

**AP 608 - RETENTION OF STUDENTS  
KINDERGARTEN – GRADE 7**

**Background**

The retention of students will be considered as part of an individual educational plan designed to implement programming in the student's best interest. School procedures leading to the retention of a student shall involve a collaborative process involving parents, teacher, in-school administration, the student services team and Division administration (i.e. Superintendent).

**Procedures**

1. The teacher and in-school administration shall consider each of the following when considering the retention of a student:
  - 1.1 The classroom teacher shall collaborate with the Student Support Services Teacher and in-school administration to establish a plan of action (remediation plan) to assist the student at the earliest point of detection.
  - 1.2 The classroom teacher shall engage the parents/guardians in formal programming discussions at the earliest point of detection. A list of all parent contacts throughout the year describing the issue and supports should be documented by each professional making the contact.
  - 1.3 The classroom teacher shall notify the in-school administration who in turn will notify the Superintendent that a student may be considered for retention by January 31.
  - 1.4 The classroom teacher shall provide the in-school administration an outline of a remediation plan who in turn will provide it to the Superintendent. The Superintendent shall call a meeting to review the remediation plan. Following the acceptance of the plan the Superintendent will serve as a monitor and review the outcomes to further determine the appropriateness of student retention. This plan must include a complete list of all level 1 & 2 interventions throughout the year including all classroom adaptations, student support teacher interventions including Ed. Psych, SLP reports, etc.
  - 1.5 If retention of the student remains an option at the completion of the remediation plan, a formal meeting shall be scheduled involving the parents, the classroom teacher, student support services teacher and in-school administrator to review the programming recommendations. Description of plans for interventions, and classroom support for the next school year will be provided to the Division office by June 15.

- 1.6 For elementary students, after considering all available information, the parents/guardians will have the final decision when the school (teacher, in-school administration) is contemplating retention. A written indication must be on file if the parent disagrees with the decision to retain the child.