

The background features a large, light-colored watermark of the Cedarburg School District logo. The logo is circular with an orange border. Inside the circle, the words "CEDARBURG" are at the top and "SCHOOL DISTRICT" are at the bottom, both in a light blue font. In the center is a stylized illustration of a classical building with a pediment and columns, set against a light blue background.

# **Education For Employment (E4E) Planning and Programming**

## **WI PI 26.03 Requirement**

**Cedarburg School District  
W68 N611 Evergreen Blvd.  
Cedarburg, WI 53012**

**Revised: February 2023**

***Approved by Cedarburg School Board on June 21, 2023***

## Introduction

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Education for Employment (E4E) or PI-26 is legislation that requires Academic and Career Planning to take place in all public schools in the State of Wisconsin. The main objectives include:

- Prepare all students for future employment
- Ensure technical literacy to promote lifelong learning
- Promote good citizenship
- Promote cooperation among business, industry, labor, post-secondary schools, and public schools
- Establish a role for public schools in the economic development of Wisconsin

E4E is a school district program designed to build students' skills for workforce readiness. Through its implementation, the program authentically engages students in developing their future identity to support their personal growth and achieve their career aspirations by providing meaningful experiences and making learning connections to build confidence, gain focus, and develop passion that informs their career pathway.

The focus of the Cedarburg School District E4E plan is to align current systems and strategically institute improved services to engage our staff in supporting students by developing their sense of internal motivation and nurturing a vision for their future so that all students graduate with a sense of purpose, capable of taking advantage of the vast opportunities to reach their career aspirations.

This document has been created to help staff, students, parents and community members understand how E4E programming and services are implemented in the Cedarburg School District.

## Career Readiness Vision

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### CAREER READINESS MISSION

The Cedarburg School District will carry out the District's mission to provide an exemplary education that challenges students in a nurturing environment to develop into lifelong learners, to become responsible adults, and to achieve their goals and dreams.

### CAREER READINESS VISION

The **Vision of the Cedarburg School District** is to be an exemplary educational leader and a premier school district in the country.

### CAREER READINESS TEAM

#### Cedarburg High School

- Clare Barrie
- Pam Geiser
- Tim Labinski
- Angela Penaflo
- Chris Hart
- Carolyn McNerney
- Casey Bowe

#### Webster Middle School

- Samantha Mewes
- Lucas Mader
- Dan Reinert

## Career Readiness Progress and Future Goals for Implementation

Elementary School	
<b>Progress</b>	<ul style="list-style-type: none"> <li>Personal / developmental competencies follow the Lifelong Learning Skills identified on student report cards.</li> <li>STEAM Activities and Maker Spaces are available for use</li> </ul>
<b>Progress Measurement</b>	<ul style="list-style-type: none"> <li>Identifying the STEAM activities and lessons completed during the school year</li> <li>Identifying the frequency of Maker Space use and how it was used</li> </ul>
<b>Goal</b>	<p>By completion of the 5th grade, students will understand that there is a wide variety of opportunities available in their future and that it takes hard work, education, and training to do them well.</p> <p>Students will discover how their strengths, interests and personality traits coincide with future career choices.</p>
<b>Future Planning</b>	<ul style="list-style-type: none"> <li>Hold a special interest day at all three elementary schools</li> <li>Have 5th grade students research an area of interest based on the results of their Career Cluster Inventories, and present on their selected career to 4th grade students.</li> </ul>

Webster Middle School	
<b>Progress</b>	<ul style="list-style-type: none"> <li>Career lessons from Xello and JA delivered by homeroom teacher and/or school counselors to all 6th, 7th, and 8th grade students.</li> <li>In middle school, all students have the opportunity to engage in Project Lead the Way</li> <li>8th grade students participate in Career Day and Mock Interviews</li> <li>8th grade students complete a resume that aligns to their top career choice.</li> <li>High school counselors assist 8th grade students with 9th grade course selections</li> <li>8th Grade students attend Freshman Preview Night at the high school</li> <li>Partnership with Junior Achievement</li> </ul>
<b>Progress Measurement</b>	<ul style="list-style-type: none"> <li>Utilize Xello as a digital portfolio to document results of career exploration activities and goal setting.</li> <li>Students that participate in Career Day will complete reflection activity (passport).</li> <li>Grade 8 parents review resumes using a rubric.</li> </ul>
<b>Goal</b>	Per the American School Counseling Association K-12 College and Career Readiness Standards, middle school students in CSD will:

	<p>1) Understand the connection between school and the world of work and</p> <p>2) Plan for a successful transition from school to postsecondary education and/or the world of work.</p>
<b>Future Planning</b>	<ul style="list-style-type: none"> <li>● Continue with Career Day for 8th graders</li> <li>● Look for expanded opportunities for grades 6 and 7</li> <li>● Explore work based learning opportunities</li> </ul>

<b>Cedarburg High School</b>	
<b>Progress</b>	<ul style="list-style-type: none"> <li>● <a href="#">Classroom ACP lessons</a> are delivered to grades 9-12 on a quarterly basis. (i.e. career interest inventories, resume building, college and career exploration, goal-setting.)</li> <li>● Individual ACP planning meetings are held with each freshman and junior student, along with parents/guardians.</li> <li>● Large group ACP parent meetings are held annually for each grade level.</li> <li>● Community career exploration events are offered to all students.</li> <li>● Career and service-based coursework are available through Youth Apprenticeship, Career Internship, GPS, and Capstone programs.</li> <li>● The college application process is supported by school counselors and the college and community outreach center.</li> <li>● <u>College Experiences:</u> <ul style="list-style-type: none"> <li>○ Dual-enrollment courses offered to help students earn college credit in high school. UW-O CAPP, MSOE, MATC articulated courses</li> <li>○ MATC Dual Enrollment Academy (senior year only) - welding, health, culinary and protective services.</li> <li>○ MATC pathway courses (junior and senior year) in Autos and IT.</li> <li>○ AP courses, Early College Credit Program and Start College Now</li> <li>○ WI Regional Career Pathways - Nursing, Construction, Manufacturing and IT. (In progress)</li> </ul> </li> <li>● Project-based coursework available in: Family and Consumer Science, Business, Technology Education, Art and Computer Science.</li> <li>● Financial Literacy: Economics or College Personal Finance class required for all senior students.</li> <li>● Jobs and volunteer opportunities are made available to students.</li> <li>● Scholarship opportunities are organized and advertised to all students, in addition to the CHS and CCSF Scholarship Funds.</li> <li>● Review of standardized test scores (PreACT, ACT, WI Forward), identifying resources for ACT prep, review of skills areas (strengths) and areas needing improvement (goal setting).</li> </ul>
<b>Progress Measurement</b>	<ul style="list-style-type: none"> <li>● Utilize Naviance/Xello as a digital portfolio to document results of career inventories and post high school educational plans.</li> <li>● Annual course selection review and credit checks through Skyward.</li> </ul>

	<ul style="list-style-type: none"> <li>• All 9th, 10th, 11th graders participate in fall PreACT and all 9th, 10th graders participate in spring PreACT Secure.</li> <li>• All 10th graders participate in WI Forward testing</li> <li>• All 11th graders participate in statewide ACT.</li> <li>• Regular progress monitoring of student grades and attendance.</li> <li>• Annual review of National Student Clearinghouse data.</li> <li>• Review Wisconsin State Report Card</li> <li>• Regular review of course offerings</li> </ul>
<b>Goal</b>	<p>Per the American School Counseling Association K-12 College and Career Readiness Mindsets and Behaviors, high school students in CSD will help students:</p> <ol style="list-style-type: none"> <li>1) Understand the connection between school and the world of work.</li> <li>2) Identify and persevere in long- and short-term academic &amp; career goals.</li> <li>3) Engage in challenging coursework and make informed decisions.</li> <li>4) Plan for a successful transition from school to postsecondary education and/or the world of work.</li> </ol> <p>Each student will have a plan for life after high school. Students will have researched post-secondary options and aligned their course plans to their future career. Students will understand the relevance of assessments and prepare for a successful transition to life after high school.</p>
<b>Future Planning</b>	<ul style="list-style-type: none"> <li>• Apprenticeship programs will be expanded.</li> <li>• Continue to develop Career/Course Pathways for our students.</li> <li>• Expand student exposure to career opportunities</li> <li>• Continuation of Career Days held in the spring.</li> <li>• Discontinue Naviance and move to Xello and other platforms for career lesson delivery and post-secondary (ie., transcript, letter of recommendation) submission.</li> <li>• Expand college tours and employer visit opportunities for students</li> <li>• Refine and expand fall Senior College/Post-Secondary Planning Day (tours or college prep)</li> </ul>

## Career Readiness in the Cedarburg School District

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### ACP CURRICULUM, SUPPORT, AND SERVICES

#### Grade Level Appropriate ACP Activities

- K-5: E4E Activities
  - STEAM Curriculum
  - Use of Maker Spaces
- [6-12: ACP Activities](#)

### ACP/School Counseling Services

ACP is a (6-12) school district program designed to build students' understanding of what career options are available to them.

- ACP focuses on students:
  - Knowing themselves (strengths, weaknesses, likes and dislikes)
  - Exploring career options/clusters
  - Plan creation based on personal goal setting
  - Execution of the plan, making adjustments along the way

### ***How do school counselors support the ACP process, including Lifelong Learning and Employability Skill Development?***

#### Webster Middle School

- Webster Middle School counselors plan lessons for all grade levels that help assist students develop soft skills in building connections, building community, listening to others, conflict resolution, etc.
- Webster Middle School counselors are responsible for the creation and implementation of ACP throughout all grade levels. Counselors upload weekly lessons to students' Canvas pages and distribute the materials needed to PAW teachers ahead of time. During the delivery of lessons, counselors go around to PAW classes to help assist teachers and answer student questions.
- Webster Middle School counselors are also responsible for planning Career Day and Mock Interview Day. The counselors work in partnership with Junior Achievement and work with families and the community.

#### Cedarburg High School

- [CHS Counseling Annual Calendar](#)

#### Whole School Support

- Through its implementation, ACP authentically engages students in developing their future identity to support their personal growth and achieve their career aspirations by providing meaningful experiences and making learning connections to build confidence, gain focus, and develop passion that informs their career pathway.
- The focus of the CSD's ACP plan is to align current systems and strategically institute improved services to engage our staff in supporting students by developing their sense of internal motivation and nurturing a vision for their future so that all students graduate with a sense of purpose, capable of taking advantage of the vast opportunities to reach their career aspirations.
- The ACP scope and sequence is reviewed annually as part of our continuous improvement processes.

## PREPARING FOR THE FUTURE

The ACP program at Cedarburg School District ensures every student is prepared for life after high school no matter what path they plan to take. A full listing of the above mentioned opportunities can be found in the [High School Course Guide](#). This includes:

- Career and technical education through Business, Family and Consumer Science, and Technical Education
- Courses that provide advanced placement or transfer credit at 4-year and technical college degree programs upon graduation from high school.
- Early College Credit Program, Start College Now, GPS Education Partners and MATC Dual Enrollment Academy
- Postsecondary education preparation is provided to students for all postsecondary education pathways through course selection, extracurricular activities and volunteer opportunities.
- Ozaukee Youth apprenticeship, career internship, Capstone coursework, and work release are available to provide job training and work experience for students
- Instruction in skills related to employment are embedded in class expectations and embedded in the curriculum.
- PreACT & ACT registration questionnaire, career assessment and subject area results provide formal feedback on students' career and technical plans.
- Several *Industry-recognized Credentials* are also offered to our students:
  - **BRIGGS & STRATTON CORPORATION - MASTER SERVICE TECHNICIAN**
    - **COURSES:** *Small Engines or Transportation Technology*
    - **DEPARTMENT:** *Technology and Engineering*
  - **NATIONAL RESTAURANT ASSOCIATION - SERVSAFE**
    - **COURSES:** *Basic Foods, International Foods or ProStart I*
    - **DEPARTMENT:** *Family and Consumer Science*
  - **NATIONAL RESTAURANT ASSOCIATION - PROSTART**
    - **COURSES:** *Completion of both ProStart I & II*
    - **DEPARTMENT:** *Family and Consumer Science*
  - **WOODWORK CAREER ALLIANCE - SAWBLADE**
    - **COURSES:** *Wood Technologies II or Wood Technologies Design Capstone*
    - **DEPARTMENT:** *Technology and Engineering*
- We are required to complete CTE reporting to support the State's and Carl Perkins Funding required documentation.
- Robotics and engineering components available throughout our K-12 system.



## LABOR MARKET INFORMATION

Labor market information (LMI) helps our school districts develop cutting-edge Career and Technical Education programs by uncovering the skills students will need in the future. In addition, LMI can help students understand which jobs are most likely to be available and well-compensated.

To access Labor Market information and conduct labor market research, visit our [CHS Counseling Career website](#).

- [Wisconsin Labor Market Information Guide](#)
- [Bureau of Labor Statistics](#)
- [America's Career InfoNet](#)
- [Occupational Outlook Handbook](#)

Participate in local/ regional/ state sponsored activities regarding projected workforce needs. Collaborate with Chamber of Commerce and economic development organizations.

National Student Clearinghouse data and Senior Survey results are shared with administrators to understand the relevance of CSD programming and services

Provide labor market trend analysis to the Administrative team at administrative council meetings and to understand how they have impacted prior deliverables and future plans

## Career Readiness is for EACH of our Students

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### INDIVIDUALIZED ACP SUPPORT

- Students will use Xello to complete career interest inventories annually and results will be stored.
- 8th grade students participate in Career Day and Mock Interviews.
- Students will engage in group and individual conferences with their personal counselor (grades 9 and 11).
- Personal competencies developed through intentional teaching of Lifelong Learning Skills.
- The ACP scope and sequence is reviewed annually as part of our continuous improvement processes.
- Fall Senior College Day (tours or college prep)
- Sophomore College Tours

## ACCESS FOR ALL STUDENTS

If a pupil is a child with a disability, the pupil's academic and career plan shall be made available to the pupil's individual education program team. The pupil's individualized education program team may, if appropriate, take the pupil's academic and career plan into account when developing the pupil's transition services and post-secondary transition plan (PTP).

## CAREER READINESS TECHNOLOGY

Academic and Career Planning, or ACP, is a student-driven, adult-supported process designed to help students create their own unique vision for post-secondary success. As each student navigates through this process they will be exposed to many different possibilities.

All students in grades 6-12 are required to complete an ACP and are required to update it each academic year. Cedarburg School District uses the state selected software system, XELLO, for the ACP.

## Get Involved

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### FAMILY ENGAGEMENT

The Cedarburg School District engages families and caregivers in academic and career planning by:

#### Webster Middle School

- Inform parents each school year about what academic and career planning services their child receives.
  - *Families are notified by email from the school counselors when students will be starting their Academic and Career Planning lessons in their PAW class.*
- Provide parents with multiple opportunities during each school year to participate in their child's academic and career planning.
  - *Families of students grades 6-8 are invited to be presenters at our annual Career Day to share with 8th grade students about their career.*
  - *8th grade families are invited to Freshman Preview Night at Cedarburg High School*
- Update parents throughout the school year on the progress of their child's academic and career planning.
  - *8th grade families are asked to review their child's resume, fill in a rubric and provide them with feedback. We also include them in the Mock Interview Day and ask that they help their child prepare for their interview.*

#### Cedarburg High School

- The CSD will provide ACP programs and services that are valued by parents and help them to better understand and support their student's goals and action plans.

- Evening programs or PT conference workshops are offered to parents of 9th - 12th graders outlining all available student services, including implementation of ACP.
- 9th and 11th grade parents are formally invited to attend an individual parent/student post high school planning conference.
- Feedback from parents during parent meetings and individual planning conferences.
- Develop an online 4-year course planner. (In progress)

## COMMUNITY PARTNERSHIPS

The Career Readiness Team works to establish and maintain connections with local business and community partners, as well as involve community stakeholders in ACP activities students are engaged with.

- Active participation in local/regional/state sponsored activities intended to build shared employment objectives.
- Partnership with Jr Achievement of WI to support ongoing needs.
- Personal outreach to local businesses and community agencies to meet specific needs:
  - Community Service
  - Job Shadowing Opportunities
  - Youth Apprenticeships
  - Mock Interview Support
  - Career Internships
- Career Day Presenters
- School Counselors will continue to advocate for career resources to support students with work-based learning.
- Marketing of community partnerships.

## PROFESSIONAL DEVELOPMENT FOR STAFF

The Cedarburg School District is committed to supporting our entire staff to become engaged in the career readiness process. We provide the following professional development to staff:

- The District and building Academic & Career Planning Coordinator will engage with staff in 6-12 buildings around the purpose and facilitation of ACP so that staff can communicate it clearly and understand how to connect students and their families to ACP related goals and resources.
- Annual review of teacher responsibilities in regards to ACP lesson delivery.
- School Counselors will provide ongoing support for staff led ACP student experiences.
- Onboarding new staff in ACP practices and responsibilities.
- Continued learning opportunities available to improve ACP practices.

**MOST RECENT DATE OF BOARD APPROVAL**

June 21, 2023