

Promotion and Retention of Students

The general policy of the district is to encourage and assist each pupil K-8 to move along in a continuous growth pattern of academic achievement in harmony with his normal social and emotional development. Most of the students will require the normal allotted time to progress through the nine year curriculum K-8 although a few may complete the work in eight years and others may require 10 years. The philosophy is that each student will have the opportunity to develop academically, mentally, physically, socially and emotionally to the best of his/her ability.

The purpose of any promotion/retention study will be to determine the placement which would be the most appropriate for an individual student and any supportive programs that would be beneficial to the student. The results obtained from tests and class work assignments will be important factors in the decision.

1. Timeline (May vary with individual student)

a. First nine weeks:

Identification of students who are failing/progressing and may be retained/promoted. Use informal criteria as a guide to identify cause of failure/acceleration. Send home letter (Form 616c-1). Make sure that parents are conferenced. (Have parents sign permission for testing when applicable.

b. Second nine weeks:

If a student has been identified as failing, a conference should be held. (Specific criteria, test results, and Light Retention Scale: Forms 616c-2). Indicate to parent/guardians in writing that the student is failing; also, the adjustments that are being made in his/her program in order to try to improve the student's chances of success.

c. Third nine weeks:

Conference with parents. Indicate adjustments that have been made and progress, if any.

d. Fourth nine weeks:

Notify parents that student has failed. Use letter to notify parent Form 616c-3. Have all members of the Child Study Team sign the letter. Establish a plan for the following year:

(1) Personal contact with next year's teacher to:

(a) Discuss areas of concern;

- (b) Share results of studies, tests, etc.;
- (c) Outline goals.

- (2) Include outline of study, recommendations and goals in file.
- (3) Have the next year's teacher(s) set up plan with parents.
- (4) Check with special education and reading teachers for input.

2. Appeal Procedure for Promotion/Retention Decision

Upon receiving notification from the school that their son/daughter has been promoted/retained against their written wishes, the parents/guardians of said student(s) may appeal that decision to the Board. This appeal must be made in writing to the superintendent of schools within 10 days of notification of promotion or failure.

Within 30 days after the hearing, the superintendent will give written notice of the Board's decision on the appeal to the parent/guardians, student(s) and principal. This will be an appeal, not a due process hearing. Therefore, the rules governing due process will not be observed.