

Student Services Plan

Calico Rock School District



Updated September 2018

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This plan states the multiple components of student services at our district. It incorporates the work of many individuals in our district to meet the various needs of our students. The plan is established with the intention of meeting the academic, career, personal and social needs of all students. The plan is specific to the needs of our students and is revisited to make additions and revisions as needed to best meet those needs.

I. Mission Statement

The mission of the Calico Rock Board of Education is to provide the vision, the philosophy, the policy, and the environment to nurture the students of our community toward their full potential as academically knowledgeable, ethically grounded, culturally enriched, responsible citizens.

Mission of the Calico Rock Counseling Program:

- Support the school's academic mission and advocate for a safe, nurturing school environment
- Serve as advocates for all students in the district
- Collaborate with other team members to ensure that students' academic, social, and mental health needs are met
- Be knowledgeable about the school/community resources and programs
- Follow ethical guidelines to protect the well-being of students, parents, and faculty
- Keep up to date with new practices and policy changes through professional development opportunities

II. Guidance and School Counseling

School counseling services a range of activities and services provided to all students. The school counselors shall work with all stakeholders to determine the best course for the counseling program. As a part of the team, the school counselor will promote a positive learning atmosphere and be an advocate for all students in all facets of their educational career. The counselor is involved in the following (not limited to):

-Individual and/or small group counseling: Students can be referred for counseling by themselves, a teacher, administrator, and/or a parent. Some situations call for individual counseling while other call for a group. School counselors are professionally trained in counseling methods and are able to adapt to various scenarios with students. A majority of individual counseling will be short term with a disruption/crisis situation that needs to be resolved. However, there are situations that warrant meeting on a regular basis.

-Classroom Guidance: Counselors and teachers implement guidance together. These guidance lessons should meet the needs of the students. The guidance is specific and age appropriate to meet academic, personal, social and career areas.

-Consultation: The counselor serves as a resource for both teachers and parents when situations arise with a student. The counselor is able to lend a different perspective in some situations and offer advice. The counselor will serve on committees related to the overall wellbeing of students. Consulting with other specialists and administrators about the needs within our school district. The counselor shall be a resource for test interpretation for students, parents and faculty.

-Coordination: The counselor's role of coordination will include the linking of students and parents to outside resources best suited for the student's needs. It is imperative that the counselor be knowledgeable about resources in the community and have contact with those agencies. Coordination of the school's test interpretation data shall be included in regular duties of the counselor. The counselor plans and evaluates the overall success of the counseling program regularly.

-Education: The counselor can plan for workshops that address specific needs of students and parents, such as financial aid and college applications. Educational information is provided through the website on various topics that are available to families in the district.

-Referrals: The counselor shall be an advocate for the whole student and make referrals inside or outside the district when the need arises. This is often done in coordination with the administration and special education coordinator depending on the needs presented.

-Assessment and Testing: The counselors shall work as part of the team unit by providing insight into test results and the interpretation of scores. Working with others in the district to formulate plans on changes to better help students in the academic endeavors. Through guidance, students better learn about their strengths, interests and achievements.

-Orientation: The counselor shall be involved in orientation processes for the students transitioning from the elementary campus to the high school campus. It is also incumbent upon the counselor to handle orientation of students that transfer into the district at any time during the year.

-Scheduling: Counselors coordinate with teachers, parents and students to determine the most beneficial course placement for students. These meetings for developing an academic plan of action should take into account the needs, the interests, and career goals of each individual student.

-Student Records: Counselors are authorized to view any records held by the school about each present/past student. It is the responsibility of the counselor to send and receive school records for transferring students as well as sending documentation to colleges for outgoing seniors and previous students. Files are also accessed to evaluate previous achievement when consulting on situations in the present.

-Responsive Services: In the aftermath of a crisis or unexpected event, counselors work with crisis team members to enact the plans established to best meet the needs of students at that time. Because things don't always happen during school hours, it may be necessary

for the counselor to be available to consult or lend help outside of school if a student requires it.

III. Bullying and Suicide

-Guidance shall be given on the topic of bullying. Class lessons shall include information about respect for others, conflict resolution, friendship and character education. Programs will be used to have students to commit to non-bullying initiatives. Any incidents of bullying that take place shall be referred to the administration for further investigation and resulting action.

-Suicide prevention materials shall be made available to all students which includes information about the services available to combat the threat of suicide. Also training for students on what to look for within other people so that we can have students advocating for one another. If there is threat of suicide while a student is on campus, we have protocols in place to get the student the help they need at that time. In our crisis manual, it outlines the steps that will be taken if a suicide takes place within our district.

IV. Career Services

This type of service will include career awareness, distribution of career information, employability information, individualized plans for each student that includes interests, skills and goals the students set. There shall be meetings with the students that relate to the development of the plan so that the student can formulate an educational plan best suited to the career goals that they have. Faculty shall coordinate with local businesses to allow for students to experience various career exploration activities, including a career day where students have the opportunity to hear from various professionals.

V. Group Conflict Resolution

Educational programs focused on helping students develop attributes that allow for the peaceful resolution of problems is a major focus. Information about positive communication is related to students, as well as the learning the respect for diversity and differing opinions. Counselors are available by referral from the teacher to work with students individually or in a group format to mediate conflicts and disagreements between students.

VI. Alternate Methods of Classroom Management

Staff in the district has been trained on classroom management and behavior. The development of vertical alignment within the rules and responsibilities of the students allows for a more cohesive school environment that results in less disruptive behavior. Faculty may also use methods such as behavior contracts, logical consequences, behavior modification, referral to counseling services, etc.

VII. District Level Tracking System

-Attention is taken to identify those students at risk for dropping out and measures are taken to encourage the completion of school. Coordination with the student, parents and any other needed outside resource is utilized to help identify the student's areas for concern so steps can be taken to help the student succeed. Guidance on self-esteem and social interactions are given to help students grow and understand the impact on the future. If a student drops out of school, then efforts will be made to contact the student to see if any help can be offered.

-For graduating seniors, the district shall reach out to them a year after graduation to determine use of vocational education, as well as the path they are currently on. Assistance can be offered to help students with various tasks to help a student to get on a different path. These efforts will be made by phone call, email or other online format.

VIII. Parental Involvement

Parents are encouraged by school staff to invest in and become involved with their child's education. There are many volunteer opportunities available. Both counselors, teachers and administrators shall reach out to parents by website, social media, letters, and phone calls to address areas of concern or opportunities for parents to be involved. Counselors may hold workshops to help parents with different concerns such as financial aid and the college process. There is also a parent center available during school hours that parents can come to work and use computers for their various needs.

IX. Health Services

The school nurse, Kaye Arnold, is available for the following (not limited to):

- Identifying health needs of students through the administration of vision, hearing and scoliosis screenings.
- Working with teachers, administrators and other personnel to help modify the environment or activities for students with health issues.
- Administer medications and perform routine first aid care to students and faculty
- To assume responsibility for the care of sick or injured students or faculty
- Keep up to date medical records for students
- To present health education informally and in the classroom when needed

- To aid in the development of IEPs, 504s, or health care plans for students with health related issues
- Coordinate with local and state agencies to provide services and program information
- Check regularly on the status of student immunizations and notifies parents of any need the child has in regard to immunizations. Files are kept in nurse's office and available to parent or student.

X. Psychological Services

- Calico Rock School District provides evaluation of students with learning difficulties as well as students with exceptional abilities.
- Personnel work as liaisons for students and their families to connect them with outside services when needed.
- Referral processes are in place for students who require more intensive mental health counseling/in-patient treatment
- Calico Rock also has the services of Families Inc. on both campuses to provide professional counseling to students in need.

XI. Visiting Teacher and Social Work

To meet the various needs of our students, the district can utilize inside/outside sources to include Physical and Occupational Therapists, Behavior Specialists, Mental Health Counselors, Dyslexia Specialists, Speech Therapists, School Resource Officer, Mental Health Assessors, etc. We also coordinate with the IZARD County DHS, IZARD County Sheriff's Office and the Arkansas State Police when the need arises.