

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**345.4 - Rule**

**K-8 RETENTION PROCEDURES**

The retention process will involve early parent/guardian notification and cooperation among teachers, counselors, the principal and parents/guardians. Retention will be recommended only after serious deliberation using the following procedures:

1. Teachers shall review first semester course failure lists and student grades in general to identify potential students for retention as well as other low achieving students whose progress should be monitored. (January)
2. Teachers shall discuss retention or assignment possibilities and submit a list of names to the principal. (February 1<sup>st</sup>). Any other students considered should be discussed with the principal at the earliest possible date.
3. Parents/guardians shall be notified in writing of the student's potential retention status by the building principal. (January-May)
4. A staffing team shall be formed to gather data and develop the necessary rationale for retention or assignment. Normally this team will include the classroom teacher, other involved teachers, guidance counselor, resource staff and principal.
5. A conference shall be scheduled including the student, parents/guardians, teachers, and the school counselor. At the conference specific intervention ideas and plans shall be determined.
6. School staff shall monitor student progress and shall keep parents/guardians informed of student progress throughout the year to explore all avenues of preventive action and remedial assistance.
7. Parents/guardians shall be notified of the final decision by the principal at the end of the school year. The notice shall include information about an option for summer school remediation.
8. Retentions or assignments shall be noted on student report cards and the cumulative progress records. Summaries of all staffing team meetings shall be placed in the appropriate student cumulative file.
9. During the next school year, previous and present teachers, along with other resource personnel involved, shall meet to ensure appropriate placement and follow-up with retained and assigned students.

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