

SWANTON LOCAL SCHOOL DISTRICT

Practices, Policies, and Procedures for Graduation and Students At-Risk of Not Qualifying for a High School Diploma

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STUDENTS AT-RISK OF NOT QUALIFYING FOR A HIGH SCHOOL DIPLOMA

I. Policy Statement

The Board of Education is committed to ensuring that all students are provided the opportunity to graduate with a high school diploma. To support this commitment, the District shall:

1. Identify students who are at risk of not meeting graduation requirements;
2. Provide timely interventions and supports; and
3. Monitor student progress to promote successful completion.

A graduation plan in the form of a Student Success Plan shall be developed for each student. Students who are identified as at risk for not qualifying for a high school diploma will additionally be placed on an At-Risk Intervention Plan. Both plans shall be created jointly by the student and a District Representative, remain in effect until the student qualifies for a high school diploma, and include parent/guardian notification and participation.

For students with disabilities, the District may utilize the student's Individualized Education Program (IEP) if it contains academic goals substantively similar to those of the Student Success Plan and/or the At-Risk Intervention Plan.

The Superintendent shall establish administrative procedures to ensure consistent identification, notification, and support for students at risk of not qualifying for a high school diploma.

II. Administrative Procedures

A. Identification of At-Risk Students

A student may be identified as at-risk if one (1) or more of the following apply:

1. The student has failed one or more classes;
2. The student has not met State requirements for competency scores in Algebra I or English Language Arts II;
3. The student has not met State requirements for earning a minimum of two (2) diploma seals;
4. The student is excessively absent and has an Attendance Intervention Plan (AIP) in place;
5. The student has a history of disciplinary referrals and/or suspensions.

B. Notification

1. Written notification shall be sent to the parent/guardian when a student is identified as at-risk.
2. Notification shall include the reason(s) for identification and next steps for graduation planning.
3. An attempt will be made to secure the parent's signature as acknowledgement of their receipt of the graduation plan.

C. At-Risk Intervention Plan Development

1. Each At-Risk Intervention Plan shall identify areas of deficiency, including credits, competency requirements, and diploma seals.
2. The plan shall outline targeted supports and academic pathways to address identified needs.
3. The plan shall include information regarding alternative pathways to graduation, when applicable.
4. The plan shall be reviewed no less than once per grading period and updated annually or as necessary.

D. Roles and Responsibilities

1. *Data Teams* shall monitor academic, attendance, and behavior data to identify at-risk students.
2. *Counselors, Intervention Specialists, and General Education Teachers* shall provide input on student performance and the supports being provided.
3. *Building Administrators* shall ensure timely development of graduation plans, oversee required meetings, and verify parent/guardian notification and signatures.

E. Monitoring and Review

1. Student Success Plans and At-Risk Intervention Plans shall remain in effect until the student has satisfied all graduation requirements.
 2. Ongoing progress shall be monitored through regular data reviews and parent/guardian communication.
 3. Records of Student Success Plans, At-Risk Intervention Plans, updates, and meetings shall be maintained in accordance with District documentation procedures.
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III. Cross References

- Policy 5460 – Graduation Requirements
 - Policy 5460.02 Students at Risk of Not Qualifying for a High School Diploma
- Policy 5200 – Attendance
- Policy 5610 – Student Discipline
- Policy 2460 – Special Education