

Davis School District Policy and Procedures

Subject: 4I-001 Student Education Plan and Plan for College and Career Readiness

Index: Instructional Programs - *Graduation*

Revised: August 12, 2014

1. PURPOSE AND PHILOSOPHY

Personal education planning is essential at the elementary and secondary level. This planning process is a cooperative effort involving students, parents/guardians, and educators. This partnership focuses on the individual needs of each student. At the elementary level (K-6), this planning takes place in the form of a student education plan (SEP). At the secondary level (7-12), this planning takes place in the form of a Plan for College and Career Readiness. Consideration of reliable, useful, and timely data on student achievement and goals facilitates planning for pre- and post-graduation, and encourages a student to accept responsibility for his/her own success. Together, the SEP and Plan for College and Career Readiness 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 and Plan for College and Career Readiness process.

2. ELEMENTARY SCHOOL SEP

- 2.1. Elementary schools will adhere to the following standards related to SEP's:
 - 2.1.1. Conferences are held a minimum of three (3) times each year.
 - 2.1.2. Earnest effort and reasonable accommodation shall be made to ensure that all parents/guardians and students attend each of the SEP conferences at a scheduled time and in a scheduled place.
 - 2.1.3. The information discussed in the SEP conference is provided to the parents/guardians, and a copy is placed in the student's folder that moves from grade to grade and school to school with the student kindergarten (K) through twelfth (12).
 - 2.1.4. A minimum of twenty (20) minutes should be scheduled for grades kindergarten (K) through sixth (6).
- 2.2. Elementary SEP conferences shall be conducted in the following order:
 - 2.2.1. Celebrate student strengths and accomplishments.
 - 2.2.2. Share data about student progress and discuss areas where performance may improve.
 - 2.2.3. Student developed improvement goals.
 - 2.2.4. Parent/guardian and teacher develop plans to support the student in the completion of improvement goals.
 - 2.2.5. Allow three to five minutes for private parent/guardian and teacher consultation independent of the student prior to conclusion of the conference.

3. SECONDARY SCHOOL PLAN FOR COLLEGE AND CAREER READINESS

- 3.1. A written Plan for College and Career Readiness shall be developed for each secondary student to support the educational and occupational preparation of that student. The Plan shall:
 - 3.1.1. be a four year plan created at the beginning of a student's 7th grade year;
 - 3.1.2. be cooperatively created by the student, student's parent or guardian, and school personnel;
 - 3.1.3. identify all Utah State Board of Education and Davis School District graduation requirements;

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- 3.1.4. identify attainment of approved workplace skill competencies, including job placement when appropriate;
 - 3.1.5. identify post-secondary goals and approved sequence of courses;
 - 3.1.6. link student to post-secondary options, including higher education and careers;
 - 3.1.7. be signed by the student's parent or guardian;
 - 3.1.8. be updated annually;
 - 3.1.9. contain evidence of parent or guardian, student, and school representative involvement annually; and
 - 3.1.10. be maintained by the student's school.
- 3.2. A student's course registration and class changes shall be consistent with his/her written Plan for College and Career Readiness.
- 3.3. The implementation for the Plan for College and Career Readiness shall include the following conferences:
- 3.3.1. 7th and 8th grades: minimally one individual and one group conference during the two years;
 - 3.3.2. 9th and 10th grades: minimally one individual conference and one group conference during the two years;
 - 3.3.3. 11th and 12th grades: minimally one individual conference and none group conference during the two years; and
 - 3.3.4. Other meetings, as necessary.
 - 3.3.5. Earnest and persistent effort and reasonable accommodation shall be made to ensure that all parents/guardians and students attend conferences at a scheduled time and in a scheduled place.

4. SCHOOL ACCOUNTABILITY

The District and each public school shall make an annual report to its patrons regarding implementation of its Plan for College and Career Readiness process in grades seven (7) through twelve (12). Annually, each school shall provide evidence that the above standards were met.

5. TRAINING

The District shall provide training to their educators on their role in assisting in the development and implementation of SEP and Plan for College and Career Readiness.

- 5.1. The District will offer SEP training to teachers as requested at the elementary level.
- 5.2. On the secondary level counselors will instruct the teachers on the /Plan for College and Career Readiness process and the role teachers should assume.

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REFERENCES

[Utah Code Ann. §53A-1a-106](#) – School district and individual school powers – Student education/occupation plan (SEOP) definition.

[Utah Administrative Code R277-462](#) – Comprehensive Counseling and Guidance Program.

DOCUMENT HISTORY:

Adopted: December 8, 1999

Revised: September 1, 2008 – No content change, renumbered from 4I-114 to 4I-101 with reorganization of Policy Table of Contents.

Revised: May 1, 2012 – Updates to comply with HB389 defines SEOP as a plan to be initiated early in the student's secondary school education to guide a student in course selection and prepare a student for post-secondary options.

Revised: March 4, 2013 – As part of a five year review updated to comply with administrative rule requiring District and schools annually report on implementation of SEOP process.

Revised: August 12, 2014 – Made revisions consistent with changes in State rule. Changed the name of the SEOP to Plan for College and Career Readiness.