

Nevada School District Comprehensive School Counseling Program Guide



2025-2026

www.nevadaschooldistrict.net

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A comprehensive counseling program is an essential component of the total instructional program that provides all students the opportunity for optimum development.

It is with this focus in mind, as well as the Nevada Schools mission statement, that the Nevada School District's Counseling Program has adapted the following comprehensive counseling model.

I. Foundation

a. Your School Counselors

Sandra Browning, K-6 School Counselor

sandra.browning@nevadasd.net

Phone: (870) 871-2475

- Guidance Lessons
- Small Groups
- Individual Counseling
- District Test Coordinator
- School Test Coordinator
- Leadership Team Member

Lindsay Moss, 7-12 School Counselor

lindsay.moss@nevadasd.net

Phone: (870) 871-2478

- Small Groups
- Individual Counseling
- District Migrant Liaison
- District Homeless Liaison
- District Foster Care Liaison
- School Test Coordinator
- Leadership Team Member
- Student Success Plan Coordinator
- Homeschool Contact Person

b. Belief

We as counselors for Nevada School District believe that all students should have an equal opportunity to a quality education in a safe and supportive learning environment. We also believe that all students have a right to services that support academic, career, personal, and social growth; a right to be heard and treated with dignity and respect, and right to work with a credentialed school counselor who is an advocate for student success.

Both school counselors in the Nevada School District believe:

- Learning is a lifelong process.
- All students can learn and achieve academic success given a safe and nurturing environment.
- Students learn in different ways.
- Every student has the right to make choices and accept responsibility for choices made.
- All students will be encouraged to develop necessary skills in their personal, social, academic and career paths.

c. Vision

The Nevada School District Counseling Department, in partnership with parents, students, staff, and community, will work to enable all students to reach and attain educational success by providing guidance and counseling in the areas of academic, career, and personal/social development. This program will invest in all students by equipping them with the knowledge, skills, and critical thinking abilities to become contributing and responsible members of our community.

d. Mission

The mission of Nevada School District Counseling 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.

e. Program Goals

Program Goal for 2024-2025

The program goal for the Nevada School District Counseling Department for the 2024-2025 school year was for students to apply knowledge gained from exploring college and career options to setting success ready goals post-graduation.

The outcome of the program goal came from reviewing Student Success Plans and feedback from students.

Goal Outcome

Students successfully used the Success Ready Pathway Guide as a tool to connect Student Success Plans to their goals post-graduation. They identified the career pathway needed to prepare them for success in their career of choice.

Program Goal for 2025-2026

The program goal for the Nevada School District Counseling Department for the 2025-2026 school year is to decrease the number of at-risk students by 3%. At risk could be defined as attendance, discipline referrals, retention, and lack of proficiency in math and literacy on state testing.

Data

Data 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.

Action Steps

- Yearly data will be used to determine at-risk students.
- Interventions, courses, and counseling services will be provided when necessary
- At the end of each grading period and when necessary, at-risk student performance will be evaluated by counselors and teachers
- Meetings with at-risk students and/or their guardians will be scheduled based on their grades or attendance.

Goal Setting Outcomes

The desired outcome is to increase academic success of students while decreasing the number of at-risk students.

II. Management

a. Annual Calendars

June	
Nevada Elementary	Nevada High School
	<ul style="list-style-type: none"> • Create master schedule • Create student schedules
July	
Nevada Elementary	Nevada High School
	<ul style="list-style-type: none"> • Refine master schedule • Refine student schedules • Register new students
August	
Nevada Elementary	Nevada High School
<ul style="list-style-type: none"> • Open House • New Student Orientation • Kindergarten placement • Registration 	<ul style="list-style-type: none"> • Open House • Register new students • Academic Advising • Schedule Changes • Homeless Paperwork as needed (K-12) *ongoing
September	
Nevada Elementary	Nevada High School
<ul style="list-style-type: none"> • Classroom Guidance Lessons • Small Groups • Individual Counseling • NWEA Testing • Presentations from Nevada Co Extension Office <p>6th grade: Citizenship, Local Gov't, Making an Argument Correctly</p> <p>5th grade: AR Foods, MyPlate, Healthy Choices, Tastings</p> <p>4th grade: Building Healthy Friendships, De-escalating Situations, Decision Making/Communication</p> <p>3rd grade: MyPlate, Healthy Choices, Tastings</p>	<ul style="list-style-type: none"> • Ongoing Activities • Suicide Prevention Awareness • Classroom Guidance SRS-How to Pay for College • Individual Conferences for Personal/Social Needs *ongoing • Scholarship Awareness-SR Handbook • College Application Week • College Rep visits *ongoing • ACT registration JRS/SRS • Explore Success Event-Hempstead Hall-8th Grade • Student Success Plan Meeting • ACT WorkKeys Curriculum • Presentations from Nevada Co Extension Office (MONTHLY) <p>Health Classes: MyPlate, Healthy Choices, Food Prep/Tastings</p> <p>Test Prep Classes: Financial Literacy, MyPlate, Healthy Choices/Tastings</p>
October	
Nevada Elementary	Nevada High School
<ul style="list-style-type: none"> • P/T Conferences • Classroom Guidance Lessons • Small Groups • Individual Counseling • Red Ribbon Week • Presentations from Nevada Co Extension Office <p>6th grade: Citizenship, Local Gov't, Making an Argument Correctly</p> <p>5th grade: AR Foods, MyPlate, Healthy Choices, Tastings</p> <p>4th grade: Building Healthy Friendships, De-escalating Situations, Decision Making/Communication</p> <p>3rd grade: MyPlate, Healthy Choices, Tastings</p>	<ul style="list-style-type: none"> • Ongoing Activities • Power Up Your Future Event-Hempstead Hall-9th-12th grades • ASMSA rep visit-8th-10th grades • AR Rehab visit-12th grade • College Fair @ UAHT-11th & 12th grades • "Chasing the Dragon" Event-7th-12th grades • Red Ribbon Week • PSAT-10th grade • ACT WorkKeys Curriculum • Seniors-FAFSA/YOUuniversal Application • P/T Conferences
November	

Nevada Elementary		Nevada High School	
<ul style="list-style-type: none">Classroom Guidance LessonsSmall GroupsIndividual CounselingPresentations from Nevada Co Extension Office 6 th grade: Citizenship, Local Gov't, Making an Argument Correctly 5 th grade: AR Foods, MyPlate, Healthy Choices, Tastings 4 th grade: Building Healthy Friendships, De-escalating Situations, Decision Making/Communication 3 rd grade: MyPlate, Healthy Choices, Tastings K-2: Germs & Handwashing		<ul style="list-style-type: none">Ongoing ActivitiesSeniors-make sure they have applied to college and offer supportACT WorkKeys CurriculumASVAB-JuniorsAPNA Surveys-6th, 8th, 10th, 12th gradesAR Rehab visits continues-12th gradeSAU Preview Day-12th gradeAccuplacer Registration-9th gradeACT Registration JRS/SRS	
December			
Nevada Elementary		Nevada High School	
<ul style="list-style-type: none">Classroom Guidance LessonsSmall GroupsIndividual CounselingNWEA TestingEmpower MePresentations from Nevada Co Extension Office 6 th grade: Citizenship, Local Gov't, Making an Argument Correctly 5 th grade: AR Foods, MyPlate, Healthy Choices, Tastings 4 th grade: Building Healthy Friendships, De-escalating Situations, Decision Making/Communication 3 rd grade: MyPlate, Healthy Choices, Tastings		<ul style="list-style-type: none">Ongoing ActivitiesSpring semester schedule changesAccuplacer-9th gradePSAT Score Reports-10th gradeACT WorkKeys Curriculum	
January			
Nevada Elementary		Nevada High School	
<ul style="list-style-type: none">Classroom Guidance LessonsSmall GroupsIndividual CounselingInternet SafetyPresentations from Nevada Co Extension Office 6 th grade: Citizenship, Local Gov't, Making an Argument Correctly 5 th grade: AR Foods, MyPlate, Healthy Choices, Tastings 4 th grade: Building Healthy Friendships, De-escalating Situations, Decision Making/Communication 3 rd grade: MyPlate, Healthy Choices, Tastings		<ul style="list-style-type: none">Ongoing ActivitiesSpring semester schedule changesStudent Success Plan MeetingTranscript review-7th-12th gradesPre-registration PrepAR Civics ExamSenior Meeting-ScholarshipsACT Registration-JRS/SRSACT WorkKeys Assessment	
February			
Nevada Elementary		Nevada High School	
<ul style="list-style-type: none">Classroom Guidance LessonsSmall GroupsIndividual CounselingMaking Accidents Disappear: Electrical Safety Magic ShowBegin State spring testing prep-testing schedules, rosters, lab/roomPresentations from Nevada Co Extension Office 6 th grade: Citizenship, Local Gov't, Making an Argument Correctly 5 th grade: AR Foods, MyPlate, Healthy Choices, Tastings 4 th grade: Building Healthy Friendships, De-escalating Situations, Decision Making/Communication		<ul style="list-style-type: none">Ongoing ActivitiesBegin state spring testing prep-test schedules, roster, lab/roomPre-Registration for next school year-6th-11th gradesPre-registration for state ACT-JRSState ACTACT WorkKeys Assessment	

3 rd grade: MyPlate, Healthy Choices, Tastings	
March	
Nevada Elementary	Nevada High School
<ul style="list-style-type: none"> • P/T Conferences • Classroom Guidance Lesson • Small Groups • Individual Counseling • Continue state spring testing prep • Dangers of Vaping Presentation (Grades 5-6) • Presentations from Nevada Co Extension Office 6th grade: Citizenship, Local Gov't, Making an Argument Correctly 5th grade: AR Foods, MyPlate, Healthy Choices, Tastings 4th grade: Building Healthy Friendships, De-escalating Situations, Decision Making/Communication 3rd grade: MyPlate, Healthy Choices, Tastings 	<ul style="list-style-type: none"> • Ongoing Activities • Continue state spring testing prep • SCC visit-10th grade • Upward Bound rep visit-8th grade • Concurrent credit registration opens • P/T Conferences • Career Action Planning Conferences • ACT registration JRS/SRS • ACT WorkKeys Assessment • Dangers of Vaping Presentation
April	
Nevada Elementary	Nevada High School
<ul style="list-style-type: none"> • Classroom Guidance Lessons • Small Groups • Individual Counseling • State spring testing • Presentations from Nevada Co Extension Office 6th grade: Citizenship, Local Gov't, Making an Argument Correctly 5th grade: AR Foods, MyPlate, Healthy Choices, Tastings 4th grade: Building Healthy Friendships, De-escalating Situations, Decision Making/Communication 3rd grade: MyPlate, Healthy Choices, Tastings 	<ul style="list-style-type: none"> • Ongoing Activities • State spring testing • Student Success Plan Meeting • Academic awards preparation • Senior scholarships • Virtual AR registration opens • Get Real! Here's the Deal! (Grades 11-12)
May	
Nevada Elementary	Nevada High School
<ul style="list-style-type: none"> • Classroom Guidance Lessons • Small Groups • Individual Counseling • State spring make up testing • Comprehensive School Counselor Goal Review and Plan Updates • Farm 2U • Presentations from Nevada Co Extension Office 6th grade: Citizenship, Local Gov't, Making an Argument Correctly 5th grade: AR Foods, MyPlate, Healthy Choices, Tastings 4th grade: Building Healthy Friendships, De-escalating Situations, Decision Making/Communication 3rd grade: MyPlate, Healthy Choices, Tastings • End of Year Activities 	<ul style="list-style-type: none"> • Ongoing Activities • State spring make up testing • Academic Awards Ceremony • Prepare SR transcripts • Graduation • Send final transcripts to colleges • Complete vocational completers list • Comprehensive School Counselor Goal Review and Plan Updates • Simple Tally and Corrections in Course Requests • Pre-Assignment Class Lists to teachers/coaches • Begin Next Year Scheduling

b. Counseling Management Agreement

Nevada School District
Counseling Management Agreement
(Counselor/Principal Agreement)

Counselor _____
Date _____

School Counseling Vision Statement

The Nevada School District Counseling Department, in partnership with parents, students, staff, and community, will work to enable all students to reach and attain educational success by providing guidance and counseling in the areas of academic, career, and personal/social development. This program will invest in all students by equipping them with the knowledge, skills, and critical thinking abilities to become contributing and responsible members of our community.

Program Goal Statements

The program goal for the Nevada School District Counseling Department for the 2023-2024 school year is to expand on the district's goal from the 2022-2023 school year to ensure that all students in grades 5-8 increase knowledge in college and career awareness by allowing them to explore college and career options prior to transitioning to high school and provide opportunities for 9th-12th grade students to understand the steps to take in pursuing a career pathway.

Data

Significant improvement was made in student transition to high school with awareness of college and/or career opportunities during the previous year. Students will continue to increase their awareness with continued use of the Kuder program, and engage in more opportunities to explore various postsecondary and career options through partnerships with the local colleges and surrounding communities.

Rationale

Reviewing the data collected through Kuder and the ACT State Use Questions, the majority of the students indicated that they are introduced to career possibilities. However, they do not know the steps to take to pursue these careers.

Action Steps

- Advisory period when counselors/teachers can meet with students in a small group setting will continue
- Kuder will continue to be used in the classroom with counselor/advisor facilitating
- Kuder allows students to reevaluate their interests at any time
- Students, grades 5-8, will complete an activity per month during advisory meeting
- Representatives from local businesses will be invited to attend the Grade 7 Career Development Class monthly to share their career experience
- Students will visit local colleges and have the opportunity to attend career day
- Students, grades 11-12, will attend an ACT WorkKeys class each day to prepare them for the three ACT WorkKeys Exams: Workplace Documents, Applied Math, and Graphic Literacy. Results from the three exams will be discussed with students.
- Be Pro Be Proud Workplace Simulator, Grades 4-12

- Farm to U, Grades K-6
- Get Real, Here's the Deal!, Grades 11-12

Programmatic Delivery

In order to make sure that the counselors spend the majority of the time engaged in tasks that only they can fulfill as highly trained professionals, the following division of time will be followed as closely as possible in order to help ensure that school counselors do not end up doing work for which clerical staff or administrative staff are responsible:

- 90% of time will be spent delivering direct and indirect student services as outlined by the ADE: individual and group counseling, classroom guidance, referring students for other services, consulting with parents/teacher/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, behavioral, attendance, career, or emotional performance
- 10% of time will be spent delivering administrative activities such as assisting with preparation work for standardized testing

School Counseling Responsibilities

Caseload of approximately 400 students:

- Collaboratively create student schedules each year to help students achieve academic and career goals.
- Help students make plans for overcoming academic deficits by meeting with students and/or parents, offering opportunities for credit recovery, and/or referring students for alternative education placement.
- Meet with credit deficient students and students who skip school, providing classroom guidance, providing counseling, assisting with college week, college fairs, and other activities as sponsored by the counseling department.

Roles and Responsibilities of Other Staff and Volunteers

- School registrars: print transcripts, input transcripts from new students into the computer, and ensure transcript accuracy.
- School attendance clerk: to ensure accuracy in student attendance records and to input records into the computer system, to provide admission to tardy students.

Counselor Signature_____

Date_____

Principal Signature_____

Date_____

c. Advisory Council

The advisory council for the Nevada School District Counseling Program is valuable in sharing information about our program, describing how it impacts students, and gaining insight from our stakeholders. Our advisory counsel is composed of elementary and high school teachers, the elementary and high school principal, both school counselors, the school nurse, and elementary and high school parents.

III. Delivery/Overview

a. Direct Services

Individual Counseling

We as counselors at Nevada School District work with students on an individual basis to privately discuss personal growth and areas of concern with each student. We help the student strive to reach his/her goals and resolve his/her personal conflicts or concerns. We also support our students in the development of their academic, career, and essential skills planning as well as support students in the development of their future goals. Referrals for individual counseling may be made by parents, teachers, administrators, other school personnel, or self-referral by the student.

Small Group

The Nevada School District Comprehensive School Counseling program involves planned guidance activities for all students. These age-appropriate activities foster academic, personal, and social growth. Working with student groups acknowledges that peer influence is an extremely important factor in student development. Groups provide them with an opportunity to give and receive feedback, which contributes to their understanding of themselves and others. It also allows them to practice interpersonal and personal skills in a safe, reinforcing environment. Small group services offered at Nevada School District include but are not limited to: friendship, manners, divorce, bullying, anger, anxiety, depression, organization skills, study skills, conflict resolution, emotion, and communication.

Classroom Lessons

The elementary counselor will conduct 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. Classroom guidance lessons are a collaborative effort between the counselor and teachers to use the information presented to reinforce goals for students in the academic, personal, social and career development areas.

Responsive Services

Responsive services are services whose immediate concerns put the student's academic, career, or social and emotional development at risk. These services are usually immediate or short-term needs such as a crisis intervention for a student. Responsive services in the Nevada School District include but are not limited to:

- Individual or small group counseling to address
 - Obstacles to learning
 - Family/peer concerns
 - Social/emotional needs
 - Personal endangerment/suicide risk
- Crisis Counseling
 - Suicide
 - Death
- Conflict Resolution
- Consultation and referrals

b. Indirect Services

Consultation

Consultation focuses on the total learning environment of the school. Teachers use counselors as a resource, seeking consultation on specific students' problems and on general issues such as addressing the need of culturally diverse students in the classroom. Teachers, school staff, parents or legal guardians, and community agencies can benefit from a counselor's assistance in developing new ways of responding and relating to a student's behavior/discipline, academics, or attendance.

A major part of the counselor's role is to collaborate with teachers and parents, not to criticize them. In fact, counselors can provide support and encouragement to teachers and parents who may be feeling frustrated, discouraged, overwhelmed, or unappreciated.

Counselors work with teachers and administrators to help create the kind of school environments that stimulate growth and learning. Their emphasis is on making the educational process more personal and increasing teachers' and administrators' understanding of the importance of fostering acceptance of and valuing individual differences in learning styles and rates of learning; how adults' expectations, biases, and behaviors affect students; and ways of helping students cope with success and failure. Consultation involves:

- Conducting professional development workshops and discussions with teachers and other school personnel on subjects such as substance 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 student with special needs
- Participating in school committees that address substance abuse, human growth and development, school climate, and other guidance-related areas
- Interpreting student information, such as results of standardized tests for students and team members
- Consulting regularly with other specialist (i.e. social workers, mental health professional, representatives from community agencies, psychologists)

Referrals

The school counselor establishes and maintains close working relationships with staff of a variety of school and community agencies. These agencies include departments of health and social services, mental health centers, juvenile courts, and advocacy groups. To help students and their families cope with an array of problems, counselors identify school and community resources and establish procedures for communication.

Arkansas state law requires schools to cooperate with and provide access to Department of Human Services staff. Typical tasks school counselors may be involved with while helping students and their families gain access to the services they need include:

- Identifying and assisting students and their parents with special needs by referring them to resources in and outside the school
- Maintaining contacts with outside resources
- Developing, publishing, and distributing a list of community resources, referral agencies, and hotlines for parents, students and colleagues
- Developing a student self-referral system
- Following up on referrals

Decision Making Teams

Counselors in the Nevada School District serve as contributing members of decision-making teams, which include but are not limited to:

- Response-to-Intervention
- English Language Learners
- Parental Involvement
- Leadership Teams

c. Administrative Activities

Coordination of Programs and Data Input

In the Nevada School District, counselors are required to coordinate the following programs.

Nevada Elementary—Sandra Browning

- Coordination of NWEA assessments
- Coordination of ACT Aspire Data Assessments

Nevada High School—Lindsay Moss

- Student Success Plans
 - Create Student Success Plans
 - Maintain programs related to Student Success Plans
- Virtual Arkansas
 - Online Course Registration and management
- Master Schedule
 - Develop Master Schedule
 - Change Schedules as needed

d. Counseling Core Curriculum

Career Planning

Each school counselor provides a career planning process for each student to include career awareness, employment readiness, career information, and/or the knowledge and skills necessary to achieve career goals. School counselors encourage parents, during regular parent conferences, to support partnerships in their children's learning and career planning process. At the elementary level, career classroom guidance lessons focus on awareness of interest and skills. At the high school level, Kuder is used during advisory time in conjunction with their Student Success Plan.

- The school counselor in combination with their mentor/advisor provides career-planning materials.
- The school counselor in combination with their mentor/advisor works with, advises, and makes students aware of the importance of selecting the proper courses throughout school in order to meet graduation requirements, to prepare for employment, or to prepare for admission to post-secondary institutions.
- The school counselor in combination with their mentor/advisor provides materials on occupational and post-secondary institutions to help students understand the world of work and its expectations for employment.
- The school counselor in combination with their mentor/advisor works with individual students on postsecondary educational and work alternatives.
- The school counselor in combination with their mentor/advisor provides current materials for career awareness, exploration, resume building and interview skills.
- The school counselor will take students to college and career fairs and/or provide visits from the colleges, universities, technical schools, military recruiter, and local businesses.

- Encourage students to be CTE Career Pathway Concentrators.

Nevada Elementary

At Nevada Elementary, the counselor meets with students in grades 4-6 monthly for lessons on career planning. In addition to monthly meetings, the counselor engages students in the following.

- 4th Grade—Career Guidance Lessons
- 5th Grade—counselor takes these students to visit the local community college
- 6th Grade—counselor schedules job shadowing

Nevada High School

- ACT
Students in grade 11 take the ACT as a State Assessment. Students may also receive fee waivers for free ACT tests their Junior and Senior years.
- College Board
- The G.U.I.D.E. for life Essential Skills
- Graduation Pathways
 - Graduation Requirements
 - Alternate Pathway to Graduation
 - Post High School Planning
 - Concurrent Credit
 - Secondary Area Career Center (UAHT)
 - Industrial Maintenance Technologies
 - Medical Professions General Health Option
 - Medical Professions Emergency Medical Technician Option
 - Information Technology: Coding
 - Welding Technology
 - Medical Profession Certified Nursing Assistant Option
 - HVAC
 - Accelerated Learning
 - Advanced Coursework
 - Advanced Placement
 - AP US History
 - AP World History
 - AP US Government & Politics
 - AP Environmental Science
 - AP Calculus AB
 - AP Language
 - AP Computer Science Principles I/II
 - Concurrent Credit

- Comp I/II
 - College Algebra
 - Oral Communication
 - US History to 1877
 - US History since 1877
- YOUNiversal Scholarships
 - Seniors apply for all Arkansas Scholarships
- Local Scholarships
 - Local scholarships are posted to the seniors Google Classroom. They include but are not limited to the following:
 - Chamber of Commerce
 - Nevada County Farm Bureau
 - Prescott Kiwanis Club Scholarship
 - Outstanding Women of Distinction Scholarship
 - Prescott Rotary Scholarship
 - Junior Auxiliary of Nevada County
- Student Success Plans
 - Kuder
 - Every 7th-12th grade student has a Student Success Plan. This plan was developed by school personnel in collaboration with the parent and student and is updated annually. This plan guides each student along pathways to graduation, addresses accelerated learning opportunities, addresses academic deficits and interventions, and includes college and career planning components. At Nevada High School, 7th-12th grade students meet quarterly to complete lessons during their advisory period.

e. Orientation/Transition

Orientation is an avenue for students, teachers, and parents to learn about the counseling program and to assist in the adjustment of new students to the school. Orientation is designed to help students make effective transition adjustments from one school setting to another. The counselors will meet with sixth grade students in May to discuss course options and answer questions the students have about transitioning to junior high. Sixth grade students will be given a tour of the junior high school classrooms and be given an opportunity to meet with the junior high teachers at Open House in August. New students will meet with the counselors and be assigned to a classroom (elementary) or given a class schedule (high school). The counselor or a designee will give the new students a tour of the school. The students may be paired with a peer helper to ease the transition of the students to their new environment.

f. Student Drop Out Interventions

Nevada School Counselors meet regularly with faculty to support and closely monitor students who are struggling in specific classes. School counselors are an integral part of all credit recovery efforts. The high school counselor meets with failing students or students at-risk of not completing high school and works with these students to develop educational plans for their futures which may include credit recovery. An online credit recovery program is in place to give students the ability to earn credits for failed or incomplete courses without having to repeat the entire course, enabling students to complete the work at their own pace and focus on just the concepts they have not mastered. School counselors actively participate in Open House, Parent Teacher Conferences and other avenues of communication, which clearly identify their role as helpers. School counselors work collaboratively with students, families, and school administration to further the success of the student. Counselors in the Nevada School District have an open-door policy for all students but especially those who are known to have behavioral concerns or unique family situations.

g. Suicide Prevention

Counselors bring awareness about suicide by:

- Lessons about feelings, identifying behaviors of at-risk students, and reaching out if you have a concern.
- Crisis numbers are posted for student use.
- Parents are contacted and students are screened for outside services.
- All staff received professional development.
- The district has an emergency plan that includes protocol for suicide.

h. Bullying Prevention

The Nevada School District counselors bring awareness about bullying by:

- Defining bullying
- Providing strategies for stopping it
- Encouraging students to speak up if they or someone they know is being bullied

When bullying is reported, the counselor and student/parent report the incident to the principal so it can be investigated. The counselor may speak to the bully regarding proper behavior and good choices. There may be several sessions depending on the underlying reason for the bullying. The counselor and classroom teacher(s) will work together to determine why the behavior might be occurring. Noticing the behavior early can allow the student to receive counseling and understand the importance of making better choices. The victim of the bullying may meet with the counselor to recognize and understand the feelings that may be occurring. Meetings will focus on helping the student gain self-confidence and encourage the student to report if bullying happens again. Problem solving skills will be addressed. If a student has been

severely affected by the bullying, a referral to the school based mental health counselor may need to be made.

All incidents, actions, and follow ups will be documented.

IV. Accountability

a. Assessing the Comprehensive School Counseling Program

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

- Use-of-Time Calculator
- Feedback from school district staff, parents, and students
- School Counselor TESS Evaluations
- Individual and Collective Counselor Reflections

b. Sharing Data Results from Comprehensive School Counseling Program

Data will be shared with schools, faculty, parents, and students through:

- Handouts during Open House, P/T Conferences, and other school events.
- Annual Report to Public
- Inserted in the following year's Comprehensive School Counseling Plan