

Section 300 -- Instruction

Promotion/Retention of Students

(Administrative Rule) (Grades PreK-4)

Code #345.04AR 1

If the student's teacher(s) believe(s) a student is having academic difficulty that may result in the possibility of the student being retained, the following steps must be completed and timelines met.

Procedures

1. A conference must be scheduled by the teacher(s) with the principal and other school personnel deemed appropriate as soon as possible to discuss problems and to determine whether those problems meet any of the **CONSIDERATIONS** for retention. As a result of the conference, a student retention form is to be completed on the student by the teacher(s). (SEE Code #345.4 Exhibit 2-- Student Retention Form).
2. The student may be referred for a special education evaluation if the student has not been evaluated in the past calendar year. Students who qualify under State Special Education guidelines will be provided with special education and related services. Decisions concerning retention of students receiving special education and related services will be made through the established Individualized Education Plan (IEP).
3. Parents/Guardians are to be notified by the teacher(s) of retention possibilities within two weeks, whenever possible, of the time school personnel discussed retention possibilities if the student does not qualify under State Special Education guidelines. Steps that have been taken to help the student and planned interventions should be reviewed with the parents/guardians. Parent/teacher conferences should be held when necessary throughout the year to explore all avenues of preventive action and remedial assistance.
4. Follow-up conferences are to be scheduled with the parent(s)/guardian(s) to re-assess the student's progress toward academic success as soon as possible.

Parents/guardians are to be notified as soon as possible of the final decision by the principal of action to be taken regarding retention. If the parent(s)/guardian(s) do not agree with the action to be taken regarding retention, they will be asked to specify their reasons. Those comments will become part of the student's cumulative folder. Any decision regarding retention is to be noted

on the student's report card and on the cumulative progress record in the cumulative folder. A summary of all meetings regarding retention of the student is to be placed in the student's cumulative progress folder.

5. During the next school year, previous and present teachers of a retained student, along with other school personnel (school counselor, school psychologist, principal, et al) will meet to discuss the appropriate placement of the retained child and summarize in writing their findings. Such summarization is to be placed in the student's cumulative file.

Appeal Process

If the parties involved disagree with the building grade level decision, they may appeal it to the District Administrator for a decision.

If the parties involved disagree with the District Administrator's decision, they may appeal it to the Board of Education for a final determination.

Prior Approval:	February 23, 2006
Attorney Review:	December 2015
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