

Student Services Plan - North Heights Junior High

Beliefs

As school counselors, we believe all students can achieve academic, social, and career success with the help of a collaborative support system and the implementation of a comprehensive guidance plan. We believe a comprehensive, developmental school counseling program is not a support service but an integral part of the total education program.

Vision Statement

The North Heights Junior High Counseling Department will empower all students to reach their maximum potential by using a comprehensive program that addresses academic, emotional/social, and career goals. We will promote an environment that encourages personal inquiry and growth, social responsibility, and academic excellence. We believe that every student can succeed through the collaborative efforts of the school, home, and community.

Mission Statement

As school counselors, our mission is to collaborate with and support our administrators, teachers, parents, and community in providing a safe, nurturing, and supportive environment, while offering services designed to help all students develop the skills needed to be successful now and in the future.

Direct Counseling Activity Examples – 75% of Time Monthly

- Individual social/emotional counseling
- Individual academic guidance and counseling
- Individual career education guidance and counseling and vocational decision making
- Orienting new students to the school
- Consultation with students
- Class selection discussion/academic advisement with students
- Interpretation of state-mandated assessments with students
- Review records and files while assisting students
- Small group counseling sessions
- Classroom guidance sessions
- Conflict resolution sessions

Administrative Activities Examples- 25% of Time Monthly

- Consultation services with school personnel and outside agencies
- Making appropriate referrals
- Test interpretation about students; test interpretation for parents, faculty or community
- Updating guidance/counseling and 504 records for counselor's utilization
- Planning, managing, and evaluating the comprehensive counseling program
- Planning classroom guidance lessons
- Scheduling students (during contracted summer days)

Individual and Small Group Counseling (Direct Service)

Although North Heights Jr. High counselors work with students when they experience problems, counseling must be more than the provision of remediation and crisis intervention. Developmental counseling provides students with coping strategies before a crisis occurs. This may involve seeing students individually or in groups to help them develop skills and use their resources. Students are referred for counseling by: staff, teachers, parents, school psychologists, school administrators, peers, or themselves.

Guidance in Understanding the Relationship between Classroom Performance and Success in School (Direct Service)

The counselor assists students in understanding the relationship between school and classroom performance and their future college- or career- aspirations. This process begins in early grades and continues throughout the students' education. NHJH counselors work with students individually, in small groups, and in whole classroom settings to help students see the connections.

Academic Advisement (Direct Service)

Academic advisement begins in elementary school and continues through high school. The school counselor acts as an advisor at all levels to guide students toward developing short- and long- term goals for educational decision-making including the selection of courses designed to help students prepare for college- and career- plans. Informational resources should also be available and organized in such a way as to guide students and provide information relevant to their plans. Counselors encourage students to reach their fullest potential by

guiding them to take the most academically challenging coursework with a focus on interest areas. Students track this planning and progress on their online Naviance account.

Orientation (Direct Service)

Orientation is a process for students, teachers, parents, and stakeholders to learn about guidance, counseling, and other student services offered to assist in the adjustment of new students to a school. Orientation is designed to help students make smoother transitions from one school setting to another. Formal programs may be used in a classroom setting for groups entering a new school after promotion. As new students enter school throughout the year, orientation may consist of individual or group sessions assisted by peer helpers.

Interpretation of Student Self Assessments (Direct Services)

Counselors help students identify their skills, abilities, achievements, and interests through counseling activities and guidance curriculum accessible in student Naviance accounts.

Interpretation of Student Assessments (Direct or Administrative Activity)

Counselors interpret standardized test results for parents, faculty, students, and community stakeholders. Working with students to interpret and understand their own standardized assessment results would be a direct counseling service.

Educational Academic Advisement, Career Counseling, Career Opportunities and Alternative Programs (Direct Service)

Counselors advise students on educational, academic assessment, and career counseling including advising students on the national college assessments, workforce opportunities, and alternative programs that could provide successful high school completion and post-secondary opportunities. Counselors also serve as chaperones for 8th grade field trips to Arkansas workforce career fairs.

Career Awareness and Planning in School Counseling Programs (Direct Service)

Annotated Code 6-18-1009 states: "Each school counselor shall provide a career planning process for each student to include career awareness, employment readiness, career information, and the knowledge and skill necessary to achieve career goals. School counselors shall also encourage parents, during regular parent conference, to support partnerships in their children's learning and career planning process."

At North Heights Junior High, guidance and advisory class activities focus on developing personal leadership skills (strengths and weaknesses), college and career exploration, and making the connection between themselves and the world of work. Counselors assign interest inventories and aptitude tests at this level then meet with students to discuss how their results relate to course selections and future goals. Students keep track of their progress, planning, and research in their Naviance accounts. Each student has an individual success plan which is re-visited annually. Also, counselors work with students to ensure that they are aware of the importance of course selection and future planning. They help students develop their course of studies or four-year plans so that students have a map for high school coursework. Counselors provide information to and assist students in understanding how taking more rigorous classes better prepares them for college - and career - success. Soft-skills are developed at all levels and the connection between them and career success is emphasized.

Consultation and Coordination (Administrative Activity)

An important part of the counselor's role is to collaborate with teachers and parents. Counselors work with teachers and administrators to help create school environments that encourage student growth and learning.

Consultation can include:

- Participating in and supporting the work of RTI teams
- Coordinating 504 evaluations and annual review conferences
- Conducting professional development workshops
- Discussions with teachers and other school personnel on subjects such as suicide prevention or child maltreatment reporting requirements
- Assisting teachers to work with individual students or groups of students
- Providing relevant materials and resources to teachers
- Assisting in the identification and development of programs for students with special-needs
- Interpreting student data or assessment results
- Consulting with other specialists (e.g., social workers, psychologists, representatives from community agencies)
- The counselor can also coordinate services between the school, home, and community agencies so that efforts to help students are successful and reinforced rather than duplicated.

Utilization of Student Records (Administrative Activity)

The school counselor reviews academic records and files, and may update them for use with students and parents, as well as for their own professional use. The school counselor maintains accurate 504 records and holds annual review meetings for each student with a 504 plan.

Making Referrals to School and Community Resources (Administrative Activity)

Counselors establish and maintain close working relationships with a variety of school and community agencies. These agencies include departments of health and social services, mental health centers, juvenile courts, and advocacy groups. To help students and their families cope with an array of problems. Counselors identify school and community resources and support the established policies and procedures for interagency communication.

Suicide Prevention Public Awareness Program (Administrative and Direct Activity)

The North Heights Junior High School Counseling Department follows the T ASD handbook regarding suicide prevention, public awareness and contacting parents/guardians. Other resources can be obtained at:

ADE Guidance and School Counseling Suicide Prevention Resources

<http://www.arkansased.gov/divisions/learning-services/guidance-and-school-counseling/student-support>

At-Risk Students and the School Dropout Program (Administrative and Direct Activity)

- Referrals to community agencies
- The counselor can also coordinate services between the school, home, and community agencies so that efforts to help students are successful and reinforced rather than duplicated.
- Mentor program - daily check ins, goal setting, consistent contact with parents, behavior contracts
- When a student withdraws from our school, we keep transfer documentation and paperwork.
- We have a plan to track the district's dropouts, including an exit interview, and follow-up whenever possible.
- We use a resource from the National Dropout Prevention Center/Network as a guide to identify problems and implement interventions to help reduce the number of dropouts, the number of incidents of suspensions, school vandalism, attendance, etc.

[Rural Dropout Prevention](#)

Parental Involvement (Administrative and Direct Activity)

- Quarterly parent meetings address topics ranging from standardized testing, the importance of attendance, helping students develop better study habits, and course selection for the upcoming year. Counselors, along with other school staff, also encourage parents to participate in volunteer opportunities within the school setting.
- Parent/Teacher conferences - Counselors pass out progress reports and other information regarding a range of topics from upcoming events to online gradebook access. Also, the counselors answer any questions parents have about scheduling and course credits.
- The counselors help with the planning and hosting of school-wide leadership events and award assemblies.