

R 5410 PROMOTION AND RETENTION (M)

The following rules are promulgated in accordance with the policy of the Board of Education dealing with the promotion and retention of students.

A. Standards for Student Promotion

Elementary and Intermediate Grades (~~Pre~~K-8) - A student will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for movement into the next grade.

High School (9-12) - A student will be promoted to the next grade when he/she has completed, in the current school year, the number of credits required for that grade as indicated in the current High School Student Handbook.

B. Procedures for Student Promotion

1. A written copy of promotion standards will be given to all parent(s)/legal guardian(s), and students at the beginning of each year.
2. Parent(s)/legal guardian(s), and students will be provided a minimum of four reports each year as to a student's progress towards meeting promotion standards.
3. Teachers who determine that a student's progress may not be sufficient to meet promotion standards shall notify the parent(s)/legal guardian(s) of the student and offer consultation with the parents or legal guardians.
4. The parent or legal guardian and, where appropriate, the student shall be notified of the possibility of the student's retention at grade level not later than the reporting of the second marking period grades for initial contact for middle school and high school students ([grades 7-12](#)), and not later than March 1st for initial contact for elementary ([grades K-6](#)~~5~~) students.
5. A student in grades ~~Pre~~K-8 who has been absent for thirty (30) or more school days will not be promoted to the next grade level. In grades 9-12 the attendance policy in effect and published in the High School Handbook will be followed.
6. Extenuating circumstances as determined by the Principal can waive the attendance requirements for grades ~~Pre~~K-8. In the high school, an attendance appeal process is available for students whose attendance is in excess of the regulations specified in the attendance policy.



7. Classroom teachers shall provide input to the Principal who makes the final decision concerning the promotion or retention of each student.

C. Procedure for Retention or Social Promotion

1. Grades ~~Pre~~K-8 - Classroom teachers must initiate the process by providing to the Principal complete forms in accordance with the specified timelines.
2. The Principal will review each case and in consultation with the teacher render a final decision.
3. Parent(s), legal guardian(s), or and adult students may appeal a promotion/retention decision to the Superintendent whose decision is final.

Adopted: 17 February 2009

Revised: 21 July 2025

