

# Stuttgart School District Comprehensive School Counseling Program

2021- 2022

## Foundation/Define

### The Counselors in Stuttgart School District:

- Kim Henson - Park Avenue Elementary School (K-2) - 870-673-3563, ext. 3007
- Katie Henderson - Park Avenue Elementary School (3-4) - 870-673-3563, ext. 3008
- Julie Eldridge - Meekins Middle School (5-6) - 870-673-3565, ext. 2003
- Kim Lisko - Stuttgart Junior High School (7-8) 870-673-3562, ext. 4005 & Stuttgart High School (9) 870-673-3561, ext. 5006
- Angie Sherman - Stuttgart High School (10-12) 870-673-3561, ext . 5005
- Sana Bryant, Guidance Secretary/Records Clerk - Stuttgart Junior High school (7-8) 870-673-3562, ext. 4002 and Stuttgart High School (9-12) 870-673-3561, ext. 5041

### Beliefs:

The Counselors of Stuttgart School District believe in the potential and uniqueness of each student. The student's growth and learning are developmental; therefore, guidance must be comprehensive, developmental and sequential. All members of the school staff are part of the educational guidance team. Hence, guidance is the responsibility of the total school staff and faculty. The Counselor serves as an advocate and a resource person with specialized knowledge and expertise.

### Vision:

Our vision is that every student can succeed through collaborative efforts of school, home and community leading to responsible and productive citizenship.

### Mission:

The Stuttgart School District counselors will provide a comprehensive and developmentally appropriate school counseling program to address academic, career and social/emotional needs of all students in order to promote the overall well-being of our students.

### Goals:

At the K-6 level, there will be a 5% reduction from the previous school year of the number of discipline referrals.

At the 7-12 level, there will be a 5% reduction of the number of days assigned to In School Suspension (ISS) and Out of School Suspension (OSS) from the previous school year.

## Discipline Incidents

Park Avenue Elementary School (PreK - 4):

2016 - 2017: 528 incidents were reported

2017 - 2018: 428 incidents were reported

2018 - 2019: 332 incidents were reported

2019 - 2020 (through 3/13/20): 148 incidents were reported

2020 – 2021: 90 incidents were reported

Meekins Middle School (grades 5 and 6, self-contained grades 5-7 & ALE grades 3-6 in 19-20):

2016- 2017: 331 incidents were reported

2017 - 2018: 466 incidents were reported

2018 - 2019: 446 incidents were reported

2019 - 2020 (through 3/13/20) 262 incidents were reported

2020 -2021: 89 incidents were reported

The numbers shown indicate reductions in the number of incidents. It is the goal of these schools to experience even fewer discipline referrals and incidents.

## Number of Days for ISS and OSS days for SJHS

2016- 2017: 454 days assigned for ISS and 527.5 days for OSS

2017 - 2018: 307.5 days assigned for ISS and 196 days for OSS

2018 - 2019: 537 assigned days for ISS and 109.5 days for OSS

2019 - 2020 (through 3/13/20): 271.5 days assigned for ISS and 130.5 days for OSS

2020 – 2021 – 129 days assigned for ISS and 57 days assigned for OSS

There was a significant increase in the number of days assigned for ISS in 17-18 to 18-19. The increase was 229.5 days. There was also an increase in the number of days assigned to OSS from the 18-19 school year to the 19-20 school year. The

increase was 21 days. Since we have not been on campus since mid-March, it is quite likely that increase would be even higher.

Stuttgart High School (grades 9-12 and self-contained grades 8-12):

2016- 2017: 457.5 days assigned for ISS and 447 days for OSS

2017 - 2018: 224 days assigned for ISS and 279 days for OSS

2018 - 2019: 569 days assigned for ISS and 299 days for OSS

2019 - 2020 (through 3/13/20): 342 days assigned for ISS and 258 days for OSS

2020 – 2021: 168 days were assigned for ISS and 51 days were assigned for OSS

There was a huge increase in the number of assigned ISS days from the 17/18 school year to the 18/19 school year. The increase was 345 days. It is likely that the number of days assigned to OSS during 19/20 would exceed those assigned in 18/19 based on the current rate had students remained on campus for the remainder of the year. The goal for the school is to have decreased assignments to ISS and OSS.

## Process for Providing Direct Services

Stuttgart School District meets and exceeds the required number of Counselors for this district. Each counselor has a private office, computer and telephone line which allows students and other stakeholders a protected space to meet.

Referrals may be made in a variety of ways to include, but is not limited to, faculty, staff, family, peers, other agencies or themselves.

Two counselors are available on a fulltime basis on our largest campus. The other three campuses each have one counselor assigned. At the secondary level, there is a Counselor's Secretary assigned to assist those counselors.

Southeast Arkansas Behavioral Healthcare (SEABHC) agency meets with students and families for individual services, family services, psychological services, psychiatric services and case management services. United Family Services has an after school program which meets on the campus of Stuttgart Junior High School and is open to students in grades 5-12. A Mobile Assessor is contacted in cases of suicidal gestures/ideations or other crisis that might warrant hospitalization.

Monthly collaborative meetings are held with the counselors and representatives of SEABHC. Following the collaborative meetings, a meeting is held with the Counselors and their supervisor.

Contacts are made frequently with each counselor by the supervisor - in person visits, phone calls, texts or emails. These contacts occur as often as needed.

Counselors receive input from the building administrators, teachers, nurses, office manager, custodians, technology department, paraprofessionals, lunchroom ladies, students, family members and bus drivers. In Stuttgart School District, the counseling program is accomplished as a team effort.

The chief factor of accomplishing the goals of the counseling program is the availability and accessibility of each counselor. They create, and maintain, relationships based on genuineness, caring, trust, honesty, respect, fairness and professionalism. They have an "open door" policy that encourages students to seek their help and support. They are advocates for the students and this is a well-known fact.

The role of a counselor is seen daily as vital to the success of the students. As a result, their time with students is protected by others in the build, by their supervisor, by administrators, by themselves and by the law.

The strategies of PBIS (Positive Behavioral Interventions and Support) will be a major component of the interventions used with students across the district. Teams have been designated and trained; chairpersons have been chosen for each building. Next steps include

training the faculty and the staff for each building. This will be a district-wide approach to responding to discipline issues. With fidelity and consistency of the interventions and supports that come via PBIS, the district should make great strides in reaching its goals as listed in this plan. Each building has completed the self-assessment and behavioral expectations survey. All counselors are members of the PBIS team.

## Counselor Duties

### **Park Avenue (PreK - 4):**

- Conduct morning announcements with student assistance
- Greet students and staff each morning **A**
- Greet adults for assemblies and programs **A**
- Facilitate Super Sack program - Students take food home for the week-ends
- Locate clothing for students from the clothing closet **I**
- Organize Red Ribbon Week activities and coordinate them **A & I**
- Star Behaviors program - participate and organize **I**
- ESOL - attend placement and annual conference and track progress (or lack of) progress of the students **A**
- Assist with preregistration with PreK and K students
- BX3 **D**
- Positive Behavioral Interventions and Supports (PBIS) **D**
- Individual counseling sessions **D**
- Group counseling sessions **D**
- Family counseling sessions **D**
- Attend retention conferences
- Student records - request for transfer students, copy and mail for transferring students, update records in cumulative folders **A**
- Classroom guidance lessons **D**
- Rise and Shine Assemblies for grades 1 - 4 **D**
- Follow up with struggling students **D**
- Observations of students in classrooms
- Referrals and/or consultation - behavior, academics, attendance, Department of Human Services, Southeast Arkansas Behavioral Healthcare and the Pointe **I**
- Member of Community Organization for Drug Education Board **I**
- Score behavior rating scale and ADD scale **I**
- Analyze attendance and behavior data **I**
- Great Kindness Challenge -facilitate the activities
- Receive and disseminate custody and other legal documents related to students
- Duty **A**
- Create monthly counselor newsletter
- School color guard **I**
- School supplies closet
- Recognition of students for birthdays and attendance
- Create and update no photo list of students **A**
- Member of the building's leadership team **I**

- Orientation for new or returning students **D**
- Assist with What's Next Night - activity for students who will change to a different building for the next school year **I**
- Transfer cumulative folders to Meekins at the end of the school year **A**
- CIA - Community in Action (similar to PTA) **I**
- Greet or meet parents during Parent/Teacher Conferences **I**
- Pursue continuous professional growth **D**
- Facilitate third and fourth grade house teams and activities
- Collaborate for the after school art program **I**
- Coordinate and design yearbook **A**
- Special education duties **I**
- 504 conferences **I**
- Interpret reports from other agencies
- ALE conferences -referral, placement and exit

#### **Meekins Middle School:**

- PBIS Chairman - train teachers on strategies and consequences, provide counseling for students behavior interventions, help develop lesson plans, consult with teachers **A**
- Guidance classes with ALE **D**
- Individual counseling sessions **D**
- Group counseling sessions **D**
- Facilitate the Super Sack program - Students taking food home for the week-end
- Scheduling **A**
- Duty **A**
- Create and update cumulative folders **A**
- Process records request - to and from **A**
- Honor roll - check for accuracy, make the list for the newspaper, print the awards and send letters to invite families to the assembly **A**
- Attend 504 conferences **I**
- Community Organization for Drug Education (CODE)- Board Member
- Facilitate Red Ribbon Week activities **I**
- Facilitate activities for the Great Kindness Challenge
- Locate clothing for students **I**
- eSchool input **A**
- Greet parents or meet with parents during the Parent/Teacher Conferences **A**
- Disseminate and track documentation sheets for Parent/Teacher Conferences **A**
- Make home visits **D**
- Coordinate with the School Resource Officer
- Facilitate the administration of the Arkansas Prevention Needs Assessment

- Crisis intervention with students having outbursts **D**
- Referrals to the Mobile Assessor for students making suicidal statements or gestures **D**
- Referrals and consultation - the Pointe and Southeast Arkansas Behavioral Healthcare
- Pursue continuous professional growth **D**
- What's Next Night I
- Transfer records to SJHS for students changing buildings for the next year **A**
- SPED **A & I**
- ALE conferences
- Print interim reports and report cards **A**
- Attend retention conferences **I**
- Disseminate and interpret reports received from residential facilities

**Stuttgart Junior High School (grades 7 & 8) and Stuttgart High School (grade 9):**

- Schedule students - new and returning **A**
- Orientation for students **D**
- Individual counseling sessions **D**
- Small group counseling sessions **D**
- Referrals to the Mobile Assessor for students making suicidal statements or gestures **D**
- Consultations and referrals - the Point and Southeast Arkansas Behavioral Healthcare
- Updates in eSchool **A**
- Assist with rewards and incentives for students
- Facilitate the activities for Red Ribbon Week **I**
- Facilitate the activities for Random Acts of Kindness
- Plan advisory activities and lessons **D**
- CAP Conferences **D**
- Facilitate the administration of the Arkansas Prevention Needs Assessment **A**
- Make changes to student schedules **A**
- Run individual interim reports, report cards, transcripts and records of attendance or discipline **A**
- Send REMIND messages to parents
- Provide documentation letters and information regarding proof of enrollment and information for the GEAR UP program and the Career Coach **I**
- Open and close Interim Progress Reports {IPR} and Report card {RC} links, check for missing grades, assign credit and calculate grade point average and class rank **A**
- Calculate and check Honor Roll and send this information to the local newspaper **A**
- For new students: enter 9 weeks grades in eSchool, share withdrawal grades, enter past course history for ninth grade **A**
- Semester tests **A**



- Help with Home Access Center (HAC) and NEST I
- Register students and set up for credit recovery in the 9<sup>th</sup> grade
- Register ALE students for Virtual Arkansas coursework I
- Update course offerings for grades 7 - 9 **A**
- Enter course requests **A**
- Run course requests, simple tallies, pre-assignment rosters, etc. for teachers and administrators to use for planning **A**
- Presentations to parents I
- Locate clothing for new or homeless students
- Classroom meetings or sessions **D**
- Help create attendance improvement plans
- Assist in development of Student Success Plans
- Community Organization for Drug Education Board Member
- Prevention Education Program Board Member and President
- Attend 504 conferences I
- SPED **A & I**
- Pursue continuous professional growth **D**
- ALE classes **D**
- ALE conferences - referral, placement and exit
- Disseminate and interpret reports from residential facilities
- Check eligibility for sports participation I
- Clubs I
- Summer school APEX - **Not part of student contact days**

#### **Stuttgart High School grades 10 -12:**

- Organize College and Post-Secondary Fair **D**
- Parent information Night - one for juniors and one for seniors
- Organize financial aid workshops I
- Facilitate ASVAB Test **A**
- Organize Senior Recognition Night and Signing Day
- Facilitate local scholarship process **D**
- Facilitate Arkansas Prevention Needs Assessment **A**
- Create Youuniversal accounts for seniors **D**
- Apply for FAFSA IDs for seniors **D**
- Review courses for next year's schedule **A**
- Input in eSchool past course history for incoming students **A**
- Assist students in registering for ACT throughout the year I

- Change schedules at semester for students who are failing PreAP or AP classes or for seniors who need a semester of credit recovery to graduate **D**
- Assist with disability applications **I**
- Write letters about child support payments **I**
- Confirm graduation dates for graduates requested by potential employers **A**
- Work with military recruiters **I**
- Work with a representative of Rehab Services **I**
- Help with Home Access Center (HAC) and NEST **I**
- Supply documentation for GEAR UP **A**
- Classroom meetings and visits **D**
- Individual counseling sessions **D**
- Group counseling sessions **D**
- Crisis intervention **D**
- Referrals to Mobile Assessor for students who make suicidal statements or gestures **D**
- Input and update eSchool **A**
- Community Organization for Drug Education Board Member
- Facilitate Random Acts of Kindness **I**
- Homecoming **I**
- SPED **A & I**
- Attend 504 conferences
- Pursue continuous professional growth **D**
- Disseminate and interpret reports received from residential facilities **A**
- Check eligibility for participation in sports **I**
- Attend ALE conferences - referral, placement and exit
- Check seniors progress toward graduation **D**
- Semester tests **A**
- Send transcripts upon request **A**
- Write recommendation letters **A**

Please note these designations:

- **D** - Direct Counseling Services
- **I** - Indirect Counseling Services
- **A** -Administrative Activities

### Considering Dropping Out - Let's TALK First!

\*Are you considering dropping out of school?                      If so, when are you thinking of leaving?

\*Why are you thinking about dropping out? What are the two main reasons?

\*What are some of the barriers keeping you from staying in school?

\*What can we do to remove those barriers? What would improve your chances of staying in school?

\*Are there adults or students who might help you to stay in school? If so, have you talked to them about your potential plans to drop out? Was talking to them helpful?

\*What school programs or classes have you enjoyed the most and why?

\*What school programs or classes have you enjoyed the least and why?

\*We certainly want you to finish your education! Is there anything that we as a school can do to support you staying in school?

\*What are your immediate plans if you leave school?

\_\_\_ Full time work at \_\_\_\_\_

\_\_\_ GED- High school equivalency exam

\_\_\_ Training program or technical training for employment

\_\_\_ Military

\_\_\_ College (2 or 4 year)

\_\_\_\_\_

\*What are your plans 2 years from now if you leave school?

## Goal Setting Reflection

### **PreK-6**

Actions in place:

Run weekly discipline reports

Counselor referrals

Individual and group counseling sessions

Classroom guidance lessons

Actions to take:

Implement PBIS strategies with fidelity and consistency

Celebrate students who reduce their discipline referrals

Messages to parents about the importance of appropriate choices

Share with parents about the importance of good choices

Data review:

During Leadership Team meetings review data

PBIS data

Committee meetings

### **7-12**

Actions in place:

Run quarterly discipline reports

Counselor referrals

Individual sessions

Actions to take:

Implement PBIS with consistency and fidelity

Calls to parents

Letters to parents

Messages about progress toward meeting graduation requirements

Share with students and parents progress made

Share with students and parents remaining areas of concern

Data review:

During Leadership Team meetings review and disaggregate data

PBIS data

Committee meetings

## Annual Calendar for PreK - 6

### **August:**

Signing Day/Open House

Classroom visits which focus on Rules and Procedures

Guidance lessons

### **September:**

Annual ESOL conferences

### **October:**

Parent/Teacher conferences

Red Ribbon Week

### **November:**

Arkansas Prevention Needs Assessment (for 6<sup>th</sup> grade students)

### **December:**

### **January:**

Great Kindness Challenge

### **February:**

Parent/Teacher conference

### **March:**

### **April:**

Summative assessment for ACT Aspire

### **May:**

End of year retention conferences

504 conferences

What's Next Night

### **Monthly events:**

For Park Avenue: Attend Community Organization for Drug Education meetings, Lunch Bunch with ESL students, Recognize Star Behavior, Celebrate students' birthdays with cupcakes, Rise

and Shine Assembly and attend Collaborative Meetings with Counselors and members of The Pointe

For Meekins: Attend Community Organization for Drug Education meetings, Coffee with the Counselor, Behavior Rewards (every 9 weeks) and attend Collaborative Meetings with Counselors and members of The Pointe

**Potential guidance lesson topics:**

Bullying, behavior, choices and consequences, self-esteem, drugs and alcohol, grief, career information and grades

Annual Calendar for 7 - 12

**August:**

Open House/ Orientation

Schedules and schedule changes

**September:**

Classroom visits

Suicide prevention slides and resources

Post-Secondary Fair

Senior Parent Meeting

Financial Aid Night

**October:**

Parent/Teacher Conference

Red Ribbon Week

Help students create Youniversal accounts with ADHE

Create FSA IDs

Administer PSAT/NMSQT

Junior Parent Meeting

Facilitate National ACT Assessment

**November:**

Arkansas Prevention Needs Assessment Survey (grades 8, 10 and 12):

Sophomore Parent Meeting

Assist with administration of the ASVAB

Keystone (9<sup>th</sup> grade) classroom visits

**December:**

Facilitate National ACT Assessment

8<sup>th</sup> grade classroom visits

**January:**

Keystone classroom visits

**February:**

Parent/Teacher Conference

Random Acts of kindness

**March:****April:**

Start working on master schedule for the next school year

Classroom visits - course selection for the upcoming year

CAP Conferences

**May:**

Graduation requirements

Graduation

What's Next Night

**June:**

Summer school

Scheduling

**July:**

Scheduling



Classroom visit topics: transcripts, NCAA requirements, honor graduate requirements, credits, graduation requirements, ACT date information, scholarship information, suicide, abuse, career options, registration for selective service, creating FSA IDs, creating Youniversal accounts and important dates

## **Career Planning**

### **Elementary (K - 4):**

- Career exploration - begin exploration of the world of work - talk about options
- Roleplay various jobs
- Discuss job qualifications, training and responsibilities
- Career days and other career events and programs
- Emphasize reputation building begins now
- Conflict resolution

### **Middle/Junior High (grades 5 - 8):**

- Developing habits affect you for life
- Timely and regular school attendance at school sets the stage for those behaviors in the work world
- Conflict resolution
- Relationship between middle/junior high/high school coursework and preparing for high school credits
- How to access interest and ability inventories and use them to explore the world of work
- College and career research tools
- Student Success Plans as a collaborative process with other educators
- Career days and other career events

### **High School (9 - 12):**

- ACT [https:// www.act.org](https://www.act.org)
- ASVAB
- Student Success Plan
- College Board [https:// www.collegeboard.org](https://www.collegeboard.org)
- Post-Secondary College and Career Fair
- Graduation requirements
- Work program
- Accelerated Learning-AP Coursework, Industry Certifications, Completer Certifications
- Local Scholarships
- FAFSA <https://studentaid.ed.gov/sa/fafsa>
- Post High School Planning
- College for YOU - Scholarship information - <https://scholarships.adhe.edu>

## Arkansas Mindsets and Behaviors Chosen for Focus

### **Mindsets:**

M.5 Belief in using abilities to their fullest to achieve high-quality results and outcomes - G/U/D

M.6 Positive attitude toward work and learning - U/D

### **Behavior Learning Strategies:**

B-LS 4. Apply self-motivation and self-direction to learning - E/G/U/D

B-LS 7. Identify long-and short-term academic, career, and social/emotional goals  
- U/G/E

### **Self-Management Skills:**

B-SMS 1. Demonstrate ability to assume responsibility- D/G

B-SMS 2. Demonstrate self-discipline and self-control - D/G

B-SMS 4. Demonstrate ability to delay immediate gratification for long-term rewards - E/G/1

B-SMS 7. Demonstrate effective coping skills when faced with a problem - U/G

### **Social Skills:**

B-55 2. Create positive and supportive relationships with other students -1/E

B-55 5. Demonstrate ethical decision-making and social responsibility - 1/D/E

B-55 9. Demonstrate social maturity and behaviors appropriate to the situation and environment - U/1/D

Growth (manage yourself), Understanding (know yourself), Interaction (build relationships), Decisions (make responsible choices), Empathy (be aware of others)

## Annual Administrative Conference

School Counselor:

School year:

### Program Goals

- 1.
- 2.

### School Counselor Use of Time

By law, a minimum of 90% of counselor time will be spent providing direct and indirect counseling services.

Direct Services are to be provided to the students. This is face-to-face contact with the student. It should include delivering the school counseling core curriculum, providing individual or group student planning and support or providing other direct responsive services.

Give examples of these activities:

Indirect Services are to be provided on behalf of the students. These services include referring students for services (including maltreatment reporting), consulting with parents, teachers and other stakeholders on behalf of students and participating as a contributing member of a student support team.

Give examples of these activities:

By law, a maximum of 10% of counselor time will be spent on activities not related to the comprehensive school counseling program.

Administrative Activities include coordinating programs and committees, coordinating data entry and monitoring students in common areas (duty)

Budget discussion:

What materials or supplies will be needed for the next school year? Give an estimate of the expected costs of these items.

Additional areas of discussion:

Counselor signature: \_\_\_\_\_

Administrator signature: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_