

M E M O R A N D U M

January 12, 2004

TO: All Teachers and Counselors

FROM: Jose Enriquez, Assistant Principal
Palm Springs Middle School

SUBJECT: Mandatory Academic Improvement Plan (AIP) Team Meetings

Academic Improvement Plans (AIP) are to be developed in collaboration with the student's parents/guardians during a parent conference. However, due to circumstances that include scheduling conflicts, parent apathy, and other issues out of our control, many of the required AIP's will be completed without parent input. Below, we have developed a plan of action that will result in a significant number of AIP's conducted with the inclusion of parents and students.

Beginning, Monday January 26, all teams will be required to conduct a minimum of two AIP meetings each week. (Meetings must include parents and the student)

1. Team Leaders will receive an AIP Master List for their grade level.
2. Teams will continue to conduct team meetings as in the past.
3. If a student needing a team meeting is on the Master AIP list, please notify the parent and conduct the meeting as an AIP meeting for the necessary area(s). (Note: All teachers in each of the needed areas should be present)
4. Teams may have to review the AIP list and initiate AIP Team Meetings.
5. Teams should focus on the students with the highest number of deficient AIP indicators. For example, a student who was retained with low FCAT scores and failing one of the three courses should be scheduled before a student that has performed low on the FCAT and is doing well in their classes.
6. An AIP form should be printed prior to the meeting and completed by hand or via computer during the meeting. At the conclusion of the meeting, the parent must sign the AIP on the front page and on each area completed.
7. All AIP forms are to be submitted directly to my office on the day of the AIP. (Copies will be returned for teachers and the parent)
8. Both team leaders and counselors should work together in scheduling the necessary meetings and if necessary, an AIP meeting letter is attached.

xc: Ms. Melissa Wolin, Principal
The Leadership Team