

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Regulations R-500-2 - Retention

1.0 Purpose

The purpose of these regulations is to establish uniform procedures when considering retention requests.

- 2.0 Retention should occur only in rare and unusual circumstances, preferably at kindergarten or first grade. Retention should not be considered for students who have an Individualized Educational Plan (IEP) or for those students whose special education services have been discontinued.

2.1 No student will be retained more than once in grades K-12.

- 3.0 Recommendations for retention may originate from the parent/guardian, professional staff or the student. These recommendations must be directed to the principal.

- 4.0 When available the following information will be considered:

- 4.1 Social and emotional maturity
- 4.2 Date of Birth
- 4.3 Attendance
- 4.4 Health/medical and developmental history
- 4.5 Parent input
- 4.6 Present achievement levels/behavioral factors
- 4.7 Present ability levels
- 4.8 Past academic performance
- 4.9 Preschool experiences
- 4.10 Student interview
- 4.11 Special education assessment/service information
- 4.12 Academic /behavior interventions and support

5.0 Procedures

- 5.1 Identification should start at the earliest appropriate time. Referrals should be made to the principal by February 1 for retention in the following school year.
- 5.2 Retention will be based on information collected and reviewed by a team consisting of the classroom teacher(s), school psychologist, principal, parents/guardian, and other school personnel as needed.
- 5.3 The evaluation team named in 5.2 must determine that by retaining the child he/she can gain the skills and knowledge he/she did not acquire in the present setting.
- 5.4 Once the principal receives the referral, they are to contact the school psychologist. The school psychologist will facilitate the process of gathering the information required for considering retention. The information required includes, but is not limited to:

- 5.4.1 Reason for the referral
  - 5.4.2 Background Information and Review of School Records
  - 5.4.3 Parent/guardian input
  - 5.4.4 Student perception of retention
  - 5.4.5 Cognitive ability data
  - 5.4.6 Summary of the student's present academic achievement level, attendance history, special education services, and social/emotional/behavioral functioning.
- 5.5 The psychologist will use the information gathered in 5.4 to summarize factors that would support retention and not support retention. Upon completion, the psychologist will notify the principal.
- 5.6 The principal will arrange a meeting to share the information with the team established in 5.2. Each team member will be asked to provide their opinion as to whether the student should be retained and their rationale.
- 5.7 After the meeting, the principal will consider the information and the opinions shared in order to make a determination regarding retention. The principal will document their decision and communicate to the team within two weeks.
- 5.8 The principal will inform the parent/guardian that they can appeal the decision to the Assistant Superintendent. In the case of an appeal, the Assistant Superintendent will meet with the family to discuss their concerns. The Assistant Superintendent will review the appeal to ensure the procedures listed above have been followed. An appeal will only be granted if the team failed to follow the procedures.

Adopted: 7/18/85  
Revised: 5/12/16