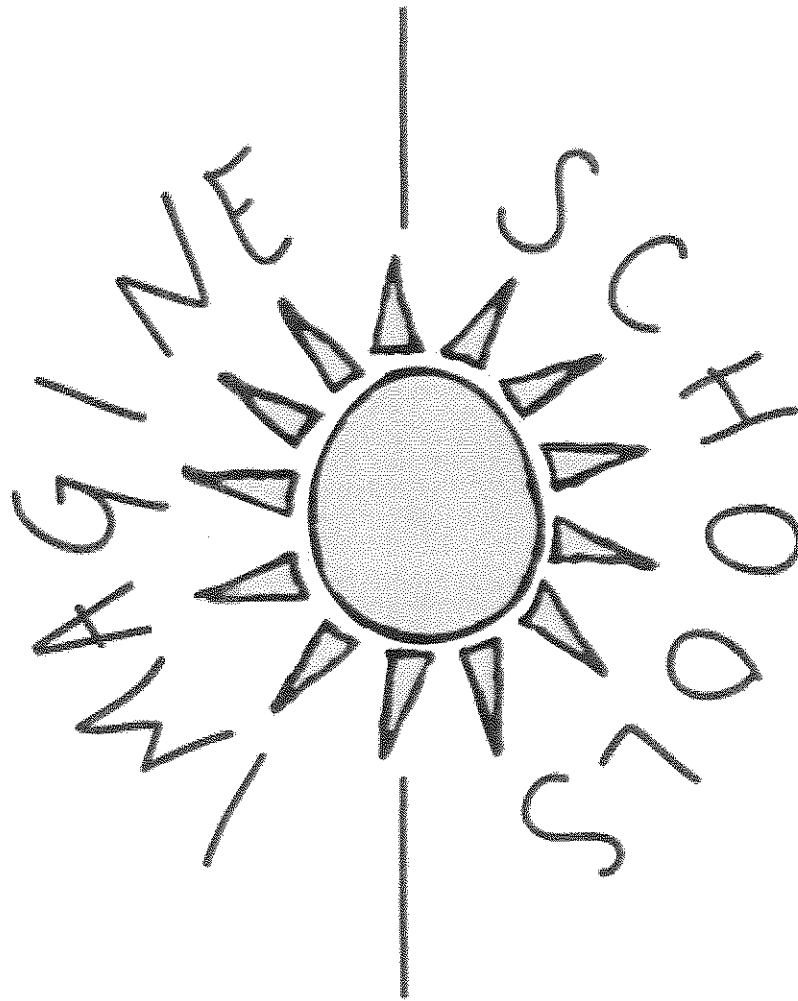


IMAGINE SIERRA VISTA
PROMOTION & RETENTION
GUIDE



PROMOTIONS

The primary responsibility for determining each pupil's level of performance and ability to function academically, socially and emotionally at the next proficiency level is that of the classroom teacher, subject to review and approval of the principal. Student promotion at Imagine Sierra Vista is based upon an evaluation of each pupil's achievement of appropriate instructional goals in the regular school year and/or in the summer program. The basis for making the determination will reflect the teacher judgment based on the following: classroom assessments (student portfolios, progress tests, classroom assignments, daily observations, standardized tests, attendance and other objective data).

RETENTIONS

Retention of a student at the elementary school level should occur no more than once in grades K-2 and no more than once in grades 3-5. Approval of the school principal is required for retention of students in kindergarten, and teacher/administrator conferences regarding all potential retainees are required.

There are instances when student retention may be necessary to provide pupils with additional time to master objectives and competencies required for success at the next grade level. However, the level of mastery of each objective will vary from student to student, and all students should demonstrate growth toward mastery of objectives. Teachers and administrators have an obligation to weigh carefully the possible advantages and negative consequences of retention and to provide timely intervention in an effort to prevent retention of students who have the potential to overcome academic deficits in selected areas without repeating an entire year of study.

THE RETENTION PROCESS

- I. Review student's educational progress.
- II. CONDUCT ACTIVITIES ASSOCIATED WITH STUDENT RETENTION.
By the end of the second week of the school year following retention, the receiving teacher should document that they have reviewed the Personal Progress Plan.
- III. Summer school attendance and/or summer assignments (if applicable). Pupils who have been retained but who could not meet promotion requirements in less than a full year should enroll in summer school, complete a summer packet of academic work, or enroll in other appropriate programs when they are offered. Their assignment for the following year should be adjusted, based on their achievement during the summer. Students who are not successful in advancing sufficiently to be promoted at the end of the summer should be retained and the remaining retention procedures should be completed.
- IV. Students who do not seem to respond to a change in strategies combined with retention should be given consideration for referral to child study for possible placement in the Special Education Program.

ACTIVITIES ASSOCIATED WITH STUDENT RETENTION

Prior to Retention

A. Parent Conference-Possible Retention

Notify the parent(s) or guardian(s) of a conference to discuss the possible retention of the student. This must occur prior to the 3rd quarter Parent/Teacher Conference and then re-discussed at the conference.

In this conference, the teacher shall discuss with the student and his/her parent or guardian the lack of progress in academic achievement and/or the deficiencies exhibited by the student which will impede success at the next level and the steps that have been/will be taken by all those concerned to help the student succeed.

When discussing possible retention, the teacher shall discuss with the parent the specific reasons for retention, e.g., failure to demonstrate mastery of basic skills, excessive number of tardies and/or absences, lack of readiness for the next level of instruction and/or absenteeism. **COMPLETE THE DOCUMENTATION TO SUPPORT THE STUDENT RETENTION FORM PRIOR TO THIS CONFERENCE.**

B. Notify the principal of all possible retentions

Each teacher shall submit a list of students who are being considered for retention by the 4th week of the 3rd Quarter. A copy of The Documentation to Support Student Retention Form for each student should be attached to this list.

C. Child Study Team (Required)

Before any student may be retained, that student must have gone through the Child Study Team process. All CST documentation is necessary for retention.

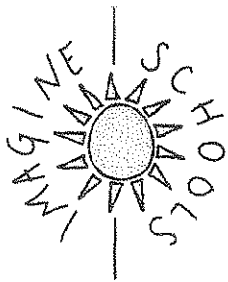
D. Second Parent Conference

When it is determined that it is likely that a student will be retained, a second parent conference will be scheduled to review the student's progress and make a final decision on the possible retention. If the final decision is made to retain a student, the parent/guardian must sign the **Final Retention Form**.

If the final decision is made to retain a student and the parent rejects that decision, they must be asked to sign the Decline of Retention Recommendation Form.

E. Personal Progress Plan

Following the decision to retain, teachers must complete the **Personal Progress Plan**, and it must be given to the receiving teachers at the beginning of the year following retention.



Documentation to Support Student Retention



Student's Name

Teacher's Name

Grade

Date

Language Arts/Reading (Teacher Observations and General Comments):

Assessment Results (Language Arts/Reading):

Mathematics (Teacher Observations and General Comments):

Assessment Results (Mathematics):

Classroom Performance/Behavior Observations:

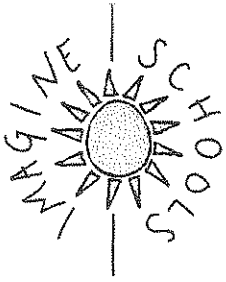
Other:

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Revised 2/3/2010



Imagine Sierra Vista

Personal Progress Plan for the 20____ School Year

Student's Name

Date

Target Areas:

1. _____

Goal:

2. _____

Goal:

3. _____

Goal:

Student's Signature

Date

Parent's Signature

Date

Principal's Signature

Date

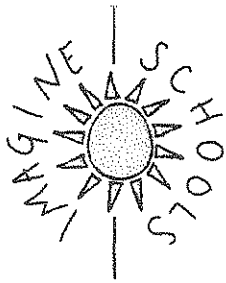
Teacher's Signature

Date

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**Imagine Sierra Vista
Preliminary Deficiencies/Potential Retention Form**

School Year: _____ Teacher: _____

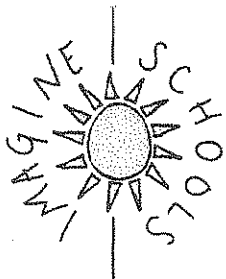
Please use this form to indicate any students who are performing at a borderline level or are below grade level. If a student has had 15 or more absences, please also notate below. **This form is due at the end of the 4th week of the 3rd quarter.**

Student's Name	Academic Subject/Grade	Hearing & Vision Passed	SPED	Total Absences	Prior Retention

Please attach one copy of a writing sample, assessment scores, progress reports, and report card for each student listed on this form.

Signature of Teacher

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Imagine Sierra Vista
Final Retention Form



Name of Student: _____ Date of Birth: _____

School Year: _____ Date: _____

Number of Days Absent: _____

Stated reasons for retention and how retention will benefit this child in the future as discussed with parents:

Signature of Teacher

Signature of Principal

Retained in Grade _____

I acknowledge and **support** **do not support** the decision above. I understand that it is the decision of the teacher by law to retain, and that by signing, I am simply stating my support or lack thereof for the decision that has been made.

Signature of Parent

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