

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. The teacher will initiate ongoing communication with the parents at the earliest signs of inadequate student progress. The teacher will work with the parent to plan strategies for remediation. Each incident of parent contact must be documented;
2. If retention is being considered, the teacher will complete the Office Retention Notice form. A conference with the principal will be held to discuss student performance;
3. No later than mid-year, parents will be notified of the possibility of retention if the situation does not change. (Give specific suggestions for improvement to the student and/or parents. Review grade level standards/goals with parents.);
4. A retention scale instrument will be administered to the student. Parents will be given a copy of the Parent Guide to Retention (if available);
5. A retention committee as designated by the building administrator will meet to review information collected on the student which may include retention scale results, student work samples, test scores, and behavior programs. A recommendation regarding retention will be made at this time by the committee;
6. The principal, teacher and committee members will confer with parents (and student, if appropriate) on the results of the retention committee recommendation;
7. If a student is being considered for a promotion at any time during the school year and has been previously retained, then the teacher involved with the original retention will be included in the discussion of this student (if possible).

Records of the committee findings will be kept in the student's education records file; and records of parental action will be kept in the student's education records 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 this regulation, 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 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 forwarded to me that your student remain at their present level for the oncoming school year.

- I support the recommendation that my student remain at his/her present grade level for the coming school year.

- I do not support the recommendation that my student remain at his/her present grade level for the coming school year for the following reasons:

Parent signature: _____

Date: _____

Teacher signature: _____

Date: _____

Principal signature: _____

Date: _____

OFFICE RETENTION NOTICE

Date: _____

Student: _____

Present Grade Level: _____ School Year: _____

The criteria used in making a recommendation for the retention of this student is 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.