



## **REMEDICATION/RETENTION/PROMOTION POLICY**

Students are required by New Mexico State law to meet minimum academic standards before being promoted to the next grade. Families and staff at Albuquerque School of Excellence will work with the school's **Student Assistance Team (SAT)** and develop an **Academic Improvement Plan (AIP)** for any student who is not academically proficient. Students, who do not show yearly progress with the plan in place, may be recommended for retention.

### **Purpose**

Remediation and Academic Improvement Programs to provide special instructional assistance to students in grades kindergarten through eight who fail to attain adequate yearly progress shall be established in campus building.

These remediation and academic programs shall be incorporated into campus educational plan for student success.

### **Alignment**

The remediation programs, academic improvement contracts and promotion policies of the Albuquerque School of Excellence shall be aligned with the state content standards and based on the following:

- Statewide Assessment results;
- Local Levels/Measured Academic Progress testing results; and
- Student performance in school

### **Definitions for This Policy**

- A. "Academic Improvement Plan" means a written document developed by the student assistance team that describes the specific content standards required for a certain grade level that a student has not achieved and that prescribes specific remediation programs such as summer school, extended school day or school week and tutoring;
- B. "Alternative school-district determined assessment results" means the results obtained from student assessments developed by the local school board and conducted at an elementary grade level or middle school level;
- C. "Statewide assessment results" means the results obtained from the New Mexico Standard Based Assessment that is administered annually to students in grades three through twelve pursuant to New Mexico State Board of Education rules; and
- E. "Student assistance team" means a group consisting of a student's:
1. teacher(s)



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2. school counselor
3. school administrators; and
4. parent(s) or legal guardian (s)

## Procedures

A parent or guardian shall be notified no later than the end of the second grading period that his/her child is failing to make adequate yearly progress.

A conference shall be held with the parent or guardian to discuss and set up a remediation program to assist the student in attaining yearly progress. The written plan shall include:

- A. timelines;
- B. academic expectations; and
- C. measurements to be used to verify that a student has overcome his academic deficiencies.

Remediation programs and academic programs may include but are not limited to tutoring, extended days or week programs, summer programs and other research-based models for student improvement.

## Options

At the end of grades one through seven, three options are available, dependent on a student's yearly progress:

- A. The student has made adequate yearly progress and shall enter the next higher grade;
- B. The student has not made adequate yearly progress and shall participate in the required level of remediation. Upon certification by the teacher and/or building principal that student has subsequently, made adequate yearly progress, he shall enter the next higher grade; or
- C. The student has not made adequate yearly progress upon the recommendation of the certified teacher and school principal shall either be:
  1. retained in the same grade for no more than one school year with an Academic Improvement Plan;
  2. promoted to the next grade if the parent or guardian refuses to allow his child to be retained. In this case,
    - a) the parent shall sign a waiver indicating his/her desire to have the child promoted to the next grade with an Academic Improvement Plan.
    - b) students failing to make adequate yearly progress at the end of that next year shall be retained in the same grade for no more than one year.



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c) Academic Improvement Plans shall be developed by a Student Assistance Team consisting of a student's: teacher (team of teachers); school counselor; school administrator; and parent or legal guardian

At the end of the eighth grade, a student who fails to have made adequate yearly progress shall be retained in the eighth grade for no more than one year in order to attain proficiency.

## Grade Eight Retention

A student in the eighth grade not demonstrating adequate yearly progress may not be waived for promotion by his parent or guardian.

## Special Education

Promotion and retention discussions affecting a student enrolled in special education shall be made in accordance with the provisions of the individual educational plan established for that student.

## Summer School

Albuquerque School of excellence may offer summer school courses for remediation, reinforcement or advancement. Students may take courses from other public or charter schools during summer to cover their credits.

### A. Remediation/Reinforcement Classes

Summer school courses may be offered for remediation and reinforcement for those students in grades 7 through 12. These courses will be paid for by the student, with the exception of those students who qualify for tuition waivers.

### B. Non-Remediation Classes

Non-remediation courses may be offered for high school students who wish to accelerate or supplement their education. The cost of these courses will be completely funded by student enrollment fees.

This Policy is adopted by the Governing Council of Albuquerque School of Excellence, effective as of 5/17/2014.

Albuquerque School of Excellence

Dr. Anderoglu, President of Governing Council

Attest:

Mr. Cetin, Secretary of Governing Council