HOPE
Learning Academy of Toledo

Policy on Career Advising Student Success Plan

POLICY NUMBER: 82113-25	EFFECTIVE DATE: 8/21/13	APPOINTING AUTHORITY APPROVAL: Hope Learning Academy of Toledo School Board
	Annual Review 8.6.24	

HOPE Learning Academy of Toledo has adopted and board-approved policy on career advising.

<u>**Career Advising and Student Success Plans**</u>

This policy governs the School's plan for advising students on career readiness and shall be reviewed at least once every two years. This policy must be made available upon request and placed prominently on the School's website.

I. <u>Definitions</u>

<u>Academic Pathways</u>: A designated and specific plan for secondary and post-secondary coursework, academic programs and/or learning experiences that a student will complete in order to earn a diploma or other related credentials.

<u>Career Advising</u>: An integrated process that helps students understand how personal interests, values and strengths may predict educational and career satisfaction and success and may relate to academic and career goals.

<u>Career Connection Learning Strategies</u>: Grade-level examples linking schoolwork to one or more career fields as defined by the Ohio Department of Education.

<u>Career Fields</u>: Groups of occupations and broad industries based on common characteristics as defined by the Ohio Department of Education.

<u>Career Pathways</u>: An overview of the various career options and the amount of education or training necessary for each option.

<u>Early Warning System</u>: Data indictors that help identify students who are at risk of dropping out of school.

<u>Online Tools</u>: OhioMeansJobs K-12, or another similar tool that provides resources, tools and information for students to determine individual career interests, explore career and education options, and develop an individual plan for their future.

<u>Student Success Plan</u>: A formalized process that helps students develop goals and plans for success in their futures. The process is based on strategic activities and reflections in which students discover their interests, explore and evaluate options, and make informed decisions.

<u>Successful Transition and Postsecondary Destinations</u>: Acceptance to and enrollment in a postsecondary education or training program at an institution of higher education, without remediation. This includes apprenticeship, cooperative education, certificate, associate, or bachelor's degree; employment in a high-skill, high-wage career field; or, acceptance into the military.

II. <u>Career Advising Plan</u>

The School shall establish a school wide system of career advising. The School shall train staff to advise students on career pathways, including training and advising students to use online tools.

The School's career advising program:

1. will provide career advising to students in grades 6-8 through a combination of formal scheduled meetings with each student, classroom instruction regarding possible career options and career advice provided by teachers;

2. shall provide grade-level examples linking a student's schoolwork to one or more career fields by consulting the Career Connections Learning Strategies and/or any other career advising source the Principal of the School and/or the Board deems appropriate;

3. shall develop multiple academic pathways through high school that will allow a student to earn a high school diploma, including career technical programs and advanced standing programs;

4. identify and publicize courses that can award students both traditional academic and career technical credit;

5. provide students with information regarding examples of career fields that require an industry-recognized credential, certificate, associate's or bachelor's degree, and graduate or professional degrees; and

6. provide students with information about ways students may offset post-secondary education costs through programs such as the reserve officer training corps (ROTC), college credit plus, the Ohio guaranteed transfer pathway initiative, and joint academic programming or dual enrollment opportunities. Provided information may include materials developed by the Chancellor of Higher Education.

III. Documentation of the School's Career Advising Program

The School shall document the career advising provided to each student for review by the student, the student's parent, and future schools that the student may attend. The School shall not otherwise release any documentation of career advising provided to each student absent the written consent of the student's parent or the written consent of the student if the student is at least eighteen years old.

IV. Students at Risk of Dropping out of High School

The School shall identify students who are at risk of dropping out using one or more local, research-based methods, such as the Ohio Department of Education Early Warning System or any other method deemed appropriate by the Principal or his/her designee or by the Board. The School shall consider the input of teachers and guidance counselors in identifying students at risk of dropping out of school.

Any student identified as at risk shall be provided a Student Success Plan. A Student Success Plan shall address the role of career-technical education, competency-based education, and/or experiential learning, and create a pathway to high school graduation. The School shall offer the student's parent an opportunity to assist in developing the plan. If the student's parent does not participate in the development of the plan, the School shall provide the parent (1) a copy of the Student's Success Plan, (2) a statement of the importance of a high school diploma, and (3) a summary of the academic success pathways available to the student to succeed in graduation.

The School shall provide additional interventions and career advising for students who are identified as at risk of dropping out. Career advising shall be aligned with the student's success plan.

R.C. 3313.6020.

See Appendix 204.14-A Model Student Success Plan Invitation Letter to Parent and Appendix 204.14-B Model Letter to Parent After Development of Student Success Plan.