

Possible Options to Align Assessments, Parent Conferences and Promotion/Retention Policy

Board Policy and Administrative Regulations 5123 state that "After the first grading period or as early as possible, a student who is more than one year (grades 1-3) below grade level in reading (or two years in reading and/or math for grades 4th-8th) will be considered to be at risk academically and shall be recommended for remedial instruction."

"Those students who need additional support will be recommended for summer school. They will be promoted to the next grade upon meeting summer school exit criteria*. Students not meeting summer school exit criteria will be considered for retention and an individualized intervention plan will be developed for that student."

The challenge is how to set up the school calendar so that parents can be informed in a timely manner and teachers have the assessment information they need to make decisions regarding promotion/retention. These decisions greatly impact summer school and timing is critical for parental notification and staffing, etc. Here are descriptions of the forms to be used for parent notification:

FORM A: Initial At-Risk Warning

This initial form lets parents know that their student is working below grade level and needs remedial instruction. The form outlines assessment results and states the remedial activities to be used.

FORM B: Retention Warning

This form tells parents that their student continues to be seriously below grade level and there is the possibility of retention if scores and/or grades don't improve. Remediation activities should be examined for effectiveness.

FORM C

C¹: Retention

C²: Conditional Promotion

C³: Continued Remediation

C¹= Student required to repeat grade; may attend summer school

C²= Student must attend summer school to be promoted to next grade

C³= Student needs more help; should attend summer school

This form tells parents the status of their student after a year of remediation efforts. A few students will be required to repeat the grade and are not required to attend summer school. Some students will not be promoted unless they attend summer school. The majority of at-risk students will be encouraged to attend if space is available.

TIMELINES

Kindergarten	Grades 1 st -6 th	Grades 7 th and 8 th
<p>(No Form A) Teacher collects data on student</p>	<p>Form A—At Risk Notification Fall Parent Conference at the end of the 1st Trimester</p>	<p>Form A-At Risk Notification Fall Parent Conference at the end of the 1st Quarter</p>
<p>Form B/K—Retention Warning Special Parent Conference at end of 2nd trimester for serious cases</p>	<p>Form B—Retention Warning Special Parent Conference at end of 2nd trimester for serious cases</p>	<p>Form B-Retention Warning Regular Spring Parent Conferences at end of 3rd Quarter</p>
<p>Form C/K—Final Student Status Late April Parent Conference (Parent signs form at conference) Copies of the form go to the Principal and the student cum file</p>	<p>Form C—Final Student Status Late April Parent Conference (Parent signs Form C acknowledging status during the conference) Copies of Form C go to student cum file, Parent, Principal and the District Office</p>	<p>Form C-Final Student Status Form C mailed to parents Copies of Form C go to student cum file, Parent, Principal and the District Office</p>
<p>Form D/K—Student Plan Teacher completes recommendations for interventions for retainees for next school year.</p>	<p>Teacher List of Required and Recommended Attendees Teacher lists students in order of need and sends copy to DO Parent Letters sent to confirmed participants by Summer School Principal(s)</p>	<p>School List of Attendees School prepares list of confirmed participants Parent Letters sent to confirmed participants</p>

NOTES:

1. For grades 1st-6th, having Parent Conferences tied to the first trimester report card in November will allow the teacher to have the previous Spring STAR test results, the Fall NWEA results, some OCR Unit Assessment results and the report card grades. First and Second grade teachers will have Unit Assessments and Report Cards.
2. In February (end of 2nd trimester), K-6th grade teachers will have additional Unit Assessments and second trimester grades to consider. They will not have NWEA Spring results at this time.
3. In April, teachers will have more Unit Assessments and the Spring NWEA test results. Having parents sign summer school forms at this time will allow for more efficient planning of summer school.