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., 1a and 1b) in a way that is efficient for the school/district and easy to follow by team members.
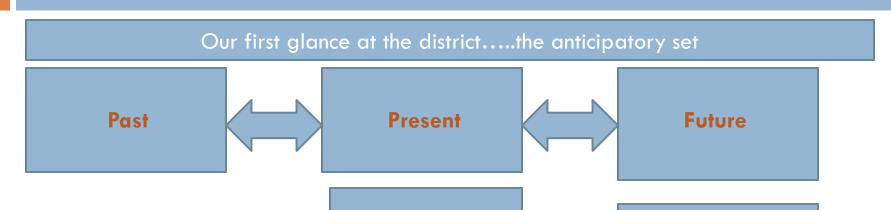
Reporting Format

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?
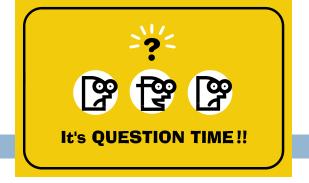
Selection of Interviewees

- 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

It's QUESTION TIME!!

- ❖ 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.

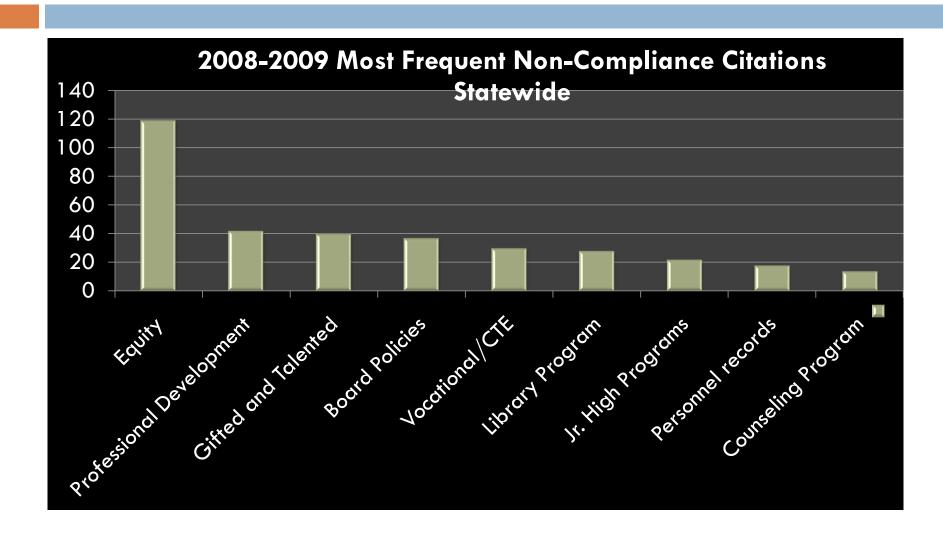# 08-09 Report Statements
School Counseling Program

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

2008-2009 Most Frequent Non–Compliance Citations Statewide

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)

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