

PASSION
D.R.I.V.E

Hamilton Work Based Learning Graduation Requirements

ideas

STUDENT



Hello!

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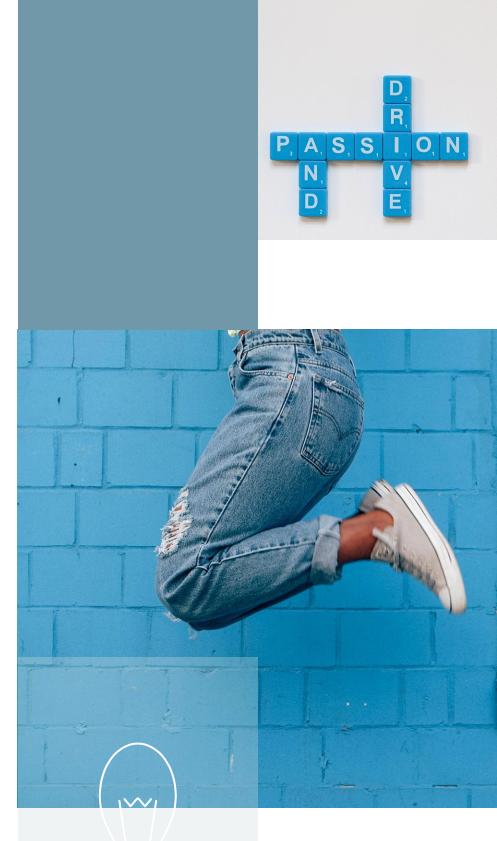
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What is the ask?

- ★ 3 Additional Work Based Learning Tasks be added to the current academic requirements



Work Based Learning Graduation Requirements

In order to graduate from Hamilton Community Schools, all students must complete three of the tasks listed below. At least one of the activities must come from the training category.

Preparation

(learning that requires direct interaction over a period of time with a professional requiring application of transferable skills)

- High School Courses
- ▲ School Sponsored Activities
- FuturePREP'd ICU Summer Program
- U.S. Military Preparation Program
- ◆ Agricultural Preparation Programming
- ◆ Other (Approved by Committee)
 - ◆ Approval Request Form
 - ◆ Verification Form

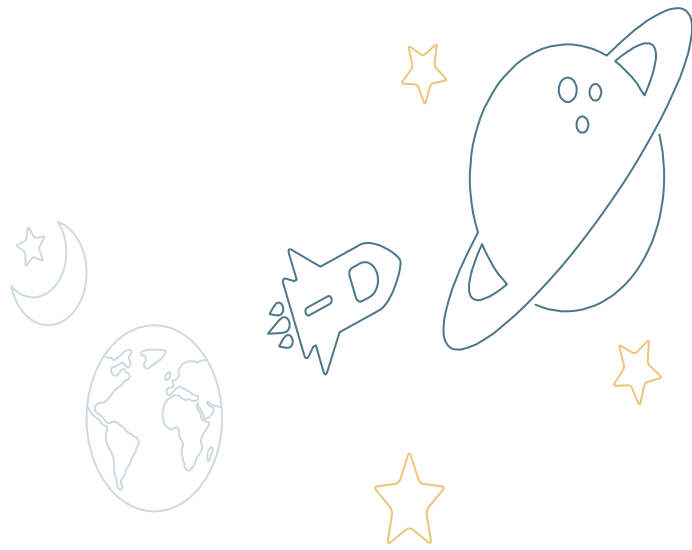
Training

(learning that happens through on-the-job experiences)

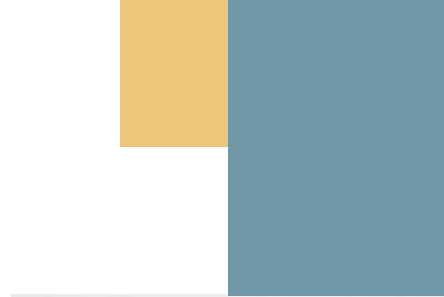
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- ◆ Work Experiences
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- ▲ Academy Connections Course
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How did we get to this point?

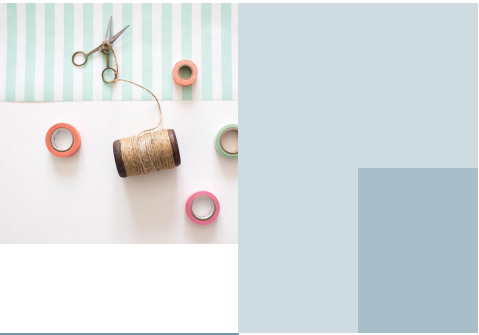




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1. Examine Your Organization Vision and Strategic Plan





5. All student graduate with career and life skills necessary to be informed consumers, skillful and productive workers and active citizens.



11. Develop and implement business partnerships offering HCS students opportunities for real-world career exploration and skill building.

Based on those goals, what data was collected to figure out how to meet those goals.

- Community / Business Feedback Session
- Teacher Feedback
- Board of Education Feedback
- Graduate Feedback



What did graduates say?

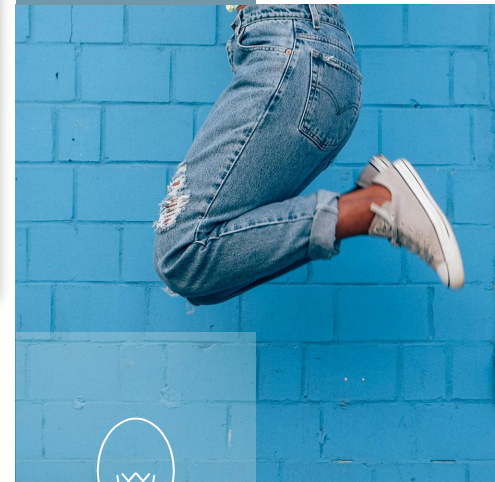


More opportunities for internships/in depth job shadows to pick an area of study/employment.

Don't just randomly pick a college major because it sounds fun, make sure you'll be happy working in that environment

I think high school should try to teach more about the career possibilities so kids can find something they are passionate about in high school and set career goals for themselves.

In my opinion, the Tech Center, Co-Op, and internships are amazing opportunities of which students should be encouraged to take advantage.



The State also added requirements to schools around Work Based Learning

Awareness	Exploration
broad learning around careers and opportunities	learning connecting students to emerging interests

- Workplace tours
- Career fair
- Field trips
- Career concepts integrated into curriculum

- Job shadows
- Interviews
- Volunteering
- Career activities connected to emerging interests



The State also added requirements to schools around Work Based Learning

Preparation	Training
learning that requires direct interaction over a period of time with a professional requiring application of transferable skills	learning that happens through on-the-job experiences

- Mentoring
- Student interactions with professionals
- Entrepreneurial projects in classroom

- Internships
- Work experience
- Co-op
- Student interaction with business over and extended period of time





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DRIVE

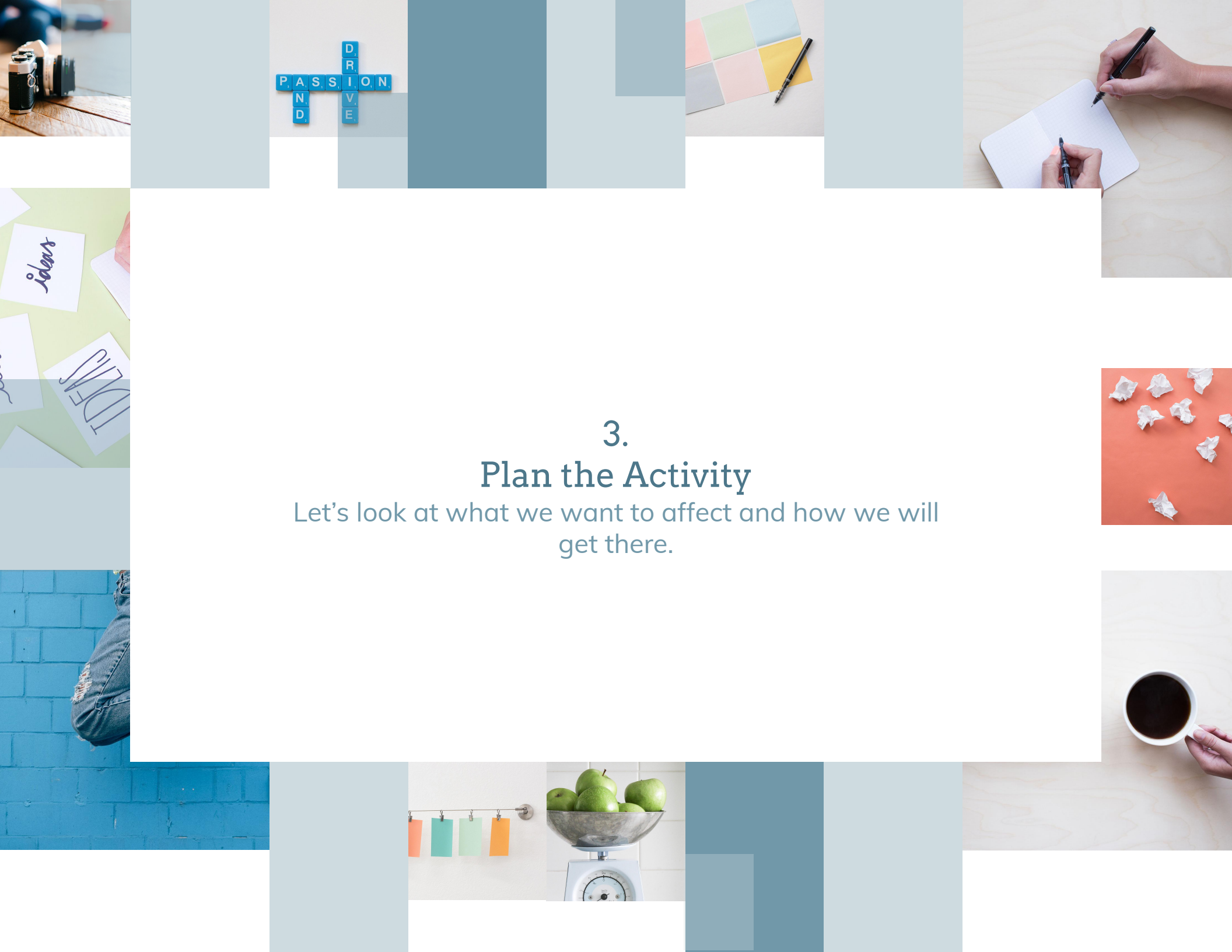
2.

Define goals and strategies for work based learning

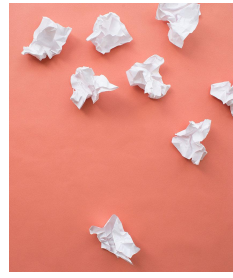
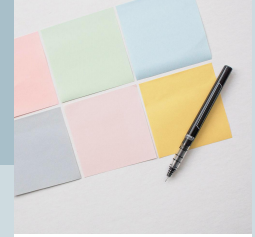
Work Based Learning Goals:

- GOAL 1: By 2027 graduation will be based on high school class credit and experiences
- GOAL 2: All Students will have practiced and gotten feedback on S4S
- GOAL 3: All students will graduate with a plan based off experiences, interest, and skill level.
- GOAL 4: All students will be exposed to WBL in all grade levels.





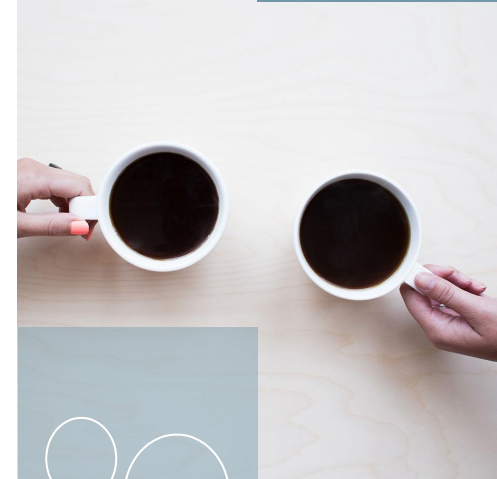
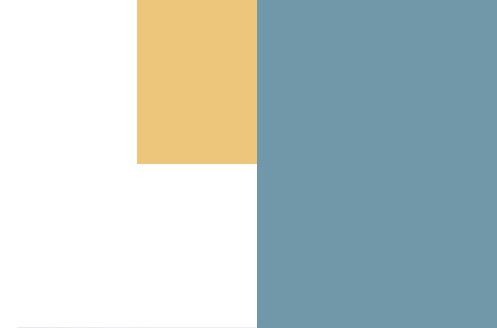
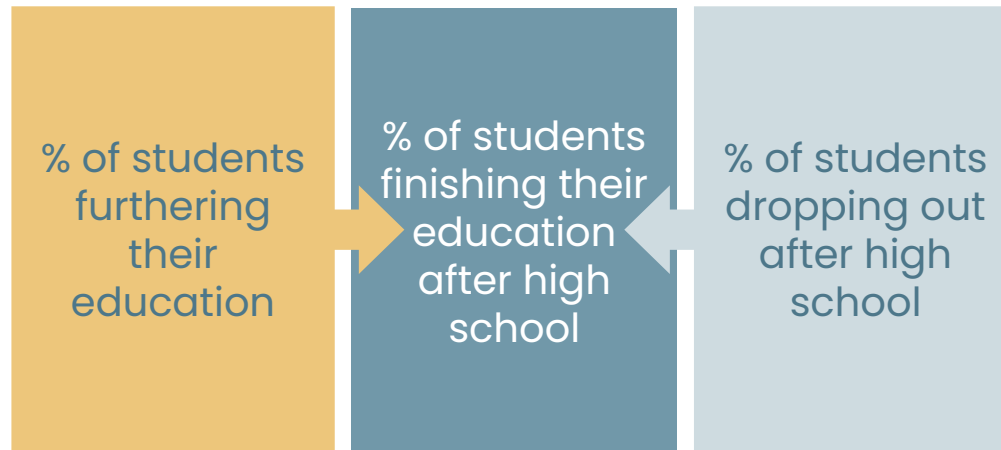
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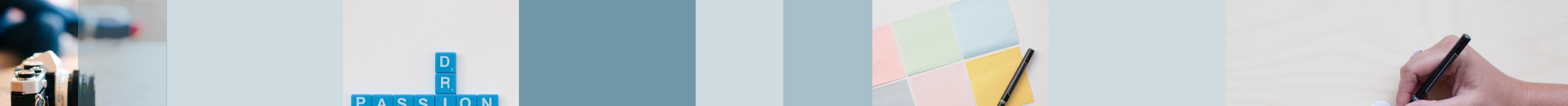


3. Plan the Activity

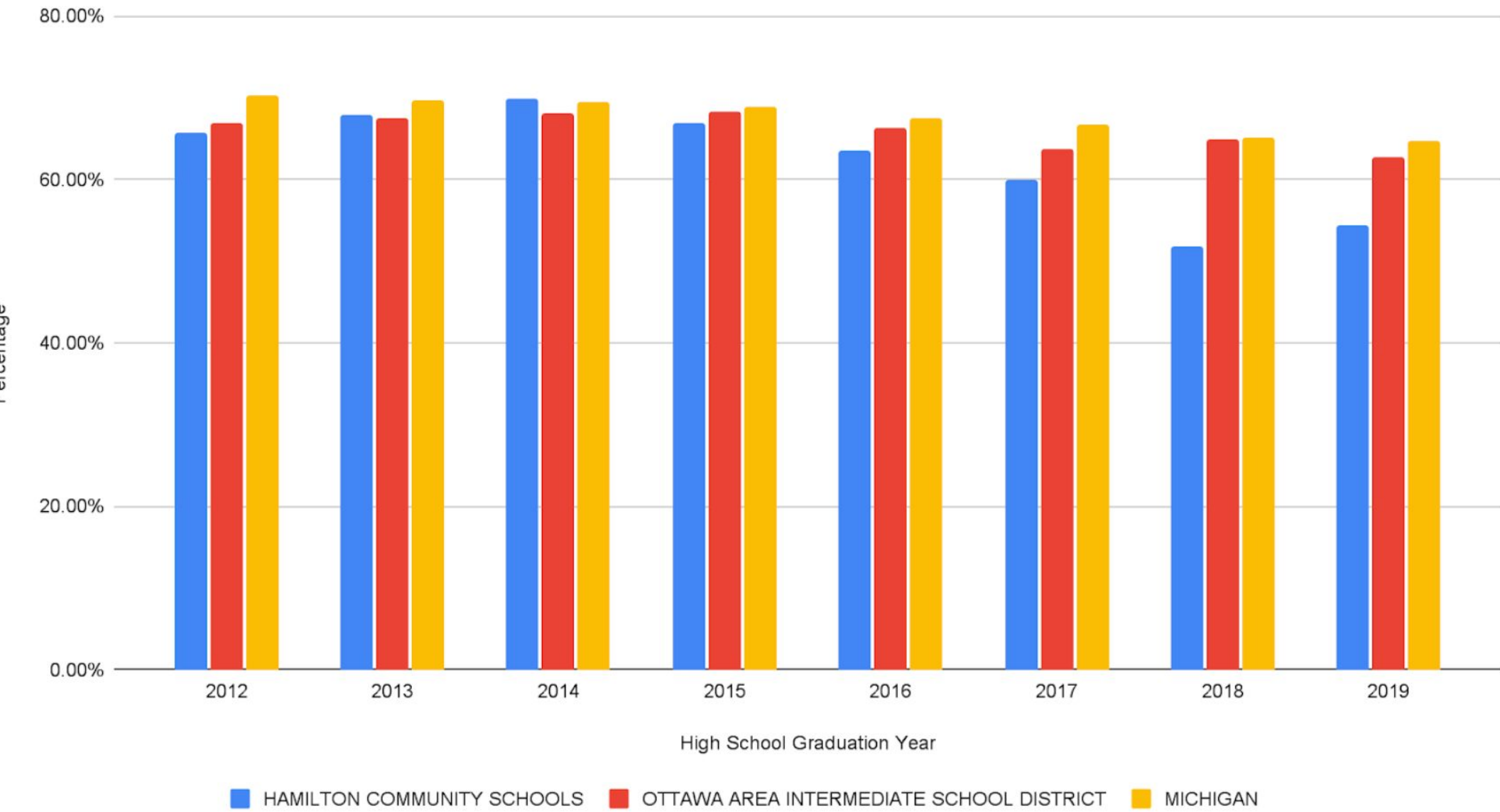
Let's look at what we want to affect and how we will get there.

We plan to track three data points

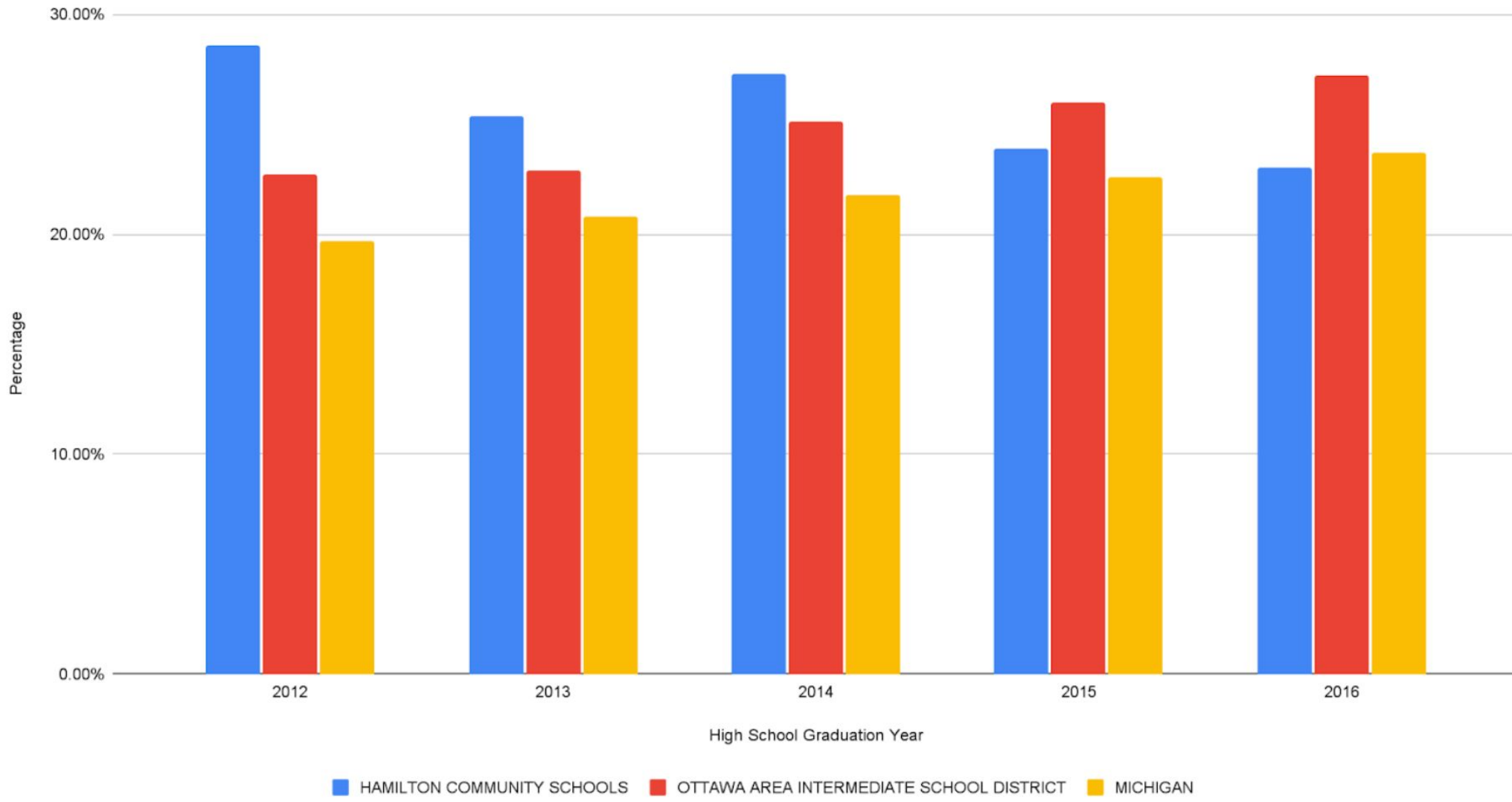




Percentage of students that start college or other degree seeking program the first year after high school graduation

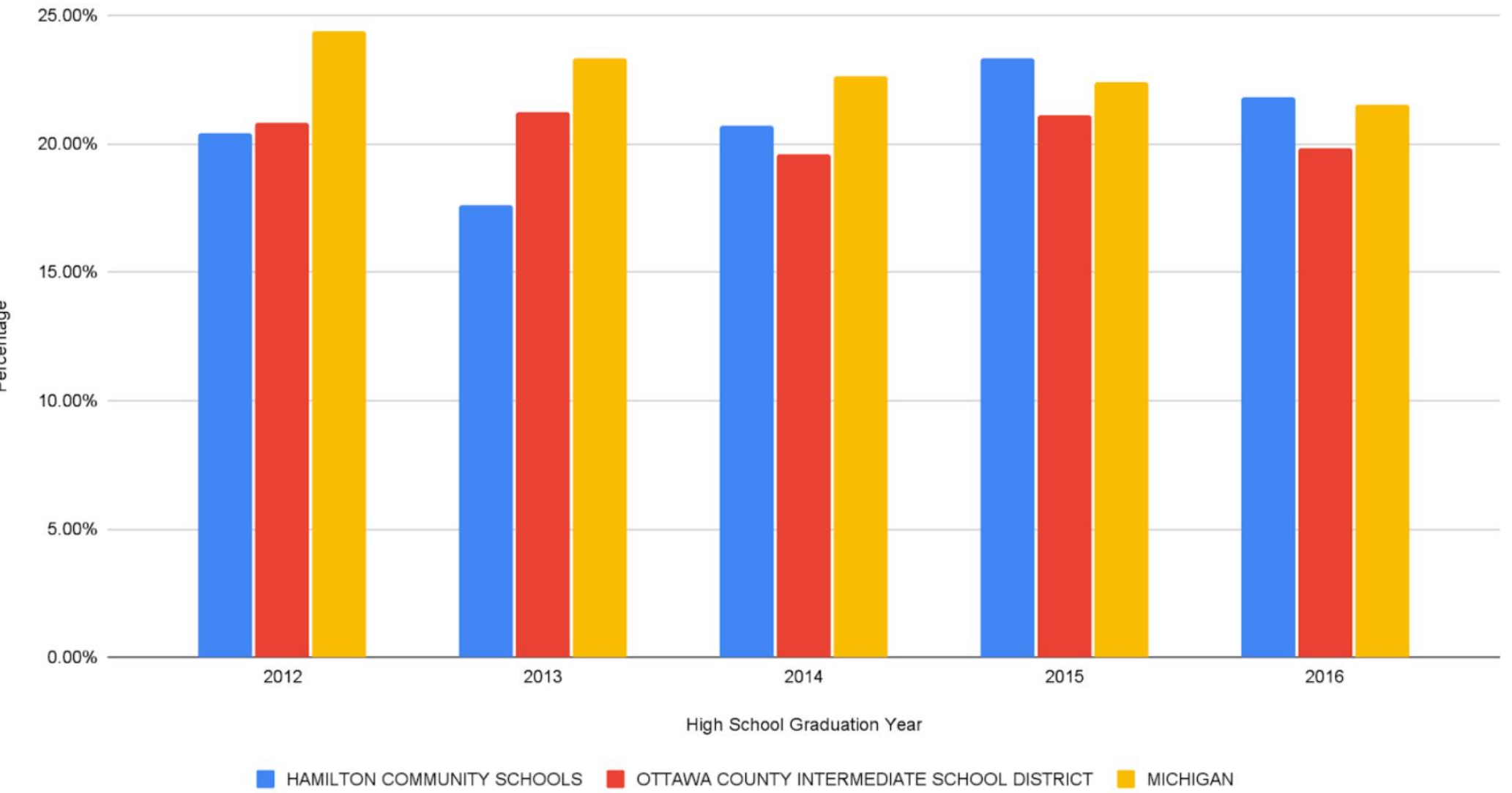


Percentage of students from graduating class that finish a degree/certificate program in four years

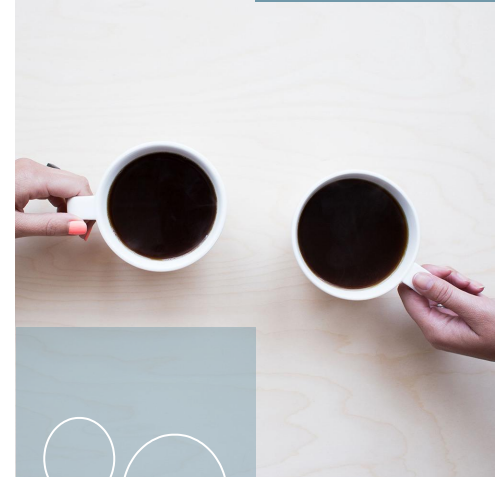
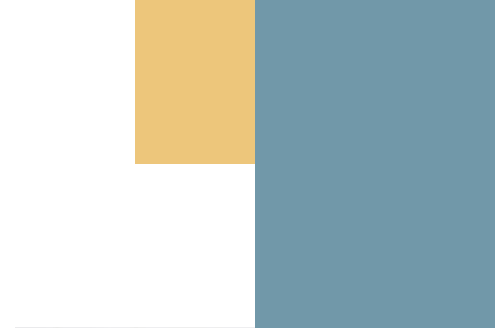
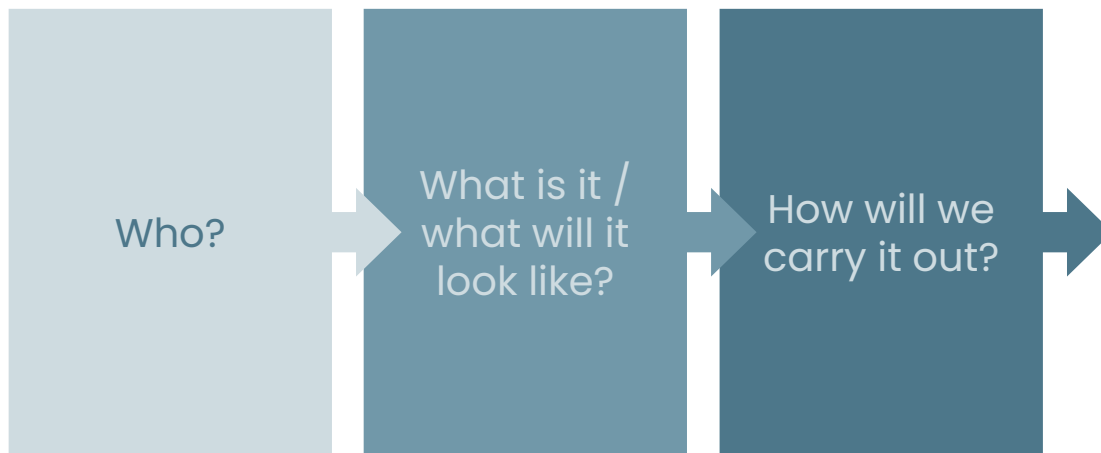




Percentage of students from graduating class that start a college degree/certificate program and drop out within four years



Our process is easy



Who

Principal

Experiential
Coordinator

Counselors

Work Based
Learning
Coordinator





What is it / What will it look like?

Requirements

Forms

Verification

Reflection



Hamilton Community Schools - Work Based Learning



This is an interactive document. Click on each item to see more information.

Work Based Learning Requirements by Grade Level

In grades 5-10 all Hamilton Community Students are required to participate in the activities listed below. The required activities occur during the regular school day.

Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
<ul style="list-style-type: none"> Skills4Success Day Construction Pathway PBL Project 	<ul style="list-style-type: none"> Business Pathway PBL Project 	<ul style="list-style-type: none"> Manufacturing Week Tours Manufacturing Study in Social Studies Class Job Shadow Educational Development Plan (EDP) 	<ul style="list-style-type: none"> STREAM Agriscience/ NRM PBL Project Budget/Personal Finance Simulation Job Shadow Educational Development Plan (EDP) 	<ul style="list-style-type: none"> Healthcare Pathway Experience Prep4Success Workshop "Digital Brand" Prep4Success Workshop "Unplugged Brand" Job Shadow Educational Development Plan (EDP) 	<ul style="list-style-type: none"> Prep4Success Workshop "Getting a Job" Prep4Success Workshop "Keeping a Job" Job Shadow Educational Development Plan (EDP)

Work Based Learning Suggested Activities

The following opportunities are encouraged and supported by Hamilton Community Schools to enhance a student's career awareness and exploration. If a student chooses to participate in these activities during the school day, a student will not be marked absent as long as the appropriate paperwork is completed (1) Planned Absence Form, (2) Activity Verification, and (3) Activity Reflection.

Awareness

[broad learning around careers and opportunities]

- Careerline Tech Center Observation Day
- ▲ Cultural Trip with HHS Class
- Meet with a Military Recruiter
- ◆ Careerline Tech Center Open House
- Workplace Tours
- Career Fair
- College Visit
- College Recruiter Meeting

Exploration

[learning & connecting students to emerging interests]

- Job Shadow
- ◆ Job Interview
- ▲ Mock Interview
- ◆ Volunteer Experience
- Careerline Tech Center Career Camp
- ASVAB Career Exploration Program
- U.S. Military Exploration Opportunity
- ◆ Agricultural Exploration Programming

Work Based Learning Graduation Requirements

In order to graduate from Hamilton Community Schools, all students must complete three of the tasks listed below. At least one of the activities must come from the training category.

Preparation

[learning that requires direct interaction over a period of time with a professional requiring application of transferable skills]

- High School Courses
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Training

[learning that happens through on-the-job experiences]

- School Store Marketing Course
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Hamilton Community Schools - Work Based Learning

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(Work Based Learning Requirements by Grade Level)

These experiences are commitments that Hamilton Community Schools provides for all Hamilton students as a part of their regular school day in the grade level indicated.

Hamilton Community Schools - Work Based Learning

<i>6th grade Business Pathway PBL</i>	
WBL Level: Preparation	
Activity Description	Successful Completion looks like.
<p>6th grade students will be exposed to the Design Thinking problem-solving process, in which they will solve a real-world problem related to business and information technology.</p> <p>The project utilizes a Project-Based Learning environment where students work collaboratively with a group of students and local businesses. Students are given an opportunity to learn about various careers in business and information technology throughout the project. Students will visit local businesses, tour, and interact with professionals.</p> <p>At the conclusion of the project students will present solutions to the various professionals.</p>	<ul style="list-style-type: none"> ● Maintain a professional relationship with business partners <ul style="list-style-type: none"> ○ Dress professionally ○ Communicate professionally ● Use experience to add to professional network ● Work collaboratively as part of a team. ● Engage in all discussions, activities, and opportunities. ● Maintain an open mind ● Have a positive attitude ● Be courteous and respectful. ● Complete the reflection of the experience in Naviance.
How to sign up/access activity:	Verification of Completion:
<ul style="list-style-type: none"> ● This project occurs within the 6th grade homeroom classes. 	<ul style="list-style-type: none"> ● Complete all work and attend related activities/events as it relates to the 6th grade Construction Pathway PBL. ● Complete the reflection of the event in Naviance.
Resources:	

Hamilton Community Schools - Work Based Learning

Work Based Learning Suggested Activities

The following opportunities are encouraged and supported by Hamilton Community Schools to enhance a student's career awareness and exploration. If a student chooses to participate in these activities during the school day, a student will not be marked absent as long as the appropriate paperwork is completed (1) Planned Absence Form, (2) Activity Verification, and (3) Activity Reflection.

Awareness

[broad learning around careers and opportunities]

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Exploration

[learning & connecting students to emerging interests]

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- ◆ Volunteer Experience
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- ASVAB Career Exploration Program
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(Work Based Learning Suggested Activities)

These experiences are ones that Hamilton Community Schools values as important and encourage students to participate in. When students complete the appropriate steps, these activities will not count against their attendance.

Hamilton Community Schools - Work Based Learning

Awareness Activities

Work Based Learning Suggested Activities

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Hamilton Community Schools - Work Based Learning

<i>College Visit</i>	
WBL Level: Awareness	
Activity Description	Successful Completion looks like..
<p>Students can participate by attending a college visit that they are interested in.</p> <p>It is recommended that students explore programs, cost, entrance requirements, scholarships and financial aid, campus life and campus living.</p>	<ul style="list-style-type: none"> • Prepare to visit the college by researching programs, cost, financial aid and scholarship opportunities, entrance requirements, campus life, campus living, etc • Generate a list of questions to take with you on the visit. • Print off the "WBL Verification Form" and take it along with you on the visit. Have the appropriate professional sign it. • Dress for success. • Engage with all of the experiences that the college visit includes. • Maintain an open mind • Have a positive attitude • Be courteous and respectful.
How to sign up/access activity:	Verification of Completion
<p>Sign up with the college that you are interested in attending (This information is usually found on the school's website).</p>	<ul style="list-style-type: none"> • Complete the Planned Absence Form at least one week prior to experience. • Complete the WBL Verification Form with required signatures and return it to the Student Services office. • Complete the reflection of the event in Naviance.
Resources	
<ul style="list-style-type: none"> • Navigating the Naviance Platform 	

Hamilton Community Schools - Work Based Learning

Exploration Activities

Work Based Learning Suggested Activities

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Exploration

(learning & connecting students to emerging interests)

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Hamilton Community Schools - Work Based Learning

<i>High School Job Shadow</i>	
WBL Level: Exploration	
Activity Description	Successful Completion looks like..
<p>Students go to a place of employment with someone who has a career in the student's field of interest.</p> <ul style="list-style-type: none"> Students are expected to watch, listen, and engage with professionals to the capacity outlined by the employer. 	<ul style="list-style-type: none"> Attend your scheduled job shadow. Be on time for your job shadow. Dress for success. Connect with teachers attending the event and account for missed learning. Be courteous with professionals. Ask questions. Follow all safety protocols and directions.
How to sign up/access activity:	Verification of Completion:
<ul style="list-style-type: none"> Students are responsible for lining up their own job shadow (Student Services office can assist with resources) Job shadow must be at least six hours in duration if gone for the entire school day. If a job shadow is for a lesser amount of time, the student should be in school for the time of day the job shadow does not include. Transportation to and from the job shadow is the responsibility of the student. Job shadows may happen anytime during the student's high school career. 	<ul style="list-style-type: none"> Complete the "Planned Absence Form" at least one week prior to experience. Complete the "WBL Verification Form" with required signatures and return it to the Student Services office. Complete the reflection of the event in Naviance.
Resources	
<ul style="list-style-type: none"> Job Shadow Interview Form (suggested questions to ask during your job shadow) Job Shadow Guidelines and Expectations Navigating the Naviance Platform 	

Hamilton Community Schools - Work Based Learning

(Work Based Learning Graduation Requirements)

In order to graduate from Hamilton Community Schools, all students must complete three of the experiences listed. (At least one experience must come from the training category).

Preparation and Training are the deepest levels of Work Based Learning. All other work based learning experiences a student has while a Hamilton student will prepare them for successful completion of the graduation requirements.

Work Based Learning Graduation Requirements

In order to graduate from Hamilton Community Schools, all students must complete three of the tasks listed below. At least one of the activities must come from the training category.

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Hamilton Community Schools - Work Based Learning

Preparation Activities

Work Based Learning Graduation Requirements

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Hamilton Community Schools - Work Based Learning

<i>High School Course</i>	
WBL Level: Preparation	
Activity Description	Successful Completion looks like..
<p>Students will take any of the courses listed below to satisfy one Work Based Learning requirement in the preparation category.</p> <p>Updates to the courses in this category may be updated as the high school course catalog changes.</p> <p>Click on each of the courses below to learn more about each of them.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Careerline Tech Center Student <input type="checkbox"/> AP (Advanced Placement) course <input type="checkbox"/> Business Innovations course <input type="checkbox"/> Business Development course (CTE) <input type="checkbox"/> School Store Marketing course (this course counts in the "training" category) <input type="checkbox"/> Professional Selling course <input type="checkbox"/> Dual Enrollment Course <input type="checkbox"/> Early College <p>Students must successfully pass this course for the WBL requirement to be met.</p>	<ul style="list-style-type: none"> • For specific course requirements click on each of the course descriptions. General tips for success are listed below. • Maintain a professional relationship with business and industry partners. <ul style="list-style-type: none"> ◦ Dress professionally ◦ Communicate professionally • Use experience to add to professional network • Maintain a passing grade and work with the educator to receive the desired grade. • Work collaboratively as necessary. • Arrive for each experience on time. • Engage in all discussions, activities, and opportunities. • Maintain an open mind • Have a positive attitude • Be courteous and respectful.
How to sign up/access activity:	Verification of Completion:
<p>Students should sign up to take this course while they are signing up for their next school year classes in January and February of the prior school year.</p>	<ul style="list-style-type: none"> • Receive a passing grade for the course. • The Counseling Office will verify the final trimester grade. • Complete the reflection in Naviance.
Resources:	
<ul style="list-style-type: none"> • Navigating the Naviance Platform 	

Hamilton Community Schools - Work Based Learning

Training Activities

Work Based Learning Graduation Requirements

In order to graduate from Hamilton Community Schools, all students must complete three of the tasks listed below. At least one of the activities must come from the training category.

Training

(learning that happens through on-the-job experiences)

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Hamilton Community Schools - Work Based Learning

<i>Work Experiences</i>	
WBL Level: Training	
Activity Description	Successful Completion looks like.
<p>Students will complete work experience in a Co-op, Internship, Job, or Careerline Tech Center Program Placement or Capstone/Pre-Apprenticeship Programs.</p> <p>Click on each link to learn more about each opportunity.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Co-Op (paid work experience that happens as part of a students school day/classes) <input type="checkbox"/> Internship (non-paid work experience) <input type="checkbox"/> Job (paid work experience) <input type="checkbox"/> Careerline Tech Center Work Based Learning Program Placement (CTC Students only) <input type="checkbox"/> Careerline Tech Center Capstone/Pre-Apprenticeship Program (CTC students only) 	<ul style="list-style-type: none"> • Maintain a professional relationship with business professionals, coworkers, and supervisors. <ul style="list-style-type: none"> ◦ Dress appropriately for the line of work. ◦ Communicate professionally ◦ Act professionally ◦ Utilize experience to grow in Skills4Success • Use experience to add to professional network • Maintain and adhere to all safety requirements as outlined by MiOSHA and the business. . • Arrive for each experience on time. • Engage in all discussions, activities, and opportunities. • Maintain an open mind • Have a positive attitude • Be courteous and respectful.
How to sign up/access activity:	Verification of Completion:
<p>Click on each opportunity for details on how to sign up/access each activity.</p>	<ul style="list-style-type: none"> • Click on each opportunity for details related to verifying completion.
Resources:	
<ul style="list-style-type: none"> • Navigating the Naviance Platform 	

Hamilton Community Schools - Work Based Learning

The following are documents created in preparation for successful rollout and implementation of Hamilton Community Schools Work Based Learning Graduation Requirements

Hamilton Community Schools - Work Based Learning

Hamilton Community Schools-Planned Absence Form <small>Note: This form must be filled out completely and turned into the student service office <u>at least one week prior</u> to the activity/school day absence. This will alert the counseling department and attendance office of your upcoming absence. A parent/guardian must still use the attendance line to notify the school on the day of the absence.</small>		
Directions: Fill out the information below using as much detail as possible.		
Name of Experience/Activity:		
Date and Time of Absence		
Activity Description (Describe in detail the experience/activity) <small>(This box should be completed if absence is related to work based learning)</small>		
Teacher Notification <small>(Of missing school time)</small>	Teacher Signature <small>(The student has checked in with me about the date/time they are missing my class and know the work to complete)</small>	Brief description of work to be completed.
1st hour		
2nd hour		
3rd hour		
4th hour		
5th hour		
6th hour		
<p align="center">Required Signatures</p> <p>Please have all of your teachers sign this form to show that they are aware of the absence at least one week prior to the absence. In accordance with Ottawa Area Intermediate School District, any absence that is not medical or work based learning with proof of absence will be marked unexcused. Any questions, please contact Student Services Office.</p> <p>For Work Based Learning Absences Only: By completing this form, both the student and parent/guardian agree to complete all required documentation for participation in a Work Based Learning Experience. When all requirements have been successfully met, the attendance code for all eligible events will be changed, and the eligible absences will not be reflected on the student's transcript.</p> <p>1) Complete the required verification paperwork and turn into the Student Services Office within two days of completing experience 2) Complete all reflection work (in Naviance or other required means) within one week of receiving 3) Complete all required classroom assignments/work that may have been missed during the event.</p> <p>For non-school sponsored Work Based Learning opportunities transportation and safety responsibilities are at the discretion of the parent/student while away from school during the school day. All parties agree that the school can not be held liable for anything that occurs during a non-school sponsored experience.</p>		
Parent Name: -----	Student Name: -----	School Personnel Name: -----
Parent Signature: -----	Student Signature: -----	School Personnel Signature: -----

1
Complete
Planned
Absence
Form

2
Complete
Verification
Form

3
Complete
Reflection
in
Naviance

Hamilton Community Schools Work-Based Learning

<i>Work-Based Learning Verification Form</i> <small>(please fill out a new form for each day, even if part of the same experience)</small>	
WBL Level (circle one): Awareness Exploration Preparation Training	
Date and Time of event:	
Name of supervisor, leader, coordinator of event:	
Describe the Work-Based Learning event in detail:	
Describe how this event has helped prepare you for your future career or the world of work.	
Signatures <small>(to be completed by a leader/instructor and the student)</small>	
Student Signature: _____	
Parent Signature: _____	
Supervisor / Leader / Coordinator Signature: _____	
Supervisor / Leader / Coordinator job title: _____	

1
Complete
Intent to
Participate

2
Complete
Verification
Form

3
Complete
Reflection
in
Naviance

Hamilton Community Schools - Work Based Learning

What Work-Based Learning event are you reflecting on in this Survey?

What was the date of the Work-Based Learning experience you are reflecting on? (if multiple dates, must take

 (MM/DD/YYYY)

Describe the event you took part in? (In complete sentences)

What was the time commitment for your involvement in this activity?

What are some take-aways from the Work-Based Learning event that you took part in?

1
Complete
Intent to
Participate

2
Complete
Verification

3
Complete
Reflection in
Naviance

Hamilton Community Schools - Work Based Learning

<i>Application for consideration of "Other" experience</i>	
<p>Note: This form is used when you plan to complete an activity that you feel relates to Work Based Learning but is not already included in the approved requirements. By filling out this form, a committee will look at your application and let you know if your activity will satisfy a Work Based Learning requirement, and if so, which level.</p>	
<p>Directions: Fill out the information below using as much detail as possible so a committee can make an informed decision about the activity/experience as it relates to Work Based Learning.</p>	
Name of Experience/Activity:	
Date/Time of Experience/Activity (list all)	
Activity Description (Describe in detail the experience/activity)	
How will this activity relate to your career interests?	
What will you learn from this experience as it relates to your career plans?	
What will successful completion look like...	
How will you sign up/access activity:	
How will you verify completion?	
Other information that is needed to describe WHY this event/activity should be considered Work Based Learning.	

Student Information:	
Student Name: -----	Student Email: -----
Student Grade: -----	Parent Email: -----

1
Complete Application for consideration of "other" experience

2
Committee Reviews Application

3
Complete Verification Form

4
Complete Reflection in Naviance

Hamilton Community Schools - Work Based Learning

<i>Work Based Learning Check Form</i>	
In order to graduate from Hamilton Community Schools, all students must complete three of the tasks listed below. At least one of the activities must come from the training category.	
WBL Preparation Opportunities	WBL Training Opportunities
<ul style="list-style-type: none"> <input type="checkbox"/> <u>High School Courses</u> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Tech Center Student</u> <input type="checkbox"/> <u>AP (Advanced Placement) course</u> <input type="checkbox"/> <u>Business Innovations course</u> <input type="checkbox"/> <u>Business Development course (CTE)</u> <input type="checkbox"/> <u>School Store Marketing course</u> (this course counts in the "training" category) <input type="checkbox"/> <u>Professional Selling course</u> <input type="checkbox"/> <u>Dual Enrollment Course</u> <input type="checkbox"/> <u>Early College</u> <input type="checkbox"/> <u>School Sponsored Activities</u> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Exchange program</u> <input type="checkbox"/> <u>DECA</u> <input type="checkbox"/> <u>Science Olympiad</u> <input type="checkbox"/> <u>Student Council</u> <input type="checkbox"/> <u>Class Officer</u> <input type="checkbox"/> <u>Robotics Club</u> <input type="checkbox"/> <u>LINKS</u> <input type="checkbox"/> <u>Mentorship with business professional</u> <input type="checkbox"/> <u>FuturePREP'd ICU summer program</u> <input type="checkbox"/> <u>Preparation in U.S. Military Preparation program</u> <input type="checkbox"/> <u>Agricultural Preparation Programming</u> <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <u>Tech Center WBL program-placement</u> <input type="checkbox"/> <u>School Store Marketing course</u> <input type="checkbox"/> <u>Internship</u> <input type="checkbox"/> <u>Co-Op</u> <input type="checkbox"/> <u>Teaching Practices Internship</u> <input type="checkbox"/> <u>Work Experience</u> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Co-Op</u> <input type="checkbox"/> <u>Internship</u> <input type="checkbox"/> <u>Job</u> <input type="checkbox"/> <u>Careerline Tech Center Work Based Learning Program Placement</u> <input type="checkbox"/> <u>Careerline Tech Center Capstone/Pre-Apprenticeship Program</u> <input type="checkbox"/> <u>FuturePREP'd ACADEMY program</u> <input type="checkbox"/> <u>Academy Connections course</u> <input type="checkbox"/> <u>Military training experience</u> <input type="checkbox"/> Other
WBL Activities Completed	
Activity Name	WBL Level
	<input type="checkbox"/> Preparation <input type="checkbox"/> Training
	<input type="checkbox"/> Preparation <input type="checkbox"/> Training
	<input type="checkbox"/> Preparation <input type="checkbox"/> Training

Hamilton Community Schools - Work Based Learning

<i>Work Based Learning</i> <i>Processes for students transferring in to Hamilton High School</i>	
In order to graduate from Hamilton Community Schools, all students must complete three of the tasks listed below. At least one of the activities must come from the training category.	
WBL Preparation Opportunities	WBL Training Opportunities
<ul style="list-style-type: none"> <input type="checkbox"/> <u>High School Courses</u> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Tech Center Student</u> <input type="checkbox"/> <u>AP (Advanced Placement) course</u> <input type="checkbox"/> <u>Business Innovations course</u> <input type="checkbox"/> <u>Business Development course (CTE)</u> <input type="checkbox"/> <u>School Store Marketing course</u> (this course counts in the "training" category) <input type="checkbox"/> <u>Professional Selling course</u> <input type="checkbox"/> <u>Dual Enrollment Course</u> <input type="checkbox"/> <u>Early College</u> <input type="checkbox"/> <u>School Sponsored Activities</u> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Exchange program</u> <input type="checkbox"/> <u>DECA</u> <input type="checkbox"/> <u>Science Olympiad</u> <input type="checkbox"/> <u>Student Council</u> <input type="checkbox"/> <u>Class Officer</u> <input type="checkbox"/> <u>Robotics Club</u> <input type="checkbox"/> <u>LINKS</u> <input type="checkbox"/> <u>Mentorship with business professional</u> <input type="checkbox"/> <u>FuturePREP'd ICU summer program</u> <input type="checkbox"/> <u>Preparation in U.S. Military Preparation program</u> <input type="checkbox"/> <u>Agricultural Preparation Programming</u> <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Tech Center WBL program-placement</u> <input type="checkbox"/> <u>School Store Marketing course</u> <input type="checkbox"/> <u>Internship</u> <input type="checkbox"/> <u>Co-Op</u> <input type="checkbox"/> <u>Teaching Practices Internship</u> <input type="checkbox"/> <u>Work Experience</u> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Co-Op</u> <input type="checkbox"/> <u>Internship</u> <input type="checkbox"/> <u>Job</u> <input type="checkbox"/> <u>Careerline Tech Center Work Based Learning Program Placement</u> <input type="checkbox"/> <u>Careerline Tech Center Capstone/Pre-Apprenticeship Program</u> <input type="checkbox"/> <u>FuturePREP'd ACADEMY program</u> <input type="checkbox"/> <u>Academy Connections course</u> <input type="checkbox"/> <u>Military training experience</u> <input type="checkbox"/> Other
WBL Activities Adjusted Requirements based on year entering Hamilton Community Schools	
Grade Level Transferring in at:	Adjusted Requirement
Anytime before beginning of 11th grade year	Must complete all requirements.
During 11th grade year (1st or 2nd trimester)	Must complete 3 of the required experiences (1 must be from the training category).
During 11th grade year (3rd trimester)	Must complete 2 of the required experiences (1 must come from the training category).
During 12th grade year	Must complete 1 of the required experiences (1 must be from the training category).

Hamilton Community Schools - Work Based Learning

FOUR-YEAR PLAN OF STUDY

Name **Careerline Tech Center student (junior and senior year)**

English	4.0 credits	Social Studies	3.0 credits	Health 1	.5 credits
Math	4.0 credits	Test Prep	.5 credits	PE	.5 credits
Science	3.0 credits	World Language	2.0 credits	Vis/Perf/App Art	1.0 credits

(Course choices related to student profile Course selection to meet WBL "Preparation" requirement Course selection to meet WBL "training" requirement)

9th Grade	10th Grade	11th Grade	12th Grade
English 9 a	English 10 a	English 11 a	English 12 a or AP English a
English 9 b	English 10 b	English 11 b	English 12 b or AP English b
English 9 c	English 10 c	English 11 c	English 12 c or AP English c
Algebra 1 a or Geometry a	Geometry a or Algebra 2 a	Algebra 2 a or 3rd year Math	Senior Math a _____
Algebra 1 b or Geometry b	Geometry b or Algebra 2 b	Algebra 2 b or 3rd year Math	Senior Math b _____
Algebra 1 c or Geometry c	Geometry c or Algebra 2 c	Algebra 2 c or 3rd year Math	Senior Math (c) _____
Biology a	Chemistry a or Physics a	3rd year Science (CTE 1a)	_____
Biology b	Chemistry b or Physics b	3rd year Science (CTE 1b)	_____
Biology c	Chemistry c or Physics c	3rd year Science (CTE 1c)	_____
Civics	US History & Geography a	World History & Geography a	CTC (1a)-with WBL
Econ - Civics	US History & Geography b	World History & Geography b	CTC (1b)-with WBL
Economics	US History & Geography c	World History & Geography c	CTC (1c)-with WBL
Spanish 2a	Health 1 (1 tri)	CTC (2a)	CTC (2a)-with WBL
Spanish 2b	VPAA (1 tri)	CTC (2b)	CTC (2b)-with WBL
Spanish 2c	_____	CTC (2c)	CTC (2c)-with WBL
_____	_____	CTC (3a)	CTC (3a)-with WBL
_____	_____	CTC (3b)	CTC (3b)-with WBL
_____	_____	CTC (3c)	CTC (3c)-with WBL

- **CTC** (because it takes up three hours of a student's day, would could for 2 experiences in the "preparation" category)
- 2nd year CTC program in this case would include **CTC WBL placement**

Note: The following credit requirements are completed in middle school

- VPAA .5 credits
- PE .5 credits
- World Language 1.0 credits



What does implementation look like?

Approval

Communication



Implementation

Evaluation



Hamilton Community Schools - Work Based Learning

Action Steps for WBL Graduation Requirements (Hamilton Community Schools WBL)			
Action Item	Timeline	People responsible	Resources
Items that have already been created and prepared in preparation for WBL graduation requirement implementation			
Define each activity, hyperlink to outside entity as appropriate			<ul style="list-style-type: none"> HCS WBL (click on each link to see)
Outline what "successful completion looks like" for each activity			<ul style="list-style-type: none"> HCS WBL (click on each link to see)
Create a guide for each activity "how to verify completion"			<ul style="list-style-type: none"> HCS WBL (click on each link to see)
Determine "permission slip" process			<ul style="list-style-type: none"> Intent to Participate <small>(Intent to participate used for individual events, class events notify parents who sign off using final forms)</small>
Determine plan for students that transfer into Hamilton thought high school			<ul style="list-style-type: none"> WBL Graduation Plan for students transferring into HHS
Create WBL Check Form for counselors to use when checking in with students			<ul style="list-style-type: none"> WBL Check Form
Create sample 4 year plans that include multiple student profiles and in-school options			<ul style="list-style-type: none"> 4 year plan of study sample student profiles
Work Session with BoE with overview of WBL, what we do, graduation req ask	November 3, 2021	Ashley/Mat/BoE	<ul style="list-style-type: none"> Presentation
Initial communication with counselors on grad requirements	November 12, 2021	Ashley/Mat/Mitch	<ul style="list-style-type: none">
Initial communication with high school staff	December 15, 2021	Ashley/Mitch	<ul style="list-style-type: none">
Initial communication with middle	January 19,	Ashley/Liz	<ul style="list-style-type: none"> HMS Presentation

school staff	2021		
Stakeholders provide feedback on Graduation Requirements document including all hyperlinks, guides, etc that are created as a result of steps in rows 20-24	January/February 2022	Ashley/Counselors/April/Mat	<ul style="list-style-type: none">
Bring WBL graduations requirements to BoE (BoE puts on review for one month)	March 14, 2022	Ashley/Mat/BoE	
BoE votes to approve WBL Graduation requirements	April 11, 2022	BoE	
Per Board of Education approval of WBL graduation requirements, action steps below are necessary for successful implementation.			
Communication goes out to community around newly passed graduation requirements	April 12, 2022	Ashley/Mat/April	
Conversation with Flex and Flex Blended on what this looks like for those programs	May 2022	Dave/Mat/Ashley/Joey/Kristie	<ul style="list-style-type: none">
Determine exactly what PC process will look like	May 2022	Ashley/Mat/Sara/Counselors/David	<ul style="list-style-type: none">
Get with SPED department to determine needs	May 2022	Ashley/Mat/Sara/Holly/John	<ul style="list-style-type: none">
Committee and process created to determine what experiences count for WBL reqs that aren't spelled out in graduation reqs	May 2022	Ashley/Mat/Mitch/Lauren/teacher/parent	
Curriculum Guide updates for new graduation requirements	Fall 2022	Ashley/Lauren/Tracy	<ul style="list-style-type: none">
Graduation Requirement "communication" materials created	Fall 2022	<ul style="list-style-type: none"> Create: Ashley/April Input gathered from Mat/Mitch/Liz 	<ul style="list-style-type: none">
Parent Meetings about WBL graduation requirements	April/May 2023	Mitch/Ashley	<ul style="list-style-type: none"> May include Freshman Orientation
Communication to 8th grade	March 2023	Counselors/Liz/Mitch	<ul style="list-style-type: none">

Questions?

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