

EUREKA COUNTY SCHOOL DISTRICTPROCEDURE FOR RETENTION

The procedure to be used when implementing the retention policy is as follows:

1. At the end of the second nine weeks grading period (semester), the teacher notifies the principal, the specialists, and the parents that retention is a possibility. Teacher fills out Teacher Checklist for Retention form.
2. Before the end of the third nine weeks grading period, individual conferences with the parents should be initiated. The principal and specialists could be part of the conference if the teacher so desires. Any testing required could be initiated at this time.
3. At the end of the third nine weeks grading period during, individual conferences with the parents will be made. The final decision should be made at this time.
4. The above time schedule does not preclude the teacher from initiating retention at a later date if necessary.

ADOPTED:

REVISED: 8/13/19