STUDENT RETENTION AND PROMOTION – MIDDLE SCHOOL

I.   Promotion

   A.   Students will normally progress through the grades on an annual basis. Exceptions to this progression will be made according to the following procedures. (Exceptions to this time would be for students that did not begin the year in the school district.)

II.   Advanced Placement

   A.   Students will not be allowed advanced placement.

III.   Retention

   A.   Identification of students with academic difficulty.

   1.   Progress reports, quarter grades, as well as first semester grades will be screened by the guidance department and staff members in the areas where the deficiencies occurred. The following procedures will take place:

      a.   Initially, the instructor will notify parents of identified students by phone, progress report, or letter of their child's need for improvement as well as the possibility of retention if improvement does not occur.

      b.   The guidance counselor is to meet with the students identified in Step a. in order to review records and discuss academic problems. Follow up contacts with the student and/or parent may be necessary.

      c.   The guidance counselor and/or staff members may refer students to the IEP-Team in order to determine if a specific exceptional education need exists.

      d.   The principal will be kept informed as to the progress of these students.

      e.   At the end of the year, a letter will be sent to the principal's office indicating the courses that will be repeated due to semester failures.

      f.   Efforts will be made to reschedule the semester failures prior to other class scheduling.

      g.   Repeat failures will be monitored by the Principal and decisions made by him/her in regard to continued retention or promotion.

      h.   Under special circumstances, exceptions to the above procedures may be made with the Principal's approval.