

**PROCEDURES FOR GRADE ADVANCEMENT:
RETENTION, PROMOTION, AND ACCELERATION OF STUDENTS**

Adopted: January 5, 2004

Classroom educators are responsible for assessing student progress and recommending the promotion of students each year. Educators will assess students' academic readiness to promote to the next grade using a thorough review process. The process will include but not be limited to standardized testing - those offered by the State as well as others chosen by the District - classroom-based testing, portfolios, work samples, and teacher observation. The review will also take into account social, emotional, physical and mental growth, past academic performance and behavior, motivation, attendance, and other pertinent circumstances. At the middle and high school levels, whether a student is passing a class or classes is a key factor. High school advancement is determined by student progress in earning credits, as outlined in the Program of Studies.

Procedures for Acceleration/Retention for Elementary and Middle School Students

For elementary and middle school students, consideration of retention and acceleration will include the following:

1. The involvement of parents/guardians.
2. Exploration of remediation or enrichment opportunities as an option in lieu of or in addition to supplemental activities such as summer school, tutoring, virtual classes or course recovery.
3. Evidence that retention or acceleration will be beneficial to the student socially, emotionally, academically.

Retention:

- If there are concerns about a student's performance that may result in retention, the student must be referred to the E.S.T, 504, or I.E.P team with the Principal or designee in attendance. This step must take place prior to February 1st each year.
- By February 1st of each school year, individual teachers or teaching teams must submit, in writing to the school administration, those students they consider appropriate for possible retention at the end of the school year.
- The school administration, no later than February 15th of each school year, will notify the parent(s)/guardian(s) in writing, of the possibility of retention at the end of the school year for students at risk of failure.

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Acceleration:

- When a request is made for consideration of acceleration of a student, the Principal may convene a meeting if necessary.
 - A review of the student's performance and other relevant factors will be conducted.
1. The final decision on retention or acceleration will be made by the Principal after consultation with parents/guardians, classroom teacher(s), and other professional staff.
 2. If retention or acceleration is to occur, a plan for the subsequent year will be developed.
 3. Parents may appeal a decision of the Principal to the Superintendent.