

**Student Services Plan  
Cotter School District**



## **Student Services Plan Cotter School District**

### **Guidance Committee Representatives:**

Vanessa Thomas Jones - Superintendent  
Airl Cheek - Elementary Principal  
Beth A. Foster - Elementary Counselor/504 Coordinator  
Doug Corley - High School Principal  
Ashley Woodell - High School Counselor  
Missy Criner - Special Education  
David Foster- SRO  
Kim Lipe - Nurse  
Alana Walls - School Based Mental Health - YouthBridge  
Kristy Steelman - PT  
Diana Edmonds - OT  
Christina DeAtley - Parent  
Shawn Tucker - Parent  
Sara Kerr - Kindergarten  
Lauren Stack - 1st Grade  
Mindy Stafford - 2nd Grade  
April Parnell - 3rd Grade  
Heather Crownover - 4th Grade  
Jennifer Burns - 5th Grade  
Keri Raycraft - 6th Grade  
Allen Franks - School Board President  
Ethan Ewing - 3rd Grade Student  
Marlee Dilbeck - 4th Grade Student  
Ava Moore - 5th Grade Student  
Shawna Beth Foster - 6th Grade Student  
Robbie Lee - Junior High Teacher  
Amanda Hammock - Senior High Teacher  
Cali Dilbeck-Junior High Student  
Tylar Coots--Senior High Student

# **Student Services Plan Cotter School District**

## **Table of Contents**

- I. Cotter School District Mission Statement
  - A. Cotter School District Guidance Mission Statement
  - B. Guidance Philosophy
- II. Guidance, Counseling, and Career Education Services
  - A. Role of Cotter School District Counselors
  - B. Goals and Objectives
  - C. Needs Assessment
  - D. 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

# **Student Services Plan Cotter School District**

## **District Mission Statement**

Cotter School District will provide all students with the skills necessary to succeed in a diverse, changing, global society. Opportunities for developing skills in technology, critical thinking, and communication will be available at all grade levels.

## **Student Services Plan Cotter School District**

### **Guidance Mission Statement**

The mission of Cotter School District is to provide an environment conducive to the emotional, intellectual, and physical growth of each student. Cotter School District will provide its students with the skills necessary to acquire, assimilate, and analyze information. We strive to develop each student's fullest potential by promoting a positive self-concept and meeting individual needs. We believe that education should be a major priority of both school and community and will work toward this goal by involving parents and community to the fullest extent possible.



## **Student Services Plan Cotter School District**

### **Guidance Philosophy**

- School counseling programs support each school's academic mission.
- School counselors advocate for comprehensive, developmental guidance programs.
- School counselors advocate for safe schools and foster a nurturing school environment.
- School counselors serve as advocates for all students.
- School counselors are knowledgeable about their school's resources and programs.
- School counselors collaborate with other stakeholders to ensure all students' academic, career, and personal/social needs are met.
- School counselors work collaboratively with others to support the mental health needs of students.
- School counselors keep up to date with new and changing programs, researched best practices, resources, curriculum, policy changes, and postsecondary and workplace changes.
- School counselors attend local and state professional development opportunities to assure they remain highly qualified professionals.
- School counselors follow ethical guidelines to assure the well-being of students, parents, and school staff and the integrity of the school counseling program.

## **Student Services Plan Cotter School District**

### **Role of Cotter School District Counselors**

The Cotter School District Counselors wear many different hats. One of those roles consist of being an advocate for students. The counselors at Cotter School District ensures that all students are provided with the same opportunities. Also, the counselors believes that all students have the potential to become successful and instills that belief within the student body. Another way the counselors advocate for students is the curriculum that is provided for the students and the rigor within the curriculum. At the high school level, when planning the schedule it is the counselor's job to see that college and career readiness classes are incorporated in the curriculum and provided for all students.

Being a good collaborator is another of the roles that the Cotter School Counselors possess. The counselors encourage closing the achievement gap through collaborating with faculty members the needs of the student body. Some of the needs include additional help within a class, a variety of classes to be offered to meet the needs of the students, ensuring that students have a safe environment, and ideas to raise areas the district is weak academically to name a few. Cotter counselors are good collaborators with community members too. Some of the advantages to include community members in the collaborating process is to: find out what the needs are of the community, helps students understand what workforce is available within the community, and help the community understand the importance in investing in the student body.

# **Student Services Plan Cotter School District**

## **Goals and Objectives**

GOAL I. To assist students in the process of growing in personal development, academic development, career development, and social/emotional development.

### **OBJECTIVES:**

A. PERSONAL DEVELOPMENT - The counselor will assist students in:

- a. Establishing and maintaining a sense of personal worth and a positive self-image;
- b. Developing and cultivating appropriate emotional responses to life experiences; and
- c. Understanding their roles and responsibilities in school, family, and community.

B. ACADEMIC DEVELOPMENT - The counselor will assist students in:

- a. Achieving at a level in keeping with their potential;
- b. Developing a sense of discovery about new knowledge; and
- c. Recognizing their own academic strengths, weaknesses, and areas of need.

C. CAREER DEVELOPMENT - The counselor will assist students in:

- a. Discovering the meaning of work and its relationship to the individual;
- b. Developing a positive attitude and a personal identity as a worker who contributes to self and to social needs; and



**Student Services Plan  
Cotter School District**

- c. Understanding their own aptitudes and developing their own abilities as they pertain to the world of work.

D. SOCIAL/EMOTIONAL DEVELOPMENT - the counselor will assist students in:

- a. Developing and maintaining effective interpersonal skills;
- b. Understanding the roles and responsibilities of others in school, family, and community; and
- c. Acquiring knowledge of and respect for individual differences in abilities, interests, attitudes, and backgrounds.

GOAL II. To assist students in appropriately coping with crisis situations through the acquisition of effective problem-solving skills.

OBJECTIVES: The counselor will assist students in:

- A. Developing strategies for exploring alternatives that allow students to successfully deal with problem situations; and
- B. Evaluating, selecting, and implementing the appropriate solution(s) to problems.

GOAL III. To assist the school staff in its efforts to promote the developmental growth of students.

OBJECTIVES: The counselor will assist staff by:

- 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; and

**Student Services Plan  
Cotter School District**

D. Encouraging the recognition and use of affective skills in the teaching-learning process.

GOAL IV. To assist the family in its efforts to understand the developmental growth of children.

OBJECTIVES: The counselor will assist families by:

- A. Promoting effective communication among the parents, school staff, and children;
- B. Enhancing parenting skills that will promote the positive personal, social, academic, and career development of students;
- C. Providing each family with a family involvement kit through the parental involvement plan.

## **Student Services Plan Cotter School District**

### **Needs Assessments**

Needs assessments questionnaires for students, parents, faculty, and referral agencies are available upon request and distributed yearly. The counselors have developed their own surveys.

### **Guidance Plan of Action**

One fully licensed and certified counselor, Beth Foster, serves as Cotter Elementary School grades K-6 for the 2019-2020 school year. The current student/counselor ratio is 1:438

One licensed and certified teacher working on an ALP as counselor, Ashley Woodell, serves as Cotter High School grades 7-12 for the 2019-2020 school year. The current student/counselor ratio is 1:361

## **Student Services Plan Cotter School District**

### **Psychological Services**

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

The Cotter School District provides:

- A. Consultation and counseling with parents, students, and school personnel.
- B. A system for the early identification of learning potential and factors, which affect the student's educational performance.
- C. A system for liaison and referrals with resources available outside the school.
- D. The district provides written policies, which assure ethical procedures in psychological activities. Cotter School District also has the services from YouthBridge to provide professional counseling services on campus.



## **Student Services Plan Cotter School District**

### **Visiting Teacher and School Social Work**

Counselors establish and maintain close working relationships with staff of a variety of school and community agencies. These agencies include, but not limited to the Baxter County Departments of Health and Human Services, Baxter County Juvenile Services, and YouthBridge. To better help Cotter School students and their families to cope with an array of problems, counselors identify school and community resources and establish policies and procedures for interagency communications.

Typical tasks counselors may be involved with while helping students and their families gain access to the services they need include:

- a. Identifying and assisting students and their parents with special needs by referring them to resources in and outside of Cotter Schools;
- b. Maintaining contacts with outside resources;
- c. Developing, publishing, and distributing a list of community resources, referral agencies, and hotlines for parents, students, and colleagues;

## **Student Services Plan Cotter School District**

### **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 high school counselor and career/technical educational teachers for vocational completers. Follow-up studies are conducted by the high school counselor for students leaving the public school system without a high school diploma or its equivalent.

## **Student Services Plan Cotter School District**

### **Conflict Resolution**

These services shall include, but not be limited to the following:  
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. The need for programs that teach the nonviolent expression and early resolution of conflict arises from many factors including overcrowded schools, tensions inherent in multicultural and multiethnic student bodies, and broad ranges of economic backgrounds. In addition there are day-to-day conflicts typical in any school setting. Furthermore, nationwide polls indicate that discipline in schools has been a prevalent issue over the last ten years and that valuable teaching is needed in maintaining order and resolving student disputes. Truancy and dropout studies indicate a need for programs that foster self-esteem and encourage students to assume greater responsibility for improving the quality of their social and learning environments.

# **Student Services Plan Cotter School District**

## **School Health Services Program**

### **A. School Nurse**

In accordance with Act 1106 of March 1991, Cotter School District has one full-time nurse. Kim Lipe is a Registered Nurse.

The school nurse is available for, but not limited to:

1. Appraise and identify health needs of the students and other school personnel through planning and administering recommended screening tests such as vision, hearing, and scoliosis.
2. To encourage the correction of remedial defects by working with parents, students, teachers, and community agencies.
3. To work with administrators, teachers, and other school personnel to modify the school environment and curriculum for children with health problems.
4. To provide health counseling to students, parents, and school personnel.
5. To assume responsibility for the care of the sick and insured in keeping with school policy.
6. To maintain adequate and up-to-date health records.
7. To serve as a resource person to school and community in health education including, but not limited to, physical, emotional, personal/social, and consumer health.



## **Student Services Plan Cotter School District**

The school nurse works with the Arkansas Department of Education, Arkansas Department of Human Services, Arkansas Department of Health, the Baxter County Health Department, and other regional health related agencies to keep current on all laws and regulations.

### **B. Immunizations**

Act 244 of 1967 and Act 633 of 1973 state no student shall be admitted to public school who has not been immunized from polio, diphtheria, tetanus, pertussis, rubeola, rubella, hepatitis A and B, and varicella as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunizations. Cotter Schools check all students' immunization records and notifies parents in the event the student needs any type of immunization. These records are maintained and updated yearly and are available to parents and/or students at any time. These records can be sent to any college/technical school if requested by the student.

### **School Based Mental Health**

Cotter School District partners with Youth Bridge, a school based mental health agency out of Mountain Home. There is space provided for the school based mental health counselors in the high school building.

## **Student Services Plan Cotter School District**

### **School Suicide/Crisis Plan**

Cotter Schools have a current Crisis Plan. The policy is 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: Vanessa Thomas-Jones, Superintendent; Airl Cheek and Douglas Corley, Principals; David Foster, School Resource Officer; Beth Foster and Ashley Woodell, Counselors; Kim Lipe School Nurse, Cotter Police Department and Baxter County Officials. Faculty and staff are in-serviced every semester regarding the crisis plan and any updates and/or changes. A Cotter School Crisis Plan is located in every classroom and building on campus. Each substitute teacher is given the Crisis Plan in their folders when they arrive on campus. Unannounced drills are conducted a minimum of three (3) times a semester, to test the plan and identify possible areas that need to be corrected or emphasized further. Most suicide threats and attempts, as well as other crisis situations, occur after school hours and off campus. Students and their parents often perceive Cotter School personnel as important resources. For this reason school personnel may be called upon at home and afterhours to help in a crisis.

## **Student Services Plan Cotter School District**

### **At-Risk Students and Cotter School Dropout Program**

At-risk students are those enrolled in Cotter High School, 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 who expectations are generally low. Cotter High School makes every effort possible to identify these at-risk students and to work with these students and their families to ensure success in school. Referrals are made by teachers to the counselor and/or principal as needed to get extra help and attention to 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. Cotter High School refers students to Guy Berry Alternative Education Program located in Mountain Home when the need arises. Cotter High School 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.