

## RETENTION

### 1.0 Grades K-5 – Retention Criteria.

Retaining a student in these grades shall be based upon the professional judgment of a review committee whose composition will be the child's classroom teacher(s), the school principal, and any other personnel the school principal deems appropriate. The parents shall be requested to participate in the review process.

The review committee shall consider the following criteria:

1.1 **Academic Achievement** - The following are examples of areas that may be considered: the child has a grade point average of D or lower; is functioning below grade level in most academic areas; falls below the 33<sup>rd</sup> percentile on a District-approved standardized achievement test; has not passed 80% of the grade level objectives.

1.2 **Age** - The child is younger than the majority of his/her classmates.

1.3 **Attendance** - The child has a history of non-attendance and/or extreme tardiness.

1.4 **Attitude Toward Retention** - The child's and parents' attitudes toward retention have been considered.

1.5 **Behavior** - The child's behavior is considered as symptomatic of an inability to function at grade level.

1.6 **Emotional Stability** - The child exhibits no serious emotional condition.

1.7 **Intelligence** - The child is functioning within the normal range of intelligence.

1.8 **Maturity** - The child is generally immature in his/her social relationships.

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1.9 **Physical Development** - The child's physical development suggests immaturity when compared to his/her peer group.

1.10 **English Language Proficiency** – English language learners shall not be retained based solely on their limited English proficiency.

It is recognized that few children meet all of the above criteria; however, the greater the number of criteria present, the more advisable the retention.

2.0 Grades K-5 – Retention Procedures.

The following procedures shall have been followed as a prerequisite to the retention of K-5 students.

2.1 During the first reporting period, the parent/guardian and principal are to be notified of the child's school problems by the classroom teacher. If school problems develop during successive quarters, the teacher and principal will develop an alternate timeline to accomplish the prerequisites for retention.

2.2 During the second reporting period, the parent/guardian and principal are to be notified of the child's continued school deficiencies and the possibility of retention. A written record of such notification will be kept by the teacher.

2.3 During the third reporting period, a review of the student's progress will be made by the principal, teacher and other appropriate staff. The parent/guardian will be requested to attend this review conference.

2.4 By the end of the final reporting period, the review committee shall attend a summative conference at which time all appropriate input will be reviewed. If the decision is to retain the student, educational recommendations for the following year will be made. The parent/guardian shall be provided with a written copy of the principal's decision and a copy shall be placed in the child's cumulative records.

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2.5 A parent/guardian who objects to having the child retained shall be informed of the appeal process.

3.0 Grades 6-8 – Retention Criteria.

A middle school student shall be considered for retention in the following circumstances:

3.1 The student has not been enrolled on a full-time basis for each trimester, unless the student's disability, medical condition, or other circumstances beyond the student's reasonable control is present and prevented the student's full-time attendance. Students with such conditions may be retained notwithstanding such condition if the student meets the standard in Section 3.2 and the review committee described in Section 4.2 determines that retention is appropriate after reviewing the body of evidence described in Section 4.1.

3.2 The student has failed two or more academic core courses (math, science, social studies, or language arts) for the school year. If the child has failed a course in two of the three trimesters then the student has failed the course for the year.

4.0 Grades 6-8 – Retention Procedures.

At the end of the second trimester, the principal shall notify the parent/guardian in writing if the student's enrollment or academic performance to that date indicates a reasonable possibility that the review committee will consider retention of the student. Notice of possible retention shall be provided to the parent/guardian if the student has failed one or more trimesters in two or more academic core classes.

4.1 To determine whether retention is appropriate, a body of evidence shall be compiled concerning any student who has failed one or more trimesters in two or more academic core courses. The body of evidence should include, but is not limited to:

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- District and State assessments
- Attendance
- Grade Point Average (GPA)
- Age
- Social and emotional functioning
- Progress in achieving IEP goals and objectives (if applicable)
- The types of interventions, accommodations, modifications, and differentiated instruction provided to the student
- The student's response to the interventions, accommodations, modifications, and differentiated instruction provided
- Teacher recommendations
- Parent recommendations

4.2 The body of evidence shall be reviewed by a committee consisting of an administrator, counselor(s), and teacher(s), including any staff members making the retention recommendation. For special education students, the student's special education case manager shall be a member of the review committee.

4.3 Retaining a student will be the decision of the principal based upon the recommendation of the review committee described in Section 4.2. All retention decisions shall be reported to the Executive Director of Schools prior to or at the same time the parent is notified of the decision. The parent shall receive a written explanation from the principal describing the procedures followed and the grounds supporting the student's retention.

4.4 Each school shall develop and follow a written process for identifying students at risk of retention, providing notice of such students to the principal, convening the review committee, and communicating with parents/guardians.

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5.0 Appeal Procedures – Grades K-8.

In the event that the parent/guardian wishes to appeal a decision to retain, the parent/guardian shall submit a written request for a hearing to the Executive Director of Schools within seven (7) business days following receipt of the retention notice. A hearing shall be held by the Executive Director of Schools to review the retention decision for procedural compliance. The parents/guardians, principal, teachers, and other appropriate staff shall be asked to attend. The parents will be informed in writing of the decision of the Executive Director of Schools, and may appeal that decision within seven business days to the Chief Academic Officer. The decision of the Chief Academic Officer shall be final.