



CCRC/AST handbook

"I've been involved with Alignment Rockford since its inception and I can safely say it's one of the most rewarding things I've done."

- Sam Schmitz, President of Goodwill of Northern Illinois
Chair of Human and Public Services CCRC



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Rockford Public Schools
501 7th Street
Rockford, IL 61104

Dear valued community partner:

Thank you for volunteering your time and expertise as an Academy Support Team (AST) member or a College & Career Readiness Council (CCRC) member! Your support is critical to the success of the College & Career Academies of Rockford.

With significant stakeholder and community support, Rockford Public Schools high schools have been redesigned into a project-based learning/smaller learning community model called academies. The College & Career Academies are at all four of our comprehensive high schools as well as Roosevelt Alternative Learning High School, which has a modified academy structure.

The Academies model is made up of three strands: smaller learning communities; college & career prep curriculum for all; and integration with the business community. With community partners in education, students and teachers establish relationships with businesses that provide real world project based learning experience required in today's workforce. Business integration in our schools means bringing high quality education to students with diverse perspectives and enhanced capacity.

Your participation as an AST/CCRC member will impact not only the future of our students, but the future of Rockford. We hope that you enjoy your experience and find value in the time you spend making sustainable solutions the way we support our schools.

Your meeting schedule and other pertinent information can be found at <http://portal.alignmentrockford.com/web/academies/home>.

Thank you!

Sincerely,

Dr. Heidi Houy
Executive Director
College & Career Readiness
Rockford Public Schools

A handwritten signature in black ink, appearing to read "Bridget French", with a stylized flourish at the end.

Bridget French
Executive Director
Alignment Rockford

Volunteer Signup Form:

Please select any specific areas of volunteer membership that interest you. Mark all that apply

☐ I am interested in becoming involved at the AST level which participates at the school and meets monthly or bi-monthly

☐ Auburn AST ☐ East AST ☐ Guilford AST ☐ Jefferson AST ☐ Roosevelt AST

☐ BAMIT ☐ EMITT ☐ HPS ☐ HS

☐ I am interested in becoming involved at the CCRC level which oversees the academies in a traditional boardroom environment that meets quarterly

☐ BAMIT ☐ EMITT ☐ HPS ☐ HS

In what specific areas are you willing to be involved? Mark all that apply

☐ Participate as a guest speaker in the classroom regarding my professional experience/skills

☐ Perform project-based learning in the classroom involving my professional experience/skills

☐ Perform in-class project evaluations such as a student Shark Tank Project

☐ Participate in career fairs or career exploration events within the school

☐ Participate regularly as a mentor/tutor within the school (Please enter subjects you would be interested in tutoring): _____

☐ Participate in mock-interviews with students within the school

☐ Offer site visits for teachers/students at my place of business

☐ Other: _____

My Contact Information

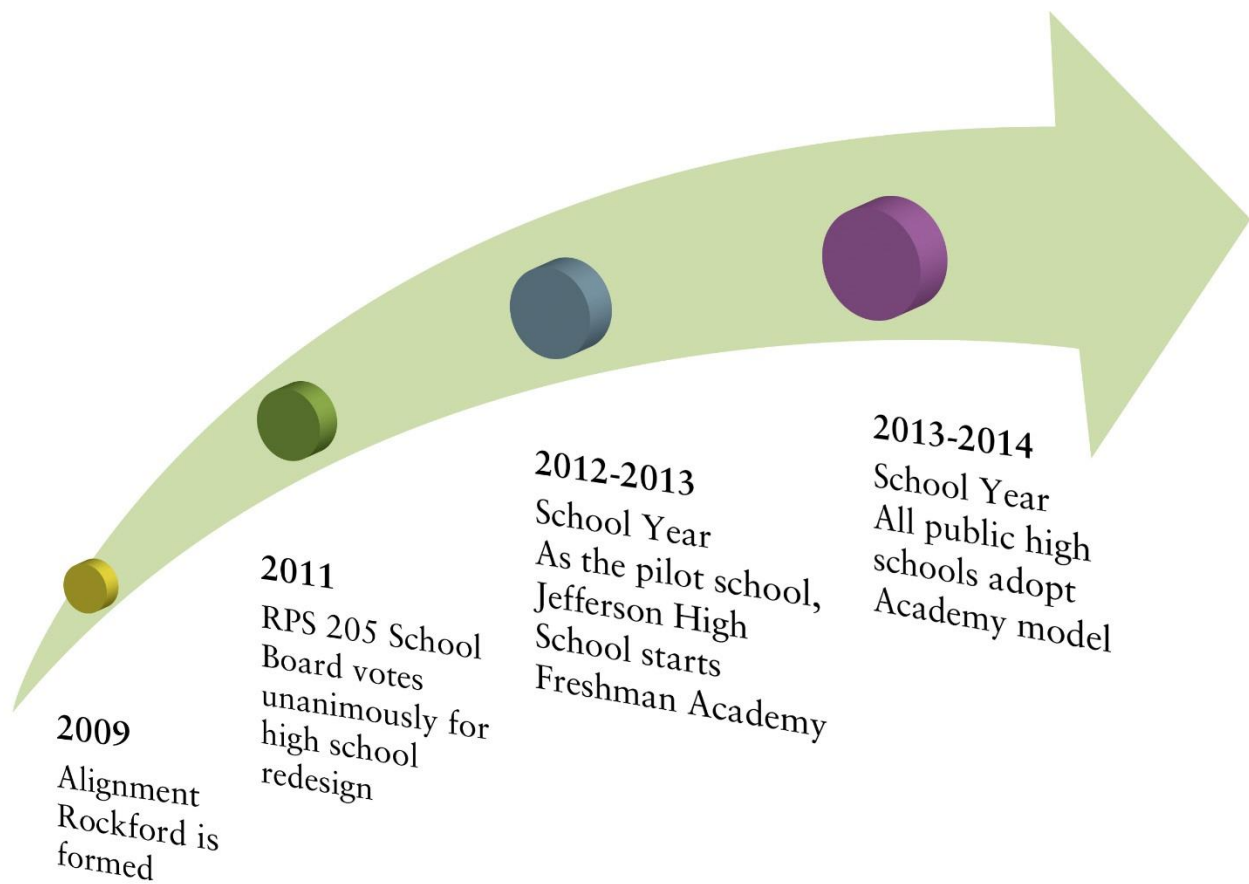
Name: _____

Organization: _____

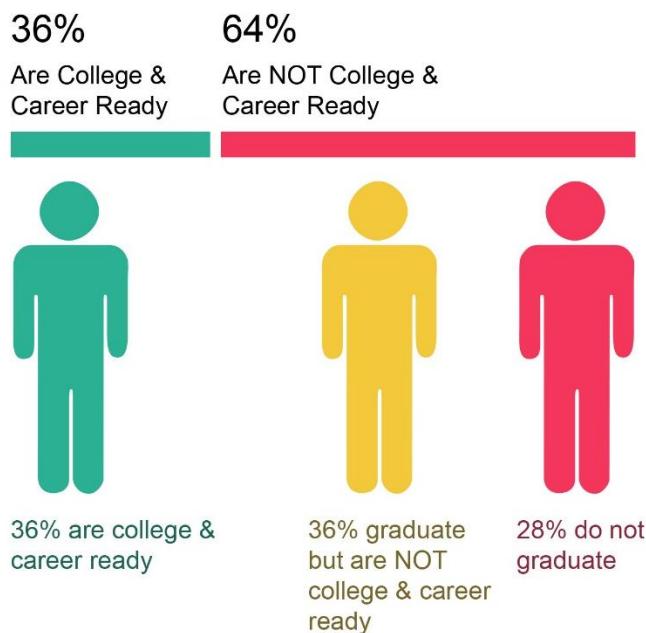
Phone: _____

Email: _____

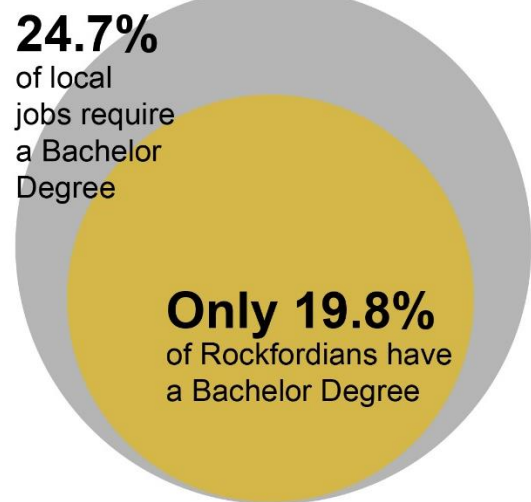
HISTORY



Every resident of Rockford has a vital interest in the success of Rockford Public Schools, the organization most broadly and deeply responsible for educating Rockford's rising generation. A well-educated citizenry is central to our community's economic vitality and social well-being. Better academic skills paired with higher graduation rates are urgently needed to prepare students for employment and success in higher education. These factors are essential not only for creating a highly skilled workforce, but for securing a competitive position in today's global economy. More students graduating from high school who are better prepared for employment will also provide greater hope and opportunity for the 34% of Rockford's children who live in poverty.

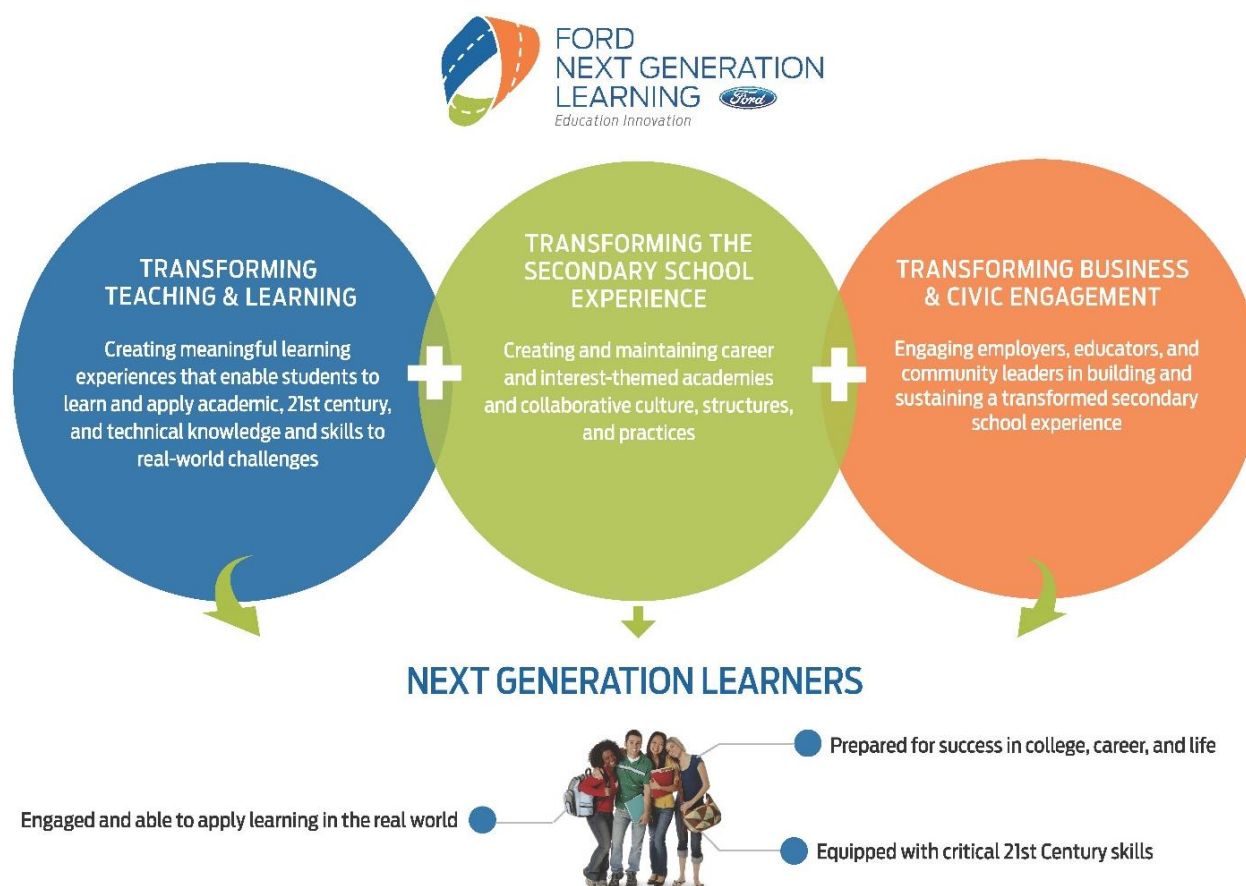


ROCKFORD'S EDUCATIONAL SITUATION



In 2009, a diverse group of Rockford's civic, business, religious and educational leaders evaluated how other communities across the country have applied best principles and practices to raise educational aspiration and student achievement. The focus of the research was not on programs, but for community-wide systems focused on strategic school support. The turnaround of public schools requires a broad and far-reaching collaboration of educational, political, corporate, religious, civic, social, and grassroots organizations faithfully working together to accelerate academic achievement and to increase educational attainment. Consequently, a public-private partnership named Alignment Rockford coordinates this new approach to actively support and sustain business integration and engagement within our schools.

Alignment Rockford worked with Alignment Nashville, Ford Next Generation Learning, and Rockford Public Schools to develop the academies framework. This framework focuses on three strands of transformation:



In 2011 Rockford Public School District 205 Board of Education voted unanimously to implement a district-wide high school redesign, adopting the Academy model. Jefferson High School was the pilot school and implemented the model beginning with the freshman class in the 2012-2013 school year. The remaining four high schools, Auburn, East, Guilford, and Roosevelt began with Freshman Academies the following 2013-2014 school year. In the 2014-2015 school year all high schools have fully implemented the model.

Alignment Rockford works to sustain business engagement by partnering with RPS 205 to design the following solutions:

- Academy Expo career exploration event for all RPS 205 9th graders
- Provide opportunities for teachers to visit and connect with businesses
- Create Academy Support Teams (ASTs), comprised of local business men and women who work within the schools to support project based learning
- Create College and Career Readiness Councils (CCRCs) to help guide Academy Support Teams
- Provide opportunities for students to visit businesses
- Develop professional development opportunities for teachers

WHAT ARE ACADEMIES AND WHY DO THEY WORK?



What is a College and Career Academy?

Redesigning the high school experience helps to ensure that graduating students are better prepared for either college or the workforce. The model involves creating academies or small learning communities within each high school. Academies are small learning communities that provide real-world experiences with local businesses and professionals, linking schoolwork and the workplace. Regular coursework, including Core Curriculum, Global Electives, and College and Career Pathways, is presented within the context of the academy's focus.

Each high school in Rockford Public Schools has transformed into four College and Career Academies: Business, Arts, Modern World Languages and Information Technology (BAMIT), Engineering, Manufacturing, Industrial and Trades Technologies (EMITT), Human and Public Services (HPS), and Health Sciences (HS). Students choose one of these four academies to enroll in for tenth through twelfth grades. Auburn High School is unique in that it has two additional College and Career Academies: Renaissance (Gifted) and CAPA (Creative and Performing Arts). Students enroll in one of these Academies through a testing and/or audition process and can enter in ninth or tenth grade.

What is a College and Career Pathway?

A pathway is a sequence of courses within a student's chosen academy designed to help you prepare for a specific career area and meet the mandatory requirements for high school graduation. Pathways provide students with a plan to connect coursework in high school with college and career opportunities after graduation. A pathway, such as accounting, law and public safety, or engineering, will enable a student to transition to college or the workforce with ease.

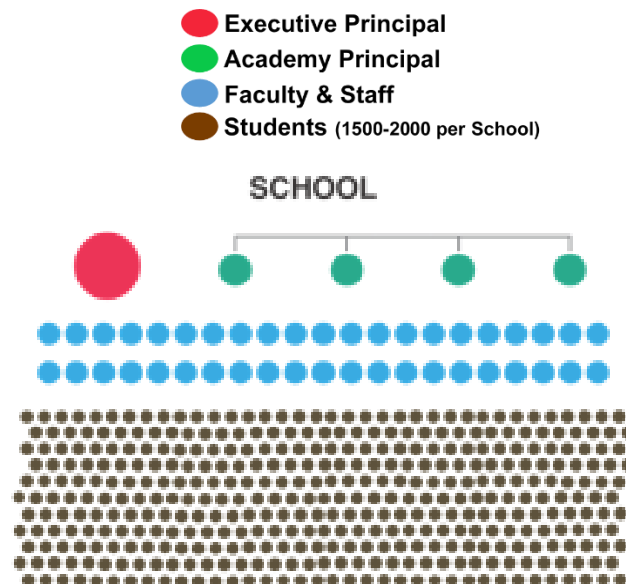
Academies feature:

- Small learning communities
- College and career prep curriculum for all
- Integration with business/civic/postsecondary/cultural communities

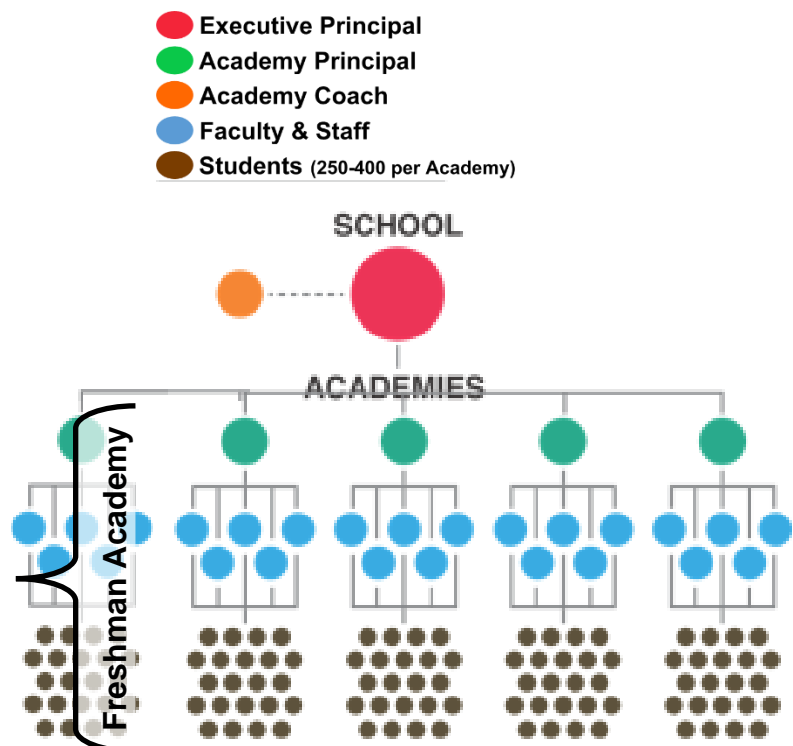
Students chart their unique "pathway" during 8th and 9th grade, exploring career choices. They select one of the following academies to enter during their sophomore year:

- Business, Arts, Modern World Languages and Information Technology (BAMIT)
- Engineering, Manufacturing, Industrial and Trades Technology (EMITT)
- Health Sciences (HS)
- Human and Public Services (HPS)
- Creative and Performing Arts (CAPA) *available only at Auburn, audition required*
- Renaissance Gifted Academy *available only at Auburn, eligibility testing required*

Traditional High School Structure



Academy High School Structure



WHAT ARE ASTs and CCRCs

And where do I come in?



Job Description- Academy Support Team (AST) Member

Description:

A primary goal of the academies is to develop strong connections between the skills and content students learn in school and its application in the “real world.” **The role of an AST member is to serve as an ambassador and resource to connect community with teachers and students and to serve as a positive advocate for the academies in the community.**

Responsibilities:

Provide Curriculum Guidance- Share with staff the skills, tools, and knowledge needed to succeed in your career so teachers can incorporate these needs into their instruction.

Facilitate In- & Out-of-School Experiences- For example: host teachers and students on a visit to your organization to learn about the purpose of your work and the various capital/human resource needs required for your operations.

Support Equitable Resource Allocation- Work with teachers to evaluate their teaching resources (equipment, materials, facilities, guest speakers, etc.) to ensure all students and teachers have consistent support from the district and the community.

Identify and Communicate Academy Needs and Successes- For example: share the need for improved internet service through the Academy Coach and AST Liaison with building/district administration; share the news of a student finding an internship directly related to the student’s career goals.

Support Parent Involvement- For example: Meet with parents to incorporate their vision for their children’s education and design opportunities for parents to learn more about the opportunities available in each academy.

Recruit Community Members- Share the opportunity to advance the teaching and learning which occurs in our schools by inviting your colleagues and other career experts you know to join the ASTs and serve as guest speakers, mentors, etc.

Develop Project Ideas- Sharing projects which you encounter in your work so teachers can provide students with similar experiences within their courses. For example: providing a car for restoration which can be used to connect a student’s language arts, math, social studies, and science with their automotive courses.

Monitor Student Performance and Design Solutions- For example: support the development of a student club to expose students to the challenges and rewards of owning a business in order to increase enrollment in a business course.

Work Conditions:

Monthly, bi-monthly, or quarterly, hour-long, meetings are held at each school, which are led by a community chair and the school’s Academy Coach with fellow community members, school staff, parents, and students. The teams follow an agenda, provide recommendations, make decisions, identify team members to continue progress on projects, and build the essence of each academy. Some members meet separately with school staff, as well as continuing communications through emails and phone calls. Members choose which of the public high schools they would like to serve and within which academy they would like to offer support.

Commitment:

Academy Support Team members attend one meeting monthly/bi-monthly/quarterly (as defined by the AST) during the school year for a minimum of one year.

Examples of membership activities:

Assist in planning, recruiting, and or participating in:

- Mock interviews at the school
- Classroom Shark Tank Project
- Weekly or monthly tutor/mentor sessions
- Career Exploration Week
- Site Visits for teachers or students

******AST commitment and activities vary upon school and academy. Please contact your Academy Coach for details specific to your preferred AST (see page 25 for Academy Coach contact information.)***

Job Description- College and Career Readiness Council (CCRC) Member

Description:

The role of a CCRC Member is to serve as advisors to district leadership in support of the high school Academies. CCRC members respond to the specific needs of AST members, Academy staff, and teachers within their specific Academy, and work to resolve those needs or advise district leadership in their resolution.

Responsibilities:

Provide Curriculum Guidance- Advise so that curriculum meets college-readiness and professional standards consistent with local industry environments.

Recruit Community Members- Recruit and maintain membership within Academy Support Teams (ASTs) and College and Career Readiness Council (CCRC) representative of all career pathways within the Academy.

Advise- Coordinating with Academy staff and AST members, advise district leadership on facility and equipment needs within the schools and advocate for community resources.

Identify Industry Essentials- Identify essential industry and business skills for integration into curriculum with emphasis on local opportunity.

Support Equitable Resource Distribution among high schools/Academies.

Monitor Outcomes- Monitor community support and student performance outcomes and assist in communicating successes and needs to the community.

Collaborate support- Collaborate to garner support from public and private grant sources.

Identify Gaps- Identify gaps between local workforce needs and workforce competencies for curriculum alignment.

Work Conditions:

Quarterly, 2-hour-long meetings are held at the district administration office, which are led by a community chair and vice chaired by the school district's Executive Director of College and Career Readiness. Members include community leaders, Academy staff, school principals, and Alignment Rockford staff. Community members include leaders from various industries representative of the Academy to which they are a council member (Example: BAMIT.) The teams follow an agenda, provide recommendations, make decisions, identify team members to continue progress on projects, and support the ASTs by responding to their reported needs and communicating their successes to the community. Some members meet separately with school staff, as well as continuing communications through emails and phone calls. Members choose which of the public high schools they would like to serve and within which academy they would like to offer support.

Commitment:

CCRC members attend three quarterly meetings during the school year for a minimum of one year.

Example:

A community member from the Jefferson High School BAMIT AST inventories the school's Graphic Design class with the teacher and observes that they do not currently have a particular design software that is the industry standard in today's marketplace. The community member then reports this discrepancy to the Academy Coach and explains that if the students are not able to learn this software in high school they will graduate without a critical skill required to gain employment in a graphic design-related field upon graduation. The Academy Coach then brings this information to the next BAMIT AST meeting to see if any of its community members can supply/sponsor the allocation of this software.

If the BAMIT AST members are unable to fulfill this need for software, the Academy Coach then submits a need form to Alignment Rockford (see page 15) and the request is addressed at the next quarterly CCRC meeting where the Academy Coach explains the need to the group. The council will discuss their options and individual resources. One member might explain that he is the director of a computer solutions company which will offer to sponsor a license of this particular software for the school.

****See page 25 for a list of RPS 205 College & Career Academy contact information***

College and Career Academy Community Support Structures

Purpose:

Engage community resources in order to support student growth in literacy, numeracy, college and career readiness, and attainment.

Outcomes:

District Level College and Career Readiness Councils and District Leadership:

1. Communicate successes and address needs and barriers of Academy Teams and Academy Support Teams

Building Level Academy Support Teams and Academy Teams:

1. Facilitate college exposure and provide work-based and service-learning opportunities (site visits, job shadows, guest speakers, seasonal work opportunities, teacher externships, etc.)
2. Develop academy project(s) with business or other community organizations

Example:

A science teacher is interested in incorporating real-world connections into a unit on the respiratory system. He and a local health system representative connect through an Academy Support Team meeting, unite, e-mail, or telephone and schedule an initial meeting (in person or by telephone). At this meeting they decide to develop a respiratory emergency simulation to incorporate into the course curriculum. The teacher brings this proposal to his school leadership (Academy Assistant Principal and Academy Coach) for review and approval, while the community member gets approval from the workplace supervisor. At the next Academy Support Team (AST) meeting, the team members learn about this event and might discuss ideas for extending this learning with other community resources for integration into other academy classes, and/or for creating other innovative experiences. Academy leadership and/or Academy Coach share the event and all subsequent progress with the College and Career Readiness Council (CCRC) for support and possible replication across the district.

Academy Needs and Successes Submission:

Google Docs will be used as a centralized system to manage school and academy needs and successes, and as a way of communicating these to the community. Each AST should review the master list at: <http://bit.ly/1FoHVjy> at each meeting to update needs/successes.

Needs:

Using the Google Form at: <http://bit.ly/1Gwvu2Y> (or by emailing the form on page 16) AST members and/or Academy staff members will submit specific needs (people, equipment/materials, curriculum, funding, etc) within the Academy to Alignment Rockford. Alignment Rockford will manage a master list of all Academy needs and utilize Alignment Rockford's volunteer base and email lists to disseminate the needs to the appropriate AST/CCRC and community members when requested. Academy Coaches and Alignment Rockford will regularly update the master list at: <http://bit.ly/1FoHVjy> to ensure there is no duplication in requests for services to community members, and to ensure that needs are met.

Successes:

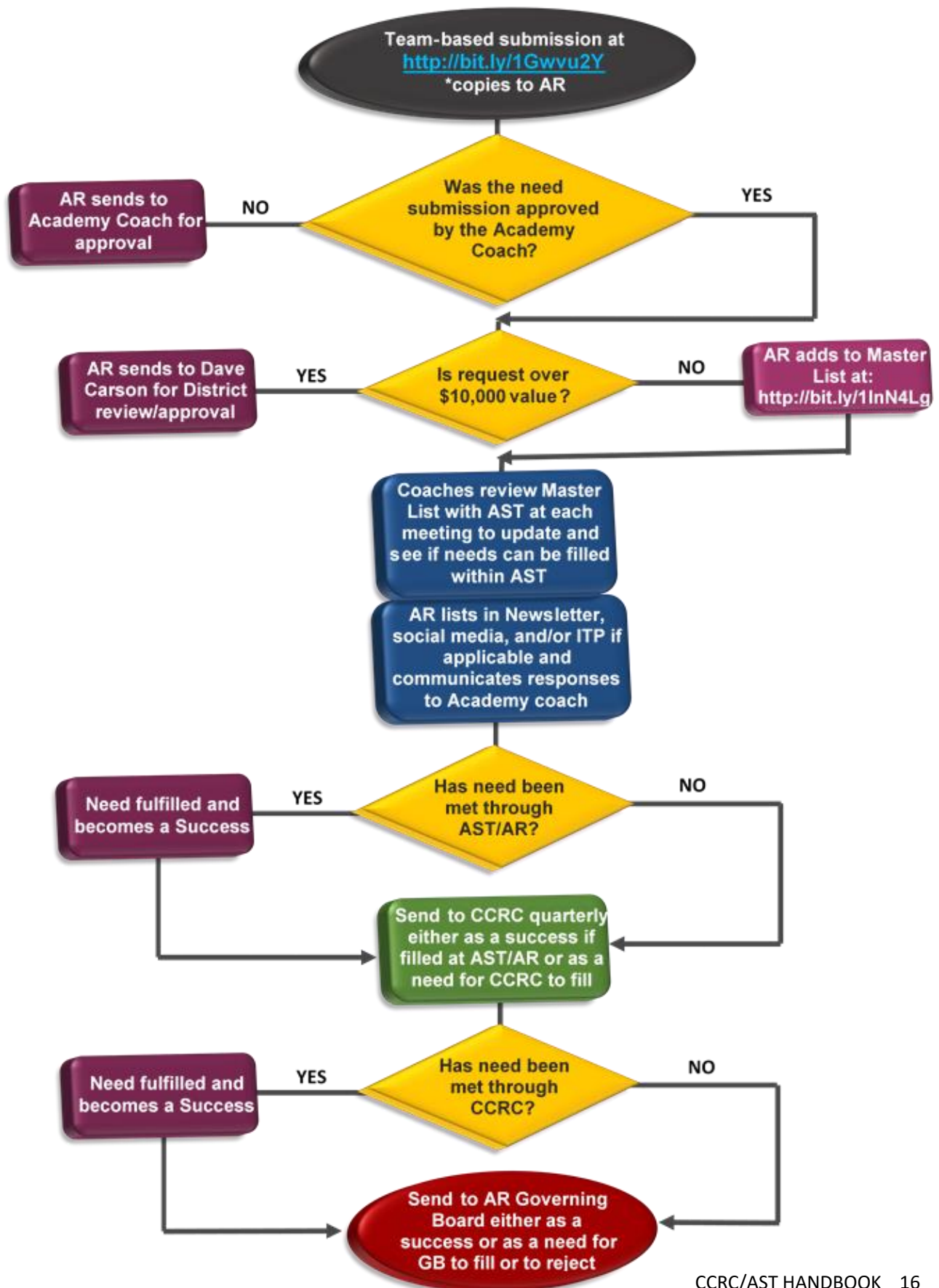
AST members and/or Academy staff members submit Academy success stories (activities, events, community-class collaboration, etc.) to Alignment Rockford by using the Google Form at: <http://bit.ly/1GwwBQ2> or via email with as much information as possible including photos as well as contact information. These successes will be shared via Alignment Rockford's monthly newsletter and other marketing avenues such as social media. Successes will be listed in second tab of the master list at: <http://bit.ly/1InN4Lq>

Email needs/success story submissions to Alignment Rockford's Community Engagement Coordinator, Katy Haun, at: katy@alignmentrockford.com

******Please confirm with the Academy Coach that students captured in photos have provided permission for their use.***

******Individuals submitting success stories are reminded to also submit a Request for Publicity (RFP) form for the RPS 205 Communications Department at: <http://apps2.rps205.com/EmailForms/RequestForPublicity/event/event.asp>***

Academy Needs Submission Process:



Academy Needs Submission

Today's date: _____

Please select which school this request is for:

- ☐ Auburn High School
- ☐ East High School
- ☐ Guilford High School
- ☐ Jefferson High School
- ☐ Roosevelt Alternative High School

Please select which academy this request is for:

- ☐ BAMIT
- ☐ HPS
- ☐ EMITT
- ☐ HS

Please select which area of need you are submitting from the choices below:

- ☐ People How many/Industry: _____
- ☐ Equipment/Materials Type/Amount: _____
- ☐ Curriculum
- ☐ Funding Amount: _____
- ☐ Other _____

Please provide a brief summary of the request including pertinent dates, project descriptions, need justification, and other applicable information (use separate sheet if necessary):

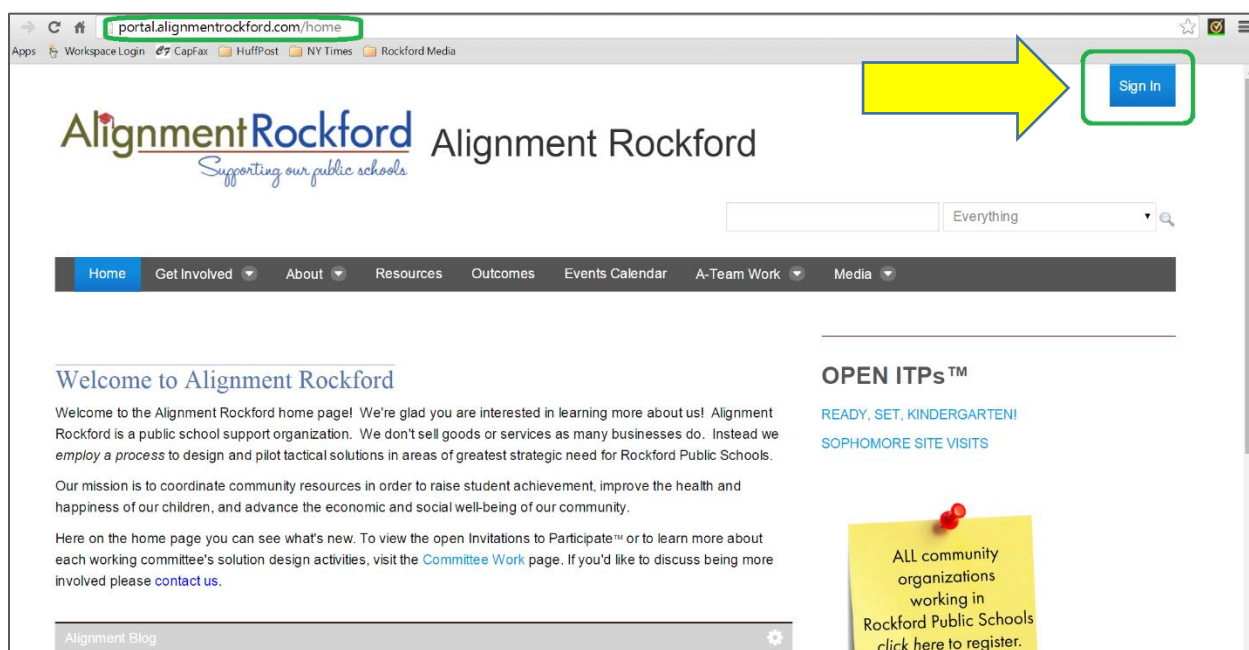
Please select priority level of your request below:

- ☐ High Priority (Within a month)
- ☐ Normal (Within 6 months)
- ☐ Low Priority (Long term more than 6 months)

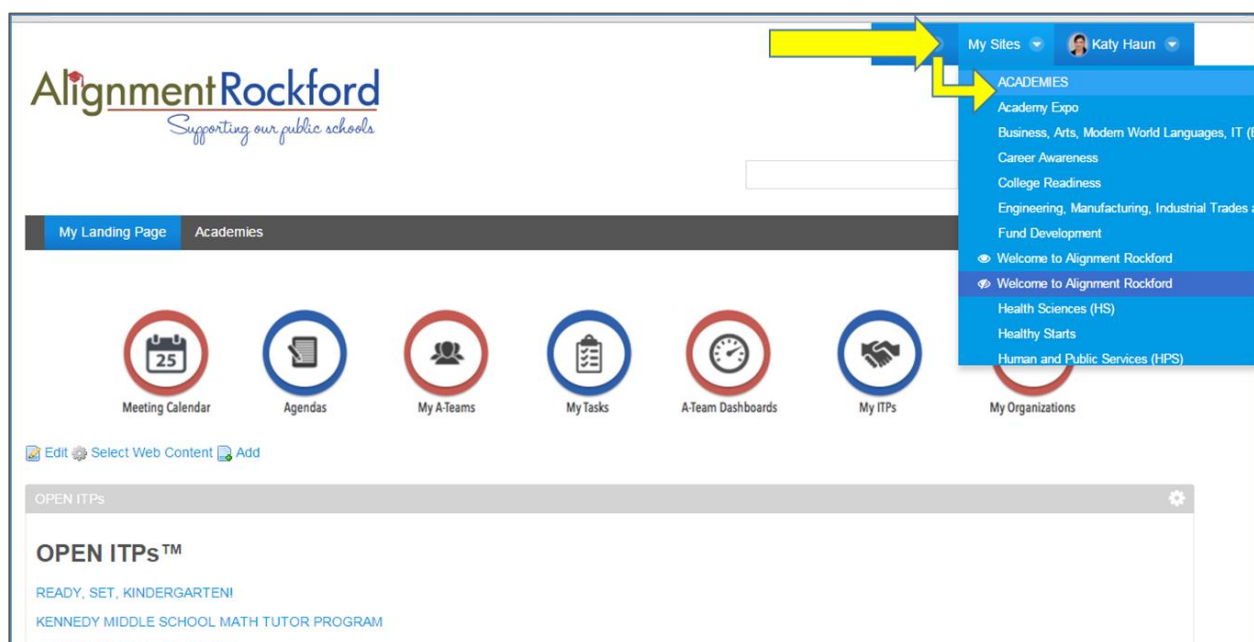
Please list the point of contact(s) for this project including contact information:

Academy Communications Platform Guide:

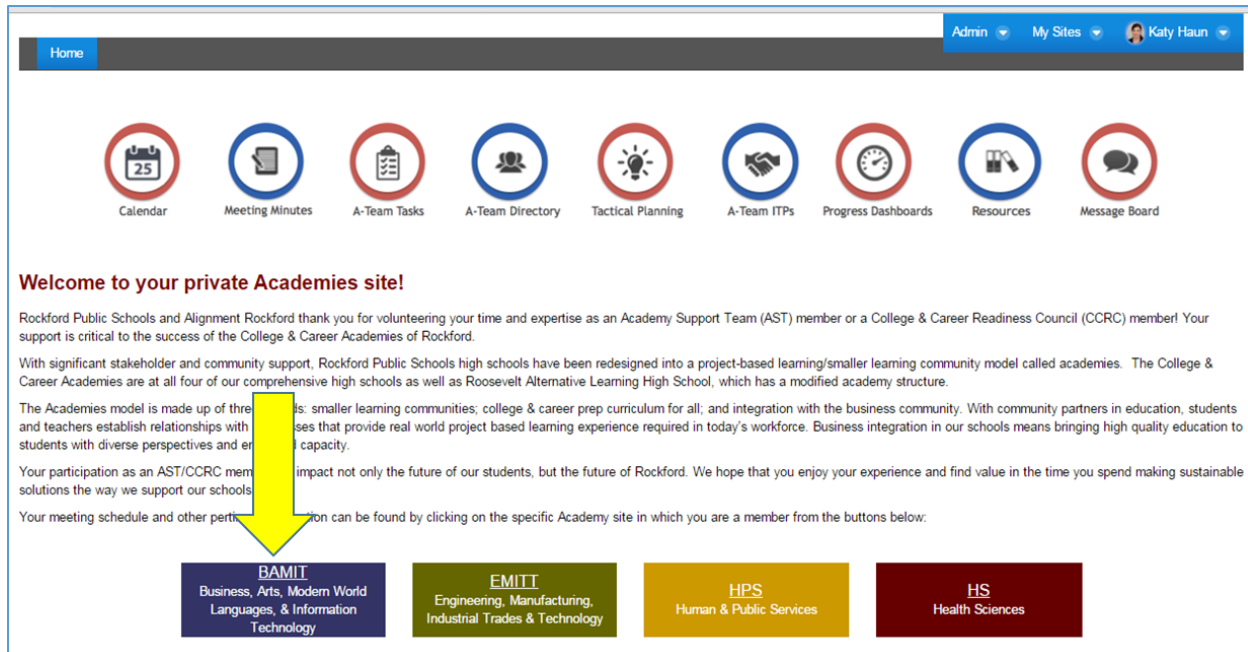
Alignment Rockford's technology platform, ComCoefficient or "ComCo" will be used as a communications tool for all parties involved in ASTs/CCRCs. Go to <http://portal.alignmentrockford.com/> in your web browser and click the **SIGN IN** button in the upper right corner. When the 'Sign In' window opens, enter the e-mail address you use for Alignment Rockford communications and type the default password you were given. You can change this later at your convenience.



This is your 'My Landing Page' from which you can navigate to any other accessible page in the portal using the dashboard icons. To access your Academy site, click on **My Sites** in the upper-right menu bar and in the drop-down list that appears, choose the **Academies** site.



In the main **Academies** site you can access your own specific Academy site by clicking on the colored button associated with the name of your specific Academy (example shown on next page.) If you scroll down on the main Academies page there are several useful tools you can access such as the *CCRC/AST Handbook*, *Needs/Successes Submission process diagrams and submission forms*, *volunteer signup form*, and the most recent *CCRC meeting minutes* from each Academy.



Welcome to your private Academies site!

Rockford Public Schools and Alignment Rockford thank you for volunteering your time and expertise as an Academy Support Team (AST) member or a College & Career Readiness Council (CCRC) member! Your support is critical to the success of the College & Career Academies of Rockford.

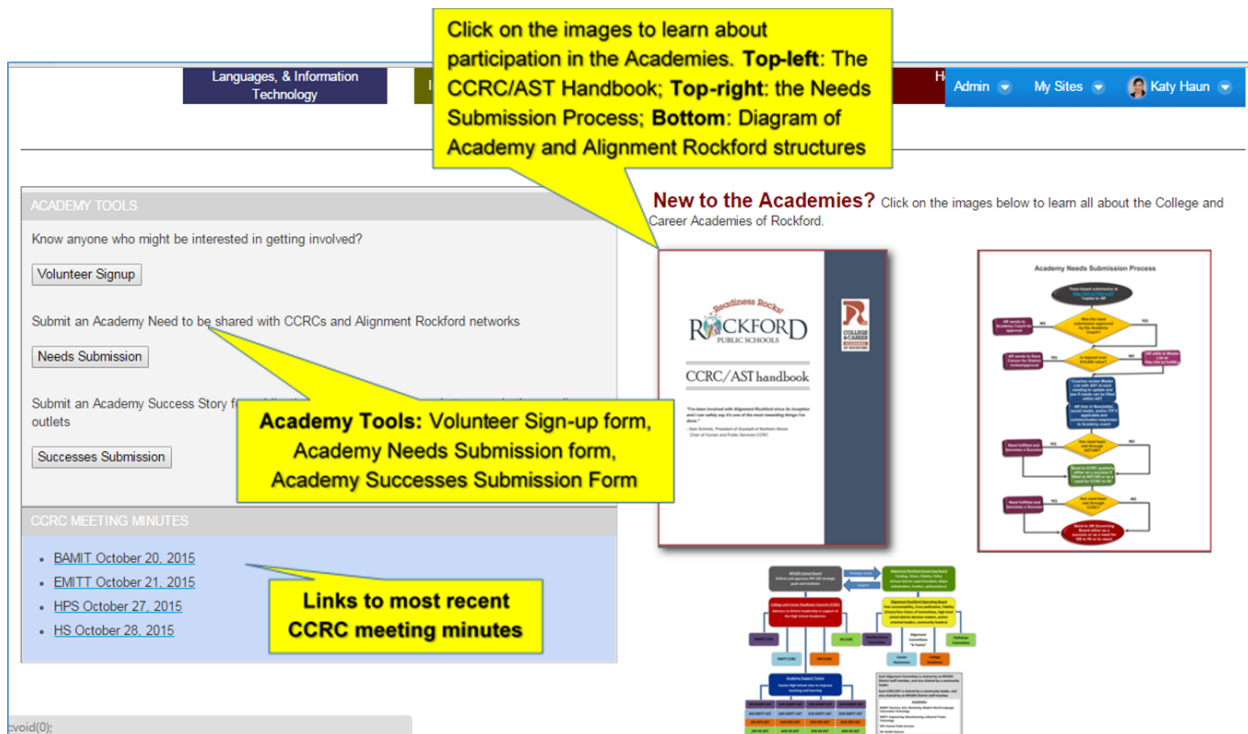
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The Academies model is made up of three parts: smaller learning communities; college & career prep curriculum for all; and integration with the business community. With community partners in education, students and teachers establish relationships with businesses that provide real world project based learning experience required in today's workforce. Business integration in our schools means bringing high quality education to students with diverse perspectives and experiences.

Your participation as an AST/CCRC member has a significant impact not only the future of our students, but the future of Rockford. We hope that you enjoy your experience and find value in the time you spend making sustainable solutions the way we support our schools.

Your meeting schedule and other pertinent information can be found by clicking on the specific Academy site in which you are a member from the buttons below:

- BAMIT**
Business, Arts, Modern World Languages, & Information Technology
- EMITT**
Engineering, Manufacturing, Industrial Trades & Technology
- HPS**
Human & Public Services
- HS**
Health Sciences



Click on the images to learn about participation in the Academies. Top-left: The CCRC/AST Handbook; Top-right: the Needs Submission Process; Bottom: Diagram of Academy and Alignment Rockford structures

Academy Tools: Volunteer Sign-up form, Academy Needs Submission form, Academy Successes Submission Form

Links to most recent CCRC meeting minutes

New to the Academies? Click on the images below to learn all about the College and Career Academies of Rockford.

ACADEMY TOOLS

Know anyone who might be interested in getting involved?

[Volunteer Signup](#)

Submit an Academy Need to be shared with CCRCs and Alignment Rockford networks

[Needs Submission](#)

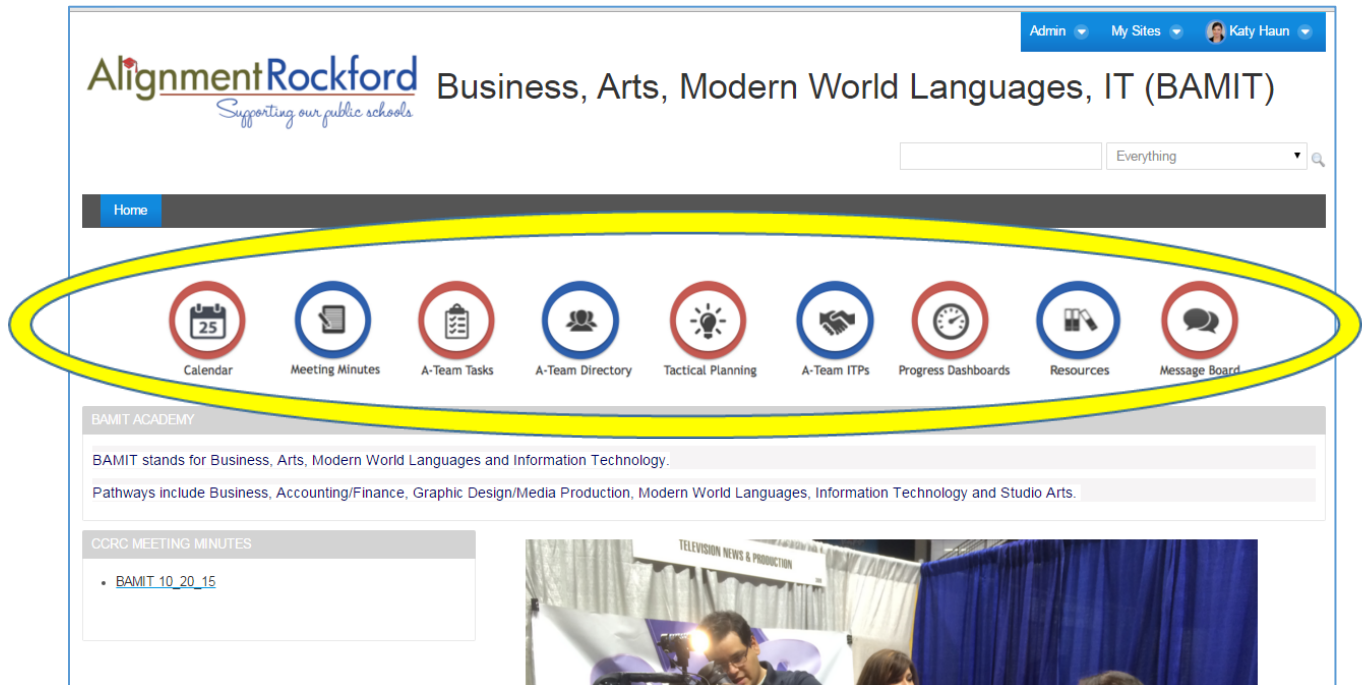
Submit an Academy Success Story from your outlets

[Successes Submission](#)

CCRC MEETING MINUTES

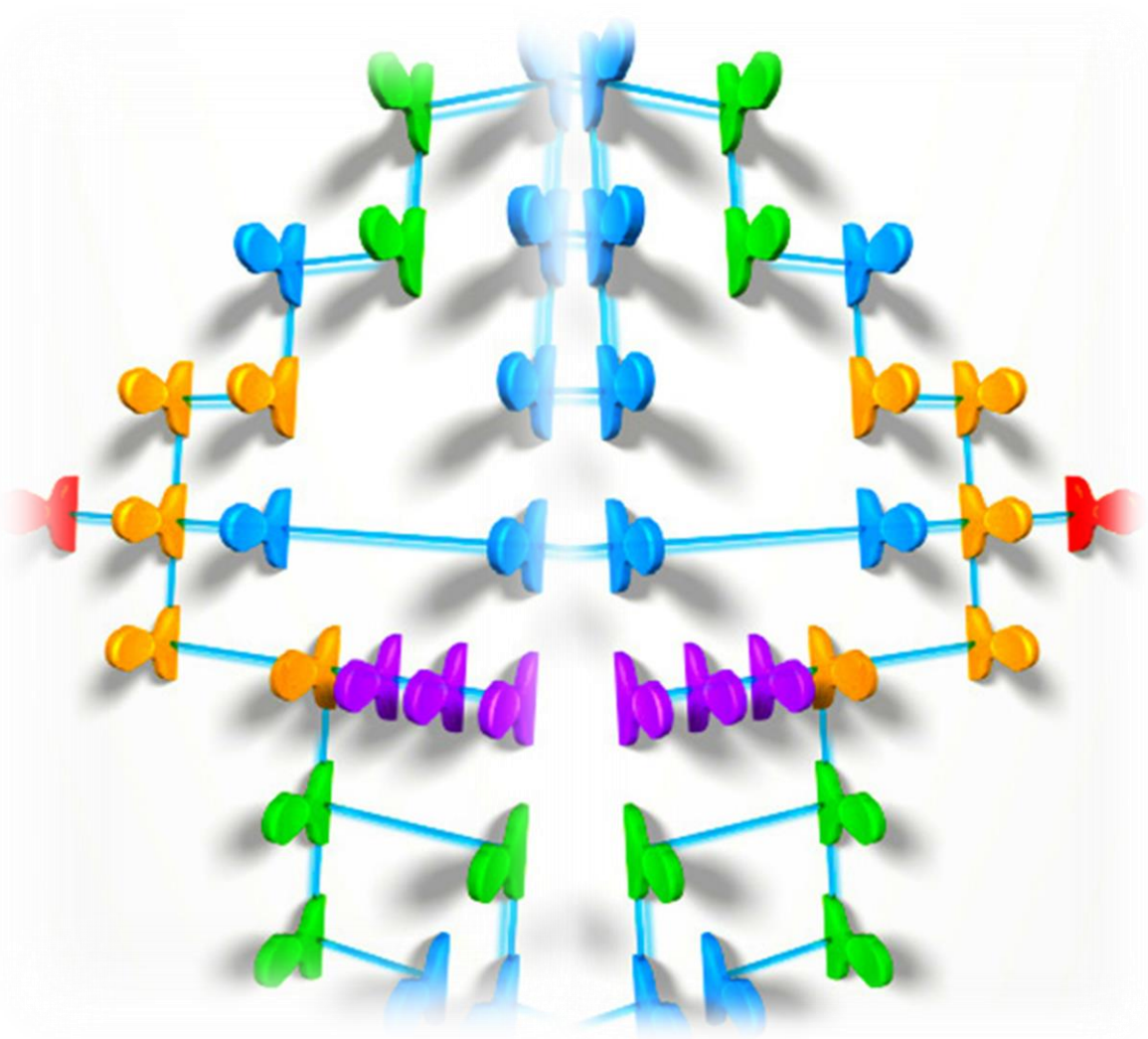
- [BAMIT October 20, 2015](#)
- [EMITT October 21, 2015](#)
- [HPS October 27, 2015](#)
- [HS October 28, 2015](#)

After clicking on the colored button associated with the name of your specific Academy from the top of the main **Academies** site, your own Academy site appears. Here you can use icons on the navigation pane at the top of the page to access several useful tools for members only within your Academy (**calendar of events, meeting minutes, directory, resources, and discussion board.**)

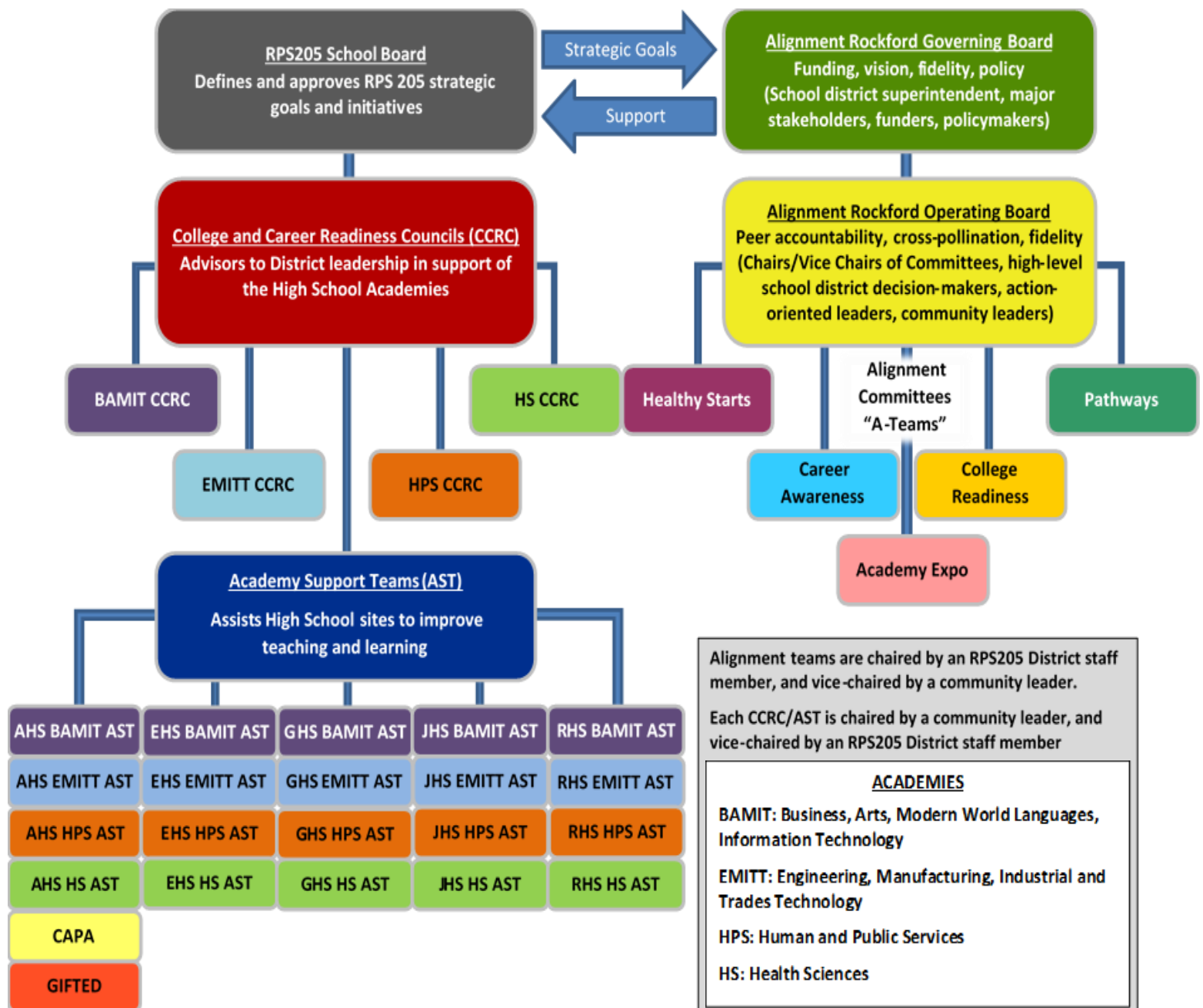


***** For assistance with the ComCo portal, please contact Alignment Rockford's Community Engagement Coordinator, Katy Haun, at: 779-774-4389 x 11, or via email at: katy@alignmentrockford.com**

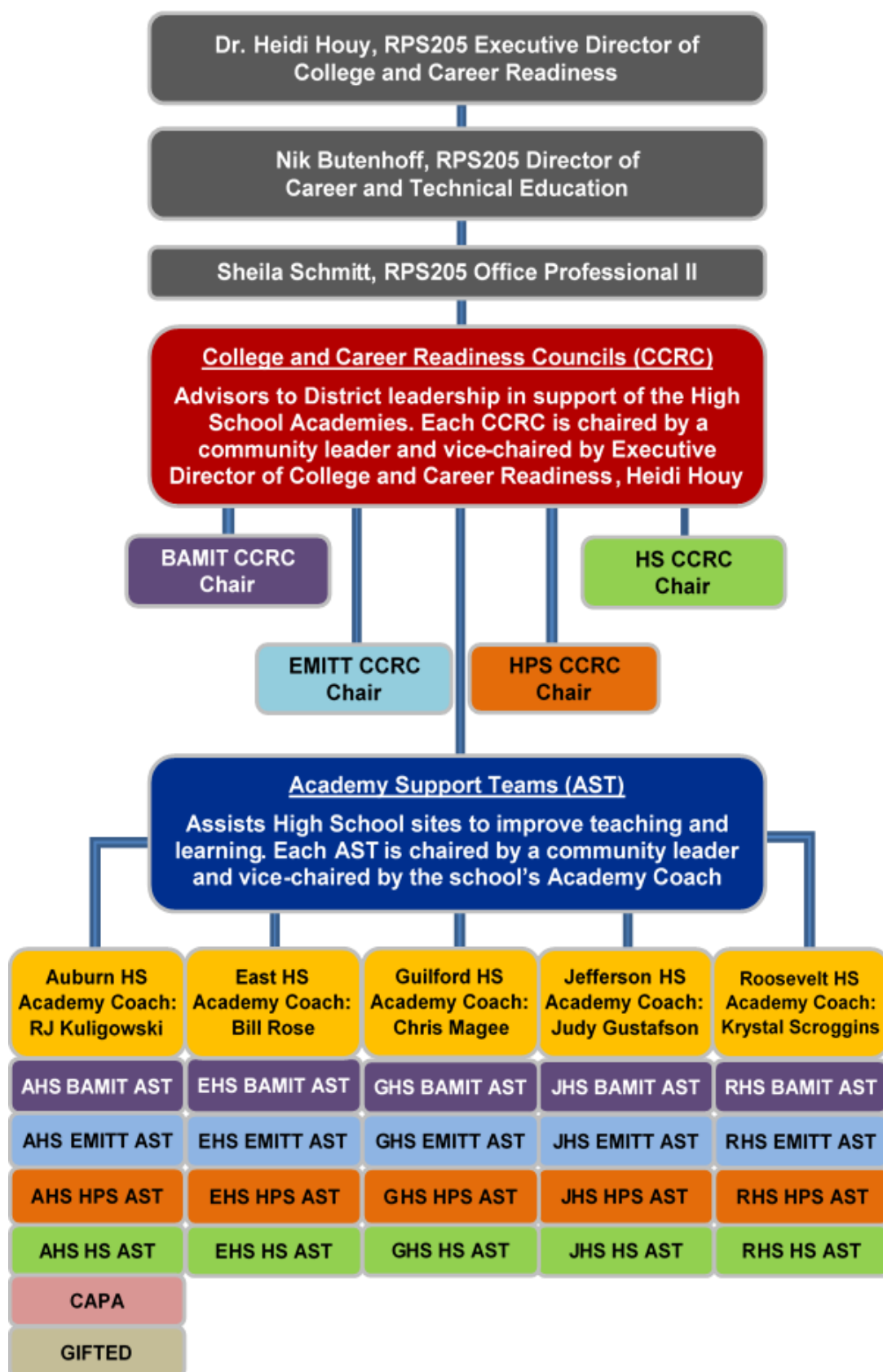
ALIGNMENT and ACADEMY STRUCTURES



RPS 205 Academy and Alignment Rockford Structure:



Academy Structure and Contact Information:



DIRECTORY

RPS 205 Executive Director of College and Career Readiness

Heidi Houy
Email: heidi.houy@rps205.com

RPS 205 Director of Career and Technical Education

Nik Butenhoff
Email: nik.butenhoff@rps205.com

RPS 205 Office Professional II

Sheila Schmitt
Email: schmits@rps205.com

RPS 205 Auburn High School Academy Coach

RJ Kuligowski
Email: ronald.kuligowski@rps205.com

RPS 205 East High School Academy Coach

Bill Rose
Email: william.rose@rps205.com

RPS 205 Guilford High School Academy Coach

Chris Magee
Email: chris.magee@rps205.com

RPS 205 Jefferson High School Academy Coach

Judy Gustafson
Email: judy.gustafson@rps205.com

RPS 205 Roosevelt Community Education Center Academy Coach

Krystal Scroggins
Email: krystal.scroggins@rps205.com

Alignment Rockford Community Engagement Coordinator

Katy Haun
Email: katy@alignmentrockford.com
Office: 779-774-4389 x11
Cell: 815-670-9262