

Student Retention Policy – 2009-2010

Retention is an intervention strategy to help students successfully attain grade-level standards, and it should be considered *only* if a teacher is reasonably confident that the student will approach grade-level proficiency with an extra year of instruction. Although the district has suspended the Standards-Based Promotion (SBP) policy, it is still possible to retain students at the end of this school year if certain criteria are met. Teachers who are considering retaining students at the end of the current academic year must review and comply with the policy as outlined below.

Before Retention

- ✓ Teacher implements in-class intervention(s) to help the student attain grade-level standards
- ✓ Teacher ensures that student is referred to additional school intervention program(s), such as Saturday School, Intersession, TIP, Green Machine, etc.
- ✓ Teacher ensures that at least one SST is held to discuss the possibility of retention
- ✓ Teacher fills out **Classroom Potential Retention Matrix** (attached) and returns it to grade-level administrator by the due date
- ✓ Teacher informs parents about the potential retention in the following three ways:
 - o A Notice of Unsatisfactory Progress is sent home midway through the 1st and 2nd reporting periods
 - o “May be Retained” box is checked on Progress Report for 2nd Reporting Period
 - o Parent conference

Making the Decision

- ✓ Once all of the above requirements have been met, the final decision must be approved by either the SST Team for the student’s track or the principal.

After the Decision to Retain Has Been Made

- ✓ Teacher marks “Will be Retained” box on Progress Report for final reporting period
- ✓ Parent signs the **Recommendation of Retention** form (available in Main Office or through an SST team member) and the form is placed in the student’s cumulative record (“cum”)
- ✓ The teacher attends to the following on the student’s cumulative record card (“cum”):
 - o The date(s) of parent conference(s) during which retention was discussed is entered in Section 7
 - o The date(s) of SSTs in which retention was discussed is entered in Section 11 and the SST summary sheet(s) is/are placed in the cum
 - o In the “Grade” column in Section 8 (on the front of the cum), a red box is drawn around the student’s first year in the current grade and the next year in the same grade

Criteria for Retention

Students *may* be retained if all of the following criteria are met:

- Student is at least one grade level behind in language arts
- Parents have been informed during a conference about the potential retention and “May be Retained” was checked on the progress report for the 2nd reporting period
- Student has been in regular attendance for most of the school year
- Student is of the correct age and maturity level to repeat the current grade
- Parent agrees with the retention
- An SST has been held (or is scheduled) to discuss the retention
- Student has participated in at least one intervention program (IWT, push-in intervention, Intersession, Saturday School, TIP) and has made at least *some* progress
- Teacher believes that student will either make significant academic progress or catch up with an additional year of instruction in the current grade level



A student should NOT be retained for the following reasons:

- ✓ Student qualifies for Special Education services because of an identified learning disability
- ✓ Student has demonstrated a consistently poor record of attendance
- ✓ Student has made no academic progress despite intervention(s)
- ✓ Student is a newcomer with little or no English skills (unless all of the above criteria also apply) or student is Limited English Proficient (LEP) and making adequate yearly progress in ELD
- ✓ There is a lack of parental academic support

If a student does NOT meet the criteria listed above, but you still feel the child would benefit from a retention, speak to an administrator as soon as possible.

Please complete the attached **Classroom Potential Retention Matrix** and return it to an administrator by the due date indicated at the bottom of the form.

NOBLE AVENUE ELEMENTARY SCHOOL

Classroom Potential Retention Matrix – 2009-2010

Teacher: _____

Grade: _____

Track: _____

Name of Student and Birthdate	Notice(s) of Unsatisfactory Progress (<i>Dates</i>)	Retention Discussed at Parent Conference(s) (<i>Dates</i>)	“May be Retained” Box checked on Progress Report(s)	Dates of SSTs	Interventions (<i>IWT, Learning Center, Saturday School, Intersession, TIP, Green Machine</i>)	Satisfactory Attendance? (<i>10 or fewer days missed of school</i>)
			<input type="checkbox"/> 1 st Reporting Period (<i>optional</i>) <input type="checkbox"/> 2 nd Reporting Period (<i>mandatory</i>)	SSTs held: SSTs scheduled:		
			<input type="checkbox"/> 1 st Reporting Period (<i>optional</i>) <input type="checkbox"/> 2 nd Reporting Period (<i>mandatory</i>)	SSTs held: SSTs scheduled:		
			<input type="checkbox"/> 1 st Reporting Period (<i>optional</i>) <input type="checkbox"/> 2 nd Reporting Period (<i>mandatory</i>)	SSTs held: SSTs scheduled:		
			<input type="checkbox"/> 1 st Reporting Period (<i>optional</i>) <input type="checkbox"/> 2 nd Reporting Period (<i>mandatory</i>)	SSTs held: SSTs scheduled:		
			<input type="checkbox"/> 1 st Reporting Period (<i>optional</i>) <input type="checkbox"/> 2 nd Reporting Period (<i>mandatory</i>)	SSTs held: SSTs scheduled:		

Submit this matrix to your grade-level administrator by the following dates:
 Tracks B & D: February 22, 2010 * Tracks A & C: April 19, 2010