

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

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

**REMEDIAL PROGRAM PLAN**  
**8 VAC 20-630-20**

**PART I: PLAN FOR STATE-FUNDED 2002 REMEDIAL SUMMER SCHOOL**

**Program Offering**

Complete Part I only if state funds other than SOQ Remediation or SOL Remediation will (or may) be used as sources of revenue for the expenditures of the planned 2002 remedial summer program or for remedial programs offered during the intersession periods of year-round schools. You do not have to complete this plan if only non-state funds are used as sources of revenue for the expenditures of the planned remedial summer program or during the intersession periods of year-round schools.

**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 summer 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 summer 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.

Remedial Program Plan

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

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

Yes	No	Quality Indicator	
		<p>3. Have provisions been made for the students' regular classroom teachers to communicate with the remedial summer school teachers regarding the students' needs as well as progress made in meeting remediation goals?</p>	<p>If yes, please check the descriptor below that characterizes this communication process. Check all that apply.</p> <p>____ a. Regular classroom teachers meet with summer remedial teachers to discuss individual student's needs.</p> <p>____ 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.</p> <p>____ c. The regular classroom teacher determines the expected remediation goal(s) for students.</p> <p>____ d. The remediation teacher determines the expected remediation goal(s) for students.</p> <p>____ e. The remediation teacher and regular classroom teacher collaboratively determine the expected remediation goal(s) for students.</p> <p>____ f. Regular classroom teachers meet with summer remedial teachers to discuss the individual student's progress in meeting expected remediation goals.</p> <p>____ 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.</p>

Remedial Program Plan

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

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

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. Will more than the required minimum hours of instruction be provided?</p> <p>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>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>

Remedial Program Plan

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

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

Yes	No	Quality Indicator	
		6. The required pupil-to-teacher ratio is 18:1. Will the pupil-to-teacher ratio be less than 18:1 in core offerings?	<p>If yes, please answer the following questions.</p> <p>For K-5 programs, what pupil teacher ratio will be provided in core offerings?</p> <p>___ a. 1 teacher to no more than 5 students</p> <p>___ b. 1 teacher to no more than 10 students</p> <p>___ c. 1 teacher to no more than 12 students</p> <p>___ d. 1 teacher to no more than 17 students</p> <p>For 6-12 programs, what pupil teacher ratio will be provided in core offerings.</p> <p>___ a. 1 teacher to no more than 5 students</p> <p>___ b. 1 teacher to no more than 10 students</p> <p>___ c. 1 teacher to no more than 14 students</p> <p>___ d. 1 teacher to no more than 17 students</p>

**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 2002-2003 school year to determine if the “expected remediation goal” has been met.

**S** = SOL test, including retake of the SOL in 2002-2003

**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>																

Remedial Program Plan

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

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

**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 summer remedial 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 remedial summer school.
	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 summer.

Remedial Program Plan

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

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

**Budget**

Please indicate the projected amount of expenditures and revenue for the 2002 summer remedial program.

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

**Please mail the Division Certification as well as Part I and/or Part II, if required, of this Remedial Plan in duplicate by June 28, 2002 to:  
Virginia Department of Education  
Attention: Kathleen M. Smith  
Office of Elementary Instructional Services  
P. O. Box 2120  
Richmond, VA 23218-2120**

**Two technical assistance meetings will be provided by the Virginia Department of Education by the offices of Finance and Instruction on May 30, 2002 at the Southwest Virginia Higher Education Center (Abingdon), from 1 – 4 p.m. ; and June 19, 2002 at the Airport Hilton (Richmond), from 1 – 4 pm.**

Remedial Program Plan

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

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

**PART II: PLAN FOR REMEDIAL PROGRAMS DURING THE 2002-2003 REGULAR SCHOOL YEAR (NOT REMEDIAL SUMMER SCHOOL)**

**Program Offering**

Complete Part II only if state funds other than SOQ or SOL Remediation will (or may) be used as sources of revenue for the expenditures of the planned remedial program(s). You do not have to complete this report if state funds are not used as sources of revenue for the expenditures of the locally planned remedial programs. Indicate, by check, the type of program(s) that will be offered for students at the grade levels indicated.

<b>Type of Program Offered</b>	<b>K-8 remediation programs funded with state funds other than SOQ Remediation or SOL Remediation</b>	<b>Secondary remediation programs funded with state funds other than SOQ Remediation or SOL Remediation</b>
After or before school programs		
Saturday programs		
Noncredit 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):		

Remedial Program Plan

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

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

**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 in that content. ____ b. Instructional staff determine needs of individual students using data, and then develop a program that meets the individual needs of each student who requires remediation. ____ d. Instructional staff determine which students need remediation and in what areas remediation is needed on-going throughout the year. Remediation is usually provided in flexible small groups or individually.



Remedial Program Plan

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

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

Yes	No	Quality Indicator	
		<p>3. Have provisions been made for the students' regular classroom teachers to communicate with the remedial teachers regarding the students' needs as well as progress made in meeting remediation goals?</p>	<p>If yes, please check the descriptor below that characterizes this communication process. Check all that apply.</p> <p>____ a. Regular classroom teachers meet with remedial teachers to discuss individual student's needs.</p> <p>____ 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.</p> <p>____ c. The regular classroom teacher determines the expected remediation goal(s) for students.</p> <p>____ d. The remediation teacher determines the expected remediation goal(s) for students.</p> <p>____ e. The remediation teacher and regular classroom teacher collaboratively determine the expected remediation goal(s) for students.</p> <p>____ f. Regular classroom teachers meet with summer remedial teachers to discuss the individual student's progress in meeting expected remediation goals.</p> <p>____ 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.</p>

Remedial Program Plan

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

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

Yes	No	Quality Indicator	
		4. If the students have exceptionally low performance, have they been screened for reading deficits before being remediated in a content area?	<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. As an alternative, the student is given additional specific support for reading instruction.</p> <p>_____ c. Remediation does not continue in the content area(s). The student is given specific intensive support for reading instruction.</p>

**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 2002-2003 school year to determine if the “expected remediation goal” has been met.

**S** = SOL test, including retake of the SOL in 2002-2003

**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>																

Remedial Program Plan

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

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

**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 remediation programs held during the school year:

✓	<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 remediation programs.
	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.

Remedial Program Plan

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

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

**Budget**

Please indicate the projected amount of expenditures and revenue for the remediation program.

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

**Please mail the Division Certification as well as Part I and/or Part II, if required, of this Remedial Plan in duplicate by June 28, 2002 to:  
Virginia Department of Education  
Attention: Kathleen M. Smith  
Office of Elementary Instructional Services  
P. O. Box 2120  
Richmond, VA. 23218-2120**

**Two technical assistance meetings will be provided by the Virginia Department of Education by the office of Finance and Instruction on May 30 , 2002 at the Southwest Virginia Higher Education Center (Abingdon), from 1 – 4 p.m. ; and , June 19, 2002 at the Hilton Airport (Richmond), from 1 – 4 pm.**