

## **Procedures for Policy 513 Student Promotion, Retention, and Program Design**

1. By March 31, the teacher meets with the Student Support Team to discuss the possibility of the student's retention.
2. Complete the district-approved nationally normed retention scale (e.g., Light's Retention Scale). Results should be reviewed with the Student Support Team.
3. If the conclusion of the discussion is that the student might be a candidate for retention, the classroom teacher informs the parent/guardian of the possibility.
4. Reevaluation of retention should be done by May 1. The teacher meets with the Student Support Team to decide if they recommend retention.
5. If retention is recommended, the parent/guardian should be notified and a conference should be held with parent/guardian, appropriate staff and principal.
6. Documentation of the retention recommendation and decision process should be placed in the student's cumulative folder. As indicated in the policy, parents have the ultimate decision about retention. A copy must also be submitted to the principal.