

Hermitage Elementary School
Student Services Plan

(Under Revision)



Hermits L.E.A.D the Way!
Learning, Excelling, Achieving, Developing

Rosalynnda Ellis, Principal
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1. **In accordance with ACT 908 of 1991 and Arkansas Department of Education Rules and Regulations for Public Schools, this document will service as the required Student Services Plan of Action for the Hermitage School District.**

2. **STUDENT SERVICES PURPOSE AND INTENT**

The purpose of this plan is to articulate the functions served by each of the components of a program of student services. The plan indicates development and implementation for providing student services to all students in the public school system, including area vocational-technical schools.

This plan is building-based upon the needs identified by parents, teachers, principals, students, and other agencies with which the school district works (such as local Department of Human Services and Department of Health personnel).

This plan ensures coordination of the various student services being offered and could utilize such techniques as differentiated staffing so as to make maximum use of the contribution of each service.

3. **STUDENT SERVICES STAFF**

ACA § 6-18-1001, *Only those trained and certified in the appropriate specialty or following a Department of Education's deficiency removal plan (additional licensure plan) will be assigned to carry out the duties of each service.*

ADE Rules Governing Student Services,

6.00 Alternative Student Services Personnel

6.01 In order to provide the student services required by the Public School Student Services Act, a school district may utilize the following types of personnel in addition to any standard student services personnel:

6.01.1 Professionals or paraprofessionals in the social work or mental health fields;

6.01.2 Volunteers under the supervision of certified personnel; and

6.01.3 Medicaid licensed targeted case managers.

6.02 Personnel employed under Section 6.01 shall be limited to performing those services for which they are licensed, certified, or trained.

7.00 Minimum Standards for Student Services Personnel

7.01 All non-licensed student services personnel shall have:

7.01.1 In-service training regarding the district's Students Services Plan; and

7.01.2 Appropriate training by licensed personnel to perform the tasks assigned.

7.02 Professional and paraprofessional personnel are exempt from Section 7.01.2

a. Hermitage School District Staff

- i. Tracy Tucker, Superintendent
- ii. Joyce Trotter-Hampton, Social Worker
- iii. Chase Ellis, Dean of Students

- iv. Elizabeth Suzanne Grice, School Nurse
- v. Deanna Smith, Parental Involvement Coordinator
- vi. Gena Wilkerson, Speech Pathologists
- b. Hermitage Elementary School Staff
 - i. Rosalynda Ellis, Principal
 - ii. Jade Huitt, Counselor and 504 Coordinator
 - iii. Tracie Richard, School Parental Involvement Coordinator

4. IDENTIFICATION OF STUDENT SERVICES NEEDS

- a. Student services staff will conduct a needs assessment annually.
- b. Survey students, staff, parents, and community organizations to identify needs of students and services.
- c. Analyze the following data to identify students and services needed.
 - i. Attendance records
 - ii. Discipline records
 - iii. Proficiency on state assessments
 - iv. Graduate rate
 - v. Surveys
- d. Review and adjust the student services plan based on needs assessment data.

5. GUIDANCE AND COUNSELING SERVICES

- a. The Hermitage Elementary School Counseling program provides students with the following services.
 - i. **Individual and Group Counseling** Individual counseling that addresses specific personal needs of students. Group Counseling for small groups of students who may benefit from the same type of interventions.
 - 1. Referrals for services may be made by students, staff, and or parents.
 - 2. Topics that may be addressed include...
 - a. Relationship skills
 - b. Academic Success Skills
 - c. Family Changes (divorce, incarceration, new baby, etc.)
 - d. Personal Character building
 - e. Topics that may be inappropriate or sensitive for whole class lessons.
 - ii. **Orientation Programs and Transitional Programs**
 - 1. Orientation services are provided for new students and parents. Orientation services include:
 - a. Scheduling and placement
 - b. Peer ambassadors
 - c. Overview of Hermitage School/District policies and procedures.

2. Transitional Programs serve to increase student success when transitioning to new or different schools. Transitioning services include:
 - a. Overview of Hermitage School Procedures and policies
 - b. Tour of the building
 - c. Building staff
- iii. **Academic Advisement** at Hermitage Elementary is provided through classroom guidance lessons where students
 1. Identify their interests and strength
 2. Learn how to track their learning data
 3. Link academic success to effort and perseverance
- iv. **Consultation Services** provided by the school counselor consider the whole learning environment and the whole child. The school counselor serves as a consultant with staff, parents, and community agencies. Consultation services include:
 1. Alternative behavior methods in classroom management including:
 - a. Behavioral contracting
 - b. Dispute resolution
 - c. Classroom meetings and lessons
 - d. Logical consequences
 - e. Assertive discipline
 - f. Behavior modification plans
 - g. Career and academic counseling
 2. Behavior Interventions for students determined through the Hermitage Elementary Response to Intervention Team.
 3. Professional Development training for staff on the Hermit LEADER program.
 4. Providing relevant data, resources, and materials to staff, parents, and community agencies on a need to know basis.
 5. Serving on school committees that focus on school climate and intervention services.
 6. Interpreting student assessment results
 7. Consulting weekly with the Hermitage School District student services team.
 8. Assisting in the development of programs for individual student learning needs.
 9. Assisting the school parental involvement coordinator in planning and implementing services to communicate and train parents and guardians.
 10. Making appropriate referrals as needed to outside agencies.
 11. Maintaining a working relationship with outside agencies such as, Pinnacle Point, The Department of Human Services, Family in

Need of Services, Delta Counseling, local clothing and food pantries, and Daysprings Behavioral Services.

- v. **Student Records** may be utilized by the school counselor at Hermitage Elementary School. Private reports and evaluations for students are secured in the office.
- vi. The school counselor is also the testing coordinator. Therefore assisting teachers and administrators with testing rules, security, administration, interpretation and dissemination of results for state mandated assessments.
- vii. **School Dropout and Graduation** rate is addressed at the elementary school through attendance interventions. Every week the school counselor along with other school staff contact students and parents by phone once students reach 3 absences per semester. The school counselor establishes a method for students to track their attendance record.
- viii. **Classroom Guidance**

6. PSYCHOLOGICAL SERVICES

- a. Evaluation of Students
- b. Early Identification
- c. Referrals
- d. Policy on Ethical Procedures for Psychological Activities

7. SOCIAL WORK SERVICES

- a. Casework
- b. Liaison

8. CAREER SERVICES

9. GROUP CONFLICT RESOLUTION SERVICES

- a. Resolve Conflict
- b. Understanding and Positive Communication
- c. Bullying

10. HEALTH SERVICES

11. SUICIDAL IDEATION AND SUICIDE PREVENTION