

## POLICIES AND PROCEDURES

### Policy: 4IP-401 INDIVIDUAL LEARNING PLANS AND PLANS FOR COLLEGE AND CAREER READINESS

Index: Instructional Programs- *Graduation*

Monitoring: Biannually

#### 1. PURPOSE

1.1 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 an individual learning plan (ILP). 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 individual learning plan 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 individual learning plan and plan for college and career readiness (PCCR) process.

#### 2. POLICY

##### 2.1 Elementary School Individual Learning Plan Conferences Standards

2.1.1. Conferences are held a minimum of two (2) times each year. If the student has an Individualized Education Plan (IEP), one of the conferences shall be part of the annual IEP meeting. The other conference can be held as part of regularly scheduled student conferences.

2.1.2. Earnest effort and reasonable accommodation shall be made to ensure that all parents/guardians and students attend each of the conferences at a scheduled time and in a scheduled place.

2.1.3 The information discussed in the 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).

##### 2.2 Elementary individual learning plan conferences shall:

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 Implement Student developed improvement goals;

2.2.4 Implement Parent/guardian and teacher developed plans to support the



student in the completion of improvement goals; and

- 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.

### 2.3 Secondary School Plan for College and Career Readiness

- 2.3.1. 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:

- 2.3.1.1. be a four-year plan created at the beginning of a student's 7<sup>th</sup> grade year;
- 2.3.1.2. be cooperatively created by the student, student's parent or guardian, and school personnel;
- 2.3.1.3. identify all Utah State Board of Education and Spectrum Academy graduation requirements;
- 2.3.1.4. identify attainment of approved workplace skill competencies, including job placement when appropriate;
- 2.3.1.5. identify post-secondary goals and approved sequence of courses;
- 2.3.1.6. link student to post-secondary options, including higher education and careers;
- 2.3.1.7. be signed by the student's parent or guardian;
- 2.3.1.8. be updated annually;
- 2.3.1.9. contain evidence of parent or guardian, student, and school representative involvement annually; and
- 2.3.1.10. be maintained by the student's school.

- 2.4 A student's course registration and class changes shall be consistent with his/her written plan for college and career readiness.

- 2.5 The implementation for the plan for college and career readiness shall include the following conferences:

- 2.5.1 7<sup>th</sup> and 8<sup>th</sup> grades: a minimum of one individual and one group conference during the two years;
- 2.5.2 9<sup>th</sup> and 11<sup>th</sup> grades: a minimum of one individual conference each year;
- 2.5.3 10<sup>th</sup> and 12<sup>th</sup> grades: a minimum of one group conference each year; and
- 2.5.4 Other meetings, as necessary.
- 2.5.5 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.

### 2.6 School Accountability

- 2.6.1 The 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.



## 2.7 Training

- 2.7.1 The School shall provide training to their educators on their role in assisting in the development and implementation of an individual learning plan and a plan for college and career readiness.
- 2.7.2 The School will offer individual learning plan training to teachers as requested at the elementary level.
- 2.7.3 On the secondary level counselors will instruct the teachers on the plan for college and career readiness process and the role teachers should assume

---

### DEFINITIONS

---

### REFERENCES

[Utah Code Ann. §53G-4-402\(14\)](#) – Board rules and policies.

---

### RELEVANT LINKS

---

### DOCUMENT HISTORY

Adopted: 11/16/2022

Revised: