

## **EXHIBIT A**

### **CAREER ADVISING POLICY**

#### **Toledo Preparatory Academy**

##### **Article I.**

###### **Section 1. Requirements**

In accordance with Ohio Revised Code § 3313.6020, the School will implement the following as it pertains to career advising:

The Career Advising Policy shall be reviewed at least once every two years and made available to students, parents, legal guardians, local post-secondary institutions and district residents.

###### **Section 2. Plan for Career Advising**

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:

The School's plan for career advising must provide the following:

- A. Will provide career advising to students in grades 6-12 through a combination of formal scheduled meetings with each student, classroom instruction regarding possible career options, and career advice provided by teachers.
- B. Will provide grade-level examples that link students' schoolwork to one or more career fields.
- C. Will provide career advising to students in grades 6-12 through a combination of formal scheduled meetings with each student at a minimum of once annually, and classroom instruction regarding possible career options, and career advice.
- D. 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.
- E. 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.
- F. Information on courses that can award students both traditional academic and career-technical credit.

- G. Documentation on career advising for each student and student's parent or legal guardian 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 Plans.
- H. 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.

### Section 3. Students at Risk of Dropping Out of High School

- A. Additional interventions and career advising for students who are identified as at risk of dropping out. These include:
  - i. 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.
  - ii. 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.
  - iii. Prior to developing a student's Student Success Plan, School staff will invite the student's parent or legal guardian 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.

### Section 4. Information Pertaining to the Cost of Post-Secondary Education

- A. The School shall provide students with information developed by the Ohio Department of Higher Education pertaining to offsetting the costs of post-secondary education. This shall include information pertaining to:
  - i. Reserve officer training corps;
  - ii. College credit plus program;
  - iii. Ohio guaranteed pathways initiative; and
  - iv. Joint academic programming or dual enrollment opportunities.
- B. The School will provide students with information on offsetting the costs of post-secondary education during individual career advising meetings and incorporate such concepts in discussions regarding career advising.

**Legal References**  
ORC § 3313.6020