# Draft 5/14/18

# CURRICULUM AND INSTRUCTION DD08.22 AP.1

Promotion and Retention

Schools shall comply with the following promotion, retention, and placement rules and procedures:

Primary School

*Continuous progress*: Students progress through the primary school program at their own rate without comparison to the rate of others or consideration of the number of years in school.

Council or school policy shall determine assignment of primary school students to classes and programs within the school. Promotion from the primary program shall be in compliance with applicable administrative regulations and shall be based on established exit criteria. A school team, which includes the parent of an identified child, will consider and recommend the appropriate early or delayed exit for any student in the primary program. Such review will take place at least thirty (30) days before such decision takes effect.

NOTE: Per 704 KAR 3:440, retention and promotion within the primary school program are not compatible with continuous progress.

* A meeting with the building committee consisting of the Guidance Counselor, teacher(s) requesting the retention, RTI teacher(s), Director of District Wide Programs, and the building Principal or designee will occur to discuss options for ensuring student learning.
* Upon recommendation of the team, a meeting with the Principal or designee, teacher(s), and parent will occur. Options for student learning and a plan will be developed.
* Upon completion of fall standardized assessments, any student who has scores below grade standards should have an Acceleration/Retention Form initiated. The form will provide an overview of the plan and relative data points. Through monitoring of the plan, the school shall determine if the child is a viable candidate for promotion or retention.
* The school team shall submit the completed Acceleration/Retention Form to the Superintendent. Along with the recommendation, the school must submit an Individual Accelerated Learning Plan to be implemented for the student based upon current diagnostic and progress monitoring data. The plan should outline a means for closing skill deficits and knowledge gaps.
* When approval is granted from the Superintendent, the building Principal shall schedule a meeting with the parents and teachers to make them aware of the final decision.

All Other Grades

Promotion of a student in Grades 4-6 shall be determined by the teachers in accordance with criteria required by Policy 08.22.

In addition, promotion/retention at the high school level (Grades 9‑12) shall be determined by the number of credits earned.

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#  (Continued)

Promotion and Retention

Retention (Grade 4 through Middle School)

1. Retention may occur if the student fails to:
	1. Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, homework and projects and class participation points.
	2. Progress satisfactorily on the academic expectations.
2. Parent(s) have been notified of the possibility of the student's retention by mid‑year or as soon after mid‑year as the teacher perceives the possibility of retention.
3. The notification has been sent by letter, signed by the teacher and the Principal. The letter shall describe the problem and request the parent(s) to meet with the Principal and the teacher.

Placement of Students from Nonaccredited Schools

The Principal, counselor, and teachers shall determine the assignment/placement of pupils enrolling from private schools or home schools in accordance with the following guidelines:

1. Information about course work and progress is requested from the school.
2. The student is enrolled on a probationary status in the grade suggested by the parent.
3. Formal and informal testing is administered in each curriculum area, as appropriate.
4. Final placement is made after an evaluation of test data, the student’s physical and social maturity, and classroom performance during the probationary period.
5. Parents are informed of final placement within three (3) weeks of enrollment. Final placement may be higher than, lower than, or the same as placement during the probationary period.
6. In addition to the preceding guidelines, high school students will receive credits (Carnegie units) provided they meet the following criteria:
	1. Comprehensive tests are taken in each subject area in which the student participated in the school. Comprehensive tests may be administered within three (3) weeks of the date of enrollment. Students will not be permitted to retake comprehensive tests.
	2. Credits are awarded in each subject area in which the student attains a minimum passing grade based on the school’s grading scale.

Related Procedure:

08.22 AP.21

Related Policies:

08.113

08.22