



# **Pine Bluff School District Student Services Plan**

### **Pine Bluff School District Counselors**

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## **A. BELIEFS**

The counselors in Pine Bluff School District believe the following:

Every student can succeed.

- All children are unique individuals that should be treated with respect and dignity.
- Working successfully with parents, teachers, and community resources.
- Every student should have the opportunity to learn in a safe, secure, and caring environment.
- Students learn more effectively when the home and school support each other.
- Students should be prepared as independent, productive problem solvers to successfully meet the challenges of the future.

## **B. VISION/ MISSION**

In lieu of the Pine Bluff School District Vision / Mission Statements the counselors in the Pine Bluff School District believe the Guidance and Counseling Program is an integral part of the district's total program. It supports the cognitive and affective development of each student by valuing individual uniqueness, multi-cultural diversity, and promotes maximum development of each student's potential.

This program promotes the academic, career, and personal/ social growth and community involvement of each student. The ultimate goal is for each student to graduate with the knowledge, attitudes and skills to make self-directed, realistic, and responsible decisions and be life-long learners.

## **C. GOALS**

The district's counseling and guidance program focuses on developmental needs of all students. Counselors demonstrate respect for each individual's dignity and worth and encourages each student to develop individual responsibility and decision-making skills. Counselors coordinate the school guidance program and involve all staff members in designing and implementing plans to meet four major goals:

1. To develop an education plan and utilize educational opportunities and alternatives consistent with academic standards and student career aspirations.
2. To develop appropriate interpersonal and communication skills for a variety of social and work settings.
3. To develop career options consistent with their interests, abilities and values.
4. To demonstrate the importance of making an individual contribution to the community through community service learning.

## **D. BENEFITS OF THE SCHOOL COUNSELING PROGRAM**

### **Benefits for Students**

- Improves academic skills and promotes success through high school graduation
- Builds decision making and problem solving skills
- Increase skills in college and career planning and awareness

### **Benefits for Parents**

- Increased access to resources and programming that supports family engagement and social, emotional, and academic success
- Opportunities to participate in individualized academic planning for their student(s)
- Provide support for their child's social/emotional development including conflict resolution skills, especially as pertains to district anti-bullying policies

### **Benefits for Teachers**

- Provide support to the classroom to improve student academic performance
- Interdisciplinary team efforts to address educational goals
- Encourage positive relationships with students, parents, administrators, educational board and community leaders

### **Benefits for Administrators**

- Monitoring and evaluating guidance program success to inform school wide decisions regarding social, emotional, psychological, and academic development
- Provide opportunities to promote student success in the school, district and local community
- Monitor student success and provide support to ensure achievement of overall school and district goals

### **Benefits for Counselors**

- Provide a comprehensive plan to reach all students in the school community
- Provide clearly defined roles and functions for system wide counseling effectiveness
- Increase the effectiveness of the program through accountability and continual improvement

## GUIDANCE PROGRAM CALENDAR

<b>August</b> <ul style="list-style-type: none"> <li>● Assist with School Orientation</li> <li>● Resolve schedule conflicts</li> <li>● Professional Development</li> <li>● New Student Enrollment</li> <li>● Request for new student's records</li> <li>● Send transfer student files to new schools</li> <li>● Review Summer School List</li> <li>● Individual Counseling Sessions</li> </ul>	<b>September</b> <ul style="list-style-type: none"> <li>● Grade level meetings on expectations</li> <li>● Develop/ review graduation plans</li> <li>● Prepare and distribute graduation statements to students and parents</li> <li>● College Night with Career Coaches</li> <li>● Announce Scholarship via Remind, Media Center and Social Media</li> <li>● Student Success Plan Implementation</li> <li>● Provide students and parents with scholarship information</li> <li>● Individual Counseling Sessions</li> </ul>	<b>October</b> <ul style="list-style-type: none"> <li>● Anti - Bullying Month</li> <li>● Red Ribbon Week</li> <li>● PSAT Testing Team</li> <li>● Grade Reporting</li> <li>● Meet with 1<sup>st</sup> nine week failure students</li> <li>● Financial Aid Workshop</li> <li>● Coordinate Visits of College Representatives</li> <li>● Individual Counseling Sessions</li> <li>● Assist with Academic Celebrations</li> <li>● Fall Counselor's Workshop</li> </ul>
<b>November</b> <ul style="list-style-type: none"> <li>● ARSCA Conference</li> <li>● ACT Aspire Interim Testing Team</li> <li>● AR Civics Exam Team</li> <li>● Individual Counseling Sessions</li> </ul>	<b>December</b> <ul style="list-style-type: none"> <li>● PSAT Test Interpretation</li> <li>● Assist with college application process</li> <li>● AR Civics Exam Team</li> <li>● Individual Counseling Sessions</li> <li>● Grade Reporting</li> </ul>	<b>January</b> <ul style="list-style-type: none"> <li>● Meet with 1<sup>st</sup> semester failing students</li> <li>● Send failure notice to parents</li> <li>● Candidate for graduation statement review</li> <li>● Preparation for ASVAB with Career Coaches</li> <li>● AR Civics Exam Team</li> <li>● Governor's School</li> <li>● Individual Counseling Sessions</li> <li>● Assist with Academic Celebrations</li> </ul>
<b>February</b> <ul style="list-style-type: none"> <li>● ACT Aspire Interim Testing Team</li> <li>● ACT for 11th Graders</li> <li>● National School Counselors Week</li> <li>● Master Schedule Team</li> <li>● Course Selection for next school year</li> <li>● AR Civics Exam Team</li> <li>● Girls/Boys State Delegates</li> <li>● Individual Counseling Sessions</li> </ul>	<b>March</b> <ul style="list-style-type: none"> <li>● Begin next year scheduling</li> <li>● Read Across America Day/ Dr. Seuss-Elementary</li> <li>● ACT Aspire Training Team</li> <li>● Individual Counseling Sessions</li> <li>● Grade Reporting</li> </ul>	<b>April</b> <ul style="list-style-type: none"> <li>● Meet with students in jeopardy of failure/ schedule parent conferences</li> <li>● Send failure notice to parents</li> <li>● Distribute summer school applications</li> <li>● ACT Aspire Summative Testing Team</li> <li>● Individual Counseling Sessions</li> <li>● Assist with Academic Celebrations</li> </ul>

May	June	July
<ul style="list-style-type: none"> <li>• Graduation</li> <li>• Conduct graduation follow-up surveys</li> <li>• Send home summer school notices</li> <li>• Send summer school lists to administration</li> <li>• Orientation for incoming 6<sup>th</sup> graders</li> <li>• Orientation for incoming 9th Graders to PBHS</li> <li>• Individual Counseling Sessions</li> <li>• Grade Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Final summer school list to administration</li> <li>• Final retention list to administration / APSCN</li> <li>• Transfer files to receiving schools (Active and Inactive Records)</li> <li>• Review program initiatives/ goals</li> <li>• Plan for next year's program initiatives/ goals</li> <li>• Individual Counseling Sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Summer PD</li> <li>• Master Schedule Team</li> <li>• Schedule changes</li> <li>• Review student's schedules for holes, correct academic placement and credit checks</li> <li>• Make classification changes based on summer school grades</li> <li>• Individual Counseling Sessions</li> <li>• ARSCA Conference</li> </ul>

### Ongoing Activities:

Incentive/ Recognition/ Awards Programs

Mentoring Programs

Parent/ Teacher Conferences

Guidance Record Maintenance

Individual Student Conferences

Small Group Counseling and Crisis Counseling

Classroom Lessons

Staff Development Activities

Peer Helping Program Recruitment and Training

Parent Education Workshops

Pupil Services/ Educational Management Team Meetings

Consultation and Referrals: Parents, Teachers, Administrators, Support Staff, Community Agencies

Academic Advisement Conferences

Guidance Program Needs Assessment

Guidance Folder Development and Maintenance

Prepare Applications: National Merit/ Achievement, College Admissions and College Scholarships

Personal, Social and Career Counseling

Coordination of College Recruitment/ School Visits

College Recommendation Letters

College Scholarship and Financial Aid Information

Test Coordination Team

Advanced Placement Course Emphasis

504/ IEP/ LPAC Placement Meetings

PBIS Meetings/SIT/ RTI Meetings

Staff Meetings/Leadership Team Meetings

Crisis Team

Enrollment Verification Forms/ Letters

## **E. GUIDANCE AND COUNSELING SERVICES**

### **1. CLASSROOM GUIDANCE**

Counselors in the PBSO provide classroom guidance lessons according to guidelines; no more than three a day or ten a week. Lessons are determined based on various data collected by assessments, observations and teacher/ administration requests. Although counselors lead activities, this requires support and assistance of the faculty and staff as a whole to ensure the goal is met. Topics include, but are not limited to:

- Bullying
- Study Skills
- Character building
- Suicide Awareness
- Forgiveness
- Conflict Resolution
- Substance Abuse
- College and Career Readiness

### **2. INDIVIDUAL AND SMALL GROUP COUNSELING**

School counselors provide services to individual students and small groups to address personal, social and academic need, grief, divorce, attendance, behavior and conflict resolution. Students are referred by teachers, staff, administrators, peers or themselves. Counselors also provide services anytime they see there is a need. This guidance is tailored to the student's needs. Sessions cover topics recommended from referrals and/ or assessments.

### **3. MAINTAINING STUDENT RECORDS**

PBSO counselors are provided with a private office where they are provided file cabinets to keep and maintain files on assigned students. Folders are created on all students, K – 12. Counselors may keep the following documentation in student folders: student demographics, student work, test results, 504 Plan, IEP, RTI Information, Behavior Intervention Plan, Student Success Plan, information from various counseling agencies and DHS and/ or state police.

### **4. ACADEMIC ADVISEMENT**

Counselors hold conferences with students to guide them on how to establish short and long term academic goals. Students and counselors use ACT Aspire Scores, teacher recommendations, parent input and transcripts for academic advisement and course selection. The process of course selection begins in January and goes throughout mid-March.

## 5. CONFLICT RESOLUTION

Services are provided on an individual and group basis as needed. Counselors assist students to develop skills enabling them to resolve differences and conflicts. All schools use PBIS, behavior contracts and Alternative Learning Education classrooms. Conflict resolution services are based upon the need of the student and include dealing with conflict constructively, respecting differences, learning ways to handle anger and making responsible choices. Community agencies are also brought in to conduct sessions on how to resolve conflict.

## 6. PARENT INVOLVEMENT

Counselors work with parents on issues such as development of effective study habits, counteracting peer pressure, preventing substance abuse, and managing disruptive behaviors. Within the program, parental involvement is requested through school newsletters, brochures, parent compacts, open house, parent/teacher conferences, social media, monthly PTO meetings, and parent nights. Counselors encourage parents to participate in volunteer opportunities within the schools. During conferences, counselors encourage parents to support partnerships in their children's learning and career planning process.

## 7. TESTING

PBSD counselors are responsible for coordinating and overseeing ACT and PSAT Testing on the high school campus. Counselors provide trainings to the faculty and staff to ensure testing is carried out properly.

The counselor also works with teachers and parents on understanding assessment data in order to work towards identifying interventions of student's academic needs.

## 8. CHILD ABUSE REPORTING

As set forth by Pine Bluff School District protocol for reporting suspected child abuse/neglect is as follows:

1. When any staff member suspects any form of child abuse, that staff member should immediately report suspicion to the Arkansas Child Abuse Hotline 1-800-482-5964.
2. After the staff member reports their suspicion to the ACAH they should immediately report the details of the incident to their building guidance counselor.
3. After reviewing the incident with the reporting staff member, the counselor should immediately report the details to the building principal or assistant principal.



4. After reviewing all the information available the building principal, assistant principal, and counselor should develop an action plan on how to proceed. The plan should include confirming that ACAH has been notified, that the student is safe, etc.

5. Within 72 hours of the suspicion being reported to ACAH, the building counselor will file a brief written report/summary of the incident with the building principal.

6. If at any time in the process you require additional help, input, directions, assistance, etc., please contact the BPS Director of Student Services.

Arkansas Code Annotated 12-12-510 (a) (1) states: The person conducting the investigation shall have the right to enter into and upon the home, school, or other place for the purpose and conducting and interviewing or completing the investigation...

(2) No publicly supported school, facility or institution may deny access to any person conducting a child maltreatment investigation.

(f) The investigator shall have the discretion in the child's best interest to limit the persons allowed to be present when a child is being interviewed concerning allegations of child maltreatment.

(g) Upon request by the investigating agency, any school, daycare center, child care facility, residential facility, residential treatment facility, or similar institution shall provide the investigator with the name, date of birth, social security number, and last known address and phone number of any person identified as an alleged offender if the alleged maltreatment occurred at that school, center or facility.

## **F. ADDITIONAL DISTRICT STUDENT SERVICES**

### **1. SOCIAL WORKER**

The Pine Bluff School District has two social workers. School social workers assist students and families with any obstacles they may be facing that will hinder the student from having the ultimate educational experience. Social workers serve as the liaison between the school and home, communicating with the family any resources that may be available to assist with meeting their needs. Social workers also conduct home visits.

### **2. HEALTH SERVICES**

The Pine Bluff School District nurses communicate with and work alongside state, county and city health departments and doctor offices in providing health services for the schools. Each school in the district has at least one Registered Nurse on staff. Nurses provide basic healthcare services within the schools.

