

TRACKING YOUR FUTURE

2023-2024
ACADEMIC & CAREER
PLANNING GUIDE



Hilbert School District

1139 W. Milwaukee Street
PO Box 390
Hilbert, WI 54129-0390

Phone: (920) 853 - 3558
Fax: (920) 853 - 7030

Invest, Interact, Inspire... Every Child, Every Day!



ADMINISTRATION:

Superintendent

Mr. Anthony Sweere.....ext. 231

MS/HS Principal

Mr. Nathan Wesenerext. 244

MS/HS Administrative Assistant

Mrs. Terri Delvauxext. 224

STUDENT SERVICES:

School Counselor

Ms. Abbie Pospychala...ext. 225

Administrative Assistant

Ms. Amanda Ritschelext. 235

School Psychologist

Mrs. Christina DeMarco.ext. 316

H An Ongoing Process

At each grade level, students will practice goal setting and planning by developing and/or revising their personal Academic & Career Plan with guidance from adult mentors (staff, counselors, parents). This is meant to be a gradual process that builds from one year to the next and supports the unique developments of each student. Student goals and plans are expected to change annually based on their personal experiences.



6th Grade Student Outcomes

- Learn and explore each of the 16 Career Clusters
- Develop an initial Academic and Career Plan that will be modified over time
- Explore their interests and learn about time management and decision making

7th Grade Student Outcomes

- Complete a learning styles quiz that helps students understand themselves and how they learn, and use the results to identify potential career interests to explore further
- Explore career options in depth and explore how jobs and employers work
- Understand how to align course selection with potential career pathways

8th Grade Student Outcomes

- Understand what self-advocacy is and how important it is in your education and work place.
- Understand graduation requirements, what makes up a high school transcript, and the high school timeline of College and Career Readiness events
- Review the High School Course Offerings to develop the four year course plan which will assist in selecting courses that support academic and personal goals
- Conduct structured research on potential careers
- Individual academic and career planning meeting with parents and student services

9th Grade Student Outcomes

- Complete a personality styles quiz to help ensure student's personality works with their career choice
- Update experiences and skills to identify any key changes that could affect goals or plans
- Exposure to the concept of "post-secondary alignment," available opportunities, and financial planning that supports post-secondary

10th Grade Student Outcomes

- Complete a career matchmaker quiz to match potential career choices
- Continue structured research on potential careers and post-secondary options
- Explore how saved careers align to the student's lifestyle costs
- Understand how to research job opportunities, create and use a network to find employment, and assess labor market projections for future job opportunities
- Learn how to create a resume and go through a mock interview
- Learn about workplace skills and attitudes
- Individual academic and career planning meeting with parents and student services

11th Grade Student Outcomes

- Understand how to evaluate post-secondary opportunities, do a college search, and locate and complete a college application
- Explore career demands and how to maintain a work/life balance
- Understand financial implications for alternative post-secondary options along with resources available

12th Grade Student Outcomes

- Explore how to define career success, create career back-up plans, and possible career changes
- Ensure their Academic and Career Plan and related documents accurately reflects all honors, credentials, endorsements, etc. that comprise of their high school portfolio
- Transition their Academic and Career Plan portfolio to ensure access after graduation
- Participate in a job interview lesson and a professional mock interview with Business and Industry
- Individual academic and career planning meeting with parents and student services





Academic and Career Planning (ACP) and PI-26 Implementation in the Hilbert School District

Academic and Career Planning, or ACP, is a student-driven, adult-supported comprehensive process which engages families and students to create and cultivate their own unique and information-based plan for post secondary success. This plan is obtained through self-exploration, career exploration, and the development of career planning and management skills. This plan is developed by each student through collaboration with counselors, teachers, administrators, parents, and community partners.

Information about ACP

Why ACP Matters

What is ACP? (From DPI website FAQ on ACP. dpi.wi.gov/acp/faqs)

Academic and Career Planning (ACP) is a collaboratively developed, student-driven process for planning for success in middle school, secondary school, and post-secondary academics and career development. Research on the benefits indicates that the ACP process increases student motivation, engagement, school connection, and awareness of individual strengths and weaknesses. Students utilizing ACP also improve their understanding of postsecondary options, better connect their goals to educational coursework and career goal activities, and engage in long-term planning for life after high school graduation.

The term ACP refers to both a *process* that helps students engage in academic and career development activities and an e-portfolio *product* that is created and maintained for the student's academic, career, and personal advancement. These student-owned planning and monitoring tools help students create personalized programs of study that are aligned with high school graduation requirements, personal interests, and individually-defined career goals.

The ACP process is meant to ensure that all students have the opportunity to direct their learning to provide opportunities that will inform their choices for the future. The ACP process will foster personalized learning through activities and experiences to connect academic courses and personal, social and career goals. This should be supported in a way that advances goal setting, decision-making and self-advocacy skills. Building those skills will support postsecondary school, employment and life-long learning options over time.

Which students will participate in ACP?

All students enrolled in grades 6 through 12 in a public school district will participate in ACP. This also includes students with disabilities who have Individualized Education Programs (IEP)/Post-secondary Transition Plans (PTP), as well as students with Section 504 Accommodation Plans, English Language Learners, students who are Gifted and or Talented, students who are homeless, and students considered neglected and delinquent.

What is PI-26?

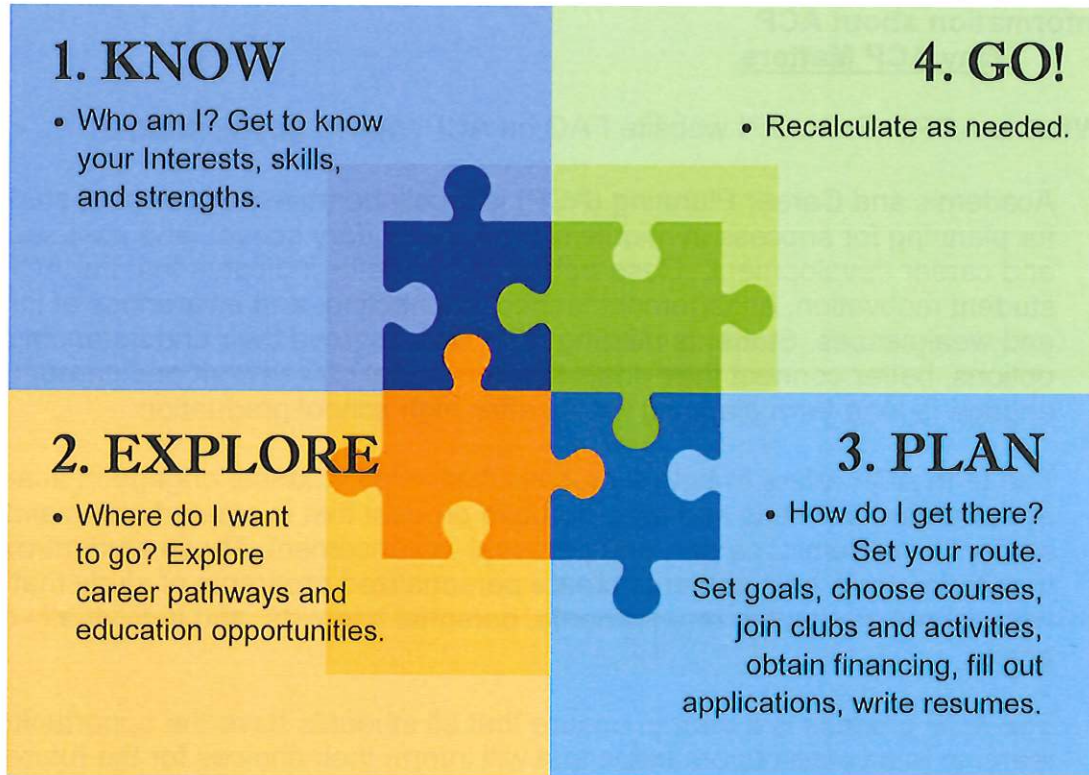
PI-26 is the legislation that requires Academic and Career Planning to take place in all public schools in the State of Wisconsin. Each school district must provide evidence of their implementation of PI-26. For more information on ACP and PI-26, click on the following links:

- Wisconsin DPI – ACP Page: <https://dpi.wi.gov/acp>
- Wisconsin DPI – ACP Memorandum: <http://dpi.wi.gov/sites/default/files/imce/acp/pdf/pi26memo0108.pdf>
- Wisconsin State Law – Chapter PI 26: <https://docs.legis.wisconsin.gov/code/>

The ACP Model

Know-Explore-Plan-Go aligns Wisconsin ACP required components with research-based recommendations 2,4,5,6,7 for incorporating career development throughout K12 for self-exploration, career exploration, and career planning and management.

4 Stages to Successful Academic and Career Planning (ACP)



Self-Awareness (KNOW)

- Periodic self-assessment of interests and strengths
- Reflection and goal-setting
- Financial knowledge & understanding of resources
- Academic courses & skill preparation
- Behavioral & employability skill preparation

Career Exploration (EXPLORE)

- Middle School career exploration activities and opportunities
- High school career exploration activities and opportunities
- World of work and labor market needs
- Understanding and comparing different postsecondary education & training
- Conferencing & mentoring
- Transitioning ACP Components

Career Planning (PLAN)

- Planning skills
- The Middle School plan
- The High School plan

Career Management (GO)

- Executing the plan
- Updating the plan with new information & artifacts



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How is HHS meeting the needs for PI-26?

Our district utilizes the computer program called “Xello” to assist students in exploring not only college and career options but it also provides skill building in self-awareness, relationship building, self-management, and responsible decision-making skills. This tool will also house their saved future planning information and is used to build their graduation portfolio that is a requirement for graduation and can be used during their mock interviews their senior year. For more information on this program, check out their website: [Xello Information](#)

Our district has purchased an add-on tool for Xello called “**Inspire**”. This program links students with information about local businesses. Local employee mentors in a large variety of career fields are also linked to students through this program to provide answers to questions and job shadows. Our staff can reach out to businesses to virtual or in person presentations about specific careers or clusters. For more information on this program, check out their website: [Inspire Information](#).

Student Involvement

- **High School (grades 9-12):**
 - **ACP lessons** are provided to students in their classes as outlined in our Planning Guide
 - **Earning college credit while in high school.** Options:
 - **AP (Advanced Placement)** College credit depends on the results of the AP test. Below are the HHS AP offerings:
 - AP Calculus
 - AP Pre-Calculus
 - AP Computer Science
 - AP Biology
 - Chemistry 2 for AP
 - **Dual Credit/Transcribed Credit**
 - English 101/English 150 (St Norberts)
 - Oral Comm/Written Comm (FVTC)
 - Spanish V (UWGB)
 - Accounting 1 and 2 (LTC)
 - Microsoft Office Suite (FVTC)
 - Intro to Welding Safety (FVTC)
 - GMAW Welding (FVTC)
 - Ladder Logic /Ctrl Devices (FVTC)
 - [Early College Credit Program](#)
 - [Start College Now Program](#)
 - **Work-based learning opportunities**
 - [Youth Apprenticeship](#)
- **Middle School (grades 6-8):**
 - Advanced Mathematics- Students take Algebra in 8th grade to take AP Calculus as seniors.
 - Spanish 1 in 7th and 8th grade- Students have option to take Spanish 5 as seniors.



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- **Parent Engagement**

- **High School (grades 9-12):**

- Financial aid information night - held in September.
- Senior family meetings - held in September/October.
- Junior family meetings - held in February.
- Advisor meetings each year for scheduling

- **Middle School (grades 6-8):**

- 8th grade meetings- held in January

Community Engagement

Mock Interviews: In May, seniors go through a set of mock interviews with area employers to gain valuable experience and feedback on their interviews skills and resources. During this event, 10+ local businesses run through 30 minute interviews and give feedback to students to help them improve their skills and better market themselves.

Career Fair/Hiring Event: In the spring, the high school networks with the Calumet County BEP to provide seniors an opportunity to meet local businesses. During this event, there are booths provided for businesses, local colleges/universities, youth apprenticeship coordinators, youth co-op coordinators, and military factions. Those involved will provide valuable information on their industry to all students and give students an opportunity to interview. Also, some businesses may be able to acquire new hires from this event.

Job Shadows: Students are encouraged to utilize job shadows as a means to gain further understanding on career options. Students may initiate their own job shadow experience or may make a request through our web-based program called "Inspire."

Youth Apprenticeship: Wisconsin's Youth Apprenticeships integrate school-based and work-based learning to provide students in their junior and senior years with academic and occupational skills leading to both a high school diploma and a Certificate of Occupational Proficiency in a specific industry. The one and two-year apprenticeships prepare students for a number of post-secondary options:

- Transitioning to a [registered apprenticeship](#)
- Enrolling in a technical college or a university in an occupationally related degree program.
- Entering the workforce right after graduation

Labor Market Analysis Tools

- ["WisConomy"](#), a source for Wisconsin's economic and labor market information.
- [Calumet County: Workforce Profile](#)
- [Jobs Center of Wisconsin](#)
- [Occupational Outlook Handbook](#)

2023-24 ACP GRADE-BY-GRADE ACTIVITY GUIDE

Grade	Career Cruising Activities	Time of Yr	Additional Connections	Who?
6	<input type="checkbox"/> Under About Me tab, scroll to Interests and add 5-7 interests or hobbies.	Sept	Wisconsin Forward Exam	Student Services
	<input type="checkbox"/> Under About Me tab, scroll to Favorite Clusters and explore the career clusters and save one cluster that interests you.			Student Services
	<input type="checkbox"/> Save at least three careers of interest while exploring the Careers tab and other areas of the career profile to get a better understanding of job requirements			Student Services
	• Complete the Lesson on Interests (20-30 mins) and save results			Student Services
	• Complete the Lesson on School Subjects at Work (20-30 mins) and save results			Student Services
	• Complete the Lesson on Decision Making (20-30 mins) and save results			Student Services
	• Complete the Lesson on Time Management (20-30 mins) and save results			Student Services
	• Add any relevant information to the About Me Storyboard			Student Ser.
7	<input type="checkbox"/> Complete the Learning Style quiz.	Sept	Wisconsin Forward Exam	Soc Stds 7
	<input type="checkbox"/> Under Careers , use the filters to search for new careers or career interests.			Soc Stds 7
	<input type="checkbox"/> Under About Me tab, scroll to Skills and add 5-7 areas of expertise and skills.			Soc Stds 7
	<input type="checkbox"/> Explore career profiles for two careers: Job Description, Working Conditions, Earnings, Sample Career Path, and Education & Training sections			Soc Stds 7
	<input type="checkbox"/> Complete the Lesson on Explore Learning Styles (30-40 mins) and save results			Soc Stds 7
	<input type="checkbox"/> Research one saved career of interest in detail and present findings to class			Soc Stds 7
	<input type="checkbox"/> Complete the Lesson on Discover Learning Pathways (30-40 mins) and save results			Soc Stds 7
	<input type="checkbox"/> Complete the Lesson on Biases and Career Choices (20-30 mins) and save results			Soc Stds 7
	<input type="checkbox"/> Complete the Lesson on Jobs and Employers (20-30 mins) and save results			Soc Stds 7
	<input type="checkbox"/> Review and add any new hobbies/interests and extracurricular activities to About Me			Soc Stds 7
8	<input type="checkbox"/> Update the Skills, Interests, and Storyboard section of the About Me	Sept	Wisconsin Forward Exam 8 th grade student/parent/counselor Individual Learning Plan	ELA 8
	<input type="checkbox"/> Add life and educational experiences to the Experiences Timeline under the About Me tab.	Sept, & review each qtr		ELA 8
	<input type="checkbox"/> Complete the Matchmaker Quiz (Maybe break down to two quizzes #1-19, and then #20-39 to fully explain and talk through each question.)	Fall		Business Ed
	<input type="checkbox"/> Complete the Lesson on Skills (30-40 mins) and save results			Business Ed

8 con't	<input type="checkbox"/> Review Favorite Clusters and add new clusters of interest if applicable		Initial Four-year Plan is Developed	Business Ed
	<input type="checkbox"/> Save at least one additional <u>career of interest</u> to My Plan			Business Ed
	<input type="checkbox"/> Complete the Lesson on Explore Career Matches (30-40 mins) and save results			Business Ed
	<input type="checkbox"/> Explore the Related Majors in a career profile of interest. Under College & University , search for schools and save at least one major of interest and one School of interest			Business Ed
	<input type="checkbox"/> Complete the Lesson on Transition to High School (20-30 mins) and save results			Business Ed
	<input type="checkbox"/> Complete the Lesson on Self-Advocacy (20-30 mins) and save results			Business Ed
	<input type="checkbox"/> Complete one career planning activity and record in My Plan (e.g., attend a career or college fair, complete community service, create a resume, etc.) (8th grade Career Fair/FVTC Career Day)	Spring		Student Services
	<input type="checkbox"/> Based on careers of interest, activities, and goals, student and parents will meet with student services counselor and build a four-year high school course plan (emphasize that it can be changed as the student progresses through school) & <u>choose gr. 9 courses</u>	January	Student Services	
9	<input type="checkbox"/> Review your Saved Careers and add or delete any careers, but need to have 3+ careers of interest.	Sept	Pre-ACT Testing	Civics
	<input type="checkbox"/> Complete the Personality Styles Quiz (Maybe break down to two quizzes #1-14, and then #15-28 to fully explain and talk through each question.)	begin of every qtr		Civics
	<input type="checkbox"/> Complete the Lesson on Personality Styles (30-40 mins) and save results			Civics
	<input type="checkbox"/> Save at least one additional <u>career of interest</u> and compare against the three other saved careers from previous three grades.			Civics
	<input type="checkbox"/> Complete the Lesson on Exploring Career Factors (30-40 mins) and save results			Civics
	<input type="checkbox"/> Add 3 Experiences under the About Me tab			Civics
	<input type="checkbox"/> Complete the Lesson on Getting Experience (20-30 mins) and save results			Civics
	<input type="checkbox"/> Complete the Lesson on Study Skills and Habits (20-30 mins) and save results			Civics
	<input type="checkbox"/> Based on careers of interest, skills, activities, and goals, meet with academic advisor and <u>complete grade 10 course selection</u>	January	Homeroom advisors	
10	<input type="checkbox"/> Complete the Matchmaker Mission Complete questions (Maybe break down to two quizzes #1-24, and then #25-49 to fully explain.	1 st wk of school	Pre-ACT Testing Wisconsin Forward Exam	Careers
	<input type="checkbox"/> Add 2 Experiences under the About Me tab	Sept		Careers
	<input type="checkbox"/> Complete the Lesson on Program Prospects (20-30 mins) and save results			Careers
	<input type="checkbox"/> Complete Lesson on Work Values (30-40 mins) and save			Careers
	<input type="checkbox"/> Review saved Career Clusters and add any others of interest			Careers

10 con't	<input type="checkbox"/> Save at least one additional career and compare to the other saved careers from previous grades			Careers
	<input type="checkbox"/> Complete the Lesson on Careers and Lifestyle Costs (40-50 mins) and save results			Careers
	<input type="checkbox"/> Look at skills needed for careers of interest and make a list of skills to work toward in My Journal			Careers
	<input type="checkbox"/> Complete the Lesson on Workplace Skills and Attitudes (20-30 mins) and save results			Careers
	<input type="checkbox"/> Complete one mock interview with teacher			Careers
	<input type="checkbox"/> Continue to investigate majors and schools based on your careers of interest.			Careers
	<input type="checkbox"/> Complete the Lesson on Choosing a College or University (20-30 mins) and save results			Careers
	<input type="checkbox"/> Complete one additional career planning activity and record it in My Plan (e.g., attend a career or college fair, complete community service, create a resume, etc.) Career Expo at LTC	January		Student Services & Careers
	<input type="checkbox"/> Meet with academic advisor and complete <u>course selection for grade 11</u> . Look ahead to grade 12 courses and opportunities and adjust as needed.	January		Homeroom advisors
11	<input type="checkbox"/> Add part-time or summer job experiences to the Experiences section under the About Me tab	Sept	PSAT Testing (Optional)	Soc Stds 11
	<input type="checkbox"/> Complete the Lesson on Choosing a College or University (40-50 mins) and save.		ACT Testing	Soc Stds 11
	<input type="checkbox"/> Complete School Selector questionnaire; save at least one school and one major of interest		AP Testing (Optional)	Soc Stds 11
	<input type="checkbox"/> Complete one additional career planning activity and record in My Plan (e.g., attend a career or college fair, job shadow, practice SAT/ACT, etc.) Education Fair for those who sign up	Educ Fair in Sept for some	Accuplacer Testing (Optional)	Soc Stds 11 & Student Services
	<input type="checkbox"/> Create/Update a resume and cover letter and attach to My Files		11 th grade student/parent/co unselor Individual Learning Plan	Eng 11
	<input type="checkbox"/> Complete the Lesson on Work/Life Balance (20-30 mins) and save results			Student Ser. Soc Stds 11
	<input type="checkbox"/> Create or update one plan in My Plans under the Goals and Plans tab		Opportunity to meet with Admissions reps	Eng 11
	<input type="checkbox"/> Complete the Lesson on Career Demand (40-50 mins) and save results			Student Ser. Soc Stds 11
	<input type="checkbox"/> Add at least one additional skill or interest to About Me tab			Soc Stds 11
	<input type="checkbox"/> Complete the Lesson on Entrepreneurial Skills (20-30 mins) and save results			Student Ser. Soc Stds 11
	<input type="checkbox"/> Start to save Best Works to add to your Storyboard for your Senior Portfolio			Eng 11
	<input type="checkbox"/> Update Co-Curricular Activity Information Sheet			Eng 11
	<input type="checkbox"/> Meet with advisor and complete <u>course selection for grade 12</u> .	January		Homeroom Advisors

12	<input type="checkbox"/> Revisit the About Me tab and make any updates as needed		Scholarship information and opportunities	Student Ser. Eng 12
	<input type="checkbox"/> Complete the Lesson on Defining Success (20-30 mins) and save results			Student Ser. Eng 12
	<input type="checkbox"/> Complete the Lesson on Career Backup Plans (30-40 mins) and save results			Student Ser. Eng 12
	<input type="checkbox"/> Complete the Lesson on Choosing a College (30-40 mins) and save results			Student Ser. Eng 12
	<input type="checkbox"/> Complete a final copy of a Cover Letter and Resume to add to your Storyboard for your Portfolio			Student Ser. Eng 12
	<input type="checkbox"/> Get a Letter of Recommendation from a person not related to you and outside of the school and add to your Storyboard for your Portfolio			Student Ser. Eng 12
	<input type="checkbox"/> Complete the Lesson on Career Path Choices (30-40 mins) and save results			Student Ser. Eng 12
	<input type="checkbox"/> Review Local Scholarship opportunities and apply			Student Ser. Eng 12
	<input type="checkbox"/> Get your Transcript and add to your Storyboard for your Portfolio			Student Ser. Eng 12
	<input type="checkbox"/> Upload four (4) Best Works to your Storyboard for your Portfolio			Student Ser. Eng 12
	<input type="checkbox"/> Update Co-Curricular Activity Information Sheet			Student Ser. Eng 12
	<input type="checkbox"/> Ensure everything is uploaded for your Lesson on Portfolio	April		Student Ser. Eng 12
	<input type="checkbox"/> Complete your Reflection Essay to add to your Storyboard for your Portfolio			Student Ser. Eng 12
	<input type="checkbox"/> Complete the Lesson on Job Interviews (20-30 mins) and save results			Student Ser. Eng 12
	<input type="checkbox"/> Turn in Portfolio and partake in the Mock Interview Process	May	Mr.Wesener	