

Simmons Elementary
Best Practice Policy
SIS Standard 4
Policy Revision Date: June 2004

RETENTION IN A GRADE

By February, teachers will review their students' performance to identify any students who may be at risk of needing to be retained in a grade, and will notify the principal. This policy applies only to students in fourth grade or above, as retention is not appropriate for the primary program.

The principal and the student's teachers will meet with the student's parents, the counselor, and other appropriate adults. The purpose of the meeting will be to develop a consensus plan of steps to help the student avoid retention, which may include any combination of the following strategies:

- I. Extended school services.
- II. Tutoring.
- III. Computer-based learning.
- IV. Special strategies in the regular classroom.
- V. Special strategies for work at home.
- VI. Any other approach that appears likely to assist that student in succeeding.

Once a plan is adopted, the principal will designate a teacher to communicate with the parent at least once every two weeks on how the plan is working.

In April, teachers will submit written recommendations to the principal as to which students will need to be retained in their current grade.

In May, the principal will:

- I. Review each recommendation.
- II. Consult with the relevant teacher about any concerns. This consultation is not needed if the principal is fully comfortable with the recommendations.
- III. Notify the student's parents that retention has been recommended and of the process described below.

Also in May, the principal will hold a meeting to develop a consensus plan of steps to ensure that the student succeeds during the next school year. The teachers responsible for that grade, the parents, and any other staff the principal considers relevant will be invited to the meeting. The resulting plan may include any combination of the strategies listed above and may also include:

- I. Summer Extended School Services.
- II. Special strategies in the regular classroom this year.
- III. Special strategies for the student's work while continuing in the same grade for all or part of the next year.
- IV. Special strategies for the student's work while moving to the next grade for next year.