## 1. Purpose

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The District will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

## 2. Authority

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student’s development, the system of grade levels, and attainment of the academic standards established for each grade. The decision making process for retaining a student in grades K-6 will emphasize a sharing of responsibility based on the following levels of consensus and agreement.

### 3. Guidelines

1. **Level 1 Full Consensus**

   If the classroom teacher, parents, and the principal agree, then retention is automatic. For a level 1 retention to be successful, written warning notices, and/or specially indicated areas of the report card should be used periodically to notify parents of students who are in danger of being retained. Notification should occur when the teacher first suspects a problem. The first contact should be made no later than mid-term. Unforeseen circumstances may possibly alter this time-frame.

2. **Level 2 Lack of Consensus**

   If consensus cannot be reached at Level 1, a more broadly based committee will be formed to make a recommendation. The committee will be composed of the following representatives (the exact composition of this group will change from case to case):

   - Classroom Teacher
   - Elementary Principal/Intermediate Principal
   - Building Instructional Support Team Member
   - Parents/Guardians of Student

3. **In the case of extenuating circumstances, the decision of the principal will be final.**