
- Scheduling maintenance

We encourage you to contact us if you have questions about the services we offer, or about any concerns you have regarding your son or daughter. You can reach us by phone at 781-979-2210, and the secretary can direct your call to your son or daughter's guidance counselor. You can also access a list of the students each counselor is assigned by going to [www.melroseschools.com](http://www.melroseschools.com), clicking on "Melrose High School" at the top, and then "Guidance Department" on the left side. You can then click on "Counselor Assignments 2012-2013" on the right side of the page. You may also simply click on "Contact Us" at the top of the page for a list of phone numbers and email addresses for our staff.

In addition to those services listed above, I want to also let you know about a few other important items:

### **Freshmen Orientation Groups**

The last two weeks of September, the counselors will be running orientation groups for all 9th grade students. These small groups of 4-7 students provide students with an overview of the high school, graduation requirements, academic expectations including GPA explanation and what colleges are looking for, services provided by the guidance office, school policies and procedures, and extracurricular activities. It is also an excellent opportunity for the counselor to get to know the students a bit.

### **The GEM and STEM Programs**

The Counseling and Guidance Department supports the initiatives from the Foreign Language Department and the Math and Science Departments. The MHS Global Education in Melrose (**GEM**) Program is designed to foster students' global awareness, to recognize the accomplishments of students who represent the school around the globe, and to provide graduates with the essential skills for participating in and contributing to an increasingly global society. The **STEM** Pathway is designed to prepare students for a career in Science, Technology, Engineering, or Mathematics. Both programs have specific requirements, which are detailed in our Program of Studies 2012-2013 booklet, which you can view here: <http://www.melroseschools.com> click on "Melrose High School", then on Program of Studies 2012-2013, the information is on pages 7-11. Through these programs, students have a great opportunity to enhance their prospects for college and beyond.

### **MHS Counseling and Guidance Blog Site and Connect Ed**

We are encouraging every family to subscribe to our Counseling and Guidance Blog updates.

The site is your one best source of information for guidance related announcements, updates, links to other resources, and important information. You can access the site two ways. The easiest way is to go to [www.melroseschools.com](http://www.melroseschools.com), click on "Melrose High School" at top. On the left side of page, click on "Guidance Department" which will take you directly to our site. The other way is to enter the following into your browser address line: <http://melroseguidance.blogspot.com>. Once you are on the site, simply enter your email address into the line under "Follow by Email". You will receive an email to your account in order to confirm your subscription, and then you should begin receiving updates. We don't use your email account for any other purposes.

We are looking forward to a great year! If there is anything we can do to help you or your son or daughter this year, don't hesitate to contact us.

Best regards,

John S. Buxton  
Director of Guidance  
Melrose High School