

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

215-AR-1. RETENTION PROCEDURES

Teachers will inform parents/guardians as early as possible that a student is having difficulty and that cooperative efforts between the home and school are necessary to assist the student. The teacher is responsible for monitoring the student's progress and for communicating with the parents/guardians.

If a student continues to have difficulty or is failing courses, the teacher will send a Lack of Progress Letter to the parents/guardians no sooner than the end of the second grading period and no later than the mid-point of the third grading period. Copies of this letter will be placed in the student's file and forwarded to the building principal.

If a student continues to have difficulty or is failing courses and will be evaluated for retention, the established procedures will be followed:

1. The teacher will inform the guidance counselor and principal prior to contacting the parents/guardians again.
2. The teacher will then complete a Student Retention Data Sheet and a Light's Retention Scale for the student. The results will be discussed among the teacher, guidance counselor and/or principal or designee, and a recommendation will be made.
3. The Academic Support Team (AST) will meet to review the reasons for the retention, make a recommendation and meet with the parents/guardians.
4. The principal will review all documents and must approve the recommendation for retention. The recommendation for retention will be documented on the student's permanent record.
5. The principal will send a Retention Letter to the parents/guardians during the final grading period.
6. The parent/guardian is requested to sign the Parent Response Form and indicate agreement or disagreement with the retention recommendation. This form will be included in the student's permanent record.

Classroom teachers will submit to the principal a list of potential retentions four (4) weeks prior to the end of school.

All parent/guardian requests for retention will be processed in accordance with the above procedures.

All appeals will be processed through the principal.