

## **Student Withdrawal from School/Dropouts**

According to Colorado statute, a “dropout” is a student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long-term illness or death, before completion of a high school diploma or its equivalent, and who does not transfer to another public or private school or enroll in a home study or online education program.

Administrators, counselors and teachers at each school will collectively agree on the warning signs associated with students that are potential dropouts. When a specific student is identified by the staff as a potential or immediate dropout, the following procedure shall be implemented in a timely manner:

### **Step 1. Once the student has been identified as a dropout risk**

(Note that A through C below could be combined into one meeting, if appropriate.)

- a. The student and a school counselor will meet for the purpose of discussing the reason(s) for leaving school and the student's plans for the future.
- b. The school counselor and the student's teachers will meet to discuss the student's present scholastic standing.
- c. The student, parent(s)/guardian or legal custodian, the school counselor and the principal or designee will review all pertinent information and give their recommendations.

### **Step 2. Once the student has decided to drop out**

If, after the above discussions have taken place, the student remains firm on his/her intention to leave school, a final meeting will be scheduled between the student and the counselor to discuss those educational and occupational alternatives available to the student. The discussion will include, but not necessarily be limited to, the following subjects: (1) equivalency diploma; (2) adult education classes; (3) correspondence courses; and (4) available skill training programs. In addition, work-study programs will be explored.

### **Step 3. After the student has dropped out (6 consecutive weeks being absent)**

When the student has been a dropout for 10 school days, an attempt shall be made to meet with the student and the student's parent(s)/legal guardian/custodian for a re-evaluation of the student's decision to leave school, with the option offered to return to school at this time as a student in good standing, depending upon the student's willingness to make up missed scholastic assignments.

When a student has been a dropout for 20 school days, the principal or designee shall send a written notice to the student's parent(s)/legal guardian/custodian. At a minimum, the written notice shall include notification of the student's dropout status and an explanation of the educational alternatives available to assist the student in re-engaging in school. Such written notice shall be sent even if the student is not subject to the compulsory attendance laws, i.e. those students 17 years of age or older. The written notice may also include, but not be limited to, an encouragement that the student return to school; an explanation of the long-term ramifications to the student of dropping out of

school; and the availability of services for at-risk students, such as counseling services, drug or alcohol addiction treatment programs, and family preservation services.

All efforts possible will be extended in an attempt to retain students in school and assist them in earning a high school diploma.

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St. Vrain Valley School District RE-1J, Longmont, Colorado