

**Charter Document for Project Team  
Student Support Services: Procedures for Assuring Graduation**

**Team Name:** The Graduation Intervention Services Team

**Desired Outcomes:**

- 1) To develop an outline of the roles and responsibilities of the Graduation Coach position.
- 2) To develop an outline of the roles and responsibilities of school based staff involved in the Graduation Intervention process.

**Suggested Direction:**

- 1) Gather input from current staff members at each regular high school who impact Graduation Intervention.
- 2) Analyze the information to identify commonalities, challenges and successes.
- 3) Make short-term, immediate recommendations for school based Graduation Intervention for 2008-09.
- 4) Make long term recommendations for a comprehensive approach to assuring that students graduate with their cohort.

**Time Frame:**

The time frame is from April 23, 2008 to June 30, 2008. The first meeting will be held no later than April 23, 2008. The regular meetings will be held April 30, May 7, and May 14, 2008. The project should be fulfilled and a written report should be completed by June 30, 2008. Short term recommendations will be completed by May 14 and submitted to Dr. Morris for review and approval. Once approved they will be shared with high school principals at their monthly meeting.

**Resources:** The primary resource will be the individual project team members. The team will consist one IIO, 2 high school principals, and Drop Out Prevention, 1 high school counselor, a high school social worker, the Director of Social Work and the Coordinator of Graduation Coaches from the Office of Innovative Services. They will bring their varied roles and areas of expertise to bear on the development of expectations for intervention efforts at each high school that will significantly impact the graduation rate. Data regarding current practices and other information directly related to the tasks will be used.

**Tools/Processes:** Team members will develop and refine appropriate Graduation Intervention Services Team procedures through brainstorming, affinity diagramming, analysis, and problem solving.

**Decision Authority:**

Recommendations through Dr. Roper and Dr. Morris, subject to approval by the cabinet.

**Champion:** Dr. Pat Spicer and Richard Tuck