

ELEMENTARY SCHOOL RETENTION POLICY

NO child will be retained unless the following procedure is adhered to.

By April 1st, parent/guardian must be made aware of teacher/school's concern regarding child's progress. Secondly, the child will be referred to a team consisting of the building principal, classroom teacher(s), special education teacher, parents/guardian, and any other appropriate professionals (i.e., Chapter I, speech therapist, school psychologist, etc.) for evaluation of the situation. Parents/guardian will be involved in team discussions. Documentation of formal team meetings will be maintained.

By May 1st, the team will issue any recommendations regarding retention. If retention is recommended, the Dossier Form will be completed and forwarded to the Assistant Superintendent no later than May 15th.

If a disability is suspected the child may be referred to Special Education for a formal evaluation. If the child is determined to have an educational disability, the IEP Team will determine the appropriate placement.

Adopted by the Conway School Board – July 16, 1984
Revision Adopted – December 28, 1989
Reviewed with no change – August 1999
DRAFT – March 18, 2004
Reviewed and revised – November 23, 2009

SCHOOL ADMINISTRATIVE UNIT NO. 9
NORTH CONWAY, NEW HAMPSHIRE

RETENTION DOSSIER

Date: _____
Name of Teacher

Name of Child: _____

Age: _____
School

Reasons for Retention:

Recommendation:

Attendance Record: Present Absent

Health History:

Classroom Performance:

Strengths:

Weaknesses:

Subjects: (as they relate to grade level)

School History: (Describe overall performance and school interventions implemented for this student – Title I, Reading Recovery/Extra Tutoring/Behavior Plans/etc.)

Academic Profile: (Curriculum Assessments)

Date of Assessment:

Reading	_____	_____
Math	_____	_____
Written Language	_____	_____

Testing: (Report any formal testing results to date.)

Other Influencing Factors:

- * Include work samples
 - Language Arts Folder
 - Math Folder

SUMMARY (Team evaluation of the case and reasons for recommending retention. Describe alternatives to retention that were considered and the reasons they were rejected.)

What are the parents' / **guardian's** recommendations?