

Elementary Career Information

As human beings, our job is to help people realize how rare and valuable each one of us really is, that each of us has something that no one else has —or ever will have —something inside that is unique to all time. It is our job to encourage each other to discover that uniqueness and to provide ways of developing its expression.

Mr. Rogers

Inside this issue:

| | |
|---|---|
| <i>Work Ethics</i> | 2 |
| <i>Young Person's Occupational Outlook Handbook</i> | 2 |
| <i>Job Shadowing/Economic Education</i> | 2 |
| <i>Arts, A/V and Communications Cluster</i> | 3 |
| <i>Anger Management Resources</i> | 3 |
| <i>Free Resources and Parent Newsletter</i> | 3 |
| <i>The Resource Center</i> | 4 |
| <i>Crisis and Disasters</i> | 4 |

Anger Management

Anger is a completely normal and healthy emotion until it gets out of control. Many students allow their anger to control them. Anger is only an emotion — how we act when we feel angry is up to us. When students act in anger, they seldom think rationally about what they are doing and what the consequences will be. They rarely stop to get the facts straight and often regret the consequences later. Providing activities and lessons for students to role-play and practice anger management skills properly will prevent further conflicts and help students resolve conflicts on their own.

This activity helps resolve conflicts and teaches children how to properly handle conflict.

Lesson Plans

Location: <http://sde.state.ok.us/home/defaultie.html>
 Click On: Site Index
 Select: 'G' for Guidance/Counseling
 Click On: Activities
 Select: *Pretzels* lesson plan

In the next activity, the student will use positive communications skills when expressing needs, wants, and feelings, and they will identify the skills needed to be a responsible friend and family member.

Location: <http://www.okcareertech.org/guidance/>
 Scroll To: Bottom of the page and click on **ELEMENTARY**
 Select: *Say It Again, Sam*

Students Talking About Respect, Inc.

In November, 2004, Students Talking About Respect (STAR) joined with the National Association of Students Against Violence Everywhere (**SAVE**) to provide the best possible violence prevention programs to schools.



SAVE is a student driven organization. Students learn about alternatives to violence and practice what they learn through school and community service projects. As they participate in **SAVE** activities, students learn crime prevention and conflict management skills and the virtues of good citizenship, civility, and nonviolence.

Location: <http://www.nationalsave.org>

School-Based Enterprises (SBE)

Examples of SBE give the activity, contact name, and school. SBE engage students in producing goods and services for sale. These hands-on activities can be directly linked to the curriculum.

Location: <http://www.okcareertech.org/guidance>
 Click On: *Career Activity File*
 Select: *School-Based Enterprises*
 View: *Best Practices* on pages 17-19 and 43-45

Front Yard Fortunes

This site gets students in Grades 2-5 on the path of smart money management. Using this site, students can start an at-home business or a company at school. Businesses that students can start include Rock Decorating, Beaded Key Chains, Greeting Card Stand, Bake Sale, and Car/Bike Wash. Each time students learn about financial concepts, they will earn points that your school can redeem for technology-based rewards.

Location: <http://www.fleetkids.com/fleet/ff/business.b.html>

Work Ethics

Good work ethics involve determining what is right or wrong in the workplace, then doing the right thing. The work ethic is a cultural norm that places a positive moral value on doing a good job and is based on a belief that work has intrinsic value for its own sake (Cherrington, 1980; Quinn, 1983; Yankelovich and Immerwahr, 1984). Ethical behavior includes following personal and professional codes of ethics, such as being honest, maintaining good attendance (and explaining any absences), starting work on time and being productive while at work, keeping confidential matters to yourself, avoiding gossip and disputes, following workplace rules and regulations, respecting your co-workers, and keeping your promises.



Work ethics are important in the workplace and in the school room.

In today's work setting, employees need to have a strong work ethic. This is important because we are in the "information age," where employees often must set their own schedule, usually work with less direct supervision, and frequently experience change and innovation in their work.

Work Ethic Activities

Calculate how much it would cost a company if a worker comes in 15 minutes late each day.
Location:

<http://www.okcareertech.org/guidance>

Click On: Products – Career Activity File

Select: Work Ethics and Career Clusters 2004

View: *Wasted Time* (page 17)

Calculate the cost businesses lose when employees are dishonest.

View: *Ethic Word Problems* (page 20)

Young Person's Occupational Outlook Handbook (OOH)

Based on the Department of Labor's 2004–2005 **Occupational Outlook Handbook**, this popular guidebook is ideal for helping young people explore 270 jobs that cover more than 88 percent of the workforce. Purchasing this elementary OOH through CareerTech will save you \$5 on each book.

The book is grouped into 11 sections based on the main sections of the **OOH**. Within each section are one-page

Purchasing this elementary OOH through CareerTech will save you \$5 on each book.

descriptions of related jobs.

Each includes:

A brief description of the job

Details on working conditions

School subjects related to the job

Suggested activities for "trying out" the job
Information on earnings, education, or training

Employment outlook

Contact: CIMC Catalog, 1-800-654-4502

Inventory Number: CS1109

Job Shadowing/Economic Education

This guide provides a framework for developing of an individual business/education partnership to design and conduct successful job shadowing experiences. The guide includes six lessons, suggestions for teachers in pre-tour visits to the business, and ways to assist the business in planning the students' tour.



Location: <http://www.okcareertech.org/guidance>

Click On: Career Activity File

Select: *School-to-Work Sustainability*

View: *Third Graders Go to Work* (page 25)

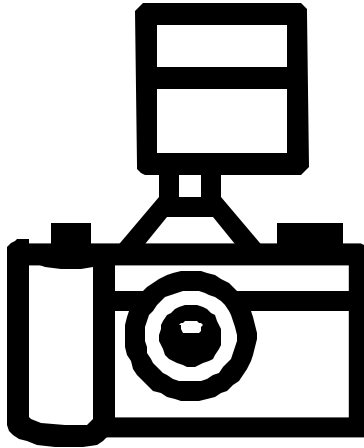
Arts, A/V Technology, and Communications Cluster

Arts, A/V Technology, and Communications

Definition - The jobs in this cluster help make, create, and/or communicate ideas and thoughts through performing arts, design, or journalism. Occupational examples include Actor/Actress, Sportscaster, and Florist.

Cluster Activity - Career Photographers

Discuss tips for taking photos with students. Provide one disposable camera for every four students. Distribute cameras with students; they take turns until all of them have shared the camera with their parents.



Have each student's parents take six pictures of themselves at work. Pictures should include the parent holding or working with tools specific to occupation, completing a daily task, using technology in the workplace, interacting with co-worker or customer, immediate work surroundings, and one photo of their choice. Students explain the photography tips they learned in school to their parents. After prints are developed, send them home for the parents and child to write a narrative to accompany the pictures, which should include goods or services produced and how school subjects relate to the job. Once the completed pages are returned to school, place them in protective sleeves within a three-ring binder. Students may check them out of the class library.

Anger Management Resources

Whootie Owl's Stories to Grow By

This kid-approved collection of folk and fairy tales is based on themes of human values.

Location: <http://hazel.forest.net/whootie/default.html>

Click On: *Folk and Fairy Tales from Around the World That Help Kids Grow*

Students Learn Respect

These Web resources teach respect and good manners through stories, poems, songs, games, biographies, lesson plans, and activities.

Location:

http://www.education-world.com/a_curr/curr232.shtml

Responsive Classroom

Responsive Classroom is an approach to teaching that strives

National Youth Violence Prevention Week April 4-8

<http://www.violencepreventionweek.org/>

to fully integrate social and academic learning throughout the school day and to create a caring community where students are able to become strong and ethical thinkers. The Responsive Classroom involves classroom organization, a morning meeting, rules and logical consequences, choice time, guided discovery, and assessment and reporting to parents.

Location: <http://www.responsiveclassroom.org/>

The Random Acts of Kindness Foundation

"The Random Acts of Kindness Foundation inspires people to practice kindness and to 'pass it on' to others." This resource that will help you remember and even define "Acts of Kindness," and make clear the importance of these acts. You'll have the opportunity to see what others in your area are doing. There are kindness quotations, inspirational stories, a Teacher's Corner for Shared Ideas, and Resource Guides.

Location: <http://www.actsofkindness.org/>

Free Resources and Parent Newsletters

Check out this Web site to see if there are any CDs you would like to order for your school. It is free software for the price of shipping and handling. While you are at the site, preview the *Parenting Tips Newsletter*. This is a great way to partner with your parents.

Location: <http://familyeducation.com/home/>



**OKLAHOMA DEPARTMENT OF CAREERTECH
GUIDANCE DIVISION**

Oklahoma Dept. of CareerTech
1500 West 7th Avenue
Stillwater, OK 74074

Phone: 405-743-5123
Email: jhawk@okcareertech.org

TEACHER/EDUCATOR/COUNSELOR

**Elementary Career Lesson Plans
(Added quarterly)**

<http://www.okcareertech.org/guidance>

The Resource Center

The Resource Center at the Oklahoma Department of Career and Technology Education offers a library of materials (print and non-print) for checkout to Oklahoma educators. Materials may be checked out for one month and renewed if no one else is waiting on them. There is **no fee** for borrowing the items, but the borrower is responsible for return postage. Overdue notices are issued for items not returned on or before their due date. Replacement of lost or damaged materials is the responsibility of the borrower.

The Resource Center is open Monday-Friday 8 a.m. to 4:30 p.m., and is closed on state designated holidays. Please note the Resource Center is open during school vacations. Materials may be requested by phone, e-mail, or walk-in. Subject bibliographies are listed on the Web site under Elementary Counselor Resource. Check out the sample resources .

Character Education Through Children's Literature
370.114 OSU

Sheryl O'Sullivan discusses why character education is important in elementary and middle schools and provides a rationale for using children's literature as the instructional vehicle.

Building A Caring, Cooperative Classroom: A Social Skills Primer
371.395 BEL

This book offers 30 easy-to-follow lessons to help K-3 students learn critical social skills integrated through language arts themes.

Location: <http://www.okcareertech.org/resrc/default.htm>
or Phone 405-743-5163

Click On: Search

New Resources Help Schools Address "Three Rs" of Crises and Disasters

The National Center for Child Traumatic Stress (NCCTS) has created new online resources specifically to help school personnel address safety, disaster planning and response, trauma and optimal learning in school settings. The Web site contains a general introduction to school safety, information on the effects of trauma on schools and learning, the "three Rs" of school crises and disasters (readiness, response and recovery), and information on service intervention programs as well as other valuable resources for schools.



Prepared by a team of experts at the NCCTS School Crisis and Intervention Unit.

Location: <http://www.NCTSNet.org>

Quotes

"What is right is right, even if no one is doing it. What is wrong is wrong, even if everyone is doing it." Source Unknown.

"There is no substitute for hard work." Thomas Edison

"Half a truth is a whole lie." Sam Levenson