

# I-14: Administrative Procedures

## Student Planning, College and Career Readiness, School Counseling, and Work-Based Learning



---

### REFERENCES

[Board Policy I-14](#)

---

### DEFINITIONS

**Apprenticeship Program:** A program that combines paid on-the-job learning with formal classroom instruction to prepare students for careers and that includes:

- A. structured on-the-job learning for students under the supervision of a skilled employee;
- B. classroom instruction for students related to the on-the-job learning;
- C. ongoing student assessments using established competency and skills standards; and
- D. the student receiving an industry-recognized credential or degree upon completion of the program.

**College and Career Readiness School Counseling Program:** 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.

**Cooperative Education:** A structured method of instruction whereby students coordinate their high school studies with a paying job in a field related to their academic or occupational objectives.

**Educator:** A licensed staff member.

**Internship:** A non-paid opportunity in which students work for an employer for a specified period of time to learn about a particular industry or occupation.

**Job Shadowing:** An experience in which a student follows an employee for part(s) of one or more days to learn about an occupation or industry.

**Parent:** For purposes of these procedures, parent means the parent or legal guardian of a student.

**School-Based Enterprises:** Businesses set up within the school setting, and run by supervised students learning to apply practical skills in the production of goods or services.

**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 or educator.

**Individual Learning Plan:** 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 educator.

**Service Learning:** A method of instruction which combines community service with academic and occupational learning.

**Work-Based Learning Program:** A program that combines structured and supervised learning activities with authentic work experiences and that is implemented through industry and education partnerships.

**Worksite or Workplace:** The actual location or environment where employment or training occurs.

---

### PROCEDURES FOR IMPLEMENTATION

#### I. Individual Learning Plan (ILP) and Plan for College and Career Readiness (CCR Plan) Conferences

- A. Utah's College and Career Readiness School Counseling Program Model (CCRSC Program) will be implemented in schools. Through an appropriate balance of time that follows the Utah model, counselors and educators will provide the four components of this program: plan for college and career readiness, collaborative classroom instruction, systemic support to dropout prevention with social emotional supports, and program administration. In the individual planning component in grades 7-12, the CCR Plan conferences play a major role.
- B. Elementary schools: Elementary schools will hold at least two ILP conferences per year with students, educators, 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; and
  3. planning, monitoring, and managing the student's educational development.
- C. 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 district school in grades 7-12.
  2. In either seventh or eighth grade, students will have one individual CCR Plan conference with a parent and a counselor, and, in the alternating grade, either an individual or a group conference with a parent and a counselor.

3. In ninth grade or tenth grade, students will have one individual CCR Plan conference with a parent and a counselor and, in the alternating grade, either an individual or a group conference.
  4. In either eleventh or twelfth grade, students will have one individual CCR Plan conference with a parent and a counselor, and, in the alternating grade, a CCR Plan conference with a parent and a counselor.
  5. Secondary schools may elect to hold individual conferences rather than group conferences annually in every grade level with the student, parent, and counselor, and other meetings as needed.
- D. 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. initiating a four-year plan in seventh grade which will be monitored and managed throughout grades 8-12;
  4. planning, monitoring and managing a career pathway or career goal for each individual student in grades 7-12;
  5. reviewing possible employment options, internships, and post-secondary options; and
  6. reviewing interest and aptitude assessments.
- E. Time spent during the school day to implement ILPs and CCR Plans is considered part of the school term. Adequate access to students to implement the ILP and CCR Plan process as well as the CCRSC Program must be provided to educators and counselors.
- F. Each school will submit a report on its ILP and CCR Plan activities and will participate in districtwide program evaluation annually.
- G. ILP and CCR Plan documents will be maintained as a student record.
- H. A student's course registration and class changes shall be consistent with his or her written CCR Plan.
- I. Parents will be given prior notice of, and invitation to, all scheduled ILP and CCR Plan conferences, whether individual or group. Each student's CCR Plan shall be signed by the student's parent.
- J. Counselors will utilize the state approved Career Information Delivery System in grades 7-12 to assist them with implementing the CCRSC Program.

## II. **Work-Based Learning Implementation**

- A. Administrative support and assistance for the work-based learning system will be provided by Career and Technology Education (CTE).
- B. A district work-based learning advisory board will be established and meet as necessary.
- C. Appropriate work-based learning activities will take place in grades K-12. Work-based learning programs will include the following objectives:
1. providing students an applied workplace experience using knowledge and skills attained in a program of study that includes an internship, externship, or work experience;
  2. providing an educational institution with objective input from a participating employer regarding the education requirements of the current workforce; and
  3. providing funding for programs that are associated with high-wage, in-demand, or emerging occupations.
- D. It is strongly recommended that, when appropriate, students in grades 11-12 participate in a work-based activity such as an internship, co-op experience, and/or an apprenticeship related to their identified career cluster.
- E. Training for students participating in work-based learning, supervisors of participating students, and cooperating employers, regarding health hazards and safety procedures in the workplace will be provided through CTE.
- F. Standards and procedures for approval of off-campus worksites will be established through CTE.
- G. Transportation options for students to and from the worksite will be identified.
- H. Employers at the worksite will provide supervision of students.
- I. Adequate insurance coverage will be provided either by the student, the program, the employer, or the district.
- J. Schools will provide appropriate supervision and evaluation of students participating in work-based learning.
- K. Parental involvement and approval will be required for students' participation in all work-based learning programs.
- L. Work-based programs will operate consistently with board policies and district administrative procedures including student transportation, credit toward graduation, attendance, and fee waivers.