

Students Choosing to Excel, Realizing their Strengths

School District of

Manawa

Home of the

Wolves



At-Risk Handbook

Gr. 6-12

Phoenix Program



Approved by Manawa Board of Education on

School District of Manawa

800 Beech Street Manawa, WI 54949

920-596-2525

www.manawaschools.org

School District of Manawa

Mission Statement:

The School District of Manawa is the place where students choose to excel academically and realize their strengths.

Vision Statement:

The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.

Wisconsin statute 118.153 requires every school board to identify the children at risk of not graduating from high school who are enrolled in the school district, and annually develop or update a plan describing how the school board will meet their needs.

Contact Person:

At Risk Coordinator
Mary Eck
(920) 596-5804
meck@manawaschools.org

STUDENTS AT-RISK PROGRAM GOALS:

- To increase school success and graduation rate for students identified as at-risk.
- To provide opportunities for all students to feel a sense of belonging to the school community.
- To reduce student failure and potential dropouts.
- To provide early intervention for students identified as being at-risk.
- To involve parents and community resources in meeting the needs of students identified as at-risk.
- To enhance students' achievement and self-worth

CRITERIA USED TO IDENTIFY STUDENTS AT RISK:

Students in grades 6 through 12 who are at risk of not graduating from high school because they are dropouts or are two or more of the following:

- One or more years behind their age group in the number of high school credits attained
- Two or more years behind their age group in basic skill levels
- Habitual truants as defined by §118.16(1)(a)
- Parents
- Adjudicated delinquents

- Eighth grade pupils whose score in each subject area on the examination administered under §118.30(1m)(am) was below the basic level
- Eighth grade pupils who failed the examination administered under §118.30(1m)(am)
- Eighth grade pupils who failed to be promoted to the ninth grade
- Students with AODA use/ abuse
- Students with documented mental health issues

IMPLEMENTATION OF AT-RISK PROGRAMMING

Each summer, the principals will provide a list of students considered to be at risk of not graduating, based on the criteria listed above. These students will be discussed at the building consultation team meetings early in the school year, by September 1. The building principals, as a part of the building consultation team, are responsible for activating and implementing the district's intervention systems of support that will best fit the students' needs. When additional interventions, programs and services are needed, these teams will also take responsibility for assessment, identification, development of an action plan or program and progress monitoring. Students new to the district will be assessed and evaluated by the Building Consultation Team within four weeks of arrival.

DISTRICT INSTRUCTIONAL AND BEHAVIORAL SERVICES

To advance achievement for all students, the School District of Manawa has established a multilevel Response to Intervention (RtI) process for the early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children in the general education classrooms. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to the instruction. RtI is designed for use when making decisions about student needs, creating a well-integrated system of instruction and intervention guided by child outcome data. In this District, educational decisions are made within the Building Consultation Team (BCT) process. An overview of this process follows:

Tier I: General instructional and behavioral services/programs are the universal services and programming that provide a quality educational program for all students. These services and programs are also considered to be preventative and generally meet the needs of 80%- 90% of the district's students. They include:

Instructional Services:

- Standards-based instructional design
- Frequent classroom formative assessments
- Classroom intervention and progress monitoring
- Universal screening
- Parent access to Skyward database and district website

- Progress and Grade Reports
- School nursing services
- Curriculum adaptations/modifications
- Enrichment programs
- Summer School
- Career Counseling Conferences

Behavioral Services:

- Positive Behavior Interventions and Support (PBIS)
- Annual transition activities
- Training for teachers
- Anti-bullying initiatives
- Suicide Prevention Activities
- Parent/Teacher conferences
- Guidance and counseling programs
- Staff de-escalation training (Non-Violent Crisis Intervention)
- Focus on attendance

Tier II: Supplemental school instructional and behavioral programs/services are supplemental services and research-based interventions provided to some students (5-15%) when the students meet criteria established in the RtI process. Grade-level teams or building resource staff work together to systematically implement and establish supports where student progress is monitored at least bi-weekly. These include:

Instructional Services

- Universal Screening and Tier II interventions in addition to classroom instruction
- Classroom and curricular modifications/accommodations
- Teacher training specific to at-risk students
- Online classes/credit recovery
- Title I reading support
- Section 504 Accommodations Plans
- Supplemental curriculum resource materials/ academic support
- Personalized Education Plans
- Health protocols and other individual (504) accommodation plans
- Assistive Technology
- English Language Learning program/support
- Enrichment programs

Behavioral Services:

- Truancy plan
- Positive Behavior Interventions and Support (PBIS)
- School counseling or psychology services
- Anti-bullying initiatives
- Small group and individual support; check-in and check-out

Tier III. Intensive Interventions are research-based interventions used with small groups of students whose deficiencies are so unique they require individualized and intensive instructional approaches. Students qualifying for Tier III will receive Tier I and Tier II services in addition to those listed here. These include:

- Skill specific Intensive/Individualized Interventions
 - Outlined by the Building Consultation Team and developed with input from teaching staff, parents, and student
- Alternate program
 - Personalized Education Plans
 - GEDO #2 program to earn a high school diploma
 - A program in which students take the four GED tests, complete health, civics, and other requirements
 - Students must be 17 years old
 - Students must be in the 4th year of high school
 - Students must be able to demonstrate a 9th grade level of reading
 - Students participate in 15 hours per week of small group instruction

PARENT NOTIFICATION

According to § PI 25.04 (5) the district must notify each pupil and his or her parent/guardian in writing whenever the pupil has been identified as a child at risk of not graduating. The Building Consultation Team will send notification before the school year begins. The notice shall include the following:

- The name and telephone number/email of a person the parent/guardian or pupil can contact regarding the school district's at-risk plan or program
- A description of the at-risk plan
- A statement that the pupil is eligible to be enrolled under the district's plan to serve children at-risk
- A description of the at-risk programs available and how the pupil may participate in a specific program if more than one program is offered
- A statement to inform the parent/guardian that he or she may select one or more programs in which the pupil may participate
- Description of the enrollment process
- Process for the parent/guardian if he or she disagrees with the planned services
- Assurance that the special education and related services needs of a pupil with a disability, as defined in § 115.76 (3)(5) are first addressed in the pupil's individualized education program developed pursuant to §115.787, whenever that pupil is also eligible to be served in an at-risk program

EVALUATION

The Building Consultation Team will evaluate and report to the school board annually, in July, the success of the services provided under the at-risk plan by:

- Increase in graduation rates

- Decrease in dropout rates
- Improved school attendance
- Decrease in legal referrals
- Decrease in disciplinary referrals
- Decrease in course failures

COMMUNICATION

The staff and community partners will be informed about the at-risk plan and available services through:

- District web page - under the Programs and Services tab
- Course of Study catalog (posted on the district website - Jr./Sr. H.S. page)
- Committee reports
- In-service time
- Involvement in the process of student identification
- Curriculum collaboration
- Staff meetings
- School board meetings

REFERRAL PROCESS

Students who meet the criteria for being a student at-risk can be brought to the attention of the school principals by the teaching staff, administration team, parents, or social service personnel. Once the list of students is compiled by the principals, the Building Consultation Team (BCT) reviews it and ensures that the students meet either the state, district, or discretionary criteria. Next, parents of students identified are notified of their eligibility for at-risk programming. A Personalized Education Plan (PEP) meeting is then scheduled. Then the PEP meeting takes place where parents, student, at-risk coordinator, and counselor discuss options for the student. At this point the parent and/or the student can decide to accept or reject the offer of programming by indicating their choice on the placement offer letter (addendum B) If the offer is rejected, the student is then placed in the traditional classroom for educational services. At the meeting, a Personalized Education Plan (addendum A) is developed and a monitoring system is put in place for any educational or behavioral goals laid out in the plan. The at-risk coordinator and the BCT will monitor the goals every four weeks or more often as needed. If sufficient progress is not being made, the parents are notified and modifications are made to the PEP at a meeting attended by the parents, student, at-risk coordinator, and counselor. Once the goals of the PEP are achieved, the student may be released from at-risk programming and will then receive educational services in the traditional classroom.

ADDENDUM A
Personalized Education Plan
Phoenix Program
School District of Manawa

Student Name: _____ Grade: _____ Date of Birth: _____

Parent/Guardian: _____ Phone: _____(h)_____ (w)

School Attendance for Previous School Year (number of days present) _____

Student Retained in Grade(s) (Circle Appropriate): K 1 2 3 4 5 6 7 8

Date PEP Developed _____ Date PEP Completed _____

| Strengths | | Areas Needing Improvement | |
|---|------------------|----------------------------------|-------------------------------|
| Instructional Goal (1st Semester) | Resources | Strategies | Beginning/Ending Dates |
| Behavioral Goal (1st Semester) | Resources | Strategies | Beginning/Ending Dates |

Student Signature/Date

Parent/Guardian Signature/Date

Teacher Signature/Date

Principal Signature/Date

| | | | |
|---|------------------|-------------------|-------------------------------|
| Instructional Goal (2nd Semester) | Resources | Strategies | Beginning/Ending Dates |
| Behavioral Goal (2nd Semester) | Resources | Strategies | Beginning/Ending Dates |

Student Signature/Date

Parent/Guardian Signature/Date

Teacher Signature/Date

Principal Signature/Date

| | | |
|--|--|--|
| Comments (Teacher/Parent) | | |
| Building Consultation Team Review Name: _____ Title: _____ Date: _____ Name: _____ Title: _____ Date: _____ Name: _____ Title: _____ Date: _____ Name: _____ Title: _____ Date: _____ Principal: _____ Date: _____ | | |

ADDENDUM B (Which will be on District Letterhead)

Placement Offer

Date: _____
Student: _____ Grade: _____
Parent/Guardian: _____
Address: _____
Phone: _____ Email: _____

Dear Parent/Guardian,

This is to inform you that the At-Risk Coordinator, acting on behalf of the School District of Manawa, has offered to place your child in the Phoenix Program at Little Wolf High School. Your son/ daughter will be in the GEDO #2 Program /Credit Phoenix Recovery Program as explained in the enclosed brochure.

Your son/daughter has met one of the criteria outlined on the next page: the state, district, or discretionary criteria.

Involvement in this program is voluntary. If you believe that the Phoenix Program will not meet the needs of your son/daughter, you may decline placement in this educational program. Please return this signed form to me at the high school. Please call or email with questions and/or concerns.

Mary Eck
At-Risk Coordinator
Little Wolf High School
(920) 596-5804
meck@manawaschools.org

Parent Consent

I hereby give my consent for the placement of my child in the Phoenix Program.

Parent (or Student) Signature/Date

Parent Rejection

I do not give my consent for the placement of my child in the program offered above.

Parent (or Student)Signature/Date

I am unsure at this time and would like more information.
Please contact me to schedule a meeting to discuss my child's educational options.
The best time/ day to get a hold of me is:

Parent (or Student)Signature/ Date

Student has met the criteria checked:

State Criteria for Credit Recovery

- One or more years behind in high school credits
- Two or more years behind in basic skills
- Habitual Truant
- Parent
- Adjudicated Delinquent
- Student with AODA use/abuse
- Student with documented mental health issues
- Student who failed to be promoted to the ninth grade
- Student who failed the standardized test in eighth grade
- Student whose score in each subject area of the standardized test was below the basic level

District Criteria for Credit Recovery

- Potential Dropout
- Student who failed at least two core classes

Discretionary Criteria for Credit Recovery

As determined by Building Consultation Team.

State Criteria for GEDO #2

- At least 17 years old
- At least one year behind in high school credits
- Able to demonstrate the ability to read at the 9th grade level

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*Little Wolf High School
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Home of the Wolves

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**School
District of
Manawa**

**LWHS
Phoenix
Program**



*Little Wolf High School
515 East 4th Street
Manawa, WI 54949*

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What is the Phoenix Program?

Purpose of the Phoenix Program

The Phoenix Program is designed as an Alternative educational approach to learning that will help those at risk of failing or not graduating.

Entrance Process

Students need to be enrolled in the School District of Manawa teaching staff, administration, parents, and/or social service personnel may refer students.

Students and parents will be interviewed to develop the best course of action for the student.

There are two distinct programs within the Phoenix Program: the Credit Recovery Program and the GEDO #2 Program.

Two Approaches.. One Program

The **Credit Recovery** program is to help students behind in credits so that they may recover credits and graduate on schedule. This may include but is not limited to: modifying assigned work, small group instruction, and software-based instruction.

The **Phoenix GEDO #2** program is for students aged 17 or older who can read at the 9th grade reading level and will prepare to show competency through completion of GED tests. In combination with other requirements the student will earn a high school diploma. This requires at least 15 hours of direct instruction weekly in a small group setting.

Goals of the Phoenix Program

- To increase school success and graduation for students identified as at-risk
- To provide opportunities for all students to feel a sense of belonging to the school community
- To reduce student failure and potential dropouts
- To provide early intervention for students identified as at-risk
- To involve parents and community resources in meeting the needs of students identified as at-risk
- Enhance students' level of achievement and self worth.