

Promotion and Retention/Acceleration

Prior to the end of the third quarter when possible the teacher will confer with the Principal regarding any student who should be considered for retention. Parents/guardians shall be invited to meet with the Principal and teacher. Information will be presented to explain the student's progress to date. Parents will be advised on how they might assist the student during the balance of the school year.

At least two (2) weeks prior to the end of the school year, the parent, the Principal, and teacher will again meet to review the latest progress and determine if the student's need would be best served by promotion or retention. If the parent wishes the student to be promoted without regard to the school's recommendation, the parent(s) will be asked to complete a form reflecting the parent's decision.

Procedures for Retention:

- a. Communications with parents/guardians should begin as soon as a concern appears regarding a child's ability.
- b. Information will be collected from each professional staff member (teacher, counselor, psychologist, special education personnel) having contact with the child.
- c. An individualized, written plan shall be developed by the Child Study Team to help the student in danger of retention.
- d. Remedial action and prompt attention to the student's individual action plan and any other appropriate remedial actions should begin as soon as possible to assist the student. All progress should be closely monitored and recorded. The goal of all remedial efforts should be to keep the child from being retained by increasing skill levels prior to a retention.
- e. A conference with the parents/guardians will be held to discuss the findings and recommendations of the staff members involved.
- f. The principal will be responsible for making the final retention recommendation based upon CST final recommendations.

Final decision on the retention shall be approved or disapproved and signed by the parent/guardian.

Parents will retain the final approval authority the —first yearll a retention is recommended by the principal. However, the school will have the final approval authority on a —second-year-in-a-rowll retention recommendation by the principal. Retention students leaving the district and returning during retention year will be grade placed according to the previous year's retention decision.

There will be a follow up team meeting to examine student progress in the fall of the retention year --no later than October 1st, with periodic meetings held thereafter to review student's progress.

Procedures for Acceleration:

- a. Communications with parents/guardians should begin as soon as concern appears regarding a child's advanced ability.
- b. An individualized, written plan shall be developed by the Child Study Team to help the student being considered for acceleration.
- c. Information will be collected from each professional staff member (teacher, Counselor, Psychologist, special education personnel) having contact with the child.
- d. Acceleration will occur no later than the end of the first grading period (fall) of the school year.
- e. The Principal will be responsible for making the final acceleration recommendation based upon CST final recommendations.

Final decision on the acceleration shall be approved or disapproved and signed by the parent/guardian.

There will be a follow-up team meeting to examine the student's progress no later than 30 days after the acceleration with periodic meetings held thereafter to review student's progress.