

Proctor Public Schools

Student Acceleration and Retention Procedure

Consideration for acceleration or retention must be done by request to the building principal in writing, utilizing the *Acceleration and Retention Request Form*. Recommendations for **acceleration/retention must be made by May 1**, for the upcoming school year with the exception of Early Entrance to Kindergarten by August 15.

After the building principal receives the *Acceleration and Retention Request Form*, a building team including the principal, the student's teacher/s, the school counselor, and other staff as appropriate, will meet to discuss all appropriate student data pertaining to acceleration/retention

Acceleration/Retention Criteria

<p>Early Entrance to Kindergarten (requested prior to August 15 of the upcoming school year)</p>	<ul style="list-style-type: none"> • Students considered for early entrance to kindergarten must: <ul style="list-style-type: none"> ○ Turn 5 between September 1 and September 30 of the school year. ○ Complete a comprehensive assessment outside the school district which is paid for by the parents. The report must include information on the child's: <ul style="list-style-type: none"> ■ 1. social/emotional skills; ■ 2. intellectual ability; ■ 3. preschool readiness skills (academic); ■ 4. small and gross motor skills; and ■ 5. health history. ○ Provide a recommendation from a preschool teacher or other responsible adult not related to the family who has observed the child in a learning/social environment. ○ Obtain a recommendation from a licensed psychologist. The cost of such a recommendation must be paid for by the parents. 		
<p>Content-based acceleration</p>	<ul style="list-style-type: none"> • Students considered for content-based acceleration must meet 3 or more of the following criteria. <ul style="list-style-type: none"> ○ MCA trend data of Exceeding Standards consecutive years. ○ Exceeding grade-level expectations in the identified subject on grade-level assessments. ○ Grade-level team recommendation. ○ Exceed on next grade level standards placement assessment. 		
<p>Grade-level acceleration</p>	<ul style="list-style-type: none"> • Students considered for grade-level acceleration must have 3 or more of the following criteria. <ul style="list-style-type: none"> ○ MCA trend data of Exceeding Standards consecutive years. ○ Exceeding grade-level expectations in all subjects on grade-level assessments. ○ Grade-level team recommendation. ○ Complete a comprehensive assessment outside the school district which is paid for by the parents. 		
<p>Retention</p>	<ul style="list-style-type: none"> • Students considered for retention must be reviewed by the MTSS/CST team. • The request to retain is a parental right. • No child will be retained unless all data that pertains to that student is reviewed. Data may include, but is not limited to the following: 		
	<p><u>ELEMENTARY</u></p> <ul style="list-style-type: none"> • Reading/Math Benchmark Assessments • Reading/Math classroom unit assessments • MCA trend data • Other standardized tests or assessments 	<p><u>MIDDLE SCHOOL</u></p> <ul style="list-style-type: none"> • Failed 5 or more classes • multiple failed targeted interventions. • MCA trend data • Other standardized tests or classroom assessments 	<p><u>HIGH SCHOOL</u></p> <ul style="list-style-type: none"> • To be considered a <ul style="list-style-type: none"> ○ 10th grader, a student must have earned 4.5 credits. ○ 11th grader, a student must have earned 9.0 credits. ○ 12th grader, a student must have earned 16.0 credits. • To graduate from PHS, a student must have earned 23.5 credits and satisfied the requirements for credits in core subject areas and electives.

After the building team meeting, staff will conduct appropriate assessments and make appropriate interventions to ensure the building team and the parents/guardians have all the necessary information to determine their recommendation on whether the student should be accelerated/retained.

The building team will notify/meet with the parents/guardians to discuss the student's potential acceleration/retention.

- A. If all members of the team and parents/guardians unanimously agree that the students should be accelerated/retained, then the student will be for the following school year.
- B. If all members of the team and parents/guardians do not unanimously agree that the student should be accelerated/retained, then the student will continue on the determined grade level course.

The timeline may be modified as necessary, on a case-by-case- basis as determined by the school administration. At any point during the acceleration process, parents/guardians may request placement with grade-level peers.

