



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

## Retention Policy

<b>Category:</b> Academic/Research	<b>Policy Description:</b> Guidelines for Student Retention
<b>Approved Date:</b> 08/29/2017	<b>Replaces Policy Dated:</b> 01/22/2013
<b>Effective Date:</b> 08/29/2017	<b>Created By:</b>

### PURPOSE:

Ka 'Umeke Kā'eo (K'UK) commits to excellence in education for our keiki. We believe in providing students with the best opportunities and environments to be successful. The purpose of this policy is to assure that K'UK staff and families know the procedures for student retention.

Retention of students is a process that is followed when the K'UK staff, in consultation with the parent, determines it be in the best interest of the student. When circumstances indicate that retention is in the best interest of the student, the child's academic achievement level, mental ability, and physical and social characteristics are important factors. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place the child in the school program where he or she will be most successful.

### DEFINITIONS:

### POLICY:

1. Teachers should collect compelling student work (evidence) to assess student progress and inform instruction.
2. Kumu will document intervention strategies and instruction used and all contact with the 'ohana regarding support strategies and services.
3. If the student continues to perform unsatisfactorily, the teacher is required to schedule a parent-teacher conference to inform parents of unsatisfactory achievement. Report card, progress reports, and daily work grades should reflect unsatisfactory achievement.
4. Documentation exists indicating the parents were involved and informed regarding the student's lack of adequate progress.
5. Parents will be notified of risk of retention no later than the end of the second quarter in a face to face meeting with Kumu, Po'okumu, and/or designee. If retention is confirmed, communication of the retention will be confirmed via certified mail by the end of the third quarter.



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6. The concerns and feelings of the parents regarding retention of their child will be considered.

7. The final decision will be made by the school principal after considering the judgements of the classroom teacher, parents, and other professional staff members.

## Guidelines:

1. A student may be retained if the student has not reached a standard of achievement which would preclude satisfactory progress in the next grade.

2. Retention should be considered only after other viable options have been explored and parents involved.

3. Retention should not be contingent on summer school participation.

4. In addition to the above, such retention decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the student's Individualized Education Plan (IEP)

5. A second retention of a child should be used only in rare and extreme circumstances.

## **APPLICABLE PROCEDURES:**

## **OTHER RELATED INFORMATION:**