

Students

Retention Procedures - Hamden Middle School

It is the responsibility of the school system to be sure that students succeed. In light of this fact, the Hamden Middle School has made the promotion/retention procedure a year-long course of action. It is felt that a pro-active rather than reactive stance is in the best interests of middle school students. Hamden Middle School has set forth the following procedures:

1. The Hamden Middle School Student Handbook clearly indicates that ". . . Any student who fails two or more of the required academic subjects for the year, may be retained in his/her current grade." This information is circulated to all students and parents at the beginning of each school year.
2. After students have been identified as being at risk, the team will make every effort to involve parents and support staff as aides in the accomplishment of its goal, namely that the student will have every opportunity to pass. Interim Progress Reports and Quarterly Report Cards are routinely sent. However, students may be placed on weekly or even daily progress reports. Parents are notified and team meetings are held when necessary and/or appropriate. The aid of counselors, other support staff and administrators is enlisted as often as possible.
3. At the close of the first marking period, the Principal meets with each team and asks that its members identify any students whom they feel will have difficulty meeting the minimum requirements of their subjects. The charge to the teams is that they must do all they can to assist the student in his/her attempt to pass the grade.
4. At the close of the second marking period, the Principal requests from all teachers the names of any students who are in danger of failing at that point in time. When that information is received, a list of names of those students who are in danger of failing two or more subjects is compiled. Having done so, each team leader receives a number of forms entitled, "Hamden Middle School: Students in Danger of Being Retained in Grade 7/8". These are maintained by the team and reviewed administratively from time to time. A letter is then sent to all of their parents of those students.
5. During the remainder of the year, the administration works closely with all of the teachers, parents, counselors and other support staff involved with each student. Individual and group meetings with students who have not responded or who still remain at risk are held.

Students

Retention Procedures - Hamden Middle School (continued)

6. Once final grades are available, the Principal reviews all report cards. If a student has in fact, failed two or more major subjects, the Principal makes a determination regarding placement for the following school year. A letter is then sent to parents indicating retention or promotion-on-trial. Considerations the Principal might deal with are:
 - a. A student is currently under the care of a doctor who has written the Principal a letter indicating that retention would serve as a terrible setback in his/her therapy. The Principal might choose to pass the student.
 - b. A student who is a transfer student from another town and had repeated the grade twice previously. The Principal might choose to pass the student.

Dear Parent:

I have reviewed your child's recent report card and consulted with his/her teachers regarding his/her academic achievement for the first half of the school year. The teachers have indicated that s/he is presently in danger of failing two or more major subjects for this school year. Please be advised that this could result in your child being retained in his/her present grade next year.

I know that you join me in the desire to avoid retention, and I feel that early cooperation between the home and school would be most helpful. Please feel free to call any of your child's teachers and/or his/her counselor so that we can do all that is necessary to assist him/her. Thank you for your prompt attention to this matter.

Sincerely,

Principal

**5123.1
FORM**

Dear _____

Your child, _____, has received a final grade of "F" in the following subjects:

As a result, _____ will be retained in grade _____ for the _____ school year. I strongly recommend that you consult with your child's counselor at the beginning of the year, since it is our hope that this retention will allow _____ to gain some of the skills which s/he is lacking.

If I can answer any questions regarding this matter, please do not hesitate to call the school.

Sincerely,

Principal

Dear _____

Your child, _____, has received a final grade of "F" in the following subjects:

School guidelines indicate that _____ should be retained in grade _____ for the _____ school year. However, after consulting with _____'s teachers and counselor, I have determined that it would be in his/her best interests to promote _____ to grade _____ on a trial basis.

Since we will be reviewing _____'s records on a regular basis, I strongly suggest that you work very closely with his/her teachers and counselor next year so that s/he will show suitable progress in all of his/her subjects.

If I can answer any questions regarding this matter, please do not hesitate to call the school.

Sincerely,

Principal