



High School ALP/ICAP Management

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AGENDA

- Rethinking the ALP process...
- Resources and Communications
- Time Saving Strategies
- Blending the high school ALP with ICAP
- The ALP consultation
- Due Diligence process
- Record Keeping
- Discussion

A little bit about me:

- 30 years in education
 - College & High School levels
 - Outward Bound School (International) programs
- Licensed Professional Counselor
 - In private practice
 - Work with many gifted teens/families
- 12 years as D38 High School Gifted Ed Facilitator:
 - 361 GT students (17% high school pop) in 2015-16
 - Past 5 years, $\frac{1}{2}$ time at both Monument high schools
 - Teach Mind Works class created for GT students
 - Supervise Independent Studies/Internships
- Married with 2 (gifted) step sons
- Live in Black Forest (fire survivor)

To keep this relevant for you:

- How can you implement some of these ideas into your own program?
- What challenges?
- What might be a next step?



Time to discuss at the end of this presentation....

Rethinking the ALP Process

My Objective:

Maintain efficient use of time in order to facilitate “whole child” programming support

- Streamline reporting
- Monitor academic/affective growth and progress
- Increase direct student contact

Make ALP report relevant to high school students so they don't see the report as “busy work” but a valuable document

- Student-directed
- “Blend” with ICAP

Remain in compliance with the law/CDE as standards continue to evolve

Support Resources

Admin, Counselor, Teacher, Special Ed and Psychologist support is necessary... educate & collaborate!!

In addition:

- **Clerical help:**
 - for communications, passes, event planning and documentation
- **Student and Parent volunteers:**
 - to assist at meetings and/or mock interviews
- **Former student alumni:**
 - for student networking and feedback to me
- **Admissions Officers and Educational Consultants:**
 - for networking and staying current with trends



IT TAKES A VILLIAGE!

Communication and Monitoring Systems

- **IC: GT Flags and grade level rosters** set up at 'start-up' are very important! Internal (all staff) and external (family portals) access. Grade book/transcripts housed here. Email messages/reports generated from IC.
- **Naviance:** D38 high school system for "everything" relating to student planning, starting with registration, continuing through college admissions. Students have their own accounts. **ALP and ICAP plans housed here.**
- **Alpine Achievement:** For assessment/growth data and ALP accommodations plans. Internal school/district wide access.
- **Snail mail:** "Welcome Letter" to all GT in August
- **Announcements and Newsletters**
- **Gifted Ed Website:** scholarship & enrichment opportunities, post graduate planning info, parent resources, PowerPoint of meetings etc. <http://lphs.lewispalmer.org/> or <http://prhs.lewispalmer.org/>
- **Student GT File:** copies of all significant communications; files are transferred each May from middle school to high school during our transitions meetings.
Files archived for 4+ years after graduation

Time Saving Strategies for Gifted Ed Programming

Required GT Grade Level Meetings:

- Student speakers are powerful to include
 - Counselors also attend; Admin invited
 - ALP preparation
 - GT programming updates
- **Freshman Orientation:** for parents and students; hosted early in Fall
 - **Sophomore and Junior Meetings:** hosted 30 minutes prior to school (parents optional)
 - Sophomores: November
 - Juniors: Prior to Spring Break

Seniors: support throughout the year as they go through admissions process (mock interviews; essay review; recommendations...)

ICAP Grade Level Meetings

- Counselors host required meetings in Study Halls and during Free/Assessment periods:
 - Naviance ICAP benchmarks at every grade level
 - Reports to show who has completed their activities
 - Reminders to GT students to complete their ALP

Meaningful High School ALP Reports

Student-directed: 2 Naviance ALP versions aligned with ICAP:

- Freshman and sophomore ALP
- Junior and senior ALP

This ALP becomes the resume for college, career and scholarship planning; updated each year

The High School ALP Consultation

- 30-minute meeting held during school day: notified in advance; pass to excuse from class
 - Optional for parents: freshman parents strongly encouraged to attend
- ALP Report discussed:
 - 4 year plan reviewed in alignment with post graduate plan
 - Transcript and test scores
 - Stand out factors
 - Discrepancies or areas of concern
 - Variety of handouts as resources
- GT facilitator is the specialist for post graduate planning for Ivy and “selective” college programs
- Students encouraged to advocate for needs and build positive relationships
- Mind Works class and Independent Study recommended
- Additional meetings for 2e or 'at-risk' students: differentiated learning agreements and/or accommodations developed

Recommendations: hard copy in file

Due Diligence Process

- Grade Level Meeting: Roster for attendance check (*snacks for bribes!*)
 - Follow up email/memo letting those absent (and parents) know how to access ALP and the deadline for those reports
- Deadline passes—still missing reports
 - GT roster to counselor and/or study hall teacher: remind students to get in ALP; check by name, return to GT. Documentation in Grade Level Binders.
 - Another email/memo/phone call to parents/students as final reminder (documentation in Grade Level Binders) or will note in student's Naviance account:

Although the student is still identified as a gifted learner they have chosen not to complete this ALP after "due diligence" which included at least 3 follow up reminders through email, memo and direct communication by school personnel. The student does have an ICAP but it is recommended that they complete their ALP and contact the GT Facilitator .

NOTE: For ANY GT STUDENT WHO IS AT RISK FOR ANY REASON, I become part of the support/intervention, regardless of if they've completed their ALP prior...

Gifted Ed Record Keeping

- Naviance:
 - Electronic ALP reports
 - Electronic ICAP
- Alpine Achievement:
 - Academic growth and accommodations
- Individual GT Student Folders (K-12 documentation)
- Grade Level Binder: Class of xxxx
 - Compiled and added to each year, follows that GT group
 - GT growth data
 - GT meeting information; correspondences
 - Documentation of due diligence

Let's make it relevant for you!

- What might be useful?
- What challenges?
- What could be your next step?



THANK YOU!



Please feel free to contact me at:

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