“Arkansas School Counselors challenge all students to learn to their maximum potential”

I. GOVERNING LAW, RULES & ACCREDITATION

A. Foundation of Arkansas School Counseling Programs

1. Beliefs and Philosophy – set of principals guiding the program development, implementation and evaluation. All personnel involved in managing and implementing the program should reach agreement on each belief or guiding principle.

   a. Outlining beliefs will provide a set of guiding principles that provide the foundation for the development, implementation and evaluation of the school counseling program

      1. Indicates an agreed upon belief system about the ability of every student to achieve
      2. Identifies who benefits from a comprehensive school counseling program
      3. Addresses every student’s right to a school counseling program
      4. Focus is on primary prevention, intervention and student development needs
      5. Identifies who is to be involved in the delivery of program activities
      6. Identifies who will plan and who will manage the program
      7. Defines how the program will be evaluated and by whom
      8. Establishes school counseling program as integral to school’s educational mission
2. Mission – the mission statement describes the program’s purpose and goals. A school counseling program mission statement aligns with and is a subset of the school and district’s mission.
   a. The mission statement articulates the intention of the school counseling programs. It represents the immediate and long term desired impact for every student into the future. The mission statement is the avenue to make clear the relationship between the education system, school improvement and the school counseling program.
   b. Mission Statement Criteria: A mission statement has been written for the school counseling program. Written with the student as the primary client. Written for all students. Indicates the content to be learned. Integral to the vision, goals and mission of the state and local school district. Indicates the long term results for all students.

Arkansas School Counseling Program Mission Statement:
The mission of the Comprehensive School Counseling program in Arkansas is to challenge all students to learn to their maximum potential in the areas of career, academic personal and social development.

3. The goals of the mission statement correspond to the areas of achievement that students will reach by the time they graduate from school. These areas include: career development, academic development, personal development and social development. Goals and Standards reflect national, state and local criteria. Identifies a framework for organization of school counseling program lessons and activities. Identifies the developmental structure for K-12 program and what is to be measured.

4. ASCA National Standards – all school counseling programs should help students develop competencies in academic achievement, career planning and personal/social development.
   a. Competencies are knowledge, attitudes or skills that are observable and can be transformed from a learning situation to a real life situation and can have measurable results. Competencies are directly related to the Goals and Standards of the school counseling program.
   b. Competencies/Indicators Criteria: Competencies directly relate to the domains of career, academic, personal and social development. Developmentally appropriate student competencies are specified for each grade level.
   c. Competency selection is based on data and are measurable or observable.
d. Competencies are a direct link in the relationship between the school counseling mission, the school districts educational mission and expected student results.

5. Policy Criteria: Beliefs/Benefits of school counseling program; Mission Statement; Essential Learnings/Goals. Standards; Student Competencies; Curriculum-Written school counseling program curriculum; Responsive Services-Identified system for intervention and referrals; Student Planning Tools and guidelines for student academic/career planning; System Support-Provisions for time, professional development and resources to plan, implement, and evaluate the school counseling program.

B. Standards for Accreditation Rules

The Arkansas Public Schools Standards for Accreditation as adopted by the AR State Board of Education in January 2000 states:

XI. SUPPORT SERVICES
Support services shall be designed to be comprehensive and integral to the process of schooling and the development of all students. Each school district for each school building site shall develop and implement a written plan, as set forth in current laws and regulations. The plans shall be based upon the needs identified by parents, teachers, principals, students, and other agencies with which the school district works. Further, the plan shall be incorporated into the comprehensive school improvement plan for each site.

A. GUIDANCE AND COUNSELING
1. Each school shall provide a developmentally appropriate guidance program to aid students in educational, personal/social, and career development.
2. Each school shall provide supportive personnel and appropriate facilities to ensure effective counseling to meet individual needs of students.
3. Each school shall assign appropriate certified counselor staff with the district being required to maintain an overall ratio of (1) to four hundred fifty (450)

C. Public School Student Services Act by Law

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, § 1.

6-18-1002. Purpose.
It is the intent of the General Assembly to articulate the functions served by each of the components of a program of student services. It is further the intent of the General Assembly that each school district develop and implement a plan for
providing student services to all students in the public school system, including area vocational-technical schools. Such plan shall be implemented no later than the 1991-92 school year. It is the intent of the General Assembly that student services coordinators be given time to fulfill their responsibilities under this subchapter.

The State Board of Education is authorized to adopt rules to carry out the intent of this legislation; such rules shall include, but need not be limited to:
(1) A description of the student services program at all educational levels for which the school board is responsible;
(2) Criteria for the development by each school of a building-based student services plan which reflects input from parents, teachers, principals, students, and other agencies;
(3) Identification of alternative student services personnel who do not meet traditional graduate school requirements and who may be used by the school board in providing the recommended student services, including, but not limited to, paraprofessionals, teachers, parents, and representatives of business and industry;
(4) Establishment of minimum standards for all areas of student services personnel.

6-18-1004. School district plan.
(a)(1) Each school district shall develop and implement a plan which ensures that individual student services are coordinated in a manner utilizing such techniques as differentiated staffing so as to make maximum use of the contribution of each service.
(2) Only those trained and certified in the appropriate specialty or following a Department of Education Deficiency Removal Plan will be assigned to carry out the duties of each service.
(b) Each school district plan shall reflect the use of alternative methods of classroom management. Such methods may include, but are not limited to, the following:
(1) Behavioral contracting;
(2) Dispute resolution;
(3) Classroom meetings;
(4) Logical consequences;
(5) Assertive discipline; and
(6) Behavior modification.
(c)(1) Each school district plan shall provide for a district-level tracking system for school dropouts.
(2) The tracking system shall include provisions for student services personnel in all schools to conduct an exit interview of students who are dropping out of school and for follow-up of such students when possible.
(d) The superintendent of a school district not in substantial compliance with the terms of its plan may be requested to appear before the Senate and House Interim Committees on Educational History. Acts 1991, No. 908, §§ 4, 5; 1997, No. 1275, § 1.

6-18-1005. Student services program defined.

(a) A "student services program" is defined as a coordinated effort which shall include, but is not limited to:

(1) Guidance and counseling services which shall include, but are not limited to:
   (A.) The availability of individual and group counseling to all students;
   (B.) Orientation programs for new students at each level of education and for transferring students;
   (C.) Academic advisement for class selection by establishing academic goals in elementary, middle and high school;
   (D.) Consultation with parents, faculty, and out-of-school agencies concerning student problems and needs;
   (E.) Utilization of student records and files;
   (F.) Interpretation of criterion-referenced and norm-referenced testing and dissemination of results to the school, students, parents and community;
   (G.) The following up of early school dropouts and graduates;
   (H.) A school-initiated system of parental involvement;
   (I.) An organized system of informational resources on which to base educational and vocational decision making;
   (J.) 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 postsecondary opportunities for students;
   (K.) Coordination administration of the Test for Adult Basic Education or the General Educational Development pretest to students by designating appropriate personnel, other than the school guidance counselor, to administer the tests;
   (L.) Classroom guidance which shall be limited to thirty-minute class sessions, not to exceed three (3) per day or ten (10) per week; and
   (M.) Guidance in understanding the relationship between classroom performance and success in school;

(2) Psychological services, which shall include, but are not limited to the following:
   (A.) Evaluation of students with learning or adjustment problems;
   (B.) Evaluation of students in exceptional child education programs;
   (C.) Consultation and counseling with parents, students, and school personnel to ensure that all students are ready to succeed and that all students are preparing for college and work;
   (D.) A system for the early identification of learning potential and factors which affect the child’s educational performance;
   (E.) A system of liaison and referrals, with resources available outside the school; and
(F.) Written policies which assure ethical procedures in psychological activities;

(3) Visiting teacher and school social work services, which shall include, but are not limited to, the following:
   (A) Providing casework to assist in the prevention and remediation of problems of attendance, behavior, adjustment, and learning; and
   (B) Serving as liaison between the home and school by making home visits and referring students and parents to appropriate school and community agencies for assistance;

(4) Career services, which shall include, but are not limited to, the dissemination of career education information, appropriate course-taking patterns, and the effect of taking more rigorous courses so that students are better prepared for college and work success;

(5) Group conflict resolution services, which shall include, but are not limited to the following:
   (A.) Educational and social programs that help students develop skills enabling them to resolve differences and conflicts between groups;
   (B.) Programs designed to promote understanding, positive communication, and a greater utilization of a race relations specialist or human relations specialist to assist in the development of intergroup skills; and
   (C.) Programs designed to prevent bullying.

(6) Health services, which shall include, but are not limited to, the following:
   (A) Students with special health care needs, including the chronically ill, medically fragile, and technology-dependent, and students with other health impairments shall have an individualized health care plan.
   (B) Invasive medical procedures required by students and provided at the school shall be performed by trained, licensed personnel who are licensed to perform the task subject the § 17-87-102(2) (D) or other professional licensure statutes. The regular classroom teacher shall not perform these tasks.
   (C) Custodial health care services required by students under an individualized health care plan shall be provided by trained school employees other than the regular classroom teachers; and

(7) The distribution of a suicide prevention public awareness program developed for distribution by the inter-program task force established by the lieutenant Governor’s Teenage Suicide Prevention Task Force.

(b) School counselors shall spend at least seventy-five percent (75%) of work time each week providing direct counseling related to students and shall devote no more than twenty-five percent (25%) of work time each week to administrative activities provided that the activities relate to the provision of guidance services.

SECTION 3 Arkansas Code Title 6, Chapter 18, Subchapter 10 is amended to add an additional section to read as follows:
6-18-1009. Career Development.
(a) 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.

(b) School counselors shall also encourage parents, during regular parent conferences, to support partnerships in their children’s learning and career planning process.

APPROVED : 04/11/2005
(a) The occupational and placement specialist shall serve as liaison between employers and the school.

(b) It is the responsibility of the district placement to make written board recommendations to the superintendent for consideration by the district school board concerning areas of curriculum deficiency having an adverse effect on the employability of job candidates or progress in subsequent education experiences.

(c) Furthermore, district administrative personnel shall report to the school board concerning adjustments in program outcomes, curricula, and delivery of instruction as they are made with the use of placement and follow-up information.

(d) The follow-up studies conducted by occupational and placement services shall be on a statistically valid random-sampling basis when appropriate and shall be stratified to reflect the appropriate vocational programs of students graduating from or leaving the public school system.


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, and the Senate and House Interim Committees 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) By January 1, 1998, the department shall have in place a staffing structure which assures that the department's administration and field service staff are responsible for monitoring the department and local school district implementation and compliance with the provisions of this subchapter.

(B) The department shall employ one (1) or more persons who shall have a minimum qualification of certification as a school counselor.

(2) Each school district shall be responsible for submitting an annual report to the Assistant Director for School Improvement and Instructional Support outlining its compliance with and implementation of plans for the provisions of this section.

(3)(A) The Director of the Department of Education, in consultation with the appropriate assistant director, shall designate an individual or individuals who shall have a minimum qualification of certification as a school counselor to be responsible for coordinating the monitoring of compliance with this section.

(B) The monitoring shall include interviews with administrators, counselors, students, and teachers.

6-18-1008. Implementation.

(a) The State Board of Education shall cause the Director of the Department 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 board, and the House and Senate Interim Committees on Education a report outlining the status of implementing each of the provisions of this subchapter by the various school districts.


D. Arkansas Department of Education Rules

GOVERNING PUBLIC SCHOOL STUDENT SERVICES
Revised September 1999

1.00 REGULATORY AUTHORITY
1.01 These regulations shall be known as Arkansas Department of Education Regulations Governing Public School Student Services.
1.02 These regulations are enacted pursuant to the State Board of Education’s authority under Arkansas Code Annotated § 6-18-1003 (Repl. 1993) and Ark. Code Ann. § 6-11-105 (Repl. 1993).

2.00 PURPOSE
2.01 The purpose of these regulations is to provide guidance to local school districts in complying with requirements of Ark. Code Ann. § 6-18-1001 through § 6-18-1008 (Repl. 1993) (Supp. 1997) [as amended].
2.02 The further purposes of these regulations are to:
   2.02.1 Establish criteria for development of student services plans.
   2.02.2 Identify alternative student services personnel who may be used to provide student services.
   2.02.3 Establish minimum standards for student services personnel.

3.00 DEFINITIONS
Student Services Plan as used in these regulations is defined by Ark. Code Ann. §6-18-1005 (Supp. 1997), as amended by Act 1565 of 1999.

4.00 GENERAL REQUIREMENTS OF THE PUBLIC SCHOOL STUDENT SERVICES ACT
4.01 The Public School Student Services Act requires local school districts to develop a Student Services Plan for each school building.
4.02 Development of the Student Services Plan shall meet the following criteria which are also set forth in Ark. Code Ann. § 6-18-1003 (Repl. 1993) and § 6-18-1004 (Supp. 1997).
ADE 096 - 2
4.02.1 The plan shall be building-based (site based) upon the needs
identified by parents, teachers, principals, students and other agencies with which the school district works (such as local Human Services or Health Department personnel).

4.02.2 The plan shall ensure coordination of the various student services.

4.02.3 The plan shall utilize such techniques as differentiated staffing.

4.02.4 The plan shall reflect the use of alternative methods of classroom management such as those set forth in Ark. Code Ann. § 6-18-1004 (b) (1) through (6) (Supp. 1997).

4.02.5 The plan shall include a system for tracking the district’s drop outs, including an exit interview, and follow-up when possible.

4.03 Specific requirements of the Student Services Plan required by each district are set forth in Ark. Code Ann. § 6-18-1005 (Supp. 1997) [as amended].

5.00 CRITERIA FOR DEVELOPMENT OF A STUDENT SERVICES PLAN BY EACH SCHOOL

Each school within a district must develop its own building-based student services plan by a process which includes identification of student services needs, by parents, students, teachers, principals, and other agencies with which the district works such as the Department of Human Services, Department of Health, local law enforcement, etc.

6.00 ALTERNATIVE STUDENT SERVICES PERSONNEL

6.01 In order to provide the services, a district may utilize the following types of personnel in addition to any standard student services personnel.

6.01.1 professionals or para-professionals in the social work or mental health fields

6.01.2 volunteers under the supervision of certified personnel

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.

ADE 096 - 3

7.00 MINIMUM STANDARDS FOR STUDENT SERVICES PERSONNEL

7.01 All non-certified students services personnel shall have: a) in-service training regarding the district’s Student Services Plan, along with, b) appropriate training by certified personnel to perform the tasks assigned.

7.02 Professional and para-professional personnel are exempt from Section 7.01 (b).

8.00 DOCUMENTATION OF SERVICES

8.01 Each building-based school site in all school districts shall submit annual reports indicating services provided through the Student Services Plan to the Department of Education.

8.02 Each school counselor shall document spending at least seventy-five
percent of work time each week providing direct guidance and counseling services related to students, and shall devote no more than twenty-five percent of work time each week to administrative activities, provided that such activities relate to the provision of guidance services.

8.03 Each school counselor serving students in buildings housing students in grades 8 through 12 shall provide a career planning process for each student. During the five-year process, documentation of the information provided must be maintained as to whether the information was discussed with the student in individual or group settings. Each counselor is to develop a form to document these activities which can be a form used district-wide. A copy of the form and a statement of how services were provided must be submitted to the Department of Education as part of the annual report required in 8.01.

9.00 MONITORING OF SERVICES

9.01 Regular monitoring activities of the Student Services Plan for each school building site shall occur annually when the Department of Education's Standards Assurance Unit directly monitors schools, when the School Improvement Planning Unit directly assists schools in the Arkansas Consolidated School Improvement Planning process, and when the guidance specialist monitors individual schools on an as needed basis.

9.02 The superintendent of each school district shall certify annually that each school within the district has a Student Services Plan and a guidance program which implements the Plan in order to meet the requirements of ADE 096 - 4 the Standards for Accreditation of Arkansas Public Schools and the Public School Student Services Act, Ark. Code Ann. §§ 6-18-1001 through 6-18-1008 (Repl. 1993) (Supp. 1997) [as amended].

9.03 Pursuant to the Arkansas Department of Education's Rules and Regulations Governing the Probationary Status and Accreditation of Public Schools, a school determined to be in noncompliance with the Public School Student Services Act will be placed in probationary status for lack of a guidance program which involves the implementation of the Student Services Plan. Such status will extend to the first day of the next academic semester.

E. Student Services Annual May Report Sample

ARKANSAS DEPARTMENT OF EDUCATION
STUDENT SERVICES ANNUAL REPORT
Due May 15, Each Year
Return to J. B. Robertson, Guidance/School Counseling Supervisor

This Annual Student Services Report will reflect the days when students were present at school.
Each school counselor is to complete an individual report for each school they serve to reflect the manner in which their time has been spent during the school year to implement the Student Services Plans for each school. This will reflect any combined services provided at each building-based school site in the school district.

*The report will be returned for corrections if not completed for and by each school counselor for each school in which they serve.*

Name of School for this Report: ________________________________
Address: ________________________________
City: ___________________________ Zip: __________

School Counselor's Name: ____________________________________________

Telephone Number: ________________________________ E-mail Address: ________________________________

Length of School Counselor’s Contract in Months: ________________________________

Total Number of Students and Grades in this School: ________________________________

School District: ____________________________ County: ____________________________

Grades Served by School Counselor in this school: ________________________________

Number of Students Served by School Counselor in this school: ________________________________

Names and Position Titles of Others Implementing the Student Services Plan for this school: ________________________________

This Student Services Annual Report Completed by:

School Counselor's Signature: ____________________________ Date: __________________

This section of the annual report reflects the percentage of time school counselors have spent in serving students. For the school year, estimate the percentage amount of time that has been spent in each area listed below and indicate at end of this section.

A. **DIRECT COUNSELING**

(Circle Answer for this Section)

YES NO 1. Individual Personal and Social Counseling
YES NO 2. Individual Academic Guidance & Counseling
YES NO 3. Individual Career Education Guidance & Counseling
YES    NO  4. Vocational Decision Making
YES    NO  5. Orientation
YES    NO  6. Consultation with Student
YES    NO  7. Class Selection
YES    NO  8. Interpretation of State-Mandated Tests
YES    NO  9. Serving Students at Risk
YES    NO 10. Alternative Program
YES    NO 11. Review Records and Files while Assisting Students
YES    NO 12. Follow-up of Early School Dropouts
YES    NO 13. Follow-up of Graduates
YES    NO 14. Small Group Counseling Sessions
YES    NO 15. Small Group Orientation Sessions
YES    NO 16. Classroom Guidance Sessions
YES    NO 17. Students in Crisis Situations through Group Counseling

(List Others)

_____% List estimated percentage of counselor's time spent providing
direct counseling services for items 1 - 17 and those items
added.

B. ADMINISTRATIVE ACTIVITIES

YES    NO 18. Consultation Services with Parents
YES    NO 19. Consultation Services with School Personnel
YES    NO 20. Consultation Services with Outside Agencies
YES    NO 21. Reporting Abuse of Students
YES    NO 22. Making Appropriate Referrals for Services
YES    NO 23. Test Interpretation about Students
YES    NO 24. Test Interpretation with Parents
YES    NO 25. Test Interpretation with Faculty
YES    NO 26. Test Interpretation with School Community
YES    NO 27. Update Guidance Records for Counselor's Utilization
YES    NO 28. Organizing Information
YES    NO 29. Collecting Resources for Guidance/Counseling/Career
            Education
YES    NO 30. Coordination of Guidance Program
YES    NO 31. School Suicide/Crisis Planning
YES    NO 32. Providing Information for Test for Adult Basic
            Education (TABE) or General Educational
            Development (GED) Pre-test

(List Others)
C. GENERAL INFORMATION

(Circle Answer for this Section)

YES NO 33. A building-based Student Services Program (SSP) has been written for this school building.
YES NO 34. A building-based SSP is being updated for next school year.
YES NO 35. The school counselor provides classroom guidance which is limited to thirty (30) minute class sessions not exceeding three (3) per day or ten (10) per week.
YES NO 36. The school counselor provides classroom guidance for one classroom at a time and not doubled-up classes (two classes combined).
YES NO 37. The school counselor does (yes) or does not (no) administer the TABE or the GED.
YES NO 38. Psychological Services are being offered as identified within the law.
YES NO 39. Occupational Services are being offered as identified within the law.
YES NO 40. Health Services are being coordinated by a nurse.
YES NO 41. Conflict Resolution Services for students have been made available.
YES NO 42. A school-initiated system of parental involvement has been developed and is being used.
YES NO 43. A School Crisis Team has been identified and a crisis planning process was and is ready to be put into action.

The district has available alternative methods of classroom management such as:

YES NO 44. Behavioral Contracting
YES NO 45. Dispute Resolution
YES NO 46. Classroom Meetings
YES NO 47. Logical Consequences
YES NO 48. Assertive Discipline
YES NO 49. Behavior Modification
YES NO 50. There is a district-level tracking system for school dropouts which includes an exit interview with follow-up.
51. The school counselor is a trained and certified person with appropriate credentials.

52. A private telephone line is provided to the guidance complex for conducting confidential telephone conferences.

53. The school counselor provided data analysis to assist in the school improvement process for developing interventions.

54. The district provides a liaison between the home and school by making home visits and referring students for assistance.

55. The district has programs designed to prevent bullying.

D. CAREER PLANNING PROCESS (This section is for School Counselors in Grades 8 through 12.) Each school counselor serving students in buildings housing students in Grades 8 through 12 shall provide a career planning process for each student. During the five-year process, documentation of the information provided must be maintained as to whether the information was discussed with the student in individual or group settings. Each counselor is to develop a form to document these activities, which can be a form, used district-wide. A copy of the form and a statement of how services were provided must be submitted to the Department of Education as part of this annual report.

Career planning information was discussed with student(s) in:

56. Individual setting

57. Group setting

For Grades 8 through 12, a sample of the form used in the career planning process is:

58. Attached

59. Not Developed

E. ATTACHMENTS: Please attach additional comments concerning training needed, strengths of the Student Services Plan, programs at school not reflected in this report, non-guidance functions or other concerns in serving students.

60. Additional comments are attached.

STATEMENT OF COMPLIANCE

In accordance with Ark. Code Ann. 6-18-1001 through 6-18-1008 (Repl. 1999),

__________________________ School in _____________________________ School District has an established and written building-based Student Services Plan, and this school is in substantial compliance with each of the areas as listed within the statutes listed above.

School Counselor's Signature _____________________________ Date __________
STATEMENT OF ASSURANCE

I___________________, Superintendent of the ________________________ School District, do hereby certify that the ________________________ School has a Student Services Plan and a guidance program which implements the Plan in order to meet the requirements of the Standards for Accreditation of Arkansas Public Schools and the Public School Student Services Act, Ark. Code Ann. 6-18-1001 through 6-18-1008 (Repl. 1999).

Superintendent's Signature: ________________________ Date: __________

This Annual Student Services Report should be completed and returned by May 15, Each Year to:

J. B. Robertson, Specialist
Guidance/School Counseling/Career Education
Arkansas Department of Education
#4 State Capitol Mall, Room 202-B
Little Rock, AR 72201