

ECAP Implementation Plan Audit

School: San Luis High School

Date: 2016-2017

ASCA Framework (American School Counselor Association)
Guidance Curriculum: San Luis High School curriculum consists of structured ECAP lessons designed to help students attain the desired competencies and to provide all students with the knowledge, attitudes and skills appropriate for their developmental level. The school counseling core curriculum is systematically presented by school counselors in collaboration with other professional educators.
Responsive Services: San Luis High School counselors meet students' immediate needs and concerns by providing counseling services including counseling in individual or small-group settings. Crisis response as needed and provide information regarding community resources.
Individual Planning: San Luis High School counselors coordinate ongoing systemic ECAP activities designed to assist students in establishing personal goals and post secondary plans.
System Support: At San Luis High School, indirect services are provided on behalf of students as a result of the school counselor's interactions with others including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations.

ECAP Implementation Audit

Required Plan Attributes	How My School Plans to Meet This	Resources or Activities We Will Use	What Do We Need?	When Will We Do This?	Who's Responsible
Academic					
Develop Academic Plan	Utilizing a career assessment tool, students will develop their 4- year academic plan through the use of AZCIS Website.	Input/Update Course Planner using AZCIS (9 th -12 th) Career Cluster Inventory (9 th -12 th) Assessment & Interest Profiler (9 th – 11 th) Complete Reality Check (9 th - 11 th)	AZCIS Website COWS and/or Netbooks Schedule Presentations with Teachers (9 th & 10 th) Counseling Conference Room (11 th & 12 th) SOAR class	August/December 9 th - 12 th October/November 9 th - 11 th	Math/English Classes- 9 TH & 10 TH grade Counselors. GEAR UP -11 th graders and In groups and Individually for 11 th and 12 th grade.
Meet High School Requirements	Each student will meet with their counselor to review transcripts and an academic plan (credits & testing requirements,	9 th & 10 th : Statement of Credits Review And Course Planner 11 th -12 th :	Review Statement of Credits COWS and/or Netbooks AZCIS Website	August/December 9 th - 12 th October/November	All Counselors Students/Parents All Teachers All Administrators

San Luis High School is dedicated to a collaborative culture of respect and high achievement.

	interventions) and update their progress in completing graduation requirements.	Transcripts, Course Planner Record Test Results in their Resume in AZCIS Jr. & Sr. Credit Checks 9th-12th; Self Reporting Reviewing Illuminate	Student Contracts (11 th -12 th) Counseling Conference Room (11 th & 12 th) SOAR class	9th- 11 th	GEAR UP -11 th graders
Document Post-Secondary Education Goal	Counselors meet with students of all grades and students monitor and document their academic, career, and enrichment improvement goals in their ECAP Portfolio in AZCIS website.	Students will record their personal and career goals (9 th & 10 th) Revise and Update their personal and career goal (11 th & 12 th) <u>AZCIS Activities:</u> “Set Goals: Personal, Academic, Career, and Improvement and Enrichment Goals.”	AZCIS Website COWS and/or Netbooks Counselors will Schedule Classroom Presentation with Teachers(9 th & 10 th) Counseling Conference Rm Senior Timeline SOAR classes-PowerPoint Presentations	Fall & Spring Semester	All Counselors Students/Parents All Teachers All Administrators GEAR UP -11 th graders
Review Academic Progress to Include Interventions or Advisement	Each student will meet with their counselor (individually or in groups) to review Statement of Credits and set interventions (make up credits through credit recovery programs i.e. A+, ELP, & Summer School, PASS, & YODA)	9 th & 10 th : Statement of Credits Review 11 th -12 th : Student Contract (Review Credits required for Graduation, Inform of Credit Recovery Opportunities)	Review Statement of Credits COWS and/or Netbooks AZCIS Website Study Guides ELP Schedule (9 th – 12 th) SOAR class	Fall & Spring Semester	Student/Parent Teacher Counselor GEAR UP -11 th graders Administrators
Record Academic Achievement or Awards	Students will create and track all achievements and awards in My Resume on their ECAP portfolio in AZCIS.	<u>AZCIS Activities:</u> 9 th Start a Resume using the AZCIS Resume Creator 10 th -12 th : Update and Upload Resume	AZCIS Website COWS and/or Netbooks Resume Lesson Classroom Presentations by all Teachers PowerPoint Counseling Conference Room (11 th & 12 th) SOAR class	9 th & 10 th 11 th & 12 th November	All Counselors Students/Parents All Teachers GEAR Up – 11 th Grade Administrators
Career					
Identify Postsecondary options, interests or skills	Counselors will review Post-Secondary options. All students will attend a College Fair Students will complete a Career	<u>AZCIS Activities:</u> Review career cluster results and identify their interests and skills needed for their interest. 9 th	AZCIS Website COWS and/or Netbooks Powerpoint Schedule Classroom Presentation with/by	September (9th & 10th) (11 th & 12 th) College Fair –	All Counselors Students/Parents All Teachers GEAR Up – 11 th Grade Administrators

San Luis High School is dedicated to a collaborative culture of respect and high achievement.

	Interest Profiler Assessment through AZCIS. Counselors will coordinate a Post-Secondary Option Fair with State College/Career Military. Non Traditional Career Fair- CTE Fair (9th)	Career Interest Profiler 10 th School Research (11 th & 12 th)	Teachers (9 th & 10 th) School Research Activity (11 th & 12 th) District Career Fair; College, Career, Military Fair and Representatives.	September	
Explore Career Opportunities	Career Cluster Inventory will be completed through ECAP. Students will further explore their options during Research My Options and Evaluate Options Units of the ECAP in AZCIS.	<u>AZCIS Activities:</u> Review career cluster results and identify their interests and skills needed for their interest. 9 th Career Interest Profiler 10 th School Research (11 th & 12 th)	COWS and/or Netbooks Schedule Classroom Presentation with Teachers (9 th & 10 th) Counseling Conference Room (11 th & 12 th)	October (9 th & 10 th) November (11 th & 12 th)	9 th and 10 th Classroom Presentations by Counselors All Teachers Students/Parents GEAR Up – 11 th Grade
Explore Needed Education req.'s to meet the Career option	Students will review education requirements and programs of study as participants of Researching Options Unit of the ECAP in AZCIS.	Career cluster 9 th and 10 th Interest Profiler 10 th Next Step: Education Plan (11 th & 12 th)	COWS and/or Netbooks Schedule Classroom Presentation with Teachers (9 th & 10 th) Counseling Conference Room (individual) (11 th & 12 th)	October (9 th & 10 th) November (11 th & 12 th)	Students/Parents Counselor Teachers GEAR Up – 11 th Grade
Postsecondary					
Explore Admission Requirements	University/College Representative Visits Researching My Options Unit, students will research and compare schools.	Review two colleges & become familiar w/college/career terms (10 th) Review two colleges; admission requirements (11 th) Compare Colleges/Universities: Cost, Program of Study, Room/Board, Speak with representative (12 th)	COWS and/or Netbooks Schedule Classroom Counseling Conference Room (11 th & 12 th)	October (9 th & 10 th) November (11 th & 12 th)	9 th & 10 th Classroom Presentations by Counselors Scholarship Coord. College Rep. Counselors Students/Parents GEAR Up – 11 th Grade Administrators
Complete Necessary Applications	Senior counselors schedule Admission Applications	University Representative Visits and Admission Workshops scheduled by	Schedule university/college	October-March	Scholarship Coord. College/University

San Luis High School is dedicated to a collaborative culture of respect and high achievement.

	Workshops for all seniors.	Senior Counselors	admission application workshops. Computer lab/COWS\Netbook Counseling Conference Room (11 th & 12 th) 12 th - Senior Timeline. 12th- Senior English/ AWC Applications.		Rep. Counselors Student GEAR Up – 11 th Grade
Create a Financial Assistance Plan	<p>Students will take part in a number of ECAP activities as part of the Unit: My Financial Plan in all grades.</p> <p>Students will apply for scholarships and receive a scholarship list that is updated monthly.</p> <p>Counselors will schedule FAFSA workshops to assist students in completing a financial aid application.</p>	<p>AZCIS Activities: 9th-10th: based on career cluster results, students will search specific occupation of choice. This will prepare them to seek what kind of financial plan they may need. 11th-12th: Students will check the ongoing scholarship list sent to them through the ECAP, Email, School Website.</p> <p>Students will complete My Financial Plan activity in AZCIS</p>	COWS and/or Netbooks Counseling Conference Room (11 th & 12 th) 9 th & 10 th classroom presentation	January (11 th & 12 th) November 9th and 10th	Scholarship Coord. College Rep. Counselors Student Parent 9 th & 10 th Classroom Presentations by Counselors GEAR Up – 11 th Grade
Extracurricular Activities					
Clubs or Organizations	Students will track all clubs and organizations in My Resume on their ECAP portfolio in AZCIS.	<p>AZCIS Activities: 9th-10th: Begin Building Resume 11th & 12th update Resume Finalize & Upload Resume” (12th)</p>	COWS and/or Netbooks Lesson Schedule Classroom Presentation with Teachers (9 th & 10 th) Counseling Conference Room (11 th & 12 th)	October (11 th & 12 th) & Throughout the Year During SOAR Periods in January and February	Student with Counselor Advisement and during SOAR Periods in January and February Teachers
Athletics	Students will track all athletic activities in My Resume on their ECAP portfolio in AZCIS.	<p>AZCIS Activities: 9th-10th: Begin Building Resume 11th & 12th update Resume Finalize & Upload Resume” (12th)</p>	<p>COWS and/or Netbooks Lesson Schedule Classroom Presentation with Teachers (9th & 10th)</p> <p>Counseling Conference</p>	Throughout the Year During SOAR Periods in January and February	Student with Counselor Advisement PowerPoint Presentation During SOAR Periods in January and February Teachers

San Luis High School is dedicated to a collaborative culture of respect and high achievement.

			Room (11 th & 12 th)		
Skills	Students will identify and record skills and individual qualities in My Resume on their ECAP portfolio in AZCIS.	AZCIS Activities: 9 th -10 th : Begin Building Resume 11 th & 12 th update Resume Finalize & Upload Resume” (12 th)	COWS and/or Netbooks Lesson Schedule Classroom Presentation with Teachers (9 th & 10 th) Counseling Conference Room (11 th & 12 th)	October (11 th & 12 th) & Throughout the Year During SOAR Periods in January and February	Student with Counselor Advisement PowerPoint Presentation During SOAR Periods in January and February
Community Service or Volunteer Activities	Students will track all community service and volunteer activities in My Resume on their ECAP portfolio in AZCIS	AZCIS Activities: 9 th -10 th : Begin Building Resume 11 th & 12 th update Resume Finalize & Upload Resume” (12 th) 9 th – 12 th Volunteer Log	COWS and/or Netbooks Lesson Schedule Classroom Presentation with Teachers (9 th & 10 th) Counseling Conference Room (11 th & 12 th)	October (11 th & 12 th) Throughout the Year During SOAR Periods in January and February	Student with Counselor Advisement PowerPoint Presentation During SOAR Periods in January and February
Work Experiences Job Shadowing	Students will track and record all work experiences & job shadowing activities in My Resume on their ECAP portfolio in AZCIS.	AZCIS Activities: 9 th -10 th : Begin Building Resume 11 th & 12 th update Resume Finalize & Upload Resume” (12 th)	COWS and/or Netbooks Lesson Schedule Classroom Presentation with Teachers (9 th & 10 th) Counseling Conference Room (11 th & 12 th)	October (11 th & 12 th) Throughout the Year During SOAR Periods in January and February	Student with Counselor Advisement PowerPoint Presentation During SOAR Periods in January and February
Leadership Opportunities	School offers leadership opportunities: Boys State, Girls State, HOBY, Yuma Youth Leadership, University's summer programs. Students will track all leadership activities in My Resume on their ECAP portfolio in AZCIS.	AZCIS Activities: 9 th -10 th : Begin Building Resume 11 th & 12 th update Resume Finalize & Upload Resume” (12 th)	COWS and/or Netbooks Lesson Schedule Classroom Presentation with Teachers (9 th & 10 th) Counseling Conference Room (11 th & 12 th)	October (11 th & 12 th) Throughout the Year During SOAR Periods in January and February	Student with Counselor Advisement PowerPoint Presentation During SOAR Periods in January and February

San Luis High School is dedicated to a collaborative culture of respect and high achievement.