

Double Promotion and Retention Procedures

If school personnel or family of a student who is enrolled in or in the process of enrolling in the district requests a double promotion or retention, the following process will be used:

1. The parents will meet with the principal in the school that the student would normally be attending. The principal will explain the process and have parents complete any documents necessary to obtain records;
2. The principal will collect existing data, other assessment data and/or written statements from parents, teachers and other personnel regarding the student's current academic performance, maturity, social skills, study skills and motivation;
3. When all data has been collected, it will be reviewed by a team consisting of a classroom teacher, principal(s) from all schools affected and counselor(s) from all schools affected;
4. The parents and student will come to the school to be interviewed by the team;
5. The principal(s) will consider all the evidence and make a decision on a case-by-case basis. Decisions will be determined by a number of factors including test scores, grades, academic ability, maturity, social skills, work habits, goals and the recommendation of all professionals involved;
6. If the request is denied, the parents may ask the superintendent to review the case;
7. Parents may appeal a superintendent's decision to the Board. The time and date must be arranged through the superintendent's office.