

Section 7000 – Instructional Program

7600-R Promotion and Retention

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The administrative rules for policy 7600 are established as follows:

Elementary and Middle School

1. Recommendations for grade level placement shall be the responsibility of the building Principal, who shall consult with the Superintendent when in his/her judgment borderline cases might create controversy between parent(s)/guardian(s) and the school,
2. Grade level placement in the elementary schools shall be based on the following criteria:
 - a. Academic achievement and ability as indicated by standardized test scores,
 - b. Academic achievement and ability as observed by the classroom teacher(s) involved,
 - c. Chronological age of student,
 - d. Size and physical development of the student,
 - e. Social maturity of the student,
 - f. Emotional maturity of the student, and
 - g. Attitudes and reaction of parent(s)/guardian(s) and student.
 - h. Documented interventions that include frequency of intervention, specific objections and results.
3. Notification should be given to parent(s)/guardian(s) as soon as the teacher feels that retention may be recommended, and a conference held with the parent(s)/guardian(s) in order to prepare them for the possibility of retention and enlist their help in preparing the student. Nothing should be said at the conferences that would indicate to the parent(s)/guardian(s) that any decision regarding a recommendation for retention has already been made.
4. The final recommendation of retention shall be made to the Principal at least six weeks before the end of the school year. Final approval must come through the appropriate Executive Director at least 45 days prior to the end of the school year. A retention plan indicating specific objectives, interventions, and targets should be in place prior to conference with the teacher and parent(s)/guardian(s).

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- At that time, a conference should be scheduled with the Principal, teacher or teachers, and parent(s)/guardian(s) in attendance.
5. After the conference, the Principal, in consultation with the teacher, shall make the decision as to whether or not a final recommendation should be made to the parent(s)/guardian(s) that the student be retained.
 6. A written statement of parent(s)/guardian(s) approval of the retention should be obtained if possible, and included in the student's permanent record file. If the parent(s)/guardian(s) do not agree to retention and, as a result, the student is promoted, a statement signed by the parent(s)/ guardian(s) so indicating the parent(s)/guardian(s) rejection of the District's recommendation for retention should be placed in the student's file.
 7. No student shall be retained unless the District has complied with the provisions of items 3 through 6 above or evidence submitted indicating that every effort was put forth in an attempt to comply with them.
 8. Promotions from elementary to middle school or middle school to the high school shall be determined by the sending building Principal based upon credits earned/academic level achieved. A single failure will not necessarily require a recommendation for retention.
 9. Though retention may be used at all grade levels, it is recommended that adjustments in a student's placement be made as early as possible.

Senior High School

1. Senior high students are expected to make proper progress towards graduation in order to be promoted with their class. Minimum requirements are as follows:
 - a. 45 credits for sophomore status
 - b. 105 credits for junior status
 - c. 165 credits for senior status
2. Potential failure of high school students should be called to the attention of the student and parent(s)/guardian(s) by mid-semester and an effort made to confer with the parent(s)/guardian(s) concerning the potential failure.
3. No student shall participate in commencement that has not completed all requirements for graduation.

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4. Academic Diploma - students obtaining the requirements will be issued an academic diploma.

Rules Accepted: June 29, 2009