

## SCHOOL DISTRICT OF MANAWA

345.4 Rule

### PROCEDURES FOR STUDENTS CONSIDERED FOR RETENTION

Students in five-year-old kindergarten through eighth grade who are failing in two or more core subject areas shall be considered for retention in accordance with the following procedures:

1. If a student is performing unsatisfactorily in two or more core subject areas, he/she will be referred by the classroom teacher to the student assistance team (SAT). The team consists of the director of special education, building principal, guidance counselor, classroom teacher, and any other staff as deemed necessary.

- 5K – 2nd grade students: Core subject areas include language arts, reading, math, social studies, science, spelling, and writing. Referral shall be based on performance at the end of the first quarter.

- 3rd – 8th grade students: Core subject areas include language arts, reading, math, social studies, science, spelling, and writing. Referral shall be based on failing grades at the middle of the first quarter.

2. The SAT shall meet to problem-solve the relevant behavior and educational issues regarding the student and implement strategies to help the student improve his/her failing grades or performance. The student's grades or performance shall be monitored throughout the second quarter by the SAT. An educational assessment may be completed upon recommendation of the SAT.

3. If, at the end of the first semester, the student continues to fail in two or more core areas, the SAT will review and revise the previous plan and implement new strategies to help improve the student's failing grades or performance. An educational assessment shall be completed unless this was already done during the second quarter of the school year. The student's parents/guardians shall be notified.

4. The SAT shall monitor student progress bi-weekly during the third quarter. The SAT will make a promotion or retention recommendation to the building principal by the end of third quarter. The student's parents/guardians will be kept informed of student progress and the preliminary recommendation.

5. Final determination of a retention, promotion, or promotion conditioned on a remediation plan shall be made by the building principal and be based, in part, on the 4th quarter mid-term grades or performance. The principal shall provide a written notice of the decision to the parents/guardians at least 4 weeks before the end of the school year.

6. Parents/guardians may appeal promotion or retention decisions to the District Administrator within five days of receipt of the written notice. The District Administrator shall schedule a meeting with the parents/guardians within 10 (ten) work days from the date the appeal request was received. The District Administrator shall provide a written decision to the parents/guardians within five work days. There is no appeal process beyond the District Administrator.

APPROVED: March 15, 2004

REVISED: June 20, 2005  
November 27, 2006  
February 17, 2014