



## **CAREER ADVISING & PLANNING POLICY**

Pursuant to ORC 3313.6020 the board of education of each city, local, exempted village, and joint vocational school district shall adopt a policy on career advising that complies with this section. Thereafter, the policy shall be updated at least once every two years.

(2) The board shall make the policy publicly available to students, parents, guardians, or custodians, local post-secondary institutions, and residents of the district. The district shall post the policy in a prominent location on its web site, if it has one.

(B) The policy on career advising shall specify how the district will do all of the following:

(1) Provide students with grade-level examples that link their schoolwork to one or more career fields.

(2) Create a plan to provide career advising to students in grades six through twelve;

(3) Provide additional interventions and career advising for students who are identified as at risk of dropping out of school in accordance with division (C) of this section;

(4) Train its employees on how to advise students on career pathways, including training on advising students using online tools;

## **CAREER ADVISING & PLANNING PROTOCOL**

Career Advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. The district's plan for career advising includes, providing:

### *Links to Schoolwork*

Grade-level examples that link schoolwork to one or more career fields will be provided via;

**Career Awareness Elementary Grades (K-5)** Students become familiar with careers through learning that connects classroom instruction to future work. Career awareness strategies show students various types of careers and stimulate interest in future work.

**Career Exploration Middle Grades (6-8)** Students explore their career interests through embedded activities. Career exploration strategies are opportunities for students to discover work environments and understand the various aspects of the workplace. Strategies include tools and

instruments that help students understand and appreciate their strengths and interests. Students start plans for their future with career information and postsecondary education data. Plans include course selection and planning as well as career aspirations and goals.

### *Interventions/Advising*

Additional interventions, career advising and/or staff training for students identified at risk of dropping out via various methods/options, as applicable below:

- ~ a local, research-based method, with input from teachers, school counselors and other appropriate school staff
- ~ develop a Student Success Plan for each at-risk student that addresses the student's academic and career pathway to a successful graduation and the role of career-technical education, competency-based education and experiential learning when appropriate.
- ~ invite the student's parent/guardian/custodian to assist. If that adult does not participate in the plan development, the District will provide the adult a copy of the plan, a statement of the importance of a high school diploma, and a listing of the pathways to graduation available to the student.

### *Employees Trained On*

- ~ how to advise students on career pathways, including training on advising students using the tools available in OhioMeansJobs K-12, Naviance, or other district adopted and on-line resources
- ~ various academic and career pathways through high school that student may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit through College Credit Plus.
- ~ information on courses that can award students both traditional academic and career-technical credit, including, but not limited to, the District's policy on credit flexibility and instruction for students to access the educational option.
- ~ documentation on career advising provided for review by the student, student's parent, guardian or custodian, and schools the student may attend in the future. This may include activities that support the student's academic, career and social/emotional development.
- ~ supports necessary for students to have successful transitions from high school to their postsecondary destinations, including intervention and services for students in need of remediation in mathematics and English language arts.