

## **PROMOTION AND RETENTION OF STUDENTS**

The following procedure shall be utilized when considering the retention of a student enrolled in Sweetwater County School District Number One.

1. A certified staff member or parent will make a referral to the Achievement Monitoring Process (AMP) Team stating student concerns and request the review of promotion/retention factors as listed in Policy IKE.

The AMP Team will:

- a. contact the student's parent(s)/legal guardian(s) concerning requested review of promotion/retention factors.
  - b. complete a review of academic records for satisfactory/unsatisfactory completion of state standards and district proficiency targets.
  - c. complete a historical review of the student's school attendance records.
  - d. complete a review of physical and social/emotional implications of retention through administration of Light's or similar retention scale.
  - e. review all interventions documenting: interventions used, duration/frequency, and student results.
  - f. review any and all plans which provided accommodations for the student.
  - g. review other factors which may be relevant to promotion/retention consideration.
2. The AMP Team will analyze all data and formulate a recommendation concerning promotion/retention of the student.
  3. The selected AMP Team representative(s) and building administrator will share the results of the AMP Team review and recommendations made with the student's parent(s)/legal guardian(s). School representative(s) and parent(s)/legal guardian(s) shall endeavor to reach an agreement regarding the promotion or retention of the student.
  4. The school authorities, in their sole discretion in the best interests of the student, shall make the final decision regarding promotion or retention of the student. Any agreement regarding the student's retention or promotion shall be in writing and signed by the parents, teacher(s) and building administrator.
  5. Promotion or retention shall be recorded on the child's report card at the end of the final grading period.

Adopted: 1/28/08

School District #1, Sweetwater County, Wyoming