

## PROMOTION AND RETENTION OF K-8 STUDENTS

The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit students to progress through kindergarten, elementary, and jr. high school according to their needs and abilities.

Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly.

Retention will not be used until other possibilities have been exhausted, including special help and remedial work.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the end of the third report period) and a conference with them sought. In all instances, the advice and help of the guidance counselor and other special school personnel will be used by teachers and the administrator.

Although teachers may recommend retention, all retentions (as well as promotion) will be approved by the school principals. Teachers, in recommending retentions, and principals, in approving them, will give the reasons why they feel the student should repeat. If the parent(s)/guardian(s) disagree with the decision of the principal to retain a student the parent(s)/guardian(s) may appeal that decision to the superintendent. If the superintendent agree with the principal that the student should be retained the parent(s)/guardian(s) may appeal that decision to the school board.

The principal will take particular care in approve more than one retention during a child's elementary school life. The superintendent must also approve a second retention of any student between kindergarten and 8<sup>th</sup> grade, inclusive.

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