

Instruction

Administrative Procedure – Promotion and Retention of Students

Elementary Schools (K- 6)

Retention should occur at the lowest grade level possible, preferably at kindergarten, first or second grade. This does not imply that pupils cannot be retained at a higher grade level if deemed necessary. Except in cases of extreme immaturity, consideration may be given to the placement of a pupil in half day kindergarten and half-day first grade when the child is not ready for first grade work. It is understood that placement the following year would be in first grade.

A second retention of a pupil should occur only in extreme cases and only after the child has been referred and screened for learning deficiencies. The student's progress will be appraised by a team consisting of the certificated staff members having direct contact with the child and/or specific knowledge relevant to the decision. This shall include the building principal.

Criteria to be considered as a basis for retention, promotion, or acceleration should include the Illinois State Standards.

An expectation that by taking this action the child will benefit by acquiring needed skills and knowledge.

Classroom performance

Testing and/or interview data from special services

Maturation level

Attendance patterns

Chronological age

Parents shall be informed of the possible retention of their child at the beginning of the second semester, except in cases when the child has enrolled in the school late in the school year or other significant events have transpired late in the year to alter the child's progress. Low notices indicating inadequate progress shall be sent to the parent or guardian. Information shall be collected from each certificated staff member having contact with the child.

A face to face conference will be scheduled to discuss the retention. Written notification shall follow. The decision to retain a child shall not change prior to the beginning of the following school year as a result of summer school or tutoring with the exception of the Summer Bridges/Boost program and/or Title I Summer School if it mirrors the Bridges program. An evaluation summary will be completed by the regular classroom teacher prior to the start of Summer Bridges/and or Title I Summer School. As a result of Summer Bridges/Title I summer school the student's progress will be reviewed and compared with the academic summary from the prior school year. Promotion/retention will be based on this information. The results of this decision may be reviewed during the first six (6) weeks of the school year by a committee consisting of certificated staff and administrators.

A recommendation for retention may originate with a certificated staff member or the child's parent. All retentions shall be jointly approved by the certificated staff involved and, once approved, jointly supported by the principal and other certificated staff involved.

Each retention case shall be considered on an individual basis. If a child is having learning problems, he/she may be referred to the resource team to determine if the student is eligible for resource services. Full use should be made of the Resource Team, Coordinated Youth Services, and Mental Health Clinic services, where these services are appropriate or applicable.

Retention shall serve as a learning continuum. Whenever it may be to the best advantage of the pupil, a retained child shall be placed with a different teacher. Retention decisions shall be made in ample time for the pupil to adjust to the idea prior to the end of the school year.

A. PROMOTION

KINDERGARTEN: The following criteria will be used as consideration in determining retention, promotion, or acceleration in kindergarten:

1. Attendance--Student should be present 92% of the days school is in session.
2. Will receive a "1" on 60% of Quarter 4 skills tested on the standards based on Kindergarten report cards.
3. Consideration must also be given to the areas of physical and social-emotional growth as well as work habits necessary for success in the first grade, as indicated on the report card.

GRADE 1-6: The following criteria will be used as consideration in determining retention, promotion, or acceleration in grades 1-6:

1. Consideration must also be given to class performance (standardized Test scores, assignments, class participation, attitude, study and work habits) as well as physical and social maturity in determining placement.
2. Attendance--Students must be present 92% of the days school is in session.
3. A 60% mastery of skills on an A – F scale as outlined in the reading curriculum, or 60% "1" on the standards based report card for Quarter 4.
4. A 60% mastery of skills on an A – F scale as outlined in the mathematics curriculum, or 60% "1" on the standards based report card for Quarter 4.

Junior High School (7-8)

Counseling of middle school students who are having difficulty with academic progress shall be initiated early in the school year (October or November). Low notices indicating inadequate progress shall be sent to the parent or guardian. All first semester grades shall be screened by the principal. Any student with more than one failing grade (F) shall be placed on a potential failure list, and a letter indicating grades, attendance, and tardiness of the student shall be mailed to the parent. Each student on the potential failure list shall be provided a counseling session with his/her counselor to determine how the student may receive

further help. The principal shall initiate a conference appointment with parents responding to the letter, and further conference referral may be made to the counselor(s) and/or the teacher(s).

Criterion for retention or promotion is:

Student must earn at least 60%, rounded to the nearest .5 credit, of the credits taken in order to be promoted to the next grade level.

The administration may offer a tuition-based summer school program in order to help students improve deficiencies. Students who successfully complete the summer school remediation program will be promoted to the next grade level.

SENIOR HIGH (9-12):

Student classification takes place after the completion of summer school. The classification lasts for the entire school year.

- Freshman:** 1st year of attendance
- Sophomore:** 2nd year of attendance
- Junior:** *Must earn a total of 9 credits during 1st and 2nd year.*
- Senior:** *Must complete State Test during Junior year.*

Students may NOT be classified as a senior until they have participated in the state assessment (currently the SAT or DLM). Therefore, if a student has not participated in the state assessment, they shall maintain junior classification until such participation in the state assessment takes place.

The administration may offer a tuition-based summer school program in order to provide students with the option to acquire additional credits. Tuition and fee waivers will not be approved for summer school programs.

Adopted: 4/26/2005

Revised: 8/18/2008, 4/12/2011, 12/17/2013, 1/14/2014, 5/26/2015, 4/24/2018