

## **SUPPORT SERVICES**

### ***A.M. HELP***

Teachers are available to assist students in a variety of subjects every morning. Students are to sign-in each morning they attend A.M. Help and must remain through the end of advisory. Students must be in A.M. Help by 7:40A.M. A.M. Help will take place in the Learning Center every morning beginning at 7:15 A.M. Tests/quizzes will take place in the Career Center and Computer Lab in the Media Center. **Students must arrive by 7:40 A.M. in order to be admitted to any of these locations.**

### ***CENTURY LEARNING CENTER (CLC)***

Students having difficulty with schoolwork or those who need modifications in compliance with their I.E.P. may receive help during the school day in the Century Learning Center. Students will be helped individually or in small groups.

### ***GUIDANCE SERVICES***

Guidance Counselors are committed to helping students navigate through their four years of high school successfully. They assist students with issues related to personal, academic, and social concerns in a variety of ways including: individual and group counseling, guidance workshops, scheduling, and classroom guidance. In addition, guidance counselors work with students in developing individual educational career plans, exploring career interests, and researching post-secondary educational opportunities. Students should see their counselors for information related to colleges, business/trade schools, employment, or the military such as: transcripts, grade point averages, scholarship opportunities, PLAN/PSAT/SAT/ACT and ASVAB testing, and more. Students are encouraged to sign up in the guidance office for an appointment to see their counselor at any time.

The role of the Support Counselor is to coordinate and implement the support services available for all students. On an individual and/or group basis, the Support Counselor works with students experiencing difficulties with academics, behavior, or social/emotional issues. Serving as a liaison between parents and the school community, the Support Counselor works closely with teachers and students to problem solve and develop a plan of action to assist students in need. Students are encouraged to seek assistance from the Support Counselor as soon as possible when dealing with issues related to mediation and resolution. Parents are encouraged to contact the Support Counselor for school and community resources at any time.

## **MEDIA CENTER**

The media center provides students with access to information for research and curriculum extension, as well as materials for pleasure reading. Students may visit the media center on their own before or after school. The media center will be open from 7:30 A.M. to 3:30 P.M. Students wishing to complete assignments during their lunch mod must obtain a pass from the media specialist before homeroom that morning. If the media center is being used by two full classes or more, these passes will be unavailable. The use of media center computers is subject to the same restrictions as classroom computers. No personal email or games are allowed.

Each student will have a personal media center card that must be used to check out materials. Fiction and non-fiction books may be checked out for a two-week period and are renewable. Reference books may be signed out overnight only. Fines will be assessed for late returns at \$0.10 per school day for fiction and non-fiction books and \$0.25 per day for reference books.

## **SPECIAL SERVICES**

**Special Service Providers:** Teachers, Counselors, and Instructional Assistants:

**Definition:** Students who qualify for services under IDEA /ADA will receive assistance from the special services staff and general education teachers. Students receive remediation, tutoring, and instruction on an individual or small group basis. Students may have an Individual Education Plan (IEP) or 504 Plan which is developed through the IEP process. Support services personnel will follow education modifications developed through the multidisciplinary IEP process. Each identified student receives assistance on IEP goals and objectives, as well as remediation and support for mainstream classes.