

A Guide to College and Career Readiness Academies

Start,
Run, and
Succeed
In College
and Career
Readiness
Academies



Proviso East High School
2017-2018 School Year

COLLEGE and CAREER READINESS ACADEMIES



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What is a College and Career Academy?

The Model

The model involves creating small learning communities within the high school. This model incorporates a number of innovative features, including a family-like atmosphere, college preparation and real-world experiences with local businesses and professionals.

At Proviso East we have transformed into three College and Career Readiness Academies: **Arts & Communication (ACA)**, **Business & Human Services (BHS)**, and **Science, Technology, Engineering, and Math (STEM)**. The Freshman Academy will remain in place as a support academy. For the 2017-2018 school year we will only have freshman and sophomores in academies. Each academy has a subset of teachers and academy team that work together with a subset of students for a three-year span. Each academy has a career theme, shows students links between their academic subjects and this theme, and involves employers and higher education institutions in preparing students for college and a career.

Features of a College and Career Readiness Academy

Academies include:

- Small learning communities
- College preparation that is coordinated with a career focus or theme
- A variety of project-based learning activities, field trips, speakers, mentor program, career exploration, career fairs, internships, and regular monitoring of progress with feedback of students
- AP credit, dual credit, industry certification, endorsements, and licensure

College and Career Readiness Academy Activities

College and Career Readiness Academy Activities

9 th Grade	10 th Grade	11 th Grade	12 th Grade
<p><u>School Year Program</u></p> <ul style="list-style-type: none"> • Freshman Support Curriculum • Academic core classes • College & Career research and exploration • College & career Student Success Plan • College & career guidance and exposure to industry groups • Guest speakers • Academy Exposition 	<p><u>School Year Program</u></p> <ul style="list-style-type: none"> • Academic core classes • Career pathway classes • College & Career research and exploration • College & career Student Success Plan • College & career guidance and exposure to industry groups • Guest speakers • Field trips/ job shadow 	<p><u>School Year Program</u></p> <ul style="list-style-type: none"> • Academic core classes • Career pathway classes • College & Career Student Success Plan • College & career guidance and exposure to industry groups • Guest speakers • Field trips/ job shadow • College & career fairs • Internships 	<p><u>School Year Program</u></p> <ul style="list-style-type: none"> • Academic core classes • Career pathway classes • College & Career Student Success Plan • College & career guidance and exposure to industry groups • Guest speakers • Field trips/ job shadow • College & career fairs • Internships • Capstone project

Who's Involved?

Overview of Roles

Academies are a cooperative effort between the school, the school board, business and industry, parents, teachers, staff, and students. Though titles may vary between districts these roles are explained below.

Role of the Academy Assistant Principal

Each academy will have an assigned assistant principal as the team lead whose role consists of providing support, gearing the development and growth of the academy, and monitoring student progress. Among other things, the Assistant Principal will:

- Develop agendas for and lead regular Academy teacher sessions designed to provide teachers time to work collaboratively and consult with one another on student progress.
- Supervise all of the staff under the assigned academy.

Role of the College and Career Academy Coordinator

The academy coordinator at Proviso East High School is Mrs. Bertha Ruiz. She is responsible at a program-wide level for managing, guiding the Academy program, communicating with business/college partners, and handling administrative follow-up between the industry council, academy teams, and students. Among other things, the Academy Coordinator is expected to:

- Coordinate with the industry council
- Work with the school sites to ensure planning for program quality and sustainability, and resource allocation
- Coordinate and track participation at the school sites

- Act as the primary contact with parents and students in the Academy program
- Participate in recruiting functions and other public engagement activities.
- Coordinate with individual teachers in the program and keep record of student grades and other performance indicators.
- Coordinate school-related issues regarding student work-based learning opportunities (e.g. permission slips, transportation, chaperones)
- Help to develop agendas for and attend industry meetings
- Serve as the communications link with the business and post-secondary partners

Role of the Teacher in Academies

The Academy teacher must be dedicated to the academy, understand and support the academy model, and be able to meet the needs of all students. An academy teacher should be willing to work as a member of a team to accomplish the goals of the academy. He or she must be willing to spend time and take responsibility for needed additions to the program, such as:

- Engage business partners to enhance classroom learning
- Communicate regularly with parents about student progress
- Participates in academy functions, meetings and staff development
- Collaborate with cohort team to develop and implement integrated lessons or projects
- Attend regular Academy sessions
- Facilitates collaborative project and inquiry based learning activities, performance-based assessment, and develops curriculum that integrates academic courses with the career and technical subjects.

Role of the School Counselor in Academies

The school counselor is responsible for discussing College and Career Readiness Academy course pathways and program options with students.

The school counselor:

- Assist students to ensure that they are scheduled for the proper progression of courses
- Deliver career inventories
- Counsels students through the post-secondary choices such as college, scholarships, technical school, and employment
- Works with the Academy teachers and Coordinator to ensure that the program maintains quality and sustainability
- Attends Academy sessions
- Promotes the Academy program during the 8th grade recruitment process

Role of the Dean in Academies

The Dean of students works with their academy team in carrying out the school's academic & behavior programs. The dean provides proactive leadership to engage all stakeholders in the delivery of the academy program and services to support the students in their academic achievement, personal & social development. They attend regular academy team sessions. The dean of students works cooperatively with their academy team to ensure the academic and personal success of students.

Role of the Social Worker in Academies

The social worker works with their academy team to address the psychological and social well-being of students. They attend regular academy team sessions. They provide information and counseling and help students, parents and school staff work together to solve problems by communicating and providing referrals to other resources. The social worker works cooperatively with their academy team to ensure the academic and personal success of students.

Role of the Industry Board

An Industry Board supports the success of each academy and serves as the liaison between the community and school. At Proviso East we will have an Industry council for each academy. The Industry Board will provide guidance to business practices. It works to ensure relevance within the school and in the community. The Industry Board assists with recruitment of businesses, universities, and other relevant organizations and industries to provide students with internship/externships opportunities. The Industry Board makes recommendations regarding the expansion and reorganization of Academy programs.

The members of the Industry Board shall be representatives of the industry/businesses, community leaders, post-secondary institutions, students, parents and educators whose values align with the vision and mission of Proviso East High School. They will meet twice a year at Proviso East High School and once a quarter with their own Academy Industry Board.

The primary objective of the Industry Board is to support the following goals and policies of the Academy Program:

- Providing "real-life" career experiences for Academy students through internships and externships for Academy students.

- Providing Academy teachers with field focus Professional Development opportunities.

- Working with outside partners to obtain scholarships, resources and networking opportunities for Academy students.

- Maintaining the integrity of the Academy Program and ensuring that partners are meeting our students' needs.

- Committing to and/or assisting with raising funds.

- Advocating for our program and assisting with student recruitment.

Academy Structure

Academy School Structure

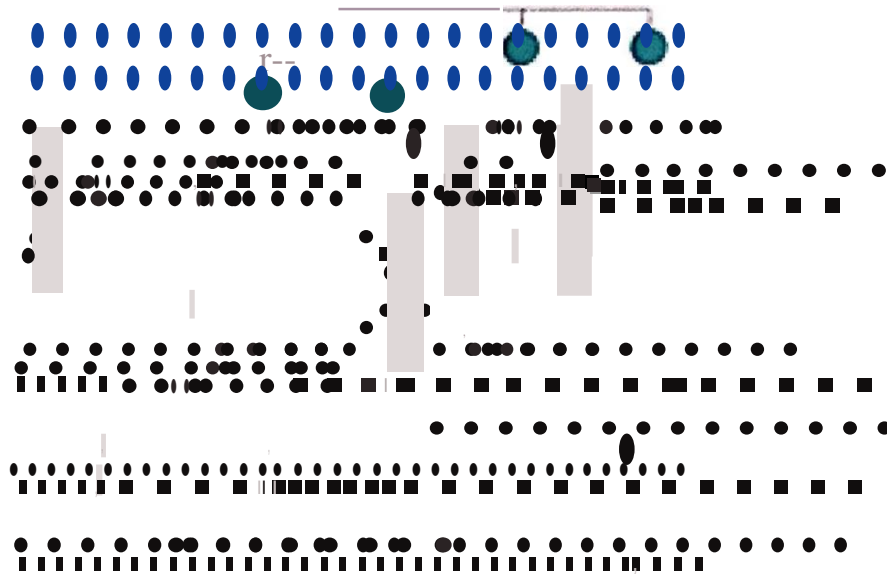
Academies are small learning communities within a high school with a selected subset of students and an academy team. The academy team consists of the academy principal, teachers, dean, school counselor, secretary, and social worker. Academy classes are often blocked back-to-back in the daily schedule, and students attend as a group, what is often referred to as cohort scheduling.

An academy involves teachers from different subject areas working together as a team. This team manages the program, with the academy principal serving as the lead. Teams usually participate in professional development, particularly in implementing the key features of the model and gaining exposure to the career field. Team members have common planning period which can be used for regular working sessions where the team can work collaboratively and consult with one another on student progress, academy issues, and academy activities.

Traditional High School Structure

- e** Executive Principal
- e** Academy Principal
- Faculty & Staff
- Students (1500-2000 per School)

SCHOOL



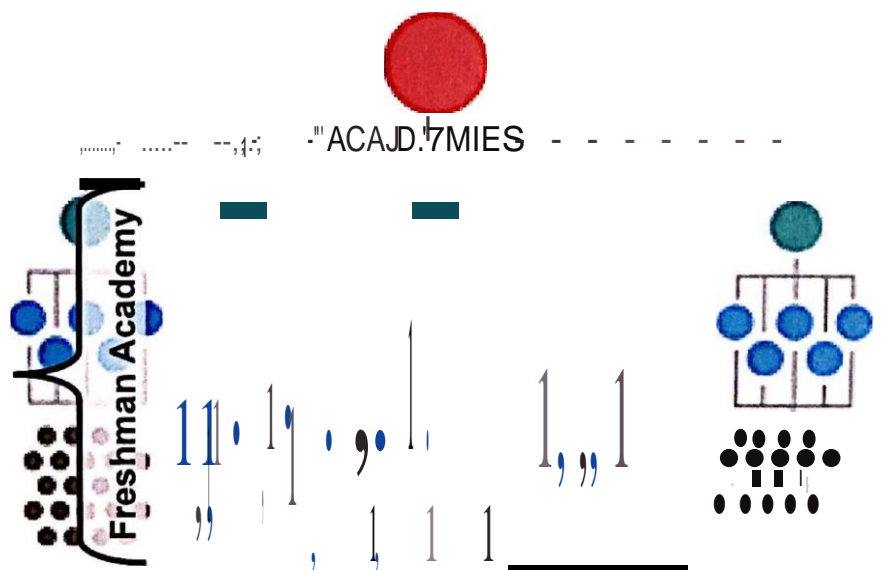
- e** Executive Principal
- e** Academy Principal
- e** Academy Coach
- Faculty & Staff
- Students (250-400 per Academy)

SCHOOL

Academy High

school

structure





Academy Teams at East

Freshman Academy Team

Suite Location- Room 105

Team Leader- All three assistant principals

Dean of Students- A-F: Ms. Wood, G-M: Ms. Creer, N-Z: Ms. Palm

School Counselors- Ms. Evelyn Abelar (ELL Counselor), Ms. Melissa Lugo

School Social Worker- A-F: Ms. Jablonski, G-M: Ms. Murchison, N-Z: Ms. Joshi

Secretary- Ms. Shavonne Henry

Freshman Teachers

Arts & Communication Academy Team

Suite Location- Room 101

Academy Principal- Mr. Fred Aguirre, Assistant Principal (Student Services)

Dean of Students- Ms. Mary Creer

School Counselor- Ms. Linda Alvarez

School Social Worker- Ms. Carol Murchison

Secretary- Ms. Johnnie Rhea Lucas

ACA Teachers:

Ms. Cathy Hillegonds

Mr. David Appleman

Ms. Patricia Gonzalez

Business & Human Services Academy Team

Suite Location- Room 138

Academy Principal- Dr. Brian Colbert, Assistant Principal (Student life/Athletics)

Dean of Students- Dylester Palm

School Counselor- Ms. Jessica Cole

School Social Worker- Ms. Shama Joshi

Secretary- Ms. Paulette Burrell

BHS Teachers:

Mr. Steven Joseph

Ms. Hannah Henry

Dr. Patrice Reiger

STEM Academy Team

Suite Location- Room 143

Academy Principal- Ms. Elizabeth Walker

Dean of Students- Ms. Salandra Wood

School Counselor- Mr. George Pappas

School Social W- Ms. Sara Jablonski

Secretary- Ms. Jeri Matthews

STEM Teachers:

Mr. Andre Zabrodsky

Ms. Courtney O'Connell

Mr. Alexander Aschoff

Ms. Chadia Razeq

Ms. Lynn Harris

Special Education School Counselor

Suite Location- Room 132

School Counselor- Ms. Lisa Di Silvio

(Ms. Di Silvio will work with all three academy teams)

Academy Enrollment & Transfer Process

Enrolling into an Academy

Students enter an academy through a voluntary process. During their freshman year of high school, PEHS students begin the academy exploration period. Students explore their academy options through career inventories, freshman support curriculum, academy presentations, academy expositions and classroom presentations. Once the exploration period is complete, our freshman students select their academy during enrollment with their counselors. Students and parents are asked to complete the Academy Declaration Form. Students sit down with their counselor and go over their program of study and career pathway.

The Declaration Form and program policies can be found in the "forms section." Another form that can be found is the "Pathway Selection Form" which can be used as a guide with students when helping them choose an academy.

Transferring Academy

Students can switch over to a new academy once during their high school experience. Students must contact their assigned counselor and may switch academies at the end of a term (semester or end of the year). No student will be allowed out of an academy sequence mid-term. Students must provide in writing, why they are changing Academy programs. Counselors will use the Class Request Forms along with the writing portion which is required only when a student is switching academies.

Programs of Study & Course Pathways

A program of study is an academic and career plan developed to help move the student towards a college and career path. A pathway is a sequence of courses within a student's chosen academy designed to help prepare for a specific career area and meet mandatory requirements for high school graduation. Each pathway is a three course sequence beginning in a student's sophomore year. Students learn math science, English, and social studies, but apply their academic learning to their chosen career theme. Pathways provide students with a plan to connect coursework in high school with college and career opportunities after graduation. A pathway should enable a student to transition to college or workforce with ease.

A Program of Study Plan Can Help by:

- Selecting high school classes that prepare the student for college and getting a job
- Understanding how the classes they're taking in high school lead to a career
- Identifying extra-curricular activities that are related to their career interest
- Seeing what classes offer early college credit

Forms

Terms & Definitions

Terms and Definitions

AP (Advance Placement)

Advance Placement courses are college-level courses offered in high school and for which standardized course syllabi and tests are provided by the College Board. Advance Placement courses are often eligible for college credit.

College and Career Readiness Academies

A school-within-a-school that offers students academic programs organized around a career theme. Integrating classroom instruction with work-based learning, academies equip students with the necessary skills for both workplace entry and post-secondary admission.

Cohort Classes

Cohort classes include the same group of students who together follow a defined schedule to meet specific educational goals.

Common Planning Period

Academic teachers have the same planning period to discuss student performance and align the curriculum.

Course Pathway

A pathway is a sequence of courses within a student's chosen academy designed to help prepare for a specific career area and meet mandatory requirements for high school graduation. Each pathway is a three course sequence beginning in a student's sophomore year.

Dual Credit

Dual credit enrolls students in college courses while they are still in high school, allowing them to earn credit for both.

Program of Study

A Program of Study is an academic and career plan developed to help move the student towards a college and career path.

National Standards of Practice