

## INSTRUCTION

### Promotion/Retention

In order to increase the likelihood that students will benefit from retention, the following procedures will be followed:

1. The student must be identified as a potential candidate for retention by a Student Placement Team (for Kindergarten level students) or the Response to Intervention (RTI) team (for all other grade levels) in order to initiate intervention and support services prior to Christmas break. Parents will be notified.
2. If the parents request retention the request must be made in writing and must follow retention/promotion protocol.
3. Placement will be determined based on the student retention worksheet (2421F). Once completed, the student retention worksheet will be placed in the student's file.
4. Every child will be considered on an individual basis. In the retention/promotion process, the following criteria will be taken into account:
  - a. The student is significantly older than peers or has been previously retained.
  - b. The student is of low ability.
  - c. The student has an educationally handicapping condition.
  - d. The student has very high ability.
  - e. The student has significant contributing family problems.
  - f. The student is being considered for retention solely on the basis of discipline problems.
  - g. The parents oppose retention.
5. If a parent insists on the child being retained or promoted, a notice will be placed in the child's file that the retention/promotion was a parent decision and not recommended by the school.

### Procedure History:

Promulgated On: August 2016