

# Redan Elementary School: A High Performing Learning Community Steps for Serving At-Risk Learners

At Redan we care about every child and want every child to have a successful learning experience. When a child is having difficulty meeting daily learning objectives, the teacher will send home a modification letter for the parent to sign. The modification letter is designed to provide the student with instructional support from the teacher based on the child's academic needs. The strategies used from the modification letter are for the sole purpose of bringing the child to grade level performance. Once the modifications are in place, the homeroom teacher will notify the Assistant Principal and a Level 1 Plan will be developed. This plan is a state-mandated action plan based on learning goals and strategies for the at-risk child. The Level 1 Plan will be presented to the parent in a conference and the child will also be referred to the Student Support Team (SST). SST is a committee, which includes the parent, which meets to ensure that the at-risk child is achieving personal success in the general education classroom.

If the child still continues to struggle academically and retention in the current grade level is a possibility, an "At-Risk Folder" with student work samples will be completed on the child. With this Folder the parents will be sent four letters throughout the school year indicating the child's deficit areas and the instructional strategies that are being used to support the child. These four letters include: A Progress Report Notification letter sent in November along with the twelve week progress report card, an "At-Risk" letter sent in January with the first semester report card, and another at-risk letter (#3) sent home to the parent in February with the six week progress report card. Students who have not shown sufficient academic growth and the teacher is recommending retention will be sent a final "At-Risk" letter in April along with the twelve week progress report card. In May this student will become a candidate for retention and the Principal is given a retention list based on the "At-Risk" Folder contents and signed letters. A retention letter is sent home in May along with a Retention Letter for the parent to sign. At the Retention Conference the parent decides whether or not they agree or disagree with the recommendation to retain. Students who are retained will be provided with an individualized Action Plan (Tiger Plan) to assist the child in the new school year. The Tiger Plan is designed to help the next teacher with instructional alternatives for the student to aide in his/her academic success.

**All letters sent home to the parents must be signed and returned to the student's teacher immediately.**