

Malvern School District Comprehensive Counseling Plan



2022-2023

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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. 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 school year.

Our Team

The following staff play an important role in the implementation of our program:

Brian Golden	bgolden@malvernleopards.org	Superintendent
Lillian Harper	laharper@malvernleopards.org	Assistant Superintendent
Gerald Hatley	ghatley@malvernleopards.org	Assistant Superintendent
Laura Loy	lloy@malvernleopards.org	SPED Coordinator
Barbara Scarbrough	bscarbrough@malvernleopards.org	504 Coordinator
Chrystal Wise	cwise@malvernleopards.org	Dyslexia Interventionist

Malvern Elementary School	Wilson Intermediate School	Malvern Middle School	Malvern High School
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Stephanie Sawyer, Counselor ssawyer@malvernleopards.org	LaQuita Jones, Principal ljones@malvernleopards.org	Ben Dial, Principal bdial@malvernleopards.org	John Jackson, Director of Student Achievement jjackson@malvernleopards.org
Meredith McCormack, Principal mmccormack@malvernleopards.org	Darryl Baker, Administrative Assistant dbaker@malvernleopards.org	Cleveland Gordon, Dean of Students cgordon@malvernleopards.org	Janet Rhea, Registrar jdrhea@malvernleopards.org
Catherine Watson, Assistant Principal cwatson@malvernleopards.org	Amy Robertson, School Nurse arobertson@malvernleopards.org	Doris Johnson, Administrative Assistant ddjohnson@malvernleopards.org	Jennifer Shnaekel, Principal jshnaekel@malvernleopards.org
			Manuel Bulhoes, Assistant Principal mbulhoes@malvernleopards.org
			Ritchie Holliman, Assistant Principal rholliman@malvernleopards.org

Counseling Program Belief Statements

- All students when given appropriate resources and support can achieve their maximum potential as lifelong learners.
- All students deserve access to high quality school counseling services provided by full time, certified, professional, school counselors.
- All students should have access to individual and developmentally appropriate counseling services.
- Student academic, behavioral, and engagement data will be used to review, evaluate and refine the school counseling program
- All students have a right to a credentialed school counselor who is an advocate for students.

Counseling Program Vision

MHS Counseling Vision is to promote an environment that is conducive to social and emotional growth and safety, as well as, to participate in a program that supports our students as lifelong learners who will develop passion, pride and excellence for education and community.

Counseling Program Mission Statement

The mission of the Malvern Public Schools guidance department is to provide students and staff a safe environment where they can share feelings and concerns, can learn to communicate, and can make responsible decisions. While respecting individual uniqueness and multicultural diversity, opportunities will be provided to enhance the three domains of Academic, Career, and Professional/Social Development.

MES Vision	WIS Vision	MMS Vision	MHS Vision
			<p>The Malvern High School Vision is to create and maintain an environment that inspires students and staff to be lifelong learners. This vision is positively reinforced through district and community support programs that foster parent and student involvement, promote maximum student achievement, and graduate students who will be productive in society.</p>
MES Mission	WIS Mission	MMS Mission	MHS Mission
			<p>The mission of Malvern High School is to create opportunities that prepare our students to meet the challenges of the future by focusing on the skills required for them to be college/career ready.</p>

Program Goals

Goal #1: The school counseling program will support the creation of a positive environment that results in a decrease of chronic absenteeism by at least 1% by the end of the year compared to the previous school year.

Action Steps	Data Points
<ul style="list-style-type: none"> ● The state recognizes Excellent attendance as missing no more than 8 days per year. This includes medical excuses! Chronic absenteeism is seen as any student who misses over 18 days per year. We want all of our Little Leopards to have excellent attendance. ● The counselors meet with the principal once a week to go over data on students that have numerous absences. Each week the team decides a plan of action for those students. ● The counselors and principal have a shared Google Document set up for the students with numerous absences, that way information can be added throughout the week. ● The counselors will assist with contacting parents when students are absent too often to do welfare checks and make sure the parents and guardians understand school policies and the importance of their student’s school attendance. <p>The School Counselors will assist students to:</p> <ul style="list-style-type: none"> ● Establish and maintain a sense of personal worth and a positive self-image ● Develop and cultivate appropriate emotional responses to life experiences ● Understand their roles and responsibilities in school, family and community. ● Develop and maintain effective interpersonal skills; ● Understand the roles and responsibilities of others in school, family and community ● Acquire knowledge of and respect for individual differences in abilities, interest, attitudes, and background. 	<p>Data will be collected throughout the year and based on numbers, the attendance team will decide on a percentage of absences we will focus on for the next school year.</p> <p>Data will be collected from behavior reports to determine the needs of students. The School Counselor will assess the needs of students and plan appropriate interventions. Through guidance lessons, individual and small group counseling, teachers, staff and administration will positively reinforce expectations by teaching appropriate behaviors in the school setting.</p>

Goal #2: The goal of the Malvern School District is to increase high school graduation rates by 3%. To increase rates at which students attend college by 5% and promote professional trade schools or the military to a rate of 30%, increasing by 3% each year.

MES Action Steps	WIS Action Steps	MMS Actions Steps	MHS Actions Steps	Data Points
Identify Risk Factors: -Maladaptive Behaviors -Attendance -Emotional Support -Unstable Home Life -Socioeconomic Status -Retention The School Counselor will assist students to: <ul style="list-style-type: none"> • Establish and maintain a sense of personal worth and a positive self-image • Develop and cultivate appropriate emotional responses to life experiences • Understand their roles and responsibilities in school, family and community. • Develop and maintain effective interpersonal skills; 	Identify Risk Factors: -Maladaptive Behaviors -Attendance -Emotional Support -Unstable Home Life -Socioeconomic Status -Retention The School Counselor will assist students to: <ul style="list-style-type: none"> • Establish and maintain a sense of personal worth and a positive self-image • Develop and cultivate appropriate emotional responses to life experiences • Understand their roles and responsibilities in school, family and community. • Develop and maintain effective interpersonal skills; 	Identify Risk Factors: -Maladaptive Behaviors -Attendance -Emotional Support -Unstable Home Life -Socioeconomic Status -Teenage Pregnancy -Failed Classes/Retention	Identify Risk Factors: -Maladaptive Behaviors -Attendance -Emotional Support -Unstable Home Life -Socioeconomic Status -Teenage Pregnancy -Failed Classes -Inadequate Credit Acquisition What we can do: -Increase opportunity for College Visits -Increase awareness of Available Support Systems for After Graduation (housing, financial assistance, child care etc.) -Increase promotion of	2019-2020 Graduation 87% Attend College 35% *Data will be collected and updated through 2021-2022 school year

<ul style="list-style-type: none"> • Understand the roles and responsibilities of others in school, family and community • Acquire knowledge of and respect for individual differences in abilities, interest, attitudes, and background. 	<ul style="list-style-type: none"> • Understand the roles and responsibilities of others in school, family and community • Acquire knowledge of and respect for individual differences in abilities, interest, attitudes, and background. 		<p>other post-secondary options</p> <ul style="list-style-type: none"> -Increase communication with Military and develop a system to track military enlistees -Alumni Mentors 	
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Standards and Competencies

The Malvern School Counseling Program follows the ASCA School Counselor Professional Standards & Competencies which outline the mindsets and behaviors school counselors need to meet the rigorous demands of the school counseling profession and the needs of pre-K–12 students by using ASCA mindsets and behaviors.

- ASCA Ethical Standards links
- ASCA Mindsets and Behaviors
- G.U.I.D.E. for Life

Direct, Indirect, and Administrative Services

Act 190, The School Counseling Improvement Act, states that a school counselor shall spend at least ninety percent (90%) of his/her time each month, on student contact days, providing direct and indirect counseling services to students. Malvern High School counselors engage in a variety of direct and indirect student services.

Individual and small group counseling are based on student needs. Parents, teachers, and staff may also refer a student for counseling services. Additionally, support is provided for students with immediate concerns. Indirect services are provided on behalf of a student. This may include consultation, referrals, or through participation as a contributing member of a decision-making team.

Calendar

August			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<ul style="list-style-type: none"> ● Registration ● Kindergarten Placement ● Open House ● 504 conferences ● Move-in Conferences 	<ul style="list-style-type: none"> ● Open House ● New Student Orientation ● Needs Assessments 	<ul style="list-style-type: none"> ● Finalize schedules ● Meet with parents/students registering ● Send records for students who have withdrawn ● Open House – distribution of schedules ● Identify new McKinney Vento students ● Distribute 504 plans, including dyslexia interventions ● Review student placement and make schedule changes as needed 	<ul style="list-style-type: none"> ● Scheduling ● New Student Orientation ● Freshmen Orientation ● Open House ● Schedule Changes ● Schedule New Students ● SBMH Referrals as Needed (grades 9-12) *ongoing ● 504 Paperwork/Plans to Teachers (grades 9-12) ● Homeless Paperwork as Needed (grades 9-12) *ongoing ● Threat Assessments as Needed (grades 9-12) *ongoing ● Child Abuse Hotline Reporting as Needed (grades 9-12) *ongoing

September			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<ul style="list-style-type: none"> ● Guidance Lessons <ul style="list-style-type: none"> ○ Meet the Counselor ● NWEA Testing 	<ul style="list-style-type: none"> ● Respect ● Intro to School Counselor ● Friendship Skills ● Listening Skills ● Communication Skills ● Parent Night Event ● PT Conferences 	<ul style="list-style-type: none"> ● Begin individual academic conferences for students failing ● Progress reports are distributed – follow up parent phone calls ● Suicide Prevention Awareness Month activities ● Language Proficiency Assessment Committee meeting ● Distribute LPAC recommendations to teachers for ELL students ● NWEA Assessments – incentives for perfect attendance ● Fall Counselors Regional Meeting 	<ul style="list-style-type: none"> ● All Ongoing Activities ● Classroom Visits – GPA and Transcript Study, Graduation Requirements ● Individual Conferences for Personal/Social Needs (grades 9-12) *ongoing ● Parent Calls to Online Learners *ongoing
October			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<ul style="list-style-type: none"> ● Red Ribbon Week ● Bully Prevention Month ● Empower Me ● Guidance Lessons ● Drug Awareness/Prevention 	<ul style="list-style-type: none"> ● Responsibility ● Peer Pressure ● Bus/Fire Safety ● Red Ribbon Week ● Bully Prevention Month 	<ul style="list-style-type: none"> ● Red Ribbon Week Activities ● Anti-Bullying Prevention Month ● Parent Conferences – Report Cards issued ● Identify first quarter failures and hold conferences ● Honor Roll awards ● Attendance awards 	<ul style="list-style-type: none"> ● All Ongoing Activities ● Individual 10th Grade Academic Conferences ● Red Ribbon Week ● Bullying Awareness Month ● PSAT testing for all 10th grade students

November			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<ul style="list-style-type: none"> ● Parent/Teacher Conferences ● Guidance Lessons <ul style="list-style-type: none"> ○ Caring/Friendship 	<ul style="list-style-type: none"> ● Gratitude ● Feelings ● Accepting Others ● APNA Survey 	<ul style="list-style-type: none"> ● Progress Reports – identify students in danger of failing ● Identify and sign up families who may need holiday assistance 	<ul style="list-style-type: none"> ● All Ongoing Activities ● Individual 9th Grade Academic Conferences ● Classroom Visits – Education Pays, Real Life Arkansas, G.U.I.D.E. For Life
December			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<ul style="list-style-type: none"> ● NWEA Testing ● ACT Aspire Testing ● Guidance Lessons <ul style="list-style-type: none"> ○ Fairness 	<ul style="list-style-type: none"> ● Cooperation ● Manners ● Respect ● Empathy 	<ul style="list-style-type: none"> ● Schedule Changes for second semester ● families in need delivery ● Parent Conferences of At-Risk Students 	<ul style="list-style-type: none"> ● All Ongoing Activities ● Schedule Changes for 2nd Semester ● Academic Conferences – Push for 1st Semester Credits ● Pre-Registration Prep (materials, procedures, etc.) ● Begin ACT Aspire Test Prep – Testing Schedules, Rosters, Lab/Room Proctors
January			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<ul style="list-style-type: none"> ● NWEA Testing ● ACT Aspire Testing ● Guidance Lessons <ul style="list-style-type: none"> ○ Responsibility 	<ul style="list-style-type: none"> ● Goal Setting ● New Year Resolutions ● Positive Attitudes ● Overcoming Obstacles 	<ul style="list-style-type: none"> ● Schedule changes- Transcript checks for required classes ● Parent meetings of students who failed (Report Cards) ● ELPA21 administration ● NWEA winter administration ● Honor Roll and Attendance rewards ● Great Kindness Challenge 	<ul style="list-style-type: none"> ● All Ongoing Activities ● Schedule Changes ● Update Graduation Plans with 1st Semester Transcripts ● Pre-Registration Final Prep

February			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<ul style="list-style-type: none"> ● Great Kindness Challenge ● Guidance Lessons <ul style="list-style-type: none"> ○ Kindness 	<ul style="list-style-type: none"> ● Compassion ● National School Counselor Week ● Random Acts of Kindness Week ● Gossip/Rumors ● Parent Night Event ● PT Conferences 	<ul style="list-style-type: none"> ● Progress Reports and conferences ● Career Month ● Begin preparation for ACT Aspire (PNPs, schedule, etc.) ● Prepare paperwork for Pre-Registration 2023 	<ul style="list-style-type: none"> ● All Ongoing Activities ● 8th Grade Class Visits – Pre-Registration, Graduation Requirements ● 8th Grade Parent Night – Pre-Registration, Graduation Requirements ● Individual CAPS Conferences with Incoming 9th Grade Students ● 9th Grade Class Visits – Pre-Registration, Graduation Requirements ● 9th Grade Parent Night – Pre-Registration, Graduation Requirements
March			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<ul style="list-style-type: none"> ● Empower Me ● Guidance Lessons <ul style="list-style-type: none"> ○ Respectful 	<ul style="list-style-type: none"> ● Perseverance ● Study Skills ● ACT Aspire Medal Assembly ● Family Game Night 	<ul style="list-style-type: none"> ● Parent/Teacher Conferences ● Next year registration ● Report Cards ● Continue ACT Aspire prep work ● Honor Roll and attendance awards 	<ul style="list-style-type: none"> ● All Ongoing Activities ● Individual CAPS Conferences with Rising 10th Grade Students ● Input Course Codes for Course Requests ● Continue ACT Aspire Test Prep
April			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<ul style="list-style-type: none"> ● Parent/Teacher Conferences ● Guidance Lessons <ul style="list-style-type: none"> ○ Honest 	<ul style="list-style-type: none"> ● Honesty ● Test Taking Skills ● Administration of ACT Aspire 	<ul style="list-style-type: none"> ● ACT Aspire Summative Testing ● Progress Reports ● Parent/student conferences as needed for failures 	<ul style="list-style-type: none"> ● All Ongoing Activities ● ACT Aspire Testing

May			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<ul style="list-style-type: none"> ● End of Year Activities ● Guidance Lessons <ul style="list-style-type: none"> ○ Perseverance 	<ul style="list-style-type: none"> ● Citizenship ● Fourth Grade Students Tour WIS ● Safety ● Awards Assembly ● End of Year Needs Assessments 	<ul style="list-style-type: none"> ● End of the Year Awards ● Report cards and transcripts finalized ● Finish input of all next year requests ● Pre-assignment class lists to teachers who need to make recommendations. ● Rising 7th grade orientation ● NWEA spring assessment ● Simple tally to principal for Master Schedule building ● Honor Roll and attendance awards ● Complete Arkansas School Counseling Program Self-assessment 	<ul style="list-style-type: none"> ● All Ongoing Activities ● Academic Conferences – Push for 2nd Semester Credits ● ACT Aspire Make Up Testing ● Simple Tally and Corrections in Course Requests ● Pre-Assignment Class Lists to Teachers/Coaches ● Begin Next Year Scheduling including incoming 9th grade
June			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
		<ul style="list-style-type: none"> ● Review data and update comprehensive school counseling program ● work on scheduling for next year ● Input summer school grades 	<ul style="list-style-type: none"> ● Next Year Scheduling ● Update Grad Plans with 2nd Semester Transcripts ● 504 conferences
July			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
			<ul style="list-style-type: none"> ● Scheduling ● Schedule New Students

Multi-Tiered Services

Tier 1 Services			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<p>Classroom Lessons provided to all students 30 minutes every other week.</p> <ul style="list-style-type: none"> At the elementary level, counselors will have weekly classroom guidance lessons that are age appropriate based on the gaps identified through school data review and the associated goals that are created to address those needs. Act 190, The School Counseling Improvement Act of 2019 states: (L) Classroom guidance which shall be limited to forty-minute class sessions, not to exceed three (3) per day or ten (10) per week. "Class" is not plural. Classes cannot 	<ul style="list-style-type: none"> Conduct a Needs Assessment at the beginning of the school year to determine students' needs Present Group lessons on Conflict Resolution, Coping Skills, Cooperation Problem Solving and Self Control Students will use a Student Referral Form (Google Form) to let the school counselor know there is a need for individual/group counseling. 	<p>Facilitate programs to improve promotion of students to next grade:</p> <ul style="list-style-type: none"> Individual academic conferences with all students who have a failing grade in a core subject bi-monthly. Parent contact by the teachers and/or counselors when student has a failing grade on a progress report or report card. 	<p>Whole Campus</p> <ul style="list-style-type: none"> Open House Red Ribbon Week The Great Kindness Challenge

<p>be doubled up due to safety issues. Classroom guidance lessons were never intended to provide a break or planning time for teachers. Classroom guidance was intended as a collaborative effort with teachers to use the information to reinforce goals for students in the academic, personal, social and career development areas. Classroom guidance is part of the curriculum and should be treated with the same respect as other academic classes.</p>			
Tier 2 Services			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<p>Lessons provided for small groups as needed.</p> <ul style="list-style-type: none"> Some of the small group examples are as follows: friendship, manners, divorce, 	<ul style="list-style-type: none"> GUIDE for LIFE APNA Results Needs Assessments Student Referrals 	<p>Preventions/Interventions</p> <ul style="list-style-type: none"> Small group tutoring before school (7:30-7:55) in math and English. Monthly Response to Intervention (RTI) 	<p>Small Groups Include but not limited to:</p> <ul style="list-style-type: none"> Grief and Loss Stress Management Anger Management Time Management Goal Setting

<p>bullying, anger, anxiety, depression, conflict resolution, emotions, and communication.</p>		<ul style="list-style-type: none"> • alternate schedule run so that students who are missing assignments can make them up with their English or math teacher. 	<ul style="list-style-type: none"> • Relationship • Mediation
Tier 3 Services			
Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<p>Lessons provided for individual students as needed.</p> <ul style="list-style-type: none"> • Students have access to the counselor on an individual basis for the purpose of discussing private personal growth and areas of concerns. The counselor helps the student strive to reach his/her goals and resolve his/her personal conflicts or concerns. Counselors also support students in the development of their academic, career, and essential skills planning as well supporting students in the development of their future goals. 	<p>Refer students to School Based Mental Health</p>	<p>Summer school provided for all students who failed Math or English for the year.</p>	<p>Individual Support and Guidance</p> <ul style="list-style-type: none"> • At Risk Behaviors • Academic Counseling • Emotional Support • SBMH Referral

<p>Referrals for individual counseling may be made by parents, teachers, administrators, other school personnel, or self-referral by the student. Emergency referrals include, but are not limited to:</p> <ul style="list-style-type: none"> ○ Suspected child abuse (physical or mental) ○ Any behavior change which is sudden or unusual ○ Traumatic family experiences <p>Or indications of mounting hostility between child and teacher or peer group</p>			
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Delivery

The school counseling core curriculum addresses academic growth, career exploration, and social emotional learning. This curriculum is intentional, planned, and developmentally appropriate based on student needs. Classroom guidance lessons do not exceed three per day or ten per week

Direct, Indirect and Administrative Services

Act 190, The School Counseling Improvement Act, states that a school counselor shall spend at least ninety percent (90%) of his/her time each month, on student contact days, providing direct and indirect counseling services to students. Malvern Elementary school counselors engage in a variety of direct and indirect student services.

Individual and small group counseling are based on student needs. Parents, teachers, and staff may also refer a student for counseling services. Additionally, support is provided for students with immediate concerns. Indirect services are provided on behalf of a student. This may include consultation, referrals, or through participation as a contributing member of a decision-making team.

Direct Services

- Classroom guidance lessons
- Individual counseling
- Orientation for new students
- Assessment interpretation
- Conflict resolution
- School-wide programs
- Small group counseling sessions
- Crisis counseling
- Academic advisement
- Attendance support
- Parent meetings

Indirect Services

- Consultation with parents
- Consultation with teachers
- Consultation with administration
- Consultation with community agencies
- Referrals for mental health services
- Child maltreatment reports
- Parent communication
- Teacher communication
- Member of building leadership team
- Member of building ACSIP team
- Assign student to classroom
- Plan meetings/review with parent/teacher
- ACSIP
- Handbook
- GT Committee
- Elementary Crisis Response Team
- Health and Wellness Committee
- Campus Academic Team
- PPC
- Attendance Committee
- Dyslexia 504 Committee

Administrative Services

- MES Parental Involvement Coordinator- Becky Hedges
- MES Watch DOGS Dads Coordinator- Becky Hedges
- MES Empower Me Program Coordinator- Stephanie Sawyer
- Elementary Building Test Coordinator- Becky Hedges
- Wilson Building Test Coordinator- Tammy Gilliam
- Malvern Middle School Building Test Coordinator- Debbie Hobbs
- Malvern High School Building Test Coordinators- Blair Cox and John Jackson
- Dismissal Duty
- Fruit Grant Coordinator
- Scheduling

Orientation/Transition Services

Malvern Elementary	Wilson Intermediate	Malvern Middle	Malvern High
<p>New Students</p> <p>Before the start of each school year, Malvern Elementary hosts a Sneak Peak where students and their families are invited to the school to meet teachers and school staff, and receive information about the school year. In September, Malvern Elementary hosts an Open House/Parent Night for the students to bring in their parents to show them their</p>	<ul style="list-style-type: none"> • 4th grade students get a chance to tour Wilson and meet the staff. • New students are offered to tour the building with their parents and are introduced to their teachers and principals by the counselor. 	<ul style="list-style-type: none"> • 6th grade students get a chance to tour the middle school at the end of their 6th grade year. • Scheduling is done with 6th grade students to teach class transitioning. • New students are offered to tour the building with their parents and are introduced to their teachers and principals by the counselor. 	<ul style="list-style-type: none"> • 8th graders develop success plan • Counselor schedules visits to Middle School Classrooms • High School Counselor advises 8th grade students on course selection • Schedule tour of High School for 8th Graders • Freshmen Orientation for 9th grade students in August before school starts. This orientation includes parents,

<p>classrooms and what they have been learning so far.</p> <p>Malvern Elementary School receives many new students throughout the year. These students are welcomed and supported in various ways throughout our district.</p> <p>Malvern Elementary Students</p> <ul style="list-style-type: none"> • The new student and his/her parents are introduced to the elementary school Counselor. • The Counselor reviews all enrollment paperwork and sends a Release of Records form to the child's previous school. • The Counselor gives the new student a tour of the school building. • The Counselor takes the student to his/her classroom and introduces him/her to the teacher and classmates. 			<p>principals, teachers, students, and the counselors and gives students and parents a chance to get to know the high school.</p> <ul style="list-style-type: none"> • Open House • Senior Survey • New students are offered to tour the building with their parents and are introduced to their teachers and principals by the counselor.
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<p>Transitioning Students Malvern Elementary has an established process for transitioning students between each building level.</p> <p>Kindergarten students</p> <ul style="list-style-type: none"> ○ The Malvern Elementary School holds a “Kick Off To Kindergarten” night each year before school starts ○ The parents and students get to meet the teachers and see their new classrooms ○ In August, each student will come to the school at the appointment time that was set during registration, for testing. ○ The Malvern Elementary Counselor along with a couple of Kindergarten teachers go to the local Head Start each February for a parent meeting to answer any questions about students transitioning to Kindergarten. The Head Start students as well as the local ABC students tour 			
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<p>the Elementary School in April.</p> <p>4th graders participate in the following activities:</p> <ul style="list-style-type: none"> • Malvern Elementary School provides an opportunity for 4th graders to tour the Wilson Intermediate School building and meet school teachers and staff towards the end of the school year. 			
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Academic Advisement

- Individual CAPs Conferences--Regular Conferences 9 weeks and Semester
- Graduation Plan Review
- Credit Recovery options
- FAFSA Night
- Academic advisement and individual planning services are delivered in several ways: instruction, appraisal, advisement, and counseling. These services are developmentally appropriate for students.

Social-Emotional Learning

- G.U.I.D.E for Life
- Choose Love
- SMACtalk

Career Planning

- Career Development (8th Grade)
- Xello
- Jobs for Arkansas Graduates (JAG)
- Regular Conferences with Director of Student Achievement
- Opportunities to take ASVAB, SAT, PSAT, ACT, and Accuplacer exams

Student Success Plans

- Developed in 8th Grade with MMS counselor
- Student Success DataBase -Director of Student Achievement
- Xello
- Graduation Plans

Suicide Prevention

Act 190 states that comprehensive school counseling programs have strategies and protocols to identify and help students at risk for suicide as well as protocols for responding to death by suicide.

All certified staff periodically receive suicide awareness training, which includes identifying risk factors, appropriate response to students, and a referral to the school counselor or other mental health professional. Additionally, all teachers and staff members are provided with the district crisis plan. This plan addresses steps to be taken should any employee have reason to believe, either by virtue or direct knowledge or a report from another person, that a student or staff member is in any danger of harming himself/herself.

Bullying 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.

Staff Development on Bullying Prevention/Awareness is conducted at the request of administrators usually at the beginning of the school year and/or if necessary at other times throughout the year.

If a bullying situation arises, the administration is immediately contacted. Counselors will work with the students to build skills necessary to deal with bullies and be upstanders.

Student Policy - The Malvern School District has a Bullying Policy for students, located in the building handbooks.

Bullying Awareness Activities - Bullying Awareness is observed year round and highlighted in the month of October.

Kindness Activities - Each school in the Malvern School District designs age specific Random Acts of Kindness activities. Kindness is taught year round and highlighted in the month of February.

Drop-Out Rate/Prevention Steps

The high school counselor meets with individual students at risk for dropping out and helps develop a plan for them to complete their high school education. Those risk factors include but are not limited to:

- Maladaptive Behaviors
- Attendance
- Failed Classes
- Inadequate Credit Acquisition
- Emotional Support

- Unstable Home Life
- Socioeconomic Status
- Teenage Pregnancy

Post-Graduation Follow-Up

Before the end of the year, the high school counselor will collect personal email addresses from all graduating seniors. With this information, the counselor will send out:

- Check-In Surveys
- Job Fair Information
- Military Information
- Financial Aid Information
- Homecoming Announcements

The goal of this regular communication is to continue the flow of support and information even after the day of graduation.

Management

Program Assessment

School counselors will use the Arkansas Comprehensive School Counseling Self-Assessment to assess their program, reflect on potential goals, and develop future programs.

Use of Time Calculators

Use-of-time calculators are used to determine the percentage of time the counselor is providing direct and indirect counseling services to students and completing administrative activities. Based on the Improvement Act of 2019, school

counselors will spend 90% of their time in direct and indirect services to students, and 10% of their time in other administrative duties which are relevant to the overall school improvement plan.

Annual Administrative Conference

Each year, the counselor and administrator meet to develop a collaborative overview of the school counselor's program and percent of time to be allotted to school counseling activities. This conference identifies specific responsibilities of the counselor, student caseload, and areas for professional development, and expectations for the counselor and program. This conference should be aligned to the counselor's Personal Growth Plan and the counselor's Teacher Excellence and Support System goals.

Assessing the Comprehensive School Counseling Program

Each year school counseling in the Malvern School District assess, reflect, and evaluate their Comprehensive School Counseling Plan to ensure that they are meeting the needs of the students. Counselors use the following data to assess their plan:

- Use-of-Time Calculator
- Feedback and Surveys from the Malvern School District staff, parents and students
- School Counselor TESS Evaluations
- Individual Counselor Reflections
 - <https://drive.google.com/file/d/1PKGPyjGDbQY-rzAm077x7MhXLYB4VkiV/view?usp=sharing>

Sharing Data Results & Stakeholder Sharing

- Presentations to Schools, Faculty, Parents and Students
- Handouts at high traffic times such as Parent Teacher Conferences, Open House

- Annual Report to Public.
- Facebook
- School Website www.malvernleopards.org

The Malvern School District Counseling plan will be posted to the district website for all stakeholders to view. The first Monday of every month, school board meetings are held and are open to the public. In addition to the website, you can receive regular updates, announcements, student and staff celebrations on the Malvern High School Facebook Page:

- Meet the Staff Monday
- Tout it Tuesday
- Winning Wednesday
- Throwback Thursday

Stakeholders include:

- Becky Hedges– Elementary Counselor
- Stephanie Sawyer – Elementary Counselor
- Meredith McCormick – Elementary Principal
- At least 2 other elementary representatives
- Tammy Gilliam – Wilson Intermediate Counselor
- LaQuita Jones – Wilson Intermediate Principal
- At least 2 other Wilson representatives
- Debbie Hobbs – Middle School Counselor
- Ben Dial – Middle School Principal
- At least 2 other Middle School representatives
- Blair Cox – High School Counselor
- John Johnson – Director of Student Achievement
- Jennifer Shnaekel – High School Principal
- Brian Golden – District Superintendent
- Lillian Harper – District Assistant Superintendent

- Velda Keeney – District Liaison (works SBMH and McKinney-Vento referrals)
- At least 2 parent members from each building
- At least 2 school board members
- At least 2 community members/local business owners