

Promotion and Retention of Students**

Grade retention may be considered for students in grades K-8 if the following process is completed. The process should begin no later than spring break for retaining a student for the following school year. If parents bring up retention, the same process applies.

1. The teacher has achievement data or academic progress data that shows the student is failing two or more of the basic core subjects, i.e. reading, math or writing over a specified period of time.
2. The teacher shares the achievement data, academic progress, and any attendance concerns with the school "Student Support Team" (SST), including the school psychologist. The SST's discussion should also include the student's English language proficiency, special education eligibility and any behavioral/mental health issues.
3. The teacher and/or the SST develops and implements an intervention plan over a specified period of time.
4. The SST considers testing to determine if the student has special needs. Both intelligence and achievement testing may be considered.
5. The teacher discusses the achievement data, academic progress, attendance data, and/or any other concerns with the parents and suggests the possibility of retention.
6. The teacher completes the Light's Retention Scale.
7. The SST meets to discuss all data collected including achievement data, academic progress, attendance data, any testing information and the Light's Retention Scale and determines the feasibility of retention.
8. The team should not consider retention if any of the following apply:
 - a. Student is determined eligible for special education;
 - b. Student's score on the Light's Retention Scale indicates that retention is not appropriate;
 - c. Student has little or no knowledge of English language and is not acquiring new skills;
 - d. Student's emotional well being and attitude would be negatively impacted by retention;
 - e. After presentation and discussion of all relevant data and options, the parents oppose retention.
9. The teacher and other staff meet with parents to discuss the school's recommendation for retention.
10. The teacher and/or other staff meet with the student to discuss the recommendation for retention.

11. The teacher, principal and parents mutually determine whether to retain a student. Appropriate documentation shall be kept in the student file.
12. During the school year that the student is retained, the SST shall review the student's progress each trimester. If the student is able to successfully complete grade level standards, the SST may consider promoting the student to the next grade level prior to the end of the school year.