



PRESCOTT SCHOOL DISTRICT SCHOOL COUNSELING PROGRAM 2023 -2024

Prescott School District has an outstanding School Counseling Program to better support, encourage, and ready **ALL** students that we have the privilege to serve in all of our schools. This plan is based on the needs identified by students, parents, community and state requirements.

1. Foundation

A. School Counselors in the District

Brenda Smith	Elementary Counselor	870-887-7658 bsmith@prescottschool.net
Haleigh Glass	Junior High Counselor	870-887-7602 hglass@prescottschool.net
Jennifer Robbins	High School Counselor	870-887- 7809 jrobbins@prescottschool.net

B. Belief

Prescott School District believes that all students should have an equal opportunity to a quality education in a safe and supportive learning environment. We also believe that all students have a right to services that support academic, career, personal, and social growth as well as a right to be heard and treated with dignity and respect and a right to work with a credentialed school counselor who is an advocate for student success.

Prescott School District's counselors believe:

- Learning is a lifelong process.
- All students can learn and achieve academic success given a safe and nurturing environment.
- Students learn in different ways.
- Every student has the right to make choices and accept responsibility for choices made.
- All students will be encouraged to develop necessary skills in their personal, social, academic and career paths.

C. Vision

Prescott School District's vision is to work to enable all students to reach and attain educational success by providing guidance and counseling in the areas of academic, career, and personal/social development. This program will invest in all students by equipping them with the knowledge, skills, and critical thinking abilities to become contributing and responsible members of our community.

D. Mission

The mission of Prescott School District Counseling Department is to provide students and staff a safe environment where they can share feelings and concerns, can learn to communicate, and can make responsible decisions. While respecting individual uniqueness and multicultural diversity, opportunities will be provided to enhance the three domains of Academic, Career, and Profession/Social Development. This in turn will allow children to achieve success in school and prepare them to lead fulfilling lives as responsible members of society.

E. Program Goal

Our program goal for the 2023 -2024 school year is developed using the SMART format.

Specific – Major discipline infractions that result in OSS (Out of School Suspension), ISS (In School Suspension), and ALE (Alternative Education Environment) will decrease by 10%.

Measurable – Current discipline records will be researched each year

Achievable – We feel this is achievable through counseling at the time of the infraction and continued follow up after incident.

Results Focused – We believe this is a realistic goal that will be attainable through a group effort including the staff members that support our comprehensive counseling program.

Time Bound – This goal is for the 2023 – 2024 school year. Results will be evaluated by the counseling staff by the end of June 2024.

2. Management

A. Annual Calendars

i. Prescott Elementary School Counseling Calendar

August	September
<ul style="list-style-type: none">• Open House• New Student Orientation• Guiding Coalition Meeting	<ul style="list-style-type: none">• Guidance Lessons• Guiding Coalition Meeting• NWEA Testing• Monthly Assemblies
October	November
<ul style="list-style-type: none">• Guidance Lessons• Guiding Coalition Meeting• Monthly Assemblies• Parent Teacher Conferences	<ul style="list-style-type: none">• Guidance Lessons• Guiding Coalition Meeting• Monthly Assemblies
December	January
<ul style="list-style-type: none">• Guidance Lessons• Guiding Coalition Meeting• Monthly Assemblies	<ul style="list-style-type: none">• Guidance Lessons• Guiding Coalition Meeting• Monthly Assemblies• NWEA Testing
February	March
<ul style="list-style-type: none">• Guidance Lessons• Guiding Coalition Meeting• Monthly Assemblies	<ul style="list-style-type: none">• Guidance Lessons• Guiding Coalition Meeting• Monthly Assemblies• Parent Teacher Conferences
April	May
<ul style="list-style-type: none">• Guidance Lessons• Guiding Coalition Meeting• Monthly Assemblies• ATLAS Testing	<ul style="list-style-type: none">• Guidance Lessons• Guiding Coalition Meeting• Monthly Assemblies

ii. Prescott Junior High Counseling Calendar

August		September	
<ul style="list-style-type: none"> • New student registration • Scheduling • Open House • Guiding Coalition Meeting 		<ul style="list-style-type: none"> • Guiding Coalition Meeting • New student groups • NWEA Testing 	
October		November	
<ul style="list-style-type: none"> • Guiding Coalition Meeting • Parent/ Teacher Conferences 		<ul style="list-style-type: none"> • Guiding Coalition Meeting • Career Plans 8th Grade 	
December		January	
<ul style="list-style-type: none"> • Guiding Coalition Meeting • Career Plans 8th Grade 		<ul style="list-style-type: none"> • Guiding Coalition Meeting • NWEA Testing 	
February		March	
<ul style="list-style-type: none"> • Guiding Coalition Meeting • Career Plans 8th Grade • 8th Grade- High School Courses 		<ul style="list-style-type: none"> • Guiding Coalition Meeting • Parent Teacher Conferences • Next year scheduling • ELPA Testing 	
April		May	
<ul style="list-style-type: none"> • Guiding Coalition Meeting • Career Plans 8th Grade • Next year scheduling 		<ul style="list-style-type: none"> • Guiding Coalition Meeting • Career Plans 8th Grade • Next year scheduling • 4th Grade Transition Day 	

iii.Prescott High School Counseling Calendar

August	September
<ul style="list-style-type: none"> • Grade level orientations • College Fair Registrations • Senior Meetings • Class Schedules • New Student Registration 	<ul style="list-style-type: none"> • Suicide Prevention Awareness • 11th Grade-Guidance
October	November
<ul style="list-style-type: none"> • College Fair/FAFSA Night during PTC • Senior Scholarship registration 	Bullying Prevention Month <ul style="list-style-type: none"> • Pre-Orientation 8th grade • UAHT Spring Registration

<ul style="list-style-type: none"> • 10th Grade Guidance • Red Ribbon Week 	<ul style="list-style-type: none"> • Career Planning 9th and 10th grades
December	January
<ul style="list-style-type: none"> • Angel Tree • Career Planning 11th • 9th Grade Guidance 	<ul style="list-style-type: none"> • Kindness Awareness Day • 12th Grade Guidance – Careers/College and GUIDE • CTE Day
February	March
<ul style="list-style-type: none"> • 11th Grade Guidance - GUIDE • 8th grade Orientation/Class Selection • Parent Teacher Conferences/ FAFSA and College night 	<ul style="list-style-type: none"> • ACT – Juniors • CAPS Conferences • ATLAS Writing • 10th Grade Guidance - GUIDE
April	May
<ul style="list-style-type: none"> • ATLAS Tests 9th and 10th • Scheduling selection 9th – 11th grades • 9th Grade Guidance – GUIDE 	<ul style="list-style-type: none"> • AP Tests • Senior Walk • Graduation • Awards 8th grade Walk Through • Scheduling 9th – 11th grades

B. Advisory Council

Prescott School District believes that there must be stakeholders involvement in the overall Counseling Program. Our advisory council is composed of teachers from our three campuses, principals of the three campuses, all of our school counselors and parents of students that attend each campus.

3. Delivery/Overview

A. Direct Services

Students are counseled individually to help with behavior, social, and emotional needs that they have.

Referrals

Referrals are made by teachers, administrators, other staff, parents, school psychologists, and students themselves to the school counselor. Also, counselors will make referrals to student's families to community agencies to include but not limited to community based counselors, community medical services, local Department of Human Services, and local agencies (food, clothing, Lions Club, etc.)

Small Group

Small group counseling sessions are also conducted with students dealing with the same issues and follow up made.

Classroom Guidance

Classroom guidance dealing with age appropriate social/emotional, academic, and age appropriate career development will also be conducted.

Counselors will work closely with teachers to schedule these sessions as well as to have teachers assist in preparation and/or follow up as it would lend itself to. The counselor will limit their classroom guidance no more than 40 minutes per session and no more than 3 per day or 10 per week.

Career Counseling

Students will improve career planning and decision-making skills.

Students will be able to set goals, understand the importance of a planning process and seek assistance in decision making.

Students will identify information about career sources of occupational information. Students will investigate and locate appropriate sources of career information to match their interest.

At Risk and Dropout Program

Prescott School District defines a dropout as: Any student who leaves school for any reason except death, before graduation or completion of a GED program of studies, without transferring to another school or registering as a homeschool student.

At-risk students are those enrolled in Prescott School District, whose progress toward graduation, school achievement, preparation for employment, and a variety of health, social, educational, family and economic factors jeopardize futures as productive workers and citizens. These are students with special needs who are underserved, categorized, ignored, unchallenged, and for whom expectations are generally low.

Prescott School District puts forth great effort to identify these at-risk students and to work with these students and their families to ensure success at Prescott School District. Referrals are made by teachers to the counselor and/or principal as needed to get extra help and attention for these students. The counselor, administrators and/or teachers make every possible effort to work with these identified students and their parents to help identify specific problems and find resources to aid in the problem area(s) through our advisory and high school counselor. Follow up is also made with students that drop out to help them as the district is able and to help improve the Drop Out rate. This follow-up includes contacting those that have dropped out to encourage them to either re-enroll or complete a GED Program.

Counselors in the Prescott School District will follow the goals and objectives as outlined in current law and professional counseling standards. Prescott School District will also ensure that students will have access to any psychological and health services.

All school counselors attend local and state professional development opportunities to help them remain highly qualified. School counselors always follow the ethical

guidelines as outlined in the ASCA “School Counselor Professional Standards and Competencies and Ethical Standards” as well as those outlined by the Arkansas Department of Education to ensure the wellbeing of all stakeholders and the integrity of the school counseling program.

School Counseling Program must be COMPREHENSIVE to include:

- Preventive classroom guidance activities
- Individual and group counseling;
- Consultation with teachers, administrators, parents, and community leaders;
- Crisis intervention;
- Assessment, placement, and follow-up services.
- As well as others that are noted below

School Counseling Program must be a TEAM Approach

Development of trust with all students, staff, parents,

administrators, community leaders, and referral agencies

Ability to work with all needed to help students along their way

Understanding that all involved have the ability and right to

Explore and express their feelings without any judgement

and a non-threatening environment.

Prescott School District believes that there must be stakeholders involvement in the overall Counseling Program. Our advisory council is composed of teachers from our three campuses, principals of the three campuses, all of our school counselors and parents of students that attend each campus.

B. Indirect services

Counselors at all school’s duties include some indirect counseling such as testing, meeting with parents, working with different staff groups within their buildings and district wide, sharing of test results with all stakeholders, and working with the E-School Program concerning record keeping and scheduling. Student records are reviewed and updated as required.

Consultation

Consultation focuses on the total learning environment of the school. Teachers use counselors as a resource, seeking consultation on specific students' problems and on general issues such as addressing the needs of culturally diverse students in the classroom. Teachers, school staff, parents or legal guardians, and community agencies can benefit from a counselor's assistance in developing new ways of responding and relating to a student's behavior, academics, or attendance.

Counselors work with teachers and administrators to help create the kind of school environment that stimulates growth and learning. The emphasis is on making the educational process more personal and increasing teachers' and administrators' understanding of the importance of fostering acceptance of and valuing individual differences in learning styles and rates of learning; how adults' expectations, biases, and behaviors affect students; and ways of helping students cope with success and failure. Consultation involves:

- Conducting professional development workshops and discussions with teachers and other school personnel on subjects such as substance or child abuse
- Assisting teachers to work with individual students or groups of students
- Providing relevant materials and resources to teachers especially relating to classroom guidance curriculum
- Assisting in the identification and development of programs for student with special needs
- Participating in school committees that address substance abuse, human growth and development, school climate, and other guidance-related areas
- Interpreting student information, such as results of standardized tests for students and team members
- Consulting regularly with other specialists

Referrals

The school counselor establishes and maintains close working relationships with the staff of a variety of school and community agencies. These agencies include departments of health and social services, mental health centers, juvenile courts, and advocacy groups. To help students and their families cope with an array of problems,

counselors identify school and community resources and establish procedures for communication.

Arkansas state law requires schools to cooperate with and provide access to Department of Human Services staff. Typical tasks school counselors may be involved with while helping students and their families gain access to the services they need include:

- Identifying and assisting students and their parents with special needs by referring them to resources in and outside the school
- Maintaining contacts with outside resources
- Developing, publishing, and distributing a list of community resources, referral agencies, and hotlines for parents, students, and colleagues
- Developing a student self-referral system
- Following up on referrals

Decision Making Teams

Counselors in the Prescott School District serve as contributing members of decision-making teams, which include but are not limited to:

- Section 504
- Response to Intervention
- English Language Learners
- Parental Involvement
- Leadership Teams
- Individual Education Plan

Career Planning

Each school counselor provides a career planning process for each student to include career awareness, employment readiness, career information, and/or the knowledge and skills necessary to achieve career goals. School counselors encourage parents, during regular parent conferences, to support partnerships in their children's learning and career planning process. At the high school level Kuder is used during advisory time in conjunction with their Student Success Plan.

- The school counselor in combination with their mentor/advisor provides career-planning materials.

- The school counselor in combination with their mentor/advisor works with, advises, and makes students aware of the importance of selecting the proper courses throughout school in order to meet graduation requirements, to prepare for employment, or to prepare for admission to post-secondary institutions.
- The school counselor in combination with their mentor/advisor provides materials on occupational and post-secondary institutions to help students understand the world of work and its expectations for employment.
- The school counselor in combination with their mentor/advisor works with individual students on postsecondary educational and work alternatives.
- The school counselor in combination with their mentor/advisor provides current materials for career awareness, exploration, resume building and interview skills.
- The school counselor will take students to college and career fairs and/or provide visits from the colleges, universities, technical schools, military recruiters, and local businesses.
- The school counselor will encourage students to be CTE Career Pathway Concentrators.

Orientation/Transition

Orientation is an avenue for students, teachers, and parents to learn about the counseling program and to assist in the adjustment of new students to the school. Orientation is designed to help students make effective transition adjustments from one school setting to another. The counselors will meet with the fourth grade students in May to discuss course options and answer questions the students have about transitioning to junior high. The students will be given a tour of the junior high school classrooms and be given an opportunity to meet the junior high teachers at Open House in August. New students will meet with the counselors and be assigned to a classroom or given a class schedule. The counselor or a designee will give the new students a tour of the school. The students may be paired with a peer helper to ease the transition of the students to their new environment.

Suicide Prevention

Counselors bring awareness about suicide by:

- Lessons about feelings, identifying behaviors of at risk students, and reaching out if students have a concern
- Crisis numbers are posted for student use
- Parents are contacted and students are screened for outside services

- All staff receive suicide prevention professional development
- The district has an emergency plan that includes protocol for suicide

Bullying Prevention

Counselors bring awareness about bullying by:

- Defining bullying
- Providing strategies for stopping it
- Encouraging students to speak up if they or someone they know is being bullied

When bullying is reported, the counselor and student/parent report the incident to the principal so it can be investigated. The counselor may speak to the student accused of bullying regarding proper behavior and good choices. There may be several sessions depending on the underlying reason for the bullying. The counselor and classroom teacher(s) will work together to determine why the behavior might be occurring. Noticing the behavior early can allow the student to receive counseling and understand the importance of making better choices. The victim of the bullying may meet with the counselor to recognize and understand the feelings that may be occurring. Meetings will focus on helping the student gain self-confidence and encourage the student to report if bullying happens again. Problem solving skills will be addressed. If a student has been severely affected by the bullying, a referral to the school based mental health counselor may be made.

All incidents, actions, and follow ups will be documented.

4. Accountability

A. Assessing the Comprehensive School Counseling Program

Each year school counselors in the Prescott School District assess, reflect, and evaluate their Comprehensive School Counseling Plan to ensure they are meeting the needs of the students. Counselors will use the following data to assess their plan:

- Use of time calculator
- Feedback from school district staff, parents, and students
- School Counselor Evaluations
- Individual and Collective Counselor Reflections

B. Sharing Data Results from Comprehensive School Counseling Program

Data will be shared with schools, faculty, parents, and students through:

- Handouts during Open House, Parent Teacher Conferences, and other school events
- Annual Report to the Public
- Inserted in the following year's Comprehensive School Counseling Plan