



**Penn Manor
School District**

PENN MANOR HIGH SCHOOL
P.O. Box 1001 • Millersville, PA 17551-0301
Phone (717) 872-9520 • Fax (717) 872-0934
www.pennmanor.net
An Equal Opportunity Employer

Philip B. Gale
Principal

Dear Parents,

Thanks for another great school year, and we hope that your summer is off to a fantastic start! With another year behind us, the Counseling Department would like to provide you with our annual summer mailing. The goal of this mailing is to provide you with some pertinent information that will make transition planning a little easier, as well as include valuable grade appropriate articles, timelines, resources and dates.

In an effort to reduce costs and integrate technology, our summer mailing will now be accessible online through our high school's website at <http://blogs.pennmanor.net/highschool/>. The incoming freshman class will continue to receive the mailing in paper form. It will be distributed to the students on the last day of school.

One primary objective of the Penn Manor Counseling Department is to assure that we are best preparing our students for their future after high school, as well as teaching them the necessary skills that they will need to face the challenges of the 21st Century. It is crucial that students are aware of the traits that employers and post-secondary institutions view as critical for success in the workplace. It is also imperative that students leave Penn Manor with a post-secondary plan, and setting meaningful and appropriate goals for the future will assist them with the challenges of the 21st Century.

There are a variety of ways in which you and your student can work together to set meaningful goals, and practice the necessary soft skills that are required for future employment. Encouraging your student to self-advocate and problem solve will allow them to foster attributes that are needed in school setting, as well as in the workforce.

One way to practice the skill of self-advocacy is to encourage your student to communicate and collaborate with their teachers, counselors, and administrators. Email is an excellent way to dialogue with staff, and students can access their teachers' email addresses in the front pages of the PMHS Handbook. In addition, students should make a habit of checking the parent portal in Sapphire to review current grades and attendance. If you are unsure of your PM password and pin, or need help navigating the Sapphire system, please contact the main office for assistance.

A primary avenue for setting meaningful post-secondary goals is through the PM Graduation Project. Students are asked to compile a comprehensive career-planning portfolio that will allow them to complete interest inventories, resume development, career/college research, and interviews with current employers. To access requirements specific to each grade, log on to the PM High School webpage. Click on Graduation Project and the criteria are listed per grade level. An excellent online resource to assist in the career exploration process at any grade level is www.careercruising.com. (username=penn password=manor). Specific information is provided with this mailing to help navigate the website.

In addition, students can plan for their future by utilizing the Counseling Department's websites and resources. Underclassman should pay particular attention to information regarding career exploration, course selection, and the PMHS graduation project. Upperclassman should review resources pertaining to standardized tests, the college application process, scholarships and financial aid. We also have a PM Post-Secondary Planning Guide that is available for download on the webpage. Our department websites can be viewed at the following addresses:

<http://blogs.pennmanor.net/highschool/>

<http://del.icio.us/hscounseling>

Parents and students can log in as guests if they don't have their password information handy.

Remember that it is never too early for you and your child to plan for the future. Your student's four years in high school are an excellent time to explore interests, set goals, and practice the skills necessary for employment and success in the years ahead.

Hopefully this mailing provides you with enough to think about for now! Highlights and topics from the mailing are listed below. If you would like to discuss your student's future at any time please contact the Counseling Office at the numbers/emails listed below. Enjoy the rest of your summer!

Sincerely,

Brandy Basile,
Counselor; last names A-Do
872-9520 x1810
brandy.basile@pennmanor.net

Marjean Long,
Counselor; last names Mos-Sh
872-9520 x1818
marjean.long@pennmanor.net

Kim Marsh,
Counselor; last names Dp-Hn
872-9520 x1817
kimberly.marsh@pennmanor.net

Jess Minko,
Counselor; last names Si-V
872-9520 x1815
jessica.minko@pennmanor.net

Jim Yearsley,
Counselor, last names Ho-Mor
872-9520 x1816
james.yearsley@pennmanor.net

Melissa Ostrowski,
Counselor; last names W-Z
872-9520 x1822
melissa.ostrowski@pennmanor.net

Mailing Highlights (some of these are grade specific):

- 2011-12 Counseling Dept Notifications
- Checklist for Success at PMHS
- Career Planning Checklists
- Post-Secondary Education Options
- Family and Community Service Resources
- Lancaster County Career and Technology Center Info
- Financial Aid Information
- College Search and Application Process
- College Testing and Test Preparation Resources

2011-2012 Counseling Department Notifications

In the school year 2011/2012 we will administer the following tests at Penn Manor on these Saturday dates:

<u>TEST</u>	<u>DATE</u>	<u>REGULAR REGISTRATON DEADLINE</u>
SAT and SAT II	Oct. 1, 2011	9/2/11
ACT	Oct. 22, 2011	9/16/11
SAT	March 10, 2012	2/10/12
ACT	June 9, 2012	5/4/12

PSAT and ASVAB (juniors), PLAN (sophomores) are scheduled for:

Super Wednesday, October 12, 2011

Advanced Placement Examinations:

May 7-11, 14-18, 2012

Special Counseling Dept. Program Dates:

High School Orientation: August 16, 2011 @ 9am and 6:30pm

Financial Aid Night: October 18, 2011 @ 7:00

Penn Manor Education Day: November 9, 2011 @ East Gym 11:30-1:15

Conestoga Valley College Night: November 7, 2011 @ 6:30

Penn Manor Career Day: February 3, 2012, 8:00-10:30

Please Join Us For

Penn Manor HS Financial Aid Night
Tuesday, October 18th at 7pm in the HS Auditorium

Plan on attending this informative session sponsored by PHEAA (PA Higher Education Assistance Agency) and the PMHS Counseling Office.

Topics will include:

- How to plan and pay for college and career school
- Resources available to students and parents
- Scholarships!
- Deadlines
- Upcoming career and college related events

Education Day
November 9th Central Complex

Parents are invited to attend Penn Manor Education Day on November 9, 2011.

Over 65 admission representatives will be here from two and four year colleges, technical and business schools in the East Gym. This is a great opportunity to speak to admission counselors and ask questions about the various programs. The event time will be mid-morning. If you are unable to attend this event, you are invited to attend Conestoga Valley's College Night from 6:30-8:30 p.m. on November 7th, where over 200 college representatives will be in attendance.

Checklist for Success at PMHS

Provided by PMHS Counseling Department 872-9520 ext. 1820

Due- Mid-August:

___ I know how to read my class schedule and can find each of my classrooms.

Due- End of the first WEEK of school:

___ I know the names of my teachers and school counselor and how to best contact them.

Your counselor is listed on the top of your schedule. All PMHS staff contact information is listed in the front of the Student Handbook and on the PMHS website.

___ I have checked out my teachers' Moodle or websites if they have them.
Review your teachers' syllabi for this information.

___ I know my PIN and am able to log into Sapphire to check my grades. I also have a regular routine /plan to check my grades.

Username, Password and PIN information was distributed during new student registration. If you are having difficulty accessing the Parent Portal in Sapphire please contact sapphiresupport@pennmanor.net.

___ I have notebooks, folders, and binders ready to go for each class according to the teacher directions.

Due- End of first MONTH of school:

___ I know what to do if I miss a class and need to find out what I missed.
Email is a great way to keep in touch with your teachers. If you know that you're going to be absent, you can see and/or email them ahead of time for assignments. Before or after class is also a good time to communicate with your teachers.

___ I've looked at the PMHS Blog and know where to find Graduation Project and Counseling Department information (including the online Course Selection Guide).

The PMHS Blog and Counseling Department websites are updated regularly and contain information about college searches, career information, upcoming events, testing dates etc. They can be accessed using these addresses:

<http://blogs.pennmanor.net/highschool/>

<http://www.pennmanor.net/schools/hs/counseling/>

<http://del.icio.us/hscounseling>

___ I know how to access tutoring if I need help with a class. My family and I have agreed on a goal grade and if I drop below that grade I will access tutoring.
Academic tutoring is available during Homeroom, which is on Tuesdays and Thursdays between 2nd and 3rd blocks. Many departments offer free tutoring after school.

Due- End of first MARKING period:

____ I know how my GPA and Class Decile Rank are determined and why they are important.

GPA and Rank are explained in the online Course Selection Guide. Every course, grade, and year is included on your PMHS transcript, so every year and every grade counts!

____ I know how many credits I need to graduate from PMHS (and specifically what credits are needed).

28 credits are needed to graduate. Specific graduation requirements are listed in the Course Selection Guide.

____ I have a clear understanding of what I need to do for my Graduation Project and where to go if I have questions.

Graduation Project information is available on the PMHS website. In addition, your homeroom teacher is able to assist you and homeroom is a great time to work on Graduation Project tasks.

Due- End of first SEMESTER:

____ I have thought about my skills, abilities, interests, and strengths and how they relate to a career or area of interest for me.

www.careercruising.com is one excellent resource to assist you with this.

____ I have identified courses that correlate with my interests and I have talked with my first semester teachers about their recommendations for me for the following school year.

Career Pathways information is available in the Course Selection Guide (accessible online) and can assist you with choosing appropriate elective courses that will help you reach your goals.

Due- End of first YEAR at Penn Manor High School:

____ I have identified where I can complete ten hours of community service for my graduation project and I have completed the necessary Graduation Project tasks for my grade.

____ I have talked with my teachers, parents, and counselor to make sure that I have selected the best classes for the following school year.



Getting Started

Starting the path to further education and training begins with some general steps for everyone. Regardless of your plans, start with these steps listed below.

Self-Assessment- Begin with an honest look at the following:

- strengths and weaknesses
- goals (both monetary and personal)
- learning styles
- interests and abilities

Make some basic decisions- Starting to explore choices and narrowing them down is a good way to move forward. Any choices made at this point do not require a commitment, just a general direction.

Consider the following as a place to start:

- A field of study- science, math, computers, medical, business.
- A career- doctor, teacher, graphic artist.
- Type of school- 2 or 4 year school, trade or technical school, business or nursing school.

Research - Penn Manor students explore and research careers in 9th grade as part of their graduation project. By junior year, students should have a portfolio of information in careercruising.com. Continue to gather career information by utilizing these additional resources:

- Computer research- Along with careercruising.com and the Penn Manor Counseling Department website, there are many of the other online resources that can be valuable for information gathering.
- Counseling office resources- Check out the many books and resources available to you in the counseling office and through your school counselor. Handbooks, school catalogs, and videos are just a few of the resources available.
- School representative visits- Meet college and school representatives hosted by the counseling department. These visits are always announced in advance or listed on the counseling website.

Network - Spend time talking with teachers and other adults who know you well. Use contacts from part-time jobs, parents, or other sources to obtain input about your future plans, and use that feedback in your decision-making process.

Ninth and tenth grade: A planning list for parents

It may seem early to start thinking about getting your child ready for college, but it really isn't—important groundwork should take place in ninth and tenth grade. Here's a list to help you make sure your child is on the right track:

Grade 9

1. **Create a four-year high school plan.** Once your child is settled into ninth grade, introduce the idea of preparing an overall plan for high school that relates to his or her goals.
 - Make sure you and your child know what high school courses are required by colleges, and that your child's ninth-grade courses are on the right track.
 - Map out when these courses should be taken.
 - Familiarize yourself with the various levels of courses offered by your child's school.
2. **Start your child thinking about careers.** Encourage your child to develop a tentative career goal. Of course it will change—often—but it's the thought process that counts.
 - Help your child to identify interests—likes and dislikes—not just in academics but in all areas. This will help your child focus on goals.
 - Encourage your child to discuss career options with others, such as the school counselor, teachers, recent college graduates who are working, professionals in the community, etc.
3. **Suggest extracurricular activities.** Encourage your child to actively take part in a sport, school club, music or drama group, or community volunteer activity.
 - Remember that colleges would rather see real involvement in one activity than a loose connection to several activities.
 - If your child may want to play sports in college, research the National College Athletic Association eligibility requirements. The NCAA requires completion of certain core courses; you can find the specifics at www.ncaaclearinghouse.net.
4. **Meet with the school counselor.** The school counselor knows how to help your child get the most out of high school. Make sure your child has an opportunity during the school year to discuss post-high school plans with the school counselor.
 - You should participate in this meeting, too.
5. **Save for college.** It's still not too late to start a college savings plan, if you haven't already. Every little bit helps!
 - Investigate state financial aid programs and 529 plans.
6. **Obtain a social security number for your child if you don't already have one.** This is often required for applications, testing, scholarships, and other opportunities.

Ninth and tenth grade: A planning list for parents (page 2)

Grade 10

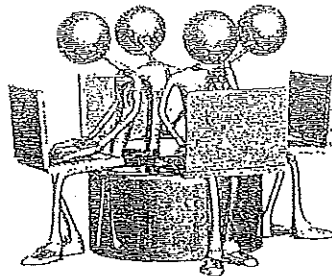
1. **Meet with the school counselor—again.** Make sure your child meets with his or her school counselor to ensure that he or she is enrolled in college-preparatory courses.
 - Check to see that your child is taking any prerequisites to advanced-level junior- and senior-year courses.
2. **Ask if the PSAT/NMSQT® is offered to tenth-graders.** While this test is usually taken in the eleventh grade, it is also often offered in the tenth. That's because it provides invaluable feedback on the Student Score Report; tenth-graders can then work on any disclosed academic weaknesses while there is still ample time to improve them.
3. **Is your child interested in attending a U.S. military academy?** If so, he or she should request a precandidate questionnaire and complete it.
4. **Attend college and career fairs.** These often take place in the fall, at your school, or in your area.
5. **Support your child's participation in a school activity or volunteer effort.** Extracurricular activities help students develop time-management skills and enrich the school experience.
6. **Tour college campuses.** If possible, take advantage of vacation or other family travel opportunities to visit colleges and see what they're like.
 - Even if there is no interest in attending the college you are visiting, it will help your child learn what to look for in a college.

Source: The College Board

Is Post-Secondary Education an option for me?

You may be wondering if you should pursue some type of post-secondary education after high school. The answer is a resounding yes! Graduating from high school alone is no longer enough to ensure that students can obtain a job or begin a career that will pay enough to support themselves and a family. Consider the following statistics:

- 48 of the 50 fastest growing jobs in the U.S. require some type of education beyond high school.
- People with no post-secondary training are three times more likely to be unemployed than those who complete some education after high school.
- High school graduates with no career goals when they enter post-secondary education are more likely to drop out than those who have a plan.
- The average salaries for American workers based on the education they have obtained are as follows:
 - High school diploma - \$12.50 hourly rate, \$24,000 annual salary
 - Associate degree - \$15.25 hourly rate, \$30,000 annual salary
 - Bachelors degree - \$19.28 hourly rate, \$38,000 annual salary
 - Professional degree - \$34.98 hourly rate, \$70,000 annual salary



PLAY IT SMART – Do what you need to do to finish high school and obtain some sort of additional job training or education. Remember, the more you learn, the more you earn!

How much Education do you need?

When most people think about post-secondary education, they automatically think of a 4-year college program. However, there are several options for education beyond high school. Here are some of the most common:

Short-term Training/Certification

- Requires approximately six months of study beyond high school.
- Can be obtained online or at a vocational or career school.
- Job examples include certified nursing assistants, truck drivers.

Associate Degree

- Requires approximately two years of study beyond high school.
- Most are obtained at technical schools and community colleges.
- Can be used as a stepping stone to a bachelor's degree.
- Job examples include dental hygienists, paralegals, vet technicians.

Bachelor's Degree

- Normally requires at least four, but not more than five years of study beyond high school.
- Bachelor of Arts (B.A.) follows a broader, more liberal curriculum.
- Bachelor of Science (B.S.) concentrates on math and science-related fields.
- Job examples include teachers, occupational therapists, accountants.

Master's Degree

- Requires two or more years of course work beyond a bachelor's degree.
- Curriculum is highly specialized and can be highly competitive.
- Job examples include physical therapists, school counselors, librarians.

Doctorate Degree (Ph.D.)

- Requires at least four years of study beyond a bachelor's degree.
- Intensive academic focus and research.
- Requires a tremendous emotional and financial investment.
- Job examples include college professors, economists, medical researchers.

Professional Degree

- Length of study varies, but ranges between two and four years beyond a bachelor's degree.
- Focus is placed on practical application of knowledge as opposed to academic research.
- Job examples include physicians, lawyers, pharmacists. (PA Career Guide, 2007-2008)

FAMILY AND COMMUNITY SERVICE AGENCIES

4H Clubs (Penn State Extension Services)	394-6851
Alcoholics Anonymous of Lancaster County	394-3238
Assistance Office, Lancaster County, Cash Assistance	299-7421
Boys Club and Girls Club of Lancaster (ask for FITS)	299-2527
Catholic Charities	299-3659
Child Care Management Agency	393-4004
Child Find Inc.	1-800-426-5678
Children & Youth Social Services	299-7925
CHIP (Children's Insurance Program)	1-800-986-5437
Christian Counseling Associates	733-0902
Clare House	291-8967
Community Action Program	1-800-732-0018
CONTACT Helpline	299-4855
Crisis Intervention Unit, Div. Of Lanc. Co. MH/MR	394-2631
Domestic Violence Legal Clinic	291-5826
Encounter	291-2661
Family Services	397-5241
Family Violence Prevention Network	581-5321
Hospice of Lancaster County	295-3900
Lancaster County Council of Churches, Food/Clothing Bank	291-2261
Community Service Group - Outpatient	560-2971
Lancaster Mediation Center	293-7231
Lancaster-Lebanon I.U. 13	569-7331
Life Management	394-6688
Life Span Psychological Services	464-1464
Mental Health/Mental Retardation	393-0421
Milagro House	392-1101
Office of Juvenile Probation & Parole	299-8161
Philhaven Outpatient Services (Wrap-Around Behavior Specialists)	569-1166
Ponessa and Associates	560-7917
Samaritan Counseling Center	464-3111
Sexual Assault Center	393-1735
Shelter for Abused Women	299-1249
Social Security Administration (Social Security & Disability)	1-800-772-1213
United Way LINC	291-5462
Victim/Witness	299-8048
Water Street Rescue Mission, Community Ministries Outreach	393-2786
WellSpan Behavioral Health Services	481-7840
YWCA Sexual Assault Prevention & Counseling Center	392-7273

Please use these resources to assist
with community service hours for
your graduation project!

Additional Resources

Penn Manor Counseling Department

<https://moodle.pennmanor.net>

College Sites

America's Best Colleges: www.usnews.com/usnews/edu/college/directory

College Search Sites: www.supercollege.com

www.CollegeQuest.com

www.petersons.com

College Planning: www.educationplanner.org

Education Online Search: www.education-online-search.com

Princeton Review College Information: www.embark.com

U.S. Department of Education website: www.nces.ed.gov/collegenavigator

Compare Colleges: www.gocollege.com

Virtual Campus Tours: www.campustours.com

www.collegeclicktv.com

Admissions Essays: www.essayedge.com

www.essayadvice.com

Career Exploration Sites

Lancaster County Career and Technology Center: www.lcctc.org

Occupational Outlook Handbook: www.bls.gov/oco

Trade & Technical Schools: www.papsa.org

Holland's Self-Directed Search: www.self-directed-search.com

Technical Schools Guide: www.Technical-Schools-Guide.com

Career Links: www.careers.org

Career Search: www.careerexplorer.net

Colleges for Careers: www.search4careercolleges.com

College and Career Planning: www.adventuresineducation.org

College Testing and Test Preparation Sites

ACT Exam - www.act.org

SAT & SAT II Exam - www.collegeboard.com

ASVAB Exam - www.asvabprogram.com

Online Test Prep - www.number2.com

www.princetonreview.com

www.4tests.com

Lancaster County Career & Technology Center Program Offerings

Full day Programs - Grade 12

Brownstown Campus	Mount Joy Campus	Willow Street Campus
Agriscience Center Floral Design, Greenhouse Mgt & Landscaping Consumer Services Center Cosmetology Construction Technologies Center Architectural CAD - Design Cabinet Making & Millwork Commercial Construction/Management Electrical Construction Technology HVAC/R Masonry Painting, Ceramic Tile & Vinyl Plumbing Residential Carpentry Visual Communications Center Commercial Art Digital Design/Print Media Photography & Digital Imaging	Advanced Manufacturing Center Mechatronics Engineering Technology Sheet Metal Technology Welding Technology Consumer Services Center Cosmetology Early Childhood Education Culinary Arts Center Baking & Pastry Arts Culinary Arts/Chef Event Planning & Tourism Services Management Information Technology Center Computer Systems Technology Web Design Protective Services Center (at the Lancaster County Public Safety Training Center) Emergency Medical Services Fire Protection Law Enforcement, Corrections & Security	Agriscience Center Large Animal Science Veterinary Assistant Consumer Services Center Cosmetology Health Care Center Clinical Care Assistant (Hospital) Dental Assistant Medical Administrative Assistant Medical Assistant Nursing Assistant/Home Health Aide Transportation Technologies Center Automotive Mechanics Automotive Technology Collision Repair Diesel Equipment Technology Highway Construction/Heavy Equipment Operation & Maintenance RV & Outdoor Power Equipment

Part Day Programs - Grades 11, & 12

Senior Only Introduction to Health Career Grades 11 & 12 Construction Cluster Culinary Cluster Health Care Cluster Manufacturing Cluster Transportation Cluster Visual Communications Cluster	Senior Only Introduction to Health Careers Grades 11 & 12 Construction Cluster Culinary Cluster Health Care Cluster Manufacturing Cluster Transportation Cluster Visual Communications Cluster	Senior Only Introduction to Health Careers Grades 11 & 12 Construction Cluster Culinary Cluster Health Care Cluster Manufacturing Cluster Transportation Cluster Visual Communications Cluste
---	--	---

General Information:

Full Day Programs - Grade 12

High school seniors spend the day at one of the three Lancaster County Career & Technology Centers, Brownstown, Mount Joy or Willow Street campuses. Students participate in a comprehensive technical or career-oriented program. The full-day program allows more usable time for instruction and enables students to gain insight into daily work patterns. In full-day programs an LCCTC student may earn college credits toward an associate degree at two year colleges. Through partnerships with area colleges, LCCTC provides a variety of dual enrollment courses. The LCCTC also has articulation agreements with 2-year colleges and technical schools. Dual enrollment and articulation offer college-level segments that give students an additional head start toward their future career and life long learning.

Part Day Programs - Grades 11 & 12

Part day programs enable college bound seniors and students in grade 11 the opportunity to explore different aspects of a career field. The senior part day programs enable students to explore a career area for a few hours during each school day. Since the programs meet for only a part of a day, students can gain technical skills at LCCTC while meeting academic requirements for college at their sending schools. The 11th grade programs allow students to explore a variety of careers within an occupational cluster and are designed for students who plan to apply for one of the full-time Lancaster County Career & Technology Programs during their senior year.

More information about Lancaster County Career & Technology and its programs can be found at www.lcctc.org. For enrollment and application information, please contact your guidance counselor.