From 25-26 Student and Family Handbook

Lower School (Grades K-4):
Retention is to remain in the same grade based on unsatisfactory performance, lack of readiness for the material in the grade, level of rigor of the expected grade, and/or social/emotional/physical readiness. This can include having grades below 3/C- in core academic coursework (reading, math, social studies, and/or science) for 2 or more quarters (not limited to the final quarter). A student may also have multiple below-proficient grades in the final quarter of the school year. If this is the case, the timeline would not be decided until the grades are final. Behavior may also be a factor in the decision. Decisions are made on a case-by-case basis.

Following is the approximate timeline procedures for grade-level retention:

Timeline	Procedures
Spring Conferences	Teacher considering recommending retention identifies the student; notifies the principal and parent (unless grades in Quarter 3 are below a 3/C-, due to the quarter ending in the spring).
After Quarter 3	The academic team, consisting of principal, teacher, and child study team will convene to discuss the retention referral. Academic team studies and secures data of academic progress and social/emotional/physical readiness. The teacher will communicate with parents the results of the discussion.
During Quarter 4	Academic team reconvenes for a final data review. A recommendation is made to the principal.
By End of Year	The principal makes the final decision. The teacher and/or principal communicate with the parents. If the parents/guardians do not agree with the principal's decision, the parents may appeal in writing to the Executive Director within 5 days after the school year ends.
Exceptions may be made to this timeline based on individual student growth/data	

Changes to process for this year

By April 20	The Principal or Special Ed Director submits a retention request form to the Executive Director.
By last day of school	Principal and/or Special Ed Director and Executive Director meet to make final determination. Principal contacts family.

Retention Process for 26-27