



## ADMINISTRATIVE PROCEDURE

### MONITORING AND EXIT PROCEDURES FOR HIGH SCHOOL MAGNET PROGRAMS

6143

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 high school magnet and continuity programs are experiencing difficulty with the instructional program in these schools.
- II. **INFORMATION:** High school magnet programs offer challenging and innovative instructional programs for students who are interested in a uniquely focused or specialized curriculum. Magnet programs are designed so that students participate in a prescribed sequence of courses each year for four years and complete a specialized program leading to a Maryland high school diploma.

The highly structured nature of these magnet programs and the academic and/or artistically challenging course requirements make it essential for students to maintain successful levels of achievement and proficiency in required courses. This level of achievement is necessary to ensure student access in subsequent required courses.

Beginning with students who enter grade nine during the 1996-97 school year, failure to achieve at least a "C" average in required magnet courses during two consecutive school years will cause his/her regular attendance high school at the beginning of the next school year.

- III. **PROCEDURES:** Remedial assistance will be provided for those students experiencing academic difficulties or who fail to attain the necessary levels of proficiency in one or more of the required magnet program courses. The following procedures apply:
- A. Academic assistance, initiated at the end of any marking period in which students experience academic difficulty, will include communications with the home and remedial assistance provided by teachers, counselors, and the Magnet Program Coordinator. For grade nine 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 Magnet Program Coordinator will provide written notification of that action to parents/guardians. Written notification must be followed by further dialogue with parents/guardians through conferences, telephone calls, etc.
  - D. Students who have received academic assistance and fail to earn at least a "C" average or better in required magnet courses during two consecutive



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school years will be notified in writing prior to the end of the second academic year of the decision to return them to their regular attendance area high school. Withdrawal from the program during the regular school year will be made only after a conference with parents/guardians.

- IV. **RELATED PROCEDURES:** Monitoring and Exit Procedures for the Science and Technology Center Programs (Procedure 6142.2).
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Instruction. Regular updating of these procedures will be accomplished by that Division.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This is an updated Administrative Procedure which cancels any memoranda or other writing on this subject of a prior date.
- VII. **EFFECTIVE DATE:** July 1, 1996.

Approved by:  
Jerome Clark  
Superintendent of Schools