

# Garfield County School District #16

## ICAP Implementation Plan

### Garfield County School District #16 Project Goal/Objectives

- Students will take ownership/responsibility for establishing and reaching their future educational and career goals through interest inventories, financial literacy and self-advocacy.
- Students will gain skills to make decisions that will positively impact their life by exposing them to career options in a world where opportunities are limitless.
- Students in grades 6 through 12 will learn to access, navigate and use [CollegeinColorado.org](http://CollegeinColorado.org) (CIC).
- Through CIC inventories and activities, students will learn their personal strengths and weaknesses.
- All students in grades 7 through 12 will have an established ICAP focused on a career goal.
- All district students, parents, staff, counselors and administrators will know and understand the value of and relationship between the ICAP and postsecondary goals and expectations.

### Garfield County School District #16 Project Roles/Duties/Responsibilities

#### District Implementation Team

- Determine district timelines for project completion in compliance with state mandates
- Determine district guidelines for yearly grade level requirements in compliance with state mandates
- Work with Building Administrators to facilitate project implementation
- Provide project support and resources to Building Administrators and Counselors/Coordinator
- Maintain Customized CIC services
- Use CIC Professional Center to determine “which”, “how many” and “how well” students are completing project goals

#### Building Administrators

- Work with Building Staff and Counselors/Coordinator to facilitate project implementation
- Determine building plan and facilities for addressing yearly grade level requirements
- Facilitate planning and implementation for the training of Building Staff
- Develop and implement strategies to help Staff to integrate CIC into the curriculum
- Provide ongoing project training, support and resources to Counselors/Coordinator and Staff
- Initiate activities to bring parents into the career planning process of their students
- Use CIC Professional Center to determine “which”, “how many” and “how well” students are completing project goals

#### Building Counselors/Coordinator

- Work with Administrators and Building Staff to facilitate project implementation
- Work with Staff and Students on yearly grade level requirements
- Annually review each student plan
- Initiate activities to bring parents into the career planning process of their students
- Use CIC Professional Center to determine “which”, “how many” and “how well” students are completing project goals

## Students

- Understand the value of and relationship between the ICAP and postsecondary goals and expectations
- Explore career opportunities for the future
- Complete interest surveys in order to learn more about self
- Select an appropriate career cluster and career goal
- Create high school course plan based on the selected career cluster and goal
- Complete the designated yearly grade level requirements

### Garfield County School District #16 Yearly Grade Level Requirements (listed on students' Your Portfolio page in CIC)

6	Timeline	CIC Activity	ICAP Standard Addressed	Party Responsible
			1. CIC Log-in Check	2.01 (1) (a)
		2. Career-O-Matic	2.01 (1) (a)	

7	Timeline	CIC Activity	ICAP Standard Addressed	Party Responsible
			1. Learning Style Inventory	2.01 (1) (a)
		2. Career Key	2.01 (1) (a)	

8	Timeline	CIC Activity	ICAP Standard Addressed	Party Responsible
		1. Interest Profiler - add at least 3 careers to Portfolio	2.01 (1) (a)	
		2. Your Plan of Study - plan Graduation Requirements and 9 <sup>th</sup> grade	2.01 (1) (c)	
		3. Career Cluster Survey	2.01 (1) (a), 2.02 (1) (e)	
		4. Postsecondary & Workforce Goal	2.01 (1) (a)	
		5. College Opportunity Fund Application	2.01 (1) (h)	
		6. Parent Review and Approval	2.01 (2) (a)	

9	Timeline	CIC Activity	ICAP Standard Addressed	Party Responsible
		1. Basic Skills Survey	2.01 (1) (a), 2.02 (1) (e)	
		2. Focus Career Cluster	2.01 (1) (a), 2.02 (1) (e)	
		3. College Opportunity Fund Application	2.01 (1) (h)	
		4. Career Finder	2.01 (1) (a), 2.02 (1) (e)	
		5. Postsecondary and Workforce Goal and Yearly Milestones	2.01 (1) (a)	
		6. Review Standards to Attend Public Four-Year Colleges or Universities in Colorado	2.01 (1) (i)	
		7. Review Dual Credit Options (Early Access Programs) in Colorado	2.01 (1) (i)	
		8. Experience & Activities	2.01 (1) (e)	
		9. Your Plan of Study - plan for grades 10-12	2.01 (1) (c)	
	10. Parent Review and Approval	2.01 (2) (a)		

10	Timeline	CIC Activity	ICAP Standard Addressed	Party Responsible
		1. Explore Programs/Majors - add at least 3 options to Portfolio	2.01 (1) (a)	
		2. Compare Colleges and Postsecondary Schools	2.01 (1) (a)	
		3. General Workplace skills	2.01 (1) (a), 2.02 (1) (e)	
		4. Experiences & Activities	2.01 (1) (e)	
		5. Dual Credit Options	2.01 (1) (i)	
		6. Update Postsecondary and Workforce Goal and Add Yearly Milestones	2.01 (1) (a)	
		7. Your Plan of Study - review and update if needed	2.01 (1) (c)	
		8. Parent Review and Approval	2.01 (2) (a)	

11	Timeline	CIC Activity	ICAP Standard Addressed	Party Responsible
		1. School Finder - add at least 3 to Portfolio - use of College Admissions Tool	2.01 (1) (a)	
		2. Scholarship Finder - add at least 3 to Portfolio	2.01 (1) (h)	
		3. College Recruiter	2.01 (1) (a)	
		4. Financial Aid Planning	2.01 (1) (h)	
		5. Resume and Cover Letter	2.01 (1) (a), 2.02 (1) (e)	
		6. Career Builder	2.01 (1)(a), 2.02 (1)(e)	
		7. Job Interviews/practice	2.01 (1) (a), 2.02 (1) (e)	
		8. Update Extracurricular Activities, Community Service and Service Learning	2.01 (1) (e)	
		9. Work Experiences	2.01 (1) (e)	
		10. ACT Test Prep	2.01 (1) (i)	
		11. Dual Credit Options	2.01 (1) (i)	
		12. Update Postsecondary and Workforce Goal and Add Yearly Milestones	2.01 (1) (a)	
		13. Your Plan of Study - review and update if needed	2.01 (1) (c)	
		14. Parent Review and Approval	2.01 (2) (a)	

12	Timeline	CIC Activity	ICAP Standard Addressed	Party Responsible
		1. Update Postsecondary and Workforce Goal and Add Yearly Milestones	2.01 (1) (a)	
		2. Update Resume and Cover Letter	2.01 (1) (a), 2.02 (1) (e)	
		3. Input ACT scores	2.01 (1) (d)	
	4. College Applications and Recruiting	2.01 (1) (f)		

	- use College Admissions Tool		
	5. Letters of Recommendation	2.01 (1)(a)	
	6. Update Extracurricular Activities, Community Service, Leadership Experience, Service Learning and Work Experience	2.01 (1) (e)	
	7. Senior Year Plan	2.01 (1) (e)	
	8. Dual Credit Options	2.01 (1) (i)	
	9. Scholarship Finder - add at least 3 to Portfolio	2.01 (1) (h)	
	10. FAFSA	2.01 (1) (i)	
	11. Components of My Financial Aid Plan	2.01 (1) (i)	
	12. Intent to Register and apply	2.01 (1) (f)	
	13. After High School Transition Plan	2.01 (1) (i)	

### Rules Governing Standards for ICAP and GCSD #16 Implementation Plan Correlation

2.01 Standards for Individual Career and Academic Plans		Implementation
2.01 (1)	Each ICAP shall include a career planning, guidance and tracking component and a portfolio that reflects, at a minimum:	
2.01 (1) (a)	Documentation of the student's efforts in exploring careers, including: a written postsecondary and workforce goal for the student; yearly benchmarks for reaching that goal; interest surveys that the student completes; and anticipated postsecondary studies	Yearly Grade Level Requirements: 6-2, 7-1, 7-2, 8-1, 8-3, 8-4, 9-1, 9-2, 9-4, 9-5, 10-1, 10-2, 10-3, 10-6, 11-1, 11-3, 11-5, 11-6, 11-7, 11-12, 12-1
2.01 (1) (b)	The student's academic progress including the courses taken, any remediation or credit recovery and any concurrent enrollment credits earned	CIC Custom Services automatically uploads student transcripts
2.01 (1) (c)	An intentional sequence of courses reflecting progress toward accomplishment of the student's postsecondary and workforce objectives	Yearly Requirements: 8-2, 9-9, 10-7, 11-13
2.01 (1) (d)	Relevant assessment scores	Yearly Requirement: 12-3
2.01 (1) (e)	The student's plans for and experiences in Contextual and Service Learning, if applicable	Yearly Requirements: 9-8, 10-4, 11-8, 11-9, 12-6, 127
2.01 (1) (f)	A record of the student's college applications or alternative applications as they are prepared and submitted	Yearly Requirement: 12-4, 12-12

2.01 (1) (g)	The student's postsecondary studies as the student progresses through high school	CIC Custom Services automatically uploads student transcripts
2.01 (1) (h)	The student's progress toward securing scholarships, work-study, student loans and grants	Yearly Requirements: 8-5, 9-3, 11-2, 11-4, 12-9
2.01 (1) (i)	Other data reflecting student progress toward postsecondary and workforce readiness, including the student's understanding of the financial impact of postsecondary education	Yearly Requirements: 9-6, 9-7, 10-5, 11-10, 11-1, 11-2, 11-8, 11-10, 11-11, 11-13
2.01 (2) (a)	Each ICAP is accessible to educators, students, parents legal guardians, and Approved Postsecondary Service Providers	Automatic student and professional account creation through CIC Custom Services and Yearly Requirements: 8-6, 9-10, 10-8, 11-14
2.01 (2) (b)	Each ICAP portfolio shall be transferable in print or electronic form for internal and external district use so that when a student transfers from one school or district to another, his/her career and academic plans follow him/her	All ICAPs are held in CIC, which can be printed or electronically released to a new school/district
2.01 (3)	Each public school, in assisting students and parents in creating and maintaining ICAPs shall comply with the requirements of the Federal "Family Educational Rights and Privacy Act of 1974", 20 U.S.C. 1232g.	All CIC student, parent and professional accounts are password protected
<b>2.02 District Responsibility</b>		<b>District 49 Implementation</b>
2.02 (1)	In implementing ICAPs, each district shall develop an Implementation Plan by September 30, 2010. The Implementation Plan shall include:	
2.02 (1) (a)	Policies and procedures in place that meet or exceed the requirements of 22-32-109(1)(nn) and also meet or exceed the standards set forth in 22-2-136(1), C.R.S including a clear designation of the roles and responsibilities of the student, parents and district staff	See above plan
2.02 (1) (b)	Evidence of a plan for ICAP implementation based on recommendations from school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers	District #16 has just created two new positions, Career/College Readiness Coordinator and Community Connector. The coordinator will work with the building administrators, counselors, staff and students to maintain and enrich students' ICAP.
2.02 (1) (c)	Where possible, the district's demonstration that professional development is in place for school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers for implementing ICAPs	Training is available through College in Colorado and access to state trainings/conferences as produced.

2.02 (1) (d)	Effective September 30, 2011, each school counselor or school administrator shall ensure that every student in grades nine through twelve and their parents or legal guardians has access to and assistance in the development of an ICAP	See above plan
2.02 (1) (e)	Beginning with a student's ninth grade year, the ICAP shall include goals for the student based on academic and career interests and shall identify required academic courses, career courses, electives and Contextual and Service Learning opportunities aligned to the district's programs of instruction related to postsecondary and workforce readiness	Yearly Grade Level Requirements: 9-4, 10-4, 11-6, 12-1, 7-3, 8-1, 9-1, 8-5, 9-7, 10-5, 11-7, 10-3, 11-3, 12-4
2.02 (1) (f)	ICAP access and assistance shall be provided at a minimum, annually in grades nine through twelve and should include participation by the student, parents or legal guardian, school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers as applicable	See above plan
2.02 (1) (g)	Each year's ICAP review shall indicate any differences from the previous year's ICAP including but not limited to: goal revision, new postsecondary career and educational plans, financial aid opportunities and changes in academic courses	Yearly Grade Level Requirements: 9-7, 10-4, 10-5, 11-2, 11-6, 11-7, 12-1, 12-7
2.02 (1) (h)	School counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers at middle schools and high schools shall collaborate to ensure that each student and their parents or legal guardians receive information and advising regarding the relationship between the ICAP and postsecondary goals and expectations	See above plan
2.02 (1) (i)	The ICAP and ICAP related data shall be available upon request to the student, parents or legal guardian, educators, and/or Approved Postsecondary Service Providers and in both electronic and printable form	All ICAPs are held in CIC, which can be printed or electronically released to a new school/district
2.02 (1) (j)	The Implementation Plan shall include provisions to include a means to insert ICAP related data into an electronic database for an individual student and, to the extent practicable, will be done in an automated fashion	We are using CIC and are using this website as our sole venue for ICAPs
2.01 (1) (k)	Where possible, the district shall ensure and verify that the ICAP aligns with the American School Counselor Association's adopted standards	Meets ASCA Standards: A:A3, A:B1, A:B2, A:C1, C:A1, C:A2, C:B1, C:B2, C:C1, C:C2, PS:A1, PS:B1
<b>2.03 Evaluation of Program</b>		<b>District 49 Implementation</b>
2.03 (1)	The district shall establish specific policies for school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers to ensure every student has access to and assistance in the development of an ICAP	See above plan
2.03 (2)	The policies shall include a method to evaluate the implementation and effectiveness of the standards set forth in 22-2-136(1) C.R.S.	Covered under Project Roles/Duties/ Responsibilities above