



Berryhill Administrative Complex

# MEMO

**To:** School Board Members  
**From:** Sherry Smith/Mary Lou Darby *S. Smith M.L.D.*  
**Date:** June 26, 2013  
**CC:** Tim Wyrosdick; Bill Emerson  
**Subject:** Annual Guidance Report

House Bill 769 (s. 1006.025, F.S., Guidance Services), passed by the 2004 Florida Legislature, requires each school board to submit a district guidance report to the Commissioner of Education by June 30 of each year. The data is used to examine districts' development and implementation of guidance plans/programs, promising practices, and to identify technical assistance needs.

Our schools are required to compile a Guidance Calendar of Proposed Guidance Activities in the fall and then in the spring to resubmit these Action Plans with a Date Completed for each proposed activity. The District Student Development Plan and Guidance Calendars and Action Plans for each school are visible at our website <http://www.santarosa.k12.fl.us/stuserv/> by clicking on "Guidance" in the top menu bar. This year's completed Action Plans will be posted by mid July, and previous years are able to be viewed.

After the Action Plans are completed, guidance counselors are asked to complete a guidance survey. As a result of a response from all our schools, attached is the Annual Guidance Report 2012-2013 that was submitted to the Florida Department of Education. This report is for your review only. Should you have questions or concerns, please feel free to call Sherry Smith (983-5052) or Mary Lou Darby (983-5156).

## Annual Guidance Report 2012-2013

**The 2012-2013 Guidance Report will go online May 6, 2013, through June 30, 2013.  
For more information, contact Curtis T. Jenkins at 850-245-7844.**

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### Contact Information

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### District Guidance Plan

1.) The district has a written K-12 counseling and guidance plan.	yes
2.) The district counseling and guidance plan has been approved by the local school board.	yes
3.) A district master calendar for guidance services and activities is developed, posted, and followed throughout the year.	yes
4.) The district guidance plan includes a counselor job description and evaluation that is written and based on management and delivery of the counseling and guidance program.	yes
5.) The counseling and guidance program is evaluated annually.	yes
6.) If yes, the annual program evaluation includes appropriate student outcome data.	yes
7.) The school board is updated at least annually on the implementation of the guidance plan and continuous improvement efforts.	yes
8).Rate the extent of district level support in the following areas:	
a) Development of guidance curriculum. <b>Total involvement</b>	
b) Coordination (both vertical and horizontal) among schools on implementation of the counseling and guidance program.	

<b>Total involvement</b>	
c) Provision of information and training on how to implement district policy regarding counseling and guidance programs.	
<b>Total involvement</b>	
d) Provision of training for counselors on how to use data to show the results of the counseling and guidance program.	
<b>Total involvement</b>	
9). The district assigns test coordination to counselors.	<b>no</b>
10.) Counselors participate in school based leadership teams.	<b>yes</b>
Comments:	

## Degree of Implementation

11.) The district guidance plan is being implemented at all schools, K-12.	<b>yes</b>	
If no, explain why it is not being implemented in all schools.		
12.) The District has developed and implemented a plan for sharing information on the guidance program to all stakeholders, i.e., administrators, counselors, teachers, family, and community.	<b>yes</b>	
13.) Check the percentage of school counselors that have been trained in the district guidance plan and have personalized the plan to meet the needs of their individual schools' counseling and guidance program.	<b>76-100</b>	
14.) Using a scale of 1 to 4, please rank the extent to which the following goals are currently emphasized in your middle and high schools. Place a "1" beside the goal with the most important emphasis, a "2" beside the goal with the second-most emphasis, and so on through "4" for the goal with the least emphasis. <b>Do not duplicate rankings within each educational level.</b>		
	<b>Middle</b>	<b>High</b>
a. Help students plan and prepare for their work roles after high school.	<b>4</b>	<b>4</b>
b. Help students with personal growth and development.	<b>2</b>	<b>2</b>
c. Help students plan and prepare for postsecondary schooling.	<b>3</b>	<b>3</b>
d. Help students with their academic achievement.	<b>1</b>	<b>1</b>
Comments:		

## Student Access to Counselors

Section 1006.025, Florida Statutes states that guidance and counseling programs should provide opportunities for students to receive career guidance so that when they exit high school they are informed and prepared to pursue their career choice whether it involves going directly to work or further education.

Activity		If yes, required of which students		
15.) Career guidance activities are available at the elementary level.	yes	<input checked="" type="radio"/> All	<input type="radio"/> Some	<input type="radio"/> None
16.) Career guidance activities are available at the middle school level.	yes	<input checked="" type="radio"/> All	<input type="radio"/> Some	<input type="radio"/> None
17.) Career guidance activities are available at the high school level.	yes	<input checked="" type="radio"/> All	<input type="radio"/> Some	<input type="radio"/> None

Student Access to Counselors*	Elementary	Middle	High
18.) What is the average student/counselor ratio?	1:615.0	1:590.0	1:363.0
*Do not include Alternative Schools.			

19.) School counselors can document that they spend at least 80% of their time in activities that directly benefit students. yes

20a.) The district employs counselors at all levels: **yes**  
If no, indicate which levels counselors are included:  
☐ Elementary ☐ Middle ☐ High

20b.) The district employs career specialists at:  
☐ All Schools ☒ Some Schools ☐ No Schools

Comments:  
**Career guidance activities required:**  
  
**Two thirds of our elem.schools require of all**  
  
**Over half of our middle schools require of all**  
  
**All except 1 high school require of all**

#### Training on Labor Market Information

21.) The district inservice master plan includes training for counselors and career specialists to learn about labor market information.	no
Comments:	

#### Supplemental Guidance Systems

22.) Teachers as Advisors is a program used by this district to supplement the delivery of guidance services.	yes
If Yes, at what levels? <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Middle <input checked="" type="checkbox"/> High	
Comments: <b>We had 2 middle and 2 high schools report that they participate in the Teachers as Advisors program.</b>	

#### School-To-Work Transition Information

23.) All high schools in the district have career centers.	no
Which of the following describes the guidance programs in your district?	
24.) All students are given an opportunity to assess their interests before graduating from high school.	yes
25.) All students develop a career and education plan for high school and beyond.	yes
26.) Instruction on employability skills is included at all high schools.	yes
Comments: <b>Two of our high schools reported not having career centers.</b>	

## Counseling and Guidance Program Accountability

27). Schools in your district collect and use data for systemic improvement to their counseling and guidance programs.	yes
28). If yes, data is collected, disaggregated, and analyzed for program improvement using the following indicators of student outcomes:	
<input checked="" type="checkbox"/> school attendance rate <input checked="" type="checkbox"/> discipline referrals <input checked="" type="checkbox"/> promotion/retention rate <input checked="" type="checkbox"/> ESE referrals <input checked="" type="checkbox"/> FCAT scores <input checked="" type="checkbox"/> GPA <input checked="" type="checkbox"/> enrollment in challenging courses <input checked="" type="checkbox"/> enrollment in career and technical courses <input checked="" type="checkbox"/> graduation rates <input checked="" type="checkbox"/> drop out rates <input checked="" type="checkbox"/> number of students enrolling in postsecondary education	
29). The district recommends or requires that counselors develop a report or other format that utilizes data to show impact of counseling on student achievement.	yes
30). Counselors and/or career specialists in my district have completed a report or other format to show how their interventions impacted student achievement.	yes
If yes, describe the activity in the format below.	
Title: <b>We have these on file. If they are needed, we can send copies.</b>	
Describe the activity: <b>We have these on file. If they are needed, we can send copies.</b>	
What were you trying to change? Include the baseline data. <b>We have these on file. If they are needed, we can send copies.</b>	
What were the results?	

**We have these on file. If they are needed, we can send copies.**

Comments:

Career and Education Planning Course (s. 1003.4156(1) 5, F.S.)

31). During the 2010-2011 school year, at what grade level(s) was the career and education planning course taught?

☐ Grade 6

☐ Grade 7

☒ Grade 8

32). Was the course taught as a stand-alone course or integrated into subject area curriculum?

☒ Stand-alone course

☐ Integrated

If **Integrated**, in which subjects?

☐ Language Arts

☐ Mathematics

☐ Science

☐ Social Studies

☐ Elective(s)

33). What type of instructional personnel taught the career and education planning course?

☒ School Counselor

☒ Teacher

☐ Other:

What subject?

☐ Language Arts

☐ Mathematics

☐ Science

☐ Social Studies

☒ Elective(s)

34). Have district/school staff utilized the "Educator's Toolkit" that was developed to assist teachers/counselors to deliver the career and education planning course?

yes

35). What percentage of time did the school counselor(s) dedicate to support the career and education planning course instruction?

☒ 0-25   ☐ 25-50   ☐ 51-75   ☐ 76-100

36). What percentage of school counselors and teachers who deliver the career and education planning course have participated in CHOICES and ePEP training?
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☐ 0-25   ☐ 25-50   ☐ 51-75   ☒ 76-100

37). Do district and/or school level staff need additional training?
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no
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If you have questions contact Curtis T. Jenkins, [Curtis.Jenkins@fldoe.org](mailto:Curtis.Jenkins@fldoe.org)