

Policies of the Board of Education

Series 300: Instruction

CHILDREN-AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL PLAN

342.4 Exhibit

- 1) Guidance counselors continually monitor and accumulate “at risk” data.
- 2) At the end of each quarter each school’s Intervention Team identifies students who meet criteria of state law & regulations and Board of Education policy, and complete a Children At Risk Monitoring Form, which is submitted to the building principal, and Director of Student Support Services.
- 3) The Intervention Team reviews district resources, program modifications, alternative education opportunities, etc. and develops a written individual plan for each newly identified at-risk student. The building principal and/or designee and the Director of Student Support Services approved the plan.
- 4) The school guidance counselor provides written notification to parents/guardians of their child’s status, entitlement to services, and invites parents/guardians and the student to meet to discuss the child’s At-Risk Plan with Intervention Team representatives. Notice must meet state law requirements PI 25.04 (1) d and (2). Written notice must include the following:
 - Name and phone number of a person the parent/guardian or student can contact regarding the district’s children at risk plan/program.
 - A description of the Children At Risk Plan
 - A statement the pupil is eligible to be enrolled in a child at-risk program(s).
 - A description of the program(s) the student is eligible to participate in.
 - Procedures for enrolling the child in the program(s).
- 5) Parents/guardians are asked to provide written consent for implementation of their child’s at-risk plan. Parent/guardian acceptance or refusal of services is documented in writing. Copies of this documentation are provided to parent/guardians and placed in the student’s cumulative records.
- 6) If parental consent for the At-Risk Plan is received, services will be implemented as soon as possible.
- 7) The schools Intervention Team meets twice per month and continually monitors the progress of students identified as “at-risk”.

Adopted: March 1994

Revised: August 2000
January 2002

Legal Reference: Act 123-118.153
WI Administrative Code PI 25

Waunakee Community School District