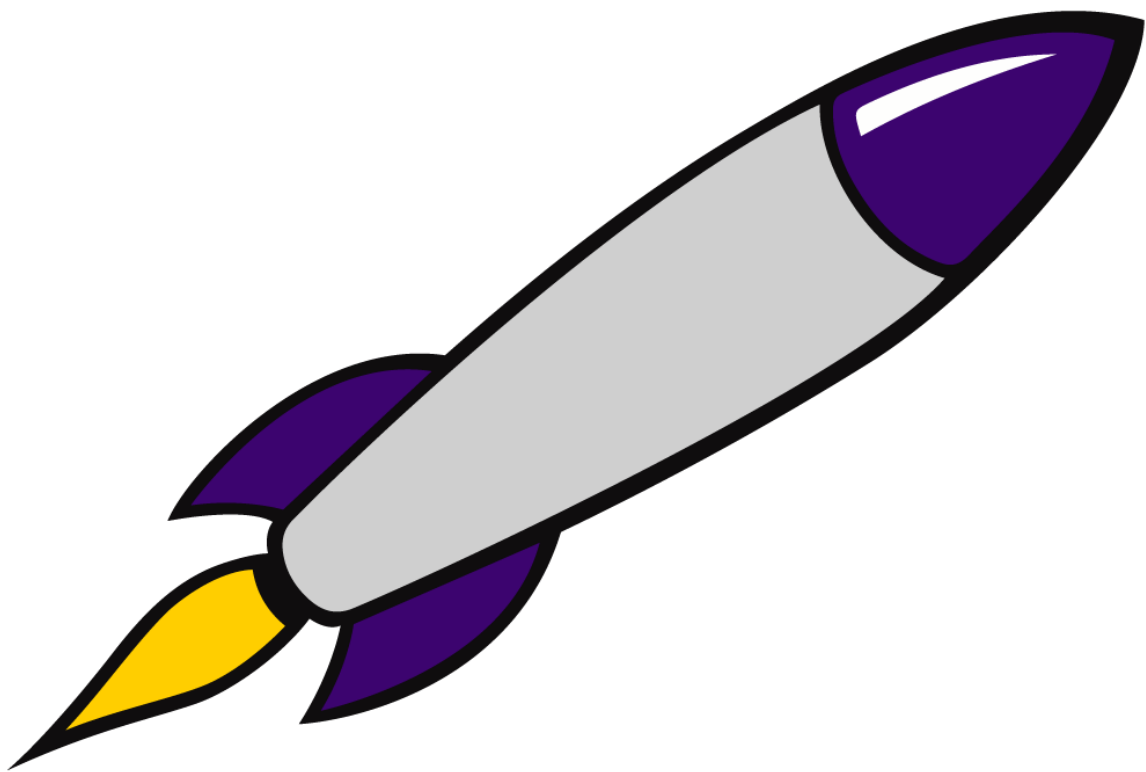


# **Scranton School District**

## **Comprehensive School Counseling Plan**



**School Counselor Roles and Best Practices**  
**2023-2024**

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## Counselor

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## Introduction

Scranton School District is located in Logan County on State Highway 197. The school is situated in the Arkansas River Valley having the distinction of having the longest bridge in Arkansas that crosses the Arkansas River just north of Scranton. The Scranton School District has an area of 77 square miles and a population of approximately 1,700 residents.

There are currently 435 students enrolled in the district: 223 in the elementary, and 212 in the high school.

Of the 435 students enrolled within the district:

- 49% qualify as low-income,
- 2% are identified as English language learners,
- 90.5% identify as White,
- 4.2% identify as Hispanic/Latino, and
- 4.2% identify as Asian.

The counselor at Scranton School District strives to create a comprehensive counseling program to address the many needs within the student population. Within this document is the plan the counselor has developed to use leadership, advocacy, collaboration, and data analysis to help all students achieve success academically, socially, emotionally, and in their future career path.

## **Foundation**

### **Program Focus**

#### **Beliefs**

The school counselors at Scranton School District believe:

- all students are unique individuals and should be valued and treated with respect.
- all students have the ability to learn and succeed.
- all students should have the opportunity to learn in a supportive environment.
- all students should complete high school and be prepared for postsecondary opportunities.
- all students should have access to a comprehensive school counseling program, which promotes academics, careers, and social/emotional development.
- the comprehensive school counseling program is an integral part of the school which works alongside counselors, students, families, teachers, administrators, and education stakeholders.

#### **Vision Statement**

The vision of the Scranton School District Counseling Program is to provide a comprehensive, developmentally appropriate program to all students, while equipping each student with academic, career, and social/emotional tools that will lead to a successful future.

#### **Mission Statement**

The mission of the Scranton School District Comprehensive School Counseling Program is to provide a comprehensive school counseling program that will equip all students with academic, career, and social/emotional skills to receive a high-quality education, and develop into responsible and productive citizens.

## Goals

The purpose of the Scranton School District Comprehensive School Program is to challenge all students to reach their full potential in academics, social/emotional development, and their future careers and is accomplished through establishing goals.

The Scranton Counseling Program will assist in helping students to feel that they belong – develop a sense of belonging – in the Scranton School District. Data was gathered from a pre-survey to measure students' sense of belonging in a variety of areas – in the classroom, by their teachers, to the school, etc.

### [SHS Sense of Belonging Survey Responses](#)

At the end of the year, the students will complete the post-survey to determine if any of the actions taken during the school year increased the students' overall sense of belonging.

The school counselor will take the following action steps:

1. Meet individually with students to discuss goals, future plans, emotional needs, and create a vision for their future career goals.
2. Increase students' awareness of opportunities on campus by holding club fairs, advertising events, discussing events with students, etc.

### [SHS Sense of Belonging Survey](#)

### [Adapted from Student Questionnaire: A Sense of Belonging](#)

## Student Competencies

### **The ASCA Mindsets & Behaviors for Student Success: K-12 College- and Career-Readiness for Every Student**

The ASCA Mindsets & Behaviors for Student Success describe the knowledge, skills and attitudes students need to achieve academic success, college and career readiness and social/emotional development. The standards identify and prioritize the specific attitudes, knowledge and skills students should be able to demonstrate as a result of the school counseling program. In addition to describing the skills students should acquire as a result of the comprehensive school counseling program, the Mindsets & Behaviors also serve to assess student growth and development, guide the development of strategies and activities and create a program that helps students achieve their highest potential.

### [ASCA Mindsets & Behaviors for Student Success](#)

## **Professional Standards**

The ASCA School Counselor Professional Standards outline the mindsets and behaviors school counselors need to meet the rigorous demands of the school counseling profession and pre-K-12 students' needs. These standards and competencies help ensure new and experienced school counselors are equipped to establish, maintain and enhance a comprehensive school counseling program addressing academic achievement, career planning and social/emotional development. The following standards and competencies can be used in a variety of ways including:

### **School Counselors**

- Self-assess their own mindsets and behaviors
- Formulate an appropriate professional development plan

### **School Administration**

- Guide the recruitment and selection of competent school counselors
- Develop or inform meaningful school counselor performance appraisal

### **School counselor education programs**

- Establish benchmarks for ensuring school counseling students graduate with the knowledge, skills and attitudes needed to develop a comprehensive school counseling program.

[ASCA School Counselors Professional Standards & Competencies](#)

[ASCA Ethical Standards for School Counselors](#)

[Arkansas Counseling Standards](#)



# Manage

## Scranton School District Counseling Management Plan (Counselor/Principals Agreement)

### **Vision Statement**

The vision of the Scranton School District Counseling Program is to provide a comprehensive, developmentally appropriate program to all students, while equipping each student with academic, career, and social/emotional tools that will lead to a successful future.

### **Program Goal Statement**

The Scranton Counseling Program will assist in helping students to feel that they belong – develop a sense of belonging – in the Scranton School District. Data was gathered from a pre-survey to measure students' sense of belonging in a variety of areas – in the classroom, by their teachers, to the school, etc.

### [SHS Sense of Belonging Survey Responses](#)

At the end of the year, the students will complete the post-survey to determine if any of the actions taken during the school year increased the students' overall sense of belonging.

The school counselor will take the following action steps:

3. Meet individually with students to discuss goals, future plans, emotional needs, and create a vision for their future career goals.
4. Increase students' awareness of opportunities on campus by holding club fairs, advertising events, discussing events with students, etc.

### [SHS Sense of Belonging Survey](#)

### [Adapted from Student Questionnaire: A Sense of Belonging](#)

### **Pragmatic Delivery**

In order to make sure that the counselors spend the majority of their time engaged in tasks that only they can fulfill as highly trained professionals, the following division of time will be followed as closely as possible in order to help ensure that school counselors do not end up doing work for which clerical staff or administrative staff are responsible:

**90% of time** will be spent delivering direct and indirect student services as outlined by the ADE: individual and group counseling, classroom guidance, referring students for other

services, consulting with parents/teachers/stakeholders, participating as a collaborative member of a student support team, and providing other help directly to a student or on behalf of a student to help that student achieve better academic, behavioral, attendance, career, or emotional performance.

**10% of time** will be spent delivering administrative activities such as assisting with preparation work for standardized testing, scheduling, sending/receiving transcripts and/or student records, etc.

**School Counseling Responsibilities**

Caseload of approximately 430 students:

- Collaboratively create schedules each year to help students achieve academic and career goals
- Help students make plans for overcoming academic deficits by meeting with students and parents, offering opportunities for credit recovery, and/or referring students for alternative education placement
- Meet with credit deficient students and students with attendance issues, provide classroom guidance, provide counseling, assist with college-prep activities, and other activities sponsored by the counseling department.

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HS Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elementary Principal Signature

\_\_\_\_\_  
Date

**Scranton School District  
Advisory Council**

Scranton School District will create an advisory council that meets at least two times per year, is comprised of a variety of stakeholders from different backgrounds, and helps to review and provide guidance on the progress of the school counseling department in relation to established goals and results as well as engaging in public relations and advocating for the counseling department. The stakeholders for the council will consist of two parents, two administrators, two faculty, a representative from the district office, two students, and the school counselor from Scranton School District. By having a representative sample of stakeholders, a diverse set of perspectives and expertise can help guide the counseling program into more success.

Advisory Council Members:

- SSD Counselor: Whitney Brown
- SSD Administrators: Doyle Watkins and Lakaen Schluterman
- SSD Representative from District Office: Ashley Fritsche
- SSD Faculty: Kaylee West and Jacob Brown
- SSD Community Members: Katelyn Foster and Luke Wewer

Advisory Council Meeting Times:

- July 29, 2023 and January 19, 2024 at 2pm
- Meeting Location: HS Conference Room

## **Deliver**

The school counselors provide services to students, parents, school staff and the community in the following areas: Direct Student Services (Core Curriculum, Individual Student Planning, and Responsive Services), Indirect Student Services, and System Support. At least 90% of the school counselor's time is spent working directly and indirectly to support students. No more than 10% of the school counselor's time is spent on system support.

### **Direct Student Services**

The school counseling/guidance core curriculum instruction is provided in classes/small groups to address student competencies related to academic skills, career/college readiness, social/emotional development by a certified school counselor.

Direct student services include:

- Individual counseling, assessment and advising
- Responsive services
- Crisis response interventions
- Group counseling
- Core curriculum and classroom activities
- post-secondary education and career planning
- Attendance, academic, behavioral or adjustment monitoring and support.
- parent/guardian engagement

### **Individual Student Planning**

The counselors monitor student progress so they may achieve success in academic, college/career and social/emotional areas. This may be accomplished through:

- Individual meetings - working with students to analyze and evaluate abilities, interests, skills, and achievement.
- Case management - monitor individual student progress on a regular basis.
- Placement - collaborate with students, parents and school staff in determining the best educational setting for students as they meet their goals.

## **Responsive Services**

The school counselors provide support and interventions to meet the needs of students. This may be accomplished through:

- Individual and Small Group Counseling: Counseling is provided for students experiencing social, emotional, personal, or academic difficulties.
- Crisis Counseling: Short-term counseling is provided to students, families or staff as an immediate intervention to a crisis or emergency situation.

## **Indirect Student Services**

School counselors work behind the scenes to ensure students benefit from their education. This may be accomplished through:

- Making referrals to appropriately licensed or certified individuals, either inside or outside of the school setting
- Consulting and/or collaborating with families, school staff and community agencies
- Providing leadership and advocacy on behalf of students and families

## **System Support**

School counselors review and assess the effectiveness of the counseling program. This is accomplished through:

- **Collaboration** - participate in building and district-wide committees.
- **Professional development** - participate in on-going training, workshops, conferences, meetings, and college visits.
- **Communication** - provide information about school counseling events utilizing social media, such as Facebook, Instagram, Google Classroom, and through email.
- **Program Management and Evaluation** - collect and analyze data to evaluate the program and make adjustments as needed.

[Scranton School Counseling Referral Form](#)

[RPI Counseling Referral Form](#)

**Scranton School District**  
**2023-2024**  
**School Counseling Calendar**

**July**

Create and refine master schedule  
Create and refine student schedules  
Register new students

**August**

Register new students  
Open House  
7th grade orientation  
Academic Advising  
Schedule changes  
SHS Club Fair

**September**

PSAT advising  
Meet with seniors about college & scholarship application processes  
Assist students with ACT enrollment  
Assist seniors with college and scholarships  
College Fair with seniors  
Begin college rep visits  
Parent/teacher conferences  
Progress Reports  
Begin guidance program with elementary students

**October**

Assist students with ACT enrollment  
Assist seniors with college and scholarships  
PSAT  
Guidance program with elementary students

**November**

Assist students with ACT enrollment  
Assist seniors with college and scholarships  
Military Family Appreciation month

Guidance program with elementary students  
Begin revisions of course catalog  
ASVAB

### **December**

Assist students with ACT enrollment  
Assist seniors with college and scholarships  
Spring Semester schedule changes  
End of 1st semester and 2nd nine weeks  
ASVAB Interpretation  
Guidance program with elementary students

### **January**

Assist students with ACT enrollment  
Meet with seniors about local scholarships  
Assist seniors with college and scholarships  
Report cards  
School Board appreciation month  
Send seniors mid-year transcripts to colleges  
Transcript review for all students  
Guidance program with elementary students

### **February**

Assist students with ACT enrollment  
Assist seniors with college and scholarships  
National School Counseling week  
School Bus Drivers Appreciation week  
Progress Reports  
Parent/teacher Conferences  
Guidance program with elementary students

### **March**

Assist students with ACT enrollment  
Assist seniors with college and scholarships  
Read Across America  
Maintenance Works Appreciation  
Begin course selection meetings with 6-11 grade students  
State Junior ACT

Guidance program with elementary students

### **April**

Assist students with ACT enrollment

Assist seniors with college and scholarships

Course selection meetings with 6-11 grade students

School Library month

Paraprofessional's Day

Administrative Professionals' Day

ACT Aspire

Academic Commitment Day

College/Career Fair for Sophomores & Juniors

Guidance program with elementary students

### **May**

Assist students with ACT enrollment

Assist seniors with college and scholarships

Mental Health month

Teacher Appreciation week

School Lunch Hero Day

School Nurses' Day

Graduation

AP Exams

End of 4th nine weeks and 2nd semester

Report Cards

Send seniors final transcripts to colleges



## **Assess**

The Scranton School District school counselors will regularly evaluate the effectiveness of their program by monitoring student achievement, behavioral referrals, social-emotional well-being, graduation rates, diploma types and other measures to assess how students are different as a result of the school counseling program. The school counseling program components will be reviewed through data analysis, program results, and evaluation.

## **Data Analysis**

The collection, analysis, and reporting of data ensures that decisions about students are made based on evidence. The use of data replaces subjectivity with objectivity and guides the school counselor and student support staff in planning and delivering learning support programs for all students.

## **Program Results**

The counselors analyze the school counseling program using information collected through process, perception, or outcomes data samples. This data will be used to inform decisions related to program improvements. The counselor will annually review the program to identify trends, areas of success and areas in need of improvement. This information will be shared, as needed, with other faculty members.

## **Evaluation and Improvement**

Program evaluation and improvement has four components: self-analysis of the school counselor's strengths and areas of improvement using the School Counselor Competencies Assessment, self-analysis of the school counseling program's strengths and areas of improvement, evaluation of the school counselor's performance using the Scranton School District

## **School Counselor Assessment and Appraisal**

- [ASCA School Counselor Professional Standards & Competencies](#)
- [School Counselor Performance Appraisal](#)