

iGrants Form Packages # 339 & #413
Washington Navigation 101
(Competitive State Funds)
Instructions for Form Completion

Background

Since 1993 Washington schools have been improving student academic achievement to help all students master the skills and knowledge set out in Washington State's new rigorous academic standards. During the past decade, there have been significant improvements in teaching and learning across the state. Still, educators, counselors, and administrators have struggled to find ways to motivate students, especially more middle and high school students, to take advantage of these new and more challenging learning opportunities and to provide support for meeting the new graduation requirements and post-secondary opportunities.

Now educators in an ever increasing number of districts have demonstrated that some strategies do work to increase student engagement and performance. A new model was created to teach students the college and career readiness skills they need to chart their own course through middle and high school and into postsecondary opportunities. The new system also provides students with an ongoing, personal relationship with at least one adult that lasts throughout middle school and starts a new advisor relationship in high school. It also kept families involved in the decisions that their children were making. These models have had a profound impact on student motivation and on students' willingness to enroll in more challenging coursework.

The result of an intentional student-centered planning initiative has been that students learn, utilize and graduate with the skills they need to take charge of their own education, career and life. Students who gain planning skills become more knowledgeable about their own interests, abilities, and learning styles. They understand how grades, test scores, and daily performance affect educational and occupational opportunities. Students learn how the K-20 education system works and how it fits with preparation for today's job market and economy. Learning about the full array of postsecondary options and how to prepare for them, including development of a financial plan to strengthen students' college and career readiness. Students and their families need to know how to *navigate* the education system: their schools, communities, and post high school options. In today's world, these are essential skills. Navigation 101 provides a school-wide structure where advisors and students make this happen.

In the spring of 2008, OSPI established a public-private partnership with Envictus Corporation to enhance instruction, assessment, and evaluation processes for students and change management support for staff.



Change Management Services Overview

The purpose of Change Management Services is to ensure effective implementation of the Navigation101 program. Through Change Management Services, district leaders, school principals, and program leaders are supported in driving school improvement through the Nav101 program. This process ensures schools establish college and career readiness as the graduation focus for every student, provide the Navigation101 program to all students, and concurrently builds an infrastructure to sustain the Nav101 program. Change Management Services are defined by the following key components:

- ✓ **Change Management Team** – Envictus assigns a team of experts to support the operationalization of college and career readiness as the graduation focus for every student in designated schools. This team will work on an ongoing basis with District Administrators, School Principals, Program Leaders, and additional staff involved in the delivery of Nav101 to students.
- ✓ **Change Management Protocols** – proactive change-oriented steps are organized by the following key elements of managed change:
 - **Program Planning** – the process of continuously defining the people, activities and timeline required to achieve desired changes.
 - **Program Management** – the process of implementing, tracking and adapting a comprehensive readiness program.
 - **Professional Development** – the process of developing the professional capacity of staff for program leadership, management and delivery.
 - **Accountability** – the process of tracking, evaluating and reporting on both cause and effect data relating to the planned changes.
 - **Communications** – the process of engaging the district, parents, and the community through effective program communications.
- ✓ **Responsive Advisement** - issue-based coaching and support is tailored to the emerging needs and issues of the district and schools.

These services are designed to systemize the delivery of a comprehensive college and career readiness discipline of study to every student and equip school personnel to effectively lead, manage, and improve a readiness program that increases the number of graduates who are college and career ready.

For additional information on Change Management Services and the Navigation101 Online Program, please review the posted web presentation.

Also, please contact: Mary Ryerse mryerse@envictus.com 651.769.4157

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Key Elements

There are five key elements to Navigation 101; the program's power lies in their interconnectedness. The success districts have found with Navigation has come from fusing all five of these elements together.

- **PERSONALIZING—Curriculum-delivered Advisories:** Navigation 101 personalizes education through small-group, curriculum-driven advisories that students attend at least once a month. Students are able to develop a relationship with an adult at school and continue that relationship through a looping advisory group during middle school and again with a new advisor in high school.
- **PLANNING—Portfolios:** Students are expected to keep planning portfolios. Students use their portfolios to tell their stories; to reflect on their academic progress and plans; to keep track of their achievements in school and in the community; and, perhaps most important, to write out their dreams and goals and then take action to make their plans a reality..
- **DEMONSTRATING—Student-led Conferences:** Each year students present their achievements and plans to their families and advisors through student-led conferences. These are not traditional school conferences: instead, students are in charge, and they cover everything from their academic performance to their plans for courses the following year.
- **EMPOWERING—Student-driven Scheduling:** Through Navigation 101, students are encouraged to select challenging courses, which research shows is the single most important factor in postsecondary success. Because they've had the opportunity to plan, Navigation students know what courses they need. Schools can organize their course registration system around students' choices. Therefore, students can take the courses (such as Chemistry, Physics, Algebra II/Applied Math III, CTE completers) that will help them succeed.
- **EVALUATING—Data Analysis:** Using data to evaluate how schools and students are doing is crucial. Evaluation and reflection are built into the Navigation curriculum to help students understand what they are accomplishing.

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School And District Commitment:

The student planning initiative is more than the sum of its parts. The Navigation 101 RFP includes an application matrix to be used by applying districts to outline work plans and budgets for those schools that will be designing and implementing timelines and procedures for implementing Navigation 101. In our experience, implementation of only part of the Navigation 101 five element system does not assure the same level of change in student performance that the combination of elements creates. Thus, while this limited funding may be useful to schools to accelerate development of features not currently in place or to begin overall development, districts must commit to eventual full implementation of the model.

The grantee superintendent, district coordinator, principal, and building coordinator agree to the following conditions:

1. A commitment to the full development of an implementation plan for Navigation 101's five elements described in this Request of Application
2. A commitment to have the application and program plan approved by the school improvement planning team
3. A commitment to include all students in this grant initiative
4. A commitment to designate an implementation team (an existing school improvement team may be used)
5. A commitment to developing an implementation plan for all Navigation 101's five elements, program management, and consider embedding in a comprehensive guidance and counseling program
6. A commitment to designate a lead coordinator for Navigation 101 for each grantee school and at the district
7. A commitment to collect the identified data necessary to evaluate the Navigation 101 planning in this grant initiative
8. A commitment to support attendance of the grantee building coordinator and selected implementation team members to regional and state professional training
9. A commitment from the grantee school/district to negotiate with the teacher bargaining unit prior to implementation any proposed changes which might affect the current wages, hours, and working conditions of school staff
10. A commitment to respond to selected surveys from OSPI Navigation 101 staff related to program planning

OSPI will:

1. Designate a team to lead state implementation of Navigation 101;
2. Provide each participating school with opportunities for professional development, student planning curriculum, models of planner-portfolios, examples of student-led conferences, and additional support for the implementation of the key elements of the student planning initiative.
3. Designate and continue to support regional "lighthouse" districts to develop and provide technical assistance to other implementing districts in the region and state;
4. Evaluate needs of the schools based upon the technical assistance requests to the lighthouse districts and to OSPI; provide appropriate professional development and program support.

The Navigation101 Lessons

Picture this. Your students develop vital college and career readiness skills via an easy-to-manage online set of lessons. The Nav101 Lessons are a collection of outcome-based modules designed to produce **More College and Career Ready Students™** at your school. Consisting of five one-hour classes each year, the course develops vital readiness skills and knowledge for targeted students in grades 9 - 12. Each outcome is auto-evaluated and reported through a Readiness Report Card.



Six readiness attributes define the scope of Navigation101

- SELF-AWARENESS** – Can identify personal motivations and assets
- COLLEGE AND CAREER KNOWLEDGE** – Understands educational and work options
- PLAN READINESS** – Has a meaningful post-secondary plan
- QUALIFIED** – Has attained the credentials to pursue their post-secondary plan
- FINANCIAL READINESS** – Has the financing to pursue their post-secondary plan
- COMMITTED** – Has applied and is transitioning to their post-secondary plan

Twenty hours of instruction over the four years of high school.

9th GRADE LESSONS

- 9.1 Introduction to Navigation101
- 9.2 Defining Personal Interests and Skills
- 9.3 Success in High School
- 9.4 Careers and Post-Secondary Paths
- 9.5 Planning for Sophomore Year

10th GRADE LESSONS

- 10.1 Defining Personal Values and Assets
- 10.2 The Three College Paths
- 10.3 College Admissions 101
- 10.4 Paying for College
- 10.5 Planning for Junior Year

11th GRADE LESSONS

- 11.1 Prioritizing Personal Motivations and Assets
- 11.2 The College Search
- 11.3 College Entrance Exams
- 11.4 Financial Aid for College
- 11.5 Planning for Senior Year

12th GRADE LESSONS

- 12.1 Your College Applications
- 12.2 FAFSA and CSS PROFILE Applications
- 12.3 Making Your Decision
- 12.4 Post-Secondary Planning
- 12.5 Navigation101 Graduation

Navigation 101 is a life skills and planning program for students in grades 6 through 12. It aims to help students make clear, careful, and creative plans for life beyond high school, and:

- Equalize opportunities;
- Encourage student engagement;
- Enhance student achievement;
- Involve parents and guardians; and
- Strengthen community.

Q What is Navigation 101? [\(top of page\)](#)

A **Navigation 101 is a guidance and life planning program** for students in grades 6 through 12. It is designed to help students BE what they dream.

Specifically, Navigation has been designed to help students:

- **Develop clear plans** for what they would like to do with their lives after high school; and
- **Learn what they need to accomplish today**—while they are still in school—to reach those dreams.

Navigation 101 operates on the premise that every student deserves help and attention, not just those who are high risk or high achieving. With Navigation 101, no student is invisible: every student has the support of a caring adult at school.

Navigation 101 was first developed by the Franklin Pierce School District. Because of its success there, it has now been adopted by hundreds of schools around Washington State, and is supported by funding from the Washington State Legislature.

Navigation 101 consists of **five key elements** that provide the structure to help students make clear, careful, and creative plans for life beyond high school.

Q What are the Navigation 101 five key elements? [\(top of page\)](#)

A Navigation 101 is composed of **five key elements** that work together to engage students, teachers, and families alike.

Key Element 1

PERSONALIZING—CURRICULUM-DRIVEN STUDENT ADVISORIES: Students meet regularly in a small group with an educator-advisor (a teacher or other school staff member). Students typically stay with the same advisor and group until the transition to a new school or graduate. To keep advisories structured and easy to implement, the Washington State Office of the Superintendent for Public Instruction (OSPI) has developed a full [curriculum](#) for grades 6-12 that is based on academic and guidance standards. For more information, view the [Advisory video](#).

Key Element 2

PLANNING—PORTFOLIOS: Students in Navigation save samples of their work and their post-high school plans in electronic or paper portfolios. The portfolios help them reflect on their progress and make plans to improve. For more information, view the [Portfolio video](#).

Key Element 3

DEMONSTRATING—STUDENT-LED CONFERENCES: Each year, students share their achievements, dreams, and plans with their advisors and families at a conference the student leads. The conference is tied to course registration, involving families in their students' academic plans. For more information, view the [Conferences video](#).

Student-led conferences, along with the rest of the Navigation curriculum, are organized around three areas: Academic Development (*What have I accomplished in school this year?*); Career Development (*What do I want to do in the future?*); and Personal & Social Development (*Who am I? How do I contribute?*).

The student-led conference summarizes students' accomplishments in the year to date; showcases students' plans and goals for the coming years; and concludes with students' plans for their courses for the following year. The conference also provides a tangible way to involve families in their children's lives at school, by ensuring that they understand what their children are studying in school, how they are doing, and why their work matters.

Key Element 4

EMPOWERING—STUDENT-DRIVEN SCHEDULING: Students who take advanced, dual credit, or Career & Technical Education (CTE) courses in high school do better after graduation. Navigation encourages students to take the challenging courses they need for their postsecondary plans, and then offers the resources to help them succeed. For more information, view the [Scheduling video](#).

Key Element 5

EVALUATING—DATA ANALYSIS: Navigation schools collect data on a number of different indicators to measure student success. Early results show that Navigation students take more advanced courses, graduate at higher rates, and are more likely to pursue a college degree or industry certification. For more information, view the [Data video](#).

Q How does Navigation 101 help students? [\(top of page\)](#)

A Navigation provides the structure to help students make clear, careful, and creative plans for life beyond high school. Navigation helps schools:

- **Equalize opportunity** so that all students have meaningful choices for life after high school, and all students have equal access to those choices;
- **Encourage student engagement** by ensuring that every student has at least one adult at school who knows and cares about him or her;
- **Enhance student achievement** by helping students reflect on their skills, make plans to improve, and take the advanced, dual credit, and CTE courses that are crucial for postsecondary success;

- **Involve families** by engaging them in students' decisions and plans; and
- **Strengthen community** within schools and in the larger neighborhood by offering students meaningful volunteer service and leadership opportunities.

Q How is Navigation 101 taught? [\(top of page\)](#)

A **Navigation 101 has been designed to be taught in regular “advisory” sessions.** Advisory sessions usually meet two or more times a month for 30-45 minutes. An advisory consists of a teacher or other school staff member and a small group of students. Students stay with the same advisory group until they transition to another school or graduate. Schools typically operate on an assembly schedule on advisory days to allow time for the advisory session. The Navigation [curriculum](#) provides 20 lesson plans for each grade level from 6 through 12.

These lesson plans provide easy-to-follow, step-by-step instructions for advisory sessions. Each lesson packet includes:

- **A one-page lesson plan**, with lesson goals, a list of needed materials, a summary of classroom activities, and information about students' work products; and
- **Ready-to-copy student handout(s).**

In addition, the Navigation 101 curriculum includes a **Resource Guide** for each grade level. The Resource Guide provides a complete “Scope & Sequence” for that year's lessons, information on the outcomes students will achieve through the Navigation lessons, and suggestions for advisors on supplemental activities and resources for students and their families.

Q Who participates in Navigation 101? [\(top of page\)](#)

A **Every student can participate in Navigation 101!**

In many schools, two types of students get most of the attention: the high risk and the high achieving.

But that means that many students are invisible. And that's not fair, because the options students face for their futures are far too complicated to navigate alone. Every student deserves the attention of a caring adult at school. Every student needs a plan for life after high school. And every student needs to know what to do right now to be ready to succeed after high school, whether “right now” is 6th grade or 10th grade or senior year.

With the Navigation 101 advisory structure, every student can participate. Hopefully, each student will participate in Navigation 101 from 6th through 12th grade and will be able to remain in a single advisory group (same advisor, same group of students)

throughout middle school and then in another through high school.

Each advisory group is led by a teacher, school counselor, or certificated staff member, who can help students see the connections between their work today and their plans for the future, and who can build long-term relationships with students that will help them stay engaged and motivated at school.

Q Is Navigation 101 based on standards? [\(top of page\)](#)

A Yes. Navigation 101 is based on both academic and guidance standards. Each lesson plan is based on:

- **Washington State Essential Academic Learning Requirements (EALRs)** with Grade Level Expectation level of specificity; and
- **American School Counselor Association (ASCA) National Model Standards** in the areas of personal and social, career, and/or academic development.

Q What topics does Navigation 101 cover? [\(top of page\)](#)

A Each Navigation 101 advisory session is based around a theme. These themes repeat each year to help organize the curriculum and to help students retain and build on what they are learning.

Navigation themes include:

- **Setting Goals.** At the beginning of each school year, students are supported to set goals for themselves in three areas: for what they will achieve **academically** that year; for how they will make progress in exploring **careers** and their dreams for the future; and for how they will grow **personally**, as an involved member of their school and community.
- **Improving Academically.** Each year, students have a number of opportunities to review their academic performance, reflect on the factors that have affected their performance (for good or bad), and then make plans to improve.
- **Building Community.** Research shows that students who are engaged in school do better academically and are less likely to drop out. Therefore, Navigation devotes time to helping students exhibit contributing citizenship by joining activities at school, participating in volunteer service at school and in the community, and becoming leaders within their schools. The advisory group gives students a “home base” at school, in which they can feel that people know and care about them.
- **Planning for Life After High School.** Navigation 101 helps students make careful plans for college and career. Students have a number of opportunities through Navigation 101 advisories to assess their interests and skills and learn about careers that might be interesting to them. They then have the chance to learn about the postsecondary education required for those careers, whether

that be at a community or technical college, a four-year college or university, or through an apprenticeship, industry certification, or military service. During Navigation 101 advisories, students prepare a comprehensive **High School & Beyond Plan**, which is required to graduate from high school in Washington State, and which also meets the Career & Technical Education Program of Study requirement.

- **Exploring Careers.** A key part of students' preparation for college and career is exploring careers that fit with their skills and interests. Navigation 101 offers a number of opportunities to help students learn about different careers and identify the career clusters that seem right for them. The Navigation 101 curriculum is integrated with **Career & Technical Education** (CTE) courses and programs, so that students can learn about the resources and opportunities available in middle school and high school to help them prepare for the future.
- **Using Money.** One of the biggest reasons young people have to drop out of college is because they run out of money. Navigation 101 helps middle and high school students learn the basics of managing money: developing a budget, using credit wisely, and saving. Navigation 101 also helps students learn about different types of financial aid and then develop a clear financial plan for how they will afford their college and career choices for life after high school.
- **Planning for Next Year.** The decisions students make during middle school and high school are very important for their future success. As a result, Navigation 101 gives students a structure to think strategically about what they should be doing in school each year. Students in middle school create a "High School Plan" about what they hope to achieve during high school. And students who are already in high school create and update a "Four-year course Plan" each year to plan for the courses they should be take – focusing on advanced, dual credit, and CTE opportunities – to be prepared for their dream career.

Q How does Navigation 101 focus students on the future? ([top of page](#))

A As part of their Navigation 101 advisory sessions, students are asked to develop a number of different plans for the future each year. By thinking carefully about different aspects of their goals for the future, students learn how to connect what they are doing now to what they hope to achieve... and then have the incentive to do better in school. Navigation 101 plans include:

- Goals for each grade level, prepared at the beginning of the school year for the year ahead.
- Plans for contributing citizenship by joining activities at school, exhibiting leadership at school, and participating in volunteer service opportunities.
- An "academic inventory," which is a plan for academic improvement, prepared after reviewing first quarter grades.
- Postsecondary and career plans based on students' goals and dreams.
- Financial plans, focused on how to budget, use, and save money.
- A course plan to help guide the student in terms of the classes they need to take in high school, and focused around high school graduation requirements and college admission requirements.
- A High School & Beyond Plan, which allows students to think carefully about what they will do after graduation. (Note that this plan is required to graduate

from high school in Washington State and that the Navigation 101 High School & Beyond Plan meets state graduation requirements, as well as the CTE Program of Study requirement.)

Q How does Navigation 101 organize student work? [\(top of page\)](#)

A Each Navigation 101 advisory session refers students to their **PORTFOLIOS, which are their records of their accomplishments and self-reflection in school.** Portfolios can be paper or online collections of student work. They include samples of students' work, grades, test and assessment results, educational and career plans, community service records, honors or awards they've received, and notes from their student-led conferences.

Each Navigation 101 advisory lesson includes time for students to review and update their portfolios. To help students organize their work, each Navigation portfolio has three sections:

- **Academic Development.** This section of the portfolio includes students' grades and transcript information, test and assessment results, and samples of work from each of their classes. It also includes the plans students develop for their academic performance each year.
- **Career Development.** This section of the portfolio includes research students do on careers that interest them, as well as their resumes and information about any summer or part-time jobs they hold while they're in school.
- **Personal and Social Development.** This section documents students' involvement in activities at school and their volunteer service at school and in the community. It includes information on school clubs and sports students are part of, volunteer service they've completed either individually or as part of a group, and other extracurricular activities, such as select sports teams, music or drama ensembles, or clubs. It also includes information about the student-led conference each student is asked to organize each year for his or her family and advisor.

Q How does Navigation 101 focus on academics? [\(top of page\)](#)

A A significant part of each year in Navigation 101 is focused on academics: keeping portfolios, reviewing grades and exam results, developing plans for academic improvement, and planning to take advanced, dual credit, and CTE courses in middle school, high school, and beyond.

One key difference between Navigation 101 and students' other classes is that Navigation 101 doesn't necessarily teach new academic content. Instead, Navigation **helps students reflect on their academic performance and then plan for the future.** Students are encouraged to improve their academic performance based on their strengths and weaknesses. They're given information about the coursework required for four-year or community college and then urged to enroll in advanced, dual

credit, and CTE courses that are vital to postsecondary success. And they're frequently asked to make connections between what they're currently learning and how they will use those skills after high school.

In the Franklin Pierce School District, where Navigation 101 was initiated, students participating in Navigation 101 improved their academic performance and enrolled in more challenging courses thanks to the encouragement and help they received from their advisors.

Q Does Navigation 101 meet graduation requirements? [\(top of page\)](#)

A Yes. **Navigation 101 can help your students meet the Washington State graduation requirements for graduation from high school.** Students' work throughout the years (and particularly during high school) will be saved and organized in their portfolios. The end result will help students meet their graduation requirements as follows:

- **High School & Beyond Plan.** Each year, as part of the Navigation curriculum, students complete a worksheet on their accomplishments to date and their plans for life after high school. These worksheets help students prepare a full High School & Beyond Plan during senior year. This plan, which is required for graduation, helps students think carefully about what they want to do after high school and what they are doing right now to prepare. By the time they are seniors, students' High School & Beyond Plans are clear descriptions of their plans and include a financial plan, as well as an academic and career plan. The Navigation 101 High School and Beyond Plan meets the State of Washington's high school graduation requirements, as well as the CTE Program of Study requirements.
- **Credit Requirements.** Navigation 101 helps students regularly check their credits and plan the courses they must take^{3/4}not just to meet the requirements to graduate from high school, but also to be prepared for the admissions requirements of their postsecondary choice.
- **Certificate of Academic Achievement.** Navigation 101's annual Academic Inventories will help alert schools to students' needs, ensure that students who need help with core courses or exam requirements receive help. The Navigation 101 curriculum suggests ways that students' work in advisory can be integrated with Student Learning Plans.
- **Culminating Project.** The Navigation 101 lesson plans include everything seniors need to organize a culminating project based on their Navigation 101 portfolios and a senior presentation. The Navigation 101 culminating project will meet the State of Washington graduation requirements.

Q How does Navigation 101 focus on careers? [\(top of page\)](#)

A The Navigation 101 curriculum is fully integrated with Career & Technical Education (CTE) and includes time each year to help students investigate

career options. Each year, the Navigation 101 curriculum features a number of advisory lessons that are focused on exploring careers. These sessions help students learn more about their interests and skills and then help them learn about career opportunities and the education and training they'll need to pursue these opportunities.

The Navigation 101 lesson plans suggest that each student take an interest or skills assessment once a year. The lesson plans also suggest career interviews and job shadows for older students, to give them firsthand experience in a career area that interests them. Students also learn about the CTE courses and programs available at their school or within their district, including classes, skills centers, Tech Prep, Running Start for the Trades, and other opportunities.

Q How - and why - does Navigation 101 focus on community? [\(top of page\)](#)

A **A significant part of each year in Navigation 101 is focused on community-building:** getting involved in sports, clubs, and leadership activities at school; engaging in volunteer service in the community; helping younger students; and participating in activities as a member of an advisory group.

Becoming involved in a community, learning to be of service, and learning how to lead are all lifelong skills that will benefit students no matter what their chosen academic or career paths. In addition, research shows that students who are engaged in school activities do better academically and are less likely to drop out. The Navigation 101 curriculum helps students become involved in school activities and exhibit good citizenship at school and in the community.