

District Career and Academic Plan: 2023-2024

District and School: AHSTW Secondary School

State Approved Career Information System (CIS): I Have a Plan Iowa

Date District Career and Academic Plan was last revised: March 2024

District Career and Academic Plan Section Outline:

Initial Section: [Annual School Board Review](#)

Section 1: [District Team Members](#)

Section 2: [District Statement Summary](#)

Section 3: [Course Planning](#)

Section 4: [Work-Based Learning](#)

Section 5: Essential Components of ICAP

[Essential Component #1](#)

[Essential Component #2](#)

[Essential Component #3](#)

[Essential Component #4](#)

[Essential Component #5](#)

Section 6: [FAFSA Advisement](#)

Section 7: [District Integration](#)

The District Career and Academic Plan (DCAP) is a roadmap for district implementation of career development and student's ICAP. Each bolded & boxed section should be completed and updated by the DCAP team each year as part of the revision process. Data and prior RPP evaluation should be considered in the yearly updates.

Topics to discuss with board: A link to board minutes/presentation can be included to support this section.

- Review of prior 2022-2023 Implementation and Goals set, attained, revised
 - **A presentation was given to the board regarding our 2022-2023 plan and how we attained the goals set in that plan. We went over the rubric from that plan and discussed how we would be revising our plan this year to attain our 2023-2024 goals.**
- Data to support goal attainment
 - Prior year RPP [evaluation/rubric score](#) and movement to update and improve based upon feedback
- Present current/upcoming 2023-2024 Goals;
 - Data reviewed to implement change
 - Focus for DCAP team
 - Work-Based Learning
 - FAFSA
 - Connection to district integration (Portrait of a Graduate, Comprehensive School Counseling Plan, Future Ready Initiatives, etc)
 - [Portrait of a Graduate](#)
- Present how stakeholder participation benefits:
 - Students
 - Community
 - Parents
 - Recruit District Team membership
- Student ICAP utilization including CIS and ICAP outcome
 - I Have a Plan Iowa

Board report/review information can be included below or attached/linked from another document source.

Section 1: District Team

The team shall include, but not be limited to, a school administrator, a school counselor, teachers, including career and technical education teachers, and individuals responsible for coordinating work-based learning activities. Additionally, consider including an Intermediary, representatives of special populations, postsecondary administrators and faculty, instructional support staff, members of local workforce development boards or organizations, parents, students, etc.

District Team Members

List the current Career and Academic Planning team members. Required team members are marked with an *.

Role	Names of Stakeholders	School/ Organization/ Company	Email/Contact Information
Secondary principal/administrator(s)*:	J. Davis Pattee	AHSTW	davis.pattee@ahstwschools.org
Secondary career and academic school counselor(s)*:	Dr. Noelle Hinrickson Ashleigh Maaseen	AHSTW	noelle.hinrickson@ahstwschools.org ashleigh.maassen@ahstwschools.org
Secondary CTE teachers*:	Clint Sargent	AHSTW	clint.sargent@ahstwschools.org
Secondary teachers*:	Traye Pelzer	AHSTW	traye.pelzer@ahstwschools.org

Work-based Learning Coordinator*:	Kelsey Muxfeldt	AHSTW	kelsey.muxfeldt@ahstwschools.org
Secondary instructional support staff/ paraprofessional:			
Postsecondary CTE faculty:			
Postsecondary administrators:			
Members of local workforce development boards:			
Member of regional economic development organization:			
Local business and industry representatives:			
Parents and students:			
Representatives of special populations: (ex: gender, race, ethnicity, migrant status, disability, economically disadvantaged, nontraditional, single parent, pregnant women, out-of-work-individuals, English-language learners (ESOL), homeless, foster care, active duty military, corrections).			
Representatives of regional or local agencies serving out-of-school youth, homeless children and youth and at-risk youth:			
Other stakeholders desired:			

Section 2: District Plan Statement Summary:

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Summary: The DCAP is reviewed by a district team decided on by the high school principal. The team includes: the High School Principal, the High School and Intermediate Counselors, the Work-Based Learning Coordinator, a CTE Teacher, and a Gen Ed Teacher. The Work-Based Learning Coordinator and School Counselor will be in charge of overseeing the implementation of the DCAP, however, every teacher will have a role in supplementing the activities. Communication of the DCAP plan will happen through an annual school board presentation, our school newsletter, the Counseling UP!-dates and parent/student registration nights.

We will review the plan every fall and look at data points of post-secondary enrollment and completion, Special Education student outcomes, FAFSA completion data, etc. Our district Portrait of a Graduate will help drive our planning for Future Fridays and career and academic planning with students.

Section 3: Four-Year plan including yearly review and revision grades 8-12:

8th Grade: Creation of 4-year plan of coursework that meets graduation requirements & supports student's current postsecondary plan

8th grade	Activity/Experience to Support students 4-year plan portion of ICAP:	Timeline & embedded:	Staff Members included:	Resources used including CIS:
4-year plan is completed	-Complete the career interest and career cluster inventories in I Have a Plan Iowa Students complete their 4-year plan in a required 8th grade exploratory course taught by our high school counselor.	-Completed in 8th grade hex by May of 2024	School Counselor	-Completed in I Have a Plan Iowa
Advisement of coursework supporting graduation	In 8th grade hex, the counselor covers the graduation requirements at AHSTW to help students complete their 4-year plans	-Completed in 8th grade hex by May of 2024	School Counselor	-Completed in I Have a Plan Iowa
Advisement of coursework to support postsecondary goals	During 8th grade hex, students explore the different career clusters and what the post-secondary path for that career looks like. While creating their 4-year plan, the counselor advises them on high school courses that would be beneficial to take for that post-secondary path.	-Completed in 8th grade hex by May of 2024	School Counselor	-Completed in I Have a Plan Iowa
Parent or Guardian signs acknowledgement of plan	Students main "grade" in this course is the completion of the 4-year plan. One of the requirements is parent/guardian signature. All students must return the 4-year plan signed by their parent/guardian.	-Completed in 8th grade hex by May of 2024	School Counselor	4-year plan returned with parent/guardian signature

Grades 9-12: Student reviews plan each year for graduation progress and alignment to postsecondary goal(s); parent/guardian are included and advised in the yearly review.

Grade:	Activity/Experience to Support students 4-year plan portion of ICAP:	Timeline & embedded:	Staff Members included:	Resources used including CIS:
9th Grade	<ul style="list-style-type: none"> -Students complete 4-year plan during Future Fridays in May -Students are required to take a plan home for parents to sign and return. -Students use their 4-year plan when creating schedules for the following year. 	May 2024	-High School Counselor	-4-year plan is utilized to help students determine their schedule and possible future career path.
10th Grade	<ul style="list-style-type: none"> -Students complete 4-year plan during Future Fridays in May -Students are required to take a plan home for parents to sign and return. -Students use their 4-year plan when creating schedules for the following year. 	May 2024	-High School Counselor	-4-year plan is utilized to help students determine their schedule and possible future career path.
11th Grade	<ul style="list-style-type: none"> -Students complete 4-year plan during Future Fridays in May -Students are required to take a plan home for parents to sign and return. -Students use their 4-year plan when creating schedules for the following year. 	May 2024	-High School Counselor	-4-year plan is utilized to help students determine their schedule and possible future career path.
12th Grade	<ul style="list-style-type: none"> -Students complete 4-year plan during Future Fridays in May -Students are required to take a plan home for parents to sign and return before graduation. 	May 2024	-High School Counselor	-4-year plan is utilized to help students determine their schedule and possible future career path.

Section 4: Work-Based Learning Incorporated into the student's ICAP

"Identify the coursework and work-based-learning needed in grades nine through twelve to support the student's postsecondary education and career options"

Grade:	Activity/Experience to Support WBL each year; Identification of each of the 3 elements of WBL:	Timeline & embedded:	Staff Members included:	Resources used including CIS:
8th Grade	-8th grade hex (exploratory) CTE courses (agriculture, business, industrial technology, careers)	May 2024	CTE Teachers and School Counselor	Complete hex courses
9th Grade	-AHSTW Career Fair Participation and Survey Reflection	May 2024	CTE Teachers and School Counselor	-Career Fair reflection survey
10th Grade	-AHSTW Career Fair Participation and Survey Reflection	May 2024	CTE Teachers and School Counselor	-Career Fair reflection survey
11th Grade	-Work-Based Learning Preparation Course -AHSTW Career Fair Participation and Survey Reflection	-May 2024	-Work-Based Learning Coordinator	-Work-Based Learning Course Grade/Portfolio Documents -Career Fair reflection survey
12th Grade	-Internships with completed weekly journal entries as well as a portfolio project at the completion of the internship -Practical writing course mock interviews	-May 2024	-Work-Based Learning Coordinator -CTE Teachers -General Education Teachers -School Counselor	-Weekly reflection journal -Portfolio project -Mock interview student reflection -Mock interview rubric feedback

Section 5: Essential Components 1-5

Essential Component #1: Self-Understanding (assessments, inventories, reflections)

Grade:	Activity/Experience to Support students Essential Component #1	Timeline & embedded:	Staff Members included:	Resources used including CIS:
8th Grade	-Students complete inventories, assessments and reflection in their 8th grade exploratory careers course.	-8th grade exploratory by December 2024	-High School Counselor	-Use information from assessments/inventories to develop 4-year plan
9th Grade	-Interest Profiler -Learning Styles Inventory -Personality Assessment -AHSTW Career Fair Participation and Survey Reflection -Update and review of 4-year plan in I Have a Plan Iowa.	Future Fridays (grade level seminars) by May 2024	-School Counselor -Instructional Coach -CTE PLC	-Reflection surveys to be completed after each career assessment. -Career Fair reflection survey -Updated 4-year plan in IHAPI
10th Grade	-Career Assessments: Career Clusters Inventory, Work Values Assessment, and Skills Confidence. -AHSTW Career Fair Participation and Survey Reflection -Update and review of 4-year plan in I Have a Plan Iowa.	Future Fridays (grade level seminars) by May 2024	-School Counselor -Instructional Coach -CTE PLC	-Reflection surveys to be completed after each career assessment. -Career Fair reflection survey -Updated 4-year plan in IHAPI
11th Grade	-Career Documents: Resume, Cover Letter -AHSTW Career Fair Participation and Survey Reflection -FAFSA presentation -Update and review of 4-year plan in I Have a Plan Iowa.	Future Fridays (grade level seminars) by May 2024	-School Counselor -Instructional Coach -CTE PLC	-Completed Resume and Cover Letter -Career Fair reflection survey -Updated 4-year plan in IHAPI
12th Grade	-Career research within personal finance class specifically related to college and post-college salary amounts	-Personal Finance by May 2024	-Personal Finance Instructor	-Completed career research with salary information.

Essential Components #2 Career Information - Understanding the World of Work (state and national wage, earning, employment outlook)

Grade:	Activity/Experience to Support students Essential Component #2:	Timeline & embedded:	Staff Members included:	Resources used including CIS:
8th Grade	-Electives Fair -8th grade personal finance hex career research project -8th grade career hex career cluster research	May 2024	-CTE Teachers -School Counselor	-Career research poster/paper/brochure
9th Grade	-CTE Courses: Career research and career exploration -AHSTW Career Fair Participation and Survey Reflection -Career specific research based on results from self assessments	May 2024	-CTE Teachers -General Education Teachers -School Counselor	-Completed CTE courses -Career Fair reflection survey -Career research poster/paper/brochure
10th Grade	-CTE Courses: Career research and career exploration -AHSTW Career Fair Participation and Survey Reflection -Career specific research based on results from self assessments	May 2024	-CTE Teachers -General Education Teachers -School Counselor	-Completed CTE courses -Career Fair reflection survey -Career research poster/paper/brochure
11th Grade	-CTE Courses: Career research and career exploration -AHSTW Career Fair Participation and Survey Reflection -Career specific research based on results from self assessments	May 2024	-CTE Teachers -General Education Teachers -School Counselor	-Completed CTE courses -Career Fair reflection survey Career research poster/paper/brochure
12th Grade	-CTE Courses: Career research and career exploration -Required Personal Finance Course career research -Practical Writing course- resumes, careers research	May 2024	-CTE Teachers -General Education Teachers -School Counselor	-Completed CTE courses -Complete Personal Finance and Practical Writing courses

Essential Component #3: Career Exploration Experiences

Grade:	Activity/Experience to Support students Essential Component #3:	Timeline & embedded:	Staff Members included:	Resources used including CIS:
8th Grade	-Guest speakers in 8th grade careers exploratory	-May of 2024	-School Counselor	-Guest Speaker Reflection
9th Grade	-AHSTW Career Fair participation and survey reflection -Guest Speakers in CTE courses -ABC Career Fair -Atlantic Career Fair	-May of 2024	-CTE Teachers -General Education Teachers -School Counselor	-Career Fair reflections -Guest Speaker Reflection Sheets
10th Grade	-AHSTW Career Fair participation and survey reflection -Guest Speakers in CTE courses -ABC Career Fair -Atlantic Career Fair -Green Valley Inc. Job Tour	-May of 2024	-CTE Teachers -General Education Teachers -School Counselor	-Career Fair reflections -Guest Speaker Reflection Sheets
11th Grade	-AHSTW Career Fair participation and survey reflection -Guest Speakers in CTE courses -ABC of Iowa Career Fair -Atlantic Career Fair -Green Valley Inc. Job Tour -Automotive Discovery Career Technology Day (applying for college, overview of IWCC Automotive Program, Industry speakers)	-May of 2024	-CTE Teachers -General Education Teachers -School Counselor	-Career Fair reflections -Guest Speaker Reflection Sheets
12th Grade	-Guest Speakers in CTE courses -ABC of Iowa Career Fair -Atlantic Career Fair -Green Valley Inc. Job Tour -Automotive Discovery Career Technology Day (applying for college, overview of IWCC Automotive Program, Industry speakers)	-May of 2024	-CTE Teachers -General Education Teachers -School Counselor	-Career Fair reflections -Guest Speaker Reflection Sheets

Essential Component #4: Postsecondary Exploration

Grade:	Activity/Experience to Support students Essential Component #4:	Timeline & embedded:	Staff Members included:	Resources used including CIS:
8th Grade	-Post-secondary options research in 8th grade career exploratory	-May fo 2024	-School Counselor	-Complete college research activity
9th Grade	-AHSTW College Fair participation and survey reflection -College Representative meetings	-May 2024	-CTE Teachers -School Counselor -Instructional Coach	-College Fair Reflections
10th Grade	-AHSTW College Fair participation and survey reflection -College Representative meetings	-May 2024	-CTE Teachers -School Counselor -Instructional Coach	-College Fair Reflections
11th Grade	-AHSTW College Fair participation and survey reflection -College Representative meetings -Paying for College Unit in Personal Finance (paying for college, applying for FAFSA, scholarships and grants, student loans, financial aid packages, student loan repayment)	-May 2024	-CTE Teachers -School Counselor -Instructional Coach	-College Fair Reflections -Paying for College Unit Test
12th Grade	-College Representative meetings -Paying for College Unit in Personal Finance (paying for college, applying for FAFSA, scholarships and grants, student loans, financial aid packages, student loan repayment)	-May 2024	-CTE Teachers -School Counselor -Instructional Coach	-Paying for College Unit Test

Essential Component #5: Career and Postsecondary Decision

Grade:	Activity/Experience to Support students Essential Component #5:	Timeline & embedded:	Staff Members included:	Resources used including CIS:
8th Grade	-Introduction to the different types of post-secondary options, including admission requirements for each option	-May 2024	-School Counselor	-Post-Secondary Research Project
9th Grade	-College Fair	-May 2024	-CTE Teachers -School Counselor	-College fair reflection
10th Grade	-College Fair -College Representatives	-May 2024	-CTE Teachers -School Counselor	-College fair reflection
11th Grade	-Paying for College Unit in Personal Finance (paying for college, applying for FAFSA, scholarships and grants, student loans, financial aid packages, student loan repayment) -College Fair -College Representatives	-May 2024	-CTE Teachers -School Counselor	-Paying for college test and assignments -College fair reflection
12th Grade	-Paying for College Unit in Personal Finance (paying for college, applying for FAFSA, scholarships and grants, student loans, financial aid packages, student loan repayment) -Practical Writing Course (job applications, resumes, cover letters) -College Representatives -Scholarship Applications for local and college based scholarships	-May 2024	-CTE Teachers -School Counselor	-Paying for college test and assignments -Completed job applications/resumes/cover letters

Section 6: FAFSA Advisement:

Prior to graduation, all students must be advised on how to successfully complete the Free Application For Federal Student Aid (FAFSA)
 For additional information on the addition of FAFSA to ICAP, please review the [FAFSA addition to ICAP guidance](#).

Grade:	Activity/Experience to support FAFSA Advisement -Provide an overview of the activity/experience -Connection is present to connect with Essential Components including #4 & #5 -Parent/guardian communication is provided to support all students -An overview of the intended student outcome is included	Timeline & embedded: -When and where each year is this completed?	Staff member(s) included in implementation with involvement/role; -Who/what group will coordinate this event/activity? -How is a team/system approach utilized?	Resources used including CIS: -Description should include how each resource is used and connected to the activity/experience
8th Grade	-Counseling UP! Dates about FAFSA information as well as how to apply and the importances of applying	-May 2024	-School Counselor	-Communication with students and families about FAFSA deadlines, necessary materials, etc.
9th Grade	-Counseling UP! Dates about FAFSA information as well as how to apply and the importances of applying	-May 2024	-School Counselor	-Communication with students and families about FAFSA deadlines, necessary materials, etc.
10th Grade	-Counseling UP! Dates about FAFSA information as well as how to apply and the importances of applying	-May 2024	-School Counselor	-Communication with students and families about FAFSA deadlines, necessary materials, etc.
11th Grade	-Paying for College Unit in Personal Finance (applying for the FAFSA)	-May 2024	-School Counselor -CTE Teachers	-Communication with students and families about FAFSA deadlines, necessary materials, etc. - School Counselor presentation in Personal

				Finance about process using ICAN <i>How to Pay for College</i>
12th Grade	February parent engagement night: Overview of FAFSA Q and A session Advisement on proper application standards --Paying for College Unit in Personal Finance (applying for the FAFSA)	-May 2024	-School Counselor -CTE Teachers	-Communication with students and families about FAFSA deadlines, necessary materials, etc. - School Counselor presentation in Personal Finance about process using ICAN <i>How to Pay for College</i> - FAFSA help session offered to seniors and families

Section 7: District plan integration

Describe how other functions of the school which may include the district's counseling plan, national best practices and/or prior DCAP reflection will be integrated into the implementation of the district plan.

- How will the district implement current best practices for working with students on their career plans in grades 8-12, K-12 and how does the district team stay current with such best practices?
 - **AHSTW School District will be utilizing seminar time for our 9-11th grade students to implement our academic and career plan content.**
 - **8th grade students will receive content from our academic and career plan during their required 8th grade exploratory course.**
 - **Senior students are currently required to take Personal Finance which is where the implementation of our academic and career plan will be taking place.**
 - **All students enrolled in any Career and Technical Education class will also be working on content from their career plans.**
 - **The district's administration, school counselor and CTE teachers continue to seek professional development opportunities to stay current on career development best practices.**

- What is the current comprehensive plan for career implementation and connection to District Portrait of a Learner and/or the State Of Iowa's definition of [College and Career Readiness](#)?
 - **The current plan is to use seminar, CTE courses, and core curriculum to implement a comprehensive plan 8-12 to introduce career and academic planning concepts to all students. These concepts will be centered around our portrait of a graduate work as well as the college and career readiness guidelines. We utilize the data from our school performance report card to identify area of need within our career and college readiness category.**
- How does the district team research and keep current on local, regional, state and national occupational outlook data?
- Upon review of the prior year DCAP, what revisions have been made to update to the DCAP to best implement each student's ICAP?
 - **This year's plan focused on expanding opportunities for all students through activities, field trips, career assessments and career guidance.**
- What prior year data was included to address gaps in implementation of the ICAP requirements?
 - **We utilized ISASP & NWEA data, graduation rates, I Have a Plan Iowa, graduation rates, and participation in CTE/IWCC courses to address gaps.**
- Connection to district initiatives and student outcomes
 - **District initiative: SEL and Portrait of a Graduate; outcomes: responsible decision-making, social awareness, relationship skills, self-awareness, self-management.**