

Sample Student Retention Policy

Documented exceptions to these procedures may be made in special situations (i.e. special education students) with the approval of the school principal and Superintendent of Education.

- _____ 1. If the student is failing to make normal progress, the parents must be notified early, so that the school and home may cooperate in helping him/her achieve greater success.
- _____ 2. Most retention should be at the primary level. However, older students may be considered if it is strongly felt that retention will help the student.
- _____ 3. No student shall be retained more than one year.
- _____ 4. *Light's Retention Scale*, or another formal assessment, must be completed prior to the teacher/principal conference.
- _____ 5. The teacher is to discuss possible retention with the principal prior to discussion with the parent.
- _____ 6. A Student Retention Request form and Parent Consent Form for Retention must be on file at the school with a copy sent to the Conference Office of Education by April 15.
- _____ 7. The Conference Office of Education will evaluate the retention request and communicate the decision to the principal with a copy to the classroom teacher.
- _____ 8. Parent notification of the recommendation to retain is to be given as early as possible in the school year, but no later than April 30.
- _____ 9. If an appeal process is requested, a review committee will be appointed by the Superintendent of Education.

Additional information regarding Student Retention is on pages 42-45 of the NPUC *Teacher Handbook* located on the NPUC website.