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Statement of.....

Policy and Responsibility

SUBJECT: STUDENT EDUCATION PLANS (S.E.P) AND STUDENT EDUCATION AND OCCUPATION PLANS (S.E.O.P)

Students in the Murray School District K-6 will have S.E.P. (Student Education Plan) and 7-12 S.E.O.P. (Student Education Occupational Plan) plans to help guide them through the educational process and make realistic plans to help them be successful. This plan will include reliable, useful and timely data on student progress and goals which will facilitate student planning and the accepting of responsibility for the student's own success.

- I. Elementary Schools will adhere to the following standards related to S.E.P.:
 1. Conferences will be held a minimum of **two times each year**. Usually, they will take place in conjunction with the Fall and Spring Parent-Teacher conferences.
 2. Earnest and persistent effort will be made to insure that all parents and students will attend the SEP.
- II 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/guardian and educator responsibilities for managing and monitoring student development.
- III. Secondary schools will follow these standards related to each students S.E.O.P.:
 1. There shall be at least one individual and one small group conference involving the student, parent/guardian and educator **each year**.
 2. **Parents and students will be invited to attend S.E.O.P. conference.**
 3. Earnest and persistent effort will be made to insure parents will participate in at least one of the conferences. Accountability (logging of conferences) for the S.E.O.P. will be the responsibility of the student's counselor.
 4. Students will declare their intent to graduate early as soon as possible.
- IV. Secondary S.E.O.P. conferences shall include:
 1. Identify the accomplishments and strengths of the student.
 2. Review of relevant data related to the student's educational progress; graduation requirements, possible work options, and internships, as well as post-secondary training and requirements.
 3. A review, by the student and parent, of interest and aptitude tests administered by the school.
 4. An identified strand of career interest, and course work that is related to this strand. *(This may be changed at any time but should be based on student interest and ability.)*

V. Assessment, management and accountability expectations as well as the development of guidelines will be the responsibility of the District Office.

1. The Superintendent or designee shall see that each school is following State and District Policy.

A. Each elementary school shall provide evidence that two conferences were held and that all the above listed standards were met.

B. Each secondary school shall provide evidence that at least one individual and one group S.E.O.P conference was held, and the above listed standards were all met.

C. There will be ongoing training for teachers and counselors.