

## INSTRUCTION

### Promotion/Retention

The promotion and retention policy will be carried out according to the following procedures:

#### 1. General Procedures for Retention

- a. A recommendation for retention may be made by parents to the student's teacher and principal one quarter in advance of the end of the school year.
- b. Promotion/retention should be considered by a school team made up of the parent(s)/guardian(s), teacher, school counselor, principal, and other appropriate school staff. Decisions by the school team to retain or promote students K-8 shall be made considering all of the circumstances surrounding a student's progress in school.
- c. In making the retention decision, school teams in collaboration with the parent(s)/guardian(s) shall rely on multiple measures of student achievement and consider other factors such as: attendance, physical, social, and mental maturity, chronological age, interventions attempted, and teacher recommendation. When considering multiple measures the following data points can be used:
  - The Light's Retention Scale
  - Universal Screening Measures and Progress Monitoring Data
  - State Testing Data
  - Grade Level Benchmark Tests with Corresponding Rubric for Scoring
  - Standards Based Grading Measures
  - Student Attendance Data
- d. If the parent(s)/guardian(s) and school do not agree on the promotion/ retention of a student, the parent/guardian has the right to appeal the decision (See Section 5)
- e. No student shall be retained more than once in any single grade, kindergarten through 12th grade.
- f. For students with disabilities and students identified for ELL services, the following criteria shall be used.
  - i. The decision to promote or retain a student with disabilities will be based on the recommendation to the principal from the multi-disciplinary team (MDT).
    - IEP Team consideration, referred to MDT for consideration
    - Consideration of academic and social benefit.
    - One data point will be the Light's Retention Scale.
    - No student with an Individualized Education Plan shall be retained more than once in grades K-12.

- ii. The decision to promote or retain a student identified as ELL will be based on the recommendation to the principal from the district ELL department, the parents/guardians, and other appropriate school personnel.

## 2. Promotion and Retention for Elementary Students

- a. When pupils are considered for retention, a committee composed of the counselor, the classroom teacher(s), the principal, and any additional support personnel, including a school psychologist, if needed, will:
  - i. Assess those pupils in each building who might be retained and propose a specific corrective program to the parents as early in the year as possible but no later than March 1 (unless exceptional circumstances prevail).
  - ii. Develop and review with parent(s) an appropriate plan to avoid retention for each child. Such a plan will identify two check points for assessment prior to May 20 of the school year.
  - iii. Reevaluate and decide before June 1 whether the student will be promoted.
- b. Elementary and middle school counselors will confer in the spring to identify pupils who may need specific help and guidance in middle school.

## 3. Promotion and Retention for Middle School Students

- a. Parents of pupils who are in trouble academically will be notified in writing following first semester and third quarter grading periods and a parent conference will be requested to devise a plan of action for success.
- b. If at the end of the school year a student has not shown improvement based upon the plan of action for success, a recommendation will be made by the principal to the parent(s) from the following options:
  - i. Summer Intervention Program, if offered by school district
  - ii. Individualized Study Program
  - iii. Retention
  - iv. Promotion because of exceptional circumstances
- c. Pupils referred to summer intervention must present sufficient evidence of their successful completion of summer course work to the middle school principal by the end of August if promotion to the next higher grade level is to be granted.

## 4. Promotion and Retention for High School Students

- a. Students in high school shall progress chronologically. Students in their first year of high school are considered freshmen; second year are sophomores; third year are juniors; and fourth year are seniors. Students may not graduate until they have

- achieved the correct number of credits, as well as the correct credit distribution, along with all other graduation requirements, such as completion of a Graduation Pathway (state testing, etc.), the Culminating Senior Project, and the high school and beyond plan.
- b. High School Students are assigned an expected graduation year at the time they enter ninth grade (WAC180-51-035). They are held to the graduation requirements of that graduation year regardless of the year they actually complete high school. Students typically are expected to earn six credits per year, to graduate in four years and meet our 24 credit requirement.
  - c. Any exceptions to the above must be handled on a student by student basis and the principal shall follow the provisions in the “General Procedures” listed above.
  - d. All students who begin high school must retain their original year of expected graduation, per state law. Students who transfer into the Port Townsend School District must be assigned an expected year of graduation upon enrollment in the high school, which then may not be changed. Exceptions may be granted for students who meet the requirements for early graduation, and wish to graduate in three years. Special Education students may also be granted an exception as allowed for in state law.

#### 5. Parent Requesting Appeal of Retention/Promotion Decision

- a. If a request for an appeal of the retention decision is made by a parent/guardian, such a request should be instituted through the building principal.
- b. The principal will inform the superintendent if the issue is unresolved and the parent/guardian indicates the intent of pursuing their appeal it with the superintendent.
- c. The superintendent will gather a multi-disciplinary team to review the data leading to the retention decision.
- d. If requested, the superintendent or designee will schedule a conference with the parent/guardian and may invite other staff involved in the protocol to attend if determined to be appropriate.
- e. In the event an appealed decision is overturned by the superintendent, the principal and/or teacher involved will provide a statement for the record in which they address the matter of accountability as provided in RCW 28A.58.760.

Cross References:

Policy 2410  
Policy 3121

High School Graduation Requirements  
Compulsory Attendance

**Date: 2/27/84; 4/14/97; 6/19/00; 10/15/02; 11/22/04; 4/15/21.**

**PORT TOWNSEND SCHOOL DISTRICT 50**