

New Hampton District Career and Academic Plan and District Team

Last Revised: May 16, 2022

District School: NEW HAMPTON COMMUNITY SCHOOL DISTRICT

State Approved Career Information System: KUDER

Annual Review of Board of Directors (School Board): MAY 16, 2022

Suggested topics to discuss with board:

- Review 2021 Implementation and Goals set, attained, revised 281—49.5(3)(b)(2)(2);
- Present 2021 Goals;
- Present how stakeholder participation benefits students, community, parents, and recruit District Team membership 281—49.3(2).

District Plan Purpose

The district plan is a roadmap for implementation of the career and academic planning process outlined in statute in 281-Iowa Administrative Code chapter 49.5(279). The district plan provides context, outlining who is expected to do what, when, and how. A student's individual career and academic planning (ICAP) process happens within the framework established by the district plan.

At a minimum, the district plan shall include the following components:

REQUIREMENTS for PLAN
The activities to be undertaken in each grade level to achieve the requirements of rule 281—49.3(279)
Integration of the career guidance plan with the district's comprehensive school improvement plan and school guidance counseling program;
Designates a team of educational practitioners to establish, implement, review, coordinate activities and regularly consults with representatives of employers, state and local workforce agencies, higher education institutions and postsecondary training programs to ensure activities are relevant and aligned with the labor and workforce needs of the region and state.
The District Plan will be kept on file (paper or electronic), submitted to the Regional Planning Partnership each year, and made available upon request for differentiated accountability /accreditation CSIP audits.
The District Plan will be reviewed regularly to ensure individual student planning (ICAP) is implemented.

Summary of ICAP Activities

ICAP Activities are conducted at every grade level using the KUDER system. The building level counselors hold the primary responsibility for completion of ICAP Activities. The completion of the Life, College, and Career Ready Portfolio throughout the grades is a compilation of the students reflections and future plans. For a specific list of activities, were Career and Academic Plan Outline.

District Plan Statement Summary

In 2019, after attending a National Postsecondary Strategy Institute, New Hampton Community Schools formed a NPSI Team comprised of various stakeholder. The NPSI team meets regularly to discuss how to best prepare students for Life, College, and Career.

A career week at the middle school level allows students to explore, work, military, community college, or four year colleges. This week long activity kicks off our targeted approach to prepare students for the future. Each year our students taking assessments to track how their interests progress within their education using the KUDER system. Students then explore careers and use this information in creating a 4 year plan of courses to take in high school.

Throughout classes in high school, students work on creating resumes, cover letters, job shadows, and college visits. Students work on budgeting and other financial literacy skills in the required Future Prep Class. They also participate in Adulting 101 as seniors to help them get ready to buy a car and a house and other adult activities. Our work based learning occurs within many CTE classrooms as students participate through college. Our work based program is available to seniors when they participate in our MOC program. Students have a variety of options at New Hampton High School and are able to choose their own path with the assistance of classroom teachers, counselors and administration.

Essential Components

Number	Essential Components	Summary
1	Self-Understanding (assessments, inventories, reflections)	Students shall engage in developmentally appropriate inventories and assessments that promote self-understanding, the connection to work, and engage in meaningful reflective activities about the results.
2	Career Information - Understanding the World of Work (state and national wage, earning, employment outlook)	Students shall research careers based on self-understanding results and engage in meaningful reflection about the findings.
3	Career Exploration Experiences (face-to-face or virtual: WBL related experiences- job tours, career days, career fairs, internships, pre-apprenticeships, apprenticeships)	Students shall engage in activities that reveal connections among school-based instruction, career clusters, and the world of work and engage in meaningful reflection.
4	Postsecondary Exploration	Students shall engage in activities to explore relevant postsecondary education and training options related to career interests and engage in meaningful reflection on the exploration experience.
5	Career and Postsecondary Decision	Students shall complete relevant activities to meet their postsecondary goals consistent with the plan and stated postsecondary intention and engage in meaningful reflection on the exploration experience.

Career and Academic Plan Outline

Grade Level & How Many of the Students	Activity Description and Outcomes	Timeline	Teacher and Counselor Involvement	Resources	Essential Components
8th ALL	4 yr Education Plan	Winter	Miller - Career Week	KUDER	4 ,5
8th ALL	Interest Surveys	Winter	Miller - Career Week	KUDER	1, 4, 5
8th ALL	Job application	Winter	Miller - Career Week		
8th ALL	Employer Speakers	Winter	Miller - Career Week	Community	2, 3
8th ALL	Interview	Winter	Miller - Career Week	Community	3,
8th ALL	Start Portfolio	Winter	Miller - Career Week		1
8th ALL	Teen-to-Teen Presentation to prepare students for high school	Spring	IBN - Anderson	IBN	
9th - 12th SOME	Work Based Learning (WBL) Program	During the School Year	CTE Department		
9th ALL	Revisit 4 yr plan	Spring	Maas - English Class		1, 4
10th ALL	Revisit 4 yr plan	Spring	Maas - Biology Class		4
10th ALL	Personal Data Sheet	Spring	Meisner - English Class	Personal Data Sheet	1
10th SOME	College Classes and CLL	Spring	NICC's Holly		2, 4
11th ALL	Resume, Cover Letter	During Semester	Anderson - Future Prep Lechtenberg- Learning Strategies		

11th ALL	Career Research	During Semester	Anderson - Future Prep Lechtenberg- Learning Strategies		1, 2, 4, 5
11th MOST	Job Shadow	During Semester	Anderson - Future Prep		2, 3, 4, 5
11th ALL	Update Education plan	During Semester	Anderson - Future Prep		2, 4, 5
12th SOME	MOC	During the School Year	Anderson - MOC Class		1, 2, 3, 4, 5
12th SOME	Apprenticeship Program	During the School Year	CTE Department		1, 2, 3, 4, 5
12th ALL	Finish their Life, College, and Career Ready Portfolio	Spring		Life, College, and Career Ready Portfolio	1, 2, 3, 4, 5
12th ALL	Senior service hours	Spring	Manson		
12th ALL	Adulting 101 - Provided overview of adult life	Spring	IBN - Anderson	IBN	1, 2, 3, 4

District Plan Integration

The New Hampton District plan includes efforts by various people including teachers, counselors, various curriculum departments, administrators, community college representatives and community leaders. The school counselors will play a key role in assuring students K-12 have career guidance.

Members of the team will attend conferences, participate in webinars and meet regularly to stay abreast of best practices and review the plan. Team members will also attend Regional Sector Board meetings which will aid them in understanding current on local, regional, state and national occupational outlook data.

District Team Members

Role	Stakeholders	School	Email/Contact Information
Secondary principal/ administrator(s):	Matthew Manson	New Hampton High School	m_manson@new-hampton.k12.ia.us
Secondary career and academic counselor(s):	Shannon Maas Jenna Miller	New Hampton High School New Hampton Middle School	s_maas@new-hampton.k12.ia.us j_miller@new-hampton.k12.ia.us
Secondary CTE teachers:	Jim Russ Mike Kuennen April Schmitt	New Hampton High School	j_russ@new-hampton.k12.ia.us m_kuennen@new-hampton.k12.ia.us a_schmitt@new-hampton.k12.ia.us
Secondary teachers:	Karen Kayser-Kemp Bill Glenn Judy Lechtenberg	New Hampton High School	k_kayser-kemp@new-hampton.k12.ia.us b_glenn@new-hampton.k12.ia.us j_lechtenberg@new-hampton.k12.ia.us
Work-based Learning Coordinator/ Intermediary:	Kristina Anderson	New Hampton High School	k_anderson@new-hampton.k12.ia.us
Postsecondary CTE faculty:	Holly O'Brien	NICC College and Career Coordinator	obrienh@nicc.edu