



ADMINISTRATIVE PROCEDURE

MONITORING AND EXITING PROCEDURES FOR THE FOCUS (CLE) PROGRAMS

6144

Procedure No.

October 1, 2004

Date

- I. **PURPOSE:** To identify the steps to be taken when students who are enrolled in the FOCUS: Contextual Learning Environments (CLE) programs are experiencing difficulty in school.
- II. **INFORMATION:** Continuation of a student in the FOCUS (CLE) program will depend upon the successful demonstration of minimal proficiencies in required courses.
 - A. FOCUS (CLE) programs offer challenging and innovative instructional content for students who are interested in a uniquely focused or specialized curriculum. 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.
 - B. Beginning School Year 2005-2006, failure to achieve a grade of “C” average in required courses by the end of the school year will necessitate the return of the student to the regular area attendance school. In addition, the student must maintain at least satisfactory attendance as defined by the State.
- III. **PROCEDURES:** Students who fail to attain necessary levels of proficiency in one or more of the required courses will be given academic assistance. (Students who fail to attain at least a “C” average in required courses by the end of the school year will be removed from the program and returned to their attendance area school.) The following procedures apply:
 - A. The student and the parent must sign an agreement to uphold the standards of the FOCUS (CLE) Program.
 - B. Academic assistance, initiated at the end of any marking period in which the student experiences academic difficulty, will include a parent conference and strategic intervention provided by the Supplemental Services Team (SST).
 - C. At any time, parents/guardians, teachers, counselors, administrators/coordinators may request a review of the student’s grades.
 - D. Whenever it is determined that a student is in need of academic assistance, the Coordinator will provide written notification of that action to the parents/guardians.



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- E. Students who have received academic assistance and fail to earn a “C” average or better in required courses will be referred to the Regional Assistant Superintendent. Documentation must accompany the written request for removal from the program.
1. Once the Regional Assistant Superintendent’s Office has approved the removal, the principal will notify the parent in writing of the decision to return the student to their regular attendance area school at the end of the school year. The student’s withdrawal papers are sent to the student’s zoned school.
 2. The principal will send a copy of the withdrawal letter to the FOCUS (CLE) Office. The student will be removed from the FOCUS file.
- IV. **RELATED PROCEDURE:** Administrative Procedure 6143, Monitoring and Exit Procedures for High School Magnet Programs.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Instruction, the FOCUS (CLE) Office, and will be updated as needed.
- VI. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- VII. **EFFECTIVE DATE:** October 1, 2004.

Approved by:
André J. Hornsby
Chief Executive Officer

Attachment: FOCUS (CLE) Agreement Form

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11