

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

## 217-AR-1. COUNSELING FOR SENIOR STUDENTS

Each student's academic progress and achievement of state academic and common core standards and graduation requirements will be continually monitored by guidance staff at the high school.

Throughout the entire senior year, the seniors' guidance counselor will meet with students whose graduation status is uncertain. The counselor will maintain contact with the parents/guardians of the student by mail, telephone and email to keep them informed of the student's academic progress and graduations status.

### Timeline

June	Junior students and parents/guardians are notified of possibility student will not graduate at the end of senior year; students who will need to pass all senior courses to graduate are notified.
September	Counselors contact all seniors and parents/guardians who may not be able to graduate.
First Semester	Senior students who may not graduate are continually monitored and counseled throughout the semester.
January	Notice is given to parents/guardians of senior students who are failing courses and may not graduate.
Second Semester	Senior students who may not graduate are continually monitored and counseled throughout the semester.
April	Teachers notify counselors of senior students who are failing courses and may not graduate.
May	Two (2) weeks prior to final exams, teachers of senior students submit to guidance counselor a list of potential failures.
Upon Completion Of Final Exams	Teachers of senior students submit grades of borderline students to the guidance counselor.  Guidance counselor, teachers and principal establish a list of nongraduates; notify students and parents/guardians by letter.