

## RETENTION GUIDELINES / PROCEDURES

1. Parents and students need to be made aware of the retention policy at the beginning of the school year.
2. Close contact should be maintained between the school and parents throughout the school year. Interim progress reports should be sent home midway between each nine weeks. Personal contacts and requests for conferences should be scheduled and documented when warranted.
3. After the first semester, and no later than January 31, letters should be mailed to parents whose children are in poor academic standing and are possible candidates for retention. The letter should contain an invitation for a conference in which a plan is to be devised to remediate and eliminate deficiencies (see official county letter #1). These letters are to be sent through and signed by the principal.
4. Specific guidelines for third grade retention are detailed in 4.603 Exhibit B.
5. Within the last six weeks, and no later than April 30, the principal shall arrange a conference with each teacher regarding retention recommendations. Teachers shall bring all appropriate data to support recommendations. A thorough analysis shall be made on each student considering and weighing all factors. At this time, the principal will decide whether the retention can be supported and justified.
6. Two weeks prior to the end of school, a letter should be mailed to the parents of students being retained; informing them of the teacher's intent. Parents should be invited to a conference so they may have a full explanation and justification of the retention. This conference should be pleasant and positive oriented, permitting parent reaction. The final decision will be made by school officials (see official county letter #2 and board policy IHE) Letters are to be sent through and signed by the principal!
7. Copies of mid-year and end-of-year retention letters should be maintained in the student's permanent record. Teachers should be aware that parents may appeal a retention. The proper chain of command starts with the principal, then the supervisor, next the superintendent, and last the board of education (see board policy JCAD).
8. An appropriate instructional program should be developed for students who are retained. Alternate staff, materials, and instructional strategies should be used when possible and warranted.
9. At the end of each year, the principal will submit to the superintendent a list of students who have been retained, grade level, and reasons for retention. Progress of these students will be monitored by the instructional supervision staff for at least 3 years.
10. The following retention criteria should be considered:
  - a. More than two F's (final grade) in the major subjects
  - b. Excessive absenteeism
  - c. Previous retentions
  - d. Age and maturity
  - e. Socialization
  - f. Psychological effect of retention student
  - g. Teacher judgment as to benefit of retention