

# SUB-SECTION V - STUDENT SERVICES/PROGRAM S

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# RIDING PEP BUSES AND ACTIVITY BUSES

Any student who rides a pep bus or activity bus to a school event will not be allowed to ride home with any other student or person other than his/her parent/guardian. Before the parent/guardian takes the student, the parent/guardian must sign out the student with the event sponsor. Any exception must be approved by the administrator on duty.

# CAFETERIA

West Fork High School has a very well-equipped cafeteria with excellent cooks in charge. It serves substantial food. This is possible because the Federal Government pays a part on each meal served and furnishes commodities to be used. All eating during the noon period will be in the cafeteria or a designated supervised area. If a student brings his or her lunch, he or she must take it to the cafeteria to eat unless the principal announces another designated area.

The campus is closed during the noon period. No student may leave the school grounds. Students should conduct themselves in the cafeteria in an appropriate manner. Customary rules, regulations, and good manners will be followed. Breaking in line is not allowed.

# GUIDANCE

The guidance program is designed to help the individual student realize his abilities, interests, opportunities, and limitations and act in accordance with these understandings. Problems such as dropouts, failures, course choices, and career decisions are concerns of this department. Parents as well as students are invited and encouraged to use the services offered by the counselor. Conferences are welcomed. Guidance is a cooperative effort of administrators, counselors, teachers, pupils, and parents. In an effort to provide the most help to the largest number of students, our guidance program is divided into the following areas.

1. A cumulative record for each student.
2. Educational, vocational, and personal information services.
3. Counseling service (the personal conference).
4. An adequate testing program.
5. Follow-up

# SCHOOL RESOURCE OFFICER

As a result of a joint effort with the West Fork Police Department, a school resource officer (SRO) maintains an office at WFHS. This officer has received special training and is available to answer students' questions and to work with students in matters that may require police involvement. The officer is routinely involved with the safety and well-being of all staff and students. She is also an integral part of the auxiliary teaching staff. The resource officer is not a school disciplinarian. You may also see the officer in classrooms or visiting with students on campus.

# LIBRARY

Special emphasis is being placed on the improvement of our library. Reading tables are provided for the use of students using reference material. Daily papers and many of the best magazines are available for students and teachers. Computers are available to provide word processing, electronic card catalog, and electronic information search facilities. Become familiar with the library and its use, and take advantage of the opportunities it offers for a richer education.

Here are some of the standard library regulations in effect at the library:

1. Books are to be checked out for a two-week period with an additional grace period of one week. Books can only be renewed once. A patron can only have three books checked out at any time. A fine of \$0.05 per school day will be charged for overdue items. Lost or damaged items must be paid for by the student who checked them out; a fine of \$0.50 will be charged for missing or damaged barcodes.
2. Books that are in demand by a whole class (ex. books needed for reports) are put "on reserve" and can be checked out for one period during school hours and for one night.
3. Students who continue to abuse their library privileges may expect to be deprived of those privileges.