

**ADMINISTRATIVE POLICY 7.36**  
**PROMOTION AND RETENTION OF STUDENTS**

**(1) ELEMENTARY LEVELS**

(a) Retention decisions shall be made upon recommendation of the teacher, who shall carefully consider student performance to grade-level standards, age, and maturity, and who shall involve parents in the decision. The retention decision must have the concurrence of the principal.

(b) Students may be retained at selected grade levels, ~~grades~~ K5 through grade 7, if all of the following criteria are met:

1. The student has been identified, during the school year, to be at risk of failing.
2. The parent has been notified that the child has been identified as being at risk of retention.
3. The school has provided multiple interventions or supports for the child to prevent retention and has shared ~~E~~extended ~~L~~learning ~~O~~opportunities with the parent.

(c) Students shall not be retained in elementary and middle-school grades more than twice. If advisable, an attempt shall be made to place the student with a different teacher.

**(2) FOURTH- AND EIGHTH-GRADE PROMOTION REQUIREMENTS**

(a) Students who are promoted from fourth grade to fifth grade or from eighth grade to ninth grade shall be required to meet at least one of three criteria:

Criterion #1: Academic ~~P~~performance is defined as proficiency levels in reading, English/~~language~~ arts, mathematics, science, and social studies as measured and defined by classroom assessments based on district-adopted grade-level standards.

Criterion #2: Test results are a proficiency level of basic or above, which is measured and defined by the appropriate state assessment in English language arts, mathematics, science, and social studies.

Criterion #3: Recommendations of teachers shall be determined by a school-based team that is to include the classroom teacher(s) and uses district guidelines.

(b) The criteria must be met in the following manner:

1. Criterion #1 shall be considered first.
2. When a student meets Criterion #1, Criterion #2 and Criterion #3 are not to be considered.
3. When a student does not meet Criterion #1, then either Criterion #2 or Criterion #3 must be met.

**(3) HIGH-SCHOOL PROMOTION REQUIREMENTS**

(a) The following minimum number of units, or the equivalent, is required for high-school students to be promoted at the end of the school year:

1. If a student is to be promoted from ~~9th to 10th~~ ninth to tenth grade (sophomore), 5 units or more will be required.
2. If a student is to be promoted from ~~10th to 11th~~ tenth to eleventh grade (junior), 10 units or more will be required.
3. If a student is to be promoted from ~~11th to 12th~~ eleventh to twelfth grade (senior), 16 units or more will be required, and the student must be on track for graduation after the successful completion of no more than two additional semesters.

(b) A student who is admitted and enrolled into an alternative program will be identified as a senior, grade 12, for the purpose of completing graduation requirements, regardless of the number of credits earned.

**(4) STUDENTS IN MIDDLE SCHOOLS WHO EARN HIGH-SCHOOL UNITS**

(a) If a student in ~~the~~ middle school takes a high-school course in ~~7<sup>th</sup> or 8<sup>th</sup>~~ seventh or eighth grade, the school may award high-school credit. Students may take courses in English language arts, mathematics, science, health, or social studies and/or meet one of the graduation requirements of an online course, service learning, or community service. The course must be the same as the course offered at the high-school level, and the course must be taught by a teacher who has the required license in the specific content area.

(b) Units obtained shall replace required content-area units required for a diploma per administrative policy. High school courses taken in ~~7<sup>th</sup> or 8<sup>th</sup>~~ seventh or eighth grade will be noted on the transcript along with the grade received. The grade/s received will not be factored into the high school grade point average.

(c) Awarding of high-school credits shall be determined after a student has demonstrated proficient or advanced performance in all standards of the course, as indicated on a district-sanctioned and -monitored comprehensive course exam in accordance with district procedures developed by the Superintendent.

(d) All recommendations for the admission of middle-school students to courses awarding high-school units will be determined by a school-based team that shall include the subject-area classroom teacher(s) and that uses the following district criteria:

Criterion #1: Academic performance is defined as advanced levels that are measured and defined by classroom assessments based on all district-adopted grade-level standards for that content area.

Criterion #2: Standardized test results show a proficiency level of advanced, which is measured and defined by the appropriate state assessment in English language arts, mathematics, science, and/or social studies.

<b>History:</b>	Adopted 1-6-82; Revised 1-11-79, 2-22-95, 6-28-12, 7-30-13, 08-27-15; 12-20-18		
<b>Previous Coding:</b>	Admin. Policy IKE, prior to May 1995; Admin. Policy 9.36, May 1995-August 1996		
<b>Legal Ref.:</b>	W.S. 118.01(2)(d), 118.07, 119.22; PL 108.265, Section 204		
<b>Cross Ref.:</b>	Admin. Policy	7.05	Organization of Instruction
		7.35	Student Progress Reports
		7.37	Graduation Requirements
		7.38	Assessment Program

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