

STUDENT RETENTION – ELEMENTARY

Students will normally progress through the grades on an annual basis. Exceptions to this progression will be made according to the following procedures. (Exceptions to this time line would be for students that did not begin the year in the school district.)

STEP I: The classroom teacher will inform their supervising Principal of a possible retention of a student as soon as the possibility of retention is being considered. The student's parents/guardians shall also be notified at this time.

STEP II: The following information (A. – E.) will be gathered and presented to the supervising Principal:

- A. Identify in writing the specific deficits in subject areas and the remediation activities utilized by the classroom teacher.
- B. Identify in writing the remediation activities utilized by other than the classroom teacher and by prior teachers, if any.
- C. Test results and other statistics, including information from previous years.
- D. A brief summary of the fall parent-teacher conference.
- E. In addition to academic achievement and test results, the following criteria should be considered:
 1. School attendance and number of schools attended
 2. Physical maturity
 3. Student's age
 4. Siblings
 5. Previous retention
 6. Student's attitude toward school
 7. Work and study habits
 8. Interest and attitude
 9. Grade level of student. Primary students are the best candidates for retention.
 10. Social and emotional maturity

STEP III: The Principal will consider all the information that is available, will reach a decision on whether further proceedings will take place, and will forward his/her response to the teacher and parents/guardians.

STEP IV: If the reply is affirmative, the next procedure will consist of the following:

- A. The child's progress and anecdotal records are reviewed with the parents.
- B. If the student is involved in a special educational program, the school psychologist and special education teacher will be notified and they will be involved in the conference.
- C. A battery of tests may be administered by the school psychologist prior to the conference.
- D. If there is a suspected EEN, further testing may be conducted by others of the special education staff prior to the conference.

STEP V: If after holding the parent conference, it is still felt that further retention procedures are to take place, the following will be required:

- A. Resource personnel will be utilized, further test results obtained and necessary information gathered. This information will be shared with the Principal/Administrator.
- B. A meeting will be scheduled to consider the above information. If an IEP Team is involved, this group will make a recommendation for or against retention. Parents will be notified of this staffing.
- C. The Principal/Administrator will consider the information presented at the above meeting and will decide if retention will be presented to the parents.
- D. If the supervising Principal's decision is in favor of retention, a final meeting with parents will be scheduled.
- E. After considering the information presented at the meeting with parents, the Principal will decide if retention is to take place and will notify parents and staff.

STEP VI: It is recommended that at the time of the decision, the teacher should inform the next year's teacher of the following:

- A. Strengths and weakness of the child.
- B. Types of materials most successfully used.
- C. Most successful mode of instruction.
- D. Methods of evaluation of the remediation process.

STEP VII: During the next school year, the following procedures will take place:

- A. Prior to October 1st, previous and present teachers, along with necessary resource personnel, will meet to ensure appropriate placement and follow-up with students and parents.
- B. Two weeks prior to the fall parent teacher conference, the teacher will meet with the Principal to discuss the student's progress.

Adopted: July 9, 1985
Revised: December 9, 2003, May 12, 2014

Legal Administrative Code: PI 3.55 – 3.63
References: Wisconsin Statutes: 118.33 (6)
Federal: ESEA – No Child Left Behind Act