

BRANDON VALLEY SCHOOL DISTRICT #49-2

TO: All Classroom Teachers
FROM: District Administration
RE: General Guidelines for Student Retention

If any student appears to be a candidate for retention, follow the procedures below.

1. Involve Building Administrators in your evaluation of the student.
2. Involve Special Services Department staff and Guidance personnel.
3. Speak to the parents immediately, but no later than at the fall conference about the student having difficulty in class. Do not speak directly about retention unless necessary.
4. Continue to evaluate the situation. If problems persist, inform your Building Administrator and arrange for a personal conference with the parents.
5. At spring conferences, continue to speak directly to the parent(s) concerning this situation. Make it clear that retention may happen.
6. By the end of April, have another personal conference with parent(s) to discuss specific details about retention. Have the Principal and/or Special Services Director sit in on this conference.
7. In May, have the parent(s)/guardian(s) sign form IKE-E to support/oppose retention.
8. The Principal, with the input of the teacher and Special Services Director, will make the final decision regarding retention or promotion. The parents may appeal this to the Superintendent or the Board if they oppose the decision.
9. Document your efforts. Keep copies of all letters, summarize and date all phone calls or personal conversations. Make a copy of your May letter to parents recording whether or not they returned the form.

(ADOPTION DATE: January 24, 1983)

(REVISION DATE: February 9, 2000)

(REVISION DATE: January 13, 2004)