

## COLLEGE AND CAREER ADVISING AND MENTORING PLAN (2018-2019)

Please note, effective July 1, 2016, pursuant to Idaho Code §33-1212A your school district/charter school must have a College and Career Advising and Mentoring Plan, plans must be submitted to the State Board of Education and the effectiveness of your plan must be reported annually. In an effort to keep the submittal process and reporting as simple as possible you are requested to submit your plan as an appendix to your Continuous Improvement Plan. If your school district/charter school is not submitting your Continuous Improvement Plan directly to the Office of the State Board of Education, please provide your College and Career Advising and Mentoring Plan and a direct link to where the school district/charter school Continuous Improvement Plan is located on your website. All plans are due to the Office of the State Board of Education by October 1.

College and career advising and/or student mentoring is an essential component of a students' educational experience. Such advising and mentoring provide students with an early opportunity to identify academic strengths, areas in need of improvement and areas of interest for the purpose of making informed choices and setting postsecondary education and career goals. The focus of college and career planning is to help students acquire the knowledge and skills necessary to achieve academic success and to be college and career ready upon high school graduation.

Pursuant to Idaho Code §33-1212A, school districts and charter schools may employ non-certificated staff to serve in the role of college and career advisors and student mentors. Appropriate alternative forms of advising and mentoring must be research-based and may include the following:

1. High contact programs such as:
  - a. Near peer or college student mentors; and
  - b. Counselor, teacher or paraprofessional as advisor or mentor;
2. Collaborative programs such as:
  - a. Student ambassadors; and
  - b. Cooperative agreements with other school districts or postsecondary institutions; and
3. Virtual coach or mentor programs

School districts and charter schools must provide professional development in the area of college and career advising to all staff serving in the role of student mentors or advisors. All individuals providing services in the role of a college and career advisor must have a basic level of training or experience in the area of advising or mentoring to provide such services.

School districts and charter schools must notify parents or guardians of all students in grades 8 through 12 of the availability of college and career advising provided by the district and how to access such services.

School districts and charter schools must report annually on the effectiveness of their college and career advising programs as part of their annual continuous improvement plan.

## Plummer-Worley School Dist #44

School District	Plummer-Worley School District #44	
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The plan must include:

1. The type of College and Career Advising and Mentoring model used;
2. Summary of college and career advising and mentoring used at each grade level (available resources/services by grade level or group of grades);
  - (i.e. if the district is using the same resources/services for multiple grades, you may group them in the same summary – please indicate this)
3. Current and projected budget (see Template 4);
4. Metrics chosen by the school district/charter school, required metrics, baseline data, and school district selected benchmark;
5. Previous year expenditures; and
6. Proposed budget for current year

Use additional space or pages as needed.

### Summary of 2018-2019 School Year College & Career Advising Efforts:

All students will spend advisory time working on academic advising and college & career advising lessons as well as financial literacy, dependable strengths, community service and reading literacy activities. Services will be provided to all students grades 7 – 12 by the Counselor/College & Career Advisor. Lessons are provided by grade level advisories including 7-9<sup>th</sup> graders, 10<sup>th</sup> & 11<sup>th</sup> graders and seniors. All students will maintain a portfolio in the Idaho Career Information System and advisory lessons will be provided weekly using this program.

Students will also meet weekly with the Counselor and class advisor for academic advising including grade and attendance checks and maintaining their advisory portfolios. This will include secondary and post-secondary planning. All high school students will maintain and regularly visit a post-secondary plan.

All students will also be provided the opportunity to visit a college campus each year as well as attending at least one STEM education or Professional Technical field trip each year. Lakeside High School is participating in the Idaho College Application Week and will have college and career events all week, including a parent night. We will also be hosting a parent/community event for the Reach Higher College Signing Day. All students will participate in an Academic/Career fair hosted at our school which will include advisory lessons in the 16 career clusters and interest inventories. Parent events for College & Career Readiness will be held quarterly, at least one of these events will focus on FAFSA and financial aid and at least one on the pathway to college for all ages.

High school students will be provided with test preparation workshops to prepare for ACT, SAT, ASVAB and other college entrances tests. Along with test preparation, students will participate in workshops on study skills, time management, goal setting, problem solving and financial literacy.

### 2018-2019 College and Career Advising Model used by the LEA:

We will be using the Gaining Early Awareness and Readiness for Undergraduate Programs Model. We are a past GEAR UP school and plan to use this plan and budget to provide many of the proven successful GEAR UP services to 7<sup>th</sup> through 12<sup>th</sup> grade students.

### Summary of college and career advising and or mentoring plan, break out plan by grade level:

(Summary can be grouped by multiple grade levels if plan treats grouped grade levels the same)

Our plan is provided to all students in grades 7 through 12<sup>th</sup>. They all participate in the same subject workshops and events, but some lessons are different depending on the age group. These activities are provided during advisory time and the advisories are divided into the following age groups:

Grades 7-8  
Grades 9-11  
Grade 12

### Tutoring/Homework Assistance/Test Prep

Our plan includes services to increase the academic achievement of all students, by offering tutoring and homework help as well as test preparation assistance. These activities will be provided during advisory and as after school services. They are provided by certified teachers, Counselor/GEAR UP Coordinator, North Idaho College volunteers, and the Coeur d'Alene Tribe Department of Education.

### Comprehensive Mentoring

Mentoring is provided to students in small group sessions with our counselor and North Idaho College volunteers. We also utilize Peer Mentoring, pairing juniors and seniors with middle school students for one-on-one mentoring. This program is administered by the College & Career Advisor with assistance from the Tribal Department of Education's NYCP grant coordinator. The mentors are provided with training sessions to build their leadership skills.

### Financial Literacy and Financial Aid Counseling/Advising

All students participate in financial literacy curriculum during advisory class, including college savings plans.

Additional services are provided to 12<sup>th</sup> grade students and their parents to assist students with understanding and navigating the complexities of financial aid, and

## Plummer-Worley School Dist #44

FAFSA and scholarship applications. This assistance is provided as public information announcements, presentations and workshops and hands-on help filing FAFSA and completing scholarship applications.

### **Advising/Academic Planning/Career Counseling**

Course selection and planning will be provided as one-on-one or small group meetings to review course plans each semester.

The Post-secondary plan will be visited at least annually to provide students with assistance determining course of study choices for post-secondary and interpreting test scores and placement.

Career counseling will be provided to all students on a drop-in basis and also built into Advisory lessons and CIS portfolio work beginning in the 7<sup>th</sup> grade.

We will host an Academic/Career Fair that all students will attend, as well as a hands-on STEM Carnival each year.

### **College Visits and Educational Field Trips**

All students will have the opportunity to attend at least one campus visit each year. These visits will include more than the usual campus tour. Students will experience hands-on activities, attend actual classes on campus and eat on campus with college students. Whenever possible, we also provide college student panels and visits to Multicultural Centers and Trio Programs as well.

Other field trips will be provided as funding and offering allows. These will include trips to college and career fairs, hands-on career exploration events, STEM exploration events, Professional Technical events and Leadership or Team Building events.

### **Parent and Family Advising**

Parent and family advising is provided for all to attend, generally on a quarterly basis. The topics of these events range from college planning, career exploration, STEM events, financial aid and the college application process. As well as workshop events, parent and family advising is provided through newsletters, website and social media.

Provide effectiveness measures chosen by the school district/charter school, required metrics, baseline data and benchmarks:

## Plummer-Worley School Dist #44

Performance Measure	Baseline Data (2017-18)	Benchmark
Number of Students Served from the College and Career & Mentoring Plan	158	165
Number of Learning Plans developed during Grade 8 and number of learning plans reviewed annually by grade level	149	130
Number of Students Graduating High School with a Career Technical Certificate	0	1
Number of Students Graduating High School with an Associate's Degree	0	1
Number and percent of students who go on to some form of postsecondary education, one and two years after graduation (school district and charter school go on rates may be retrieved from the State Board of Education)	1 Year # 4	(i.e. 10% increase from prev. year)
	1 Year % 20	
	2 Year # 5	
	2 Year % 25	
<i>Additional effectiveness metrics chosen by the school district/charter school</i>		
Number of students completing FAFSA	15	20
Number of students completing college application	15	20
Number of College credits earned	75	80

**Please proceed to the College and Career & Mentoring Budget and Expenditures (Template 4)**

**COLLEGE AND CAREER ADVISING AND MENTORING PLAN - PROPOSED BUDGET**

2016-2017

Budget for 2018-2019 : \$25,105.87

funds received will be used to expand current college and career advising efforts in schools. Add additional lines or pages as needed

*Additional Funds may not be used to supplant current efforts.*

<b>Personnel</b>					
Position / Item	Details	FTE	Cost Per FTE	Total Cost	
Counselor/College & Career Readiness Advisor Salary and benefits	A portion of the funding is being used to pay part of the counselor salary and benefits for the work done in College & Career Readiness.	0.3		18,320.00	
<b>Subtotal</b>				<b>18,320.00</b>	
<b>Supplies/Equipment</b>					
Item	Details	# Items	Cost Per Item	Total Cost	
Reach Higher College Signing Event Supplies	Door prizes for parent event, dinner for parent event and activity supplies as needed.	1	450.00	450.00	
College Application Week	Supplies and prizes needed for school-wide college application week activities.	1	400.00	400.00	
Parent Night supplies	Door prizes, refreshments and other supplies needed	2	230.00	460.00	
Academic Awards	Awards, certificates, refreshments for award nights, program costs and other costs associated with Academic Awards for students.			255.87	
<b>Subtotal</b>				<b>1,565.87</b>	
<b>Transportation</b>					
Item	Details	# Students	Cost Per Student	Total Cost	
Busses for Campus Visits and Career Experience trips	Busses and lunch if needed for a trip.	265	15.00	2,800.00	
<b>Subtotal</b>				<b>2,800.00</b>	
<b>Other Costs</b>					
Item	Details	# Items	Cost Per Item	Total Cost	
CIS module additions	Peterson Testing Module	1	300.00	300.00	
Escape Room	Team Building Experience	26	20.00	520.00	

**COLLEGE AND CAREER ADVISING AND MENTORING PLAN - PROPOSED BUDGET**

TEMPLATE 4

2016-2017

Test fees	Scholarship money to pay for student tests for gifted & talented and college entrance exams.				200.00
				<b>Subtotal</b>	<b>1,020.00</b>
<b>Professional Development/Training</b>					
<b>Item</b>	<b>Details</b>	<b># Hours</b>	<b>Cost Per Item</b>	<b>Total Cost</b>	
College & Career Readiness Course or Conference training for the Counselor.	Training, conference, course or materials for professional development in the area of college and career readiness for middle and high school students.			1,400.00	
				<b>Subtotal</b>	<b>1,400.00</b>
				<b>TOTAL COSTS</b>	<b>\$25,105.87</b>

Reviewed 8/29/18  
Approved 9/17/18