



**Maria V. Navarro, Ed.D.**  
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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.

<b>When a student is being considered for retention:</b>		
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. <b>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.</b>		
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"> <li>a. Administrator</li> <li>b. Classroom Teacher</li> <li>c. Counselor</li> <li>d. Parent(s)</li> <li>e. Others as deemed beneficial by the school</li> </ul> <b>This meeting should be conducted during the month of May.</b>		
<b>If all parties agree that retention is in the student's best interest,</b> the parents should sign the letter stating that they agree with retention.	<b>If parents do not agree to the decision, and the principal agrees to honor the parent's request,</b> the parents sign a letter stating they take responsibility for the placement decision.	<b>If parents and the principal cannot come to an agreement,</b> the parent must write a letter of Appeal to the Chief of Teaching and Learning. A member of the Office of Instruction observes the child in a learning environment in order to provide more information to the Chief of Teaching and Learning.



# CHARLES COUNTY PUBLIC SCHOOLS

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