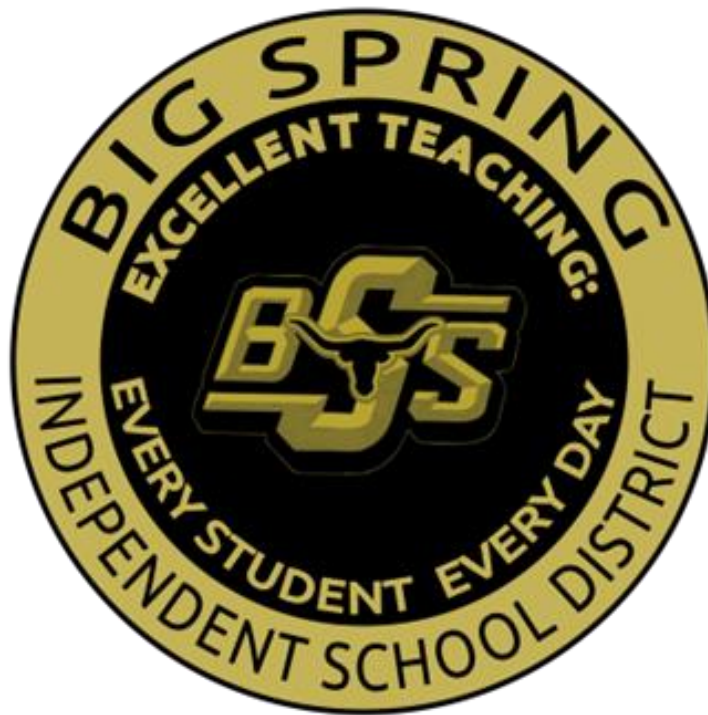


Big Spring ISD
Individual Graduation Committee (IGC)
Manual



**BIG SPRING
STEERS**



BSISD Guidebook for Individual Graduation Committees (IGCs)

Overview

Senate Bill 149, 463 and 213 allow school districts to offer alternatives for students who have not met the standard on the End-of-Course (EOC) exams. The campus administration will select an Individualized Graduation Committee (IGC) to review eligibility and provide a plan for students to meet the graduation requirements. The IGC must meet to review student eligibility, create a plan for interventions, provide oversight for the process, and ensure the student's intervention plan is completed successfully. Strict adherence to these district guidelines will be monitored by the campus and district administration.

Eligible Students

STAAR/EOC eligible students are currently enrolled and classified as 11th or 12th graders. Students must successfully complete the curriculum requirements for high school graduation. Students may only qualify during their 11th and 12th grade year for graduation after the IGC has convened and implemented the student plan or if they had previously completed their high school program. The IGC process may be held for "No more than two EOC exams." Students must have had the opportunity at multiple attempts and not performed satisfactorily on the applicable EOC exams. Students who have a waiver for a course from 2019-2020 will have that waiver count as a passed EOC exam. In addition, students must have been provided remediation for the EOC for which the IGC is creating a plan. Graduation decisions can only be made during the 12th grade year. Students who have petitioned to graduate early must satisfy all graduation requirements and do not qualify to have an IGC.

ELL students who use the English I Provision will have that provision count as one of the two assessments for the IGC. If English I is the only EOC exam an ELL student needs, they do not need to have an IGC review to graduate.

Students receiving special education services will have graduation ARD meetings to determine curriculum and EOC requirements. The ARD committee may recommend that students complete a graduation project or portfolio for an EOC area where passing standard was not met. The ARD committee will consider the needs of each student, current instructional support, and previous testing history to determine if the project/portfolio should be assigned and may accommodate recommended project/portfolios as needed. ARD committees determine graduation requirements; IGCs do not apply for students receiving special education services.

Individual Graduation Committee Members

The **IGC will be comprised** of at minimum:

- the principal or principal's designee;
- the teacher of the course of the (EOC) on which the student failed to perform satisfactorily;

- the department chair or lead teacher supervising the teacher
- the student's school counselor;
- the student's parent or guardian if applicable.

Additional members may serve on the IGC, but the above members must be present. The student may also attend the IGC meeting to develop the intervention plan. If the student is at least 18 years of age or is an emancipated minor, a parent is not required, however, they may be included. The IGC meeting may cover more than one EOC content; however, the appropriate members should be included for each content.

Distinguished Level/ Foundation School Program Plans

The IGC does not make any recommendation nor change the students' graduation plan eligibility. Under the guidelines published by the TEA, these student programs are not affected by the SB 149, 463, and 213, only the assessments (EOC). If a student is currently on a program such as the FSP or DL, they still may graduate under those plans and use the IGC to develop the alternatives for up to two EOC exams. Likewise, students may also achieve performance acknowledgements and use the IGC alternatives to graduate where applicable. Students who graduate under the IGC may also earn an Endorsement under the Foundation School Program (FSP).

Notification of Parents/Guardians

The school district shall provide an appropriate translator, if available, for a guardian who is unable to speak English. The school district shall ensure a good faith effort is made to timely notify the translator of the time and place for convening the individual graduation committee and the purpose of the committee. Documentation must be maintained that parents were notified of the IGC meeting.

IGC Process

The IGC will meet to determine if the student is eligible to graduate with the alternative measures that may be put in place. All students who have not met the standard on all five EOC exams must be reviewed by the IGC, and a determination must be made if they will be assigned additional measures. If a student's scores are not yet available, the IGC committee may still meet to determine if a student already qualifies for IGC alternatives. Once scores are available, the IGC can convene and either continue with the student alternative or close the IGC (if scores demonstrate that the student met the standards). No more than two EOC exams may use the IGC process.

The IGC will create a plan, and the counselor will keep records of the meeting until completion. For the alternative plan, the IGC will meet a minimum of twice for each student, once at the beginning to assign the alternative methods and again upon completion. The IGC may meet more often if deemed necessary by the committee.

Once the student has completed their alternatives for each of their EOC's, the IGC must meet again to make the final graduation determination. The IGC will document the process, place the graduation determination paperwork in the students' permanent record, and document the status in the online system.



Remediation, Project for Student Success

Remediation

The IGC committee requires remediation for courses needing the IGC framework. Remediation opportunities-- which include tutoring, coursework, Intersessions, Saturday campus, Credit Recovery assignments, and zero periods--should be reviewed. Additional remediation is required for each of the EOCs for which a student did not meet the passing standard. The IGC can assess if the remediation a student may have already completed was sufficient to ensure mastery of the content for the EOC. If the IGC feels the student needs more remediation, then the IGC must create a plan for the student. The IGC should document the process in the RTI Module. In addition, students must have either a Project or Portfolio for each EOC that they did not meet the standard.

Project

If the IGC assigns a project for the student to complete, the project must be related to the EOC course exam(s) for which the student did not meet the standard. The Department chair and teacher should review the student's EOC scores and determine the TEKS and the reporting categories where the student did not show mastery and base the project on these. The IGC will then review the project outline, timelines for completion, and final product. If the student successfully completes the project, then the IGC will determine their graduation status. The IGC will prescribe a Project for each EOC for which the student was unsuccessful; students who need two alternative methods, therefore, could complete two projects if they were assigned by the IGC.

Additional Considerations for Grade 12 Students

In addition to the criteria prescribed by law, IGCs will consider the following when determining if a student qualifies for graduation:

- Student is enrolled in EOC course(s) and/or remediation.
- Student is attending and passing the course(s) and/or remediation for the subject(s) of the failed EOC.
- Student is re-taking the EOCs that he/she failed at every opportunity available. Students who failed the course the prior semester and do not have a waiver must test on the appropriate EOC whenever it is offered.
- Student shows improvement in his/her EOC score(s).
- Student is receiving a passing grade in the current course(s) related to the subject(s) for the failed EOC.



Individual Graduation Committee (IGC) Quick Steps

The IGC process will consist of three steps:

1. Students for whom an IGC will be convened are identified.
 - a. Campuses will identify students for whom an IGC will be convened using the criteria in the law (i.e. the student is classified as grade 11/12, has failed up to two EOCs through multiple attempts, and is on track to meet all other district and state graduation requirements).
 - b. Campuses will schedule an IGC for each identified student and notify the parents of the meeting.
 - c. Campuses will gather the data necessary for the committee to make its initial recommendations (see IGC Review and Recommendation Form).

2. The IGC committee meets to determine the student's eligibility and to assign additional requirements.
 - a. The committee uses the data gathered to determine the student's good-faith effort to graduate, and to consider all issues required by law.
 - b. The committee assigns the remediation activities(s) to be completed by the student.
 - c. The committee assigns the project to be turned in by the student.
 - d. The committee will set a deadline (date) for the completion of all additional requirements.
 - e. All committee recommendations will be documented in the intervention portion of the student's permanent record.
 - f. The committee sets a date to review the student's completion of the assigned additional requirements.
 - g. Once the student has completed all required activities the "Status" will be updated in the permanent record.

3. The IGC Committee meets to determine whether the student qualifies for graduation.
 - a. The committee reviews the student's completion of the assigned project(s).
 - b. The committee reviews the student's completion of the assigned remediation activity(s).
 - c. The committee determines whether the student qualifies for graduation. For the student to be eligible to graduate, the committee must unanimously agree that the student has met all requirements (the decision is documented in the IGC Evaluation Meeting Form).



Big Spring Independent School District

Big Spring High School

Date:

To the Parents/Guardians of: _____

The Texas legislature recently passed a law that provides for an Individual Graduation Committee (IGC) to evaluate student performance to determine if that student qualifies to graduate, even if that student needs to pass no more than two (2) end-of-course assessments. Your child falls into this category.

The process will follow these steps:

1. An Individual Graduation Committee will be convened and must consist of the principal or principal designee, a parent or parental relation, a teacher of the course, the department chair for the content requiring an IGC, a counselor, and the student.
2. The committee will determine what requirements the student must meet and the timeline for meeting these requirements. The timeline will be short to enable possible graduation on _____.
3. The student completes the requirements within the timeline prescribed.
4. The committee decides if all requirements are met to the satisfaction of the committee.
 - a. If so, and the committee agrees ***unanimously***, your child may graduate.
 - b. If not, the child will not graduate under SB 149, and the ***decision is final and may not be appealed***. Your child's recourse will be to continue to take the end-of-course assessments not yet passed, until they are successfully completed. Students are eligible to retest even if they are no longer a student at that school.

Please note that your child will still take any end-of-course assessment(s) administered between now and the end of school that he or she has not yet passed.

In order for your child to possibly graduate on _____, time is of the essence and the Individual Graduation Committee meeting must take place quickly. **Choose from the attached dates and times, then return the form** by _____ to my office, the front office or Student Services.

Your participation on this committee is important. If you have any questions or are unable to attend this meeting, please contact _____ at **(432) 264-3641 EXT. _____**.



INDIVIDUAL GRADUATION COMMITTEE (IGC)
 REVIEW AND RECOMMENDATION
 Big Spring High School

Student Name:	IGC Evaluation Date:
Student ID:	

STUDENT ELIGIBILITY REQUIREMENTS (must meet both criteria)

- Is this student at the end of or after the 11th grade or in their 12th grade year? Yes No
- Has the student completed all course requirements? Yes No

MEETING REQUIREMENTS

- Notification Date : _____
- Notification Provided in: _____
- Name of Translator (if required): _____

COMMITTEE MEMBERS:

Principal:		
Counselor:		
Teacher(s):		
Department Chair(s):		
Parent/Parent Relation:		
Student:		
Other:		

EOC Information			
Subject	Date of 1 st Attempt Pass/Fail	Date of 2 nd Attempt Pass/Fail	Eligible
Algebra I			
English I			
English II			
Biology			
US History			

(Place a checkmark in "eligible" next to no more than TWO EOC assessments eligible for consideration by the IGC)

ADDITIONAL GRADUATION QUALIFICATIONS CONSIDERED PER TECβ28.0258(h)

Consideration	EOC Subject 1	EOC Subject 2
Written teacher recommendation from student's subject area teacher of record		
EOC Course Grade associated with unsuccessful performance		
EOC Scale Score and Percent Correct for highest and most recent		
Attendance in College Prep course in subject area		

Attendance/success in a transitional college course in subject area		
Student's Attendance Record		
ADVANCED COURSEWORK <ul style="list-style-type: none"> ○ Dual Credit success in related subject area ○ PRE-AP, AP, IB course success in related subject area 		
Related Assessment Performance <ul style="list-style-type: none"> ○ Texas Success Initiative (TSI) College Ready ○ ACT, SAT, ASVAB 		
TELPAS Composite Rating of Advanced High		
Completion of CTE sequence of courses to obtain industry-recognized credential or certificate		
Any other available academic information in related subject area		
Overall preparedness for post-secondary success		

COMMITTEE RECOMMENDED ADDITIONAL GRADUATION REQUIREMENTS PER TEC§28.0258(f)

EOC SUBJECT 1	EOC SUBJECT 2
<input type="checkbox"/> Additional Remediation	<input type="checkbox"/> Additional Remediation
Hours/ Days per Week	Hours/ Days per Week
Demonstration of Subject Area Proficiency	Demonstration of Subject Area Proficiency
<input type="checkbox"/> Project	<input type="checkbox"/> Project

COMMITTEE ATTESTATION

My signature below indicates that I actively participated in the Individual Graduation Committee review of performance for _____, including the recommendation of additional graduation requirements.

Principal/Designee Signature: _____ Date: _____ agree disagree
 Counselor Signature: _____ Date: _____ agree disagree
 Teacher(s) Signature: _____ Date: _____ agree disagree
 Department Chair(s) Signature: _____ Date: _____ agree disagree
 Parent/Parental Relation Signature: _____ Date: _____ agree disagree
 Other Signature: _____ Date: _____ agree disagree

STUDENT ATTESTATION

I, _____ understand all of the requirements as set forth by the Individual Graduation Committee. All requirements must be complete by _____ at 8:00 AM so that the Individual Graduation Committee can review and make graduation recommendations.

Signature: _____ Date: _____



INDIVIDUAL GRADUATION COMMITTEE (IGC)
EVALUATION MEETING
Big Spring High School

Student Name:	IGC Evaluation Date:
Student ID:	

COMPLETED ADDITIONAL GRADUATION REQUIREMENTS PER TECβ28.058(F)

EOC SUBJECT 1	EOC SUBJECT 2
<input type="checkbox"/> Additional Remediation	<input type="checkbox"/> Additional Remediation
Hours/ Days per Week	Hours/ Days per Week
Comments about Requirements:	Comments about Requirements:
Demonstration of Subject Area Proficiency	Demonstration of Subject Area Proficiency
<input type="checkbox"/> Project	<input type="checkbox"/> Project
Comments about Satisfaction:	Comments about Satisfaction:

STUDENT ATTESTATION

I, _____, have successfully completed all requirements as set forth by the Individual Graduation Committee and submitted necessary documentation to the Individual Graduation Committee. I believe that I have fulfilled the requirement to demonstrate required subject area proficiency.

Signature: _____ Date: _____

COMMITTEE ATTESTATION

My signature below indicates that this student (listed above) has completed the requirements as set forth by the Individual Graduation Committee. It is a *unanimous* recommendation of this committee that he/she HAS or HAS NOT completed the necessary additional graduation requirements and IS or IS NOT eligible to graduate on _____ (date).

Principal/Designee Signature: _____ Date: _____ agree disagree
 Counselor Signature: _____ Date: _____ agree disagree
 Teacher(s) Signature: _____ Date: _____ agree disagree
 Department Chair(s) Signature: _____ Date: _____ agree disagree
 Parent/Parental Relation Signature: _____ Date: _____ agree disagree
 Other Signature: _____ Date: _____ agree disagree