

**REGULATION
RETENTION APPEAL**

Whenever a school team (See Regulation 1) recommends that a student be retained at the present grade level, the parent or guardian may appeal the decision to the principal within ten calendar days. The principal will review testimony and documentation and communicate a decision in writing to the parent or guardian within ten calendar days.

The parent or guardian may appeal the principal's decision to the superintendent within ten calendar days of receipt of the written decision. The superintendent shall review the previous decision and consider new information. The superintendent shall communicate a decision in writing to the parent or guardian within ten calendar days.

The parent or guardian may appeal the superintendent's decision to The Tonkawa Board of Education by requesting placement on the agenda of the next regularly scheduled meeting of the board, or a special meeting called for that purpose. The board shall review the previous decisions and consider additional information. The decision of the board shall be final. The parent or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student, stating the reason(s) for disagreeing with the decision of the board.

If the parent or guardian supports retention of the child and the final decision of the school district is to promote, the decision of the board is also final. However, the parent or guardian would have the same appeal rights and procedures as with a retention decision.

Failure in any step of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level. Failure to communicate the decision at any step of this procedure within the specified time limits shall permit the parent or guardian to proceed to the next level. Time limits at any level may be extended by mutual agreement, and such agreement shall be in writing.