



S.P.A.R.C 2007 – 2008

Support Personnel Accountability Report Card

A continuous improvement document sponsored by the California Department of Education and the Los Angeles County Office of Education

Mills High School

400 Murchison Drive, Millbrae, CA 94030

(650) 558-2599 • fax (650) 558-2599 • www.millshigh.org

San Mateo Union High School District

Grades: 9 – 12 • **Enrollment:** 1560 • **School Year:** Traditional

Principal: Paul Belzer

Designated as one of the top 400 high schools in the country (US News & World Report 2007)



Principal's Comments

The Student Support Personnel Team (SSPT) is committed to creating a supportive and engaging academic and social environment where all students are encouraged to strive for their personal best. The SSPT is an integral part of the school community and assumes that all students are encouraged and supported in reaching academic and personal goals in a safe and respectful learning environment. Our school counselors, as part of the school's comprehensive guidance program, ensure the implementation of the National Standards for school counseling. With additional counseling support made possible through AB 1802 funding, the school counselors have been able to be more active in guiding students in making productive and beneficial personal and educational choices. The guidance program is an important part of our school plan and plays a critical role in the success of Mills High School students.

Student Support Personnel Team

Students at Mills High School are served by a comprehensive Student Support Personnel Team (SSPT) that is dedicated to the implementation of the National Standards for school counseling created by the American School Counseling Association (ASCA). The team strives to deliver services and curriculum in the academic, career and personal/social domains. The SSPT collaborates with academic departments to determine effective strategies for supporting the success of all students. The SSPT members are:

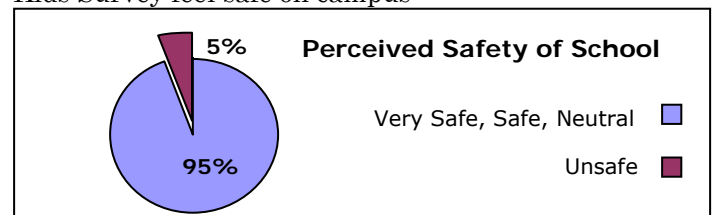
Team Member	Credentials/Education	Education Experience	Team Member	Credentials/Education	Education Experience
Principal, Assistant Principals (2)	3 Teaching Credentials 3 Administrative Credentials 4 Masters Degrees	45 years	Student Data Analyst	Bachelor of Science	9 years
School Counselors (4)	5 Teaching Credentials 4 Pupil Personnel Credentials 1 Marriage & Family Therapist 1 Administrative Credential 4 Masters Degrees	66 years	English Language Development	Bachelor of Science	2 years
Dean	Teaching Credential Master Degree	39 years	Office Administrative Staff (3)	2 Associates Degrees 1 Bachelor of Science	60 years
School Safety Advocate	Master Degree Marriage & Family Therapist Intern	2 years	School Resource Officer	Bachelor of Science	2 years
School Psychologist	Pupil Personnel Credential Master Degree	14 years	County Probation Officer	Master Degree	12 years
Speech and Language	Master Degree	10 years	Campus Aides (2)	Some College	29 years
Health Aide	Associate Degree	8 years	Attendance Clerk	High School Diploma	8 years
College & Career Advisor	Master Degree	28 years		Total Team Years	334 years

Members of the SSPT belong to various professional organizations, such as the National Association of College Admission Counseling, ASCA, the California Association of Marriage Family Therapists and the Association of California School Administrators. Team members serve on a number of school leadership teams and attend various conferences to keep the team professionally updated on best practices in counseling and education. Various members of the team can provide assistance in Mandarin, Cantonese, and Spanish.

School Climate and Safety

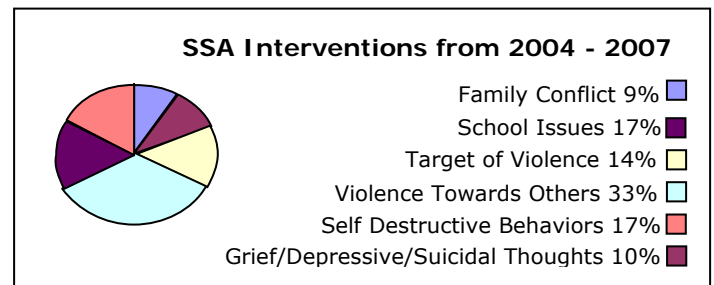
To create a positive school climate, the SSPT strives to foster caring, positive relationships among staff and students. Students are encouraged to offer support to one another through a number of programs. Some of these programs include the following: Service Commission, Best Buddies, Serve One Student, Annual Conflict Mediation Training for all students in the Peer Helping class, *Kent Award* winning Latina Mentor Program, and the *Kent Award* winning annual Peer Helping Weekend Retreat for grades 9 through 12. Our updated School Safety Plan has been reviewed by the School Safety Committee and adopted by the district's Board of Trustees.

The counselors, school safety advocate, dean, and administrators meet biweekly to discuss interventions and resources for issues that arise on campus. As a result of these efforts, students surveyed in our 2005 Healthy Kids Survey feel safe on campus:



School Safety Advocate Interventions

Our school safety advocate (SSA) addresses student issues including family, peer, and personal conflict as well as violence prevention and drug/alcohol issues. The safety advocate facilitates conflict mediation for students who can benefit from this intervention. From 2004-2007 the Mills SSA has met with 579 students, conducted 91 safety assessments, and made 165 referrals to community resources.

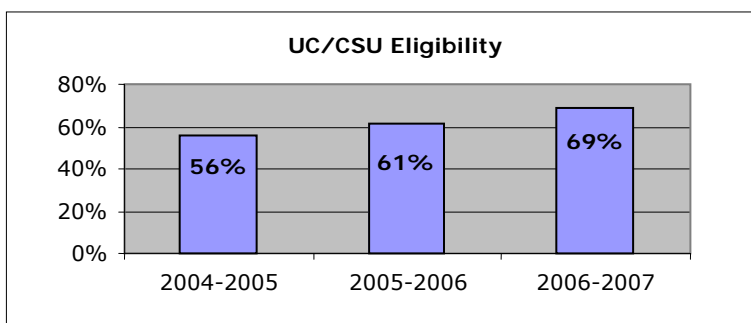


Student Results

ASCA created the National Standards to provide the framework in which student success is measured. More than ever, a school's success is measured by concrete, student generated results. The following student results meet the ASCA Academic Domain, Standard A: *Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.*

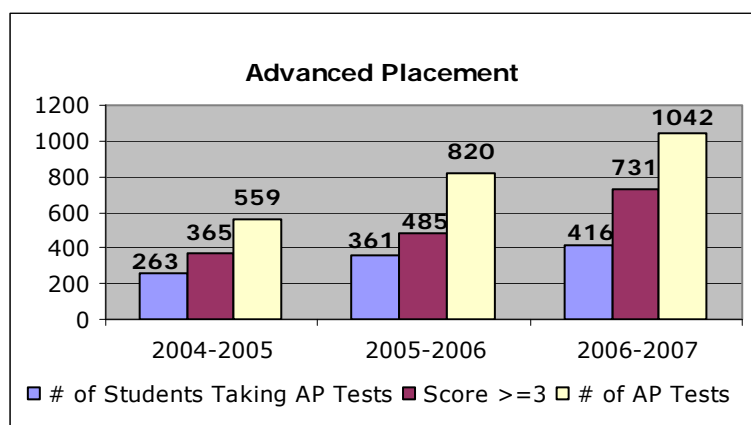
UC/CSU Eligibility

The SSPT is committed to encouraging students to meet the UC/CSU requirements. Our data reveals an increase in the percentage of Mills graduates who have completed these requirements and are prepared to access a four year college. Counselor interventions, such as freshman academic planning sessions, classroom presentations and evening informational meetings, contribute to the increase of eligible seniors.



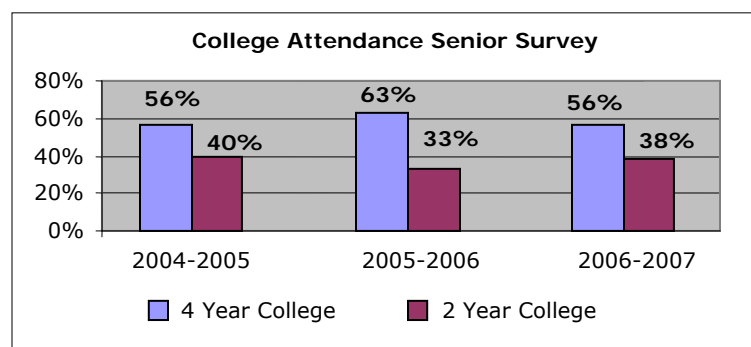
Advanced Placement (AP) Curriculum

The number of Advanced Placement (AP) classes has grown considerably over the last three years as has the number of students taking them. AP classes are open to all students. Counselors are instrumental in placing students in AP classes through classroom presentations, individual conferences and our Course Selection Morning which affords students a brief overview of AP classes. Students have responded positively to the guidance they receive and have taken advantage of these rigorous course offerings. As a result, last year 70% of students passed with a 3 or more on AP tests – an improvement over the previous two years.



Two and Four Year College Admissions

The majority of our students (94%) continue their education at either two or four year colleges. Since our community college system is strong, many of our students who are eligible to go directly to a four year college choose to use the community college as a stepping stone in the transfer process to a four year college. Students and parents are informed about all of the college options via counselor classroom presentations, parent information evenings, college guest speakers, the school web site and the *Viking Voice* – our parent newsletter.



Keeping You Informed

The SSPT strives to ensure that students, parents and the community are kept informed regarding student progress, school events and opportunities for continued success. Various members of the team can provide assistance in Mandarin, Cantonese and Spanish. Our SPARC will be presented to our faculty, parent teacher organization and Board this spring. The following are ways we keep our community informed:

Guidance and Counseling Services

- Classroom guidance curriculum presentations
- Conferences with students, parents and/or teachers
- Course Selection Morning: opportunity for students to learn about course options and expectations
- Individualized Learning Plan for all students
- Student Study Teams, 504 Plans, Individual Education Plans (Special Education)
- Informational parent evenings: College Admissions, Eighth Grade Orientation and Registration, Back to School Night, Latino Parent Nights, District College Fair and Financial Aid Night
- *Kent Award* winning annual Career Day

Technology

- Web site (www.millshigh.org), School Loop (www.mhs.schoolloop.com), *Viking Voice* (parent newsletter), Connect Ed (home phone announcement dialer), KVIK (daily announcements), digital school marquee

Print

- Guidance handouts, Course Selection Guide, Four Year Planning Handbook
- Reclassification letters and report cards sent in Spanish and Chinese
- Senior status and truancy letters
- *Thunderbolt* (student newspaper)
- Counseling/Career Center Resource Library
- School Accountability Report Card (SARC)

