THE GRAHAM FAMILY OF SCHOOLS

The Graham School
The Charles School at Ohio Dominican University
Graham Elementary and Middle School

# Career Advising Policy (reviewed & approved by all 3 boards on 8/18/25)

The Graham Family of Schools' career advising policy has been developed as prescribed in O.R.C. 3313.6020 and the State Board of Education's Model Policy. This policy shall be reviewed at least once every two (2) years, and made available to students, parents/guardians/custodians, local post-secondary institutions, and District residents. This policy is posted on each of our school's website.

Career advising is a comprehensive process that helps our students explore their individual interests, strengths, and values and how these might relate to their academic and career goals. Students will have access to comprehensive resources and support to prepare for college and career readiness. Through relevant classroom instruction, career-related learning opportunities, and a program of counseling and advising, students can discover their interests and explore academic and career pathway opportunities.

The Graham Family of Schools' Career Advising Plan shall include:

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1. Grade-level examples that link students' schoolwork to one (1) or more career fields, by initially implementing the Career Connections Learning Strategies offered by the Ohio Department of Education. These will be expanded as capacity grows to allow for ongoing and consistent linkages to careers within the classroom.

    a. This component aligns with the following evaluation system(s) that The Graham Family of Schools has adopted;

        i. Ohio Teacher Evaluation System, Teacher Performance Evaluation Rubric

        ii. Ohio School Counselor Association's Ohio School Counselor Evaluation System

2. Career advising to students in grades K-12, which includes age-appropriate activities and also includes creating and maintaining a Student Success Plan beginning in grade 6. Advisors will meet with students at least once each semester to explore, evaluate and plan academic and career pathways.

3. 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 a local, research-based method, such as the Student Success Dashboard offered by the Ohio Department of Education, with input from teachers, school counselors and other appropriate school staff.

    b. Developing a Student Success Plan for each at-risk student that addresses the student's academic and career pathway to a successful graduation and the role of career-technical education, competency-based education and experiential learning when appropriate.

i. Before a school develops a student's Student Success Plan, the school will invite the student's parent, guardian or custodian to assist. If that adult does not participate in the plan development, the school 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. A parent signature or electronic confirmation indicating acceptance of the detailed plan is required.

4. Training for employees on how to advise students on career pathways, including training on advising students using the tools available in OhioMeansJobs K-12. This also includes training on other online tools provided by the school that offer resources for discovering career interests, exploring and researching career and education options and supporting the development of a Student Success Plan.

5. Multiple academic programs and career pathway options through high school are available for students to choose from that lead to or are in addition to earning a high school diploma. Those options include post-secondary course credit through College Credit Plus; Career Technical Education program in Information Technology through Software and Computer Programming; earning Industry Recognized Credentials; Ohio Means Jobs Readiness Seal; and Pre-Apprenticeship opportunities.

6. Information on courses that can award students both traditional academic and career-technical credit including, but not limited to, The Graham Family of Schools policy on credit flexibility and instructions for students to access the educational option.

7. Documentation on career advising provided for review by the student, student's parent, guardian or custodian, and educational opportunities the student may attend in the future. This includes activities that support the student's academic, career and social/emotional development, such as those saved to a student's OhioMeansJobs K-12 Backpack; the Panorama Student survey and SEL growth; and YouScience platform to identify strengths and aptitudes for career and college preparation.

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

**Definitions**

**Academic Pathways**
A specific plan of secondary and postsecondary courses, academic programs and learning experiences that students will complete to earn a diploma and related credential.

**Career Advising**
An integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals.

**Career Connections Learning Strategies**
Grade-level examples that link students' schoolwork to one or more career fields, as defined by Ohio law.

**Career Fields**
16 categories of industries and related occupations based on common characteristics, as defined by Ohio law.

**Career Pathways**
A collective look at education and training, wage, and outlook information for related occupations. Career

Pathways offer an overview of the various career options along with education and training that can begin as early as grade 7. A Career Pathway includes Academic Pathways that lead to related careers.

**Documentation**
Evidence of services provided to students; activities completed by students related to the Career Connections Framework (awareness, exploration, planning and preparation); conversations with students regarding academic, career and social/emotional goals; events available to students; and records of career advising with students and their parents/guardian.

**Early Warning System**
Data indicators that help identify students who are at risk of dropping out of school.

**Ohio Teacher Evaluation System, Teacher Performance Evaluation Rubric**
A scoring tool that reflects a progression of expectations for all classroom teachers.

**Online Tools**
OhioMeansJobs K-12, or another similar tool that provides resources, tools and information (e.g., labor market information, postsecondary education programs, assessments and surveys, electronic planning tools) for students to discover their career interests, explore career and education options and develop an individual plan for their future.

**Student Success Plan**
A formalized process that helps students develop goals and plans for success in their futures. The process is based on strategic activities and reflections in which students discover their interests, explore and evaluate options and make informed decisions.

**Successful Transitions and Postsecondary Destinations**
Acceptance to and enrollment in a postsecondary education or training program at an institution of higher education, without remediation. This includes apprenticeship, cooperative education, certificate, associate, or bachelor's degree; employment in a high-skill, high-wage career field; or acceptance into the military.