

INSTRUCTION

Series 300

Policy Title ...STUDENT PROMOTION AND RETENTION PROCEDURES

Code No. 345.41

KINDERGARTEN, 4TH GRADE AND 8TH GRADE PROMOTION

As required by state law, the District has established the following specific criteria for promotion of students from five year old Kindergarten to 1st grade, 4th grade to 5th grade, and 8th grade to 9th grade. A decision that a student is eligible for promotion under the minimum academic criteria specified below does not preclude the District and the student's parent/guardian, from reaching a mutually-acceptable decision to voluntarily retain the student.

KINDERGARTEN PROMOTION CRITERIA

Students who have completed a five year old Kindergarten program or its equivalent and have taken the state-mandated assessments of reading readiness and literacy fundamentals shall not be involuntarily retained in Kindergarten.

4TH AND 8TH GRADE PROMOTION CRITERIA

Students in the 4th and 8th grade must satisfy the district-developed sequential criteria outlined below in order to be promoted to the next grade level.

1. Academic Performance

4th and 8th grade students may be promoted to the next grade level if he/she has met the following academic performance criteria:

- 4th grade students must earn passing grades for three of four quarters in Reading and Math or have successfully completed requirements included in an individualized education plan (IEP).
- 8th grade students must earn passing grades for three of four quarters in three of five core academic classes or have successfully completed requirements included in an IEP.

2. Performance on State-Required Assessment

4th and 8th grade students who do not meet the standards for promotion defined in criterion (1) above, may be promoted to the next grade level if he/she has met the following academic performance criteria:

- 4th and 8th grade students who score basic or above on both the English Language Arts and Math subtests of the state required assessments will be promoted to the next grade level unless the student has been excused from taking the examination.

3. Teacher Recommendations

4th or 8th grade students who do not meet the standard for promotion defined in criterion (1) or (2) above, may be promoted to the next grade level if there is a consensus recommendation from the Grade Advancement Committee that the student's academic performance warrants such a recommendation. The Grade Advancement Committee membership may include, but shall not be limited to, classroom teachers, school counselor, school psychologist, interventionists, and special education teachers who can attest to the student's progress over time based on documentation from previous teachers, standardized assessments, and other available district assessments.

4. Other Academic Criteria

4th and 8th grade students who do not meet the standard for promotion defined in criterion (1), (2), or (3), may advance to the next grade level if he/she successfully completes a remediation program developed by the Grade Advancement Committee.

IDENTIFICATION OF STUDENTS AT RISK OF GRADE RETENTION

The following steps shall be followed to ensure that students have been properly assessed/identified and that appropriate communication has been given to the parent/guardian before a final decision is made.

1. A screening process shall be applied to initially identify students who are at risk of possible grade retention.
2. Following the completion of the screening process and prior to making any final decision to retain a student who is determined to be at risk of retention, the District shall:
 - a. Inform the student's parent/guardian that the District is evaluating the possibility of retention prior to the completion of the school year in which the decision will be made.
 - b. Use a team-based approach to review and define goals and interventions for the student that will be pursued during the remainder of the school year (which may include summer school if the student will be attending summer school).
 - c. Hold a meeting involving district staff and parent/guardian at which time the following shall be discussed:
 - the student and his/her academic progress to date;
 - interventions that have been implemented to date;
 - the criteria that apply to the promotion/retention decision;
 - other factors that tend to support either retention or promotion

Appeals of Promotion/Retention Decisions

If a parent or guardian believes that the District has not followed its policies or procedures related to promotion and retention decisions, or that the District has made an incorrect decision in regard to the promotion or retention of a student, the student's parent/guardian may appeal the decision to the Superintendent.

A request to appeal the decision shall be put in writing and submitted to the Superintendent. The Superintendent will review the process and examine all information pertinent to the initial decision and render a decision within 21 business days. The Superintendent's decision shall be final.

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January 10, 2005
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