



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area :</b> Governance	<b>Policy # :</b> 1527
<b>Title :</b> Student Retention Policy	<b>Adopted :</b> February 11, 2016 <b>Revised :</b> <b>Revised:</b>

### **Issue Statement**

Student retention is a process in which a team of educators believes that it would benefit a student to keep him or her in the same grade for two consecutive years for reasons such as: academic achievement, cognitive ability, developmental or social maturity, or other reasons deemed appropriate. Retaining a student is not an easy decision and should not be taken lightly. Parents often find the decision agonizing, and it can be difficult for some parents to fully embrace such a determination.

Monument Academy educators will primarily focus on the development of mastery in the primary skills of reading, writing, and mathematics. Student achievement is dependent upon these three skills mastered in every student. The deciding factor in retention will be the mastery level of the student in these areas in relation to their age, grade, and typical peers.

Mastery is determined by several measures. These measures are gathered in a body of evidence. These may include: state assessments, national assessments, standardized assessments, DIBELS, mCLASS, grades, observations, Cognitive tests, etc.

The Board of Directors wishes to stay true to the school's vision statement, which in part states: to provide top quality academic and individual development opportunities for our students through a collegial atmosphere of learning, by adopting a written policy outlining the process for a parent/guardian to exercise their choice concerning their child's enrollment when student retention has been determined.

### **Policy Statement**

- A. Any student considered for retention must already have been on a documented plan of intervention. This plan must show the area of weakness and the interventions that have been used in order to achieve success. Proper progress monitoring and data collection should be readily available as part of the body of evidence used in determination.
- B. Whenever the principal, in agreement with the Intervention Team and the classroom teacher(s) recommend that a student be retained at the present grade level, the

parent/guardian should be notified of the recommendation no later than the end of the third quarter. Parents/guardians and teachers are encouraged to communicate regularly about the child's progress.

- C. Kindergarten students may be retained at the request of the parent or teacher based on a body of evidence i.e., academic achievement, cognitive ability, developmental or social maturity, etc.
- D. Students in grades K-5 may be retained if they cannot demonstrate mastery in Math, Writing, or Reading (Language Arts).
- E. Students in grades 6-8 may be retained if they fail more than one core subject (Math, Language Arts, Science, History).
- F. When reviewing this criterion to make a recommendation, the teachers and principal will consider applicable portions of a special education student's Individualized Education Plan.
- G. If parents/guardians agree with the recommendation to retain their student, they will sign an "Agree to Retain" form and it will be placed in the student's file.
- H. If parents/guardians disagree with the recommendation to retain their student, they must put together an academic plan with the assistance of the principal for the summer months to ensure the student can achieve mastery at recommended levels or recover the subject knowledge before moving to the next grade. All costs associated with the academic plan are the sole responsibility of the parents/guardians.
- I. Upon completion of the summer academic plan, the parents/guardians will provide proof of attendance and documentation of subject proficiency or grade-level mastery.
- J. Monument Academy may choose to further test the student. Additional testing may include benchmark testing in reading, math, and writing for grades K-5 and subject content in grades 6-8.
- K. After consideration of the various factors, including achievement data and consultation with teachers and parents, the school principal will make all final decisions regarding retention.
- L. As a school of choice, Monument Academy parents/guardians always may choose to enroll their student in another school if they choose not to pursue an academic plan.

### **Related Documents**

C.R.S. 22-32-109(1)(hh) (Duty to provide an opportunity for an academic remediation plan at the request of a student's parent/guardian)

### **Points of Contact**

The following positions shall serve as points of contact for the enforcement of this policy: President of the Board of Directors, Executive Director and the Principal.



# Monument Academy

## Agree to Retain

Student's Name \_\_\_\_\_

School Year and Grade of Retention \_\_\_\_\_

Principal's Recommendation:

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Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

We/I agree with the recommendation to retain my student for the school year, grade and reasons as stated above.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_