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**School Committee Policy:**

**#516**

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### **Promotion and Retention of Students**

In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress from grade to grade, with students generally spending one year in each grade. A small number of students, however, may benefit from staying another year in the same grade. Such retention may be considered when any of the following occur:

1. Retention would have a reasonable chance of benefiting the student.
2. The student is achieving significantly below ability and/or grade level.
3. Retention would not cause an undue social and/or emotional adjustment.
4. An inordinate number of absences (20 or more) have led to the student's achieving significantly below ability and/or grade level.
5. An inordinate number of tardies (20 or more) have led to the student's achieving significantly below ability and/or grade level.

### **Grades K-5**

Teachers will notify parents/guardians of any concerns which could possibly cause retention of students. Students will be monitored for improvement in areas of concern. In December and January, and on an on-going basis, parents should be made aware of teachers' concerns. In situations in which retention is being considered, the teacher shall confer with the principal and other staff members involved with the student no later than February 15.

Whenever such retention is being considered, but no later than February 15, the teacher shall confer with the principal and other staff members involved with the student. The parent/guardian shall be invited to a meeting with the teacher, principal, and other staff members no later than March 1 for discussion of the matter. This discussion shall consist of an explanation to the parent/guardian of their child's current academic standing in relationship to the group and his or her own individual ability. Goals will be set for the remainder of the year. Prior to June 1 another meeting will be held with the parent/guardian, teacher/principal and other staff members to review the goals and the student's progress. The decision to retain a student will be reached after consultation with the parent/guardian. It is hoped that the parent/guardian and school personnel can reach consensus, but the final decision lies with the school Principal.

Only in unusual circumstances should a student be retained more than once.

## **Grades 6-8**

At the conclusion of the second term (March) teachers will identify students who will more likely have a 65 average or less for the year and/or have poor attendance. The principal will review this information and generate a list of students who are in danger of failing or continuing with academic difficulty in at least two major subjects. Students failing two or more major subjects will be identified as At Risk of Retention.

The parents of students identified by the Principal as being at risk of retention will be notified by mail. The letter will include the following:

Unless your child demonstrates improvement this 3rd term, anticipate your child attending summer school as an alternative to being retained. Any final decisions about retaining a student will be made at the conclusion of summer school.

On or about June 5th the Principal will again survey the teachers and identify students who will fail two or more major subjects for the year or have continuing attendance issues.

Parents of these students will be notified of their child's continuing academic difficulty and sent a summer school registration packet. Their child will be expected to attend summer school at Fowler. Students who successfully complete the summer school program will be promoted.

The final determination of students who do not attend summer school will be made on an individual basis and retention will most likely occur. Only in unusual circumstances should a child be retained more than once.

The decision to retain a student is reached after consultation with the parent. It is hoped that the parent(s) and school personnel can reach consensus, but the final decision lies with the school Principal.

## **Grades 9-12**

Promotion of students in grades 9-12 in the High School is determined by the number of course credits accumulated by a student at the end of a given school year. (Policy #631)

Students and parents/guardians shall at the end of the first semester and/or no later than the end of the third term, be notified by the counselor and by certified mail that non-promotion may occur. Students and parents/guardians shall be invited to meet with the principal, the counselor and/or other staff members involved with the student's programs. At the meeting, parents/guardians and students will receive a mutually agreed upon schedule of classes for the ensuing semester or school year. Progress reports shall be submitted to parents/guardians on an agreed schedule.

At the end of Grade 11, parents/guardians of students in danger of not graduating the following June, will be notified by certified mail.

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