

PROMOTION/RETENTION

Each elementary and middle school principal will be responsible for explaining to his/her staff the procedures which will be used for consideration of teacher recommendations for student retention. These procedures shall be presented to the teachers by the end of the first semester of each school year so that each teacher will be fully aware of the guidelines which are to be followed.

Any teacher considering recommending retention of one of his/her students shall confer with the building principal, for the purpose of discussing this matter, at least one month prior to the end of the third quarter. The teacher at that time will present to the principal a completed "Light's Retention Scale" for the student in question. Only students whose interpretation scores are found to be "fair," "good," or "excellent" candidates for retention shall be considered for further retention review.

If the student's "Lights Retention Scale" interpretation allows further consideration for retention, then the following procedures shall be observed:

1. The principal and teacher will schedule a meeting with the child's parent(s)/guardian(s) to share their concerns and to discuss the need for their approval of possible other assessments which might be necessary to gather needed student information. District representatives at this meeting must make every effort to assure the parents that no conclusion has been reached to date and that they are asking the parents' cooperation in establishing the best possible program for their child.
2. Upon receiving parent approval, the building principal shall contact the building counselor and District Special Programs Director who will be responsible for gathering appropriate information on the physical, social, emotional, and academic status of the child in question. Alternative teaching and/or intervention strategies which might be beneficial, other than retention, should be considered and presented to the principal and teacher during this time. If the parents are unwilling to grant the District approval for assessments the District thinks would be beneficial in the assessment of the child, the District will develop recommendations based upon current materials and information.
3. Assessment information shall be completed at least six (6) weeks prior to the end of the fourth quarter and shall be shared with the teacher and building principal.
4. The building principal shall contact the child's parent(s)/guardian(s) and schedule a meeting to present this information. During this meeting, parents will be presented with the information gathered and the district's recommendation for retention or promotion.
5. If a student is retained, the District shall develop a comprehensive plan for increasing the opportunity for future school success.
6. If a parent/guardian wishes the student to be promoted without regard to the recommendation of the school, the parent/guardian will be asked to complete a form (2421F) reflecting this decision.