

HOT SPRINGS SCHOOL DISTRICT

COMPREHENSIVE SCHOOL COUNSELING PLAN

Foundation

HSSD Counseling Team

Hot Springs World Class High School

Dawn Anderson- Counselor- Liberal Studies Academy
Brittany George-Counselor - Education Healthcare Academy
Amy Snider- Counselor- Business Industrial Tech Academy

Hot Springs Junior Academy

Jerry Scroggins- Counselor
Shana Leggate- Counselor

Langston Elementary Leadership Academy

Denise Ludlow- Counselor

Main Street Visual & Performing Arts Magnet School

Cheryl Stafford- Counselor
Leslie Whalen - Counselor

Oaklawn Stem Magnet School

Angela Millard- Counselor

Park Magnet School, an IB World School

Renee Tester- Counselor

Beliefs

Include your belief statements in your comprehensive school counseling plan.

- All students can achieve academic, career, and personal/social success.
- All students shall be provided equitable access to school counseling programs and services.
- An effective school counseling plan should be developmental, comprehensive, and preventative in nature.
- Effective school counseling programs advocate for and promote success for all students.
- A comprehensive counseling program focuses on prevention, intervention, and student developmental needs.
- Effective school counseling programs are a collaborative effort between the school counselor, parents, and other educators to create an environment that promotes student achievement.
- Effective school counseling programs support teacher's efforts in their delivery of the academic curriculum.
- Effective school counseling programs analyze school and school counseling program data to determine how students are progressing as a result of the school counseling program.
- Applying the ASCA Ethical Standards for School Counselors empowers school counselors to make decisions based on the highest moral principles to promote the maximum development of every student.

Vision Statement

The vision of the HSSD counselors is to set the standard in counseling services.

Mission Statement

The mission of the Hot Springs School District Comprehensive School Counseling Program is to educate and empower each student to graduate from high school college and/or career ready, respect diversity, and to be contributing members of a global society through a preventative, responsive, and comprehensive program that cultivates academic, personal/social, and career connections for all students.

ASCA School Counselor Professional Standards & Competencies (2019)

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

ASCA Ethical Standards for School Counselors (2016)

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

Code of Ethics for Arkansas Educators

<http://dese.ade.arkansas.gov/divisions/educator%20effectiveness/plsb-professional-ethics-discipline/code-of-ethics-for-arkansas-educators>

Goals
Elementary Goal 1 - HSSD K-6 campuses will improve student attendance by 20% by the end of the 2022-2023 school year. • Conferences with students • Increasing parental awareness through intentional communication • Parent conferences • Student incentives • Quarterly District Attendance Monitoring
Secondary Goal 2 - HSSD 7-12 campuses will increase the student engagement points by 10 as measured on the ESSA SQSS index for the 2022-2023 school year. • Attendance contracts • Student conferences • Parent letters to inform them of the absences. • Collaborate with juvenile court and the human service worker to identify students at risk. • Hold diversion conferences prior to filing FINS • FINS (last resort)

Management

Program Assessment

- Use of Time
- Annual Administrative Conferences
- Advisory Council
- Data Use in Counseling
- ActionPlans
- Direct, Indirect, Administrative
- Calendars
- Sharing Data Results

Program Management Components of the Self Assessment

Use of Time Assessment: The Use of Time Calculator will be used to document services and assess time spent in direct, indirect, and administrative services.

Direct and Indirect Services

In accordance with ACT 190, 90% of the school counselor's time will be spent delivering direct and indirect student services as outlined by the ADE: individual and small group counseling, classroom guidance, referring students for other services, consulting with parents/teachers/stakeholders, participating as a collaborative member of a student support team, and providing other help directly to a student or on behalf of a student to help that student achieve better academic, social/emotional, or career performance.

Administrative Activities

The school counselor will spend 10% of his/her time on administrative activities such as coordination of programs or chairing committees (Parent Involvement, 504, RTI, G/T, ESOL); assisting with standardized testing; or monitoring students in common areas such as the hallway, cafeteria, playground, car and bus duty.

Annual Administrative Conferences

HSSD School Counselors will participate in an annual administrative conference to review data and implementation of the comprehensive school counseling program.

Advisory Council

HSSD School Counselors will form an advisory council to include all stakeholders.

Data Use in Counseling

HSSD School Counselors will use data to identify student gaps and advocate for success, develop program goals, measure goal progress, and determine the effectiveness of the program.

Action Plans

Data will be reviewed and analyzed to determine student gaps and needs. A bank of strategies (what) to close gaps and meet needs will be developed and action (how) steps will be determined to implement the strategies. This will promote ongoing growth in desired outcomes.

Annual Calendar

Each school within the HSSD will create an annual calendar as a snapshot of services provided which can be updated as needed. Individual counselors will create a monthly or weekly calendar to his/her discretion to ensure timely and appropriate delivery of services as well as collect data on services rendered.

Elementary Monthly Counseling Calendar

August	January
• Transitional Activities • Open House • Orientation • Individual counseling as needed • Small group counseling as needed • Kindergarten Boot Camp	• Monthly Classroom Guidance • Individual counseling as needed • Small group counseling as needed • MLK Day
September	February
• Monthly Classroom Guidance • Individual counseling as needed • Small group counseling as needed • Labor Day	• Monthly Classroom Guidance • Black History Month • Individual counseling as needed • Small group counseling as needed • President's Day • Kindness Week
October	March
• Monthly Classroom Guidance • Red Ribbon Week Activities • Individual counseling as needed • Small group counseling as needed • Unity Day	• Monthly Classroom Guidance • Individual counseling as needed • Small group counseling as needed • Spring Break • G.U.I.D.E. for Life Week
November	April
• Monthly Classroom Guidance	• Monthly Classroom Guidance

• Individual counseling as needed • Small group counseling as needed • Organize assistance for families in need • Thanksgiving Break	• Individual counseling as needed • Small group counseling as needed
December	May
• Monthly Classroom Guidance • Individual counseling as needed • Small group counseling as needed • Organize assistance for families in need • Winter Break	• Monthly Classroom Guidance • Individual counseling as needed • Small group counseling as needed

Secondary Monthly Counseling Calendar

August	January
• Transitional Activities ◦ 7th Grade Camp Troy ◦ 10th Grade Camp Troy ◦ Senior Camp Troy • Open House • Review Course Selection/Academic Advisement • Orientation • Individual counseling as needed • Small group counseling as needed	• MLK Day Activities • College Recruiter Visits • College Admission Process • Individual counseling as needed • Small group counseling as needed
September	February
• College Career Fair • National Park College Fair • National Park College Fall Admin. Meeting • Labor Day • Financial Aid College Workshop • Individual counseling as needed • Small group counseling as needed	• National Park College Spring Admin. Meeting • Black History Month • President's Day • MYP Report Cards • Parent Teacher Conferences • College Recruiter Visits • Individual counseling as needed • Small group counseling as needed

October	March
• Red Ribbon Week • Unity Day • Cohort Meetings • Parent Teacher Conferences • College Recruiter Visits • ASVAB • Individual counseling as needed • Small group counseling as needed	• College Recruiter Visits • Scholarship Announcements • College/Admissions Process • Individual counseling as needed • Small group counseling as needed • Spring Break
November	April
• Reality Fair • College Recruiter Visits • College/Scholarship Admission Process • Organize assistance for families in need • Individual counseling as needed • Small group counseling as needed • Thanksgiving Break	• College Recruiter Visits • National Park Tech Center Application Process- 11th-12th grade • Scholarship Announcements • College/Admissions Process • Concurrent Credit Planning-Fall • Individual counseling as needed • Small group counseling as needed
December	May/June
• College Recruiter Visits • Organize assistance for families in need • Concurrent Credit Planning-Spring • Individual counseling as needed • Small group counseling as needed • Winter Break	• Individual counseling as needed • Small group counseling as needed • Class Ring Ceremony • Graduation • Final Transcripts sent out • Summer School Information

Delivery

Direct Services

Individual and Small Groups

The Hot Springs School District Counseling Program is designed to be preventive in nature, therefore providing students with skills to avoid or cope with crisis situations. The educational process may include individual or small group settings.

Orientation

Orientation is a process for new students and parents to adapt educationally, physically, socially and emotionally to the new setting. The new students and parents are introduced to the school counseling office and other student services offered to assist in the transition to the school. As new students enter school throughout the year, orientation may consist of individual or group sessions assisted by peer helpers.

Elementary Orientation Programs: Incoming Kindergarten

- Kindergarten Roundup
- K Transition Conferences
- Kindergarten Bootcamp

Secondary Orientation Programs: Incoming 7th grade and Incoming 10th grade

Junior Academy:

- Spring Parent Informational Meetings
- Pre-Registration/Course Selection Conferences
- Camp Troy-Summer

High School:

- Pre-Registration/Course Selection Conferences
- IB Parent/Student informational Meeting
- Camp Troy-Summer
- Senior Camp Troy

In the 6th grade and in the 9th grade students participate in orientation activities that include parent information meetings, class selection, tours, and Camp Troy in order to ease their transition to a new campus. Camp Troy consists of activities to orient students to the campus, meet the staff and teachers, as well as learn procedures and expectations.

Academic Advisement

Hot Springs School District Counselors assist in the proper placements of students in an academic setting. Academic advising begins in elementary school and continues through high school. The school counselor acts as an advisor at all levels to guide students toward developing short- and long- term goals for educational decision-making including the selection of courses designed to help students prepare for college and career plans. Informational resources are available and organized in such a way as to guide students and provide information relevant to their plans. HSSD school counselors encourage students to reach their fullest potential by guiding them to take the most academically challenging coursework with a focus on interest areas. Interpretation of assessment results and review of inventories are provided. Parents are notified of pre-registration and course selection in order to partner with counselors, teachers, and students to engage in the career planning process.

Classroom Performance and School Success

Hot Springs School District school counselors assist students in understanding the relationship between school and classroom performance and their future college and career aspirations. This process begins in early grades and continues throughout the student's education. Age-appropriate classroom counseling lessons, small groups, and individual counseling sessions, as well as supporting teacher lessons and classroom procedures can all be used in the process of helping students see the connections.

Classroom Guidance

Classroom guidance will be provided, which shall be limited to forty-minute class sessions, not to exceed three (3) per day or ten (10) per week. Guidance is the instruction process of the Hot Springs School District Counseling Program. Activities promote knowledge in academic, personal, social and career development skills. The program includes the counselor as well as the teachers, administrators, parents, and resource personnel who may also conduct sessions on such topics as:

- Self understanding and coping skills
- Effective interpersonal and communication skills
- Problem-solving, decision-making and conflict resolution skills
- Study skills and positive attitudes toward school
- Career awareness and the work world
- Comprehension and acceptance of differences in people (racial, gender-based, cultural, religious, physical, etc.)
- Anti-Bullying
- Individual counseling and crisis counseling as needed or requested.
- Small group counseling to provide peer support on appropriate developmental issues
- Provide preventative and developmental guidance activities for all students.
- Implement college and career awareness through presentations, small group and individual counseling, career fairs, field trips, and guest speakers.

Bullying Prevention

Bullying prevention is addressed through developmentally appropriate lessons and activities. Elementary age students are educated on bully awareness, prevention, and seeking help through classroom lessons. Secondary students participate in a Unity Day Assembly and participate in various small group activities throughout the year to address bullying. The anti-bullying anonymous hotline number is posted throughout the building. Strategies such as conflict resolution, coping skills, empathy training, and reporting protocols are in place.

Suicide Prevention

Suicide prevention begins at the elementary level through guidance lessons based on wellness, self-care, healthy choices, coping strategies, resiliency building, and help seeking

strategies. This continues into secondary through health classes and small group counseling. All staff are trained in suicide prevention. The district chief safety officer and high school counselor are trained in Youth Mental Health First Aid. Protocols are in place for students at risk that include risk assessment, collaboration with mental health agencies, referrals for support, and parent notification.

MULTI-TIERED SCHOOL COUNSELING

- **Tier One Services:** T1 services are provided through classroom guidance activities that are geared toward student needs based on data, individual school (magnet) curriculum, and yearly focus such as Red Ribbon Week and Anti-bullying. T1 also includes transitional and orientation activities as well as continual academic advisement and accelerated learning opportunities. These services are delivered in individual, small group, and large group settings.

- **Tier Two Services:** T2 services include individual and small group counseling, academic advising, college and career planning, consultation with faculty and outside agencies, and parent conferences. Individual and small group sessions may be based on data, referral, or student request. Academic advising, college and career planning, and consultations are usually ongoing and include a tentative pacing guide.

- **Tier Three Services:** T3 services are most often provided in collaboration with a building level team and outside agencies. T3 services can include crisis intervention and management, referrals for wrap-around services, and referrals for evaluations or assessments.

Indirect Services

Consultation Services and Appropriate Referrals

Hot Springs School District Counselors provide consultation services to others concerning student needs and general information. Counselors collaborate, while maintaining confidentiality, with others to strengthen the team plan. Counselors bridge the knowledge and understanding of all school patrons and employees. Typically, consultation involves:

- Serve as a committee member in the Response to Intervention (RtI) ESOL, and 504 process

- Conducting professional development workshops and discussions with teachers and other school personnel on subjects such as substance abuse 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 students with special needs and referring them to resources in and outside the school
- Participating in school committees that address substance abuse, human growth and development, school climate, and other guidance-related areas
- Designing and conducting parent education classes
- Consultation with teachers and school staff on the use of alternative methods of classroom management
- Interpreting student information, such as results of standardized tests for students and team members
- Consulting regularly with and referring to other specialists (e.g., Licensed Clinical Social Workers (LCSW), Licensed Professional Counselors (LPC) psychiatrists, and representatives from community agencies)
- Maintaining a list of community resources, referral agencies, and hot-lines for parents, students and colleagues
- Implementing a student self-referral system and
- Collaboration and follow up on referrals (self, Rtl, SBMH, Special Education, 504, and Discipline)

Utilization of Student Records

The Hot Springs School District Counselors have authorized access to any file kept by the school district. Available data is utilized to assist parents, teachers, administrators and counselors in an endeavor to help each individual student reach his/her potential.

Interpretation of Standardized Testing and Dissemination

Counselors assist in preparing and interpreting standardized test results and other assessments. Counselors advocate and assist in planning and implementing changes in the curriculum and interventions. Counselors use a variety of informal assessments to identify the social-emotional needs of students and make recommendations based on those assessments.

Working with Parents and Parent Involvement

Through the Hot Springs School District, counselors consult with parents and families on the topics of study habits, coping skills, behavior management, promotion/retention criteria, academic progress, graduation, post-secondary planning, volunteer opportunities and outside opportunities such as community based committees.

Administrative Activities

Coordination of Programs and Data Input:

- Student schedule building and entry in eschool

Chairing Committees and Meetings:

- Contribute & Serve on Committees

Duties:

- Supervising students in common areas

Career Planning Activities

Dissemination of Career Education Information

The Hot Springs School District will provide early career awareness activities at the elementary level. The core curriculum lessons and developmentally appropriate classroom activities will focus on developing essential skills (G.U.I.D.E. for Life), career exploration, and making the connection between skill development and the world of work.

At the secondary level, HSSD school counselors work with students to ensure that they are aware of the importance of course selection and future planning. They help guide students to and through the graduation process, encourage access and equity for rigorous coursework, develop post-high school plans, and set goals so students can meet their future aspirations. By providing guidance in areas such as internships and career certifications, value added diplomas, and enriched educational opportunities such as National Park Tech Center, HSSD school counselors facilitate student discussion on the benefits of acquiring credentials while still in high school. HSSD school counselors work collaboratively with other educators to support the implementation of Student Success Plans by meeting with students and discussing career options. Additionally, they support the provision of resources to help students identify career interests and aptitudes so that they may become better self-managers. This is done collaboratively through MaiaLearning, guest speakers, career fair, reality fair, and college days.

Occupational and Placement Specialist

The Hot Springs School District Instructional Facilitator of Career Services acts as the Occupational and Placement Specialist by serving as a liaison between employers and the school for grades 7-12. HSSD partners with Henderson State University utilizing the position of College and Career Coach to implement internships, site visits, and internships for students grades 7-12.

Career Development

Counselors provide a career planning process for each student to include career awareness, employment readiness, career information, and the knowledge and skills necessary to achieve career goals. Counselors also encourage parents, during regular parent conferences, to support partnerships in their children's learning and career planning processes.

Resources for Educational and Vocational Decisions

Hot Springs School District will provide an organized system of informational resources on which to base educational and vocational decision making.

Educational, Academic Assessment, and Career Counseling

Hot Springs School District will provide educational, academic assessment, and career counseling, including advising students on the national college assessments, workforce opportunities, and alternative programs that could provide successful high school completion and postsecondary opportunities for students.

Information for Alternative Educational Opportunities

Hot Springs School District will provide information and coordinate the administration of the Test for Adult Basic Education or the General Educational Development pretest to students by designating appropriate personnel, other than the school guidance counselor, to administer the tests.

District Profile

[Hot Springs School District Profile](#)

Early Drop-Out Intervention Procedures

Hot Springs School District works diligently to prevent early drop-out through continuous interventions for students at risk. This intervention process begins with detailed and student-specific planning for the path to graduation. Students are educated on the various options and given equitable access to counselors to consistently review and revise chosen pathways. Student progress is monitored every 4-5 weeks to determine student needs for intervention and support. If necessary, a plan is developed by the student and counselor to continue the path to graduation with support or changes in place. The plan is shared with teachers and parents to add additional support. An alternative education plan outside of the

regular school building may also be an option if agreed upon by all parties.

Follow up of Early School Drop-outs and Graduates

Hot Springs School District shall provide for a district-level tracking system for early school dropouts and for students who fail to reach proficiency on state-mandated assessments. The tracking system shall include provisions for student services personnel in all schools to conduct exit interviews of students who are dropping out of school and for follow-up of such students when possible.

Accountability

Program Assessment

Counselors will meet each year to evaluate the effectiveness of the Counseling program using the Comprehensive School Counseling Program Self-Assessment. Areas to be addressed will be identified.

Data, Program Results, and Evaluation and Improvement

Data will be analyzed to determine gaps in student support and evaluate student growth. Results are used to determine next steps and develop the comprehensive school counseling program for the upcoming year. HSSD counselors will identify trends, areas of success, and areas in need of improvement.

Sharing Data Results

Data from the use of time calculator, program self-assessment, and school counselor reflection will be used to assess the HSSD Comprehensive School Counseling Program. Results will be shared in the following years comprehensive school counseling plan and open to feedback from students, parents, and stakeholders.