

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

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

1. By the end of the first trimester - indications to parents of inadequate progress by the student;
2. If at any time retention is considered - teachers must read Light's Retention Scale and Parent Guide to Light's Retention Scale;
3. By January 31 - 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. By January 31 - teachers will submit a list of possible retention candidates to the superintendent and principal;
5. 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 Student Study Team);
6. Early in mid-March - The Student Study Team 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 Student Study Team;
7. By April 15 - teacher and the Student Study Team if requested, will confer with parents (and student, if appropriate) on results of the Student Study Team decision;
8. If a student is being considered for promotion at any time during the school year in grades kindergarten 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);
9. Special promotions will be made by the Student Study Team as needed;
10. If a student is being considered for a special promotion at any grade level, then the Student Study Team will meet to make a decision.

Mid-term reports are to be sent to the parents of all students experiencing academic difficulties. Conferences, at the option of the teacher, parent or student, will be held whenever requested.

Records of the Student Study Team 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 is to be in the best interest of their student. The school will act, starting on Step 5 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.

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 oncoming 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 non-support of this recommendation below, and return this form to the school office no later than \_\_\_\_\_.

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

\_\_\_\_\_ I do not support the recommendation that my child remain at his/her present grade level for the coming school year and require that my child 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 PROMOTION AND RETENTION NOTICE**

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

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

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

The criteria used in making a recommendation for the promotion/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 promoted/retained or not. Submit to the building principal by \_\_\_\_\_.