

**Policy on Career Advising**

The School directs the Head Administrator or his/her designee to develop a plan for career advising which includes providing:

- *A Link between School and Career Fields.* The plan will provide students with grade-level examples that link their schoolwork to one or more career fields. The School may use career connections developed under R.C. 3301.079 for this purpose.
- *Career Advising.* The plan will provide career advising to students in grades six through twelve, which may include meeting with each student annually to discuss academic and career pathways.
- *Employee Training.* The plan will include training employees on how to advise students on career pathways. This may also include other tools developed by the School that offer resources for students for discovering career interests, exploring career and education options, and supporting development of the student success plan.
- *Multiple Pathways to Graduation.* The plan will ensure that there are multiple, clear academic pathways through high school that students may choose in order to earn a high school diploma. This may include opportunities to earn industry-recognized credentials, and postsecondary course credit through credit plus and other appropriate programs as discussed in Policy 3670, College Credit Plus.
- *Specific Classes.* The school will communicate courses that can award students both traditional academic and career-technical credit. This communication may include the school's Credit Flexibility Plan-Policy No. 3620, Post-Secondary Enrollment Program-Policy 3670, and access to educational options.
- *Documentation on Career Advising.* The School shall document the career advising provided to each student for review by the student, the student's parent, guardian, or custodian, and future schools that the student may attend. The School shall not otherwise release this information without the written consent of the student's parent, guardian, or custodian, if the student is less than eighteen years old, or the written consent of the student, if the student is at least eighteen years old.
- *Transition Preparation.* The School shall develop a program to prepare students for their transition from high school to their post-secondary destinations, including any special interventions that are necessary for students in need of remediation in mathematics or English language arts.

#### Additional Interventions for Advising Students at Risk of Dropping out of School

The School shall provide additional intervention and career advising for students who are identified as at risk of dropping out of school. Students shall be identified using a method that is both research-based and locally-based and that is developed with input from the School's classroom teachers, guidance counselors, and other appropriate school officials.

*Student Success Plan.* For each student identified at risk of dropping out, the School shall develop a Student Success Plan (the "Success Plan") that addresses the student's academic pathway to a successful graduation and the role of career-technical education, competency-based education, and experiential learning, as appropriate, in that pathway. The School may use the Ohio Department of Education's model student success plan as a guide.

*Developing the Success Plan.* The School shall invite the student's parent, guardian, or custodian to assist in developing the Success Plan. If the student's parent, guardian, or custodian does not participate in the development of the Success Plan, the School shall provide to the parent, guardian, or custodian a copy of the student's Success Plan and a statement of the importance of a high school diploma and the academic pathways available to the student in order to successfully graduate.

*Career Advising.* The School shall provide career advising in alignment with each student's Success Plan and this Policy.

#### Publicizing and Reviewing this Policy

The policy shall be made publicly available to students, parents, guardians, or custodians, local post-secondary institutions, and residents of the areas that the School serves. The School shall post the policy on its website, if it has one

The policy shall be updated at least once every two years

*Ohio:* R.C. 3313.6020; 3314.03

*Cross Reference:* Policy No. **3550** Core Curriculum Requirements; Policy No. **3620** Credit Flexibility Plan; Policy No. **3630** School-to-Work Plan; Policy No. **3660** Advanced Placement Program; Policy No. **3670**, College Credit Plus.