

Bigfork School District No. 38

INSTRUCTION

2421P
Page 1 of 4

Procedure for Retention

At the end of the first grading period, each teacher should send to the principal a list of the students who are experiencing difficulty with the curriculum. At the first parent conference this must be shared with the parents and recorded in the child's cumulative folder. The teacher and the parent will discuss ways to assist the child in attaining expected achievement levels.

At the end of the second and subsequent grading periods, students, including new students who achieve below expected grade level standards, will be reviewed by the principal and his/her staff to consider retention. Parent conferences will be held to inform parents of the concern and to involve them in this process.

No decision for retention shall be made if prior actions have not included parent involvement, student counseling, and academic intervention programs such as tutoring or summer school.

The student has the option of attending summer school to remove academic deficiencies (see 2412P Guideline for Promotion).

Retention decisions shall be made by mid-May. The final recommendation to retain should be made by the teacher after consultation with the principal, and with input from other staff members as appropriate. Parent involvement in all steps of the retention process is vital. The parent may appeal the retention recommendation to the building principal by submitting the Grade Retention Disagreement Notice, Form 2421F to the principal.

The parent may appeal the decision to the Superintendent.

Promulgated: October 16, 2000

INSTRUCTION

Guidelines for Promotion

A. Criteria

1. In grades kindergarten through fifth, the student shall be promoted if the student receives a teacher's recommendation for promotion. The teacher must base this recommendation on a student achieving in five out of the six criteria:

- a. Classroom performance
- b. Assignments, projects and tests
- c. Attendance
- d. Demonstration of mastery
- e. Standardized achievement test
- f. Age appropriate

2. In grades six through eight, the student shall be promoted if the student receives the school's recommendation for promotion. This recommendation is based on the student achieving in five out of the six criteria:

- a. Grade point average
- b. Successful completion of required subject areas
- c. Attendance
- d. Demonstration of mastery
- e. Standardized achievement test
- f. Age appropriate

B. Primary Language: Assessment of achievement may be in the primary language of the student.

C. Special Education: Students enrolled in a special education program must meet the course of study and graduation requirements of pupils enrolled in special education. Students placed in special education classes in grades K-12 are eligible to receive the standard certificate of promotion from eighth grade of the standard high school diploma without meeting state competency requirements, but reference to special education placement shall be noted on the student's transcript or permanent file.

INSTRUCTION

D. Summer School: The district will offer a summer school program when the following criteria are met:

1. Sufficient student enrollment as determined by the Superintendent
2. Sufficient financial resources
3. Available, qualified staff

Students recommended for retention have the option of attending summer school to overcome academic deficiencies. Retained students who attend summer school will receive credit as earned for courses taken to remove academic deficiencies. Should sufficient credit not be obtained the student will be retained.

