

Lancaster Community School District

Instruction

**GUIDELINES FOR MIDDLE SCHOOL PROMOTION/RETENTION
COMMITTEE OR PRINCIPAL/PARENT MEETING**

A. Composition of Promotion/Retention Committee

The promotion/retention committee shall include the following five voting members:

1. the principal or designee (both may attend, but only one may vote);
2. the student's homeroom teacher, a "core" academic teacher who has had the student during the second semester, or the student's primary special education teacher;
3. a "core" academic teacher at the student's grade level (one who has had the student during the current year);
4. one additional teacher at-large who is familiar with the student and who may be from the student's grade level, a grade level below the student's grade level, the special education department, or the guidance department; and,
5. the student's parents/guardian. (The parents/guardian shall have one vote. Parents/guardians are invited to participate actively.)

The student will be asked to attend the committee meeting only if deemed necessary.

B. The principal or designee shall schedule and conduct any meetings.

C. Committee Purposes and Functions

The purposes and functions of the principal/parent meeting or the committee's meeting are to:

1. review records and/or pertinent related data,
2. attempt to determine if the student is working up to his or her ability,
3. thoroughly discuss all alternatives available at the time--including promotion; summer program; retention; transfer (to the in-district charter school); and private, home-based education program--and their prospective outcomes,
4. determine which alternative might be in the best interest of the student, and
5. select the alternative that will be implemented for the student.

D. Promotion Considerations

1. Some conditions that would merit consideration in regard to promotion include the following: (These considerations do not, however, rule out the possibility of retention.)
 - a. the student's placement in special education during the year;
 - b. the student's raising an earned, numerical average in one or more yearlong courses or their equivalents to a passing level (the course's yearlong numerical average is computed by averaging the first and second semester percentages);
 - c. the student's making significant improvement in the number of courses passed from first semester to second semester;
 - d. the committee's receiving letters of recommendation from counselors or teachers based on the students academic performance, which recommend the student's promotion;
 - e. active participation in class;
 - f. faithful assignment completion;
 - g. achieving the desired score on the 8th grade state assessment test; and
 - h. one or more prior retentions.

2. Summer Program
 - a. In the case of potential retention, consideration shall be given to the possibility of the student's passing a summer program, if available. Middle school students may take a summer program only once as a means of grade promotion. The principal, or in his/her absence a designee, will approve the summer program. Should the student satisfactorily pass the summer program, promotion to the next grade level would be approved.
 - b. Those providing the summer program would determine rules, passing performance standards, and session meeting dates, as approved by the principal or, in his/her absence, a designee.
 - c. Parents/guardians would be responsible for paying the cost of the summer offering to the provider, regardless of outcome for the student, unless the District provides the summer program.

E. Appeal Process

1. If the parents/guardian are not satisfied with the conclusions of the principal/parent meeting or the promotion/retention committee, they may appeal in writing to the District Administrator within 10 work days of the meeting or the committee's decision.

2. He/she shall render a decision in writing within 10 work days.

3. If the parents/guardian are not satisfied with the conclusion of the District Administrator, they may appeal in writing to the Board of Education within 10 work days. The Board will render a decision within 10 work days after the regular Board meeting in which the appeal properly comes before the Board after properly meeting the timelines of placing materials on the Board's agenda.

APPROVED: July 5, 1995
April 14, 2004

REVISED: July 10, 1996
July 1999
September 1999
January 10, 2001
2015