
Promotion and Retention

At least eight weeks before the end of the school year, the classroom teacher (or parent) will confer with the principal regarding any student for whom retention may be appropriate. If retention is being considered:

- Parents/guardians will be invited to a meeting with the teacher and principal.
- During this meeting:
 - The student's progress to date will be reviewed.
 - Parents will receive information on how they can support their child during the remainder of the school year.

The decision to retain a student shall be based on a comprehensive review of multiple factors, including but not limited to:

- Results from standardized assessments and classroom-based evaluations in core academic areas: reading, writing, mathematics, and science.
- Additional assessments may be conducted to further inform the decision.
- Student work samples
- Grades and report cards
- Documentation of grade-level standards
- Evidence of readiness for next grade level expectations
- Social and emotional maturity, including the student's interactions with peers and adults
- Learning behaviors and engagement
- Overall readiness for grade-level academic and social demands
- The results of a formal retention scale assessment

A follow-up meeting with the parent/guardian, teacher, and principal will be held prior to the end of the school year. This meeting will:

- Review the student's latest academic progress
- Reconsider the decision using all available documentation
- Determine whether the student's needs would be best met through promotion or retention

The final decision whether to promote or retain a student will be made and communicated by the school to the parent prior to the end of the school year.

If the parent/guardian disagrees with the school's recommendation for retention or promotion:

- A written appeal can be filed with the superintendent or designee within 5 days of receiving notification of the school's decision.
- If the decision of the school is reversed as a result of the appeal process, the parent(s) will be required to complete a formal written statement acknowledging the decision to retain/promote their student against the school's recommendation.

All meetings, communications, assessments, and decisions regarding retention must be documented and filed in the student's cumulative record.