

Series 5000 – Instructional Programs

Section 5500 - Academic Achievement

Policy 5501 - Promotion and Retention

5501. Pre-K through Eighth Grade Retentions

- 5501.1.1 When retention is recommended, it should occur at the earliest possible time in the student’s school career. The primary consideration for grade assignment shall be successful achievement in reading, math, spelling, and language. Other factors such as the student’s ability to learn, social and emotional maturity, chronological age, achievement in other subjects, summative testing results, and attendance shall be considered.
- 5501.1.2 Children who are five prior to September 1 shall be promoted to or enrolled in kindergarten unless the teacher, in cooperation with the parent, uses assessment data to determine that kindergarten placement for that child is not in the child’s best interest. A child may remain in the WV pre-k classroom for longer than one year if the decision is in the best interest of the child and based on curricular assessment data with mutual agreement between the teacher and the parent/guardian. Should a child remain in the pre-k classroom a second year, this is considered to be a retention for the purposes of this policy.
- 5501.1.3 Grades on the report cards are to reflect evidence of the student’s inclination for promotion and/or retention
- 5501.1.4 In the middle school grades (6-8) a student who receives an “F” for the year in any two of the following subjects: English, social studies, mathematics, science or reading will be considered for retention.
- 5501.1.5 Should a student be seriously considered for retention, the parent(s) shall be notified in writing, within two weeks following the completion of the first semester, unless there are reviewed, mitigating circumstances. A conference should be scheduled with the parent(s) to discuss the probability of retention as well as to counsel with the parent(s) on how to deal with the retention should it occur. Written permission from the parents for retention is not required, however parent(s) must be notified of the specific reasons for retention. A letter of confirmation of retention will be sent by the school to the parents of a student failing to meet the standards of the grade level assigned for the specified year. This letter will be sent no later than with the final report card.

- 5501.1.6 Prior to final retention notice, students considered for retention shall be reviewed by the appropriate student assistance team. The teacher or team will complete a Light's Retention Scale for the student. These results are to be used as supportive information and not as the sole instrument to determine retention. For those students whose educational performance is not commensurate with their peers and are suspected of having an exceptionality, a written referral to the SAT shall be made.
- 5501.1.7 The final decision in regard to promotion and/or retention rests with the individual classroom teacher(s) and building principal. Additional professional staff members may be consulted for input.
- 5501.1.8 Any student being considered for a second retention will be reviewed by the appropriate student assistance team to consider referral for a psychoeducational evaluation. The referral to such a team shall be made within two weeks following the completion of the first semester.
- 5501.1.9 If parent permission for evaluation cannot be obtained, the appropriate student's assistance team must make a decision based on the information available.
- 5501.1.10 If a psychoeducational evaluation is considered to be unnecessary or the results of the psychoeducational evaluation do not support the need for special education services, the student may then be considered for promotion or a second retention by a committee comprised of the administration, counselor, and teachers who have had classroom contact with the student. If retention is the recommendation, the committee will abide by the timelines/policy requirements set forth in sections 5101.1.4 and 5501.1.5.
- 5501.1.11 A student shall not be retained more than two times in grades Pre-k thru 8.

5501.2 Additional Considerations Grades Pre-K through Eight

- 5501.2.1 A parent request regarding retention or promotion will be considered by the appropriate student's team.
- 5501.2.2 In order for gifted students to be considered for double promotion, the following will be reviewed by the Individual Education Plan (IEP) Committee: psychoeducational evaluation, grades, social maturity, chronological age, teacher observation, and previous school year data.
- 5501.2.3 Once a student begins a school year in a specific grade, they are not to be demoted to the previous grade.

5501.3 High School

5501.3.1 Credits Required for Grade Placement - The following scale of earned units shall be used by the Harrison County high schools to determine the grade placement of students:

<u>Class</u>	<u>Number of Earned Units of Credit</u>
Sophomore	6
Junior	13
Senior	20

5501.3.2 Any high school student who fails to receive credit in two or more core classes will be referred to the counselor by the student's homeroom teacher or A/A advisor for referral to the appropriate student assistance team to be scheduled within the next grading period.

Reference: WV Universal Access to a Quality Early Education System Policy (2525) – WVDE Assuring Quality of Education: Regulation for Educational Programs (2510).

Current proposal for revisions are based upon recommendations by the Mental Health Committee (June 2011) and Policy Review Committee Recommendations (March 9, 2012)

Approved by Harrison County Board of Education

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