

PROMOTIONS GRADES KINDERGARTEN – EIGHTH PROCEDURE

To ensure academic excellence in the Mountain Home School District, the following procedures are intended to assist students who are in jeopardy of retention, due to the student's failure to demonstrate academic achievement, attain promotion to the next grade level.

Students in special education programs will be governed by their Individual Educational Program (IEP).

Academic Student Assistance Plan (ASAP): The school principal or designee will notify parent(s)/guardian(s) of a student in jeopardy of retention of the need for a conference as soon as the student's teacher(s) has reasonably determined that the student is not demonstrating academic achievement. The parent/guardian, ASAP Panel and the student, if appropriate, will develop an ASAP outlining school, parent/guardian, and student responsibilities to include the following:

1. Assistance/intervention services the school will provide.
2. Actions the parent/guardian and student will take.
3. A statement of expected outcomes within appropriate timelines.
4. Conference participants will sign the ASAP.

The principal or designee will send a certified letter explaining the action and a copy of the ASAP to the parent/guardian. Conference participants will sign the ASAP.

- A. **Conference Reviews:** Conferences will be held throughout the year with the parent/guardian, ASAP Panel and student, if appropriate, to discuss progress made by the student. These conferences will review and document the student's progress as outlined in the ASAP. Any modifications to the plan will be documented.

End of Year Review: The ASAP Panel will review the student's progress at the end of the school year and notify the parent/guardian whether the student will be promoted or retained. If a student is not performing at grade level or not meeting the terms of the ASAP, the student will be retained at the present grade level and/or be required to complete a prescribed intervention in order to be promoted to the next higher grade. At the end of the prescribed intervention, the ASAP Panel will review the student's progress and determine whether or not the student has demonstrated academic achievement commensurate with his/her abilities sufficient to be promoted to the next grade. The Panel will issue a retention notification to the parent.

- B. **Appeals Procedure:** A parent/guardian of a student in grades K-8 may appeal the ASAP Panel's retention decision to the Superintendent or designee.

A parent/guardian who chooses to appeal must do so in writing within two (2) weeks of the date of the retention decision. The letter of appeal, addressed to the Superintendent or designee, must specify the reasons for the disagreement with the decision to retain.

The Superintendent or designee shall review the decision of the ASAP Panel and render a decision either affirming or reversing the panel’s decision. The Superintendent’s decision will be based upon information gathered through conferences involving the principal, teacher(s), parent/guardian, and other appropriate staff. Copies of the letter explaining the Superintendent’s decision and the justifications for the decision will be sent to the appellant and school principal.

A parent/guardian of a student in grades K-8 may appeal retention decision of the Superintendent or designee to the Board of Trustees.

A parent/guardian who chooses to appeal the decision of the Superintendent or designee must do so within two (2) weeks of the date of the Superintendent’s retention appeal notification. The letter of appeal, addressed to the Board of Trustees, must specify the reasons for the disagreement with the Superintendent’s decision. Upon receipt of the letter, the Board of Trustees will schedule an informal review with the parent/guardian within ten (10) days and shall render a written decision within three (3) days after the informal review either affirming or reversing the decision of the director. The decision of the Board of Trustees shall be final.



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