

Title: College and Career Readiness Plans

Effective Date: July 12, 2021

References: R277-462

### Purpose

Ignite Entrepreneurship Academy's Board of Education encourages a comprehensive counseling and guidance program to promote a whole-child approach to academic, career, global citizenship, and social/emotional student development to enable students to increase their academic capacity and further prepare for college and careers.

The Board further supports IEA's school counselor, administration, educators and other related support staff in the development, implementation and evaluation processes necessary to sustain a high-quality K-12 College and Career Readiness School Counseling Program that benefits students, educators, and communities. The Board encourages collaboration among these groups to support the school counselor in his/her work for students through advocacy, professional development, recognition, and outreach.

### Definitions

1. "Program" means IEA's school counseling program that serves students in grades 7 and 8.
2. "School Counselor" means an educator licensed as a school counselor consistent with R277-506 and assigned to provide direct and indirect services to students consistent with the program.
3. "Plan for College and Career Readiness": A "plan for college and career readiness" means a plan developed by a student and the student's parent or legal guardian in consultation with school counselors, teachers, and administrators that:
  - a. is initiated at the beginning of grade 7;
  - b. identifies a student's skills and objectives;
  - c. maps out a strategy to guide a student's course selection; and
  - d. links a student to post-secondary options, including higher education and careers. (See, Utah Code §53E-2-304 (2)(b)).

### Policy

#### **College and Career Readiness Plans.**

1. Each student shall have a personalized plan for college and career readiness (CCR Plan):
  - a. Each CCR shall be a four-year plan and completed either:
    - (i) initiated at the beginning of a student's seventh grade year; or
    - (ii) within the first year the student is enrolled in grades 7-12;
  - b. A student, student's parent, and school counselor shall collaboratively develop the student's plan for college and career readiness;
  - c. Schools shall maintain the plans;
  - d. The Plan shall follow a student as the student progresses through each grade, and when applicable, transfer with a student between LEAs.
2. IEA shall ensure that a student's course registration and class schedule is consistent with the student's plan for college and career readiness.

3. IEA shall require the documentation of parental involvement and participation in a student's planning meetings.
4. IEA shall ensure the implementation for a plan for college and career readiness is consistent with the IEA's program goals and includes the following conference meetings:
  - a. at least one individual and one group conference meeting with a parent, school counselor and student during the student's:
    - (i) grades 7 and 8;
    - (ii) other meetings as needed.
6. Time spent during the school day spent developing or conferencing regarding a CCR shall be considered part of the school day and instructional time.

**School Counselor to Student Ratios**

1. IEA shall have at least one school counselor for every 350 students.
2. For purposes of counting toward fulfillment of this ratio, a school counselor shall be:
  - a. a full-time equivalent within IEA; and
  - b. board certified and licensed.

**Allowable Use of Distributed Funds.**

1. IEA shall ensure all funds distributed are used for any of the following purposes:
  - a. a school collaborative classroom curriculum;
  - b. personnel costs including clerical positions that support the plan for college and career readiness process;
  - c. career center equipment or materials such as computers, media equipment, computer software, or occupational information;
  - d. professional development for personnel involved in the program;
  - e. expenses of extended hours which are required to run the program; and
  - f. membership in the American School Counselor Association (ASCA) for one or more school counselors per school per year.

**Sources Used in Preparation of this Policy**

Utah Code §53E-2-304. School district and individual school powers — Plan for college and career readiness definition.

Utah Admin. Code R277-462. Comprehensive Counseling and Guidance Program.

Date originally approved: 7-12-2021

Attest: