



Lancaster Community Schools

Introduction

This is a scope and sequence to ensure academic career planning for all Lancaster students. Every student is different and individualized learning and personalized success is key to making sure all of our kids reach their highest potential success.

Career Readiness Vision

CAREER READINESS MISSION/VISION
<p><u>Vision Statement</u> <i>We strive to create high levels of learning in a welcoming, collaborative environment that nurtures personalized success for all Flying Arrows</i></p> <p><u>Mission Statements:</u></p> <p><i>Welcoming</i> We stand to provide a safe, inviting, and supportive environment.</p> <p><i>Collaborative</i> We stand to build relationships that focus on a shared responsibility for continuous school improvement.</p> <p><i>Personalized Success and High Levels of Learning</i> We stand to support individual growth with high expectations to develop lifelong learners.</p> <p><u>Collective Commitments:</u> As Flying Arrows, we will build support relationships, model a culture of respect, and reinforce kind, positive behaviors. As Flying Arrows, we will celebrate our achievements, recognizing that effort and growth are demonstrated individually. As Flying Arrows, we will strive for greatness by consistently setting high academic and behavioral expectations; promoting lifelong learning for future success. As Flying Arrows, we will encourage communication that is relevant, empathetic, and open to different perspectives. As Flying Arrows, we will build a welcoming environment we are proud of, where everyone feels emotional, physically and intellectually safe.</p>

CAREER READINESS TEAM			
Stakeholder	Name(s)	Stakeholder	Name(s)
District ACP Coordinator	Tom Hughey	Building and district administrators	Rob Wagner Mark Uppena Taylor Reynolds
School Counselors	Tom Hughey Stephanie Foster	District Data Steward/Specialist	N/A

CTE Coordinator	Andy Richard	District Communications Director	Rob Callahan
CTE teachers	Andy Richard Jen Wehrle Eric Mumm Brian Knapp Jessica Schaefer Jalen Schmitz	Students - representing all populations	93.8% White 1.5% Black or African American 2.5% Hispanic or Latino 1.9% Two or More Races
Non-CTE teachers	All other professional staff	Families - representing all populations	93.8% White 1.5% Black or African American 2.5% Hispanic or Latino 1.9% Two or More Races
Special Education teachers and Transition Coordinator	Lizzy Dressler Carrie Ingebritsen Diane Noble	Out of School Time Program Leaders	Carrie Ingebritsen Neil Keats
Curriculum & Instruction Director	None	Business and Community Partners	CTE Advisory Committee <ul style="list-style-type: none"> • Curt Broihahn • Jeff Gruetzmacher • Todd Wolf • Stacy Martin • Brianna Marcue • Pat Oyen
Student or Pupil Services Director	None	Other	N/A

Career Readiness Data

DISTRICT CAREER READINESS DATA	
<i>Data ACP Portrait of a Graduate. The Redefining Ready framework.</i>	
<i>Career and Technical Education Participants</i>	205
<i>Career and Technical Education Concentrators</i>	22
<i>Students Participating in Work-based Learning (YA)</i>	11 Youth Apprentices -2023-24 15 Youth Apprentices -2022-23
<i>Students Participating in Dual Enrollment</i>	112
<i>Students Participating in Career and Technical Student Organizations</i>	FFA Members - 150 (Grades 6-12) FBLA Members - 24
<i>Students Completing Industry-recognized credentials</i>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Microsoft Office Specialist </div>

	Certification	2023-2024	All-Time
	<i>Word</i>	0	48
	<i>Excel</i>	0	35
	<i>PPT</i>	0	25
	<i>Word Expert</i>	0	1
	<i>Excel Expert</i>	5	6
	<i>Total</i>	5	115
	Precision Measurement Instruments		
	Certification	2023-2024	All-Time
	<i>M1 - Tape & Rule Measurement</i>	23	166
	<i>M2 - Slide Calipers</i>	20	160
	<i>M3 - Gage Measurement</i>	11	98
	<i>M4 - Angle Measurement</i>	23	101
	<i>M5 - Micrometer Measurement</i>	26	58
	<i>M6 - Dial Gage & Bore Measurement</i>	27	70
	<i>Total</i>	130	653
<i>Number of Employer Partners</i>	8 for Youth Apprenticeship 15 for On-the-Job Training		
<i>Number of Career-based Learning Experiences offered</i>	<ul style="list-style-type: none"> ● SWIFLE (Southwest Wisconsin Interactive Financial Literacy Event) ● Career Exploration Day 		
<i>Number of local and regional career pathways offered</i>	<u>Lancaster Career Pathways</u>		

CURRENT PROGRESS AND FUTURE GOALS FOR IMPLEMENTATION

As part of our strategic plan, the district is focusing on developing and implementing equitable instructional practices that focus on the individual needs of our students so they are prepared for any post-secondary path they choose.

Career Readiness Success Stories

STUDENT SUCCESS STORIES

[Example Student of Completed ACP](#)

Career Readiness in the School District of Lancaster Community Schools

ACP CURRICULUM, SUPPORT, AND SERVICES

Grade Level Appropriate Career Readiness Activities and Career-based Learning Experiences

- K-5: Career Readiness Activities
 - Career Related Field Trips
 - 4K/ECE
 - Vesperman Farms
 - Majestic View Dairy
 - Kindergarten
 - Hertiage Center Live Performance
 - Grant Regional Health Center Tour
 - 1st Grade
 - Lancaster Fire Station
 - Lancaster Dental Associates
 - 2nd Grade
 - Grant County Court House
 - Lancaster Police Station
 - 3rd Grade
 - Orchard Manor
 - Grant Regional Health Center
 - Majestic Farms
 - 4th Grade
 - Stone Front Farms
 - Dubuque Symphony Orchestra
 - 5th Grade
 - UW Madison Band Concert
 - Memorial Park
 - 6-8: Career Readiness Activities
 - 6th Grade - Health Class - Mr. Hicks
 - Understand ACP definitions and terms
 - Intro to Xello
 - Complete four lessons:
 - School Subjects at Work: Relate school subjects to various work tasks
 - Interests: Explore the link between interests to various careers
 - Decision Making: Understand the importance of making informed, responsible decisions when faced with important choices
 - Time Management: Explore ways to improve time management skills and investigate how time management is important for a career of interest
 - 7th Grade - Careers class- Ms. Foster
 - Set Smart goals
 - Personalize Xello account
 - Complete four Xello lessons:
 - Biases and Career Choices: Understand how career-related biases impact career choices

- Jobs & Employers: Explore ways to find employment
 - Discover Learning Pathways: Explore postsecondary pathways to various careers
 - Learning Styles: Explain how knowing your learning style can help you
 - Learning Style Assessment in Xello
 - Learn how fill out a job application and practice job interviewing skills
 - Practice communication and networking skills
 - Understanding financial literacy
 - Guest speakers from community include Grant Regional Health Center, Vesperman Farms, City of Lancaster, and McDonald's
 - 8th Grade - Health - Mr. Hicks
 - Complete four Xello lessons:
 - Explore Career Matches: Explore careers related to favorite subjects in school
 - Skills: Identify skills needed for various occupations and investigate options related to own skills
 - Self-Advocacy: Explore effective advocacy skills and behaviors and ways to advocate for self in school, community, home, and in a career
 - Transition to High School: Explore clubs, activities, and other resources to help handle the transition to high school
 - Complete the Matchmaker Assessment and explore careers based on results
 - Students complete an Individual Learning Plan/4 Year Plan which includes academic and personal strengths, Career Clusters and Courses of Interest, personal data analysis, and goal setting.
 - School Counselor offers one-on-one student/parent ACP meeting to discuss high school transition and a four-year plan
 - Course Registration Night for all students and parents to register for 9th grade courses in the Course Planner in Xello
- 9-12: Career Readiness Activities
 - 9th Grade - Homeroom Teacher
 - Freshmen group seminar
 - Individual meeting with counselor
 - Set/reflect goals
 - Update xello profile
 - Update xello activities
 - Complete ACP lessons in homeroom
 - Complete course planner
 - Start a new Career Matchmaker assessment; answer at least 39 questions and save results
 - Explore Suitable for You? feedback from Career Matchmaker for careers that did not appear on the suggestion list
 - Save at least one additional career of interest and compare against the three other saved careers from the previous three grades
 - Write a My Journal entry about saved careers. Is there a pattern or clear area or skill of interest?
 - Review saved Career Clusters and add any others of interest
 - Add or update short-term and long-term goals in My Plan Under Education, review the College Planning Timeline
 - Add at least one additional skill or ability to My Plan
 - Add at least one short-term and one long-term career/life goal in My Plan
 - Add at least one volunteer experience, work experience, award, or certificate and save to My Plan
 - Review hobbies, interests, and extracurricular activities and add any new ones to My Plan
 - Based on careers of interest, skills, activities, and goals, complete grade 10 course selection using the Course Planner tool
 - Additional Resources:
 - Classroom Activity #3 - Using Career Matchmaker
 - Classroom Activity #6 - Comparing Careers
 - Classroom Activity #8 - Career Fair Project
 - My Plan Activity #8 - Activities & Experiences My Plan Activity

- #6 - High School Education Plan
- 10th Grade - Homeroom Teacher
 - Set/reflect goals
 - Update xello profile
 - Update xello activities
 - Complete ACP lessons in advisory
 - Complete course planner
 - Prepare resume
 - Take a second Career Matchmaker assessment, answering at least 58 questions
 - Save results and review educational requirements for at least two career matches of interest
 - Use the Career Selector tool to find careers based on a variety of criteria
 - Review saved Career Clusters and add any others of interest
 - Save at least one additional career of interest to My Plan and compare to four other saved careers from previous grades
 - Take the Learning Styles Inventory for a third time and save results review tips and learning strategies
 - Complete the My Skills assessment for a second time and save results
 - Add at least one additional skill or ability to My Plan. Look at skills needed for careers of interest and make a list of skills to work toward in My Journal Update short-term and long-term goals in My Plan
 - Complete one additional career planning activity and record it in My Plan (e.g., attend a career or college fair, complete community service, create a resume, etc.)
 - Add at least one hobby/interest and one extracurricular activity to My Plan
 - Under Education, review the College Planning Timeline Complete course selection for grade 11 using Course Planner
 - Look ahead to grade 12 courses and adjust as needed
 - The Be Real Game Suggestions Unit 1 – Time Travel: Exploring the Future, Sessions 1-6 (core), 7-9 (recommended) Unit 2 - Personal Journey: Creating My Future, Sessions 1-4 & 6 (core), 5 & 7 (recommended)
 - Additional Resources:
 - Classroom Activity #15 - Why Study This? A Cross-Curricular Game
 - Classroom Activity #5 - Using Career Selector
 - Classroom Activity #6 - Comparing Careers
 - Classroom Activity #14 - Learning Styles
 - Classroom Activity #10 - Discovering Your Work Skills
 - Classroom Activity #12 - College Research Exercise
 - My Plan Activity #6 - High School Education Plan
- 11th Grade - Homeroom Teacher
 - Set/reflect goals
 - Update Xello activities
 - Complete ACP lessons in advisory
 - Complete course planner
 - Explore work experience & youth apprenticeship
 - Revisit latest Career Matchmaker assessment and answer additional 58 questions (for a total of 116)
 - Save results and review educational requirements for at least two career matches of interest.
 - Save any new careers of interest to My Plan and compare against other saved careers
 - Complete School Selector questionnaire; save at least one school and one major of interest
 - Complete one additional career planning activity and record in My Plan (e.g., attend a career or college fair, job shadow, practice SAT/ACT, etc.)
 - Use the Resume Builder to create a resume and cover letter and attach to My Files
 - Add or update short-term and long-term goals in My Plan and write about progress and next steps in My Journal Under Education, review the College Planning Timeline
 - Review and add hobbies, interests, extracurricular activities, volunteer experiences, work experiences, awards and certificates, and other relevant experiences to My Plan
 - Add at least one additional skill or ability to My Plan Complete course selection for grade 12 using Course Planner
 - Additional Resources:

- Classroom Activity #4 - Your Career Ideas and Career Matchmaker
- My Plan Activity #4 - Schools that interest Me
- My Plan Activity #7 - Career Preparation & Planning
- My Plan Activity #9 - Using the Resume Builder
- Classroom Activity #13 - Finding the Right College
- 12 Grade - Homeroom Teacher
 - Senior meeting with counselor
 - Set/reflect goals
 - Update xello activities
 - Complete ACP lessons in advisory
 - Finalize resume
 - Finalized linkedin account
 - Scholarship applications
 - [Complete Optional Portfolio](#)
 - Senior exit interview
 - Revisit latest Career Matchmaker assessment. Re-take if necessary and save results
 - Save any new careers of interest to My Plan and compare against other saved careers
 - Review career paths, attributes & abilities, interviews, and wage and outlook information in at least two career profiles of interest (either new or saved)
 - Use Career Selector to gain more insights on what to look for in a career
 - Revisit the latest My Skills assessment results and add one skill or ability to My Plan (for a total of three)
 - Review Saved Schools and School Selector results (retake if needed). Add at least one school/major of interest (for a total of three) and update ranking of saved schools
 - Explore national and local scholarships using the Financial Aid Selector and save at least two of interest
 - Under Education, review the College Planning Timeline again and complete the Post-Secondary Plan
 - Review and add hobbies, interests, extracurricular activities, volunteer experiences, work experiences, awards and certificates, and other relevant experiences to My Plan
 - Review and update short-term and long-term goals in My Plan and write about progress and next steps in My Journal
 - Update resume and cover letter and save new versions to My Files
 - Review Work Search: You & the Job Market section in the Employment Guide for important factors to consider in selecting a potential career
 - Additional Resources
 - Classroom Activity #6 - Comparing Careers
 - Classroom Activity #5 - Using Career Selector
 - Classroom Activity #11 - Using My Skills
 - My Plan Activity #4 - Schools That Interest Me
 - Classroom Activity #13 - Finding the Right College
 - My Plan Activity #5 - Scholarships and Financial Aid
 - My Plan Activity #9 - Using the Resume Builder

ACP/School Counseling Services

Our school counselors play a pivotal role in supporting students' academic and career planning by providing guidance in navigating educational pathways and exploring potential career options. They collaborate with students to assess their interests, strengths, and goals, guiding them toward making informed decisions about their academic journey. In addition to academic planning, counselors also focus on social and emotional learning, fostering a supportive environment where students can develop crucial interpersonal skills, emotional intelligence, and resilience. Moreover, they actively engage in employability skill development, helping students acquire the necessary skills and knowledge for success in the workforce. As students approach their senior year, counselors play a crucial role in facilitating individual conferences to discuss post-graduation plans, address any concerns, and ensure students are well-prepared for the transition into higher education or the workforce. These personalized sessions serve as a valuable opportunity to tailor guidance to each student's unique needs, ultimately empowering them to embark on a successful and fulfilling future.

Whole School Support

- *Students participate in regular career conversations to discuss their career interests, academic goals, and postsecondary plans with an adult.*
- *Teachers in all subject areas help students in their classes understand how the content they are*

learning connects with various careers and career readiness skills.

- *Course Registration Night offered in the spring semester for all middle school students and rising freshmen and their parents to collaborate on providing an ideal schedule for students based on ACP goals.*

PREPARING FOR THE FUTURE

The ACP program at Lancaster Community Schools 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 [LHS CTE Courses](#)
- Courses that provide advanced placement and advanced standing at Lancaster Community Schools Technical College's associate degree program upon graduation from high school.
 - AP Courses
 - Biology
 - PreCalculus
 - Calculus
 - Environmental Science
 - AP Psychology (TC)
 - US History
 - PLTW Courses
 - Intro to Engineering and Design
 - Principles of Engineering
 - Civil Engineering and Architecture
 - Engineering and Architecture
 - Computer Science Principles
 - Transcribed Credit
 - Accounting
 - Business Enterprise
 - College Composition
 - Entrepreneurship
 - Sales and Marketing
 - STEMStart
- [Youth apprenticeship](#) or other job training and work experience
- Instruction in skills related to employment
 - MOS Certifications
 - Word
 - Excel
 - PowerPoint
 - Excel Expert
 - Precision Measuring Instruments
 - Tape and Rule Measurement
 - Slide Caliper Measurement
 - Gage Measurement
 - Angle Measurement
 - Micrometer Measurement
 - Dial and Bore Gage Measurement

CAREER PATHWAYS

Share information about how your district selects career pathway programs to offer students, including how you utilize Labor Market Information in the decision.

[Lancaster Career Pathways](#)

LABOR MARKET INFORMATION

Labor market information (LMI) helps our school districts develop cutting-edge Career and Technical Education programs by uncovering the skills students will need in the future. In addition, LMI can help students

understand which jobs are most likely to be available and well-compensated.

To access Labor Market Information for Lancaster [Click Here](#)

PROFESSIONAL DEVELOPMENT FOR STAFF

The Lancaster Community Schools District is committed to supporting our entire staff to become engaged in the career readiness process. We provide the following professional development to staff:

- *Xello professional development is provided to staff to assist with delivering academic and career planning services to pupils in grades 6 to 12, the district implements these recommended Career Readiness Practices:*
- *Provide staff with 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 conducting 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 their learning content connects with various careers.*
- *Onboarding for new leadership/staff*
- *Professional learning for K-5 educators and staff*

Career Readiness is for ALL of our Students

INDIVIDUALIZED ACP SUPPORT

Our district provides individualized support, appropriate to each pupil's needs, from school district staff to assist with completing and annually updating a student's academic career plan by the following:

- *Our district has a process to identify and provide modifications, accommodations, or enhanced support for career readiness activities to maximize the 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 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 who come from many different backgrounds and cultures.*

[Optional Student Career and Academic Portfolio](#)

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 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.

CAREER READINESS TECHNOLOGY

We offer Xello that we utilize and provide for students.

Get Involved

FAMILY ENGAGEMENT

The School District of Lancaster Community Schools engages families and caregivers in academic and career planning by the following:

- Regularly informing families and caregivers about career readiness activities.
- Providing multiple ways for families and caregivers to participate in career readiness activities.
- Regularly informing families and caregivers about the progress of their student's academic and career planning.
- Actively seeking feedback from students, families, and caregivers when regularly evaluating our career readiness activities, programs, and initiatives.

COMMUNITY PARTNERSHIPS

The School District of Lancaster Community Schools is proud to collaborate with Lancaster Community Schools' business and community partners.

- *Our district actively seeks feedback from community, industry, and higher education partners when regularly evaluating our career readiness activities, programs, and initiatives.*
- *Career-based Learning Experiences that are offered.*
 - *Youth Apprenticeship*
 - *On-The-Job-Training*
 - *Career Exploration Day*
 - *Southwest Wisconsin Interactive Financial Literacy Event*

If you would like to be a community partner you can contact Mr. Andy Richard at richarda@lancastersd.k12.wi.us

MOST RECENT DATE OF BOARD APPROVAL

3/13/24