

NEW POLICY – VOL. 33, NO. 2

CAREER ADVISING

This policy has been developed as prescribed in R.C. 3313.6020 and the State Board of Education's Model Policy. This policy shall be updated at least once every two (2) years. The policy is made available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District on the District website.

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. Students need to have access to comprehensive resources and supports to prepare for their future success. Wooster City School District offers relevant classroom instruction, career-related learning experiences, and a program of counseling and advising. Through Career Advising, students can discover their interests and explore academic and career pathway options.

The District's Career Advising Plan includes:

- A. Grade-level examples that link students' schoolwork to one or more career fields

A list of grade level specific, Career Connections Learning Strategies utilized in academic classrooms, grades 6-12 is available and reviewed on an annual basis.

This component aligns with the following evaluation systems;

Ohio Teacher Evaluation System, Teacher Performance Evaluation Rubric

Ohio School Counselor Association's Ohio School Counselor Evaluation System

- B. Career exploration activities and advising for students in grades K-12, which includes age-appropriate activities.

Implementation of Career Exploration: A District wide calendar of K-12 career exploration activities is available and

will be evaluated on an annual basis. This will include age appropriate activities, connecting local businesses to the classroom and exposing students to a variety of career path options.

Implementation of Career Advising: Academic pathways for a variety of career fields are available to students to assist in creating their course schedule. Advisors/Counselors will meet with students at least once each year to review career exploration activities which have taken place, utilizing that information to explore, evaluate, and plan academic and career pathways for the individual student. These meetings will take place in group settings for grades 6, 7, 9, 11 and 12. They will take place as individual meetings for grades 8 and 10.

- C. Additional interventions and career advising for students who are identified as at risk of dropping out of school.

These include:

1. Identifying students who are at risk of dropping out of school using data from the Early Warning System offered by the Ohio Department of Education (when made available), with input from teachers, school counselors and other appropriate school staff. These students will meet with a counselor/advisor at least once annually to discuss career pathway plans.

Data will be gathered from DASL to identify students. Metrics considered when identifying students as “at risk”:

- Attendance: Less than 85%
- Disciplinary: 7 or more incidents/reports through DASL
- Grades: D- or lower in 3 or more classes
- Credit Deficient in 1 or more subject areas
- Identified as below proficiency level in 1 or more of the 4 state tested subject areas

A student will be considered “at risk” when the student falls at or below the guidelines in 2 of the 3 metrics listed above.

2. Developing 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.
 3. Before developing a Student Success Plan, District staff will 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.
- D. Training will be provided to select District employees on how to advise students on career pathways, advising students using the tools available in OhioMeansJobs K-12, as well as other tools offered through Tri-County Educational Service Center and/or the Wooster City School District.
- E. All students and households will be made aware of multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit. These pathways include Supported Employment, Integrated Employment, Independent Employment, Vocational Tech, Military, 2 Year College and 4 Year College. A detailed list of these pathways is available in all District buildings.
- F. All students and households will be made aware of courses that can award students both traditional academic and career-technical credit. This notification will include District special events, visits to and/or from the Wayne County Schools Career Center and print documents made available to inform students of career-technical options.
- G. 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.

Activities completed and saved to a student's OhioMeansJobs K-12 Backpack will serve as documentation of Career Exploration Activities. Additional documentation will be kept for students requiring a student success plan.

Students involved in transition planning will utilize their student portfolio as documentation of Career Exploration Activities.

A complete list of available career advising documentation is available in any District building.

- H. The District will provide the supports necessary for students to have successful transitions from high school to their postsecondary destinations.

Transition supports are available for those continuing their education: Students are made aware of the opportunity to attend College Fairs or participate in College Visits. In order to assist with coursework for students needing remediation, services are available at the Wooster Area Boys & Girls Club and through Study Tables at Wooster High School.

Transition supports available for those entering the workforce are available through programs such as Career Based Intervention, Transition Planning, Work Study Program and career-technical education through the Wayne County Schools Career Center.

R.C. 3313.6020, Ohio Model Policy on Career Advising (ODE) (December 2014)

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**Adapted by the Tri-County Educational Service Center for the Wooster City School District 8/2015*