

Bandon School District 54

Code: IKE-AR

Adopted: 5/13/91

RETENTION FOR STUDENTS GRADES 1-8 **

If a teacher feels it is in the student's best interest to repeat a grade level, the following steps must be taken:

1. By mid-February, teachers of retention candidates will have made initial contact with parents;
2. Retention candidates will be referred to the Building Support Team (BST) for staffing and intervention. The BST will use the retention checklist and the retention data collection form in compiling information about the student;
3. By mid-April, the second parent contact will be made and permission secured for retention testing;
4. The BST will review the information collected on each student, ensure that all necessary information is at hand, and make a tentative determination of the instruments to be used in the evaluation;
5. The testing team will conduct evaluations on identified students in each building;
6. At the conclusion of the testing, the testing team will review all information on the retention candidates and make recommendations known to the BST;
7. A conference with the parents of each child tested will be conducted;
8. Parent/principal/special services director endorsement/approval secured.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 126.003 - 126.095. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in policy GBHA. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 126.030.

(continued)

RETENTION FOR STUDENTS GRADES 1-8 - IKE-AR (cont'd.)

DATE: _____

STUDENT: _____

PRESENT GRADE LEVEL: _____

SCHOOL YEAR: _____

TEACHER: _____

After considerable professional deliberation regarding your child's progress, testing results and skill level, the recommendation has been made that _____ remain at his/her present grade level for the oncoming school year.

As was explained to you by your child's teacher, _____'s accomplishments are not meeting the standards of expected achievement for this year in school. This may result in more serious learning difficulties in the future without the recommended retention in his/her present grade level.

Please indicate your support or non-support of this recommendation below, and return this form to the school office no later than _____.

_____ I support the recommendation that my child remain at his/her present grade level for the coming school year.

_____ I do not support the recommendation that my child remain at his/her present grade level for the coming school year and require that my child be placed in the next grade level. In requiring this placement I voluntarily agree to assume all risks and/or liability associated with my decision. I voluntarily release the Bandon School District #54, its employees, agents and representatives from all risk and/or liability associated with my decision.

(Teacher Signature)

(Superintendent Signature)

(Parent Signature)

(continued)

OFFICE RETENTION NOTICE

DATE: _____

STUDENT: _____

PRESENT GRADE LEVEL: _____

The criteria used in making a recommendation for the retention of this student are as follows (include behavior, classroom performance, skill levels, achievement test scores, etc.):

Teacher Signature

This form must be filled out on all recommendations for retention whether the student is actually retained or not. Submit to the building principal by _____.