Procedures:
Board Policy 513 - Student Promotion and Retention

A. By March 31, the teacher meets with the Student Support Team to discuss the possibility of the student's retention.

B. If the conclusion of the discussion is that the student might be a candidate for retention, the classroom teacher informs the parent/guardian of the possibility.

C. Re-evaluation of retention should be done by May 1. The teacher meets with the Student Support Team to decide if they recommend retention.

D. If retention is recommended, the parent/guardian should be notified and a conference should be held with parent/guardian, appropriate staff and principal.

E. Documentation of the retention recommendation should be placed in the student's cumulative folder. A copy must also be submitted to the principal.