513.2 PROCEDURES FOR RETENTION

Retention is defined as students remaining in the same grade based on unsatisfactory performance or lack of readiness for the material/standards in the grade or level of rigor. This may be considered if it is in the best interest of the student. The research for retention reveals that this option is most often not effective and so will be considered rarely, unless unusual circumstances present themselves. Retention is most successful when certain factors are considered in the decision. These factors include:

- Chronological age as related to classmates
- Achievement/skill development
- Physical size
- Social/emotional maturity
- Relationships with peers
- Parental attitudes
- Position of student in family
- Intelligence
- Student attitudes
- Study and work habits
- Attendance as it affects achievement
- Others

Suggested/Recommended Procedure and Timeline for Retention/Acceleration Promotion

a. Staff and parents who recommend students for acceleration promotion or retention shall generally proceed according to the following timeline procedures:

b. Timeline Procedures

By February 1st: Teacher considering recommending retention/acceleration promotion identifies the student, notifies the principal and parent.

By February 15th: Building team, consisting of principal, psychologist, teacher and child study team lead convene to discuss referral. The Superintendent will be consulted in an acceleration promotion situation. Building team studies and secures data. If retention is being considered, the Lights Retention Scale and an intellectual assessment will be administered. If the student qualifies for ESL services, the team will determine the appropriate intellectual assessment.

By April 15th: The building team expands to include the parent / guardian. The team reviews the data and develops a recommendation to the principal. The principal makes the decision.

By April 30th: If consensus between parent/guardian and school team members is not reached, a report shall be submitted to the principal for review and decision. If the parent/guardian do not agree with the principal's decision, the parents may appeal in writing to the Superintendent. Exceptions may be made to this timeline.

Decision Making Process

1. Participation - Parents, Teachers
2. Recommendation – Building Team
3. Decision - Principal
4. Approval – Executive Director of Student Services
5. Acceptance – Superintendent

Middle School (Grades 6-8)

Retention is defined as students remaining in the same grade based on unsatisfactory performance or lack of readiness for the material/standards in the grade or level or rigor. Generally, Sartell-St. Stephen Public Schools will not retain a student at this level.

High School (Grades 9-12)

Students in high school are not retained by grade level; rather, students must accumulate course credits and demonstrate they have learned a prescribed set of standards.