# Mena School District



# Comprehensive School Counseling Program

MENA SCHOOL DISTRICT COMPREHENSIVE COUNSELING PROGRAM PLAN

# **DISTRICT STAFF**

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# <u>Beliefs</u>

Every student should have access to a comprehensive school counseling program that promotes academic, social emotional, and career outcomes while collaborating with the school counselor, parents, administrators, and families to help become prepared for postsecondary opportunities while attaining a high-quality education.

# <u>Vision</u>

Our vision as school counselors at Mena Public Schools is to provide comprehensive, developmental, and professional counseling services to all students. We strive to prepare our students for their future endeavors by including instruction on social emotional learning, academic information, and career preparation. We hope to ensure that all students feel safe in their learning environment where we value accountability and respect for one another.

# <u>Mission</u>

The Mena School District Counseling Department will serve students by providing a proactive, comprehensive, and developmentally appropriate program. Counselors will support students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, and productive workers. Counselors will address students' academic and career goals in addition to supporting their personal and social needs.

# Program Goals

# Area of Concern: Academic Achievement in Reading

**Data Review:** Baseline data will be established School Year 2020-2021 due to early school closure with Covid 19 outbreak. 2021 My School Info Report Card will be evaluated and used as supporting data.

# What Are We Doing Well?

Response to Intervention (RTI) procedures are used across the district involving careful evaluation of student performances for reading. Classes and intervention is driven and determined by careful ongoing progress monitoring throughout the school year.

Accelerated Reading is required for students to participate in an effort to improve reading skills.

Reading clubs are established based on students' needs and Science of Reading state approved interventions are used by trained facilitating reading coaches for a minimum of 120 minutes per week.

# What Are Our Barriers to Learning?

A significant percentage of our students across the district come from low income homes.

Students seem to have lost their love for reading.

Students attending class and actively participating in reading skill activities.

Incentives need to be activities or rewards that students enjoy or wish to obtain.

# SMART GOAL 1

The goal of the Mena School District Counseling Department for 2020-21 is to increase student achievement scores on the ACT Aspire by 1 percent.

https://www.schoolcounselor.org/asca/media/asca/home/MindsetsBehaviors.pdf

### Mindset Standards:

M5. Belief in using abilities to their fullest to achieve high-quality results and outcomes.

M6. Positive attitude toward work and learning.

### Behavior Standards:

- B-SMS 1. Demonstrate ability to assume responsibility.
- B-SMS 2. Demonstrate self-discipline and self-control.
- B-SMS 6. Demonstrate ability to overcome barriers to learning.

### Action Steps:

Counselors will use data as well as attendance reports and behavior reports to determine the needs of students.

Counselors will serve on leadership educational teams that will assess needs of students and plan appropriate interventions to increase achievement scores.

# SMART GOAL 2

The goal of the Mena School District Counseling Department for 2020-21 is to increase student attendance by 2 percent.

### **Action Steps:**

Counselors will work to communicate attendance expectations to parents and staff through school compacts and parent learning nights.

Counselors will develop a Polk County Attendance Team made up of parents, law enforcement, DHS and school staff.

Counselors will work to create a more positive school culture. K-5 will use the positive behavior system L.I.V.E. School, so students are awarded for attendance.

# **Desired Outcomes**

School Year 2020-21 will be the baseline year due to the sudden closure for 2019-2020.

The desired outcome is increased student attendance and test scores.

# **Standards and Competencies**

The Mena School District Counselors follow the American School Counseling Association model for Standards and Competencies.

https://www.schoolcounselor.org/asca/media/asca/home/SCCompetencies.pdf

# **Direct and Indirect Counseling and Administrative Activities**

Mena School counselors use a pen/paper spreadsheet and google forms to log and analyze time spent providing direct/indirect services and performing administrative duties. When averaged over the course of student contact days, the counselors are to meet the 90/10 requirement.

Act 190, The School Counseling Improvement Act states that school counselors shall devote no more than 10% of their time each month, on student contact days, engaging in administrative activities.

# **Direct Services**

**Individual Counseling**-Students have access to the counselor on an individual basis for the purpose of private discussions on personal growth and areas of concerns. The counselor helps the student strive to reach his/her goals and resolve his/her personal conflicts or concerns. Counselors also support students in the development of their academic, career, and essential skills planning as well as supporting students in the development of their future goals. Referrals for individual counseling may be made by parents, teachers, administrators, other school personnel, or self- referral by the student. Emergency referrals include, but are not limited to:

- 1. Suspected child abuse (physical or mental),
- 2. Any behavior change which is sudden or unusual,
- 3. Traumatic family experiences, or
- 4. Indications of mounting hostility between child and teacher or child and peer group.

**Small Groups**- The Mena School District Comprehensive School Counseling program involves planned guidance activities for all students. These age-related exercises foster student's academic, personal, and social growth. Group counseling is an invaluable part of most school counselors' work. 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. It also allows them to practice interpersonal and personal skills in a safe, reinforcing environment. Small Group services in the Mena School District may include, but are not limited to the following:

- 1. Friendship
- 2. Manners
- 3. Divorce
- 4. Bullying
- 5. Anger
- 6. Anxiety
- 7. Depression

- 8. Organization Skills
- 9. Study Skills
- 10. Conflict Resolution
- 11. Emotions
- 12. Communication
- 13. Suicide Prevention/Awareness Celebrate Life

# Classroom Lessons

At the elementary level, counselors will provide classroom guidance lessons that are age appropriate based on the gaps identified through school data review and the associated goals that are created to address those needs. Classroom guidance lessons are never intended to provide a break or planning time for teachers, but are intended as a collaborative effort with teachers to use the information to reinforce goals for students in the academic, personal, social and career development areas. Classroom guidance is part of the curriculum and should be treated with the same respect as other academic classes.

# **Responsive Services**

Responsive services are services whose immediate concerns put the student's academic, career, or social and emotional development at risk. These services are usually immediate or short-term needs such as a crisis intervention for a student. Responsive services in the Mena School District include but are not limited to:

- 1. Individual or small group counseling to address
- Obstacles to learning Family/peer concerns Social/emotional needs Personal endangerment/suicide risk 2. Crisis Counseling
  - Suicide
    - Death Conflict Resolution Consultation and referrals

# Indirect Services

# Consultation

Consultation occurs on behalf of the student. Counselors can serve as a resource for teachers concerning specific student's problems or general issues. A major part of the counselor's role is to interact with teachers, parents or legal guardians, school staff, and community agencies concerning a student's behavior/discipline, academics or attendance. Counselors can provide support and encouragement to teachers and parents who may be feeling frustrated, discouraged, overwhelmed, or unappreciated. Counselors work with teachers and administrators to help create the kind of school environments that stimulate growth and learning. Their 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.

# Referrals

Counselors establish and maintain close working relations with 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 policies and procedures for interagency communication. Some agencies available in our area for referrals are:

- The Guidance Center
   Address: 307 South Cherry Street, Mena, Arkansas 71953
   Phone: (479) 394-5277
- Valley Behavioral Services
   Address: 10301 Mayo Drive, Barling, Arkansas 72923
   Phone: (888) 671-6174
- Pinnacle Pointe Hospital Address: 11501 Financial Centre Parkway, Little Rock, AR 72211 Phone: (501) 223-3322
- Riverview Behavioral Health Hospital Address: 701 Arkansas Blvd., Texarkana, AR 71854 Phone: (870) 626-0328

**Decision Making Teams**-Counselors serve as a contributing member of decision making teams which include, but are not limited to:

Section 504 Response to Intervention English Language Learners Family/Parent Engagement Leadership Teams Individual Education Plan (IEP)

# **Counseling Core Curriculum**

Lesson Plans-The G.U.I.D.E. for Life Essential Skills-Mena School Counselors work jointly with teachers and parents to support students with age appropriate development of strong soft skills to better get along with others, communicate well, and make positive contributions in the workplace and beyond.

http://dese.ade.arkansas.gov/divisions/learning-services/guide-for-life

**Career Planning** is an essential part of the public school educational counseling experience. School counselors provide a career planning process for students that include career awareness, employment readiness, career information, and/or the knowledge and skills necessary to achieve career goals. At the elementary level, career classroom guidance lessons focus on awareness of interest and skills. At the secondary level, Student Success Plans are jointly developed with mentor/advisors, students and parents for all students

**Orientation/Transition** is an essential part of students feeling a sense of belonging to the Mena School District. All students and families are welcomed and are given school tours. Open House, and Kindergarten, 3<sup>rd</sup> Grade, 6<sup>th</sup> Grade and 9<sup>th</sup> Grade Orientations are provided as students are promoted to new school buildings.Student success plans are visited every spring by students and parents through CAP Conferences as students prepare to be promoted each year. Ambassadors are used for school tours and assignments for the first week for lunch and recess buddies.

**Suicide Prevention-**The Mena School District has developed a Comprehensive Suicide Protocol. Suicide staff development for teachers is a requirement by the ADE.Staff participate accordingly. All counselors complete GATEKEEPER training. Direct suicide prevention education will take place on secondary campuses. At the elementary campuses, indirect suicide prevention is addressed via the Empower Me Curriculum and participation in Celebrate Life activites.

**Bullying Prevention-**K-12 Anti-Bullying curriculum is delivered various times throughout the year by all counselors including the cyberbullying component. In addition, the Mena School District has adopted an Anti-Bullying Policy. All school staff participate in AETN-IDEAS Bully Prevention professional development. Signs which define bullying are posted in the common areas of each school.

**Program Review-**Counselors are asked to have students, teachers, and/or parents complete a needs assessment and/or survey evaluation of the guidance/student services in the spring of each year for evaluation purposes of the annual goals established. In addition, Mena Schools send a Parental Involvement Survey annually to parents each spring. Data gathered include what worked well and topics that should be considered for the following school year.

# Administrative Duties

# Louise Durham Elementary-Linda Collins

- · Building Dyslexia Coordinator
- · Building Test Coordinator for all state mandated testing
- · 504 Building Representative
- · Building Parent/Family Engagement Coordinator

# Holly Harshman Elementary-Vicky Maye

- · Building Dyslexia Coordinator
- · Building Test Coordinator for state mandated testing
- · 504 Building Representative
- · District and Building Parent/Family Engagement Coordinator

# Mena Middle School-Leilani Rose

- · Building Test Coordinator for state mandated testing
- · 504 Building Representative
- · Building Parent/Family Engagement Coordinator
- · Student Success Plan Facilitator
- · Scheduling

# Mena High School-Tonya Thacker

- · Building Test Coordinator for state mandated testing
- · 504 Building Representative
- · Building Parent/Family Engagement Coordinator
- · Student Success Plan Facilitator
- · Scheduling

# Louise Durham Elementary Tentative Calendar

#### <u>August</u>

Open House Classroom Placement Conferences Minute Meetings (kindergarten and new students)

#### <u>September</u>

Minute Meeting Meet the Counselor/Bully Prevention Guidance lessons "Empower Me" Body Safety Talks (Child Advocacy Center) Family Engagement Evening- Literacy & Math Title I Meeting

#### October-December

Minute Meetings (continued) Substance Abuse Awareness Lesson Red Ribbon Week Activities Annual Fall Carnival SEL/Growth Mindset Guidance Lessons

#### <u>January</u>

SEL- Growth Mindset Guidance Lessons Great Kindness Challenge

### February

SEL/Growth Mindset Guidance Lesson "Empower Me" Body Safety Talks

# <u>March</u>

SEL/Growth Mindset Guidance Lessons

# <u>April</u>

Career Exploration Guidance Lessons Career Day/Fair

### <u>May</u>

Safety Awareness Guidance Lessons Tour of HHE for 2nd grade students

# Louise Durham Elementary

# Positive Behavior Systems

*Live School* is used by teachers school-wide. Students are allowed to "spend" their points earned for good behavior in the school store.

*Rise 'n Shine Assemblies* are held in the gym on Mondays. These are fun, upbeat assemblies where important announcements are made; student achievements, perfect attendance, & Fitness Finders Club members are recognized; teacher & student birthdays are celebrated with a special birthday pencil & a turn on the "birthday slide", and activities about RRW, bully prevention, and the GKC are held.

# FAMILY ENGAGEMENT OPPORTUNITIES

Open House Title I Meeting Literacy & Math Evening Fall & Spring Parent/Teacher Conferences Annual Fall Carnival Harvest Party Annual Thanksgiving/Christmas Lunches Valentine's Party Awards Assemblies

# Holly Harshman Elementary Tentative Calendar

# August

Open House/Family Engagement Facilitator

# September

Parent Night-Literacy and Math Night/Title I Meeting

# October-December

3-5 Guidance Lessons from Mendez "Too Good for Drugs" Curriculum

# January-March

3-5 Guidance Lessons from Mendez "Too Good for Violence" Curriculum

# April-May

Polk County Home Extension Services coordinates "Choose My Plate" Curriculum in Regular Ed. for Health/Nutrition and Farm to You Body Walk

Child Safety Awareness Month-Harbor House "Substance Abuse Prevention"; Cooper Anthony Mercer Child Advocacy "Empower Me"

5th Grade Mena Middle School Tour/Orientation

### Positive Behavior Systems:

Live School and Bearcat Eyes Are Watching You. Live School Reward Days are quarterly along with "Bearcat Eyes Are Watching You" Pep rallies for recognizing outstanding students, and providing substance abuse awareness and prevention, bully prevention, Red Ribbon Week, The Great Kindness Challenge, Peace Week and Celebrate Life themed activities.

# Family Engagement Opportunities:

Open House-August Math/Literacy Night-Title I-September Harvest Parties-October Thanksgiving/Christmas lunches-November and December Valentine's Party-February Father/Daughter Dance-April Mom and Son Movie Day-April Awards Assembly-May Parent-Teacher Conferences-October and March

# Mena Middle School Counselor Tentative Calendar

August	February
<ul> <li>&gt; Open House (virtual 2020)</li> <li>&gt; Student orientation</li> <li>&gt; 504 Discussion with Teachers</li> <li>&gt; ALE enrollment</li> <li>&gt; New student scheduling/orientation</li> <li>&gt; SEL6-8 Getting to Know You in ACHIEVE</li> <li>&gt; Smart Core Orientation 6 grade Families</li> <li>&gt; SEL Faculty Breakfast</li> <li>&gt; SEL 7th grade Personality Activity FCSI</li> <li>&gt; Bearcats Against Destructive Decisions</li> </ul>	<ul> <li>Parent/Teacher Conferences</li> <li>SEL XELLO/NEXT Magazine 8th Careers</li> <li>ASPIRE Test Training</li> <li>BADD Meeting</li> <li>SEL 6th Grade ACHIEVE Team Building</li> <li>SEL Faculty Breakfast</li> <li>8th grade Career Action Planning</li> </ul>
September	March
<ul> <li>Title One Meeting</li> <li>Social/Emotional counseling daily</li> <li>Parent/Teacher Conferences</li> <li>504 Meetings</li> <li>SEL BADD Meeting</li> <li>ETS recruitment</li> <li>SEL XELLO/NEXT Magazine Careers 8th</li> </ul>	<ul> <li>Ready for College Day 8th UARM</li> <li>Academic advising for failures</li> <li>SEL 1 on 1-7th grade career planning</li> <li>BADD after school event</li> <li>Aspire Test Tech/Room scheduling</li> </ul>
October	April
<ul> <li>Red Ribbon Week</li> <li>BADD Afterschool Smoke Screen Movie</li> <li>Natural High Videos 6-8 ACHIEVE</li> <li>SEL Cooking Class 7th Grade FCSI</li> </ul>	<ul> <li>Parent/Teacher Conferences</li> <li>SEL Cooking Class 7th Grade FCSI</li> <li>Aspire Testing begins</li> <li>MMS 7th grade Career Action Planning</li> <li>SEL for Faculty Breakfast</li> </ul>
November	Мау
<ul> <li>&gt; APNA Surveys</li> <li>&gt; Parent/Teacher Conferences</li> <li>&gt; SEL:ACHIEVE Check In 6-8</li> <li>&gt; BADD Meeting</li> <li>&gt; Veteran's Day Celebrations Activities</li> </ul>	<ul> <li>5th grade MMS Tour Orientation</li> <li>Hunters Ed-Fishing Derby</li> <li>Awards Day</li> <li>504 Review to MHS from HHE</li> <li>District Parent Engagement Meeting</li> </ul>
December	June
<ul> <li>SEL for Faculty Gathering</li> <li>Academic advising for failures</li> <li>Spring schedule changes</li> <li>National Coding Week Promo</li> </ul>	<ul> <li>ALE recommendations</li> <li>Counseling program planning</li> <li>2022 Student Scheduling</li> </ul>
January	Daily/Weekly/Monthly
<ul> <li>ALE enrollment</li> <li>CAP prep for 7th and 8th</li> <li>SEL 7th grade Personality Activity FCSI</li> <li>Academic advising for failures</li> <li>PSAT interpretation</li> <li>ACT Prep for Junior state test</li> <li>New Student enrollment</li> <li>Great Kindness Challenge</li> </ul>	<ul> <li>Intensive Care Lab student support</li> <li>Responsive services</li> <li>Upward Bound/Backpack program</li> <li>Coordinate with WAGC and School Based Therapist</li> <li>Test Coordination</li> <li>Academic advising for failures</li> </ul>

# Mena Middle School

### **Orientation Activities**

- 5th grade tour MMS campus with orientation from counselor and principals
- Meet the Teacher Night to receive schedules and meet with individual teachers in their classrooms (will be virtual 2020)

#### **Career Development**

- Xello for Student Success Plans, SEL discussions, personality, interest and learning style inventories
- G.U.I.D.E. for Life- lessons to match G.U.I.D.E frameworks
- College night for 8th grade
- Exploring Careers of Mena Field Trip 6th grade

#### Academic and Individual Planning

- Career Action Planning (CAP) conferences 7-8
- Failure conferences with students/parents/teachers/administrators
- Alternative Learning Environment (ALE) recommendation meetings
- Student meetings: one-on-one, small group, classroom

#### **Bullying Prevention**

- Guest speakers for students
- Professional development for teachers
- Small Group and one on one conflict resolution

#### Suicide Prevention

- Hallway/bathrooms posters with national helpline numbers
- Act 190 states that comprehensive school counseling programs have strategies and protocols to identify and help students at risk for suicide as well as protocols for responding to death by suicide.
- Professional development for teachers
- Health coursework includes symptoms of anxiety and depression, risk factors for suicide, warning signs of suicide, how to seek help for themselves or others, and available resources

### Mena Middle School Family Engagement Opportunities

Open House Multiple School Dances Family Book Club 6th Grade Curriculum/Smart Core Night Title One Meeting Veterans Celebration Parent Teacher Conferences Coding Event Career and College Day Trip Sixth Grade Musical Choir Concerts Band Concerts 5th grade Campus Tour and Orientation 6th grade Elective Expo Science Destination Challenge 7th gradeFINS Fishing Derby 8th grade Science Cossatot Trip Hunters Education 8th Graders CAP Conferences 7th Graders Careers of Mena Field Trip 6th grade Awards Day MMS Talent Show Volleyball,Basketball, Football, Track Events Middle Years Newsletter Monthly

# Mena High School Tentative Calendar

# August

**Open House** Club Fair Polk County Fair- Family/Community Outreach Animal shows, Art exhibits, club booths Making a goal sheet for current year ACT Aspire Test interpretation Visiting student success plan September College and Career Representatives start visits JAG classes Senior Seminar Parent Teacher Conferences Seniors complete FAFSA October Senior College Fair Interest Inventory **PSAT-** Juniors November Senior Seminar 2 Parent Teacher conferences ASVAB December Revisit student success plan for semester completion

January Student Success plan goals "Seniors, Get Real Here's the Deal" w/Cooperative Extension Great Kindness Challenge February Senior Seminar 3 CAP Conferences Pre Registration for following year College Career Advising for 8-11 CCE Class fair Jr ACT March **Testing Prep** April PT Conferences Jr. Day (college, career center) JR military day ACT Aspire May Awards assembly Completers Assembly Graduation Schedules are reviewed for following year Freshman Orientation

# Mena High School Family Engagement Opportunities

Open House (Spring and Fall) Registration – Parent will sign confirmation sheet Parent Teacher Conferences (Spring and Fall) Parents Make A Difference Night—Tasseltime-Senior Seminar – quarterly scholarship, college, and career information School Performances- band, choir, athletics Talent Show Mena Booster Club- Athletics- 3<sup>rd</sup> Wed. of each month Band Booster Club JAG- Senior Parents FFA Alumni Prom- Jr. Parents After Prom Events- Sr. Parents Financial Aid Seminar- October Freshmen Orientation- Spring

# **School Profiles**

#### Louise Durham Elementary School

Phone (479)394-2943 Fax (479)394-2979 K-2 Counselor: Linda Collins Website: <u>https://www.menaschools.org/o/louise-durham-elementary-school</u> Principal: Jimma Holder Number of Students: 410

#### Holly Harshman Elementary School

Phone (479)394-3151 Fax (479)394-3153 3-5 Counselor: Vicky Maye Website: <u>https://www.menaschools.org/o/holly-harshman-elementary-school</u> Principal: Tamara Smart Number of Students: 385

#### Mena Middle School

Phone (479)394-2572 Fax (479)394-0258 6-8 Counselor: Leilani Rose Website: <u>http://www.menaschools.org/o/mena-middle-school</u> Principal: Clifton Sherrer Number of Students: 409

#### Mena High School

Phone (479)394-1144 Fax (479)394-1145 9-12 Counselor: Tonya Thacker Website: <u>http://www.menaschools.org/o/mena-high-school</u> Principal: David Maxwell Number of Students: 521

# **Student Drop Out Interventions**

Mena School District School Counselors meet regularly with faculty to support and to closely monitor students who are struggling in specific classes. Because of this, school counselors are an integral part of all credit recovery efforts. School counselors advocate referrals of failing students or students at- risk of not completing high school and work with these students to develop educational plans for their futures, which may include avenues such as summer school or credit recovery. If needed, students may be referred to an Alternative Learning Environment (ALE) which is housed at the Mena High School Campus.

School counselors actively participate in student orientation programs such as Open House, Parent-Teacher Conferences, Financial Aid/College Nights, and other avenues of Communication, which clearly identify their role as helpers. School counselors work collaboratively With students, families, and school administration to further the success of the student. Counselors in the Mena School District have an open-door policy for all students but especially those who are known to have behavioral concerns or unique family situations.

# Accountability

Assessing the Comprehensive School Counseling Program

1. Each year Mena School counselors assess, reflect, and evaluate their Comprehensive School Counseling Plan to ensure that they are meeting the needs of the students. Counselors use the following data to assess their plan:

Use of Time/Calendar Calculator TESS Personal Growth Plans Feedback and Surveys from Mena District staff, parents, and students Individual Counselor Reflections Collective Mena School Counselor Reflections

2. Sharing Data Results from Comprehensive School Counseling Program

Presentations to Schools, Faculty, Parents, and Students Handouts at high traffic times such as Family Engagement Events Annual Report to the Public Inserted in the following year's Comprehensive School Counseling Plan

### Results

The 2019 School year is the first year for ACT 190. Results will be inserted here annually to reflect on the impact counselors have made in the school district based on the data and their Comprehensive School Counseling Plan. School Year 2020-2021 will be the baseline year due to Covid19 early closure.

# Resources

American School Counselor Association Ethical Standards

https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf

American School Counselor Association Professional Standards and Competencies

https://www.schoolcounselor.org/asca/media/asca/home/SCCompetencies.pdf

American School Counselor Association Mindsets & Behaviors for Student Success <a href="https://www.schoolcounselor.org/asca/media/asca/home/Mindsets Behaviors.pdf">https://www.schoolcounselor.org/asca/media/asca/home/Mindsets Behaviors.pdf</a>

G.U.I.D.E. for Life: 5 Skills for Personal Success

http://dese.ade.arkansas.gov/divisions/learning-services/guide-for-life