

# **EDUCATION FOR EMPLOYMENT PLAN**

**September 1, 2009 – August 31, 2014**

**Kiel Area School  
District**

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## **A. Introduction to the Plan**

Wisconsin Education for Employment Standard 121.02 (O)(M) requires all school districts to provide access to an education for employment program that promotes economic development from many aspects. The educational plan must create opportunities for student learners to become engaged in work-related activities, thereby enhancing their career development and preparation for future employment. The business community must be integrated in educational issues to enrich the school curriculum so that current workforce needs are met. The plan must foster increased student achievement by engaging students and teachers in a more comprehensive educational experience that makes connections between school and work.

In order to access federal funds under Public Law 105-332, the Carl D. Perkins Vocational and Technical Education Act of 1998 has mandated that all school districts must submit to their local Tech Prep Coordinator by September 1, 2009, a copy of their Education for Employment Plan for 2009 – 2014.

This document is intended to meet that purpose and provide program development direction for career education.

An Education for Employment team was developed with the intent to create a plan of action and set forth reasonable goals and objectives based on the Manitowoc Public School Districts needs.

The following individuals have contributed to the contents of the plan:

- A. Kiel Elementary, Middle, and High School Staff Members
- B. Manitowoc/Calumet County Carl Perkins Basic Grant Liaisons
- C. Manitowoc/Calumet County Youth Apprenticeship Program Liaisons
- D. Career and Technical Education Coordinator for Manitowoc County, Kari Krull
- E. Work Experience Liaison and Tech Prep Council Representative, Ron Schneider
- F. Career and Technical Educators in Manitowoc/Calumet County Consortium
- G. Manitowoc County Chamber of Commerce
- H. Manitowoc County Partners in Education
- I. Lakeshore Tech Prep Consortium council members
- J. Lakeshore Technical College
- K.. Manitowoc and Manitowoc/Calumet County Businesses

Upon completion of the Education for Employment plan, the Kiel Area School District Board of Education will read, revise, and approve the plan into action for the district.

The Board of Education will be updated on a yearly basis in June as to the current progress of the Education for Employment Plan.

Evaluation of the Education for Employment Plan will be reviewed yearly by the Lakeshore Tech Prep consortium as well as the Career and Technical Education Coordinator for the district.

**B. Education for Employment Coordinator**

*PI 26.04 (2) The board shall designate a staff person certified under s. PI 34.32 (7) (a), to coordinate and direct the education for employment program.*

The Education for Employment (**E4E**) Coordinator will coordinate a district's efforts and goals for the **E4E** program. This person may designate local representatives to coordinate and implement these goals. In the Kiel Area School District the School to Work Coordinator will serve in this capacity. The Kiel Area School District meets the certification requirement under PI 34.21(7)(a) by forming a partnership with the Manitowoc and Calumet Counties Consortium. Kari Krull serves as the CTEC for the (Carl Perkins) consortium coordinator.

**C. Tech Prep Council Representative**

*PI 26.04 (1) The board shall insure district representation on the technical preparation council as created under s. 118.34 (2), Stats.*

The local Tech Prep Council has been established through **Lakeshore Technical College**, with Sheila Kronenburg as its manager. Each district in the Sheboygan and Manitowoc counties should have representation on this council. For the Kiel Area School District School to Work Coordinator will serve in this role. This person will then disseminate all information to the local district and interested parties.

#### **D. Community Profile**

*PI 26.03 (1) An education for employment long range plan shall be developed by the board....The plan shall include all of the following: (a) An analysis of local, regional and state labor market needs and the education and training requirements for occupations which will fill those needs.*

Kiel is located in Manitowoc, Calumet, and Sheboygan Counties on Hwy 57 halfway between Green Bay and Milwaukee. The school district consists of five schools – one high school (9-12), one middle school (5-8), two elementary schools (K4), and one charter school (7-12).

The Kiel Area School District enrolled 1,485 students during the 2008-2009 school year. Enrollment has remained steady district wide the past two school years. More than 104 full time teachers, 8 administrators and over 70 support staff serve the district.

Kiel teachers exhibit an ongoing commitment to their own education. Almost all have completed credits beyond a four-year degree, with nearly 45% currently having a master's degree plus additional credits.

The District's Department of Student Services provides a variety of assessments, counseling and instructional services to the district's students. These services ensure that all students receive a comprehensive educational program that enhances not only their academic achievement, but also psychological, social and physical well-being.

The Kiel Area School District is committed to providing free appropriate public education for every child with a disability. Approximately 13% of the district's students receive special education services.

A comprehensive Fine Arts curriculum enjoys exceptionally strong support throughout the community. Music, art and theatre programs are recognized as some of the finest in the state of Wisconsin.

Kiel's Integrated Electronic Learning Charter School gained recognition for its work in providing virtual learning opportunities to students in grades 7-12. Kiel's charter school began accepting applications in 2002-2003 school year.

The 2008-2009 demographics of the student population are:

Gender: 50.2 male, 49.8 female

Race: 95.4% Caucasian, 2.5% Hispanic, 1.1% Asian, 0.5% African American, 0.5% Indian

Economic: 15% of students are eligible for reduced lunch programs

Kiel High School:

Kiel High School is a four-year comprehensive high school with an enrollment of approximately 500 students. Built in 1970, Kiel High School is located at 210 Raider Heights in the City of Kiel. A remodeling project took place in 2000 with major improvements being made throughout the school including a new library, technology center, fitness center, science suite, and music rooms. The school benefits from a professional and dedicated instructional staff and extensive comprehensive community involvement.

The KHS instructional staff continually reassesses its programs to meet the needs of all students for life in the 21<sup>st</sup> century. In 2002 we implemented a new time schedule allowing for staff collaboration and focused instructional time for students and teachers. Kiel High School offers several innovative programs in addition to traditional curricular offerings. Some of these innovative programs include the Integrated Lab Science program, a 9-12 School-to-Work advisement program that includes the development of an electronic career portfolio and a senior mock-interview experience. Advanced Placement courses are offered in Calculus, Statistics, English, Chemistry, and AP Computer Science. The Physical Education Department offers extensive course offerings including an Adventure class which utilizes a ropes and challenge course, and where students are given the opportunity to build leadership and teamwork skills. Students may also take advantage of various on-line courses available through Kiel's Integrated Electronic Learning Charter School.

Kiel High School has an outstanding co-curricular program, including state award winning music, forensics, FFA, DECA, dance, and science competition teams.

Kiel Middle School:

The middle school program offers the core subjects of math, reading, english, science, and social studies. It also allows students to take exploratory classes in technology education, family/consumer education, art, music, physical education, computer science, and developmental guidance. A variety of programs are offered including interscholastic and intramural sports, student council, student newspaper, various clubs, peer development groups and other enrichment opportunities.

Kiel Elementary Schools:

Programming at the elementary level includes Early Childhood and Title I preschool through grade four with a kindergarten option of all day every day or half day every day. Instruction in the core areas include reading/language arts, math, science, and social studies. Classes in art, music, physical education, guidance and library are also provided to all elementary students as are special education and early intervention/reading programs provided to qualifying students. Personal Education Plans (PEP) for all children reflect the educational partnership of family, school, and community.

Labor Market Information:

Manufacturing comprises 5 of the 10 largest employers in Manitowoc County. School districts and administrative units of governmental entities are also in the top list. Holy Family Memorial, Fisher Hamilton LLC, Manitowoc Public School District, County of Manitowoc, Manitowoc Cranes Inc, Federal Mogul Powertrain System, City of Manitowoc, Parker Hannifin Corp, Manitowoc Ice Inc, and Aurora Medical Center of Manitowoc are the largest employers in the County. Manufacturing wages comprise 38 percent of all payroll dollars, but 31 percent of the job base. The leisure hospitality sector comprises 9 percent of the job base, but only 2 percent of its total payroll dollars.

Manufacturing accounted for one-third of Calumet Counties total job market. Administrative and support services (temporary help services) were also among the largest employing agencies.in the County. Brillion Iron Works Inc, Ariens Co, Payroll Alternative Inc, County of Calumet, Kaytee Products Inc., Buechel Stone Corp, Endries Intl Inc, Worthington Cylinder Acquisition, and Calumet Medical Center Inc are the top employers in the County. Calumet County's employed travel to counties with higher paying jobs. Manufacturing comprises 32 percent of the total job base, but 46 percent of the total payroll dollars. Leisure and hospitality comprise 10 percent of the county's jobs, but only 3 percent of the total payroll dollars.

<u>Company/ Employees</u>	<u>Product/Service</u>
Holy Family Memorial Inc 1000+	General Medical Surgical hospitals
Manitowoc Cranes	Construction Machinery Mfg.
Manitowoc Public Schools 500 - 999	Elementary & secondary
Fisher Hamilton 500 - 999	Laboratory apparatus & furniture
Federal –Mogul Piston Rings 500 - 999	Carburetor, piston, ring, & valve mfg.
County of Manitowoc 500 - 999	Executive & legislative offices

The top 5 non-farm occupations with the most openings and their respective wages include:

Computer and Mathematical Occupations +4.5 percent change; \$57,470 Annual Salary, \$29.48 Experienced Wage  
Healthcare Practitioners and Technical Occupations +4.1 percent; \$59,284 Annual Salary, \$35.26 Experienced Wage

Personal Care and Service Occupations +3.8 percent; \$20,688 Annual Salary, \$11.25 Experienced Wage

Health Care Support Occupations +3.5 percent; \$25,929, Annual Salary, \$13.91 Experienced Wage

The self-sufficiency standard annual income for a single parent is \$22,836 in Manitowoc County; \$24,260 Calumet County. In 1997 women owned 23.3 percent of businesses in Manitowoc County and 26 percent of businesses in Calumet County compared to 24.4 percent statewide. 73 percent of the land in Manitowoc County is used for farming compared to 51 percent of the land in Wisconsin is used for farming. Traditional farming comprises 2-3 percent of occupations in the Manitowoc/Calumet County Area

According to the DWD, Bureau of Workforce Information and Office of Economic Advisors, Wisconsin industry-occupation matrix, the top five occupations in food services and drinking places make up about 65 percent of its jobs. These occupations include food preparation, servers, waiters, waitresses, bartenders, managers, etc. Food service employers are the second largest employing industry in Manitowoc County.

Specialty trade contractors consisting of electricians, carpenters, plumbers, construction laborers, heating, AC, and refrigeration mechanics and installers are part of the top ten employing industries. Construction, trade, transportation, and utilities occupations in Manitowoc County pay at or above the respective statewide average. (DWD, Bureau of Workforce Information and Office of Economic Advisors)

Ambulatory health care services shows the greatest change in employment for the 2004-2014 industry projections. Hospitals including state and local government will grow employment growth by (22.7%); information/professional services/other services (15.5%); education and health services (including state and local government) (22.2%); leisure and hospitality (15.4%); and construction/mining/natural resources (17.6%); farming, fishing and forestry occupations (7%) according to the Bay Area Wisconsin Industry Projections 2004-2014.

#### Current population demographics

The Manitowoc, Two Rivers, Kiel, Mishicot, Valders, and Reedsville School Districts are all located in Manitowoc County. Manitowoc county has a population of almost 84,603 and a median age of 38 years old. This is a healthy combination of families and singles, retirees and young professionals, students, and entrepreneurs. The projections for Manitowoc county's 2010 population is 85,834, with a 2.1 percent growth rate since 2000. In 2010 the average Manitowoc county resident will be 40 years old.

The 2000 census projects that Manitowoc county will house a population of 80,044 or 96 percent white residents. A total of 376 African Americans making up 0.5 percent of the population, 1,870 Asian/Pacific making up 2.3 percent of Manitowoc County, 637 people being categorized as other races for a 0.8 percentage, and 1,343 Hispanic or 1.6 percent of the county's population makeup.

DWD data reveals the following about Manitowoc County: By far Manufacturing comprises the largest share (31.5 percent) of employment in the county. Team assemblers, machinists, and production worker helpers are among the most common. Education and health comprise the second highest share at 19 percent. Employers in the trade, transportation, and utilities division proved the third largest at 18.0 percent. Holy Family Memorial is the largest employer, Manitowoc Cranes, Manitowoc Public School District, FPL energy Point Beach LLC, and Fisher Hamilton follow in the top employers by employment category.

DWD data reveals the following about Calumet County, which includes the districts of Brillion and New Holstein. Population of 45,990. Calumet County is projected to have an average age in the year 2010 of 35.8 years old. Calumet County has the second fastest population growth at 13.2 percent, median age of 40 years, and a median income level of \$56,174 in 2007. Manufacturing is the largest industry with 39 percent with food services and drinking places second. Ariens Co, Brillion Iron Works Co, Werotek, Kaytee Products Inc, and Endries International Inc are among the five largest employers in the 2<sup>nd</sup> quarter of 2008 in Calumet County.

ESRI information indicates Population by Race White: 97.9 % (Calumet); 92.2% (Manitowoc); Black: .2% (Calumet); .6% (Manitowoc) American Indian: .7% (Calumet); .5% (Manitowoc); Asian or Pacific Islander: .2% (Calumet); 4.5% (Manitowoc); Some other race: .3% (Calumet); 1.1% (Manitowoc); two or more races: .7% (Calumet); 1.0% (Manitowoc); hispanic origin: .9% (Calumet); 3.0% (Manitowoc).

49.1 percent are males and 50.9 percent are females in Manitowoc County, while 50.2 percent are males and 49.8 percent are females in Calumet Counties population.

The average home value in Manitowoc County is \$92,500, Calumet, \$150,000.

Sources: Wisconsin's Worknet, DWD, and Manitowoc County Economic Development Corporation.

#### Projected changes in current populations and demographics

Manitowoc county's future growth in population will be significantly impacted by the large baby boomer generation. As of the year 2007, Manitowoc County was the 19<sup>th</sup> most populous of our of Wisconsin's 72 counties. In 2010 the average resident will have a projected age of 40 years old. It is projected that in 2010, when the oldest baby boomer is 64 years old, 15.9 percent of the total population in Manitowoc County will be 65 years or older. With this shift in the demographics of Manitowoc County's population could significantly affect both labor force growth as well as the supply and demand for goods in service in the county as well as affecting surrounding areas.

As the population in Manitowoc County ages and the labor pool shrinks, employers may have stiffer competition recruiting qualified and skilled workers, whether they are trying to keep more baby boomers in the workforce longer or hiring a younger workforce from the area and surrounding areas. Female participation rate in the labor force has always historically been lower than male participation and this trend is predicted to continue.

Calumet County is predicted to have a population increase, however the population distribution will be shifting from a younger to and older-aged dominance, like most counties. The projected age of a Calumet County resident in 2010 will be 35.8 years old. When the oldest baby boomer is 64 years old in 2010, the over-64 year old population in Calumet County will amount to 10.8 percent of the total county population. Even though Calumet County's population is shifting, an overwhelming majority is still in its prime working years. As a result, it is projected that the labor force, those seeking work or working will grow by 26.2

**E. Collaboration and Partnerships**

*PI 26.04 (3) The board shall encourage the development of business and education partnerships. (4) The board may coordinate the education for employment program with other public school districts; CESAs; technical college districts; colleges and universities; and work force development programs.*

KASD collaborates in a variety of ways with fellow academic institutions. The Kiel Area School District is a member of the Lakeshore Technical College Tech Prep Council. This membership enhances collaborative efforts between school districts in the consortium, builds on relationships within the Technical College and provides continued collaboration with the local CESA. The District has partnered with local institutions of higher education in providing for advanced placement course work, articulated credit and youth options opportunities.

The school-business community partnerships within the District are multiple and varied. The District is fortunate to have many parents, community members, and businesses working with us to prepare our students for the future. These volunteers are an important link between our schools and the community and provide many valuable services such as, site visits, portfolio assessment, mentoring, and career counseling, presenting, interviewing and classroom assistance. The KASD Business and Community Partnership Advisory Council was formed in 1997 to establish partnerships between the District, individual schools, area businesses and non-profit organizations. The response from our community has been very enthusiastic. We have several major partnerships. Many other businesses and organizations contribute their time and energy to support programs in the District.

Objectives/Activities	Timeline	Evaluation Method	Resources Allocated
Meet with post secondary institutions to develop CAPP courses and articulation agreements	Ongoing	CAPP courses and Articulation agreements established	Teacher time
Work with junior achievement advisory board to increase business initiatives PK-12	Ongoing	Increased business involvement in the schools	Teacher time
Develop business connections through joining and implementing the Manitowoc county manufacturing project (mini-chopper project).	May 2010 for 2010-2011 school year	Project implemented through the Manitowoc County Manufacturing Project.	Teacher time, administrators time, school to work coordinator.
Collaborate with business and post secondary institutions on developing power standards.	2009-2010 school year	Meetings established between parties for developing power standards.	Teacher time

## **F. Career & Technical Education Programs**

*PI 26.03 (1) An education for employment long range plan shall be developed by the board...The plan shall include all of the following: (b) A description of vocational education/career and technical education provided in the district...PI 26.03 (3)(c)(3) Instruction which provides for the practical application of academic skills and applied technologies...*

Currently the Kiel Area School District offers programs in Agriculture, Business & Information processing, Family & Consumer, Health occupations, Marketing, and Technology & Engineering Education. The district currently employs 1.67 agriculture teachers, 1.42 Business & Information Processing, 1.67 Family and Consumer, .08 Health Occupations, .16 Marketing, and 3.67 Technology & Engineering Education teachers. For course descriptions in these areas please see below.

### **Agriculture**

#### **110 INTRODUCTION TO AGRICULTURE**

Course Credit: 1.0

##### What you will learn in this course:

Do you eat? Do you wear clothes? This course sticks to the basics of agriculture and its importance to every human on earth for basic needs and luxuries. Kiel is an agricultural community and all your life you will be purchasing agricultural products. Become a wise community member and smart consumer through agricultural education. We will also use the FFA Organization to expose you to the virtues of leadership.

#### **111 ANIMAL SCIENCE**

Course Credit: 1.0

**Technical college credit**

**Science credit equivalency**

##### What you will learn in this course:

Think agriculture is just about how to milk a cow? Think again. Many of today's medical, technological and environmental advances are agriculturally developed. Come discover new and exciting techniques in genetics, reproduction, marketing, animal husbandry, evaluation, and leadership. Agriculture will be our vehicle on this amazing and educational journey into tomorrow's way of life.

#### **112 NATURAL RESOURCE SCIENCES (formerly Wildlife/Forestry Management)**

Course Credit: .5

**\*Science credit equivalency**

##### What you will learn in this course:

This class will cover the identification of common Wisconsin fish and wildlife, selection of trees, land use, ecology, forestry management, soil and water management, and the study of ecosystems and conservation principles.

## **114 GREENHOUSE, PLANTS & FLOWERS**

Course Credit: 1.0

**Technical college credit**

**\*Science credit equivalency (pending)**

### What you will learn in this course:

Through hands-on experience in the greenhouse, you will learn fundamental knowledge of plant components and their functions. Topics include pollinating and propagating plants, germinating seeds, plant nutrients, and factors affecting photosynthesis, respiration, and transpiration. Topics will also include floral design, landscaping, vegetable production, and greenhouse sales.

## **115 VETERINARY AND SMALL ANIMAL SCIENCE (formerly Horse And Small Animal Management)**

Course Credit: .5

### What you will learn in this course:

This great class is designed for the person interested in animals. Students will have the opportunity to work with animals by giving injections, learn how to suture wounds, do blood work-ups, and learn about animal restraint and radiology. Students will develop a basic understanding of animal nutrition, genetics, reproduction, and their health.

## **113 LANDSCAPING**

Course Credit: .5

### What you will learn in this course:

This course covers three important aspects of potential landscape careers: design, construction and plant identification. Students will gain basic knowledge of tools, concepts and current trends of landscape design. During a class project, students will learn how to construct a landscape feature. Plants that are important staples of landscaping in this area will be studied.

## **128 FOOD SCIENCE**

Course Credit: .5

**\*Science credit equivalency (pending)**

### What you will learn in this course:

Interested in learning about the science behind the food? This course addresses the processing of raw products into finished foods ready for the consumer to prepare and eat at home. Students will practice food processing and preservation techniques, develop new food products and investigate all sectors of the food science industry while working in a hands-on lab setting. Explore the future in this course as we investigate the application and implication of biotechnology in your life.

## **117 INDEPENDENT STUDY IN AGRICULTURE**

Eligible Grade Level: 12

Prerequisites: A total of 2.5 completed credits of agricultural course work; “B” average in their Ag course work, and instructor permission.

Course Credit: .5

### What you will learn in this course:

This course provides specialized opportunities for students to expand their interests beyond what is offered in the classroom phases.

## **Business & Information Processing**

## **149 INFORMATION PROCESSING**

Course Credit: .5

### What you will learn in this course:

This course will provide students with the opportunity to develop knowledge and skills in keyboarding and word processing. Formatting different types of personal and business documents (tables, letters, reports, etc.) will be emphasized. In addition, students will review how to create an effective PowerPoint. Students will also create a number of business documents in Microsoft Publisher. Speed and accuracy, composing, and grammar skills will be emphasized in this course. This course is strongly recommended for freshmen and sophomores.

## **155 PERSONAL RECORDKEEPING**

Course Credit: .5

### What you will learn in this course:

This course is designed to provide students with the training they will need in order to manage their personal finances. Students will learn about checking accounts, budgets, interest, credit, banking, and personal taxes.

## **156 BUSINESS RECORDKEEPING**

Course Credit: .5

### What you will learn in this course:

This course is designed to help students prepare for occupations requiring a small amount of accounting skills. Students will learn basic double-entry accounting practices, as well as a series of accounting activities. Students will create a business plan for a business they create

## **158 PERSONAL AND BUSINESS LAW**

Course Credit: .5

### What you will learn in this course:

This course reviews the effect that law has on society. The federal court system is looked at, as well as the state court system. Steps to a court trial are discussed and information on how to be an informed consumer becomes relevant in this class. Rights and responsibilities of minors and adults are compared, the effects of contracts, rights of employers and employees, insurance, and the rights of a business owner.

## **161 BUSINESS PROCEDURES AND COMMUNICATIONS**

Course Credit: .5

### What you will learn in this course:

Students will understand and apply concepts to business problems. Areas of study include: work place ethics, written and verbal communication, personal development, and workplace practices.

## **159 ACCOUNTING I**

Course Credit: 1.0

### What you will learn in this course:

Accounting I is an introductory course in accounting and reporting for the activities of businesses in financial terms. This high school level course introduces the basic tools of accounting, such as debits and credits, used to record economic events in the daily operation of business enterprises. It then builds up to discuss how the data is turned into information used to calculate and report costs and profits, evaluate the health of a business, and to make important decisions. Students will become familiar with accounting for the activities of small “sole proprietor” businesses, partnerships, and corporations.

## **Family & Consumer Education**

## **220 FAMILY, FOODS, & SOCIETY**

Course Credit: .5

### What you will learn in this course:

The course addresses continuing concerns of the family related to food. These concerns involve examining personal & family food attitudes & habits, accepting responsibility for food purchasing, preparation, and serving, and learning how to evaluate conflicting and misleading information about food and nutrition.

## **221 CLOTHING & TEXTILES**

Course Credit: .5

### What you will learn in this course:

This course will cover textile identification and fabric care. Students will learn technical reading through the use of pattern directions as well as clothing construction techniques. Projects include zipper and button applications, garment design and construction as well as basic quilting techniques. Students will investigate the fashion industry and related clothing careers. Several projects will be required based on individual interests and level of skill.

## **222 INTRODUCTION TO HOSPITALITY**

Course Credit: .5

### What you will learn in this course:

The course focuses on knowledge and skills needed for entry-level employment in a food service occupation. It creates awareness of food-related careers, job requirements, and work ethics, provides experiences in food costing, quantity food cookery, customer service, and management techniques.

## **223 HOUSING AND INTERIORS**

Course Credit: .5

### What you will learn in this course:

The course analyzes housing needs in relation to lifestyle and changing family structure, the psychological affect of interiors on individuals & families, the use of design principles to solve interior problems, the purchasing of interior furnishings, and understanding educational training/competencies needed to entry housing/interior careers.

## **225 ADULT LIFE**

Course Credit: .5

### What you will learn in this course:

The course is based around the following 10 questions: who am I & what responsibilities do I have to myself and as a contributing member of society; what influences in my life have made me the person I am today; how do I decide what is of value and importance in life; how can I communicate my thoughts, feelings & ideals in a positive manner; how can I prepare for changes and adjustments as I enter my young adult years; what responsibilities face me as I enter the work force; what do I need to know about marriage and parenthood if I choose those family careers; when I am faced with a dilemma, will I know my options, where I can go for support and how to make the

best choices; how can I prepare myself for a satisfying work career; what knowledge and skills are necessary to be successful in my life?

## **226 PARENTS AND CHILDREN**

Course Credit: .5

### What you will learn in this course:

Students will analyze readiness, roles and responsibilities of parenthood, explore child growth and development, recognize the importance of nurturing and guiding children and strengthening families, and examine child-related careers.

## **126 CHILD CARE SERVICES**

Course Credit: .5

**Students must provide their own transportation!**

### What will you learn in this course:

This is a **college level** course taught in conjunction with LTC's curriculum that will focus on practical ways in guiding children in classroom settings. Students will learn techniques for keeping children safe and healthy. They will also gain experiences in developing age appropriate activities and lessons for pre-school aged and elementary aged children, then carry out the activities in an early childhood classroom. This course is also designed to help students become familiar with ways in working with children with special needs. At the completion of this course, students will have developed a portfolio of the material they developed throughout the term.

## **Health Occupations**

## **180 INTRODUCTION TO HEALTH CAREERS & ISSUES**

Course Credit: .5

### What you will learn in this course:

You have an opportunity to take a close look at various health careers that may be of interest to you. You will learn medical terminology, safety practices, different aspects of various cultures, how to take blood pressure, and effective communication skills.

## **Marketing**

## **166 MARKETING 101**

Course Credit: .5

What you will learn in this course:

Marketing 101 is an introductory course for students interested in a business or marketing career. Students will study marketing activities and functions in a business or organization to get goods, services, or ideas from where they are produced or created to where they are consumed. Marketing, merchandising and economic concepts will be emphasized. This course will provide students with techniques in contemporary marketing including selling, promotion, buying, marketing research, product/service planning, management, personal marketing, and career planning.

**Technology & Engineering Education**

**4001 Research, Design & Development 1**

Course Credit: 1.0

What you will learn in this course:

This course is an exploratory study of communication, construction, design, energy, engineering and manufacturing through several project-based activities. Students will have an opportunity to experience each area to discover their personal interests. Each activity will challenge the student requiring them to use problem solving, critical thinking, and prior knowledge to complete the activities to required expectations. Some of the projects that students will complete are graphic design, photography, screen-printing, engraving, mechanical drafting, architectural design and modeling, wood manufacturing, and metal manufacturing.

Upon completion of this course, students will understand the basic principle of design and development, be capable of choosing the proper tools and resources for each task/project, and will begin to develop the ability to develop a cohesive team or group.

**4002 Research, Design & Development 2**

Course Credit: 1.0

What you will learn in this course:

Students will be introduced to the process by which business and industry takes a product or service from the research stage through the development stage. In this course, students further their understanding of business and industry through the research, design, development, and sale of a product. This course will allow students to actively participate in the entire process of developing and operating a business. Students will also be given a chance to work within an area of interest within the business, such as R&D, engineering, production, packaging, sales & marketing or leadership.

Upon completion of this course, students will have an understanding of all the necessary elements of entrepreneurship required to operate a business. They will begin

applying academic coursework and knowledge in a practical application through critical thinking and problem solving activities.

### **4005 & 4006 Research, Design & Development 3 A&B**

Course Credit: 1.0 credit (semester) or 2.0 credits (full-year)

\*Students have the option to take Research Design & Development 3 for 1 semester or for the entire year.

#### What you will learn in this course:

In this course, students will choose an area related to his/her particular career and develop an understanding, through research and application, as to what is required of a person in that career. As a team, students will choose a project or service, to practically apply their skills and education thus far. This course will allow students to spend a significant amount of time in their area of interest; such as, research, design, engineering, manufacturing, leadership, marketing, and sales while still having a grasp on the entire project. Given this team-taught, structured situation, students will begin to take responsibility for their learning with guidance from multiple instructors. This course will also give students an opportunity to begin to work with local business and industry.

Upon completion of this course, students will understand the importance of one's individual role as it makes up part of a larger process. They will begin to clarify the difference between innovation and improvement. Students will also understand how the practical application of their academic knowledge along with their critical thinking skills and problem solving skills will deem them more employable.

### **4009 & 4010 Research, Design & Development 4 A&B**

Course Credit: 1.0 credit (semester) or 2.0 credits (full-year)

\*Students have the option to take Research Design & Development 4 for 1 semester or for the entire year.

#### What you will learn in this course:

This course is a culmination of the prior three courses. Students will be given a chance to take full responsibility for their education. The business or situation that students place themselves in will be monitored closely by the instructors while allowing students to use their problem solving, critical thinking and other 21<sup>st</sup> century skills to produce a viable product or service. This course will emphasize the importance of students in choosing an area of focus to perfect their skills while still have a complete understanding of the entire process. In this course, community, business, and industry play an integral role in furthering the student's education. Students will be given a chance to work with these individuals as a team to make significant accomplishments for themselves as well as the community.

Upon completion of this course, students will be expected to take leadership and team roles to successfully complete a project, service or area of study. Students will

understand how work ethic, teamwork, professionalism, social responsibility, as well as their critical thinking and problem solving skills will play a vital role in their educational success as well as their career success. While working with members of the community, students will understand the process of a successful as well as positive employer-employee relationship.

The Kiel Area School District currently offers two Career and Technical Student Organizations (CTSO's)

FFA-Agriculture

DECA- Marketing

The Kiel Area School district is currently involved in developing Career Clusters/pathways models.

Objectives/Activities	Timeline	Evaluation Method	Resources Allocated
Continue to develop career clusters/pathways	2009-2010 school year	Demonstration of completed pathways	Teacher prep time
Review current course offerings to make sure they are meeting current trends and needs.	Dec. 2009	Course changes where needed	Teacher prep time
Develop more work based learning opportunities	Ongoing	More opportunities offered to students	Teacher time, School to Work Coordinator time, School to Work Council
Work with local business and industry to develop more real-world applications in courses.	Ongoing	Application of real world activities in career and technical courses.	Teacher prep time, School to Work Coordinator time, School to Work Council
Develop more community business partnerships.	Ongoing	More community business partnerships developed.	Teacher prep time, School to Work Coordinator time, School to Work Council

**G. Work-based Learning**

*PI 26.03 (3) The program shall provide to all pupils in grades kindergarten through 12 access to an education for employment program which provides for foundations in good citizenship and which links academic and occupational standards to workplace skills and experiences... (a) Career awareness at the elementary grade levels. (b) Career exploration at the middle grade levels. Career exploration shall address stereotyping and may include work based learning experiences and career research identifying personal preferences in relation to future work roles. (c) Career planning and preparation at the high school levels...*

In the Kiel Area School District Work-based learning programs are offered at all levels.

**Kiel Elementary Schools:**

Programming at the elementary level include activities such as Day On the Farm, Various Speakers, Hobbie and Career Day, Junior Achievemnet Program, and Various summer programs.

**Kiel Middle School:**

Programming at the Middle School Level includes activities such as 8<sup>th</sup> grade careers class, 7<sup>th</sup> grade Agricultural Career Awareness day, and varoious speakers.

**Kiel High School:**

Work based learning opportunities are offered through 9-12 work experience opportunities, job shadowing opportunities, independent studies, and field trips K-12. Youth apprenticeship programs are offered through the LTC School to Work cousel in the following areas finance, health services, industrial equipment, machine tool, manufacturing, auto maintenance technician, welding, and drafting & design, and hospitality. Career development activities are provided through classroom instruction, field trips, career days, career fairs, and career exploration seminars. All sophomores attend a Career Expo where students are given an opportunity to participate in a technical career awareness events highlighting the 16 career clusters. The event is sponsored by the Manitowoc County Chamber of Commerce, technical, private and two-year colleges, public and private schools, and local businesses.

Seniors also successfully complete units on: applications, resumes, interviews and employability skills in the weekly advisment program. Additionally, Kiel requires students to take an employability skills course in order to participate in any work- based learning programs.

Objectives/Activities	Timeline	Evaluation Method	Resources Allocated
Develop programs and activities at the middle and elementary levels introducing students to careers	Ongoing	Activities developed at both levels	Teacher time, School to Work Coordinator time, Administrator time.
Tie high school	2009-2010 school		School to work

portfolio activities to career development education	year		coordinator, principal time
Promote youth apprenticeship program.	Dec. 2009		School to work coordinator time, Lakeshore School to Work consortium time.

**H. Tech Prep Programs**

*PI 26.03 (3) (c) (5) Pupil access to technical education programs which have a curriculum incorporating accurate national, regional, and state labor market information, include labor market supply and demand.*

Currently the Kiel Area School District works with Lakeshore Technical College, to provide articulated courses. Kiel High School currently offers articulated courses in the following areas: CAD, Animal science, AP Language and Composition, Child Care Services, Introduction to Marketing, and Consumer Math. The Kiel Area School District also offers Youth Options, Youth Apprenticeship, ILS, and online courses to students to pursue Tech Prep courses not offered by the district.

Objectives/Activities	Timeline	Evaluation Method	Resources Allocated
Develop more articulated course agreements with local post-secondary institutions.	Ongoing	Meetings established with post secondary institutions to develop articulation agreements.	Teacher time, tech prep counsel time, post secondary institution time
Promote Youth Options and Youth Apprenticeships opportunities that lead students to various career programs.	Ongoing	Youth Options and Youth Apprenticeships opportunities promoted when students sign up for courses.	Guidance counselor time, advisement time

**I. Career Development & School Counseling**

*PI 26.03 (3) The program shall provide to all pupils in grades kindergarten through 12 access to an education for employment program which provides for foundations in good citizenship and which links academic and occupational standards to workplace skills and experiences... (a) Career awareness at the elementary grade levels. (b) Career exploration at the middle grade levels. Career exploration shall address stereotyping and may include work based learning experiences and career research identifying personal preferences in relation to future work roles. (c) Career planning and preparation at the high school levels...*

The Kiel Area School District provides a PK-12 comprehensive school counseling program aligned to the Wisconsin Department of Public Instruction school counseling standards. The program focuses on the academic, personal-social and career domains outlined in the model. Parent/student/counselor conferencing occurs at the fourth, eighth, and tenth grade levels to help students focus on developing a path leading towards graduation and accomplishing their life goals.

The Kiel Area School District school-counseling program continues to develop appropriate programs and services to all students. Our needs at this time relate to ensuring the school counseling standards are aligned and implemented by not only the school counselors in their activities, but with the larger context of grade level curriculum and activities.

2009-2010 Goal: The school counseling standards will be identified within each of the curriculums and an evaluation will occur to ensure that all standards are taught to all students K-12 so that students in the Kiel Area School District will realize their lifelong goals.

Collaborative Partners Involved: Director of Student Learning, Director of Pupil Services, all instructional staff, local businesses, parents, and students.

Additionally, Kiel High School requires a weekly advisement period where topics such as career development, employability skills, and career portfolio development are discussed and implemented.

Objectives/Activities	Timeline	Evaluation Method	Resources Allocated
1. KASD instructional staff will identify which school counseling standards are already taught to all students in the curriculum.	Begin in September, end in December 2009	Building Your Own Curriculum (BYOC), an online curriculum-mapping tool, will be used to map out when the standards are taught and by whom.	Teacher prep time, school counselor time to review completion.
2. School counseling staff will map which school counseling standards are taught by them	Start in December and end in December 2009	BYOC	School counselor time to complete.

within their lessons to all students.			
3. School Counselors will review completion of the mapping of the school counseling standards by the instructional staff.	December 2009 through March 2010	BYOC	School counselor time to review completion.
3. School counseling staff will identify which standards are not being taught and identify areas of significant overlap	December 2009 through March 2010	BYOC	School counselors time to review the information.
4. School counselors will work with instructional staff to help develop/implement curriculum to address the missing standards or to eliminate some activities in which there is significant overlap.	March through May 2010	BYOC, meeting notes	School counselor and teacher time during common professional time (CPT) to complete this task.

**J. 21<sup>st</sup> Century & Employability Skills**

*PI 26.03 (3) The program shall provide to all pupils in grades kindergarten through 12 access to an education for employment program which provides for foundations of good citizenship and which links academic and occupational standards to workplace skills and experiences.. (c) career planning and preparation at the high school levels, including all of the following...(3) instruction which provides for the practical application of academic skills and applied technologies...(4) the study of the practical application of economics and American economic institutions, include entrepreneurship education.*

The Kiel Area School District currently teaches Employability skills through out its curriculum. Students learn basic employability skills such as responsibility, reliability, teamwork, communication, taking initiative, being flexible, and accuracy in the work being done through doing various projects, activities and classroom expectations that are used in all classes.

The Kiel Area School District is currently in the process of documenting where the various 21<sup>st</sup>-century are being taught through out the curriculum.

Objectives/Activities	Timeline	Evaluation Method	Resources Allocated
Document where 21 <sup>st</sup> century skills are being taught in the current curriculum.	2009-2010 school year	Written documentation of where 21 <sup>st</sup> century skills are taught in current curriculum.	Teacher prep time, Common planning time.
Promote the 21 <sup>st</sup> century skills and competencies through the development of high school and middle school power standards.	2009-2011 school years	Power standards developed	Teacher prep time, common planning time.
Promote the use of the 21 <sup>st</sup> century skills in the Library Media Plan.	Nov. 2009	Library Media Plan developed	Director of student learning time, technology committee, and Library Media plan sub committee time
Develop a staff development opportunities to learn how to implement the 21 <sup>st</sup> century skills.	Ongoing	Staff development opportunities developed.	Teacher, and director of student learning time.

**K. Program Access, Nondiscrimination, and Closing Achievement Gaps**

*PI 26.03 (3) The program shall provide to all pupils in grades kindergarten through 12 access to an education for employment program which provides for foundations of good citizenship and which links academic and occupational standards to workplace skills and experiences.*

The Kiel Area School District, through its “Curriculum, Instruction and Assessment Plan” outlines the district plan providing access for PK-12 students to appropriate components of education for employment. To help students become caring, contributing, productive, and responsible citizens, the entire district program reflects a clear commitment to helping students acquire the skills, attitudes, values and knowledge to achieve the ideal. Citizenship development includes in-class instructional opportunities woven throughout the curriculum.

The Kiel Area School District also offers programs such as General Education Degree Option #2 (GEDO #2) program and Kiel E-School courses to help students achieve a high school diploma.

Please Refer to resource: Website: [kiel.buildyourowncurriculum.com](http://kiel.buildyourowncurriculum.com)

Objectives/Activities	Timeline	Evaluation Method	Resources Allocated
Develop an inclusion model for instructional delivery to close achievement gaps for special education students.	Begin fall 2009-ongoing.	WKCE disaggregated results	AARA Stimulus Funding, Director of Special Education, Director of Curriculum
Develop and implement alternative instructional delivery methods to close achievement gaps.	Begin fall 2009-ongoing.	WKCE disaggregated results	AARA Stimulus Funding
Develop alternative assessments to help close achievement gaps.	Begin fall 2009-ongoing.	WKCE disaggregated results	CESA 7
Continue to provide access to Online courses for credit recovery, accelerated curriculum, and career exploration.	Begin fall 2009-ongoing.	Number of online courses taken by students.	Kiel E-School Funding

**L. Coordination of Related District Resources**

*PI 26.03 (2) The plan shall identify other educational program requirements that will be included in the education for employment program, including all of the following: (a) the school districts standards under s. 121.02 (1), Stats., (b) vocational skills required under s. 118.01 (2) (b), Stats., (c) High School graduation requirements under s. 118.33, Stats., (d) Programs for children at risk under s. 118.153, Stats., (e) Tech prep under s. 118.34, Stats., (f) Youth options under s 118.55, Stats., (g) Youth apprenticeship under s 106.13 (3) to(4), Stats.....*

**School District Standards**

The Kiel Area School District utilizes The Build Your Own Curriculum (BYOC) program for documenting curriculum and the standards that said curriculum covers.

Please Refer to resource: Website: [kiel.buildyourowncurriculum.com](http://kiel.buildyourowncurriculum.com)

**Vocational Skills**

Career and technical education includes agriculture, business and information technology, family/consumer, health services careers, marketing and technology education at the 5-12 grade levels. School-to-Career opportunities are offered through 9-12 work experience programs, job shadowing opportunities, field trips K-12, Career development activities are provided through classroom instruction, field trips, career days, career fairs, and career exploration seminars. All sophomores attend the three-day career expo sponsored by the Manitowoc/Two Rivers Chamber of Commerce, technical, private and two-year colleges, public and private schools, and local businesses. Students are given an opportunity to participate in a technical career awareness event highlighting the sixteen career clusters.

Seniors successfully complete sections on: applications, resumes, interviews and employability skills through a weekly advisemnt period.

Kiel requires students to take an employability skills course in order to participate in any work- based learning programs.

**High school Graduation Requirements**

Kiel Area School District requires the following for graduation:

English	-- 4 credits
Math	-- 3 credits
Social studies	-- 3 credits
Science	-- 3 credits
Physical Education	-- 1.5 credits
Health	-- .5 credits
Electives	-- 13 credits
Career Portfolio	<u>-- 1 credit</u>
Total	29 credits

Note: Kiel High School runs on a 4 period block schedule.

### **Programs for Children at Risk**

The Kiel Area School District provides alternative opportunities for students who are experiencing difficulty succeeding academically. Each school within the district has a problem solving process in place to help link students to the appropriate intervention or program.

The district implemented the Kiel Greater Options (GO) Alternative Education program with the start of the 2005-2006 school year. There are various program options available at the buildings to help meet the needs of identified students.

#### *Zielanis Elementary School*

- *Skills Support* is an after-school tutoring program for students in grades 2-4. The program meets for 45 minutes on Tuesdays and Thursdays. A certified teacher and paraprofessional provide instructional support for those students referred by their classroom teacher. Typically, students referred for this program are in need of additional practice on specific skills, and the amount of time spent in Skills Support is dependent upon each individual student's needs.

#### *Kiel Middle School*

- *9th Hour* is an after-school program designed to assist students with work completion. Students who have late assignments are referred by Friday of the previous week and participate in the Tuesday and/or Thursday session the following week. The sessions last for 90 minutes each. Implementation of the 9th Hour program has significantly reduced the failure rate at Kiel Middle School.
- *Pupil Achievement and Success (PAS)* was implemented with the start of the 2006-2007 school year. This program was developed following the implementation of 9th Hour. 9th Hour helped address the work completion issue for some students, but it did not address the academic skill deficiency of other students. Thus, a part-time teacher oversees the PAS program and provides academic and other interventions for students who are not making progress within the general curriculum. Data from the Measures of Academic Progress (MAP) assessment help determine who is in need of intervention along with teacher recommendations.

#### *Kiel High School*

- *5th Block* is an after-school tutorial program for Freshman who are failing within the core subject areas (e.g., English, Social Studies, Math, and Science). Students are selected for 5th Block if they are failing the course at various points during the grading period. This program runs two days a week after school, and teachers

from the core subject areas provide instructional support for the students identified as needing intervention.

- The *Freshman Mentoring* program is available to all Freshman. Approximately 15 Seniors are trained to be mentors for a small group of Freshman. The first day of high school is for Freshman and their mentors only, thus allowing the Freshman an opportunity to learn about the building and the various activities as well as spend some direct time with their teachers without the upperclassmen present. Mentors meet with their mentees during advisement at certain points of the year. The goal of the mentoring program is to help Freshman adjust to high school and build a meaningful connection with an upperclassman to assist them with the transition.
- The *General Education Degree Option #2 (GEDO #2)* program is an alternative education program for high school students who are at-risk of not graduating from high school. The Kiel program is one of over 70 statewide GEDO #2 programs approved by the Wisconsin Department of Public Instruction.

Kiel's GEDO #2 program (also known to the students as the Greater Options program) was created in the fall of 2005. The Greater Options (GO) program is a “last chance” for at-risk high school students to obtain their high school diplomas. The Greater Options program is a flexible, individualized program that gives responsible students the opportunity to prove that they are academically and socially ready for graduation. Students work at their own pace and are given the responsibility of setting their own timelines for completing their graduation requirements. The major Greater Options program requirements include:

- Showing competency in five core academic areas
- Employability skills
- Civics/government instruction
- Student portfolio
- Mock job interview

Students in the GO program are also required to complete weekly current event, reading, and journaling assignments. A variety of monthly projects provide the opportunities for students to explore their interest and use their preferred learning styles.

Students wanting to enroll in the Greater Options program need to satisfy several requirements:

- Students must be at least 17 years old and have attended 3 years of high school
- Student's reading level must be 9th grade or higher
- Students must be at least one year behind their graduating class

- Enrolled in the Kiel Area School District (or a cooperating school district)

Additionally, the number of students currently enrolled in the GO program and the following student qualities are considered before allowing enrollment in the Kiel Greater Options program:

- Past student behavior
- Ability to work in a self-paced environment
- Strong desire to earn a high school diploma

### **Tech Prep Programs**

Kiel Area School District works with the Lakeshore tech prep consortium. Articulation agreements continually are being revised and created with Lakeshore Technical College. Kiel High School currently offers articulated courses in the following areas: CAD, Animal science, AP Language and Composition, Child Care services, Introduction to Marketing, and Consumer Math.

### **Youth Options**

Kiel Area School District works with several post-Secondary institutions to provide opportunities that can not be offered in local district curriculum. In addition, Online course through the Kiel E-School and ILS Network Courses are offered to supplement students education. Courses offered include several advanced placement courses, art history, economics, U.S. History, marketing, veterinary science, health careers, medical terminology, dairy herd management, etc.

### **Youth Apprenticeship**

The Kiel district utilizes programming from the Lakeshore Area School-to-Work Consortium for youth apprenticeship programming. Articulation agreements continually are being revised and created with LTC. Youth apprenticeship programs are offered in automotive collision and technician, drafting and design, finance, manufacturing/machining, health services, welding, information technology, industrial equipment technology, and agriculture production-animal and plant science.

### **Other local district requirements**

Other Kiel Area School District requirements:

- Beginning in the 2009-2010 school year, the class of 2013 students will be required to take an online course for graduation ( 9<sup>th</sup> grade Health) .

Objectives/Activities	Timeline	Evaluation Method	Resources Allocated
Coordinate with the Kiel E-School to provide online Graduation requirement	Begin fall 2009	Online course completion (9 <sup>th</sup> grade Health)	Maintenance of Effort funding (MDE)
Coordinate with local business to help students meet portfolio and interview graduation requirements	Spring 2010- the ongoing.	Mock Interview Results	School to Work funds, School to Work Time, Secretary time.

**M. Professional Development Needs and Opportunities**

*PI 26.03 (1) An education for employment long range plan shall be developed by the board...The plan shall include all of the following: (c) A strategy to be used in developing the education for employment program and determining staff development needs...*

The Kiel Area School District offers many different professional development programs to its staff. Currently inside the district, programs in technology integration, literacy, reading, and differentiation are offered to all staff through the districts weekly common planning time program. The district also offers a mentoring program for new teachers. Outside the district, staff is involved in many different professional development activities including literacy, reading, math, career development, technology, various other subject area workshops, and individual discipline professional organization conferences.

Objectives/Activities	Timeline	Evaluation Method	Resources Allocated
Provide professional development in 21 <sup>st</sup> century skills	Starting Fall 2009 then ongoing	21 <sup>st</sup> century skills written into course standards	WASCD Conference, Title II A Funding
Provide professional development in development of power standards.	Starting Fall 2009 then ongoing	Completion of power standards in all level curriculum	Curriculum director time, CESA 7
Provide professional development in development of common assessments.	Starting Fall 2009 then ongoing	Evidence and data from the use of common assessments	Curriculum director time, CESA 7
Provide professional development in effective grading practices.	Starting Fall 2009 then ongoing	Changes in school grading practices.	Curriculum director time, CESA 7
Provide professional development in Assistive technology (Kurzweil, Autoskill, MAP, ACT plan Exploration)	Starting Fall 2009 then ongoing	Professional development opportunities developed.	Curriculum director, Sp. Ed. Director, Teacher Time, Title II A funding
Provide professional development in technology use (Smart boards, Wiki, blogging, and other programs)	Starting Fall 2009 then ongoing	Use of technology in classroom instruction	Title II D funding, CESA 7, technology trainer time.

## **N. Professional Development Needs and Opportunities**

*PI 26.03 (1) An education for employment long range plan shall be developed by the board...It shall be defined in incremental steps and shall be modified by September 1, 2004. The plan shall be reviewed annually...and revised, if necessary, at least once every 5 years by the board...PI 26.04 (5) Upon request, the board shall make available copies of the district's education for employment plan. (6) The board shall indicate on a pupil's transcript the name of the course; the high school credits earned and whether those credits were earned through advanced standing, transcribed credit, or the advanced placement program; and the participating postsecondary institution, when appropriate.*

- 1. Describe how the district Education for Employment program will be evaluated to measure program effectiveness and the process for modification and improvement.**

On an annual basis surveys are distributed to Junior and Senior students to collect information and data relevant to the VEERS report. The data pertinent to the Education for Employment plan includes student information such as, enrollments in CTE courses, enrollment in a sequence of CTE course work, employment status one year after graduation, and post secondary activities.

The district will continue to utilize parent, student, and graduate follow-up surveys to assess the CTE program. This information along with pertinent local labor market information will be reviewed and evaluated on an annual basis as a measure of program effectiveness.

- 2. Identify, through a narrative explanation or through example, how coursework completed outside of the normal high school curriculum (articulation agreements including advanced standing and transcribed credit agreements, advanced placement, industry certifications, and the like) will be documented on the high school transcript.**

The District will include specific information on pupil transcripts. This information includes the title of the course; the high school credits earned through advanced standing, transcribed credit, or the advanced placement program; and the participating post secondary institution, when appropriate.