

Leipsic School District Model Career Advising Policy

This policy on career advising is reviewed at least once every two years and made available to students, parents, guardians and custodians, and district residents. The policy is posted in a prominent location on the district's website.

The district's plan for career advising includes:

1. For grades K-5, students will be given grade-level examples that link students' schoolwork to one or more career fields. This will be done in class by general education teacher in relation to current lessons. Ex. Reading skills connected to librarians, Math skills connected to store clerks, good communication and helpful personalities to teachers and medical fields, etc.
2. Career advising will begin with students in grades 6-8. Students will be introduced to OhioMeansJobs.com and start creating their backpacks in grade 6. Each year 6-8 students will revisit their backpack at least twice to add to, and review, career choices and knowledge. This will be done by the guidance counselor through classroom guidance lessons.
3. In grade 9, most students will be able to take the course Career Search I in which they will delve deeper into the OhioMeansJobs.com website and continue to expand their backpack. They will also have the opportunity to listen to a variety of speakers from the surrounding area with different careers. Each student will complete a final project in which they research a career that matches up with their work values and interests based on surveys and research conducted.
4. A College and Career Fair will be held at the school each year in September and is open to all students grades 10-12. A special presentation will be given to minority students, but all aspects of the College and Career Fair will be open to all students.
5. Job Shadowing will be encouraged throughout grades 10-12. Students may use any of their 5 pre-arranged absences to job shadow. The guidance counselor will help arrange job shadowing for students when asked.
6. Additional interventions and career advising for students who are identified as at risk of dropping out of school. These include:
 - a. Identifying students who are at risk of dropping out of school using class and state tests scores with input from teachers, the school counselor and other appropriate school staff. Students will be identified at the end of their 9th grade year, factoring in credits earned and state testing results. At the end of 9th grades students should have earned 5.25 credits with at least 1 in English and 1 in math. Those students who do not meet this requirement will be placed 'at-risk' for graduation.
 - b. Developing a plan for each at-risk student that addresses both the student's academic and career pathway to successful graduation
 - i. The district will invite the parents to a meeting to discuss and create this academic and career plan for the student. If parents do not attend the meeting a copy of the plan will be mailed home. In the plan, the district must include the pathways available to the student to graduate and detail what the student and school will need to do in order to meet the graduation goal.

7. Training for employees on how to advise students on career pathways, including use of the tools available in [OhioMeansJobs K-12](#) and other online sources will be provided by the district.
8. The district will offer 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 through Millstream Career Center and postsecondary course credit through the College Credit Plus program.
9. Documentation on career advising for each student will be kept in a career folder created for each student starting in grade 6. The career folder will be given to the student upon graduation. The high school guidance counselor will be responsible of the career folders.

The district will provide supports necessary for students to transition successfully from high school to their postsecondary destinations, including interventions and services necessary for students who need remediation in mathematics and English language arts.