

NUAMES Policy and Procedures
277-108 A: College and Career Readiness Plan
Revised: September 24, 2013*
Approved: October 23, 2013

1. PURPOSE AND PHILOSOPHY

Personal education planning is essential at the elementary and secondary level. This planning process is a cooperative effort involving students, parents/guardians, and educators. This partnership focuses on the individual needs of each student. At the secondary level (7-12), this planning takes place in the form of a College and Career Readiness Plan (CCR Plan).

Consideration of reliable, useful, and timely data on student progress and goals facilitates planning for pre- and post-graduation, and encourages a student to accept responsibility for his/her own success. The CCR is a process which continues from grade to grade. Continual assessment of student progress and goals is the key to CCR process.

2. SECONDARY SCHOOL CCRs

A CCR plan is a written plan developed by a student and the parent/guardian, updated annually, in consultation with school counselors, teachers, and administrators that:

- 2.1 is initiated at NUAMES in grade 10;
- 2.2 contains a three (3) year plan;
- 2.3 identifies a student's skills and objectives;
- 2.4 maps out a strategy to guide a student's course selection; and a CCR plan
- 2.5 links a student to post-secondary options, including higher education and careers; and
- 2.6 is signed by parents/guardians.

3. CCR STANDARDS

Secondary schools will adhere to the following standards related to CCR's:

- 3.1 Encouragement for at least one (1) small group CCR conference held annually in grades ten (10) through twelve (12) involving the student, the student's parent/guardian, and school personnel.
- 3.2 Parents/guardians and students will be invited to attend a CCR conference at a scheduled time

and in a scheduled place.

- 3.3 A minimum of fifteen (15) minutes should be allowed for conferencing with additional time allotted for situations that require extensive planning.
- 3.4 Earnest and persistent effort will be made to ensure that all parents/guardians and students attend the CCR conferences at a scheduled time and in a scheduled place.
- 3.5 CCR conferences shall be held in a room which allows for quiet and privacy.
- 3.6 CCR conferences shall include:
 - 3.6.1 Recognition of the student's strengths and accomplishments and progress towards meeting student achievement standards as defined in Utah State assessments.
 - 3.6.2 An opportunity for students and parents/guardians to review data from appropriate interest and aptitude tests.
 - 3.6.3 Establish and clarify student's educational and post-graduation goals.
 - 3.6.4 Review graduation status.
 - 3.6.5 Develop a plan to accomplish the identified goals by examining a variety of options both on and off campus.

4. SCHOOL ACCOUNTABILITY

NUAMES shall make an annual report to its patrons regarding implementation of its CCR process in grades ten (10) through twelve (12). Annually, NUAMES shall provide evidence that the above standards were met.

5. TRAINING

NUAMES shall provide training to their educators on their role in assisting in the development and implementation of the CCRs.

- 5.1 NUAMES will instruct the teachers on the CCR process and the role teachers should assume.

* *The above policies have been adapted, in part, from Davis School District.*