

Promotion and Retention of Students**

The Board is dedicated to total and continuous development of each student enrolled. Therefore the professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally.

Students will normally progress annually from grade to grade. Exceptions maybe made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

Students shall be placed at the grade level to which they are best adjusted academically, socially, physically and emotionally. If retention is suggested for students in grades K-5, the following steps must be taken.

1. By the end of the second quarter: Teachers will submit a list of possible retention candidates to the superintendent;
2. At the end of the second quarter: Notify parents of possibility of retention (Give specific suggestions for improvement to the students and parents.);
3. By mid-March: Retention committee comprised of the superintendent, counselor, Chapter 1 teacher, physical education specialist and a classroom teacher from that department (primary, intermediate, upper) will meet to consider student work samples, test scores and behavior programs; a decision in promotion/retention will be made at this time by the committee;
4. By the end of the third quarter: Teacher(s), committee member(s) if requested, and superintendent will confer with parents (and student, if appropriate) on results of the retention committee decision;
5. If a student is being considered for promotion at any time during the school year in grades five through eight and has been previously retained, then the teachers involved with the original retention will be included in the discussion of this student (if possible);
6. Special promotions will be made by the committee as needed.

Students in grades 6 through 8 will be automatically retained if they fail two or more classes in the following subject areas:

1. English;
2. Math;

3. Social studies; and
4. Science.

Students who fail the first semester, along with their parents if possible, will meet with the teacher of the class they failed in order to determine what requirements must be met in the second semester for the student to be considered as passing for the year.

Any student who will turn 16 in the coming school year will not be retained in regular middle school classes but will be placed on a plan of assistance with alternative class options until they are able to demonstrate readiness for high school classes.

Mid-term reports are to be sent to the parents of all students experiencing academic difficulties. These will be prepared during the fourth week and sent during the fifth week of every quarter.

Conferences, at the option of the teacher, parent or student, will be held whenever requested.

Records of the committee findings will be kept in the student's behavioral file, and records of parental action will be kept in the cumulative file.

Parents/guardians may request retention if they believe it to be in the best interest of their child. The school will act, starting on Step 3 of the policy, to determine appropriate action.

Any decision concerning promotion and retention not satisfactory to all concerned may be appealed to the Board under the terms of the complaint procedure.

END OF POLICY

Legal Reference(s):

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