

# IMPROVEMENT PLAN

## Comprehensive Guidance and Counseling Program

**Date:** January 21, 2013

**Guidance Program Component(s):** Individual Planning

**Goal: (MSIP 5 – (College and Career Readiness))** All eighth grade students will complete their Personal Plan of Study

Strategies and Actions	Resources Needed	Completion Date	Expected Outcome
1. Develop 16 program of study (POS) templates in conjunction with the career center	POS examples High school course listing Career center course listing List of extra-curricular activities and clubs Administrative and guidance support	3.1.13	16 quality POS templates which include current information for all components as defined by state and national models
2. Develop Personal Plan of Study (PPOS) template	PPOS examples Administrative and guidance input and approval	4.1.13	Personal Plan of Study Template that includes all required components as defined by state and national models
3. Develop PPOS implementation process for grades 8 -12 which addresses student outcomes, adult actions, and time table of activities	Administrative input and support School and guidance calendars Newsletters, announcements, faculty meeting time Examples from other schools	5.1.13	Well defined implantation plan with specific steps, time table, and methods to educate all audiences ready to be implemented during the next school year.
4. Students use Missouri Connections (MC) to take assessments and expand knowledge of career options and readiness skills	Computer lab time Access to MC Supporting lesson plans and curriculum	5.1.13	Student MC log-ins and portfolio Grade-level specific activities and results for assessment and career options and planning information

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5. Integrate career awareness information and activities into all classes	Administrative support and leadership Time with faculty Career education resources Guidance GLEs	5.1.13	Defined teacher outcomes Career information resource lists Documentation of lesson plans which include 2 career activities per class per quarter
6. Communicate plan	The plan and materials Newsletters, staff meetings, email, letters home, board presentation, Career & Educational Planning Guide	5.1.13	Administration, counselors, faculty, board members, parents, and students have a clear understanding of the PPOS rationale, expected benefits, process, and results