

Promotion and Retention of Students

1. Before the end of January, teachers will make the building administrator aware of any student(s) that they are considering for retention.
2. After notifying the principal of the possibility of retention, teachers will make arrangements with the parent(s)/guardian(s) of the student to discuss the educational alternatives for the student. The building administrator will attend this meeting that should be held before the end of March.
3. Before the end of April, the progress of the child should be reviewed again and if there is reason for further consideration of retention, parents/guardians of the student shall be notified and an SST meeting scheduled to discuss alternatives available for the child, including retention.
4. No later than thirty days prior to the end of the school year, a conference will be scheduled involving the parents/guardians and teacher(s) of the student and the building principal for the purpose of making a final decision regarding the retention of the student.
5. The teacher(s) or principal shall document in writing all decisions made at meetings with parents/guardians regarding the retention of a student.
6. No conditional retentions or promotions will be made.
7. The building principal will arrange a conference with the receiving teacher(s) to discuss in detail the needs of the retained student. This conference will be held prior to the beginning of the following school year.
8. Maximum emphasis should be placed on conferencing with parents/guardians about the possible retention of a student. It is important that parents/guardians have an understanding of the student's educational problems and agree to the retention decision. Parents/guardians should be fully aware of the decision regarding retention before the student begins the summer break.
9. Prior to the end of the school year, the middle schools should be made aware of all fifth grade students who will not be enrolled in the sixth grade due to retention.
10. After the school presents its case for retention, the final decision regarding retention of a student will normally rest with the parents/guardians of that student.