



ADMINISTRATIVE PROCEDURE

MONITORING AND EXIT PROCEDURES FOR THE SCIENCE AND TECHNOLOGY CENTER PROGRAMS

6142.3

Procedure No.

July 1, 1996

Date

- I. **PURPOSE:** The purpose of these procedures is to identify the steps to be taken when students who are enrolled in Science and Technology Center (STC) programs are experiencing difficulty with the instructional program in these schools.
- II. **INFORMATION:** Continuation of a student in the STC will depend upon the successful demonstration of minimal proficiencies in required STC courses.

Because of the highly structured nature of the STC program, it is essential for students to attain at least minimal levels of proficiency in required courses. This level of achievement is necessary to ensure academic success in subsequent required courses.

Beginning with students who enter Grade 9 during the 1996-97 school year, failure to achieve at least a "C" average in required mathematics, science and technology courses during two consecutive school years will necessitate the return of the student to his/her regular attendance high school at the conclusion of the second academic year.

- III. **PROCEDURES:** Students who fail to attain the necessary levels of proficiency in one or more of the required STC courses will be given academic assistance. *(Students who fail to Attain at least a "C" average in required mathematics, science, and technology courses during two consecutive school years will be exited from the program and returned to their attendance area high school.)* The following procedures apply.
 - A. Academic assistance, initiated at the end of any marking period in which students experience academic difficulty, will include communication with the home and remedial assistance provided by teachers, counselors, and the STC Coordinator. For Grade 9 students, "communication with the home" must include a parent conference.
 - B. At any time, parents/guardians or staff members may request a review of a student's grades.
 - C. Whenever it is determined that a student is in need of academic assistance, the Center's Coordinator will provide written notification of that action to parents/guardians.
 - D. Students who have received academic assistance and *fail to earn a "C" average or better in required mathematics, science, and technology courses during two consecutive school years* will be notified in writing of the



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decision to return them to their regular attendance area high school at the end of the school year.

- IV. **RELATED PROCEDURES:** Monitoring and Exit Procedures for High School Magnet Programs (Procedure 6143).
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Instruction and the Division of Pupil Services who are responsible for their updating.
- VI. **CANCELLATIONS AND SUPERSEDURES:** Administrative Procedure 6142.3 dated June 15, 1981.
- VII. **EFFECTIVE DATE:** July 1, 1996.

Approved by:
Jerome Clark
Superintendent of Schools

Distribution: All Administrative Handbook Holders