

Regulation

RETENTION

The following guidelines shall apply when students are being considered for retention:

- A. The teacher shall notify the parents/guardians and the principal of any potential retention by the end of the third marking period, if possible:
 - 1. School special staff shall be consulted as appropriate;
 - 2. Notification shall include reasons the student is recommended for retention;
- B. All retentions shall be approved by the school principal:
 - 1. The principal, in conjunction with the teacher, shall use all appropriate resources in making the final determination;
 - 2. The principal, when approving the retention, shall set forth reasons they feel the student should repeat the specific grade;
- C. The principal's determination to retain a student shall be documented and a copy shall be given to the superintendent prior to parent notification;
- D. Parents/guardians shall be notified of the final determination of the principal;
- E. In all cases except those in which the child study team is directly involved, the parents and the student shall know the status of the retention prior to the end of the school year.
- F. The principal shall exercise particular care in approving more than one retention during a child's elementary school life and, when desirable, may provide for promotion or retention on the basis of social and personal needs rather than academic achievement;
- G. Parents/guardians may appeal the decision of the principal to the superintendent;
- H. The principal shall submit to the superintendent at least one month prior to the last day of school the name of any child being recommended for a second retention. The superintendent must approve a second retention assigned any pupil.

Transfer students will have grades averaged to form a composite end-of-year grade which will be the determining factor for promotion.

Parents will receive notification four (4) times each year (report cards) indicating the academic progress of their children. In addition, parents are urged to attend semiannual parent/teacher conferences to discuss their children.

Unusual circumstances which may arise relative to the promotion of students, i.e., illness, confidential home situations, etc., will be reviewed on a case-by-case basis by the school administrators and the board of education.

Adopted: October 18, 1983
Revised: June 28, 1995, July 15, 2009
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Readopt: