

# Three Lakes School District ACP/E4E Plan



## Introduction

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Wisconsin school districts implement career exploration and planning services for students by aligning their programming with the Wisconsin Comprehensive School Counseling Model (WCSCM) through nine Model Academic Standards in 3 domains: Academic, Personal/Social, and Career. School districts are also required to comply with Wisconsin Administrative Code PI26 regarding access to Education for Employment (E4E) programming. ACP, in essence, marries the requirements of E4E and meets the WCSCM standards with a focus on personalization of learning, opportunities, and experiences. ACP also seeks to link some of the requirements for the Individualized Education Program (IEP) and Post-Secondary Transition Plan (PTP) for special populations as defined under the Individuals with Disabilities Education Act (IDEA), as well as Career Technical Education Programs of Study mandated by federal Carl Perkins funding.

Academic and Career Planning (ACP) is intended to equip students and their families with the tools necessary to make more informed choices about postsecondary education and training as it leads to careers. We value all academic preparation coupled with career awareness, career exploration, and career planning and management activities into a student's educational experiences. When this occurs, students have the best chance of creating a realistic picture of what they need to do and which routes to take in order to achieve their dreams. ACP is part of our overall vision for every student to graduate ready for further education and the workplace. That means our students must be competent both socially and emotionally. We want our students to be strong critical thinkers, to be able to collaborate and solve real-world problems, and persevere when faced with adversity. In conjunction with the Three Lakes School District's Long Range Plan, the goal is to provide a "Personal Education and Lifetime Inspiration."

## Career Readiness Vision

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### CAREER READINESS MISSION/VISION

All Students will graduate from the Three Lakes High School “College and Career Ready,” which means they will **know** their unique interests, abilities, skills and strengths. They will **explore** career clusters and pathways, education and training requirements, service and work-based learning opportunities, as well as career, technical & certification opportunities. Students will **plan** and maintain a program of study that provides flexibility based on individual experiences. They will then **go** with confidence, re-evaluating, and returning to the process as needed.

Academic and Career Planning is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based vision for post secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. It is an ongoing process that begins in the early elementary and continues until the student’s goal of college and/or their career has been met.

### CAREER READINESS TEAM

*List the names and titles of staff that are members of your district’s Career Readiness (ACP) team.*

*Ryan Bock/School Counselor*

*Marc Busko/Business Teacher*

*Heather Hermanson/Social Studies Teacher*

*Erin Marvin/Social Studies Teacher*

*Ameris Grapa/Art Teacher*

*Ashlee Peters/ELA Teacher*

*Rebecca Anderson/Science Teacher*

*David Ditzler/Math Teacher*

*Nicole Lewis/Special Education Teacher*

*Michelle Gunderson/Special Education Teacher*

## Career Readiness Data

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### DISTRICT CAREER READINESS DATA

*2023/24 School Year Data:*

- *Career and Technical Education Participants: 132 students*
- *Career and Technical Education Concentrators (Took 2 or more CTE courses in the same dept.): 60 students*
- *Students Participating in Work-based Learning: 11 students*
- *Students Participating in Dual Enrollment: Semester 1 = 8 students, Semester 2 = 11 students*
- *Students Completing Industry-recognized credentials: 21 students*
- *Technical Diploma: EMT = 6, Nursing = 1, Welding = 14*
- *Number of Employer Partners: Approximately 100 documented in our ACP Directory*

## CURRENT PROGRESS AND FUTURE GOALS FOR IMPLEMENTATION

- Continue to update and implement our ACP scope and sequence for grades 4k-12
- Continue to increase our Career Based Learning Experiences within our content areas
- Continue to expand and engage our community partners in the ACP process

## Career Readiness Success Stories

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### STUDENT SUCCESS STORIES

The following items are examples of student engagement in a variety of program areas. These are examples of just some of the opportunities available within our high school. Enjoy learning more about the unique moments, impactful experiences, and invaluable lessons learned along our students' paths to success.

[EMT Class Helicopter Trauma Scenario](#)

[EMT Class Intubation Lesson](#)

[Nicolet Welding Competition Winners](#)

[Home Improvement Class](#)

[3rd Grade Personal Finance Lesson](#)

[Mad Money Event & Personal Finance Requirement](#)

[Finance Bowl Team is State Bound](#)

[Junior High Heavy Metal Tour](#)

[Kwaterski Tour for Woods Class](#)

[Watercraft Sales Tour and Partnership](#)

[Downtown Three Lakes Business Tour](#)

## Career Readiness Curriculum and Activities

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### GRADES 4K-5 ACP Activities

#### 4K

##### CAREER

- Define what a career is
- Match careers to descriptions and tools
- Career dress up activity

#### K

Xello: Career town and Rhyme time

- Become familiar with basic career vocabulary
- Explore various careers

#### 1st

Xello: Career Town and The Missing Words

- Become familiar with basic career vocabulary
- Make connections between skills, interests and occupations

#### 2nd

Xello: Career Town and What to Learn  
Identify occupations that are of interest

### **3rd**

Xello: Introduction to About Me, School Subjects, Why People Work

- Define job
- Identify reasons people work
- Connect topics learned in school to life outside of school
- Connect interests in school with possible careers
- Recognize the type of work environment they prefer
- Explore ways to meet career goals

### **4th**

Xello: Introduction to About Me, Tools for Success

- Explore skills used to be successful at school and how they can be applied outside of school
- Explore how skills for success match career types

### **5th**

Xello: Introduction to About Me, Learning and Future Success, Learning Paths

- Connect learning in school to job opportunities and interests in the future
- Explore how learning continues after school to do work in a particular career
- Identify types of education pathways and training

## **7-12 ACP Activities in Xello**

<b>Grade Level</b>	<b>Activity</b>
7	Learning Styles
7	Discover Learning Pathways
7	Biases in Career Choices
7	Jobs and Employers
7	Visit a Huddleboard
7	High School Pathways
7	Preferred Pathway
7	Annual Wrapup
8	Skills
8	Exploring Career Factors
8	Transition to High School
8	Self-Advocacy
8	Matchmaker Assessment

8	Individual Learning Plan
8	Post-Secondary Planning
8	Career Exploration by School Subject Interest
9	Personality Styles
9	Exploring Career Factors
9	Getting Experience
9	Study Skills and Habits
9	Work Habits, Self Assessment and Reflection
9	Skills Lab Activity
9	Work Related Goals #1
9	Work Related Goals #2
10	Work Values
10	Careers and Lifestyle Costs
10	Workplace Skills and Attitudes
10	Program Prospects
10	Earnings and Sample Career Path
10	Post-Secondary Options
10	Researching Labor Market Information
10	Resume Builder
11	Choosing a College
11	Career Demand
11	Entrepreneurial Skills
11	Work/Life Balance
11	Exploring Colleges
11	College Essays/Student Profile
11	Graduation Requirements and Transcript Check

11	College/Technical School Applications
12	Career Backup Plans
12	Job Interviews
12	Defining Success
12	Career Path Choices
12	Networking
12	Communicating My Career Plan
12	Cover Letters
12	Resumes

## PREPARING FOR THE FUTURE

The ACP program at the Three Lakes School District ensures every student is prepared for life after high school regardless of the path they plan to take. This includes:

- Career and technical education provided in the school district:
  - Career and Technical Education Courses: There are currently 30 of these courses offered in our high school course description book.
- Start College Now Program: Wisconsin Department of Public Instruction program that allows high school juniors and seniors (who are in good academic standing) to take classes at Nicolet Technical College for both high school and technical college credit. These classes are listed in the Nicolet College semester course offerings document. It is shared with students during course registration.
- Transcribed Credit course offerings:
  - Business Department: 6
  - Math Department: 2
  - Social Studies Department: 1
- Youth apprenticeship or other job training and work experience: Students have the ability to choose between the Youth Apprenticeship and School to Work program depending on their employment opportunity. All information is provided to the student to allow an informed decision.
- Postsecondary education preparation:
  - Throughout the year, college representatives come in to talk to students individually and as a group.
  - College campus tours are available to students in grades 9-12
  - A regional career fair is offered to students in grades 9-12
  - All juniors attend the Wisconsin Education Fair
  - Military recruiters from each branch are available to meet with students and come in during lunch periods and WIN time to promote their programs
  - ASVAB testing is offered in 11th grade, this can aid in military and college placement

and provides students information about careers best suited to them.

- Instruction in skills related to employment:
  - The Mad Money event teaches students money management and personal finance
  - ACP lessons during WIN allow students to explore careers that interest them.
  - Work Based Learning Experiences are encouraged:
    - Job Shadows
    - Internships
    - Mentorships
    - Teacher Assistants
- Industry Recognized Credentials:
  - Welding Certifications
  - CNA Program
  - EMT Program
  - Firefighter Program

## CAREER PATHWAYS

Through work with the Regional Career Pathway Coordinator, research on labor market needs, insights from Institutions of Higher Education (IHE), and local business/industry partnerships, the Three Lakes School District has analyzed local, regional and state labor market needs to inform and develop relevant curriculum and course offerings to students. These efforts have resulted in the delivery of high-quality career pathways provided to students that meet the Carl Perkins Grant requirements and some also meet the [Regional Career Pathways](#) effort with supportive pathway maps endorsed by a collective advisory of employers, educators and economic and workforce development.

Below are the local and regional career pathways that are offered at Three Lakes School District:

- Hospitality, Lodging and Tourism (Local Pathway)
- Manufacturing (Regional Career Pathway)
- Business Finance (Regional Career Pathway)
- Business Management (Regional Career Pathway)
- Architecture and Construction (Regional Career Pathway)
- Information Technology (Regional Career Pathway)

## LABOR MARKET INFORMATION

The Three Lakes School District covers parts of Vilas, Oneida and Forest counties. Students have access to a wide variety of opportunities and locations to contribute to the workforce. The top career opportunities in the area are in retail trade, manufacturing and construction, representing 36% of all jobs. In North Central Wisconsin (nine counties), the top opportunities projected are in: office & administrative Support, production, sales, food preparation & serving, and healthcare. Together these opportunities represent 51.2% of all jobs. This is similar to the overall Wisconsin trend, which shows the most opportunities are in manufacturing, health care & social assistance, and retail trade. For more information please refer to Oneida County Economic Development Corporation and the Wisconsin Department of Workforce Development (<http://www.ocedc.org/>).

This data has a strong influence on the skills we help develop in our students. We have also listened to our local employers who value the 21st Century Skills of: creativity, critical thinking, communication, and collaboration. The Three Lakes School District's ACP incorporates the regional data, 21<sup>st</sup> Century Skills, Common Core, Wisconsin Technology and College and Career Readiness Standards into providing an opportunity for our students to be productive members of society.

To access Labor Market Information:

1. <https://jobcenterofwisconsin.com/wisconomy/pub/publications#cpd>
2. <https://dpi.wi.gov/cte/labor-market-information/industry-projection-reports-career-cluster>

## PROFESSIONAL DEVELOPMENT FOR STAFF

The Three Lakes 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:

- Information about career readiness programs and resources available in the district and who students can go to for more intensive career advising is provided to all educators each year.
- Career readiness professional learning is provided to all educators regularly on how to conduct equitable and inclusive career conversations with students.
- Career readiness professional learning is provided regularly on how teachers in all subject areas can help students understand how the content they are learning connects with various careers.
- ACP trainings during staff meetings (Xello)
- Common PD day meetings
- Attend CESA ACP events
- The ACP team meets regularly
- New staff will be trained on how to conduct the ACP lessons and engagement opportunities.
- Our elementary school counselor will work with 4K-6th grade students and staff in regards to career readiness practices.

## Career Readiness is for ALL Students

### INDIVIDUALIZED ACP SUPPORT

Students will be given the opportunity to pursue their personalized education starting with the classes they elect during regular academic days. Students will have the ability to take Start College Now classes as well as transcribed credits as Dual Credit opportunities. Students will engage in industry and college tours that will lead to job shadowing, school to work and youth apprenticeships. Students will be prepared for earning their first jobs as they develop employability skills and learn how to write resumes and properly engage in an interview. The district's requirement of community service will also help educate students of local career opportunities.

All students will participate in a variety of scheduled ACP activities throughout the year. Xello is a vital part of the universal component of a district's ACP program, in that it provides local and state career information to ALL students as they engage on the Xello platform



High school students will have time during their school day to work on Xello activities. Students will have access to their grade level Xello activities to complete throughout the year. All junior high and high school teachers will be trained on how to use the Xello software to assist students in creating and updating their portfolio. Parents can receive access to their student's portfolios upon request. Parent/Teacher conferences may also be utilized to discuss student Xello portfolios with parents.

- *Our district has a process to identify and provide modifications, accommodations, or enhanced support for career readiness activities to maximize participation of English Learners, students with an Individual Education Plan (IEP), or students at-risk of not graduating.*
- *Our district implements specific strategies to communicate with students, families and caregivers of English Learners, students with an Individual Education Plan (IEP), and/or students at-risk of not graduating about career readiness.*
- *Our district makes an effort to seek out diverse community, industry, and higher education partnerships so that students are more likely to interact with adults that come from many different backgrounds and cultures.*

## **ACCESS FOR ALL STUDENTS**

If a pupil is a child with a disability, the pupil's academic and career plan shall be made available to the pupil's individual education program team. The pupil's individualized education program team may, if appropriate, take the pupil's academic and career plan into account when developing the pupil's transition services.

Educators work directly with Special Education staff on a daily basis. Collaboratively, they will assess progress for students with disabilities. The Director of Special Education and the other IEP team members will implement Academic and Career Planning into individual education plans (IEPs) through the student's existing Postsecondary Transition Plan (PTP). Students of special populations including students with disabilities will work with their case managers, teachers and the school counselors in maintaining their ACP portfolio.

TRANSITION PLAN - Student's individual ACP plans are brought to the annual IEP meeting to review goals and activities outlined for that pupil starting in the school year the student turns 14. The IEP team works to develop a post-secondary transition plan (PTP) using information from the DPI, Department of Vocational Rehabilitation, course offerings, student interests, Xello, and other sources. The IEP team will have an opportunity to provide insight and guidance into the ACP plan and will also invite representatives from the Department of Vocational Rehabilitation to assist with transition.

## **CAREER READINESS TECHNOLOGY**

We have utilized the Inspire Program and Xello as Career Readiness Technology. Xello helps upper elementary, middle and high school students of all backgrounds, abilities, and aspirations become future ready. In Xello, each student builds critical self-knowledge and learns about their future possibilities to build a personalized plan for their future success.

### FAMILY ENGAGEMENT

The School District of Three Lakes engages families and caregivers in academic and career planning through consistent communication via email, newsletters, social media, phone calls, parent/teacher conferences, open house and other school events. Students, parents and the community will be notified of any special upcoming events regarding ACP.

*Mr. Ryan Bock is the ACP Coordinator for the district. Please contact Mr. Bock at [rbock@threelakessd.k12.wi.us](mailto:rbock@threelakessd.k12.wi.us) if you have questions or are looking to get involved.*

### COMMUNITY PARTNERSHIPS

The School District of Three Lakes is proud to collaborate with our 100 business and community partners listed on our ACP Directory.

Our district will engage businesses, postsecondary education institutions, and workforce development through partnerships we have with CESA 9 and other collaborative networks in our community. In our community we have a partnership with Nicolet College. We will be attending college and career fairs and networking events to connect students with potential employers while also offering dual enrollment and other credit bearing programs allowing students to earn college or industry recognized credentials.

Community stakeholders and committees are welcome to join our school's process and journey in Academic and Career Planning. Through the *Explore* and *Go* components of the ACP model, we will partner with community members to provide work-based, relevant and purposeful opportunities for our students. Some of the activities may include Youth Apprenticeships, job shadowing, service learning, and community service. These activities will give our students authentic, real-world opportunities to learn about local careers and form professional relationships with community business members.

The District's ACP Directory provides contact information for local businesses. It is broken down by career clusters. Career Clusters are groupings of occupations that use similar skills and knowledge. Career Clusters can help students focus their career exploration by matching interests with the skills, knowledge and training required for different occupations. Students should then be able to schedule their school day with relevant and rigorous courses to best prepare themselves to pursue occupational goals. Below are descriptions of each career cluster and a sample of potential careers. The contact information following each career cluster description can be utilized by students for job shadowing, mentorships, school to work and youth apprenticeships.

Any community organization can contact Mr. Ryan Bock at the Three Lakes High School to discuss ACP events or work based learning opportunities.

[ACP Directory](#)

<b>MOST RECENT DATE OF BOARD APPROVAL</b>
<i>April 16th, 2025</i>