

STUDENTS: PROMOTION AND RETENTION

LEAVING SCHOOL PRIOR TO GRADUATION

I. STATEMENT OF INTENT

A. SCHOOLS ARE EXPECTED TO HAVE A DROPOUT RATE OF LESS THAN THREE PERCENT. ELEMENTARY, MIDDLE, AND HIGH SCHOOLS' STAFF SHOULD INITIATE APPROPRIATE INTERVENTIONS FOR STUDENTS WHO ARE AT RISK TO WITHDRAW PRIOR TO GRADUATION AS SOON AS EARLY WARNING SIGNS APPEAR.

1. EARLY WARNING SIGNS INCLUDE BUT ARE NOT LIMITED TO:

- a. POOR GRADES
- b. LOW ATTENDANCE RATES
- c. TRUANCY
- d. RETENTION
- e. DISENGAGEMENT IN THE CLASSROOM
- f. BEHAVIORAL PROBLEMS

2. INTERVENTIONS INCLUDE BUT ARE NOT LIMITED TO:

- a. STUDENT SUPPORT SERVICES TEAMS
- b. IEP TEAMS
- c. COUNSELING
- d. ACCESS TO CAREER/TECHNICAL PROGRAMS
- e. ACCESS TO ALTERNATIVE EDUCATION PROGRAMS
- f. REVISED SCHEDULING
- g. WORK STUDY
- h. EXIT INTERVIEW

B. AN EDUCATIONAL EXIT INTERVIEW MUST BE CONDUCTED WITH ALL STUDENTS WHO LEAVE SCHOOL PRIOR TO GRADUATION OR THEIR PARENTS/GUARDIANS. AT A MINIMUM, THE INTERVIEW SHOULD ENCOURAGE STUDENTS TO REMAIN IN THE THEIR CURRENT SCHOOL PROGRAM OR TO ENROLL IN AN ALTERNATIVE SCHOOL PROGRAM, VERIFY THE REASON OR REASONS FOR

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DROPPING OUT OF SCHOOL, AND ENSURE THAT THE PARENTS OR GUARDIANS ARE INFORMED OF OPTIONS TO BE CONSIDERED.

- C. THE EXIT INTERVIEW, LOCATED IN PUPIL SERVICES PROCEDURE 105, IS AN INTERVENTION TOOL USED TO ENCOURAGE STUDENTS TO COMPLETE THEIR EDUCATION. IT MUST BE CONDUCTED BY THE SCHOOL COUNSELOR, SCHOOL SOCIAL WORKER, SCHOOL ADMINISTRATOR, OR PUPIL PERSONNEL WORKER.
- D. PARENTS/GUARDIANS OF STUDENTS OVER THE AGE OF 18, WHO ARE LIVING INDEPENDENTLY, DO NOT NEED TO PARTICIPATE IN THE EXIT INTERVIEW OR RECEIVE NOTIFICATION OF WITHDRAWAL.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND*, EDUCATION ARTICLE, §7-301, *COMPULSORY ATTENDANCE*
COMAR 13A.08.01.07, *STUDENT WITHDRAWAL STATUS*

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ADOPTED:

SUPERINTENDENT OF SCHOOLS