

01/29/2025 meeting notes:

- Review of district Policies, Practices & Procedures (PPP) for Special Education Indicator 1

Participants:

- Jack Stephens, Special Education Supervisor
- Krista Wagner, Assistant Superintendent
- Tina Timpson, Stebbins High School Principal
- Jody Blue-Smith, Stebbins High School Special Education Department Chair
- Sarah Neves, Stebbins High School Lead School Counselor

Reviewed Board Policy for “Students At-Risk of Not Qualifying for High School Diploma” (see form “po5460.02”).

Reviewed district/building Practices & Procedures:

- Starting in the grade 8, all IEP Profiles include a section with information about graduation requirements and each students’ status towards meeting these requirements. This information is updated and reviewed annually at the IEP annual review.
- Starting in grade 9, the School Counselors maintain a “Graduation Plan” (see form “Stebbins Grad Plan Revised 10-9-24”) for all students. This plan includes the following:
  - postsecondary goals
  - status towards meeting credit requirement
  - competency and EOC scores
  - competency alternatives
  - graduation Seals required to demonstrate college & career readiness
  - status towards meeting graduation requirements
- Starting in the 9<sup>th</sup> grade, the School Counselor attends IEP meetings to review the student’s “Graduation Plan” with the IEP team, including the parent & student.
- Annually, starting in the 9<sup>th</sup> grade, the School Counselors go into at least one classroom for all students to review graduation requirements and the information on the “Graduation Plan”.
- Annually during high school parent teacher conferences, School Counselors provide a presentation to parents and Q&A session on graduation requirements & the “Graduation Plan”.
- After the first semester of 9<sup>th</sup> grade and thereafter for any students who is not on track to meet graduation requirements:
  - A letter (Form “Danger of not graduating Letter”) is mailed to parents.
  - The student’s School Counselor contacts the parent(s) via phone to review the student’s “Graduation Plan”, identify areas of concerns (e.g., attendance), and discuss strategies to get back on track to meet graduation requirements.
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- Students who do not earn a competency score on their first attempt of the Algebra/Math 1 EOC or ELA2 end of course exam are required to:
  - 1) Take a semester long Algebra/Math 1 EOC or ELA2 remediation course
  - 2) Retake the Algebra/Math 1 and/or ELA2 after completion of the remediation course
- Graduation Posters (see forms: “Gradrequire-handout 4.0-1” & “Gradrequire-handoutBack 5.0-1”) are posted throughout the Stebbins High School and every classroom. These are also provided as handouts to parents and students during meetings and information sessions.