

HARTFORD UNION HIGH SCHOOL DISTRICT



ACADEMIC AND CAREER PLANNING & EDUCATION FOR EMPLOYMENT PLAN

2025-2026 ANNUAL REPORT

School districts in the state of Wisconsin are required to provide academic and career planning services to pupils enrolled in grades 6 to 12 in the school district (beginning in the 2017-18 school year). The purpose of Academic and Career Planning (ACP) services is to assist pupils with planning and preparing for opportunities after graduating from high school. These opportunities may include postsecondary education and training that leads to careers. ACP is embedded into the E4E statute which spans elementary, middle, and high school grade levels and includes additional requirements as to how school districts must:

- Prepare elementary and secondary pupils for future employment.
- Ensure technological literacy; to promote lifelong learning.
- Promote good citizenship.
- Promote cooperation among business, industry, labor, postsecondary schools, and public schools.
- Establish a role for public schools in the economic development of Wisconsin.

ABOUT US

Hartford Union High School is one of ten union high schools in the state of Wisconsin, providing comprehensive high school education to students in grades 9-12, and serves approximately 32,600 residents of the city of Hartford; the village of Neosho; the town of Erin; and a portion of the village of Richfield and towns of Addison, Ashippun, Hartford, Herman, Hubbard, Hustisford, Lebanon, Rubicon, and Theresa.

OUR MISSION

We engage and support all learners to discover their passions, achieve high academic goals, and contribute to a global society.

OUR VISION

HUHS engages students through academically challenging and relevant learning experiences. We cultivate a spirit of inquiry to bring meaning and application to knowledge.

Meaningful partnerships with our parents, community, businesses, K-8 districts and post-secondary institutions build the framework to allow HUHS to achieve excellence. These collaborative partnerships allow HUHS to personalize learning to meet the multi-dimensional needs of each learner and prepare each learner to maximize his or her own potential.

Our highly qualified staff is committed to excellence and innovation in teaching and learning to create a dynamic environment where every student is eager to learn and achieve. All students will graduate confident and resourceful with the skills and abilities to meet the challenges of a global society in a changing tomorrow.

Academic and Career Planning (ACP) is a part of Wisconsin's Education for Employment (E4E) program outlined in s. 121.02(1)(m) Wis. Stats., and is sometimes referred to as (administrative rule) PI26.

HUHS CAREER READINESS MODEL

[Hartford Union High School District's ACP process/framework](#) is rooted in a grade-level approach in order that Wisconsin's Department of Public Instruction model of KNOW-EXPLORE-PLAN-GO is effectively implemented.

9th Grade – KNOW

Who am I?

- Self-awareness, interest and learning activities & inventories
- Individual reflection and goal-setting

10th Grade – EXPLORE

What do I want to do?

- Career awareness assessments
- Career research
- Career-based learning experiences

11th Grade – PLAN

How do I get there?

- Connecting middle and high school instructional activities with opportunities to explore or learn more about a particular field of interest.
- Work-based learning opportunities
- Dual college credit courses
- Industry-recognized credentials
- Extra-curricular and community-based learning experiences
- Postsecondary training options
- Financial plan to cover cost of postsecondary training

12th Grade – GO

Do IT!

- Update regularly
- Adapt/Modify Intentional Sequence of Courses
- Adapt/Modify Personal Goals
- Adapt/Modify Postsecondary/Career Goals
- ACP Conferencing with families

HUHS GRADUATE PROFILE



Hartford Union High School

Graduate Profile

Jumpstart to SUCCESS

We Are Lifelong Learners

We are lifelong learners who have a continual quest for knowledge.
We have a willingness to try new things and the desire to improve.

Curious • Critical Thinkers • Imaginative • Problem Solvers • Coachable

We Are Engaged Citizens

We are community proud and community strong.
We volunteer our time and talents to enhance the area in which we live.

Collaborative • Informed • Aware • Invested • Involved

We Are Globally Responsible

We are connected to the world around us.
We understand the importance of our decisions to our economy and environment,
and we understand the resulting footprint.

Fearless • Communicators • Connected • Brave • Adaptable

We Are Life Ready

We are ready for the journey ahead of us.
We know our strengths and weaknesses; thus, we are prepared
for the challenges that come our way.

Empathetic • Compassionate • Resilient • Reflective • Responsible

We Are HARTFORD

HUHS COLLEGE AND CAREER READINESS DATA

- **Work-Based Learning Participants**
 - 96 (SY23-24)
 - Number of Employer Partners
 - 66
- **Career and Technical Education Participants**
 - 101 (Class of 2024)
- **Students Earning Industry-Recognized Credentials**
 - 51 (SY23-24)
- **Dual Enrollment Participants (SCN AND ECCP)** - This is coursework that earns dual college/high school credit.
 - 507 (SY23-24)
- **Advanced Placement Participants** - While not Dual Enrollment, can lead to college credit.
 - 274 (SY23-24)

LOCAL MARKET INFORMATION	<p>This Washington County Workforce Profile provides a snapshot of the labor market for our District's primary county. It includes analysis of the current and projected population dynamics, the effect on the labor force, county industries and employers, occupational patterns within industries, and average wages.</p> <p>The county profile also includes analysis of the:</p> <ul style="list-style-type: none"> ● current and projected population dynamics ● effects population has on the labor force ● industries ● occupational patterns within industries, and ● average wages 			
POST-SECONDARY EDUCATION AND WORKFORCE PREPARATION <small>*Requires Prerequisite **Can count for either a college or career experience</small>	9th Grade	10th Grade	11th Grade	12th Grade
	Possible Career Experiences: <ul style="list-style-type: none"> ● Earn Business & Industry Certifications: <ul style="list-style-type: none"> ○ Engineering Design ○ IT Pro ○ Lifeguarding (must be 15 by end of course) ● Career Tour 	Possible Career Experiences: <ul style="list-style-type: none"> ● Earn Business & Industry Certifications: <ul style="list-style-type: none"> ○ IT Pro ○ Programming with Modern Languages* ○ Lifeguarding ○ Parenting ○ Principles of Coaching 	Possible Career Experiences: <ul style="list-style-type: none"> ● Youth Apprenticeship Program ● Earn Business & Industry Certifications: <ul style="list-style-type: none"> ○ IT Pro ○ Programming with Modern Languages* ○ Lifeguarding ○ Parenting 	Possible Career Experiences: <ul style="list-style-type: none"> ● Youth Apprenticeship Program ● Earn Business & Industry Certifications: <ul style="list-style-type: none"> ○ IT Pro ○ Programming with Modern Languages* ○ Lifeguarding ○ Parenting

	<ul style="list-style-type: none"> ● Job Shadow ● 90% Attendance for the school year ● Part-time Job or Internship ● Take the ASVAB ● Participate in 2 or more Co-Curriculars** ● Complete a class linked to your career goals ● Attend two HUHS-hosted career speakers <p><u>Possible College Experiences:</u></p> <ul style="list-style-type: none"> ● Complete a Dual/Transcripted Credit Course <ul style="list-style-type: none"> ○ Lifeguarding (must be 15 by end of course) ○ Culinary Arts II* ○ Engineering Design ○ IT Pro ○ Programming with Modern Languages* ○ Auto Service* ○ Animal Science ● Complete a PLTW Course <ul style="list-style-type: none"> ○ PLTW: Principles of Biomedical Science ○ PLTW: Human Body Systems* ● Complete an AP 	<ul style="list-style-type: none"> ○ Principles of Officiating ○ Engineering Design <ul style="list-style-type: none"> ● Career Tour ● Job Shadow ● 90% Attendance for the school year ● Part-time Job or Internship ● Take the ASVAB ● Participate in 2 or more Co-Curriculars** ● Complete a class linked to your career goals ● Attend two HUHS-hosted career speakers <p><u>Possible College Experiences:</u></p> <ul style="list-style-type: none"> ● Complete a Dual/Transcripted Credit/CAPP Course <ul style="list-style-type: none"> ○ Accounting II* ○ IT Pro ○ Programming w/ Modern Languages* ○ AP Computer Science - JAVA ○ Literature and Film ○ AP Language & Composition* ○ Culinary Arts II* ○ Culinary Arts III* ○ AP Calculus AB* ○ Lifeguarding (must be 15 by end of course) ○ Principles of Coaching ○ Principles of 	<ul style="list-style-type: none"> ○ Child Care Services ○ EMT ○ CNA ○ Principles of Coaching ○ Principles of Officiating ○ Engineering Design <ul style="list-style-type: none"> ● Career Tour ● Job Shadow ● College & Career Fair Attendance** (Required) ● Part-time Job or Internship ● Take the ASVAB ● Participate in 2 or more Co-Curriculars** ● Complete a class linked to your career goals ● 90% or better attendance for 1 school year** ● Attend Junior Conference with Parent/Guardian & School Counselor** ● Attend two HUHS-hosted career speakers <p><u>Possible College Experiences:</u></p> <ul style="list-style-type: none"> ● Complete a Dual/Transcripted Credit/CAPP Course <ul style="list-style-type: none"> ○ Animal Science ○ Entrepreneurship ○ Accounting II* ○ Financial Management ○ IT Pro ○ Programming w/ Modern Languages* 	<ul style="list-style-type: none"> ○ Child Care Services ○ EMT ○ CNA ○ Principles of Coaching ○ Principles of Officiating ○ Engineering Design <ul style="list-style-type: none"> ● Career Tour ● Job Shadow ● College & Career Fair Attendance** (Required) ● Part-time Job or Internship ● Take the ASVAB ● Participate in 2 or more Co-Curriculars** ● Complete a class linked to your career goals ● 90% or better attendance for 1 school year** ● Attend Junior Conference with Parent/Guardian & School Counselor** ● Attend two HUHS-hosted career speakers <p><u>Possible College Experiences:</u></p> <ul style="list-style-type: none"> ● Complete a Dual/Transcripted Credit/CAPP Course <ul style="list-style-type: none"> ○ Animal Science ○ Entrepreneurship ○ Accounting II* ○ Financial Management ○ IT Pro ○ Programming w/ Modern Languages*
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	<ul style="list-style-type: none"> ○ AP Precalculus* ● Tour a university, technical college, trade school ● Growth in Pre-ACT Composite Score ● Participate in 2 or more Co-Curriculars** ● 90% or better attendance for 1 school year** ● Attend two HUHS-hosted College Speakers <p><u>CITIZENSHIP: required</u></p> <ul style="list-style-type: none"> ● Day of Service OR ● 7.5 hrs community svc 	<ul style="list-style-type: none"> ○ Officiating ○ Auto Service* ○ Auto Technician* ○ Engineering Design ○ Spanish V* ● Complete a PLTW Course <ul style="list-style-type: none"> ○ PLTW: Principles of Biomedical Science ○ PLTW: Human Body Systems* ○ PLTW: Medical Interventions* ● Complete an AP Course <ul style="list-style-type: none"> ○ AP Computer Science - JAVA* ○ AP Language & Composition* ○ AP Precalculus* ○ AP Calculus AB* ○ AP Physics I* ○ AP Biology* ○ AP US Government & Politics ○ AP Psychology ● Tour a university, technical college, trade school ● Growth in Pre-ACT Composite Score ● Participate in 2 or more Co-Curriculars** ● 90% or better attendance for 1 school year** ● Attend two HUHS-hosted College Speakers 	<ul style="list-style-type: none"> ○ AP Computer Science - JAVA ○ AP Language & Composition* ○ Advanced Creative Writing* ○ Women in Literature ○ Culinary Arts II* ○ Culinary Arts III* ○ Child Care Services* ○ AP Calculus AB* ○ AP Calculus BC* ○ Lifeguarding (must be 15 by end of course) ○ Principles of Coaching ○ Principles of Officiating ○ Auto Service* ○ Auto Technician* ○ Engineering Design ○ Spanish V* ● Complete a PLTW Course <ul style="list-style-type: none"> ○ PLTW: Principles of Biomedical Science ○ PLTW: Human Body Systems* ○ PLTW: Medical Interventions* ● Complete an AP Course <ul style="list-style-type: none"> ○ AP Art & Design* ○ AP Computer Science - JAVA* ○ AP Language & Composition* ○ AP Literature & Composition* 	<ul style="list-style-type: none"> ○ AP Computer Science - JAVA ○ AP Language & Composition* ○ Advanced Creative Writing* ○ Women in Literature ○ Culinary Arts II* ○ Culinary Arts III* ○ Child Care Services* ○ AP Calculus AB* ○ AP Calculus BC* ○ Lifeguarding (must be 15 by end of course) ○ Principles of Coaching ○ Principles of Officiating ○ Auto Service* ○ Auto Technician* ○ Engineering Design ○ Spanish V* ● Complete a PLTW Course <ul style="list-style-type: none"> ○ PLTW: Principles of Biomedical Science ○ PLTW: Human Body Systems* ○ PLTW: Medical Interventions* ● Complete an AP Course <ul style="list-style-type: none"> ○ AP Art & Design* ○ AP Computer Science - JAVA* ○ AP Language & Composition* ○ AP Literature & Composition*
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			Complete Financial Literacy	Complete Financial Literacy
PROFESSION DEVELOPMENT FOR STAFF	<ul style="list-style-type: none"> Professional Practice Goal (optional) – yearlong deep dive into overlaps between teacher’s content area and ACP All-Staff Professional Learning – sessions led by the District’s Leadership Team members focused on increasing staff’s effectiveness during instructional time regarding relevancy of learning targets Professional Learning Communities (PLCs) – research-based opportunities to develop and increase certified staff’s effectiveness during instructional time regarding relevancy of learning targets 			
FAMILY ENGAGEMENT	<ul style="list-style-type: none"> Interactive ACP webpage Social Media Posts Parent Information Sessions Mailings Home Family Access to ACP Portfolio Parent-Student-School Counselor Conference (Junior Year) OTMC-Parent-Student Contact Annual HUHS Showcase Event P/T Conferences Back to School Fair Freshman Night Junior Night Senior Night College and Career Fair Community Engagement Nights 			
COMMUNITY PARTNERSHIPS	<ul style="list-style-type: none"> Career Readiness & Community Connections Day of Service Youth Apprenticeship Business Partnerships Guest Speakers College Representative Visitors Field Trips Armed Services Visitors Volunteer Advisorships Nonprofit Collaboration GPS Education Partners Programming CESA Programming MPTC Programming Early College Credit Programming 			
ACP CURRICULUM, SUPPORT, AND SERVICES	<p>Routine “Oriole Time” with an Oriole Time Mentor Coach (OTMC), an adult scheduled with the student for all 4 years of their HS journey. Monthly Xello Lessons are delivered. Attendance and grade checks occur each Term. Daily relationship-building is prioritized. See here for an overview of HUHS ACP framework/process.</p>			

INDIVIDUAL ACP SUPPORT	See “ACP Curriculum, Support, and Services” section above.
ACCESS FOR ALL STUDENTS	All students participate in ACP via Oriole Time. Special Education Case Managers have access to ACP Portfolios for students on their caseload.
FORMAL ACP PROCESS	OTMCs and School Counselors’ track students’ ACP journey each month for 4 years, in order that annual goals are monitored, personalized progress occurs, and graduation requirements are met. See here for an overview of HUHS’ ACP framework/process .
ACCESS TO ACP SOFTWARE TOOLS	Key ACP tools are accessible via the District Website as well as students’ District-provided devices: <ul style="list-style-type: none"> • Xello • Schoology • Google for Education
CURRENT PROGRESS AND FUTURE GOALS TO IMPLEMENT	<p>Current progress – The graduating classes of 2026-2029 are working on their ACP graduation requirements during monthly Home Day Oriole Time. Students’ OTMCs serve as facilitators of the ACP Portfolio Process including but not limited to holding 1:1 Grade Check Conferences with students as well as monitoring career, college, and citizenship experience completion/documentation. Parents/guardians are further informed about HUHS’ ACP framework via summer and fall informational sessions led by HS administration.</p> <p>Future goals – By Fall of 2026, credit-based classroom experiences will explicitly embed ACP so it is occurring beyond Oriole Time.</p>