



Navigator Schools Retention Policy

The philosophy of Navigator Schools is that all students should participate in instructional programs where they can achieve academically and develop socially, emotionally, and physically. While it is expected that the vast majority of students will experience success in our schools, there may be some children for whom retention may be considered. We believe that with a strong program and collaboration between home and school, retention is a truly a gift of time that results in student success. We do not believe that retention as a remediation vehicle is a solution unto itself, nor that retention without interventions and a planned program of support is successful in the long run.

Decisions on retention will be based on collaborative review of data and the whole child before a decision is made. Criteria appropriate to each level must be established so that multiple assessments are considered such as standards-based assessments, local criteria such as classroom grades, results of criterion referenced testing, social development, performance assessments, parental input, and staff recommendations.

Neither social promotion nor retention is supported by available research as a first option for students experiencing academic difficulty. Therefore, Navigator Schools will continue to identify and implement other options, including: professional development for staff, targeted support for students using a Multi-Tiered System of Supports that include the use of quality classroom assessments that inform instruction, individualized instruction, in-class small group intervention, reading support, use of extended day and summer programs as dictated by the individual needs of students, and a variety of other aggressive intervention systems.

Before retention can be considered, it is essential that sufficient strategies to support student growth are implemented, and that the parents be kept informed of the student's achievement at all levels of development.

Documents included:

- At-risk for Retention Meeting Form
- Academic Criterion
- Appeal Process for Retention



At Risk for Retention Meeting Form

Meeting #1 (March)

We conducted this meeting to discuss the possibility that your child may be retained next year. He/she is currently below grade level. We encourage you to continue supporting him/her in the ways we discussed in this meeting. In mid-May, we will have a recommendation in regards to retention. If little or no progress has been made then retention could be an option.

In May, we will have recommendations for next steps based on your child's growth.

Location	Intervention Action Plan
At Home	
At School	

 Student Name

 Parent Signature

 Date

 Teacher Signature

 Date



Meeting #2 (May)

We conducted this meeting to discuss the progress your child has made since our last meeting. We encourage you to continue supporting him/her in the ways we discussed in this meeting. Our recommendation at this point will be:

- Summer school
- Ongoing In School Interventions
- Ongoing At Home interventions
- Retention

Location	Intervention Action Plan
At Home	
At School	

Student Name

Parent Signature

Date

Teacher Signature

Date

- If this box is checked, I understand my child will be retained due to his/her reading far below grade level
- Denied retention



Although Navigator Schools is recommending retention for my child, I refuse to have my child retained.

Student Name

Parent Signature

Date

Teacher Signature

Date

Academic Criteria to Determine At-Risk for Retention

Semester	Fluency	Risk for Retention Cut Off Fluency	BPST Basic Phonics Skills Test	Risk for Retention Cut Off BPST	STAR Early Literacy / Reading	Risk for Retention Cut Off STAR
End of Unit 1	number of words	<number of words	Number	<Number	GE	< GE
GK	6	TBD	15	8	550	300-900
G1	28	TBD	55	40	300-900	300-900
G2	61	TBD	70	60	2.3	1.3
G3	81	TBD	N/A		3.3	2.3
G4	103	TBD	N/A		4.3	3.3
End of Unit 2						
GK	12	TBD	25	15	590	300-900
G1	36	TBD	60	50	300-900	0.5
G2	72	TBD	74	62	2.5	1.5
G3	92	TBD	N/A		3.5	2.5
G4	112	TBD	N/A		4.5	3.5
End of Unit 3						
GK	21	TBD	35	25	630	300-900
G1	46	TBD	65	55	1.7	0.7
G2	80	TBD	78	66	2.7	1.7
G3	100	TBD	N/A		3.7	2.7
G4	116	TBD	N/A		4.7	3.7
End of Year						
GK	30	15	45 (Through Blending Words with Blends)	35	675	300-900
G1	60	45	70 (Through Blending Words with Inflections)	60	2	1
G2	94	64	80 (Through Blending Words with Affixes)	70	3	2
G3	110	83	85 (Entire Sheet) Use when Applicable		4	3
G4	123	103	N/A		5	4

Align K / 1st With BPST for all Students (Until they complete 85/85)
2nd/3rd Using BPST for at risk students

2015-2016 School Year-EASYCBM 90th percentile measures.

**If a student meets 2/3 as risk for retention; proceed forward with retention norms.

Navigator Appeal Process for Retention/Promotion

The student's parents or guardian and the principal of the student's school have the right to appeal a teacher's decision to promote or retain a student. The appealing party must submit a written request to the Student Services Department. The appeal must be filed within 10 school days of the determination of retention or promotion. This written request must specify the reasons why the decision to promote or retain should be overruled and the proposed change.

Within 30 days of receiving the request, the Student Services Department shall determine whether to overrule the teacher's decision. If the Student Services Director determines that the appealing party has objectively proven the teacher's decision should be overruled, he/she shall overrule the teacher's decision. Decisions to promote or retain will not be overruled when the school's actions have been accomplished consistent with law, policy, and procedure.

The decision of the Student Services Director shall be final. However, the Governing Board may hear an appeal if the complainant provides factual information to the Student Services Director to establish the appeal was not resolved within the parameters of the law, policy, or procedures. If the outcome of the appeal is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objection which shall become part of the student's record.

Student's Legal Name: _____ Birthdate: _____

School: _____

Current Grade: _____

Date Request to Appeal Filed: _____

Appealing Party's Name: _____

Address of Parent/Legal Guardian:

Reason(s) why the decision to promote or retain should be overruled:

Proposed change(s): _____

ACKNOWLEDGEMENT

I completed and submitted this appeal to the Student Services Department on the date listed below.

Signature of Appealing Party Date

Copies: Appealing Party, School Site, Department of Student Services