



# Yellville-Summit School District

*Believe 🐾 Achieve 🐾 Succeed*

**2023-2024**

## **Comprehensive School Counseling Plan**

### **School Counselors:**

Ashley Woodell (Grades K-4)

870.449.4244

Katy Stoops (Grades 5-8)

870.449.6533

Anna Cantrell (Grades 9-12)

870.449.4066

## **Table of Contents**

<b><u>Our Team</u></b>	<b>3</b>
<b><u>Foundation</u></b>	<b>4</b>
Counseling Program Belief Statements	4
Counseling Program Vision Statement	4
Counseling Program Mission Statement	4
Program Goals	4
Goal #1	4
Standards and Competencies	4
<b><u>Management</u></b>	<b>5</b>
Calendars	5-10
Yellville-Summit Elementary at a Glance	5-6
Yellville-Summit Middle School at a Glance	7-8
Yellville-Summit High School at a Glance	9-10
Career Program	10
Follow-up with Graduates and Students At Risk of Dropping Out	
Communication with Stakeholders	11
<b><u>Delivery</u></b>	<b>11</b>
Direct Counseling	11
Suicide Prevention	11
Bullying Prevention	12
Indirect Counseling	12
Administrative Activities	13

**Accountability** **14**

Assessing the School Counseling Program 14-17

Data Analysis and Evaluation 17

Administrative Conference 17

Advisory Council 17

**OUR TEAM**

a. Ashley Woodell

- i. Yellville-Summit Elementary (YSE) Counselor
- ii. Grades K-4
- iii. Classroom Guidance Lessons
- iv. Small Groups
- v. Individual Counseling
- vi. Leadership Team

b. Katy Stoops

- i. Yellville-Summit (YSMS) Middle School Counselor
- ii. Grades 5-8
- iii. Small Groups
- iv. Individual Counseling
- v. Classroom Guidance
- vi. Leadership Team

c. Anna Cantrell

- i. Yellville-Summit High School (YSHS) Counselor
- ii. Grades 9-12
- 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:

[K-12 Student Outcome Goal SEL terms 2020](#)

### Standards and Competencies

The 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.

[ASCA Student Standards: Mindsets & Behaviors for Student Success - American School Counselor Association \(ASCA\)](#)

# MANAGEMENT

## Calendars

\*Detailed Yellville-Summit Counselor Calendar link:

<https://calendar.google.com/calendar?cid=Y19zaDcxDA3MjQyMjNvYXAwanRjMjZlB21qNEBncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

### YSE Counselor Annual Calendar at a Glance

August	SEPTEMBER
<ul style="list-style-type: none"> <li>● Open House</li> <li>● Classroom observations/Needs Surveys</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> <li>● Order food for backpack program</li> </ul>	<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> <li>○ How Can I help (3-4)</li> </ul> </li> <li>Backpack organization</li> </ul>
OCTOBER	NOVEMBER
<ul style="list-style-type: none"> <li>● Red Ribbon Week</li> <li>● Guidance Lessons (K-4)               <ul style="list-style-type: none"> <li>○ Drug awareness/prevention</li> </ul> </li> <li>● GUIDE for Life (Growth)</li> <li>● Parent/Teacher Conferences</li> <li>● Panther Rally (1st Qtr)</li> </ul> <p>Begin Coordinating Thanksgiving Meals for Backpack Families</p>	<ul style="list-style-type: none"> <li>● Guidance Lessons(K-4)</li> <li>● Anti-Bullying               <ul style="list-style-type: none"> <li>GUIDE for Life (Understanding)</li> <li>Coordinate Angel Tree</li> </ul> </li> <li>Ordering food to stock backpack</li> </ul>
DECEMBER	JANUARY
<ul style="list-style-type: none"> <li>● Guidance Lessons (K-4)               <ul style="list-style-type: none"> <li>○ Anger Management</li> </ul> </li> <li>● Data analysis</li> <li>● Panther Rally (2nd Qtr)</li> <li>● Food Backpack Order &amp; Organization</li> </ul>	<ul style="list-style-type: none"> <li>● Guidance Lessons (K-4)               <ul style="list-style-type: none"> <li>○ Career Choices</li> </ul> </li> <li>● GUIDE for Life (Interaction)</li> <li>● Food Backpack Order &amp; Organization</li> </ul>

FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>● Guidance Lessons (K-4) <ul style="list-style-type: none"> <li>○ Problem Solving</li> </ul> </li> <li>● GUIDE for Life</li> <li>● (Decisions) Panther Rally (3rd Qtr) Parent/Teacher Conferences Order Food for Backpack program</li> </ul>	<ul style="list-style-type: none"> <li>● Guidance Lessons <ul style="list-style-type: none"> <li>○ Making &amp; Keeping Friends (K-2)</li> </ul> </li> <li>● Conflict Resolution (3-4) GUIDE for Life (Empathy) Panther Rally (3rd Qtr)</li> </ul> <p>Order Food for Backpack program &amp; Organize</p>
APRIL	MAY
<p>Panthers Change Lives 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>Middle School Orientation</p>

### YSMS Counselor Calendar at a Glance

<b>August</b>	<b>February</b>
<p>New Student Registration Open House Student Orientation Digital Learning Enrollment</p>	<p>Next Year Course Request Selection Parent Teacher Conferences National School Counseling Week Activities National Random Acts of Kindness Week Activities</p>
<b>September</b>	<b>March</b>
<p>Classroom Guidance: GUIDE for Life Student and Teacher Needs Assessments Educational Talent Search Recruitment</p>	<p>Classroom Guidance: GUIDE for Life Middle Level Education Month Activities Music in Our Schools and Youth Art Month Activities</p>
<b>October</b>	<b>April</b>
<p>Classroom Guidance: GUIDE for Life Red Ribbon Week Bullying Prevention Month Activities Parent Teacher Conferences</p>	<p>Classroom Guidance: GUIDE for Life Panthers Change Lives Community Service Month Activities Middle School Tours for Rising 5th Graders</p>
<b>November</b>	<b>May</b>
<p>Classroom Guidance: GUIDE for Life National Career Development Month Activities Christmas Benevolence Planning Benevolence Fund Review</p>	<p>Classroom Guidance: GUIDE for Life Teacher Appreciation Week Activities Academic Awards Assembly Summer School Planning Determine Summer Meal Needs for Students PGP Development</p>

<b>December</b>	<b>June</b>
International Volunteer Day Activities Christmas Benevolence Deliveries Staff Potluck	Year-end Data Review Counseling Program Planning Professional Development
<b>January</b>	<b>July</b>
Classroom Guidance: GUIDE for Life Academic Advising for Students with Failing Grades Student and Teacher Needs Assessments	Professional Development Next Year Student Schedules Counseling Program Planning Annual Calendar Review

### YSHS Counselor Calendar at a Glance

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

Classroom Visit Topic: GUIDE for Life - Decisions Arkansas Governor's School Applications Christmas Benevolence Deliveries Staff Potluck	Eligibility Report Transcripts Review ALE Recommendations Counseling Program Planning Professional Development -ADE Summit Conferences
<b>January</b>	<b>July</b>
Classroom Visit Topic: GUIDE for Life - Interaction Eligibility report ALE Enrollment Arkansas Governor's School App Senior Transcript Review Academic Advising for Failures ASVAB Military test	Professional Development -Counseling Conference Next Year Student Schedules Senior Schedule Review Counseling Program Planning Annual Calendar Review

**Career Program**

Beginning with the 2023-2024 school year, Xello 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 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 the building principal. They are offered counseling services (school counselor then SBMH agency on campus), alternative education (Y-S Digital Learning or RISE Academy), before and after school 21C programs and tutoring to increase academic, social/personal, engagement and behavior achievement.

## **Communication**

Counselors will send home newsletters, remind messages, and participate in community events to share information and resources with all stakeholders.

- [Elementary Newsletter](#) (example)
- [Senior Info](#) (example)

## **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)

## **Suicide Prevention**

Suicide prevention begins through guidance lessons based on wellness, self-care, safe and healthy choices, coping strategies, and resiliency building. Starting in middle school, students are also taught how to recognize risk factors and warning signs of mental health conditions and suicide in oneself and others. Help-seeking strategies and how to engage school resources and how to refer friends for help are also addressed through classroom guidance lessons. If needed, the elementary counselor will also provide small group suicide prevention. In addition, the elementary counselor brings awareness annually about suicide by providing professional development to all staff members on risk factors, warning signs, protective factors, response procedures, school based mental health referrals, and resources regarding youth suicide prevention. Protocols are in place for students at risk that include risk assessment, crisis checklist, collaboration with mental health agencies, referrals for support, parent notification, and re-entry protocols.

\*District Crisis Plan is currently in the development stages

 Suicide Intervention Parent Notification.docx

## **Bullying Prevention**

School counselors support bullying prevention by providing whole group lessons on social and emotional skills such as empathy and kindness to students at all levels. Cyberbullying information is provided in the upper elementary through high school grades with emphasis on internet safety. When a bullying situation has been reported to administration, counselors support all students involved to individually work through the problem and ensure that students learn conflict resolution skills. Students are encouraged to become upstanders when they need to report bullying situations amongst their peers. Bullying prevention is especially supported during the month of October with various activities throughout the grade levels.

### **Resources used:**

- [Bystander Video](#)
- Personal Competency Skills
- ASCA Mindsets and Behaviors  
B-SS 8. Advocacy skills for self and others and ability to assert self, when necessary
- Campaigns like World Bullying Prevention Month in October
- Speak at student clubs about their power to change the school culture.
- Give words and strategies to help students stand up for others without using violence.
- Character education
- Stompoutbullying.org

### 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 (EL)
- 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 a supervising administrator. Template completed and signed by the school counselor and supervising administrator within the 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).		
<b>Action Plans</b>		
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.		
<b>Lesson Plans</b>		
Lesson plans identify 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.		
<b>Calendars (Annual and Weekly)</b>		
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.		
<b>DELIVER</b>		
<b>Direct Student Services</b>		
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		

## **Use of Time Analysis**

Counselors may use digital calendar, form, or paper format to analyze their use of time each day.

- [Time Task Analysis](#)
- [Use of Time 5 Day Calendar](#)

## **Needs Assessments**

All counselors will survey staff, families, and students at the beginning and end of each year to ensure that each program is assessed and evaluated by stakeholders.

- [Family Survey](#)
- [Staff Survey](#)
- [Student Survey](#)

## **Administrative Conference**

 Annual Administrative Conference.docx

## **Advisory Counsel Agenda**

 Advisory Council Yellville-Summit