

**Secondary At Risk Identification and Intervention Timeline  
Grades 6-12  
2017-18 Academic Year**

Action Date	Action Taken	Responsible Party
<b>FIRST SEMESTER</b>		
a. First four (4) weeks of student enrollment	Provide information to parent(s)/guardian(s) about district promotion/retention policy (e.g. Facts for Parents, School Handbook).	Principal
b. No later than the tenth week of enrollment	Formally identify students at risk based on assessment information and teacher generated objective progress monitoring data based on California Education Code 48070.	Principal/ Assigned Teacher(s)
	Notify parents/guardians of student at-risk status.	Principal
	Initiate appropriate interventions based on identified need of the student.	Principal/ Collaboration Team
c. Within four (4) weeks after 9- or 12- week grading period <b>OR</b> within four (4) weeks of identification for newly enrolled students	Complete Intervention Plan. Convene a meeting for parents of at-risk students or send copy of the Intervention Plan to parent(s)/guardian(s) for signature. (Note: All parents/guardians should be offered the opportunity to request a conference.)	Principal
d. On-going	Implement student interventions outlined in the Intervention Plan /Secondary Learning Contract 2017-18.	Principal
	Assess student and maintain progress-monitoring data.	Teacher(s)/ Principal
	Communicate with parents(s)/guardians(s) concerning student progress and document communications.	Teacher(s)/ Principal
e. End of first semester	Notify parent(s)/guardian(s) of student progress through distribution of report cards.	Principal
	Conduct meetings/ conferences with parent(s)/ guardian(s) to discuss student learning as evidenced by progress monitoring data.	Teacher(s)