

Roseburg Public Schools

Code: IKE-AR
Adopted: 2/05/14
Re-adopted: 8/10/22
Orig. Code: IKE-AR

Retention for Students K-8 Promotion for Students Grades 1-8

If a parent/guardian or teacher feels it is in the student's best interest to repeat or be promoted a grade level, assuming the student has been in the Roseburg Public School system during the current school year, the following steps must be taken:

1. Retention or promotion candidates will be referred to the Group Instructional Planning team. Alternative strategies for learning will be considered throughout the year and documented;
2. Teachers of potential retention candidates will have made timely communication with parents regarding student progress throughout the school year;
3. By April 1, parent contact will be made indicating the possibility of retention or promotion;
4. The Group Instructional Planning team will review the information collected on each student, ensure that all necessary information is at hand, and make a tentative determination of the instruments to be used in evaluation as necessary;
5. The evaluation team will conduct further necessary evaluations on identified students in each building;
6. At the conclusion of the evaluation, the evaluation team will review all information on the retention and promotion candidates and share recommendations with the Group Instructional Planning team;
7. A conference with the parents of each student evaluated will be conducted;
8. Parent/Principal endorsement/approval will be secured.

If a parent/guardian is enrolling a student for the first time in Roseburg Public Schools and feels it is in the student's best interest to repeat or be promoted a grade level when registering, the following steps must be taken:

1. A conference with the parents of each student will be conducted with the parent and principal reviewing student achievement data from the previous school.
2. Retention/Promotion Form is completed and signed.
3. Enrollment in the requested grade level will remain pending until academic information from the previous school or source is obtained.



Retention Form

School Year: _____ Date: _____

Student: _____

Present School: _____ Present Grade Level: _____

Teacher(s): _____

After considerable professional deliberation regarding your student's progress, testing results and skill level, the recommendation has been made that _____

☐ remain at his/her present grade for the upcoming school year (_____). As explained by the Group Instructional Planning team _____'s accomplishments are not meeting the standards of expected achievement for this year in school. This may result in more serious learning difficulties in the future without retention in his/her present grade level.

☐ continue to next grade level with peers. As explained by the Group Instructional Planning team _____'s academic, social and emotional progress would likely be best served by remaining with his/her peers in the upcoming school year.

Please indicate your support or non-support of this recommendation below and return this form to the school office no later than _____.

_____ I support the recommendation identified above for the upcoming school year.

_____ I do not support the recommendation identified above and require my student to be placed

☐ in his/her present grade level or ☐ continue to next grade level with peers.

In requiring this placement I voluntarily agree to assume all risks and/or liability associated with my decision. I voluntarily release the district, its employees, agents and representatives from all risk and/or liability associated with my decision.

(Parent Signature) (date)

(Principal Signature) (date)

(Superintendent Signature) (date)



Promotion Form

School Year: _____ Date: _____

Student: _____

Present School: _____ Present Grade Level: _____

Teacher(s): _____

After considerable professional deliberation regarding your student's progress, testing results and skill level, the recommendation has been made that _____

☐ continue to next grade level with current grade level peers. As explained by the Group Instructional Planning team _____'s academic, social and emotional progress would likely be best served by remaining with his/her peers in the upcoming school year.

☐ be promoted one grade level. As explained by the Group Instructional Planning team _____'s achievements are at or above the standards of expected achievement for this year in school. Promotion of more than one grade level can result in academic and social difficulties in the future when the student is in middle and/or high school.

Please indicate your support or non-support of this recommendation below and return this form to the school office no later than _____.

_____ I support the recommendation identified above for the upcoming school year.

_____ I do not support the recommendation identified above and require my student to be placed

☐ in the next grade level with his/her peers or ☐ one grade ahead of his/her peers

In requiring this placement, I voluntarily agree to assume all risks and/or liability associated with my decision. I voluntarily release the district, its employees, agents and representatives from all risk and/or liability associated with my decision.

(Parent Signature) (date)

(Principal Signature) (date)

(Superintendent Signature) (date)

OFFICE RETENTION/PROMOTION NOTICE

School Year: _____ Date: _____

Student: _____

Present School: _____ Present Grade Level: _____

Circle one: Retention Promotion

The criteria used in making a recommendation for the retention/promotion of this student are as follows (include behavior, classroom performance, skill levels, achievement test scores, etc.):