

**SERIES 300
INSTRUCTION**

Board Rule 342.4

CHILDREN-AT-RISK PLAN

Definition

“Children at risk” means students in grades five through 12 who are at risk of not graduating from high school because they failed the high school graduation test, are dropouts or are two or more of the following:

1. One or more years behind their age group in the number of high school credits attained.
2. Two or more years behind their age group in basic skill levels.
3. Habitual truants as defined in state law.
4. Parents.
5. Adjudicated delinquents.
6. Eighth grade students whose score in each subject area on the state-required eighth grade examination was below the basic level, eighth grade students who failed the state-required eighth grade examination and eighth grade students who failed to be promoted to the ninth grade.

Children-At-Risk Coordinator

The District Administrator shall appoint a children-at-risk coordinator to orchestrate the district’s efforts and resources involved in the individualized educational plan (“at-risk plan”) developed to meet the needs of the child at risk. The coordinator shall be responsible for coordinating and evaluating the plan, as well as recommending needed changes in that plan. The coordinator shall also maintain files on each student involved in an at-risk plan, serve as chair of the district’s children-at-risk committee and prepare reports for the Board as requested.

Children-At-Risk Committees

The district’s children-at-risk committees shall be composed of a building administrator, school counselor, school psychologist, a teacher from the respective building level and other support service personnel as deemed necessary.

Building Level At-Risk Liaison

The principal of each building shall serve as the liaison person from that building to the district children-at-risk committee. The principal shall assist his/her staff in recommending students for placement in an at-risk plan, developing plans for at-risk students in his/her building and monitoring the students’ progress in the plans. He/she shall notify the district’s children-at-risk committee of problems with students’ progress when/if they arise. The building principal shall

also submit a written report of each student's progress (growth) each year to the district's children-at-risk committee and file a copy of the report in the student's cumulative folder.

Screening Children At Risk

The building principal shall coordinate an ongoing review of the students attending his/her school to identify possible children at risk. Criteria to be used for this screening is identified in the paragraph labeled "Definition." Names of students, with back-up data (achievement test results, teacher comments, attendance/training records, etc.) shall be submitted to the district's children-at-risk committee for further assessment and procedural development.

A parent/guardian may request that his/her child be evaluated for placement in an at-risk plan. Upon such request, identified procedures shall be followed to determine whether the student meets the criteria for placement.

Parents/guardians shall be informed of their child's referral to the committee. A meeting shall be set up with parents/guardians to discuss the reasons for the referral and to get their input relative to their child's behavior/academic achievement. Parents/guardians shall also be advised of their right to meet with the district's committee when that committee considers that student's possible placement in an at-risk plan.

The recommendation for placement or non-placement in an at-risk plan shall be forwarded to the children-at-risk Coordinator as the Board designee for his/her approval.

Development of an At-Risk Plan

If the district children-at-risk committee feels a student meets the criteria of a child at risk, the committee shall, in conjunction with the building principal, selected building teachers, the Children-at-Risk Coordinator and the student's parent(s)/guardian(s), develop an individualized educational plan ("at-risk plan") for the student that meets that student's unique needs. The committee reserves the right to include additional resource people in the development of an at-risk plan should the situation warrant it.

The plan shall offer the potential for the student to meet the graduation standards required by the district and provide opportunity for the student to achieve at the grade level or age level of his/her peers.

The parent(s)/guardian(s) of a minor student shall make the decision to enter or not enter his/her/their child in the at-risk plan offered. If the parent(s)/guardian(s) do not consent to have his/her/their child enter the plan, he/she/they shall decline the plan in writing and the district shall have no further obligation to develop other plans or program adjustments for that student. If the parent(s)/guardian(s) enter his/her/their child in an at-risk plan, he/she/they shall be kept informed, on a quarterly basis, of the student's progress.

Adult students shall make their own decision to enter or not enter the at-risk plan offered and document that decision in writing.

Case Manager

Upon entrance into an at-risk plan, the student shall be assigned a case manager by the building principal. The case manager may be the school counselor, the school psychologist or other faculty member. This case manager shall guide and monitor the student in his/her plan and report progress/problems on a regular basis to the building principal.

Coordination with Existing Programs

The at-risk plans for students should involve the existing programmed resources offered by the district and by community agencies. If necessary options involving community agencies require the expenditure of district funds, the Board shall be notified of those plans prior to implementation.

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