

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

If a teacher feels it is in the student's best interest to repeat a grade level, the following steps must be taken:

1. By mid-February, teachers of retention candidates will have made initial contact with parents;
2. Retention candidates will be referred to the Building Support Team (BST) for staffing and intervention. The BST will use the retention checklist and the retention data collection form in compiling information about the student;
3. By mid-April, the second parent contact will be made and permission secured for retention testing;
4. The BST will review the information collected on each student, ensure that all necessary information is at hand, and make a tentative determination of the instruments to be used in the evaluation;
5. The testing team will conduct evaluations on identified students in each building;
6. At the conclusion of the testing, the testing team will review all information on the retention candidates and make recommendations known to the BST;
7. A conference with the parents of each student tested will be conducted;
8. Parent/principal/special services director endorsement/approval secured.

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 coming 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 nonsupport of this recommendation below and return this form to the school office no later than \_\_\_\_\_.

- 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 and require that my student 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 Stanfield School District, its employees, agents and representatives from all risk and/or liability associated with my decision.

\_\_\_\_\_  
(Teacher Signature)

\_\_\_\_\_  
(Superintendent Signature)

\_\_\_\_\_  
(Parent Signature)

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

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 \_\_\_\_\_

## Retention for Students Grades 7-8

If a teacher feels it is in the student's best interest to repeat a grade level, the following steps must be taken:

1. By mid-December, teachers of retention candidates will have made initial contact with parents. A letter will be sent from the administration informing parents that students failing to pass all of their core classes (Math, Science, Language Arts, Social Studies) are in danger of being retained.
2. At the end of the first semester, retention candidates will be referred to the Building Review Committee (BRC) comprised of the school administrator, a counselor, four to five core teachers, and four non-7th/8th grade parents for staffing and intervention. The BRC will use the retention checklist and the retention data collection form in compiling information about the student.
3. At the end of the third quarter, the BRC will review all information on the retention candidates and make recommendations for additional remediation.

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.):

**Stanfield Secondary School  
Academic Accountability Program  
Seventh and Eighth Grade**

**Academic Policy**

1. Grades: All students will receive a passing grade in their core classes. Core classes are: English, Social Studies, Science and Mathematics.
2. Test Scores: Functional level test scores in Mathematics, Reading, and Writing assessment performance scores will be considered in determining a student's eligibility for promoting to the next grade. Students are assessed by state tests in the 8th grade. Local levels tests are administered to 7th and 8th grade students.

**Accountability Policy**

In the event that a student is not passing all their core classes, the following procedure will take place.

1. Progress reports are distributed to students every three weeks. Students have the responsibility of getting these reports to parents. Should a parent request it, progress reports will be mailed to the current address we have on file in the office.
2. A letter will be sent to each student's parent or guardian informing them of the failing grade prior to the end of the first semester. Students will, at this time, still have an opportunity of passing the class(es) in question by performing well on semester tests. Final grade reports for the first semester will be mailed home.
3. Students failing the first semester will be required to develop an academic improvement plan. This will be done through a meeting with the teaching staff, student and parents.
4. At the end of the third quarter the parents or guardian will be sent a letter to inform them of the consequences of their student's continuing to fail their core classes.
5. By May 15, a building review committee will determine the final placement for the student. The review committee is comprised of: The principal, the counselor, five teachers and four non-seventh and eighth grade parents.
6. Students that are failing a core class at the end of the year will have one opportunity to complete a proficiency test on the material covered during the year. A 70 percent score on this proficiency test will enable the student to be promoted to the next grade level.

**Summer School Credit**

Students who are failing a core class at the end of the school year and who fail to successfully pass the proficiency test will be able to submit a grade from an accredited summer school course approved by the district that verifies that they have successfully met the requirements of the course. Financial responsibility for summer school courses are borne by the parents or legal guardian.

## **Retention**

1. Students will be required to remain in the same grade for another year to master the skills that they did not master.
2. If a student is unable to successfully obtain the skills needed for high school, alternative placement options will be considered after deliberations with the staff, student and parents.
3. A student will be allowed three years to complete the seventh and eighth grade. If a student is unable to do so, alternative educational opportunities will be considered after deliberations with the staff, student and parents.