

## Retention Policy

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:

- After the second quarter reporting period, teachers will identify any candidate that is a possibility for retention and discuss concerns with school administration.
- After meeting with administration, the classroom teacher will set up a meeting no later than February 15<sup>th</sup> with parents, teacher, and administration to discuss a plan to avoid retention.
- Teacher will maintain weekly updates with parents regarding student progress as it relates to the plan to avoid retention.
- A final meeting will be scheduled with parents, teacher, and administration to discuss progress of student to May 15<sup>th</sup>.
- 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.