

4K-8 PROMOTION/RETENTION PROCESS AND TIMELINE

345.4-Exhibit 1

Promotion or retention decisions are made based on the “whole child” concept. Ongoing performance, existing standardized test results (including the state assessments), teacher observation, and other cognitive factors are considered in the promotion and retention process. Students who are demonstrating overall success in their ongoing performance and on standardized tests (including the state assessments) will not be considered for retention.

Parents/guardians are kept informed and involved with their child’s educational progress. Teachers notify parents/guardians of ongoing student performance through mid-quarter progress reports and quarterly grade reports. Teachers are responsible for establishing the first contact with parents/guardians to share concerns about student progress in specific content areas. Teachers are responsible for providing parents/guardians with updates on student progress as requested or needed.

Guidance counselors are responsible for sharing information with parents/guardians on standardized test results including the 4th and 8th grade state assessments. Principals will provide parents/guardians with a copy of Board policy when the Promotion and Retention Committee initially consider a child for retention.

September (Early to Mid)

Principals share information with teachers on the BOE policies, specific criteria, procedures, and timelines for identifying students for remediation and potential retention. (BOE policy 345.4 reviewed.)

Beginning in December and continuing until May 1

Principals request information from teachers on students who are of concern and may be considered for retention. Ongoing performance, staff reviews, and standardized test results, (including the state assessments) will be considered when reviewing students. Students scoring at minimal on the state assessments will be reviewed. Teachers inform parents/guardians verbally (if possible) and in writing of their concerns about classroom and/or content area performance prior to sending their concerns to the committee. A copy of this letter is placed in the student record. Teachers return information on students who may be considered for retention to administrators or guidance counselors.

Beginning in January and continuing a minimum of once monthly until May 1

The Promotion and Retention Committee (administrators, guidance counselors, psychologist, social worker, reading specialist, director of special education, director of student support services, and appropriate teachers) meet to review information submitted. Review of interventions and suggestions for additional interventions are made and conveyed to parties involved, including parents/guardians. Parents/guardians are informed of recommendations in writing from a representative of the Promotion and Retention Committee. A copy of this letter is placed in the student record.

Students who require additional consideration for retention remain under review of the committee while others are provided appropriate services and are no longer considered. Parents/guardians of the students considered for retention are informed verbally (if possible) and in writing by a representative of the Promotion Committee. Parents/guardians are kept informed and involved throughout the process. A copy of this letter is placed in the student record. Teachers receive a memo from a representative of the committee on recommendations made for specific students. Teachers/specialists implement intervention suggestions. Teachers provide the Promotion and Retention Committee reports of student progress. As needed, teachers participate in the committee meetings. Parents/guardians are invited to meet with teachers and committee members as needed to support their child's progress. Interventions and testing, if any are reviewed. A variety of screeners will be used to review student performance including a research-based tool such as Light's Retention Scale.

March (Mid)

Principals will notify parents/guardians of students still being considered for retention by phone (if possible) and in writing. Principals will review the reasons the child is being considered for retention. A copy of the letter to the parents/guardians is placed in the student record. A parent meeting is requested and arranged (if possible). Administrators, specialists, and teachers (as needed) are involved in the meeting.

No Later Than May 15

The Promotion and Retention Committee reviews student progress updates. The committee makes the promotion or retention decisions and those decisions are conveyed to parents/guardians verbally (if possible) and in writing. A copy of this letter is placed in the student record.

Adopted: July 1999
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