



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: I - Instruction
POLICY TITLE: Student Education Plan (SEP) and
Student Education and Occupation Plan (SEOP)
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1. PURPOSE AND PHILOSOPY

It is the philosophy of Nebo School District that personal educational planning is essential at the elementary and secondary level. This planning should involve students, parents/guardians, and educators. At the elementary level (K-6), this planning will take place in the form of a Student Education Plan (SEP). At the secondary level (7-12), this planning will take place in the form of a Student Education and Occupation Plan (SEOP). This planning will include reliable, useful, and timely data on student progress and goals which will facilitate student planning and the accepting of responsibility for his/her own success. The SEP and SEOP is a process which continues from grade to grade and school to school. Continual assessment of student progress and goals is the key to the SEP/SEOP process.

2. ELEMENTARY SCHOOL GUIDELINES

2.1 Elementary schools will adhere to the following standards related to SEPs:

- 2.1.1** SEP conferences shall be held three times each year: In the fall, approximately midyear, and again in the spring.
- 2.1.2** Earnest and persistent effort shall be made to invite all parents/guardians and students to attend each of the three SEP conferences at a scheduled time and in a scheduled place.
- 2.1.3** Under the direction and approval of the Director of Elementary Education, schools shall develop and use their own SEP form which must comply with the provisions of this policy and applicable Utah law and rules. After the third SEP conference, the original copy of the SEP form shall be placed in a folder which will move from grade to grade with the student.
- 2.1.4** SEP conferences shall be held in a room which should allow for quiet and privacy.
- 2.1.5** Sufficient time should be allowed for Student Education Plans at the elementary level.

2.2 The elementary SEP conferences shall include:

- 2.2.1 Identified accomplishments and strengths of the student.
- 2.2.2 Relevant data about the student's progress.
- 2.2.3 Student education related goals.
- 2.2.4 Student, parent or guardian, and educator responsibilities for managing, monitoring, and encouraging student development.

3. SECONDARY SCHOOL GUIDELINES

- 3.1 Secondary schools will adhere to the following standards related to the SEOP process:
 - 3.1.1 All SEOP conferences must be completed by a certified school counselor.
 - 3.1.2 The following minimum meeting schedules must be met:
 - 3.1.2.1 Junior High School: Two small group SEOP's and one individual SEOP during the student's junior high school experience.
 - 3.1.2.2 Senior High School: Two small group SEOP's and one individual SEOP during the student's high school experience.
 - 3.1.3 Earnest and persistent effort shall be made to invite parents/guardians and students to attend an SEOP conference at a scheduled time and in a scheduled place. Sufficient time should be allowed for secondary individual Student Education and Occupation Plans.
 - 3.1.4 Under the direction and approval of the Director of Secondary Education, schools shall develop and use their own SEOP form which must comply with the provisions of this policy and applicable Utah law and rules.
 - 3.1.5 SEOP conferences shall be held in a room which should allow for quiet and privacy.
- 3.2 Secondary SEOP conferences shall include:
 - 3.2.1 An opportunity to recognize the student's strengths and accomplishments.
 - 3.2.2 An opportunity to review relevant data towards the student's educational progress: graduation requirements, early graduation opportunities, scholarships, possible work options and internships, as well as post secondary options and requirements.
 - 3.2.3 An opportunity for students and parents/guardians to review interest and aptitude tests which have been approved by the District Curriculum Committee.
- 3.3 By the end of the eighth grade, each student's SEOP shall include an identified area of vocational or career interest or goal and classes that are related to this interest or goal. (This is a suggested area only. Students may continue to explore and change this identified area at any time). By the ninth grade, a student's SEOP should include his/her intent of early graduation, if applicable.

4. ADMINISTRATION OF SEP AND SEOP PROCESS

- 4.1 Assessment, management, and accountability expectations, as well as the development of guidelines, shall be the responsibility of the Superintendent and his/her staff.
 - 4.1.1 The Superintendent or his/her designee shall see that each school is following this policy and applicable Utah laws and rules.

- 4.1.1.1 Each elementary school shall provide evidence that three SEP conferences were held and that the above listed standards were met.
- 4.1.1.2 Each secondary school shall provide evidence that at least one individual and the required group SEOP conferences were held and the above listed standards were met.
- 4.1.2 Nebo School District shall provide training to their educators on their role in assisting in the development and implementation of SEP's and SEOP's.
- 4.1.3 A portion of the District Annual Report Card will address the SEP and SEOP process.

EXHIBITS

None

REFERENCES

Utah Code Ann., Section 53A-1a-106
Utah Admin. Code, R277-108-5
Utah Admin. Code, R277-419-7
Utah Admin. Code, R277-462-1
Utah Admin. Code, R277-462-2
Utah Admin. Code, R277-518-1
Utah Admin. Code, R277-700-1
Utah Admin. Code, R277-703-4
Utah Admin. Code, R277-710-3
Utah Admin. Code, R277-713-3
Utah Admin. Code, R277-730-3
Utah Admin. Code, R277-911-1
Utah Admin. Code, R277-911-3
Utah Admin. Code, R277-911-12

FORMS

None
