
I. PURPOSE

This policy designates the role of school counselors as the primary support system for Student Education and Occupation Plans (SEOP), also referred to as Plans for College and Career Readiness, and more generally, their role in the school's counseling and guidance program.

II. DEFINITIONS

- A. School Counselor: An educator licensed as a school counselor, consistent with Utah Admin R277-506, and assigned to provide counseling and information to students to make appropriate educational and career choices.
- B. SEOP/Plan for College and Career Readiness: A Student Education Occupation Plan includes a developmentally organized intervention process consisting of:
 - 1. A written education plan, updated annually, for secondary student's (grades 7-12);
 - 2. All state and Athlos Academy's Governing Board graduation requirements;
 - 3. Evidence of parent/guardian(s), student, and school counselor involvement annually;
 - 4. Attainment of approved workplace skill competencies, including job placement if appropriate; and
 - 5. Identification of post-secondary goals and approved sequence of courses.

III. POLICY

- A. School Counselor's Services to Students:
 - 1. School counselors provide counseling and information to students to make appropriate educational and career choices. Their duties include:
 - a. Assisting students in college and career development (job seeking/finding skills);
 - b. Focusing on post-high school placement; and
 - c. Recognizing and addressing the needs of diverse students.
 - 2. Counselors shall NOT devote significant time to non-school counseling activities such as test coordination, assessment, or scheduling.

Counseling and Guidance

B. School Counselor's Requirements for Providing Counseling and Guidance:

1. The counseling and guidance program is the organization of resources to meet the immediate needs of students and inform and involve parent/guardian(s) through the following means:
 - a. School guidance curriculum;
 - b. Individual student planning (i.e. SEOP/Plan for College and Career Readiness);
 - c. Responsive services and dropout prevention activities to address the needs of students; and
 - d. System support, focused on managing the program and addressing the needs of the school.
2. School counselors shall provide evidence to the State Office of Education that counseling and guidance programs contribute to student achievement.
3. School counselors shall provide evidence to the State Office of Education that 85% of aggregate counselors' time is devoted to direct service to students through a balanced program of:
 - a. Individual student planning;
 - b. School guidance curriculum; and
 - c. Responsive services.

Legal References:

[Utah Admin R277-462](#)

[Utah Admin R277-506](#)

Related Documents:

[SEP and SEOP Policy 6342](#)