

Promotion and Retention of Students**

Students who do not demonstrate proficiency in each subject area, or who are not making adequate progress towards demonstrating proficiency at their grade levels, will be considered for retention. Teachers must notify the principal of these students, make a recommendation to the principal concerning their promotion/retention and hold a conference with parents. Parental decisions will be final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a "release from responsibility" form to be placed in the student's file.

Retention for Students

If a teacher feels it is in the student's best interest to repeat a grade level, the following steps must be taken:

1. By mid-February, teachers of retention candidates will have made initial contact with parents;
2. Retention candidates will be referred to the Building Support Team (BST) for staffing and intervention. The BST will use the retention data collection form in compiling information about the student. BST consists of teacher, principal and counselor;
3. By mid-April, the second parent contact will be made and permission secured for retention. Teacher will share retention data used in making this recommendation;
4. A tentative plan for alternative instructional changes to increase student success in next year's classroom will be developed involving the parent, student and teacher;
5. Parents who disagree with the retention recommendation will sign-off on form 7437.1. A copy of this form will be placed in the student file.

END OF POLICY

Legal Reference(s):

[OAR 581-022-1130](#)
[OAR 581-022-1670](#)