



## STUDENTS

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### Promotion/Acceleration/Retention

It is the philosophy of the Montville Board of Education that all students should be placed in instructional programs in which they can achieve their maximum academic potential taking into consideration their emotional and social development.

For those students whose performance is below grade level, placement shall be in a program or at a grade level where their needs shall best be met.

Students shall be placed by the certified staff at the grade level best suited to them academically, socially and emotionally.

Students will normally progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the certified staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to each student's parents or guardian, but the final decision will rest with the school authorities.

## STUDENTS

### Promotion/Acceleration/Retention

#### I. Elementary Promotion and Retention Policy

- a. Before retention can be considered, it is essential that all avenues to encourage student growth be exhausted, and that the parents/guardians (heretofore referred to as "parent" or "parents") be kept informed of the student's achievement at all levels of development. In the event that retention may be seen to benefit the student, the parents shall be informed during the second marking period and a record of parent interaction shall be documented.

- b. Any student may be considered for retention if any of the following apply;

Achievement, as determined by observation and developmental testing, is below ability and/or grade level.

The social and/or emotional development is considered to be below the expected maturity level by parents or teachers.

Determination is made by teacher observation and/or testing that problems cannot be corrected by other remedial strategies.

The student would benefit by retention in the opinion of his/her teacher and/or parents.

- c. The teacher/teachers of the student being considered for possible retention shall closely examine the student's performance, study habits, testing results, and other pertinent information. The teacher/teachers shall also discuss the matter with other members of the staff who are involved with the student.
- d. When a student is being considered for retention, a special conference shall be arranged by the teacher with the parents to discuss the student's progress, attitude, ability, and the advantages and disadvantages of retaining the student.
- e. A record of all phone calls and meetings involving the student's parents shall be placed in the file containing the student's record. A form specifying the individual recommendation of each and all parties attending the final placement meeting shall be kept in the file. The form shall include the signature of all parties as well as the final disposition.
- f. The principal shall keep an on-going record of all students who are being considered for possible retention.

- g. The final decision concerning student retention shall be the responsibility of the principal. However, the opinions of the professional staff and parents shall be considered with the best interest of the student serving as the primary criteria in the decision-making process.

## 2. Middle School Promotion and Retention Policy

The following are to be considered as guidelines in determining whether or not it would be beneficial to retain a student.

- a. Failure of two (2) or more core subjects, math, science, English, social studies and reading (8th grade only).
- b. What is the academic potential?
- c. Is the student making an honest effort?
- d. What is the major factor which is contributing to the failure?
- e. Is the student emotionally and behaviorally mature?
- f. Is s/he physically mature?
- g. What effect would the retention have on the student's behavior and attitude towards school?
- h. Would another year in the same program be beneficial to the student?
- i. What is the recommendation based on experience with the student?

The two (2) criteria to be given the most consideration shall be:

- a. That the student is likely to benefit from going through the same program a second time.
- b. That it is possible to place the student in a program which will best meet the needs of the student.

## 3. Elementary and Middle School Attendance

If a student is not prompt and regular in attendance, proper measures shall be taken to encourage regular attendance. If such encouragement is not successful in improving the situation, the following shall be implemented:

- a. Students not previously retained and having missed 45 days in one academic year shall be automatically retained.
- b. Students not previously retained and having missed a total of 56 days in two successive academic years shall be automatically retained.

- c. Students who are not being retained and have missed at least 28 days in one academic year shall automatically be assigned to summer school. They will be considered for promotion only after successfully passing summer school.

#### 4. High School Promotion and Retention Policy

Students to be classified as sophomores, juniors, or seniors must have the following minimum credit requirements:

To be a sophomore, a student needs a minimum of 4 credits.

To be a junior, a student needs a minimum of 9.5 credits.

To be a senior, a student needs a minimum of 16 credits.

Students who have not attained the minimum requirements for grade placement may have their placement changed by gaining appropriate credits through attendance in summer school (according to Policy 016 Summer School).

#### 5. Procedure

The following procedure shall be followed when retention is under consideration:

- a. Give written notification to parents of students who are in danger of failing by the end of the second marking period.
- b. Give written notification to parents of students being considered for retention by the end of the third marking period.
- c. Obtain parental input through parent conferences.
- d. Send a list of possible retentions to all teachers at the end of the second and third marking periods.
- e. Obtain teacher recommendations and the reasons for those recommendations.
- f. Discuss with the principal and the assistant principal where appropriate those students being recommended for retention.

#### 6. Due Process and Appeals

The final decision as to placement, promotion and retention shall reside with the principal after consultation with staff. Should the parents disagree with the principal's decision, written notice of the rejection shall be given to the principal within ten (10) days of the original decision to retain. If further appeals are desired, the same procedure with the same time frame is to be followed for appeals to the superintendent of schools, and the Montville Board of Education.

Policy Adopted: 6/18/85

Revised: 4/23/91