

# Cherokee Community School District

## Work-based Learning Plan

March 2023



# 1. Executive Summary

Cherokee County faces similar employment issues as do many small rural communities across the state of Iowa. These include but are not limited to declining and aging population, workforce shortages, high paying jobs and low wages. We strive to expose our all K-12 students to business leaders, local employment, career opportunities, and hands-on experiences with local entities. We encourage students to stay or come back to our community after graduation to begin their career and become contributing members of our society.

Providing opportunities to work with our local businesses and expose our students to the wide variety of career opportunities in the Cherokee area will add to the success of both entities. The exposure our students will receive in Cherokee Community Schools will help them be better prepared to make well thought out career decisions.

Our goals include, but are not limited to:

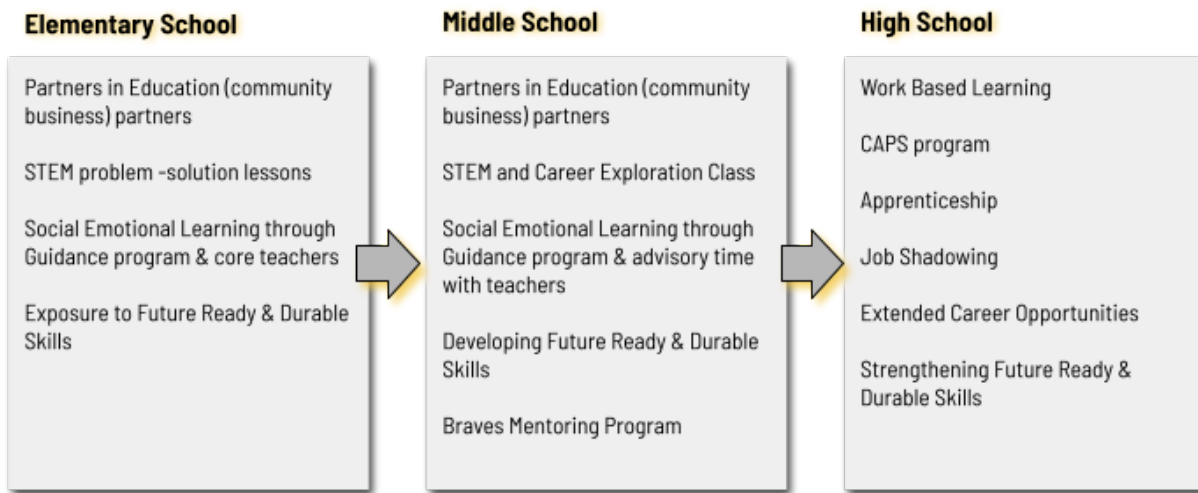
- To provide our students with workplace, durable skills, and experiences that employers are seeking.
- To expose our students to a variety of experiences including local career options and trade skills.
- To develop problem solving skills, interpersonal skills, and team building skills for all students.
- To improve communication between all stakeholders in the district which will promote an atmosphere that encourages positive relationships.

## 2. Three Core Essentials

### *Essential Elements of Work-based Learning*

Our program includes a K-12 approach. We have included a graphic below to showcase the work-based learning experiences throughout our district. In grades preschool through fifth grade, PIE (Partners in Education) partners consists of a collaboration between the Cherokee Chamber of Commerce and the elementary principal. Elementary classrooms are paired up with local businesses to bring their career expertise into the classroom. They will discuss the various jobs at their business, the education requirements, skills needed and what the future needs will be. Site visits are available from some PIE Partners to gain first hand knowledge of careers, the equipment and watching careers in action. The Cherokee Middle School currently has a PIE Partner for the 5th grade class as well and is currently working on expanding this throughout the entire middle school. In 6th grade, students are using the NEPRIS System for career exploration, with hopes to expand to all middle school students. Stem and Career class is offered to all middle school students with a focus on STEM careers and lessons and presenters are brought in to discuss their careers. The middle school staff works collaboratively to coordinate community and school partnerships for their students. High School expands on the groundwork set by our elementary and middle school. The work-based learning coordinator analyzes student's skills and career interests to find their best fit in the Cherokee Community. This could be a job shadow, a work-based learning placement, an extended career opportunity or an apprenticeship. All students are encouraged to participate in the program. A schedule will be created by the high school guidance counselor and the work-based learning coordinator. The coordinator then goes over the program expectations and guidelines with both students and work-based learning partners. In conjunction with the Area Education Association, all district teachers are trained with Future Ready and Durable Skills. Each building has prioritized the most important skills needed for their particular grade levels of students. Lessons are developed and explicitly taught to ensure each of our students are exposed to skills necessary for success in a variety of skills. Mentors receive explicit professional development in regards to working with their students. Each year local business leaders meet with school staff to address concerns and areas for growth necessary for student success in the workplace.

# Cherokee Community Schools Future Ready Program Continuum



Grade Level	What are the student learning experiences?	Who is responsible?	When will the learning experiences occur?	What evidence will be collected to document successful completion of the learning experience?
8	Explore Post-Secondary Options by completing MAP Options Beyond HS Component	Middle School Counselor CMS Tech Teacher	Spring	MAP (My Academic Plan) provides student-by-student completion data for building use and grade-level completion data for district use.
9	Explore Post-Secondary Options by completing MAP Options Beyond HS Component ICAN presentation: Freshman Transitions	Homeroom Groups  HS Counselor	Spring  Fall	MAP provides student-by-student completion data for building use and grade-level completion data for district use. ICAN presentation question and answer conversation, follow ups and reflections will be used to help Freshman transition from middle school.
10	Explore Post-Secondary Options by completing MAP Options Beyond HS Component ICAN Presentation: Explore Your Future: Career & College Planning WIT Careers Day English II Careers Paper	Homeroom Groups  HS Counselor  HS Counselor English II Teacher	Spring  Fall  March Feb/March	MAP provides student-by-student completion data for building use and grade-level completion data for district use.  Careers Paper identifies 3 careers students are interested in and have researched

11	Explore Post-Secondary Options by completing MAP Options Beyond HS Component ICAN Presentation: How to Pay for College/Understanding the Financial Aid Process College Visits College Admission Reps Visits NCC College & Career Fair CAPS	Homeroom Groups  HS Counselor  HS Counselor, Student HS Counselor HS Counselor  CAPS Coordinator	Spring  Fall  Throughout the Year  Fall Fall & Spring	MAP provides student-by-student completion data for building use and grade-level completion data for district use. Enrollment data for ICAN presentation and question/answer follow up with participants.  Verification meetings with students after visits.  Project completion in community.
12	Explore Post-Secondary Options by completing MAP Options Beyond HS Component ICAN Presentation: How to Pay for College/Understanding the Financial Aid Process College Visits College Admission Reps Visits CAPS	Homeroom Groups  HS Counselor  HS Counselor, Student HS Counselor  CAPS Coordinator	Spring  Fall  Throughout the Year  Fall & Spring	MAP provides student-by-student completion data for building use and grade-level completion data for district use. Enrollment data for ICAN presentation and question/answer follow up with participants.  Verification meetings with students after visits.  Project completion in community.

High school students follow a well-laid out future ready and academic plan. The following items listed below are specific work-based programs built into our program each year:

**Freshman:**

- ✓ Review of 4-year academic plan (advising appropriate career aligned courses)
- ✓ Career Interest Inventory- My Academic Plan
- ✓ Career Search based on Inventory results
- ✓ NCRC Assessment
- ✓ Career Fair (networking for future work-based opportunities)

**Sophomores:**

- ✓ Review of 4-year academic plan (advising appropriate career aligned goals)
- ✓ Career Interest Inventory- ICAN
- ✓ Career Paper including Interview
- ✓ Career Fair (networking for future work-based opportunities)

**Juniors & Seniors:**

- ✓ Review of 4-year academic plan (advising appropriate career aligned courses)
- ✓ Career Interest Inventory- My Academic Plan
- ✓ Career Search Based on Inventory Results
- ✓ Work Based Learning & job shadowing
- ✓ CAPS
- ✓ Extended Career Opportunities
- ✓ Apprenticeships
- ✓ Resume Building in College Prep or Technical Writing Class
- ✓ 2 Career Experiences
- ✓ Job application and resume building
- ✓ College & Career Fair (networking for future work-based opportunities)

### 3. Whom - Work-based Learning Roles, Responsibility and Staffing

<b>Role</b>	<b>Responsibilities</b>
<b>Work-based Learning Coordinator</b>	<b>This position oversees all WBL planning, execution, placement, monitoring students and business retention and recruitment.</b>
<b>Guidance Counselors</b>	Our guidance counselors assist with the students career academic plan, career interest, class selection, credit accrual for graduation, concurrent enrollment options and scholarship opportunities.
Business Partners	Cherokee businesses host students for their WBL and ECO placements, offer job shadow and career interview options.
Students	Students utilize the career and work-based learning options to make a well informed career decision. Parents, guidance counselors, teachers, principal and the work-based learning coordinator are all involved in this process.
Parents	Parents are involved in the work-based learning placement decision and are required to sign off on their placement decision.

Additional Future Ready Team responsible for establishing, implementing and maintaining the district plan:	
<b>Team Member</b>	<b>Job Title</b>
Dr. Kimberly Lingenfelter	District Superintendent
Thomas Ryherd	High School Principal
Matt Malausky	Middle School Principal
Brian Christiansen	Elementary Principal
<b>Tim Stoneking</b>	<b>CTE Chairman/Work Based Learning Coordinator/CAPS</b>
<b>Ashley Brady</b>	<b>High School Counselor</b>
Michael Morris	General Education Teacher
Brenda Haack	Middle School Counselor
Amy Brunsting	Elementary School Counselor
Kacee Christiansen	Curriculum Director
Jen Burch	Elementary Instructional Coach
Linda Ducommun	Middle School Instructional Coach
Natalie Barkley	High School Instructional Coach

## 4. Costs & Funding Sources

Cherokee CSD fully supports the salary of the work-based learning staff through the general fund. Most costs have been associated with staffing the positions and start up equipment necessary to begin specific training programs. We have combined two sources to meet these needs.

1. Grant funding - We received one STEM BEST HD grant to help fund our initial original apprenticeship and CAPS program.

2. School support - The school district has provided support of time as well as some additional funding to support the positions.

*Company support - We have not asked for local business contributions.*

## 5. Community Assets

- Local business partners - offer work-based learning placements for our students
- Western Iowa Tech Community College - offers students opportunities for classes related to their career choice
- Cherokee Chamber of Commerce - collaborates with school staff to pair local businesses with classrooms and individual student placements for work-based learning
- Cherokee Area Economic Development Council - helps connect potential business partners with schools
- Iowa WORKS - helps set up apprenticeship programs
- U.S. Department of Labor - helps set up apprenticeship programs

## 6. Individual Career and Academic Plan (ICAP) utilization

Cherokee Schools will continually utilize ICAP plans for students and staff throughout the work-based learning process. These will be reviewed annually and updated as needed to reflect career planning, work and needs of our students and community moving forward.

## 7. Perkins Alignment

Cherokee Community School District does not use funding toward work-based learning, but utilizes this funding to keep current with industry specific equipment as much as possible.

## 8. Challenges & Barriers

**Staffing:** CCSD currently has one part time work-based learning coordinator to handle all the duties associated with work-based learning. Moving forward, the challenge will be to grow and expand the program with our current staffing allotment, as we did not receive the STEM Best HD Grant, which was to be used to fund a full time future ready coordinator.

**Student Schedules:** The work-based learning coordinator and guidance counselor work together to come up with a schedule that meets the student's graduation requirements, choice of elective classes and time for a work-based learning placement.

**College Credits:** Students have the opportunity to earn college credits through a wide selection of classes. This opportunity often competes with work-based learning opportunities and students must make a difficult decision.

# Additional Cherokee Work-based Learning Documents

## [Future Ready 4 Year Plan](#)

Gives the students a visual guide of all the opportunities available throughout high school

## [WBL Permission to Drive Form](#)

To make parents aware that students will be driving to their WBL placement each day

## [Liability Waiver](#)

To inform parents and get their permission to participate in the WBL program.

## [Student Guidelines](#)

Outlines student expectations

## [Training agreement](#)

This agreement is shared and discussed with employers.

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## **Legal Considerations**

Cherokee Community School District follows State of Iowa and Federal Child Labor laws.

## **Liability and Insurance**

Cherokee Community School District students are insured by CCSD liability insurance

## **Equal Access/Affirmative Action**

It is the goal of CCSD that every student utilizes the career planning opportunities available before graduation. Staff and industry partners work together to ensure equal access and participation for all students.