

## Data Review Procedures for Course Enrollment

1. Data is examined each school year at the end of the semester or year. Some questions asked are:
  - a. Do we have any courses/sections/grades with any of the following dealing with sex, disability, race or national origin:
    - i. Males or Females only?
    - ii. Regular Ed or IEP students only?
    - iii. White students and no minorities?
    - iv. Socioeconomic status imbalance?
    - v. Broken family imbalance?
    - vi. ELL students only?

Individuals involved with the analysis of information and data include the following:

- Elementary Principal
- Secondary Principal
- Superintendent
- Elementary Counselor
- Secondary Counselor
- Classroom Teachers (elementary grade sections)
- CTE Teachers

CTE teachers discuss their class enrollments during PLC meeting times on a yearly basis, and attempt to promote their programs and potential careers to students during courses and during registration times. All CTE teachers also have exploratory courses (except Industrial Tech) with middle school students, and CTE teachers have a Safety Day with students in grades 3-5 at the elementary on an annual basis. In addition, all high school students (typically their Junior year) are required to take a Real Life course with both an Industrial Tech teacher (Auto and Home Repair) and Family and Consumer Science teacher (Wellness and Healthy Living) for six weeks each.

The Secondary Guidance Counselor promotes all programs to all students during registration time, and throughout the school year as careers are explored by students.