

## **Procedure Promotion/Retention**

Policy and procedure 2421 shall apply to the placement of students currently enrolled in University Place School District who have been enrolled in the district for the last 30 consecutive school days. The placement of new students, students reentering the system after being formally withdrawn or of students in the first 30 school days immediately following enrollment is governed by policy 3100, Qualification of Attendance and Placement.

A parent, guardian, teacher, school counselor or administrator may recommend that a student be retained or accelerated. Recommendations must be provided in writing to the student's current school principal and should include the specific recommendation with detailed rationale for the purpose of retention or acceleration.

Teachers, school counselors or administrators who wish to initiate the retention process for a student must communicate this recommendation to the school principal prior to the end of the third quarter. Recommendations for grade acceleration may be submitted at any time. If the school year is underway when a recommendation is made, the student will be placed in the expected grade level until a final decision is made.

Upon receipt of a recommendation to retain or accelerate a student, the school principal, or designee, will assemble a team to review the request and convene a meeting of this team. Such teams must include the parent or guardian, the school principal or designee and one or more teachers or counselors who are familiar with the student and his/her academic progress. Information will be presented to the team to explain the student's academic, social and emotional development to date. If the team determines that additional information is necessary to make a decision, plans will be made to gather the additional information in an appropriate and timely fashion. Parents will be advised on how they might assist the student during the balance of the school year to avoid retention or to prepare for acceleration.

Upon completion of a thorough review and consideration of multiple factors, the team will provide the parent with a written recommendation in a timely fashion. If the parent/guardian agrees with the recommendation, appropriate plans will be made to place the student in the recommended grade. If the parent/guardian disagrees with the recommendation of the team, the parents may appeal the recommendation to the appropriate Executive Director of Primary/Secondary Education within ten calendar days. For students in kindergarten through eighth grade, no retention or acceleration will occur without written consent of the parent/guardians.

Adoption Date: **10.16**  
Classification: Discretionary  
Revised Dates: