

## **Basic Instructional Program**

(Implementation Plan for Student Individual Career and Academic Plans)

In accordance with state law and the timeline prescribed by applicable State Board of Education rules (Rules), the district shall create a plan for the development and implementation of student individual career and academic plans (ICAP).

*[Note: The Rules require the district's ICAP implementation plan to be "based on recommendations from school counselors, school administrators, school personnel and/or approved postsecondary service providers" (e.g. Trio, Gear Up, Denver Scholarship Foundation, admission counselors).]*

At a minimum, the district's ICAP plan shall address:

1. How the district will ensure that all students, beginning in the 6th grade, have access to and assistance in the development of an ICAP.
2. The roles and responsibilities of the
3. The activities that will be addressed at each grade level of a student's ICAP.

*[Note: State law requires ICAPs to address specific elements. See, C.R.S. 22-2-136(1); 1 CCR 301-81, Rule 2.01(1). However, these elements may be addressed differently at each grade level. For example, career planning in eighth grade may look different than career planning in eleventh grade. The Rules require review of a student's ICAP on an annual basis. Such 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.]*

4. Student ICAP's will be electronically stored on the College in Colorado database.;
5. If possible, the professional development that will be provided to appropriate district staff regarding ICAPs and the staff's role in implementing the district's ICAP plan.
6. The Staff and administration will be trained through professional development by professionals in this area. The system will be evaluated using the American School Counselor Association National Model Standards.

*NOTE: Comprehensive career guidance resources and ICAP support, including sample ICAP implementation plans, can be found on the Colorado Community College System's website, [www.coloradostateplan.com/counselors.htm](http://www.coloradostateplan.com/counselors.htm), College In Colorado's website, [www.collegeincolorado.org](http://www.collegeincolorado.org), and College In Colorado Partner Network's website, [www.cicpartnernetwork.org](http://www.cicpartnernetwork.org).*