

## PROMOTION / RETENTION

### A. Elementary Promotion/Retention

1. Promotions in grades K-5 are to be made annually based on the student's overall progress in achieving the standards established for each grade level. Each student should learn the relevant grade level subject matter before promotion to the next grade. The following criteria will be used to determine promotion:
  - a. Scholastic averages in the core subject areas, as recorded on the report card which verify sufficient progress.
  - b. Mastery of the Standards of Learning on the present grade level.
2. The following factors will be considered by the promotion-retention committee in determining whether a student is retained:
  - a. Report card verifies insufficient progress and/or failing grades in one or more of the core areas, English (reading), mathematics, science and history/social science.
  - b. Report card indicates that the student is working below his/her present grade level in reading and/or math.
  - c. There are failing scores on one or more of the SOL tests given in grades 3, 4, & 5.
  - d. Standardized test date, if available, indicates that the child is achieving in reading or math in the bottom quartile.
  - e. The student's achievement is commensurate with his/her ability.
  - f. Excessive absence and tardiness have adversely affected achievement.
  - g. Student's social/emotional functioning and maturity are developmentally inappropriate.
  - h. The student has previous retention(s) in grades K-5.
3. The following procedures will be utilized:
  - a. Prior to the end of the third nine-week grading period, the teacher shall compile a list of students who need to be considered for retention. The teacher and principal will discuss each student on the list prior to any parent notification.
  - b. The teacher shall notify the parent, either verbally or in writing that the student is in danger of retention.
  - c. Prior to the end of the third nine-weeks, the parent or guardian of any student being considered for retention will be given written notification by the principal.
  - d. The promotion-retention committee will meet to review the factors listed as listed in item A2. The committee will be chaired by the principal and may include classroom teachers, specialists, and guidance counselor.
  - e. A follow-up conference shall be sought by the teacher or principal prior to the end of the school term to discuss the student's grade level placement for the following year.
  - f. The principal shall have the authority to make the final decision based on the promotion policy.

**B. Middle School Retention**

1. Teachers will request, no later than the end of the third nine-weeks, a meeting with the parent or guardian of any student who is in danger of failing a course for the year or who is being considered for retention for the school year.
2. When retention is being considered the following factors will be considered:
  - a. failure of a course in any core subject area
  - b. performance on SOL tests
  - c. academic history
  - d. standardized test scores
  - e. teacher recommendation
  - f. attendance
  - g. participation in opportunities for intervention and remediation
  - h. other contributing factors unique to the student
3. The principal shall have the final authority to make the final decision based upon the factors listed above.

**C. High School Retention**

High school students are not subject to retention but are classified by grade level according to the number of credits that have been earned upon the beginning of a new school year.

<b>Grade</b>	<b>Credits</b>
9	0-5
10	6-12
11	13-19
12	20 or more

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