



DISCOVERY CHARTER SCHOOL
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Policy Manual

Retention Policy

Adopted:

Last Revised 6/12/2023

It is the policy of Discovery Charter School that retention be the last resource as a means for remediation for a child. Therefore the following steps will be taken:

1. After the second quarter reporting period, teachers will identify any candidate that is a possibility for retention and discuss concerns with school administration.
2. After meeting with administration, the classroom teacher will set up a meeting no later than the conclusion of the 3rd quarter with parent/guardians, teacher, and administration to discuss a plan to avoid retention.
3. The classroom teacher will maintain weekly updates with parent/guardians regarding student progress as it relates to the plan to avoid retention.
4. A final meeting will be scheduled with parent/guardians, teacher, and administration to discuss progress of student prior to the last day of school.
5. Administration will make a determination regarding retention or promotion prior to the end of the school year. Administration has the ultimate decision regarding placement of the student at Discovery Charter School.

Superintendent: _____

Board President: _____