Playbook Preface

West Muskingum Local School District (WMLSD) has focused on preparing students for a changing and increasingly complex future. Recognizing the importance of a quality education, WMLSD seeks to increase the number of students who are college and career ready when they graduate high school.

College and Career Ready (CCR) is defined as:

- “The ability to succeed in entry-level, credit bearing, academic college courses or in workforce training programs”…
- For college, that means enrolling in either a two-year or four-year institution.
- For workforce training, that means enrolling in programs that prepare students for a career that offers competitive, livable salaries, and opportunities for career advancement.

West Muskingum has created this guide to support parents/guardians in helping their children create a CCR plan while in school.

- CCR can include a career, the military or the pursuit of higher education after high school.
- This guide helps make connections from kindergarten to twelfth grade.
- It contains suggestions for helping build the foundation for your child’s future plans.
- It is never too early or too late to start thinking about the end goal for your child.
- As parents/guardians you are the most influential person in your child’s life.

While this is not a comprehensive guide we hope that it helps. You are your child’s first teacher and their greatest success comes from the home.
Where To Start
Setting Goals, Setting an Example
As early as preschool, children can begin learning to set goals. The key to making college or a career an expectation is helping your child develop goal-setting skills. Goal setting allows children to experiment throughout their youth to develop interests, learn how to dream and achieve those dreams.

Step One
Help your child write down or draw a picture that represents a goal. The younger your child, the more simple and immediate that goal should be. For example, a goal may be to help make macaroni and cheese for dinner or to make an art project for a friend or relative.

Step Two
Talk about how your child plans to achieve this goal. What materials are needed? Who should be asked for help or permission? Write down these steps with your child.

Step Three
Ask your child to consider the potential obstacles ahead and how to overcome them. For example, if macaroni and cheese is the goal, what happens if there isn’t any cheese in the refrigerator?

Step Four
Set deadlines with your child to show how to estimate how long a task might take. Place the written or drawn plan in a visible location and check in with your child to monitor the steps taken toward achieving the goal.
Making School a Priority

Children learn from their parents’ example, and when it comes to learning about the world of teachers, homework and classrooms, they look to you for guidance. You set the standard for how your child will view school by acting, speaking and behaving in a way that demonstrates to your child that school is important. Beginning with preschool, there are a few things you can do to make school an institution your child respects.

• **Maintain regular attendance** to establish good habits.

• **Focus on homework**, because how you deal with homework now will set a standard for CCR. Good habits now will pay off later.

• **Show respect for school officials**, even if you don’t agree with them. Solve disputes when your child isn’t present. For example: If you have concerns or frustrations with things going on at your child’s school, contact those involved to work things out. This shows your child how to appropriately resolve conflict.
Project Idea

Parents help your child find their gifts and talents. Every great goal has a plan that is or should be based upon what one enjoys or they are good at. Have you asked your child what they want to be when they grow up? Each child has a talent that when used can make the world a better place. What are your child’s gifts and talents? Do their gifts and talents lead them directly to a career or to college that will help them get their career? Remember this may change over time.

Suggested project ideas: My Dreambook

Do you remember the person you dreamed of becoming when you were a child? Did you dream of being a firefighter or a teacher or president of the United States? Imagine if you could go back and revisit all your dream jobs when you first chose your career path. That’s what a dreambook can do for your child. Any time your child expresses curiosity about a job, hobby or field of interest, sit down with her and cut out pictures or words that represent that dream. Paste those pictures into a scrapbook. By the time your child is ready to pick a career, he’ll have a lifetime of dreams to look back on. It may help him to choose a career path that leads to true fulfillment. (Cradle to College, www.ucango2.org)
CCR Conversations
It’s never too early to start talking about CCR in the home. Talking about CCR as a natural part of the education process will help make education after high school an expectation. Remember, children learn by example, so if you pursued education after high school, share that with your child. Even if your experiences weren’t always positive, talking about it can help your child learn from you. Below are a few do’s and don’ts for talking about CCR.

DO

✓ talk about the future and expect CCR to be a part of that future.
✓ start saving early and involve your child in the process.
✓ ask “When you graduate from high school what are your plans?”
✓ use the words, “When you have your career” or “When you go to college” making it an aspiration and an expectation.
✓ make sure your child is reaching developmental milestones and receiving health screenings to ensure there are no physical barriers to success.
✓ visit local college campuses throughout childhood for sporting events and activities to make campus a familiar setting for your child.
✓ make homework a priority in your home.

DON’T

➢ allow money to be a barrier to CCR. There is a vast amount of scholarships, grants and loans to help students and families fund education after high school.
➢ discourage your child from careers that you are unfamiliar with. There is an option that matches everyone’s goals, needs and abilities.
➢ discourage their dreams. Though being an actor or rock star or professional athlete may seem impractical or unobtainable now, these aspirations help children learn how to work hard or learn how to set realistic goals.
➢ forget that growing-up is a balance between preparing for the future and enjoying where you are.
The Play-by-Play

The following academic, financial and social suggestions for students and their parents to help become CCR.

Things Successful Elementary Students Can Do

Successful children ages 5-7 can:

- Read fluently from a variety of books, articles and other written sources
- Preform addition and subtraction tasks in various forms
- Focus on a task until its completion
- Speak with peers and adults about multiple subjects
- Use appropriate technology with limited assistance

How a parent can help make this happen:

- Read to the child to help develop interest in reading.
- Give the child everyday items to count and group.
- Help the child with homework and follow his/her progress by attending parent/teacher conferences and looking at report cards.
- Allow the child to use writing materials in many different ways. (coloring books, manuscript writing books, drawing pictures, or painting)
- Talk to the child about how math and reading are part of our everyday lives. For example by reading road signs, cooking, building structures and driving a car.
- Develop a schedule for children to help them tell time and to develop ownership in their daily work.
- Never forget safety. Teach your child safety rules (i.e. how to ride the bus, how to use technology and the internet safely)
- Notice the new things your child is learning to do. Reinforce your child’s progress with praise
- Review good behavior expected of your child, such as following rules and taking turns
- Get involved in your child’s school

Successful children ages 8-10:

- Fluently read and understand various novels, articles and other written material
- Perform multiplication and division tasks in various forms
- Write about varied topics fluently
- Focus on an in-depth task until its completion
- Speak to peers and adults during class and group discussions
- Use technology effectively to enhance learning goals
How parents can help make this happen:

- Set aside a time each day for your child to read. If possible, read with them to provide a positive model. Children who read have adults that read.
- Follow his/her progress by attending parent/teacher conferences and looking at report cards.
- Homework help takes the form of assistance when asked by the child. Students must develop a sense of ownership in regard to their school work. Parents should not give answers but rather provide guidance that will allow the child to discover the answer on their own.
- Create a schedule for your child that will allow them to keep track of time and develop a sense of ownership in their daily lives.
- Get involved in your child’s school
- Notice the new things your child is learning to do. Reinforce your child’s progress with praise
- Never forget safety. Teach your child safety rules (i.e. how to use technology and the internet safely)

Building Successful Relationships

Elementary Age Students

- **Working with Friends**: listening, asking for help, apologizing, working cooperatively with others, honesty and patience
- **Working with Adults**: Following rules, listening to directions, make eye contact when speaking to someone or being spoken to, using good manners (please and thank-you)
- **How to Deal with Conflict**: teasing, being left out, peer pressure, knowing when to quit (enough is enough), control your temper
- **Taking Care of My Body**: proper hand washing, brushing teeth, keep hair clean
Things Successful Middle School Students Can Do

Successful children ages 10-12 can:

- Read fluently from a variety of books, articles and other written sources
- Perform addition and subtraction tasks in various forms
- Recite multiplication facts for numbers 1-12
- Divide without using a remainder
- Use technology to collaborate with others
- Participate in discussions with peers and adults
- Cite evidence while writing
- Begin to explore interests which could lead to a career
- Begin to develop healthy work habits

How a parent can help make this happen:

- Read to the child to help develop interest in reading (yes, this is still acceptable for early middle school students)
- Practice math facts at home
- Supply books and reading material which interest the young reader
- Help students to use technology such as Google Docs, Word or PowerPoint in a responsible manner
- Hold conversations with family around the dinner table
- Allow young people to communicate with adults they encounter instead of speaking for them (restaurant waitstaff, doctor’s office, cashiers at the grocery/carryout)
- Visit college campuses
- Shadow parent or family member on the job
- Set a time and space aside for the student to complete homework or study each day

Successful children ages 12-14 can:

- Read fluently from a variety of books, articles and other written sources
- Perform basic algebraic math
- Effectively argue and provide evidence for a given topic in a verbal and/or written format
- Use technology to create evidence of learning and collaborate with peers
- Advocate for their own needs
- Accept responsibility for their choices
- Continue to develop healthy study and work habits
- Use functions on a scientific calculator
- Explore possible careers
How a parent can help make this happen:

- Set aside a place and time for your student to complete homework and study
- Have your child study everyday, even if they do not have homework
- 7th and 8th graders still benefit from having a bedtime
- Visit colleges, vocational schools and technical institutions
- Provide reading material which interests student
- Research careers and their requirements with your student
- When your student encounters a hardship, let them sort through it before you intervene
- Realize that some failure at this age is healthy
- Have students complete homework individually before offering help

Building Successful Relationships

Middle School Age Students

- Survival skills (e.g., listening, following directions, ignoring distractions)
- Interpersonal skills (e.g., sharing, asking for permission/assistance, joining an activity, accepting criticism, not interrupting/wait turn, eye contact, appropriate greetings and farewells, and manners)
- Problem-solving skills (e.g., asking for help, empathy, apologizing, accepting consequences, deciding what to do, and collaboration)
- Conflict resolution skills (e.g., dealing with teasing, losing, accusations, being left out, peer pressure, and restraint)
- Personal skills (e.g., patience, honesty, integrity, gratitude, promptness, a strong work ethic, hygiene and proper use of social media and technology)
- Establish positive self-image and positive peer relationships. Exhibit good self control.
Things Successful High School Students Can Do

Academic

9-10th grade

Students

- Continue developing CCR path
- Learn requirements for employment /career in chosen path
- Take challenging classes related to chosen path
- Be involved in school or community activities, volunteering programs and events
- Take pre-college entrance exams such as *PSAT (pre-SAT)/ASPIRE (pre-ACT), they offer CCR information to help guide you in the planning process.
- Tour the career center
- Visit college campuses
- Meet with military recruiters
- Explore job shadowing or internship opportunities
- Build a student resume: make a list of your awards, honors, paid and volunteer work and extracurricular activities

Parents

- Monitor your child’s study habits and grades
- Encourage your child to take challenging courses related to their career path
- Attend parent teacher conferences (even if your child is doing well)
- Learn about the standardized tests taken in high school that provide a lot of college and career information
- Visit the career center, college campuses and military recruiters with your child
- Talk to your student about their aspirations

11th grade

Students

- Attend a job fair and look for job opportunities in your chosen path
- Attend college fairs and college planning programs
• Take the PSAT, ACT and/or SAT and/or the ASVAB (contact your school counselor to see if you qualify for a fee waiver)
• Visit the college campuses you are seriously considering
• Meet with military recruiters and discuss your ASVAB score
• Meet with college and military representatives that visit the school
• Participate in job shadowing and internship opportunities
• Find part time employment/volunteer opportunities related to chosen career path

Parents

• Talk to your student about their aspirations and help them narrow their focus
• Ensure your child gets to visit college/trade school campuses or to meet with military recruiters (preferably when classes are in session)
• Attend parent teacher conferences
• Attend College Credit Plus (CCP) presentation offered annually at the high school

12th grade

Students

• Take challenging courses all year
• Fight senioritis
• Stay involved in extracurricular activities and seek leadership roles
• Review high school graduation requirements
• Apply to technical/traditional collegiate schools/apprenticeship programs and visit your top schools again and check to be sure you are meeting the admission requirements and timelines
• Take college admissions tests again if needed
• Job shadow and research internship opportunities

Parents

• Take your student to visit their top schools
• Attend parent teacher conferences
• Help your student fight senioritis by helping to keep them focused on their future
• Attend CCP/AP presentation
• Review the courses your child would like to take and encourage them to do their best
Financial

9-10th grade

Students

- Attend Financial Aid Night at school
- Attend the College Night financial aid session
- Look at taking courses such as Personal Finance and/or Accounting
- Explore employment opportunities and salaries
- Investigate checking and savings accounts
- Attend the College Day, Financial Aid Night

Parents

- Attend Financial Aid Night at school
- Attend the College Night financial aid sessions
- Work with your child in investigating savings and checking accounts

11th grade

Students

- Attend Financial Aid Night at school
- Attend the College Night financial aid session
- Look at taking courses such as Personal Finance and/or Accounting
- Explore employment opportunities and salaries
- Create and utilize a personal budget
- Investigate checking and savings accounts
- Attend the College Fair financial aid presentation
- Investigate the cost of 2 and 4 year colleges or the cost of living based on career choice

Parents

- Attend Financial Aid Night at school
- Attend the College Night financial aid sessions
- Investigate the cost of 2 and 4 year colleges or the cost of living based on career choice of your child
12th grade

Students

- Explore employment opportunities and salaries
- Create and utilize a personal budget
- Explore local, state and national scholarships
- Visit or speak with Scholarship Central staff
- Attend the College Fair financial aid presentation
- Attend Financial Aid Night at school
- Attend the College Night financial aid session
- Attend College Goal Sunday for free FAFSA help

Parents

- Attend Financial Aid Night at school
- Attend the College Night financial aid session
- Attend College Goal Sunday for free FAFSA help
- Check employment, religious or other community organization that you may belong to see if they have scholarships available for your child

What to Expect from Financial Aid

Saving for college is the best way to guarantee your student will be able to afford it. But when your savings aren’t enough, financial aid can help fill the gap. These guidelines can help your student pay for college when it’s time.

- Free money first! Grants and scholarships are best for the student, because they don’t have to be repaid.
- Let the savings pay off. Use the money you and your child have saved for college to pay costs that grants and scholarships don’t cover.
- Use federal assistance for the rest. Work-study programs and federal student loans can help cover college expenses. All student loans must be repaid, but federal student loans generally have lower interest rates and offer flexible repayment options.

Did You Know?

- A person with a bachelor’s degree will earn about 65% more on average over a career lifetime than someone with a high school diploma.
- Among full-time college students enrolled at four year colleges, just 3% received enough grants and scholarships to cover the full cost of college.
Building Successful Relationships

Grades 9-12

- Survival skills (e.g., listening, following directions, ignoring distractions)
- Interpersonal skills (e.g., sharing, asking for permission/assistance, joining an activity, accepting criticism, not interrupting/wait turn, eye contact, appropriate greetings and farewells, and manners)
- Problem-solving skills (e.g., asking for help, empathy, apologizing, accepting consequences, deciding what to do, and collaboration)
- Conflict resolution skills (e.g., dealing with teasing, losing, accusations, being left out, peer pressure, and restraint)
- Personal skills (e.g., patience, honesty, integrity, gratitude, promptness, a strong work ethic, hygiene and proper use of social media and technology)

**Social Media:** Students please realize potential employers, colleges and military recruiters will look into your social media usage.
RESOURCES


Freel Application for Federal Student Aid:  www.fafsa.ed.gov

U Can Go 2:  www.ucango2.org

Ohio Means Jobs:  www.ohiomeansjobs.com

West Muskingum Local Schools:  www.westmschools.org please visit the guidance page for a wealth of additional information

Muskingum County Community Foundation:  www.mccf.org

College Goal Sunday:  www.ohiocollegegoalsunday.org


College Advantage: Ohio’s Tuition Trust Authority:  http://www.collegeadvantage.com/
Glossary of Terms

ACT: The ACT is a college admissions test that is linked to the ACT College and Career Readiness standards. Many schools use the score to determine admission.

Aspire: ACT Aspire is a college readiness assessment linked to the ACT College Readiness Benchmarks and help predict student success now and in the future.

AP: Advanced Placement courses are college level rigorous courses taught at the high school. Students can take an AP test at the end of the course to determine if they will earn college credit.

ASVAB: The Armed Services Vocational Aptitude Battery (ASVAB) is administered to high school students and potential military recruits to help determine which career fields are best suited for them.

CCP: College Credit Plus refers to the program that allows students to earn transcripted college credit while in high school either on or off of the high school campus.

College Day: Is a day typically in the fall held by Zane State University/Ohio University Zanesville which hosts representatives from over 60 colleges and university to provide material and answer questions regarding their respective institutions. The other portion of the program offers a Financial Aid Session to provide basic college financial aid overview that includes information about the FAFSA and financial planning.

College Fair: An event that allows students to meet face-to-face with college representatives. Students can gather information and ask questions.

College Goal Sunday: College Goal Sunday is an opportunity for students and families to receive FREE, confidential support in completing the FAFSA.

College Night: A county wide program offered in MArch that has a number of presentations on topics related to going to college. This event is open to all students in 8-12th grades.

College Planning Programs: Various community organizations and post secondary institutions sponsor events and invite our students to participate. This information is sent out via email listserv, social media outlets, and school announcements.

FAFSA: The Free Application for Federal Student Aid (known as the FAFSA) is a form that can be prepared annually by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid (including the Pell Grant, Federal student loans and Federal Work-Study)
Financial Aid Night: This is an evening presentation done by the high school counselors where financial aid representatives from local schools come and speak to students and parents about the financial aid and funding process.

Fee Waiver: Students who qualify for free and reduced lunch or other need based aid can use fee waivers to pay for the ACT, SAT and college application fees.

Grants: Money given to students for higher education that does not need to be repaid.

Higher Education: Any institution that provides education after the twelfth grade.

Loans: Money students or parents may borrow to pay for educational expenses that must be repaid with interest.


PSAT: PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It's a standardized test that provides firsthand practice for the SAT Reasoning Test. This also determines student eligibility as a National Merit Scholar.

SAT: Nearly every college in America accepts the SAT or Subject Tests as a part of its admissions process. Colleges may use this test as part of the admission process.

Scholarships: Money given to students for meeting certain criteria. Do not need to be repaid.

Work-Study: A federal program where students who qualify may apply for jobs on the college campus and get paid to help cover educational expenses. This money is paid directly to the student.