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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: IKE-R1 |
| Reviewed by Superintendent – Spring 2018 | Page 1 of 1 |

Retention/Appeal Time Line and Signature Form

Action Deadline

Recommendation for grade level retention

Prior to March 1

- Teacher(s) make a recommendation to the principal and grade level team for grade level retention of the student. If recommended by the team, the principal notifies the parent/guardian of the possible retention.

Parent agrees, submits signed form

April 15

- If the parent agrees with the recommendation for retention, the parent signs number 1 on this form and the student is retained in the current grade level.

Parent disagrees, appeals and submits signed form

April 15

- If the parent/guardian disagrees with the retention recommendation, the parent may choose to appeal by filling out number 2 and checking the box "I wish to appeal" and signing the form. *{Please provide a copy of this signed form to the parent/guardian.}*

Principal/designee, parent/guardian, teacher(s) meet

May 1

- In the case of an appeal, the principal/designee will meet with the parent/guardian and teacher(s) within 10 school days to review data from the teacher and parent.

Principal makes decision, notifies parents/guardian

May 15

- The principal makes a decision within five days of meeting with parent and teacher(s) and notifies the parent.

Parent agrees with retention, submits signed form

May 22

- If the parent agrees with the recommendation for retention, the parent signs the parent signature form and the student is retained in the current grade level.

Parent disagrees, appeal is forwarded to the Superintendent of Schools

May 22

- If the parent disagrees with the decision of the principal, the principal shall forward the appeal to the SAU office within five school days. The Retention Folder containing all required information must be included.

Appeal/Final Decision

- The Superintendent of Schools will make the final determination in this process. The final decision will be communicated to the parent/guardian and to the principal within 30 days of receiving the appeal.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
RETENTION PARENT SIGNATURE FORM

Student Name: _____ has been recommended

For retention in grade: _____ in the school year: _____.

Parent must complete either number 1 or number 2 below.

1. I agree and support the retention of my child:

Parent/Guardian Signature

Date

2. At this point in time, I do not agree or support the retention of my child because:

I wish to appeal. My reasons for appealing are stated above. I have been provided a copy of the timeline and appeal process.

I do not wish to appeal.

Parent/Guardian Signature

Date

Principal Signature

Date

Teacher Signature

Date

This student has and Individual Education Plan: Yes No

If forwarded for appeal, attach a copy of the highlighted continuums in reading, writing, ELA (if appropriate), and math to this form.

Highlighted areas on continuums = student is proficient.