



Board of Education Policy Manual

ADMINISTRATIVE REGULATION

AR 4750.01

PROMOTION AND RETENTION OF STUDENTS

I. ELEMENTARY SCHOOLS (GRADES K-5)

- A. Promotion from one grade to the next shall be based primarily on meeting academic standards as demonstrated by the student's grades, performance on standardized assessments, attendance, and overall academic readiness for the next grade level as determined by the classroom teacher(s) and principal.
- B. Retention in grades K-3 should be undertaken with great caution. Research shows that retaining young students rarely results in improved academic performance and can potentially have negative social-emotional impacts.
- C. If retention is being considered for a student in grades K-3, the following must be carefully evaluated:
 - 1. Parent/guardian ability and willingness to provide supplemental instructional support at home
 - 2. Whether the student's academic deficiencies are due primarily to lack of motivation/effort or a skill deficit
 - 3. The relative age of the student compared to classroom peers.
- D. Retention should only be considered for students in grades K-3 if the student displays significant academic deficiencies, extensive supplemental interventions have been unsuccessful, and the student is age-appropriate for the new cohort.
- E. For students in grades 4-5, retention decisions should be based on the criteria in Section I.A. above with input from parents/guardians. A student's age relative to peers is still a significant consideration.
- F. Retention decisions based upon a student's identified disabilities is not supported. The function of the CSE is to review/revise a student's IEP if necessary, to provide necessary support and services in order for the student to access the curriculum.
- G. The recommendation to retain any elementary student should start with a recommendation from the Pupil Assistance Team / Child Study Team to the building principal who will make the decision. The parents should be brought into the conversation and should consent to the plan for retention.

- H. If the proposed retention is for a student whose birthday is between December 1 and June 1 and who is already in the older half of their cohort (meaning that the proposed retention would make them at least 1-2 years older than other members of their class) the principal will seek the approval of the Assistant Superintendent for Curriculum and Instruction before finalizing the retention.
- I. All appeals of elementary retention recommendations will go to the Superintendent of Schools.

II. MIDDLE SCHOOL (GRADES 6-8)

The O'Rourke Middle School promotion policy establishes a structured approach to help students advance based on academic performance and required interventions. Here's an overview of the policy:

1. Promotion for Passing Students:

- Students who pass all academic courses will generally be promoted to the next grade.
- Retention may be considered if it is believed to benefit the student's development. In such cases, school staff, the student, their parent/guardian, and the Pupil Assistance Team (PAT) will consult to make this decision.

2. Conditional Promotion for Failing One Course:

- Students failing one course may still be promoted but might be required to attend the Summer STEP Program to complete Essential Tasks for the failed class.
- These students will be placed on academic watch in the next grade level to ensure they receive support.

3. Multiple Course Failures:

- Students who fail two or more courses are required to participate in the Summer STEP Program for each subject they failed, so long as they are offered over the summer. Students are required to fulfill the Essential Tasks for those courses offered during the Summer STEP program.
- Successful completion of the Essential Tasks for these courses may enable promotion. These students will remain on academic watch and may receive additional school-based support.
- Students who choose not to attend or fail the Summer STEP Program may be retained in their current grade.

4. Principal's Discretion and Final Decision:

- The building principal has the final say in promotion decisions related to summer attendance, student conduct and the successful completion of the summer program. This decision is made in consultation with school staff, parents, and relevant district resources.

This policy aims to provide students with the support they need through clear intervention plans and collaboration among school staff, families, and the PAT to promote academic success.

III. HIGH SCHOOL (GRADES 9-12)

- A. This section outlines the credit accumulation requirements for promotion to subsequent grade levels within the high school. Sufficient academic progress, as measured by earned credits, is

essential for promotion. This section details the specific credit thresholds for each grade level and clarifies the connection between grade level classification, course placement, and access to certain privileges. It also outlines the potential consequences of credit deficiency and the impact on grade level progression.

Credits Needed for Class Placement:

The following are used to determine class placement:

- 5.5 credits to be a sophomore;
- 11 credits to be a junior;
- 16 credits to be a senior.
- Advisement period/Homeroom placements are assigned according to grade-level determination. Credit status will be reevaluated after 1st semester with changes made and new Advisements assigned as appropriate. Students are not permitted to repeat a course for which they have already received credit for, with the intent of receiving a higher grade.
- Voluntary repeating of an entire grade is not permitted. Every effort will be made to ensure that students graduate with the cohort they entered high school with.
- **Grade level privileges that can be forfeited based on grade retention:**
 - Early Release/Late Arrival privileges - reserved for students in Grade 12
 - Attendance at the Senior Breakfast - reserved for students in Grade 12
 - Attendance at the Senior Banquet - reserved for students in Grade 12
 - Attendance/Participation in Senior Breakfast - reserved for students in Grade 12
 - Attendance/Participation in Veterans Day & Memorial Day Ceremonies - reserved for students in Grade 12
 - Student Parking Tags - reserved for students in Grades 11 and 12
 - Participation in VO-TEC programs - reserved for students in Grades 11 and 12
 - Attendance/Participation at the Prom - reserved for students in Grades 11 and 12 (unless approved as a guest by Mr. Brunson)
 - Priorities for elective classes are given to students in descending grade order (i.e., Grade 12, then Grade 11, then Grade 10, etc.)

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