



Policy Number: 3370

Dated: 07/28/2020

## **POLICY COLLEGE AND CAREER READINESS**

### **PURPOSE**

The American Leadership Academy Board of Trustees will provide educational planning through a college and career readiness school counseling program which involves students, parents, and educators. Through this program, school counselors will use a comprehensive, systemic approach to inspire all students to pursue, and prepare them for, post-secondary educational opportunities through individual student planning, career pathways, and career literacy.

The purpose of this policy is to support the use of Utah's College and Career Readiness School Counseling Program Model which includes four components: plan for college and career readiness, collaborative classroom instruction, systemic support to dropout prevention with social emotional supports, and program administration. This framework is student-centered, data driven, counselor-implemented and systemic in nature so that students complete high school with the social capital necessary to participate fully in a global society.

### **DEFINITIONS**

**College and Career Readiness School Counseling Program (CCR):** A systematic process in which counselors, administrators, teachers, and others work as a team with parents and students to ensure that all students prepare to leave the public school system with a plan and the ability to transition to post-secondary education, training, or the work force.

**Individual Learning Plan (ILP):** A plan for students in grades K-6 that is collaboratively developed by the student, the student's parent or guardian, and the elementary school teacher.

**Plan for College and Career Readiness:** A written plan, updated annually, for students in grades 7-12 that is collaboratively developed by the student, the student's parent or guardian, and a secondary school counselor.

### **IMPLEMENTATION**

- A. Elementary Schools: Elementary schools will hold at least two ILP conferences per year with students, teachers and parents. Both ILP conferences will include:
  1. Identifying accomplishments and strengths of the student.

2. Reviewing relevant data about the student's progress and developing goals for improvement.
  3. Planning, monitoring, and managing the student's educational development.
- B. Secondary Schools: Secondary schools will adhere to standards related to CCR Plans requiring the following:
1. A plan for college and career readiness shall be a four-year plan, initiated at the beginning of a student's seventh grade year, or within the first year the student enrolls in a school in grades 7-12.
  2. In seventh and eighth grade, students will have one individual CCR Plan conference with a parent and a counselor.
  3. In ninth through twelfth grades, students will have one individual CCR Plan conference per year with a parent and a counselor.
- C. Middle and high school CCR Plan conferences will include:
1. Recognizing student's accomplishments, strengths, and progress toward meeting his or her educational goals and graduation requirements.
  2. Planning, monitoring, and managing both educational and career development.
  3. Planning, monitoring and managing a career pathway or career goal for each individual student in grades 7-12.
  4. Reviewing possible employment options, internships, and post-secondary options.
  5. Reviewing interest and aptitude assessments.
- D. Adequate access to students to implement the ILP and CCR Plan process must be provide to teachers and counselors.
- E. ILP and CCR Plan documents will be maintained as a student record.
- F. A student's course registration and class changes shall be consistent with his or her written CCR Plan.
- G. Parents will be given prior notice of, and invitation to, all scheduled ILP and CCR Plan conferences. School will document parents' involvement.
- H. Ensure the implementation of a college and career readiness plan is consistent with ALA's program goals.

#### **ALLOWABLE USE OF FUNDS**

1. A school collaborative classroom curriculum.
2. Personnel costs that include clerical positions that support the plan for college and career readiness.
3. Career center equipment or materials.
4. Professional development for personnel involved in the program.
5. Expenses for extended hours which are required to run the program.