

Osage County R-I Comprehensive School Counseling Program Manual

Section I: Introduction

Program Definition

The counseling program is seen as an essential and integral part of the overall educational process in kindergarten through grade twelve. The program focuses on helping all students in the areas of academic achievement, career and social/emotional development. All program components are implemented by certified school counselors.

Section II: Content Area Strands and Grade-Level Expectations

The Osage County R-I Counseling Department utilizes the School Counseling Curriculum from the Missouri Department of Elementary and Secondary Education, as well as Missouri Connections and various resources to help students attain the desired Grade Level Expectations.

Section III: Structural Components and Foundation

Mission

The mission of the Osage County R-I School Counseling Department is to provide a proactive, comprehensive, and developmentally appropriate program to address students' academic and career goals in addition to supporting their social and emotional needs while helping them work towards building brighter futures.

Vision

The Osage County R-I School Counseling Department will empower all students to reach their maximum potential by using a comprehensive program that addresses academic, career, and social/emotional goals.

Program Facilities

The Osage County R-I School District has one counseling office. Students kindergarten through grade twelve are served at the high school.

Advisory Council

The Osage County R-I School Counseling Advisory Council is made up of counselors, administrators, staff, parents, students, board members, and community members.

Resources

Health Remedies Wellness Counseling Ability Network Therapylog And Compass Health Network have partnered with the Osage County R-I School District allowing a school-based therapist to provide individual, group, and family therapy directly at school, giving students and families access to comprehensive behavioral health services. Upon request, counselors will provide community resources for Osage and surrounding counties.

Budget

The Osage County R-I Counseling Department's needs are met by building administrators and grants.

Section IV: Program Components **Curriculum**

School counseling curriculum proves school counseling content in a systematic way to all students in kindergarten through grade twelve. School counselors work with students through structured groups and classroom lessons. Resources that are used include Everfi which has lessons that cover mental health wellness, bullying, career and college readiness, financial literacy, and character lessons. Missouri connections is another resource used for post-secondary education and college and career readiness. Assessments are used from Missouri connections to help students figure out their skills and interests that will help them prepare for their postsecondary future. Missouri School Counseling DESE curriculum lessons are also used when looking at academic, career, and social/emotional development. Also different programs and agencies are utilized to deliver curriculum content and services. These include:

1. TO GOOD FOR DRUGS is a program given through the Osage County Anti Drug Coalition. The program is given grades K-6. Grades 7th and 9th.
2. Signs of Suicide is given by the counselor and health teach for grades 5th-6th and 7th through 12th.
3. Sexual Education Classes through Pregnancy Help Center. This is given to 6th through 8th grade.
4. Mental Health Presentations are given through Compass Health and other groups that reach out through the year for grades 7th through 12th.
5. Drug and Alcohol Awareness presentations given through different law enforcement agencies and awareness groups. For grades 7th through 12th
6. Sexual Harassment Programs- Play it Safe is used for grades 7th through 12th.

7. Bullying Awareness Presentations are covered through Victim Proof, Everfi programs, and Too Good for Drugs and other presenters that are contacted through the year. These are given for grades K-12th.

Individual Student Planning

Individual student planning is designed to assist students in planning, monitoring, and managing their social/emotional, academic, and career development. School Counselors work with students through appraisal for decision making, educational career planning, transition activities, and developing ICAPs (Individual Career and Academic Plans). Resources used for this include ACT testing for 11 graders, Work Keys assessments for 11th -12th graders, Accuplacer Test for 11th graders, and ASVAB test for the 11th graders. College visits and Career presentations are also given to the students in grades 10th through 12th. Journey to college is done for students in the elementary, middle, and high school. This program includes FAFSA resources, application help, and decision making when choosing a postsecondary option.

Responsive Services

Responsive services address the immediate needs and concerns of students. School Counselors work with students through brief individual counseling, small group counseling, crisis intervention, consultation, and referral.

System Support

System support includes program, staff, and school support activities and services. School Counselors accomplish this through program management, evaluation, professional development, staff and community relations, consultation and collaboration, committee participation, community outreach, program advocacy, and school support

Recommended Time

Recommended Use of Counselor Time (Percentage Rate)

Missouri Comprehensive School Counseling Program Components		Elementary School	Middle/Junior High School	High School	K-12
Direct Service	School Counseling Curriculum	35-45	25-35	15-25	25-35
	Individual Student Planning	5-10	15-25	25-35	20-30
	Responsive Services	30-40	30-40	25-35	25-35
Indirect Service	System Support	10-15	10-15	15-20	10-15
Total*		100	100	100	100

Section V: Job Descriptions

Elementary Counselor

QUALIFICATIONS:

1. A Master's Degree or higher from an accredited institution of higher learning.
2. A valid counselor certificate for assigned areas issued by the Missouri Department of Elementary and Secondary Education.

REPORTS TO: Building Principal

JOB GOALS: Provide a comprehensive guidance program for students in grades K-6

Which will help students overcome problems which impede learning and Assist them in making educational, occupational and life plans that hold Promise for their potential fulfillment as mature and responsible men and Women. Consult with teachers, staff members, and parents to enhance

Their effectiveness in helping students.

PERFORMANCE RESPONSIBILITIES:

1. Implement the elementary comprehensive guidance programs.
2. Guide and counsel groups and individual students through the development of Educational and career plans.
3. Counsel small groups and individual students with problems.
4. Consult with teachers, staff, and parents regarding the meeting of Developmental needs of the student.
5. Refer students with severe problems to appropriate community resources in Consultation with parents.
6. Administer individual achievement tests.
7. Serve as a resource person to aid classroom teachers using guidance activities
In their classrooms.
8. Remains readily available to students so as to provide counseling.

JH & HS School Counselor

QUALIFICATIONS:

1. A Master's Degree or higher from an accredited institution of higher learning.
2. A valid counselor certificate for assigned areas issued by the Missouri Department of Elementary and Secondary Education.

REPORTS TO: Building Principal

JOB GOALS:

To provide a comprehensive guidance program for students in grades 7- 12. This program will help them overcome problems which impede

Learning and assist them in making educational, occupational, and life

Plans that hold promise for their personal fulfillment as mature and

responsible men and women.

RESPONSIBILITIES AND PERFORMANCE OBJECTIVES:

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving educational and occupation plans interns of such evaluation.
4. Implement the junior/senior high guidance curriculum.
5. Counsel small groups and individual students with problems.
6. Consult with teachers, staff, and parents regarding meeting the developmental needs of students.
7. Refer students with severe problems to appropriate community resources in consultation with their parents.
8. Administer individual intelligence tests, achievement tests, and other appropriate tests as deemed necessary.
9. Works to prevent students from dropping out of school.
10. Helps students to evaluate career interests and choices.
11. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding and maturity.
12. Plans guidance field trips to schools, colleges and industry for interested students.
13. Supervises the preparation and processing of college, scholarship, and employment applications.
14. Makes recommendations to colleges for admissions and scholarships.

15. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
16. Confers with parents whenever necessary.

Section VI: Guidelines For Program and Personnel Evaluation

Counselor Evaluation from the Network for Educator Effectiveness (NEE)
Element 1 - Engages in student career planning and development.

Element 2 - Engages in individual student planning.

Element 3 - Provides responsive services.

Element 4 - Provides school system support through program management.

Element 5 - Provides school system support by collaborating with educators and other professionals from within and outside the school community.

Element 6 - Provides school system support by contributing to a positive and safe school climate and culture.

Element 7 - Provides school system support by contributing to building and school district initiatives.

Element 8 - Devotes recommended percentage of time on four components of the guidance and counseling program.

Section VII: Ethical Standards

The School Counseling program at Osage County R-I follows the ethical and professional standards set by the American School Counselor Association. The ethical standards can be found on the following ASCA website <https://www.schoolcounselor.org/>

Confidentiality: "Confidentiality is a professional's promise or contract to respect clients' privacy by not disclosing anything revealed during counseling, except under agreed upon conditions."

While it is important that a student's conversations with a school counselor be kept confidential, confidentiality does have its limitations. The most frequent type of breaches include a student verbalizing the following:

- 1) Verbal, Physical or Sexual Abuse
- 2) Neglect
- 3) A desire to harm him/herself
- 4) A desire to harm someone else
- 5) An unreported sexual assault

Duty to Warn: The general requirement that counselors keep information confidential does not apply when disclosure is required to protect clients or identified others from serious and foreseeable harm or when legal requirements demand that confidential information must be revealed.

Alignment with CSIP Goals

- Students scoring in the Below Basic Category on state assessments will decrease annually by 2-3% as measured by MAP and EOC scores. - The counseling program will offer test taking tips to help students familiarize themselves with the basic structure of standardized tests.
- Student scores will increase to 21 on the ACT exam over a 3 year average- The counseling program will help implement an ACT prep course, offer sessions on how the ACT ties in to their ICAP, and offer other resources to prepare the students for the ACT.
- Increase the percentage of students who feel physically, socially and emotionally safe at school as measured by the annual student survey by 10% by 2025- The counseling department offers curriculum lessons to help students learn about the different areas of safety and social/emotional learning. Surveys will be given to the students to ask their opinions. Trainings will be done to help with suicide and sexual abuse preventions. Outside resources and therapies will be available to families and students when needed and the counseling department will work with other outside agencies (OCADCAT, Student for Drug Free Youth, Law enforcement ect..) to ensure student safety.

Section VIII: School Board Policy

Policy 2810

The District is committed fully to implement a guidance and counseling program that supports the academic, career, and personal/social development of all students, leading District students to successful transitions into post-secondary education and into the workforce. The District's guidance and counseling program is implemented with the services of fully certified school counselors supported by teachers, administrators, parents and students. The District guidance and counseling program is designed and implemented in a manner to be consistent with the standards of the Missouri Comprehensive Guidance and Counseling Program.

The content of the District's program, consistent with the Missouri Comprehensive

Guidance and Counseling Program, is divided into three broad areas as follows:

Academic Development (ACAD)

1. Students will apply skills needed for achievement in school, both cognitive and affective. 2. Students will utilize skills necessary to successfully transition between educational levels. 3. Individual student learning plans will be developed and monitored throughout the students' District learning experience.

Career Development

1. Students will achieve life career goals through the consistent application of career exploration and planning skills. 2. Students will identify and locate information relevant to the "World of Work" and post-secondary training/education. 3. Students will achieve on-the-job success through the application of employment readiness skills.

Personal/Social Development

1. Students will achieve an understanding of themselves as individuals and as members of diverse local and global communities. 2. Students will interact with others in ways that manifest respect for individual and group differences. 3. Students will learn to apply personal safety skills and coping strategies.

Identification of Critical Workforce Needs and Shortages

1. Students will be given workforce needs and shortages information that will support students' career pathway decisions prepared by the State Board of Education and the Department of Economic Development by November 1 of each school year

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