

Student Transition & Planning Program



Summer College Visitation Program

PROPOSAL & IMPLEMENTATION INFORMATION

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Overview and History

The Student Transition and Planning Program is a unique program that was created in 2002 as the result of a Career Academies Grant from the Vermont Department of Education. Since its inception, the program has grown from a single course for incoming 9th graders to a multi-course program that engages students in all grades. The purpose of the program is to assist students during times of transition, both into and out of South Burlington High School. The program curriculum and structure was created by the current coordinator, Thomas Stowell with input from guidance counselors, the coordinator of the Career Development Center, teachers, parents, and students.

The main curricular focus areas for courses included in the Student Transition and Planning Program are as follows:

- ✓ Transitional Support
- ✓ Future Life Planning
- ✓ Career Development
- ✓ Awareness of Post-secondary Options
- ✓ Goal Creation and Personal Learning Plan Development
- ✓ Assessment of Strengths and Growth Areas
- ✓ Acquisition of Success Skills (Academic and Life)

Last spring, the idea of adding a college visitation course to the existing courses grew out of discussions with students, parents, and administrators. The college visitation course is listed in the current program of studies and would operate independently from school funding. This enterprise program would allow current sophomores and juniors (rising juniors and seniors) to participate in this credited course with a focus on college preparation and visitation. This program fits with the mission, vision, and goals of the South Burlington School District as well as current Expectations For Learning being developed for SBHS. It will allow our school to offer a service not offered by any other surrounding high school. If successful, this course could branch out in future years to students from other schools and could potentially become an independently run program separate from the school district.

Specifics

Why is a course like this necessary?

Post-secondary education has become the norm in our country. As more and more students take advantage of the opportunities offered by colleges and universities, it is important to recognize the long and time consuming process of choosing the right school. College-bound students today need to contend with a host of questions as they conduct their search. They need to find a school that fits their needs and their budgets. With the cost of a college education growing, students must have access to resources that will help them determine where they “fit”. This course will allow students to see if a “fit” exists at a variety of colleges and universities throughout New England. Ask any admissions counselor and they will tell you that one of the most important factors in determining if a college is right for a particular student is to physically visit that school. This course provides students with the means and the resources to make informed decisions about the college selection process.

When will this course take place?

While the dates for the course have not been selected at this time, it is anticipated that the pre-meetings would occur during the week of final exams with the trip occurring during the week after graduation. The post-meeting would occur on the Monday following our return from the six-day trip. This timeline depends on the availability of colleges to host us during this timeframe and the readiness of a to-be-hired transportation company.

Who oversees this course?

The primary instructor for this course is the Coordinator of Transition and Planning Programs (Thomas Stowell). Additional support staff members will be added based on the number of students that are accepted into the course. The student to teacher/adult ratio for this program is not to exceed 10:1.

How will students be selected to participate in this new course?

In order to ensure that course participants are ready for an experience such as this, each individual interested in participating in this course will need to complete an application. Selection of students will be based on set criteria. (For the first year, a set number of slots will be available to be filled).

What criteria will be evaluated in selecting students?

Students will be chosen based on their ability to act as mature ambassadors of their school. They will be evaluated on their level of commitment to the course, their ability to interact with peers and adults, their enthusiasm for learning, and their desire to pursue higher education. Students will be asked to provide the committee with a completed application as well as two recommendation forms from current teachers/school officials.

Who will make the selections?

A committee chaired by the Coordinator of Transition and Planning Programs and consisting of a guidance counselor, the Coordinator of the Career Development Center, and at least one teacher will review all applications and will recommend students to the high school principal who will have the option to accept or decline all or parts of the committees list.

What are the course requirements?

Students must attend all pre and post meetings relating to this course. Students will also be asked to conduct research on all of the schools that we will visit before we depart. Based on this research, students will create a list of individual questions that they will use during question and answer periods at each college. The main portion of the course will occur during a six-day college tour throughout several New England States. A full-day post-seminar will allow students to debrief, write thank you letters, and make arrangement to follow up on any questions that are still unanswered.

How much credit will each student earn?

The requirements above will guarantee a student $\frac{1}{4}$ credit. Should a student desire $\frac{1}{2}$ credit they must complete additional assignments to be arranged with the Coordinator of Transition and Planning Programs.

How is the program funded?

The program is funded through the collection of a course fee paid by each student. Supplemental funding may be provided by local organizations (VSAC, other donors).

What does the course fee cover?

The course fee covers room and board (meals) for five nights and six days for each student. It also covers transportation to and from SBHS as well as the salaries of the staff members who will accompany students on this trip.

What is not covered in the course fee?

The following items are not covered by the course fee (this is not a complete list)

- ✓ Meals or snacks other than breakfast, lunch, and dinner
- ✓ Personal items such as gifts, toiletries, clothing, or other items individual students may choose to purchase.
- ✓ Telephone calls or Internet fees.
- ✓ Entrance fees for optional exhibits

Implementation Timeline

- April 1-15**
- **Proposal Discussion – Decision to PROCEED or not to PROCEED will be made.**
 - **Research – Preliminary discussions will occur between the Coordinator of Transition and Planning Programs and colleges, universities, and tour companies to determine projected cost. A sub-group of interested students will assist with this task.**
- April 15 to 20**
- **Cost will be determined and a fee set for this program**
 - **A determination will be made as to the practicality of such a trip based on actual costs.**

- April 20 to 27** - Advertise meeting times, etc. to students and parents through a variety of sources.
- April 28 and 29** - Meet with interested students and their parents at an after school meeting.
- May 1 to 6** - Applications must be submitted for review
- May 7** - The committee meets to choose the students
- May 10** - The committee meets to choose the students and a final list is presented to the SBHS Principal.
- May 12** - The final list of students is posted in the main office and letters are sent home.
- May 19** - Checks made payable to South Burlington High School in the full amount are due.
- Late payments will not be accepted. Students will be taken off the list if a payment is not made.
- June 1** - Course syllabus mailed home along with assignment sheet and packing list.
- June 16 or 17** - Afternoon meeting of all students attending the trip. We will discuss the trip in detail. Students should plan on being together between two and three hours.

Personnel Resources

This course will rely on the expertise of a variety of staff members. The following is a list of the projected personnel needs for this course. This projection assumes that only one bus will be utilized. The numbers will change should we need two tour busses.

- ✓ **The Coordinator of Transition and Planning Programs will act as the Trip Coordinator and Instructor.***
- ✓ **Advisors (adult chaperones) (3 positions)**

***As this course will run after the official end of the contract year for teachers, the Coordinator of Transition and Planning Programs shall be compensated separately for teaching and coordinating this course.**

We will need to advertise internally for the other three Advisor positions.

If it turns out to be too expensive to hire three staff members in addition to the coordinator we may ask for parent volunteers to act as trip chaperones. These individuals would be trained in school policy and would be responsible for a selected group of students. The number of parent volunteers should not exceed one or two. We may also need to utilize this option should the number of trip participants exceeds one busload.

Financial Obligations

The following are projects and will need to be independently verified once permission is given in writing to go forward.

STAFF COSTS

| | |
|--|-------------------------|
| Coordinator of Transition and Planning Programs | \$2000.00 |
| Advisors (3) | \$ 850.00 |
| <u>Total Staff Costs</u> | <u>\$4550.00</u> |

The following scenario assumes 56 total passengers (4 adults, a bus driver, and 52 students):

| | Monday | Tuesday | Wednesday | Thursday | Friday | |
|------------------------------------|---|--|--|--|--|--|
| Room & Board | \$43.00 for each Student \$2240 | \$43.00 for each student \$2240 | \$43.00 for each student \$2240 | \$43.00 for each student \$2240 | 15.00 per student \$780.00 | |
| Transportation | 17.00 per student \$900.00 per day | \$17.00 per student \$900.00 per day | \$17.00 per student \$900.00 per day | \$17.00 per student \$900.00 per day | \$17.00 per student \$900.00 per day | |
| Bus Driver Hotel Room | \$150.00 or \$3.00 per person | \$150.00 or \$3.00 per person | \$150.00 or \$3.00 per person | \$150.00 or \$3.00 per person | | |
| Evening Activities | 28.50 Six Flags per student \$1482.00 | | 48.50 per student Red Sox Tickets \$2522.00 | | | |
| Personnel | \$910.00 per day | \$910.00 per day | \$910.00 per day | \$910.00 per day | \$910.00 per day | |
| Total Cost: | \$5682.00 | \$4200.00 | \$5812.00 | \$4200.00 | \$2590.00 | |
| Total Project Cost: | \$22484 | | | | | |
| Sample Cost Per Participant | \$400.00 | | | | | |

The above numbers are based on PROJECTED numbers and have not been confirmed or researched.

The following scenario assumes 47 total passengers (4 adults, one bus driver, 43 students):

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------------------|---|---|---|---|---|---|
| Room & Board | \$20.00 for each participant \$960.00 | \$20.00 for each participant \$960.00 | \$20.00 for each participant \$960.00 | \$20.00 for each participant \$960.00 | \$20.00 for each participant \$960.00 | \$20.00 Food Only \$960.00 |
| Transportation | \$38.00 per student \$1666.00 per day | \$38.00 per student \$1666.00 per day | \$38.00 per student \$1666.00 per day | \$38.00 per student \$1666.00 per day | \$38.00 per student \$1666.00 per day | \$38.00 per student \$1666.00 per day |
| Personnel | \$4550.00 | | | | | |
| Total Cost: | \$2626.00 | \$2626.00 | \$2626.00 | \$2626.00 | \$2626.00 | \$2626.00 |
| Total Project Cost: | \$20306.00 | | | | | |
| Sample Cost Per Participant | \$475.00 | | | | | |

The above numbers are based on PROJECTED numbers and have not been confirmed or researched.

Additional Items

In order to ensure that this program is a success, the following items will be needed:

- A district credit card for the purchase of rooms, food, etc.**
- District Tax Exempt Certificate**
- Petty Cash for food, incidentals**
- Health Forms for each student**
- Emergency contact information for all students/telephone tree**
- Cell Phones (provided)**