

School District of River Ridge Academic and Career Planning Policy



Chapter PI-26 is the legislation in the State of Wisconsin that requires every school district to provide academic & career planning services to pupils enrolled in grades 6 to 12 in the school district beginning in the 2017-18 school year.

Reviewed and adopted by Board on 05/07/2025.

Academic and Career Planning is:

- A dynamic process built on student visions & goals documenting student interests, abilities & values as they relate to career decision making.
- Provides students & parents with information needed to make **INFORMED CHOICES** for education, training and careers.
- Connects goals to college & career exploration & planning
- ACP honors ALL postsecondary routes

4 Stages to successful Academic & Career Planning (ACP)



Know – Who am I? Get to know your interests, skills & strengths

Explore – Where do I go? Explore career pathways & education opportunities

Plan – How do I get there? Set goals, choose courses, join clubs & activities, obtain financing, fill out applications, write resumes

Go! – Recalculate as needed

1. **Know** – The students will identify & explore personal strengths & needs related to academic & career goals.

- ***Self-Awareness***

- **Middle School Students**

- Interpret inventory results & can articulate their personal strengths, work values, learning styles & interests, then link them to potential careers.
 - Set short and long term goals as they relate to their strengths.
 - Revisit & revise personal, academic & career planning goals annually.

- **High School Students**

- Interpret & can articulate their personal strengths, work values, learning styles & interests then link them to a selection of careers.
 - Apply their skills, interests, work values, extracurricular activities & life experiences to goal setting and creation of ACP.
 - Explain how their goals fit with their personal skills & attributes, current activities and postsecondary plan.

- ***Financial Knowledge***

- **High School Students**

- Interpret knowledge of financial topics to compare personal finances, costs of postsecondary options & financial trends of different careers.

2. Explore – The students will identify, explore, and interpret different career pathways, labor markets, postsecondary options related to interests & strengths.

- ***Career Exploration***

- **Middle School Students**

- Identify 2-3 career clusters that are compatible with their interests & strengths as identified in assessments.
 - Use inventory results to identify careers of interests.
 - Engage in a variety of extracurricular activities.

- **High School Students**

- Take career inventories & assessments for career exploration & reflect on results.
 - Use career pathway information that correlates to strengths & interests to identify careers of interests.
 - Describe how careers of interest relate to their assessment information & interests & reflect on areas of growth.
 - Make connections between skills acquired in & out of school & how they apply to careers of interest.
 - Engage in job shadowing, school to work program, part-time work and other career exploration activities.

- ***World of Work & Labor Market***

- **High School Students**

- Learn which different “soft skills” are needed for different pathways.
 - Use labor market information to understand how salary levels differ by level of education, job responsibilities and skills required.
 - Identify the financial impact of specific careers.

- Compare postsecondary options based on programs of study & costs.
- Explore postsecondary opportunities for gaining technical skills such as apprenticeships, certifications & articulated courses.

3. Plan – Throughout their Middle School and High School experience, students will learn the process of creating and revising their ACP. They will implement their plan, and adjust periodically.

- ***Planning Skills***

- **Middle School Students**

- Create a personalized plan to transition to high school & postsecondary options
- Use plan as tool to consider choices, plan high school course selection & transition to high school
- Students, teachers, counselors & families have access to ACP information.

- **High School Students**

- Document courses taken, updated assessments, career & postsecondary research, personality type, work values, interest profiles as they relate to the selection of career & other postsecondary plans.
- Identify strategies for improving educational achievement as needed for postsecondary & career goals.
- Adjust their plans based educational achievement.
- Document information & experiences for each high school year that can be accessed for postsecondary applications & resumes.

- Complete the FAFSA know where to access other financial aid & scholarship information.
- Develop a financial plan to align with postsecondary education or training costs.
- Participate in work-based learning opportunities.
- Students, teachers, counselors & families have access to ACP information.
- Discuss plan for transition to postsecondary education including sequence of high school course, application requirements, timelines for applications financial aid submission & requirements for entrance into careers of interest.

4. **Go** – Students will review and update their ACP one to two times a year to progress toward their career goals.

- ***Execution of Plan***

- **Middle School Students**

- Continue to explore different career options.
- Participate in one or more ACP, career-related activities.
- Add information to plan as researched.
- Update plan each year.

- **High School Students**

- Review & revise ACP one to three times a year.
- Participate in multiple ACP, career-related activities.
- Present progress against previous goals & plans for next steps in an annual review.
- Increase review if needed as graduation nears.
- Continuously evaluate opportunities as they pertain to current goals for knowing, exploring & planning for post high school plans.

ACP Scope and Sequence

River Ridge K-12

Know- Explore- Plan- Go

Grade Level	Activity
K-3	
4	
5	
6	<ol style="list-style-type: none"> 1. Interests 2. School Subjects at Work 3. Decision Making 4. Time Management
7	<ol style="list-style-type: none"> 1. Explore Learning Styles 2. Discover Learning Pathways 3. Biases and Career Choices 4. Job and Employers
8	<ol style="list-style-type: none"> 1. Skills 2. Explore Career Matches 3. Transition to High School 4. Self-Advocacy 5. Campus tour of Southwest Technical College 6. Parent/Student Night - High school and postsecondary requirements 7. Create a 4-year high school course plan
9	<ol style="list-style-type: none"> 1. ACP – what is it? Know-Explore-Plan-Go 2. Review past ACP 3. Personality Styles 4. Exploring Career Factors 5. Getting Experience 6. Study Skills and Habits 7. High school & postsecondary entrance requirements 8. Interpret ACT Aspire 9 results & record into My Plan 9. Update 4-year high school course plan 10. Share ACP with parents 11. Participate in River Ridge Career Day (every other year)

	12. Civics – changing dynamics of families & occupations & trade vs job.
10	<ol style="list-style-type: none"> 1. ACP – what is it? Know-Explore-Plan-Go 2. Work Values 3. Careers and Lifestyle Costs 4. Workplace Skills and Attitudes 5. Program Prospects 6. Interpret ACT Aspire 10 results & record into My Plan 7. Update Goals & Plans in My Plan 8. Career Research Paper 9. High school & postsecondary entrance requirements 10. Update 4-year high school course plan 11. Share ACP with parents 12. Participate in River Ridge Career Day (every other year) 13. CTE Courses 14. Science Courses – videos on engineering & medical fields
11	<ol style="list-style-type: none"> 1. Choosing a College or University 2. Career Demand 3. Entrepreneurial Skills 4. Work/Life Balance 5. Attend Education Fair 6. PSAT Assessment & interpretation of test scores 7. High School Registration – high school & postsecondary entrance requirements, youth apprenticeships, Early College Credit & Start College Now information 8. ACT Prep 9. ACT & WorkKeys Assessments & interpretation of test scores 10. 2 Day ACP Session: Review ACP, postsecondary options, earning power based on education, job market information, college characteristics, campus visit information, college application procedures, college costs, financial aid, college research, 11. ACP junior conference with school counselor 12. Job Shadows 13. Campus Visits 14. Visits with Military Recruiters 15. Participate in River Ridge Career Day (every other year) 16. Advance Comp I – write a paper describing their “dream” for the future & resume writing 17. CTE Courses 18. Science Courses – videos on engineering & medical fields
12	<ol style="list-style-type: none"> 1. Defining Success 2. Job Interviews 3. Career Path Choices 4. Monthly Senior Bulletin – “One-Liner”

	<ol style="list-style-type: none">5. Early College Credit, Start College Now Courses6. CTE Courses7. Science Courses – videos on engineering & medical fields8. ACP senior conference with school counselor9. College Applications10. Campus Visits11. Visits with Military Recruiters12. ACT Re-takes13. Financial Aid Night14. FASA Application15. Senior Resume16. Scholarships17. Letters of Recommendation18. Job Shadows19. Wisconsin Job Search20. School to Work Program21. Youth Apprenticeships22. Reality Check23. Participate in River Ridge Career Day (every other year)
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