

Code: **IKE**
Adopted: July 10, 2008

Promotion and Retention of K- 8 Students

Students who cannot demonstrate proficiency in each subject area or who are not making adequate progress towards demonstrating proficiency at their grade level, will be considered for retention. Teachers must notify the principal of these students, make a recommendation to the principal concerning their promotion/retention and hold a conference with parents. When the parents' decision is not in agreement with the school's recommendation and the student is not retained, parents must sign a "release from responsibility" form to be placed in the student's file.

END OF POLICY

Legal Reference(s):

Code: **IKE-AR**
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Retention for Students Grades K-8

If a teacher feels it is in the student's best interest to repeat a grade level, the following steps must be taken:

1. By February, teachers of retention candidates will have made initial contact with parents;
2. Retention candidates will be referred for staffing and intervention.
3. By April, the second parent contact will be made and permission secured for retention;
4. Parent/Principal/Special services director endorsement/approval will be secured.

(forms follow)

Date: _____

Student: _____

Present Grade Level: _____ School Year: _____

Teacher: _____

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 level for the upcoming school year.

As was explained to you by your student's teacher, _____'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 the recommended retention in his/her present grade level.

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

I support the recommendation that my student remain at his/her present grade level for the upcoming school year.

Teacher Signature

Superintendent Signature

Parent Signature

Office Retention Notice

Date: _____

Student: _____

Present Grade Level: _____

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

Teacher Signature

This form must be filled out on all recommendations for retention whether the student is actually retained or not. Submit to the building principal by _____.