Sutherlin School District #130 Code: IKE-AR-1

 Adopted: Unknown

 Readopted: 6/22/98, 8/18/08

 1/19/15;

 Orig. Code: None

 RETENTION FOR STUDENTS Grades 1-6

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

1. Retention candidates will be referred to the Student Services Team (SST) for staffing and intervention. Alternative strategies for learning will be considered throughout the year and documented. A student considered for retention will show the following deficiencies of concern:

 a) Student is at 50% below grade level in Math and Reading skills;

 b) Student has an attendance problem, whereby more than 20 days of absences are on record,

 regardless of having been “excused” or “unexcused”;

 c) Student has not been tested due to lack of instruction, based upon the attendance issue.

2. Teachers of potential retention candidates will have made timely communication with parents regarding student progress throughout the school year.

3. By April 1, parent contact will be made indicating the possibility of retention or promotion.

4. The SST will review the information collected on each student, ensure that all necessary information is at hand, and make a tentative determination of the instruments to be used in evaluation as necessary;

5. The testing team will conduct further necessary evaluations on identified students in each building;

6. At the conclusion of the evaluation, the testing team will review all information on the retention candidates and make recommendations known to the SST;

7. A conference with the parents of each student evaluated will be conducted;

8. Parent/Principal endorsement/approval will be secured.

 (continued)

IKE-AR-1 Retention for Students Grades 1- 6(cont’d)

RETENTION FOR STUDENTS GRADES 1-6

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 non-support 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.

\_\_\_\_\_I do not support the recommendation that my student remain at his/her present grade level for the upcoming school year and require that my student be placed in the next grade level. In requiring this placement I voluntarily agree to assume all risks and/or liability associated with my decision. I voluntarily release the district, its employees, agents and representatives from all risk and/or liability associated with my decision.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Teacher Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent Signature)

IKE-AR-1 Retention for Students Grades 1- 6(cont’d)

OFFICE RETENTION NOTICE

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENT GRADE LEVEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The criteria used in making a recommendation for the retention of this student are 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.