

PROMOTION/ACCELERATION/RETENTION

Implementation

1. **At-Risk/Placement and Promotion/Retention Timeline**

- a. **Action Date** - First four weeks of student enrollment

Action Taken - Provide information to parents/guardians about district promotion/retention policy (e.g., Facts for Parents, School Handbook); Distribute/collect Home/School Compact.

Responsible Party - Principal

- b. **Action Date** - No later than tenth week of enrollment (Grades 1-6)

Action Taken - Formally identify students at risk based on assessment information and teacher judgment; ensure that students who were promoted last year "with interventions" are included in the identification process; Notify parent/guardian of student at-risk status; Initiate placement of student in appropriate interventions available at school site.

Responsible Party - Assigned Classroom Teachers/Teacher

- c. **Action Date** - No later than four weeks following the end of the first grading period (2 grading periods for K) or within four weeks of identification

Action Taken - Convene and conduct conference with parent/guardian to document student's at-risk status; develop learning contract; and obtain signatures on contract by teacher, student and parent/guardian.

Responsible Party - Teachers

- d. **Action Date** - Ongoing

Action Taken - Implement student intervention strategies outlined in learning contract; Assess student progress on an ongoing basis; Communicate with parent/guardian concerning the student's progress and document communications.

Responsible Party - Teachers

- e. **Action Date** - End of second grading period

Action Taken - Inform parent/guardian of student progress through report cards.

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Responsible Party - Principal

- f. **Action Date** - March-April

Action Taken - Inform parents of student reading performance based on district-designated assessments.

Responsible Party - District

- g. **Action Date** - Within six weeks of instruction

Action Taken - Evaluate student's academic performance based on designated performance measures and, if needed and appropriate, additional evidence of student academic achievement, participation in support and intervention opportunities, and readiness for the next grade level; Consult with the principal and the student's parent/guardian; Convene meeting with parent/guardian upon request to discuss student's academic program for the coming year; Indicate decision on "Teacher Decision to Promote or Retain: Grades K-6" form and submit to principal for signature; indicate decision on Elementary Progress Report Collection Form (report card scan sheet).

Responsible Party - Teachers

- h. **Action Date** - At least three weeks prior to end of school

Action Taken - Sign "Teacher Decision to Promote or Retain: Grades K-6" form. Notify parent/guardian of decision, and the opportunity to convene a meeting to discuss student's academic program in the coming year or appeal the decision.

Responsible Party - Principal

- i. **Action Date** - Prior to the end of school year

Action Taken - Conduct appeal process if requested by parent/guardian.

Responsible Party - Principal

- j. **Action Date** - End of school year

Action Taken - Notify the receiving middle-level school of students promoted with required interventions; File all original documents in the student's cumulative folder.

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Responsible Party - Principal

- k. **Action Date** - End of summer school

Action Taken - Review student progress and assessment results. Confirm or revise promotion/retention decision. Inform parent/guardian of student performance and final promotion/retention decision.

Responsible Party - Teachers and Principal

Action Taken - File original document in the student's cumulative folder.

Responsible Party - Principal