

STUDENT SERVICES

Counseling Services

The staff of the Counseling Center offers a variety of services to students, parents/guardians and faculty members. The counselors are available for special or scheduled consultation with students and parents/guardians. Students who encounter difficulties in school are encouraged to seek help in resolving their concerns. No student should hesitate to seek assistance in the solution of any personal or academic problem. The Counseling Center subscribes to the Code of Ethics of the American School Counselors Association, which states that confidential information may be released only with the consent of the individual, except by court order or when a student may be in danger. Counselors, like other school employees, are mandated reporters.

Counseling services include:

- helping students understand and accept themselves
- helping students resolve individual personal problems
- helping students explore careers
- helping students explore post-secondary options
- helping students investigate post-secondary financial assistance
- helping students resolve academic issues
- processing student requests for a transcript

Library/Media Center - Rene Barnes

The Media Center is for the use of all students and staff for reading, studying, and research. The librarian and media assistants are here to help students with their research and reading needs; however, students are expected to learn how to use the library system and to keep up with their library accounts online. Students are required to behave responsibly while entering or using the Media Center.

The Media Center operating hours:

Monday-Thursday..... 7:50-3:45
Friday.....7:50-3:15

General regulations for Media Center Use and Enjoyment

1. Enter the Media Center quietly and orderly. **Do not enter the Media Center during class change unless you need to use the Media Center.** The Media Center is not a passageway. Use the breezeways and middle and high school hallways to navigate throughout the building.
2. Students must have a **pass** from their teacher in order to enter the Media Center during a class period or block; this includes homeroom or extended learning. A student cannot choose to go to the Media Center rather than report to class. To do so is considered skipping class.
3. Students must **sign in** and out correctly at the sign-in station computer at the circulation desk.
4. Students should be considerate of others by refraining from excessive talking.
5. **No eating or drinking** is allowed in the Media Center.

Computers

There are several desktop computers and a class set of laptops available for student use in the Media Center.

1. The laptops will be reserved for whole-class use. Individual students should use the desktops first.
2. Students may only use the Media Center computers for educational purposes.
3. There are three dedicated desktop computers: one for searching the library catalog, one for signing in and out, and one for self-check in of books.

Circulation (Checking in and out materials)

1. The circulation desk is available for checking out materials, paying fines, and most other library needs. **Students should check the circulation desk first.**
2. Students must present their **student ID cards** to check out a book.
3. Students are responsible for returning books on or before the due date **listed in their online library account** (available by logging into <https://irwin.follettdestiny.com> with their network username and password). E-books are also available for reading online or checkout to personal computing devices through Follett Destiny.
4. **Students are responsible for checking in their own books.** A self-check in station is provided for this purpose. Students must:
 - a. Scan the library barcode on the book.
 - b. Check that the book title appears on the computer screen.
 - c. Place the book on the cart to be shelved.
 - d. If assistance is needed, please ask.
 - e. **Students are responsible for all fines for books that are not properly checked in,** even if the book is later found in the Media Center.
5. Fines for overdue books are **10 cents per school calendar day**, per book, beginning with the first day the book is overdue. Fines will be waived only for emergency-type **excused** absences. Students who are aware of upcoming absences (field trips, etc.) should plan accordingly.
6. For student convenience, one username and password is used to log into the ICSS network, Follett Destiny, and Renaissance Place (AR/STAR). The fine for excessive password request is 25 cents per request.
7. Students are responsible for keeping up with their library materials. **Lost or damaged materials must be paid for by the student to whom the material was issued.** Money paid for a lost item will be refunded if the item is found in good condition within the same school year the fine was paid.
8. Any student owing a media fine will not be allowed to check out materials, use the library computers, or obtain his or her report card until the matter is resolved.
9. The librarian welcomes student and teacher input regarding materials to be purchased for the media center.

School Nurse - R. Cook, RN

The school nurse is available on a daily basis to provide care for students' basic health care needs. If a student needs to see the nurse, the student's teacher will call the Nurse's office to place the student's name on the sign-up sheet. The Nurse will call for the student when it is their turn.

All medications will be dispensed through the High School or Nurse's office. Medication will only be dispensed with written permission and instructions either from the parent/guardian or physician. All medications must be kept in the original container with proper identification, and should be brought to the office immediately upon arrival on campus. Students should not keep any medicine with them, except asthma inhalers as deemed necessary by the student's doctor or the school nurse.