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## Student Promotion and Retention

Students are expected to demonstrate academic proficiency in relation to their grade level.

If a student fails to demonstrate adequate proficiency in relation to his grade level expectations, the student may be retained.

Before concluding that a student should be retained, the following shall be considered:

### **Kindergarten**

1. By December 1 the kindergarten teacher completes the MMSR Assessment and reports those students scoring 49 or below to the Educational Management Team Chair.
2. Other kindergarten students may be identified based on performance concerns.
3. Educational plans will be written for the above students and permanent Record cards will be stamped to signify the early identification of these students.
4. The determination of whether or not to retain shall be made by the Educational Management Team (EMT) in cooperation with the principals.
5. Parents will be notified of this decision.

### **First Time Entrance to Maryland Grades 1-3**

1. First time entrants into the State of Maryland in grades 1-3 are given a screening using the Early Identification and Intervention Program Guide.
2. Educational plans are written for those students qualifying according to the early identification screening.
3. Permanent record cards are stamped to signify the early identification of these students.
4. Teacher completes the Demographic Study for any student being considered at risk.
5. The determination of whether or not to retain shall be made by the teachers and principals.
6. Parents will be notified of this decision.

### **Grade K-5**

1. Interventions are prescribed for those student identified as not making measurable growth.
2. The student is referred to the Instructional Consultative Team (ICT) by the teacher when classroom interventions and accommodations are not successful.
3. The teacher and principal administer the **LIGHT'S Retention Scale** and consult the **Interpretation Guide** to determine the range within which the student is categorized.
4. The teacher will develop a proposal for the student being recommended for retention using **The Retention Planning Form**.
5. A referral to Special Education may be considered if a disability is suspected.
6. By March 31<sup>st</sup> of the school year, the principal will meet with the EMT and complete the **Students Being Considered for Retention Initial Report** to the elementary supervisor.
7. Prior to the May 15<sup>th</sup> deadline, the principal and a representative from the EMT will meet individually with the parents of any student being recommended for retention and share the **ACPS Parent Fact Sheet on Retention**. The principal will share the plan developed for the student being considered for retention and the principal will complete the **Documentation of Action** and obtain signatures from the parents.

8. By May 15 of the school year, principal will update the bottom of the **Students Being Considered for Retention Initial Report** naming those students being retained. The report will be forwarded to the elementary supervisor.

<b>Board Reviewed</b> <b>02/12/13</b>	<b>Superintendent Approved</b> <b>02/12/13</b>
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