

# Academic & Career Planning



*Exploring Options, Creating Plans, Achieving Dreams*  
***Every Marine, Every Day***

## **Academic and Career Planning Handbook Marinette School District**

**2018–2019**

~~Created July 2017~~

~~Updated August 2017~~

[Updated 2022-2023](#)

In Revision May 2023

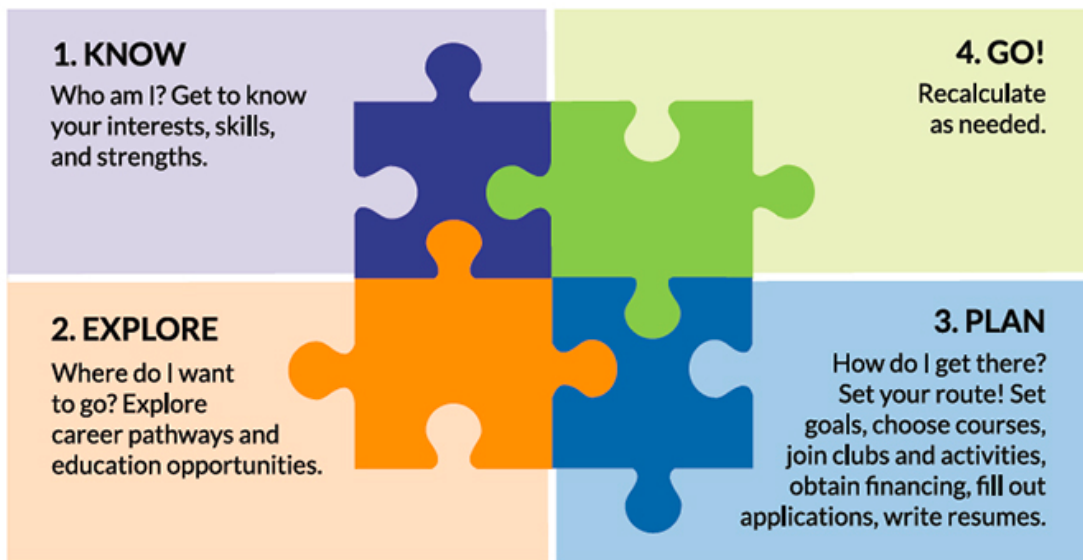
## Introduction

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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.

ACP is an ongoing process that actively engages students, enabling them to:

- Understand their own interests, strengths, skills, values, and learning styles (KNOW)
- Create a vision of the future (EXPLORE)
- Develop individual goals (PLAN)
- Prepare a personal plan for achieving their vision and goals (GO!)



The term ACP refers to both a *process* that helps students engage in academic and career development activities as well as a *product*, in the form of an ACP portfolio, that is created and maintained for students' academic, career, and personal advancement.

## Career Readiness Vision

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### CAREER READINESS MISSION/VISION

#### Career Readiness Mission/Vision

**Mission:** Exploring Options, Creating Plans, Achieving Dreams-Every Marine, Every Day

**Vision:** Tomorrow's innovators propelled by unlimited potential.

The goal of ACP is to empower all students to travel the road to adulthood through education and training to careers. Students will exemplify this through meeting the portrait of a graduate themes.

Marinette School District ACP Portrait of A Graduate Themes:

1. Independent life-long learner
2. Socially and emotionally aware citizen
3. Confident problem solver
4. Future-focused individual
5. Accountable and resilient person
6. Reflective and intentional career explorer
7. Resourceful self-advocate
8. Service oriented community member
9. Effective communicator

#### **CAREER READINESS COMMITTEE TEAM (2023)**

Brooke Holbrook- CESA 8 Representative  
Beverly Schewe- Marinette School District Teaching, Learning, Technology Director  
Polly Vanden Boogaard- Student Services Director  
Sarah Anderson- MHS Principal  
Matt Draheim- MHS Assistant Principal  
Ashley Duda- MMS Principal  
Darilyn Klein- MHS Guidance Counselor  
Wendy Baron- MMS Guidance Counselor  
Cindy Bailey- NWTC Dean  
Kathy Williams- WIOA (Workforce Innovation and Opportunity Act) Career Services Specialist  
Rochelle Anderson- Parent and Local Small Business Owner  
Rebecca Brink- MHS Instructional Coach & ACP Coordinator  
Sandy Martin- MMS Instructional Coach & ACP Coordinator  
Julieann Erickson- MHS English Language Arts Teacher  
Matt Marotz- MHS Technical Education Teacher  
Jennifer Clemo- MHS Business Education Teacher  
Jessica Clochesy- MHS Special Education Teacher  
Brody Nerat- MHS Student Class of 2024  
Vivian Weglarz- MHS Student Class of 2025

## Career Readiness Data

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### DISTRICT CAREER READINESS DATA

*Include both aggregate and disaggregate data that relates to your ACP Portrait of a Graduate. The [Redefining Ready](#) framework may also be helpful for this section.*  
2022-23

- 2 Students Participating in YA/Work-based Learning (.32%)
- 150 Students (23.77 %) Participating in Dual Enrollment
- 2 Career and Technical Student Organizations-FBLA and Skills USA
- Students Completing Industry-recognized credentials (CTE Incentive Grants)
  - 5 CNA Students (.79%)
- 2023-24 Gathering data–Number of Employer Partners (defined as an employer who offers a career-based learning experience like tours, speaking, YA, job shadows, mock interviews, career fairs)
  - EX: McDonalds, Samuel PV, Waupaca, Johnson Controls, Banks
- Number of Career-based Learning Experiences offered- Gathering Baseline data, plans to increase this number in the future
- 8 Students (1.37%) taking AP coursework
- 1 local and 5 regional career pathways offered
- 57 Students (9.03%) in ECCP/ College Options

### CURRENT PROGRESS AND FUTURE GOALS FOR IMPLEMENTATION

The goals of the 2023 Career Readiness Committee are:

1. Help students understand the connection between academic performance/knowledge and how it will impact the future
2. Staff and committee to be cognizant of the data metrics and how it is reported to ensure it tells the right story for the students
3. Connecting students understanding of financial literacy to their career and lifestyle match (employee benefit packages)
4. Students recognize the importance of commitment and discipline throughout the entire career journey (from entry level to dream job)
5. Students practice positive interpersonal communication
6. Committee and staff to build community, business and service learning connections

## Career Readiness Success Stories

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### STUDENT SUCCESS STORIES

[Northwoods YA Success Booklet](#)

Student success stories and other school news will be shared through Facebook pages, district newsletters, and the media as it becomes available.

## Career Readiness in Marinette School District

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### ACP CURRICULUM, SUPPORT, AND SERVICES

#### Grade Level Appropriate ACP Activities

- [Marinette School District Scope and Sequence](#)
  - [Wisconsin ACP Lessons](#) (prepared lessons using Xello)

#### ACP/School Counseling Services

MMS and MHS school counselors meet with individual students to schedule and plan course electives relative to student interests and needs.

#### Whole School Support

Grade 5-8 students at Marinette Middle School have an advisory time with their homeroom teacher dedicated to developing social and emotional learning through morning meetings and the use of the 7 Mindsets curriculum.

Marinette School District provides students with authentic opportunities for career awareness, exploration, planning, and preparation. Adult mentors support students through the ACP process and guide them in the creation of the ACP portfolio.

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation.

The ACP process officially begins when students enter 6th grade and begin to use the [Wisconsin ACP lessons](#) and Xello software. Students in 6th - 8th grades focus on authentic career exploration, while students in 9th - 12th grades are engaged in personal career planning and preparation.

Students in 6th - 12th grades practice goal setting and planning by developing and/or revising their personal Academic and Career portfolio with guidance from adult mentors (school staff, counselors, employers, and parents). This is meant to be a gradual process that builds from one year to the next and supports the unique development of each student. Students' individual plans are revised annually to reflect changes based on their experiences and interests.

Prior to 6th grade, students are actively involved in career awareness lessons and activities to begin their academic and career planning journey.

While specific time has been dedicated to the ACP process and portfolio to assist students, ACP is an authentic process that is infused in all subject areas and at all levels throughout Marinette School District.

## PREPARING FOR THE FUTURE

The ACP program at Marinette School District ensures every student is prepared for life after high school no matter what path they plan to take. This includes:

- Career and technical education provided in the school district [Link to MHS Academic and Career Planning Course Guide](#)
- Early College Credit Program, Start College Now, and Rising Phoenix
  - The Early College Credit Program allows coursework to be taken through UW colleges or universities, private non-profit institutions of higher education, and tribally controlled colleges. These courses may be taught on the college campus or online by college instructors. Students earn high school and college credit upon successful completion of the courses. The program includes fall, spring, and summer semesters and is open to students in grades 9 - 12.
  - The Start College Now Program gives students the opportunity to take college courses through Wisconsin Technical Colleges. Students earn high school and college credit. The program includes fall and spring semesters and is open to grades 11 - 12.
  - Rising Phoenix is a partnership with UW-Green Bay to provide students with the opportunity to get a head start on college by earning their high school diploma and a two-year Associates of Arts Degree (AAS).
  - General information can be found through [the DPI at this link](#).
- Postsecondary education preparation, transcribed courses: We have a partnership with NWTC, St. Norbert College, and UWGB. Courses can be found on pages 9-10 of the [MHS Academic and Career Planning Course Guide](#) and will be updated regularly.
- Youth apprenticeship or other job training and work experience
  - Marinette High is a part of the Northwoods Youth Apprenticeship Consortium: <https://northwoodsya.weebly.com/>.
  - Other Work Based Learning Programs developed onsite will meet the DPI requirements as listed here: <https://dpi.wi.gov/acp/work-based-learning>
- Instruction in skills related to employment

- Employability Skills are competencies built into the YA program and also included in all dual credit coursework.

### CAREER PATHWAYS

Regional Career Pathways offered by Marinette School District:

[Business Finance](#)

[Business Management](#)

[Business- Marketing](#)

[Advanced Manufacturing](#)

[Patient Care](#)

*Transportation Distribution & Logistics - local pathway*

### LABOR MARKET INFORMATION

The largest employers in Marinette County fall under the following industries: manufacturing, education and healthcare, and trade, transportation, and utilities.

Fifth grade students complete an exploratory study of local industries. Subsequent grade levels are exposed to nearby businesses through field trips, guest speakers, and community partnerships. Marinette High School supports the regional pathways of Manufacturing and Patient Care to align with labor market information.

To access 2021 Labor Market Information for Marinette County [Click Here](#)

Source: [Wisconsin County Profiles](#) Under the Publications Heading, choose Marinette County

## Career Readiness is for ALL of our Students

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### INDIVIDUALIZED ACP SUPPORT

Marinette Middle School students receive a universal set of monthly ACP activities led by an advisory teacher which lead to developing a personalized ACP portfolio by the end of 8th grade. Additionally, social and emotional learning and career discussions take place on a daily basis. During the last quarter of 8th grade, students take part in a course dedicated to completing the portfolio, producing a culminating ACP project, and conferencing individually with parents and advisors to talk about future goals. See [Marinette School District Scope and Sequence](#) for more details.

Marinette High School students receive a universal set of monthly ACP activities led by a homeroom teacher which lead to developing a personalized ACP portfolio by the end of 12th grade. During the last term of 12th grade, students will present their portfolio to a variety of stakeholders to talk about their journey to their future goals. Additionally goal setting and discussions about progress will take place on a weekly basis. See [Marinette School District](#)

[Scope and Sequence](#) for more details.

### ACCESS FOR ALL STUDENTS

All students will have equal access to an ACP process suited to their individual needs. This 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 Learners, students who are Gifted and or Talented, students who are homeless, and students considered at risk.

### CAREER READINESS TECHNOLOGY

Students in grades 6-12 have access to Xello, which is the college and career planning technology platform that students access during their Academic and Career Planning lessons.

Xello is an online academic and career planning tool that allows students to engage in career exploration and career planning and preparation. Students have unlimited access to interest, skill, and learning styles inventories, career information, job postings, labor market data, and information on local, regional, and national colleges, universities, and training programs. All students in grades 6 through 12 have a Xello account that they can access anytime from any location with Internet access. Students build their online ACP portfolios on Xello and maintain full access after graduation.

More information can be obtained through the counseling offices.

## Get Involved

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### FAMILY ENGAGEMENT

Parents/guardians are an integral part of the ACP process. They are encouraged to take on an active role in reviewing their child's plan regularly, supporting their child in his or her exploration and planning, and discussing personal, academic, and postsecondary options in order to assist their child in making thoughtful decisions that align with his or her goals.

- ACP conferencing will occur between advisor, student, and parents/guardians once during middle school and once during high school
- Xello has a family access option for parents to access
- Parents are encouraged to come in to school and speak to classes about careers and pathways
- Monthly updates in school newsletters will highlight ACP activities



## COMMUNITY PARTNERSHIPS

The community plays an essential role in offering access to expertise and services that cannot be provided by the school district alone. The community may provide occupational expertise; teacher externship opportunities; job-shadow, work-based learning, service learning and volunteer experiences; dual credit articulations; intensive social interventions; and career development support from workforce development and economic development groups. Local and regional partnerships provide a means to collaborate and support mutual goals.

One of our goals is to increase community partnerships and career-based learning experiences to increase student opportunities. The Career Readiness Committee has members who can provide access points to build future partnerships.

## PROFESSIONAL DEVELOPMENT FOR STAFF

The Marinette School District is committed to supporting our entire staff to become engaged in the career readiness process. We provide the following professional development to staff:  
*List here.*

- Participation in CESA 8 Career Readiness Workshops
- Knowledge and participation in [DPI Career Readiness training](#)
- [WISE learn](#) is a Career Readiness repository that can be used to keep updates on tools and resources
- All staff inservice and professional development that focuses on Career Readiness
- Career Readiness Committee meets monthly with both internal school district staff and external community members

## MOST RECENT DATE OF BOARD APPROVAL

ACP Handbook- August 2023 approval

### Board Policies:

2420 Education for Employment, adopted April 16, 2019

2421 Career and Technical Education, adopted Nov. 10, 2003, revised Nov. 16, 2021

2411 School Counseling and Academic and Career Planning, adopted Nov. 10, 2003, revised April 20, 2021

*The School District of Marinette does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, genetic information, sexual*

*orientation, or physical, mental, emotional, or learning disability in any of its student program and activities (including vocational/career & technical education programs), employment or the provision of services. For further information and admission requirements on programs offered to students, including vocational/career and technical education programs, please contact our Middle School Counseling Office at 715-735-1508 or our High School Counseling Office at 715-735-1305.*

The following persons are designated as the District Section 504 Compliance Officer/ADA Coordinators:

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