

North Little Rock School District  
Comprehensive School Counseling Plan



2023-2024

Revised - July 2023  
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## **INTRODUCTION:**

North Little Rock School District is a large, urban, public/charter school district with approximately 8000 students enrolled. NLRSD students represent a diverse set of perspectives within North Little Rock, with 74% of the students coming from low-income families and 8% classified as English Language Learners. 57.1% of students identify as Black/African American, 25.8% identify as White, 11.46% identify as Hispanic/Latino, .95% identify as Asian, and 0.53% identify as American Indian.

The NLRSD counselors strive to create a comprehensive counseling program to address the many needs of this large and diverse student body. Outlined below is the NLRSD counselors' plan to use leadership, advocacy, collaboration, and data analysis to help all students succeed academically, socially, emotionally, and in their future career paths.

**SECTION 1: FOUNDATION**  
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### **Beliefs**

We believe it is essential to help all students academically achieve and develop a vision for their futures. Academic growth cannot be separated from emotional and career growth; therefore, we will focus on each student's holistic growth in all three areas. To achieve the total growth potential for each student, North Little Rock School District Counseling Program will provide academic, career, and personal/social growth through counselor classroom visits, providing responsive services, including individual/group counseling, consultation with teachers and families, crisis intervention, referral services, and facilitating communication among parents, faculty, and administration.

Positive, healthy relationships are critical for students to be successful. The following people support our students: classroom teachers, school counselors, administrators, parents, paraprofessionals, reach associates, multi-classroom leaders, school-based mental health providers, school nurses, parent engagement professionals, campus supervisors, food service, custodial staff, and human service workers.

### **Vision Statement**

“Healthy kids, healthy hearts, healthy minds.”

The North Little Rock School District Counseling Program will provide a safe and caring learning environment for students, staff, and parents where decision-making and responsibility are shared; where creativity is encouraged; and where the uniqueness of individuals is valued. All members of the school, home, and community are viewed as partners in learning. Students' academic, career, personal, social, physical and citizenship skills are nurtured and developed in a strategic and caring manner to reflect that students are our number one concern. These same students will then become lifelong learners who are successful in their careers and communities long after their formal education is complete.

### **Mission Statement**

North Little Rock School District Counseling Program will improve students' achievement by helping to provide accountability, acceptance, vision, and strategy so that academic achievement is improved, at-risk students stay in school, and future career options are expanded for all students. We will choose specific goals each year to work on as a team to help improve our district's academic achievement, attendance, or behavior issues and monitor them by collecting data.

### **NLRSD 2023-2024 Comprehensive Counseling Program Student Goal**

NLRSD will reduce its office discipline behavior referrals by 5% from 6195 to 5886 during the 2023-2024 school year, as identified by IBM Cognos reports.\* In the wake of COVID-19, student discipline referrals have increased nationwide. Reducing discipline infractions will help ensure that students are present in the learning environment rather than being suspended and prepared for life after school.

- Discipline reports will be monitored biweekly to identify frequent offenders to add to the counseling support list.
- Counselors will create classroom guidance lessons to help address interpersonal conflict, bullying, and other behaviors that cause discipline infractions.
- Counselors will work closely with school administrators to provide individual and/or group counseling with students at-risk of behavior incidents.
- The NLRSD implemented Positive Behavior Intervention and Supports in the 2023-2024 school year.

\*Findings for our 2022-2023 goals may be found [here](#).

## **SECTION 2: PROGRAM MANAGEMENT**

### **Counseling Program Management Agreement See Pages 19-23**

### **School Counseling Vision Statement “Healthy kids, healthy hearts, healthy minds.”**

The North Little Rock School District Counseling Program will provide a safe and caring learning environment for students, staff, and parents where decision-making and responsibility are shared; where creativity is encouraged; and where the uniqueness of individuals is valued. All members of the school, home, and community are viewed as partners in learning. Students’ academic, career, personal, social, physical and citizenship skills are nurtured and developed in a strategic and caring manner to reflect that students are our number one concern. These same students will then become lifelong learners who are successful in their careers and communities long after their formal education is complete.

### **Division of Counselor Time**

School counselors seek to ensure the majority of time each day is directed toward providing direct or indirect student services. By being deliberate about the division of time, school counselors can support students in a way that reflects the school counselor's training and knowledge.

School counselors will spend at least **90%** of their time engaged in direct or indirect student services such as the following:

- Individual Counseling
- Individual Student Planning
- Small-Group Counseling
- Classroom Guidance
- Orientation of new students
- Student conferences
- Consultation with parents, teachers, and administrators
- Contributing members (but not chairs) of 504, IEP, ALE, RTI, PBIS, Crisis Management, and other committees that seek to help students achieve success.
- Collaboratively create student schedules each year to help students achieve academic, personal, and career goals.

School counselors will not spend approximately **10%** of their time engaged in other activities related to management, foundation, and accountability to sustain the effectiveness of the direct and indirect student services. These activities include the following:

- Meetings
- Committees
- Data entry
- Test Coordination
- Data analysis
- Tracking the use of time

\*The School Counselor should not be expected to act as a disciplinarian.

### **Advisory Council**

North Little Rock School District Counseling Program will create an advisory council that meets at least twice per year, is comprised of a variety of stakeholders from different backgrounds, and helps to review and provide guidance on the progress of the school counseling program regarding established goals and results as well engaging in public relations and advocating for the counseling program. The stakeholders will comprise the administrator(s), faculty, community members, students, and/or the school counselors from North Little Rock School District. A diverse set of perspectives and expertise can help guide the counseling program to further success by having a representative sample of stakeholders. A detailed agenda and minutes will be created for each meeting. The fall meeting will seek input from the advisory council on program goals and activities. The spring meeting will provide results and implications to stakeholders on program goals. Agendas from the 2022-2023 school year are here for [Fall](#) and [Spring](#).

Advisory Council Members (elementary, middle, and high school levels represented)

- NLRSD Counselors
- NLRSD Administrators
- NLRSD Faculty
- NLRSD Parents
- NLRSD High School Students

Advisory Council Planning:

Meeting Times: Two meetings per year (Fall and Spring)

Meeting Locations: NLRSD Board Room at Central Office

The Comprehensive School Counseling Plan Advisory Committee will complete the program self-assessment to reflect on areas of growth within their implementation of a comprehensive school counseling plan for the coming school year. The assessment can be found in the Arkansas School Counselor Toolkit on pages 16-36:

[Arkansas School Counselor Toolkit](#)

### **Professional Competencies and Ethical Standards**

The NLRSD Counseling Program adheres to the ASCA Mindsets and Behaviors and the Code of Ethics for Arkansas Educators.

[ASCA National Standards](#)

[AR Guide for Life](#)

**North Little Rock School District 2023-2024**

**K-5 Classroom Guidance Monthly Suggestions:**

August - Initiative	January- Optimism Career Awareness MLK Day of Service (Jan 15, 2024)
September- Respect/ Tolerance Orientation/School Procedures Hispanic Heritage Week (Sept/Oct)	February- Adaptability Kindness Week African American Heritage Month
October- Responsibility Anti-Bullying/Fit 2 Live Week Fire Safety	March- Perseverance Women's History Month Read Across America
November- Honesty National Career Development Month Native American Heritage Month	April- Contemplation/Self Control Child Abuse Prevention Month
December- Compassion	May- Trustworthiness Asian Pacific Heritage Month K/5th Grade Graduation

**Secondary (6-12) School Counseling Calendar**

**July**

Refine the master schedule  
Create and refine student schedules  
Register new students  
Advisory Council Meeting

**August**

Register new students  
Finish student schedules  
Orientation and Parent Night  
Academic Advising  
Schedule Changes  
Open House  
Needs Assessments  
Guidance Welcome and Overview  
Meet with the principal to review the annual agreement.  
Senior picture makeups

### September

National Hispanic Heritage Month

Meet with credit deficient high school students and families

Scholarship Awareness Promoted

College Application week

Begin Small Groups

Parent/teacher conferences

Begin ACT Enrollment Assistance

Mu Alpha Theta/NHS Inductions

Guidance Curriculum-Focus on positive self-esteem, personal strength, and assets

NWEA

### October

Naviance Student Success Plans

End of 1st nine weeks

Meet with students identified as failing or not on track.

Red Ribbon Week

Guidance Curriculum

National Hispanic Heritage month/Dyslexia Awareness/National Bullying

Prevention Month/National Principals Month

National School Lunch Week/National School Bus Safety Week

NWEA

PSAT

College and Career Fair

Guidance Curriculum- Choices and Consequences

### November

Military Family Appreciation Month

NWEA

ASVAB

Begin revisions of the course catalog

Guidance Curriculum- Practicing Gratitude and Mindfulness

### December

Spring Semester Schedule Changes

End of 1st semester and 2nd nine weeks

Historically Black College Fair

Guidance Curriculum - Recognizing and Appreciating individual Differences, Ethnic and Cultural Diversity

Self-Care Fair for NLRSD employees

### January

Spring Semester Schedule Changes

Finalize course catalog for school board approval

Guidance Curriculum-Conflict resolution, setting long and short term goals  
Meet with students identified as failing or not on track.  
Meetings with families of seniors in danger of not graduating.  
High School students complete career inventory in the flex period.  
Finalize course catalog for school board approval  
Transcript review of all high school students

### February

Black History Month  
National School Counseling Week 2/5-2/9  
School Bus Driver Appreciation Month  
NWEA  
Course selections for the upcoming school year  
Begin Spring Semester Small Groups  
Parent/teacher conferences  
Guidance Curriculum - Taking personal responsibility for actions and learning from mistakes; Self-Care

### March

Course selections for the upcoming school year  
End of 3rd nine weeks  
Meet with students identified as failing or not on track.  
Women's History Month  
Read Across America Day 3/2  
Maintenance Workers Appreciation Week  
SAT  
Course selection meeting with a counselor for the upcoming school year  
All Junior ACT  
End of the 3rd nine weeks  
Guidance Curriculum- Careers; Traditional/Non-Traditional Occupations  
Naviance Assignment

### April

8th-Grade Scheduling at NLRHS for 9th Grade and 9th Grade Orientation  
Guidance Curriculum-Test taking skills  
ACT Aspire end of year testing  
Arkansas Scholars at NLR Chamber of Commerce

### May

Mental Health Month  
Teacher Appreciation Week  
High School Graduation  
AP Exams  
Final Transcripts sent to colleges  
Guidance Curriculum - Mental Health Month

ACT Aspire

End of 4th nine weeks and 2nd semester

Reflect on school counseling program goals and make plans for the following year.

### June

Summer School Enrollment

Master schedule for the next year

Rewrite the comprehensive counseling plan

## **SECTION 3: DELIVERY**

The following goals of the North Little Rock School District Counseling Program helps to support the program's philosophy by outlining different areas of focus that are in line with the American School Counselor Association national model. These services include tiers to ensure that all students have the support they need from the guidance curriculum, individual counseling, and other responsive services.

### **School Guidance Curriculum**

Classroom guidance is a critical component of school counseling since it allows the counseling staff to begin to shape the school culture by providing structured opportunities for student emotional, academic, and career growth. Classroom guidance also allows the counselor to directly impact all students. Visiting classrooms and providing digital lessons allows counselors to positively affect students' lives.

Counselors will draw from the following topics:

- Issues identified by the Annual Needs Assessment.
- Effective interpersonal communication skills.
- Conflict resolution and problem-solving.
- Study skills.
- College and Career Readiness
- Self Awareness.
- Substance abuse.
- Diversity.
- Student success plans for high school course planning, career exploration and planning, and goal setting.

**Classroom Guidance sessions in the State of Arkansas are limited to forty minutes per session with no more than three sessions per day, and ten sessions per week.**

### **Social/Emotional Learning (SEL)**

At the secondary level, this will take place through advisory/flex and classroom visits. Elementary counselors will provide guidance lessons to each class to support the

social-emotional needs of their student body. The following resources will be used to enhance the SEL curriculum:

- Xello College and Career Readiness software.(Grades 6-12)
- Paws in Jobland Career Awareness software (Grades K-5)
- Ripple Effects software.
- [Arkansas Guide for Life](#)

**Individual Student Planning-** School counselors will meet with students individually to offer assistance with school, careers, and personal/social success.

### **Individual & Group Counseling**

School counselors are highly trained professionals at affecting life change. Individual and group counseling are tools that may be employed to assist students in making a positive life change. These forms of counseling allow students to find individualized assistance with navigating problems concerning other students and/or teachers, emotional problems, career planning, crisis intervention, and other issues that may interfere with success in the school environment. School counselors may use individual and group counseling to competently combat common problems faced by students. Some examples of these issues are:

- Anger Management and Conflict/Resolution
- Coping with Life Changes
- Anxiety/Test Anxiety
- Study Skills
- Career Exploration
- Depression/Sadness
- Grief
- Self-Discovery
- Attendance

### **Online/Virtual**

Counselors will maintain a Google Classroom. This learning platform will provide resources focusing on issues important to students and parents. In the event of school transitioning partially or completely virtual, counselors will establish daily opportunities for students to interact online via Google Meets individually, or as a group. A link will be available to students who are feeling anxious, depressed, overwhelmed, or need assistance inside the Counselor's Google Classroom.

### **Academic Advising, Student Success Plans and Career Exploration**

Beginning in the sixth grade, students are introduced to Xello career inventories and start thinking about life after high school. During their eighth grade year, they will create a student success plan through the Xello platform. This is an individualized plan to help the student understand the path forward academically towards their future desired career.

This process will help the student develop career goals and understand the type of post-secondary training required to achieve this goal. This process will continue throughout high school as students update their plans of study to reflect new insights into future career direction as they take annual career inventories. Xello is an online platform that allows students to create career and academic smart goals, plan all of their courses for high school, see accelerated learning options, take career interest inventories that help them connect current learning with future work, and plan for college, etc. The students can schedule time with their school counselor to further develop the plan. This student success plan will function in:

- Guiding along the pathway to graduation
- Guiding students in goal-setting experiences
- Addressing accelerated learning opportunities
- Addressing academic deficits and accessibility of resources
- Providing student assessments and interest inventories
- Helping with Career Planning and Exploration
  - Relationship between classroom performance and success in school and beyond
  - The advantages of completing career certifications and internships
  - Identify career interests and aptitudes

At the elementary level, counselors will incorporate a variety of different career exploration methods into their guidance lessons. Career curriculum may include: **Career/Human Bingo**, a kid-friendly game that brings awareness to various jobs and careers but also allows teachers and staff to share the educational experiences that led them to their careers or jobs; **Dress For The Future** (students will be allowed to dress as the person they would like to be when they grow up) allow students to bring someone in to share their particular job or career and provide a little background information of required skills; **Paws in Jobland** is a virtual career exploration curriculum that allows students to begin exploring personal interests and careers.

**Response Services-** School counselors will be available to meet with students individually or in groups in response to intrapersonal or interpersonal struggles. Counselors will also be prepared to deal with crises and provide consultation support to faculty and administration. During the 2022-2023 school year, the Mobile Crisis Team was deployed five times due to school/apartment fires, tornados in our community, and various other crises. The district's counselors are divided into three mobile crisis teams. The following process is used to request assistance for services:

1. School Counselor will contact the District Head Counselor requesting support.
2. District Counselor will notify the Mobile Crisis team for alert to pivot to requested location.
3. District Counselors will contact support services as needed (mental health agencies, faith-based, etc.)
4. The District Mental Health team will debrief.

Mobile Crisis Teams:

Team 1

NLRHS

NLR COE

NLR Academy

NLRMS 7/8

NLRMS 6

Team 2

Amboy

Boone Park

Ridge Road

Indian Hills

Team 3

Lakewood

Crestwood

Seventh Street

Glenview

Meadow Park

Orientation and Transitions- New students to the district will be allowed to tour their new school and will be informed of school policies. They will also be allowed to connect to other students in their building, which may include peer-to-peer connections or welcome bags. Secondary students enrolling will meet with their school counselor to talk about academic status and identify a path to success.

Transition and orientation to high school will be held each spring for the rising 9th-grade class. Freshman will visit NLRHS for scheduling, building tours, and orientation. Students will be bussed from NLRMS to NLRHS to individually meet with high school staff to plan their high school curriculum and address questions and concerns. All incoming 9th graders will be enrolled in a year-long Freshman Orientation class to learn skills to succeed in high school.

Transition and orientation to middle school will be held each Spring for the rising 6th grade class. . Staff from the 6th grade campus will visit all nine Elementary schools to provide information regarding scheduling and the middle school experience. Students will be provided an opportunity to tour the middle school campus before they begin their middle school journey.

All upcoming Kindergarten students in the NLRSD are invited to attend Kindergarten Round-Up each Spring at their local elementary school. At Kindergarten Round-Up, families and their students will have the opportunity to complete all paperwork for registration, tour the elementary campus, and learn new Kindergarten expectations and procedures at their new school.

**Responsive Services Statement**

Counselors are equipped with a wealth of resources to connect students and their families with agencies and organizations that may provide additional assistance. Counselors have a [list](#) of mental health agencies that have agreements to work with NLRSD. Counselors may provide tools for parents experiencing a crisis as needed.

As experts in life change, counselors will also be a consultation resource for educators. Teachers and staff often need someone to offer constructive and creative strategies and provide a listening ear. Addressing and evaluating the mental well being of our staff is critical in creating a positive school culture.

- Counselors will provide appropriate groups to help deal with specific issues.

- Students and faculty will have access to a counselor in a time of crisis.
- Students and faculty will be connected with outside agencies as needed.
- Crisis response plan as outlined

### Bullying

Parents and students in the NLRSD who wish to report bullying will find instructions and a link to our Anti-Bullying handbook on the district website here: <https://www.nlrsg.org/page/how-to-report-bullying>. The North Little Rock School District defines bullying as the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable. Bullying will not be tolerated in the North Little Rock School District! The North Little Rock School District, in collaboration with students, families, and staff, strives to provide a safe and healthy environment that promotes positive relationships, camaraderie, and conflict management strategies.

Bullying prevention and intervention will begin by thoroughly defining the term bullying to students through bullying prevention guidance lessons and faculty through required PD. Students will learn through guidance the difference between ‘being a snitch’ and ‘asking for help.’ NLRSD-certified staff is required to participate in professional development biannually in bullying prevention. Bullying prevention and intervention will include students learning better social and emotional skills through guidance lessons. Students identified as the victim of bullying will have an F1 Bullying form filled out by a school counselor or administrator to get the student statement and be submitted to the administration for the investigation, intervention, and discipline of the offending party. Counselors will follow up with students to provide emotional support. F1 bullying report forms are also available on the NLRSD website (<https://nlrsd.jotform.com/212704493277055>) and may be completed by any parent, student, or stakeholder to bring administrative attention to bullying issues. New for the 2023-2024 school year, “STOP it,” an anonymous bullying reporting app, helps encourage witnesses and victims of bullying to report misbehavior to improve the school climate.

### Suicide Prevention

Suicide Prevention will involve suicide awareness through guidance lessons. Counselors will meet with any students who report intent to harm themselves (or others), notify parents, and provide parents with information on how to access appropriate help in the event of a crisis, such as going to the emergency room or being assessed in an inpatient mental health facility. Counselors will document this interaction and follow up with the student upon return to school. Our 6-page suicide

North Little Rock School District School Health SUICIDE Intervention Documentation	
<small>A suicide risk assessment should be initiated immediately whenever a student talks about harming himself/herself, or if there is concern that a student has thoughts about harming himself/herself. Do not leave the student unattended by an adult. Do not allow the student to leave the building until this protocol is completely filled out, and a plan for ensuring the student's safety is being carried out. The Site Administrator/Principal must be informed. This Suicide Risk Assessment will guide your evaluation, document your concerns, and help you develop a student safety plan. Contact your school's counselor or school-based mental health provider immediately. As necessary contact the following district staff for guidance: Jan Kucala, District Clinical Counselor, can be reached at (501) 779-2145 or _____ at (501) _____</small>	
Date: _____	School: _____
Student's Name: _____	_____
Student's ID# _____	_____
Date of Birth: _____	Age: _____ Grade: _____
Parent/Guardian's Name(s): _____	
Phone Number (s): _____	
Step 1: Keep the Student Safe	

intervention document (graphic on the right) includes risk assessment for indicators of suicide, safety planning with both student and family, a student safety contract, and possible questions for a student interview.

### **Systems Support Statement**

In order to continue to actively work to keep the school counseling program up-to-date and relevant, school counselors will engage in continuing education by attending workshops around the state to provide training and networking on topics. Counselors will also stay up-to-date and relevant by attending conferences on school counseling and participating in professional state and national organizations that promote the future direction of effective school counseling. Counselors will strive to keep current on relevant issues to students, schools, and careers.

- Counselors regularly attend conferences and participate in local and national school counseling organizations.
- Counselors gather data, analyze, and act based upon it.
- Counselors will be advocates for ALL students, parents, and staff.
- Counselors will meet monthly, alternating between district-wide and grade levels (elementary, middle, and high school).
- Guest speakers will be brought in to provide resources and training.

## **SECTION 4: ACCOUNTABILITY**

### **Data Analysis**

North Little Rock School District Counseling Program will carefully collect and analyze data related to student needs, as well as data about the counseling program in order to drive decisions regarding the direction of the program. Counselors look for trends based on data and reports that can identify areas of need among different genders, ethnicities, languages, levels of academic rigor, grades, teachers, and socioeconomic status. Using data helps counselors address issues that arise in the following areas:

- Behavioral problems
- Student academic progress
- Student emotional needs.
- Career and post-secondary education decisions
- Program effectiveness
- Equity issues
- Achievement gaps

## **Monitoring & Reporting Program Progress**

There are three types of data collected: Process Data, Perception Data, and Results Data. Process Data describes what happened and who made it happen. Perception Data is what students and other stakeholders thought about what happened. Results data focuses on using empirical data to demonstrate effectiveness. Each year the school counseling program will assess the different forms of data to determine progress towards established **Specific Measurable Attainable Realistic Time Based (SMART)** goals and other areas of identified growth. Summary data from the previous year's goal(s) will be published in the updated counseling plan each year. The counseling program will also look at the data generated from the use-of-time assessments to determine how to realign the counselors' time with the best practice structurally.

Please see last year's process, perception, and results data [here](#). At our Spring Advisory Committee meeting we reviewed the processes we had in place, heard feedback from stakeholders, and viewed the results data. Using this information we created the plan for the 2023-2024 school year.

### **Tools for Sharing Results with Stakeholders (examples available [here](#))**

- Handouts/Presentations (for school, district, parents, or other stakeholders)
- Data reports
- The following year's District Comprehensive School Counseling Plan

## **Administrative Activities**

School counselors in the North Little Rock School District are participatory members only (they do NOT chair) for the 504, IEP, LPAC, PBIS, RTI, Behavior RTI, and ALE meetings.

School counselors in secondary schools are also not assigned hallway, bus, cafeteria, or other forms of duty but are assigned duty at the elementary levels. School counselors at NLRSD assist with standardized testing but are not the building test coordinator. Secondary counselors are responsible for the master schedule and everything related to scheduling students; the bulk of this is completed during non student attendance days.

## **Conclusion**

The Counselors of the NLRSD will work to develop the knowledge, abilities, and character in order for our student's to achieve lifelong goals and become contributing members of a global society by equipping students with information, resources, support, and opportunities. As a team, we are committed professionals who will collaborate with all stakeholders of the NLRSD to ensure the implementation of this counseling plan.

# Annual Administrative Conference

School Counselor \_\_\_\_\_

School Year \_\_\_\_\_

After completing the school data summary, I have identified the following data priorities:

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Based on these data priorities, I will address the following goals as listed in the annual student outcome goal plan templates:

1	
2	

A minimum of 80% of time is recommended for direct and indirect student services and 20% or less in program planning and school support.	

Use of Time from Previous School Year			
<i>Based on two use-of-time 5-day calculators from previous school year (attached)</i>			
Direct Student Services	Indirect Student Services	Program Planning and School Support	Non-School-Counse ling Duties
%	%	%	%

  

Use-of-Time Plan for Current School Year			
<i>Indicate your planned time allocations for this school year</i>			
Direct Student Services	Indirect Student Services	Program Planning and School Support	Non-Counseling Duties
%	%	%	%



The American School Counselor Association recommended ratio is one school counselor per 250 students.

**Ratio**      One School      Per      \_\_\_\_\_      Students  
Counselor

**Caseload  
defined  
by:**

	Alpha Assigned:      Last names beginning with: _____ to _____
	Grade Level:      Students in grades: _____ to _____
	All Students in Building _____
	Other: _____

Attach the following documents for review and discussion during the conference:

§ Classroom and Group Mindsets & Behaviors Action Plan

§ Closing-the-Gap Action Plan

§ Annual Calendar

### Advisory Council

The school counseling advisory council will meet to provide feedback and input on the school counseling program.

Fall Meeting Date:	
Spring Meeting Date:	
Proposed Members: (names and stakeholder position)	

I plan to participate in the following professional development based on annual student outcome goals and my School Counselor Professional Standards & Competencies self-assessment.

Date(s)	Topic	Cost


Group	Time Commitment	School Counselor's Role

### Budget Materials and Supplies

Materials and  
supplies needed:

--

Annual budget: \$

\_\_\_\_\_

### School Counselor Availability/Office Organization

The school counseling office will be open for students/parents/teachers

from \_\_\_\_\_ to

\_\_\_\_\_

My hours will be \_\_\_\_\_ to \_\_\_\_\_ (if flexible scheduling is used)  
from \_\_\_\_\_

The career center will be open from \_\_\_\_\_ to \_\_\_\_\_

**Other Staff and Volunteers**

<b>Role/Responsibility</b>	<b>Person Assigned (no signature required)</b>
School Counseling Department Assistant	
Attendance Assistant/Clerk	
Data Manager/Registrar	
College and Career Center Assistant	
Other Staff	
Volunteers	



School Counselor Signature	
Administrative Signature	
Date Conference Held & Template Signed	
First Day of School	