



IOWA DEPARTMENT OF EDUCATION COMPREHENSIVE SITE VISITS

Training for School Counselors 2009-2010



GOALS

- All children will enter school ready to learn.
- All K-12 students will achieve at a high level.
- Individuals will pursue postsecondary education in order to drive economic success.

Purpose of the Site Visit



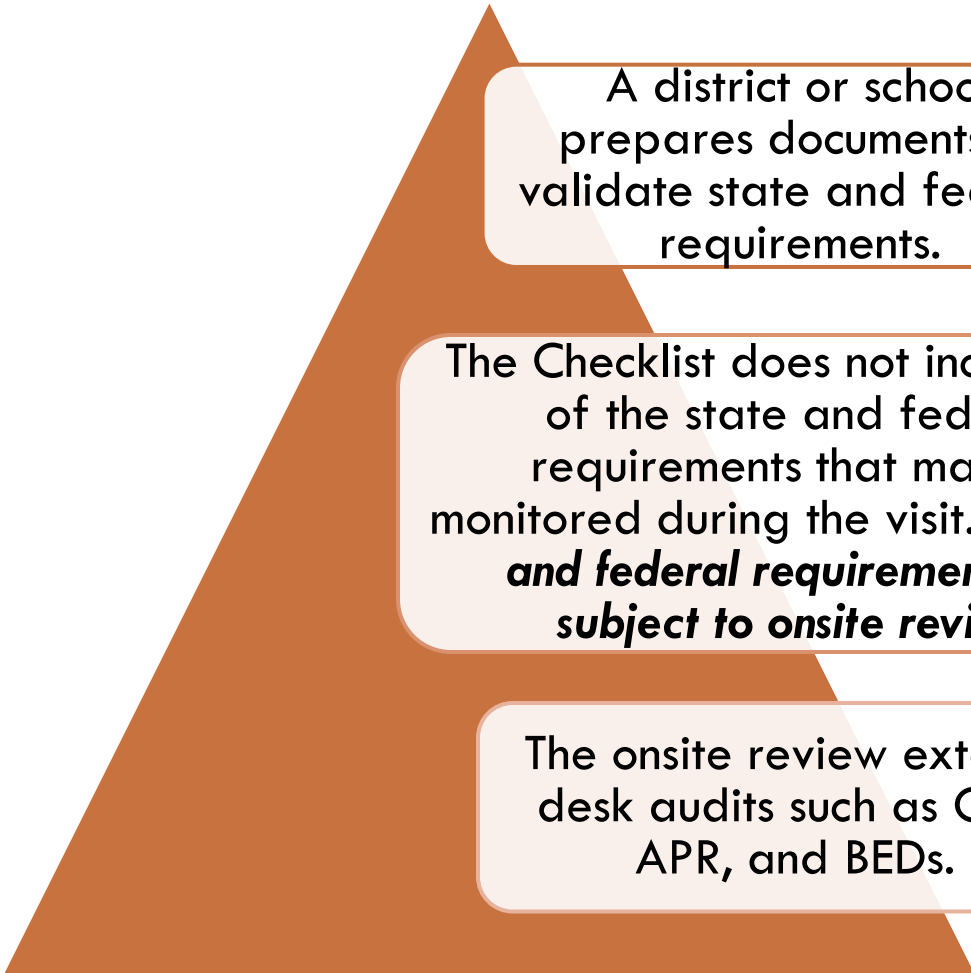
The Site Visit Process is set forth in the Code of Iowa -256.11 (10) and Iowa Administrative Code (Rules) 12.8(4)(A)(2)

- *To assess progress with the comprehensive school improvement plan*
- *To make recommendations with regard to the visit findings for the purposes of improving educational practices*
- *To determine that a school or school district is in compliance with the accreditation standards*
- *To provide a general assessment of educational practices*

281—IAC 12.8 (4)(A)(2)

Pre-Visit Preparation

Document Review Checklist



A district or school prepares documents to validate state and federal requirements.

The Checklist does not include ALL of the state and federal requirements that may be monitored during the visit. ***All state and federal requirements are subject to onsite review.***

The onsite review extends desk audits such as CSIP, APR, and BEDs.

Document Review

- Evidence the district employs a qualified school counselor 281—*IAC 12.3(11)*

Document Review

- School Counseling Program is regularly reviewed and revised and designed to provide
 - ▣ Curriculum that is embedded throughout the district's overall curriculum
 - ▣ Individual student planning designed to help students establish educational and career goals
 - ▣ Responsive services through intervention and curriculum that meet students' immediate and future needs
 - ▣ Management activities that establish, maintain, and enhance the total school counseling program

Preparing for the On-site Visit



Documentation should be organized by using notebooks, folders, or other means coded by the item numbers/letters listed (e.g., 1 a and 1 b) in a way that is efficient for the school/district and easy to follow by team members.

Reporting Format



The Seven Themes of Improving Districts and Schools

- Vision, Mission, and Goals
- Leadership
- Collaborative Relationships
- Learning Environment
- Curriculum and Instruction
- Professional Development
- Monitoring and Accountability

District Overview Presentation

Our first glance at the district....the anticipatory set

Past

Present

Future

What progress has been made since the last site visit?

How is the district/school ensuring the CSIP is a living document?

Highlights of district/school improvement should be shared with the site visit team.

Is the district part of the Voluntary Statewide Pre-School Program?

What progress has been made since the last site visit?

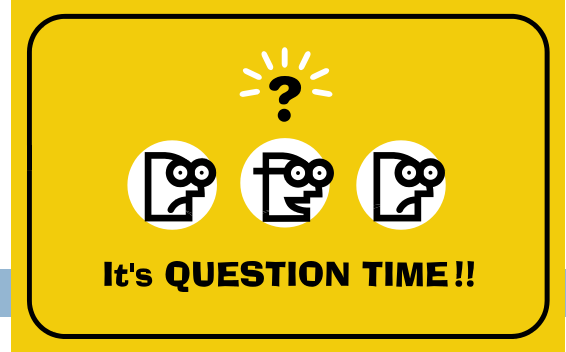
How is the district/school ensuring the CSIP is a living document?

Selection of Interviewees



- Most interview groups should include PK-12 representation (teachers, parents/guardians, principals, learning support staff, etc.)
- Reflect gender balance, racial/ethnic diversity, and persons with disabilities in interview groups
- School Advisory Committees
- Schedule interviews in rooms other than the site visit team room whenever possible

Interviews and Protocol



- ❖ The purpose of the interview is to gather and record information and to ask probing questions, when necessary.
- ❖ Assure interviewees' confidentiality is a priority.
- ❖ After each interview, team members will have a brief conversation regarding the interview.

08-09 Report Statements

School Counseling Program

Report recommendation statements included:

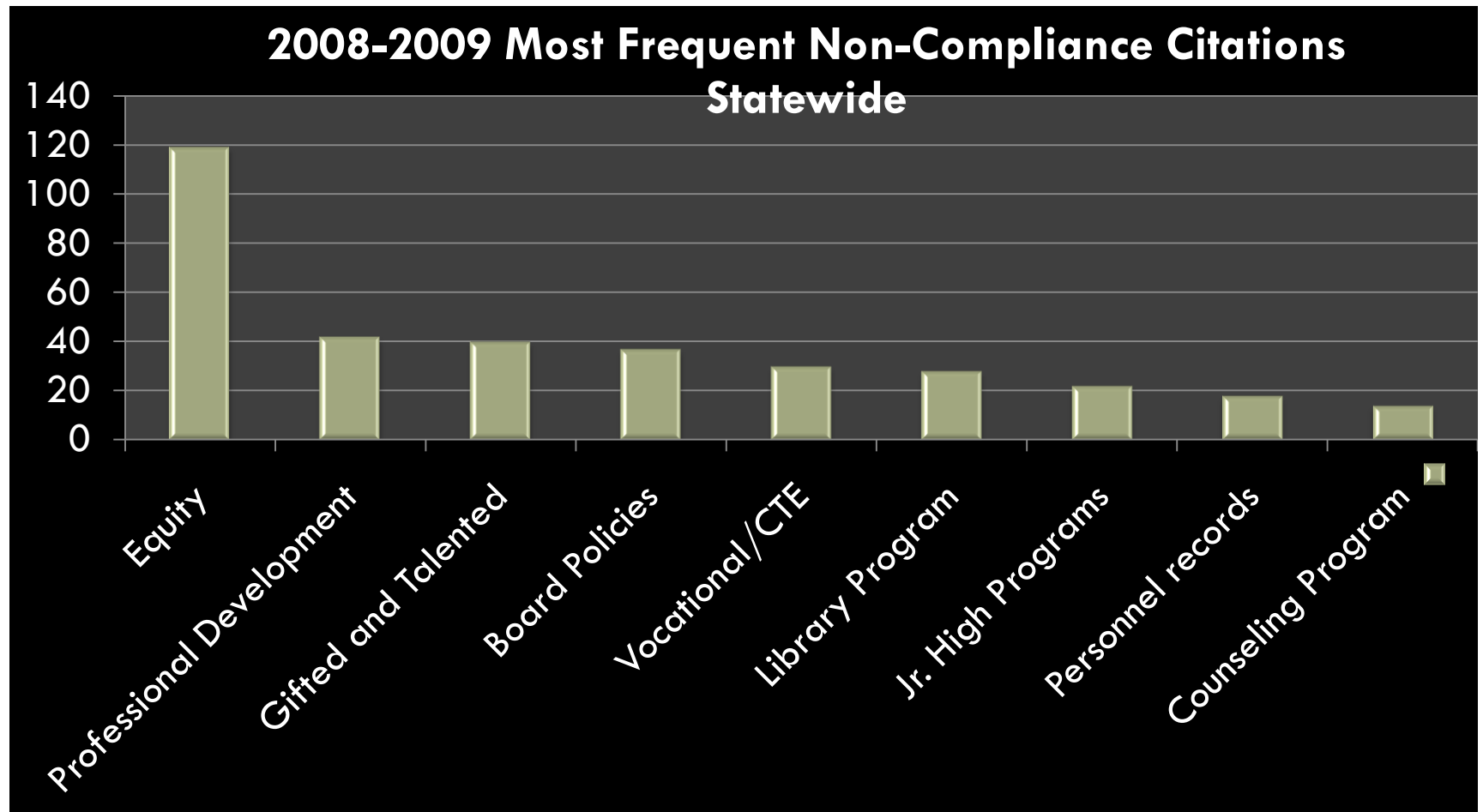
- Need to strengthen the program at a particular level (elementary, middle, high school)
- Lack of a school counselor at a particular level
- Lack of clearly defined program at all levels

Post Visit



- The LEA will develop a plan of correction addressing any non-compliance issues.
- The School Improvement Consultant will monitor and follow-up with any non-compliance issues.
- Link to survey for schools and districts

Statewide Snapshot-Non-Compliance



08-09 School Counseling Program Identified Non-Compliance “Shorthand”

SCP1: No school counseling program (2)

SCP 2: Program component missing (3)

SCP 3: No school counselor employed

SCP 5: Curriculum not embedded (7)

08-09 School Counseling Program

Identified Non-Compliance “Shorthand” Continued

SCP 6: Not designed to provide individual student planning (2)

SCP 7: Not designed to provide responsive services (2)

SCP 8: Not designed to provide management activities (4)

Program not regularly reviewed and revised (8)

Questions/Answers

