

Charles County Public Schools Elementary Retention Procedures

Prior to Consideration for Retention: Before retention is considered for a student, the following must have occurred:

- Teacher, ILT, and school-based administrators are aware of academic concerns.
- A Student Support Team meeting is held for the child. The team discusses student achievement using a variety of data measures and discusses supports/interventions that have been provided, including any measures of growth that have been observed. This team ideally includes:
 - Parent
 - Administrator
 - Classroom Teacher
 - Counselor
 - Psychologist
 - ILT member
 - Special Educator
 - Others as deemed beneficial by the school
- The team continues to monitor student progress and provide support/intervention for a minimum of 6 to 8 weeks.
- Parent contact should occur after the initial meeting and any subsequent meetings if the parent does not/is not able to attend.

When a student is being considered for Retention:		
1. Request for consideration for retention is submitted to Principal by teacher or parent.		
2. <i>Light's Retention Scale</i> is completed by the Student Support Team. This should ideally take place between the end of quarter 1 and the end of quarter 3, so that the promotion/retention box can be marked on the report card. If promotion is recommended, proceed to #3.		
3. A meeting is held with the parent(s)/guardians(s). In this meeting, objective data is shared with the parents. Parents should also be asked for their input concerning retention. Included in this meeting should be: <ul style="list-style-type: none"> a. Administrator b. Classroom Teacher c. Counselor d. Parent(s) e. Others as deemed beneficial by the school This meeting should be conducted during the month of May.		
If all parties agree that retention is in the student's best interest, the parents should sign the letter stating that they agree with retention.	If parents do not agree to the decision, and the principal agrees to honor the parent's request, the parents sign a letter stating they take responsibility for the placement decision.	If parents and the principal cannot come to an agreement, the parent must write a letter of Appeal to the Deputy Superintendent. A member of the Office of Instruction observes the child in a learning environment in order to provide more information to the Deputy Superintendent.

Teacher or parent identifies areas of concern with student and brings these concerns to the attention of the principal.



Light's Retention Scale is administered.



An SST meeting is held and data is reviewed.



Team agrees to recommend retention to principal.

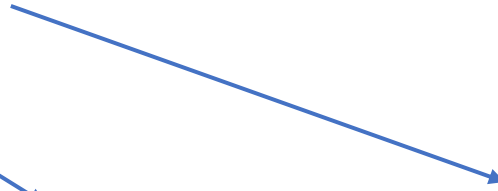


Team does not agree to recommend retention.

Regular Promotion
(unless parent request)



Team meets with parents to discuss the recommendation for retention.



Parents agree with school recommendation:

Retention

Parent disagrees and principal accepts.

Parent signs letter taking responsibility for placement.

Parent and principal cannot come to an agreement.

Parent writes letter of appeal.