

Career Advising

The following system of career advising will be implemented by Akron Digital Academy in accordance with ORC 3313.6020.

1. Integration of Career Connections: Akron Digital Academy is a dropout prevention and recovery community school. As such, the majority of ADA students have been identified as being at risk of dropping out of school. Consequently, ADA seeks to prepare all students for graduation and subsequent career options. ADA will:

- a. Provide a system of orientation for new high school students. Efforts in the orientation program will include the assessment of students' reading levels so that students can set literacy goals correlating with the expected literacy levels of their desired future careers. Further, specific instruction using online-based career education programs such as, but not limited to, Ohio Means Jobs K-12 or Achieve3000 career information database will occur during the students' orientation.
- b. Embed career connections into classroom instruction to showcase ways in which the content being taught is applicable to the workforce.
- c. Provide opportunities for students to work with an adult to identify and set goals for career and workplace success.
- d. Provide instruction on employability skills and career planning/guidance during students' homeroom

2. Articulation of Multiple Academic Pathways: Akron Digital Academy students express interest in a wide range of workplace goals for after high school graduation. Accordingly, ADA will articulate specific academic pathways to success in three major areas. Staff members, in collaboration with the Guidance Counselor, will assist students with using online career tools, selecting which pathways to earn a high school diploma, and identifying courses or programs of study that can award students either traditional academic and/or career-technical credit. Students will retain the ability to change pathways at any point in the process. The three pathways to be articulated include:

- a. Post-Secondary education, including trade schools, 2-year (Associate Degree) programs, and 4-year (Bachelor Degree) colleges and beyond
- b. Military
- c. Work force, including entry-level job positions as well as sheltered work programs appropriate for students with disabilities.

3. Preparation of Academic/Career Success Plans: Students who are in particular need of career intervention services will be identified by any staff member and referred to the Guidance Counselor. The identifying staff member will document the reasons for the referral. In addition to the student, parents/guardians may be invited to assist in the development of a Student Success Plan (Form No. 3611.1). If the parent/guardian does not participate in the development of the Student Success Plan, a copy of the plan along with a statement of the importance of a high school diploma and the academic pathways available to the student in order to successfully graduate will be sent home. The steps to be followed in the development of the career success plan are:

- a. ADA staff member identifies and refers student to the Guidance Counselor.
- b. A meeting is held which may include the student, parent/guardian, Guidance Counselor, Mentor Teacher, a member of school administration and an Intervention Specialist if the student participates in special education services. The following will be discussed:
 - Past academic success and anticipated coursework/timeline needed for graduation
 - Student's areas of interest and potential career or post-secondary academic outcomes
 - Skills and background knowledge which need to be mastered while in high school
 - Other activities deemed useful in career planning, such as shadowing or mentoring, investigation of certificate programs, and external testing including but not limited to American College Test (ACT), Armed Services Vocational Aptitude Battery (ASVAB).
- c. Based on the information obtained during the meeting, the Guidance Counselor develops a Student Success Plan and communicates the plan to all parties involved. The academic and career success plan may be forwarded to future schools that the student may attend. Akron Digital Academy shall not otherwise release this information without the written consent of the student's parent, guardian, custodian, or adult student.
- d. The plan is implemented and periodically monitored for applicability and potential modifications.

Revised: 9/29/15, 9/12/17