

SERIES 300 - INSTRUCTION

Educational Program – 340

Elementary Retention (348.1)

The process for the possible retention of students attending Norwalk-Ontario-Wilton Elementary School is as follows:

- The student's teacher will inform the Elementary Principal in writing prior to February 1 that the student is not performing academically or behaviorally up to grade level.
- The Elementary Principal will write a preliminary notice of retention to the student's parent(s). The preliminary notice of retention will include the reasons the classroom teacher feels retention may be needed.
- Communication between the child's parent(s) and the classroom teacher will be encouraged.
- Prior to June 1, the Elementary Principal will notify the child's parent(s) in writing with a recommendation for retention, and will request a meeting between the classroom teacher, the parent(s), and the Elementary Principal.

In order to promote a student from 4th grade to 5th grade, a 4th grade student must meet two of the three criteria stated below:

- A student score of Basic in reading and math on the Grade 4 Wisconsin Forward Examination.
- Passing grades in reading, language arts, math, science and social studies in three out of four quarter grading periods.
- Recommendations of the homeroom teacher based on the academic performance of the child.

Students will not be considered for retention if a disability and/or limited English proficiency cannot be ruled out as a primary or contributing cause of the academic or behavioral deficits.

Legal Reference: Sections 118.145, 11824(2)(a), 118.30, 120.12(2), 120.13
Wisconsin Statutes

Cross Reference: 342.1 – Programs for Students with Disabilities
342.4 – Title I Programs
342.61 – Programs for English Language Learners
345.1 – Grading Systems
346 – School District Testing

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