

**RETENTION AND PROMOTION - ELEMENTARY SCHOOLS**

Satisfactory completion of each grade is to be expected of every student. Schools should not accept students whom they are aware they cannot serve. Schools should also recognize that not every student will respond favorably to the same teaching technique. A variety of teaching techniques may be necessary to assure the success of each student.

Absence itself may not be cause for retention if the required work has been satisfactorily completed by a student.

Retention of students should be rare, and is not to be for punitive reasons. Retention is appropriate where it is intended to enable a student to gain future developmental, emotional and/or educational maturity and success. If there is no likelihood of future success, there is no purpose to retention of a student, and another option needs to be considered.

In the event of anticipated retention, the following guidelines are to be followed:

1. Conference with a parent is to be held at least quarterly to discuss the child's progress;
2. Initial consultation is required between the teacher and the Principal. Any subsequent consultations will include all supplementary personnel who work with the child;
3. Additional educational, psychological, or other studies as necessary for specific definition of any disability on the part of the student is to be provided;
4. Notification to the parent of the seriousness of the student's disability is to be made as early as detectable;
5. Grade retention is to be based on deficiency in developmental subjects, e.g. Math, Reading.

**If parents refuse to allow a student to be retained**, the Principal, after notifying the student's Pastor, may:

1. deny admission to the next grade for the following year;
2. require summer school and/or tutoring by a school-approved tutor until the student is able to meet the requirements for the succeeding grade.

"Skipping a grade" is discouraged. It should be considered only when a student's social and psychological maturity is comparable to his/her academic achievement. The Curriculum Director of the Department of Catholic Schools office should be consulted before this decision is made.

Policy  
Adopted: June 14, 1996

NCD/Bishop of Harrisburg