

# **ADMINISTRATIVE PROCEDURES OF THE MILWAUKEE PUBLIC SCHOOLS**

## **ADMINISTRATIVE PROCEDURE 7.32(2)**

### **CAREER COUNSELING**

#### **(a) GUIDELINES RELATING TO COLLEGE ADMISSION COUNSELORS, TO MILITARY RECRUITERS, AND TO GROUPS OR INDIVIDUALS WITH ALTERNATIVE CAREER OPTIONS VISITING HIGH SCHOOLS**

1. College admission counselors, military recruiters, and groups or individuals with alternative career options shall visit schools on an appointment basis in areas or rooms designated by the principal. No individual visits will take place in the cafeteria during the lunch hours.

2. Whenever possible, students are to meet with college admission counselors, military recruiters, and groups or individuals with alternative viewpoints connected to career options at times that do not take the students away from scheduled classes.

3. College admission counselors from a specific institution may visit a high school to meet with students a maximum of four times per school year.

4. Upon request of the parent or guardian, students may be excused from school attendance during the junior and senior years to visit college campuses.

5. Military recruiters representing a specific branch of service may visit a high school to meet with students a maximum of four times per school year.

6. Groups or individuals with career options may visit a high school to meet with students a maximum of four times per school year.

7. A conference involving the student, parent or guardian, school counselor, and military recruiter is encouraged when a student is giving serious consideration to joining the service.

#### **(b) PROVISION OF CAREER INFORMATION TO STUDENTS IN THE MILWAUKEE PUBLIC SCHOOLS**

1. The comprehensive school counseling program includes the providing of career information to students. This is best done through a “career-awareness” approach — a series of career activities held throughout the school year.

2. Beginning with the 2017-18 school year:

a. each elementary school shall provide information and opportunities that lead to career awareness, and middle and high schools shall provide career exploration;

b. high schools shall also provide career planning and preparation;

c. students in grades 6 through 12 will have an academic and career plan;

d. the academic and career planning (ACP) process shall involve the total school staff in this effort to the fullest extent possible.

3. The following services shall be provided:
  - a. individualized support from school district staff to assist students with completing and updating their academic and career plan at least annually;
  - b. where applicable, the student’s academic and career plan shall be made available to the student’s individual education program (IEP) team. The IEP team may, if appropriate, take the student’s academic and career plan into account when developing the pupil’s transition services;
  - c. students shall be provided access to a software tool for career exploration, planning, and management; and
  - d. a formal process for the development and implementation of ACP at the school level.

**History:** Approved 3-28-94; revised 07-26-07, 8-31-17

**Legal Ref:** Wis. Stat., §115.787 (2)(g)

**Cross Ref.:** Admin. Policy 7.32 Guidance Program

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