

Santa Rosa City Schools
Graduation with an Industry Concentration
(Formerly Certificate Specialist)
Draft

Graduation with Industry Concentration

The purpose of the graduation with an industry concentration is to support the Santa Rosa City Schools Mission to ensure “equitable access to a transformative educational experience grounded in the assets of our students, staff, and community. We nurture the whole student in an engaging, challenging, and safe environment.”

An **industry concentration** is defined as taking courses that fit under a California Department of Education (CDE) recognized industry sector (recognized with a cord at graduation). A student may meet the requirements of an industry concentration in three ways.

1. The student takes a series of 2 or 3 sequential courses that are aligned within a CDE recognized industry sector in a CTE designated pathway.
2. The student takes a series of 2 or 3 sequential courses that are aligned within a CDE recognized industry sector in a school site designated pathway.
3. The student takes, at minimum, 2 non-sequential courses that are aligned within the same CDE recognized industry sector AND completes a component of **work readiness***.

At Spring of the 10th grade year, if a student declares an intent to follow an industry concentration and/or the counselor identifies the student who is on track to be an industry concentrator, the school site counselor will:

1. Meet with the student by the end of February.
 - If the student pursues a graduation plan that retains UC/CSU eligibility, no further steps needed
2. Advise and complete the application for Graduation with an Industry Concentration Area. This meeting includes reviewing the student's plan for graduation including post-secondary options.
 - If graduation plan takes student off of UC/CSU eligibility, parent/guardian meeting must occur along with steps 3 - 6 below
3. Records notes in the Student Information System (SIS).
4. Sends application to the Site MTSS Tier 2 Team for review.

Site MTSS Tier 2 Team and District Tier 3 Team actions:

1. Site MTSS Tier 2 Team will review and submit to the District MTSS Tier 3 Team.
2. District MTSS Tier 3 Team will review.
3. District MTSS Tier 3 Team will submit a list of the students and their Concentration Areas to the superintendent by April for an information item to the Board.

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Selecting an Industry Concentration Area and the Application Process

Grade Level	Timeline	What	Who	Needs
9th	August - November	Meeting to discuss high school options including a-g and industry concentration	School counselor with student, and parent/guardian	-4 year plan developed for every student and documented in SIS
	April - May	Student group presentations to review graduation options	College Career Counselor (CCC)	-Document in SIS
10th	January course selection sheet with industry concentration option provided to all students	Student who indicates interest in industry concentration to meet with counselor to discuss industry concentration and course selections by end of February	Counselor holds meeting with student and Parent/Guardian if course selection takes student off UC/CSU eligibility	<ul style="list-style-type: none"> -Include CCC -Document SIS -Application -Schedule changed if needed -A work readiness component will need to be discussed and set up if the student is electing to take non-sequential industry concentration courses.
	The following three steps are only for those students who are pursuing an industry concentration with a four year plan that takes the student off of UC/CSU eligibility			
	January to May	Site Approval of Application	Site MTSS Tier 2 Team Reviews	Completed Application with graduation plan

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	January to May	District Approval of Application	District Tier 3 Team Reviews	Completed Application with graduation plan and school site signatures
	January to May	Board Information Item	Superintendent Board of Education	List of Names and Graduation with a Concentration Area
11th	January Course selection sheet with industry concentration option provided to all students	Student who indicates interest in industry concentration to meet with counselor to discuss industry concentration and course selections by end of February	Counselor holds meeting with student and Parent/Guardian if course selection takes student off UC/CSU eligibility	-Include CCC - Document SIS -Application -Schedule changed if needed -A work readiness component will need to be discussed and set up if the student is electing to take non-sequential industry concentration courses.
	The following three steps are only for those students who are pursuing an industry concentration with a four year plan that takes the student off of UC/CSU eligibility path			
	January to May	Site Approval of Application	Site MTSS Tier 2 Team	Completed Application with graduation plan
	January to May	District Approval of Application	District Tier 3 Team	Completed Application with graduation plan and school site signatures
	January to May	Board Information Item	Superintendent Board of Education	List of Names and Graduation with a Concentration Area

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***Examples of Possible Work Readiness Activities**

Awareness and Exploration	Preparation	Training
Our College and Career Counselors work with students building awareness of careers and defining the role of postsecondary education in the 9 th and 10 th grade.	In 11 th grade year students are encouraged to begin to apply learning through practical experience that develops knowledge and skills necessary for success in careers and postsecondary education.	The last year of high school students continue to apply learning through constructive experiences that develop and train for employment and/or postsecondary education in a specific range of occupations.
Learn ABOUT work.	Learn THROUGH work.	Learn FOR work.
<ul style="list-style-type: none"> • Career Interest Assessment • Informational Interviews • College and/or Career Fairs • Workplace Tours/Field Trips • Industry Panel Presentation • Career interest inventory • Job Readiness Skills workshops (resume writing, mock interviews, etc.) 	<ul style="list-style-type: none"> • Job Readiness Skills workshops (resume writing, mock interviews, etc.) • Business dress, behavior & etiquette training • Networking activity • Industry Panel Presentation • Financial Aid Awareness 	<ul style="list-style-type: none"> • Job Shadows • Mock Interviews • Work Experience • Cooperative Vocational Training • Internship – Paid/Unpaid • Service Learning • Dual enrollment • Financial Aid Application Workshop