The Graduation Handbook and CTE

Dr. Shari Sevier, L.P.C.
Director of Advocacy
Missouri School Counselor Association
In 2006, the Missouri State Board of Education approved 24 credits as the minimum graduation requirements beginning with the Class of 2010. This includes:

- 4 units of English
- 3 units of Mathematics, Science and Social Studies
- 1 unit of Fine Arts, Practical Arts and Physical Education
- .5 unit in Personal Finance
- 7 units of Electives
• Students, with the assistance of educational staff, are expected to develop an ICAP which creates a road map for high school and beyond.
• An ICAP is a student’s roadmap to their future via anticipated course work, assessments, organizations and experiences.

The Individual Career Academic Plan (ICAP)
Elementary Level: students start to become aware of the concept of work and begin to learn about the world of work through broad career paths.

Middle Level: students should be provided with career and educational exploration activities that focus on career paths and clusters through coursework and various career activities.

This culminates in the initial ICAP, developed no later than the end of 8th grade.
At the high school level, the ICAP should be updated and revised annually; it’s best to include parents as well.

The school counselor is typically the “keeper” of the ICAP, making sure to include/discuss:

- Course selection that capitalizes on talent and interest
- All of the post-secondary opportunities available, and their requirements
- Information on internships, apprenticeships, pertinent extra-curricular activities, and information on IRCs and TSAs
Transfer Students
If a transfer student from a Missouri high school is placed in grade 10 or above, local policy may permit the student to graduate upon satisfactory completion of his/her ICAP that would have met the graduation requirements of the school formerly attended. They must also meet the requirements for US/MO Constitutions tests, US History, Civics exam, and CPR instruction. (pg 8, Graduation Handbook and Appendix A)
Transfer students from another state, country or home school may graduate upon successful completion of an individualized program of study which school officials, parents, and students agree will allow the student to graduate college/career ready, even though the program of study may not include 24 units of credit as defined in Missouri (p 9).
• Seniors transferring from other states or countries may graduate without meeting the requirements of the US/MO Constitution tests and US History. However, they must show proof that they successfully completed a course on the institutions, branches and functions of the state government, including local governments, and the government of the US, and the electoral process.
• Students must still complete the Civics requirement and the CPR requirement.
Elective Credit-Bearing Options
Career Exploration Program: Off-Campus

- This program involves students who have not yet selected occupational goals and who will benefit from exposure to a variety of occupations, as practiced at the job site, so they may develop their own occupational objectives from direct experience.
  - Teacher supervised
  - Student must be enrolled in a regular high school program
  - No more than 9 weeks at a work site (outside of the school day)
  - Must have a written instructional plan with specific learner objectives and an evaluation plan for student performance
  - May or may not be paid
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Cooperative Career Education Program: Off-Campus

- Involves students enrolled in a DESE approved cooperative career ed program
- Course must meet departmental requirements
- Program incorporates real world experiences and learning into the student’s academic experience
  - Must be enrolled in a DESE approved career education program with classes that are concurrent with the off-campus experience
  - Teacher-supervised
  - Written instructional plan that includes learner objectives, an evaluation plan for student performance, and a training contract signed by all parties involved
  - May or may not be paid
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Cooperative Career Education Program: Off-Campus
Waivers and Substitutions
• Local board of education policy may permit a waiver of one unit of academic credit (English language arts, math, science, or social studies) for students who complete a 3 year career and technical education program of studies.
• The 3 unit career and tech program must constitute a planned program leading to specific career-related competencies, not simply any 3 units of credit.
• This does not exempt the student from the Missouri Civics initiative.
• Students must take end-of-course exams required for any waived course.
Things to Consider

- ICAP and future career goals
- Academic preparation for post-secondary and work opportunities
- NCAA required core courses
- Future post-secondary education, military and other future training institutional admissions requirements
- Number of credits a student must earn to graduate from high school
Career and Technical Education Certificate
Career and Technical Education Certificate

- Intended to provide students with the necessary technical and employability skills to be prepared for an entry-level career or additional training in a technical field.
- Students must meet all requirements.
- It is intended that schools support student efforts to accomplish these requirements through the development and monitoring of the ICAP based on a career pathway.
1. Meet all graduation requirements
2. Qualify as a CTE concentrator (a student who has earned 3 or more credits in a sequence in any DESE-approved career ed program area as defined on the student’s ICAP)
3. Maintain a minimum GPA of 3.0 on a 4.0 scale in the CTE area of concentration as defined on the ICAP
4. Pass an approved Technical Skill Assessment (TSA) and/or earn an approved Industry Recognized Credential (IRC) aligned with the student’s CTE area of concentration.

5. Complete a minimum of 50 hours of appropriate work-based learning experiences aligned with their CTE area of concentration. This 50 hr requirement would be consistent with the 50 hr unpaid tutoring or mentoring requirement of A+ schools.
6. Maintain at least a 95% attendance record overall for grades 9-12.
7. Demonstrate attainment of soft skills/business skills.
8. Achieve a score at or above the state standard on any DESE-approved measure of college and career readiness (ACT, SAT, ACT WorkKeys, ASVAB).

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CTE Certificate, con’t.
1. Download your copy of the Graduation Handbook from the DESE website.
   https://dese.mo.gov/college-career-readiness/school-counseling/school-counseling-index#G
2. READ AND RE-READ the Graduation Handbook.
3. Ask questions of the counselors at the Career and Technical schools or call Dr. Yoesel, Chrissy Bashore or Amber Ernst at DESE.
4. Research your own district’s policies!!
Thanks for everything you do for students!!