

2421P: Promotion/Retention

Retention

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, 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.

Elementary Double Promotion

Requests for double promotion may be made by a parent/guardian or by a child's teacher.

- A written request for double promotion must be submitted to the building principal and must have a parent/guardian's signature.
- The request for double promotion will be dated upon receipt, signed by the principal, and a copy shall be forwarded to the Assistant Superintendent for Curriculum and Instruction.

The principal will take the request to the Building Assessment Team (BAT) for consideration. The BAT will consider the following factors in assessing the request before making a recommendation:

- Chronological age
- Emotional maturity
- Physical maturity
- Documentation of classroom observations
- Academic testing
- Cognitive testing to include the CogAT. The parent/guardian requesting the double promotion shall pay the costs of scoring this assessment.
- Written information from former and current teachers of the child
- Gross and fine motor skills
- Suggestions or modifications to the current program that are communicated to the BAT by the school principal.

The building principal and the BAT will form a recommendation regarding the double promotion.

Elementary Decision on Double Promotion

The principal will hold a conference with the student's parent(s)/guardian(s) and teacher and, if appropriate, other school personnel involved in the case and/or the student.

- The recommended decision and any supporting information used in making the decision will be outlined.
- A formal letter will be written by the principal and given to the parent/guardian and the Assistant Superintendent.
- The information will be shared through a phone call and a letter if the parent/guardian and/or the teacher is unable to attend the meeting.

The principal shall cause the student to be double promoted if the student's parent/guardian, teacher, principal and the Assistant Superintendent agree to do so.

- Parent(s)/guardian(s) shall have an absolute veto on a double promotion if they believe it would not be in the student's best interests.

Requests for double promotion during the school year shall be acted upon within thirty (30) school days of receipt of the request.

Double promotion requests will not be accepted after December 10 of the current school year.

Secondary Double Promotion

All requests for double promotion shall be made in writing to the building principal.

- The request will be date stamped upon receipt, signed by the building principal and a copy will be forwarded to the Assistant Superintendent.
- Requests for double promotion will not be accepted after December 10 or 30 days after enrollment, whichever is later.
- Requests for double promotion during the school year will be acted upon within thirty (30) school days of receipt of the request.

The principal will take the request to the building Counselor-Administrator Team (CAT) for consideration. The CAT will consider, but not be limited to, the following factors in making a recommendation:

1. Chronological age
2. Emotional maturity
3. Physical maturity
4. Classroom observation
5. Academic testing
6. Cognitive testing to include the CogAT. The parent/guardian requesting the double promotion shall pay the costs of scoring this assessment
7. Written input from former and current teachers of the student
8. Suggestions or modifications to the current program that are communicated to the CAT by the principal.

The principal and the CAT shall meet to review the findings and reach a preliminary decision about the double promotion.

Secondary Decision on Double Promotion

The principal will hold a conference with the student's parent/guardian and, if appropriate, other school personnel involved in the recommendation, and/or the student.

- The decision and any supporting information used in making the decision will be outlined.
 - A formal letter stating the recommendation will be written by the principal and given to the parent/guardian and the Assistant Superintendent.
 - The information will be shared by a telephone call and a follow up letter to the parent/guardian should they be unable to attend the meeting.
 - Parent(s)/guardian(s) shall have an absolute veto on a double promotion if they believe it would not be in the student's best interests.
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Adoption Date: May 2005
Camas School District