

Retention for Students Grades K-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. At third quarter conferences, teachers of retention candidates will make initial contact with parents;
2. Retention candidates will be referred to a Multi-disciplinary team (MDT) for staffing and intervention. The MDT will review the criteria being utilized and the retention data collection in compiling information about the student;
3. During the next four weeks, the second parent contact and follow-up will be made and permission secured for any additional testing;
4. The MDT will review the information collected on each student, ensure that all necessary information is at hand, and make a determination;
5. A conference with the parents of each student recommended for retention will be conducted and final recommendations for retention will be made.