Promotion/Retention

Students enrolled in schools in the Washougal School District shall be promoted to the next higher grade on an annual basis unless it is determined after careful study that an individual student would benefit more by repeating a grade.

Double promotion of students will be considered only under rare circumstances, and only after careful consideration of all the relevant factors by a committee composed of administrators and appropriate certificated staff members appointed by the Superintendent or his/her designee.

The following factors shall be considered when determining whether a student should repeat a grade or be double promoted:

a. Academic achievement
b. Chronological age
c. Emotional maturity
d. Physical maturity
e. Social maturity
f. Written information from current and former teachers of the child
g. Gross and fine motor skills
h. Opportunities for modifications to the current program

Cross References: Board Policy 2090 Program Evaluation

Adoption Date: 05.13.08
Washougal School District
Revised: 10.12.10; 04.23.13
Promotion/Retention

DOUBLE PROMOTION
Double promotion may be requested by a parent/guardian or by district, educational staff. Requests for double promotion must be received by the last school day in January. Requests for double promotion shall be acted upon within thirty (30) school days of receipt of the request.

Before a student is double promoted from one grade to another at the elementary and middle school levels (or to Grade 9 in high school), the teachers, principal, counselor, and parents will meet to assure that the promotion of the student is the best alternative for the student. The following process is to be pursued by the school personnel and parents:

A. Written rationale for considering double promotion must be prepared which takes into consideration the following:
   a. Maturity level/age – emotional, physical, and social
   b. High achievement, including information from current and former educational staff
   c. Attendance
   d. Student program needs – including opportunities for modifications to the current program

B. All available alternatives at the school will be considered prior to double promotion and could include:
   a. Individualized instruction
   b. Enriched programs
   c. Highly Capable placement

C. If double promotion is felt to be educationally appropriate for the student, a conference involving the parents and school personnel listed above (Section B.) must be held. The school must send written notification about the conference to the parents. If another school is involved, the principal of the receiving school will be involved.

D. All double promotion decisions will be communicated in writing to the parent(s)/guardian(s). Copies of the decision should be given to the parent, Washougal School District central office, placed in the student’s cumulative folder, and, if applicable, submitted to the principal of the receiving school.

Parent(s)/guardian(s) shall have an absolute veto on a double promotion if they believe it would not be in the student's best interests. With sufficient data (attendance, discipline/behavior, grades, participation, etc…), school officials may rescind a double promotion decision within the first 30 school days. This notification must be provided in writing to the parents and presented by the principal during a meeting with the parents and appropriate staff. A copy of the notification must be sent to the district’s Office of the Superintendent.

RETENTION
Retention may be requested by a parent/guardian or by district, educational staff. Requests for retention must be received by the first school day in March. Requests for
retention shall be acted upon within thirty (30) school days of receipt of the request.

Before a student is retained at the elementary and middle school levels, the teachers, principal, counselor, and parents will meet to assure that the retention of the student is the best alternative for the student. The following process is to be pursued by the school personnel and parents:

A. Written rationale for considering retention must be prepared which takes into consideration the following:
   a. Maturity level/age – emotional, physical, and social
   b. Achievement, including information from current and former educational staff
   c. Attendance
   d. Student program needs – including opportunities for modifications to the current program

B. All available alternatives at the school will be considered prior to retention and could include:
   a. Individualized instruction
   b. Acceleration programs
   c. Supplemental tutoring

C. If retention is felt to be educationally appropriate for the student, a conference involving the parents and school personnel listed above (Section B.) must be held. The school must send written notification about the conference to the parents.

D. All retention decisions will be communicated in writing to the parent(s)/guardian(s). Copies of the decision should be given to the parent, and the district’s Office of the Superintendent.

APPEALS

A. Parent(s)/guardian(s) who wish to appeal the decision on double promotion or retention may make a written appeal to the Superintendent (or her/his designee). Such appeal must be made within ten (10) school days of the receipt of the decision.

B. The superintendent or his/her designee shall schedule a meeting within fifteen (15) school days of receipt of the appeal.

C. The original parties of the case shall have the opportunity to present oral and/or written statements.

D. The superintendent or his/her designee shall communicate a decision, in writing, to all parties within ten (10) school days of the meeting.

Date: 05.14
Washougal School District

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