

Canton Union School District #66

Retention/Promotion Procedures For K-8 Students

This document outlines the necessary steps in determining whether a student will be promoted or retained. The final decision to promote or retain a student will be made by the principal in consultation with the teacher(s) involved. No decision will be made without documented prior attempts by the staff to involve and consult with the parent. Final decision to promote/retain will be made at the completion of the school year.

Factors for Consideration

Canton Union School District Board Policy 6:280 requires that a student shall not be promoted based solely upon age or any other social reason not related to academic performance. The main factor to be considered will be the student's mastery of the curriculum. A special focus will be placed on the student's mastery of math and language arts. Grades on the report card must substantiate the decision to promote or retain a student. Other factors may include attendance, prior retentions, health, attitude, ability, age, and effort.

A parent may request that a child be retained. The parent's request, including specific reasons for the request, must be made in writing and submitted to the principal. The principal will review the request, in consultation with the teacher(s) involved, and issue a written response.

Notification of Academic Progress/Remediation

Parents will be informed throughout the year about their child's progress. It is the responsibility of the teacher(s) to document appropriate communications with the parents concerning a student's specific academic deficiencies. Teachers will provide parents with appropriate recommendations to help their child address academic deficiencies.

When a teacher or team of teachers identifies serious academic concerns which may result in a possible retention, the parent will be contacted. A conference to discuss the academic concerns will be requested. At the conference, a contract (appendix A) will be completed by the teacher(s), parent(s), and the child. The contract will list the specific academic concerns and the types of remediation to be used to assist the child with his/her academic deficiencies. Examples of remedial assistance may include but shall not be limited to extra assistance from the teacher outside the normal classroom hours, a modified instructional program, placement in the district's tutorial program, assistance from a volunteer tutor, or summer school. If a parent does not conference with the teacher(s) about his/her child's academic deficiencies, the teacher(s) will begin the process of documentation.

Parents shall be notified of a possible retention as soon as academic progress warrants, but no later than the end of third quarter. Exceptions to this timeline may be made when dealing with newly enrolled students. A student will not be retained unless this process is followed.

Notification of Retention/Appeal

Parents will be notified by certified letter (appendix B) of a decision to retain a child. The letter will outline the parent's right to appeal the decision, a date by which the appeal should be requested, and the process that will be used to appeal the decision. The parents will be given ten days to appeal. A parent's request must be made in writing. If a parent fails to meet the timeline identified in the letter, the parent forfeits the right to appeal the decision.

**ACADEMIC CONTRACT
FOR**

student name

Photocopy this page and give a copy to the parent.

GRADE _____ **TEACHER/TEAM NAME** _____

Deficiencies in academic progress by this student have been observed. Listed below are the major areas of concern.

- 1.
- 2.
- 3.
- 4.

The following resources have been suggested or implemented to remedy the observed deficiencies. (Please include the dates of implementation and the names of any persons or resources utilized.)

- 1.
- 2.
- 3.
- 4.

Listed below are the skills your child is deficient in and must improve.

- 1.
- 2.
- 3.
- 4.
- 5.

Signatures of student, parents, and teacher(s)

Date of Conference

**DOCUMENTATION OF
CONTACTS AND INTERVENTIONS**

This page is for school use only. Submit this page with a copy of the first page to principal at the end of the year.

List below the dates of the conferences held with parents and the topics discussed. Please include the names of all participants at the conference.

- 1.
- 2.
- 3.
- 4.

List below any additional or attempted contacts with parents regarding academic concerns. These may include phone conversations or personal letters sent. Contacts must be personal.

- 1.
- 2.
- 3.
- 4.

Please give a detailed list of modifications you have made in your classroom to help this student achieve success.

- 1.
- 2.
- 3.
- 4.
- 5.

Summarize parental reaction to contract or discussions about academic concerns.

Include any additional comments regarding this student.

Light's Retention Scale Score N/A at Middle School

Final recommendation by teacher/team (circle one) retention promotion

Retention letter issued on _____