



ADMINISTRATIVE PROCEDURE 6235 RETENTION OF 8TH GRADE STUDENTS

Responsible: Office of Academics

PURPOSE

This administrative procedure shall describe the protocol for the retention of 8th grade students.

PROCEDURE

1. A student must be retained in the 8th grade if he/she does not meet the requirements to be promoted to the 9th grade.
 - a. Successfully completed while in the 7th or 8th grade:
 - i. 3 semesters of mathematics,
 - ii. 3 semesters of English/Language Arts,
 - iii. 2 semesters of science, and
 - iv. 2 semesters of social studies;
 - b. 90% or greater attendance;
 - c. Exceptions to this rule are found in Accepted Practice: Promotion to High School.
2. All 8th grade students will be rolled to 9th grade during the February roll, even though some may not qualify for promotion. In order to create a consistent procedure for dealing with eighth graders who may be retained, the following will occur:
 - a. The cleaned cumulative folders, transcripts, and elementary perm cards of all **promoted** 8th grade students will be sent to the high school registrar.
 - b. The cumulative folders, transcripts, and elementary perm cards of eighth grade students who have not completed the three semesters of English, three semesters of math, two semesters of science, two semesters of social studies, and/ or have not been promoted due to attendance will **NOT** be sent to high schools.
 - c. **It is essential that middle schools send a list of students who have not met the necessary requirements to the High School Registrar and the 9th grade AP by June 15th.** Each site will designate the individual(s) responsible for the creation of this list; e.g., MS Registrar, counselors, etc. All conversations between the MS and HS principals

regarding promotion must occur well before June 15 (see Accepted Practice: Promotion to High School).

- d. If the student attends summer school or enrolls in a WOLF course and successfully completes his/her credit, the MS Registrar will update the transcript and send the official middle school transcript along with the cleaned cumulative folder, the elementary school transcript, and a copy of the elementary perm card (until 2024) to the HS Registrar. **The MS Registrar** will e-mail the HS Registrar notifying him/her that the student has completed the necessary English/math/science/social studies credits and/or attendance requirement and will be promoted to the ninth grade.
- e. If the student does not attend summer school/WOLF or successfully complete his/her credit, the MS Registrar will notify the HS Registrar that the student will not be promoted to high school. At that point, the HS Registrar must no-show the student. The MS Registrar must enroll and mark the retention box for the retained student. Both the programs flag and the enrollment screen must be updated to reflect the retention.
- f. High school registrars will not make changes in the middle school course history file.

DESIRED OUTCOMES

1. This Administrative Procedure shall ensure consistency in the retention of 8th grade students.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) Chapter 392, Pupils, and specifically:
 - a. NRS 392.125 Retention of pupil in same grade: Requirements; limitation; exception for charter schools.
 - b. NRS 392.033 Regulations prescribing requirements for promotion to high school; effect of failure to comply; evaluation of course of study or credits of pupil who transfers from junior high or middle school; placement on academic probation; enrollment of homeschooled children in high school.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

REVISION HISTORY

Date	Revision	Modification
4/2012	1.0	Adopted as Accepted Practice
1/03/2014	2.0	Revised: converted to Administrative Procedure