

PROMOTION AND RETENTION OF STUDENTSGrades K-5

1. In the event that retention is being considered, the following procedure will be implemented:
 - a. At the end of the second marking term, the classroom teacher will notify the principal in writing of any students experiencing significant difficulty.
 - b. The following relevant student data shall be considered when making a decision on retention.
 1. Chronological age
 2. Past performance {school history}
 3. Academic attitude
 4. Emotional maturity
 5. Social maturity
 6. Physical development
 7. Teacher recommendations
 8. Pupil placement team evaluations (if appropriate)
 9. Attendance record
 10. Placement of siblings
 11. Prediction of success (Lights Retention Scale if needed)
 12. Assessment on the part of the parent and pertinent school staff that the child will benefit from retention
 13. Minimum competencies when applicable
 - c. Parents will be notified as soon as the teacher and principal begin to consider a recommendation for retention. A conference between the teacher(s), appropriate educational specialists, principal and parents will be arranged to discuss the reasons for the recommendation.
 - d. At the end of the third marking period, the classroom teacher(s) will submit a written review to the principal for each child previously referred.
 - e. A second conference between the parents, teacher(s), appropriate educational specialists, principal and parents will be arranged to discuss student progress.
 - f. The building principal will make the final decision as to whether a child shall be promoted or retained and if it is the decision of the principal, based on the above process, that a child should be retained, the parents shall normally be notified in writing on or before June 1st.
 - g. A learning plan shall be developed for each student being retained in grades K-5 specifically indicating the goals and objectives that should be accomplished during the year of retention. A copy will be sent to the parent by the principal as part of the notification process in section f.

- h. Parents who are dissatisfied with any of the procedures/decisions may meet with the superintendent of schools. The superintendent of schools has the final legal authority for the placement of students, and shall make the final decision regarding the student's placement for the ensuing academic year.

* In no instance will a student be retained more than one year.

2. Assignment Procedures

There are occasions when it is appropriate to assign a student to the next grade because of chronological age or other individual considerations. An assignment is not an academic promotion and may be granted by the principal and/or superintendent if it is obviously in the best interest of the student and the school to the assignment from one grade to another.

- a. The decision for assignment shall be based upon the recommendation of the parent, teacher and child study team.
- b. A conference will be held with the parent to discuss the reasons for the recommendation.
- c. In special instances, when a retention is recommended by the school but refused by the parent the superintendent or his/her designee may assign the student to the next grade. It is understood that the parents will assume responsibility for this kind of assignment and acknowledgement by the parents of this assignment shall be made in writing and a copy placed in the child's permanent record folder.
- d. Parents who are dissatisfied with any of the procedures/decisions may meet with the superintendent of schools. The superintendent of schools has the final legal authority for the placement of students, and shall make the final decision regarding the student's placement for the ensuing academic year.

Grades 6-12

- 1. Parents/Guardians of students in grades 6-12 will receive a letter after the third marking period if there is a possibility of retention. In order to be assigned to 9th grade, the student must successfully complete summer school.