

Non-Promotion of Students

Any teacher considering non-promotion (retention) of a student shall begin the non-promotion evaluation process no earlier than the mid-point of the school year, but prior to May 1. The process begins by conferring with the building principal and requesting a review for non-promotion of a student.

If the principal agrees that further review is appropriate, the teacher shall complete the *Light's Retention Scale* as an aid in deciding whether or not a student should be non-promoted. The results of this scale shall be used as a data source for further action.

The principal and teacher shall discuss the results of the retention scale evaluation.

The teacher shall not initiate discussion of potential non-promotion with a parent/legal guardian until authorized to do so by the principal.

After evaluating all of the data, the principal and teacher shall meet to make a recommendation regarding non-promotion. If a conference has not already occurred with the parent/legal guardian it will be arranged at this time.

The final decision regarding non-promotion of any student rests with the principal, unless appealed by a parent/legal guardian according to the provisions of the non-promotion policy.

Documentation of the non-promotion process will be completed on the REPORT OF NON-PROMOTION forms, with supporting data attached.