

**Instruction**

**PROMOTION/RETENTION**

Prior to the end of the third quarter when possible the teacher will confer with the principal regarding any student who should be considered for retention. Parents/ guardians shall be invited to meet with the principal and teacher. Information will be presented to explain the student's progress to date. Parents will be advised on how they might assist the student during the balance of the school year.

At least two (2) weeks prior to the end of the school year, the parent, principal and teacher will again meet to review the latest progress and determine if the student's need would be best served by promotion or retention. The FINAL decision about promotion/retention will be made by the administration and other appropriate school staff.

040197  
Revised 05/99