

**ELEMENTARY/MIDDLE SCHOOL PROMOTION/RETENTION**

The following information will be considered as guidelines for making the decision to promote or retain:

**ELEMENTARY AND MIDDLE SCHOOL**

Report card progress monitoring and other approved formative (formal and informal) assessments are used as guidelines for making the decision to promote or retain. Other factors to be considered are attendance, social and emotional maturity, chronological age, and parent/teacher recommendations.

Grade level retention will be used as a last resort, however retention may be necessary for some students in order to provide more time and opportunity for essential and adequate progress for success at the next grade level.

The facilitation of this decision - to promote or retain a student -- shall be the responsibility of the principal. Building Administrators will follow the established guidelines found in Policy 505.6 when identifying students whose progress does not appear to be adequate for success at the next grade level.

**Building Administrators:**

1. Will inform parents in writing prior to the end of February that their child is being considered for retention in his/her current grade and initiate a problem solving process if not currently underway.
2. Will establish an alternative timeline for review of student progress and parent conferences for those students transferring into the District after the February parent/teacher conferences.
3. Will provide to parents by the end of April a progress update letter for students who received a retention consideration letter.
4. May modify the above procedure for students staffed with individualized Education Programs (IEPs) or 504 Accommodation Plans which specify an alternative performance criteria. Procedures may also be modified for students who have been previously retained due to previous staffing reports, parent conferences, and/or previous retentions. May modify procedures for English language learners based on cultural issues and language acquisition. A note stating the reason for the exception will be placed in the student's cumulative folder.
5. Will make a decision to retain or promote a student by the last day of the school year and provide written notification to parent.
6. File an anecdotal record of pertinent information, including the parent letters, in the student's cumulative file.

At the elementary level, students with 24 absences or more may be considered for retention.

At the middle school level, there are three basic criteria used for consideration in the promotion / retention process.

- Students are required to pass three of the five core academic classes (math, reading, language arts, science, and social studies)
- Students are required to earn a grade point average of 1.0 or higher in all subjects, including exploratory classes.
- Students with 24 absences or more may be considered for retention.

ADOPTED: 9/14/98  
4/11/02  
3/6/03

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