

Navigation 101 Policies and Procedures

Attendance

- Attendance is taken and entered in Power School for each Advisory.
- If a student is absent from advisory, it is their responsibility to make up the work in two ways:
 1. Retrieve materials from the KSD Navigation 101 website.
 2. Attend the make-up session.
- Students need to understand that Advisory is the only way for them to complete the High School and Beyond Plan, and therefore, attendance is mandatory.

Advisory Reassignment

- Advisory groups have been established and no changes will be made. Concerns or unique situations should be brought to the attention of the administration.

Portfolio Entries

- Portfolio entries will include assignments completed in Advisory, and assignments or information students collect on their own. The "Advisory Session Map and Portfolio Entries" handout will assist students in keeping track of required items.
- Portfolio Audits will be performed before Student-Led Conferences. Any items missing will need to be made up by the student before their Student-Led Conference.
- Students should keep Progress/Attendance Reflections, Exemplary Work, Navigation 101 Assignments, etc. throughout their high school career to show growth. In order to help keep grade level information separate in the portfolio, each year a cardstock barrier will be placed after that grade level's work and entries. Re-evaluate if the portfolio is getting full.
- Failure to meet the required portfolio expectations will cause students to receive an unsatisfactory grade in Advisory.

Student-led Conferences

- Student-led Conferences are a required part of the Navigation 101 Program. Students failing to participate in Student-led Conferences will receive an unsatisfactory grade.
- If parents are unable to attend the Student-led Conference, another significant adult in the student's life may attend. If necessary, a teacher or administrator can also attend.

Assigning Grades

- In order to meet the High School & Beyond Plan graduation requirement, students must receive a satisfactory grade in their Navigation 101 program all four years of high school (or since the date they enrolled in the Kennewick School District).
- Students who earn an unsatisfactory grade must make up any missing work from their portfolio, and/or complete a Student-led Conference.

Substitute Teaching Advisory

- If an advisor is absent on an Advisory day, the substitute is responsible for teaching the Navigation 101 lesson.
 1. If the absence is planned, advisors should leave the information and materials for the substitute, as well as any instructions (if needed).
 2. If the absence is unplanned (emergency/illness), the secretary in charge of substitutes will encourage the sub to check the teacher's box and room for lesson plan. If they are not found, the substitute secretary will supply the lesson and necessary materials. Grade Level Facilitators are available as a resource.
 3. If the substitute does not do the lesson, please make a comment on the substitute evaluation sheet.

Fifth Year Seniors

- Students who do not graduate on time will be placed into a senior-level Advisory and will be required to complete all activities.

Entering/Withdrawing Students

- Entering Students:
 1. Students from another Kennewick School District high school will bring their portfolio with them and be placed in an existing grade level Advisory.
 2. Students outside of the Kennewick School District will be provided with a portfolio, and placed in an existing grade level Advisory. These students will be expected to fulfill requirements from their date of enrollment until graduation.
- Withdrawing Students:

When students withdraw from school, they must check out of Advisory, as they would any other class. They may take their portfolio with them at that time. (They may need it in another school district!)

Focus Groups

- Focus Groups will be conducted in the Spring after Student-led Conferences with students, staff, and parents.