

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

NARRATIVE - TEMPLATE PART 1

OVERVIEW OF STATUTORY REQUIREMENTS

Districts and charter schools (or Local Education Agencies – LEAs) must submit a College and Career Advising and Mentoring Plan (Advising Plan) to the State Board of Education and the effectiveness of your plan must be reported annually ([Idaho Code §33-1212A](#)). You may submit your Advising Plan as stand-alone document, as a part of a Combined District Plan (that includes the Continuous Improvement Plan, College and Career Advising and Mentoring Plan, and the Literacy Intervention Plan), or as an appendix to your Continuous Improvement Plan. Regardless of which option you choose, **College and Career Advising and Mentoring Plans are due to the Office of the State Board of Education by October 1** (IDAPA 08.02.01.801) **and should be submitted to plans@osbe.idaho.gov.**

[Idaho Code §33-1212A](#) summary:

- A. 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.
- B. May employ non-certificated staff to serve in the role of college and career advisors and student mentors.
- C. Must provide college and career advising and mentoring services to students using a research-based model, such as:
 - High contact programs
 - Near peer or college student mentors
 - Counselor, teacher or paraprofessional as advisor or mentor
 - Collaborative programs
 - Student ambassadors
 - Cooperative agreements with other school districts or postsecondary institutions
 - Virtual coach or mentor programs
- D. 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.

Pursuant to Idaho Administrative Code, IDAPA 08.02.01.801.05, each LEA must report on the effectiveness of the LEA's College and Career Advising and Mentoring program by October 1 of each year and each Advising Plan must include, at a minimum:

- A. Percent of learning plans reviewed annually by grade level in grades 9 through 12;
- B. Number and percent of students who go on to some form of postsecondary education one and two years after graduation. NOTE: This information is available on our website (<https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>) under College and Career Advising and Mentoring Plan / Other Resources.
- C. Number of students graduating high school with a career technical certificate or an associate's degree;
- D. Metrics chosen by the LEA to determine effectiveness of the Advising Plan and annual performance benchmarks; and
- E. Performance on metrics for at a minimum the previous academic year.

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GENERAL GUIDANCE FOR USING THE ADVISING PLAN TEMPLATES

Templates for the 2018-19 College and Career Advising and Mentoring Plan

- 1) LEAs are not required to submit your College and Career Advising and Mentoring Plan in one of our provided templates. You may provide your plan in any format you choose. If you are submitting your plan in a locally-developed format, we encourage you to use our template(s) to identify the required plan elements and data that should be included in your plan.
- 2) This template is designed to allow your LEA to provide a stand-alone College and Career Advising and Mentoring Plan. If you are interested in providing your College and Career Advising and Mentoring Plan as a part of a Combined District Plan (that includes the Continuous Improvement Plan, College and Career Advising and Mentoring Plan, and Literacy Intervention Plan), we recommend you use the 2018-19 Combined District Plan Template (or review it to understand the requirements and then provide a plan in another format).

The Advising Plan Template is split into two (2) pieces. **To complete your plan using our format, you need to complete both pieces:**

- 2018-19 Advising Plan Narrative – Template Part 1
- 2018-19 Advising Plan Metrics – Template Part 2

You may submit your College and Career Advising and Mentoring Plan as two separate documents (Word and Excel or PDF) or combine them into a single PDF.

Substantial Revisions vs. Plan Update

The district plans (Continuous Improvement Plan, College and Career Mentoring and Advising Plan, and Literacy Intervention Program Plan) are ongoing plans that need to be *updated* annually. If a school district or charter school (local education agency or LEA) has not made any substantial changes to the program information included in the plan narrative(s), it is possible for the LEA to submit an annual plan that reflects no changes to the narrative. However, it is important to note that the Metrics spreadsheet (Template Part 2) is considered the Progress Report (required by law), and it must be updated with new data and submitted annually. Additionally, the Proposed Literacy Plan Budget must be submitted annually.

In all previous years, the metrics have been included in the same document as the narrative. In an effort to minimize the work that LEAs must do to complete the plans each year, we are encouraging all LEAs to submit the narrative and metrics as separate documents beginning in 2018-19. If you do so, in future years, you will only need to re-submit your narrative if you are making substantial changes to your programs. If you continue to submit one document that includes both the narrative and metrics, the metrics will need to be updated and the full document will need to be re-submitted every year.

To help guide you in identifying what you should submit in 2018-19, we have created a decision tree with recommendations called “Determining which Templates to Use.” You can access it on our website at <https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>.

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ADDITIONAL RESOURCES

Additional templates, recorded webinars, exemplary plans, and the Advising Plan Review Checklist are available on our website at <https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>

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School District	# 454	Name: Rolling Hills Public Charter School (K-8)	
Superintendent	Name: Shane Pratt		Phone: 208-939-5400
	E-mail: spratt@rhpcs.org		
Advising Plan Contact	Name: Joshua Deiss		Phone: 208-939-5400
	E-mail: jdeiss@rhpcs.org		

Instructions: Provide information about the college and career advising model used by the LEA. Please put an “X” in the table indicating the model you use. If you are using a combination of models, please choose “Hybrid” and list the models included in your program. Use the space below the table to provide additional information about how the models are combined into a hybrid program. If you are using a research-based model that is not in the list, please describe the model and provide detailed information about how it was determined to be an appropriate research-based, effective model and include links to research as available.

College and Career Advising Model - REQUIRED

	Model Name	Additional Details
X	School Counselor	
	Teacher or paraprofessional as advisor	
	Near Peer Mentoring / Mentoring	
	Virtual or Remote Coaching	
	GEAR UP	
	Transition Coordinator	
	Student Ambassadors	
	HYBRID (please list all models used in Details)	

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Instructions: The Advising Program Summary section is required. Please provide information regarding your planned 2018-2019 College and Career Advising and Mentoring Program, with a particular focus on how you will meet the requirements of Idaho law. In your Program Summary, include a details about advising services provided to all students (grades 8-12) or by grade level, if variable by grade.

Advising Program Summary - REQUIRED

Rolling Hills Public Charter School is a Kindrgarte through 8th grade school. RHPCS will hire and implement a school counselor driven College and Career Program. The program will focus on an exploratory examination of personal goals, interests and skills pertaining to college and career development. All students will develop a four year high school plan, individualized to their college and career goals. Additionally, students will learn basic monthly finance and budgeting principals. They will be exposed to interpersonal relationship building skills and collaborative work throughout the year.

Career Information System (CIS) will be used to build the 8th graders portfolios and complete assignments, assessments and exploratory assignments to gain deeper understanding of the connection between their personal aptitudes and career options. Emphasis is generated to study deeper understanding of career interests. Students will analyze career clusters for developing plans.

Students in 6th grade and 7th grade will access the CIS website provided. Develop portfolios within the website and explore their portfolios prior to the 8th grade emphasis of developing the 4 year high school plan. They will also participate in the College field trips and career expoloarton trips with the 8th grade.

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Instructions: Per statute, you are required to notify parents regarding the college and career advising and mentoring services and resources available to their children. Please describe the process you use to notify parents.

Summary of Parental Notification - REQUIRED

Rolling Hills Public Charter School will notify parents regarding the college and career advising and mentoring services and resources available by letter home to parents, website link with the counselor resources and services provided, and links to local high schools and college requirements. Parent notification during registration and parent orientation on a regular basis during “Tiger Talk” meetings.

Other Notes / Comments

Kindergarten will have t-shirts for getting them hooked to go to college and explore careers. We want to plant the seed early. The school counselor talks to each class and grade level about college and careers during class meeting visits throughout the year.

Please proceed to the Advising Plan Metrics – Template Part 2

Performance Metrics Instructions:

Provide your data and set Benchmarks (performance targets) using the **2018-19 Advising Plan Metrics – Template Part 2**. The template includes two (2) tabs: Instructions & Examples and Metrics. Please review the Instructions and Examples tab before entering your data into the Metrics tab.