

### **Promotion and Retention of Students\*\***

Students shall be placed at the grade level to which they are best adjusted academically, socially, physically and emotionally. If retention is suggested, the following steps must be taken.

1. By the end of the first semester - indications to parents of inadequate progress by the student;
2. By the end of the first semester - teachers must read Light's Retention Scale and Parent Guide to Light's Retention Scale;
3. By the end of the first semester - notify parents of possibility of retention if the situation does not change (Give specific suggestions for improvement to the student and/or parents. Review grade level standards/goal with parents.);
4. Early in mid-March - administration of Light's Retention Scale by classroom teacher (A "5" on the retention scale does not preclude retention, but should be discussed with the committee. Give parents a copy of Parent Guide to Retention.);
5. Early in mid-March - retention committee comprised of the principal, assistant principal, counselor, Title I director, physical education specialist and a classroom teacher from that department (primary, intermediate, upper) will meet to consider Light's Retention Scale results, student work samples, test scores and behavior programs; a decision in promotion/retention will be made at this time by the committee;
6. By the end of the third quarter - teacher, and committee member(s) if requested, will confer with parents (and student, if appropriate) on results of the retention committee decision;
7. If a student is being considered for promotion at any time during the school year in grades five through eight and has been previously retained, then the teacher involved with the original retention will be included in the discussion of this student (if possible);
8. Special promotions will be made by the committee as needed;
9. If a student is being considered for a special promotion at any grade level, then the committee will meet to make a decision.

Mid-term reports are to be sent to the parents of all students experiencing academic difficulties. These will be prepared during the fourth week and sent during the fifth week of every quarter.

Conferences, at the option of the teacher, parent or student, will be held whenever requested.

Records of the committee findings will be kept in the student's behavioral file, and records of parental action will be kept in the cumulative file.

Parents may request retention if they believe it to be in the best interest of their student. The school will act, starting on Step 4 of the policy, to determine appropriate action.

Any decision concerning promotion and retention not satisfactory to all concerned may be appealed to the Board under the terms of the complaint procedure.

### **Retention for Students Grades 1-8**

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-January, teachers of retention candidates will have made initial contact with parents;
2. Retention candidates will be referred to the Student Support Team (SST) for staffing and intervention. The SST will use the retention checklist and the retention data collection form in compiling information about the student;
3. By mid-March, the second parent contact will be made and permission secured for retention testing;
4. The SST will review the information collected on each student, ensure that all necessary information is at hand, and make a tentative determination of the instruments to be used in the evaluation;
5. The testing team will conduct evaluations on identified students in each building;
6. At the conclusion of the testing, the testing team will review all information on the retention candidates and make recommendations known to the SST;
7. A conference with the parents of each student tested will be conducted;
8. Parent/Principal/Special services director endorsement/approval secured.

**RETENTION OF A STUDENT**

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

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

Present Grade Level: \_\_\_\_\_ School Year: \_\_\_\_\_

Teacher: \_\_\_\_\_

After considerable professional deliberation regarding your student's progress, testing results and skill level, the recommendation has been made that \_\_\_\_\_ remain at his/her present grade level for the upcoming school year.

As was explained to you by your student's teacher, \_\_\_\_\_'s accomplishments are not meeting the standards of expected achievement for this year in school. This may result in more serious learning difficulties in the future without the recommended retention in his/her present grade level.

Please indicate your support or nonsupport of this recommendation below, and return this form to the school office no later than \_\_\_\_\_.

\_\_\_\_\_ I support the recommendation that my student remain at his/her present grade level for the upcoming school year.

\_\_\_\_\_ I do not support the recommendation that my student remain at his/her present grade level for the upcoming school year and require that my student be placed in the next grade level. In requiring this placement I voluntarily agree to assume all risks and/or liability associated with my decision. I voluntarily release the district, its employees, agents and representatives from all risk and/or liability associated with my decision.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Parent Signature

**OFFICE RETENTION NOTICE**

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

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

Present Grade Level: \_\_\_\_\_

The criteria used in making a recommendation for the retention of this student are as follows (include behavior, classroom performance, skill levels, achievement test scores, etc.):

\_\_\_\_\_  
Teacher Signature

This form must be filled out on all recommendations for retention whether the student is actually retained or not. Submit to the principal by \_\_\_\_\_.