

# **Student Services Plan for Stuttgart School District**

2018-2019

Stuttgart School District has developed and is implementing a Student Services Plan for all students in this public school system. The success of this plan requires input and participation by all stakeholders which includes, but is not limited to the board of directors, superintendent, other administrators, faculty, staff, students, parents/guardians, private agencies and representatives of business, industry and community.

## **Counselors:**

Each school in this district has at least one full time counselor on its faculty. Their duties and responsibilities include the following:

- Individual, group and crisis counseling
- Serving as School Test Coordinator (STC) for standardized testing
- Referrals to other agencies
- Classroom guidance or meetings
- Assistance with college entrance applications and scholarship applications
- Meeting and advising parents and families
- Test interpretation
- Screening English for Speakers of Other Languages (ESOL) students
- Help with registration and orientation of new students
- Character education
- Suicide awareness and prevention
- Anti-bullying
- Community Organization for Drug Education (C.O.D.E.)
- Academic counseling
- Maintain student records
- Follow up on drop outs, dropped students or graduates
- Teach conflict resolution skills

## **Parent and Family Engagement:**

The facilitator for each campus is the Library-Media specialist. Activities for engagement are planned at various dates and times throughout the school year. The plans for each individual building is posted on its website; the district's plan and plans for the individual schools are posted on the district's website. The plans are available in Spanish.

The building facilitators are

- Tia Brickey at Park Avenue
- Tawnya Herring at Meekins
- Dot Flanagan at SJHS
- Carol Jo Lambert at SHS

**Career Coach:**

In a partnership with Stuttgart School District and Phillips Community College University of Arkansas, a career coach works with students in grades 7 – 12. She provides guidance and support to the students in reference to college and career choices. This does include trips to various colleges/universities and trade schools. Military recruiters come to the schools and meet with students as well as administer the Armed Services Vocational Aptitude Battery (ASVAB) test. At the junior high level students are scheduled to job shadow. At the elementary level, counselors supplement classroom instruction on careers by providing career information during guidance classes. Career and technical classes are offered at SHS. The Post-Secondary College and Career Fair is held each year. At that time recruiters from 2 and 4 year colleges/universities plus representatives of different branches of the military, trade schools and business/industry participate in this fair. Students in the 11<sup>th</sup> and 12<sup>th</sup> grades attend this event.

In addition to the career coach and job shadowing opportunities, a course description is developed for all courses available for students to take. C.A.P. conferences are held throughout the year. In the spring campuses plan and hold “What’s Next Night.” This serves as an introduction for the students to the next campus which they will attend. Information is shared on classes, scheduling, choices, clubs, sports and extra-curricular activities.

**Psychological Services:**

Psychological evaluations are administered by the school psychologist specialist who will also serve as a behavior interventionist for the school district. Comprehensive psycho-educational evaluations are provided for students who are referred for consideration for special services. Those services include special education and gifted and talented programs. In addition, Section 504 identification and accommodations are provided to individual students as needed.

Occupational therapy is provided by an occupational therapist and assistant. Physical therapy is also provided to students who qualify.

Other than services provided by school counselors, additional therapy, medication maintenance and case management services are provided by The Pointe and Southeast Arkansas Behavioral Healthcare. United Family Services began an afterschool program in late October for youth ages 10 – 17 years old.

Students who make statements or take actions that indicate suicidal ideations are referred to the Mobile Assessor. These referrals lead to calls to parents/guardians and may also result in additional counseling services, hospitalizations or calls to the Child Abuse Hotline.

**Visiting Teacher and School Social Work Services:**

Calls are placed on a daily basis to parents/guardians/emergency contact persons for students who are absent and have not provided an explanation or documentation for this absence. This is an opportunity to communicate to families and to emphasize the importance of regular and timely attendance at school.

The calls are placed by office personnel or a counselor. Calls or face-to-face contacts are also made in reference to behavioral or emotional concerns. This is done by various faculty members or office personnel.

Occasionally, home visits are made by administrators, counselors or other faculty members. Referrals are made to The Point or the Mobile Assessor for psychological issues. In cases of reported or suspected abuse, the Child Abuse Hotline must be contacted and a report made. Legal issues are referred to the School Resource Officer, Police Department, or Juvenile Probation Officer. When necessary a Family In Need of Services (FINS) petition is filed.

### **Health Services:**

Stuttgart School District employs three fulltime nurses and 2 part-time nurses to meet the medical needs of its students and to provide a health services program. This program includes screening, referral and follow-up procedures for all students. Facilities, equipment and materials necessary for the operation of the program are available. Current health appraisal records for all students are maintained in accordance with guidelines provided by the Arkansas Department of Education. Each school has personnel trained in CPR and First Aid. The district conducts routine health screenings such as hearing, vision, BMI and scoliosis due to the importance these health factors play in the ability of a student to succeed in school.

**MEDICATION PROCEDURES (Board Policy 4.35)** It is the intent of Stuttgart School District that a procedure is established to provide a safe and effective method for allowing students to take medication that **MUST** be taken during school hours. Medication that can be taken at other times will not be administered during school hours. Only medication prescribed by the student's physician (that requires a dosage for school) or over-the counter medication purchased by the parent will be given to a student. The building principal or other designated trained school employee will supervise this medication procedure. State law requires that a Medication Authorization and Release form be signed and filed in the school office before medication is dispensed at school. These forms are available in the school office.

**STUDENT MEDICATIONS** Administering medications by school personnel is a Board approved procedure instituted to meet the health requirements of individual students so that they can attend school. Medications can only be administered by the school nurse or a designee that has been trained in medication administration by the school nurse. Each medication must be reviewed by the school nurse before initial medication administration. In addition, prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required.

The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. Unless authorized to self-administer, students are not allowed to carry any medications while at school. The only medications that will be authorized for self-administration are asthma inhalers or auto-injectable epinephrine. The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be taken to a state approved medication take back site by the nurse with a witness present.

**PRESCRIPTION MEDICATIONS** The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the school's main office. The student may bring the medication if accompanied by a completed Medication Administration Consent Form.

All medications must be in the original container and be properly labeled with the student's name, the prescribing physician's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medications (including times). Additional information accompanying the medication shall state the purpose for the medication, the possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may: 1) Self-administer either a rescue inhaler or auto-injectable epinephrine; 2) Perform his/her own blood glucose checks; 3) Administer insulin through the insulin delivery system the student uses; 4) Treat the student's own hypoglycemia and hyperglycemia; or 5) Possess on his or her person: a) A rescue inhaler or auto-injectable epinephrine; or b) The necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions. Students who have a current consent form on file shall be allowed to carry and self-administer such medication while: • In school; • At an on-site school sponsored activity; • While traveling to or from school; or • At an off-site school sponsored activity. A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency. **SELF MEDICATION CONSENT FORMS ARE AVAILABLE IN THE SCHOOL OFFICE. OVER THE COUNTER MEDICATIONS** (including cough drops) Non-prescription medications may be given to students upon the decision of the principal or nurse or other designee(s). The medication must be supplied by the parent/guardian and be in the original container labeled with the student's name, and there must be a current Medication Administration Consent Form completed and signed by the parent or guardian. The student may bring the medication to the nurse or to the school's main office if accompanied by a completed Medication Administration consent that has been signed by a parent/guardian. Non-FDA approved medication(s) and homeopathic treatment(s) cannot be administered by students or school staff. (essential oils, trial medications, etc.) Revised 2017

**GLUCAGON ADMINISTRATION** Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has: 1. an Individualized Healthcare Plan (IHP) that provides for the administration of Glucagon, insulin, or both in emergency situations; and 2. a current, valid consent form on file from their parent or guardian. **FORMS ARE AVAILABLE IN THE SCHOOL OFFICE** A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP. **ILLNESS** If a student becomes too ill to remain in class and/or could be contagious to other students, the school will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the parent/legal guardian can check the student out of school. Students who are eighteen (18) years of age or older are considered to be legal adults, and as such have the right to check themselves out of school. If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical facility.

The school assumes no responsibility for treatment of the student. When available, current and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date. The Stuttgart School District follows the 24-Hour Rule for treatment of infectious disease.

Students who have fever, vomiting or diarrhea should be free of these symptoms for 24 hours without the aid of fever reducing or stomach medication before returning to school. Fever is considered to be a temperature of 100.4 degrees or higher. If antibiotics are prescribed for an infection, the student must have taken a full day dose before returning to school.

**HEAD LICE POLICY (Board Policy 4.34) Policy, Guidelines, and Procedure for Pediculosis (Head Lice)**  
Management at School the Stuttgart School District believes that the management of pediculosis should not disrupt the education process, and should minimize the emotional impact that may accompany a pediculosis outbreak. Head lice, while a significant social problem, do not transmit disease to humans. Lice are a common occurrence in schools. When a child gets lice, it does not indicate neglect on the part of the parent and does not indicate that the child, or the environment, has not been kept clean. Transmission occurs by head-to-head contact with an infested person, or occasionally from infested hats, combs, pillows, jackets, etc. Student Health and Medication Page | 94 In keeping with the current guidelines from the American Academy of Pediatrics and in light of current research, the Stuttgart School District adheres to a no-lice policy that includes the following procedural components: • Early detection of, and response to, head lice infestations • When a student is initially identified as having live head lice, the student is to be referred to the parent immediately for treatment. • Any siblings of infested student who also attend Stuttgart School District schools will also be checked for live lice by designated school personnel. • Parents of students in classroom(s) with at least 2 confirmed cases of lice will be provided written notification within 24 hours of possible lice outbreak. • Distribution of educational material to parents on head lice, nit combing and treatment. • Notification letters for both parents of student(s) with lice and parents of students in the same classroom will contain educational materials for detection, treatment and environmental control. • Procedure for readmission to school after treatment. • Parent provides proof of treatment. • Student is reexamined by a designated school employee before entering the classroom. • If live lice are found the student will return home for further treatment. • If there are no live lice the student may return to class. • Designated school staff will check the student in 7-10 days after initial treatment for possible re-infestation.

- Students with repeated cases of pediculosis
- Students who are frequently referred with live lice more than 3 occurrences in a 30 day period) may be excluded from school at the discretion of administration until all live lice and nits are removed.

### **Dropouts and Students who Fail to Reach Proficiency on State Mandated Tests:**

To reduce the number of drop outs conferences are scheduled throughout the year to keep students and parents aware of progress towards graduation. Efforts are made to plan for success as well as to prepare students for college and career success. Tutoring and interventions are provided on each campus by certified teachers. Credit recovery is available at the high school level. Summer enrichment programs are held during the summer.

Regular and timely attendance are essential to academic success. When students are absent, phone calls are placed to parents/guardians to check on absent students for whom there is no documentation.

These calls may be placed by the building secretary, counselor or another designated staff member. When necessary home visits are made by principals, counselors, teachers or student services director.

**Alternative Student Services:**

Stuttgart Public Schools has an Alternative Learning Environment (ALE) program that seeks to eliminate traditional barriers to student learning. This non-traditional, non-punitive intervention is designed to provide guidance, counseling and academic support to students who are experiencing emotional, social or academic difficulties.

Stuttgart Public Schools is committed to offering an alternative learning environment for students in grades 7 – 12. ALE provides each student with opportunities to realize success in academics, as well as learning social skills, setting goals, maintaining a good self-image and becoming an asset to their home-based school and community.

**Special Education and Section 504 Services:**

Section 504 identification and accommodations are provided to individual students as needed.

**Crisis Plans:**

Crisis Plans have been developed in each school and are based on proper planning and preparation. This planning extends to cover both natural and man-made disasters. Drills are scheduled on a regular basis. Those drills include fire, tornado, earthquake and active shooter.