

Highland Community Schools Academic and Career Planning

Highland Community Schools shall provide an Education for Employment Program for elementary and secondary students which has been developed in accordance with state guidelines and has been approved by the State Superintendent of Public Instruction.

This document is intended to help students, parents and community members understand the districts academic and career planning learning outcomes and how Education for Employment programs and services are being implemented at Highland.

Expected objectives listed in related legislation include:

- Prepare all students through Academic and Career Planning (ACP) activities for future employment, including the practical application of basic skills in the general and vocational curricula
- Develop Employability Skills and attitudes through career exploration, planning and decision making.
- Ensure technical literacy; to promote life-long learning
- Promote good citizenship
- Implement a strategy to engage businesses, post-secondary education institutions, and workforce development in overall planning in alignment with projected workforce needs.
- Perform analysis of local, regional, and state labor market needs.
- Provide professional development to staff to deliver ACP in G6-12.
- Implement a process to regularly engage parents in ACP.

Specific Instructional Outcomes include the following:

Provide **career awareness** at the **elementary** levels.

- Why people work.
- The conditions under which people work.
- The levels of training and education needed for work.
- Common expectations for employees in the workplace.
- How expectations at school are related to expectations in the world of work

Provide **career exploration** at the **middle school** levels.

- Continuum of careers
- Alignment of personal interests/skills relate to those careers
- Work-based learning
- Career research to identify personal preferences

Provide **career planning and preparation** at the high school levels.

- Career research to identify personal preferences for specific occupations.
- School supervised work-based learning experiences
- Career decision making
- Application of academic skills, applied tech, economics, entrepreneurship, and personal financial literacy.

The attached document outlines specific grade level expectations and activities that will be updated annually. Students in Grades 6-12 will employ “Career Cruising” software and their individual electronic portfolio to develop and track their Academic and Career Planning activities.

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Elementary School Academic and Career Planning Goal

Provide an academic foundation based on inquiry that broadens students' career awareness.

- Project Lead the Way
- Introduce career pathways through guidance lessons
- Each elementary grade level incorporates career exploration throughout the school year

Middle School Academic and Career Planning Goal

Complete self-awareness activities to develop an understanding of personal strengths, weaknesses and interests and their relationships to potential career pathways.

6th Grade	7th Grade	8th Grade
<ul style="list-style-type: none"> ● Develop and Reflect upon Personal Academic Goals ● Develop and Reflect upon 21st Century Skills Goals ● Badger Exam ● Learning Styles Inventory ● Learning Styles Reflection Worksheet* ● Complete first 39 questions of Matchmaker ● Creating ACP page on personal Weebly website and uploading relevant documents* 	<ul style="list-style-type: none"> ● Develop and Reflect upon Personal Academic Goals ● Develop and Reflect upon 21st Century Skills Goals ● Badger Exam ● Open previous Matchmaker results & answer more questions under Improve My Results ● Explore top five occupations from Matchmaker results and Suitable for You? Feedback ● Research careers by school subject in the Careers section of Career Cruising ● Save at least one career of interest ● Have students journal about why the careers saved are a good fit and questions they have about them* 	<ul style="list-style-type: none"> ● Develop and Reflect upon Personal Academic Goals ● Develop and Reflect upon 21st Century Skills Goals ● Badger Exam ● Review previous Matchmaker results ● Complete My Skills assessment- Based on these results write top 3 skills to improve* ● Research Careers by cluster and by industry ● Save two careers and two clusters of interest ● Explore Education section in occupation profiles of interest ● Based on career interests and goals, select 9th grade courses and a tentative 4-year academic plan*

Topics covered on a 3-year rotational basis (to ensure each student is exposed to the information one time during in middle school):

- Career Exploration Unit
 - Broad Career Exploration
 - Using Career Cruising
 - Speakers from various career pathways
 - Personal Research project*
 - Cover Letter Writing
 - Resume Writing*
 - Job Applications
 - Interview Process with community members
 - Formal Thank You Letters

*Elements that are required to be included in personal Weebly portfolio website

High School ACP Goal

To ensure preparedness for post-secondary options, student will narrow career pathways to guide course selection and complete service learning projects.

Freshman	Sophomore	Junior	Senior
<ul style="list-style-type: none"> ● Develop and Reflect upon Personal Academic Goals ● Develop and Reflect upon 21st Century Skills Goals ● Aspire Exam ● Complete Learning Styles Inventory ● Reflect on learning style changes since middle school* ● Use Career Selector to research careers based on criteria and explore results ● In Education section of Career Cruising review the College Planning Timeline ● Explore Schools and Majors by keyword in Education section ● Journal about two majors and two schools of interest* ● Revisit and revise 4-year academic coursework plan prior to registering for sophomore year courses* 	<ul style="list-style-type: none"> ● Develop and Reflect upon Personal Academic Goals ● Develop and Reflect upon 21st Century Skills Goals ● Aspire Exam ● Start a new Matchmaker assessment ● Explore results and review Suitable for you? feedback ● Career Selector* ● Compare and contrast results from Career Matchmaker and Career Selector* ● Save at least two additional schools and two majors of interest ● Introduce Youth Apprenticeship options ● Revisit and revise 4-year academic coursework plan prior to registering for junior year courses (consider AP or Advanced courses)* 	<ul style="list-style-type: none"> ● Develop, Reflect and Modify upon Personal Academic Goals both in the short- and long-term ● Develop, Reflect and Modify upon 21st Century Skills Goals both in the short- and long-term ● Junior service learning project ● ACT Exam ● Personal financial literacy concepts course ● Junior planning conferences with parents and guidance counselor ● Research post-secondary options of interest ● College campus visits ● Complete My Skills assessment-Write top three skills to improve and ideas of how to do so* ● Under Employment, use Job Search to look up postings of interest ● Complete Financial Aid Selector and explore results ● Review and rank saved schools and majors ● Build high school resume* ● Review Youth Apprenticeship options ● Revisit and revise 4-year academic coursework plan prior to registering for senior year courses (consider AP or Advanced courses)* 	<ul style="list-style-type: none"> ● Develop, Reflect and Modify upon Personal Academic Goals both in the short- and long-term ● Develop, Reflect and Modify upon 21st Century Skills Goals both in the short- and long-term ● Revisit latest Matchmaker, My Skills and Career Selector results ● Senior service learning project ● Final Senior project community presentation ● Senior project reflection paper* ● Gather letters of recommendation ● College campus visits ● Apply to post-secondary options ● Choose post-secondary option ● Complete scholarships ● Complete FAFSA

*Elements that are required to be included in personal Weebly website

Resources Used to Implement ACP

- <https://public.careercruising.com/en/>
- <http://dpi.wi.gov/acp>
- <http://www.ncwd-youth.info/>