

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## **INSTRUCTION**

### **EDUCATIONAL PROGRAMS ACADEMIC ACHIEVEMENT**

### **PROMOTION / RETENTION / ACCELERATION**

**345.2**

#### **ELEMENTARY**

Students will normally progress through the grades on an annual basis. Exceptions to this progression will be made according to the following guidelines. (Exceptions to this line would be students who did not begin the year in the School District.)

The Classroom Teacher will inform the Building Principal of possible acceleration or retention of students at the end of the first semester. There may be some students at the Kindergarten level who will be identified after the end of the first semester but prior to February 20. At this time a Lights Retention Scale will be completed for students considered for retention.

The following information (1-5) will be gathered and presented to the Building Principal by the above dates.

1. Identify in writing the specific skills deficits and strengths in subject areas and the remediation or enrichment activities utilized by the classroom teachers.
2. Identify in writing the remediation or enrichment activities utilized by others than the classroom teachers.
3. Test results and other statistics, including previous years' tests and progress achieved in these areas.
4. A brief summary of the Fall Parent-Teacher conference.
5. In addition to academic achievement and test results, the following criteria should be considered:
  - a. Light's Retention Scale results.
  - b. School attendance and number of schools attended.
  - c. Physical maturity.
  - d. Student's age.
  - e. Siblings
  - f. Previous retention.
  - g. Student's attitude toward school.
  - h. Work and study habits.
  - i. Interest and attitude.
  - j. Grade level of student (primary students best candidates for retention).
  - k. Social and emotional maturity.
  - l. Parents' feelings.

The teacher will consider all the information available. By the end of the third quarter, he/she will have reached a decision on whether further proceedings will take place and will forward his/her response to the Principal.

If the decision is affirmative, the next procedure will consist of the following:

1. The child's progress and anecdotal records are reviewed with the parents.
2. If there is a suspected EEN, further testing will be conducted by the Special Education staff. The M-Team decision will be final if the student qualifies for an EEN program.

If, after holding the parent conference, it is felt that further retention/acceleration procedures are to take place, the following will be required:

1. Resource personnel will be utilized, further test results obtained, and necessary information gathered. This information will be shared with the parents by April 1.
2. If the facts still favor retention or acceleration, a final meeting with parents will be scheduled by April 10.
3. The Superintendent of Schools will be notified of retention/acceleration decisions by April 1.

After the retention/acceleration decision has been reached, the Teacher will develop a list of skills the student is to master for the balance of the current school year. For the following year, the teacher will provide a report, including the following:

1. Materials gathered in paragraph 3.
2. Types of materials most successful.
3. Most successful mode of instruction.
4. Methods of evaluation of the remediation/enrichment process.
5. Grade level results, especially in reading and math, will be maintained to record student progress.

During the next school year the following procedure will take place:

1. Prior to October 1, previous and present teachers, along with necessary resource personnel, will meet to ensure appropriate placement and follow-up with students, parents, and Principal.

### **JUNIOR HIGH**

Students will normally progress through the grades on an annual basis. Exceptions to this progression will be made according to the following guidelines. (Exceptions to this timeline would be students who did not begin the school year in the School District.)

#### **Identification of Students Having Academic Difficulty**

Quarter, as well as first semester grades, are to be screened by the Homeroom Teacher in order to determine which students are having academic difficulties.

The Classroom Teacher will meet with the student (identified in above paragraph) in order to review records and discuss the academic problems (approximately mid-February).

Teachers may refer students to the M-Team in order to determine whether or not a specific Exceptional Educational Need exists. Findings of the M-Team will be carefully weighed by the teacher prior to making a decision. If a student is placed in an EEN program, the M-Team will make the decision of appropriated grade placement.

The names of the identified students will be submitted to the Principal. The Principal or his designee will monitor the progress of these students throughout the remainder of the year.

Parents of the identified students will be notified by telephone and/or letter of their child's need for improvement, as well as the possibility of retention if improvement does not occur.

Student's progress is to be screened at the end of the third quarter. The teachers will meet with the student in question in order to discuss their progress. Parents are to be kept informed of the progress of their son or daughter.

During the month of May, conference will be held with the parents and teacher. During these conferences, discussions will be held regarding the grade placement which will best meet the needs of the student.

At the conclusion of the academic year, the teacher will make the final decision on grade placement. Options include, but are not limited to, promotion or retention, including either one or two semesters of retention.

If one semester of retention is recommended, specific written guidelines are established for the student. These guidelines will be communicated to parents, student, and staff members.

Following the issuing of final grades, the parents and students receive official notification of grade placement for the next year.

**SENIOR HIGH SCHOOL (10-12)**

Student rate of progress through High School will be on the basis of completion of the requirements for graduation. Students may also find it necessary to return for completion of graduation requirements after the date when they might have graduated.

*1st Reading: December 9, 1985*  
*2nd Reading: January 13, 1986*  
*Adopted: January 13, 1986*