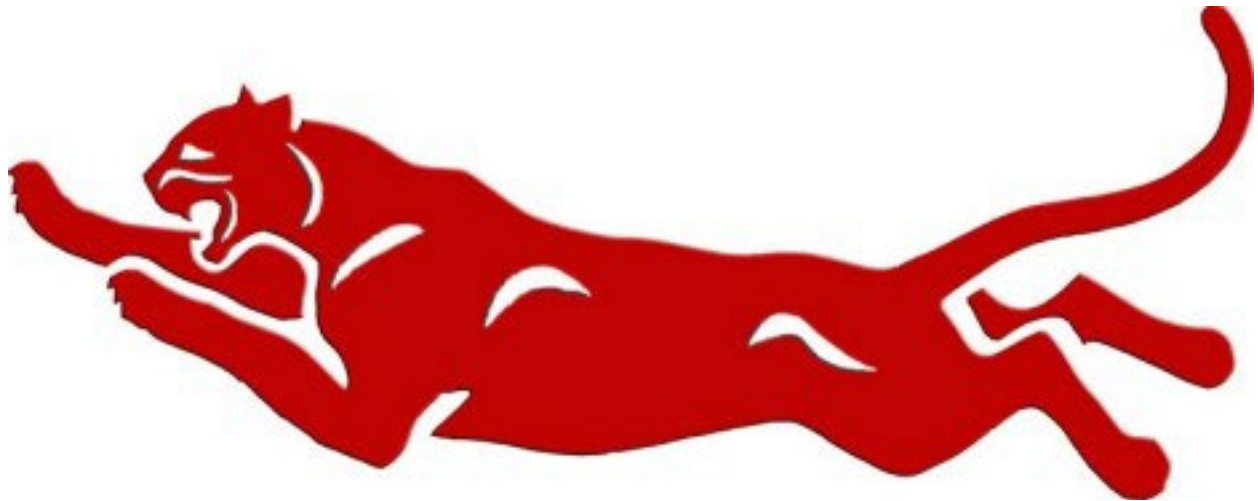


MAGNOLIA SCHOOL DISTRICT



COMPREHENSIVE SCHOOL COUNSELING PROGRAM 2024

Mr. John Ward

Superintendent

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[American Counseling Association Code of Ethics](#)

- Delivery

Magnolia School District
1400 High School Drive
Magnolia, AR
870-234-4933

Superintendent
John Ward

Campus Administrators and School Counselors

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- Anissa Franks 870-234-5611 anissa.franks@magnoliaschools.net

MAGNOLIA SCHOOL DISTRICT

COMPREHENSIVE COUNSELING PLAN

Foundation

Belief Statements

We believe all students have the ability to achieve academically, socially and personally in an environment that promotes safety, provides emotional and physical support with respect for diversity in student developmental stages, exceptionalities, and array of learning styles.

We believe District counselors will abide by the professional ethics, standards, and competencies set forth by the American School Counselor Association and will participate in annual professional development essential to providing a quality comprehensive counseling program.

District counselors will support the collaborative efforts among school administrators, teachers, parents, health agencies, mental health agencies, and all other necessary community resources.

The District counseling program will commit to continuous refinement and improvement through systematic review and evaluation of data in an effort to assess their provision of effective advocacy for students.

Vision Statement

The Magnolia School District Counseling Program is committed to providing a safe learning environment where all students are offered an opportunity to reach their full potential with respect and value for others along the challenging path of becoming lifelong learners in a diverse and changing society.

Mission Statement

The mission of the Magnolia School District Counseling Program will support all students with the provision of a comprehensive counseling program that addresses competencies and standards of academics, personal/social, and career skills. The role of the school counselor is to integrate this developmentally appropriate program into the students' curriculum in order to strengthen their level of proficiency needed for reaching the goal of becoming productive citizens of tomorrow

It is the effort of the Magnolia School district school counseling program to provide guidance opportunities that aid students in their educational, personal, social, and vocational development. Each campus of the District shall provide the necessary facilities, support personnel and privacy for counseling. Students enrolled in the district will have access to certified school counselors in accordance with the requirements set forth by the Arkansas Department of Education.

As a minimum, the district's school program shall have the following goals and objectives:

1. To assist students in developing self-understanding and to help them accomplish a smooth transition socially, intellectually, and emotionally into the adult world
2. To help students make short and long-term decisions regarding educational and vocational opportunities
3. To work directly with parents and the community in helping them understand students' abilities, behaviors, and problems
4. To prepare a program for assessing attitudinal and behavioral changes in students as they proceed through the educational program.
5. To conduct follow-up studies of former students in order to assess the success of the guidance program
6. To forward information regarding suspected child abuse and neglect to counselors at the school in which the child enrolls

These goals are introduced and obtained through the counseling programs' efforts to adhere to those standards set forth by the ASCA Mindsets and Behaviors as well as the skills listed in the states G.U.I.D.E. For Life.

[ASCA Mindsets and Behaviors Program Planning Tool](#)

Program Goal: Magnolia School District Counselors are committed to providing a developmentally appropriate counseling program based on data that is geared to meet the needs of all students through guidance curriculum, individual student planning, responsive services, and support systems.

The 2022-2023 goal of the Magnolia School District was to decrease the number of at-risk students by 2%. At risk could be defined as attendance, discipline referrals, retention, special ed referrals, lack of proficiency in math and literacy on Statewide tests, high mobility, and 504 referrals. Data from SmartBoard reflects that the goal was not specifically met but did improve. With this outcome, Magnolia School District will continue to decrease the number of at-risk students in 2024, while increasing student success rates in terms of academics, social, and emotional well-being..

Data Sources:

The data to be collected may consist of student attendance reports, academic assessments, interim and summative assessments, and grades. The Smartdata Dashboard will be utilized to help identify and track At-Risk students. The results of these reports and assessments may be used to measure the overall growth of student success.

Action Steps:

- I. Action Step – Counselors will use yearly data in order to determine at-risk students.
- II. Action Step – With the help of teachers, curriculum chairs, administration, and other stakeholders, counselors will help identify necessary interventions, classes, mentoring programs, and/or other counseling services.
- III. Action Step – The counselor with the help of teachers, curriculum chairs, and administration will follow up each grading period and as necessary to see how at-risk students are performing.
- IV. Action Step - Counselors will meet with the at-risk students and/or their parents and/or guardians as needed based on their grades, attendance and/or report card grades.

DESIRED OUTCOME

The desired outcome would be to increase student success rates in academics while decreasing the number of at-risk students.

Program Management

At the end of each school year, campus counselors will perform a self-assessment of their program for the purpose of creating a data report to be presented to the district advisory council and building administration. In addition, this data will be used to assist in the creation of an annual agreement between the campus counselors and their supervisor.

The school counseling program values the input of stakeholders. Therefore, a collaborative effort is presented through the creation of a district advisory council. Each campus will develop an advisory council that will consist of the members listed below. The district council will meet biannually on the designated campus. The council will be presented with program outcomes, updates and planning data for review.

List of Advisory Team Members

- District Administrator*
- Campus School Counselors*
- Teachers*
- Parents*
- Students*
- Mental Health Representative (not required but encouraged)

Starting annually, school counselors will create and present to their building administrator an annual agreement. The annual agreement will include an identification of the school counselor's roles and responsibilities as well as program goals. In addition, guidelines for the provision of direct and administrative services should be established along with professional development needed to effectively implement the program services and meet the intended goals. The agreement is to be signed by each school counselor and the supervising administrator.

Delivery

The 2024 Student/Counselor ratio of the Magnolia School District and each campus is shown below.

Location	Student Enrollment	# of Counselors	Student/Counselor Ratio
District	2556	9	284:1
Magnolia High School	821	3	274:1
Magnolia Middle School	552	2	276:1
Central Elementary School	566	2	283:1
East Side Elementary School	617	2	309:1

Use of time

The Magnolia school counselors will utilize the Department of Elementary and Secondary Education recommended distribution counseling time as a guide in determining the adequate percentage of service to be provided in program areas. Counselors will maintain documentation of time and activities performed. Such data will allow counselors and administrators to determine the adequate amount of time spent in services to student and non-school counseling activities. By analyzing such data, adjustments can be made to determine a better usage of counselor time so that the greatest amount of time is spent in direct service to students.

The Counselor Use-of-Time matrix form and the Annual Administrative Conference form will be used to document counselor use of time throughout the school year.

Use of Time Google Form

[Sample of School Counselor Activity Log](#)

Administrative Conference

[Sample of Administrative Conference Log](#)

Arkansas Annual Administrative Conference

School Counselor:

Annual Program Goals			
1			
2			
3			
School Counselor Use-of-Time			
A minimum of 90% of my time will be spent providing direct and indirect counseling services.			
	Percent of Time		Activities Include
Direct Provided to students (at least 90% of time) F catted with 2:11:11		OehvB 1111 :t oci o:iunsel1111:1 t-a iiii 12Jftm2Jluni	
		Pro'ldng 11"11:11Vil1JBI or groo ti dam nnilN)i:1 51/JDPtflf	
		Pro'ldng other dlre!l: OO!ii e: ti ti!l:	
Indirect Services irrciu in '1 wnhO CJrrlbe!wlot 11 il'm1		Referring students for services, including child maltreatment	
		Consulting with Mnl teachers, anit o:11"2r stakehol S."1fi h111f; etu!!!m	
		PartCJiS'ling i:1:l a con blno m b!!!' af stluchi-nl support team	
Limiting, stirring, Ac:Uvl es Not ralab:tI to OOPUirelleris :seooci OOUIE!::11111 pr (no more than 10% of time)		C(Jr,;Jin,;;lif") l)!"C Hill11::: n,j COJfWlllfeeb tlnrl Indl.Kle, tl iiii'Ei nDI Irrntei:I to ESOL, 504. G R # aml PSIS	
		coorol lirtl asae!lements ritoo d.tla try	
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Materials and Supplies Needed	Annual Budget \$

Additional Notes:

School Counselor Signature _____

Principal Signature _____

Date _____

Individual Student Planning

School counselors seek to coordinate systematic activities for all students that assist with the planning, monitoring and managing of their own learning and meeting of competencies in the areas of academic, career and personal/social development. Within this systematic delivery of service, students develop the capacity to evaluate their educational, occupational and personal goals. Generally, these activities are presented through two methods of delivery, individual counsel and planning and/or small group counsel and planning in or out of the classroom.

Multi-Tiered Counseling Services

The Magnolia School District school counseling program provides direct and indirect services for students through a multi-tiered system of support. All counselors are to provide a combination of direct and indirect services 90% of their time monthly. In addition, counselors are to dedicate 10% of monthly service time to administrative activities.

The chart provided below shows the continuum of multi-tiered services associated with this district's comprehensive plan.

Learning Support Tiers	Basis of Learning Supports	Examples of Learning Supports
Tier 1: Universal interventions provided for all students in a preventive and proactive manner	<ul style="list-style-type: none"> Needs assessments (teacher/staff, student, and parent) Legislative requirements Testing Outcomes School Data Profile 	<ul style="list-style-type: none"> Classroom guidance lesson (No more than 40 minutes per session and no more than 3 sessions per day and 10 sessions per week) Leadership Team membership Academic Advising/Planning • Themed Weeks/Days Schedule planning Transcript Review Orientations Events Intervention team membership
Tier 2: Strategic Interventions provided for those students deemed at risk	<ul style="list-style-type: none"> Smaller population of students provided interventions based on data collected from needs assessments and referrals Screeners/Assessments 	<ul style="list-style-type: none"> Small groups New Student Orientation Transcript Review Behavioral contracts Check in/out Individual Counseling Teacher/Parent consulting and conferencing Backpack food program
Tier 3: Intensive Individualized Intervention provided for those students deemed at high risk	<ul style="list-style-type: none"> Testing Data Academic Data Behavioral Data Observations Screeners/Assessments 	<ul style="list-style-type: none"> More frequent individual counseling Referral to outside agencies and services Assist with development/implementation of Behavior Improvement Plans <ul style="list-style-type: none"> Teacher/Parent consulting and conferencing

Campus Annual Calendars

Magnolia High School Annual Calendar			
August		February	
Orientation/Participate in Class Meetings	Schedule Pick Up	Prepare Course Catalog for upcoming year	Create course descriptions and collect information for Board Packet
Coordinate 504 updates/conferences	Individual Student/Parent Conferences	G.U.I.D.E for Life Activities	Junior ACT
Complete Referral HUB/ALE packets	Concurrent Credit Set-up and Inservice	Prepare Course Section sheets for Student Registration for upcoming school year.	Selecting students for Camp Ryla
Conclude Accuplacer Testing (SAU Concurrent Credit)	Send out invitations to college representatives to participate in Columbia County College Night.	Boys State, Girls State, and Arkansas Governor's School Application process and Recruitment begins.	Contact potential Honor Graduates to maintain their track.
		State Testing Preparations	Upward Bound Applications
September		March	
Concurrent Credit Enrollment (SAU Tech)	Articulation/Counselor Workshop	Community Scholarships	Meet with students to register and log course requests for the next school year.
G.U.I.D.E for Life Activities	Classroom Visits to disseminate information for the year.	G.U.I.D.E for Life Activities	Concurrent Drop Date for Spring (SAU)
Common Applications	National Merit Applications	Input all students course request for upcoming school year.	
Upward Bound Applications			
October		April	
Host Columbia Country College Night	Share information concerning FAFSA to both Students and Parents.	Classroom visits to Seniors regarding college applications, housing, scholarship acceptance.	9th and 10th grade state testing
PSAT	G.U.I.D.E for Life Activities	G.U.I.D.E for Life Activities	Host Scholars' Reception
Attend Fall Counselors Meeting	Drop date for SAU Concurrent Credit	Acquire signed records release from Seniors	Run and send home Course Verification Sheets to be signed and returned.
Upward Bound Applications			
November		May	
ASVAB Sign up housed in Counseling Office	Classrooms visits to updated student's 4 - Year Plan	Coordinate with S. Nipper to have Spring Pictures	Graduation
G.U.I.D.E for Life Activities	Prepare students for Governor's School Applications	Comprehensive School Counselor Goal and Review/Plan Updates	Spring Semester Exams
Update ACT Scores		Begin Accuplacer Testing for next school year.	Evaluate Senior Transcripts to determine Graduates.
December		June	
Begin Spring Schedule Changes	End of 1st semester processes begin	Transcript Checks	Print and Mail Final Report Cards
G.U.I.D.E for Life Activities	Fall Semester Exams	Build Master Schedule for next year	Professional Development
Run schedules for Spring Semester		Roll Over	Check Course Request forms for necessary corrections
		Determine eligibility for Concurrent Credit	
January		July	
Schedule Pickup	Transcript Checks	Schedule Students for the upcoming year	Professional Development
G.U.I.D.E for Life Activities	Individual Academic Progress Conferences	Corrections in Eschool for upcoming year	Schedule/Transcripts comparisons
Senior Classroom visits for college and scholarships applications	Concurrent Credit Enrollment (SAU Tech)		
Upward Bound Applications			


Magnolia Middle School Annual Calendar

August		January	
Orientation	Individual Student/Parent Conferences	ALE Discussions for "At Risk" students	Individual Academic Progress Conferences
ALE/504 Referrals	Meet The Teacher/ Counselor	Classroom Lessons Secondary and Career Planning	Individual/ Small Group Counseling
Individual/ Small Group Counseling			
September		February	
New Student Orientation Continued	Small Group Suicide Prevention	Career Interest Inventory	National Schools Counselors' Week
Classroom Lessons – Secondary Planning for 8 th Grade Students	Counselor's Fall Workshop	ELPA	G.U.I.D.E for Life Activities
Individual/ Small Group Counseling	ELPA Plans	Individual/ Small Group Counseling	
October		March	
Small Group Bullying Prevention	Student Success Plans	ELPA continued	Classroom Lessons – Course Discussions/Decision Making
Red Ribbon Week/ Counselor Interactions	Secondary Planning continued for 8 th Grade Students	ACT Aspire Summative Training	Upward Bound Presentation and Applications

Career Interest Inventory	Individual/ Small Group	Individual/ Small Group Counseling	
November		April	
G.U.I.D.E for Life Activities	Counselor Advisory Meeting	ACT Aspire Testing Pep Rally	Individual/ Small Group Follow up For ACT Aspire Test Prep
Individual/ Small Group Counseling		ACT Aspire	Individual/ Small Group Counseling
December		May	
G.U.I.D.E. for Life Activities continued	2 nd Semester Updates/Changes	Student Success Plans: Final Schedule Decisions	Comprehensive School Counselor Goal Review and Plan Updates
Can Food Drive	Individual/ Small Group Counseling	Individual/ Small Group Counseling	

Central Elementary Counselor Calendar

Direct Services ,Indirect Services, Administrative Duties

<p>Ongoing Activities</p> 	<ul style="list-style-type: none"> • Individual Counseling • Small Groups • Classroom Guidance • Themed Weeks • Transitioning and orientating new students • Family/Student Tours 	<ul style="list-style-type: none"> • RTI Meeting • 504 Meeting • ALE Meeting • Leadership Meetings • Core Curriculum Meeting • Registration • ESL Conferencing • Parent/Teacher Conferencing/Consulting 	<ul style="list-style-type: none"> • Dyslexia Testing • Special Education observations • Program Planning • Completing Referrals for various in school services • State Mandated Assessments • ESL Screening/Testing • Outside agencies referrals/paperwork
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<p>July</p> <ul style="list-style-type: none"> • Student Ambassador Planning • SEL Planning • Professional Development 	<p>December</p> <ul style="list-style-type: none"> • Can Food Drive • Small Groups • Guidance Lesson: Empathy Lesson 9-10 • Shop with a Cop • RTI Committee
<p>August</p> <ul style="list-style-type: none"> • New Student Orientation • Meet the Counselor/Teacher • Guidance Lesson: Get to Know the Counselor • 504 Placement • Counseling Survey • Advisory Board • Coordinate 504 Plans 	<p>January</p> <ul style="list-style-type: none"> • Martin Luther King • Awards Assembly • Guidance Lesson: Growth Lesson 9 • Attendance Committee • RTI Committee
<p>September</p> <ul style="list-style-type: none"> • Student Ambassadors • Backpack Program • Guidance Lesson: GUIDE Interaction Building Relationships • RTI Committee • P/T Conferences • 504 Updates • Attendance Committee 	<p>February</p> <ul style="list-style-type: none"> • Kindness Week • National School Counselor Week • Guidance: Empathy Lesson 5 & 7 • CES has Heart Campaign • Caring Cart • Student Ambassadors • P/T Conferences • ELPA Practice Testing

<p>October</p> <ul style="list-style-type: none"> • Drug Free Prevention • Small Groups • Student Academic Review • Student Ambassadors • Guidance Lesson: GUIDE Empathy Be Aware of Others(Focus on bullying/respect) • Attendance Committee • RTI Committee • Advisory Board Meeting • Fall Counselor Meeting • Fall Festival Committee 	<p>March</p> <ul style="list-style-type: none"> • Small Groups • Guidance: GUIDE Understanding Lessons 3A, 3B, and 7 • Attendance Committee • RTI Committee • Summative Test Planning
<p>November</p> <ul style="list-style-type: none"> • Small Groups • Guidance Lesson: GUIDE Understanding & Know Yourself • Angel Tree • Attendance Committee • RTI Committee • P/T Conferences • ELPA Test Training 	<p>April</p> <ul style="list-style-type: none"> • Student Ambassadors • Testing Pep Rally • Summative Testing • Staff Training for Testing
	<p>May</p> <ul style="list-style-type: none"> • Awards Assembly • Literacy Culminating Event • End of Year Student Celebration • Counselor Survey • Advisory Board Meeting • Administrative Conference/Self Assessment

<u>East Side Elementary Guidance Calendar at a Glance</u>			Grades K-2
	Direct	Indirect	Administrative
Ongoing Activities	Individual and small group counseling, classroom guidance lessons, and responsive services	Level 2 Dyslexia Screening consultation, referrals for mental health and other various services, child maltreatment reports	Coordination of programs and other duties
August			
Open House	Individual counseling	504 plan reviews/consultations	ELPA Screenings
September			
Meeting the Counselor	Classroom guidance lessons	Contributing member for referrals for various services	ELPA Screenings
Becoming a Better Listener	Individual counseling	Consultation of ELPA Data with LPAC Team members	
October			
Making Good Choices for our Bodies/Anti Bullying	Small group lessons	Student observations	
Red Ribbon Week	Student activities associated with Red Ribbon Week	Parent-Counselor-Teacher Conferences	
November			
Building Relationships	Small group lessons	Ongoing activities	
Canned Food Drive	Individual counseling	Student observations for consultation, etc.	
Classrooms' Thanksgiving Feast	Angel Tree		
December			

Developing Empathy Skills	Individual counseling	Ongoing activities	
January			
Respecting Others	Classroom guidance lessons and individual counseling	Student preparation for ELPA	ELPA Testing
February			
Making Responsible Choices	Classroom guidance lessons	Student observations for consultation, etc.	ELPA Testing, contd.
March			
Using My Words	Small group lessons	Student observations for consult with behavior, etc.	
April			

Career Choices	Ongoing activities	Parent-Teacher-Counsel or 504 Conferences	
Transportation Day		Consultation with parents of incoming preschool students	

Bullying Prevention Plan

The District offers materials regarding the nature of bullying, its consequences, and the procedures for reporting bullying behavior. School employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action, which if allowed to continue would constitute bullying shall report the incident(s) to the principal or designee. Students who believe they have been a victim of bullying, or parents who believe their child has been victimized by a bully, should file a complaint by contacting a school counselor, teacher, or principal.

In continuation with the district effort to provide a safe learning environment, all school counselors provide preventive and proactive guidance lessons to all students regarding bullying. Staff members receive annual bullying professional development. Students are taught in these lessons the definition of bullying, their roles in a bullying incident as well as steps and procedures to prevent and report bullying incidents. At the reporting of a bullying incident, counselors make the designated building principal aware of the incident. All students involved are pulled separately, and receive restorative and preventive guidance from their school counselor. Students who show a continued need for support are placed in small groups or if necessary Follow up services are determined by the school counselor and administration.

Suicide/ Self-harm

Continued awareness and handling of self-harm and suicide is provided through professional development to all staff members. The staff is trained in Gatekeeper and safeTALK. Staff is provided information about warning signs, tips of how to handle and respond to as well as procedure to dealing with students at risk of self-harm or death by suicide.

Resource Links

Administrator Conference

[Conference Log](#)

Graduate Follow Up

[Graduate Release of Information Form](#)

Counselor Newsletter

[Sample Counselor Newsletter](#)

Counselor Time Tracker

[Sample Activity Log](#)

Counseling Program Survey

[Sample Needs Assessment Survey](#)