

# Student Services Plan



A Great Place  
To Be

Manila Public Schools  
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# Manila School District Student Services Plan

This plan details the purposes served by each of the components of a program of student services. It demonstrates the development and implementation for providing student services to all students in the public school system.

This plan is a building-based student services plan which identifies student services needs by parents, students, teachers, principals, and other agencies with which the school district works.

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## **I. Guidance, Counseling, and Career Education Services**

### **Role of School Counselors**

School counselors play a vital role in the development of successful schools. Counseling, consulting, and coordinating are three core roles of a school counselor. Some services provided by Manila School District include the following:

- Emotional, social, developmental and behavioral services to students and families.
- Academic guidance and support services, including the monitoring of academic performance, facilitating communication between school and home.
- Career awareness, exploration and planning services, including goal setting and decision making assistance for students.
- Classroom Observations
- Individual Counseling, Small Group Counseling, Social Groups
- Classroom Guidance lessons to promote the character Education Values
- Participate on academic teams and consult with teachers on a regular basis regarding the needs of students.
- Teacher/Parent Consultation
- Referral Assistance

School counselors collaborate with teachers, parents, and the community to ensure each student receives all support and guidance he or she needs. Counselors in Manila School District will spend at least seventy-five percent (75%) of work time each month during the school year providing direct counseling related to students and shall devote no more than twenty-five percent (25%) of work time each month during the school year to administrative activities provided that the activities relate to the provision of guidance services. We will work with parents, students, and school personnel to ensure that all students are college and career ready.

### **Ethical Standards for School Counselors-ASCA**

<https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>

## **Responsibility to Students**

The School counselor:

- Has a primary obligation to students who are to be treated with dignity and respect.
- Establishes and maintains appropriate professional relationships.
- Acknowledges the vital role of parents/ guardians and families.
- Addresses students academic, career and social/emotional needs.
- Collaborates with all stakeholders to prepare students for life after high school.
- Provides point-in-time interventions to address student needs.
- Establishes a collaborative relationship with outside service providers.
- Strives to contribute to a safe, respectful, nondiscriminatory school environment.
- Respects suspected cases of child abuse and neglect to proper authorities.
- Protects the confidentiality of students' records and releases personal data in accordance with prescribed federal and state laws and district policies.
- Abides by the Family Educational Rights and Privacy Act (FERPA)

## **Responsibility to Parents**

The School counselor:

- Informs parents/guardians of the legal and ethical responsibilities and the confidential nature of the school counseling program.
- Respects the confidentiality of parents/guardians as appropriate and in accordance with the student's best interests.
- Follows the directions and stipulations of all legal documentation, regarding divorce and separation issues with a focus on the well-being of the student.
- Is culturally competent and sensitive to diversity among families.

## **Responsibility to School and Community**

The School counselor:

- Develops and maintains professional relationships and systems of communication with all stakeholders.
- Advocates for equitable school counseling program policies and practices.
- Promotes equity and access for all students through the use of community resources.

## **Responsibility to Self**

The School counselor:

- Monitors personal behavior and recognizes the high standards of professionalism required on and off the job.
- Engages in professional development and personal growth.
- Has completed a counselor education program at an accredited institution and earned certification in school counseling.

## **Curriculum**

### **A. Goals & Objectives**

Manila Public School Counselors will meet the academic, personal, social, and career development needs of each student through counseling, consulting, and coordinating.

### **B. National Standards**

<https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>

## **Purpose of a Comprehensive School Counseling Program**

A comprehensive school counseling program is an essential part of the students' daily educational setting. The overall goal of the school counseling program is student academic, personal/social, and career success.

### **A. Our Beliefs**

In order to successfully meet the personal/social, career, and academic needs of all students in Manila School District, the counseling program is committed to the following beliefs:

- We believe all students can succeed.
- We believe all students can achieve excellence through high expectations and continuous improvement.
- We believe all students will strive to do their best and work together as a team.
- We believe all students will receive positive feedback on their behavioral and academic performance.
- We believe all students will work in a cooperative and diverse community of educators and learners to promote the development of self-esteem.

## **B. Our Vision Statement**

"Manila Elementary School is a place where all students are encouraged to demonstrate excellence academically, socially, and emotionally in a safe and supportive atmosphere. We work with the community and parents to help students demonstrate excellence to meet their maximum potential with extensive support. High expectations are set for all students. We all believe that all students can and will learn. We strive to develop learners whose curiosity about the world around them leads them to a fulfilling life."

## **C. Our Mission Statement**

"We promote a learner-centered atmosphere where students stay motivated and engaged to become successful lifelong achievers."

## **II. School Counselor Services**

### **A. Individual, Small Group Guidance, and Classroom Guidance**

Manila School District will provide an extensive guidance program that will accommodate the academic, social, and emotional needs of all students.

Students will be served in an individual and group setting. Arkansas School Law Code 6-18-1005 states: Classroom guidance, which shall be limited to forty minute class sessions, not to exceed three (3) per day or ten (10) per week. Classroom guidance lessons are extremely important in the school setting. Classroom guidance allows the counselor to be proactive in a variety of areas to a large number of students. Some classroom guidance topics include, but are not limited to:

- \* Self-esteem development
- \* Problem-solving skills
- \* Career Awareness and planning
- \* Bully prevention
- \* Suicide prevention and awareness
- \* Drug prevention and awareness
- \* Conflict resolution
- \* Academic advisement
- \* College/career exploration
- \* Study skills
- \* Test interpretation
- \* Goal setting

## **B. Consultation**

School counselors work closely with many organizations, counseling services, law enforcement, parents, and other community members to ensure that all students are safe, healthy, and being served so that they will be prepared for life after school. Plans and goals are set for students in order to support their academic, career, and personal/social development.

## **C. Working with Parents**

The Manila School District is privileged to have an active parent group that works with the administrators, teachers, students, and community in ways that benefit the overall academic, social, and career growth for students. Parents volunteer during Open House, Parent/Teacher conferences, reward programs. School performances, ball games, and they serve as tutors.

## **D. Testing**

School Counselors are responsible for:

- \* Establishing testing groups
- \* Training staff
- \* Printing and distributing testing tickets
- \* Test security and documentation
- \* Administering make-up tests

## **E. Orientation/Registration**

Orientation programs assist with the transition and anxiety that students parents experience when moving from one building level to the next. Manila counselors work together to plan these transition programs to help ensure a smooth transition for students and parents.

## **F. Academic Advisement**

School counselors work with students to establish career goals in elementary, middle and high school. Students are informed of how their course selections should reflect their individual career goals.

#### **G. Manage Student Records**

School counselors have access to permanent records for all students. Each school counselor abides by the Family Educational Rights and Privacy Act (FERPA).

### **III. Psychological Services**

The district provides psychological services to students with learning or adjustment issues and evaluations of students in exceptional child education programs. Parents, students, and school personnel collaborate to ensure that all students' needs are met and they are being prepared for college and work.

### **IV. Visiting Teacher and Social Services**

- \* The district works with juvenile services and behavioral health agencies when needed.
- \* The district serves as a liaison between the home and school and community agencies.
- \* The district provides access to services that assist in the prevention and remediation of problems of attendance, behavior, adjustment, and learning.

### **V. Career Services**

Career services are provided to all students. Students receive career education information, advice on appropriate courses to take, and opportunities to take advanced placement courses.

Students complete career interest inventories, participate in college/career fairs, participate in job shadowing opportunities, prepare resumes, and visit industries.

## **VI. Group Conflict Resolution**

Group conflict resolution services are educational and social programs that help students develop skills which enable them to resolve differences and conflicts between groups and individuals. These programs are designed to promote understanding and positive communication. Students will participate in Anti-bullying programs and classroom guidance lessons that focus on being respectful, accepting differences and how to cope with anger. Manila School District has a zero tolerance policy for bullying.

## **VII. Health Services**

The school nurse is responsible for student health care needs. This role includes assessing, evaluating, studying, planning, and implementing services for students in all grade levels. The school nurse reviews and maintains health records, performs physical screenings, provides emergency care/first aid, dispensing of prescription medication as provided by parents/guardians, providing parents with health related information, and serving as liaison between parents, school and community in health matters.

## **VIII. Suicide Prevention Public Awareness**

Maintaining a safe school environment is part of a school's overall mission. Subsequent to the passing of the Jason Flatt Act, licensed school personnel are required to obtain at least two hours of professional development every five years in the area of suicide awareness and prevention.

Students displaying signs of suicide are seen by the counselor and/or principal. Parental contact is made and referral to outside counseling agencies are made if student isn't currently receiving mental health services. Students and parents/guardians will be given the suicide hotline information.

<http://www.suicidepreventionlifeline.org/>

## **IX. At-Risk Students and School Dropout Programs**

Manila School District has a tracking system for school dropouts. At-risk students are identified by poor and failing grades, excessive absenteeism, lack of parental involvement, and excessive disciplinary actions. These students are monitored and are offered alternative education and counseling services to increase academic, social/personal, and career achievement.

## **X. Student Services Personnel**

Personnel utilized in Manila School District:

- Paraprofessionals
- Physical/Occupational Therapists
- Speech Pathologist
- TRIO Counselor
- Families Inc/Life Strategies
- MidSouth Health Care Systems

## **XI. Alternative Methods of Classroom Management**

Student services at Manila School District have the following alternative methods of classroom management:

- Behavioral contracting
- In-School suspension
- Alternative learning environment
- Positive reinforcement/PBIS Program
- ESSA Bank
- Career and academic counseling