

Pupils who are at-risk of retention will be identified on the basis of the following indicators of below grade level performance:

K-2 (five or more of the following):

- 1) A score of two or below on the District Writing Assessment (DWA) (grades 1-2 only).
- 2) A score of 50% or lower on the district final trimester assessment (grades 1-2 only).
- 3) Below grade level in reading as determined by Fountas and Pinnell Reading Assessments.
- 4) Below grade level performance on the district final trimester Kindergarten Assessment.
- 5) A 1 or 2 in the final language arts report card grade of previous year (grades 1-2 only).
- 6) A 1 or 2 in the final math report card grade of previous year (grades 1-2 only).
- 7) Below grade level performance during current trimester in language arts as demonstrated by test scores, observations, writing samples, running records, projects or other anchor tasks.
- 8) Below grade level performance during current trimester in math as demonstrated by test scores, observations, writing samples, running records, projects or other anchor tasks.

3-4 (four or more of the following):

- 1) A score of two or below on the District Writing Assessment (DWA).
- 2) A score of 50% or lower on the district final trimester math assessment.
- 3) Below grade level in reading as determined by Fountas and Pinnell Benchmark Assessments.
- 4) Below grade level performance during current trimester in language arts as demonstrated by test scores, observations, writing samples, running records, projects or other anchor tasks.
- 5) Below grade level performance during current trimester in math as demonstrated by test scores, observations, writing samples, running records, projects or other anchor tasks.
- 6) A rating of Standard Not Met on CAASPP ELA of previous year (grade 4 only).
- 7) A rating of Standard Not Met on CAASPP Math of previous year (grade 4 only).

5-6 (three or more of the following):

- 1) A score of two or below on the District Writing Assessment (DWA).
- 2) A score of 50% or lower on the district final trimester math assessment.
- 3) Below grade level performance during current trimester in language arts as demonstrated by test scores, observations, writing samples, running records, projects or other anchor tasks.
- 4) Below grade level performance during current trimester in math as demonstrated by test scores, observations, writing samples, running records, projects or other anchor tasks.
- 5) A rating of Standard Not Met on CAASPP ELA of previous year.
- 6) A rating of Standard Not Met on CAASPP Math of previous year.

7-8 (three or more of the following):

- 1) A score of two or below on the end of the year ELA assessment.
- 2) A score of 50% or below on the end of the year math assessment.
- 3) A grade of D- or below in language arts.
- 4) A grade of D- or below in math.
- 5) A rating of Standard Not Met on CAASPP ELA of previous year.
- 6) A rating of Standard Not Met on CAASPP Math of previous year.

In addition to the above criteria, the teacher shall provide sufficient rationale and performance documentation of below grade level performance. The documentation may include, but is not limited to, grades, test scores, observations, writing samples, running records, reading records, tests, projects or other anchor tasks as used to document lack of satisfactory achievement on district grade-level standards. Rationale and documentation for grades 2 and 3 shall focus primarily on reading performance.

The school is responsible for effectively implementing the following process:

- 1) Parents shall be notified in writing as soon as a student is identified as being at-risk of retention and shall be informed who their site contact person is regarding intervention services and possible retention. Prior to ~~October 4~~ **November 1** of each academic year, the teacher or team shall identify each student who is at risk of retention, absent circumstances such as those described below that may require additional time to identify students who are at risk of retention. Later identification of students at risk of retention may be warranted, with approval of the principal in circumstances such as the following:
 - a) Where the student has been enrolled in LCUSD for less than a year prior to ~~October 4~~ **November 1**;
 - b) Where the student has attended LCUSD for less than half of the academic year;
 - c) Where the student has experienced an exceptionally serious health problem or other condition or event that substantially precludes assessing the risk of retention.
- 2) When the teacher or team identifies a student as being at risk of retention on any date later than ~~October 4~~ **November 1**, the teacher or team shall immediately notify the site administrator and the parents of that student. That notification shall be no later than the end of the first trimester/semester (grades 7-12).
- 3) When a student has been identified as at-risk of not meeting grade level or subject performance standards, the student study team will work with parent and student to resolve problems. The student study team may consider a variety of intervention strategies including remedial instructional services.
- 4) Only when all interventions have been unsuccessful and the student has not made sufficient academic progress during the course of the school year, will the student be considered for retention.
- 5) By January 27, formal written notice must be sent to parents of students who remain at-risk of being retained.
- 6) During the period from January to April, the teacher will send written monthly progress reports to apprise parents of their student's progress.
- 7) Parents shall have the opportunity to meet with the decision-making teacher prior to a final decision to be made no later than the end of the first full week of April. At this meeting the parent shall view all supporting documentation of performance (test scores, work samples, portfolio, etc.).

A written appeal may be forwarded to the office of the Superintendent by the parent within ten (10) calendar days of receipt of written notification of the decision. Within ten (10) calendar days, a retention review meeting shall be conducted including all parties concerned. As per Ed Code, the burden shall be on the appealing party to show why the decision of the teacher should be overruled. The final decision to overrule shall rest with a committee composed of one site administrator (not involved in the original decision), one district administrator and one teacher not at that school or small school. The parent shall be notified in writing of the decision within fifteen calendar days.