

# ADMINISTRATIVE PROCEDURES OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE PROCEDURE 7.32(1)

### ACADEMIC AND CAREER PLANNING

#### (a) BACKGROUND

State law requires implementation of academic and career planning (ACP) statewide for students in grades 6 through 12. Academic and career planning supports and aligns with the philosophy of the comprehensive school counseling program in Milwaukee Public Schools.

#### (b) PURPOSE

The purpose of ACP is to enable students, supported by adults, to create their own academic and career plans for postsecondary success through self-exploration, career exploration, and the development of career planning and management skills.

#### (c) ACADEMIC AND CAREER PLANNING

1. The district ACP implementation plan shall address:
  - a. local, regional, and state labor market needs;
  - b. educational 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 career and technical education (CTE) programming available, staff for ACP delivery, and a description of how the school district will meet the education for employment requirements; and
  - e. a strategy to engage business, postsecondary education, and workforce development.
2. The ACP process addresses 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, and economics;
  - e. entrepreneurship;
  - f. personal financial literacy, including financial aid and postsecondary planning;
  - g. career and technical education opportunities;
  - h. labor market information;
  - i. employability skills;
  - j. individual academic and career plan development;

- k. pre-college programs;
- l. career/college awareness in elementary school and career exploration in middle and high school;
- m. career fairs;
- n. articulation between levels (elementary, middle, and high);
- o. communication with parents;
- p. collaboration with our community, including government, business, postsecondary institutions, and private agencies.

4. In the Milwaukee Public Schools, the ACP process is directed, coordinated, and monitored centrally to ensure that programmatic elements are in place. Also, data for local and state reports, as well as for funding sources, are gathered and written centrally.

5. Many school-based variables determine the ACP process's needs and priorities. Each school's ACP team in collaboration with the ACP coordinator will assess annually the previous year's ACP plan and develop objectives for the next year. Academic and career planning is a critical strategy in the school improvement plan and is part of the district's comprehensive school counseling program plan.

**History:** Issued 11-91; revised 8-31-17

**Legal Ref.** Wis. Stat., §115.28(59), Wis. Adm. Code PI 26

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

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