

**Oswego CUSD 308**  
**Elementary Request for Retention**

**Policy 6:280 AP**

Promotion, Retention, and Remediation [Elementary Only]

Placement, promotion, or retention shall be made in the best interest of the student after a careful evaluation of the advantages and disadvantages of alternatives.

When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self image and social adjustment. Students shall not be promoted for purely social reasons.

Students who demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modifications in the instructional program, reduced class size, or retention in grade.

**Steps for Retention**

Requests for retention made during the school year:

1. A request for retention is made to the building principal by either district certified staff or parent in writing. Building principal or designee will then meet with said district staff member or parent within 10 school days to discuss the request.
2. The building principal will meet with the appropriate staff which may include assistant principal, classroom teacher, social worker, psychologist, and/or appropriate resource teachers. The team will gather and review student academic and social development data as well as any existing success plans to determine a recommendation for retention and/or additional supports necessary for promotion.
3. Approval must be obtained from the District Director of Elementary Education, or designee, for a recommendation for retention. This recommendation is submitted utilizing the *Elementary Student Retention Form* (Policy 6:280E).
4. The building principal, and appropriate team members, will meet with the parent to share the recommendations for retention.
5. If retention is determined, a success plan will be created and/or updated to support student success.

Requests for retention made by parents during the summer are reviewed by building and district administration. Recommendations will be made following this review.