

## **Retention for Kindergarten Through Eighth Grade\*\***

### **Part I - Elementary Grades K-5**

Students may be considered for retention if they meet one or more of the following criteria:

1. If a student does not meet grade level standards in the areas of Language Arts and/or math;
2. If a student has missed ten or more days of school within a grading period or less than 80% and such lack of attendance is shown to detrimentally affect achievement;
3. If a student has not reached an appropriate level of social/emotional maturity;

The retention process pertains to students who have been enrolled throughout the year as well as transfer students. For transfer students, the time line and procedure may be modified.

The process and timeline is as follows:

By February 10:

- Students being considered for retention will be identified by the teacher(s) and reported to the building principal;
- The teacher(s) will have documented evidence of having informed the parent of a concern;

If by April 1 it is determined the student still needs to be considered for retention, the teacher will schedule a retention conference with the principal and parent to:

- Present evidence regarding the student's current performance as described in the plan;
- A plan for success will be developed.

The above team will make a final recommendation to the principal by June 1. The team will make the final decision and the principal will inform the parents in writing.

The principal's decision may be appealed to the superintendent, within 10 working days, with an explanation in writing outlining the issues to be considered in the appeal. The superintendent's decision may be appealed to the school board at the next regularly scheduled meeting.

## **Part II - Secondary Grades 6-8**

Students may be considered for retention if they meet one or more of the following criteria:

1. If a student does not meet standards in the areas of English, math, science and social sciences;
2. If a student has missed ten or more days of school within a grading period and such lack of attendance is shown to detrimentally affect achievement;
3. If a student has not reached an appropriate level of emotional maturity;
4. If a parent/guardian feels retention will benefit the student.

The retention process pertains to students who have been enrolled throughout the year as well as transfer students. For transfer students, the time line may be condensed, but the procedure remains the same. The process and time line is as follows:

By December 10:

1. Students being considered for retention will be identified by the teacher(s) and reported to the building principal;
2. The teacher(s) will have documented evidence of having informed the parent of a concern;
3. A meeting, most likely to include parents/guardian(s) and pertinent staff members, will be held. A plan for success will be developed.

If by April 1 it is determined the student still needs to be considered for retention, the teacher will schedule a retention conference with the principal and parent to:

1. Present evidence regarding the student's performance as described in the plan;
2. Develop a further formalized remediation plan as needed.

The above team will make a final recommendation to the principal by May 20. The building principal will make the final decision and inform the parents in writing.

The principal's decision may be appealed to the superintendent, within 10 working days, with an explanation in writing outlining the issues to be considered in the appeal. The superintendent's decision may be appealed to the school board at the next regularly scheduled meeting.

**Elementary Initial Retention Notification**

Submit to principal and team by February 10th

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Year: \_\_\_\_\_ Grade: \_\_\_\_\_

**Performance**

Reading: \_\_\_\_\_

Math: \_\_\_\_\_

Writing: \_\_\_\_\_

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

**Attendance:** Days Missed: \_\_\_ / \_\_\_ = \_\_\_ % Days Tardy: \_\_\_ / \_\_\_ = \_\_\_ %

Comments: \_\_\_\_\_

\_\_\_\_\_

**OAKS Testing:** Grade: \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_

**DIBELS Testing:** Fall Benchmark: \_\_\_\_\_

**Other:** \_\_\_\_\_

**Social:** \_\_\_\_\_

**Emotional:** \_\_\_\_\_

**Behavioral:** \_\_\_\_\_

Parent contacts prior to retention notice: \_\_\_\_\_

Parent notified of concerns: Yes / No Phone: \_\_\_\_\_ Letter: \_\_\_\_\_ Conference: \_\_\_\_\_  
Date Date Date

Additional communications: \_\_\_\_\_

Parent comments/concerns: \_\_\_\_\_

\_\_\_\_\_

Date Form Completed: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

**Elementary Final Retention Report**

Submit to principal and team by June 1st

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Year: \_\_\_\_\_ Grade: \_\_\_\_\_

**Performance**

Reading: \_\_\_\_\_

Math: \_\_\_\_\_

Writing: \_\_\_\_\_

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

**Attendance:** Days Missed: \_\_\_ / \_\_\_ = \_\_\_ % Days Tardy: \_\_\_ / \_\_\_ = \_\_\_ %

Comments: \_\_\_\_\_

**OAKS Testing:** Grade: \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_

**DIBELS Testing:** Fall Benchmark: \_\_\_\_\_ Winter Benchmark: \_\_\_\_\_

**Other:** \_\_\_\_\_

**Social:** \_\_\_\_\_

**Emotional:** \_\_\_\_\_

**Behavioral:** \_\_\_\_\_

Parent contacts prior to retention notice: \_\_\_\_\_

Parent notified of concerns: Yes / No Phone: \_\_\_\_\_ Letter: \_\_\_\_\_ Conference: \_\_\_\_\_  
Date Date Date

Additional communications: \_\_\_\_\_

Parent comments/concerns: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

**Elementary Student Support Plan**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Team Present:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Educational Plan: What will we do to help the student get back on track and avoid being retained?  
Who will be responsible for follow through on the plan?**

- 6.
- 7.
- 8.
- 9.
- 10.

**A copy of this plan should be shared with the parents and parents should be given the opportunity to provide their input/suggestions.**

**Elementary Recommendation for Grade Placement**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Date: \_\_\_\_\_

It is the recommendation of the Placement Team that it would be in the best interest of \_\_\_\_\_  
\_\_\_\_\_ to be placed in the \_\_\_\_\_ grade.

Teacher/Staff comments:

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Parent/Guardian comments:

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\_\_\_\_\_  
Teacher Signature Date  Agree  Disagree

\_\_\_\_\_  
Team Member Signature Date  Agree  Disagree

\_\_\_\_\_  
Team Member Signature Date  Agree  Disagree

\_\_\_\_\_  
Parent Signature Date  Agree  Disagree

\_\_\_\_\_  
Principal Signature Date  Agree  Disagree

\_\_\_\_\_  
Other Signature Date  Agree  Disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Secondary Retention Checklist**

Student Name: \_\_\_\_\_

Grade \_\_\_\_\_

**To be completed by December 10:**

- 1. At least two parent Contacts

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

- 2. Meeting of Placement Team (teacher, parent/guardian, other staff members)

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Staff member Signature

\_\_\_\_\_  
Other Signature

- 3. Plan Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To be completed by April 1:**

- 1. Placement team meets to present evidence of progress toward completion of plan. (Attach support documentation, if any.)
- 2. Further remediation, if needed, will include \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Other Signature

**To be completed by May 20:**

- 1. The Placement Team will meet and make a final recommendation to the principal.
- 2. The principal will make a final decision and inform the parent in writing in a timely manner.
- \* The principal's decision may be appealed to the superintendent with an explanation in writing outlining the issues to be considered in the appeal. The superintendent's decision may be appealed to the Board.

**Secondary Recommendation for Grade Placement**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Date: \_\_\_\_\_

It is the recommendation of the Placement Team that it would be in the best interest of \_\_\_\_\_  
\_\_\_\_\_ to be placed in the \_\_\_\_\_ grade.

Teacher/Staff comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher Signature Date  Agree  Disagree

\_\_\_\_\_  
Team Member Signature Date  Agree  Disagree

\_\_\_\_\_  
Team Member Signature Date  Agree  Disagree

\_\_\_\_\_  
Parent Signature Date  Agree  Disagree

\_\_\_\_\_  
Principal Signature Date  Agree  Disagree

\_\_\_\_\_  
Other Signature Date  Agree  Disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_