

# Gibraltar Secondary School

## Academic & Career Planning Handbook



# **Introduction to Wisconsin Academic & Career Planning (ACP)**

Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. Family engagement is also stressed in the ACP initiative throughout the 6-12 experience.

The Wisconsin Department of Public Instruction (<http://dpi.wi.gov/acp>) in the PI-26 legislation requires public school districts to provide academic and career planning services to students in grades 6 through 12. Each school district must provide evidence of their implementation of PI-26. This documentation was created as evidence of implementation.

## **PI-26**

The Gibraltar Board of Education "shall provide access to an education for employment program approved by the state superintendent". The purpose of education for employment programs is to prepare elementary and secondary pupils for employment, to promote cooperation between business and industry and public schools, and to establish a role for public schools in the economic development of Wisconsin. This chapter defines education for employment programs, describes the process for approval of education for employment plans, and establishes approval criteria for education for employment plans, and establishes approval criteria for education for employment programs.

The PI-26 Administrative Rule pertains to students in grades 6-12, includes developing a long-range plan with school district staff and community stakeholders, requires posting this plan to the district's website, and requires that this plan be reviewed annually.

## **Xello**

Xello is a web-based platform that Gibraltar Area Schools use to help students build self-awareness, explore interests, research educational opportunities, and save information to an individualized plan for post-secondary success. Xello provides career and education information to help individuals meet their career goals.

## **SMART Goal for 2020-21 School Year:**

By the end of the 2020-2021 school year, all Gibraltar students in grades 6-12 will complete all tasks in the Xello program.

## **Non Discrimination Policy**

The Board of Education is committed to providing an equal educational opportunity for all students of the district.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities.

The Board also is committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122—Nondiscrimination and Equal Employment Opportunity. (Policy 2260)

## **Feedback/Concerns**

All school rules are subject to regular review. Students or parents who have a suggestion for a change or a new procedure are encouraged to talk to a coach, advisor, teacher, or administrator. All suggestions will be given due consideration and presented to the Superintendent and the Board of Education where appropriate.

Individuals who are not satisfied with a decision or discussion regarding school procedures should contact the building principal. A complaint or challenge that remains unresolved after discussing the matter with the building principal must be submitted in writing and will be reviewed by the superintendent. The superintendent will confirm or reject the principal's decision. If the concerned party is not satisfied with the superintendent's decision, an appeal can be made through the school board.

## ACP in the Homeroom and Study Hall

Many of the ACP activities at Gibraltar Secondary School (Grades 6-12) will take place during students' homerooms and study halls with their assigned teachers. Homeroom and study hall teachers work with a core group of students throughout the student's academic year to promote strong school relationships and provide a consistent foundation for achieving college and/or career goals.

Supervising teachers are responsible for working with their students to ensure students complete all assigned tasks in Xello before the conclusion of the school year. They are responsible for:

1. Conducting assigned ACP activities and assisting students with the process
2. The ACP Team will designate ACP Activities required in Xello. The study hall or homeroom teacher will be responsible for assisting their students with completion of the requirements and completing the "MY PLAN" portfolio.
3. Overseeing students' progress toward completing ACP activities. Ensuring all required ACP activities are completed within their assigned students' grade level.
4. Collaborating with other study hall and homeroom teachers and ACP Team as needed
5. Conduct activities that foster relationship building
6. Support a positive environment where students feel cared for and comfortable
7. Monitor progress in classes and course choices which help students achieve their ACP goals
8. Engage in regular goal setting and grade checks with students

# Door County Business & Education Partnership

from: <http://www.doorcountybusiness.com/business-assistance/dkbep/>

The Door County Business & Education Partnership is the one-stop access point for business and education connections in Door County, providing referral services to match business and education needs and resources. The Partnership strives to ensure that all area students have the skills and behaviors necessary to succeed in the ever-changing global economy, and that every student graduates from high school successfully prepared to enter skilled entry-level employment, technical college or training, or a post secondary university or college. The Business & Education Partnership believes that "Education is Everybody's Business!"

COVID-19 Note: Some programming may be limited due to the COVID-19 Pandemic.

## **Career Awareness**

### **-Job Shadow Program**

Allows students the opportunity to explore local careers of interest by job shadowing someone working in that occupation. Though most job shadows are set up directly through the school CTE coordinator, the partnership assists with the job shadow with the business, student and teacher/counselor.

### **-Group Tours with Businesses**

The Partnership sets up tours at local businesses for students/teachers to show what the workplace looks like and the types of jobs available.

### **-Career Day**

The Partnership contacts employers and sets up the Career Day activity at NWTC. It gives students an opportunity at the 8th grade level to start learning about the different careers that are available within our community.

### **-Contact between Business and Schools**

The Partnership can help the schools and students to contact businesses to help in the exploration of careers, class projects and guest speaking.

### **-INSPIRE add-on to Xello**

INSPIRE is an add-on software package that allows students to communicate with experts in career fields. Students can use this software to engage with actual practitioners to explore their post-secondary interests.

## **High School Certified Nursing Assistant Program**

This program is offered to high school juniors or seniors who may be interested in pursuing a career in health care. Students attend a training course at the local technical college (NWTC) and complete clinical experience in training to become a Certified Nursing Assistant facilitated by a registered nurse at an area health care facility. Following this course, CNA students participate in the previously CBED funded Youth Co-op program and placed in hospitals, long term care facilities or home health agencies to receive on-the-job training. Seven healthcare facilities work with area youth on this program.

## **Advanced Manufacturing Field Study Class**

This program will be offered to high school students involved in both business and technology programs and will become a part of the high school curriculum. Area businesses will do a speaking tour to each of the six high schools we serve, highlighting their businesses and the careers that are available to students within that business. A week after the visit, students would take an in depth tour of the business and learn first hand what careers are available and the benefits to entering a career with that company. The impact of visiting the businesses in the industrial park to dispel the myths of manufacturing will have a large impact on educating our youth and possible future manufacturing employees.

## **Business and Technology Education Roundtable (Tech Teachers Council)**

High School tech education programs are feeder programs to the workforce. This program will bring business leaders from manufacturing together with area technology teachers and administrators to discuss the businesses' desired skill sets for young adults who will be entering the workforce. Schools will have the opportunity to express the support they need from area businesses to turn out students who are ready to enter the local workforce. In discussions with local business leaders we have heard over and over that students do not have the skill sets they are looking for when they exit high school. Meetings with teachers have revealed that they would love to have feedback from businesses about what they could include in their daily lessons that would have "real world" impact. The result in these meetings and curriculum realignment would impact all students whose teachers participated and businesses would feel they have some stake and involvement about how students are being prepared for post high school endeavors.

## **Students with Disabilities & ACP**

ACP is for **ALL** students grades 6-12 in the Gibraltar Area School District, regardless of individual situation. Accommodations will be provided to students in need of assistance.

In grades 6-12, all students have the opportunity to participate in:

1. Homeroom/study hall ACP Activities
2. Student, Parent, and School Counselor Planning Conferences in Grades 10 and 11
3. Completion of their Xello "MY PLAN"
4. Freshmen Orientation
5. Additional Services are provided when appropriate through community organizations
6. 8th Grade Career Fair
7. Junior Year Wisconsin Education Fair attendance and college tour
8. Career Preparation through Special Education Services

NOTE: Some programming may be remote or not offered during the COVID-19 Pandemic

## **Advanced Placement Course Offerings & Dual Credit Options**

### Advanced Placement Offerings

- AP Chemistry
- AP Psychology
- AP Environmental Science
- AP Computer Science A
- AP Spanish Language & Culture
- AP Physics 1 OR C
- AP English Literature & Composition
- AP English Language & Composition
- AP United States Government & Politics
- AP Computer Science Principles
- AP United States History
- AP Biology
- AP Calculus AB
- AP Calculus BC
- AP Statistics
- AP World History

## **Wisconsin Early College Credit & Start College Now**

GRADE: 11- 12

CREDIT: To Be Determined

PREREQUISITE: Satisfactory attendance and graduation status

DESCRIPTION: The Wisconsin Youth Options program allows public high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private nonprofit institutions of higher education. Approved courses can count toward high school graduation as well as for college credit.

The program opens the door to greater learning opportunities for motivated students who are considering a technical career, wishing to begin college early, or those who want to prepare themselves to enter the workforce immediately after high school graduation.

Under these programs a student will not have to pay for a college course if the school board determines the course qualifies for high school credit and is not comparable to a course already offered in the school district. If the course is approved by the school board, the student can receive both high school and college credit upon successful completion of the course. A student who successfully completes high school graduation requirements will earn a high school diploma regardless of whether the requirements were met while attending high school or college.



# KNOW, EXPLORE, PLAN, AND GO

The ACP Model is KNOW-EXPLORE-PLAN-GO

- **KNOW-Who am I?**
  - Self-Awareness activities
  - Exploration activities
  - Individual goal-setting
- **EXPLORE-What do I want to do?**
  - Career awareness assessment
  - Career research
- **PLAN-How do I get there?**
  - Connecting middle and high school instructional activities with preparation to enter a particular field of interest.
  - Work-based learning opportunities
  - Extra-curricular and community-based learning experiences
  - Postsecondary training options
  - Financial plan to cover cost of postsecondary training
- **GO-Do IT!**
  - Update the "MY PLAN" throughout the school year
  - Adapt/Modify intentional sequence of courses
  - Adapt/Modify personal goals
  - Adapt/Modify career goals
  - ACP Conferencing (Viking Visits)

# Xello Activities

Each year, students will be required to complete certain activities in their Xello account. These activities follow the KNOW-EXPLORE-PLAN-GO Model. The table below depicts the activities required at each grade level. Students complete these activities during their PEP Homerooms with their PEP Homeroom teacher. Their progress and plans are reviewed with the students and parents during their planning conferences (Viking Visits). The table has an "X" in required areas, though students have the ability to update all areas of Xello at any time.

<b>Criteria</b>	<b>Grade Level</b>						
	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>10</u></b>	<b><u>11</u></b>	<b><u>12</u></b>
<b>Career and Education Exploration</b>							
Career Matchmaker	X	X	X	X	X	X	X
My Skills			X		X		
Ability Profiler*							
Learning Styles Inventory	X		X		X		
My Saved Careers	X	X	X	X	X	X	X
Minimum Number of Careers	1	2	3	4	4	4	4
Career Selector			X		X		
My Saved Schools			X			X	X
Minimum Number of Schools			1			2	3
School Selector						X	
Financial Aid Selector							X
<b>Four Year Education Plan</b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>10</u></b>	<b><u>11</u></b>	<b><u>12</u></b>
Education Plan: Grade 9							
Minimum Number of Credits							
Education Plan: Grade 10							
Minimum Number of Credits							
Education Plan: Grade 11							
Minimum Number of Credits							
Education Plan: Grade 12							
Minimum Number of Credits							
<b>Career Planning</b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>10</u></b>	<b><u>11</u></b>	<b><u>12</u></b>
My Saved Clusters		X	X	X	X		
Career Planning Activities**			X		X	X	
Minimum Number of Activities			1		2	3	
Post-Secondary Plan							X
Career & Life Goals			X	X	X	X	X
<b>Activities &amp; Abilities</b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>10</u></b>	<b><u>11</u></b>	<b><u>12</u></b>
Hobbies & Interests	X	X	X	X	X	X	X
Minimum Number of Activities	1	1	2	2	3	3	3
Extracurricular Activities	X	X	X	X	X	X	X
<b>Criteria</b>							

Minimum Number of Activities	1	1	2	2	3	3	3
Skills & Abilities			X	X	X	X	X
Minimum Number of Skills/Abilities			1	1	2	2	3
Awards & Certificates							
Work Experience							
Volunteer Experience							
Minimum Number of Hours							30
<b>Annual Portfolio Development Activities</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Annual Portfolio Review***							
Review & Revise****							
<b>My Journal</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
My Journal	X	X	X	X	X		
Minimum Number of Entries	1	1	1	1	2		
<b>Career Planning Activities</b>							
Attend a career/job fair							
Attend a college/training fair							
Attend a skill, career or tech center							
Attend camp (music, sports, arts, etc)							
Complete a job search workshop							
Complete interest or ability testing							
Complete or update interviewing skills							
Complete or update resume							
Co-op program or internship							
Discuss career options with a career advisor							
Explore an apprenticeship program							
Go on a field trip to a college							
Go on a field trip to a company							
Job shadowing program							
Pathway Interviews							
Practice completing job applications							
Practice or take the SAT/ACT							
Senior Project							
Take part in community service							
Talk to speakers (college, military, career)							
Work as a volunteer							
Work full-time							
Work in the Summer							
Work Part-Time							
Work Related Activities							
Other							

## In-Class and Organizational ACP Activities

Course curriculum at Gibraltar Area Schools oftentimes includes activities associated with ACP. The table below includes ACP activities that are addressed in classroom settings or through the school counseling program.

<b>Self-Awareness Activities (KNOW)</b>	<b>Class</b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>10</u></b>	<b><u>11</u></b>	<b><u>12</u></b>
Writing Personal Reflections	English	X	X					X
Writing Personal Reflections	Ladies on Life						X	X
Identifying Strengths	Viking Visits					X	X	
Identifying Needs								
Setting Personal Goals	Choir	X	X	X	X	X	X	X
Setting Personal Goals	English	X	X	X	X			
Setting Personal Goals	Physical Education			X				
Setting Personal Goals	Personal Finance							X
Setting Personal Goals	Inner Wellness						X	X
Setting Personal Goals	Math	X						
Reviewing Personal Goals	Viking Visits					X	X	
Reviewing Personal Goals	ELA	X						
Revising Goals	Viking Visits						X	
Ability Profiler								
Learning Style Assessment	Biology				X			
Personality Assessment	Health					X		
<b>Academic Preparation (KNOW)</b>		<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>10</u></b>	<b><u>11</u></b>	<b><u>12</u></b>
Graduation Requirements	Freshmen Orientation			X				

Graduation Requirements	Grade 8 with School Counselor			X				
Graduation Requirements	Viking Visits					X	X	
Virtual Courses	Typically Offered					X	X	X
AP or Advanced Courses	Typically Offered					X	X	X
Elective Courses			X	X	X	X	X	X
CTE Courses	Available				X	X	X	X
Dual Enrollment/ECC & SCN							X	X
IB Programs	NOT OFFERED							
Extra/Co-Curricular Involvement	Offered	X	X	X	X	X	X	X
Career Academics								
Project Lead The Way								
Industry or Technical Certifications								
STEM								
ASVAB	Off-Site							
Forward/Aspire/PREACT/ACT/SAT/Compass/Accuplacer			X	X	X	X	X	X
WorkKeys							X	
<b>Exploration Activities (EXPLORE)</b>	<b><u>Class</u></b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>10</u></b>	<b><u>11</u></b>	<b><u>12</u></b>
Career Interest Inventories	PEP Homeroom		X	X	X	X	X	X
Setting Career Goals								
Career Cluster Exploration	Psychology/AP Psychology						X	X
Career Pathway Exploration	Health					X		
Career Pathway Exploration	Math Team				X	X	X	X
Creation of Program of Study	Directed Study					X	X	X

Job Fair Participant & Reflection	Grade 8			X				
CTSO Participant & Reflection	DECA					X	X	X
Career Research	Biology				X			
Career Research	Environmental Science						X	X
Career Research	Criminalistics						X	X
Career Research	AP Environmental Science						X	X
Career Research	Human Anatomy & Physiology						X	X
Career Research	Earth Science						X	X
Career Research	Personal Finance							X
Career Research	Algebra 2					X		
Career Research	AP Statistics							X
Career Research	Math 7		X					
Interviews of Career Experts	English				X			
Career Research Paper	Personal Finance							X
Job Shadowing	Personal Finance						X	X
Work-Based Learning	Viking Voice				X	X	X	X
Work-Based Learning	GBAY/DECA					X	X	X
Internship or Externship	CTE							
Internship or Externship	GBAY/DECA							X
Youth Apprenticeship	DCBEP							
Service Learning Projects	DECA					X	X	X
Work Experience - Work Study and Internships	CTE						X	X
Volunteering								

Labor Market Decisions								
<b>Career Planning (PLAN)</b>	<b><u>Class</u></b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>10</u></b>	<b><u>11</u></b>	<b><u>12</u></b>
Resume Builder	Marketing					X	X	X
Resume Builder	Personal Finance						X	X
Cover Letters								
Investigate Post-Secondary Options							X	X
Campus Visits & Reflections							X	
Applications to Post-Secondary Options								X
Leadership Opportunities	English					X		
Leadership Opportunities	DECA					X	X	X
Leadership Opportunities	Student Council	X	X	X	X	X	X	X
Leadership Opportunities	Peer Leaders	X	X	X				
Personal Financial Literacy Concepts	Personal Finance						X	X
Financial Plan	Personal Finance						X	X
Complete FAFSA Form								X
Scholarship Instruction	Art			X				
Scholarship Instruction	Personal Finance							X
Scholarship Instruction	Mari Grenchik							X
Gather Letters of Recommendation								
Mock Interviews & Reflection	Marketing					X	X	X
Choosing a Post-Secondary Option								
Decision-Making Reflection	English					X		
Decision-Making Reflection	Health					X		
Decision-Making Reflection	Entrepreneurship					X	X	X

<b>Academic Planning Activities</b>		<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
Setting Academic Goals	Science		X	X				
Setting Academic Goals	English				X			X
Setting Academic Goals	Study Halls	X	X	X	X	X	X	X
Setting Academic Goals	Band	X	X	X	X	X	X	X
Intentional Sequence of Courses	School Counseling Program				X	X	X	X
On Track for Graduation	School Counseling Program				X	X	X	X
Freshmen Orientation	School Counseling Program, Teachers, and Principal			X				
Viking Visits	School Counseling Program					X	X	