

Promotion and Retention Procedure

It is important to recognize that some children will benefit from the opportunity to continue in the same grade for another year. Several significant factors should be considered and certain procedures should be followed during the retention process.

1. The attitude of principals and teachers and parents toward promotion and retention must be positive so that the best interests and the futures of the student are the primary considerations for decisions regarding grade placement;
2. Parents should be notified by the teacher as early in the school year as possible if retention of a child is being considered. By the end of the third reporting period, a teacher should be able to identify a child who needs to be retained. The teacher shall notify individual parents by the third reporting period that their child may need to be retained;
3. In reaching a decision to retain a child, the teacher, principal, parents, and when necessary, the school psychologist should study all available data before a decision is reached;
4. It is not advisable to retain a child for more than one year during grades 1 through 5; however, unusual circumstances may make it necessary to retain a child for a second time in elementary school;
5. Promoting a child on a trial basis is not advisable since it tends to create a harmful situation if a child has to be returned to the lower grade; and
6. The final responsibility for the promotion or retention of an individual student rests within the principal.