



**PROMOTION/RETENTION of ELEMENTARY STUDENTS**  
(Instruction)

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1. The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities.
2. In general, students will be promoted annually. However, exceptions to this general policy may be made when it becomes evident that a student is not performing successfully in school.
3. Retention will not be used until other possibilities have been exhausted, including extra help and remedial work.
4. In all cases of potential retention, parents must be informed of such possibility well in advance (no later than the end of March) and a conference held between the academic support team and the parents.
5. Although teachers may recommend retention, all retentions (as well as promotions) will be assigned by the school principals. Teachers, in recommending retentions and principals in assigning them, will give the reasons to the parents why they feel the student should repeat. The principal of the building will make the final decision in all matters of retention after reviewing all of the information presented.

If a parent is not satisfied with the decision of the building principal, an appeal process shall be provided by the Superintendent or designee, to the parent.

Legal Reference:  
cf. IKE

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