

FRESHMEN EDUCATIONAL/CAREER PLANNING GUIDE

This Educational/Career Planning Guide for freshmen is designed to provide a continuation in the educational/career planning process for all students at Gasconade County R-2 High School. During 9th grade, students will continue to explore careers and educational opportunities. Four-year plans will be reviewed and revised.

This packet of information has been prepared for you to help make the transition from middle school to high school a smooth one. Please share this information with your parents. The high school guidance staff is here to be of help to you in any way we can. Our goal is help prepare all students for high school graduation and guide them as they prepare for life after high school.

Guidance and Counseling

Career Planning and Exploration Objectives for Ninth Grade

- 9-1 The student will: Develop a high school course of study
 - 9.1.A. Explain the requirements for high school graduation
 - 9.1.B. Develop and implement a four-year plan that includes high school courses that meet the student's needs and career path
 - 9.1.C. Explore possible careers and the world of work
 - 9.1.D. Identify personal interests and abilities and demonstrate how they are used in making career decisions.
 - 9.1.E. Develop a career path/plan
- 9.2 The student will: Develop basic study skills
 - 9.2.A. Develop and implement strategies for improving test-taking skills
 - 9.2.B. Develop lifelong learner habits
 - 9.2.C. Organize time effectively
 - 9.2.D. Practice appropriate study habits

- 9.2.E. Practice note taking skills
- 9.3 The student will: Develop decision making skills
 - 9.3.A. Identify problems when having difficulties
 - 9.3.B. Identify possible solutions to a problem
 - 9.3.C. Make decisions and evaluate their effectiveness
- 9.4 The student will: Develop skills in preparation for finding jobs
 - 9.4.A. Complete an application form properly
 - 9.4.B. Develop a resume
 - 9.4.C. Identify where and how to begin looking for a job

Your School Guidance Counselor

The high school guidance counselors are available to help you with a wide range of things. The following are some examples of concerns that students often bring to the counselors.

- ❖ If you need information
- ❖ If you need a reference or recommendation
- ❖ If you need to adjust your schedule
- ❖ If you need someone to talk to or need support
- ❖ If you need help coping with divorce in your family
- ❖ If you need to learn more about your abilities and interests
- ❖ If you can't seem to fit in
- ❖ If you feel depressed or stressed

- ❖ If you have a friend who is talking about suicide
- ❖ If you are concerned about graduation requirements
- ❖ If you need help getting through a hard time
- ❖ If you need someone to help you arrange tutoring
- ❖ If you are having difficulty eating or sleeping
- ❖ If you need help with planning career options
- ❖ If you need help choosing colleges
- ❖ If you have questions about most anything related to school, careers, college, work, or personal.

The guidance staff is here to help you. Please stop by and see us. If we are not available, leave your name with the secretary and we will get back to you as soon as possible.

Career Exploration Resources

The following are a list of resources that all students will find helpful in locating information about careers.

Guidance Office – The high school guidance office is located in the main hall across from the business department. The guidance staff consists of two counselors and the guidance registrar/secretary. Students are encouraged to stop by the guidance office and take advantage of the wide range of pamphlets, college view books, and other materials available.

Missouri Career Planning System: Available on the internet at <http://missouriconnections.org>

This website provides the student with a direct link to the Career Clusters framework. Using this framework, students can see the relevance of their interests and academics in relationship to career opportunities. Career Clusters provides a framework for all students to plan their future, whatever their interest, abilities or desires for further education

During a guidance lesson at school, the students will be able to develop and maintain an Electronic Career Portfolio with their personal user names and password. The site offers occupational information resources for the student to access at school or home. The searchable database allows for individual career planning.

Access to the assessments on this website are provided for our school through Missouri Tech Prep. Batch codes are provided to the students during guidance lessons. This allows them to access the following assessments:

- Career Search with Person Match (Interest Inventory)
- Skills Assessment
- Super's Work Values Inventory-revised

Families can assist their student by visiting this website and helping the student make decisions based on their career goals. On Missouri Connections you will find an abundance of information regarding careers, post-secondary education, scholarships, resume building, etc. Visit Missouri Connections to see what all they offer to your student.

If you have no internet capabilities at home, you are welcome visit the guidance office and we can assist you.

Other websites beneficial for career planning are:

<http://www.bls.gov/oco/> Occupational Outlook Handbook
<http://www.mappingyourfuture.org/planyourcareer/skills.htm>

Graduation Requirements

(Effective Beginning with the Class of 2010)

In order to receive a high school diploma from Gasconade County R-2 High School, each student is required to complete and pass a course of study which includes a minimum of 24 credits in the following subject areas:

*Credits	Courses
4	Communication Arts--English I, English II, & English III required
3	Mathematics
3	Science--Physical Science & Biology I required
3	Social Studies--World History, American Government American History required
1	Fine Art (vocal and instrumental music, intro to theater, or art)
1	Physical Education
.5	Health
.5	Personal Finance
1	Practical Art (any Home Economics, Vocational Agriculture, Industrial Art, Business, or Rolla Vo-Tech course)
7	Elective Courses
24	Total Credits for Graduation

*Credit - refers to a credit hour that represents 1 hour per day for an entire school year.
(Ex. Science class which meets every day for a full year is 1 credit)

Seniors will be required to have completed the required courses as outlined above and in addition must pass not less than 5 units of credit their senior year from a balanced program selected from the areas of Communication Skills, Social Studies, Mathematics, Science, Fine Arts, Practical Arts, Foreign Language, and Physical Education. **NOT LESS THAN 5 UNITS OF CREDIT MUST BE EARNED THE SENIOR YEAR** unless an alternative program has been approved. Students may earn up to two units of credit through summer school and/or approved correspondence courses. **COMMENCEMENT CEREMONY POLICY**

It shall be the policy of the Gasconade R-2 Board of Education that no student be permitted to participate in Commencement ceremonies unless it has been determined by the principal's office that the student has successfully earned 24 units of credit **PRIOR** to those ceremonies. Students may order items (cap and gown, announcements, etc.) prior to graduation but must have successfully earned 24 units of credit before being permitted to attend graduation ceremonies

CAREER PATHS, CLUSTERS & PATHWAYS

(The following information has been adapted from the Missouri Department of Elementary and Secondary Education—Division of Career Education.)

Missouri has identified six **Career Paths** as a way to help students become aware of and explore careers in a logical and meaningful way. **Career Clusters** are a way of organizing occupations and careers to assist educators in tailoring rigorous coursework and related activities for all students. Occupations within a Career Cluster are further grouped according to shared commonalities such as skill sets or common roles. This grouping is called a **Career Pathway** (these can be found at: <https://www.visions-unltd.com/Masterweb/Content/MO/Clusters.aspx?selectedMenu=Exploration>).

Arts and Communications-Creative Path

These occupations are related to the humanities and the performing, visual, literary and media arts. They may include architecture, interior design, creative writing, fashion design, film, fine arts, graphic design and production, journalism, language, radio, television, advertising and public relations.

Cluster: Arts A/V Technology and Communications

Business, Management, and Technology-Business Path

These occupations are related to the business environment. They may include entrepreneurship, sales, marketing, computer/information systems, finance, accounting, personnel, economics and management.

Clusters: Information Technology

Marketing, Sales and Service

Business, Management and Administration

Finance

Health Services

These occupations are related to the promotion of health and the treatment of disease. They may include research, prevention, treatment and related technologies.

Cluster: Health Science

Human Services

These occupations are related to economic, political and social systems. They may include education, government, law and law enforcement, leisure and recreation, military, religion, childcare and social services.

Clusters: Human Services

Hospitality and Tourism

Government and Public Administration

Law, Public, Safety, Corrections and Security

Education and Training

Industrial and Engineering Technology

These occupations are related to the technologies necessary to design, develop, install or maintain physical systems. They may include engineering, manufacturing, construction, service and related technologies.

Clusters: Manufacturing

Transportation, Distribution and Logistics

Science, Technology, Engineering and Mathematics

Architecture and Construction

Natural Resources/Agriculture

These occupations are related to the environment and natural resources. They may include agriculture, earth sciences, environmental sciences, fisheries, forestry, horticulture and wildlife.

Cluster: Agriculture, Food and Natural Resources

CHOOSING A CAREER PATHWAY

STEP 1: Identify your interests, abilities, and talents.

Self Inventory

Begin this process by completing the following items in regard to how you see yourself.

List courses in school that you have done well in and/or enjoyed.

List work experiences (paid or unpaid) that you have found interesting and enjoyable.

List special achievements, awards, or certificates that you have received.

List your special interest, talents, and/or hobbies (ex. environment, animals, fixing things, crafts, etc.)

List clubs and organizations that you have enjoyed.

Personal strengths/attributes: Check the five words below that best describe you. (You may add additional strengths or attributes.)

Practical	Creative	Responsible
Independent	Innovative	Confident
Ambitious	Courageous	Adventurous
Analytical	Dramatic	Artistic
Scientific	Friendly	Well organized
Observant	Helpful	Accurate
Precise	Outgoing	Conscientious
Scholarly	Understanding	Thrifty
Cautious	Patient	Practical

Additional strengths and attributes:

STEP 2: Complete the online assessments on Missouri Connections with your school counselor.

List your top three Career Clusters:

STEP 3: Begin exploring Careers online and by asking questions of people you know. Look for opportunities to gather knowledge concerning these particular occupations.

Consider the following questions:

What types of personal qualities are needed?

What are the specific job skills needed?

What type of education will I need?

What is the job outlook for that particular occupation?

STEP 4: Look for opportunities to job shadow, intern or volunteer at various places to gain experience.

STEP 5: Make a Personal Plan of Study which will equip you to pursue the education or training needed for the occupation.

TIPS for making your classes count

(Taken from: <http://mappingyourfuture.org/collegeprep.mhsctips.htm>)

- **Sit close to the front** of the classroom when possible.
- **Join in** class discussions.
- **Ask questions!** If you don't understand something, chances are others in the class don't understand either.
- **Keep up** with class assignments. Finish them before they're due.
- **Ask for help** in any class in which you find yourself falling behind. Remember, your teachers want to help you succeed!
- Look for ways to **sharpen your basic skills** in each class. You can practice your writing skills in history, your algebra skills in science, and your math and science skills in vocational education classes.
- **Learn keyboarding** skills so you can type your own schoolwork and use a computer.
- Learn to **take good class notes**. You'll be taking lots of notes during the rest of your life.
- Learn to **proofread, correct, and rewrite** your written work.
- **Develop test-taking skills**. Your counselor and teachers can show you how to get started.

OUTSIDE of high school (what you do outside of school counts too!)

(Taken from <http://mappingyourfuture.org/collegeprep/afterschool.htm>)

- Develop **habits** now that will help you succeed in high school, in education after high school, and in the world of work.
- Find a **quiet place to study** where you won't be interrupted. Is it just too noisy at home? Ask your family or a teacher to help you find a place to study.
- Plan a **daily homework schedule** and stick to it. Do more than is required.
- Ask your **family or friends** to read your written work. And ask them for help if you're having trouble at school.
- Use your local **library**. If you don't have a library card now, ask the librarian for one. They're free.
- Read **newspapers and magazines**. Talk with your family and friends about what you read.
- Look up words you don't know in the **dictionary**. Then use your new words in writing and while talking.
- Talk with your family about **career plans** and what you want to do in the future.

Survival WORDS (glossary of terms)

(Taken from: <http://mappingyourfuture.org/collegprep/mhscglossary.htm>)

The following terms are important to know when planning for high school!

Class Rank: A rating which compares your cumulative grade point average to other members of your class. Class rank is often used as a basis for college admission and scholarship determination.

Elective: A course that is not required but which you may choose to enroll in

Graduation Requirements: Established by your local school

Prerequisite: A course which must be taken before you enroll in another related course (Example: French 1 is a prerequisite for French 2.)

Required Elective: A course you may select to meet a graduation requirement (Example: You may choose to enroll in College Prep English or Business English to meet an English requirement.)

Unit of Credit: Granted upon successful completion of a 36-week (2-semester) course, which meets at least 7,830 minutes a year. Half- and quarter-units of credit may be earned for courses meeting proportionately fewer minutes.

A+ Schools Program

Beginning with the Class of 2002, Gasconade County R-2 High School graduates will be eligible for two years of free tuition, books, and common fees from any Missouri public community college, vocational school, or technical school. *The State of Missouri Department of Elementary and Secondary Education has notified us that in the event of budget cuts in the 2002-2003 fiscal year, there is a possibility that a cap will be placed on textbooks for the graduating class of 2002.

Upon being granted A+ Schools status, state funds will be available, and students will be entitled to receive financial reimbursement if they have met the following requirements:

- ❖ Attend a designated A+ school for three consecutive years

- ❖ Maintain a minimum 2.5 grade point average at graduation

- ❖ High School attendance record of 95% over four years

- ❖ Tutored or mentored other students for a minimum of 50 hours

- ❖ Maintain a record of good citizenship and avoided the unlawful use of drugs

- ❖ Enroll and attend on a full-time basis, a Missouri public community college or technical school and maintain a 2.5 grade point average

- ❖ Apply for all available federal financial assistance funds that do not require repayment

*While there is no reason to believe that the A+ program will not continue, funding and rule changes to the A+ program are under the governance of the Missouri Legislature and the Department of Elementary and Secondary Education.

QUESTIONS TO ASK MY COUNSELOR