

## PROMOTION AND RETENTION OF STUDENTS

### Elementary School

1. By the end of the first semester teachers will notify the Principal of possible retention of students. After notifying the Principal of the possibility of retention, teachers will make arrangements to confer with the parents about the reasons for a possible retention and alternatives to retention.
2. By the end of the third nine weeks the parents will again be contacted in reference to retention. The progress of the child should be noted as should reasons for continued consideration of retention. The Principal may attend these sessions.
3. In May a conference will be scheduled involving the parents, teachers, and building principal for the purpose of making a final decision on retention.
4. All meetings with the parents regarding retention should be documented in writing by the teacher.
5. No conditional retentions or promotions should be made.
6. A summary sheet of information pertaining to retention will be entered into the child's cumulative folder stating specific reasons for retention.
7. When assigning a retained student to a classroom the following year, the building principal will arrange a conference with the accepting teacher(s) to discuss in detail the needs of the retained student. This will be done prior to the start of school. A student who is retained shall be assigned to a different teacher for the second year in a grade whenever possible.
8. Maximum emphasis is placed on conferring with parents about retention. It is important that they have an understanding of the problems and if possible agree with the retention. No parent should be told that a final decision will be made at the beginning of the fall term. They should be fully aware of the decision pertaining to retention before the student begins the summer break.
9. In cases where parents refuse to attend a conference and the student is to be retained, a registered letter will be sent home before the end of the school year informing them of the school's decision to retain the student.
10. No student will be retained whose average grades on the report card to not average a failure without an explanation to the parent.

11. As far as is possible, necessary retention shall be accomplished before the child leaves the primary grades.

### **Junior High School - Senior High School**

1. Seventh and eighth grade students who are failing in three or more subjects will be retained.
2. The Junior High School Staff, comprised of the student's teachers, the guidance counselor, and at risk committee will meet to discuss those students who academic progress is poor enough to consider as possible retainees. Those failing less than three subjects may also be considered for retention as the best interest of the individual student dictates. Alternatives for each student should be considered in terms of maturity, learning ability, achievement, and home problems.
3. Following this meeting, parents of students will be notified in writing of academic deficiencies and/or other problems should be retention be considered by the Junior High Staff. This notice is to be sent directly to the parents with a copy filed in the student's permanent folder. The letter will indicate that should academic progress not improve for the remainder of the year, grade level retention will be considered. Concurrent with this notice the appropriate staff members should schedule a conference with parents to discuss the problems and to investigate alternatives.
4. Parents will be included in appropriate conference sessions. No student will be retained without prior knowledge being provided the parents through a conference or registered mail.
5. Maximum emphasis is placed on conferring with parents about retention. It is important that they have an understanding of the problems and if possible agree with the retention. No parent should be told that a final decision will be made at the beginning of the fall term. They should be fully aware of the decision pertaining to retention before the student begins the summer break.
6. In cases where parents refuse to attend a conference and the student is to be retained; a registered letter will be sent home before the end of the school year informing them of the school's decision to retain the student.
7. Students are not retained in grades 9-12, but rather moved into classes containing students appropriate with their own achievement levels. The Principal or Guidance Counselor will notify parents or guardians of junior and senior students whose academic progress would seem to indicate that graduation from high school may be in question.

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