Comprehensive

School Counseling

Program Plan



Midland School District

(Last Updated, June 2021)

MIDLAND SCHOOL DISTRICT

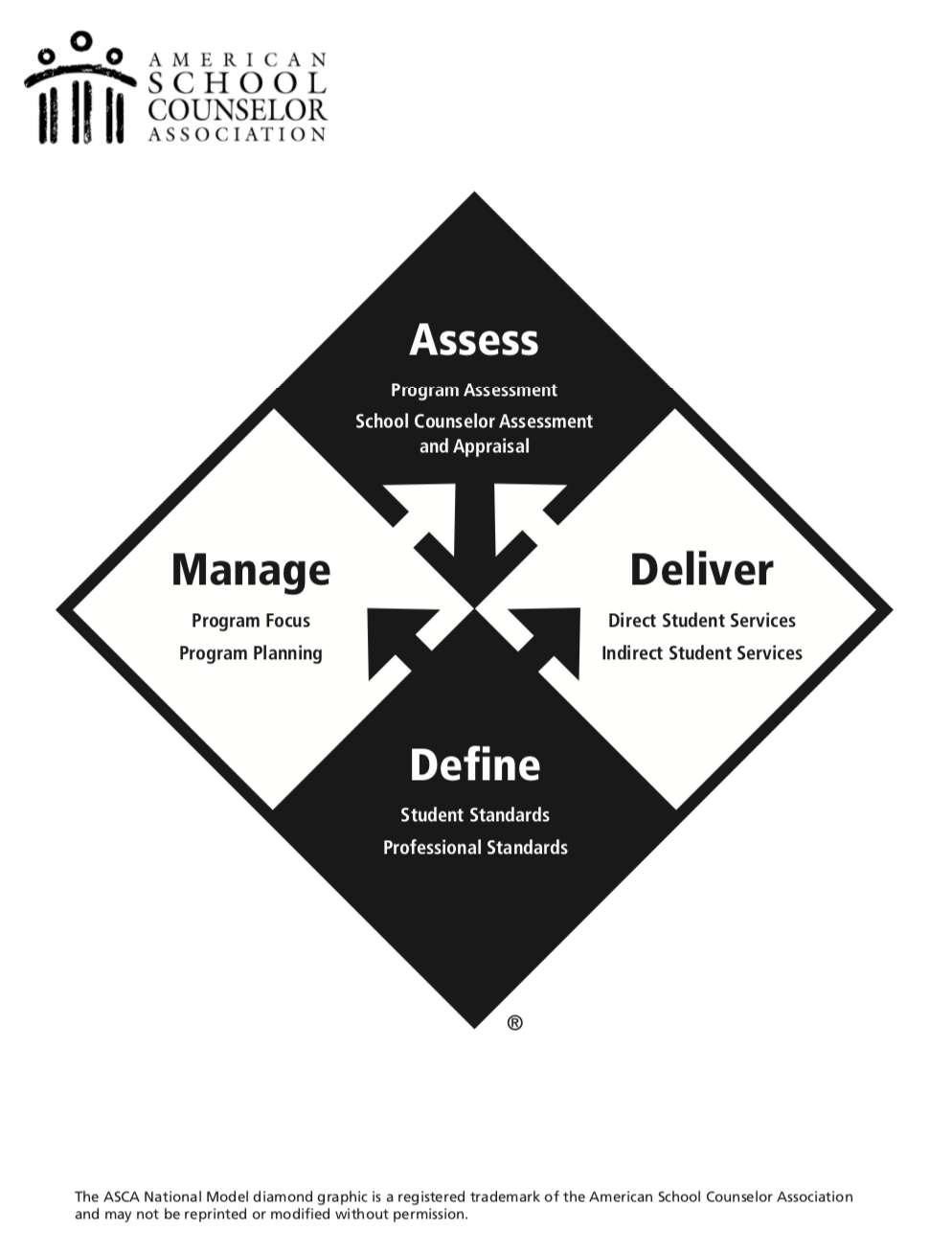
COMPREHENSIVE SCHOOL COUNSELING

PROGRAM PLAN

This plan articulates the functions served by each of the components of the School Counseling Program. The plan indicates development and implementation for providing services to all students in the public school system.

This is a district plan and based on the needs identified by parents, teachers, principals, students, and other agencies with which the school district works (such as the local Department of Human Services or Department of Health personnel).

This plan ensures coordination of the various student services and utilizes techniques such as differentiated staffing.

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# Define

## Beliefs

Counseling is the heart of the school counseling program. The Counselors at Midland School District believe that all students are capable of learning. Using data gathered through needs assessments, discipline referrals, testing, grades, and other areas, counselors can help to guide students to achieve their fullest potential.

## Vision Statement

Midland School District students are high achievers who meet and exceed the high standards set forth by our school district. We strive to ensure that all students learn and grow in a positive, safe environment. Through the collaboration of all stakeholders and our effective Comprehensive School Counseling Program, our students will be successful, independent learners who see the value of a rigorous education and continued learning with the desire to become future leaders in our community.

## Mission Statement

The mission of the Midland School District Counselors is to support all students in developing their drive to find their unique passion and purpose in life. Using the ASCA national model, counselors will manage, assess, deliver (direct and indirect), counseling services to define goals and plans to implement action steps to achieve those goals.

## Program Goals

The Counselors of Midland School District will work with students, families, and

school administration to accomplish the following goals in the 2022 school year:

* improve the daily attendance of students to decrease the overall number of students with 8 or more unexcused absences by 2% as compared to the previous school year
* improve social/emotional learning in all students to decrease the overall number of behavioral discipline infractions by 2%
* improve social/emotional learning in all students to increase the number of students who attain proper grade level status by 2%

Different types of data will be used for establishing and assessing the goals of the Midland School District School Counseling Program Plan. These types of data are Participation Data, Outcome Data, and Mindset and Behavior Data. Data sources that will be used to guide the Counseling Program include:

* Attendance rates
* Assessment results
* Discipline/safety concerns
* Gaps identified in other school plans
* Grades
* Socio-economic status
* Migrant student status
* English Language Learners
* Drop-out/Graduation rates
* Gender/Ethnicity
* Demographic changes over time
* Homeless student status
* School Health Index Data
* SHAPE Assessment Data
* CASEL Assessment Data

## 

## Action Steps

### Current Action Steps

The Midland School District Counselors attempt to improve attendance through:

* Counselors makes phone calls to parents of students who have accumulated three, six, and eight unexcused absences
* Attendance letters are sent home for each student who has accumulated three, six, and eight unexcused absences
* Counselors meet individually with students who have accumulated four or more unexcused absences

The Midland School District Counselors will attempt to improve social and emotional learning of all Kindergarten through 12th grade students through:

* The implementation and coordination of Social and Emotional Learning curriculum including G.U.I.D.E. to Life, Character Strong, and Second Step Social and Emotional Curriculum
* Professional Development for all Kindergarten through high school staff in the successful implementation of Character Strong Curriculum social/emotional learning strategies
* Implementation of Character Strong Student Led Advisory Curriculum for all middle and high school staff
* Implementation of Character Strong Social and Emotional Curriculum for elementary school staff
* Implementation of Second Step Social and Emotional Curriculum for Kindergarten through fifth grade student to serve as Tier 1 social and emotional interventions

### Future Action Steps

The Midland School District Counselors will add the following action steps to help increase student attendance and improve social and emotional learning by:

* Inclusion of guidance lesson plans on the importance of school attendance and SEL
* Increased guidance lessons on linking school attendance and SEL with performance for future career, college, and life goals
* Increase visits with all students regarding their attendance and SEL needs
* Provide students and parents with information that may be beneficial to their situation

# Manage

## Program Assessment

The counselors at Midland School District use multiple sources of data to evaluate and assess the effectiveness of the School Counseling Program. Through analysis of the data from needs assessments, attendance, use of time, yearly calendars, and other sources, counselors articulate and adjust the goals of the counseling program yearly.

## Strengths of Program

The counselors at Midland School District are able to follow the ASCA National Model in the counseling program. The following are some of the many strengths:

* Developmentally appropriate lesson plans
* Data driven lesson plans
* Support from administration
* Social and Emotional Learning Team

## Areas of Improvement

The counseling department of Midland School District will work to improve in the following areas:

* Formal Annual Administrative Conference
* Implementation of an Advisory Council
* Data Collection

## Data

The following list is a sample of some of the data sources that the counselors of Midland School District use to evaluate and assess the School Counseling Program.

* Use of Time
* Annual Administrative Conferences
* Advisory Council
* Action Plans
* Direct, Indirect, Administrative
* Annual Calendars
* Weekly Calendars
* Attendance Reports
* Annual Agreements
* Discipline Referral Reports
* Summative Assessments from Group Counseling

## Long Term Goals

The overarching program goals are to help students and their families to be productive, resilient, contributing members of our community. To achieve these goals, the counselors will work to improve student attendance and social/emotional learning to help students to see the connection between school and work, and to ultimately raise the graduation rate of Midland School District. Professional development in the areas of helping families see the importance of education and help families find needed resources will help in achieving these goals.

# Deliver

## Direct Counseling

Act 190, The School Counseling Improvement Act, states that school counselors shall spend at least ninety percent (90%) of his/her time each month on student contact days providing direct and indirect counseling services to students.

At Midland School District, the counselors implement Direct Counseling Services by utilizing the following methods. This list is not exhaustive.

* Classroom Guidance
* Small Group Sessions
* Individual Counseling
* Orientation Programs for New Students
* Orientation Programs for Transitioning Students
* Follow-up with Graduates
* Follow-up with Students at Risk of Dropping Out
* Academic Advisement and Individual Planning
* Individual Age-Appropriate Career Education Guidance and Vocational Decision-Making
* Responsive Services
* Special Education Conferences
* 504 Conferences
* Alternative Education Meetings
* Dyslexia Team Meetings
* RTI Team Meetings

## Indirect Counseling

Act 190, The School Counseling Improvement Act, states that school counselors shall spend at least ninety percent (90%) of his/her time each month on student contact days providing direct and indirect counseling services to students.

Indirect services are provided on behalf of a student, and are typically consultative, referral-based, or in the role of contributing member of a decision-making team (504, ESL, PBIS, RTI, parental involvement and GT etc.). The following types of indirect services are utilized by the counselors of Midland School District: This list is not exhaustive.

* Consultation
* Referrals
* Contributing member of committees for
  + Section 504
  + Response to Intervention
  + English Language Learners
  + Special Education Meetings
* Parental involvement or family engagement
* Positive Behavioral Intervention Support
* Advanced Placement and Gifted and Talented

## Administrative Activities

Act 190, The School Counseling Improvement Act, states that school counselors shall devote no more than ten percent (10%) of his/her time each month on student contact days engaging in administrative activities. The Midland School District Counselors hold the responsibility for the following Administrative Activities:

* 504 Coordinator
* Homeless Liaison (Elementary School Counselor)
* Maintaining Student Records
* Maintaining Student Database

## Delivering the Counseling Core Curriculum

The Midland Elementary School Counselor conducts classroom guidance lessons no more than 40 minutes per lesson, no more than 3 times per day, and no more than 10 per week. In addition, Club Fridays have been implemented in for grades 4th-6th that provide these middle level students with opportunities to exposure to high interest information and activities provided by staff such as social/emotional learning, caving, coding, careers, sports, chess club, and many others. Midland School District Counseling Program Lesson Plans and Small Group sessions are delivered on the following topics:

* Career Development
* Course Selection
* Suicide Prevention
* Dropout Prevention
* Post-Secondary Preparation/Program Selection
* Scholarship Applications
* Transitions to High School
* Financial Aid for Postsecondary Opportunities
* Resume Development
* Bullying Prevention
* Conflict Resolution
* Development of Positive Social/Emotional Skills
* Drug/Alcohol/Tobacco Prevention Education

## Annual Calendars

### Midland High School

|  |  |  |  |
| --- | --- | --- | --- |
| **High School Annual Calendar at a Glance 7-12** | | | |
| August | | January | |
| Open House  Need Assessments  Schedule Pickups/  Changes  Concurrent Registration | Classroom Guidance- Introducing the counselor role/ Character Strong Curriculum | Schedule Pickups/Changes  New Student Orientation | Classroom Guidance—Social Awareness |
| September | | February | |
| Fall Jr./Senior Parent Night- Scholarship, FASFA, Post-Secondary Planning, ect | Classroom Guidance- Self Awareness | Student Success Plans--  College/Career Research | Check Ins with failing grade students |
| October | | March | |
| Bullying and Drug Prevention  Suicide Prevention  Dropout Prevention | ASVAB  FAFSA Applications  College Visits  College and Career Fair  Financial Aid Night | Academic Planning  Course Selection  CTE Completer Information | Classroom Guidance- Responsible Decision Making  UACCB Preregistration for Seniors |
| November | | April | |
| Student Success Plans--Interest Inventories  Update College/Career Plan | Classroom Guidance- Self Management | Senior Graduation Preparation  Update Scholarship Information | Junior Preview Day UACCB |
| December | | May | |
| Academic Planning for Spring Semester  Graduation checks for seniors |  | Comprehensive School Counselor Goal Review and Plan Updates  Graduation | Classroom Guidance- Relationships  6th Grade Orientation |

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### Midland Elementary School

The elementary classroom guidance program will use Second Step K-5 social/emotional learning curriculum as a Tier 1 intervention program and Character Strong social emotional learning for 6th grade as a Tier 1 intervention program.

|  |  |
| --- | --- |
| Elementary Guidance Calendar | |
| Weeks 1-5 | Growth Mindset and Goal Setting |
| Weeks 6-10 | Emotional Management/Bullying Prevention |
| Weeks 11-15 | Empathy and Kindness |
| Weeks 16-20 | Problem Solving |

## Bullying Prevention

The Counselors at Midland School District work with administration to identify instances of bullying and work to stop bullying. Elementary classroom guidance lessons are provided on bullying and bullying prevention using the Second Step Bullying Prevention Program. Posters stating that MSD is a bully-free zone are posted in each room of each building. Students and Parents are provided multiple ways to report bullying including Google Forms, in-person reports, and email.

## Suicide Prevention

The Counselors and Administrators at Midland School District are vigilant in providing suicide prevention services to students. Crisis assessments are conducted for any student believed to be at risk of suicide. Staff is trained to contact counselors and administrators immediately when there is a concern of possible suicide risk. Follow up conversations with identified students are conducted. Mental health service providers are welcomed into the school and allowed to meet with students on a regular basis. Posters with the suicide hotline number are posted in common areas for all students.

## Dropout Prevention

### Midland High School

The Midland High School Counselor works with administration to identify students who are at risk of dropping out of high school. The Counselor then meets with those students to identify ways that the school can help the student stay in school and how the school can improve to help lower the school dropout rate. The Midland High School Counselor also works to follow up with graduates each year about their further education.

### Midland Elementary School

The Elementary School Counselor identifies academically at risk students then works with students, teachers, and parents to close the educational gap for those academically at risk students.

## Career Planning

### Midland High School

The Counselor at Midland High School utilizes many methods to help students plan for life after high school. Some of the tools that are used are listed below.

The G.U.I.D.E. for Life Essential Skills

* Xello
* ACT <https://www.act.org>
* College Board
* Arkansas Career Model · <https://dcte.ade.arkansas.gov/docs//Resources/arkansas-career-model-cte.pdf>
* College and Career Exploration
* Graduation Pathways
* Graduation Requirements<http://dese.ade.arkansas.gov/divisions/learning-services/curriculum-support/arkansas-graduation-requirements>
* Alternate Pathway to Graduation-<http://dese.ade.arkansas.gov/divisions/learning-services/special-education/alternate-pathway-to-graduation>
* Post High School Planning
* Four-year colleges, tech schools, concurrent credit, articulated credit
* ArkACRAO -<https://arkacrao.org/directory/#/institutions>
* Accelerated Learning
* Advanced coursework (AP, Concurrent Credit)
* Internships, Apprenticeships
* Mentorships
* Industry Certifications
* Career Readiness Certificates <https://www.dws.arkansas.gov/programs/career-readiness-certification/>
* Discover Arkansas
* College for YOU-Scholarship Information
* Local Scholarships
* FAFSA
* Bureau of Labor Statistics
* Arkansas Job Link
* Arkansas State Jobs
* College Application Checklist <https://secure-media.collegeboard.org/CollegePlanning/media/pdf/BigFuture-College-Application-Checklist.pdf>
* Goal Setting and Planning for Success

The Midland High School Counselor meets with students to help them see the importance of education and the tie between school attendance and performance at school and work. Through direct counseling, students learn the importance of setting goals and how to do so.

* Student Success Plans
* Student Success Plans help students take ownership of their coursework and focus on postsecondary success. Counselors work with faculty, administration, and students annually to develop and maintain their student success plan.

### Midland Elementary School

The Counselor at Midland Elementary School utilizes many methods to help students plan for life after high school. Some of the tools that are used are listed below:

* Goal Setting and Planning for Success
* Developing and Maintaining a Positive School Culture
* Conflict Resolution provided through guidance, small group, and individual counseling
* Mindfulness and Self-Regulation Strategies
* Career Awareness/Orientation
* Xello

## School Profiles

### Midland High School

* **Profile Year:**  2021-2022
* **School Name:**  Midland High School
* **School Counseling Office Number:**  501.345.2610
* **Website:** <https://www.midland.k12.ar.us/103571_2>
* **Principal:** [Jeanie Johnson](mailto:jjohnson@midlandschools.org)
* **School Counselor:** Lindsey Norman
* **Community Description:** Midland High School is a rural school located in Pleasant Plains, Arkansas. The total population in 2010 was 349. The city is surrounded by farmlands.
* **School Description:** Midland High School serves students in grades 7-12 with approximately 250 students. Students who qualify for free/reduced lunches account for 66% of the total population. The diversity profile of MHS is 1.2% African American, 3.7% Hispanic, 0.8% Two or More Races, and 94.2% White. Students with Limited English Proficiency account for 0% of the student population; students from low-income families account for 66% of the student population; and students who are eligible for special education services account for 14% of the student population.
* **Programs:** Midland High School offers PreAp and AP classes in English, Mathematics, Science, and Social Studies. Through the Career and Technical Education program, MHS offers many certifications including multiple OSHA certifications and ServeSafe. Concurrent college credit is offered through the University of Arkansas Community College at Batesville and can be earned for multiple classes.
* **Grading Scale:** 90-100 = A, 89-80 = B, 79-70 = C, 69-60 = D, 59-below = F

### Midland Elementary School

* **Profile Year:**  2021-2022
* **School Name:**  Midland Elementary School
* **School Counseling Office Number:**  501-345-2413
* **Website:** <https://midland.k12.ar.us/index.php?pageID=103573_2>
* **Principal:** Bani’ Meharg
* **School Counselor:** Rose Mary Williams
* **Community Description:** Midland Elementary School is a small, rural school located in Floral, Arkansas, a farm community, with a current population of 1,813.
* **School Description:** Midland Elementary School serves grades Kindergarten through sixth grade with approximately 250 students. 79% of students qualify for free/reduced lunch. The diversity profile for MES is 0.4% Hawaiin/Pacific Islander, 3.2% Hispanic/Latino, 0.8% Black/African American, 0.8% Asian, and 2.4% Multi-racial. English Language Learners students account for 1% of the student population. 20% of the student population qualifies for Special Education Services.
* **Programs:** Midland Elementary School provides STEAM Lab weekly for every student. The gifted and talented program is available for those identified students. EAST Lab is available for those identified students. Midland Elementary School is a Discovery Education Lighthouse School which provides STEAM related instruction in every grade level both through the STEAM Lab and in regular classrooms. Discovery Education has trained teachers to incorporate STEAM into their curriculum in all grade levels. Character Strong Social and Emotional Learning Program will be implemented Kindergarten through Sixth Grade aid in the development of positive social and emotional skills for our elementary students.
* **Grading Scale:** 90-100 = A, 89-80 = B, 79-70 = C, 69-60 = D, 59-below = F

# 

# Assess

## Tools for Assessing the Comprehensive School Counseling Program

The Midland School District Counselors are prepared to assess and evaluate the counseling program on a regular basis to determine its effectiveness of the program. The following data sources may be used in evaluating the program:

* Annual Calendars for counselor
* Use-of-Time analysis
* Feedback from provision of curriculum or programs (participation, Mindsets and Behavior, and outcome results)
* Feedback from small groups
* Needs Assessment Surveys from parents, students, community members, faculty, and/or administrators
* School Counseling Program self-assessment
* School Counselor TESS rubric
* School Counselor reflections
* Review of goal setting action plan results
* CASEL Assessment
* SHAPE Assessment

## Tools for Sharing Data Results

Multiple sources will be used to share the evaluation results of the program with all stakeholders including:

* Presentations (School, district, parents, students, school board)
* Handouts
* Webpages
* Inclusion in school improvement plan
* Data reports
* The following year’s Comprehensive School Counseling Plan

## Sharing Data Results

Data results are shared annually through administration meetings, school board meetings, annual reports to the public, and school social media posts.

# Additional Resources

## School Counseling Standards and Competencies

[**ASCA School Counselor Professional Standards & Competencies**](https://www.schoolcounselor.org/asca/media/asca/home/SCCompetencies.pdf) **(2019)**

[**ASCA Ethical Standards for School Counselors**](https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf) **(2016)**

[**Mindsets & Behaviors | American School Counselor Association**](https://www.schoolcounselor.org/school-counselors/about-asca/mindsets-behaviors) **(2014)**

## Glossary

**Academic Advisement is** providedfor class selection by establishing academic goals in elementary, middle, and high school.

**Action or Closing the Gap Plans** are developed to identify how goals will be implemented including strategies, competencies, activities, timeline, milestones and means of evaluation.

**Advisory council** is a representative group of stakeholders who review the comprehensive school counseling plan and provide feedback and recommendations to the counseling staff, administration, and district.

**Advocacy** is the process of identifying underrepresented students and supporting them in their efforts to reach their highest potential as well as actively supporting the profession of school counseling and supporting policies that promote student success.

**Assessments** are tools used to measure the strength of the implementation of the comprehensive school counseling program. Data from assessments can be used to identify student needs, and also to show student growth (pre/post test).

**Calendars** are maintained by school counselors and are distributed to educators, students, and parents regularly. Planning, visibility and credibility are enhanced by effective use of a master calendar

**Career planning process** helps students attain skills and attitudes and identify opportunities for successful transition from high school to post-secondary training or education.

**Classroom Guidance** is the curriculum component of school counseling that consists of structured developmental lessons designed to assist students in achieving desired competencies and is presented systematically through classroom and group activities.

**Comprehensive school counseling programs** are an integral part of the total educational program that helps every student acquire the skills, knowledge, and attitudes in the areas of academic, career and social/emotional development that promote academic achievement and meet developmental needs. School counseling programs are based on the developmental age of the students and are conducted on a regular and planned basis to assist students in achieving specified competencies.

**Consultation** is used to provide school counseling feedback and support while communicating with educators and stakeholders concerning student problems and needs.

**Data-driven** identifies systems that make decisions concerning future actions that are based on information, survey reports, assessments, statistics or other forms of data.

**Delivery systems** identify how the comprehensive school program is organized and delivered.

**Direct services** are counseling services that are provided directly to students; individual, group, classroom guidance, and responsive services. They are provided in a face-to-face format.

**Indirect services** include consultations between a student, a parent or legal guardian, school staff, and community agencies concerning a student’s academic, career and social and emotional needs. It also includes referrals for additional support and interventions on behalf of a student or small group of students.

**Ethical standards** are adhered to by school counselors. They include ethical, legal and professional standards developed by state and national school counseling organizations.

**Evaluation** is usedto determine progress on the implementation of goals, action plans, or comprehensive school counseling programs.

**Foundation** identifies the beliefs, vision, mission, and goals set forth in the comprehensive school counseling plan.

**Individual student planning** is used to coordinate ongoing systemic activities designed to assist individual students in establishing personal goals and developing future plans.

**Management system** addresses the allocation of resources to best address the goals and needs of the program.

**Mindsets and Behaviors data** answers the question “what”. It describes the activity that is occurring; the target population and how many students are affected.

**Mission statements** outline the purpose or vision of the school counseling program. They identify long-range, desired outcomes for students. Mission statements must be aligned with the mission of the school system within which the program operates.

**Orientation** programs are implemented for new students at each level of education and for transferring students to help them transition and adjust to a new school setting.

**The G.U.I.D.E. for Life** defines essential knowledge, attitudes and skills students should obtain to help them get along with others, communicate well, and make positive contributions in the workplace and beyond.

**Outcome or results** data demonstrate that learning, performance or behavioral change has occurred or not following guidance and/or counseling. How are students different as a result of the school counseling program?

**Participation data** measures what students and others observe or perceive regarding knowledge

gained, attitudes and beliefs held or competencies achieved.

**Self-Assessment** is the assessment used to review strengths of the school counseling program and areas for improvement. Data from the profile is used to guide the school counseling program.

**Responsive services** meet students’, parents’, and teachers’ immediate need for intervention,

referral, consultation, or information.

**Social/emotional development**: Maximizing each student’s individual growth and social maturity in the areas of personal management and social interaction

**Systemic change** is change affecting the entire system - transformational; change affecting more than an individual or series of individuals; focus of the change is upon the dynamic of the environment, not the individual.

**System support** consists of professional development, consultation, collaboration,

teaming, and program management and operation activities that establish, maintain, and enhance

the total school counseling program.

**Vision statements** identify want you want to see going forward in your comprehensive school counseling program (what is the picture you see in your mind about your students’ success)?