



# Ursuline High School

90 Ursuline Road, Santa Rosa, CA 95403 | 707-524-1130 | fax 707-542-0131



## Support Personnel Accountability Report Card 2006-2007

A continuous improvement document sponsored by the  
California Department of Education and the Los Angeles County Office of Education  
345 Students • Grades 9 - 12 • Barbara Johannes, Principal  
All Girls Catholic High School  
*Celebrating 125 years of educational excellence in Sonoma County*

### Principal's Comments

Ursuline High School is an independent Catholic school for girls owned by the Ursuline Order of Sisters. Ursuline has been providing educational excellence in Santa Rosa for 126 years. Ursuline takes great pride in our well-qualified Student Support Personnel Team (SSPT). With administrative support, the SSPT has implemented the National Standards for School Counseling Programs, which enhance student success and assure that all students graduate with the desire and skills to achieve our mission of seeking knowledge, clarifying values and acting on convictions. The evaluation of the SSPT through the SPARC process strengthens the SSPT's ability to consistently improve the health, safety and well-being of our school community. SSPT plays an essential role in the academic success of our students and in the existing climate of school safety. Incorporating SPARC guidelines into our school-wide improvement plan assures that Ursuline High School students successfully achieve our mission.

### Student Support Team

Ursuline High School SSPT's mission is to empower our students to realize their full potential. SSPT is a dedicated group of 15 professionals working collaboratively to meet the needs of the entire Ursuline student body. All counselors hold either a Pupil Personnel Services credential and/or a Marriage Family Child Counseling degree. The principal, vice-principal, assistant principal, college counselor, school psychologist and mission effectiveness director hold at least a Masters Degree. The other certificated team members and the Director of Admissions hold advanced degrees. The registrar and the secretarial team are trained in Blackbaud software. The career resource technologist has received training as the Bridges/Test Gear specialist for student support in career, college search and test preparation. SSPT members belong to many professional organizations and all the counselors belong to the American School Counselor Association.

Team Members	
Years of Experience	
3 Counselors.....	58
1 Career Center Tech.....	21
1 Activities Director.....	1
1 On-Call Nurse.....	21
1 On-Call Psychologist.....	26
1 Principal.....	38
1 Vice Principal.....	25
1 Assistant Principal.....	40
1 College Counselor.....	29
1 Mission Effectiveness	
Director.....	51
2 Secretaries.....	43
1 Registrar.....	5

Student success is a team effort which includes not only our SSPT but our entire faculty, staff and administrative team. Within the school faith community, in conjunction with other SSPT members, the counselors design, coordinate, implement and evaluate an equitable student support system where all students are served. SSPT has an open door policy and is available to help students cope with challenges they may face during the day. Counselors monitor the delivery system of services to ensure every student receives a minimum of one visit per quarter. Student performance is tracked, and if a student experiences a drop in academic achievement SSPT members step in and assist the student to meet her potential.

SSPT members are involved in all aspects of student life at school. From classroom presentations to development of individualized educational plans, SSPT input is critical to the wellbeing of our student body.

### School Climate and Safety

SSPT is instrumental in the design and/or implementation of numerous programs to ensure our students evolve in a safe and supportive environment. Through programs like Free to Be (promotion of abstinence), Secrets (AIDS and sexually-transmitted disease prevention), Alive @ 25 (safe driving and risk management) and the What Club (bully and harassment prevention), SSPT is actively working with students, encouraging them to become positive, productive members of society. As the model school in the Sonoma County School Guard project Model School Program, SSPT has received specialized

training in school violence mitigation, responding to suicide, crisis management and crisis response.

This year, five members of SSPT attended a two-day conference focused on School Crisis Response and the Management of Recovery. SSPT members also attended an interactive workshop on Fostering Positive School Climates. The Crisis Intervention Team was updated as a result of these conferences. The Crisis Intervention Team is comprised of counselors and other SSPT members.

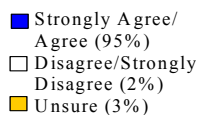
## School Climate and Safety (Continued)

Through student and parent surveys, our families report that the school maintains a positive climate where students feel safe (see accompanying chart).

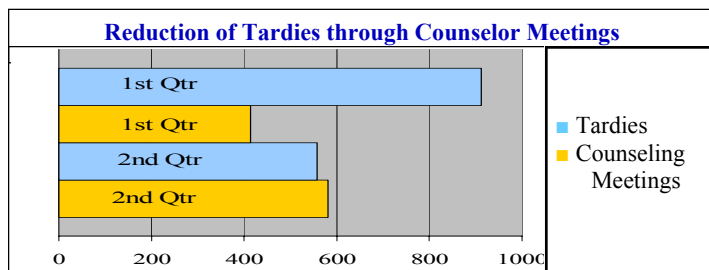
Each year the Ursuline safety plan is updated and approved by our Administration.

SSPT believes students cannot earn an Ursuline education unless the students are in attendance. To that end SSPT works aggressively with students having tardy and absence concerns. Once a student has been identified, SSPT works with the student and her parents to resolve the concern.

I feel safe at school



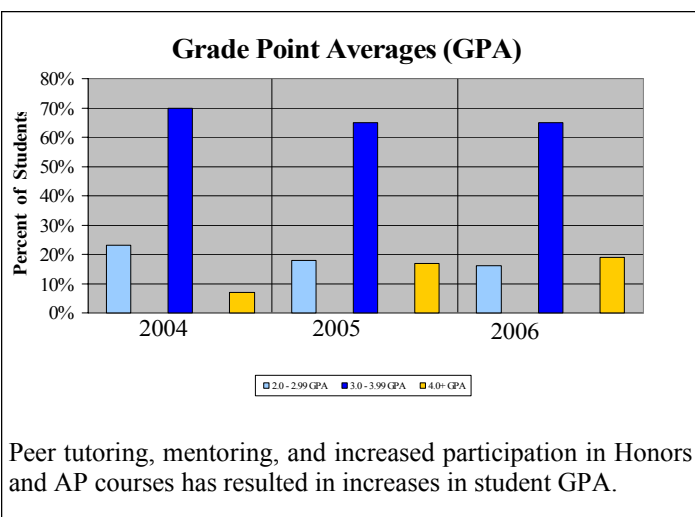
As the graph illustrates, tardies drop off as conferences amongst the students, parents, counselors and SSPT members increase throughout the year.



## Student Results

In accordance with the American School Counselor Association (ASCA) National Standards and the National Model for School Counseling Programs, the SSPT is pleased with the academic, career and personal/social progress made by Ursuline High School students. SSPT members meet with students and parents to develop an appropriate individualized educational plan which is updated yearly. All students are encouraged to take challenging classes. Consistently, over 50% of the senior class is taking one or more Honors or Advanced Placement (AP) classes. 100% of students enrolled in AP classes take the AP test.

SSPT members work directly with students to ensure their academic success. Through peer tutoring, the mentor teacher program, and assisting students to take advantage of the tutorial sessions offered each week, student grade point averages have increased (see graph). No Ursuline student has earned less than a 2.0 GPA in the past 5 years. Since 2006, no Ursuline student has earned less than a cumulative 2.5 GPA.



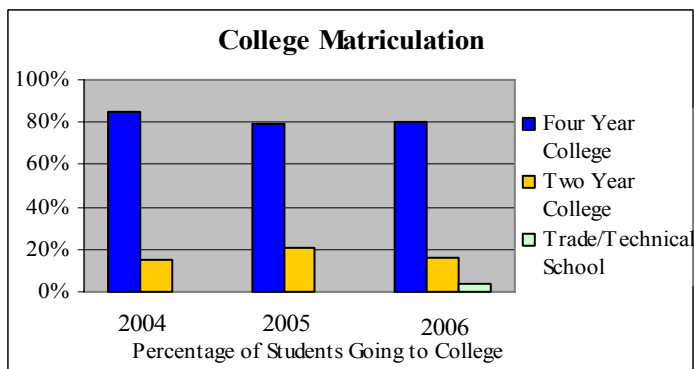
SSPT members devote significant time to helping students with SAT tutorials and arranging SAT study groups. SSPT's attention has encouraged our students to retain consistent SAT scores over the last three years. Our students score well above

the California female average in both critical reading and math sections as shown by the SAT Score Table below.

SAT Scores for UHS and California State Averages						
Year	UHS Critical Reading	State Critical Reading	UHS Math	State Math	UHS Writing	State Writing
2004	553	496	541	501	N/A	N/A
2005	559	499	540	504	N/A	N/A
2006	558	501	533	518	567	501

The 86 members of the UHS 2006 graduating class were awarded a total of \$1,121,128.00 in scholarships and grants. Counselor guidance, through providing scholarship information and arranging educational aid, is directly responsible for student success in applying for these funds.

Using the Naviance and Bridges web-based programs, SSPT members work with all students to ensure a solid college match. Through the assistance of SSPT members, approximately 99% of our seniors matriculate to college. Strong SSPT supervision and intervention resulted in 95% of our students meeting the A to G college requirements. 100% of the sophomores and juniors take the Preliminary Scholastic Assessment Test (PSAT). Over 90% of our graduating class take the SAT I, SAT II and/or the ACT.



## Major Achievements

Ursuline High School SSPT facilitates student success in Academic, Career, and Personal/Social domains. The team's efforts have produced the following major achievements:

- A part time resource teacher has been added to our team to facilitate student academic success.
- In coordination with the Santa Rosa Junior College Financial Aid/Scholarship office, SSPT facilitates 98% of the senior class applying for Doyle Scholarships. 100% of our seniors who applied received Doyle Scholarships.
- SSPT designed a study skills program to address student needs incorporating input from teachers, parents, and students.
- SSPT designed the Holy Thursday Community Service Day. 100% of the students, faculty and staff provide service to the general community.
- SSPT supports our comprehensive Community-Based Service Learning Program through mentorship.
- SSPT participates in the class level retreat programs.
- SSPT offers evening programs including a FAFSA workshop, a College Fair, and college admission presentations.
- SSPT coordinates a Career Fair for sophomore students and an annual Service Fair for the entire student body.
- 100% of freshmen and their parents attend SSPT individual counseling appointments for 4-year planning.
- 100% of juniors and their parents attend SSPT individual counseling appointments for pre-college planning.
- At a minimum, students meet with their counselor four times a year, once each quarter.
- As a private school Ursuline High School is not eligible for AB1802 funding; however, we have successfully implemented the recommendations set forth in AB1802 legislation.

## Measurements

Survey and measurement data recognized by American School Counselor Association National Standards for School Counseling Programs is used to meet the changing needs of our students. SSPT assessments utilize a variety of measurements and tools for feedback demonstrating student accomplishments. This information allows SSPT to assess student needs and assist parents, students and teachers to determine appropriate goals. Data analysis also assists SSPT in the on-going development of new programs.

### Academic

- The Preliminary Scholastic Assessment Test (PSAT) is taken by sophomores and juniors and interpreted by SSPT for students and parents. This test helps identify juniors who qualify for National Merit Scholarships.
- SAT I, SAT II and/or ACT tests are taken by juniors and seniors. These tests help four-year college bound seniors with their college match process.
- Advanced Placement (AP) Tests are offered in several subject areas.
- Special Education Assessments are performed by our school psychologist. SSPT identifies students with demonstrated learning issues to determine appropriate placement and develop Individualized Educational Plans.
- The Explore Test is taken by freshmen. This test offers students practice in taking tests like the ACT while providing SSPT with valuable information about skill mastery and college readiness.

### Career

- Career Explorer by Bridges is administered to sophomores to assist in career exploration. SSPT members use this data and follow up with individual discussions regarding career interests.
- For students who have taken the Myers Briggs Type Indicator (MBTI), SSPT members discuss career opportunities suggested by their profiles.

### Personal/Social

- Teacher/parent/student surveys help to assess areas of student need.
- Discipline referral data helps SSPT identify students needing direct intervention by counselors.
- SSPT members use tardy/absence data to structure plans to assist students in complying with attendance requirements.
- MBTI is administered to interested students; SSPT members discuss the relevancy of results with students.

## Focus for Improvement

All SSPT members are committed to ongoing improvement with our WASC action plan and the National Model for School Counseling Programs. To focus our improvement we use self-evaluation and other data-gathering tools such as student, parent and teacher surveys. The outcome of this process is prioritized below:

- Introduce Family Connection component of Naviance to the Class of 2008 to help students self-manage their college application process.
- Expand career education resources.

This is our first year SPARC. Next year's SPARC will report on the progress of our Focus for Improvement.

## Community Partnerships / Resources

Ursuline High School's SSPT is grateful for the continuing support we receive from our partnerships in the community which provide scholarships, mental health and hospice assistance, college test preparation and career preparation assistance.

Designated SSPT representatives work closely with directors of community resources to provide the best services for our students.

### Academic

- Santa Rosa Junior College
- Sonoma State University
- Soloquest/New Horizons Tutorial
- UHS Peer Tutorial Program
- Princeton Review West - SAT Prep
- SAT Team Test Preparation
- UC and Cal State University Speakers

### Career

- Junior Stateswomen of America (JSA)
- Girls' State
- Tomorrows Leaders Today (TLT) in connection with the Santa Rosa Chamber of Commerce.
- Daughters of the American Revolution
- North American Ursuline Educational Services (NAUES) – leadership program.
- Community-Based Service Learning (CBSL) mentors in the community.
- Empire College of Santa Rosa.

### Personal/Social

- Department of Children's Services
- Santa Rosa Police and Fire Departments, Sheriff's Office, Mental Health, and Hospice, Alive @ 25 and School Guard Safety program.
- Free To Be – Abstinence program.
- National Catholic Educational Association (NCEA) – provides educational resources.
- Commission on Human Rights – Hate prevention program.
- Santa Rosa Catholic Diocese

## Volunteer Involvement

One of Ursuline's strongest traditions is that of parent involvement and service to the school. Parents are encouraged to attend monthly Parent Association meetings. Parents and other community members are actively recruited to volunteer in a variety of ways that serve all aspects of the school. SSPT members oversee parent involvement efforts which strengthen the bond between parents and the school. Within the Counseling Department, parents volunteer to file brochures and catalogues and to work on special projects such as College Night, Career Day, and the Service Fair. Volunteers also serve in our Mentor program, Professional Speakers program, and in the development of our SPARC document.

The Advancement Information Manager, Margaux Hardy, is our contact person for anyone wishing to volunteer services. She can be reached at 707-524-1130 x42, or by email: mhardy@ursulinehs.org.



## Keeping You Informed

SSPT is eager to communicate with all our shareholders and uses a variety of tools to accomplish this communication. This SPARC is provided to students, parents, faculty, staff, administration and the Board of Trustees, and is available on our website. Spanish translations are available through our language department on an as-needed basis. When a need arises for Chinese, Korean, or other languages, expertise is garnered in the community.

### Electronic Contacts

School website: [www.ursulinehs.org](http://www.ursulinehs.org)  
24 hour phone system 707- 524-1130  
FAX 707-542-0131  
Weekly email message  
Class level project maps online

### Printed materials

Student Newspaper  
Monthly parent mailers  
Focus Magazine – published three times a year  
Counseling Newsletter

### Personal Contact

Open House/Information Presentations  
Grade Level Parent Night Meetings  
Back to School Night  
Welcome Dinner  
Service Fair  
Career Fair  
College Fair/College Exploration Night  
Financial Aid Preparation Night  
Four-year Planning  
PSAT/Explore/College Preparation in classroom  
Feeder School Presentations  
Classroom presentations—all grade levels

### Other

Campus Marquee  
Daily Bulletin  
Counselors are available before school, during break and lunch, after school and by appointment.