

## **PROMOTION/RETENTION ADMINISTRATIVE REGULATION**

Classroom teachers and administrators are expected to be alert to students who may be at risk for retention and to institute Response to Intervention (RTI) services as early in the school year as possible. Teachers shall complete Promotion/Retention Forms for at risk students according to the schedule outlined in this regulation.

### **I. Promotion/Retention Form Criteria**

#### **A. Criteria for Retention K-8**

The following criteria shall be considered for all students K-8 and will be reviewed and utilized in making a decision by the Promotion/Retention committee:

1. Academic Criteria – both formative and summative assessments must be used.
  - a. Reading (at or below grade level)
  - b. Mathematics (at or below grade level)
  - c. Language Arts: Writing, spelling and grammar (at or below grade level)
  - d. Courses failed in major subject areas: reading, English, mathematics, social studies, science
2. Development Criteria
  - a. Health
  - b. Personal Development Rubric, criteria specific for each grade level
3. Exit criteria, grades and other development criteria specific for each grade level

#### **B. Criteria Specific to Grades K-5**

The following additional criteria shall be considered for students in grades K-5:

1. Attendance
  - a. Excused and/or unexcused absences of 15 days or more (this criterion alone could constitute reason for referral to Promotion/Retention Committee)
  - b. Excused and/or unexcused absences of 30 days or more shall be criteria for possible retention at the discretion of the Promotion/Retention Committee.

### **C. Criteria Specific to Grades 6-8**

The following additional criteria shall be considered for students in grades 6-8:

1. Academic

Courses failed in special subject areas which include but not limited to: physical education and health, technology education, health and consumer science, art, music, library, French/Spanish.

2. Attendance

- a. Excused and/or unexcused absences of 15 days or more (this criterion alone could constitute reason for referral to Promotion/ Retention Committee).
- b. Excused and/or unexcused absences of 30 days or more shall be criteria for possible retention at the discretion of the Promotion/Retention Committee.

### **II. Referral to Promotion/Retention Committee**

Students with academic and/or development concerns as documented on the Promotion/Retention Form, or who reach the absence thresholds, shall be referred to the Promotion/Retention Committee.

This policy does not include students who are identified as educationally disabled under IDEA. The IEP Team will make the determination about promotion/retention. Special Education students will not be brought to this committee.

### **III. Composition of Promotion/Retention Committee**

There shall be a Promotion/Retention Committee in place in each elementary school and the Middle School. The building administrator shall ensure that teachers and parents are aware of the existence of this committee. Teachers shall be notified of the opportunity to serve on the committee. The committee shall be composed of the building principal, the assistant principal, the guidance counselor, and a minimum of three teachers selected by the staff. At the elementary level, the classroom teacher for a particular student shall participate in the deliberations concerning that student. There will be a chair of each school's Promotion/Retention Committee.

Committees shall be formed and notified of their responsibilities by the first Friday in January. The chair shall be selected by the committee by February.

The responsibilities of the committee are as follows:

- A. Review all Promotion/Retention forms submitted by classroom teacher/teams;
- B. Meet to gather information from each student's teacher(s), including information regarding academic interventions and meetings held with the student's parents/guardians;
- C. Review Truancy Protocol and intervention plan if absence is an issue;
- D. Render a decision on each student, taking into account any extenuating circumstances such as long-term illnesses, accidents and other unusual conditions that should be given special consideration;
- E. Complete the Summary form and notify parents;
- F. Submit all forms and other written documentation of the process to the building principal to be included in each student's cumulative folder.

**IV. Timetable for Promotion/Retention Decisions (Grade K-8)**

- A. Teachers and administrators must identify problem areas and provide remedial activities as early in the school year as possible. Parents will be made aware of the problems as they become apparent to the teacher and administrator.
- B. The teacher/team shall complete the Promotion/Retention Form by the end of the second trimester.
- C. Parents/guardians shall be notified by the Team by the end of the second trimester that their child has been referred to the Promotion/Retention Committee.
- D. The Promotion/Retention Committee shall render a decision during the month of May. The building principal will notify parents/guardians by letter.
- E. Parents/guardians who wish to meet with the Promotion/Retention Committee regarding the decision shall meet by the second Friday in June.
- F. Parents/guardians who wish to appeal the Promotion/Retention Committee's decision shall follow the process in Section V. of this regulation.

**V. Appeals Process**

- A. If parents/guardians wish to appeal the decision of the Promotion/Retention Committee, they must mail a letter of intent to the building principal by the last Monday in June.
- B. The building principal shall forward the appeal letter to the Superintendent within 48 hours. The Superintendent shall set a hearing date by the first Friday in July, to include the parents/guardians and Promotion/Retention Committee.
- C. The Superintendent shall notify the parents/guardians of the decision within one week of the hearing.
- D. If the parents/guardians wish to appeal the decision, they must mail a letter of intent to the Superintendent and School Committee by the second Friday in July if the process outlined in this policy has not been followed.
- E. The School Committee and Superintendent shall set a hearing date for no later than the August School Committee meeting.
- F. Appeals referred to the School Committee will be limited to questions of procedure.
- G. The parents/guardians shall be notified of the decision within one week of the hearing. The decision of the school committee would be final.

Adopted: March 21, 1984

Revised: 6/6/85; 12/13/88; 1/28/93; 4/27/99, 9/12/00, 6/9/09