

## BONNEVILLE ACADEMY BOARD POLICIES

Section

STUDENTS

Title

SEP/SEOP: Student Education Plans/Student Education and Occupation Plans

Number

Status

Pending Board Approval

Adopted

### **SEP/SEOP - Student Education Plans/Student Education and Occupation Plans**

HB 79

HB 117

53A-1a-106

53A-1a-302

53A-17a-103 {5}

R277-700-8

#### **Purpose:**

It is the philosophy of Bonneville Academy Board of Education that personal education planning is essential. 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 (7-8), 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 goal setting which will facilitate student planning and the acceptance of responsibility for his\her own success. SEP\SEOP development should be continuous from grade to grade. Continual assessment of student progress and the setting of goals are keys to successful SEP\SEOP development.

#### **Procedure:**

1. The elementary school 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.

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.

2. The Elementary SEP conferences shall include:

a. Identified accomplishments and strengths celebrating the student.

b. Relevant data about the student's progress.

c. Jointly (parents, teacher and student) developed education related goals and sequential steps needed to obtain the stated goal.

d. Student, parent or guardian, and educator roles and responsibilities for managing and monitoring student development.

3. The Middle school will adhere to the following standards related to SEOP.

a. There shall be at least one individual and one small group conference involving the student, parent(s) and an educator.

b. Each student and his/her parent(s) shall be invited to attend an SEOP conference at a scheduled time and place.

c. Earnest and persistent effort should be made to ensure that all students and parents attend the SEOP conferences.

d. Individual SEOP conferences should, if possible, be held in a room which will allow for quiet and privacy.

e. SEOP may be used as part of a student's personal portfolio.

4. Secondary SEOP 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 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 tentatively chosen area only. Students should continue to explore and may change this identified area at any time. School-To-Careers Legislation also suggests this done at grade eight.

5. Assessment, management and accountability expectations as well as the development of guidelines shall be the responsibility of the Bonneville Academy Board of Directors.

a. The Director or his/her designee shall see that both elementary and middle schools are following Utah State and Bonneville Academy Policy.

(1) The elementary school shall provide evidence that a minimum of two SEP conferences were held and that the above listed standards were met.

(2) The middle 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.

b. Bonneville Academy shall provide training to all secondary educators regarding their role in the development and implementation of SEOP.

6. Time spent during the day to implement SEP's and SEOP's is considered part of the school term. 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.

**Student Education Plan (SEP)**

Dear Parent/Guardian:

Bonneville Academy Elementary School will be having their SEP (Student Education Plan) conferences the week of \_\_\_\_\_.

The Purpose of the SEP Conferences is to provide an opportunity for parents/guardians, teachers, and students to review the student's academic progress and agree upon educational goals for the student. Educational goals are intended to address the individual needs of the student and to support him/her in experiencing academic success.

Please review the date and time that has been assigned for your child's SEP Conference and indicate whether you will be able to attend or not.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Room: \_\_\_\_\_

Teacher: \_\_\_\_\_

We ask that you please arrive on time. Thank you for your participation in your child's education. I look forward to meeting with you.

Sincerely,

\_\_\_\_\_  
Teacher's Name

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Please return this form as quickly as possible.

\_\_\_ Yes, I will be able to attend my child's SEP Conference.

\_\_\_ I would like to reschedule the SEP for another day.

\_\_\_ I would prefer to meet on \_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Time)

\_\_\_ No, I will not be able to attend my child's SEP Conference.

Parent/Guardian Signature: \_\_\_\_\_

**Student Education Occupation Plan (SEOP)**

Dear Parent/Guardian:

Bonneville Academy Middle School will be having our SEOP (Student Education Occupation Plan) Conferences the week of \_\_\_\_\_.

The Purpose of the SEOP Conferences is to provide an opportunity for parents/guardians, teachers, and students to review the student's academic progress and agree upon educational and career goals for the student. These goals are intended to address the individual needs of the student and to support him/her in experiencing success. Please review the date and time that has been assigned for your child's SEOP Conference and indicate whether you will be able to attend or not.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Room: \_\_\_\_\_

Teacher: \_\_\_\_\_

We ask that you please arrive on time. Thank you for your participation in your child's education. I look forward to meeting with you.

Sincerely,

\_\_\_\_\_  
Teacher's Name

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Please return this form as quickly as possible.

\_\_\_\_ Yes, I will be able to attend my child's SEOP Conference.

\_\_\_\_ I would like to reschedule the SEP for another day.

\_\_\_\_ I would prefer to meet on \_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Time)

\_\_\_\_ No, I will not be able to attend my child's SEOP Conference.

Parent/Guardian Signature: \_\_\_\_\_