

United Community Center Schools

Retention Policy

The school administration recognized that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the School that each student be moved forward in a continuous pattern of achievement and growth that aligns with his/her own development.

A student will be promoted to the succeeding grade level when s/he has:

1. Completed the academic course requirements of the presently assigned grade level;
2. In the opinion of professional staff, achieved the instructional objectives set for presently assigned grade level;
3. Exhibited sufficient proficiency to permit him/her to move ahead in the educational program of the next grade; and,
4. Demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

Below is the process criteria for retention consideration:

1. Preliminary discussions of retention begin in late January and continue into February. The preliminary discussions identify specific concerns that teaching staff are observing.
 - a. Three main considerations within the conversations:
 - i. Social development and interactions of the student
 - ii. Attendance in combination with any notable academic deficiencies
 - iii. Lagging academic achievement in key assessments
2. Documentation of ongoing parent communications about the student performance concerns is compiled.
3. If retention is being considered, teacher(s) or pupil service team members will notify parents and provide them a copy of the retention policy by March 1. Any available research that describes the long term effects of retention on a child will also be shared.
4. The Light Retention Scale or a similar assessment is proctored by April 1.
5. All the information described above is assembled and reviewed by teacher(s) and/or pupil service staff.
6. The staff recommendation is forwarded to the school principal for review no later than April 15.
7. The principal's decision is communicated to the parents by May 1.
8. Should the parents wish to challenge the principal's decision, a letter of appeal explaining the reason for requesting the reconsideration of the principal's decision and offering alternative options/solutions must be filed with the Chief Director of Education by May 15.
9. The Chief Education Director will review the information, hear the parent's appeal and issue a final and binding decision no later than June 10.

Retention Recommendation

Student Name _____ DOB _____

Teacher _____ Student Grade Level _____

Special Education Program* (circle one) Yes No

Section 504 Program* (circle one) Yes No

ESL Program* (circle one) Yes No

*Retention should only be considered if all interventions have been implemented and exhausted through the student's individual plan review and revisions.

Dates of Parent Discussion _____

Reason(s) for Recommendation of Retention _____

How will retention help this student? _____

Related Data of the Current School Year and Signature Page

Attendance (% days present) _____

Retention Scale Assessment Name & Result _____

MAP Reading Fall _____ Winter _____ Spring _____

MAP Math Fall _____ Winter _____ Spring _____

Reading Level Assessment Name _____

Reading Level Assessment Score & Date _____

Access Test Score & Date _____

Quarterly Reading Grades _____

Quarterly Math Grades _____

Quarterly _____ Grades _____

Quarterly _____ Grades _____

Progress Monitoring Information _____

Other (Please Provide Specific Information) _____

Parent Notification of Retention Recommendation Date _____

Signature of Individual Recommending Retention

Date

Signature of Principal

Receipt Date