

Career Advising Policy

Capital High School

This policy on career advising is reviewed at least once every two years and made available to students, parents, guardians and custodians, local post-secondary institutions, and district residents. The policy is posted at <https://capital.careerprepschool.org/> and in the Capital High School Vocational office.

The district's plan for career advising includes providing the following:

- 1.) Grade-level examples that link students' school work to one or more career fields by implementing the Career Connections Learning Strategies offered by the Ohio Department of Education.
- 2.) Career advising for each student in grades 9-12, which includes meeting with each student at a minimum of once annually to discuss academic progress and career pathway opportunities.
- 3.) Additional interventions and career advising for students who are identified as at risk of dropping out. These include:
 - Identifying students who are at risk for dropping out using a local, research-based method with input from teachers, counselors and other appropriate school staff.
 - Developing a Student Success Plan for each at-risk student that addresses the student's academic and career pathway to successful graduation and the role of career-technical education, competency-based education and experiential learning when appropriate.
 - Prior to developing a student's Student Success Plan, Capital High School staff will invite the student's parent, guardian, or custodian to assist. If the adult does not participate in 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.
- 4.) Training for employees on how to advise students on career pathways, including use of the tools available in OhioMeansJobs K-12, Career Connections, ACT Career Readiness and other online sources.
- 5.) 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 post-secondary course credit.
- 6.) Information on courses that can award students both traditional academic and career-technical credit.

- 7.) Documentation on career advising for each student and student's parent, guardian or custodian to review, as well as schools that the student may attend in the future. These include the career planning survey, OhioMeansJobs K-12 interest inventory, CBI related activities, and student graduation and Success Plan.

- 8.) The supports necessary for the 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.