

Mrs. Winters, Ms. Stephenson and Ms. Lewis are a TEAM!

There are several reasons that we may request to see a student, and several reasons why students request to see us. Just a few of the reasons:

- Academic planning and support (ie., time management)
- College and career planning and questions
- Community service, leadership and activity planning
- Peer or family relationship goals
- Emotional and mental health support
- Credits and transcript checks
- Grief support
- and countless other reasons

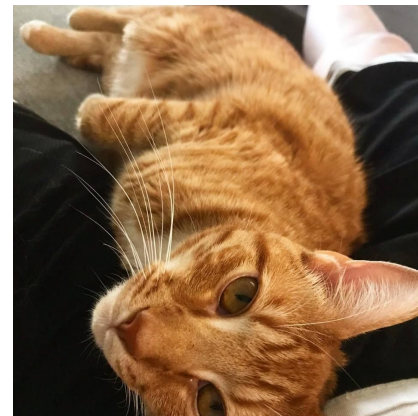
Counselors will see students at their earliest availability based on priority needs



Ms. Lewis
9th Grade



Twitter:
[@Ms_LewisLSA](#)

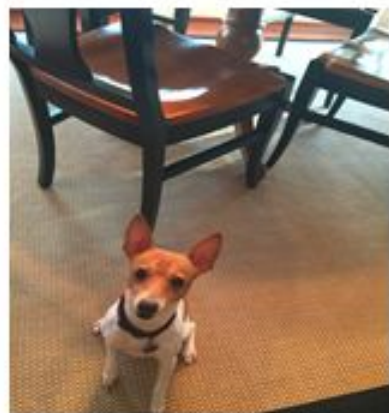




Ms. Stephenson 10th and 11th Grade



Mrs. Winters
12th Grade
Dean of Students



Getting an appointment with us:

There are two ways to request to see a counselor:

- Email your grade level counselor.
- Come to Student Services and fill out a neon yellow slip and leave it with Mrs. Scanlon. She will give it to your counselor and we will schedule a time for you to come down.

Your counselor will then either:

- Email you with an appointment time- the email will be used to show your teacher as your pass
- Give your teacher an appointment slip that will be used as your pass.

Confidential Meeting Setting

What you say with us stays with us UNLESS

- Someone may be in physical danger
- You give permission for us to share

Peer Relationships in School

- You are here to learn.
- If there are issues with others at school getting in the way of that, we are here to help.

Urgent Needs

- In an urgent situation, when you or someone you know is at risk of being harmed or harming themselves, do not request an appointment and wait to be scheduled.
- In this case, you should tell an adult **IMMEDIATELY** so that adult can let a counselor know. We recognize that sometimes this may be difficult to verbalize. You may choose to write a note and hand it to an adult in person during the school day. Please do not wait until the end of the day (we may not be able to speak to whoever you're concerned about if they leave for the day). Please let someone know it's "urgent".
- **NEVER** communicate urgent needs via e-mail. Staff cannot guarantee that e-mail will be seen in a timely manner to respond to such urgent needs, especially after hours.

Urgent Needs Continued

If you or someone you know needs immediate emotional support after school hours:

- Staff may not be reachable after school hours or on weekends. Please do not call the school or use Longleaf Social Media pages to report a concern.
- Call the Teen & Youth Hotline at 800-TLC-TEEN or **TEXT** TEEN to 839863 OR call the National Suicide Prevention Hotline at 1-800-273-8255
- If you don't know parent contact information and you believe a classmate is at risk, please let your parents know and call 911 for a wellness check. Give as much information as you have about the person you believe is at risk and how the concern was brought to your attention.

Urgent Needs- Final Thoughts

- Remain as confidential as possible when reporting any concern about a classmate.
- Even if a friend tells you not to tell anyone, it is NOT your responsibility to “fix” a situation, take on ANY situation, or decide if a friend is being serious or not. Never assume something is “just dramatic” or that it’s “okay”. It’s better to report to an adult and let professionals assess the situation. We’d rather have you tell us and have it be “nothing”.
- Counselors are trained to assess a variety of situations, and help students with everything from academics, college/career, friend issues, and urgent needs.

Attendance

- Longleaf School Policy states that to receive credit for a class, you must not be marked absent for more than 16 days per year in that class.
 - **This includes both excused and unexcused absences!!!**
- If you miss more than 16 days you will earn an FF in a course. If you receive an FF in a course...
 - If it's in a required course, you must repeat that course.
 - The failing grade or FF stays on your transcript, even if you repeat the class and earn a passing grade the next time you take it.
 - Will be seen by any college/university admissions rep, scholarship committee member, employer, military recruiter, or other adult whom you've requested to receive a transcript.
 - Is calculated into your cumulative GPA as a 0, and it has a significant negative impact on your cumulative GPA.

Graduation Requirements

1 Passing Class = 1 Credit

- 4 English Credits
- 4 Math Credits
- 3 Science Credits
- 4 Social Studies Credits
- 1 Health and P/E Credit
- 2 World Language Credit
- 1 Cognitive Development Credit
- 6 Arts Credit / **9th & 10th** 4 Arts Credits
- 2 Additional Elective Credits/ **9th and 10th** 1 Additional Elective

9th and 10th- 24 Credits

11th and 12th- 27 Credits

Community Service Requirements

- 10 hours of community service for each year you are enrolled
- Community service documents are available on the school's website or in the hallway by the office
- If you have questions about your community service hours or activities please see your grade level counselor

External Credit Planning and Requests

Students may request to take World Language and Health/PE outside of school. You must see your counselor to discuss this plan and seek approval.

Reasons for taking these courses include:

- You want to pursue an endorsement and cannot fit everything in
- You want to pursue advanced courses and cannot fit everything in
- You want to take a World Language LSA does not offer
- You want to take Health/PE outside of school with one of our pre-approved providers

GPA

Numerical Final Grade	Letter Grade Equivalent	Unweighted Quality Points	Weighted Quality Points- Honors	Weighted Quality Points- Advanced Placement
90-100	A	4.0	4.5	5.0
80-89	B	3.0	3.5	4.0
70-79	C	2.0	2.5	3.0
60-69	D	1.0	1.5	2.0
0-59	F	0	0	0

Please complete this Needs Assessment!

- bit.ly/LSAneeds19