# GREENWICH STOW CREEK PARTNERSHIP SCHOOLS file code: 6146.2

## POLICY MANUAL

### Regulation

PROMOTION AND RETENTION

The educational program shall be designed to meet the individual academic needs of each student while providing for the mastery of certain basic skills and knowledge.

Each individual student possesses unique educational challenges and while certain basic skills and knowledge need to be mastered by all students, a difference in achievement and level of proficiency above the basic skills and knowledge is expected. Research indicates that fewer than twenty percent of the students who are retained in a grade progress better academically as a result of the second exposure to the grade or material. Therefore, any decision concerning the promotion or retention of any individual student should be made considering academic progress as well as attitude, past retentions, attendance, ability, social situation, age, parental attitude and any other factors which are known and which might have bearing on the future academic progress of the student.

The success of a student is enhanced by close and continuous home/school contact, especially in those cases where a student may be experiencing academic difficulties. Teaching staff members are directed to make a maximum effort to engage the parent/guardian in the planning for remedial services that may be required to foster student achievement.

Retention

Retention shall be considered when:

1. Retention would have a reasonable chance of benefiting the child;
2. The student is achieving one or more grade levels below expected performance in reading and/or language and/or mathematics;
3. Retention would not cause an undue social and emotional adjustment.

Procedures for Retention

1. Review and evaluation of the social, physical, and emotional characteristics by the classroom teacher, guidance counselor, basic skills teacher(s), chief school administrator or his or her designee and the child study team when appropriate;

The following aspects should be considered:

1. Attendance record;
2. Attention span;
3. Completion of classroom assignments;
4. Completion of homework;
5. Relationship with peers;
6. Significant changes in academics and/or behavior;
7. Serious personal/family conditions or relationships;
8. Health records;
9. Identification of those students who are one or more grade levels below expected performance in the areas of reading/language arts, spelling, and mathematics;
10. Review all academic records that would include the following:
11. Reading folders;
12. Math folders;
13. Spelling tests;
14. I.Q.;
15. Report card grades;
16. Any other appropriate records (i.e. basic skills records, child study team records, etc.);
17. Notification of parents:
18. Guidelines indicating expected levels of achievement for promotion are disseminated to the parents/guardians at the November conferences with the teachers; the parent signs this written form and is given a copy. The original is retained by the teacher in the child’s reading folder;
19. If it appears that retention is possible, the parent shall be notified by the superintendent or his or her designee prior to the completion of the third marking period;
20. Relevant records shall be reviewed with the parent/guardian during parent/teacher conferences;
21. At the end of the third quarter, if retention of the student still seems likely, a letter will be sent;
22. At the end of each marking period, an analysis of each possible retainee’s needs shall be done by the chief school administrator or his or her designee, staff, and support staff and a program of improvement is developed, such as:
23. Additional reading instruction;
24. Additional math instruction;
25. Provision of reinforcement materials for the parents to assist the child;
26. Referral to guidance counselor;
27. Referral to child study team, if necessary;
28. Periodic checks with parent by teacher to determine progress being made by the child;
29. The child’s subsequent progress shall be reviewed by the teacher at the end of the third marking period and a conference may be held;
30. Prior to the end of the school year, the superintendent or his or her designee shall meet with any parents/guardians who do not agree with the decision and/or need further explanations of why the child should be retained. The child’s total record will be reviewed with them before making a final determination.
31. Parents shall be notified prior to the end of the school year by the superintendent or his or her designee in writing, of the decision to retain.

**Greenwich:**

Adopted: April 11, 1990

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NJSBA Review/Update: August 2022

Readopted:

**Stow Creek:**

Adopted: May 1, 1978

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Readopted: