

Pathways to Success College and Career Readiness



A Guide for Parents and Students



The mission of Atchison Public Schools shall be to identify and remove all barriers to promote equal opportunities for success by all students.

-Atchison Public Schools Mission Statement

Elementary School



Students

To Do:

- () Do your best in school.
- () Read a lot.
- () Have fun learning!

To Explore:

- () Visit www.kids.gov to learn about jobs and to find fun online games
- () Check out Kids'Zone at aces.ed.gov/nceskids if you like such games as puzzles and math teasers.

Parents

To Do:

- () Help your kindergartner develop an interest in reading by reading aloud to him or her.
- () Check your child's homework and follow his or her progress in school by looking at report cards
- () Start saving for your child's college education. Learn about the tax advantages of state-offered college savings plans and prepaid tuition plans at www.collegesavings.org

To Explore

- () Read *Saving Early = Saving Smart* at StudentAid.gov/resources/saving-early. This handout explains why it's never too early to save money for college and how to use such resources as college savings plans and federal student aid.
- () Check out Helping Your Child Become a Reader at www.ed.gov/parents/academic/help/hyc.html for advice on how to create a foundation for learning for children up to 6. The publication provides a list of resources for parents and includes activities that turn daily routines into learning experiences.

Junior High or Middle School

Students

To Do:

- () Think about college as an important part of your future. Discuss your thoughts and ideas with your family and with people at school.
- () Start saving for college if you haven't already.
- () Take challenging and interesting classes to prepare for high school.
- () Ask your parents or guardians to help you research which high schools or special programs will most benefit your interests.
- () Develop strong study habits.
- () Do your best in school and on standardized tests. If you are having difficulty, don't give up - get help from a teacher, mentor or tutor.
- () Become involved in school- or community-based activities that let you explore your interests and learn new things.
- () Speak with adults, such as your teacher, school counselor, librarian, relatives, or family friends who you think would have interesting jobs. Ask them what they like about their job and what education they needed for it.

To Explore

- () Find out why you should prepare for college now at StudentAid.gov/prepare
- () *Brows My Future, My way: First Steps Toward College* a workbook for middle and junior high school students, at StudentAid.gov/resources/my-future

To Do:

-

High School
9th Grade

To Do

- () Take interest, skill and learning styles inventories
- () Talk to your counselor/teacher about the following:
 - High School Graduation Requirements
 - Attending a postsecondary school or technical center
 - Establishing preparatory classes for college and/or technical training
 - Choose the most advanced/challenging courses available
 - Develop an Individual Plan of Study
 - Take interest, skill and learning styles inventories
- () Explore careers and job trends. Use www.careercruising.com and www.bls.gov to look at current trends, career pathways and career clusters.
- () Shadow a profession or job interest.
- () Explore your college options. Look at college websites and admission requirements. Become familiar with the requirements for admission and entry into preferred programs.
- () Begin a portfolio including copies of report cards, lists of awards and honors, school and community activities, both paid and volunteer work.
- () Work hard to earn high er grades. Learn what grade point averages colleges require for admission.
- () Remember to always ask your counselor teacher or administrator for help, if needed.
- () Talk to your parents about your interests, career goals and ways to go to college or technical training.

10th Grade

To Do:

- () Update your Individual Plan of Study to meet your interests and educational needs.
- () Update interest and skill inventories
- () Explore career interests through video reviewing and shadowing
- () Choose colleges of interest and check out their admission requirements and academic programs.
- () Check with Technical Training programs to review requirements for each program.
- () Consider taking the PSAT (Preliminary Scholastic Aptitude Test) in the fall, if you plan on going to college. Look for other opportunities for practicing college entrance tests.
- () Talk to your counselor about appropriate choices for your junior/senior years and options for Dual Credit classes and technical training.
- () Begin visiting colleges and using comparison worksheets to see what is your best fit.
- () Continue documenting your grades, extracurricular activities, community and volunteer service through a portfolio process.
- () Keep your grades up and know what grade point average is required for admissions.
- () Check out college and career websites such as:
 - www.careercruising.com
 - www.fafsa.gov
 - www.bls.gov
 - www.collegeboard.org
 - www.fastweb.com
 - www.petersons.com
 - www.actstudent.org
 - www.eligibilitycenter.org

11th Grade

Students

To Do in the Fall (Aug-Oct)

- () Sign up for the PSAT
- () Take college prep course load
- () In interested in a military academy, start process now, begin with your counselor
- () Complete the college search part of career cruising
- () Create a list of colleges that you like to attend.

To Do in the Winter (Nov-Feb)

- () Take the PSAT
- () Visit with college representatives at AHS
- () Sign up to attend junior days at colleges with your parents
- () Set up an organizational system to keep track of your college information
- () Start comparing colleges on your lists
- () Start preparing for the ACT
- () Sign up for the December or April ACT test day. See the counselor if you need help.

To Do in the Spring (March-May)

- () Talk with counselor about senior year schedule. DO NOT close doors by taking an "easy" senior year. At the minimum, you should be taking a class in all 4 core areas.
- () Start looking at scholarships on the web and through career cruising. This will help you plan deadlines for your senior year.
- () Plan to visit colleges during the summer and set up appointments with them

To Do in the Summer (June-Aug)

- () Visit your college choices
- () Start your application essays
- () Organize your information about classes, awards, community service, work experiences, etc. so you have a mental location when filling out applications.



12th Grade

Students

To Do in the Fall (Aug-Nov)

- () Enroll in a college prep senior schedule (take all 4 cores)
- () Take the ACT test in Sept or Oct - be aware of test deadlines to register
- () Discuss college plans in September with the counselor to verify application deadlines so you do not miss scholarship opportunities.
- () Finalize your college list and start the application process
- () Apply for college online, see counselor if you need help
- () Keep track of all deadlines (high school and college)
- () Ask for letters of recommendation early, so people have time to write you a personalized letter. Provide a stamped addressed envelop of where you want it sent.
- () Email the counselor to send your transcripts after you have applied.
- () Start looking for scholarships through scholarship searches online like www.fastweb.com
- () In October, start getting your financial information ready to complete the FAFSA.

To Do in the Winter (Nov-Feb)

- () Continue checking emails and website for recruiter visits and scholarship opportunities
- () Follow up on your college applications. Check you college accounts as this may be the only way colleges will communicate with you.
- () REMEMBER ALL USERNAMES AND PASSWORDS. Put this information in a central location.
- () Submit your FAFSA by the college deadline. Remember money is distributed on a first come basis, so if you miss the deadline, you may not receive some money because it has already been distributed.

To Do in the Spring (March-June)

- () Compare financial aid packages, ask what they different types of aid are if you do not understand.
- () Continue to monitor the emails and websites for scholarships. Many local scholarships are offered at this time.
- () Make your final college decision.
- () Tell the school where to send your final transcript.
- () Follow up on financial aid and any other issues that the college notified you of (pay close attention when housing options become available and when deadlines are.)
- () Complete scheduling information paperwork (orientation, scheduling, etc.)

For Parents: What is Career Cruising?

Career Cruising is an Internet-based career exploration and planning tool used by your son or daughter to explore career and college options and develop a career plan. Career Cruising can be accessed from school, from home, or wherever your son or daughter has access to the Internet. Features of the program include:

ASSESSMENTS

World-renowned assessment tools to help your child identify his or her career interests, skills, abilities, and learning styles

CAREER PROFILES

Thorough and up-to-date information about hundreds of different occupations, including direct links between careers and related college programs

MULTIMEDIA INTERVIEWS

Interviews with real people in each occupation, which add depth and realism to career profiles

COLLEGE AND FINANCIAL AID INFORMATION

Comprehensive college and financial aid information, with a number of useful search tools to help your child find the right college and the right scholarships

EMPLOYMENT GUIDE

Advice for all stages of the job search process, including developing a job search plan, networking, writing resumes and cover letters, preparing for interviews, and adjusting to a new job

MY PLAN

An online portfolio where your child can develop and reflect on his or her academic, personal, and career exploration activities, and make plans for the future

RESUME BUILDER

Integrated with the My Plan tool to help your child create, format, and print professional-looking resumes quickly and easily

PARENT PORTAL

Allows you to view the information your child has stored in his or her Plan, learn more about the careers and schools that your child is interested in, and communicate with your child's career advisor

To register for your Parent Portal account, go to www.careercruising.com/Parent and enter your activation code. To receive an activation code, please contact your child's career advisor.

ASSESSMENTS

The Assessments section includes tools to help you identify your work interests, skills, learning preferences, and abilities:

- Career Matchmaker is an internationally respected interest assessment tool
- Answer as few as 39 questions for quick results, or as many as 116 for more refined results
- The resulting career suggestions list includes 40 occupations ranked in order of suitability
- Click on an occupation to receive clear feedback on why the occupation is a good match for you
- Tailor your list of career suggestions by recommended cluster area or level of education you plan to complete
- See how other occupations that don't appear on your suggestion list match up with your answers
- Complete the My Skills component to see if you have the skills necessary for the occupations that match your interests
- Learn more about your abilities and how they compare to occupations that interest you with the Ability Profiler assessment
- Discover how you learn and retain information with the Learning Styles Inventory

EXPLORE CAREERS

The Explore Careers section gives you several different ways to search for careers:

- Search for occupations by keyword, school subject, or career cluster
- Use Career Selector to find suitable occupations using a variety of criteria
- Explore military careers
- Learn about occupations related to specific industries

Each occupation profile includes the following information:

- A brief summary of the occupation
- Job Description
- Working Conditions
- Earnings
- Education and training
- Direct links to related college programs
- Sample Career Path
- A list of related occupations
- Links to other sources of information
- PhotoFile series
- Two multimedia interviews with people in the occupation

EXPLORE EDUCATION

This section of ccSpringboard provides comprehensive college and vocational school information to help you plan your education and training. You can:

- Search for schools by name or state
- Search for majors by program name or using a cluster search tool
- View detailed information on 2 and 4-year colleges, graduate schools, and vocational schools
- Use School Selector to find schools that match your criteria
- View a side-by-side comparison of school profiles using the Compare Schools tool
- Prepare for college by following the steps in the College Planning Timeline

FINANCIAL AID

- View detailed information on thousands of financial aid programs
- Use the Financial Aid Selector to find scholarships you qualify for based on a variety of criteria

EMPLOYMENT

Employment section includes information and tools to help you prepare to search for work:

- The Employment Guide contains advice for developing a job search plan, writing cover letters and resumes, preparing for job interviews, and more
- Use the Job Search tool to find jobs related to careers that interest you

MY PLAN

The My Plan tool allows you to keep track of all of your career exploration and planning activities. You can:

- Bookmark careers, schools, and college programs of interest, and maintain a diary of goals
- Store multiple Career Matchmaker results and your results from other assessments
- Create a personalized high school education plan and develop your post-secondary plan
- Save information about scholarships and other financial aid programs you qualify for
- Document your work and volunteer experiences, skills, abilities, extracurricular activities, career planning activities, and hobbies that are used to automatically build a resume
- Share your Plan with your parents, college admissions offices, organizations offering scholarships, and others
- Track assignments and activities, and advisement sessions with your career advisor

Educational Planning

Introduction to Career Clusters

The Kansas State Board of Education approved a Kansas definition of "College and Career Ready" to help set a clear focus on the expectations of students graduating from Kansas schools.

"College and Career Ready means an individual has the academic preparation, cognitive preparation, technical skills, and employability skills to be successful in post secondary education, in the attainment of an industry recognized certification or in the workforce, without the need to remediation."

Kansas' secondary Career & Technical Education (CTE) has adopted the National Career Clusters model of 16 career clusters and 31 pathways within these clusters. These pathways are designed to provide smooth transition from high school to postsecondary education.

Career Clusters and Pathways

Agricultural, Food and Natural Resources

Power, Structural and Technical Systems
Plant Systems
Agricultural Science

Architecture and Construction

Construction
Design and Pre-Construction

Business Management and Administration

Business Entrepreneurship and Management

Arts, AV and Communication

AV Communications
Visual Arts

Government and Public Administration

Government and Public Administration

Hospitality and Tourism

Travel and Tourism
Restaurant and Event Management

Science, Technology, Engineering and Math

Engineering and Applied Mathematics
Cartography/Geospatial/Spaial Mathematics
Bio-Medical
Bio-Chemistry

Law, Public Safety, Corrections and Security

Emergency and Fire Management
Corrections, Security and Law Enforcement

Finance

Business Finance

Marketing

Marketing

Health Science

Health Science

Human Services

Family and Community Services
Consumer Services
Early Childhood Development

Education

Teaching/Training

Transportation

Mobile Equipment Maintenance

Information

Web and Digital Communications
Programming and Software
Network Systems
Information Support and Services

Manufacturing

Production
Maintenance

Students at Atchison High School will be asked to complete a **Program of Study** based on career cluster preferences and individual choices. Throughout middle school, students will explore careers and career planning using the Career Clusters as a reference. Once students are in high school, they will update and revise a four-year plan of educational course choices to meet the needs of their career path.

Students select courses for the Program of Study based on future educational goals. Students should plan for one of the following paths:

Four Year College/University Education

Two Year Junior College/Technical Education

School to Work/Technical

Military

Atchison High School provides completion in six different Career Pathways. These include:

Construction Pathway-Architecture and Construction
AV Communications Pathway-Arts, AV and Communication
Family and Community Services-Human Services
Business Marketing-Marketing
Business Finance-Finance
Information Technology – Web and Digital Communications

Atchison High School provides courses at the Introductory, Technical and Application levels of the above Career Pathways. Introductory and Technical courses are also offered for other Career Pathways.

Educational and career planning is an ongoing process that students review and revise each year. Atchison High School uses the **Career Cruising** website to explore careers, interests, educational choices, colleges, scholarships and more. Log on at www.careercruising.com.

Other helpful websites include:

www.bls.gov

www.actstudent.org

www.collegeboard.org

www.petersons.com

www.educationalplanner.org

www.careerkey.org

www.fastweb.com

www.careeronestop.org

INTRODUCTION

REQUIREMENTS TO GRADUATE FROM ATCHISON HIGH SCHOOL

In order to graduate, students must earn a minimum of 25 credits in 9th-12th grade. All classes count equally as .5 credit per semester. Of the 25 credits required for graduation, 17 must be in the following areas: English-4, Social Studies-4, Mathematics-3, Science-3, Physical Education-.5, Health-.5, Fine Arts-1, RSVP-.5(60 hours), Business-.5. These subjects can be distributed among the 9th-12th grade in this manner:

9th Grade

English I (2 semesters)
World History 9 (2 semesters)
Math (2 semesters)
General Physical Education (1 semester)
Health (1 semester)
Physical Science (2 semesters)
Fine Arts (1 semester)
Freshman First (1 semester)
Freshman Studies (1 semester - conditional)

10th Grade

English II A/B (2 semesters)
U.S. History to 1877 (2 semesters)
Math (2 semesters)
Science (2 semesters)
Fine Arts (1 semester)
Business (1 semester)

11th Grade

English III (2 semesters)
U.S. History From 1877 (2 semesters)
Science (2 semesters)
Math (2 semesters)

12th Grade

English IV or College Prep (2 semesters)
American Government or Econ/Gov (2 semesters)

The remaining 8 of the 25 required credits are "elective" classes, which may be chosen in accordance with the student's interests and plans. There are no study halls. Special populations have access to all educational opportunities in the Perkins and technical programs and are not to be discriminated against.

Elective - a class which is not required to take, but which students choose (or "elect") to take.

Prerequisite - a requirement which must be fulfilled before enrolling in a certain course.

CONCURRENT CLASSES

Concurrent classes offer junior and senior students the opportunity to enroll in college classes without interrupting the regular school day. Students who enroll in the class receive college credit and high school credit at the completion of the class. The college credit is awarded through Highland Community College. The classes currently being offered are: American History (American Studies-American History), Human Physiology, College Biology (Biology II), Human Anatomy, College Algebra (Advanced Algebra), and College Trigonometry.

Atchison High School
RSVP
(Redmen Students in Volunteer Partnerships)

RSVP is a graduation requirement. All students are required to complete 60 hours of community service (at one agency or may complete 20 hours each at three agencies) before graduation. Community service hours are not a part of the scheduled day. A list of agencies and RSVP forms are available from the counselors.

Student _____ Grade _____

Organization/Individual _____

Organization/Individual Address _____

Organization/Individual Phone Number _____

Time Volunteered

Date	Hours	Description of Activity

Total Hours _____

Signatures: Please have your parent/guardian and the adult supervisor sign this form before submitting it to your counselor. Hours from summer must be submitted by September 30. Hours from the school year must be submitted by the first day of summer school.

Organization (Adult) Supervisor: _____

Parent/Guardian: _____

Atchison High School
RSVP Approved Locations
(Be sure and request approval if your site is not listed!!)

A.R.C. of Atchison County		367-5296
American Legion	705 Commercial	367-0288
American Red Cross	504 Kansas	367-5355
Atchison Chamber of Commerce	200 S 10th	367-2427
Atchison Child Care Association	1326 Kansas Ave	367-6441
Atchison City Manager	515 Kansas Ave	367-5900
Atchison Cty Historical Society	Sante Fe Depot	367-6238
Atchison Hospital Auxiliary	1301 N 2nd	367-2131
Atchison Library	401 Kansas	367-1902
Atchison Senior Village	1419 N 6th St	367-1905
Atchison United Methodist Church	501 Kansas Ave	367-1844
Atchison Youth Bowling Program	Ed Jones/Heidi Nolte	367-5014
Bethaven 7th Day Adventist Church	800 Riley	367-5216
Big Brothers Big Sisters	626 Commercial	913-547-2052
Boys & Girls Club		367-9090
Campbell Chapel AME	715 Atchison	367-1489
Carol Baptist church	800 S 6th	367-2334
Church of Christ	635 M	367-7180
Church of the Living Love	912 N 11th	367-0879
Community of Christ	9th & Santa Fe	367-2686
Cornerstone Baptist	1420 N 13th	367-4305
Dooley Center	801 S 8th	367-6110
First Baptist Church	1640 Riley	367-2842
First Christian Church	7th & Santa Fe	367-3036
Happy Hearts Learning Center	South Campus	367-5200
Head Start NEK-CAP	751 S 8th	367-7848
Humane Society of Atchison	100 N 21st	367-3647
Jackson Park Restoration		367-2617
Mall Towers	7th & Mall	367-3323
Medicalodge of Atchison	1637 Riley	367-6066
NE KS Railroaders	1440 N 6th	367-2427/6329
NEK-CAP	926 Commercial	367-7687
New Life Assembly of God	1004 S 5th	367-7273
New Testament	1145 Commercial	367-0461
Optimist Club	Rt 2, Box 185A	367-1902
Presbyterian Church	302 N 5th	367-2072
Project Concern	504 Kansas	367-4655
Recreation Commission	819 Commercial	367-3352
Sacred Heart Church	1503 Kansas	367-0387
Salvation Army	926 Commercial	367-1207
Second Christian Church	700 M	367-9783
Shepherd's Center	305 N 5th	367-0512
Shiloh Baptist	1311 N 7th	367-2292
St Benedict's Abbey	1020 N 2nd	367-7853
St Benedict's Church	1001 N 2nd	367-0671
St Joseph's Church	705 Spring Garden	367-4217
St Mark's Lutheran Church	400 S 6th	367-0417
The Guidance Center	1301 N 2nd	367-1593
Theatre Atchison	401 Santa Fe	367-1647
Trinity Episcopal Church	300 S 5th	367-3171
Trinity Lutheran Church	8th & Laramie	367-2837
VFW Post 1175	Rt. 3	367-0210
YMCA	317 Commercial	367-4948

STUDENT:
CAREER PATHWAY:
CAREER CLUSTER:
KS CAREER FIELD:

DATE:
REVIEWED:
REVIEWED:
REVIEWED:

AHS Individual Plan of Study

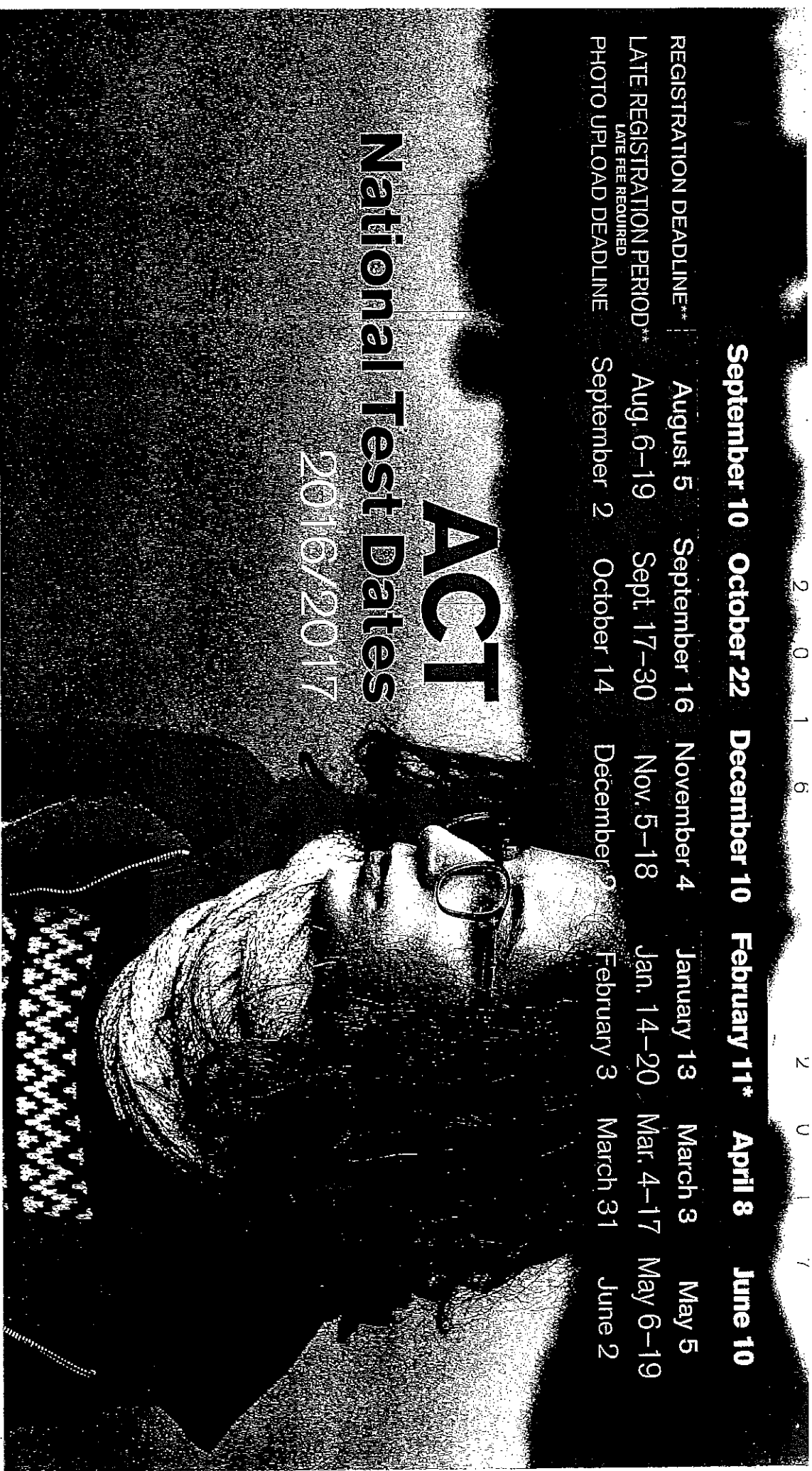
AHS Individual Plan of Study											
KS CAREER FIELD:			Grade 8		Grade 9		Grade 10		Grade 11		Grade 12
English				English I Honors English 1	English II Honors English	English III American Studies English	English IV College English				
Math			Algebra I 8th Gr Math Algebra II	Pre-Algebra Algebra I Algebra II	Geometry Algebra 1	Algebra II Trigonometry/Adv Algebra Prob. and Statistics	Trigonometry/Adv Algebra Prob. and Statistics Calculus				
Science				Physical Science	Biology	Chemistry I Earth Science Biology II	Physics Chemistry II Hum. Anatomy/Hum. Physiology				
Social Studies				World History	US History to 1877	US History from 1877	Am. Government Government/Economics				
Physical Education				Physical Ed. Health	Health						
Fine Art (Regent Elective)											
Business Requirement				Bus. Essentials Comp. Apps.	Business Essentials Computer Applications	Personal Finance					
Electives											
RSVP Requirement .5 Credit											
Career Exploration											
Work-Based Learning Opportunities:			Career-Technical Student Organizations	Community or Technical College or School	Four Year College & University Programs:	Articulations	Certifications				
Post-Secondary Options											
Freshman First Semester			Freshman Second Semester	Freshman First Semester	Freshman Second Semester	Sophomore First Semester	Sophomore Second Semester				
Required for Atchison High Graduation			Kansas-Qualified Curriculum				Required for Career Pathway		Kansas Scholars Curriculum		

REGISTRATION DEADLINE**	August 5	September 16	November 4	January 13	March 3	May 5
LATE REGISTRATION PERIOD**	Aug. 6-19	Sept. 17-30	Nov. 5-18	Jan. 14-20	Mar. 4-17	May 6-19
<small>LATE FEE REQUIRED</small>						
PHOTO UPLOAD DEADLINE	September 2	October 14	December 2	February 3	March 31	June 2

ACT

National Test Dates

2016/2017



www.actstudent.org

www.actstudent.org

The ACT[®]

Test centers are scheduled in New York for the February test date. All materials sent by mail must be RECEIVED by the test date of the date, location, regardless of when they are postmarked.
If you miss the late registration for a test date, you can still try to test standby.

What you need to know to take the ACT® test

Go to www.actstudent.org and sign up or log in to your ACT account

- Select your test date and test option (ACT or ACT with writing).
- Check the list of colleges that require or recommend the optional ACT writing test.
- Select your test center.
- Upload your photo.
- Request accommodations—check the ACT website before you register.
- Send up to four score reports for free when you register. (Note: Additional score reports can be ordered later.)
- ACT scores are accepted by all four-year US colleges and universities.
- Use your account to change test date, test option, or test center and to send more score reports to colleges.
- The ACT test is based on what you learn in high school.
- Give yourself a boost with free and low-cost test prep options at www.actstudent.org.
- Review the ACT calculator policy to make sure your calculator is approved.
- Check the website for what you need to bring to the test center.

TEST FEES*
ACT
ACT with writing

\$42.50
\$58.50

- Get your scores through your ACT account. Scores are normally reported 2–8 weeks after you test (5–8 weeks for ACT with writing).
- Your scores may not come in time for you to decide if you want to register for the next test date.
- You are “more than just a score,” and your ACT score report confirms that. The report has information about your needs, interests, and possible career options that you can share with colleges.

Join the more than three million students who take the ACT every year—the leading college admissions test in the United States.

Connect with us
act.org/social



The
ACT®

www.actstudent.org



Ways to Stay Informed

- 1. District Website - www.usd409.net*
 - 2. AHS Website - go to district and choose school*
 - 3. AHS Facebook page - <https://www.facebook.com/ahsredmen/>*
 - 4. AHS Twitter Page - @atchisonredmen or #ahsusd409*
 - 5. Friday Message - Every Friday we send an email out to the community, parents, students and staff that have signed up. This includes college and career opportunities and events to get involved in.*
 - 6. Text Alerts*
 - 7. Channel 14 - only on Cable*
-