

PROMOTION AND RETENTION OF STUDENTS

The educational program in Bristol Warren Public Schools provides for the continuous progress of students from grade to grade with students normally spending one year at each grade level. On occasion, a student may benefit from continuing at the same grade level for more than one year or from shortening the period of time in elementary school to less than eight years. The continuous progress philosophy provides that students be instructed at the level deemed most appropriate by the classroom teacher. For the purpose of implementing these guidelines, the following definitions shall apply:

- Promotion: Assignment of the student to the next grade level in school.
- Retention: Assignment of the student to continue in the same grade level.
- Acceleration: Assignment of the student to a grade level one year above that to which the student would normally be promoted.

Information shall be compiled on the "Referral For Possible Retention Data Form" (Form A) and should include, but not be limited to, the following areas and analyzed when considering the possibility of extending or shortening the period of time normally required for a student to progress through the nine grades of elementary school (K-8), or through the middle and high school grades.

A. Child Factors

- Physical disabilities
- Physical size
- Academic potential
- Psychosocial maturity
- Neurological maturity
- Child's self concept
- Child's ability to function independently
- Grade placement
- Chronological age
- Previous retentions
- Nature of the problem
- 12. Gender
 - Chronic absenteeism
 - Basis skill competencies
 - Peer pressure
 - Child's attitude toward retention

Family Factors

- Geographical moves
- Limited English proficiency
- Attitude toward retention
- Age of siblings and sibling pressure
- Involvement of family physician

School Factors

- Availability of special education series
- Availability of other programmatic options
- Availability of personnel

See Appendix A

SUGGESTED TIME LINE FOR IMPLEMENTING STUDENT PROMOTION
REGULATIONS WHEN INITIATED BY THE SCHOOL

Responsibility for each of the following actions shall be determined by the building principal.

January 20

Meeting with the principal, teacher and other appropriate staff to discuss issues of retention. A "Remediation Plan Worksheet" (Form B) for each student for the current school year must be completed.

(January – February)

Information to be shared with parents.

Inform parents of the student behaviors that suggest the possibility of retention/acceleration.

Discuss preliminary diagnostic tests administered by appropriate personnel.

Speak in terms of generalities with the idea being to communicate a problem, but to leave the decision about retention/acceleration until June.

4. Explore pro active solutions with parents that if implemented will prevent the necessity of retention.

April

Gather and record additional appropriate data.

Consult appropriate personnel to help in gathering and interpreting current data.

Confer with parents again to discuss data that has been collected to date and the effectiveness of special measures taken to ensure the promotion of students.

4. When a request for retention is initiated by the parent, the principal shall confer with the classroom teacher and other appropriate personnel deemed necessary in arriving at a decision.

May – June

Summarize and record data.

A school conference should be held involving the parent, teacher, principal, and any other appropriate persons to review the data and establish the most appropriate course of action to follow for the next school year. At the conference, it is recommended that:

Each criterion be discussed.

The group arrive at a decision relative to retention/acceleration and that decision

be recorded on the "School Conference for Retention" form (Form C) provided and signed by those in attendance.

Provision be made for school personnel and parents/guardians to discuss the decision with the child prior to the next school year and review the "Continuing Progress Plan" (Form D).

Accumulated data and the course of action, as decided by those persons attending the conference would become part of the student's temporary school record.

In accordance with policy, the school principal's decision shall prevail in all cases involving retention/acceleration. Such decision shall be based on all available data, consultations with appropriate professional staff and the parents and in accordance with the best educational interests of the child.

In the Fall

A conference between the former and present teacher will be held on the first school day for teachers.

Adopted: January 24, 1994

Revised: June 21, 1999

Bristol Warren Regional School District, Bristol, Rhode Island