

Hilltop K-12 Career Guidance & Advisement Policy

Millcreek-West Unity Local Schools

(revised 2019)

This policy on career advising is effective beginning with the 2019-2020 school year and is to be reviewed at least once every two years.

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

1. The implementation of grade-level lessons and activities to support career awareness, exploration, and academic/career planning, which include the following:
 - Students in Grade 6 will be introduced to the Ohio Means Jobs (OMJ) website during their Intervention period to initiate and develop their OMJ Backpack and their Student Success Plan, by the school Counselor.
 - The Career Advising Committee will introduce and implement the Career Connections teacher resources to staff including lesson plans by grade level and content areas.
 - The on-going Annual Career Day Experience for students in Grades 7-8 featuring OMJ work on Backpack and student success plan. Presentations from community business and industry community representatives. The Career Day Committees will be responsible.
 - The on-going Annual Business and Industry Site Exploration Days for students in Grades 9 -10 using the sixteen career fields. OMJ work on Backpack and student success plan. The Career Day Committees will be responsible.
 - The on-going annual Grades 11-12 individual career specific exploration facilitated by ELA and Social Studies instructors (includes research, written report, presentation, job shadowing and/or volunteer experience). The Career Day Committees will be responsible.
2. Career advising services, which include:
 - The K-12 counselor meets with students by grade level to assist students with selecting courses for the coming year that are aligned to their academic and career goals.
 - High School students will meet with the Career Advising committee to go over their Four Year plan. Student meetings will take place once a year and by grade level. Grade 12 1st Quarter, Grade 11 2nd Quarter, Grade 10 3rd Quarter, Grade 9 4th Quarter.
 - A series of four quarterly career exploration elective courses (Vocational Agriculture, Art, Family & Consumer Sciences Career Exploration, and Computer Technology) for students in Grade 7.
 - 7th and 9th grade orientation for students and their parents to explain the various pathways to graduation, academic options for high school completion, and career pathways planning.
 - 10th grade students will complete the ASVAB interest inventory and the military will review the results and advise students how to apply these results in finding the best career. Academic Assist teacher will revisit and work with students on these results. Students will have the opportunity to visit Four County Career Center to explore programming in their high interest areas.
 - Academic Assist Academies will work on Career Advising for 20 minutes once every month. Working on Ohio Means Jobs Interest Inventory, soft skills and career research/portfolio work as established for the time of year.
 - Individual career counseling sessions for all students in Grade 12 with the Counselor to develop a transition plan from high school to college and career.

3. Interventions and career advising for identified as at-risk students of dropping out of school, including:
 - Identifying students who are at risk of dropping out of school using a local, research-based method with school staff including teachers and school guidance counselors, such as the Early Warning System offered by the Ohio Department of Education.
 - Developing a Student Success Plan for each at-risk student that addresses both the student's academic pathway to a successful graduation and the role of career-technical education, competency-based education and experiential learning, appropriate in that pathway.
 - District staff will invite the student's parent, guardian or custodian to assist in the development of the Success Plan. If that adult does not participate in the plan development, the district will provide the adult a copy of the plan and the pathways to graduation available to the student.
4. Guidance and Advisement training for employees may include:
 - The Career Advising Committee will introduce the teaching staff to the Ohio Means Jobs website and career resources. Teachers will implement a proscribed program to their Academic Assist Academy, once weekly. (Provided by the Career Advising Committee)
 - The Career Advising Committee will attend annual College and Career training.
5. The district is developing 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 including:
 - Students in Grades 11-12 have access to career-technical programs through Four County Career Center;
 - Students in Grades 7-12 have access to postsecondary course credit through College Credit Plus.
 - Articulation agreement through Northwest State Community College for students to receive dual college and high school credit for CTE Agribusiness.
6. Documentation on career advising for each student, as well as information regarding possible academic/career opportunities and activities that support the student's academic, career, and social/emotional development will be available for review to students and their parents, guardians, or custodians through:
 - The student's Ohio Means Jobs Backpack.
 - Student Success Plan for at-risk students.
 - Academy approach to the Mayerson Academy materials
7. High school students at Hilltop have the option of earning college credit and OMJ College Career Readiness Seal prior to graduation through a network of Ohio colleges and universities. Students who require remediation in high school Mathematics and English/Language Arts have access to on-line coursework through regional resources.