

**GUIDELINES FOR ADDITIONAL PROMOTION**

After receiving notification from the parents within the first two months of the school year concerning a student who shows signs of needing additional promotion, the following guidelines should be implemented.

1. Review the student's academic record and achievement test results from previous years.
2. Evaluate the student's academic work at the present assigned grade level to determine the degree of difficulty and challenge to the student.
3. Determine through testing by the sending and receiving teachers, if the child is capable of dealing successfully with the next grade's work
4. Consider the child's social development.
5. Consider, also, any other factors, which are of importance to the particular child in question.

When all of the above steps have be implemented and positive results have been obtained, arrange to discuss the student's program with his parents, the teachers involved, and the building principal. If the evidence points to the possible need for additional promotion and the parents, teachers and principal are in total agreement, seek permission form the parents to place the child in the next grade for a trial period of two to six weeks. At the same time, inform the parents that should the trial prove unsuccessful, the child will be returned to the former classroom and will be required to make up the assignments given during the trial period.

If, after the two to six week trial period, it proves advisable to promote the child, go to the Superintendent and School Board to seek permission to do so. Should the Superintendent and School Board approve the additional promotion, the child shall be periodically evaluated and his program should be discussed with the parents.

If the parents, teachers or principal feel the child is unable to work at the assigned grade level once promoted, a meeting shall be called immediately. At that meeting of all parents, teachers involved and principal, the new evidence shall be discussed and the child shall be put back into his former classroom with the approval of the parents, teachers involved and principal. Notification of this action should be made to the Superintendent and to the School Board.

DATE ADOPTED: July 1, 2003