

# Westlake High School

## School Counseling FAQs

In the day-to-day life of a high school student certain emergencies crop up. The following is a listing of some of the most common incidents and how they can be handled.

### **My locker keeps jamming! What do I do?**

Go to the Main Office. Speak to the Assistant Principal's Secretary. Locker problems are solved there.

### **My schedule is a mess! Who do I go to?**

See your Counselor. We have an electronic appointment book or you can try dropping in.

### **I have to leave school at 11:00 a.m. for a doctor's appointment. What do I have to do?**

A note from home is necessary. You must sign out with the Attendance Office and sign in when you return.

### **I overslept. Now what?**

Bring in a note from home and sign in with the Attendance Office.

### **I was absent and need to make up a test. What should I do?**

See your classroom teacher. Faculty are available after school for test make-ups or help sessions. Make an appointment because sometimes they have meetings.

### **I lost my calculator. Where do I go for the lost and found?**

The lost and found is located in two areas - the main office and the nurse's office. If you lose something or find something go to one of those two locations. Always retrace your steps and check with the classroom teachers in addition to checking in the lost and found. Finally, you can also ask one of our custodians.

### **I am a freshman/sophomore and my boss tells me that I need working papers. Where do I get them?**

Working papers are required for students enrolled full-time in school and at a certain age level. See the Nurse's office to obtain an application or submit a completed application in exchange for your working papers. The Guidance Office can assist you during the months of July & August.

### **HELP! I am failing a subject! What do I do?**

Your first line of assistance should be help sessions with your classroom teacher. Secondly, you can see your counselor about the various academic support options we offer students. Additionally, we may be able to match you to a student tutor for this subject through the National Honor Society. Your counselor also has a list of private tutors. Always keep your counselor apprised. We can help!

**I am worried that the students here will not like me. What can I do?**

This is a normal feeling when you start in a new school but our students are very friendly. Sit with a few at lunch or ask your counselor to help you meet people. Another great way to meet others is to join clubs or activities which interest you.

**I need to talk about something personal. Who do I see?**

Your counselor is always the best place to go for something like this. We will work with you on finding a solution or recommend someone like our School Psychologist or Social Worker to assist you.

**I would like to sign-up for Driver's Ed. Who do I see?**

Our Principal's Secretary handles the Driver's Education information. The application forms are on the rack on the wall in the Main Office. Completed forms should be returned to the Principal's Secretary. Keep in mind, Driver's Ed is an outside program and not always offered at WHS.

**I am interested in joining a sport. Who do I see?**

You can find all information about Athletics from our Athletic Director. The office is located just past the Gym in the Athletics wing.

**I am interested in joining a club. Who should I contact?**

If you know the club officers or advisor, it is best to approach them. If not, see your counselor and we can connect you to the officers/advisor.

**I am locked out of my network account. What do I do?**

You can see our Technology Specialist in the library if available or use our online Help desk [HERE](#).

**Is Community Service required to graduate?**

No but it is strongly encouraged. For 60 hours of Community Service, 1.0 credit is given. Many honor societies require community service so please inquire with those advisors. Community service forms are available online or in the Main Office and Guidance. Forms must be completed for any hours which you would like credit for. All forms are to be handed in to the Guidance Office when completed. Keep in mind that many scholarships are given each year for students who have an impressive community service record.

**Who do I see about parking on campus?**

12<sup>th</sup> grade students are allowed to park on campus. There is an application and lottery system. All questions and inquiries should be directed to the Assistant Principal.