

## **STUDENT RETENTION PROCEDURES**

### **Retention in Elementary Schools**

Research shows that most students do not benefit by repeating a grade. Grade promotion should be the standard. However, exceptional cases based on their own merits may warrant retention. Physical, emotional and social development are as important as academic achievement in determining whether a student will benefit from retention.

Failure to achieve at grade level is not in itself sufficient reason for retention. There is not any one factor, but rather a combination of factors that determine if retention is appropriate. Retention will only be considered after completion of Tier II and III interventions without significant success, and special education and English Language services have been considered.

The decision to retain a student has far-reaching implications for his or her total development. For this reason, a thorough evaluation of any student being considered for retention should be made by the teacher, principal and appropriate student assistance personnel before reaching a final decision. The corresponding K-5 *Student Retention Data* form is designed to aid the gathering of necessary information so that all factors are considered.

### **Retention Procedures:**

1. Teacher consults with building principal. If student has previously been identified as a special education student and/or an English Learner, the principal will also consult with the special education director and EL program director.
2. Teacher will inform the family of the possibility of retention of their child by spring conferences. Make certain information shared with family accurately reflects student performance.
3. Teacher and principal consult with student assistance team to review existing data and previous intervention recommendations.
4. Teacher will complete the *Student Retention Data* form after completing spring assessments.
5. The decision to retain will be made jointly by the family and principal by June 1. If joint agreement is not reached, the Executive Director of Academic's decision shall be final.
6. Principal will submit the *Student Retention Data* form and the Retention Summary to the Executive Director of Academics. A copy will also be placed in the student cumulative folder.