

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 6175-1
SUBJECT: ADMINISTRATIVE RETENTION OF A STUDENT	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 11/24/87; 02/01/07; 06/07/12 <hr/> PREPARING OFFICE: INSTRUCTION AND LEARNING

I. PURPOSE:

To establish guidelines for administrative retention of a student in grade level.

II. PERSONNEL AFFECTED

Building principals

III. PROCEDURES:

A. Retention

K-8

1. Prior to the February parent teacher conference, a student must have been referred to the building student improvement team (SST or SRT) before retention is considered.
2. The student's teacher shall discuss the possibility of retention with the student's parent(s)/guardian(s) at the February parent teacher conference. If the parent(s)/guardian(s) do not attend the February parent teacher conference, there must be a face-to-face meeting with the parent(s)/guardian(s) prior to March 1.
3. The student's teacher shall conduct a conference with the building principal to discuss possible retention.
4. The principal shall conduct a meeting with all professionals who provide direct services to the student by May 1.
5. The building principal shall conduct a conference with the parent(s)/guardian(s) and the teacher.
6. The principal shall submit the final decision to the parent(s)/guardian(s) in writing and send a copy to the general director of elementary learning or general director of secondary learning.

06/18/80

Revisions: 02/11/85; 11/24/87; 06/07/12

Topeka Public Schools