
**WALDEN SCHOOL BOARD POLICY
STUDENT PLACEMENT (RETENTION)**

Prepared for 1st reading: 5/7/02
Prepared for 2nd reading: 6/18/02

Warned for hearing: 8/10/02
Prepared for 3rd Reading: 7/30/02

Adopted: **8/20/02**

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___

It is the intention of the staff and administration of the Walden School to place students in a learning situation that will ensure:

1. The student's right of being in the least restrictive environment.
2. The greatest possible chance of success in school.

Many factors are used in determining student placement from year to year. These factors include, but are not limited to, the following:

1. Teacher's evaluation and recommendation.
2. Test results (teacher tests and standardized tests).
3. Student's attitude.
4. Social and emotional maturity and growth.
5. Parental concern and input.
6. Use of a retention scale (for retentions only).
7. Student performance.
8. Attendance

Retention: In the interest of the student's academic, social and emotional future and success, it may become necessary to retain a student at grade level for an additional year.

Process:

1. Each classroom teacher will submit a list of students being considered for retention to the principal prior to Christmas vacation.
2. The teacher is responsible for writing a letter to the parents indicating this possible retention by not later than the last school day in January, with a copy of the letter to the principal. The purpose of this letter is to set up a meeting between parents, teacher(s), principal and other pertinent staff members to discuss immediate remediation in deficit areas as outlined by classroom teacher(s) and specialists, and plans for placement depending on the success of the above-mentioned remediation.
3. A follow-up letter must be sent by the classroom teacher(s) to the parents prior to May 1 and must indicate final plans for a student placement for the following year.
4. A retention scale must be applied to all students being considered for retention. This scale should be discussed with the parents during the development of the final plans for student placement.

Alternatives to retention will be offered at the discretion of the principal.

Due to the school's legal responsibility to provide an appropriate education for all students and to comply with state and federal regulations, the school administration, after consideration of all factors, shall determine the most appropriate placement of each individual student.

The parents reserve the right to appeal the placement of their child to the Superintendent of Schools. If the parents are not satisfied with the Superintendent's decision, they may make further appeal to the Board of School Directors.

Originally Adopted: 11/29/99