

ALTERNATIVE EDUCATION ACADEMY CAREER ADVISING POLICY

The Board of Directors adopts this Career Advising Policy as of the date indicated above and delegates the responsibility for its implementation to its operator. This Career Advising Policy was adopted on the date indicated above and must be reviewed every two (2) years. It must be made available to students, parents, guardians and custodians, local post-secondary institutions and district residents. The policy must be posted in a prominent location on the School's website.

The School shall:

1. Provide students with grade-level examples that link students' schoolwork to one or more career fields by using curricula that may include, but is not limited to, the Career Connections Learning Strategies offered by the Ohio Department of Education.
2. Provide and document career advising to students in grades 6-12, which may include conversations with students regarding academic, career and social/emotional goals; student events; classroom instruction regarding possible career options or meetings with students and their parents/guardian
3. Provide additional interventions and career advising for students who are identified as at risk of dropping out of school. These activities include:
 - a. Identifying students who are at risk of dropping out of school using a locally-based and research-based method developed with input from classroom teachers, guidance counselors and other appropriate school staff.
 - b. Developing a Student Success Plan for each at-risk student that addresses the student's academic pathway to successful graduation and the role of career technical education, competency-based education and experiential learning, when appropriate, in that pathway.
 - i. Before the School develops a pupil's Student Success Plan, School staff will invite the student's parent, guardian or custodian to assist in developing the Plan. If that adult does not participate in the plan development, the School will provide to the adult a copy of the Student Success Plan, a statement of the importance of a high school diploma and a listing of the academic pathways to graduation available to the student. This Plan shall be documented and included in the student's file.

- ii. Following the development of a Student Success Plan, the School will provide career advising to the student that is aligned with his or her Student Success Plan, and the School's plan to advise students.
4. Provide training for employees on how to advise students on career pathways, which may include, but is not limited to, training on the use of the tools available in OhioMeansJobs K-12.
5. Develop, if applicable, multiple clear academic pathways through high school that students may choose to earn a high school diploma.
6. Identify and publicize information on courses that can award students both traditional academic and career-technical credit via a career technical center.
7. Make each student's career advising documentation available to that student, the student's parent, guardian or custodian, and any other school or college authorized by the student. The School will not otherwise release the documentation 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 he or she is at least eighteen years old.
8. Provide interventions for students who need remediation in mathematics and English language arts in order to prepare students for their transition from high school to their postsecondary destination.