

ELEMENTARY STUDENT RETENTION POLICY

Documented exceptions to these procedures may be made in special situations (e.g., special education students) with the approval of the building principal, superintendent and, if a classified student, the Director of Special Education.

1. If the student is failing to make normal progress, the parents must be notified of concerns early, so that the school and home may cooperate in helping him/her achieve greater success.
2. Most retentions should be at the primary level. However, older students may be considered if it is strongly felt retention will help the student.
3. No student shall be retained more than one year.
4. The teacher shall utilize the Grade Level Child Study Team in attempting to help a student who is not progressing at a normal pace and in making decisions to retain.
5. The teacher is to discuss possible retention with the school principal prior to discussion with the parent.
6. *Light's Retention Scale* must be completed within 10 days following teacher notification to parents that retention is a possibility.
7. A student retention worksheet and signed parent letter must be on file at the school for each student retained.
8. Parent notification of the recommendation to retain or promote is to be given as early as possible in the school year, but no later than 10 school days following the end of the third quarter. Notification of retention is to include a note on the report card for the fourth quarter.

First Reading: May 7, 2007

Second Reading & Adoption: June 11, 2007

WAO Elementary Retention Procedure

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1. When a teacher begins to have a concern regarding whether a particular student may need to be retained, the teacher should bring his/her concerns to the Grade Level Child Study Team for review and discussion. This group should be a place where strategies and supports for the student in question are discussed. The decision to retain a particular student should be made as a last resort by a grade level when all else has failed and a specific program for the retention year has been developed.

 2. Parents should be notified by the teacher of the student whose difficulties in the classroom raises concerns. The parents should be apprised of what strategies and supports have been put in place to help their child make the requisite progress. Notification to parents of concerns should occur as early as possible, but not later than:
Kindergarten – November 30
First Grade – Fifth Grade - Last day of the 2nd quarter in January
Upon notification that their child is not experiencing normal progress in the classroom, a regular communication process should be established and agreed to for the purpose of working together to help the student achieve greater progress.

 3. The building principal should be asked to attend the Grade Level Child Study Team prior to the parents being notified as per the attached flow chart.

 4. Within two weeks of parent notification that retention may be a possibility due to lack of normal progress, the teacher will initiate the Light Retention Scale.

 5. If the interventions and strategies developed through Child Study and the communications between home and school do not produce appropriate success for the student, then a Child Study meeting with the building principal will be held within a week after the end of the third quarter and a decision will be made to either retain or promote with inclusion on a “Watch List”.

 6. The teacher will meet with the parents to inform them of the decision. If the parents do not agree, then the student will be promoted. Whether the parents agree or disagree with the recommendation for retention or promotion, they must sign a form signing off on their decision.

 7. The attached Student Retention Process Flow Chart provides the path of the retention process.

W. A. Olmsted Elementary School Student Retention Process Flow Chart

