Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.03

POLICY TOPIC DESCRIPTION

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Promotion and Retention

POLICY STATEMENT

Promotion for students in grades 3-8 is based upon meeting the grade level requirement which is passing, the majority of the classes: Math, Reading, language Arts/English, Social Studies, and Science. This will make a total of 5 classes for students. For this policy, a majority of classes will be defined as 4 out of 5 classes. Students must receive an average passing grade in 4 of 5 classes in order to receive promotion.

Retention: Students who do not meet the grade level promotion requirements or mastery towards state required assessments will be considered for retention. Decisions about retention will be made by the administration in consultation with the classroom teachers, the students' parents/guardians, and other appropriate professionals. At the conclusion of the second 9 weeks, teachers should notify the administration by completing the Retention intervention form for those students who might be in consideration for retention. Parents will be contacted to discuss the students' progress. Ongoing communications between the school and the parent should culminate in a decision about promotion or retention before the conclusion of the fourth 9 weeks. All decision on retention will be communicated by the principal to the parents at the end of the school year.

Procedures:

1. Retention Intervention forms completed and turned in to the administration at the end of the second 9 weeks.
2. Parents are contacted to discuss student progress
3. Interventions are to be documented and students' progress will be monitored. Placement for students will be adjusted according to the data.
4. At the end of the third nine weeks, Retention Intervention Forms will be reviewed and updated for all students with failing grades. Repeat steps 2 and 4.
5. A conference will be done at the end of the fourth 9 weeks with the school administration, teachers, and parents to decide placement for the following school year.

Students who do not meet the grade level promotion requirements, but will not benefit by retention, will not be considered for retention. Students who are 16 years old, or will be 16 by the end of the 8th grade year, will not be considered for retention.

May 5, 2015	June 2, 2015	July 17, 2015
1st reading Eddie Stewart Council Chairperson	2nd reading Eddie Stewart Council Chairperson	Adopted Bonnie LeFevers Council Chairperson