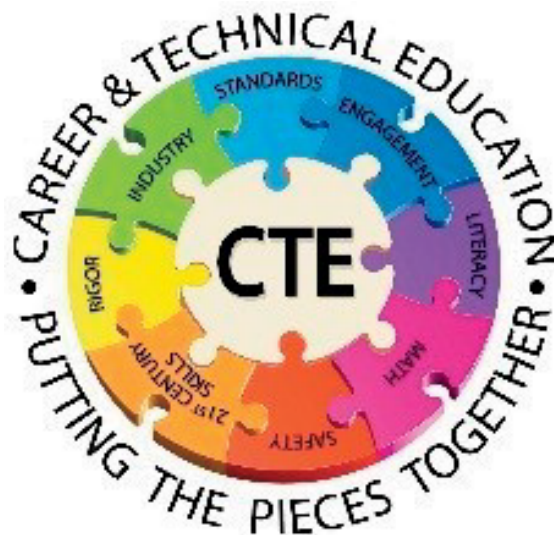




FOCUS LEARNING ACADEMY SOUTHEAST, SOUTHWEST & FOCUS NORTH HIGH SCHOOL



CAREER & TECHNICAL EDUCATION DEPARTMENT 23-24 CAREER ADVISING POLICY



**CAREER BASED INTERVENTION
BUSINESS ADMINISTRATION
COSMETOLOGY
CONSTRUCTION**

The career advising policy will undergo a review every two years and will be accessible to students, parents, guardians, and faculty. It is posted on the Focus website yearly.

MODEL CAREER ADVISING POLICY: 1

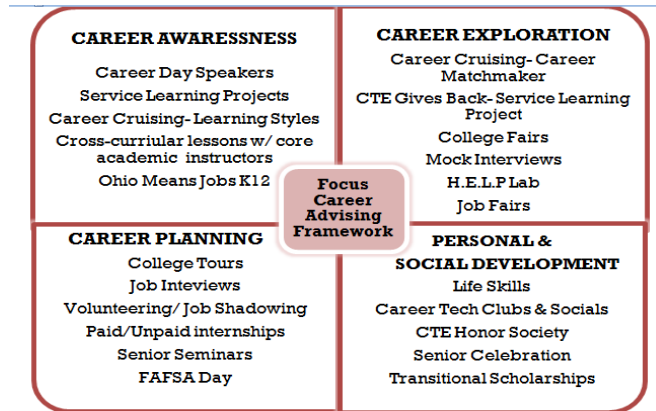
1. **Focus** students will have ample opportunities throughout the school year to register for *Ohio Means Jobs K-12*, and *Career Cruising Online Career Portfolios*. Students will explore the online tools and resources offered by these two career planning systems such as; resume building, college prep assessments- SAT/ACT, real-world budgeting, learning more about specific career interests, in-demand jobs, possible occupations, and potential salaries.

Therefore, students are strongly encouraged to link selected career pathways to their coursework by completing at least three activities using Ohio Means Jobs K-12, and/or Focus secondary online career planning system Career Cruising accordingly to appropriate grade level 9-12. Additionally, the CTE instructors will extract activities and lessons from *Career Connections Learning Strategies offered by the Ohio Department of Education*. It is our goal to help students to connect schoolwork to one or more career

2. CAREER ADVISING

Focus has three primary roles dedicated to career advising for students in grades 9-12: Academic Advisors, CTE Instructors, and the CTE Director. To cater to our students' career interests, representatives from these roles personally meet with each student at least once a year. During these meetings, they discuss career exploration, academic progress, and post-secondary options. All student progress is documented in DASL (Data and Analysis for School Leadership) using student journals.

- Academic Advisors are responsible for overseeing each student's transcripts and records. Students meet with their Academic Adviser to review credits, get assistance with course selection, and discuss graduation plans. The Adviser also coordinates testing required for high school graduation and provides information on college entrance exams like the SAT/ACT. For eligible students seeking to enrich their high school experience, the Academic Adviser offers guidance on participating in the College Credit Plus program.
- Career and Technical Education (CTE) Instructors at Focus ensure that students in CTE programs (which include Career-Based Intervention, Exercise Science & Sports Medicine, Interactive Media, Business & Administrative Services, Cosmetology, and Industry Credential Only) gain valuable work experience during their school years. These instructors help students see the relevance of their academic courses, fulfill the requirements for their high school diplomas, and transition to higher education institutions or the workforce.
- The Career & Technical Education Director supervises the CTE department. This role involves planning, developing, and executing various CTE events throughout the school year for all students. Each event is meticulously crafted to offer comprehensive career readiness opportunities, enhance career awareness, aid in career planning, and foster personal and social development.

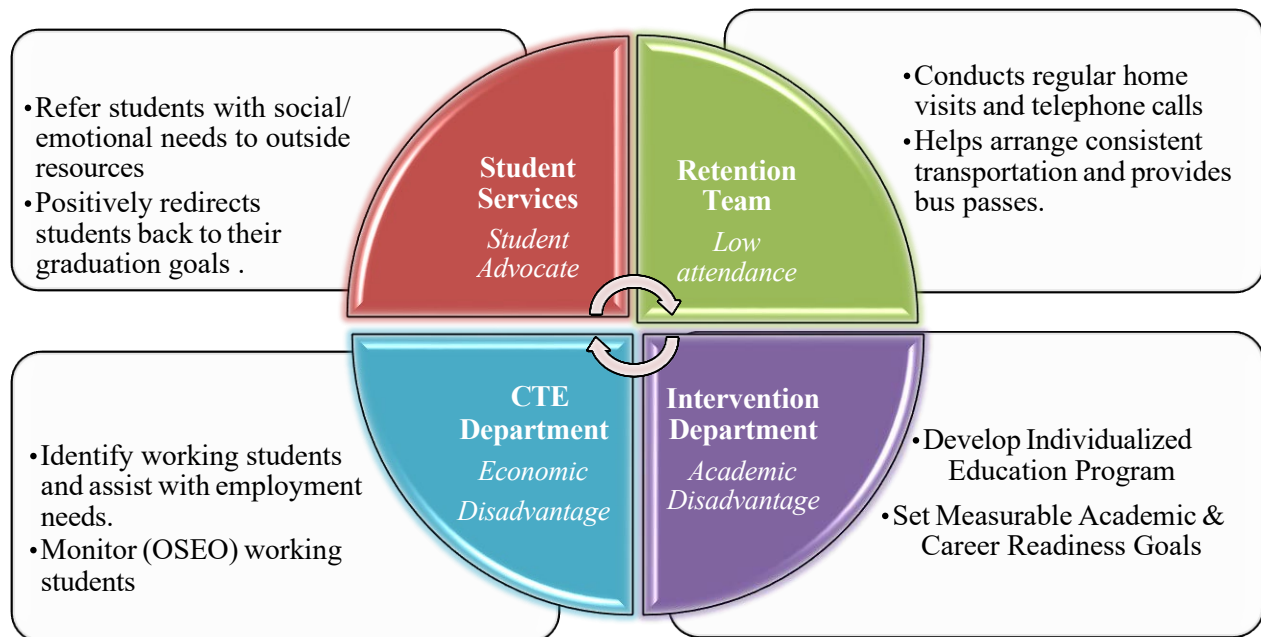


3. INTERVENTION FOR AT-RISK STUDENTS

Focus employs several strategies to support students who are at risk of dropping out. Here's our approach once a student is identified as being at risk:

- Referrals can be initiated by directors, teachers, and support staff through either verbal or written communication. These referrals are then documented in student journals using our DASL (Data and Analysis for School Leadership) system.
- Our Student Services team assists students in overcoming social and emotional barriers that might hinder their educational and personal achievements.
- Retention Specialists work with students to ensure they have consistent transportation to and from school. To aid in this, bus passes are provided.
- The Intervention Department offers additional support to students who need it. An Individual Education Plan (IEP) is crafted for these students. This IEP includes academic goals, age-appropriate transition assessments, and measurable postsecondary objectives, all of which are actively implemented.
- The Career-Technical Education Department supports students facing financial crises and those identified as economically disadvantaged. They assist with job readiness training, employability preparation and placement, off-site educational opportunities, and job acquisition. It's recognized that financial difficulties can significantly increase a student's risk of leaving school.

Focus Dropout Prevention Model



4. TRAINING ON ADVISING STUDENTS

CTE Instructors, Academic Advisers, and Directors have access to various resources, on how to advise students on career pathways by using the following: OhioMeansJobsK-12, Career Administration Management System, a host of local district training, Ohio Department of Education professional developments and training, and bi-weekly or monthly CTE meetings.

5. **ACADEMICS AND CAREER PATHWAYS TO EARN A HIGH SCHOOL DIPLOMA**

- Focus offers Pre-apprenticeship programs that will assist students in completing graduation requirements. Academic Advisors will initiate the readiness intake form with students.
- Focus offers College Credit Plus that Ohio permits public high school students to earn college credits (free of charge to the student) and/or high school credits through the successful completion of college courses. The purpose of the program is to promote rigorous academic pursuits and to provide a variety of options to high school students.
- Focus offers **Business Management and Administrative Services** program areas that will prepare students for technical and professional level careers in business management, human resources, operations management, distribution and logistics, supply chain, and legal or medical office management.
- **Cosmetology** Students interested in personal care services will apply the skills and knowledge they learn to enhance clients' personal and professional images through physical and personal appearance services. Services will include but are not limited to hair design and styling and skin and nail care. Students must be at least a second-semester Sophomore, a Junior, or Senior to enter the program.
 - **Pre-Cosmetology** (Boutique Service Registration) is a 3-month program that will result if completed 12 points towards graduation pathway. Braiding-3 pts |Shampooing-3pts |Threading-3pts |Make-Up Artistry- 3pts
 - **Manicurist-** is a one-year course that requires a student to complete at least 200 hours to earn 12pts toward graduation pathway.

ACADEMICS AND/OR CAREER-TECHNICAL CREDITS FLEX

Process- Any student interested in pursuing a course through Credit Flexibility should do the following: Make an appointment with the Academic Adviser to learn about the Credit Flexibility process and guidelines. Complete a Focus Credit Flexibility Application and submit the completed application to an Academic Adviser for review.

Educational Option(s)

- The student will have 120 days to complete the credit flexibility action plan approved by the CreditFlexibility Committee.
- At 60 days and 90 days, a progress review will take place. If the teacher of the record feels that the student is not making adequate progress, the student may be withdrawn with a penalty from the course.
- If the student is making adequate progress but needs more time, the teacher of record can elect to extend the timeline up to 180 days.

6. **Documentation on career advising for each student and student's parent, guardian, or custodian to review.**

- Career Tech Brochure
- Individual Career Plan
- Career Technical Education Public Notices
- Ohio Means Jobs
- CTE Course Map

Focus Learning Academies of Columbus & Focus North High School
Public Notice of Career-Technical Course Offerings
2023-2024 Academic Year

The Focus Learning Academies and Focus North High School of Columbus offer the following career-technical courses.

Career-Based Intervention (CBI) – The CBI program offers a combination of educational and work-based learning opportunities for students in grades 7 through 12 who face disadvantages, such as academic or economic challenges, or disabilities that create barriers to success. The ultimate aim is to assist these students in enhancing their academic abilities, graduating from high school, developing employability skills, creating an Individual Career Plan (ICP), and engaging in a career pathway that will prepare them for postsecondary education and future careers.

Career Based Intervention II- Life Skills emphasizes defining personal values, goal-setting and planning, and solving problems. Instructional material focuses on dealing with media and peer pressure, communication and relationships, working with others, avoiding and/or resolving conflict, decision-making, wellness and personal safety, aspects of good citizenship, environmental awareness, and how students can contribute to their community.

Career Based Intervention III-An introductory unit presents instruction on the nature of service learning. Students are taught how to identify community needs, select projects that are meaningful to themselves, apply practical skills, reflect on their learning experience, and behave responsibly in a service setting. Students then move on to design and conduct service-learning experiences of their own, according to the requirements of their projects.

Keyboarding- In this course, the student will learn the touch method of keyboarding using a personal computer keyboard as well as document processing for personal letters and memos. Emphasis will be on speed and accuracy as well as spelling, grammar, and punctuation.

Fundamentals of Business and Administrative Services- This is the first course specific to the Business and Administrative Services career field. It introduces students to the specializations offered in Business and Administrative Services. Students will obtain fundamental knowledge and skills in general management, human resources management, operations management, business informatics, and office management. They will acquire knowledge of business operations, business relationships, resource management, process management, and financial principles. Students will use technological tools and applications to develop business insights.

Office Management- Students will apply techniques used to manage people and information in a business environment. Students will learn to build relationships with clients, employees, peers, and stakeholders and to assist new employees. They will manage business records, gather and disseminate information, and preserve critical artifacts. They will also examine contracts, internal controls, and compliance requirements. Business office tools and applications will be emphasized.

Strategic Entrepreneurship- As part of their coursework, students will be required to employ their innovation skills in order to generate novel ideas for products and services. They will then need to evaluate the feasibility of these ideas and develop a strategy for bringing them to market. Technology will play a key role in the process, as students use it to identify their target market, create customer profiles, define the venture's mission, and develop business plans. The curriculum will also emphasize the importance of branding, pricing, promotion, and customer relationship management.

Operation Management- Students will learn to plan, organize, and monitor day-to-day business activities. They will use technology to plan production activities, forecast inventory needs, and negotiate vendor contracts. Students will also calculate break-even, set cost-volume-profit goals, and develop policies and procedures to promote workplace safety and security.

Digital Marketing and Management- Students will apply tools, strategies, and processes to communicate digitally with targeted customers. They will create, implement, and critique online advertising, email marketing, websites, social media, mobile marketing, search engine optimization, video or images, and podcasts/webcasts. Students will apply project management techniques to guide and control digital communications efforts.

PATHWAY CERTIFICATIONS * 11th & 12th Grade Only Rise Up: Retail Industry Fundamentals (6pts) | Customer Service (6pts) | Business of Retail (6pts)| OSHA 30 (3pts) | Driver License (1pt)

Cosmetology Students interested in personal care services will apply the skills and knowledge they learn to enhance clients' personal and professional images through physical and personal appearance services. Services will include but are not limited to hair design and styling and skin and nail care. Students must be at least a second-semester Sophomore, a Junior, or Senior to enter the program.

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Students with Disabilities Participating in Career-Technical Education

The Individuals with Disabilities Education Improvement Act (IDEA) Amendments of 2004, Public Law 108-446 (Section 602), defines transition services. IDEA focuses on the importance of the student's school program (including career-technical education) being coordinated to reinforce the mastery of the identified Individual Education Program (IEP) goals. The IEP goals should move the student toward his or her postsecondary vision. This coordinated set of activities is a system working together to assist in meeting the student's goals, both during and after high school. – Ohio Department of Education

Equal Educational Opportunities Statement

At the Focus Learning Academy/Focus North High School, every student is entitled to equal educational opportunities. Discrimination based on race, color, national origin, citizenship status, religion, gender, sexual orientation, economic status, marital status, pregnancy, age, or disability is strictly prohibited in all aspects of school-sponsored activities including admissions, membership in school-sponsored organizations, clubs or activities, access to facilities, academic evaluations, and more. Any restrictions on participation in school-sponsored activities are based on reasonable criteria related to that specific activity. If you have any questions or concerns regarding the EEO Statement, please contact Kathy Williams, the Title IX/504 Coordinator, at (614) 269-0150 x2103.

According to state law, all children in Ohio have the right to be taught by Highly Qualified teachers as determined by the Ohio Department of Education. At the Focus Learning Academies and Focus North High School, all core content teachers are certified and reviewed as highly qualified. If you need more information about the HQT status of your child or your teacher, please do not hesitate to contact Kathy Williams at (614) 269-0150.

Individual Career Plan

Student Name: _____ Age: _____ Grade Level: _____ FOCUS North East West

Address: _____ Email: _____

Home Phone#: _____ Cell Phone #: _____

Emergency Contact: _____ Phone: _____ Relationship: _____

Last School Attended _____ Former Career Tech Participant Yes No
IEP Yes No

EDUCATIONAL PLANS-GOALS

Have you ever earned a certification/ credential? Yes No If so, list _____

What kind of job/career interests you? _____

What interests, skills and knowledge support your career goal(s)? _____

What Career-Tech courses do you plan to take in high school to reach your goal(s)? _____

Have you discussed your educational career goals with your parents/ guardians? Yes No

CAREER CLUSTER:

Select the career cluster(s) that best fit your career goal(s).

- Agriculture, Food & Natural Resources Information Technology Human Services
- Business Management & Administration Marketing Finance Education & Training
- Law, Public Safety, Corrections & Security Health Science Architecture & Construction
- Transportation, Distribution & Logistics Hospitality & Tourism Manufacturing
- Science, Technology, Engineering & Math Arts, Audio/Video Technology & Communication
- Government & Public Administration

POST SECONDARY GOALS-Life After Focus (check all that apply)

What do you plan to do after high school to reach your goal(s)? _____

- Technical/Career College 2 yr College 4yr College Military Part-Time Work
- Full-Time Work Undecided

What degree, certification, licensure, or specialized training will you need for your chosen career?

FOCUS CAREER TECH PROGRAMS

Are you interested in learning more about programs? Yes No

Career Based Intervention-Help students ages 12-21 in grades 7-12 receive assistance in six areas: academic intervention; employability skills; career exploration; implementation of a career plan; work-based learning (paid, unpaid, or a combination of both) students will have access to volunteer opportunities, hands-on assistance with job applications, mock interviewing, and program employer partnerships.

Interactive Media- The program prepares students for careers using multimedia technology to develop online products for business, training, entertainment, communications, and marketing. Students will gain the necessary technical and academic skills to create, design, and produce interactive media products and services. Careers for which this pathway prepares students include Desktop Publisher, Multimedia Specialist, Webmaster, and Website Developer.

Exercise Science and Sports Medicine (East Only)- Program will prepare students with the skills to assist with exercise and rehabilitative procedures for the human body. Careers for which this pathway prepares students include Personal Trainer, Athletic Trainer, Physical Therapist Assistant, Medical Massage Therapist, Kinesiology, and Occupational Therapist, Assistant. ***Gym Workout hours added to course***

Business and Administrative Services program areas will prepare students for technical and professional level careers in business management, human resources, operation management, distribution and logistics, supply chain, and legal or medical office management.

School Store/ Front Desk helper hours added to the course.

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REQUIRED CAREER ASSESSMENTS (See CTE Instructor complete)

- Create Ohio Means Jobs K-12 Profile
- ASVAB Preparation
- Assessments & Training
- Practice Work Keys
- Career Cruising Online Career Portfolio
- Career Matchmaker
- Learning Styles Inventory
- Resume Templates

Date Completed: _____

CTE Course Map 2023-2024

Track 1: Career-Based Intervention is a work-based learning program but not a workforce development program. Therefore, students have not yet chosen a pathway with CBI as a stand-alone course. We encourage that all 14, to 15-year-olds and/ or freshmen, be enrolled in CBI before selecting a Workforce Development Pathway.

YEAR 1	YEAR 2	YEAR 3
CBI 1- Applying Life Skills	CBI 2- Managing Life Skills	CBI 3-Job & Vocational Training
Keyboarding- Typing		
Applies to all Students- Work Exp. Hrs	Career Exploration	Work Keys Assessment

Track 2: Business and Administrative Services program areas will prepare students for technical and professional level careers in business management, human resources, operation management, distribution and logistics, supply chain, and legal or medical office management. . Students can earn industry-recognized credentials, which count towards their graduation requirements.

Year 1 Business Admin	Year 2 Business Admin	Year 3 Business Admin	Year 4 Business Admin
Fundamentals of Business Admin	Strategic Entrepreneurship	Office Management	Digital Marketing & Management
		Operational Management	Business Admin Capstone
PATHWAY CERTIFICATIONS * <i>11th & 12th Grade Only</i>			
Rise Up: Retail Industry Fundamentals (6pts) Customer Service (6pts) Business of Retail (6pts) OSHA 30 (3pts)			

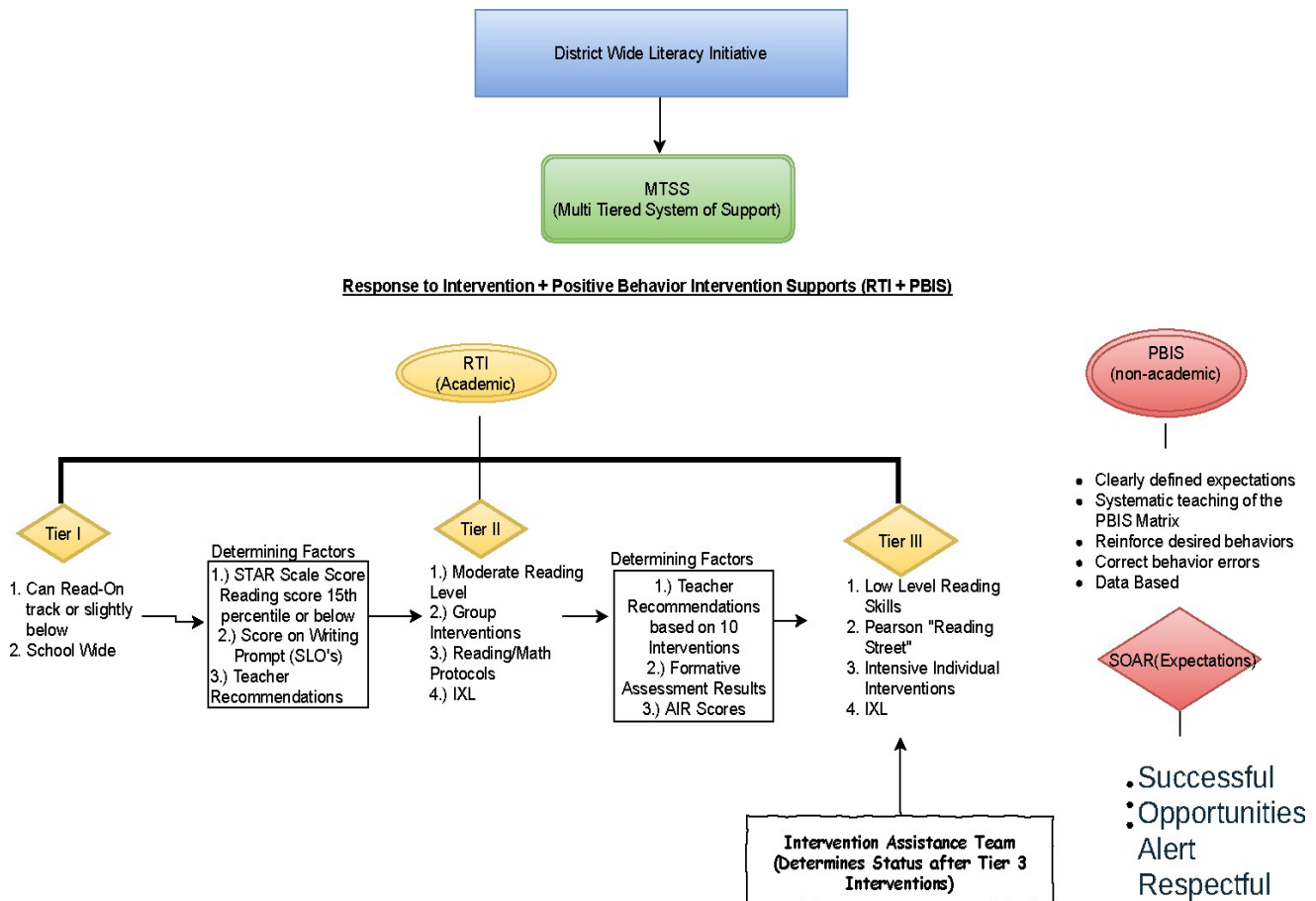
Track 3: Cosmetology ^{Not Only} Students interested in personal care services will apply the skills and knowledge they learn to enhance clients’ personal and professional images through physical and personal appearance services. Services will include but are not limited to hair design and styling and skin and nail care. Students must be at least a second-semester Sophomore, a Junior, or Senior to enter the program.

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Cosmetology (11 th /12 th Grade Only)			
Pre-Cosmetology	Year 1	Year 2	State Boards
Boutique Service Registration License	Microbiology & Infection Control	Skin Care Fundamentals & Enhancements	1500+ Hours
<ul style="list-style-type: none"> • Braiding-3 pts • Shampooing-3pts • Threading-3pts • Make-Up Artistry- 3pts 	Fundamentals of Hair Cutting & Styling	Salon Operations & Communications	Cosmetology License (12pts)
	Pre-Cos can be available to second-semester 10 th graders. 11 th graders will do Boutique and Year 1 Cosmetology. 12 graders will complete ICO to earn 12 points.		

SERVICES PROVIDED FOR STUDENTS WHO NEED REMEDIATION IN MATHEMATICS AND ENGLISH LANGUAGE ARTS.

District-Wide Literacy Initiative – This initiative is designed to reach all students across any learning style and ability. The Focus schools incorporate literacy every week students and Focus North schedules “Team Time” to ensure that students are accurately exposed to and participating in the Literacy Initiative.



Dual Enrollment

Dual Enrollment allows high school students to take college classes without traveling to a CSCC location. Unlike the PSEO Program, Dual Enrollment classes are offered in high school with high school teachers who meet the same educational standards as CSCC instructors. Students don't have to travel, and college-level courses fit more easily into a busy high school schedule. [Dual Enrollment home page](#)

Post-Secondary Enrollment Options (PSEO)

This program allows students currently enrolled in high school to take Columbus State degree-oriented college-level classes before receiving a high school or home school diploma. The classes are taken on one of our campuses or at one of our Regional Learning Centers. [PSEO home page](#)