



# Yellville-Summit Public School

*Believe 🐾 Achieve 🐾 Succeed*



## Comprehensive School Counseling Plan

2020-2021

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### **SCHOOL COUNSELORS:**

#### **Elementary School (Grades k-6)**

**🐾 Teresa Eastin 🐾**

**870.449.4244**

#### **High School (Grades 7-12)**

**🐾 Kary Duffy 🐾**

**870.449.4066**

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## **OUR TEAM**

- a. Teresa Eastin
  - i. Yellville-Summit Elementary (YSE) Counselor
  - ii. Grades K-6
  - iii. Classroom Guidance Lessons
  - iv. Small Group Guidance
  - v. Individual Counseling
  - vi. Leadership Team
- b. Kary Duffy
  - i. Yellville-Summit High School (YSHS) Counselor
  - ii. Grades 7-12
  - iii. Small Groups
  - iv. Individual Counseling
  - v. Classroom Guidance
  - vi. Leadership Team

## **FOUNDATION**

### Counseling Program Belief Statement

- a. School counselors will follow the ASCA Ethical Standards to guide decision making to promote development for every student.
- b. School counselors must be leaders, advocates, and collaborators who create equal opportunities for every student.
- c. Students learn in different ways and counselors serve all students.
- d. All students when given appropriate resources, support, and a respectful environment can achieve their maximum potential as lifelong learners.

### Counseling Program Vision Statement

We, the Yellville-Summit School community, are committed to making learning a lifelong process in which students take personal responsibility for achievement. Through a diverse curriculum, we are committed to providing the opportunity for each student to achieve and succeed in the necessary skills to prepare them for life-long learning.

### Counseling Program Mission Statement

The Yellville-Summit School District Counselors will advocate for all 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 for the overall well-being of our students.

### Program Goals

Our district goal can be found using the following link:

Goal 1 of 1:

<https://docs.google.com/document/d/1t0gxDfP98iz5Amyld9co4JyHZu4sbvUa6jC7mpetRo/edit?usp=sharing>

### Standards and Competencies

Yellville-Summit Counseling program will use Standards and Competencies based on the ASCA Mindsets & Behaviors for Student Success: K-12 College- and Career Readiness for Every Student. These standards are the next generation of the ASCA National Standards for Students, which were first published in 1997. Below is a link to those Mindsets and Behaviors.

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

# MANAGEMENT

## Calendars

Detailed Yellville-Summit Counselor Calendar link:

<https://calendar.google.com/calendar?cid=Y19zaDcxDA3MjQyMjNvYXAwanRjMjZlb21qNEBncm91cC5jYWxlbmRhci5nb29nbGUuY29t>

### YSE Counselor Annual Calendar at a Glance

| August   | SEPTEMBER  |
|--|--|
| <ul style="list-style-type: none"> <li>● Open House</li> <li>● Organize 504 Plans for the Year</li> <li>●               <ul style="list-style-type: none"> <li>○ Deliver 504 Plans to Teachers</li> </ul> </li> <li>● Set up SnackPack Program               <ul style="list-style-type: none"> <li>○ Complete required forms</li> <li>○ Get forms from students</li> </ul> </li> </ul> <p>Order food for backpack program</p> | <ul style="list-style-type: none"> <li>● Assist with STAR Testing (K-2)</li> <li>● Guidance Lessons               <ul style="list-style-type: none"> <li>○ Meet the Counselor (K-2)</li> </ul> </li> </ul> <p>Backpack organization</p>  |
| OCTOBER  | NOVEMBER   |
| <ul style="list-style-type: none"> <li>● Red Ribbon Week</li> <li>● Guidance Lessons (K-6)</li> <li>●               <ul style="list-style-type: none"> <li>○ Drug awareness/prevention</li> </ul> </li> <li>● GUIDE for Life (Growth)</li> <li>● Parent/Teacher Conferences</li> </ul> <p>Panther Rally (1st Qtr)<br/>           RULER Training<br/>           Begin Coordinating Thanksgiving Meals for Backpack Families</p> | <ul style="list-style-type: none"> <li>● Guidance Lessons</li> <li>● (K-6)               <ul style="list-style-type: none"> <li>○ Anti-Bullying</li> </ul> </li> </ul> <p>GUIDE for Life (Understanding)<br/>           Coordinate Angel Tree</p> <p>Ordering food to stock backpack</p> |
| DECEMBER   | JANUARY  |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>● Guidance Lessons (K-6) <ul style="list-style-type: none"> <li>○ Anger Management</li> </ul> </li> <li>● Christmas <ul style="list-style-type: none"> <li>○ The Great Gift Exchange</li> </ul> </li> <li>● (K-4)</li> </ul> <p>Panther Rally (2nd Qtr)</p> <p>Food Backpack Order &amp; Organization</p> | <ul style="list-style-type: none"> <li>● Guidance Lessons (K-6) <ul style="list-style-type: none"> <li>○ Career Choices</li> </ul> </li> <li>● GUIDE for Life (Interaction)</li> </ul> <p>Food Backpack Order &amp; Organization</p>  |
| <b>FEBRUARY</b>  | <b>MARCH</b>  |
| <ul style="list-style-type: none"> <li>● Guidance Lessons (K-6) <ul style="list-style-type: none"> <li>○ Problem Solving</li> </ul> </li> <li>● GUIDE for Life (Decisions)</li> </ul> <p>Panther Rally (3rd Qtr) Parent/Teacher Conferences</p> <p>Submit Giving Tree Grant application</p> <p>Order Food for Backpack program</p>               | <ul style="list-style-type: none"> <li>● Guidance Lessons <ul style="list-style-type: none"> <li>○ Making &amp; Keeping</li> </ul> </li> <li>● Friends (K-2) Conflict Resolution (3-6)</li> </ul> <p>GUIDE for Life (Empathy) Panther Rally (3rd Qtr)</p> <p>Order Food for Backpack program &amp; Organize</p> |
| <b>APRIL</b>   | <b>May</b>  |
| <ul style="list-style-type: none"> <li>● Panthers Change Lives</li> </ul> <p>Final Order of Food for Backpack program</p>  | <ul style="list-style-type: none"> <li>● Class lists for the next year</li> <li>● Specials Class Rotations for next year</li> </ul> <p>High School Orientation</p>  |

## YSHS Counselor Calendar at a Glance

| August  | February   |
|---|--|
| New Student Registration<br>Open House<br>Student Orientation<br>ALE Enrollment<br>Digital Learning Enrollment<br>Naviance  | ASVAB Interpretation<br>Concurrent Credit Presentations<br>Career Action Planning -<br>Naviance<br>Next Year Course Request<br>Selection<br>Parent Teacher Conferences   |
| September   | March  |
| Classroom Visit Topic: Google<br>Classroom<br>Senior College Fair<br>Educational Talent Search<br>Recruitment   | Classroom Visit Topic:<br>GUIDE for Life - Empathy<br>Academic Advising for Failures<br>Career Action Planning<br>Scholarship Night Preparation                          |
| October   | April  |
| Classroom Visit Topic:<br>GUIDE for Life -<br>Understanding<br>Red Ribbon Week<br>FAFSA Night<br>Parent Teacher Conference<br>RULER Training  | Panthers Change Lives<br>Virtual Arkansas Training<br>Graduation Planning<br>Scholarships Earned Preparation<br>Boys and Girls State Applications<br>Graduation Planning |
| November  | May  |
| Classroom Visit Topic:<br>GUIDE for Life - Growth<br>Arkansas Gov's School<br>Presentation<br>Christmas Benevolence Planning<br>Benevolence Fund Review<br>Staff Secret Student Santa | Academic Awards & Scholarship<br>Night<br>AP Exams<br>Graduation<br>Summer School Planning<br>Determine Summer Meal for<br>students<br>PGP Development                   |
| December  | June   |
| Classroom Visit Topic:<br>GUIDE for Life - Decisions<br>Arkansas Governor's School<br>Applications<br>Christmas Benev. Deliveries<br>Staff Potluck                                    | Eligibility Report<br>Transcripts Review<br>ALE Recommendations<br>Counseling Program Planning<br>Professional Development<br>-ADE Summit Conferences                    |

| January   | July   |
|---|--|
| Classroom Visit Topic:<br>GUIDE for Life - Interaction<br>Eligibility report<br>ALE Enrollment<br>Arkansas Governor's School App<br>Senior Transcript Review<br>Academic Advising for Failures<br>ASVAB Military test | Professional Development<br>-Counseling Conference<br>Next Year Student Schedules<br>Senior Schedule Review<br>Counseling Program Planning<br>Annual Calendar Review |

Career Program

Beginning with the 2020-2021 schoolyear, Naviance will be introduced to all 8th through 12th grade students. Career services are provided to all students. Students receive career education information, advice on appropriate courses to take, and opportunities to take advanced placement courses. Students complete career interest inventories, participate in college/career fairs, participate in job shadowing opportunities, prepare resumes, and visit industries.

Follow-up with Graduates and Students At Risk of Dropping Out

Yellville-Summit School District has a tracks potential and actual school dropouts through email, phone calls, and face to face meetings. At-risk students are identified by poor and failing grades, excessive absenteeism, lack of parental involvement, and excessive disciplinary actions. These students are monitored by CAP Advisors and building principal. They are offered counseling services (school counselor then SBMH agency on campus), alternative education (YS Digital Learning or RISE Academy), before and after school 21C programs and tutoring to increase academic, social/personal, engagement and behavior achievement.



# DELIVERY

## 1. Direct Counseling Services

- a. Classroom guidance lessons
- b. Small group counseling sessions
- c. Individual counseling sessions
- d. Crisis counseling
- e. Orientation for new students
- f. Academic advisement
- g. Assessment interpretation
- h. Attendance support
- i. Conflict resolution
- j. Parent meetings
- k. School-wide programs
- l. Mandated reporting
- m. Grade transitions & orientations
- n. Scholarship and aid guidance (HS)
- o. Career Action Planning CAP (HS)
- p. Schedule selection (HS)

## 2. Indirect Counseling Services

- a. Consultation with parents
- b. Consultation with teachers
- c. Consultation with administration
- d. Consultation with community agencies
- e. Referral for mental health services
- f. 504/IEP meetings
- g. Food backpack program coordinator (EL)
- h. Food backpack distribution
- i. Building leadership team member
- j. Concurrent credit enrollment (HS)
- k. Scholarship advertisement (HS)
- l. GPA and rank calculations (HS)
- m. Boys and Girls State applications (HS)
- n. Sending college reports (HS)
- o. NCAA/NAIA eligibility submissions (HS)
- p. Transcript creation for new students (HS)

3. Administrative Services

- a. Grade reports
- b. Assist with testing administration
- c. Assist in master schedule development (HS)
- d. Leadership team
- e. Concurrent credit enrollment
- f. Sending college reports
- g. Limited eSchool/cognos reports
- h. Online program uploads (HS)

## ACCOUNTABILITY

### Assessing the School Counseling Program

Yellville-Summit School Counselors will use the following, provided by ASCA, to reflect and assess the Yellville-Summit Comprehensive School Counseling plan.

| ASCA National Model Components   | Yes | Comments |
|--|-----|----------|
| <b>MANAGE</b>  |     |          |
| <b>Vision Statement</b>  |     |          |
| Aligned with ASCA National Model’s criteria for exemplary vision statement.  |     |          |
| <b>Mission Statement</b>   |     |          |
| Aligned with ASCA National Model’s criteria for exemplary mission statement. |     |          |
| <b>Data</b>  |     |          |

|  |  |  |
|--|--|--|
| School data summary prioritizing data points addressed through the school counseling program completed.  |  |  |
| <b>Annual Student Outcome Goals</b>  |  |  |
| a. School improvement plan reviewed to identify school priorities.   |  |  |
| b. Outcome goals created based on student, school and/or district data to close the achievement, opportunity and/or information gaps.                                  |  |  |
| c. Goals written in SMART format: specific, measurable, attainable, relevant, time-bound.  |  |  |
| <b>Use-of-Time Calculator</b>  |  |  |
| Use-of-time calculator completed at least twice a year.  |  |  |
| <b>Annual Administrative Conference</b>  |  |  |
| Conference held with supervising administrator. Template completed and signed by the school counselor and supervising administrator within first two months of school. |  |  |
| <b>Advisory Council</b>  |  |  |
| Agendas and minutes completed from at least two meetings (one from the fall and one from the spring).  |  |  |

**Action Plans**

|   |  |  |
|---|--|--|
| Classroom and group Mindsets & Behaviors action plan detailing classroom lessons and groups aligned with the ASCA Mindsets & Behaviors completed. |  |  |
| Closing-the-gap action plan aligned with the ASCA Mindsets & Behaviors completed.   |  |  |

**Lesson Plans**

|   |  |  |
|---|--|--|
| Lesson plans identifying activities to be delivered, standards to be addressed, to whom activities will be delivered, how they will be delivered and how data will be assessed to determine impact on student outcomes completed. |  |  |
|---|--|--|

**Calendars (Annual and Weekly)**

|  |  |  |
|--|--|--|
| Highly detailed annual calendar created (includes specific examples with dates and times for major activities) documenting all activities, events and services within the comprehensive school counseling program. |  |  |
| Weekly calendars available for each school counselor.  |  |  |

**DELIVER**

**Direct Student Services**

|   |  |  |
|---|--|--|
| Classroom lessons/large-group activities are delivered and outlined using lesson plans. |  |  |
| Small-group sessions are delivered and outlined using lesson/session plans.             |  |  |
| <b>Indirect Student Services</b>  |  |  |
| Indirect student services are reflected on weekly calendars.                            |  |  |
| <b>ASSESS</b>   |  |  |
| Classroom and group Mindsets & Behaviors results report completed.                      |  |  |
| Closing-the-gap results report completed.   |  |  |
| ASCA School Counselor Professional Standards & Competencies assessment completed.       |  |  |
| School counseling program assessment completed.   |  |  |
| School counseling performance appraisal is conducted annually.                          |  |  |
| Program results are shared with school staff and stakeholders                           |  |  |