

Retention for Students Grades 1-8**

The following procedures shall apply whenever a teacher recommends that a student be retained:

By March 1 of each school year, teachers shall notify the principal of any possible retentions of students in the classroom. The principal shall require the Light's Retention Scale or a similar instrument to be completed by the teacher and returned.

If the results of the instrument verify the perceptions of the teacher, the principal or designee shall discuss the situation with the parents and shall submit a referral to the intervention team for assistance in gathering information needed relevant to the academic, instructional and social needs of the student.

The recommendation for retention shall be the result of a team staffing to consist of the classroom teacher, the psychologist, and the principal. Other professionals may be involved if the situation warrants it. The team will determine whether an evaluation for Section 504 or IDEA eligibility should be conducted, if the student is not currently identified as eligible and receiving services, or whether an existing 504 or IEP program should be modified, in which case a 504 or IEP team meeting should be held before a decision on retention is made.

A recommendation for retention shall be in writing and shall be discussed with the parents, who will sign to accept or reject the recommendation. They shall be asked to write a statement of the reasons for their rejection.