



## College Extended Options (CEO)

### About College Extended Options (CEO)

The College Extended Option Program (CEO) is an extension of Clackamas Middle College. It exists to serve students as they grow as learners and individuals. Our philosophy incorporates rigorous and varied educational experiences with academic planning and financial support for tuition and books. The aforementioned philosophy is obtained through a collaboration with a community college to provide an individualized college experience for our students.

### About the CEO Flow Charts

- The **CMC College Extended Options Program (CEO)** involves two important aspects with which it serves its students:

#### **1. Student Progress and Tracking**

- Year to Year Goal Planning
- Academic Advising
- Specialized Support
- Creating and Updating a CEO Student Folder

#### **2. Financial Support**

- Tuition
- Book Purchasing

# Clackamas Middle College Flow Chart

## Clackamas Middle College/Clackamas Community College College Extended Options Program (CEO)

Open to students who meet the specific program requirements upon CMC counselor review

Students must test into:

- Reading 115
- Writing 121
- Math 60

Tuition and Fees:

Community Colleges

- \$900 per term

Four Year Colleges

- \$1000 per term

Books

- \$450 annually

General NCSD requirements

State Assessments in reading, writing, math and science

Work samples in:  
2-math  
3-writing  
3-speech  
1-science

Online Service Learning Course (YTA)  
+40 Hours

Senior Internship Experience  
+40 Hours

\*CMC offers PSAT and ACT for all students

# Organizational Goals for College Extended Option

## Student Progress/Tracking

Step 1

### Year to Year Goal Planning

Transcript  
Analysis/Creation

Obtain  
Access to  
College  
Schedule

Course and Credit  
Requirements  
(minimum 7 credits per term)

### Regular Check-In

Students  
(2 contacts per term)

1 face to  
face  
contact

1 phone or  
email  
contact

Parents/Guardians  
(1 contact per term+ E-  
Form)

1 phone or  
email  
contact

E-form  
(advising/  
tracking)

# Organizational Goals for College Extended Option

*Student Progress/Tracking*  
*Step 2*

**Academic Advising**

**Statewide Assessment Organization**

**Students will take all of their attempts on their state tests in reading, writing and math by spring break**

**Transcript Analysis for District Work Sample Conversion (once per term)**

# Organizational Goals for College Extended Option

*Student Progress/Tracking*  
*Step 3*

**Academic Advising**

**Clackamas Middle College Graduation Requirements  
(with graduation tracking form)**

**District Requirements**

**State  
Assessments  
(OAKS)**

**Work Samples  
(Reading, Writing,  
Math, Speech,  
Science)**

**CMC Requirements**

**Youth Take  
Action**

**Students must be  
enrolled in this  
course in the begin-  
ning of the second  
year in the program**

**Senior  
Internship**

**Students must be  
enrolled in this  
course in the begin-  
ning of the third  
year in the program**

# Organizational Goals for College Extended Option

*Student Progress/Tracking*  
*Step 4*

**Academic Advising**

**Progress Notes and  
Mid-Term  
Evaluation**

**Steady Progress  
Toward Graduation**

**At least one  
core academic  
class per term**

**At least 7  
college credits  
per term**

**College  
Educational Plan  
(advising session  
once per term)**

**Enhanced  
Communication between  
Program and Families**

**Informational  
Parent Night  
(twice a year)**

# Organizational Goals for College Extended Option

*Student Progress/Tracking*  
Step 5

**Specialized Support**

**Identify Students on an  
Individualized  
Education Plan**

**Identify Students on a  
504 Plan**

**Notify Colleges about potential  
students on an IEP and 504 Plan**

**What are the services provided  
through our school and through the  
colleges?**

# Organizational Goals for College Extended Option

Student Progress/Tracking

Step 6

*CEO Student Folder*

**Programmatic**

**Academic**

**Immunization  
Records**

**School  
Records**

**Registration  
Card**

**Application**

**Family  
Communication  
forms/letters**

**Appropriate  
IEP or 504  
plans**

**Current  
Transcript  
(college/high  
school)**

**E-Form  
(Advising)**

**Graduation  
Requirement  
Tracking  
Form**

**Educational  
Planning  
Form**

**College  
Schedule  
(1 per term)**

# Organizational Goals for College Extended Option

## Financial Support

### Book Check-In

Students must supply list of books and authors to CMC secretaries

CMC secretaries check CMC/CEO library for availability (keep records of loaned out books)

If no availability, then students must purchase books and return receipts within two weeks of the beginning of the appropriate term

CMC secretaries process the receipts for the bookkeeper to pay tuition

CMC secretaries make a spreadsheet showing what tuition was paid and what books were purchased

Students return books within three days of the appropriate term's final's week

CMC secretaries catalogue books into CMC library

### Tuition

CEO counselor supplies updated rosters of students to CMC secretaries prior to classes

CMC secretaries pay tuition online (receipts and data collected for records)