

Promotion/Retention Procedures

Policy 2421P

Instruction

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The establishment of procedures related to promotion allows parents, teachers and the administration to follow Standards of Performance determined to be demonstrating competency in the Essential Learning's for each grade level.

Academic and Developmental Standards:

- A. The minimum standard for grades 4-8 –
Grade point average of 2.0 (C) or above demonstrate average performance on academic testing in core subjects of English, Math, Soc. St. and Science.
- B. The minimum standard for grades K-3 -
Satisfactory performance in Reading, Math, Soc. St., Science and Writing or demonstrating average performance on academic testing.
- C. The minimum standards for developmental progress at all grade levels will reflect growth rate expectancies in social adjustment, personal discipline and responsibility to oneself and others.

This following procedure shall continue for each ~~trimester~~ **quarter** for those students considered at risk and continuing to require varying levels of intervention.

Since all parties will be involved with student progress, it is very important that communication be used effectively in getting everyone to work together for the most productive impact on student performance. It is very important that all teaching staff monitor a child's progress and keep the parents informed.

All staff will report the progress of all students to the parents by written notice, a minimum of ~~three~~ **two** times during the ~~trimester~~ **quarter**. If a child needs intervention beyond daily classroom activities, a minimum of three attempts must be made to conference with the parent or guardian. These conferences may be either in person or by phone. If these attempts to contact the parents/guardians fail, a written report will be sent by certified mail.

If the staff determines that a student's promotion is in jeopardy, a notice should be presented to the parent/guardian, student, and superintendent. This notice should be presented no later than the third week of March of that school year. Students who enroll after the beginning of the year will be reviewed on a case by case basis. Recommendation and documentation from previous schools may be used in determining promotion status for each student.

The Superintendent shall appoint a panel composed of the Superintendent (chair-person), parent, teachers (2), counselor and others as deemed necessary or requested. This panel shall make the decision based on all collected data and complete this process for promotional determination no later than the last week of May.

Appendix

- 1) Types of intervention that might be considered:
 - a. Students referred for remedial interventions, (i.e., Title 1, LAP, etc.)
 - b. Continuous and consistent contact with parents when a student falls below minimum standards.
 - c. Periodic progress reports sent to a student's parent/guardian.
 - d. Student assistance: after school tutoring.
 - e. Testing for academic progress; more than one standard form of assessment.
 - f. Plans for assistance with appropriate behavior.
 - g. Teacher/parent conferences.
 - h. Mandatory attendance at summer school (when available).
- 2) Factors that must be considered in retention process:
 - a. Chronological age
 - b. Personal development
 - c. Physical and mental maturity
 - d. Emotional stability
 - e. Social development
 - f. Emotional impact of retention
 - g. Effect on the family
 - h. Purposed outcome or gain through use of retention
- 3) Exceptions - Special Education Students - decisions based on Multi-Disciplinary Team recommendations.
- 4) Grading Policies -

GRADING SYSTEM

The evaluation of student achievement is one of the important functions for the teacher. The accepted marking system is as follows:

A = 100-96
A- = 95-90
B+ = 89-87
B- = 83-80
C+ = 79-77

C = 76-73
C- = 72-70
D+ = 69-65
D = 64-60
F = 59 Below
P/F = Pass or Fail - No letter grade

An incomplete is given only when there is illness, an emergency, or by pre-arrangement a student who has not been able to complete the assignments. An "incomplete" on a report card becomes an "F" four weeks from the date it is issued. Make-up work is the complete responsibility of the student.

Citizenship: (E,S,U) will reflect conduct, attitude and behavior of the student in the classroom.

E - Excellent

S - Satisfactory

U - Unsatisfactory