

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.