

Retention for Grades K-8

If a teacher feels it is in the student's best interest to repeat a grade level, the following steps must be taken:

1. By mid-February, teachers of retention candidates will have made an initial contact with parents;
2. Retention candidates will be referred to the intervention team for staffing and assistance. The intervention team may use the retention checklist and the retention data collection form in compiling information about the student;
3. By mid-April, the second parent contact will be made and a meeting will be held to outline the process leading to a decision about retention/nonretention, as described below:
 - a. The intervention team will review the information collected on the student, ensure that all necessary information is at hand and make a tentative determination of the instruments to be used in evaluation;
 - b. The identified testing team will conduct evaluations on identified students in each building;
 - c. At the conclusion of the testing, the testing team will review all information on the retention candidates and make recommendations to the intervention team.
4. A third and final conference with the parents of each student tested will be conducted;
5. During the final meeting, the principal reviews the testing team's evaluation, the teacher's recommendations and the intervention team's recommendation before making his/her decision and deliver the decision to the parents(s);
6. The decision of the principal is binding and may not be appealed at a higher level.