

GRANTON AREA SCHOOL DISTRICT ACP MASTER PLAN

Approved by Granton BOE August 14, 2017

Academic and Career Planning (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. The following plan is designed to be a dynamic, evolving process which will be evaluated and modified annually to insure it is fulfilling its intended purpose. See ACP Manual for specific grade expectations.



KNOW Activities may include: Writing personal reflections, identifying strengths, identifying needs, setting personal goals, reviewing goals, revising goals, Ability Profiler, learning style assessment, personality assessment, academic preparation, graduation requirements, virtual courses, AP or Advanced Courses, Elective courses, CTE Courses, Dual enrollment, YO/CO, Extra/Co-curricular involvement, career academies, Project Lead the Way, Industry or Technical Certifications, STEM, ASVAB, Forward/Aspire/ACT/SAT/Accuplacer/WorkKeys tests

EXPLORE Activities may include: Career Interest Inventories, setting career goals, career cluster exploration, career pathway exploration, creation of program of study, job fair participation and reflection, CTSO Participation and reflection, Career Research, Interviews with career experts, career research papers, job shadowing, work-based learning, internship or externship, youth apprenticeship, service learning projects, work experience, volunteers, labor market considerations

PLAN Activities may include: Resume building, cover letters, investigating post-secondary options, campus visits and reflections, applications to post-secondary institutions, leadership opportunities, personal financial literacy concepts, financial planning, completing FAFSA form, scholarship info, gathering letters of recommendation, mock interviews and reflections, choosing post-secondary options, decision-making reflections, setting academic goals, intentional sequence of courses, and graduation progress checks

GO Activities may include modifying academic goals, modifying personal goals, modifying career goals.

KNOW	Classes/Activities/ Grade Levels	EXPLORE	Classes/Activities/ Grade Levels	PLAN	Classes/Activities/ Grade Levels	GO	Classes/Activities/ Grade Levels
Writing Personal Reflections	CC Activity 1 6-Math, English, Science, Arts/Music 7-Languages, Social Science, PhyEd, Skilled Trades 8-Business, Computers, Family/Consumer Science (Wellness Rotation) 9-Math, English, Science, Social Science 10-12 Elective classes All grade levels, any career activity should include a reflective journal	Career Interest Inventories	Career Leadership, Real World Writing, 8th Grade Career/Bus. Homeroom Advisors 6 - 12 CC Activity 3 (Matchmaker)	Resume Builder	Career Leadership, Begin as Junior through Homeroom Advisors, Update and complete Senior Year.	Modify Academic Goals as Necessary	Conferences with School Counselor, weekly conversation with Homeroom Advisors
Identifying Strengths	Career Leadership, IEP, DOS Talks, Spanish; English 1 and 2, 8th Grade Career/Bus. Matchmaker 6 - 12, Learning Styles 6, 8, 10 & 12, My Skills 10-12, Ability Profiles 10	Setting Career Goals	Career Leadership, DOS Talks, Personal Finance Homeroom Advisors 9 - 12 (After Matchmaker, SMART Goals)	Cover Letters	Career Leadership, English--Real World Writing	Modify Intentional Sequence of Courses as Necessary	8-12 Conferences with School Counselor, Plan reviews with Homeroom Advisors, Course Round-Up

Identifying Needs	Career Leadership, IEP, DOS Talks, Spanish, English 1 and 2, After Career Cruising Assessments review results with homeroom advisors, review State assessment results with Guidance Counselor.	Career Cluster Exploration	<p>Career Leadership, Forestry, 8th History, 8th Grade Career/Bus. CTE, Civics, Art & Health Grades 6 - 8 Rotation and Other Courses:</p> <p>Ag, F & NR - Ag; Arch/Con - Tech Ed; Arts, AV, Com - Art; Bus Mgt Adm - Bus; Education & Training - Ag; Finance - Bus; Government - Civics; Health - Health; Hospital/Tour - Spanish; Human Services - Health; IT - Bus; Law, Safety et al - Poli Sci; Manuf - Tech Rd; Marketing - Bus; STEM - Ag; Transport, Log et al - Tech Ed.</p>	Investigate PostSecondary Options	Career Leadership, Counselor Conferences; In conjunction with matchmaker, Grades 9 - 12 through homeroom advisors.	Modify Personal Goals as Necessary	Goal Setting Day
Setting Personal Goals	Career Leadership, Ag Business, IEP, DOS Talks, Spanish, English 1 and 2, Weight Lifting, Health, Personal Finance. All homeroom advisors.	Career Pathway Exploration	8th Grade Careers Rotation, PE and Health, Real World Writing In conjunction with Matchmaker, Grades 9 - 12 through homeroom advisors.	Campus Visits & Reflections	Education Fair, CVTC - 9th Grade, UWSP - 10th, Personalized 11th & 12 through counselor.	Modify Career Goals as Necessary	Conferences with School Counselor

Reviewing Goals	Career Leadership, Ag Business, IEP, DOS Talks, Weight Lifting, Health, Personal Finance. All homeroom advisors.	Creation of Program of Study	Part of conferences with Counselor (8, 11, 12) Supplemented with discussion and input from homeroom advisors in Grades 9 - 12.	Applications to Post-Secondary Options	Homeroom visits, Job Applications - Junior Homerooms, Senior Fall Application with Counselor. Fall Senior Day in conjunction with a Fall Career Fair for 9 - 10 and undecided seniors.	Update Regularly/Quarterly	
Revising Goals	Career Leadership, Ag Business, IEP, Health. All homeroom advisors.	Job Fair Participant & Reflection	7th Grade - Mid-State Career Day; 8th Grade - Heavy Metal Tour; 9th Grade - Career Venture; Career Fair grades 9-10. Goal=Exposure to all 16 Career Clusters.	Leadership Opportunities	Student Organizations, Class Officers, Athletics,		
Ability Profiler	Intro. to Business, 10th Grade Homeroom.	CTSO Participant & Reflection	Economics/History 2; Annual Activity Fair	Personal Financial Literacy Concepts	Personal Finance		
Learning Style Assessment	IEP, Real World Writing; English 1, Grades 6, 8, 10 & 12 Homerooms.	Career Research	Career Leadership, Forestry, Greenhouse, Biology, Real World Writing, 8th Grade Career/Bus. In conjunction with Matchmaker, Grades 6 - 12 through homeroom advisors.	Financial Plan	Personal Finance		

Personality Assessment	Career Leadership, Personal Finance, Intro. to Business, 9th Grade Homeroom.	Interviews of Career Experts	Forestry, 7th Grade - Mid-State Career Day; Staab Construction Field Trip; 8th Grade Careers Class and part of fieldtrips: 8th Grade - Heavy Metal Tour; 7th Grade - Mid-State Career Day; 9th Grade - Career Venture; Other Options as they arise.	Complete FAFSA Form	FAFSA Night - Counselor		
Academic Preparation		Career Research Paper	Career Leadership, Forestry, Plants in the Greenhouse, English, History 2, 8th Grade English	Scholarship Info	Announcements, homeroom visits, bulletin boards, facebook, webpage, emails.		
Graduation Requirements	IEP, DOS Talks, Health, Guidance Counselor, Homeroom Advisors.	Job Shadowing	Arranged with CTE Coordinator	Gather Letters of Recommendation	Career Leadership, Junior Homeroom Advisors.		
Virtual Courses	WVS, Gradpoint, iCEV, Distance Learning Options	Work-based Learning	Optional--Opportunities provided with support from CTE Coordinator	Mock Interviews & Reflections	Career Leadership, Senior Homeroom Advisors		
AP or Advanced Courses	DL Classes, Transcribed Credit Options	Internship or Externship	Optional	Choosing a PostSecondary Option	Homeroom visits, In conjunction with matchmaker grades 9 - 12 and with counselor support.		

Elective Courses	Art, Foreign Lang, Music, Math, Social Studies, English, Science	Youth Apprenticeship	Optional	Decision-Making Reflection	Personal Finance, History, 8th Grade Reality Store, Senior Homeroom Reflection (My choices)		
CTE Courses	Ag, Tech Ed, Business, Child Care	Service Learning Projects	Political Science, Career Leadership, PAWS program	Academic Planning Activities			
Dual Enrollment/ YO/CO	Ag, Tech Ed, English, Social Studies, Health, Business, CNA,	Work Experience	Optional	Setting Academic Goals	Career Leadership, Character Ed, DOS Talks, All Homeroom Advisors Grade 6 - 12 , PBIS		
International Baccalaureate Programs		Volunteering	PAWS	Intentional Sequence of Courses	Prerequisites in course book, individual pathways, 4 Year planning.		
Extra/CoCurricular Involvement	DOS Talks, All PE, FFA, Athletic Code, NHS, Student Council, BLAST, Spanish Club	Labor Market Considerations	All History Classes, In Conjunction with Matchmaker at all levels.	On Track for Graduation	DOS Talks, Guidance Counselor, Homeroom Advisors.		
Career Academies	PE and Health, IT, Health Connections						
Project Lead the Way	Introduce through Tech Ed						
Industry or Technical Certifications	CNA, Stainless Steel Welding, iCEV						

STEM	Physical Science, Egg Drop and Experiments, Business Robots, FAB Lab						
ASVAB	Offered Annually 11 & 12						
Forward ASPIRE ACT/SAT Compass Accuplacer	Offered Annually 6-8 & 10-Forward, 9th & 10th-ASPIRE, 11th ACT, Accuplacer 11 & 12 as needed						
WorkKeys	Offered Annually 11						

6th grade

Month	Self-Awareness Activities KNOW	Person Responsible	Exploration Activities EXPLORE	Person Responsible	Career Planning Activities PLAN	Person Responsible	Management Activities GO	Person Responsible
September	1. Review of Career Cruising 2. CC Activity 1,2 3. CC Journal	1. HR Advisors 2. Math, English, Science, Arts/Music teacher 3. HR Advisor	Career Interest Inventories - 1. Matchmaker (CC Act 3)	1. HR Advisor				
October	1. CC Activity 4 2. CC Journal	1. HR Advisor 2. HR Advisor	1. Career Cluster Exploration - CC Act 7	1. Bus Ed Rotation Teacher				
November	1. CC Journal	1. HR Advisor	1. Career Pathway Exploration - in conjunction with Matchmaker 2. CC Activity 7	1. HR Advisors 2. Tech Ed Rotation				
December	1. CC Journal	1. HR Advisor	Career Research 1. In conjunction with Matchmaker	1. HR Advisors				
January	1. CC Journal	1. HR Advisor	1. CC Activity 7	1. Ag Rotation teacher				
February	1. CC Journal	1. HR Advisor	1. CC Activity 7	1. PE Rotation Teacher				
March	1. CC Journal	1. HR Advisor						
April	1. Forward Exam 2. CC Journal	1. Counselor 2. HR Advisor	1. College Days for Kids 2. CC Activity 7	1. CTE 2. Spanish Rotation				

May			1.CC Activity 7	1. Art Rotation Teacher				
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7th Grade

Month	Self-Awareness Activities KNOW	Person Responsible	Exploration Activities EXPLORE	Person Responsible	Career Planning Activities PLAN	Person Responsible	Management Activities GO	Person Responsible
September	1. Review of Career Cruising 2. CC Activity 1,2 3. CC Journal	1. HR Advisors 2. Languages, Social Science, PhyEd 3.HR Advisor	Career Interest Inventories - 1.Matchmaker CC Activity 3	1.HR Advisor				
October	1. CC Journal	1.HR Advisor	1. Career Cluster Exploration - CC Activity 7	1. Ag Rotation Teacher				
November	1. CC Journal	1.HR Advisor	1. Career Pathway Exploration - in conjunction with Matchmaker 2.CC Activity 7	1.HR Advisors 2. Bus Ed Rotation teacher				
December	1. CC Journal	1.HR Advisor	1.Job Fair Participant & Reflection - Mid-State Career Day	1. CTE				

January	1. CC Journal	1.HR Advisor	1. CC Activity 7	1. Tech Ed Rotation Teacher				
February	1. CC Journal	1.HR Advisor	1. CC Activity 7	1. Spanish Rotation Teacher				
March	1. CC Journal	1.HR Advisor						
April	1. Forward Exam 2.CC Journal	1. Counselor 2.HR Advisor	1. CC Activity 7	1.Art Rotation Teacher				
May	1. CC Journal	1.HR Advisor	1.CC Activity 7	1. PE Rotation Teacher				

8th Grade

Month	Self-Awareness Activities KNOW	Person Responsible	Exploration Activities EXPLORE	Person Responsible	Career Planning Activities PLAN	Person Responsible	Management Activities GO
September	<p>Writing Personal Goals</p> <p>1. Review of Career Cruising</p> <p>2. CC Activity 1,2</p> <p>3. Career Cruising Journal Update</p>	<p>1. HR Advisors</p> <p>2. Business, Computers, Family/Consumer Science (Wellness Rotation)</p> <p>3. HR Advisors</p>	<p>Career Interest Inventories -</p> <p>1. Matchmaker</p> <p>2. CC Activity 3</p>	HR Advisors			
October	<p>Identifying Strengths</p> <p>1. Learning Styles CC Activity 14.</p> <p>2. Career Cruising Journal Update</p>	1/2. HR Advisors	<p>1. Career Cluster Exploration CC Activity 7</p> <p>2. Heavy Metal Tour</p> <p>3. CC Activity 3 (Matchmaker)</p>	<p>1. Tech Rotation</p> <p>2. CTE Coordinator</p> <p>3. HR Advisor</p>			
November	<p>Identifying Needs</p> <p>1. Review Career Cruising Assessments results</p> <p>2. Career Cruising Journal Update</p>	1. HR Advisors and Guidance	<p>1. Career Pathway Exploration - in conjunction with Matchmaker</p> <p>2. CC Activity 7</p>	<p>1. HR Advisors</p> <p>2. Ag Rotation</p>			

December	Learning Style Assessment 1. Career Cruising Journal Update 2. Activity 14	1/2. HR Advisors	Job Fair Participant & Reflection 1. CC Activity 8 & 9 2. 8th grade Step Up lesson	1. HR Advisors 2. Counselor			
January	1. Career Cruising Journal Update	1. HR Advisors	Career Research 1. CC Activity 4, 5, 6 In conjunction with Matchmaker 2. 8th Grade ACP conferences 3. CC Activity 7	1. Homeroom Advisors 2. Counselor 3. Bus Ed Rotation			
February	1. Career Cruising Journal Update	1. HR Advisors	1. Course Round up	1. Counselor	1. Registration	1. Counselor	
March	1. Career Cruising Journal Update	1. HR Advisors	1. Reality Store	1. Bus Ed Teacher			
April	1. Forward Exam 2. Career Cruising Journal Update	1. Counselor 2. HR Advisors					
May	1. Career Cruising Journal Update	1. HR Advisors					

9th Grade

Month	Self-Awareness Activities KNOW	Person Responsible	Exploration Activities EXPLORE	Person Responsible	Career Planning Activities PLAN	Person Responsible	Management Activities GO	Person Responsible
September	1. Review of Career Cruising 2. CC Activity 1 and 2 3. CC Journal Updates	1. HR Advisors 2. Math, English, Science, Social Science 3. HR Advisor	1. 4-year plans 2. Matchmaker	1. School Counselor 2. Hr Advisor	1. Leadership Opportunities: Student Organization Fair during lunch or homeroom (NHS, FFA, Student Council, BLAST, etc. Intro HOSA?)	1. Organization Advisors		
October	1. Aspire Results Review 2. CC Journal Updates	1. School Counselor 2. HR Advisor	1. Clark County Kick Start-optional 9-11	1. CTE Instructors				
November	1. CC Activity 3 2. Matchmaker 3. CC Journal Updates	HR Advisor for all	1. Set SMART goals	1. HR Advisors	1. Investigate post-sec options. (In conjunction with matchmaker.)	1. HR Advisor	1. Quarterly review of academic goals	1. HR Advisor
December	1. Personality Assessment 2. CC Journal Updates	1/2. HR Advisor			1. Counselor Conference/ 4 year plan updates	1. Counselor/ HR Advisors		
January	1. Reviewing Goals set in Nov 2. CC Journal Updates	1/2. HR Advisor					1. Quarterly review of academic goals	1. HR Advisor

February	1. CC Journal Updates	1. HR Advisor	1. 9-10 Job Fair (during ACT Feb 27or28) 2. Job Fair Reflection 3. Course Round Up	1. CTE/School Coun 2. HR Advisor 3. School Counselor	1. Registration	1. Counselor	1. Modify intentional sequence of courses (During registration, based on counselor conference)	1. Student with Counselor asst
March	1. CC Journal Updates	1. HR Advisor			1. Campus visit to CVTC	1. CTE Coord		
April	1. CC Journal Updates	1. HR Advisor					1. Quarterly review of academic goals	1. HR Advisor
May	1. CC Journal Updates	1. HR Advisor	Job Fair Participant & Reflection: 1. Career Venture field trip to Eau Claire	1. Counselor, Tech Ed teacher? 9th grade advisor?				

10th Grade

Month	Self-Awareness Activities KNOW	Person Responsible	Exploration Activities EXPLORE	Person Responsible	Career Planning Activities PLAN	Person Responsible	Management Activities GO	Person Responsible
September	1. Career Cruising Review 2. CC Activity 1 3. Career Cruising Journal Update	1. HR Advisors 2. Elective classes 3. Homeroom Advisors	1. Career Interest Inventories - Matchmaker completed.	1. Homeroom Advisors	1. Review of Program of Study - Part of the 4 Year Planning. 2. Leadership Opportunities: Student Organization Fair during lunch or homeroom (NHS, FFA, Student Council, BLAST, etc. Intro HOSA?)	1. Homeroom Advisor and Guidance Counselor. 2. Organization Advisors		
October	1. CC Activity 2 2. CC Activity 3 3. Complete CC Learning Styles assessment 4. Complete CC My Skills Assessment 5. Career Cruising Journal Update	1. HR Advisors and All Courses. 2. Homeroom Advisors 3. Homeroom Advisors 4. Homeroom Advisors 5. Homeroom Advisors	1. Setting Career Goals - Setting SMART Goals 2. Clark County KickStart Tour Option	1. Homeroom Advisors 2. CTE Teachers	1. Participate in UWEC/CVTC Tour	1. Planning by CTE/Guidance		
November	1. Complete CC Ability Profile Assessments 2. Career Cruising Journal Update	1. Homeroom Advisors 2. Homeroom Advisors						

December	1. Career Cruising Journal Update	1. Homeroom Advisors	1. Career Research Project - In conjunction with matchmaker.	1. Homeroom Advisors and English Teacher	1. Career Research Project - In conjunction with matchmaker.	1. Homeroom Advisors and English Teacher		
January	1. CC Activity 10 2. Career Cruising Journal Update	1. Homeroom Advisors 2. Homeroom Advisors			1. Review of Program of Study - Part of the 4 Year Planning.	1. Homeroom Advisor		
February	1. CC Activity 11 2. Career Cruising Journal Update	1. Homeroom Advisors 2. Homeroom Advisors	1. 9/10 Job Fair Participant & Reflection. 2. CC Activity 8 3. CC Activity 9 4. Course Round-up Activity	1. Planning - CTE/Guidance, Homeroom Advisors 2. Homeroom Advisors 3. Homeroom Advisors 4. Guidance Counselor	1. Begin coordinating individual campus visits.	1. Guidance Counselor & CTE Coordinator		
March	1. CC Activity 16 2. Career Cruising Journal Update	1. Homeroom Advisors 2. Homeroom Advisors						
April	1. CC Activity 17 2. Career Cruising Journal Update	1. Homeroom Advisors 2. Homeroom Advisors						
May	1. Forward Test 2. ACT Aspire 3. Career Cruising Journal Update	1. Guidance 2. Guidance 3. Homeroom Advisors						

11th Grade

Month	Self-Awareness Activities KNOW	Person Responsible	Exploration Activities EXPLORE	Person Responsible	Career Planning Activities PLAN	Person Responsible	Management Activities GO	Person Responsible
September	1. Review of Career Cruising 2. CC Activity 1, 2, 3 3. Career Cruising Journal Update.	1. HR Advisors 2. Math, English, Science, Arts/Music teacher 3. HR Advisors			1. Leadership Opportunities: Student Organization Fair during lunch or homeroom (NHS, FFA, Student Council, BLAST, etc. Intro HOSA?) 2. Investigate Post-Secondary Options in conjunction with Matchmaker	1. Organization Advisors 2. HR Advisors		
October	1. Matchmaker 2. CC Activity 4 3. Career Cruising Journal Update	1-3. HR Advisors	Setting Career Goals 1. Setting SMART Goals 2. Clark County Kickstart	1. HR Advisor 2. CTE instructors	1. Personalized college visit	1. Counselor		
November	1. Career Cruising Journal Update 2. ASVAB--optional	1. HR Advisors 2. Counselor	Career Pathway Exploration 1. CC Activity 5, 6	HR Advisor	1. Resume and Cover Letter Creation	1. HR Advisor		
December	1. Career Cruising Journal Update	1. HR Advisors						

January	1. Career Cruising Journal Update		1. 4 year plan review	1. HR Advisors/Counselor				
February	1. CC Activity 10,11 2. My Skills 2. Career Cruising Journal Update 3. ACT and ACT WorkKeys	1-2. HR Advisors 3. Counselor	1. Career Research - In conjunction with matchmaker 2. Course Round-Up	1. HR Advisor 2. Guidance Counselor	1. Registration for courses	1. Counselor		
March	1. Career Cruising Journal Update	1. Counselor						
April	1. Career Cruising Journal Update 2. Interpretive review of ACT/WorkKeys scores	1. HR Advisor 2. Counselor						
May	1. Career Cruising Journal Update	1. HR Advisor						

12th Grade

Month	Self-Awareness Activities KNOW	Person Responsible	Exploration Activities EXPLORE	Person Responsible	Career Planning Activities PLAN	Person Responsible	Management Activities GO	Person Responsible
September	1. Career Cruising Review 2. CC Activity 1 3. Career Cruising Journal Update	1. HR Advisors 2. Elective classes 3. HR Advisor	1. Financial Aid Night 2. Career Interest Inventories - Matchmaker	1. School Counselor 2. HR Advisor	1. Personalized college visit? 2. Graduation Requirements conference (Start in August if possible)	1. Counselor/CTE 2. Counselor	1. Modify Academic Goals as Necessary	1. HR Advisor/Counselor
October	1. CC Activity 2 2. CC Activity 3 3. Complete CC Learning Styles assessment 4. Complete CC My Skills Assessment 5. Career Cruising Journal Update	1-5. HR Advisors			1. Personalized college visit?	1. Counselor/CTE		
November	1. Career Cruising Journal Update 2. ASVAB--Optional	1. HR Advisor 2. ASVAB			1. Cover Letters and Resumes	1. English Upper levels + homeroom advisors		
December	1. Career Cruising Journal Update	1. Homeroom Advisors						

January	1. Career Cruising Journal Update	1. HR Advisors			1. Gather Letters of Recommendation	1. HR Advisor		
February	1. Career Cruising Journal Update	1. HR Advisors	1. Job Fair participation for undecided students	1. CTE/Counselor	1. Mock Interviews & Reflections	1. HR Advisor	1. Scholarships/College Apps/FAFSA work time during ACT days	1. CTE/HR Advisors
March	1. Career Cruising Journal Update	1. HR Advisor					1. Scholarships/College Apps/FAFSA work time during ACT days	1. HR Advisor, Counselor
April	1. Career Cruising Journal Update	1. HR Advisors					1. Scholarships/College Apps/FAFSA work time during ACT days	1. HR Advisor, Counselor
May								