

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

PROMOTION AND RETENTION OF STUDENTS

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**Retention And/Or Remediation
Elementary and Rural Schools**

1. All students being considered for retention shall be referred to the Building Intervention Team on or before February 15th of the current school year. Students who enroll in district schools during the school year and who are determined to be at risk of retention shall be referred to the BIT process as soon as possible.
2. By February 15th of the current school year or as soon as possible for students who register during the school term, the parents and the principal will be made aware of concerns regarding the performance of the student and the possible retention of a student. After notifying parents and the principal of the possibility of retention, teachers will make arrangements with the parents to discuss the student's performance. The principal or designee shall attend. School staff shall record minutes of the meeting.
3. By March 15th, the principal or designee and teacher shall schedule and attend a meeting with the parents to review the referred student's performance. Progress of the student and the possibility of retention will be documented and discussed. School staff shall record minutes of the meeting.
4. On or before April 15th, a conference will be scheduled involving the parents, teachers and principal for the purpose of making the final decision regarding retention. Within two days following the scheduled meeting, parents will be notified in writing that their child will be retained.
5. In cases where the parents refuse to attend the scheduled meeting(s) related to possible retention and it is determined that the student is to be retained, a certified letter will be sent home on or before April 17th informing the parents of the school's decision to retain the student in the current grade for the following year.

Middle School

Students may be retained in middle level grades because of a failure to:

1. Achieve passing grades in assigned classes
2. Attend school on a regular basis
3. Demonstrate proficiency of knowledge and skills based district curriculum standards

When a student is demonstrating difficulty in meeting academic expectations and is being considered for retention, a parental contact shall be made before February 15th. For students entering the middle school sometime after the beginning of the regular school term, the parental contact will be made as soon as possible by the teacher considering the possibility of retention of the student. That teacher shall seek assistance of the Building Intervention Team as soon as possible in the first semester or no later than February 15th. The purpose of the initial parent contact is to inform the parent(s) of the issues related to student performance that may result in retention.

Upon notification of the parent(s) of possible retention, the student's teacher team will undertake the following steps:

1. The teacher or team shall notify the school counselor and the school administration that the student is being considered for a recommendation of retention and that the student will be referred for the BIT process.
2. The parent(s) of the students being considered for retention will be scheduled for a conference at the school to meet with the counselor, administration and teacher team to develop a "plan for success." School staff shall record minutes of this meeting.

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3. At the end of the third quarter, parents of the referred student will be contacted to schedule a meeting to review student progress and the possibility of student retention. Progress of the student will be documented and discussed during the meeting. Within two days of the conference, parent(s) will be notified in writing of the decision to retain the student
4. In cases where the parent(s) refuse to attend the scheduled meeting(s) to consider the retention and it is determined that the student is to be retained, a certified letter will be sent home on or before April 17th informing the parents of the school's decision to retain the student.

High School

Students are not retained in grades 9-12, but rather advance through high school coursework based on the ability to satisfactorily demonstrate performance and achievement and earn class credit.

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