



Smyrna High School

School Counseling Department

2024-2025 Welcome Letter



Dear Parents/Guardians and Students:

Welcome to another exciting school year! It is the mission of the Smyrna High School Counseling Department to encourage all students to reach their highest academic and personal potential through a comprehensive counseling program, which includes academic, social-emotional, and college & career counseling.

The purpose of this letter is to provide you with important information to help you and your student have a successful school year. Please feel free to contact us if you have any questions regarding the information contained in this letter.

Additional resources can be found on the counseling website: <https://www.smyrna.k12.de.us/domain/389>.

Our department consists of seven school counselors, a registrar, and two administrative assistants:

<u>Counselors:</u>	Class of 2028: Mr. Ron Girton	ronald.girton@smyrna.k12.de.us
	Class of 2027: Mrs. Loveita Moffett	loveita.moffett@smyrna.k12.de.us
	Class of 2026: Mrs. Ro Tiberi	rosemarie.tiberi@smyrna.k12.de.us
	Class of 2025: Mrs. Tiffany Duke	tiffany.duke@smyrna.k12.de.us
	College & Career: Mrs. Ashley Carrow	ashley.carrow@smyrna.k12.de.us
	Transition Counselor: Mrs. Shelby Lowman	shelby.lowman@smyrna.k12.de.us
	Department Chair: Mrs. Jennifer Wagner	jennifer.wagner@smyrna.k12.de.us
<u>Registrar:</u>	Ms. Sara Black	sara.black@smyrna.k12.de.us
<u>Administrative Assistant:</u>	Ms. Shadasia Carroll	shadasia.carroll@smyrna.k12.de.us
<u>Administrative Assistant:</u>	Ms. Corrie Kiger	corrie.kiger@smyrna.k12.de.us

- Smyrna High School operates on a **block schedule, using an odd/even rotation**. Students have eight classes total and have four classes each day. On designated odd days, students have periods 1, 3, 5 & 7; on designated even days, students have periods 2, 4, 6 & 8. Classes are approximately 90 minutes in length. The schedule of odd/even days can be found on the high school website.
- For students' class schedules, we will continue to follow the **Schedule Change Guidelines**, which can be found on the School Counseling Department website.
- We encourage parents to use **Campus Portal** to monitor student academic progress. This web-based program allows you to view your student's assignments, grades, and attendance on a daily basis. Progress reports and report cards are also made available through this system.

- **Important information regarding student names:** When you review information in Campus Portal or receive mailings from the school, please pay close attention to your student's name. The first, middle, and last name should match the birth certificate. This is how it will appear on the diploma and on the Blue Slip for the Driver's Education course. If a change needs to be made, please contact Ms. Corrie Kiger or Ms. Sara Black in the School Counseling Office as soon as possible, and they will inform you of the process for changing this information.
- **If any of your contact information (address, phone number, e-mail address) has changed,** please contact the School Counseling Office. Updating the emergency card **does not** necessarily mean the information will be updated in our computer system, as we may require additional documentation. This is extremely important so we can make sure you receive school mailings and phone calls.
- The following is the School Board approved **Graduation & Promotion/Retention Policy.**

Graduation Requirements:

Subject Area	Required Credits
English	4
Math (one of the math credits must be earned senior year)	4
Social Studies (one credit must be a U.S. History credit)	3
Science (one credit must be a Biology credit)	3
Physical Education	1
Health	0.5
World Language (Students must earn 2 credits in the same language)	2
Career Pathway	3
Electives	5.5
Total:	26

Promotion Requirements:

9 to 10	Six total credits; including one English, one math and four additional credits
10 to 11	Thirteen total credits; including two English, two math and nine additional credits
11 to 12	Eighteen total credits; including three English, three math and twelve additional credits

As always, we are very interested in building relationships with students and parents. Please contact us as soon as possible if you have a question or concern regarding your student, so we may address it effectively. We welcome your emails and phone calls to discuss your student's needs and progress in school.

We look forward to working with you during the 2024-2025 school year!

Sincerely,

The Smyrna High School Counseling Team