

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 361 – Student Retention	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87, 168, 175, 231</i>	
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Background

The retention of students will be considered as part of an individual educational plan including the regular progression through the Academic Response to Intervention (Academic RTI) with programming implemented in the student's best interest. School procedures leading to the retention of a student shall involve a collaborative process with parents, teacher, in-school administration and Division administration (i.e. LAT Specialist and/or Deputy Director of Education).

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 Learning Assistance Teacher to establish a plan of action (Academic RTI) to assist the student in overcoming difficulties at the earliest point of detection.
 - 1.2 The classroom teacher shall engage the parents/guardians in programming discussions (using the Academic RTI) at the earliest point of detection.
 - 1.3 The classroom teacher shall notify the Principal that a student may be considered for retention by February 15. The Principal will provide a possible retention list to the LAT Specialist on February 15.
 - 1.4 The school (classroom teacher with LAT and/or Principal) shall provide the LAT Specialist an outline of a remediation plan by February 28. Upon review and acceptance of the remediation plan, the LAT Specialist will serve as a monitor for follow up and review.
 - 1.5 The classroom teacher, LAT Specialist and Principal will meet by May 15 to review the outcomes and further determine the appropriateness of student retention.
2. The in-school administrator and parent shall consider the following in determining student placement for the fall school year:
 - 2.1 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, learning assistance teacher and in-school administrator to review the programming recommendations.

- 2.2 After considering all available information, the parent and the in-school administrator will have the final decision when contemplating retention. A written indication must be on file if the parent disagrees with the decision to retain the child. Parents must be advised that if they choose to promote their child to the next grade, programming for that grade level will be accessible to their child but no additional supports will be provided.