

RETENTION OF STUDENTS

Retention of any student should be approached with the utmost caution, preparation, and planning by all parties concerned. It is critical that the reasoning behind retention has been very thoroughly considered by the instructional and administrative staff involved in making a decision to retain a child.

Elementary Schools and Rural Schools

1. By the end of the first semester the building administrator will be made aware of concerns regarding retention of a student. After notifying the principal of the possibility of retention, teachers will make arrangements with the parent to discuss the alternatives. Every effort should be made by the building administrator to attend this session.
2. By the end of the first semester, parents will be made aware of problems and possible consideration for retention. Specific reasons should be given for this concern.
3. By March 15 the parents will be contacted in reference to retention. The progress of the child should be noted as well as reasons for considering retention. Building administrators should be made aware of the conference and should make every effort to attend.
4. By May 1 a conference will be scheduled involving the parents, teachers, and building principal for the purpose of making a final decision on retention.
5. All meetings with parents regarding retention should be documented in writing by the teacher.
6. No conditional retentions or promotions should be made.
7. A summary sheet of information pertaining to retention will be entered into the child's cumulative folder stating specific reasons for retention.
8. When assigning a retained student to a classroom the following year, the building principal will arrange a conference with the accepting teacher to discuss in detail the needs of the retained student. This will be done prior to the start of school.
9. Maximum emphasis is placed on conferring with parents and retention. It is important that they have an understanding of the problems and agree with the retention. No parent should be told that a final decision will be made at the beginning of the fall term. They should be fully aware of the decision pertaining to retention before the student begins summer break.
10. In cases where parents refuse to attend a conference and the student is to be retained, a registered letter will be sent home before the end of the school year informing them of the school's decision to retain the student.
11. Parent permission is required for student retention. A signed parent statement will reflect disagreement and denial of retention.

Middle School

1. The Middle School staff, comprised of counselors, and special services people will meet midway through the third marking period to discuss those students whose academic progress is sufficiently poor enough to consider possible retention. Each student should be considered individually in terms of maturity, learning ability, environment, and achievement. Some students will be recommended for Special Services screening Those students whose academic progress is weak will receive a letter indicating weakness and if academic progress is not achieved grade level retention

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will be considered. This is to be sent directly to the parents/guardian(s) with a copy filed in the student's permanent folder.

2. The same group of people will meet again during the 4th quarter of school to discuss those students who have received letters and any other students whose progress has declined substantially. The same factors as listed above will be considered and recommendations will be made relative to grade level retention. Written communications will be sent to the homes of those children involved.
3. Letters sent home will request parents contact the school upon receipt.
4. In cases where parents do not contact the school and the student is to be retained, a registered letter will be sent home before the end of the school year indicating the school's decision to retain the student.
5. Parent permission is required for student retention. A signed parent statement will reflect disagreement and denial of retention.

Senior High

1. In grades 9-12 assignment to grade level is made on the basis of credits earned.

Adopted: January 17, 1996

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