

1 **2421R INSTRUCTION**

2 Retention Guidelines

3 Retention or special promotion at any grade level is an important educational decision. The retention or
4 special promotion decision should be approved only if in the judgment of the study team it will result in
5 measurable improvement in the student's range of abilities both academic and social. This shall be a two-
6 part process: (1) documentation and consideration of the student's past and present academic and social
7 history; (2) student assistance plan which clearly defines the purpose and goals for an individual's
8 retention, and/or special promotion. Retention Guidelines

9 Special promotion or retention of those specific cases being considered shall be determined by a study
10 team to include the student's parents/guardians, appropriate teachers, counselors, and administrators.
11 Other appropriate support staff (i.e., home-school coordinators, psychologists, audiologists, etc.) will be
12 assigned to the study team.

13 **The following plan of action will be followed:**

- 14 A. The study team shall show written documentation of the interventions that have been used on
15 the student's behalf to assist him/her in a successful completion of the skills needed for that grade
16 level.
- 17 B. Documentation shall be provided showing the number of contacts made with parents to assist
18 the student. This shall include both parent conferences and written and/or telephone
19 correspondence.
- 20 C. The Light's Retention Scale shall be administered to all students who are considered for retention.
21 This will contribute objective data to assist in decision-making.
- 22 D. A student assistance plan for the following year will be written for students to be retained or
23 promoted for special considerations. Special promotion could result from summer school,
24 summer tutor, and exceptional performance during first grading period, counseling, special
25 education referral, social promotion, skipping a grade, etc. All documentation shall become a part
26 of the student cumulative file with a notation of the decision recorded on the permanent record.
- 27 E. The decision of the study team may be appealed by any dissenting member to the
28 Superintendent.
- 29 F. The principal will have primary responsibility for monitoring the implementation of the student
30 assistance plan.

31 **STUDENT RETENTION/SPECIAL PROMOTION WORKSHEET**

32 Student's name _____ Sex _____

33 Grade Teacher/Team _____ Student I. D. # _____

34 Parent's name _____

35 School _____

36 Age: Years _____ Months _____ Birthdate _____

37 Dominant (primary) language of student _____

- 1 Environmental factors:
- 2 Attendance: present year _____ previous year _____
- 3 Tardies: present year _____ previous year _____
- 4 Siblings: (Grade in school)
- 5 Vision problem _____
- 6 Describe _____
- 7 Hearing problem _____
- 8 Describe _____
- 9 Speech/language problem _____ Describe _____
- 10 Diagnosed handicapping condition
- 11 School Staff Observations:
- 12 I. Academic achievement
- 13 Comments:
- 14 Reading _____
- 15 Math _____
- 16 Language _____
- 17 Writing Skill _____
- 18 ITBS % V _____ R _____ L _____ W _____ M _____ Composite _____
- 19 II. Social achievement (age level) Comments:
- 20 III. Observations, Informal and Formal Assessments (dates)
- 21 Light's Retention Score (attach completed scale) _____
- 22 Attach copies of psychological evaluations, if available.
- 23 IV. Interventions: _____
- 24 V. Parent Participation
- 25 1. Describe parents' perceptions and concerns _____
- 26 2. Number of parent/teacher conferences this year _____
- 27 3. Dates and results of conferences: _____
- 28 Steps for Retention/Special Promotion:
- 29 1. Cumulative file reviewed Date _____

1 2. Teacher/principal conference Date_____

2 3. Teacher/parent conference Date_____

3 4. Retention child study team Date_____

4 5. Decision Date_____

5 6. Student assistance plan developed Date_____

6 7. Appeal filed ____ yes____ no_____ Date_____

7 VI. Recommendation:

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

16 _____ will be placed in grade for the_____ school year.

17 Signatures:

18 Parent/guardian_____

19 Parent/guardian _____

20 Teacher:_____

21 Teacher:_____

22 Teacher:_____

23 Teacher:_____

24 Principal:_____

25 Counselor _____

26 Dissenting opinion: _____

27 Comments: _____

28 DISTRIBUTION: White - parent copy; Yellow - student's file; Pink - office copy

- 1 Policy History
- 2 Adopted on: July 1, 2000
- 3 Revised on: