



Phelps School District

Introduction

An **Academic & Career Plan (ACP)** represents a fluid, mapped academic plan which is a reflection of a student's unique set of interests, needs, learning goals and graduation requirements. It goes beyond the traditional "4 Year Plan" by recording a student's connections to the larger community including community service, volunteerism, hobbies and activities, and post-secondary planning.

Students begin formally developing their ACP as early as 6th grade with the exploration into Xello. Students at Phelps Middle and High School will be using Xello to learn more about themselves and to develop their Academic and Career Plan (ACP). Xello offers the following assessments: Interest Inventory, Ability Profiler, Skills Inventory, Learning Styles Inventory. In addition, the content of Xello is rich with information on careers, education, employment trends and much more. Each student has a personal Xello account that holds assessment results, favorite information on schools and careers, and the student's Academic and Career Plans. Parents can also gain access to these accounts to view their child's progress towards life goals.

Career Readiness Vision

CAREER READINESS MISSION/VISION

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CAREER READINESS TEAM

District ACP Coordinator	Jason Pertile
School Counselor(s)	Lisa Duquaine
CTE Coordinator	Lisa Duquaine
Special Education Teachers	Laura Andersen
Work-based Learning / Youth Apprenticeship Coordinator	Lisa Duquaine
Student or Pupil Service Director	Lisa Duquaine
Youth Apprenticeship Mentor	Lori Merkel
Family & Student Representation	Representing all populations

Career Readiness Data

DISTRICT CAREER READINESS DATA

Phelps produces a self-reflecting report every year to showcase more than what the state's academic report displays. This included data of how prepared students are to enter into the workforce, technical college and universities.

[High School Report Card 25-26](#)

CURRENT PROGRESS AND FUTURE GOALS FOR IMPLEMENTATION

Phelps has an excellent curriculum in preparing students for a wide variety of opportunities after high school. We are providing comprehensive counseling services to help students understand various career paths, the skills needed for those paths, and the steps required to achieve their goals. We have students each year take advantage of work based learning to gain practical experiences in the workplace setting. We do need to try and expand and enhance our partnerships with local businesses. There are limited businesses in the township of Phelps and most only focus on the areas of Hospitality & Tourism, Construction, or the sole business of manufacturing. The tricky part is for many of the Construction and Manufacturing opportunities students need to be 18 years of age due to OSHA requirements. Phelps is also a strong proponent of the Start College Now programing with students able to take classes that serve dual credit opportunities giving them a head start into career path opportunities. Our goal for the 2025-2026 year is to expand our youth apprenticeship program with our community daycare.

Career Readiness Success Stories

STUDENT SUCCESS STORIES



Haylee has had great success in planning for her future. She will be leaving high school with 50 college credits through Start College Now programing in a combination of general studies and nursing. She will enter the Nicolet College of Nursing to complete her nursing degree. Her hard work and perseverance along with insightful planning has provided her this opportunity for success later on in life.

Career Readiness in the School District of Phelps

ACP CURRICULUM, SUPPORT, AND SERVICES

Grade Level Appropriate Career Readiness Activities and Career-based Learning Experiences

- K-5: Career Readiness Activities (Checkpoints of Mind Up Curriculum & Exercise Your Mind)
- 6-8: Career Readiness Activities [↗](#)
Activities include: Learning style analysis, Interest's Inventory, career exploration through matchmaker survey, decision making course, time management class, Transitioning to high school, what the future hold for you, The Real Game
- 9-12: Career Readiness Activities
Activities include: Career Matchmaker, Interest Inventory, Skills Lab, Work Experience lab, Setting solid habits lab, The Real Game life scenario, Workplace skills and attitudes, transition to the work force, What happens after college course. Budgeting for life.

ACP/School Counseling Services

We have constant communications with families throughout each student's educational career. We have specific planning meetings at the 8th, 10th, and 12th grade levels discussing these plans and up-dating them regularly. All students will participate in scheduled ACP activities and at times during academic courses to supplement curriculum. All high school teachers will be trained in using Xello software to assist students in creating and updating their electronic portfolio. These portfolios will be reviewed with students on a regular basis and will be shared with parents during planning meetings.

Whole School Support

Upon Graduation from Phelps High School, all students will have created an Academic and Career Plan and will have participated in a variety of activities to prepare them for college, the workforce, and or military.

The key purpose of our work is to develop each student as fully as an individual who is:

- A Complex Thinker
- A Self-Directed Learner
- A Knowledgeable Person
- A Healthy Person
- An Effective Communicator
- A Collaborative Worker
- A Socially Responsible Citizen

PREPARING FOR THE FUTURE

The ACP program at Phelps School District ensures every student is prepared for life after high school no matter what path they plan to take. This includes:

- Career and technical education provided in the school district
- Courses that provide advance placement and/or advanced standing at any technical college's associate degree program upon graduation from high school. (*See Mrs. Duquaine*)
- Early College Credit Program and Start College Now (*See Mrs. Duquaine*)
- Postsecondary education preparation is done yearly during 1-1 conferencing with students and the option to include parents.
- Youth apprenticeship or other job training and work experience (*See Mrs. Duquaine*)
- Instruction in skills related to employment we offer a variety of courses through Wisconsin Virtual School on Personal Finance, Entrepreneurship, and other business courses. It also expands the amount of elective offerings we have such as robotics and manufacturing that we can't offer inhouse.
- [2026-2027 Course Description Catalog for Middle and High School](#)

CAREER PATHWAYS

The Phelps School District promotes learning in all 16 career clusters as no student should be limited in their learning or exploration of careers. Please check out the learning maps within the 16 cluster areas.

[Phelps 16 Career Clusters](#)

LABOR MARKET INFORMATION

The Phelps School District covers the northeast corner of Vilas County along with a very small part of Forest County. Students have a variety of career areas to seek employment to be able to remain in the area. The biggest making up 32.4% of the jobs are in Hospitality & Tourism, the second biggest is Trades, Transportation, and Utilities 20.9% followed by Education & Health services 12.7%. One interesting note is that Forest counties leader is not Hospitality but Public Administration leading at 36.2%. The assumption here would be less tourism based economy and more driven by tribal and governmental entities. These numbers are based on 2025 data and haven't changed much over the last five years, which is similar to the state trends. The adjoining county of Oneida has 24.7% in Trades, Transportation and Utilities now surpassed by 25.5% in Education and Health services. These three counties give a good representation of job and labor markets in

our area.

These job market projections help us prepare students for what is to come after graduation to take on a variety of jobs available in the area and what training will be required to obtain these jobs. We are preparing our students for a few different levels. They can immediately enter the workforce as an entry level job, prepare some to enter into the trades and technical degrees, and then also get kids ready for advanced degrees for university-level academics. Students are exposed to nearby business through field trips, guest speakers, community partnerships, which continue to support students in any labor market that interests them.

To access Labor Market Information for [Vilas County](#) , [Oneida County](#) and [Forest County](#)

PROFESSIONAL DEVELOPMENT FOR STAFF

The Phelps School District is committed to supporting our entire staff to become engaged in the career readiness process. We provide the following professional development to staff: Educlimber Data analysis, FastBridge Data analysis, Xello integration and suggestions to everyday curriculum.

Career Readiness is for ALL of our Students

INDIVIDUALIZED ACP SUPPORT

All students are given the opportunity to meet 1 on 1 with counseling staff to discuss and work on their individual plans and portfolio.

ACCESS FOR ALL STUDENTS

The Phelps counseling staff is part of every student's IEP meeting and prior planning and exploration. Case managers directly work with students and their transition plans for IEP meetings as well as counselors in the process of developing this plan as part of a team. It is a process in which parental involvement is requested along the way so that there is a firm plan in place after graduation.

CAREER READINESS TECHNOLOGY

Phelps continues to use Xello ([Xello Single Sign-on](#)) as its main platform for collecting and organizing students' information and planning. Teachers use a variety of other applications of measuring student progress and preparing students for standardized tests. These range from ACT preparatory programs to district assessment of FastBridge along with its progress monitoring tools.

Get Involved

FAMILY ENGAGEMENT

The School District of Phelps engages families and caregivers in academic and career planning by:

We have specific planning meetings for 8th-12th grade levels discussing these plans and up-dating them regularly. All students will participate in scheduled ACP activities and at times during academic courses to supplement curriculum. All high school teachers will be trained in using Xello software to assist students in creating and updating their electronic portfolio. Parents are asked to review student schedules before submitting for the following year. These portfolios will be reviewed with students on a regular basis and will be

shared with parents during planning meetings.

Families will have access to the [Xello Family](#) planning tool to review with their children. They are encouraged to have conversations regularly about careers and direction after high school. Guardians are encouraged to meet with counseling staff in the student scheduling process.

COMMUNITY PARTNERSHIPS

The School District of Phelps collaborates with business and community partners throughout the surrounding area. Within these partnerships we try to make connections for students to enter directly into the workforce, gain interest to further educate themselves and/or pursue postsecondary education. Phelps School District has a good partnership and relies heavily on the partnership with Nicolet college and our School to Career Consortium to help guide in the decision making process. Thank you to the following businesses for partnering with our district giving students the opportunity to learn real work skills while finishing up their high school careers; Phelps Daycare and Phelps School Food Service, Sunrise Lodge and the Ford Dealership. We are always looking to expand our community partnerships. If interested please contact the school.

- *Career-based Learning Experiences that are offered within these partnerships:*
 - *Nicolet College offers a variety of experiences each year to students grades 6-12.*
 - *Allow Job Shadows and company tours*
 - *Career related volunteering or service learning projects*
 - *Offer work-based learning opportunities*
 - *Offer state-certified youth apprenticeship*

MOST RECENT DATE OF BOARD APPROVAL

At least one time per year this Academic and Career Plan will be reviewed and updated to the Phelps BOE.

*Last Updated September 2026
April 2024*

Legal References

Wisconsin Statutes

Section 106.07	[high school seniors in apprenticeship programs]
Section 106.13	[state-sponsored youth apprenticeship program]
Section 115.28(59)	[academic and career planning requirements]
Section 115.28(30)	[career and technical student organizations]
Section 118.34	[technical preparation programs]
Section 118.56	[special work-based learning programs for grades 9-12]
Section 121.02(1)(L)2	[required introductory instruction in career exploration and planning]
Section 121.02(1)(m)	[school district standard; education for employment program]

Wisconsin Administrative Code

[PI 8.01\(2\)\(L\)5](#)

[required introductory instruction in career exploration and planning]

[Chapter PI 26](#)

[education for employment plans and programs]

Federal Laws

[20 U.S.C. §6312\(b\)](#)

[federal Title I plan requirements related to effective student transitions, integration of academic and career and technical education content, and work-based learning opportunities]

[34 C.F.R. Appendix B to Part 100](#)

[Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs; includes nondiscrimination provisions and related annual notice requirements]