

## Policy IKE-R – Promotion and Retention of Students - Procedures

When a teacher considers the retention of a student, the following procedures shall be observed:

- A. The teacher brings his/her concerns to the principal about the possible need for retention or promotion with a full written report including the rationale for this recommendation. The teacher is expected to engage in an on-going dialogue with the principal as early as possible in order to garner needed support services during the school year.
- B. Following the review of the retention or promotion referral form by the principal, if there is still a concern for possible retention or promotion, the parents shall be informed that the student is being referred to a review panel of appropriate staff.
- C. The final decision for retention or promotion will be made by the building principal.
- D. If a decision is made to retain a student, recommendations for the next school year program and the follow up procedures to review the program shall be stated and filed in the student's record.
- E. If the student is not retained, a written plan to support the child going forward will be filed and monitored on a regular basis by the building principal.

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