

Retention for Students Grades K-8

Teachers will use report cards, conferences, notes and telephone calls to regularly report student progress to parents.

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-December, teachers of possible retention candidates will read Light's Retention Scale and Parent Guide to Light's Retention Scale;
2. By mid-January, teachers of possible retention candidates will meet with the school's multi-disciplinary team to discuss interventions and testing;
3. By January 30, teachers will submit an "Office Retention Notice" on each possible retention candidate to the principal;
4. By March 10, teachers will complete a Light's Retention Scale for each possible retention candidate;
5. By the end of March, the student services team (SST) will meet with each possible retention candidate's teacher. They will consider results of the Light's Retention Scale, work samples, test scores, behavior programs and other interventions. A preliminary decision will be made at this time by the committee;
6. By April 10, the teacher and at least one SST member will meet with parents, and student if appropriate, regarding the preliminary team decision. A final decision will be made and signatures on a "Promotion, Retention or Assignment of Students" form will be secured.

If a student enters the district after any of the above deadlines the district may modify the above time line.

Promotion, Retention or Assignment of Students

Date: _____

Student: _____

Present grade level: _____

School year: _____

Teacher: _____

After considerable professional deliberation regarding your child'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 child's teacher and a member of the student services team, _____'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 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 assigned to 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 Mt. Angel School District, its employees, agents and representatives from all risk and/or liability associated with my decision.

Teacher signature Date

Principal signature Date

Parent signature Date

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

Date

This form must be filled out on all recommendations for retention whether the student is actually retained or not. Submit to the building principal by January 30.