

# Academic Intervention Program 2011-2012



Ceres Unified School District  
Educational Options Department

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## Designation Process Due Dates pgs. 3

**Designation Process**

Complete Designation Form by **Thursday, August 19th.**

Email completed Designation Form to Marilyn Lozano by **August 20th.**

Send paperwork to parents by **Monday, August 23th.**

Collect signed Superintendent letter from parents by **Friday, August 28th.**


File paperwork by **Friday, August 28th.**

Update throughout the year.

**Need More Details?**


Read each step in detail in this handbook on pages 4-7

See each step visually in the Power Point "A Closer Look" on the CUSD website.



## Identify Instructions pgs. 4-5

**Identify/Designate Instructions  
3rd-6th Grade**



**IDENTIFY**

**BS1.1** Mark only those last year's assessments (if applicable):

- CE = CELEST (below 2)
- LE = Language Arts CST (below 325)
- MS = Math CST (below 325)
- SS = District Assessments (any one)
  - OASD Competency (Last unit - below 85% primary, 70% intermediate)
  - OASD Writing (Below 2.5 average)
  - Spring Math Development assessment (below 65%)
- SD = Below grade level (teacher judgment)

**BS1.2** Mark only one of previous boxes not applicable:

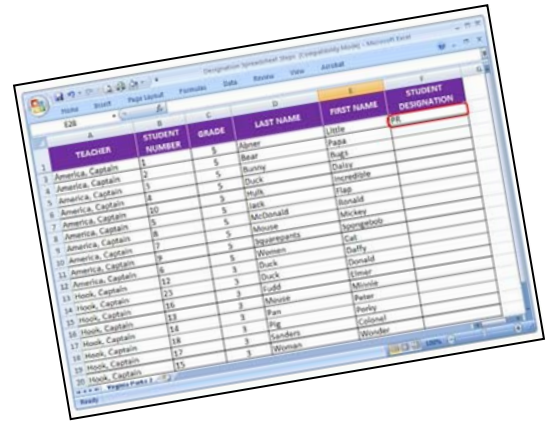
- PS = Proficient in even single criteria above
- SD = Moved out of your class

**DESIGNATE**

**BS1.3** Mark only one box:

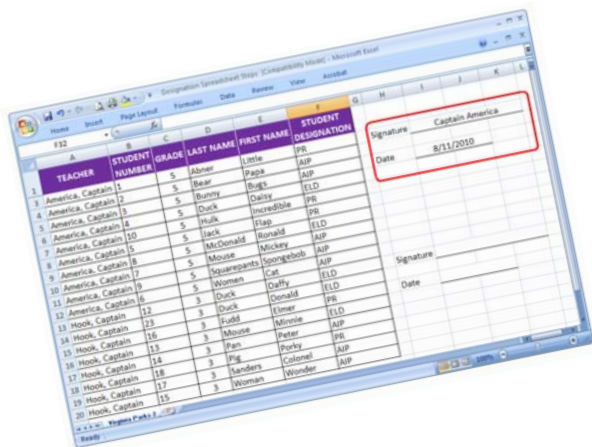
- SD if any red box is checked from the IDENTIFY section
- ELD if the yellow box is checked from the IDENTIFY section
- ZSD if the green box is checked in the IDENTIFY section
- SD if the white box is checked from the IDENTIFY section.

## Designation Process pgs. 6-7



TEACHER	STUDENT NUMBER	GRADE	LAST NAME	FIRST NAME	STUDENT DESIGNATION
America, Captain 1	1	3	Almer	Yvete	
America, Captain 1	2	5	Bear	Papa	
America, Captain 2	3	5	Bunny	Bugs	
America, Captain 3	4	5	Duck	Charlie	
America, Captain 4	5	5	Incredible	Itap	
America, Captain 10	10	5	Jack	Bernard	
America, Captain 5	5	5	McDonald	Mickey	
America, Captain 8	8	5	Moose	Spongibob	
America, Captain 9	9	5	Superpants	Cal	
America, Captain 11	11	5	Women	Duffy	
America, Captain 12	12	3	Duck	Donald	
America, Captain 13	13	3	Elmer	Elmer	
America, Captain 14	14	3	Minnie	Minnie	
Hook, Captain 15	15	3	Pan	Porly	
Hook, Captain 16	16	3	Pig	Colonel	
Hook, Captain 17	17	3	Sanders	Wonder	
Hook, Captain 18	18	3	Woman		
Hook, Captain 19	19	3			
Hook, Captain 20	20	3			

## Signature Instructions pgs. 8



TEACHER	STUDENT NUMBER	GRADE	LAST NAME	FIRST NAME	STUDENT DESIGNATION
America, Captain 1	1	3	Almer	Yvete	PR
America, Captain 2	2	5	Bear	Papa	AIP
America, Captain 3	3	5	Bunny	Bugs	ELD
America, Captain 4	4	5	Duck	Incredible	PR
America, Captain 10	10	5	Jack	Ronald	ELD
America, Captain 5	5	5	McDonald	Mickey	AIP
America, Captain 8	8	5	Moose	Spongibob	AIP
America, Captain 9	9	5	Superpants	Cal	ELD
America, Captain 11	11	5	Women	Duffy	ELD
America, Captain 12	12	3	Duck	Donald	PR
America, Captain 13	13	3	Elmer	Elmer	ELD
Hook, Captain 14	14	3	Minnie	Minnie	AIP
Hook, Captain 15	15	3	Pan	Porly	PR
Hook, Captain 16	16	3	Pig	Colonel	AIP
Hook, Captain 17	17	3	Sanders	Wonder	AIP
Hook, Captain 18	18	3	Woman		
Hook, Captain 19	19	3			
Hook, Captain 20	20	3			

Signature: Captain America  
Date: 8/11/2010

## Letters and Forms pgs. 9-14

**Your child has been recommended to attend the Academic Intervention Program**

**The Letter**

You have received a letter notifying you that your child is recommended to attend AIP. Please read, sign, and return:

- YES Answer:** You are requesting After-School AIP and Summer School services.
- NO Answer:** You are declining After-School AIP and Summer School services. But, if your child is in After School Program ASES during academic hours, your child will be sent to an AIP class.


**Classes**

First Day: Starts Tuesday, September 2nd.  
Daily Schedule: Every Tues, Wed, and Thurs.  
Focus: Language Arts and Math Instruction (ELD instruction if needed)  
Benefit: Your child earns promotion points!

**Rules**

**Designation Rule:** Parents are allowed 1 early check-out annually during academic class time. Your child will be disenrolled from the program on the 7th check-out.  
**Absence Rule:** Attending AIP does not count towards enrollment. Absences do not count towards disenrollment from the program.

Questions? Call your school principal or Geneva Unified School District Educational Options Department (209) 956-1500



# Designation Process

**Complete** Designation Form by [Thursday, August 25th.](#)

**Email** completed Designation Form to Marilyn Lozano by [Friday, August 26th.](#)

**Send** paperwork to parents by [Monday, August 29nd.](#)

**Collect** signed Superintendent letter from parents by [Thursday, Sept.1st .](#)

**File** paperwork by [Friday, Sept. 2nd](#)

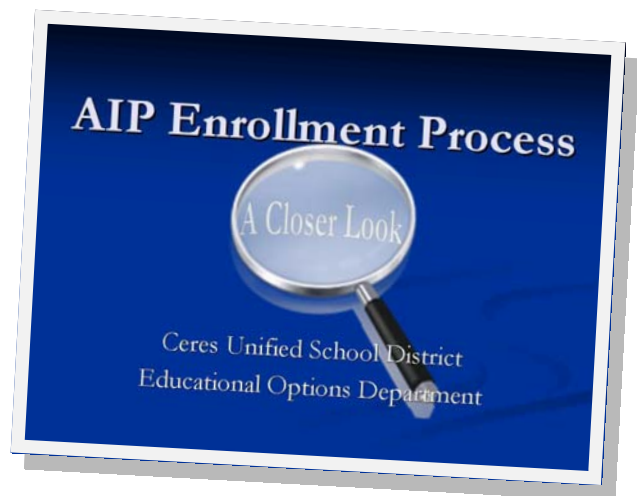
**Update** throughout the year.

## *Need More Details?*

***Read each step in detail  
in this handbook on  
pages 4-7***

***See each step visually in the  
Power Point "A Closer Look" on  
the CUSD website.***

TEACHER	STUDENT NUMBER	GRADE	LAST NAME	FIRST NAME	STUDENT DESIGNATION
		5	Almer	Little	PR
America, Captain	1	5	Bear	Papa	
America, Captain	2	5	Bunny	Bugs	
America, Captain	3	5	Duck	Daisy	
America, Captain	4	5	Hulk	Incredible	
America, Captain	10	5	Jack	Flap	
America, Captain	5	5	McDonald	Ronald	
America, Captain	8	5	Mouse	Mickey	
America, Captain	7	5	Squarepants	Spongebob	
America, Captain	9	5	Women	Cat	
America, Captain	6	5	Duck	Daffy	
America, Captain	12	3	Duck	Donald	
Hook, Captain	23	3	Duck	Elmer	
Hook, Captain	14	3	Fudd	Minnie	
Hook, Captain	16	3	Mouse	Peter	
Hook, Captain	13	3	Pan	Pan	
Hook, Captain	14	3	Pig	Porly	
Hook, Captain	18	3	Sanders	Colonel	
Hook, Captain	17	3	Sanders	Wonder	
Hook, Captain	15	3	Woman		



# Identify/Designate Instructions

## 2nd Grade



### IDENTIFY

#### **Step 1: Based on last year's assessments (if applicable):**

CE = CELDT (1 or 2) All CELDT 1 and 2 students are designated for AIP

DA = District Assessments (any one):

⇒ ELA-1st Grade Tri-3 Assessment (Basic, BB, or FBB in any of the ELA tested areas that Marilyn Lozano will be emailing to you)

⇒ Math-1st Grade Spring Math Benchmark assessment (below 65%)

BG = below grade level **(teacher judgment)**.

CE3 = If students meet DA or BG criteria look to see if they are CELDT 3. If they are then designate the student as ELD

#### **Step 2: If previous identifiers not applicable:**

PR = Proficient in each criteria above.

MO = Moved out of your class.

### DESIGNATE

#### **Step 3:**

DA / BG = **AIP**

CE / CE3 = **ELD**

PR = **PR**

MO = **MO**

# Identify/Designate Instructions

## 3rd-6th Grade



### IDENTIFY

#### **Step 1: Based on last year's assessments (if applicable):**

CE = CELDT (1 or 2): All CELDT 1 and 2 students are designated for AIP

LA = Language Arts CST (below 350)

MA = Math CST (below 350)

BG = below grade level **(teacher judgment)**.

*If any students meet any of the criteria above (LA, MA, or BG) check to see if the student is a CELDT 3.*

CE3 = If the student qualifies under the LA, MA, or BG criteria and the student is a CELDT 3.

#### **Step 2: If previous identifiers not applicable:**

PR = Proficient in each criteria above.

MO = Moved out of your class.

### DESIGNATE

#### **Step 3:**

LA / MA / DA / BG = **AIP**

CE / CE3 = **ELD**

PR = **PR**

MO = **MO**

# Complete by Thursday, August 25th


**Step 1:** Scroll down to find your class.

The spreadsheet is alphabetized by teacher's last name.

**Step 2:** Identify, Designate, and/or CONFIRM the student designation (see pages 4 and 5)

**Step 3:** Place Designation on right column of selected student (i.e., AIP, ELD, PR)

TEACHER	STUDENT NUMBER	GRADE	LAST NAME	FIRST NAME	STUDENT DESIGNATION	NEW DESIGNATION
America, Captain	1	5	Abner	Little	PR	AIP
America, Captain	2	5	Bear	Papa	AIP	
America, Captain	3	5	Bunny	Bugs	AIP	
America, Captain	4	5	Duck	Daisy	ELD	
America, Captain	10	5	Hulk	Incredible		AIP
America, Captain	5	5	Jack	Flap	PR	
America, Captain	8	5	McDonald	Ronald	ELD	
America, Captain	7	5	Mouse	Mickey	AIP	
America, Captain	9	5	Squarepants	Spongebob	AIP	
America, Captain	6	5	Women	Cat	AIP	
Hook, Captain	12	3	Duck	Daffy		ELD
Hook, Captain	23	3	Duck	Donald	ELD	
Hook, Captain	16	3	Fudd	Elmer	PR	
Hook, Captain	13	3	Mouse	Minnie		PR
Hook, Captain	14	3	Pan	Peter	AIP	
Hook, Captain	18	3	Pig	Porky	PR	
Hook, Captain	17	3	Sanders	Colonel		ELD
Hook, Captain	15	3	Woman	Wonder	AIP	



**Step 4:** Repeat Steps 2-3 until EVERY student in your class is designated.

If all the students in your class are listed, skip to Step 8.

# Email by Friday, August 26th

If there is a student in your class not listed, add her/him to the list (Steps 5-7).

**Step 5:** Right click on the row number to the left of the next teacher's name.

**Step 6:** Select Insert.

	A	B	C	D	E	F	G
1	TEACHER	STUDENT NUMBER	GRADE	LAST NAME	FIRST NAME	STUDENT DESIGNATION	
3	America, Captain	1	5	Abner	Little	PR	
4	America, Captain	2	5	Bear	Papa	AIP	
5	America, Captain	3	5	Bunny	Bugs	AIP	
6	America, Captain	4	5	Duck	Daisy	ELD	
7	America, Captain	10	5	Hulk	Incredible	PR	
8	America, Captain	5	5	Jack	Flap	PR	
9	America, Captain	8	5	McDonald	Ronald	ELD	
10	America, Captain	7	5	Mouse	Mickey	AIP	
11	America, Captain	9	5	Squarepants	Spongebob	AIP	
12	America, Captain	6	5	Women	Cat	AIP	
13	Hook, Captain	12	3	Duck	Daffy	ELD	
14	Hook, Captain	23	3	Duck	Donald	ELD	
15	Hook, Captain	16	3	Fudd	Elmer	PR	
16	Hook, Captain	13	3	Mouse	Minnie	ELD	
17	Hook, Captain	14	3	Pan	Peter	AIP	
18	Hook, Captain	18	3	Pig	Porky	PR	
19	Hook, Captain	17	3	Sanders	Colonel	AIP	
20	Hook, Captain	15	3	Woman	Wonder	AIP	

**Step 7:** Type in the appropriate information:

Teacher, Student Number, Grade, Last Name and Student Designation.

	A	B	C	D	E	F	G
1	TEACHER	STUDENT NUMBER	GRADE	LAST NAME	FIRST NAME	STUDENT DESIGNATION	
3	America, Captain	1	5	Abner	Little	PR	
4	America, Captain	2	5	Bear	Papa	AIP	
5	America, Captain	3	5	Bunny	Bugs	AIP	
6	America, Captain	4	5	Duck	Daisy	ELD	
7	America, Captain	10	5	Hulk	Incredible	PR	
8	America, Captain	5	5	Jack	Flap	PR	
9	America, Captain	8	5	McDonald	Ronald	ELD	
10	America, Captain	7	5	Mouse	Mickey	AIP	
11	America, Captain	9	5	Squarepants	Spongebob	AIP	
12	America, Captain	6	5	Women	Cat	AIP	
13							
14	Hook, Captain	12	3	Duck	Daffy	ELD	
15	Hook, Captain	23	3	Duck	Donald	ELD	
16	Hook, Captain	16	3	Fudd	Elmer	PR	
17	Hook, Captain	13	3	Mouse	Minnie	ELD	
18	Hook, Captain	14	3	Pan	Peter	AIP	
19	Hook, Captain	18	3	Pig	Porky	PR	
20	Hook, Captain	17	3	Sanders	Colonel	AIP	

# Sign and Date

**Step 8:** Type your name on the Signature Line.

**Step 9:** Type the date on the Date line.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	TEACHER	STUDENT NUMBER	GRADE	LAST NAME	FIRST NAME	STUDENT DESIGNATION						
3	America, Captain	1	5	Abner	Little	PR	Signature	Captain America				
4	America, Captain	2	5	Bear	Papa	AIP	Date	8-11-11				
5	America, Captain	3	5	Bunny	Bugs	AIP						
6	America, Captain	4	5	Duck	Daisy	ELD						
7	America, Captain	10	5	Hulk	Incredible	PR						
8	America, Captain	5	5	Jack	Flap	PR						
9	America, Captain	8	5	McDonald	Ronald	ELD						
10	America, Captain	7	5	Mouse	Mickey	AIP						
11	America, Captain	9	5	Squarepants	Spongebob	AIP						
12	America, Captain	6	5	Women	Cat	AIP						
13	Hook, Captain	12	3	Duck	Daffy	ELD	Signature					
14	Hook, Captain	23	3	Duck	Donald	ELD	Date					
15	Hook, Captain	16	3	Fudd	Elmer	PR						
16	Hook, Captain	13	3	Mouse	Minnie	ELD						
17	Hook, Captain	14	3	Pan	Peter	AIP						
18	Hook, Captain	18	3	Pig	Porky	PR						
19	Hook, Captain	17	3	Sanders	Colonel	AIP						
20	Hook, Captain	15	3	Woman	Wonder	AIP						

The spreadsheet is titled "Designation Spreadsheet Steps [Compatibility Mode] - Microsoft Excel". The status bar at the bottom shows "Ready" and "100%".



# Collect by Thursday, Sept. 1st

1. Collect signed letters.



## Ceres Unified School District

*"Committed to Excellence, Responsive to Every Student"*

**BOARD MEMBERS:**

- Eric Ingwerson, President
- Faye Lane, Clerk
- Jim Kinard
- Mike Welsh
- Betty Davis
- Valli Wigt
- Lourdes Perez

**SUPERINTENDENT:**  
Scott Siegel

Please return  
by 9-1-11

**Dear Parents:**

California State Law requires that students in grades 2 through 6 be retained if they do not meet the criteria set by the Ceres Unified School District. The goal of early identification of students recommended for retention is to strengthen the skills necessary to be prepared to pass the California High School Exit Exam (CAHSEE) the first time they take it, in the tenth grade.

Based on the results of state and/or district assessments, your student has been identified as a student under consideration for recommendation for retention and is currently not on track for promotion. Students are under consideration for recommendation for retention if at least one of the following criteria has been met:

- Below 350 score on last year's California Standards Test (CST) in Language Arts or Math.
- Below the proficiency level (80% primary, 70% intermediate) on last year's final District OARS Reading Comprehension Test.
- Below an average of 2.5 on last year's District OARS Writing Assessments.
- Below 65% on last year's Spring District Math Benchmark Test.

The Ceres Unified School District has developed the Academic Intervention Program (AIP) to assist those students who have been recommended for retention or have been retained, and are in jeopardy of not passing the CAHSEE. The objectives of this program are as follows:

- To provide extra help in reading, writing, and math
- To support students in filling the gaps needed to be on track to pass the CAHSEE

The Academic Intervention Program has two components: After School Program classes (August to April on Tuesdays, Wednesdays, and Thursdays) and Summer School classes (June and July).

You will receive a notice from the Educational Options Department instructing you as to when your child should start attending the Academic Intervention Program. Notices for the After School Program begin in August after school begins. Notices for Summer School are sent to parents in the Spring before the end of the school year. Please feel free to contact the Educational Options Department for questions or visit our website at [www.ceres.k12.ca.us](http://www.ceres.k12.ca.us) for school site contact information. I am confident that in working together we can help your child succeed.

Thank you.

Scott Siegel  
Superintendent

**2. Write Did Not Return on the pink copies of the letters that have not been returned by parent.**

*Please sign and return this form to your child's classroom teacher.  
Por favor firma y regrese esta forma al maestro de su hijo.*

Yes, I do want my child to participate in the Academic Intervention Program and receive the extra help he/she needs to meet the promotion criteria to the next grade or pass the California High School Exit Exam (CAHSEE).

*Si, deseo que mi hijo participe del Programa de Intervención Académica y reciba ayuda adicional que necesita para pasar de grado o pasar el Examen de Egreso de Preparatoria (CAHSEE).*

No, I do not want my child to participate in the Academic Intervention Program. I fully understand that by not participating in the Academic Intervention Program my child is further at risk of not meeting the promotion criteria to the next grade level and not passing the California High School Exit Exam, which could result in him/her not graduating from high school.

*No, no quiero que mi hijo participe del Programa de Intervención Académica. Entiendo que al no participar en el Programa de Intervención Académica pone a mi hijo en más riesgo de no pasar de grado y no poder pasar el Examen de Egreso de la Preparatoria, lo cual puede resultar en que no gradúe de la preparatoria.*

Student Name	<i>Nombre del alumno</i>	School	<i>Escuela</i>	Grade/Teacher	<i>Grado/Maestro</i>
Parent Signature	<i>Firma del padre</i>	Phone	<i>Teléfono</i>	Date	<i>Fecha</i>

White—Cum Folder      Yellow—Parent      Pink—Teacher  
Ceres Unified School District • 2503 Lawrence Street • P.O. Box 307 • Ceres, California 95307 • Phone (209) 556-1500

# File by Friday, Sept. 2nd

**Ceres Unified School District**  
"Committed to Excellence. Responsive to Every Student"

SUPERINTENDENT:  
Scott Siegel

**BOARD MEMBERS:**  
Eric Ingervson, President  
Faye Lane, Clerk  
Jim Kinard  
Mike Welsh  
Betty Davis  
Yalli Wigg  
Lourdes Perez

Dear Parents:  
California State Law requires that students in grades 2 through 6 be retained if they do not meet the criteria set by the Ceres Unified School District. The goal of early identification of students recommended for retention is to strengthen the skills necessary to be prepared to pass the California High School Exit Exam (CAHSEE) the first time they take it, in the tenth grade.

**Based on the results of state and/or district assessments, your student has been identified as a student under consideration for recommendation for retention and is currently not on track for promotion.** Students are under consideration for recommendation for retention if at least one of the following criteria has been met:

- Below 325 score on last year's California Standards Test (CST) in Language Arts or Math
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The Academic Intervention Program has two components: After School Program classes (August to April on Tuesdays, Wednesdays, and Thursdays) and Summer School classes (June and July).

You will receive a notice from the Educational Options Department instructing you as to when your child should start attending the Academic Intervention Program. Notices for the After School Program are sent to parents in August after school begins. Notices for Summer School are sent to parents in the Spring before the end of the school year. Please feel free to call your child's teacher if you have any questions or visit our website at [www.ceres.k12.ca.us](http://www.ceres.k12.ca.us) for school site contact information. I am confident that in working together we can help your child succeed.

Thank you,  
Scott Siegel  
Superintendent

Please sign and return this form to your child's classroom teacher.

Yes, I do want my child to participate in the Academic Intervention Program and receive the extra help he/she needs to meet the promotion criteria to the next grade or pass the California High School Exit Exam (CAHSEE).

No, I do not want my child to participate in the Academic Intervention Program. I fully understand that by not participating in the Academic Intervention Program my child is further at risk of not meeting the promotion criteria to the next grade level and not passing the California High School Exit Exam, which could result in him/her not graduating from high school.

Student Name \_\_\_\_\_ Grade/Teacher \_\_\_\_\_ School \_\_\_\_\_  
Parent Signature \_\_\_\_\_ White—Cum Folder \_\_\_\_\_ Phone \_\_\_\_\_ Yellow—Parent \_\_\_\_\_ Date \_\_\_\_\_  
Ceres Unified School District • 2503 Lawrence Street • P.O. Box 307 • Ceres, California 95307 • Phone (209) 556-1500

**Ceres Unified School District**  
Academic Intervention

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

Grade 1	Grade 2	Grade 3
School: _____	School: LR	School: _____
Year: _____	Year: 07-08	Year: _____
Teacher: _____	Teacher: Clifton	Teacher: _____
Academic Intervention Program	Academic Intervention Program	Academic Intervention Program
<input type="checkbox"/> Recommendation for Retention Letter	<input checked="" type="checkbox"/> Recommendation for Retention Letter	<input type="checkbox"/> Recommendation for Retention Letter
<input type="checkbox"/> Retained	<input type="checkbox"/> Retained	<input type="checkbox"/> Retained
<input type="checkbox"/> Form C	<input checked="" type="checkbox"/> Form C	<input type="checkbox"/> Form C
<input type="checkbox"/> AIP Report Card	<input checked="" type="checkbox"/> AIP Report Card	<input type="checkbox"/> AIP Report Card
Comments _____	Comments _____	Comments _____

Grade \_\_\_\_\_  
School: \_\_\_\_\_  
Year: \_\_\_\_\_  
Teacher: \_\_\_\_\_

Repeated Grade Box Use this box on the second year a student is in the same grade.

Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
School: _____	School: _____	School: _____	School: _____	School: _____	School: _____	School: _____	School: _____
Year: _____	Year: _____	Year: _____	Year: _____	Year: _____	Year: _____	Year: _____	Year: _____
Teacher: _____	Teacher: _____	Teacher: _____	Teacher: _____	Teacher: _____	Teacher: _____	Teacher: _____	Teacher: _____
Academic Intervention Program	Academic Intervention Program	Academic Intervention Program	Academic Intervention Program	Academic Intervention Program	Academic Intervention Program	Academic Intervention Program	Academic Intervention Program
<input type="checkbox"/> Recommendation for Retention Letter	<input checked="" type="checkbox"/> Recommendation for Retention Letter	<input type="checkbox"/> Recommendation for Retention Letter	<input type="checkbox"/> Recommendation for Retention Letter	<input type="checkbox"/> Recommendation for Retention Letter	<input type="checkbox"/> Recommendation for Retention Letter	<input type="checkbox"/> Recommendation for Retention Letter	<input type="checkbox"/> Recommendation for Retention Letter
<input type="checkbox"/> Retained	<input type="checkbox"/> Retained	<input type="checkbox"/> Retained	<input type="checkbox"/> Retained	<input type="checkbox"/> Retained	<input type="checkbox"/> Retained	<input type="checkbox"/> Retained	<input type="checkbox"/> Retained
<input type="checkbox"/> Form C	<input checked="" type="checkbox"/> Form C	<input type="checkbox"/> Form C	<input type="checkbox"/> Form C	<input type="checkbox"/> Form C	<input type="checkbox"/> Form C	<input type="checkbox"/> Form C	<input type="checkbox"/> Form C
<input type="checkbox"/> AIP Report Card	<input checked="" type="checkbox"/> AIP Report Card	<input type="checkbox"/> AIP Report Card	<input type="checkbox"/> AIP Report Card	<input type="checkbox"/> AIP Report Card	<input type="checkbox"/> AIP Report Card	<input type="checkbox"/> AIP Report Card	<input type="checkbox"/> AIP Report Card
Comments _____	Comments _____	Comments _____	Comments _____	Comments _____	Comments _____	Comments _____	Comments _____

Grade \_\_\_\_\_  
School: \_\_\_\_\_  
Year: \_\_\_\_\_  
Teacher: \_\_\_\_\_  
 Recommended for Retention Letter  
 Retained  
 Form C  
 AIP Report Card

Repeated Grade Box Use this box on the second year a student is in the same grade.

Place signed letters or the pink *Did Not Return* letters in the blue cum folder.

Complete the front of the folder.

# Update Throughout the Year

**Ceres Unified School District**  
*"Committed to Excellence, Responsive to Every Student"*

**BOARD MEMBERS:**  
 Eric Ingwerson, President  
 Faye Lane, Clerk  
 Jim Kinard  
 Mike Welch  
 Betty Davis  
 Faith Wigt  
 Lourdes Perez

**SUPERINTENDENT:**  
 Scott Siegel

**Please return by DATE**

Dear Parents:  
 California State Law requires that students in grades 2 through 6 be retained if identification of students recommended for retention is to strengthen the skills the first time they take it, in the tenth grade.

Based on the results of state and/or district assessments, your student has been identified as currently not on track for promotion. Students are under consideration for retention based on the following criteria:

- Below 350 score on last year's California Standards Test (CST) in Language Arts or Math.
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- To support students in filling the gaps needed to be on track for promotion.

The Academic Intervention Program has two components: After School Program classes (June and July).

You will receive a notice from the Educational Options Department instructing you on how to sign up for the program. Notices for Summer School are sent to parents at the beginning of the school year. Please feel free to call your child's teacher if you have any questions or visit our website at [www.ceres.k12.ca.us](http://www.ceres.k12.ca.us) for school site contact information. We are confident that in working together we can help your child succeed.

Thank you,  
 Scott Siegel  
 Superintendent

Please sign and return this form to your child's classroom teacher.  
 Por favor firma y regrese esta forma al maestro de su hijo.

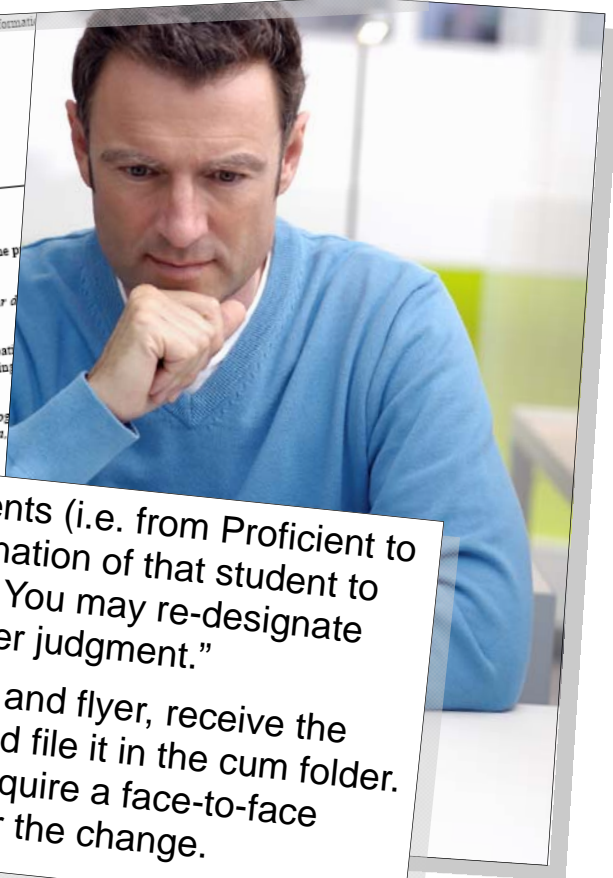
Yes, I do want my child to participate in the Academic Intervention Program and receive the extra help he/she needs to meet the criteria to the next grade or pass the California High School Exit Exam (CAHSEE).  
 Si, deseo que mi hijo participe del Programa de Intervención Académica y reciba ayuda adicional que necesita para pasar el Examen de Egreso de Preparatoria (CAHSEE).

No, I do not want my child to participate in the Academic Intervention Program. I fully understand that by not participating in the program my child is further at risk of not meeting the promotion criteria to the next grade level and not passing the California High School Exit Exam, which could result in my child not graduating from high school.  
 No, no quiero que mi hijo participe del Programa de Intervención Académica. Entiendo que al no participar en el Programa de Intervención Académica, mi hijo está en mayor riesgo de no cumplir los criterios de promoción para el siguiente nivel de grado y no pasar el Examen de Egreso de la Preparatoria.

Student Name Nombre del alumno \_\_\_\_\_  
 Parent Signature Firma del padre/madre \_\_\_\_\_  
 Ceres Unified School District

If a parent turns in a letter after August 26th, immediately replace the copy labeled *Did Not Return* with the parent-signed copy.

For new students, email your designation of that student to [mlozano@ceres.k12.ca.us](mailto:mlozano@ceres.k12.ca.us).

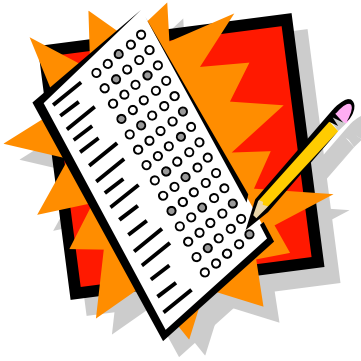


You may re-designate students (i.e. from Proficient to AIP) by emailing your designation of that student to [mlozano@ceres.k12.ca.us](mailto:mlozano@ceres.k12.ca.us). You may re-designate the student simply by "teacher judgment."  
 Remember to send the letter and flyer, receive the letter signed by the parent and file it in the cum folder. In certain situations, it may require a face-to-face teacher/parent explanation for the change.

If a parent marks NO on the letter, immediately notify the Educational Options Department of the student's name to [mlozano@ceres.k12.ca.us](mailto:mlozano@ceres.k12.ca.us).

# Your child has been recommended to attend the Academic Intervention Program

## The Reason



**How?** Your child's teacher has made this early recommendation based on last year's test scores.

**Why?** To give your child extra and specialized instruction to increase his/her chances to be promoted to the next grade. Your child earns promotion points!

## The Classes

**First Day:** Starts Tuesday, September 13th.

**Days:** Every Tues, Wed, and Thurs.

**Times:** See schedule.

**Focus:** Language Arts and Math Instruction (ELD instruction also available).

School	Start	End
Adkison	3:05	4:35
Carroll Fowler	3:15	4:45
Caswell	2:55	4:25
Don Pedro	3:15	4:45
Hidahl	3:05	4:35

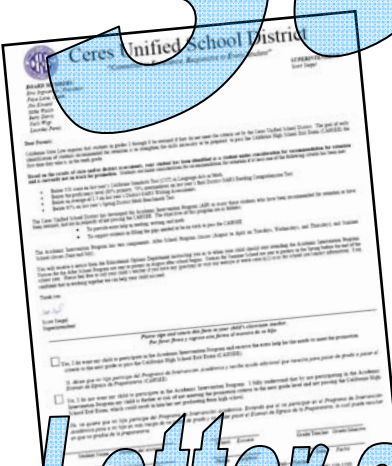
School	Start	End
La Rosa	3:05	4:35
Sam Vaughn	2:55	4:25
Sinclear	2:55	4:25
Virginia Parks	3:15	4:45
Walter White	3:25	4:55
Westport	3:40	4:55

## Your Response

Please read, sign, and return the notification letter.

**YES Answer:** You are accepting After-School AIP and Summer School services.

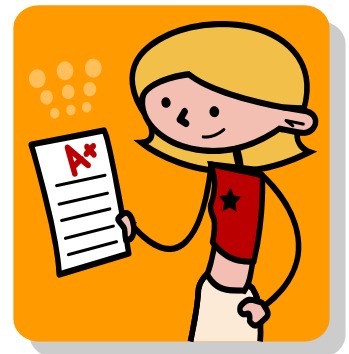
**NO Answer:** You are refusing After-School AIP and Summer School services. *(If your child is in After School Program ASES during*



*Letter available in your office*



Questions?  
Call your school or...  
Ceres Unified School District  
Educational Options Department  
(209) 556-1550





# Ceres Unified School District

*"Committed to Excellence, Responsive to Every Student"*

**BOARD MEMBERS:**

- Eric Ingwerson, President
- Faye Lane, Clerk
- Jim Kinard
- Mike Welsh
- Betty Davis
- Valli Wigt
- Lourdes Perez

**SUPERINTENDENT:**

Scott Siegel

Dear Parents:

California State Law requires that students in grades 2 through 6 be retained if they do not meet the criteria set by the Ceres Unified School District. The goal of early identification of students recommended for retention is to strengthen the skills necessary to be prepared to pass the California High School Exit Exam (CAHSEE) the first time they take it, in the tenth grade.

Based on the results of state and/or district assessments, your student has been identified as a student under consideration for recommendation for retention and is currently not on track for promotion. Students are under consideration for recommendation for retention if at least one of the following criteria has been met:

- Below 350 score on last year's California Standards Test (CST) in Language Arts or Math.
- Below the proficiency level (80% primary, 70% intermediate) on last year's final District OARS Reading Comprehension Test.
- Below an average of 2.5 on last year's District OARS Writing Assessments.
- Below 65% on last year's Spring District Math Benchmark Test.

The Ceres Unified School District has developed the Academic Intervention Program (AIP) to assist those students who have been recommended for retention or have been retained, and are in jeopardy of not passing the CAHSEE. The objectives of this program are as follows:

- To provide extra help in reading, writing, and math.
- To support students in filling the gaps needed to be on track to pass the CAHSEE.

The Academic Intervention Program has two components: After School Program classes (August to April on Tuesdays, Wednesdays, and Thursdays) and Summer School classes (June and July).

You will receive a notice from the Educational Options Department instructing you as to when your child should start attending the Academic Intervention Program. Notices for the After School Program are sent to parents in August after school begins. Notices for Summer School are sent to parents in the Spring before the end of the school year. Please feel free to call your child's teacher if you have any questions or visit our website at [www.ceres.k12.ca.us](http://www.ceres.k12.ca.us) for school site contact information. I am confident that in working together we can help your child succeed.

Thank you

Scott Siegel  
Superintendent

*Please sign and return this form to your child's classroom teacher.  
Por favor firma y regrese esta forma al maestro de su hijo.*

Yes, I do want my child to participate in the Academic Intervention Program and receive the extra help he/she needs to meet the promotion criteria to the next grade or pass the California High School Exit Exam (CAHSEE).

*Si deseo que mi hijo participe del Programa de Intervención Académica y reciba ayuda adicional que necesita para pasar de grado y pasar el Examen de Egreso de la Preparatoria de CAHSEE.*

No, I do not want my child to participate in the Academic Intervention Program. I fully understand that by not participating in the Academic Intervention Program my child is further at risk of not meeting the promotion criteria to the next grade level and not passing the California High School Exit Exam, which could result in him/her not graduating from high school.

*No, no quiero que mi hijo participe del Programa de Intervención Académica. Entiendo que al no participar en el Programa de Intervención Académica pone a mi hijo en más riesgo de no pasar de grado y no poder pasar el Examen de Egreso de la Preparatoria, lo cual puede resultar en que no gradúe de la preparatoria.*

Student Name	<i>Nombre del alumno</i>	School	<i>Escuela</i>	Grade/Teacher	<i>Grado/Maestro</i>
Parent Signature	<i>Firma del padre</i>	Phone	<i>Teléfono</i>	Date	<i>Fecha</i>

White—Cum Folder

Yellow—Parent

Pink—Teacher