

Promotion/Retention

When a student is identified for retention, double promotion, or additional acceleration, the guidance team will convene to conduct a review of progress, including progress reports, standardized tests, and/or recommendations from previous instructor(s). If the school year has begun, the student will be placed in his/her expected grade level, pending the recommendation of the guidance team.

If the guidance team determines additional assessment is needed to make a recommendation, the parents will be informed and their written permission will be sought. Upon completion of the assessments, the guidance team will reconvene to discuss their recommendation for retention, double promotion or additional acceleration as well as any additional special programs or services. The rationale for the recommendations made will be recorded and become part of the student's record. The recommendation of the guidance team must be provided to the parent/guardians in writing. For students in kindergarten through the eighth grade, no retention, double promotion or additional acceleration will occur without the permission of the parent/guardians.

If the parent/guardians disagree with the recommendation of the guidance team, the parents may appeal the recommendation of the guidance team in writing within ten calendar days to the appropriate Executive Director of Schools in accordance with Procedure 4220P (Complaints Concerning Staff and Programs).

Date: 4.6.15

Date: 12.11