

# **Hamburg Middle School Student Services Plan**

## **Guidance Services**

Hamburg Middle School provides a full time counselor for grades 6-8. Individual or group counseling services are available for all students at Hamburg Middle School. Referrals for counseling services can be made by parents, teachers, administrators, or self referral. Group counseling services are provided throughout the year for various needs within the student population.

Although all students are eligible for counseling services, the counselor does not provide therapy. Therapy services are provided by outside behavioral health agencies. The counselor can refer students for services with behavioral health agencies.

The counselor provides scheduled guidance lessons for all 6-8 grade students. These lessons include but are not restricted to the following topics:

- Bully and Drug Prevention
- Self-Esteem/Self Care
- Empathy
- Peer Pressure
- Social Media Safety and Etiquette
- Time Management
- Learning Styles
- Multiple Intelligences
- Study Skills
- Mindfulness
- Career Exploration and Planning
- Violence Prevention
- Conflict Resolution
- Classroom performance and school success

## **Orientation Programs**

The counseling department provides orientation services to incoming students. Fifth grades students come to Hamburg Middle School from the district elementary schools for orientation each year in May. During this “Sixth Grader for the Day” camp, the fifth grade students tour the building and attend a guided orientation to middle school. In the evening of the same day, fifth grade parents are invited to Hamburg Middle School to attend “6th Grade Parent Night”. During this meeting, parents are provided an orientation for the upcoming year.

The counselor also provides orientation to new students throughout the year. The counselor assist parents with enrollment of students. The counselor also provides students) with new schedule(s) and gives student(s) a tour of building while introducing the student(s) to the teachers and other faculty.

### **Academic Advisement**

During “Sixth Grader for the Day” camp, the counselor and administrators provide 5th grade students with course requirements and elective information and assist the students in selecting courses for 6th grade.

Each Spring, the counselor and administrators meet with 6th and 7th grade students to discuss 7th and 8th grade course requirements and electives. During this time, students select courses for the upcoming year.

Also during the Spring, the counselor assists high school faculty in helping 8th grade students select courses and electives for their 9th grade year.

### **Consultation**

The counselor provides consultation services with administrators, parents, teachers, other school counselors, school nurses, behavioral health agencies, and different community agencies such as Arkansas Department of Human Services, Delta Counseling, Daysprings Behavioral Health, and medical professionals.

The counselor also serves as a team member on evaluation/placement conferences, if needed. The counselor also serves as a member of the Administrative Team, the Indistar Leadership Team, and building coordinator for 504 evaluations/meetings.

### **Utilization of Student Records**

All permanent records with exception of health records are located in the counselor’s office. The counselor assists teachers and parents in accessing these records for information. The counselor assists students, parents, and teachers in interpretation of test data and other significant data. Copies of student records are sent to other schools as requested for enrollment purposes.

### **Interpretation of Criterion-Referenced and Norm-Referenced Test**

The counselor is the testing coordinator for the school and is responsible for any school wide standardized testing. The counselor schedules and administers these tests. In addition, the counselor also disseminates and interprets test results to students and parents.

### **Attendance and Early School Dropouts**

The counselor is responsible for following up on student’s attendance by contacting the parents/guardian of the absent student after 3 days of unexcused absences. After 4 days of unexcused absences the counselor will set up a meeting with parents/guardian and an administrator before parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

## **Specialized Populations and Needs**

The counselor advocates the needs of specialized populations within the school. These include but are not limited to students of culturally diverse populations and students with disabilities requiring special attention. The counselor's activities promote the following:

- a. Students' and school personnel's acceptance of differences
- b. Policies, procedures, and behaviors that reflect freedom from stereotypes
- c. Examination of school's testing programs to ensure that they reflect equitable standards for all students
- d. Outreach to parents and families of students from culturally diverse populations.

## **Parental Involvement**

The counselor is available during parent/teacher conferences each semester and during the annual open house. As requested, the counselor assists parents with their child's academic, personal, and social issues. Throughout the school year, the counselor serves as a liaison between teachers, parents, and students.

Within the counselor's office are resources for parents. These resources include information on best practices for studying, understanding middle school students, ADHD, crisis, drugs and alcohol prevention, supporting your student, outside agency information and referrals, and career information.

The counselor also provides informational meetings for parents through the Coffee with the Counselor and Chillin' with the Counselor events.

## **Psychological Services**

Evaluations for consideration for special services are conducted in compliance with Federal Public IDEA 97, 105-7, and Arkansas State Act 102 as amended. The functional administration of programs adhere to the state regulations as outlined in referral, placement, and appeal procedures for special education and related services, program standards, and eligibility criteria for special educations for the Arkansas Department of Education. Each evaluation is individualized according to the needs of the individual student. Determination for placement is made by a multidisciplinary team following the evaluation process. The team takes into consideration all evaluation information as well as classroom and parental information.

## **Consultations for Services**

Formal and informal consultations are held by special needs staff with teachers, parents, and administrators concerning students with special needs. Consultations are for students in the special education program, 504 students as well as those being considered for referral.

## **Early Identification**

Early identification of children with special needs is provided by conducting pre-school screenings utilizing the speech therapist to identify any possible students that may need speech services.

## **Liaison and Referrals**

Liaison and referrals with other agencies and institutions are made on an as needed basis. Open communication is maintained with a wide variety of organizations, both local and statewide, which include mental health centers, hospitals, physicians, and institutions of various types.

## **Social Worker Services**

The district social worker works with counselor to provide services that assist in the prevention and remediation of problems of attendance, behavior, adjustment, and learning. The social worker also serves as a liaison between the home and school providing information to parents on how they can become more involved with their child's school program and teaching the parents techniques and strategies to enhance positive behavior.

## **Conflict Resolution Services**

Conflict resolution is taught at Hamburg Middle School in grades 6-8. It is integrated in personal/social, educational, and career education. Hamburg Middle School has incorporated programs that help students develop skills enabling them to resolve differences and conflicts between groups and programs designed to promote understanding, positive communication, compassion, courage, love and forgiveness. Conflict solving for students could include: dealing constructively with conflict, building positive self-esteem, respecting human differences, making responsible decisions, developing sensitivity to all people, practicing conflict resolution, learning ways to handle frustration and anger, exploring conflict as a positive force for change, understanding the dynamics of conflict, respecting human differences, and developing positive interpersonal skills.

## **Health Services**

Hamburg Public Schools currently employ two registered nurses that hold an active license in nursing. The Hamburg School District follows all state guidelines for students attending public schools. The nurses' duties include: conducting vision, hearing, and scoliosis screening - reporting findings to state, referrals, attends conferences with staff and parents concerning health issues, updating health records on each child, and serving as a resource person for health, nutrition, hygiene, and human growth/development units. Each school is adequately equipped with a health room. The nurse works in cooperation with other school personnel to ensure safe conditions on school grounds and with school related activities. The Hamburg School District also works in conjunction with Mainline Health Systems Inc. which will provide health clinic type services to students and staff by coming to the school.

## **OBJECTIVES OF SCHOOL HEALTH SERVICES**

The objectives of the school health services are:

- 1. Health protection**
- 2. Health maintenance**
- 3. Remediation of health problems**

## **SCHOOL NURSE DUTIES**

- 1. Emergency care of the sick and injured students**
- 2. Organization of the health room and maintenance of supplies**
- 3. Student health counseling**
- 4. Function as a health resource person**
- 5. Communicable disease prevention and control**
- 6. Make health appraisals and assist staff members in identification and recognition of specific health problems**
- 7. Vision screening, referrals, and follow-ups**
- 8. Auditory screening, referrals, and follow-ups**
- 9. Scoliosis screening, referrals, and follow-ups**
- 10. Body Mass Index screening, reports to parents, and state department**
- 11. Aid in physical examinations--athletics and others**
- 12. Supervise health records which includes immunizations and screening records**
- 13. Develop a list of confidential health information with high-risk health problems, such as diabetes, seizures, allergies, etc., and notify school personnel**
- 14. Provide in-service training as needed at assigned schools**
- 15. Follow-up to insure that health records are secured for new students**
- 16. Maintain school related accident/injury reports**
- 17. Make home visits with designated school personnel as needed**
- 18. Develop knowledge base of community resources and health agencies**
- 18. Maintain health room visits log and pertinent student documentation**
- 20. Develop a cordial working relationship in the community with other health agencies and health professionals**
- 21. Supervises and monitors administration of medications in the school setting by designated school personnel**
- 22. Assists in the formation or revision of health policies, goals, objectives, etc., for the school district**
- 23. Assumes responsibility for professional growth by attending workshops related to school health, obtaining continuing education credits, and demonstrating leadership by being active in professional growth by attending workshops**
- 24. Assumes professional responsibilities demonstrated by membership and active support and/or participation in appropriate professional organizations**

## **Purpose of the School Health Unit Service**

The purpose of the health service unit at Hamburg Middle School has been planned with definite purposes. The primary purposes are:

1. As an emergency center for the administration of first aid to school children, personal and proper care of accident victims until they are moved from school;
2. As an emergency center for the care of children becoming ill during the school day until they can be placed under their parent's care or returned to class;
3. As a center where children with suspected communicable diseases can be cared for and separated from others until arrangements can be made for the parent or guardian to pick up the children;
4. As a place for those who, because of health conditions, require on their physician's recommendation, a rest period at school during the school day;
5. As a center where first aid and other supplies and equipment may be placed and kept in readiness at all times for use in rendering other health services to children at school;
6. As a work area for the nurse to inspect pupils referred to the nurse;
7. As a work area where periodic medical inspections and other clinic services for school children can be given when it is necessary to render these services at school;
8. As a place where vision, hearing and other screening procedures, including the measurement of pupil height and weight, may be carried out
9. As a conference room where the nurse, doctor, teacher, pupil, parent or others concerned with health counseling and guidance can discuss privately specific health problems of individual school children
10. As a work center for school health personnel, and as an area where children awaiting health services can be accommodated
11. As a center where records and other information necessary, in the administration of

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general health program and emergency care program, may be kept for ready use when needed.

## **Staff Development**

The counselor Staff Development provides teacher in-service training in communication skills, life role skills, and student appraisal information and academic programs.

**PROFESSIONAL GROWTH** - The counselor participates in professional guidance organizations such as Arkansas School Counselors' Association, Central Arkansas Region Association. The counselor attends local, district, and state counseling meetings and workshops. The counselor continues to enhance professional growth by enrolling in professional courses when available. The counselor keeps abreast of current issues and approaches by reading professional articles.

## **Community Awareness/ Public Relations**

The school disseminates information about the school program, including guidance services, honor awards, and special recognition of students, to the community. This information is published in The Ashley County Ledger, our local newspaper. The counselor provides opportunities for community involvement in the educational program, encourages exchange of ideas, knowledge and resources between school and community, and assists in organizing activities involving school-community cooperation.

## **Evaluation of the Guidance Program**

**The counselor conducts an evaluation of the guidance program, to measure the effectiveness of the program, by utilizing a survey that parents, students, and teachers can complete. Results from the evaluation will be reported to the administration. Information, gathered from the survey, helps to improve the guidance programs and is used to keep the Student Services Plan up-to-date.**