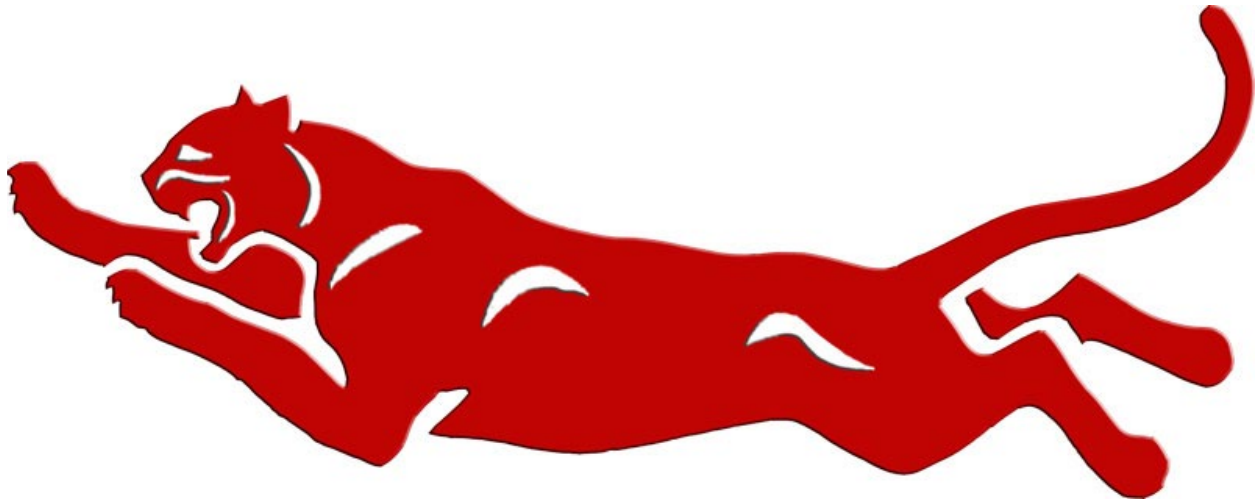


MAGNOLIA SCHOOL DISTRICT



COMPREHENSIVE SCHOOL COUNSELING PROGRAM

2023

Mr. John Ward
Superintendent

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Magnolia School District
1400 High School Drive
Magnolia, AR
870-234-4933

Superintendent

John Ward

Campus Administrators and School Counselors

Magnolia High School Administrator/Counselors

- Jill Callicott 870-234-2610 icallicott@magnoliaschools.net
- Tracy Card 870-901-2595 tcard@magnoliaschools.net
- Mary Heinze 870-234-2610 mheinze@magnoliaschools.net
- Jessica Aryee 870-234-2610 jessica.aryee@magnoliaschools.net

Magnolia Middle School Administrator/Counselors

- Brandi Lewis 870-234-2206 brandi.lewis@magnoliaschools.net
- Kelly Ribble 870-234-2206 kribble@magnoliaschools.net
- Gwen Carter 870-234-2206 gcarter@magnoliaschools.net

Central Elementary School Administrator/Counselor

- Tabatha Adams 870-234-4911 tabatha.adams@magnoliaschools.net
- Carisa Owen 870-234-4911 carisa.owen@magnoliaschools.net
- Angie Waters 870-234-4911 awaters@magnoliaschools.net

East Side Elementary School Administrator/Counselor

- Judy Barham 870-234-3511 judy.barham@magnoliaschools.net
- Anissa Franks 870-234-5611 anissa.franks@magnoliaschools.net
- Jill Radar 870-234-5611 jill.radar@magnoliaschools.net

MAGNOLIA SCHOOL DISTRICT

COMPREHENSIVE COUNSELING PLAN

Foundation

Belief Statements

We believe all students have the ability to achieve academically, socially and personally in an environment that promotes safety, provides emotional and physical support with respect for diversity in student developmental stages, exceptionalities, and array of learning styles.

We believe District counselors will abide by the professional ethics, standards, and competencies set forth by the American School Counselor Association and will participate in annual professional development essential to providing a quality comprehensive counseling program.

District counselors will support the collaborative efforts among school administrators, teachers, parents, health agencies, mental health agencies, and all other necessary community resources.

The District counseling program will commit to continuous refinement and improvement through systematic review and evaluation of data in an effort to assess their provision of effective advocacy for students.

Vision Statement

The Magnolia School District Counseling Program is committed to providing a safe learning environment where all students are offered an opportunity to reach their full potential with respect and value for others along the challenging path of becoming lifelong learners in a diverse and changing society.

Mission Statement

The mission of the Magnolia School District Counseling Program will support all students with the provision of a comprehensive counseling program that addresses competencies and standards of academics, personal/social, and career skills. The role of the school counselor is to integrate this developmentally appropriate program into the students' curriculum in order to strengthen their level of proficiency needed for reaching the goal of becoming productive citizens of tomorrow.

It is the effort of the Magnolia School district school counseling program to provide guidance opportunities that aid students in their educational, personal, social, and vocational development. Each campus of the District shall provide the necessary facilities, support personnel and privacy for counseling. Students enrolled in the district will have access to certified school counselors in accordance with the requirements set forth by the Arkansas Department of Education.

As a minimum, the district's school program shall have the following goals and objectives:

1. To assist students in developing self-understanding and to help them accomplish a smooth transition socially, intellectually and emotionally into the adult world
2. To help students make short and long-term decisions regarding educational and vocational opportunities
3. To work directly with parents and the community in helping them understand students' abilities, behaviors, and problems
4. To prepare a program for assessing attitudinal and behavioral changes in students as they proceed through the educational program.
5. To conduct follow-up studies of former students in order to assess the success of the guidance program
6. To forward information regarding suspected child abuse and neglect to counselors at the school in which the child enrolls

These goals are introduced and obtained through the counseling programs efforts to adhere to those standards set forth by the ASCA Mindsets and Behaviors as well as the skills listed in the states G.U.I.D.E. For Life.

Program Goal: Magnolia School District Counselors are committed to providing a developmentally appropriate counseling program based on data that is geared to meet the needs of all students through guidance curriculum, individual student planning, responsive services, and support systems.

Though the annual goal of 2021-2022 was not fully obtained, specific data was analyzed to determine an appropriate goal for the 2022-2023 school year. The 2022-2023 goal of the Magnolia School District is to decrease the number of at-risk students by 2%.

Data Sources:

The data to be collected may consist of student attendance reports, academic assessments, interim and summative assessments, and grades. The Smartdata Dashboard will be utilized to help identify and track At-Risk students. The results of these reports and assessments may be used to measure the overall growth of student success.

Action Steps:

- I. Action Step – Counselors will attend a yearly meeting to evaluate student data in order to determine at-risk students.
- II. Action Step – With the help of teachers, curriculum chairs, administration, and other stakeholders, counselors will help identify necessary interventions, classes, mentoring programs, and/or other counseling services.

III. Action Step – The counselor with the help of teachers, curriculum chairs, and administration will follow up each grading period and as necessary to see how at-risk students are performing.

IV. Action Step - Counselors will meet with the at-risk students and/or their parents and/or guardians as needed based on their grades, attendance and/or report card grades.

DESIRED OUTCOME

The desired outcome would be to have a positive .5% effect of student's attendance as measured by the attendance data.

Program Management

At the end of each school year, campus counselors will perform a self-assessment of their program for the purpose of creating a data report to be presented to the campus advisory council and building administration. In addition, this data will be used to assist in the creation of an annual agreement between the campus counselors and their supervisor.

The school counseling program values the input of stakeholders. Therefore, a collaborative effort is presented through the creation of campus advisory councils. Each campus will develop an advisory council that will consist of the members listed below. The campus council will meet biannually on the designated campus. The council will be presented with program outcome, updates and planning data for review.

List of Advisory Team Members

- Campus Administrators*
- Campus School Counselors*
- Teachers*
- Parents*
- District Administrative Member
- Nurses
- Juvenile Probation Officers
- Students*
- Mental Health Representative*
- Social Workers*
- Special Education Supervisor
- Any/all others deemed necessary for adequate progress monitoring

*Required member attendance

Starting in the 2022-2023 school year, school counselors will create and present to their building administrator an annual agreement. The annual agreement will include an identification of the school counselor's roles and responsibilities as well as program goals. In addition, guidelines for the provision of direct and administrative services should be established along with professional development needed to effectively implement the program services and meet the intended goals. The agreement is to be signed by each school counselor and the supervising administrator.

Delivery

The 2023 Student/Counselor ratio of the Magnolia School District and each campus is shown below.

<u>Location</u>	<u>Student Enrollment</u>	<u># of Counselors</u>	<u>Student/Counselor Ratio</u>
District	2525	9	281:1
Magnolia High School	804	3	268:1
Magnolia Middle School	595	2	298:1
Central Elementary School	538	2	269:1
East Side Elementary School	598	2	299:1

Use of time

The Magnolia school counselors will utilize the Department of Elementary and Secondary Education recommended distribution counseling time as a guide in determining the adequate percentage of service to be provided in program areas. Counselors will maintain documentation of time and activities performed. Such data will allow counselors and administrators to determine the adequate amount of time spent in services to student and non-school counseling activities. By analyzing such data, adjustments can be made to determine a better usage of counselor time so that the greatest amount of time is spent in direct service to students.

The Counselor Use-of-Time matrix form and the Annual Administrative Conference form will be used to document counselor use of time throughout the school year.

Counselor Use of Time Calculator

Magnolia School District

Counselor Name: _____ Month: August Fiscal Year: 2021-2022

Total Hours Worked:		0		Counselor Signature: _____	
				Date: _____	
Direct Hours	0	Direct/Indirect Use of Time %	#####	Administrator Signature: _____	
Indirect Hours	0				
Direct/Indir Total	0	Administrative Use of Time %	#####		
Admin. Hours	0			Date: _____	

DATE	Direct Service	Indirect Service	Admin		Detailed Summary of Counseling Activities *include meeting place and attendees names
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total	0	0	0	0	

Arkansas Annual Administrative Conference

School Counselor:

Year:

Annual Program Goals			
1			
2			
3			
School Counselor Use-of-Time			
A minimum of 90% of my time will be spent providing direct and indirect counseling services.			
	Percent of Time		Activities Include
Direct Services Provided to students (at least 90% of time) Face-to-face contact with student		Delivering school counseling core curriculum	
		Providing individual or group student planning and support	
		Providing other direct responsive services	
Indirect Services Included in 90% with Direct On behalf of a student		Referring students for services, including child maltreatment	
		Consulting with parents, teachers, and other stakeholders on behalf of a student	
		Participating as a contributing member of a student support team	
Administrative Activities Not related to comprehensive school counseling program (no more than 10% of time)		Coordinating programs and committees that include, but are not limited to ESOL, 504, GT, RTI, and PBIS	
		Coordinating assessments and/or data entry	
		Monitoring students in common areas	

Learning Support Tiers	Basis of Learning Supports	Examples of Learning Supports
Tier 1: Universal interventions provided for all students in a preventive and proactive manner	<ul style="list-style-type: none"> Needs assessments (teacher/staff, student, and parent) Legislative requirements Testing Outcomes School Data Profile 	<ul style="list-style-type: none"> Classroom guidance lesson (No more than 40 minutes per session and no more than 3 sessions per day and 10 sessions per week) Leadership Team membership Academic Advising/Planning Themed Weeks/Days Schedule planning Transcript Review Orientations Events Intervention team membership
Tier 2: Strategic Interventions provided for those students deemed at risk	<ul style="list-style-type: none"> Smaller population of students provided interventions based on data collected from needs assessments and referrals Screeners/Assessments 	<ul style="list-style-type: none"> Small groups New Student Orientation Transcript Review Behavioral contracts Check in/out Individual Counseling Teacher/Parent consulting and conferencing Backpack food program
Tier 3: Intensive Individualized Intervention provided for those students deemed at high risk	<ul style="list-style-type: none"> Testing Data Academic Data Behavioral Data Observations Screeners/Assessments 	<ul style="list-style-type: none"> More frequent individual counseling Referral to outside agencies and services Assist with development/implementation of Behavior Improvement Plans Teacher/Parent consulting and conferencing

Campus Annual Calendars

High School Annual Calendar			
August		January	
Orientation	Individual Student/Parent Conferences	HUB/ALE Discussions for “At Risk” students	Individual Academic Progress Conferences
HUB/ALE Referrals		Classroom Lessons – Career Planning	
September		February	

Classroom Lessons – Post Secondary Planning	Small Group Suicide Prevention	Small Group Special Program Applications	Junior ACT
Concurrent Credit Enrollment	Articulation/Counselor Workshop	ELPA	G.U.I.D.E for Life Activities
October		March	
Small Group Bullying Prevention	Student Success Plans: Scholarships	Small Group Community Scholarships/Opportunities	Classroom Lessons – Course Discussions/Decision Making
College Night	Apply FAFSA		
PSAT			
November		April	
Student Success Plans: Vocational	Counselor Advisory Meeting	Classroom Lessons – Senior Graduation Preparation	Student Success Plans: Final Schedule Decisions
ASVAB		Scholar's Banquet	ACT Aspire
December		May	
G.U.I.D.E. for Life Activities	Student Success Plans: 2 nd Semester Updates/Changes	AP Exams	Graduation
Semester Exams		Comprehensive School Counselor Goal Review and Plan Updates	Semester Exams

Magnolia Middle School Annual Calendar			
August		January	
Orientation	Individual Student/Parent Conferences	ALE Discussions for “At Risk” students	Individual Academic Progress Conferences
ALE/504 Referrals	Meet The Teacher/ Counselor	Classroom Lessons Secondary and Career Planning	Individual/ Small Group Counseling
Individual/ Small Group Counseling			
September		February	
New Student Orientation Continued	Small Group Suicide Prevention	Career Interest Inventory	National Schools Counselors’ Week
Classroom Lessons – Secondary Planning for 8 th Grade Students	Counselor’s Fall Workshop	ELPA	G.U.I.D.E for Life Activities
Individual/ Small Group Counseling	ELPA Plans	Individual/ Small Group Counseling	
October		March	
Small Group Bullying Prevention	Student Success Plans	ELPA continued	Classroom Lessons – Course Discussions/Decision Making
Red Ribbon Week/ Counselor Interactions	Secondary Planning continued for 8 th Grade Students	ACT Aspire Summative Training	Upward Bound Presentation and Applications
Career Interest Inventory	Individual/ Small Group Counseling	Individual/ Small Group Counseling	
November		April	
G.U.I.D.E for Life Activities	Counselor Advisory Meeting	ACT Aspire Testing Pep Rally	Individual/ Small Group Follow up For ACT Aspire Test Prep
Individual/ Small Group Counseling		ACT Aspire	Individual/ Small Group Counseling
December		May	
G.U.I.D.E. for Life Activities continued	2 nd Semester Updates/Changes	Student Success Plans: Final Schedule Decisions	Comprehensive School Counselor Goal Review and Plan Updates
Can Food Drive	Individual/ Small Group Counseling	Individual/ Small Group Counseling	

School Counselor Calendar for Central Elementary

Month	Direct Services	Indirect Services	Administrative Services
Ongoing Activities	<ul style="list-style-type: none"> • Individual Counseling • Small Groups • Classroom Guidance • Themed Weeks • Transitioning and orientating new students • Family/Student Tours 	<ul style="list-style-type: none"> • RTI Meeting • 504 Meeting • ALE Meeting • Leadership Meetings • Core Curriculum Meeting • Registration • ESL Conferencing • Parent/Teacher Conferencing/Consulting 	<ul style="list-style-type: none"> • Dyslexia Testing • Special Education observations • Program Planning • Completing Referrals for various in school services • State Mandated Assessments • ESL Screening/Testing • Outside agencies referrals/paperwork
July		<ul style="list-style-type: none"> • Program planning • Professional Development • Placement Conferences 	<ul style="list-style-type: none"> • Student Placement/Planning
August	<ul style="list-style-type: none"> • Counselor introduction • Meet the Teacher/Counselor • First Day of School Tours • Classroom Guidance: Meet the School Counselor 	<ul style="list-style-type: none"> • Placement Conferences • District Professional Development • Virtual Registration 	<ul style="list-style-type: none"> • Review 504 Plans • Review I.E.P. • Student placement • Contact Advisory Board • Pep Rally Planning
September	<ul style="list-style-type: none"> • New Student Orientation • Backpack Program Campaign • Start of Year Pep Rally • Classroom Guidance : Coping Skills/Goal Setting/Growth 	<ul style="list-style-type: none"> • Attendance Committee • Leadership Committee • Review STAR testing results • RTI committee meeting • Parent-Teacher Conference 	<ul style="list-style-type: none"> • Review plans • Needs Assessments • Update Plans • 504 updates • Fall Meeting • ELPA Parent Meetings
October	<ul style="list-style-type: none"> • Bully Free/Drug Free Prevention Week • Small Groups • Mentor Groups • Classroom Guidance: Bullying/Drug Free/Interactions 	<ul style="list-style-type: none"> • Attendance Committee • Leadership Committee • RTI committee meeting 	<ul style="list-style-type: none"> • Advisory Board Meeting • Other ongoing activities • Interim Testing

November	<ul style="list-style-type: none"> • Thanksgiving Break • Small Groups • Classroom Guidance: Empathy 	<ul style="list-style-type: none"> • Angel Tree • Attendance Committee • Leadership Committee • RTI committee meeting • Parent -Teacher Conferences 	<ul style="list-style-type: none"> • ELPA Testing Training • Other ongoing activities
December	<ul style="list-style-type: none"> • Small Groups • Can Food Drive • Classroom Guidance: Volunteering/Giving 	<ul style="list-style-type: none"> • Shop with a cop • Attendance Committee • Leadership Committee • RTI committee meeting 	<ul style="list-style-type: none"> • Level 2 Dyslexia Screening • Other ongoing activities • Interim Testing
January	<ul style="list-style-type: none"> • Practice ELPA Testing • Martin Luther Kid Day • Awards Assembly • Classroom Guidance: Perseverance 	<ul style="list-style-type: none"> • Professional Development • STAR Testing Review • Attendance Committee • Leadership Committee • RTI committee meeting 	<ul style="list-style-type: none"> • Other ongoing activities
February	<ul style="list-style-type: none"> • Winter Break • Random Act of Kindness Week • National School Counselor's Week • Classroom Guidance: Growth Mindset 	<ul style="list-style-type: none"> • Attendance Committee • Leadership Committee • RTI committee meeting • Parent-Teacher Conferences 	<ul style="list-style-type: none"> • ACT Aspire Summative training • Other ongoing activities • ELPA Summative Testing • Interim Testing
March	<ul style="list-style-type: none"> • Spring Break • Small Groups • Classroom Guidance: Test Ready Attitude 	<ul style="list-style-type: none"> • Attendance Committee • Leadership Committee • RTI committee meeting 	<ul style="list-style-type: none"> • ACT Aspire Planning/ Staff Training • Other ongoing activities
April	<ul style="list-style-type: none"> • Positive Attitude Campaign • Testing Pep Rally 	<ul style="list-style-type: none"> • ACT Aspire Summative testing 	<ul style="list-style-type: none"> • ACT Aspire Planning/ Staff Training • Other ongoing activities
May	<ul style="list-style-type: none"> • Awards Assembly • May Day • Classroom Guidance: Career Awareness 	<ul style="list-style-type: none"> • Needs Assessment 	<ul style="list-style-type: none"> • Program Self-Assessment • Program Data review

East Side Elementary Guidance Calendar at a Glance			Grades K-2
	Direct	Indirect	Administrative
Ongoing Activities	Individual and small group counseling, classroom guidance lessons, and responsive services	Level 2 Dyslexia Screening consultation, referrals for mental health and other various services, child maltreatment reports	Coordination of programs and other duties
August			
Open House	Individual counseling	504 plan reviews/consultations	ELPA Screenings
September			
Meeting the Counselor	Classroom guidance lessons	Contributing member for referrals for various services	ELPA Screenings
Becoming a Better Listener	Individual counseling	Consultation of ELPA Data with LPAC Team members	
October			
Making Good Choices for our Bodies/Anti-Bullying	Small group lessons	Student observations	
Red Ribbon Week	Student activities associated with Red Ribbon Week	Parent-Counselor-Teacher Conferences	
November			
Building Relationships	Small group lessons	Ongoing activities	
Canned Food Drive	Individual counseling	Student observations for consult, etc.	
Classrooms' Thanksgiving Feast	Angel Tree		
December			
Developing Empathy Skills	Individual counseling	Ongoing activities	
January			
Respecting Others	Classroom guidance lessons and individual counseling	Student preparation for ELPA	ELPA Testing
February			
Making Responsible Choices	Classroom guidance lessons	Student observations for consult, etc.	ELPA Testing, contd.
March			
Using My Words	Small group lessons	Student observations for consult with behavior, etc.	
April			

Developing Career Awareness	Classroom guidance lessons	Parent-Teacher-Counselor 504 Conferences	
	Responsive services as needed	Consultation with parents of incoming preschool students	
May			
Career Choices	Ongoing activities	Parent-Teacher-Counselor 504 Conferences	
Transportation Day		Consultation with parents of incoming preschool students	

Bullying Prevention Plan

The District offers materials regarding the nature of bullying, its consequences, and the procedures for reporting bullying behavior. School employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action, which if allowed to continue would constitute bullying shall report the incident(s) to the principal or designee. Students who believe they have been a victim of bullying, or parents who believe their child has been victimized by a bully, should file a complaint by contacting a school counselor, teacher, or principal.

In continuance with the district effort to provide a safe learning environment, all school counselors provide preventive and proactive guidance lesson to all students regarding bullying. Staff members receives annual bullying professional development. Students are taught in these lessons the definition of bullying, their roles in a bullying incident as well as steps and procedures to preventing and reporting bullying incidents. At the reporting of a bullying incident, counselors make the designated building principal aware of the incident. All students involved are pulled separately, and receive restorative and preventive guidance from their school counselor. Students who show a continued need for support are placed in small group or if necessary Follow up services are determined by the school counselor and administration.

Suicide/ Self-harm

Continued awareness and handling of self-harm and suicide is provided through professional development to all staff members. The staff is trained in Gatekeeper and safeTALK. Staff is provided information about warning signs, tips of how to handle and respond to as well as procedure to dealing with students at risk of self-harm or death by suicide.