
**Bergman School District
Comprehensive School
Counseling Program**

2023-2024



Bergman School Counseling Program

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Bergman School Mission Statement

“Educating Students Today For Success Tomorrow”

Beliefs

- *All students can achieve academic, career, and personal/social success.
- *Equitable access to school counseling programs and services is essential for student achievement.
- *Learning is a lifelong process.
- *School counselors must be advocates for every student.
- *School counselors must follow ethical standards to guide decision-making and to promote development for every student.
- *Safety of our students is of utmost importance.
- *School counselors must be able to communicate with all stakeholders to bring about the best outcomes for our students.

Bergman School Counseling Vision

The Bergman School District counselors work to ensure every student will acquire the academic, career and social/emotional skills needed to reach their fullest educational potential. Our goal for students is that they successfully manage their lives as healthy, responsible, competent and productive citizens who respect themselves and others.

Bergman School Counseling Mission

Bergman School counselors provide comprehensive counseling services to all students in a fair and equitable fashion. Counselors work to address the needs of students, equipping them with skills for academic success, social/emotional health and career readiness. Counselors work as team members within the school culture to guide students toward lifelong learning and productive citizenship.

Bergman School Comprehensive School Counseling Program Components

Classroom Guidance (Direct Service)

Act 190 of 2019 states: (L) Classroom guidance, which shall be limited to forty-minute class sessions, not to exceed three (3) per day and ten (10) per week. Classroom guidance is an age appropriate, collaborative effort with teachers to use the information

to reinforce goals for students in the areas of academic, social/emotional and career development. Teachers are encouraged by counselors to conduct and continue many of these activities during their classes to assist in development of the whole student. Classroom guidance provides students the opportunity to be engaged in discourse and collaboration. It allows them to discuss “what-if” scenarios, and use peer feedback and self-evaluation to help them clarify what their academic, career, and social/emotional needs and interests are. School counselors take the lead in the planning, development and organization of the classroom guidance activities being provided. To ensure alignment of the school counseling program and consistency of student behaviors, counselors can also provide support to teachers and others in the school.

Individual and Small Group Counseling (Direct Service)

Although counselors work with students when they experience problems, counseling must be more than the provision of remediation and crisis intervention. Developmental counseling provides students with coping strategies before a crisis occurs. This may involve seeing students individually or in groups to help them develop skills and use their resources. Working with students in groups acknowledges that peer influence is an extremely powerful factor in students’ development. Groups provide them with an opportunity to give and receive feedback, which contributes to their understanding of themselves and others. Individual and small group counseling are k-12 services provided as needed.

Guidance in Understanding the Relationship between Classroom Performance and Success in School (Direct Service)

The counselor assists students in understanding the relationship between school and classroom performance and their future college-or career-aspirations. This process begins in early grades and continues throughout the students’ education.

Age-appropriate classroom guidance lessons, small groups, and individual counseling sessions, as well as supporting teacher lessons and classroom procedures can all be used in the process of helping students see the connections.

Academic Advisement (Direct Service)

Academic advisement begins in elementary school and continues through high school. The school counselor acts as an advisor at all levels to guide students toward developing short- and long-term goals for educational decision-making including the selection of courses designed to help students prepare for college- and career- plans.

Informational resources should also be available and organized in such a way as to guide students and provide information relevant to their plans. Counselors encourage students to reach their fullest potential by guiding them to take the most academically challenging coursework with a focus on interest areas.

Transition Services (Direct Service)

Orientation is a process for students, teachers, parents, and stakeholders to learn about the guidance, counseling, and other student services offered to assist in the adjustment of new students to a school. Orientation is designed to help students make smoother transitions from one school setting to another. Formal programs may be used in a classroom setting for groups entering a new school after promotion. As new students enter school throughout the year, orientation may consist of individual or group sessions assisted by peer helpers. Orientation may appear as

- ❖ Freshman Orientation
- ❖ Middle School Orientation(5th Grade)
- ❖ Kindergarten Orientation

Interpretation of Student Assessments (Direct Service)

Counselors help students identify their skills, abilities, achievements, and interests through counseling activities and the guidance curriculum. Assessment is to provide students a snap shot of their individual strengths and weaknesses and can be used in a positive way to encourage academic growth. Some examples of assessments used in the counseling process would be

- ❖ ACT Aspire
- ❖ ACT
- ❖ PSAT
- ❖ Accuplacer
- ❖ AP Exams
- ❖ ASVAB

Educational Academic Advisement, Career Counseling, Career Opportunities and Alternative Programs (Direct Service)

Counselors advise students on educational, academic assessment, and career counseling including advising students on the national college assessments, workforce opportunities, and alternative programs that could provide successful high school completion and post-secondary opportunities. Activities might include:

- ❖ College Tours
- ❖ Military Recruiter Visits
- ❖ College Fairs
- ❖ Trade and Industry Visits
- ❖ Specific Career Days-ex. Health Care Career Day at Northark

Suicide Prevention(Direct Service)

The Bergman School District is committed to the safety and well being of all of our students. In the event suicide intervention is needed each building level works with the mental health professionals/health professionals, parents and administration to follow a plan that best meets the needs of the particular student. Suicide staff development for teachers is a requirement by the ADE and Bergman Staff participate accordingly. In addition, the secondary counselor has attended the Gatekeeper training and the updates for Gatekeeper. Direct suicide prevention education will take place in middle school and high school. In grades K-4, indirect suicide prevention is addressed through classroom guidance.

Bullying Prevention(Direct Service)

The Bergman School District has adopted an Anti-Bullying Policy and provides bullying prevention education for staff members. Signs that define bullying are posted in each school. Teachers also receive anti-bullying staff development. Classroom Guidance lessons are provided at all levels to address bullying issues.

<https://www.stopbullying.gov/resources/external>

<https://www.commonsense.org/education/digital-citizenship/curriculum?grades=9%2C10%2C11%2C12>

Making Referrals to School and Community Resources (Administrative Activity)

To provide students with the tools and resources necessary for success, counselors must maintain close working relationships with a variety of school and community agencies. Referrals and reports to agencies might be essential to the student's health and well-being. The following is a partial list of agencies that counselors use to support student services:

- ❖ Chenal Family Therapy
- ❖ Youth Bridge
- ❖ Local DHS and Hotline
- ❖ Vantage
- ❖ Local Churches
- ❖ Children's Charity Ministry
- ❖ Juvenile Services
- ❖ Boone County Health Department
- ❖ Boone County Sheriff's Department
- ❖ Pregnancy Crisis Center
- ❖ Suicide Prevention Resources
- ❖ Educational Talent Search/TRIO
- ❖ APNA

Dropout Prevention(Direct Service)

Students wishing to withdraw from school are required to meet with the school counselor and their parent to discuss the implications of this decision. Current students receive information about the relevance of and importance of education.

Graduate Follow-up(Direct Service)

The high school counselor performs a graduate follow-up 5 years after graduation to assess educational and career achievements. This is completed by gathering input from faculty, graduates, current students(siblings) and community members. Personal emails are collected from students prior to graduation to allow for follow up.

Administrative Conference

The school counselors at each level (elementary, middle, high) will meet with their respective administration at the end of the school year to assess the counseling program strengths and weaknesses. The ASCA model form will be used to document use of time, program goals and professional development required.

<https://www.schoolcounselor.org/getmedia/169e4fd4-bbef-4232-89e0-43ad37621792/Annual-Administrative-Conference.docx>.

Advisory Council

Advisory Councils are established for the 2023-2024 school year to give feedback on the needs of the student body at each level. At the elementary level the Advisory Council will be the Parent and Community Committee and at the middle school/high school level the council will consist of the administration, school nurse, parent/community member and a student. Meetings will be held each semester.

Bergman High School Program Goal #1 Career Readiness and Planning in School Counseling Programs (Direct Service)

Each student (grades 9-12) will have a student success plan in place by the end of the 4th quarter of the 2023-2024 school year. The counselor, in cooperation with classroom teachers, will facilitate classroom sessions in which students use the Career Readiness tool to explore career options, keep record of academic progress, plan for future academic options, discuss extended learning opportunities (Advanced Placement, Arkansas Governor's School, MASH, Boys/Girls State, Curriculum camps, etc.) and scholarship possibilities. The Career Readiness tool (Naviance) will also allow for parent communication and collaboration with student, counselor and teachers to encourage their child in a career path. Each high school student will need one in place to take advantage of the Arkansas Academic Challenge Scholarship for concurrent credit and to give them better direction for a career path. High School students have one in place and it is a fluid document that students update each semester. New students will need to have a plan created. Plans can be managed by mentors once they are in place. 100 % of students have accounts in place and all seniors have a completed plan, signed by a parent, that gives them opportunity to graduate on time. For the 2023-2024 school year, additional career speakers will be brought in to meet with small groups each month at the 10th grade level.

Actions in Place:

- o Uploads of student academic information in place with Naviance
- o Logins and passwords assigned for students and parents
- o Student Success Plan checklist from DESE
- o Enhanced Learning opportunities information in place

Actions to Take:

- Provide student and parent login information at the beginning of the school year
- Schedule classroom sessions with teachers to talk to students
- Meet individually with students to go over specific individual needs

100% of 9-12 grade students will have a Student Success Plan by May 3, 2024.

Bergman High School Program Goal #2

Graduation Rate will be improved for the 2023-2024 school year. Data collected for 2022 indicates a rate of 95% and the prior year was 90% and preliminary data indicates 2023 was 95% or above. Our goal every year is to have 100% of our student cohort graduate and do so on time. Putting into place a strong student success plan and an effective SEL program will be definite steps toward improving our Graduation Rate. May 11, 2024, we will know if we have achieved this goal. Senior Exit data indicate that social/emotional issues may be barriers to attendance/graduation. Bi-weekly meetings with each grade level for the 2024 year to address climate and personal character using the GUIDE curriculum will be additional steps taken to ensure graduation.

Assessment of Counseling Program

A number of methods are used to assess the effectiveness of the high school counseling program, including a senior exit survey and parent and faculty surveys.

<https://docs.google.com/forms/d/1m6ldRHHj3ICABotRyyfnQd-9ejXQOnNYCmWSp2wwV7o/edit>

The Bergman High School Counselor has access to and uses many methods to help students plan for life after secondary school. Some available resources are:

- G.U.I.D.E for Life Program
- Naviance
- <http://www.act.org/>
- College Board/AP resources
- [●Arkansas Career Model ·
https://dcte.ade.arkansas.gov/docs//Resources/arkansas-career-model-cte.pdf](https://dcte.ade.arkansas.gov/docs//Resources/arkansas-career-model-cte.pdf)

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- **ArkACRAO** - <https://arkacrao.org/directory/#/institutions>
 - Local Industry
 - Career Certifications
 - Mentorships/Apprenticeships
 - Concurrent Credit partnership with North Arkansas College
 - Vocational/Technical Concurrent partnership with North Arkansas College
 - <https://scholarships.adhe.edu/>
 - <https://studentaid.gov/h/apply-for-aid/fafsa>
 - <https://www.readyforlife.com/>

Ongoing Activities of the High School Counselor

- *Academic Counseling-referrals to ALE/Resource/504
- *Provide career information to individual students
- *Distribute scholarship applications to seniors and juniors as they arrive
- *Individual Counseling
- *Small group counseling with students
- *Crisis Intervention
- *Consultations with teachers, parents and outside agencies.
- *Coordinate visits from the Armed Services, College Reps and Vo-Tech
- *Enroll new students/orientation
- *Assist students in filling out college admission papers.
- *Attend meetings/referral conferences
- *Presentation of Information to stakeholders through student announcements, social media, parent nights and emails.
- *Assist with specific needs of students for food/clothing/shelter through the on-campus clothing closet, back pack food program and Christmas/Thanksgiving donations.

Counselor Reflection

The high school comprehensive counseling plan has many moving parts. Each year the counselor collects data from many sources-students, faculty, parents, school records, academic assessments, etc.- and uses that data to make needed improvements in the counseling plan. The ultimate goal is to help students reach their goals and become successful adults. Constant reflection of the methods and delivery of the program are vital to the success of the entire high school.

High School Counselor Annual Calendar

<p>August</p> <ul style="list-style-type: none"> *New Student Registration/Orientation *Parent Open House *Senior Scholarship Information Night *Meet with Seniors to evaluate schedule for graduation (Classroom Guidance-Max 40 min 3 session/day 10 Times/week) 	<p>January</p> <ul style="list-style-type: none"> *Continue to encourage seniors to fill out applications for scholarships/FAFSA. *Meet with students failing 1st semester. *Meet with students to discuss schedule for meeting grad requirements. *Classroom guidance-9/10/11/12 *Prepare AGS applications
<p>September</p> <ul style="list-style-type: none"> *Classroom Guidance-9/10/11/12 *ArkACRAO Articulation Meeting *College/Career Fair at Northark *Help seniors with college and scholarship applications. *Meet with failing students after IPR. 	<p>February</p> <ul style="list-style-type: none"> *Classroom guidance-9/10/11/12 *ASVAB Interp *Boys/Girls State Nominations *Prepare 11th grade for state ACT *Meet with failing students after IPR. *Inform students of MASH applications.
<p>October</p> <ul style="list-style-type: none"> *College Visit Seniors to UCA *College Visit Juniors to U of A *Prepare 10th and 11th grade to take the PSAT *Red Ribbon Week Activities/Information *Encourage seniors to begin FAFSA and ADHE applications. *Meet with failing students after Report Cards—contact parents. *Classroom guidance-9/10/11/12 	<p>March</p> <ul style="list-style-type: none"> *Interp Feb. ACT with Juniors *Give Distinguished Highest Honor Grads info about Governor’s Recog Ceremony *Classroom guidance-9/10/11/12 *Plan for CAPS night and Freshman Orientation *Evaluate transcripts for graduation requirements-9/10/11 *College Visit-Freshmen to C of O *Inform students of Military Academy Days
<p>November</p> <ul style="list-style-type: none"> *Interpret October ACT results with students *Coordinate Thanksgiving basket donations with local agencies and families. *Meet with failing students after IPR. *Classroom guidance-9/10/11/12 *College Visit-Sophomores to ATU 	<p>April</p> <ul style="list-style-type: none"> *CAPS Night for scheduling for next year *Freshman Orientation *Inform seniors of missing information/college registration. *Classroom guidance-9/10/11/12 *Scholarship application wrap up
<p>December</p> <ul style="list-style-type: none"> *Interpret PSAT results with 10th and 11th grades. *Meet with seniors individually to solidify transition plans after graduation. *Coordinate Christmas donations from Local Agencies for needy families. *Meet with nominated juniors to explain what AGS is and describe the application process. *Classroom guidance-9/10/11/12 	<p>May</p> <ul style="list-style-type: none"> *Meet with failing students-contact parents –discuss options *Conduct Senior Exit Survey *Send final transcripts to colleges *Graduation activities

Bergman Middle School Program Goal #1 Individual Counseling Services

Providing guidance in making decisions in career, academic, social/emotional growth.

Each year middle school students face new challenges. By the end of the 2023-2024 school year 100% of middle school students will be able to demonstrate various communication and social skills needed to interact with others effectively. Each middle school student (5th - 8th) will complete a pre and post SEL self-assessment through the use of Satchel Pulse program. Teachers will also complete a survey on each individual student. The screeners and assessments align with CASEL competencies. The student pre self-assessments and teachers surveys will be completed by the end of the first quarter. The pre-assessments will assist the counselor in identifying and grouping students for quick tiered intervention plans. By the end of the 2023-2024 school year 100% of middle school students will complete the post-assessment, and teachers will complete a post survey on each student. The assessments will be collected and analyzed to determine growth and areas of achievement in SEL. This goal is relevant due to the numerous challenges that students face each day.

Program/Data Review

Data is collected from needs assessments, staff surveys, student surveys, and behavior referrals to evaluate program effectiveness. Diagnostic assessment reports are utilized to determine students with low sub skills and areas of need.

Reflection of Counselor Program

Each year the counselor analyzes the data collected from students, parents, teachers, resources such as Satchel Pulse, behavior referrals, academic assessments, etc... in order to make needed adjustments and improvements to the school counseling program to better meet the needs of students. Doing so requires the counselor to constantly reflect on the methods and activities of lessons to ensure effectiveness of the program.

Ongoing Activities of the Middle School Counselor

- Attend referral conferences for 504's and IEP's
- Individual Counseling for students 5th-8th
- Conduct Small Group Counseling
- Crisis Intervention
- Conduct Resource Referral Observations
- Enroll new students/provide orientation
- Academic Counseling
- Distribute food bags for Food Bag Program

- Distribute hygiene products to students in need
- Meet with parents/students/teachers on student academic needs and those on the RTI team
- Provide resources for teachers and other school personnel on topics such as suicide prevention and maltreatment reporting
- Interpret student data and assessment results
- Collaborate with other specialists such as social workers, CASA, psychologists, community agencies on student needs
- Review academic records

<p>August</p> <ul style="list-style-type: none"> ● New Student Registration ● Parent Open House ● Prepare Needs Assessment for Families ● Coordinate TRIO Program for 8th Grade Students ● Schedule Changes ● Classroom Guidance Lesson Ice Breaker 	<p>January</p> <ul style="list-style-type: none"> ● Classroom Guidance Lesson 5th-8th ● Complete Application process for Girls of Promise and Girls Power in STEM ● Send home report cards ● Letters sent home of “At Risk” students
<p>September</p> <ul style="list-style-type: none"> ● Suicide Prevention Classroom Guidance Lesson 5th-8th ● Parent/Teacher Conference ● Meet with students about failing IPR ● Coordinate Food Bag Program/Distribute Food Bags 	<p>February</p> <ul style="list-style-type: none"> ● Classroom Guidance Lesson 5th-8th ● True Blue Panther Week – Random Acts of Kindness Week Activities ● Parent/Teacher Conferences ● Meet with students about failing grades after IPR
<p>October</p> <ul style="list-style-type: none"> ● Drug Prevention Awareness Classroom Guidance Lesson 5th-8th ● Red Ribbon Week Activities ● Meet with students and/or parents about failing grades on Report Cards 	<p>March</p> <ul style="list-style-type: none"> ● Classroom Guidance Lesson 5th-8th ● Discuss changes to Master Schedule ● Plan CAPS Night for 7th & 8th Grade ● Submit Box Tops

<ul style="list-style-type: none"> ● Coordinate Teen Summit for November ● Meet with teachers about student needs-failing grades ● Distribute Food Bags ● Positive Attitude Awareness 	<ul style="list-style-type: none"> ● Plan 5th Grade Orientation ● Meet with students about grades
<p>November</p> <ul style="list-style-type: none"> ● Classroom Guidance Lesson 5th-8th ● Attend Teen Summit with 8th Grade ● Coordinate Thanksgiving Baskets Distribution ● Distribute Food Bags ● Conduct APNA Survey with 6th & 8th Graders ● Kindness Day 	<p>April</p> <ul style="list-style-type: none"> ● Classroom Guidance Lesson 5th-8th ● 5th Grade Orientation ● CAPS Night for 7th & 8th Grade ● Freshman Orientation ● Schedule Request forms to 4th-7th ● Assist DTC with ACT Testing 5th-8th
<p>December</p> <ul style="list-style-type: none"> ● Classroom Guidance Lesson 5th-8th ● Coordinate Christmas Angel Tree for Needy families 	<p>May</p> <ul style="list-style-type: none"> ● Collect all Schedule Request Forms 5th-8th ● Meet with parents of failing students to discuss available options ● Finalize Master Schedule

The Role of the Elementary Counselor

Position: Elementary Counselor

Requirements: Master's Degree in School Counseling
Valid Arkansas Elementary Teacher's Certificate
At least three years teaching experience

Job Description: An elementary school counselor is to ensure that students have access to the resources necessary for academic and social development. They implement a comprehensive school counseling program to support students that provides education, prevention and intervention activities, which are integrated into all aspects of children's lives. The program teaches knowledge, attitudes and skills students need to acquire in academic, career and social/emotional development, which serve as the foundation for future success.

Counseling:

1. Provide individual counseling and crisis counseling as needed or requested.
2. Offer small group counseling to provide support on appropriate developmental issues.
3. Provide preventative and developmental guidance activities for all students.
4. Implement a career awareness program.

Consulting:

1. Consult with parents, teachers, and administrators concerning the needs of students.
2. Meet with other counselors and administrations to discuss the counseling program.
3. Assist in collecting, interpreting, and utilizing school data.
4. Participate in referral, placement, and evaluation conferences as requested.
5. Identify and refer students to other specialists or community agencies.
6. Serve as a consult and member of the IEP and academic skills planning committees as requested.
7. Serve as a member on retention conferences as requested.

Coordinating:

1. Provide community with information on the counseling program.
2. Coordinate plans for Parent/Teacher Conferences Day(s) as requested.
3. Assist in Kindergarten Registration and/or new students.
4. Maintain an information and/or record keeping system

Elementary Guidance Activities:

- Individual Counseling
- Group Counseling
- Classroom Guidance
- Character Education
- Violence Prevention
- Career Education
- Drug Prevention/Red Ribbon Week Activities
- Monthly School Family Assemblies
- Bullying Prevention

Other Responsibilities:

- Elementary Leadership Team Member
- Crisis Committee
- Elementary 504 Committee Member

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- Presidential Education Award Recipients
 - Provide grade level placement recommendations for students entering the district from home school or other type of school where testing has not been done.

Program/Data Review:

- Following this school year, a review will be done on the new program goal using the data collected from pre/post assessment, teacher comments, parent comments, and student successes/weaknesses.

Bergman Elementary School Counseling Program Goal #1

SEL in the Classroom/Behavior: There has been a need for more social/emotional learning in the classroom. Once there is a strong Tier 1 in place, appropriate behavior interventions can be implemented. Year after year we re-evaluate our referral process and behavior interventions. There seems to always be a need to modify and adjust with the changing behaviors.

What is Being Done: We are utilizing behavioral RTI and implementing restorative practice techniques, Conscious Discipline concepts, school-based mental health resources, and social curriculums. The school counselor introduces the character traits during classroom guidance and teachers extend the learning and application. Classroom teachers provide a family time that builds relationships and leads to discussion of social issues. Students have access to safe places to gain composure. These safe places consist of feeling buddies, a variety of fidget items, and calming activities.

This Year Plans: As a school, we are going to be using school wide social emotional character curriculum. The district has purchased Capturing Kids' Hearts- Leadworthy Character Curriculum. Each grade level provided with 36 lessons per year (which is 4 lessons per month) plus a campus-wide, monthly service-learning module. The school counselor will use her knowledge to introduce a new school wide initiative of "character education". Teachers will be teaching the curriculum in the classroom to every student. This will ensure all student are receive Tier 1. The school counselor will use data from referrals (counselor and office discipline) to determine the need for Tier 2 behavior support.

Successes/Challenges: The reduction of office referrals is attributed to students being able to self-regulate. This year we have noticed behaviors in Kindergarten students that we have not typically seen previously. Students entering school seem to struggle and aren't as well equipped to follow classroom procedures or exhibit self-control. This is definitely an issue that we plan to continue to monitor and adjust as we focus on behavior interventions and stronger social curriculum.

Bergman Elementary Annual Calendar

***Lessons subject to change based on school/student needs**

August: New Student Registration

**Back to School Bash Night(s)
Needs Assessment Questionnaire**

September: Capturing Kids' Hearts: Leadworthy Character Curriculum - EMPATHY

**School/Classroom Routines
Parent Teacher Conferences**

October: Capturing Kids' Hearts: Leadworthy Character Curriculum – SELF-DIRECT

**Small Group and Individual Sessions
Drug Awareness (Red Ribbon Week)**

November: Capturing Kids' Hearts: Leadworthy Character Curriculum - TEAMWORK

**Small Group and Individual Sessions
Organize Thanksgiving Basket Handouts
Spelling Bee Judging**

December: Capturing Kids' Hearts: Leadworthy Character Curriculum - RESPONSIBILITY

**Small Group and Individual Sessions
Beta Upsilon Christmas Shopping Program and Bergman Angel Tree Organization
Breakfast with Santa Fundraiser**

January: Capturing Kids' Hearts: Leadworthy Character Curriculum - RESPECT

Small Group and Individual Sessions

February: Capturing Kids' Hearts: Leadworthy Character Curriculum - KINDNESS

**Small Group and Individual Sessions
Parent Teacher Conference**

March: Capturing Kids' Hearts: Leadworthy Character Curriculum - COURAGE

**Small Group and Individual Sessions
Preschool Transition Conferences**

April: Capturing Kids' Hearts: Leadworthy Character Curriculum - PERSISTENCE

**Test Taking Tips Guidance Lessons
Testing Pep Rally and ACT Aspire Testing
Kindergarten Registration**

May: Capturing Kids' Hearts: Leadworthy Character Curriculum - INTEGRITY

**Career Day
Field Day
Middle School Transition for 4th Grade
End of Year Awards – Presidential Award Presenter**

