

Preparation for Postsecondary and Workforce Success (Implementation Plan for Student Individual Career and Academic Plans)

In accordance with state law and the timeline prescribed by applicable State Board of Education rules (Rules), the district shall create a plan for the development and implementation of student individual career and academic plans (ICAP).

At a minimum, the district's ICAP plan shall address:

1. How the district will ensure that all students, beginning in the 9th grade, have access to and assistance in the development of an ICAP.

Beginning in the 9th grade, school counselors, school administrators, school personnel and/or approved postsecondary service providers at the middle and high school level will ensure that students and parents/guardians receive information and advisement regarding the relationship between the ICAP and postsecondary goals and expectations.

2. The roles and responsibilities of the student, parents and district staff in creating and updating an ICAP for the student.

Beginning in the 9th grade, district personnel shall assist students to develop and maintain individual career and academic plans. Developing and updating plans will be a joint process involving the student, parents/guardians, and staff.

3. The activities that will be addressed at each grade level of a student's ICAP.

Grade level ICAP implementation plans shall contain specific activities to be completed at each grade level. ICAPs shall include documentation of career exploration; student academic progress including courses taken; relevant assessment scores; intentional sequence of courses; service learning (if applicable); a record of college applications or alternative applications; postsecondary studies through high school; progress towards securing scholarships, loans and grants. These elements will be addressed differently at the appropriate grade levels.

4. How students' ICAPs will be stored.

Student ICAPs will be developed and stored electronically with students and parents having online access to student ICAPs.

5. If possible, the professional development that will be provided to appropriate district staff regarding ICAPs and the staff's role in implementing the district's ICAP plan.

Professional development will be provided throughout the year to principals, assistant principals, and counselors. Principals and assistant principals will receive ICAP information and training at monthly meetings. School counselors will receive professional development on ICAP use and

implementation at monthly counselor meetings. Principals are responsible for providing ICAP training and information to their staff and communities.

6. The method that will be used to evaluate the implementation and effectiveness of the district's ICAP plan.

The district ICAP plan and individual school ICAP plans will be evaluated annually to ensure compliance and determine effectiveness.

Approved: October 26, 2011

Revised: June 9, 2020

LEGAL REFS: C.R.S. 24-46.3-104 (2)(b) (*career pathways, design, definitions, legislative declaration*)