

**RETENTION POLICY  
Administrative Regulations**

**1.1 Teacher Recommendation.** It will be the individual classroom teacher's responsibility to have discussed with the school's principal the promotion of any student not on grade level in reading/language arts and/or math.

**1.2 Retention Timing.** When retention is recommended, it should occur at the earliest possible time in the student's school career.

**1.3 Retention Limitations.** A student should not be retained more than one time in grades Pre-K-5, and no student shall be retained more than twice in the elementary grades. Since maturity is a factor, any child entering the fifth grade at the age of thirteen (13) must be referred to the Student Assistance Team (SAT) for review. A student shall not be retained more than once in grades 6-8.

**1.4 SAT Referral.** For those students whose educational performance is not commensurate with their peers and/or are suspected of having an exceptionality, a written referral to the SAT shall be made by the student's classroom teacher.

**1.5 Grade Assignment Factors.** The primary consideration for grade assignment shall be successful achievement in reading, math, spelling and language. Other factors such as the student's ability to learn, age, social and emotional maturity, achievement in other subjects and attendance shall also be considered.

**1.6 Light's Retention Scale.** No later than May 1 of the school year, the SAT will complete the Light's Retention Scale (or other comparable instrument) for each student continuing to be considered for retention. These results are to be used as supportive information and not be the sole instrument to determine retention.

**1.7 Notice to Parents.** When a student is experiencing academic difficulty, the parent(s) shall be notified as soon as possible. Should a student be seriously considered for retention, the parent(s) shall be notified of such by February 1, unless there are reviewed, mitigating circumstances. A SAT conference should be scheduled with the parent(s) to discuss the probability of retention, as well as to counsel with the parent(s) on how to deal with the retention, should it occur. Written permission from the parents for retention is not required; however, parent(s) must be notified of the specific reasons for retention. A letter of confirmation of retention will be sent by the school to the parents of a student failing to meet the standards of the grade level assigned for the specified year. This letter will be sent no later than May 25 of each year but not prior to the state testing dates. Prior to sending the required final written retention notice to parents, students considered for retention in grades K-5 for the first time shall have been placed in a SAT, and a plan of support shall have been developed and implemented. Data regarding the success of the plan shall have been reviewed at least once by the SAT.

**1.8 Report Card.** Grades on report cards are to reflect evidence of the student's inclination for promotion and/or retention.

**1.9 Final Decision upon Retention.** The final decision in regard to retention of an individual student lies with the building principal. The SAT's recommendation for retention and the supporting documentation, including the score from the Light's Retention Scale, must be considered. Should there be an impasse at the school level the final decision will be made by the school principal.

**2.0 High School Grade level assignments.**

**2.1** For all purposes including eligibility for grade level activities, the following credits are required for grade level assignment:

Sophomore	=	6
Junior	=	12
Senior	=	18