

PROMOTION/RETENTION POLICY K – 8

The school district is responsible for educational placement of all its students. Every effort will be given to ensure that each child will receive educational services in accordance with their academic, social and emotional development. The district endorses an array of educational services which stress success for all students.

Promotion and retention decisions will be made on an individual case basis. Retention recommendations will be a cooperative team effort involving: family, teacher, principal, and, when applicable, other professional staff. The decision-making process will involve the promotion/retention team. The building principal will make the final promotion/retention decision which may, if the family chooses, be appealed in writing to the district superintendent and ultimately to the school committee.

An array of educational interventions will be attempted and documented for each child before the option of retention is considered. These interventions will occur at the earliest possible level for children who may be at-risk for academic failure

The whole continuum of available educational services will be considered, including these ongoing services:

- I. Chariho Intervention Programs (CHIP)
 - A. Pre-Kindergarten
 - B. Extended-day Kindergarten
 - C. Credit recovery
 - D. Reading intervention
 - E. Mathematics intervention

- II. Alternative Learning Program (ALP)

- III. Teacher consultation with the appropriate personnel as listed below:
 - A. Parents/Guardian
 - B. Building administrator
 - C. School social worker
 - D. School psychologist
 - E. Reading Specialist
 - F. Math Specialist
 - G. School nurse
 - H. Resource teacher
 - I. Guidance counselors
 - J. School Support Team

Procedures and Timetable (K-4)

1. The teacher and/or parent/guardian will identify a child who is potentially at risk for school failure and/or non-promotion. Informal, on-going school-home communication and efforts will be made to remediate the problem.
2. If retention is being considered, parents/guardians will be notified in writing by the end of the second marking period and again by the end of the third marking period.
3. When it is determined that informal efforts to remediate are failing, the teacher and/or parent/guardian will identify and refer any child who is potentially at-risk of school failure and, consequently, retention/non-promotion to the principal and or School Support Team. If the referral is made by school personnel, the school will notify the parent/guardian in writing and inform them of the Promotion/Retention Procedure. This will be done in a format or on forms set by the superintendent of schools.
4. The principal or their designee will direct that a student profile be developed. The profile may include the following:

Student's age appropriate grade level
Student's academic history
Student's attendance record
Student's conduct record
Assessment Data
Multi-Tiered Systems of Support Data
History of home/school communication

The principal or their designee or parent may request other information be included in the profile.

5. During the beginning of the third trimester but no later than April Recess a conference among teacher(s), principal and family will be scheduled. A final recommendation about retention will be made no later than three weeks prior to the last day of school.
6. The principal will notify the parents of their decision in writing. Appropriate forms, approved by the superintendent, are to be used. Written communication is necessary to document the decision-making process.
7. Parents/guardians have the right to appeal, in writing, the principal's decision to the superintendent within ten days of the written notification date.

Procedures and Timetable (5-8)

1. The teacher and/or parent will identify a child who is potentially at risk for school failure and/or non-promotion. Informal, on-going school-home communication and efforts will be made to remediate the problem.
2. If retention is being considered, parents/guardians will be so notified in writing by the end of the second record marking period and again by the end of the third marking period.
3. This team shall meet and formulate a written plan to address the needs of the child. The program will include objectives and implementation procedures. Responsibilities of the school, home, and student should be included (and documented) in this program. A copy will be sent to parents/guardians.

When it is determined that informal efforts to remediate are failing, the teacher and/or parent/guardian will identify and refer any child who is potentially at-risk of school failure and consequently, retention/non-promotion to the principal and /or School Support Team. If the referral is made by school personnel, the school will notify the parent/guardian and inform them of the Promotion/Retention Procedure. This will be done in a format or on forms set by the superintendent of schools.

4. The principal or their designee will direct that a student profile be developed. The profile may include the following:

- Student's age appropriate grade level
- Student's academic history
- Student's attendance record
- Student's conduct record
- Assessment Data
- Multi-Tiered Systems of Support Data
- History of home/school communication

The principal or their designee or parent may request other information be included in the profile.

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5. During the fourth quarter a conference among teacher(s), principal and family will be scheduled. A final recommendation about retention will be made at the conference and sent to the principal no later than three weeks prior to the last day of school.

The principal will notify the parents/guardians their decision in writing. Appropriate forms, approved by the superintendent, will be used. Written communication is necessary to document the decision-making process.

6. Parents/guardians have the right to appeal in writing the principal's decision to the superintendent within ten days of the written notification date.
7. Students will have the opportunity to attend Credit Recovery program. If the student passes, retention will be waived.

Promotion Requirements (5-8)

Students in grade 5 must pass Reading and Math and at least two of the following:

- Language Arts
- Science
- Social Studies

Students in grades 6-8 must pass English Language Arts (ELA) and Math and at least one of the following:

- Science
- Social Studies

Failing more than one of the Unified Arts and Physical Education/Health courses per year can result in retention.

Revised 6/25/02, 7/1/08, 7/1/09; Revised 6/9/15, Effective 7/1/15; Revised 5/9/23, Effective 7/1/23