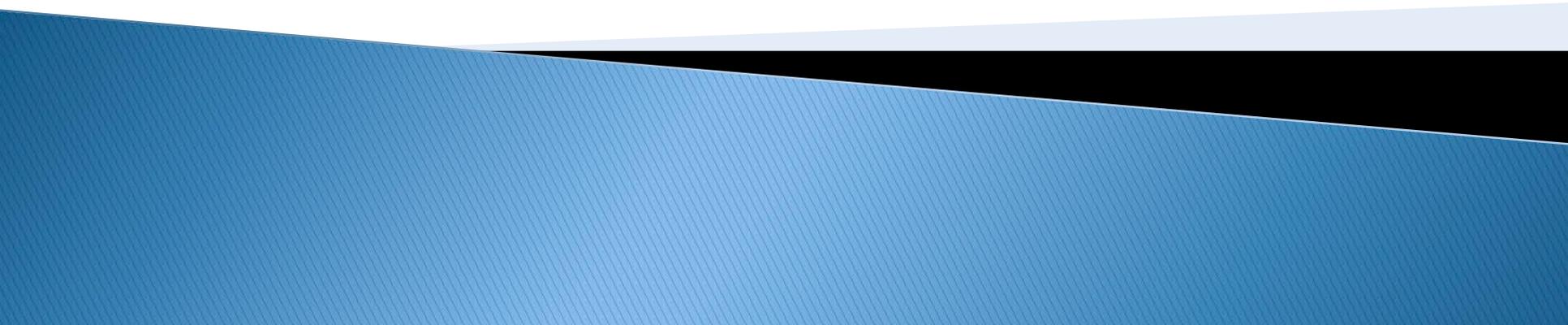


Arkansas Student Services Annual Report Overview

2015-2016



Student Services Report

- ❖ 2016 Student Services Report was announced by Commissioner's Memo on January 26th, 2016
- ❖ Window will be open from March 1st to March 18th, 2016
- ❖ Report will be completed via Survey Monkey

Important Reminders

- ❖ You must complete a report for each school you serve
 - ❖ Include a separate report for each LEA
- ❖ Call the ADE Office of Guidance and School Counseling if you are not a licensed school counselor or do not have an approved ALP to work as a school counselor in Arkansas*
- ❖ All required items are marked with an asterisk

Charter Schools with Waivers

- ❖ If your school waives any portion of the Public School Student Services Act, or if your school waives the counselor to student ratio of 450:1
 - ❖ Complete the “Charter Waiver” version of the Annual Student Services Report
- ❖ Answer all questions as fully as possible

Demographic Information

- ❖ LEA Number and Schools: Choose from the drop-down list. If your school is not listed on the LEA Number and School drop-down menu
 - ❖ Verify that official school name is not listed
 - ❖ Charter schools are listed at the bottom
 - ❖ Choose ***Not Listed*** from menu
 - ❖ Type LEA number in first box (Question #5)
 - ❖ Type school name in second box (Question #5)

Demographic Information

*

*** 3. LEA Number and School: Choose from the drop-down list. Note: The charter schools are listed in alpha order under the traditional schools.**

If your school is not listed, choose SCHOOL NOT LISTED and complete question #4.

4. If you chose SCHOOL NOT LISTED, type the 7-digit LEA and the school name in the boxes below.

LEA #

School Name

(Slides in the presentation will contain question numbers from the Student Services Survey. Charter Waiver question numbers may vary.)

Full-Time Equivalent

15. If you are a school counselor, what is your FTE (Full-time Equivalent) at the school listed above? Round to nearest tenth as shown (FTE of .78 would be rounded to .8). Make sure you consider all of the schools you work with so that you do not identify yourself as more than a full-time (1.0) counselor.

Select one:

- .1 - one-half day per week in this school
- .2 - one day per week in this school
- .3 - one and one-half days per week in this school
- .4 - two days per week in this school
- .5 - two and one-half days per week in this school
- .6 - three days per week in this school
- .7 - three and one-half days per week in this school
- .8 - four days per week in this school
- .9 - four and one-half days per week in this school
- 1.0 - five days per week in this school

Demographic Information

- ❖ Students served by grade
 - ❖ Include only the grades in which you work with students
 - ❖ Leave all other boxes blank
- ❖ Use number of students assigned as of October 1, 2015
 - ❖ Total number of students assigned to you in each grade should match the total number of students you have identified on question #15 (or #16 on the Charter Waiver survey)

Students Served

*** 15. How many students in each grade at this school are regularly assigned to you? Use totals from your district's October 1 report. Include only the grades in which you serve students. If there are other counselors in your school, please make sure that students are counted only one time.**

K	<input type="text"/>
1st	<input type="text"/>
2nd	<input type="text"/>
3rd	<input type="text"/>
4th	<input type="text"/>
5th	<input type="text"/>
6th	<input type="text"/>
7th	<input type="text"/>
8th	<input type="text"/>
9th	<input type="text"/>
10th	<input type="text"/>
11th	<input type="text"/>
12th	<input type="text"/>

Students Served

*** 16. What is the TOTAL number of students regularly assigned to you at this school as of October 1st? Include only those students you regularly work with, not the entire school population unless you are the only counselor. (Total number of students identified in question #14).**

Personnel Implementing the Plan

*** 18. List names and positions/titles of other personnel implementing the Student Services Plan for this school (counselors, nurses, social workers, mental health workers, psychologists, health services, career services, special education services, 504 coordinators etc).**



Direct Counseling

5. Direct Counseling

For each numbered item in the section below, mark "YES" or "NO" if it occurs in your school or district (do not leave any item blank).

*** 19. Counseling - individual (personal and social development, academic development, and age-appropriate career development)**

Yes

No

*** 20. Counseling - classroom (personal and social development, academic development, and age-appropriate career development)**

Yes

No

*** 21. Counseling - small groups (personal and social development, academic development, and age-appropriate career development)**

Yes

No

Administrative Activities

6. Administrative Activities

For each item in the section below, mark "YES" or "NO" if it occurs in your school or district.

*** 32. Consultation with parents is provided (without student present).**

Yes

No

*** 33. Consultation with school personnel or outside agencies is provided (without student present).**

Yes

No

*** 34. Incidents/concerns regarding child abuse or neglect are reported as required by law.**

Yes

No

Ratio of Direct Counseling and Administrative Activities

- ❖ Arkansas Code §6-18-1005 and the Rules Governing Public School Student Services require that at least 75% of the school counselor's time shall be spent in direct counseling each month and no more than 25% of the counselor's time each month shall be used for administrative activities related to counseling services

Ratio of Direct Counseling and Administrative Activities

- ❖ Answer questions below as they pertain to the sections Direct Counseling and Administrative Services
 - ❖ Total percentage for each time frame (column) should add up to **100%**.
 - ❖ Example: If January–February direct counseling is 75%, then January–February administrative services should be 25%

Ratio of Direct Counseling and Administrative Activities

- ❖ Calculate percent by months indicated
 - ❖ Estimated time providing **direct counseling**
 - ❖ Estimated time providing **administrative services**
 - ❖ Add the two rows
- ❖ Total percentage in each column should be 100%

Ratio of Direct Counseling and Administrative Services

*40. What is the estimated percentage of your time spent providing direct counseling services for each time frame below? (Total should be 100 for each column).

	September-October	November-December	January-February	March
Direct Counseling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Administrative	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Update

Ratio of Direct Counseling and Administrative Activities

- ❖ If **direct counseling** is less than 75%:
 - ❖ Provide an explanation in text box
- ❖ If you have documented your time on a use of time data chart or other time keeping record, please send it by email, fax or mail to the ADE Office of Guidance and School Counseling

Ratio of Direct Counseling and Administrative Activities

41. If your response to “estimated percentage of the school counselor’s time spent providing direct counseling services” is less than 75% for any two-month time frame, please provide an explanation in the text box below. If you have documented your time on a use of time data chart or other time keeping record, please send it by mail, email or fax to the ADE Office of Guidance and Counseling when you submit your report.

**ADE/Guidance & Counseling
Four Capitol Mall, Mailbox 13
Little Rock, AR 72201
Fax: 501-682-4220
Suzanne.knowles@arkansas.gov**

General LEA/District Information

- ❖ Choose option three if you are an elementary or middle school counselor on question #53 (or #55 on the Charter Waiver survey).

*** 53. The school counselor administers the TABE or the High School Equivalency exam. The program can be managed by the counselor, but the assessment must be administered by a staff member other than the counselor.**

- Yes
- No
- School does not have a TABE or High School Equivalency program or is an elementary or middle school

General LEA/District Information

8. General LEA/District Information

These services are provided at the school or district level.

*** 42. A building-based system of parental involvement has been implemented.**

Yes

No

*** 43. Psychological services are being offered to students.**

Yes

No

General LEA/District Information

*** 52. The district has available alternative methods of classroom management such as:**

	YES	NO
Behavioral contracting	<input type="radio"/>	<input type="radio"/>
Dispute resolution	<input type="radio"/>	<input type="radio"/>
Classroom meetings	<input type="radio"/>	<input type="radio"/>
Logical consequences	<input type="radio"/>	<input type="radio"/>
Assertive discipline	<input type="radio"/>	<input type="radio"/>
Behavior Modification	<input type="radio"/>	<input type="radio"/>
Career & academic counseling	<input type="radio"/>	<input type="radio"/>

Career Planning

9. Career Planning

*** 54. Each counselor serving students in grades K - 12 provides age-appropriate career planning. Choose all that apply to you.**

- School counselor provides career awareness and career information to students.
- School counselor provides employment readiness tools and information to students.
- School counselor supports student development of knowledge and skills necessary to achieve career goals.
- School counselor helps students see the relationship between classroom performance and success in school.
- School counselor encourages parents to support partnerships in their child's learning and career process.

Career Planning

*** 55. How is career information shared with students in this school? Choose all that apply. Career information may also be provided by others (listed in the box on question #18 of this report).**

Individual

Small groups

Classroom guidance

Career Planner

*** 59. Do you serve any students in grade 8 or above?**

Yes - please respond to next question regarding the Career Action Planner

No - skip to next section

Career Planner

*** 60. The career folder or planner (CAP) used at this school was created and/or printed by (check all that apply):**

Arch Ford

Arkansas River

Crowley's Ridge

Dawson

DeQueen Mena

Fort Smith

Great Rivers

Little Rock

North Central

North Little Rock

Northeast

Northwest

Pulaski Co Special School District

SEACBEC

South Central

Southeast

Southwest

Western

Wilbur Mills

Navigator Electronic Form

Other

Career Planner

Send only the copy of the planner

61. If you choose OTHER, please describe the planner in the box below and fax, mail, or e-mail a copy to the ADE Office of Guidance and School Counseling. Please include your name, school and district on the form before sending.

ADE/Guidance & School Counseling

Four Capitol Mall, Mailbox 13

Little Rock, AR 72201

Fax: 501-682-4220

E-mail: Suzanne.knowles@arkansas.gov

Planner description:

Additional Comments

- ❖ Include additional comments in the text box on the last page of the survey regarding the student services report
- ❖ Remember to print your report prior to submitting your survey if you want a copy

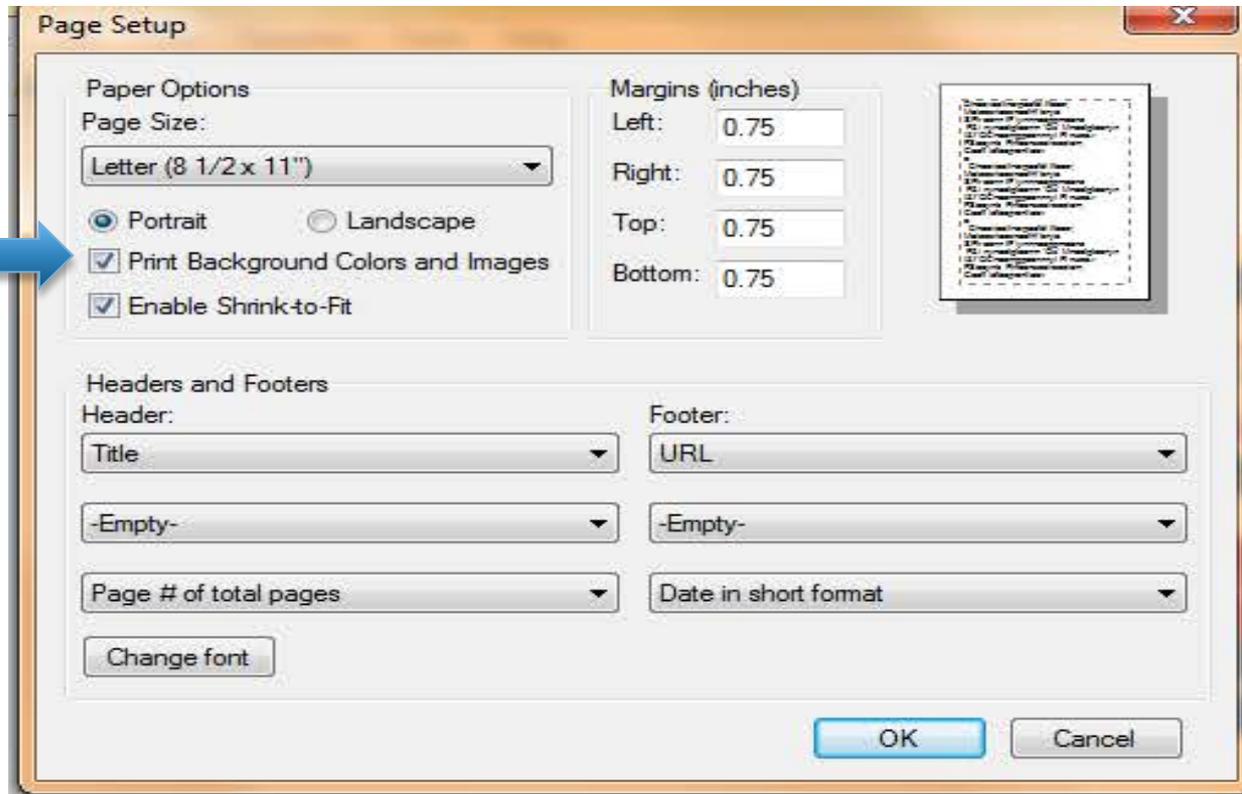
Printing the Report

- ❖ You must print each page individually
 - ❖ Use **Next** and **Prev** buttons to go back and forth between pages

Printing the Report – Explorer

- ❖ Choose “File”
- ❖ Choose “Page Setup”
- ❖ Make sure that “Print background colors and images” is checked
- ❖ Choose OK – this allows you to preview what you are printing
- ❖ Print

Printing the Report – Explorer



Printing the Report – Chrome

- ❖ Right Click – Choose “Print”
- ❖ Choose “More Settings”
- ❖ Choose “Background Graphics”
- ❖ Choose “Print”

Printing the Report – Chrome

2015-2016 Student Services Annual Report

5. Direct Counseling

45%

For each numbered item in the section below, mark "YES" or "NO" if it is in your school or district (do not leave any item blank).

* 19. Counseling - individual (personal and social development, and age-appropriate career development)

Yes
 No

Print...
Translate to English
View Page Source

Options

- Simplify page
- Headers and footers
- Two-sided
- Background graphics

Print

Total: 4 sheets of paper

Cancel Print

Destination HP_Color_LaserJet_4...
Change...

Pages All
 e.g. 1-5, 8, 11-13

Copies 1 + -

Layout Landscape

Color Color

Options Simplify page
 Two-sided

+ More settings



2015-2016 Student Services Annual Report

5. Direct Counseling

For each numbered item in the section below, mark "YES" or "NO" if it is in your school or district (do not leave any item blank).

* 19. Counseling - individual (personal and social development, and age-appropriate career development)

Yes
 No

* 20. Counseling - classroom (social and emotional development, and age-appropriate career development)

<https://www.surveymonkey.com/StudentServices>

2/17/2016

appropriate career development

Submitting the Report

- ❖ Review your report prior to submitting
- ❖ The report can only be printed prior to submission
- ❖ Enter the date you are submitting your report

***62. After entering the date, the Submit button must be selected to finalize the reporting process and ensure your report has been submitted.**

Date Survey submitted:

Date / /

Submitting the Report

- ❖ Remember to submit your report during the window of March 1st to March 18th, 2016
- ❖ Select  Submit
- ❖ You will see a message that says “Thank you for completing the 2016 Student Services Report”
- ❖ Print this page for your records

Public School Student Services Act

❖ Public School Student Services Act

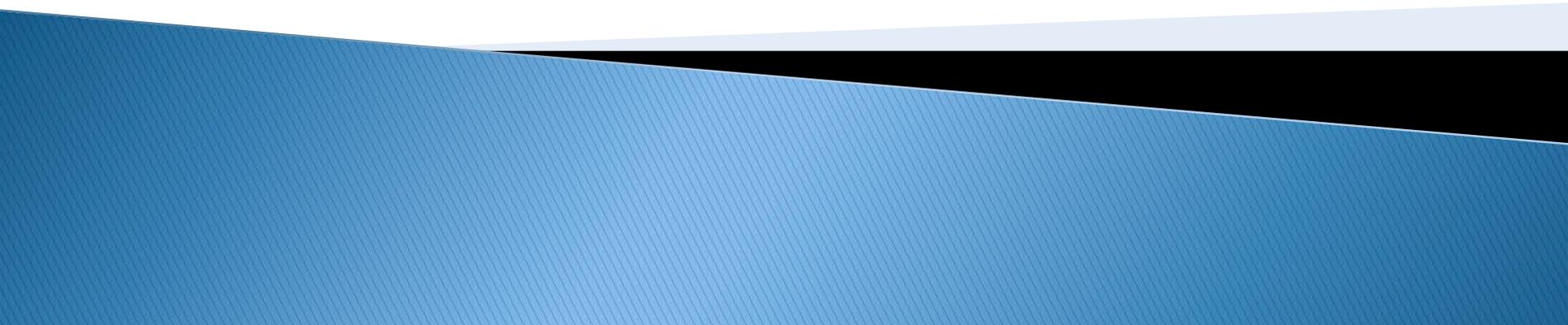
<https://drive.google.com/file/d/0BxrthnQodwRXb3NCZFIBRi1sdnM/view>

Public School Student Services Act

- ❖ What happens to the data in the report?
 - ❖ Information is shared in the annual Student Services Report
 - ❖ In accordance with Arkansas code §6-18-1007, the data from the Student Services Report is compiled annually and submitted to the Governor, the State Board of Education and the House and Senate Committees on Education
 - ❖ Concerns may be shared with district leadership

Arkansas Student Services Charter/Waiver Annual Report Requirements

2015-2016



Charter Waiver Information

- ❖ Indicate whether your Charter has waived the counselor to student ratio of 450:1.

*** 18. The district counselor to student ratio of 450:1 is waived by this school's charter.**

Yes

No

❖ Mark “Yes or “No” if it occurs in your school or district. Mark “Waived by Charter” if your Charter has waived this requirement.

*** 22. Counseling - classroom (personal and social development, academic development, and age-appropriate career development)**

- Yes
- No
- Waived by charter

*** 23. Counseling - small groups (personal and social development, academic development, and age-appropriate career development)**

- Yes
- No
- Waived by charter

Questions?

❖ Thank you for participating today! If you have any questions, please don't hesitate to contact us

❖ Contact:

❖ Suzanne Knowles

❖ suzanne.knowles@arkansas.gov

❖ 501.682.4354

❖ Roger Palmer

❖ roger.palmer@arkansas.gov

❖ 501.682.5144

❖ Liz Francoeur

❖ liz.francoeur@arkansas.gov

❖ 501.371.2696