



## Academic and Career Planning Parent Engagement Opportunities; Grades 7-12

Your student's Academic and Career Plan will reflect his/her personal, academic, social and career goals and the action steps needed to accomplish those goals. Parents and guardians play a critical role in the Academic and Career Planning process. Your mentorship is important to them and to us. We encourage parents to get involved in the activities and events designed to inform Academic and Career Planning in the SDNB!

The following chart highlights the ways in which we communicate and/or engage parents annually in the Academic and Career Planning Process. Please know that we welcome your input!

Please refer to the ACP page of our web site for additional details: <http://www.nbexcellence.org/district/acp.cfm>

Timing	Description	Objective
Annually	Grade Level Outcomes	<p>The foundation of your student's Academic and Career Plan is developed in grade 7 as part of their required Careers and Communications class.</p> <p>Any ACP artifacts developed in elementary school (stored in their google drive) will be transferred into that plan. For information on Elementary ACP, please refer to: <a href="http://www.nbexcellence.org/district/acp-elementary.cfm">http://www.nbexcellence.org/district/acp-elementary.cfm</a>.</p> <p>All secondary students will revise, refine, and change this plan annually during grade level advisory lessons and are asked to share this plan with you at the end of each school year to support your discussions at home.</p> <p>Most ACP Artifacts are stored within the Academic and Career Planning software. Students store some elements of their portfolio on their google drive. Please ask your student to walk through this with you.</p> <p>Counselors and parents are able to monitor student progress towards grade level outcomes and view their student's ACP portfolio through the ACP portal (powered by Career Cruising).</p> <p><b>ATTN: Families of Transfer Students</b> - Your student's counselor will work 1x1 with your student to ensure that they are caught up on any ACP lessons they need in preparation for the coming school year.</p>
Annually	Individual/group conferences with counselor	<p>Students (and parents) with questions are encouraged to reach out to their student's counselor at any time. In addition, counselors meet with students as needed to review and reinforce important and/or time sensitive information.</p> <p><b>ATTN: Junior Families</b> - Your student's counselor will schedule a personalized Academic and Career Planning Conference with you and your student. This conference is designed to take a checkpoint on graduation requirements and discuss post-secondary transition planning to support your student's ACP.</p>
Ongoing	Daily announcements and monthly parent news	<p>On an ongoing basis, we will provide information about activities and/or resources designed to inform a student's Academic and Career Plan. Stay informed to stay engaged!</p>

		In addition to the activities/events structured by classroom teachers, the following web page provides an overview of the annual events and activities coordinated on a district-wide basis: <a href="http://www.nbexcellence.org/district/ccr-events.cfm">http://www.nbexcellence.org/district/ccr-events.cfm</a>
Ongoing	Student assessment results, grading and reporting	Your student's teachers continually communicate with you by sending home student work and assessment results. You can track final grades via Infinite Campus.  In addition to academic performance, students are evaluated in relation to how they demonstrate "college and career ready" behaviors. This information should be used to inform your student's Academic and Career Plan.
Ongoing	Parent teacher conferences held 2x a year in fall and spring.	Parents are encouraged to connect the feedback during parent teacher conferences back to student goals as outlined by their ACP.
December	ACP Progress Report – S1	Parents will receive information about how to access their student's ACP portfolio prior to ACP Parent Information Night to provide you with information to discuss with staff and counselors prior to course registration for the following year.
January	ACP Family Night	This night is designed to educate parents on grade level outcomes related to ACP. Parents will learn what students have already covered as well as what is scheduled for the remainder of the school year.  Parents will be informed about the learning opportunities available to their students, the resources available to help support them through the Academic and Career Planning process, and how to register for courses for the following year.  Parent attendance at ACP Family Night is extremely important as parents will have the opportunity to receive a demo of Career Cruising, the ACP web platform students are using, as well as how to use the parent portal.  Parents also have the opportunity to informally conference with teachers, counselors and administrators at this event. Students are encouraged, but not required, to attend.
March	ACP Parent Survey	Parents will have an opportunity to provide feedback on the Academic and Career Planning process via an annual survey administered following course registration. This supports the district's continuous improvement process.
June	ACP End of Year Summary	Parents will receive information that summarizes the lessons each grade level received during advisory throughout the school year to inform the Academic and Career Planning process. Parents will also be provided instructions for how to access their student's ACP portfolio to inform discussions at home.

This plan was developed in partnership with parent focus groups at each secondary building. If you would like to supply feedback on this plan, please contact your student's counselor and/or the ACP Administrative Lead in each building: Kevin Gemignani (AP, IKE), Greg DePue (AP, West).

**ATTN: Families of TAG and/or Special Education Students:** The ACP process and ACP portfolio is intended to support and/or extend the information captured in any specialized planning required for your student. Your student's counselor and/or building representative can provide more detail about how these plans work together.  
For example,

- Individual Goal Plans (IGP) for students identified as Talented and Gifted (TAG)
- Individual Education Plans and/or Post-secondary Transition Plans for Special Education students