

## **Regulation: 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 9<sup>th</sup> grade, have access to and assistance in the development of an ICAP.
  - Each high school, in collaboration with the school's Post Secondary Options Coach, will develop a comprehensive plan to address ICAP in grades 9-12<sup>th</sup> incorporating the school's model to the extent possible.
    - Involves the PSOC, director, and teachers – (comprehensive and team)
    - To the extent possible, ICAP development will be woven into other content areas (ex: financial literacy through Economics, career goal setting through English)
  - Each senior will include their revised ICAP in their Capstone presentation, present to a panel, explain and describe, and receive feedback from the panel as a final graduation requirement
  - While differences at each school exist, each school will meet or exceed district agreed-upon standards to ensure equal access
    - What vs HOW
    - What:
      - At minimum the following items from ICAP will be addressed at every grade level, 9-12<sup>th</sup>):
        - Self-Awareness
        - Career Awareness
        - Postsecondary Aspirations
        - Postsecondary Options
        - Environmental Expectations
        - Academic Planning
        - Employability Skills
        - Personal Financial Literacy
    - How:
      - Tailored, comprehensive, and scaffolded lessons
        - Scaffolded: Ex: Personal Financial Literacy is introduced in 9<sup>th</sup> (Options after HS lesson), revisited in 10<sup>th</sup> (in-depth example of budget), expanded in 11<sup>th</sup> (Econ, EverFi, and preliminary post-secondary budget) and individualized and finalized in 12<sup>th</sup> (each student submits a financial aid outline or budget final draft in culminating ICAP portfolio)

- Comprehensive: Ex: Orientation to HS lesson in 9<sup>th</sup> centers on AP but heavily on: CA, FL, and ES – and touches on SA, CA
  - Tailored: lessons on PSAT 8/9, PSAT 10, and SAT given at each grade level and follow up with individual student goal-setting in reference to student's ICAP.
- ICAP information is accessible through:
    - Generic info, including ICAP checklist and Concurrent Enrollment info, and assessment information (SAT) : on Mapleton's website
    - Specific info: through student access (via classes in person or through Canvas Capstone class in 12<sup>th</sup>, for example)
    - Available to parent/guardians at parent/teacher conferences or by request.
2. The role and responsibilities of the student, parents/guardians and district staff in creating and updating an ICAP for the student.
    - District staff: oversees agreed-upon district minimums and periodically reviews exemplars and best practices with PSOC's, directors, and implementing teachers
    - Student: access support given and create meaningful ICAP, updating throughout high school and in communication with school staff and parent/guardian
    - Parent/guardian: access student's ICAP via student... (?)
  3. The activities that will be addressed at each grade level of a student's ICAP.  
At minimum:
    - 9<sup>th</sup>: Orientation to HS
    - 10<sup>th</sup>:
    - 11<sup>th</sup>:
    - 12<sup>th</sup>:
  4. How students' ICAPs will be stored.
    - Electronically to the extent possible
    - "Final" version presented by all 12<sup>th</sup> graders during Capstone presentation
  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.
    - Set up at each school collaboratively with director, PSOC, and school staff
    - PSOC's meet regularly throughout the year and also devote specific PD time every couple of years to revisit and revamp ICAP
  6. The method that will be used to evaluate the implementation and effectiveness of the district's ICAP plan.

- PSOC best practices, CCHS/CR updates, PWR trainings and resources, graduate surveys, senior exit survey.

Adopted November 16, 2018.  
Revised September 10, 2020.