



SPARC 2010

RATIONALE, REQUIREMENTS, RUBRIC AND APPLICATION

SPARC RATIONALE

The Support Personnel Accountability Report Card (SPARC) is a continuous improvement document that provides a school's counseling program and student support team an opportunity to demonstrate effective communication and a commitment to getting results. Modeled after the School Accountability Report Card (SARC), the SPARC has been developed by an advisory group of Los Angeles County counselors, counselor administrators, counselor educators and California Department of Education consultants.

We hope that you will find the SPARC useful in:

- presenting a self-evaluation of your student support system
- promoting your program proactively to your school administration, school board, parents/guardians, and community partners and businesses
- preparing reports for school accreditation, grants, or awards recognition
- implementing the American School Counselor Association (ASCA) National Standards and the National Model for School Counseling Programs

Please feel free to adapt the SPARC to your school counseling and student support programs' needs. If you (California schools only) wish to submit your SPARC to the Los Angeles County Office of Education for professional review and certificate recognition, please follow the directions and requirements delineated in this document.

Application deadline for certificate consideration: March 1, 2010

2010 APPLICATION REQUIREMENTS

- ◆ **NEW REQUIREMENT:** Your SPARC must be peer-reviewed from a neighboring school district to be considered for a certificate. A completed scoring rubric must be submitted with your application packet.
- ◆ You must self-score your own SPARC prior to submitting it for certificate consideration. Your SPARC will not be accepted if you do not submit your self-scored completed scoring rubric with your application packet.
- ◆ Your entire SPARC must fit on **one page**, front and back, 8.5x11 or 8.5x14. Laminated SPARCs will not be accepted.
- ◆ Accepted font sizes for the text of your SPARC are 10 and 12 points. An 8-point font is acceptable only for your graphs. Please make sure that your text is legible for all graphs. We suggest that you use Arial or Times New Roman fonts.
- ◆ **Each acronym needs to be spelled out** the first time it appears in the document. No ampersands.

- ◆ The SPARC is a public document and should **not have typographical or grammatical errors**. Please consult the *APA Publication Manual* or look up the web links we recommend on p. 10 of this packet (Rubric Category 6: Content).
- ◆ The sentence “**A continuous improvement document sponsored by the California Career Resource Network and the Los Angeles County Office of Education**” and the year **2010** must be included in the header of your SPARC, along with the **SPARC logo** (which you can download from www.sparconline.net). SPARCs will not be accepted without these three (3) items in the header.
- ◆ The cover letter should include an overview of the process in which your team engaged in order to complete the SPARC, as well as a distribution plan for your document.
- ◆ The complete SPARC 2010 application packet must be received in our office by **5:00pm on Monday, March 1, 2010**. **Faxed or emailed documents will not be accepted.**

2010 APPLICATION PACKET

Please include the following in your application packet:

- ✓ your cover letter
- ✓ five (5) color copies of your SPARC
- ✓ one self-scored rubric
- ✓ your completed and signed application
- ✓ one peer-reviewed scoring rubric from a neighboring school district
- ✓ one pdf of your SPARC to post on SPARC website must be sent to:
<http://www.sparconline.net/uploadsparc.html>



Mail or drop off your complete application packet to: Bob Tyra, Project Director
Los Angeles County Office of Education
9300 Imperial Highway, ECC-397
Downey, CA 90242-47

OPERATIONAL DEFINITIONS

Community Partnerships/Resources: internal and external agencies and programs that integrate their unique talents and opportunities into your student support system. Collaboration with community partners may include referrals, monitoring, sharing resources, and supervision.

School Counseling Program: a coordinated comprehensive program that is part of the student support system. Credentialed school counselors are responsible for assisting in the design, implementation, evaluation, and coordination of the student support system.

Student Support Personnel Team: team of site-based certificated or classified personnel, volunteers, or other individuals. They provide a wide range of student support services that impact student academic, career, and personal/social development.

Student Support System: services and programs that provide a coordinated support network for all students.

RESOURCES

Each section of the SPARC Rubric is prefaced by the following resources:

- Helpful hints we have compiled from practice, focus groups, surveys and prior scoring rubrics and
- ASCA National Model (<http://www.schoolcounselor.org>) applications with page numbers from the National Model for School Counseling Programs book. You may also use the National Model workbook.

We encourage you to contact other student support teams that submitted SPARCs last year. Our academy award recipients are willing to share their formats and expertise. You can review last year's award-winning SPARCs posted online at www.sparconline.net.

TECHNICAL ASSISTANCE

We encourage you to design a template that reflects your school's graphics capabilities.

Once you have submitted your SPARC, we will post on our website the name, phone number and email of the individual who was responsible for completing the application. This person is responsible for communicating and sharing with other schools that need technical assistance in developing their SPARC. The SPARC process is non-competitive; every school that completes the SPARC application packet will receive a certificate.

If you have additional questions or concerns with regard to the SPARC, please feel free to contact Bob Tyra at tyra_bob@laoe.edu for further assistance.

SPARC CERTIFICATION PROCESS

Certificates will be given to schools with scores of "Yes" in all sections of the self-scored and peer-reviewed rubrics and have met all the necessary requirements (p.10).

The person listed as the "Individual Completing Application" on your application will be contacted for notifications and questions related to your submission. All submissions are final.

An e-mail will be sent to your team lead after March 22, 2010 notifying you of your certificate status. No queries will be answered with regard to application status before March 22, 2010.

Please Note: All schools must meet the criteria listed within this document.

SPARCs will not be returned for "rewrites" or corrections.

SPARC 2010 RUBRIC

Categories

There are six categories/components that your SPARC must include in order to receive a certificate:

- | | |
|-----------------------------------|-------------------------------------|
| 1. Principal’s Message | 4. Student Results |
| 2. Student Support Personnel Team | 5. Community Partnerships/Resources |
| 3. School Climate and Safety | 6. Content |

1. PRINCIPAL’S MESSAGE

Helpful Hints

If you review the School Accountability Report Card (SARC) for your school, you will get a good idea as to how this section could be structured. You may find the SARC for your school at the district office or on the district website. Comments are to be directed toward the student support team as opposed to the entire school.

National Model Application

Your work in this section may be enhanced by reviewing: Performance Evaluations (p. 62) and Management Agreements (p. 47) in the National Model for School Counseling Programs book.

Category 1: Principal’s Message	<u>Yes</u>	<u>No</u>
Must include a statement on the vital role of the entire Student Support Personnel Team in student academic success and school safety.		
Must include a statement of support for the implementation of the National Standards for School Counseling.		
Must include an explanation of progress from two (2) “Focus for Improvement” items initiated last year. Must provide a statement regarding two (2) proposed “Focus for Improvement” items for next year. You may comment on programs initiated from previous years. <ul style="list-style-type: none"> • If this is your first SPARC submission, indicate your 2 items for improvement for next year. 		
Must include a statement regarding the incorporation of the SPARC into the School Site or Improvement Plan. <i>This statement does not apply to Adult Education Programs, as well as Private Schools and Charter Schools.</i>		

2. STUDENT SUPPORT PERSONNEL TEAM

Helpful Hints

You may want to consider including a short history of the growth and development of your school's student support system. This section provides information about who you are as a team. It reinforces the themes of accountability, professionalism, and open communication with your audience.

National Model Application

Your work in this section may be enhanced by reviewing: Delivery System (pp. 39-44), Beliefs and Philosophy (pp. 27-29), and Use of Time (pp. 55-57).

Category 2: Student Support Personnel Team	<u>Yes</u>	<u>No</u>
Mandatory chart providing information on Student Support Personnel Team: chart must include job titles and academic degrees. <ul style="list-style-type: none"> A minimum of four (4) service areas must be included. Service areas may include classified staff, nurse, psychologist, social worker, etc. 		
Must include a statement on the role of school counselors in an equitable student support system.		
Must include a statement that all certificated team members hold appropriate credentials which meet NCLB guidelines for highly qualified staff.		
Must include a statement that indicates team members' memberships in professional organizations or associations.		



3. SCHOOL CLIMATE AND SAFETY

Helpful Hints

A great resource for this section may be your district's safe and drug free school coordinator (Title IV/ Tobacco Use Prevention Education). Your graphic representations should look similar in style to the graphs in the results section. Examples of programs that could be included in this section are:

- programs/activities which increase student “connectedness” to school and improve school climate,
- programs that teach students conflict resolution and mediation techniques for solving conflicts,
- programs and activities that reduce incidents of hate, violence, bias-related incidents and discriminatory attitudes at the school site with an emphasis on prevention and early detection,
- programs that provide age-appropriate instruction on violence prevention, bullying, dating violence, and interpersonal violence prevention, and
- Healthy Kids Biannual Survey - A wide variety of personal/social issues are addressed in this survey that is required for 5th, 7th, 9th, and 11th grade students.

Keep your graphs simple to read – focus on one concept per graph. Think *USA Today!*

National Model Application

Your work in this section may be enhanced by reviewing: Systems Support (pp. 43-44).

Category 3: School Climate and Safety	<u>Yes</u>	<u>No</u>
Must include a statement regarding the relationship of the student support system to school climate and safety.		
Must have two (2) graphs, accompanied by an explanation for each, connecting student support team activity to the results shown.		
Must include an explanation of the role of the Student Support Personnel Team in the completion of an updated School Safety Plan that has been reviewed by the School Safety Committee and adopted by the district’s Board of Education.		
<p>Note: Process and perception data are acceptable in this category. Please see the PowerPoint presentation by Dr. Mark Matzaganian at www.sparconline.net/sparctools.html</p>		

4. STUDENT RESULTS

Helpful Hints

Results are the outcomes of what students do, not what adults do. For example, results are **not** the number of students seen, the number of meetings, conferences, or classes held or attended, or the number of referrals to other agencies or programs. The relationship between the data presented and the student support team must be clearly stated.

- Presenting your results in graphic form (pie charts, graphs, etc.) and their relationship to the National Standards for School Counseling Programs are essential components for this section.
- Do your business, math, computer applications departments or service organizations on campus want to crunch numbers for you? Do you have an intern doing a practicum or fieldwork hours at your school who would want to help with your SPARC?
- Keep your graphs simple to read – focus on one concept per graph. Think *USA Today!*
- Consider using a Career and Technical Education (CTE) measure for your Career Domain Results.

National Model Application

Your work in this section may be enhanced by reviewing: Use of Data (pp. 49-53), Results Reports (pp. 59-62), and Action Plans (p. 55).

Category 4: Student Results	<u>Yes</u>	<u>No</u>
Must include a statement explaining the importance of the utilization of student results and their relationship to the ASCA National Standards.		
Must have three (3) graphs, accompanied by an explanation for each, connecting the Student Support Personnel Team activity to the results shown. Graphs must represent student results data and must be tied to a specific, stated, ASCA National Counseling Standard. Write out the standard on the SPARC.		
The three graphs must represent the three different ASCA National Model domains (Academic, Career, and Personal/Social).		
<p>Note: Process and perception data are <u>NOT</u> acceptable. Only results data are acceptable in this category. Please see the PowerPoint presentation by Dr. Mark Matzaganian at www.sparconline.net/sparctools.html</p>		

5. COMMUNITY PARTNERSHIPS/RESOURCES

Helpful Hints

Your student support system coordinates a variety of resources and collaborates with a significant number of community partners/resources. This section asks you to classify all of your partnerships/resources into the academic, career and personal/social domains.

- These partnerships/resources should reflect an active relationship in funding, organization, monitoring, collaboration, or referrals with your student support system.
- Remember to spell out acronyms.
- Volunteer activities should mention students, parents or community members.

National Model Application

Your work in this section may be enhanced by reviewing: Systems Support (pp. 43-44).

Category 5: Community Partnerships/Resources	<u>Yes</u>	<u>No</u>
Must include a general statement indicating the importance of community partners/resources to your school site. <ul style="list-style-type: none"> • Statement must provide three (3) examples of how they enhance the quality and effectiveness of the student support program. 		
Must include a minimum of two (2) community partners/resources listed for each ASCA National Standard Counseling domain (Academic, Career and Personal/Social).		
Must include a minimum of two (2) current student, parent, or community member volunteer activities that are strongly related to student support services.		
Must provide the name, phone number and e-mail of a person to contact about becoming involved in the student support services program.		

6. CONTENT

Helpful Hints

We encourage you to find SPARC layout and editorial assistance from the following personnel:

- District office Public Relations department
- Yearbook advisor
- Graduate student interns
- English department
- Graphics department
- Desktop Publishing class

Please consult the *APA Publication Manual* and/or look up the following recommended references:

- for help with grammar, punctuation or capitalization: www.grammarbook.com/english_rules.asp
- for APA formatting and style guidelines: www.owl.english.purdue.edu/owl/resource/560/01

Don't forget to thoroughly spell-check your document after each review!

Please make sure that:

- your document text is in a font size of 10 or 12 points (we recommend Times New Roman and/or Arial fonts).
- text that explains a graph must be in 10 or 12 points; however, text within the graphs may have a font size of 8 points or higher.

Category 6: Content	<u>Yes</u>	<u>No</u>
Content must have a clear and consistent voice.		
Format must be clear and consistent.		
There must be no more than two (2) typographical or grammatical errors in total.		
Fonts used for text and graphs must be the recommended fonts in the required sizes: <ul style="list-style-type: none">• font size of the text must be in 10 or 12 points• graphs must have an 8-point or higher font size		

SPARC 2010 APPLICATION FORM

Please do not alter this application by deleting sections or adding your own wording.

Deadline: MUST be received in our office by 5:00 pm on March 1, 2010
Please note: faxed or emailed documents will not be accepted. Your SPARC must be sent as both hard copies and as a pdf.

School District: _____

School Site: _____

School Level: _____ School Setting: _____ Number of Students: _____
 Elementary Middle High Adult Urban Suburban Rural

County: _____

School's State Senate Member Name: _____

School's State Assembly Member Name: _____

Individual Completing Application: _____ Work Phone: _____

Work Address: _____ E-Mail: _____

City/State: _____ Zip Code: _____

Please enclose the following items on this checklist in your application packet:

- Application Form (with all appropriate signatures)*
- Cover Letter (one page overview of your team's SPARC process and SPARC distribution plan)*
- Five (5) color copies of your Support Personnel Accountability Report Card (SPARC)*
- A completed self-scored SPARC scoring rubric*
- A completed peer-reviewed scoring rubric from a neighboring school district*
- One pdf of your SPARC sent to <http://www.sparconline.net/uploadsparc.html>*

Please do not send any additional materials or attachments.

Student Support Services Team: Certificated, Classified, and Volunteer Staff.

Please use additional sheets of paper as necessary.

Name	Position	Signature

Peer-Reviewed SPARC Scoring Rubric Confirmation:

I confirm that the SPARC submitted in this application packet has been peer-reviewed.

Signature: _____

Name of Neighboring School District: _____

Date: _____

Parent and Student Representatives' Confirmation:

This SPARC accurately reflects our student support system and the efforts of the school counseling program in its design, implementation, evaluation, and coordination. This document was generated by the student support team at our school.

Signature of Parent Representative: _____

Signature of Student Representative: _____

Principal's Publication Approval:

This document has been approved as a public document. This SPARC accurately reflects the student support system and the efforts of the school counseling program in its design, implementation, evaluation, and coordination. This document has been proofread by our team and peer-reviewed by a support services professional or team outside of our school district. You have my permission to reproduce and post this SPARC on any support services-related website. **I give my permission for all or any part of this application to be shared with the Governor's office or state legislators as well as others interested in reviewing our SPARC.**

Signature of Principal: _____

Superintendent/CEO's Approval:

Signature of Superintendent/CEO: _____

<p>Please mail or drop off to:</p> <p>Deadline of receipt of your complete SPARC application packet is March 1, 2010.</p>	<p>Bob Tyra, Project Director Los Angeles County Office of Education 9300 Imperial Highway, ECC-397 Downey, CA 90242-4720</p>
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