



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

**2018 – 2019**

## **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 encourage 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
- Builds decision making and problem solving skills
- Increase skills in career planning and awareness

### **Benefits for Parents**

- Increased opportunities for school interaction
- Opportunities to participate in academic planning
- Provide support for their child's educational development

### **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, parent, administrators, school board and community leaders

### **Benefits for Administrators**

- Means of evaluating program success
- Provide opportunities to promote student success
- Monitor student success and provide support

### **Benefits for Counselors**

- Provide an organized plan to reach all students in the school community
- Provide a clearly defined role and function
- Increase the effectiveness of the program

## **GUIDANCE PROGRAM CALENDAR**

<b>August</b>	<b>September</b>	<b>October</b>
<ul style="list-style-type: none"><li>• Schedule changes</li><li>• Resolve schedule conflicts</li><li>• District PD</li><li>• New Student Registration</li><li>• Request for new student's records</li><li>• Send transfer student files to new schools</li><li>• School Orientation</li></ul>	<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</li><li>• Infrastructure Trial Run</li></ul>	<ul style="list-style-type: none"><li>• Anti - Bullying Month</li><li>• Red Ribbon Week</li><li>• PSAT Testing</li><li>• Grade Reporting</li><li>• Meet with 1<sup>st</sup> nine week failure students</li><li>• Governor's School</li><li>• Financial Aid Workshop</li></ul>

<b>November</b> <ul style="list-style-type: none"> <li>• Fall Counselor Conference</li> <li>• ARCA Conference</li> <li>• Staff Interim Test Training</li> <li>• ACT Aspire Interim Testing</li> <li>• AR Civics Exam</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</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</li> <li>• AR Civics Exam</li> </ul>
<b>February</b> <ul style="list-style-type: none"> <li>• ACT Aspire Interim Testing</li> <li>• National School Counselors Week</li> <li>• Begin Master Schedule</li> <li>• Course Selection for next school year</li> <li>• AR Civics Exam</li> </ul>	<b>March</b> <ul style="list-style-type: none"> <li>• Begin next year scheduling</li> <li>• Read Across America Day/ Dr. Seuss</li> <li>• Staff Summative Test Training</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</li> <li>• Advanced Placement exams</li> </ul>
<b>May</b> <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> </ul>	<b>June</b> <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</li> <li>• Review program initiatives/ goals</li> <li>• Plan for next year's program initiatives/ goals</li> </ul>	<b>July</b> <ul style="list-style-type: none"> <li>• Summer PD</li> <li>• Master schedule revisions</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> </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  
Advanced Placement Course Emphasis  
504/ IEP/ LPAC Placement Meetings  
PBIS Meetings  
SIT/ RTI Meetings  
Staff Meetings  
Leadership Team Meetings

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

### **1. CLASSROOM GUIDANCE**

Counselors in the PBSO provide classroom guidance lessons according to guideline; 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
- Character building
- Suicide Awareness
- Forgiveness
- Conflict Resolution
- Study Skills
- Substance Abuse

### **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

PBSD 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.

#### Bullying Prevention

The Pine Bluff School district strives to maintain a safe and bully free learning and working environment for both its students and teachers. Counselors provide individual, small group and classroom guidance lessons on how to identify bullying and how to report bullying if/ when bullying takes place. The school district's anti – bullying policy and the zero tolerance policy is also discussed. Schools have posters and information material posted around campus. Counselors also collaborate with community agencies to promote anti – bullying.

All reports of bullying are taken seriously. Counselors and administrators follow the anti – bullying policy and consequences outlined in the Pine Bluff School District's Student Handbook.

## 6. PARENTAL ENGAGEMENT

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 thru 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 Aspire Interim, ACT Aspire Summative, ACT, PSAT and ASVAB Testing on their respective campuses. 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. MAKING APPROPRIATE REFERRALS

Counselors establish and maintain close working relationships with staff from various community agencies. These agencies include departments of health and human services, mental health centers, juvenile courts, and advocacy groups. To help students and their families cope with an array of problems, counselors and social workers identify school and community resources and establish procedures for communication. Counselors also play a vital role in referring students to attend ALE.

## 9. SPECIAL NEEDS POPULATION

Working with students from culturally diverse populations and students with disabilities requires special attention. Counselors promote acceptance through classroom guidance lessons, group counseling and 1:1 counseling sessions.

## 10. COLLEGE AND CAREER READINESS

Each school counselor provides a career planning process for each student to include career awareness, employment readiness, career information, and/or the knowledge and skill necessary to achieve career goals. Grade level meetings are held to advise students of post – secondary options. All students are encouraged to take advantage of

Advanced Placement courses, the ACT, ASVAB, PSAT, SAT Test. School counselors encourage parents, during regular parent conferences, to support partnerships in their children's learning and career planning process. All branches of the military have access to meet with students. Vocational courses are available through the JATCC.

#### 11. DROPOUT AND AT – RISK STUDENTS

Counselors conference with students when a student is considering dropping out of school. Counselors work to provide support and alternatives to dropping out of school including enrolling in the district's Alternative Learning Environment, Belair Learning Academy. Registrars code dropouts in eSchool. Counselors conduct exit interviews with students during counseling sessions related to dropout and follow – up with students when possible.

### **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.

#### 3. PSYCHOLOGICAL SERVICES

The Pine Bluff School District utilizes educational and/or psychological examiners to do specialized testing in the referral-placement process. Any test deemed necessary that cannot be given by a qualified staff member will be referred to an outside agency. Specialized testing is considered a part of the special education program.



#### 4. SCHOOL SUICIDE, CRISIS & SAFETY PLAN

Each school shall develop and implement emergency drill preparedness as prescribed by law. Drills include fire, tornado, and intruder alerts. Each building will address specific needs and develop appropriate plans for their site. All staff are to follow directions explicitly and take all necessary measures to insure that students are safe at all times. Emergency procedures are to be posted in each classroom and in large group areas. Fire drills are to be held at least once per month; tornado drills at least once per semester.

#### 5. 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.

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.