

ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS

ADMINISTRATIVE PROCEDURE 7.32(1)

GUIDANCE AND CAREER EDUCATION ACADEMIC AND CAREER PLAN

(A) PHILOSOPHY BACKGROUND

State law requires implementation of academic and career planning (ACP) statewide beginning 2017-18 for students in grades 6 through 12.

The guidance program of the of the Milwaukee Public Schools focuses on the dignity and potential of each individual student. It assists and augments the development and growth of students in attitudes and skills needed to become productive adults and responsible citizens (Guidance Manual). Academic and Career Planning (ACP) supports and aligns with the philosophy of the comprehensive school counseling program in Milwaukee Public Schools.

(b) MISSION PURPOSE

1. The mission purpose of the guidance and career education Academic and Career Planning function in the Department of Educational Services is to enable the schools students, supported by adults, to create their own academic and career plan for postsecondary success through self-exploration, career exploration, and the development of career planning and management skills. provide the outstanding guidance, counseling, and career education services required to generate optimal self-awareness, self-acceptance, self-esteem, self-direction, and social interest in every student in the Milwaukee Public Schools.

2. The Milwaukee Public Schools' developmental guidance comprises a number of programs and initiatives, elementary through high school, within the following areas: career planning, consultation, counseling, curriculum, education planning, orientation, placement, program evaluation, referral, school, parent and community relations, and testing and assessment.

(c) KEY TARGETED AREAS OF THE ACADEMIC AND CAREER PLANNING

1. To aid guidance and career education program assessment and planning, a survey was sent to all schools in the Fall of 1986, requesting input for the future development of guidance and career education, as well as for the guidance and career education curriculum (now known as CHANGE).

2. Using the results of this survey, along with various guidance and career education planning guides and resources, specific initiatives became targeted for program development priority. Informational reports regarding a number of these areas have been brought to the Board during the past five years.

1. The district Academic and Career Planning (ACP) implementation plan shall address:

- a. Local, regional, and state labor market needs.
- b. Education and training requirements for occupations that will fill labor market needs.
- c. The parental engagement process, including opportunities for parents to participate.

- d. A description of the career and technical education (CTE) programming available, the staff for ACP delivery, and a description of how the school district will meet the education for employment requirements.
 - e. A strategy to engage business, postsecondary education, and workforce development.
2. The ACP process provides career planning and preparation in high school that includes:
- a. Career research
 - b. School supervised work-based learning experiences
 - c. Career decision making
 - d. Application of academic skills, technologies, economics
 - e. Entrepreneurship
 - f. Personal financial literacy, including financial aid and postsecondary planning
 - g. CTE opportunities
 - h. Labor market information
 - i. Employability skills
2. ~~Key targeted areas include~~
- a. ~~guidance and career education curriculum;~~
 - b-k. ~~elementary guidance and career education program~~ Individual academic and career plan development;
 - e-l. ~~pre-college opportunities programs;~~
 - d. ~~financial aid and post-secondary planning;~~
 - e-m. ~~career/college planning labs~~ awareness in elementary school and career exploration in middle and high school;
 - f. ~~expansion of Advanced Placement Program (AP) and participation in Midwest Talent Search as part of academically gifted and talented program;~~
 - g. ~~counselor training and inservice;~~
 - h-n. ~~expansion of college and career/vocational fair opportunities~~ Career fairs;
 - i-o. ~~articulation between levels (elementary, middle, and high);~~
 - j. ~~coordination with other student service providers;~~
 - k-p. ~~communication with parents;~~
 - l-q. ~~collaboration with our community, including government, business, post-secondary institutions, and private agencies;~~

m. ~~expansion of funding resources.~~

4. In the Milwaukee Public Schools, ~~guidance and career education~~ the Academic and Career Planning (ACP) programs ~~are~~ process shall be directed, coordinated, and monitored centrally to ensure that program elements are in place. Also, data for local and state reports, as well as for funding sources, shall be gathered and written centrally.

5. ~~At the same time, m~~Many school-based variables determine the Academic and Career Planning (ACP) process ~~counseling program~~ needs and priorities. Each school or comprehensive school counseling program ~~shall~~ guidance department annually assesses the previous year's guidance ACP plan and develops objectives for the new next year. ~~The guidance plans~~ ACP is a critical strategy in ~~become~~ part of the school effectiveness improvement plan, as well as part of the district guidance comprehensive school counseling program plan.

6. ~~A combination of Board support, state resources, outside funding, and voluntary participation have enabled us to move in a positive direction in achieving objectives contained within each targeted area. Limitations of resources have made it difficult to move as quickly as the need suggests in some areas, such as elementary guidance program development and expansion of career/college planning labs; however, even in these areas, steady progress has been made in the past five years, and growth is anticipated in the district's effort to move into compliance of standard E by ensuring the provision of guidance and career education curriculum and guidance and counseling services in all Milwaukee Public Schools.~~

History: Issued 11-91

Legal Ref: Wis. Stat., §115.28(59); WI Adm. Code 26

Cross Ref.: Admin. Policy 7.32 Guidance Program

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