

## **Administrative Regulation**

### **INSTRUCTION**

#### **Minimum Proficiency Standards**

##### **Assessment Procedures**

Pupil progress toward proficiency in basic skills in reading comprehension, computational skills, and writing shall be assessed in English at least once during grade six. Standardized tests will be used to measure proficiency in reading comprehension and computational skills. Writing proficiency will be demonstrated through the pupil's classroom performance.

##### **Remedial Instruction**

Remedial instruction shall be provided for any pupil who does not show adequate progress toward mastery of these basic skills. This instruction will be provided in summer school and shall continue until the pupil has had numerous chances to achieve mastery.

##### **Parent Notification**

When a pupil does not meet the prescribed standards of proficiency in basic skills, the principal or designee shall arrange a conference in which the pupil, parent/guardian, and a certificated employee familiar with the pupil's progress shall discuss the assessment results and steps to be taken to assist him/her toward the mastery of these basic skills.

The principal or designee shall send a written notice requesting that the pupil and parent/guardian attend a conference. The notice shall be written in the primary language of the parent/guardian, when practicable, and shall request a response from the parent/guardian.

If a response to the notice is not received by ten days before the conference, the principal or designee shall make reasonable efforts to contact the parent/guardian and to provide information contained in the notice.

If the conference is to be held through a group meeting, the notice shall specify the parent/guardian's right to an individual conference without having to attend the group conference.

The pupil shall attend the conference unless the principal or designee and pupil's parent/guardian agree that such attendance would not be in the best interest of the pupil. If the parent/guardian does not attend the conference, the principal or designee shall inform him/her about the pupil's remedial program within ten days after the scheduled conference.

Approved: May 14, 1991