



Attachment 4: AP 5123.2

Appendix D – Retentions Timetable Grades K-8

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
August/ September	<ol style="list-style-type: none"> 1. Review Administrative Procedure 5123.2 with staff. 2. Review Administrative Procedure 5124 with staff. 3. Initiate and maintain folders with samples of students' work reflecting levels of achievement. 4. Develop and determine strategies for interacting with parents. 5. Arrange for parents to receive information about promotion and retention. 6. Meet with parents and discuss specific skills deficits and strategies for remediation. 7. Review student data from the previous year in order to identify early interventions and support. 8. Monitor the student's attendance. 9. Review the student's cumulative folder and LAF (if appropriate) to determine if the student has been identified with a disability. 10. Review the student's IEP or 504 plan to ensure that services are appropriate and are being implemented. 	Principal, Student Intervention Team (SIT), Counselor, Staff
October/ November	<ol style="list-style-type: none"> 1. Review records of all students receiving grades of "D" and "E", plus those of other students who may profit from academic and/or social skills intervention. 2. Prepare and implement an intervention plan for students at risk for failure. 3. Prepare a list of students to be reviewed by the SST. 4. Contact parents regarding referral to SST to arrange conferences to discuss student's progress and the plan for improvement that will be implemented. 5. Monitor all students' attendance. 	Principal, Student Support Team (SST), Counselor, Teacher

November/ December	<ol style="list-style-type: none"> 1. Monitor progress and maintain work samples. 2. Maintain ongoing home-school communications. 3. Review and revise the instructional intervention plan as necessary. 4. Determine the need for further diagnostic evaluations for identified students. 5. Monitor the student's attendance. 	Principal, SIT, SST, Counselor, Teacher
January/ February	<ol style="list-style-type: none"> 1. Review progress of students referred to SST for underachievement. 2. Identify students to be considered for possible retention. 3. In February, contact parents of students in writing that are initially considered for the possibility of retention to schedule a conference. 4. Continue implementing the instructional intervention plan. 5. Monitor the student's attendance. 6. Submit a list of possible retentions to the Area Office for review. 	Principal, Teacher, Counselor, SIT, SST
March/ April	<ol style="list-style-type: none"> 1. Have SST review records of all students who may be retained. 2. Continue implementing the instructional intervention plan. 3. Initiate the development of a comprehensive plan for improvement for the next school year for students who are recommended for retention. 4. Maintain home-school communications for students considered for retention. 5. Monitor student's attendance. 	Principal, Teacher, Counselor, SST
May/June	<ol style="list-style-type: none"> 1. Continue implementing the instructional intervention plan. 2. Schedule a conference for the teacher, principal, and parent of the student to be retained. 3. Have SST make final recommendations to the principal for promotion and retention. 4. Principal makes final decisions regarding promotion or retention in consultation with their Instructional Director. 5. Send letters to parents indicating retention of students. 6. Develop a plan for instructional improvement for students retained for the next school year. 	Principal, Teacher, Counselor, SST