

Salem Public Schools

Comprehensive Counseling Plan



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2020-2021

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Foundation

Arkansas school counselors adhere to the highest standard of professional practices as defined by the ASCA National Model in the development and implementation of comprehensive school counseling programs. This model provides the mechanism through which school counselor teams design, coordinate, implement, manage, and evaluate their programs to promote students' success. The model provides a framework for the program components, the school counselor's role in implementation, and the underlying themes of leadership, advocacy, collaboration, and systemic change.

Enhancing the learning process for all students, Arkansas school counselors utilize the ASCA Mindsets and Behaviors to guide the development of effective school counseling programs around three domains: academic, career, and social/emotional. The Mindsets and Behaviors are the foundation for classroom lessons, small groups, and activities within a comprehensive school counseling program. Arkansas school counselors also utilize the Arkansas Comprehensive School Counseling Program Guide, the ARkansas School Counselor Toolkit and G.U.I.D.E. for life which is a five step process designed to help students achieve personal success through: Growth, Understanding, Interactions, Decisions, and Empathy.

Maintaining integrity for the profession is held standard for all Arkansas school counselors. Arkansas school counselors adhere to the Code of Ethics for Arkansas Educators as well as the 2016 ASCA Ethical Standards for School Counselors. In addition, evaluations for school counselors are performed by building administrators through the Arkansas Teacher Excellence Support System (TESS) for school counselors. This evaluation serves as an administrative conference and provides an opportunity for reflection and identification of contract tasks, duties, and the school counselor's professional goals for the following year.

The mission statement of the Salem School District is as follows:

"It is the mission of the Salem School District to educate all students by providing a challenging curriculum that promotes higher-order thinking skills, technology integration, and problem solving through relevant and engaging activities. We will provide the experiences necessary for all students to become college and career ready."

Our Team

The following staff and positions play an important role in the implementation of programs:

Mr. Wayne Guiltner	Superintendent 870.895.2516 wayne.guiltner@salemschools.net
Mr. David Turnbough	Federal Programs Coordinator 870.895.2516 david.turnbough@salemschools.net
Mr. Corey Johnson	Elementary Principal/504 Coordinator 870.895.2456 corey.johnson@salemschools.net
Mrs. Vicky Rossitto	Elementary Counselor 870.895.2456 vicky.rossitto@salemschools.net
Mr. Cody Curtis	High School Principal/504 Coordinator 870.895.3293 cody.curtis@salemschools.net
Mrs. Karen Guildoo	High School Counselor 870.895.3293 karen.guildoo@salemschools.net
Mrs. Ashley Bateman	High School Counselor/7th, 8th Grade 870.895.3293 ashley.bateman@salemschools.net
Mrs. Patricia Dailey	Special Education Designee 870.895.3293 patricia.dailey@salemschools.net
Mr. Joey Patten	Resource Officer 870.895.2456 joey.patten@salemschools.net
Mrs. Brandi Sanderson	Registered Nurse 870.895.2456 brandi.sanderson@salemschools.net

Counseling Program Belief Statements

At Salem Schools, we believe that all students can achieve and meet high standards that will result in academic success, and that all students have a right to accomplish their goals in a safe and supportive learning environment. In addition, we believe that nurturing our students to achieve their goals through an all inclusive developmental guidance plan will further facilitate their future success. Collaborating with teachers and administrators, as well as coordinating with other school and community guidance/counseling resources, will also help support our students in achieving their individual goals of academic, personal/social, and career success.

Counseling Program Vision Statement

Salem Schools is committed to providing every student with a solid foundation to successfully manage their lives as responsible and productive citizens. Our comprehensive school counseling program strives to administer all the tools necessary for our students to establish a good work ethic and develop positive character qualities that will assist them throughout their lives.

Counseling Program Mission Statement

Salem Schools counseling program is guided by the mission to provide all students with equal access to our comprehensive counseling services. Our programs are designed to help all students develop and enhance their academic, personal/social, and career strengths and become lifelong learners in whatever their future endeavors may hold.

Program Goals

Academic Year 2020-2021

Goal #1

To increase the availability of professional counseling services to students with serious mental health issues.

Identification of this Area of Concern

Both the 2018-2019 and 2019-2020 school years demonstrated our inability to successfully get all students in grades 7-12 (our high school building) with serious mental health issues the referrals to professional counseling agencies they needed. The two major factors contributing to this were the closing of two area counseling agencies, and students lacking insurance or any type of Medicaid coverage. Additionally, we learned the hard way that our small rural hospital does not have any staff to evaluate and place an individual contemplating or attempting suicide. The closest medical facility providing these services is just over a 45 minute drive from our school. We identified this lack of adequate mental health services as a safety concern for our students, recognizing the fact that even one student not receiving needed mental health services is one too many.

Initiating Action

To address this concern, our district signed a Memorandum of Understanding (MOU) for "School-Based Mental Health Services Between Salem School and Hope Behavioral HealthCare." In return for office space at the high school and referrals, the services Hope provides our district include the following:

1. A therapist on campus five days a week.
2. Crisis intervention.
3. 24 hour emergency service, 7 days a week.
4. Free slots for students with no coverage.

Data

According to data compiled by the school health nurse for her 2019-2020 end-of-the year report, 36 students in the building were receiving professional counseling services at the conclusion of the 2019-2020 school year. Our goal is to increase this by 15% by the end of the first quarter and also have all free slots full.

Possible Activities/Strategies/Interventions by High School Counselors

1. Make students aware of the availability of these services.
2. Make parents/guardians aware of these services.
3. Communicating with parents/guardians and students regarding referrals and the referral process.
4. Make referrals.
5. Maintain release of information forms.
6. Establish a professional relationship with therapists serving the building in order to better meet the needs of the students.
7. Establish ongoing communication with therapists regarding students problems/progress as needed.

Goal #2

The elementary school guidance program will support the creation of a positive environment that results in improved student behavior and a decrease in discipline referrals by 10% by the end of the school year.

Initiatives--

1. Facilitate programs to improve school culture by creating healthy relationships.
2. Belief in the development of the whole self, including a healthy balance of mental, social/emotional and physical well-being.
3. Use effective oral and written communication skills and listening skills.
4. Create positive and supportive relationships with other students.
5. Demonstrate empathy
6. Demonstrate social maturity and behaviors appropriate to the situation and environment.

Preventions/Interventions/Intensive Interventions--

1. Proactive group guidance lessons involving good character qualities for each month.
2. Individual/small group counseling sessions involving conflict resolution strategies.
3. Analyzing referral data through the office

Data Points--

- 1. Total number of discipline referrals.
- 2. Total number of bullying reports that are logged
- 3. Total number of true findings
- 4. Needs assessment data
- 5. Results determined at the end of the year

Management of the Counselor Program

Salem school counselors use guidance tools and a variety of curriculum to help support the development of a student focused, needs-based comprehensive counseling plan. Our counselors will utilize data to ensure the improvement of the counseling program each year. Time management will be the focus so that we are meeting the requirements of ACT 190.

Use of Time

For the 2020-2021 school year the elementary counselor will use the recommended Arkansas School Counselor Use-of-Time Calculator

Salem Elementary School Counselor

Time Span	Percent Direct and Indirect	Percent Administrative
July 1, 2020 - June 30, 2021	90%	10%

Salem High School Counselor

The returning high school counselor used Arkansas School Counselor Use-of-Time Calculator. The second high school counselor has no data available as this position was only added this school year.

Time Span	Percent Direct and Indirect	Percent Administrative
November 4-8	91	9

Arkansas Administrative Conferences

Administrators hold conferences for evaluation purposes once or more a school year. In addition to the TESS goals and evaluation, these look at the program and its goals and encourage professional growth. They recognize strengths and areas for growth and development.

Direct, Indirect and Administrative Activities

At Salem Elementary School, the counselor provides the following direct and indirect services:

Direct Services	Indirect Services
<ul style="list-style-type: none"> ● Classroom guidance lessons ● Small group counseling sessions ● Individual counseling ● Crisis counseling ● Academic interventions ● Conflict resolution ● Attendance support ● School-wide programs 	<ul style="list-style-type: none"> ● Consultation with teachers ● Consultation with parents ● Consultation with administration ● Referrals for mental health services ● Coordinating onsite mental health services ● Child maltreatment reports

	<ul style="list-style-type: none"> • Member of gifted/talented committee • RTI committee
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At Salem High School, the counselor provides the following direct and indirect services:

Direct Services	Indirect Services
<ul style="list-style-type: none"> • Classroom presentations • Academic and career planning • Individual counseling • Small group counseling • Financial aid meetings • FAFSA workshops • Orientation programs • Individual ACT score interpretation • Scholarship application assistance • College application assistance 	<ul style="list-style-type: none"> • Scheduling • Concurrent credit enrollment • Making referrals • Consultation with teachers • Consultation with parents • Consultation with community agencies • Transcript creation/updates • Sending/requesting records • Completing credit checks

Administrative Activities

Act 190-- The School Counseling Improvement Act, states that the school counselor shall devote no more than ten percent of his/her time each month on student contract days engaging in administrative activities. With this in mind the counselor at Salem Elementary School assists with the following administrative activities:

Administrative
<ul style="list-style-type: none"> • Coordinating mental health services with our outside agencies • Collaborating and adjusting guidance/small group schedules • RTI meetings/IEP meetings (as needed) • 504 meetings (as needed) • Emergency Response Team

At Salem High School, the counselor assists with the following administrative activities:

Administrative
<ul style="list-style-type: none"> ● Coordinating for student services with the Arkansas Department of Rehabilitative Services ● Coordinating college placement testing with local community colleges ● NCAA/NAIA standards & transcript reviews ● Emergency Response Team ● Coordinating visits for college and military recruiters

Calendars

The following calendars give an overview of the counseling programs and services provided throughout the year.

Salem Elementary School Comprehensive Guidance Annual Calendar at a Glance

This is a brief overview of our elementary guidance program. It is subject to change as different needs may arise throughout the year. It allows for a structured approach, but also the flexibility to monitor and adjust as needed. Our classroom guidance sessions are limited to forty-minute classes, not to exceed three per day/ten per week as stated in the Arkansas School Laws Annotated Code 6-18-1005.

July	August
●	<ul style="list-style-type: none"> ● Back to school ● Getting to know the counselor/students

September	October
<ul style="list-style-type: none"> • Positive school behaviors • Character ED-- RESPECT 	<ul style="list-style-type: none"> • Safety skills • Character ED-- RESPONSIBILITY
November	December
<ul style="list-style-type: none"> • Bullying prevention • Friendships • Character ED-- HONESTY 	<ul style="list-style-type: none"> • Gratitude and Feelings • Character ED-- CARING
January	February
<ul style="list-style-type: none"> • Study Skills • Character ED-- JUSTICE/FAIRNESS 	<ul style="list-style-type: none"> • Social Skills • Character ED-- CITIZENSHIP
March	April
<ul style="list-style-type: none"> • Career exploration • Character ED-- COURAGE 	<ul style="list-style-type: none"> • Listening skills • Character ED-- PERSEVERANCE
May	June
<ul style="list-style-type: none"> • Transitions • Character ED-- HOPE 	<ul style="list-style-type: none"> •

Individual and Small Group Counseling

Counseling sessions are based on student needs and meet regularly over a specified amount of time. We follow-up to ensure students are continuing to develop the skills taught in the counseling sessions. Students are referred for counseling by staff, teachers, parents, school administrators, peers, or the students themselves. Individual and small group lessons can include, but are not limited to such topics as friendship, grief, divorce, emotional exploration/response, study skills, self-esteem, attendance, and anti-bullying.

Salem High School Comprehensive Guidance Annual Calendar at a Glance

July	August
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<ul style="list-style-type: none"> ● Scheduling ● New student registration ● Program planning ● Annual calendar review 	<ul style="list-style-type: none"> ● Scheduling ● New student registration & credit checks ● Honor Graduate checks ● Open House ● 7th Grade Orientation ● Bullying prevention & policy presentations ● Ozarka concurrent enrollment
September	October
<ul style="list-style-type: none"> ● Senior plans presentations ● <i>G.U.I.D.E: for Life</i> ● <i>Digital Footprint</i> ● New student transcripts ● RAAD Drug & Alcohol Awareness Program 	<ul style="list-style-type: none"> ● College Fair ● FSA ID-12th grade ● YOUNiversal apps.-12th grade ● Red Ribbon Week ● Parent/Teacher Conferences ● Student Success Plans ● ASMSA presentation- 10th grade
November	December
<ul style="list-style-type: none"> ● <i>Prescription for Life</i> ● Financial aid meeting ● FAFSA workshop ● AR Gov's School presentation ● Accuplacer testing ● High school planning presentations-8th grade 	<ul style="list-style-type: none"> ● Individual advisement for 2nd semester concurrent credit enrollment for grades 9-12 ● Ozarka concurrent credit enrollment ● Schedule changes for 2nd semester ● AR Gov's School Applications
January	February
<ul style="list-style-type: none"> ● Transfer student enrollment ● Area Community College Blitz ● Honor Graduate check 	<ul style="list-style-type: none"> ● ATU concurrent credit presentations-grade 10 & 11 ● ASMSA applications ● Local scholarship presentations
March	April
<ul style="list-style-type: none"> ● ATU concurrent enrollment ● 8th grade high school planning presentations ● Academic presentations & course requests-grade 11 	<ul style="list-style-type: none"> ● Academic presentations & course requests-grades 8, 9, & 10 ● Revisit individual senior plans ● Prepare scholarship award

<ul style="list-style-type: none"> ● Student Success Plans ● Visit to concurrent technical programs at ASUMH-11th grade ● Tour ASUMH campus-8th grade 	<p>presentation</p> <ul style="list-style-type: none"> ● Enrollment for concurrent technical programs at ASUMH ● <i>Ready, Set, Graduate-12th grade</i>
May	June
<ul style="list-style-type: none"> ● College planning presentations-11th grade ● Final Honor Graduate check ● Introductory visit & tour-6th grade ● 7th grade presentations-sports and band requests ● Awards Night ● Graduation ● Freshmen Orientation-8th grade 	<ul style="list-style-type: none"> ● Transcripts review ● Credit checks-students completing grades 9-11

Delivery

In addition to classroom and targeted group presentations, individual and group counseling is available to all students. The core curriculum is intentional, planned, and developmentally appropriate based on student needs. It addresses academic growth, career exploration, and social emotional learning. Classroom guidance lessons do not exceed 40 minutes per session, 3 sessions per day, or 10 sessions per week.

High School Advisement and Planning

Counselors guide students in grades 7-12 in developing short-term academic and social/emotional goals, as well as long term academic, post-secondary and career goals.

This includes individual age-appropriate career education guidance and vocational decision-making. We have chosen not to separate these because we believe in a holistic approach with our high school students. We believe it is important students see and understand the impact one area has on the other. For instance, a certain level of academic success is required for admission to certain career programs and/or

post-secondary institutions. Likewise, certain social/emotional goals, such as anger management, will be tied to success in the other areas. These services/activities include the following:

1. The *Kuder Career Planning System* is used both in the classroom and as a part of Student Success Plans. A part of this use includes the state mandated interest inventories with related career exploration.
2. Student Success Plans for grades 7-12 are reviewed each semester. These plans are electronic and can be accessed by students, parents, counselors, administrators, and mentors throughout the school year.
3. Eighth graders create four-year plans and related goals with opportunities to revise them through grades 9-12. This involves counselor presentations on Arkansas Smart Core requirements, college admissions standards, and Salem Honor Graduate requirements.
4. Career Watch Arkansas is always used with 8th graders for career exploration. It is also used with older grades when the volume contains relevant information. For instance, *Volume 27* contained information on resumes and interviews that is used with older students.
5. Various community members are invited to classes to share about their careers.
6. Students are made aware of the uses of the ASVAB, PSAT, SAT, ACT, and Next Generation Accuplacer. Students have the opportunity to take these and study materials are available to them.
7. Classroom presentations cover concurrent credit opportunities and AP opportunities.
8. Students are provided the opportunity to receive certifications to prepare them for future career goals through high school career and technical education classes and also concurrent technical programs through both Arkansas State University in Mountain Home and Ozarka College.
9. Counselors guide students in grades 8-11 to make appropriate course requests for the coming school year in the classroom setting and individually when needed.
10. *The Guide for Life: 5 Skills for Personal Success* is used as a tool for guiding social/emotional growth and setting related goals.
11. In small groups, seniors are assisted in completing the YOUniversal application and creating FSA ids.
12. Evening financial aid workshops are held for seniors and parents, one of which provides help completing the FAFSA. *The booklet How to Pay for College: A Guide for Arkansas Students* is a key component of these.

Suicide Prevention

As a part of our district wide professional development plan, all staff receive suicide awareness training prior to the start of each school year. This includes identifying risk factors, appropriate responses to students, the proper referral process, and hotline numbers. Additionally, the crisis plan is reviewed

At the high school level, suicide awareness is covered in 10th grade English by an instructor who was formerly employed by a mental health agency. Journaling is an important component of this.

Bully Prevention

Act 190 states that comprehensive school counseling programs provide strategies, protocols and staff training on recognizing bullying behaviors, responding to bullying, assisting students who are targets of bullying, and empowering students to become allies for targeted students. All Salem faculty receive this training prior to the first week of school annually as a part of our district wide professional development. In an effort to prevent bullying, all students in grades 7-12 have a presentation on bullying the first week of school that also includes coverage of the “Anti-Bullying Policy” in the *Student Handbook*. In addition to always having the opportunity to report bullying to the principal, counselor, or a faculty member, students may use their Chromebooks to fill out and submit a “bullying ticket.”

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Orientation Programs for New and Transitioning Students

The elementary principal and staff host a kindergarten orientation every year. During the orientation future kindergarten students are assessed and room assignments are made from the assessments.

Salem High School holds two orientations for students graduating from 6th grade in the elementary building and moving to the high school 7-12 building. The first is an informal visit and tour near the end of the 6th grade year. After the principal, counselor, and coaches address the students, they tour the building in small groups with Student Council members serving as guides. The week before school begins a seventh grade orientation is held to inform incoming seventh grade students and their parents of the differences between elementary and high school and answer any questions they have.

The high school counselor hosts Freshmen Orientation for students and parents at the end of eighth grade to help them transition to the requirements and choices high school brings. Parents also approve of students' 9th grade schedules at this event.

Prior to the start of school, the high school hosts an Open House that is especially beneficial to new students. After picking up their schedules, students and parents have the opportunity to visit each of their classes and meet their teachers. Additionally, Beta Club members are available to assist new students as they learn their way around during the first week of school.

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

The high school had been administering a survey through LifeTrack to keep up with students after graduation. We are currently questioning whether or not this is cost-effective and considering creating our own survey instrument.

At-risk/drop-out prevention tools at our high school include counseling, conferences with parents/students, referral to community resources when applicable, the option of enrolling in our alternative program (GOALS), the Arkansas National Guard Youth Challenge Program, and GED classes taught at the local community college.

School Profile

Profile Year: 2020-2021

District Name: Salem School District

School Phone Number: (870) 895-2516

School Website: www.salemschools.net

Superintendent: Mr. Wayne Gultner

Salem is a rural community located 20 miles from the Missouri border in the north central portion of Arkansas. The population is 1600. There are few high wage positions in the community.

	Elementary	High
Principal	Mr. Corey Johnson	Mr. Cody Curtis
Counselor	Mrs. Vicky Rossitto	Mrs. Karen Guildoo/Mrs. Ashley Bateman
Grade Range	K-6	
Student Count	428	427
Free/Reduced Lunch		
Grading Scale	State Scale (traditional letter grade)	State Scale (traditional letter grade)
Programs	<ul style="list-style-type: none"> ● Gifted and Talented 	<ul style="list-style-type: none"> ● Gifted and Talented ● Pre-Advanced Placement ● Advanced

		Placement ● Concurrent Credit
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Assessing the School Counseling Program

Counselors will evaluate the Salem Schools Comprehensive Counseling Program annually to assess strengths and weaknesses, what was successful, what was not successful, what needs to be added or changed to meet student needs, and what additional resources are needed to better promote academic, career, and social/emotional achievement.

Tools for assessing the program include:

1. Use-of-Time Calculator
2. Feedback/surveys from students, parents, and staff
3. TESS evaluations
4. Annual Reflection Rubric

Salem school counselors will share assessment results through:

1. Handouts/presentations
2. School website
3. Data reports
4. Updated comprehensive school counseling plan