

Nebo School District Board of Education

Policy IKA

STUDENT EDUCATION PLAN (S.E.P.) and STUDENT EDUCATION AND OCCUPATION PLAN (S.E.O.P.)

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-5), this planning will take place in the form of a Student Education Plan (S.E.P.). At the secondary level (6-12), this planning will take place in the form of a Student Education and Occupation Plan (S.E.O.P.). 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 S.E.P. and S.E.O.P. 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 S.E.P./S.E.O.P. process.

A. Elementary schools will adhere to the following standards related to S.E.P.'s:

- (1) S.E.P. conferences shall be held three times each year: In the Fall (preferably after the first grading period), at approximately midyear and again in the Spring.
- (2) Earnest and persistent effort shall be made to invite all parents/guardians and students to attend each of the three S.E.P. conferences at a scheduled time and in a scheduled place.
- (3) Nebo School District will develop an S.E.P. form as a model for schools. After the third S.E.P. conference, the original copy of this form shall be placed in a folder which will move from grade to grade with the student.
- (4) S.E.P. conferences shall be held in a room which would allow for quiet and privacy.
- (5) A minimum of 20 minutes should be allowed for Student Education Plans at the elementary level.

B. The Elementary S.E.P. conferences shall include:

- (1) Identified accomplishments and strengths of the student.
- (2) Relevant data about the student's progress.
- (3) Student education related goals.
- (4) Student, parent or guardian, and educator responsibilities for managing, monitoring and encouraging student development.

C. Secondary schools will adhere to the following standards related to the S.E.O.P. process:

- (1) All S.E.O.P. conferences must be completed by a certified school counselor.
- (2) The following minimum meeting schedules must be met:

Middle School: One individual S.E.O.P. and one small group S.E.O.P. during the student's middle school experience.

Junior High School: One small group S.E.O.P. during 8th grade and one individual S.E.O.P. during 9th grade.

Senior High School: Two small group S.E.O.P.'s and one individual S.E.O.P. during the student's high school experience.

- (3) Earnest and persistent effort shall be made to invite parents/guardians and students to attend an S.E.O.P. conference at a scheduled time and in a scheduled place. A minimum of 20 minutes should be allowed for secondary individual Student Education and Occupation Plans.
- (4) S.E.O.P. conferences shall be held in a room which would allow for quiet and privacy.

D. Secondary S.E.O.P. conferences shall include:

- (1) An opportunity to recognize the student's strengths and accomplishments.
- (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) An opportunity for students and parents/guardians to review interest and aptitude tests which have been approved by the District Curriculum Committee.

E. By the end of grade eight, each student's plan 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 plan should include his/her intent of early graduation, if applicable.

F. Assessment, management and accountability expectations, as well as the development of guidelines, shall be the responsibility of the Superintendent and his/her staff.

(1) The Superintendent or his/her designee shall see that each school is following Utah State and Nebo District Policy.

- (a) Each elementary school shall provide evidence that three S.E.P. conferences were held and that the above listed standards were met.
- (b) Each secondary school shall provide evidence that at least one individual and the required group S.E.O.P. conferences were held and the above listed standards were met.

(2) Nebo School District shall provide training to their educators on their role in assisting in the development and implementation of S.E.P./S.E.O.P.

(3) A portion of the District Annual Report Card will address the S.E.P/S.E.O.P. process

Approved: 7-10-02