

Remedial Program Plan

Division Name: \_\_\_\_\_  
Division Number: \_\_\_\_\_

Attachment B to Administrative Memo No. 14

**DIVISION REMEDIATION PLAN**  
**Required by 8 VAC 20-630**

**Program Offering**

Complete this section indicating by check, kinds of program(s) that will be offered for students at the grade levels indicated which will be paid for with state funding for remedial summer school or SOL remediation.

Type of Program Offered in Summer 2003 or 2003-2004 School Year	K-8 remediation programs	Secondary remediation programs
Remedial summer school		
Intersession program for year-round school		
After- or before-school programs		
Saturday programs		
Non-credit elective, remediation course, or bridge program such as an additional mathematics course between fifth and sixth grade		
Extended time outside of the SOQ day spent in remediation, for example, an extra 15 minutes added to the daily schedule to allow for in-class remediation		
Small group or individual tutoring during the school day using a "specifically for" remediation full-time instructional aide		
Small group or individual tutoring during the school day using a "specifically for" remediation full-time licensed teacher		
Regular classroom with class size of 10 or less students per teacher		
Small group or individual tutoring during the school day using a part-time licensed teacher		
Small group or individual tutoring during the school day using a part-time instructional aide		
Computer lab with dedicated instructor (support personnel or licensed instructor)		
Other (please specify):		

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**Quality Indicators**

Please check “Yes” or “No” to the quality indicator question and then answer any corresponding questions in the last column.

Yes	No	Quality Indicator	
		1. Will the division provide inservice and training for staff not trained in remediation techniques that will be assigned to the remedial program?	If yes, please answer the following questions:  How many hours of training will be provided each staff member? ___ a. 1-4 hours ___ b. 5-9 hours ___ c. 10+ hours  To what staff will this training be provided? ___ a. all staff ___ b. instructional aides ___ c. licensed teachers
		2 Are data regarding student weaknesses used to design the remediation program (e. g., SOL assessments, diagnostic tests, classroom assessments)?	If yes, please check the descriptor that characterizes how data are used to design the remediation program. Check all that apply.  ___ a. Instructional staff disaggregate classroom data, SOL data, diagnostic test data, and then develop content and curriculum for a program that will meet the needs of the greatest number of students who require remediation.  ___ b. Instructional staff determine needs of individual students using data, and then develop an individual program that meets the needs of each individual student.

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Yes	No	Quality Indicator	
		3. Have provisions been made for the students' regular classroom teachers to communicate with the remediation teachers regarding the students' needs as well as progress made in meeting remediation goals?	If yes, please check the descriptor below that characterizes this communication process. Check all that apply.  <input type="checkbox"/> a. Regular classroom teachers meet with teachers to discuss individual student's needs.  <input type="checkbox"/> b. A written record is completed by the regular classroom teacher regarding each student and is reviewed by the remediation teacher prior to the beginning of the remediation program.  <input type="checkbox"/> c. The regular classroom teacher determines the expected remediation goal(s) for students.  <input type="checkbox"/> d. The remediation teacher determines the expected remediation goal(s) for students.  <input type="checkbox"/> e. The remediation teacher and regular classroom teacher collaboratively determine the expected remediation goal(s) for students.  <input type="checkbox"/> f. Regular classroom teachers meet with teachers to discuss the individual student's progress in meeting expected remediation goals.  <input type="checkbox"/> g. A written record regarding the individual student's progress in meeting remediation goals is completed by the remediation teacher and is reviewed by the regular classroom teacher.

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Yes	No	Quality Indicator	
		<p>4. If the students have exceptionally low performance, have they been screened for reading deficits before being remediated in a content area?</p>	<p>If yes, please check the descriptor below that characterizes remediation for students found with significant reading deficits. Check all that apply.</p> <p>___ a. Remediation continues in the content area(s) with adjustments made by the remediation teacher for the reading level.</p> <p>___ b. Remediation continues in the content area(s) with adjustments made by the remediation teacher for the reading level. The student is given additional specific support for reading instruction.</p> <p>___ c. Remediation does not continue in the content area(s). As an alternative, the student is given specific intensive support for reading instruction.</p>
		<p>5. Remedial summer school programs shall provide a minimum of 20 hours per subject, exclusive of field trips, assemblies, recreational activities, lunch or time needed for post-program assessment. For summer school programs in K-5 that offer an integrated curriculum, a minimum of 40 hours of instruction shall be provided.</p> <p>Will more than the required minimum hours of instruction be provided in remedial summer school, or intersession programs in the case of year-round schools?</p>	<p>If yes, please answer the following questions.</p> <p>For K-5, integrated programs (two or more core content subjects), how many instructional hours will be provided?</p> <p>___ a. 40-59                  ___ b. 60-79                  ___ c. 80-99                  ___ d. 100+</p> <p>For all other programs (one core subject), K-8 and secondary, how many instructional hours will be provided in each subject?</p> <p>___ a. 20-39                  ___ b. 40-59                  ___ c. 60-79                  ___ d. 80-99                  ___ e. 100+</p>

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Yes	No	Quality Indicator	
		6. The required pupil-to-teacher ratio in remedial summer school is 18:1. Will the pupil-to-teacher ratio be less than 18:1 in core offerings in remedial summer school, or intersession programs in the case of year-round schools?	If yes, please answer the following questions.  For K-5 programs, what pupil teacher ratio will be provided in core offerings? ___a. 1 teacher to no more than 5 students ___b. 1 teacher to no more than 10 students ___c. 1 teacher to no more than 12 students ___d. 1 teacher to no more than 17 students  For 6-12 programs, what pupil teacher ratio will be provided in core offerings. ___a. 1 teacher to no more than 5 students ___b. 1 teacher to no more than 10 students ___c. 1 teacher to no more than 14 students ___d. 1 teacher to no more than 17 students

**Assessment**

The regulation requires the expected remediation goal for the student to include an expected target score on a locally-designed or selected test that measures the SOL content being remediated. Please check the type of assessment used as a post-test to determine if the expected goal of the remediation program has been met.

Indicate, by check, what type of assessment will be used by the end of the 2003-2004 school year to determine if the “expected remediation goal” has been met.

- S** = SOL test, including retake of the SOL in 2003-2004
- LS** = Locally selected (i.e., Algebra Readiness Diagnostic Test, PALS, commercial test)
- LD** = Locally-developed test (e.g., common tests developed by division staff) to measure student performance on SOL
- A** = Alternate assessment as indicated on the IEP

	English/Writing				Mathematics				Social Studies				Science			
	S	LS	LD	A	S	LS	LD	A	S	LS	LD	A	S	LS	LD	A
<b>K-8</b>																
<b>Secondary</b>																

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**Eligibility**

Please check the criteria used to determine eligibility for the remedial summer program. Check all that apply.

✓	<b>Eligibility Indicator</b>
	Failed all SOL tests in grades 3, 5, or 8
	Scored below the 25 <sup>th</sup> percentile on the state assessment program (Stanford 9)
	Failed the Literacy Passport Test
	Local criteria: Other, please specify.

**Parental Involvement**

Please check the types of parental contact the division plans for the remediation program:

✓	<b>Parent Involvement Indicator</b>
	Parents will be provided with information regarding the criteria used to determine the student's eligibility for the program. This information will reinforce the importance of the student's attendance in the remediation program.
	Parents will be provided with information regarding the content of the remediation program prior to the beginning of the program.
	Parents will be provided with a copy of the individual student record, or information contained in the student record, such as the established measurable goal(s) for the student in terms of an expected score on a locally-developed or selected test prior to the beginning of the remediation program.
	Parents will be notified of progress made in the remediation program at specific intervals throughout the school year.

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**Budget**

**A. Remedial summer school**

Please indicate the **projected** amount of expenditures and revenue for the 2003 summer remedial program, or intersession programs in the case of year-round schools.

Budget Category	Projected Expenditures		Projected Revenue
Employee Salaries/Wages Benefits			
Transportation			
Instructional Materials & Supplies		From Non-State Revenue (including local revenue)	
All Other Categories		From State Revenue	
<b>Total Expenditures = Total Revenue</b>			

**B. Programs offered during the 2003-2004 school year**

Please indicate the **projected** amount of expenditures and revenue for the 2003-2004 school year.

Budget Category	Projected Expenditures		Projected Revenue
Employee Salaries/Wages Benefits			
Transportation			
Instructional Materials & Supplies		From Non-State Revenue (including local revenue)	
All Other Categories		From State Revenue	
<b>Total Expenditures = Total Revenue</b>			