

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Retention / Double Promotion

Section: Instruction

Code: IKE-AR

In general, the district supports placing students at the grade level for which they are best adjusted by reason of age, maturity, ability, and achievement. However, in some cases a student may benefit from retention or double promotion. The district requires schools to use the process provided in this Administrative Regulation when considering students for retention or double promotion, except in extraordinary cases determined by the school principals in which students are retained or double promoted during the course of an academic year.

- **September-January:** 1) The teacher, parent, student, and/or school team expresses concerns about a student's academic progress. The team works with the teacher to make adjustments to the student's academic program. The teacher and/or the school team continue to collect data on the student's performance. 2) As soon as concerns have surfaced, the teacher makes contact with parents to share these concerns, explain the school's plan to support the student, and seek parents' insights or ideas.
- **January-April:** 1) When concerns about a student's academic struggles or lack of appropriate academic challenge remain, the school team collects additional data regarding the student: academic scores, attendance records, observational notes, work samples, etc. 2) Parents may also formally indicate their interest in retention or double promotion for their child by completing the "Parent/Guardian Request for Retention/Double Promotion Consideration" form (see Appendix A). 3) At the elementary level, the school administers the Light's Retention Scale (2006) or the Iowa Acceleration Scale (3rd Edition) to help inform the team's consideration of retention or double promotion. 4) ***If the student involved is on an IEP or is identified as ELL, the student's case manager or ELL teacher is part of all team discussions of the possibility of retention or double promotion.***
- **April-May:** 1) A team is formed, including all relevant teachers, the school psychologist, other learning specialists, the building principal, and the parent(s). 2) Members of this team gather all relevant data regarding the student for the team meeting. 3) At the team meeting, all relevant data is shared and each team member indicates his/her individual recommendation on the "Retention/Double Promotion Recommendation and Final Decision" form (see Appendix B). 4) In the event that the team cannot reach consensus in a recommendation, the final decision is the building principal's, according to School Board Policy IKE. 5) The school will send the parent(s) a copy of the form and place the original in the student's cumulative file.

Reviewed: 2/6/12

Approved: 2/6/12