

RETENTION PROTOCOL/PROCEDURES	Approved: 1/25/2023

Whenever possible, retention should be a cooperative effort between the parents and the school. The final decision, however, rests with the building principal after the following procedures have been implemented:

1. A written statement will be provided to the principal by the classroom teacher at the end of the third quarter, second trimester or early third trimester, citing data, including interventions, progress monitoring and other reasons for the retention and what has been tried by the teacher to improve performance. At this time or earlier also, parents should be notified of the probability of retention. Unsatisfactory progress reports requests for parental conferences, local and state results or other indications to the parent that the child has not been functioning at grade level, should be available as evidence to substantiate this possible retention.
2. After careful review of the teacher's statement and all pertinent data (test results, etc.) including any input from Special Education and support staff, the principal will make a written recommendation for each retention.
3. All recommended retention of Special Education students will be reviewed by the Director of Special Education.
4. The Superintendent/and or Designee maintains oversight of the retention process.

PROMOTION:

1. All students currently repeating a grade are to be promoted.
2. All students who have already repeated twice (locally or in combination with another school system) are to be promoted.

Elementary Grades PK-5:

For students in Elementary Grades PK-5, failure of ELA/Math for the 2nd/3rd trimesters is considered failure for the school year.

Secondary Grades 6-12:

For students in secondary grades 6-12, failure of a course is a grade of 64% or below for the yearly average.

Procedures and Timetable K-5:

1. The teacher and/or parent/guardian will identify a child who is potentially at risk for school failure and/or non-promotion. Informal, on-going school-home communication and efforts will be made to remediate the problem.
2. If retention is being considered, parents/guardians will be notified by the end of the second trimester or early third trimester.

3. When it is determined that informal efforts to remediate are failing, the teacher and/or parent/guardian will identify and refer any child who is potentially at-risk of school failure and, consequently, retention/non-promotion to the principal and or MTSS Team. If the referral is made by school personnel, the school will notify the parent/guardian and inform them of the Promotion/Retention Procedure.
4. The principal or his/her designee will direct that a student profile be developed. The profile will include at a minimum the following:
 - a. Student's age appropriate grade level
 - b. Student's academic history
 - c. Student's attendance record
 - d. Student's conduct record
 - e. Diagnostic, standardized and academic test record
 - f. Parent, teacher and, if applicable, student comments
 - g. Intervention measures
 - h. History of home/school communications

The principal or his/her designee or parent may request other information be included in the profile.

5. During the third trimester a conference among teacher(s), principal and family will be scheduled. A final recommendation about retention will be made at the conference and sent to the principal no later than three weeks prior to the last day of school. This recommendation and related data will be sent to the Superintendent/Designee for review.
6. If approved, the principal will notify the parents of his/her decision in writing, appropriate forms, approved by the Superintendent/or Designee, are to be used. Written communication is necessary to document the decision-making process.

Procedures and Timetable 6-8: (Also see MS Handbooks for Promotion/Retention Information)

1. The teacher and/or parent/guardian will identify a child who is potentially at risk for school failure and/or non-promotion. Informal, on-going school-home communication and efforts will be made to remediate the problem.
2. If retention is being considered, parents/guardians will be notified by the end of the third quarter and/or the beginning of the fourth quarter.
3. This team shall meet and formulate a written plan to address the needs of the child. The program will include objectives and implementation procedures. Responsibilities of the school, home, and student should be included (and documented) in this program. A copy will be sent to parents/guardians.

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- g. Intervention measures
- h. History of home/school communication

The principal or his/her designee or parent may request other information be included in the profile.

5. During the fourth quarter a conference among teacher(s), principal and family will be scheduled. A final recommendation about retention will be made at the conference and sent to the principal no later than three weeks prior to the last day of school.

6. The principal will notify the parents of his/her decision in writing. Appropriate forms, approved by the Superintendent/Designee, will be used. Written communication is necessary to document the decision-making process.

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Updated: 3/1/2023