

## Student Retention Procedures

If school staff or parents have concerns about a student's educational progress in which retention appears to be an appropriate intervention, the following procedures will be followed:

1. Teacher to begin communication of concerns with parents prior to February 15<sup>th</sup> of the school year.
2. Parents may initiate retention requests, but need also to submit requests prior to February 15<sup>th</sup> of the school year.
3. Teacher will use the data team process to evaluate progress, determine obstacles to success and develop a plan to intervene.
4. On or about February 15<sup>th</sup> the teacher, parents and principal will convene a meeting to discuss:
  - a) Progress and interventions attempted
  - b) Parental concerns
  - c) District retention policy
  - d) Other assessments and/or data that may need to be collected to make a retention decision.
  - e) Identify whether concerns may be better addressed through a special education referral.
5. A final decision regarding retention will be made in time for annual student classroom placements.
6. When practical, a retained student will be placed with the current teacher for the next school year.
7. If the principal recommends placement in the next grade and the parent does not agree, the parent signs a Memorandum of intent that is placed in the student file to document that the retention decision was made by the parent and not the school team.

Student Retention Policy Parent Letter

Date

Parent  
Address

Dear Parents,

The information included with this letter is intended to provide you with an overview of the Banks School District Retention Policy and research based information designed to inform you of the ramifications of retention.

Retention has not been well supported as an effective educational intervention, and the school believes it will be important for you to understand this information in making a decision for your child.

We will be happy to discuss any concerns you have about your child's progress. Teachers in the Banks School District are well trained in the Data Team process, which is designed to understand your child's progress and plan for a variety of interventions that may be helpful in improving school success.

Your child's teacher and the principal will plan to meet with you by mid-February to collaborate in making the best possible educational decision.

Thank you

Principal

Retention for Students Grades 1-8 IKE-AR

Date

RE: Notice of Parental Decision to Retain

Dear

On (date) the school team including the principal and your child's classroom teacher met to discuss concerns that you had regarding your child's progress. Multiple interventions were proposed, and you were provided with information regarding retention policy and research on the topic.

The school team does not recommend that your child, \_\_\_\_\_ - be retained as an intervention to improve achievement.

Principal Signature \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Other \_\_\_\_\_

By signing this form, you indicate your desire as a parent to have your child retained for the next school year despite this recommendation. Next year's placement will be based on your decision as a parent to retain your child. You also indicate that you will take full responsibility for the ramifications of this decision.

I/We are requesting that our child be retained for the next school year.

Signature: \_\_\_\_\_  
(parent/legal guardian)

Signature: \_\_\_\_\_  
(parent/legal guardian)

