

SECTION 18E

E. PERSISTING IN HIGH SCHOOL/HSE PROGRAM

Once a student is enrolled in a best-fit school or program, the Coach will provide persistence coaching until a high school degree or HSE is obtained.

To determine a young person's Academic goal, refer to [Appendix E_Goals & Steps Guide and Worksheets](#). Use the [High School Roadmap](#) to review the Student Situations and the corresponding goals.

See examples of student situations and goals below:

- ❖ **If the student is enrolled in high school (including a transfer high school or YABC),** the goal will be: [“Complete school year promoted with 10+ credits”](#) if they are in grades 9-11. Once the student is a high school senior or have approximately one year left to graduate, the goal becomes: [“Obtain high school degree”](#)
- ❖ **If the student is in an HSE program,** the goal will be: [“Advance a grade level in a High School Equivalency Program and/or Pass a section of the TASC exam.”](#) Once they are ready to take the full exam or are close to passing most of it, the goal becomes: [“Obtain High School Equivalency”](#)
- ❖ **If the student is enrolled in an alternate assessment (non-degree) high school program,** the goal is: [“Complete school year with 90%+ attendance and mastery of IEP Goals.”](#) Once the student is one year away from graduating, the goal becomes: [“Obtain Skills and Achievement Commencement Credential”](#)

Depending on the **Goal**, there are some **Required Steps**, which are in line with best practice, and necessary to help student achieve their potential.

The Required Steps that apply to students enrolled in high school who have a goal of [“Complete school year promoted with 10+ credits”](#) or [“Obtain high school degree”](#) include:

- Monitor attendance
 - This should happen at whatever frequency attendance data is provided.
 - If a student is in a traditional DOE high school, monthly attendance data is currently provided.
 - If a student is in a transfer high school, some provide biweekly data. The Coach should form a relationship with the student's Counselor (who typically work at much lower ratios than traditional schools) and request a regular update.
- Monitor grades
 - This should happen on whatever frequency data is provided (typically quarterly).
 - Some transfer schools offer grades on a biweekly basis.
- Monitor student's transcript
 - In February and July (for students on a semester schedule), and in December, March, and July (trimester schedule).
 - This ensures that Coaches are monitoring not just a student's grades but their cumulative credits, the Regents exam that they have completed, and which exams are still needed to graduate.
 - For students with a GPA below 75, grades should be monitored ideally biweekly, if possible.
- Speak to/meet with the guidance counselor/staff regarding young person's attendance or performance
 - The Coach should do this at least once per semester (or more if needed) to ensure the student is on-track for graduation and receiving the supports they need. These conversations will also be centered around planning and preparing for a post-secondary setting. (See [Fair Futures Program Manual Section 21](#))
 - The Coach should bring the [Appendix F6_High School Graduation Checklist](#) and ensure the student has the appropriate high school graduation goal (Advanced Regents diploma, Regents diploma, Local Diploma, CDOS, or SACC – see [Appendix F7_High School Graduation Options for Students with Disabilities](#)).

- Provide weekly coaching, support, and encouragement around school persistence: *Text, call, or meet student*
 - Regardless of the academic setting, the Coach should check in each week with the young person. If needed, this can include an in-person visit to discuss any concerns.
 - If they are doing well, it can be a weekly text message to send an encouraging, supportive message (e.g., “Good luck on that quiz today! You have been working so hard – let me know how it goes.”).
 - A weekly contact also helps with continuing to build the relationship, even if the young person does not respond, they will know that their Coach is still there for them. **Consistency and constancy!**

If the student is engaged in school but struggling academically, some common actions include:

(all are **Potential Steps** under the “[Complete school year promoted with 10+ credits](#)” or “[Obtain high school degree](#)” goals)

- Refer the student to a tutor (and follow-up with tutor on performance);
- Help the student enroll in afterschool programming or Regents exam prep;
- Create a study plan;
- Advocate with the school/DOE to help the student obtain a particular service or accommodation;
- Request that the school submit an evaluation for an IEP or 504 Plan (requires parent's consent) (Refer to [Appendix F1_K-12 Educational Advocacy Manual](#))
- Evaluate whether the school is a good fit with Supervisor (See [Fair Futures Program Manual Section 18D](#))

If the student also needs support around engagement in school (not just academic support), effective suggestions/

Potential Steps include:

- Help young person understand why school is important by connecting them to a peer group or credible messenger;
- Help young person understand why a school is important by connecting them to an extracurricular program or experience in line with their interests to build self-esteem & help them envision pathway;
- Help young person have a “breakthrough moment” by taking them on a trip or engaging in a new experience that broadens their horizons.
- Work with young person to improve attendance; coach young person, text/call young person in the mornings.

If the student is experiencing suspensions and disciplinary issues, Coaches should review [Section V of Appendix F1_K-12 Educational Advocacy Manual](#). See also [Fair Futures Program Manual Section 5E](#) for detailed steps to take.

If the student is in an HSE program, the Required Steps to help them persist include:

See “[Advance a grade level in a High School Equivalency Program and/or Pass a section of the TASC exam](#)” goal

- Monitor attendance and performance biweekly (check-in with the young person's Primary Person at the program);
- Provide weekly persistence coaching, support, and encouragement to advance grade level (text, call, or meet).
- If the student is struggling, follow the Potential Steps listed above under the student situation “**If the student is engaged in school but struggling academically**”

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