

## STUDENT PROMOTION AND RETENTION

The goal of our education program is to provide, in an appropriate environment, the learning activities so each student can reach his/her learning potential. However, circumstances (e.g., excessive absences, lack of real effort, open defiance to complete realistic classroom expectations, lack of maturity) may create the need for considering the retention of a student.

For retention to occur, two requirements shall be met and specific steps must be followed:

### **Two Requirements**

- A. The student will attend a summer school session for any core classes (math, science, social studies, language arts, or literature) failed. If during the summer school session the student still fails or does not attend the student would be retained at the same grade level.
- B. The school shall identify how the repeated year will be beneficial, including the necessary planned changes in the child's program that will occur, to insure said retention is successful. Doing the same thing in the repeated year is generally not an acceptable practice.

### **Steps to Follow:**

1. The classroom teacher will initiate a conference with the Principal prior to the end of the third nine weeks reporting period regarding the student who is experiencing a significant degree of difficulty. The conference will focus on the student's progress and how the student would benefit from being retained.
2. A conference with the parents/guardians, student, and classroom teacher will be held to discuss the possibility of retention. Notes from the conference shall be made and submitted to the Principal.
3. The classroom teacher will make weekly reports on the student's progress to the parents/guardians, with a copy to the Principal.
4. At the first and third quarter conference the student, parent, administrator and teacher(s) will discuss the student's failing grade(s) and develop a plan for improvement. A summary of this conference will be made available to all parties as well as the cum file.
5. If the student is still failing at midterm of the second and fourth quarter another conference will be held to discuss progress of the initial plan and any other interventions that can be implemented for student success.
6. A decision for summer school attendance will be made a week prior to the end of the school year.

7. When the decision is to retain, a conference will be held to communicate to the parents/guardians of that decision. At the conference, the Principal and classroom teacher will discuss the programming summer school. If the parents/guardians do not agree with the school's recommendation, the Principal will request the parents/guardians set a meeting with the School Board to discuss the matter. The Principal will follow up the conference by providing, in writing, the reason(s) of the school's decision and put it in the student's cumulative file.
8. A conference of parent, student, teacher, and principal will be held at the end of the summer school to discuss outcomes of summer school, possible retention, and/or interventions that would need to be implemented for the next school year. Failure to attend summer school or satisfactorily complete the work will mean retention for the next school year.

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