

Three Rivers School District

Code: IKE-AR
Adopted: 7/10/06
Orig. Code: IKE-AR

Student Retention - Grades K-8**

When a student is recommended for retention by a teacher, student study team or principal, the following procedures shall be followed. When the retention recommendation is made by a parent, the process shall begin at step 4.

1. Student progress shall have been reported to parent(s) showing the student's areas of deficit.
2. The initial referral for consideration of retention shall be received by the principal as soon as retention is being considered and no later than the beginning of the fourth grading period.
3. The principal shall notify the parent(s) that retention is being considered and shall discuss the ramifications with the parent(s).
4. If the student has not already been reviewed by the Student Study Team (SST), the student shall be referred and a file review, assessment (formal or informal), and appropriate interventions shall be implemented by the Team. Parent(s) shall be invited to participate in all SST meetings. For students with IEP's, the IEP Team shall meet instead of the SST and shall consider whether changes to the IEP are needed to address areas of need.
5. The principal, student's teacher(s), parent(s), and other appropriate staff shall meet as the retention team to review the student's progress, needs and how the retention might impact the student. The retention team shall complete a retention tool (such as Light's Retention Scale) and use it as well as other information to make its recommendation regarding retention or non-retention of the student.
6. A decision to retain must be agreeable to both the parent(s) and the principal. The principal shall notify the parent(s) in writing of the decision.
7. Retention decisions may be appealed in writing to the Board of directors.