

### **Promotion and Retention of Students Grades 1-8\*\***

The Lake Oswego School district recognizes the importance of considering the individual characteristics of each student in determining grade level placement. Ordinarily, students will benefit most by being advanced to the next grade level at the completion of each academic year.

By March 1 of each school year, teachers shall notify the principal of any possible retention of students in their classrooms. The teachers and principal shall discuss the possibility of retention with the parents and shall submit a referral to the Intervention Team (IT) for assistance in gathering information needed relevant to the academic and social needs of the student, if this has not already occurred.

A recommendation to promote or retain a student shall be based on the result of a team staffing to consist of the classroom teacher, the psychologist, and the principal. Other professionals may be involved if the situation warrants. In the case of retention, the team will also determine whether an evaluation for Section 504 or IDEA eligibility should be conducted, if the student is not currently identified as eligible and receiving services, or whether an existing 504 or IEP program should be modified. In this case a 504 or IEP team meeting should be held before a decision on retention is made. The building level decision on grade level placement ultimately rests with the principal and shall be communicated in writing to the parent.

In the case that the parent of a student currently enrolled in the Lake Oswego School district or a parent moving in to the Lake Oswego School District initiates a request that their student be retained, a similar process will be followed. A team will be called together comprised of the principal and other persons with knowledge of this student's academic and social background to assist with evaluating the appropriateness of retention. In the case of a student moving into the district, the Lake Oswego School District will seek information from the parent and the previous school district to attain a student cum file and pertinent information. If the student has a Section 504 or is on an IEP these teams should be convened prior to determination to retain. The appropriateness of the request for retention will be evaluated along with available information. The recommendation to retain will be the result of a team staffing. The building level decision on grade level placement ultimately rests with the principal and shall be communicated in writing to the parent.

A recommendation to promote a student will follow the "Guidelines for Considering Grade Advancement in Grades K-8" as outlined in the Lake Oswego School District TAG Handbook, accessible on the Lake Oswego School District website.

Parents may appeal a decision made at the building level to the superintendent or designee, whose decision is final.

END OF POLICY

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**Legal Reference(s):**

[OAR 581-022-1130](#)

[OAR 581-022-1670](#)