PROMOTION AND ATTENDANCE POLICY – GRADES K-8

PROMOTION and RETENTION of STUDENTS

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. In cases where a student's family would like to seek an exception, the family should schedule a meeting with the building principal, which may include the Superintendent or other school personnel as needed. In all cases, exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

ATTENDANCE

The Methuen Public Schools recognizes that regular attendance at school is an important factor in academic success. Students in grades 1 – 8 may not accumulate more than thirty (30) days of absence from school to be promoted to the next grade. This attendance policy may be waived by the Principal in instances of extended medical problems involving the students or, in other extenuating circumstances, subject to the reporting procedures set forth below.

Decisions according to this policy

Each school will develop a promotional council consisting of the Principal, guidance personnel and the student's teacher(s). Each student's profile will be discussed and the appropriate recommendation made. The decision, however, as to whether retention or promotion will take place rests with the Principals. Appeal to the Superintendent of Schools is available to parents. Generally, in an appeal, the Superintendent will assure that procedural requirements have been followed. Under ordinary circumstances, the Superintendent will not substitute his/her judgment for that of the building Principal.

_____Timely notice

Building Principals will be responsible for seeing that parents are given timely notice regarding their child's risk of retention. This will be done at the end of each term. In giving notice, parents will be informed of the reason the risk exists and will be supplied with a copy of this policy.

Definitions

- Absence…a scheduled school day on which the student is not in attendance, regardless of the reason.

- Promoted by Exception…means that due to particular reasons – age, attendance, past retentions, or other specific issues – a student may be promoted to the next grade and not be retained at grade level.

GABRIEL PROGRAM

The Grammar Schools provide parents with the service of calling parents to be sure they are aware that their child has not arrived at school. This is an effort to help ensure the safety of our students. Please use the following procedure:

If your child is going to be absent or tardy, please call the appropriate school numbers listed below. Please leave the date, your child's name, his/her teacher's name, and if your child will be absent or tardy (if tardy, about what time he/she will be arriving at school).

Timony Grammar School	(978) 722-9010 Lower School
(978) 722-9010 Upper School	
Comprehensive Grammar School	(978) 722-9060 Lower School
(978) 722-9060 Upper School	
Tenney Grammar School	(978) 722-9035 Lower School.
(978) 722-9035 Upper School	
Marsh Grammar School	(978) 722-9085 Lower School.
(978) 722-9085 Upper School	

Calls may be made starting at 4:00 P.M. the previous day. Please use the number provided for this purpose. This system is instituted for the safety of your child. Please be aware that the school will call parents if their child is absent and no message was left on the answering machine.

Ref: Grammar School Handbook
SOURCE: MASC #IKE

Adopted prior to 1988
Readopted: October 13, 2015

Revised and Readopted	First Reading:	August 22. 2022
	Second Reading:	September 12, 2022

Methuen Public Schools, Methuen, MA