

TOMS RIVER INTERMEDIATE SOUTH GUIDANCE

BRIELLE BRINK, *Guidance Coordinator*
BETTY VELEZ-GIMBEL, *Guidance Counselor*
JACKIE ZSIDO, *Guidance Counselor*

1675 Pinewald Road • Beachwood, New Jersey 08722
Main Office: (732) 505-3900 • Press 4 for Guidance
Guidance Fax: (732) 505-3933
www.trschools.com

Procedure to Request to See a Counselor

Students:

- Fill out a "Counselor Request Form" which can be found in your classroom or in the Counseling Office (during passing period, lunch or with a note from your teacher).
- Your counselor will either call you down later that day or will send a pass to your Homeroom with a time to come down to see your counselor the next day. During busy weeks, this could take a few days.
- **If you have an emergency**, please notify your teacher. Let them know it is an emergency and you need to speak with someone immediately.
- The counseling office is open Monday-Friday from 7:30a.m.-2:30p.m.

Teachers:

- If a student requests to see a counselor, please give them one of the green "Guidance Appointment Request" forms to fill out. Have them bring it down to guidance when it is appropriate for them to leave your class.
- If a student says they have an emergency, please call down to guidance before sending them, as a counselor may not be available. If no one is available in guidance we will find the SAC or see if someone in CST is available for the student to speak with.
- **Crisis:** A crisis is defined by a student who is suicidal, homicidal, or suspected abuse seems apparent. A student should not be allowed to leave class to see a counselor unless a crisis occurs or an emotional disturbance during class. For non-crisis related issues, please call the counselor(s) before sending a child down to his/her counselor, as we may not be available. If a crisis occurs and all of the counselors are out of the office, seek administration.

Parents:

In delivering a comprehensive school counseling program, school counselors perform different roles including participating in professional learning community meetings, district level meetings, and classroom presentations which require the counselors to be out of the office. To better serve our families, we ask that if you would like to see your child's counselor in person that you make an appointment by calling guidance at 732-505-3900 ext. 4. Counselors are available to speak with parents on the phone or through email communication, as well.