

1 Great Falls School District

2

3 **INSTRUCTION**

2421R

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5 Retention Guidelines

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7 Retention at any grade level is an important educational decision. The retention decision should
8 be approved only if in the judgement of the educational team it will result in measurable
9 improvement in the student's range of abilities both academic and social. This shall be a two-part
10 process: (1) documentation and consideration of the student's past and present academic and
11 social history; (2) Customized Learning Plan (CLP) which clearly defines the purpose and goals
12 for an individual's retention.

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14 Retention Guidelines

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16 Retention of those specific cases being considered shall be determined by an educational team to
17 include the student's parents/guardians, appropriate teachers, counselors, and administrators.
18 Other appropriate support staff may be assigned to the educational team at the principal's
19 discretion.

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21 **If the student meets any one of the following criteria, the student will be promoted:**

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- 23 • Is significantly older than peers or has been previously retained
- 24 • Is of low ability
- 25 • Has a handicapping condition
- 26 • Has a very high ability
- 27 • Has significant contributing family problems
- 28 • Is being considered for retention because of discipline problems
- 29 • Parents oppose retention (Poor attendance can lead to retentions in spite of parent
30 objection

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

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- 34 A. The Educational Team shall show written documentation of the interventions that have
35 been used on the student's behalf to assist him/her in a successful completion of the skills
36 needed for that grade level.
- 37 B. Documentation shall be provided showing the number of contacts made with parents to
38 assist the student. This shall include both parent conferences and written and/or telephone
39 correspondence.
- 40 C. The Light's Retention Scale may be administered to all students who are considered for
41 retention. This will contribute objective data to assist in decision-making.
- 42 D. A CLP for the following year will be written for students who are retained. This CLP
43 may include recommendations for additional support opportunities.
- 44 E. The decision of the educational team may be appealed by any dissenting member to the
45 Superintendent or designee.

- 1 F. The principal will have primary responsibility for monitoring the implementation of the
- 2 student CLP.
- 3 G. The Educational Team will complete the Student Retention Worksheet and place it in the
- 4 student's cumulative file, including all supporting documents.

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6 Cross References:

7 Policy 2421 Promotion/Retention

8 Policy 2421F Student Retention Form

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10 Policy History:

11 Adopted on: July 1, 2000

12 Revised on: August 23, 2021

13 Revised on:

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