

School District of Alma Center-Humbird-Merrillan



Mission Statement

It is the mission of the Alma Center-Humbird-Merrillan School District to have each student reach his or her full potential in a safe environment, through educational and growth activities, which maximize knowledge, skills, and abilities.

What is ACP?

All students in grades 6-12 will participate in a variety of Academic and Career Planning activities provided by The School District of Alma Center-Humbird-Merrillan. Our mission is dedicated to ensuring all individuals reach their full potential. Our Academic and Career Planning initiative, also known as ACP, directly relates to our district mission by providing information and opportunities for self-awareness, career exploration and academic planning. Upon graduation, our goal is that all students are prepared for any academic or career path they select.

The Department of Public Instruction emphasizes four key components to the ACP process, "Know, Explore, Plan and Go." Beginning with the 2017-18 school year the School District of ACHM will be navigating through the four stages utilizing a variety of activities. Students in grades 6-12 will have access to Career Cruising and create a digital portfolio. This portfolio will start in 6th grade and students will continue to update, document and edit their portfolios until graduation. Students in grades 7-12 at Lincoln Jr./Sr. High School will have an advisory period of 30 minutes built into their schedule each day. Each staff member will have a grade level advisory in which the staff and students will complete ACP activities one to two times a week. Every student will have the opportunity to receive ACP support from any staff member.



The School District of Alma Center-Humbird-Merrillan covers the counties of Clark and Jackson providing students multiple opportunities and locations for workforce contributions. Below are the top industries by employment for each Jackson and Clark County.

Jackson County-3rd quarter-2016

- Executive Legislative & General Government
- Food Services & Drinking Places
- Education Services
- Ambulatory Health Care Services
- General Merchandise Stores

Clark County-3rd quarter-2016

- Food Manufacturing
- Executive Legislative & General Government
- Education Services
- Animal Production & Aquaculture
- Truck Transportation

For more Wisconsin job information, please refer to the links below:

<http://dwd.wisconsin.gov>
www.worknet.wisconsin.gov
www.wisconsinjobcent.org/labormarketinfo/

Job market projections, especially in our community strongly influence how we will prepare our students for life after high school. The variety of employment in our area and the differences in training needed, requires us to provide students the tools they need to pursue any academic or career path. Consequently, our district will prepare students to enter the workforce immediately out of high school, prepare students interested in the trades and technical degrees and also prepare students interested in attending four-year universities.

The School District of ACHM will maintain constant and consistent communication with district families throughout the school year. Families will receive academic and career planning communication through email, phone calls, Parent/Teacher Conferences, Open House and additional ACP events. Skyward and Career Cruising account information will be made available at the start of the school year. Parents are strongly encouraged to monitor this information on a weekly basis. There will also be an ACP resource tab on the ACHM homepage.

Community members will be asked to join our school ACP team as well as attend specific ACP events. Through the “Explore” component of the ACP model, we will continue to partner with community members for our Youth Apprenticeship Program, Job Shadowing and community service opportunities. These partnerships will strengthen and enrich the relationship between school and community.

All teaching staff works directly with Special Education staff on regular basis with the intention of creating goals and assessing progress for students with disabilities. The Director of Special Education will maintain a role as a core team ACP committee member and relay information back to the Special Education staff. All ACHM staff members will be an advisor and have an inclusive advisory group of students. Students with disabilities will work with their advisor and case manager to develop their online portfolio in Career Cruising as well as develop a transition plan for the future.

All 6-12 grade teachers will be trained in the use of Career Cruising software to better assist student needs. Staff will continue to be updated of any changes to Career Cruising on staff inservice days as well as during professional development times. In addition to Career Cruising training, Lincoln Jr./Sr. High School staff will chaperone field trips, advise grade levels for various activities throughout the year and be available to parents at conferences.

ACHM Academic & Career Planning Career Cruising Recommendations for 6th Grade

The following information and components of Career Cruising should be completed, with robust information, good spelling and grammar, and details, by the end of your sixth grade year:

Career & Education Exploration

- Career Matchmaker: Up-to-date, current (at least one per school year)
- “My Skills” available but not required
- Learning Styles Inventory

Career Planning

- Career & Life Goals - prompts given by school counselor during homerooms

Activities & Abilities

- Extracurricular Activities
 - Minimum 2
- Hobbies & Interests
 - Minimum 2
- Skills & Abilities
 - Minimum 3
- Awards & Certificates
- Work Experience
- Volunteer Experience
 - Minimum 2 hours

My Journal

- My Journal
 - Minimum of 1 entry (prompts given in 6th grade classroom guidance time)

Documentation

- Upload any artifacts of documentation as appropriate
 - Pictures of your hobbies, you volunteering, exemplary school projects, etc.

ACHM Academic & Career Planning Career Cruising Recommendations for Grade 7

The following information and components of Career Cruising should be completed, with robust information, good spelling and grammar, and details, by the end of your seventh grade year:

Career & Education Exploration

- Career Matchmaker: Up-to-date, current (*every 6 months preferred; once per school year minimum*)
- “My Skills”
- Learning Styles Inventory
- My Saved Careers
 - Minimum 3
- Career Selector
- My Saved Schools
 - Minimum 2

Career Planning

- My Saved Clusters
- Career Planning Activities
 - Minimum 1
- Career & Life Goals (prompts given by ACP team during advisory time)

Activities & Abilities

- Extracurricular Activities
 - Minimum 4
- Hobbies & Interests
 - Minimum 3
- Skills & Abilities
 - Minimum 5
- Awards & Certificates
- Work Experience
- Volunteer Experience
 - Minimum 3 hours

My Journal

- My Journal
 - Minimum of 1 entry (prompts given by ACP team during advisory time)

ACHM Academic & Career Planning Career Cruising Recommendations for Grade 8

The following information and components of Career Cruising should be completed, with complete information, good spelling and grammar, and details, by the end of your eighth grade year:

Career & Education Exploration

- Career Matchmaker: Up-to-date, current within the past twelve months
- “My Skills”
- Learning Styles Inventory
- My Saved Careers
 - Minimum 3
- Career Selector
- My Saved Schools
 - Minimum 2

Education Plan

- 9th grade plan (your 9th grade schedule- 7 credits)

Career Planning

- My Saved Clusters
- Career Planning Activities
 - Minimum 1
- Post-Secondary Plan
- Career & Life Goals
- Career Objective (resume objective)

Activities & Experiences & Abilities

- Extracurricular Activities
 - Minimum 5
- Hobbies & Interests
 - Minimum 5
- Skills & Abilities
 - Minimum 5
- Awards & Certificates
- Work Experience
- Volunteer Experience
 - Minimum 5 hours

My Journal

- My Journal
 - Minimum of 3 entries (topics given by ACP team and advisory teachers)

Artifacts

- Minimum of 12 (twelve) items/artifacts - items like:
 - Extra-Curricular Activities
 - Newspaper Clippings
 - School Projects
 - Outside Hobbies/Interest
 - Summer Job/ School Job

- Any career-related activity (things you do that would prepare you for a future career)

Sharing & Conferencing

- Peer Share & Evaluate
- Parent/Guardian(s)
- Community Member

Other things to keep in mind:

- All comments should be detailed as appropriate.
- Comments should be positive, spelled correctly, and be grammatically correct.

ACHM Academic & Career Planning Career Cruising Recommendations for Grade 9

Career & Education Exploration

- SMART Goal
- Career Matchmaker: Up-to-date, current within the past twelve months
- “My Skills”
- Learning Styles Inventory
- My Saved Careers
 - Minimum 3
- Career Selector
- My Saved Schools
 - Minimum 2
- 10th grade plan (your 10th grade schedule- 7 credits)

Additional Activities

- Scheduling Meetings
- 4 Year Plans
- ACT Aspire Testing
- WI Forward Exam Testing
- College/Career Tour (February ACT date)

ACHM Academic & Career Planning Career Cruising Recommendations for Grade 10

Career & Education Exploration

- Career Matchmaker: Up-to-date, current within the past twelve months
- “My Skills”
- Learning Styles Inventory
- My Saved Careers
 - Minimum 3
- Career Selector
- My Saved Schools
 - Minimum 2
- 11th grade plan (your 11th grade schedule- 7 credits)

Additional Activities

- Scheduling Meetings
- Meet Parenting/Careers Credit requirement
- 4 Year Plan
- College/Career Tour (February ACT date)
- Individual Planning Conferences with School Counselor
- Youth Apprenticeship Options

ACHM Academic & Career Planning Career Cruising Recommendations for Grade 11

Career & Education Exploration

- Resume Builder
- Career Matchmaker: Up-to-date, current within the past twelve months
- “My Skills”
- Learning Styles Inventory
- My Saved Careers
 - Minimum 3
- Career Selector
- My Saved Schools
 - Minimum 2
- 12th grade plan (your 12th grade schedule- 7 credits)

Additional Activities

- Scheduling Meetings
- Mock Job Interviews and Applications
- Meet Parenting/Careers Credit requirement
- Meet Consumer Credit requirement/financial literacy
- Dual Enrollment, Youth/Course Options
- Attend WI Education Fair/UWEC tour
- CVTC Career Tours
- ASVAB testing
- ACT Prep Sessions
- ACT Testing
- WorkKeys Testing
- Scholarship Searches
- Individual Planning Conferences with School Counselor
- Update 4 Year Plan
- Youth Apprenticeship Options

ACHM Academic & Career Planning Career Cruising Recommendations for Grade 12

Career & Education Exploration

- Update Resume Builder
- Career Matchmaker: Up-to-date, current within the past twelve months
- “My Skills”
- Learning Styles Inventory
- My Saved Careers
 - Minimum 3
- Career Selector
- My Saved Schools
 - Minimum 2

Additional Activities

- Individual Meetings
- Mock Job Interviews and Applications
- Meet Consumer Credit requirement/financial literacy
- Dual Enrollment, Youth/Course Options
- Wisconsin Students Go 2 College Event
- Complete College Applications (on an individual basis)
- Senior Exit Survey
- Financial Aid Night
- Scholarship Workshop
- DVR Meetings