



Cache County School District Policy Series: 3000

Policy No. 3650

Plan for College and Career Readiness

It is the philosophy of Cache County School district that personal education planning is essential at both elementary and secondary levels. This planning should involve students, parents, 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 Plan for College and Career Readiness (PCCR). This planning will include reliable, useful and timely data on student progress and career goal setting which will facilitate student planning and the acceptance of responsibility for his\her own success. SEP\PCCR development should be continuous from grade to grade and from school to school. Continual assessment of student progress and the setting of goals are keys to successful SEP\PCCR development. ([53E-2-304](#))

I. Elementary schools will adhere to the following standards related to SEP.

- A. SEP conferences shall be held at least twice per year. The first conference will be held in the autumn or near the beginning of the year. The second conference should be held in the late winter or spring. Additional conferences, beyond the minimum, may be held as needed.
- B. Parents and students shall be invited to attend SEP conferences at a scheduled time and place. (HB 117)
- C. Earnest and persistent effort should be made to ensure all parents and students attend each of the SEP conferences.
- D. SEP conferences should be held in a place which would allow for quiet and privacy.

II. The Elementary SEP conferences shall include:

- A. Identified accomplishments and strengths celebrating the student. (HB117)
- B. Relevant data about the student's progress. (HB 117)
- C. Jointly (parents, teacher and student) developed education related goals and sequential steps needed to obtain the stated goal. (HB 117)
- D. Student, parent or guardian, and educator roles and responsibilities for managing and monitoring student development. (HB117)

III. Secondary schools will adhere to the following standards related to PCCRs

- A. Secondary schools that receive Comprehensive Counseling and Guidance funds shall complete a written PCCR for all students.
- B. Parents/guardians shall sign plans.
- C. Students shall complete four-year plans at the beginning of their seventh-grade year.
- D. Students' schools shall maintain plans.
- E. Students' course registration and class changes shall be consistent with their written SEOP/Plan for College and Career Readiness.

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- F. Schools shall implement students' PCCR process consistent with the policies and goals of the LEAs' Comprehensive Counseling and Guidance Program models. The student, student's parent/guardian and school personnel shall cooperatively develop the PCCR during the first two years in which the student is enrolled in grades 7-12 in the LEA. The implementation for the PCCR shall include the following conferences:
- (1) 7th and 8th grades: minimally one individual and one group conference during the two years;
 - (2) 9th and 10th grades: minimally one individual conference and one group conference during the two years;
 - (3) 11th and 12th grades: minimally one individual conference and one group conference during the two years; and
 - (4) other meetings, as necessary.

IV. Secondary PCCR Conferences shall include:

- A. An opportunity to recognize the student's strengths and accomplishments.
- B. An opportunity to review relevant data towards the student's educational progress graduation requirements, possible work options and internships as well as post-secondary options and requirements.
- C. An opportunity for students and parents to review Board approved interest and aptitude tests.
- D. By the end of eight grade, each student's plan shall include an identified career pathway or goal and classes that are related to this pathway or goal. This is a tentatively chosen area only. Students should continue to explore and may change this identified area at any time.
- E. By the ninth grade, a student's plan should include any intent of early graduation.
(53E-2-304, R277-703-4)

V. Assessment, management and accountability expectations as well as the development of guidelines shall be the responsibility of the Cache District Office. (HB117, HB 79)

- A. The Superintendent or his designee shall see that each school is following Utah State and Cache School District Policy.
 1. Each elementary school shall provide evidence that a minimum of two SEP conferences were held and that the above listed standards were met. (HB117)
 2. Each secondary school shall provide evidence that at least one individual and one small-group SEOP conference was held, and that the above listed standards were met. (HB 117)
- B. Cache County School District shall provide training to all secondary educators regarding their role in the development and implementation of PCCR. (HB79)

VI. Time spent during the day to implement SEP's and SEOP's is considered part of the school term referred to in sub-section (53F-2-102).

- A. The State Board of Education grants all schools 16.5 hours (3 days) of the 990 hours required for instruction to use for conferencing time.



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Legal References:

Synopsis:

Approved by the Board of Education: November 1, 1996. Last Revised: January 18, 2018.