



PRESCOTT SCHOOL DISTRICT STUDENT SERVICES PLAN UPDATED OCTOBER 2018

Prescott School District has an outstanding Student Service Plan to better support, encourage, and ready all students that we have the privilege to serve in all of our schools. This plan is based on the needs identified by students, parents, community and state requirements.

Public School Student Services Act

Title 6

A.C.A. § 6-18-1001(2015) 6-18-1001. Title. This subchapter shall be known and may be cited as the “Public School Student Services Act”.

HISTORY: Acts 1991, No. 908, § 2. 6-18-1003. Rules and regulations. The State Board of Education is authorized to adopt rules to carry out the intent of this legislation.

HISTORY: Acts 1991, No. 908, §§ 4, 7. 6-18-1007. School student services status report. (a) By January 1, 1994, and each year thereafter, the Department of Education shall compile and present to the Governor, the State Board of Education, the Senate Committee on Education, and the House Committee on Education a report outlining monitoring findings and the status of implementing each of the provisions of this subchapter by the various school districts, including which districts are in substantial compliance with the plan required under this subchapter. (b)(1)(A)

HISTORY: Acts 1993, No. 1313, § 38; 1995, No. 1196, § 29; 1997, No. 112, § 12; 1997, No. 1275, § 3; 1999, No. 391, § 14. 6-18-1008. Implementation. (a) The State Board of Education shall cause the Commissioner of Education to designate one (1) employee who shall be responsible for overseeing the implementation of this subchapter. (b) By January 1, 1994, and each year thereafter, the Department of Education shall compile and present to the Governor, the state board, the House Committee on Education, and the Senate Committee on Education a report outlining the status of implementing each of the provisions of this subchapter by the various school districts.

STUDENT SERVICE PLAN TEAM:

Brenda Smith	Elementary Counselor
Frank Henson	Junior High Counselor
Haleigh Glass	Counselor/Career Coach
Quinton Radford	High School Counselor
Candice Ross	Nurse (K-6)
Jade Cornelius	Nurse (7-12)
Janine Allen	Special Ed Supervisor
Erica Morgan	Community Counselor- TFS

I. PRESCOTT SCHOOL DISTRICT Mission Statement Guidance Mission Statement Guidance Philosophy

II. Guidance, Counseling, and Career Education Services Role of Prescott School District Counselors Goals and Objectives Needs Assessments Guidance Plan of Action

III. Psychological Services

IV. Visiting Teacher and School Social Worker

V. Career Services

VI. Conflict Resolution

VII. School Health Services Program

VIII. School Suicide/ Crisis Plan

IX. At Risk Students/ School Drop-Out Program

X. Parent Involvement Plan

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PRESCOTT SCHOOL DISTRICT believes that ALL students can learn and should have access to all educational programs in order to do so. Therefore, PRESCOTT SCHOOL DISTRICT vision for all students is to serve and support our students by providing them a rigor and relevant education. We believe that this will help them to gain the skills needed to be college and career ready.

GUIDANCE COUNSELING MISSION: The mission of the Prescott School District Counseling Program is to ensure that every student in the district's schools will acquire competencies needed in academics, career, personal and social development to reach their greatest potential in the preparation for lifelong learning in a changing world.

School Counseling Program supports the academic mission, fostering safe schools, serving as advocates for all students, providing resources for all stakeholders, working with others to support mental health needs of students, keeping abreast and sharing concerning curriculum and different policy changes.

All school counselors attend local and state professional development opportunities to help them remain highly qualified. School counselors always follow the ethical guidelines to ensure the

wellbeing of all stakeholders and the integrity of the school counseling program. Each counselor submits a yearly report to the Arkansas Department of Education. This report indicates services provided through the Student Service Plan.

FACILITIES:

PRESCOTT ELEMENTARY SCHOOL (GRADES K-4): Located in the Elementary School Building hallway that leads to the school nurse, has a private office suit to include a waiting room and a place that secured materials can be stored properly. The facility is easily accessible for students. There is a private phone line located in the counselor office.

PRESCOTT JUNIOR HIGH (GRADES 5-8): Located in the administrative offices in Building 5. The office is one room and is easily accessible for students. There is a place that secured materials can be stored properly. There is a private phone line in the counselor office.

PRESCOTT HIGH SCHOOL (GRADES 9-12): Located in the high school building on the main hallway. The office is located in a suite of offices that houses the counselor, career coach, waiting room, and a secured room where secured materials can be stored easily. There is a private phone line located in the counselor office of the suite.

STANDARDS OF ACCREDITATION:

ELEMENTARY: One fully licensed and certified counselor, Brenda Smith. Student ratio is 1:360.

JUNIOR HIGH: One half time licensed and certified counselor, Frank Henson. High School Counselor also serves as part-time counselor in the Junior High. Overall Student ratio is 1:318 with Mr. Henson serving 225 (1/2 Time) and Mr. Radford (HS Counselor) serving 93.

HIGH SCHOOL: One full time licensed and certified counselor, Quinton Radford. Student ratio is 1:298.

One certified Career Coach assisting counselor with Student Educational/Career Goals, Haleigh Glass.

School Counseling Program must be COMPREHENSIVE to include:

Preventive classroom guidance activities
Individual and group counseling;
Consultation with teachers, administrators, parents, and community leaders;
Crisis intervention;
Assessment, placement, and follow-up services.
As well as others that are noted below

School Counseling Program must be a TEAM Approach

Development of trust with all students, staff, parents, administrators, community leaders, and referral agencies
Ability to work with all needed to help students along their way
Understanding that all involved have the ability and right to
Explore and express their feelings without any judgement and non-threatening environment.

The Prescott School District Service Plan includes:

INDIRECT COUNSELING: Counselors at all school's duties include some indirect counseling such as testing, meeting with parents, working with different staff groups within their buildings and district wide, sharing of test results with all stakeholders, and working with the E-School Program concerning record keeping and scheduling. Student records are reviewed and updated as required. The time spent on this will NOT exceed 25% of the counselor's time (ACT 908 of 1991, Section 6.

DIRECT INDIVIDUAL AND GROUP COUNSELING:

Students are counseled individually to help with behavior, social, and emotional needs that they have. This also includes, but not limited to, attendance, discipline problems, bullying prevention, and getting along with others. Follow up with students are made concerning their needs.

Referrals: It is the belief of the Prescott School District that in order for the Counselor/Guidance Program to be effective, there must be a group effort of all district staff, parents, and community. We encourage all staff members to utilize the Guidance Program, each other, and the different community programs and individuals available.

Referrals are made by teachers, administrators, other staff, parents, school psychologists, and students themselves to the school counselor. ALSO, counselors will make referrals to student's families to community agencies to include but not limited to community based counselors, community medical services, local Department of Human Services, and local agencies (food, clothing, Lions Club, etc.)

Small Group Counseling Sessions are also conducted with students dealing with the same issues and follow up made. Prescott School District understands that Group Counseling is not for all students but there are those that will benefit from group counseling to help them vent, to think about situations they are facing, to receive good positive feedback, practice personal skills, and to get further help if needed,

Classroom Guidance dealing with age appropriate social/emotional, academic, and age appropriate career development will also be conducted. Topics such as Self Understanding, social emotional connection. effective interpersonal and communication skills, problem-solving, decision making, conflict resolution skills, effective study skills and positive attitudes toward school, career awareness and the world of work, substance abuse prevention, comprehension and acceptance of differences in people (i.e.

racial, gender-based, cultural, religious, physical), divorce, and other topics that may be of interest and/or needs of students. Counselors will work closely with teachers to schedule these sessions as well as to have teachers assist in preparation and/or follow up as it would lend itself to.

The counselor will limit their classroom guidance **no more than 40 minutes per session and no more than 3 per day or 10 per week.**

COUNSELORS IN THE PRESCOTT SCHOOL DISTRICT COUNSELING PROGRAM WILL FOLLOW THESE GOALS AND OBJECTIVES AS OUTLINED IN CURRENT LAW:

GOAL 1: To assist students in the process of growing in personal, social, educational, and career development.

OBJECTIVES:

1. PERSONAL DEVELOPMENT

- a) Develop and maintain a sense of personal worth and a positive self-image
- b) Develop and cultivate appropriate emotional responses to life experiences;
- c) Understand their roles and responsibilities in school, family and community.

2. SOCIAL DEVELOPMENT

- a) Develop and maintain effective interpersonal skills;
- b) Understand the roles and responsibilities of others in school, family
- c) Acquire knowledge of and respect for individual differences in abilities, interests, attitudes, and background.

3. EDUCATIONAL DEVELOPMENT

- a) Achieve at a level in keeping with their potential;
- b) Develop a sense of discovery about new knowledge; and

- c) Recognize their own academic strengths, weaknesses, and areas of need.
- d) Participate in a enrichment (RTI or other) OR Advance Opportunities as recognized on state mandated assessments.

4. CAREER DEVELOPMENT

- a) Discover the meaning of work and its relationship to the individual;
- b) Develop a positive attitude and a personal identity as a worker who contributes to self, to social needs and understand their own aptitudes and develop their own abilities as they pertain to the world of work.

Goal 2. To assist students to appropriately cope with crisis situations through the acquisition of effective problem-solving skills.

- a) Develop strategies for exploring alternatives that allow students to successfully deal with problem situations;
- b) Evaluate, select, and implement the appropriate solutions to problems.

Goal 3. To assist the staff in its efforts to promote the developmental growth of students.

- a) Promoting a positive learning atmosphere;
- b) Promoting an understanding of the role of school personnel in the guidance program;
- c) Enhancing their counseling skills through consultation and other staff development activities;
- d) Encouraging the recognition and use of affective skills in the teaching-learning process.

Goal 4. To assist the family in its efforts to understand the developmental growth of children.

- a) Promoting effective communication among the parents, school staff, and children;

- b) Enhancing parenting skills that will promote the positive personal, social, educational, and career development of children.
- c) Principles of Comprehensive School Counseling Programs

ACADEMIC AND CAREER COUNSELING:

Prescott School District follows these Arkansas Goals and Objectives of Career Education:

Goal 1. Students will improve career planning and decision-making skills.

Objective: Students will be able to set goals, understand the importance of a planning process and seek assistance in decision making.

Goal 2. Students will identify information about career sources of occupational information.

Objective: Students will investigate and locate appropriate sources of career information to match their interest.

Goal 3. Students will improve job acquisition and retention competencies.

Objective: Students will practice job interview skills and state job retention factors.

Goal 4. Students will improve attitudes and develop an appreciation for career success.

Objective: Students will demonstrate productive, positive attitudes toward work and task accomplishment.

Goal 5. Students will improve skills in human relationships.

Objective: Students will identify the need for good human relation skills in the world of work.

Goal 6. Students will improve self-investigation and evaluation skills necessary for career success.

Objective: Students will be able to examine self in relation to careers, assess self-concept, and appraise own interest and capabilities.

Goal 7. Students will understand personal, work, and societal responsibilities.

Objective: Students will demonstrate good citizenship, knowledge of relationships with, and responsibilities to peers, co-workers, supervisors and property.

Goal 8. Students will improve understanding of economic factors influencing career opportunities.

Objective: Students will demonstrate an understanding of how various economic conditions (i.e. supply and demand, time, effort, specialization) affect a person and how a person interacts in the economy.

Goal 9. Students will improve understanding of relationships of education and career choices.

Objective: Students will demonstrate an understanding of the relationships of education (both formal and informal) to career opportunities.

Students are also counseled concerning academic and age appropriate career development at different grade levels.

Students at Grade Levels K-5 are taught about careers and what is involved in them through CLASSROOM GUIDANCE and career fairs from time to time. Student are reinforced on Careers through bulletin boards and other media sources.

Students at the 6th Grade level will be provided further guidance by taking an Interest Inventory and classroom guidance concerning the results. They

and their parents will also complete the Smart Core Form to help guide them in their academic career through and beyond the 12th Grade.

The 8th Grade students will take a Career Awareness Course to better prepare them in making decisions for their academic career and career choice in life. They will also take the different components of the Kuder Assessment and begin their Career Plan. In addition, each student will complete a Job Shadow Experience.

Grades 9-12 will continue to adapt their plans as needed and prepare them for graduation and their career choice, whether to continue in higher education, military, or be ready for a productive job after high school graduation. Working with students and parents/guardians concerning their Academic Goals. Students will take the ASVAB, ACT and/or SAT as well as other assessments needed for college and career planning.

CLASS SCHEDULING: Work with students, as well as parents, to make sure students are placed in the correct classes to fulfill their career and educational goals. Utilize staff advisors in Grades 9-12 to help students better understand the importance of selecting proper courses in order to meet graduation requirements, prepare for higher education, and prepare for employment. These advisors will meet during home room times and will refer them to the counselor/career coach as needed. This will hold the students better accountable for their education goals. The counselor/career coach will meet with each student with at least once each semester to work with and answer questions. They will meet with students also the 2nd semester to do their tentative class schedule for the next year. Juniors will also meet with counselors to ensure they are on track for graduation the next year. 7-8 Grade students will be allowed to enroll in “advance level classes” upon the recommendation of their teachers and the approval of the counselor/administrator.

Prescott School District Counselors will provide Academic and Career Development Resources for students, parents/guardians, and community that will also support educational decisions. These include, but not limited

to, Occupational/Postsecondary Institutions, postsecondary/work alternatives, Career Choices in non-traditional fields, need for interpersonal skills (work with students individually if needed), planning materials for work and secondary education, and interest inventories.

Assessment interpretation to students, parents/guardians, educators, and other stakeholders while maintaining the integrity of results and student confidentiality.

Counselors of each school/building will consult with parents, school personnel, and other agencies as needed to include making referrals or recommendations for additional services as well as reporting all child maltreatment/neglect to the appropriate agencies. Counselors will continue to stress with ALL staff of the Prescott School District that they are **MANDATED REPORTERS CONCERNING CHILD MALTREATMENT AND NEGLECT** through In-Service Opportunities and individual assistance.

Counselors will also assist as needed with Staff Development, Resources, Parent & Family needs, Consulting with specialist, Liaison between school, home, and community, and Coordinate assessment interpretation with staff, students, and parents.

Prescott School District will continue to develop and implement:

1. Bully Prevention Programs
2. Suicide Awareness and Prevention Programs
3. Alternative methods of Classroom Management (ETP)
4. Follow up with potential Drop-Outs and Graduates
5. Development of Career Plans for 8th Graders that will follow them Throughout their Educational Career.
6. Workshops needed on specific issues for parents, administrators, community, and students. Through Parental Engagement Programs
7. Student Mentoring Student Program (Upper grade to lower grade)

8. "Student Buddy" Orientation Program (New students paired with current student) Parents are also oriented through the program as desired.

Prescott School District also provides the following services to students:

PSYCHOLOGICAL SERVICES:

Prescott School District provides an evaluation for students with learning or adjustment problems and evaluation for students in exceptional-child education programs.

Prescott School District works with a local psychological agency, (TFS) to provide the opportunity for students and families to receive consultation and counseling. Staff and parents make referral to counselors of the district which in turn will refer students/families to the TFS Agency if parents would like them to. There is also a list of other psychological agencies/resources available outside the school, which will be provided by any of the district's counselors.

Prescott School District follows all ethical and HIPPA laws concerning how referrals and counseling is provided to students and families.

VISITING TEACHER AND SCHOOL SOCIAL WORK:

Counselor(s) establish and maintain close working relationships with staff of a variety of school and community agencies. These agencies include, but are not limited to the Nevada County Departments of Health and Human Services, local medical facilities, and psychological hospitals in the Texarkana and Little Rock areas.

Counselors of the Prescott School District will help families/students to make contact with these agencies and make referrals as needed. Counselors do follow-up on referrals as needed. Prescott School District also has employed a home/school liaison services are provided to assist in appropriate referrals to school and community agencies for assistance.

CAREER SERVICES:

Prescott School District will also provide, as part of the overall counseling program, career services. This type of service shall include, but not be limited to the dissemination of career education information, placement services and follow-up studies. Follow-up studies are conducted by the counselor(s) for vocational completers and/or for students leaving the public school system without a high school diploma or its equivalent. Completers Certificate and Cords will be awarded students that complete the different vocational programs. Also students that are non-graduates will be contacted at the last known address/phone number in order to see if can use referrals to GED Program or re-enroll in district.

CONFLICT RESOLUTIONS SERVICES:

Prescott School District Conflict Resolution Services, as mentioned under counseling services, provides educational and social programs which help students develop skills enabling them to resolve differences and conflicts between groups and programs designed to promote understanding, and positive communication because of the need for programs that teach the nonviolent expression and early resolution of conflict.

Prescott School District realizes that there are from day to day conflicts and that there must be order in schools. This means that early resolving of student disputes is vital. Teachers and many of the supporting staff goes through “Assertive Training/Conflict Resolution” along with refreshers of this training from time to time. This helps teachers to reinforce with students discipline practice, proper behavior, and reduce the amount of time teachers must spend on maintaining order in the classroom.

Counselors address conflict resolution training by choosing from a variety of methods and curriculum including, but not limited to, individual sessions, small group sessions, consultation, behavior management plans, and classroom visitations.

SCHOOL HEALTH SERVICES:

In accordance with Act 1106 of March 1991, Prescott School District has two full-time nurse. Candice Ross is a Registered Nurse and serves grades K-6 and Jade Cornelius is an LPN serving grades 7-12.

Prescott School District school nurses are available for, but not limited to:

1. AED annual maintenance and monthly checks
2. Kindergarten immunizations
3. New updated immunizations
4. New student immunizations
5. Obtain medication consents and administer all scheduled medications daily
6. Notify teachers of medical conditions, allergies, etc.
7. Notify cafeteria of allergies
8. Obtain emergency action plans for every student with an allergy, asthma, or seizure disorder
9. Obtain an emergency consent for every student
10. Create care plans for every student with medical condition
11. First of the year training for PD
12. Calculate BMI's and submit to the state for grades K, 2, 4, 6, 8, 10
13. Hearing and vision screenings for grades K, 1, 2, 4, 6, 8
14. Quarterly drug screenings for bus drivers
15. Ten Monthly drug screens for extracurricular athletic students
16. Flu forms and Flu Clinic in October
17. Hearing and vision rescreens and referrals after 90 days
18. File and keep medical records up to date
19. Submit all hearing and vision screenings for Medicaid reimbursement

20. Scoliosis screenings and referrals
21. Oversee sports physicals yearly
22. Oversee CPR certifications
23. Yearly school nurse survey
24. File old files
25. Check immunizations for students according to Act 244 of 1967 and Act 633 of 1973 and mail immunization letters during the summer
26. End of the year inventory
27. Blood glucose checks and insulin administration at least 3x day for each diabetic student
28. Staff medical care
29. Inhaler administration for asthmatic students
30. Lice checks and preventative education to parents
31. Launder clothes and provide extra clothing if needed
32. Wellness Committee (Work with curriculum for children health problems)
33. Make first aid kits for each classroom
34. Diabetes and medication administration training to volunteer staff members
35. Immunization exemption paperwork

SCHOOL SUICIDE/CRISES PLAN

Prescott School District is in the process of updating their Crisis Plan. The policy will be reviewed and updated annually in order to keep up-to-date on any and all changes in laws and/or developments in preventions, etc. The Crisis Team consists of: The Superintendent, ALL administrators, counselors, nurses, resource officers, other staff and community law enforcement and fire officials. In addition, ALL Administrative Assistants will be enlisted for their input and they will be informed about any updates.

THE STAFF WILL PARTICIPATE IN AN IN-SERVICE EACH YEAR

regarding the crisis plan and any updates and/or changes. The Crises Plan will be posted in every office and classroom. In addition, a copy of the plan will be located in each teacher substitute folder.

Prescott School District has in place a “Harm to Self (Suicide) and Harm to Others Plan and how to handle each situation to include parent notification, other agencies notification, counseling needs, and any discipline action needed.

AT RISK STUDENTS AND DROPOUT PROGRAM:

Prescott School District defines a dropout as: Any student who leaves school for any reason except death, before graduation or completion of a GED program of studies, without transferring to another school or registering as a homeschool student.

At-risk students are those enrolled in Prescott School District, whose progress toward graduation, school achievement, preparation for employment, and a variety of health, social, educational, family and economic factors jeopardize futures as productive workers and citizens. These are students with special needs who are underserved, categorized, ignored, unchallenged, and for whom expectations are generally low.

Prescott School District puts forth great effort to identify these at-risk students and to work with these students and their families to ensure success at Prescott School District. Referrals are made by teachers to the counselor and/or principal as needed to get extra help and attention for these students. The counselor, administrators and/or teachers make every possible effort to work with these identified students and their parents to help identify specific problems and find resources to aid in the problem area(s) through our advisory and high school counselor. Follow up is also made with students that drop out to help them as district is able and to help improve the Drop Out rate. This follow-up includes contacting those that have dropped out to encourage them to either re-enroll or complete a GED Program.

PARENT AND FAMILY ENGAGEMENT:

Each of the three schools in the Prescott School District has a Parent and Family Engagement Plan written, posted on the school's web site, and is followed appropriately.

FORMS AVAILABLE UPON REQUESTS

Referral for Guidance Services

Intervention Conference / Re-entry conference

Behavior Intervention Planning – Conference

504 Documents – Screening test

Credit check (Student Success Plan)

Procedures for SPED referrals

Selective Service Information (flyer)

Homebound documents

Senior Forms

Concurrent credit information

Financial Aid Night Agenda and Handouts

Schedule Change Request

Transcript Request Form

Scholarship information

Smart Core / Core requirements