

The district shall develop plans to serve children in the district who are identified as at-risk. "Children-at-risk" are students who are at risk of not graduating from high school. Students shall be identified and referred to children-at-risk programs in accordance with established guidelines.

The district shall appoint a children-at-risk program coordinator and adopt a plan, which adequately describes the services offered through the program. A master list will be developed at the beginning of each school year containing the names of students who have been determined to be At-Risk and Section 504 eligible. This master list will be updated three times during the school year. These updates will occur at the end of the first quarter, end of the first semester and end of the third quarter. Each building's main office will house the master list for students in that building. The master list will be placed in the front of the file drawer containing the students' progress file. More specifically, it will be in front of the first class of students, whether it be kindergartners, sixth graders or ninth graders. This master list is not to leave the office area, nor should copies be made of it. This is a confidential list and its contents must remain as such. All staff should view this master list because the information is important for any staff member that may have contact with these students.

For students on this master list who are identified as Section 504 eligible, there will be a 504 Accommodation Plan in their progress file. Staff is responsible for knowing what the contents of this plan are and for implementing the accommodations. This plan must be reviewed and changes made at least annually. This review is the responsibility of the case manager. The Section 504 coordinator for the district assigns the case manager.

Legal References(s): Wisconsin Statutes 118.153, 118.33, 121.02 (1) (n)
Wisconsin Administrative Code PI25

Cross Reference: Graduation Requirements 345.6
Children-At-Risk Plan

Adopted: December 1989
Revised: August 2000, May 2013