

JAY SCHOOL DEPARTMENT  
NEPN/NSBA Code: IKE

PROMOTION, RETENTION AND ACCELERATION OF STUDENTS

Grades K-8

Pupils shall be placed at the grade level to which they are best adjusted academically, socially and emotionally. The educational program shall provide for advancement from grade to grade, with pupils normally spending one year in each grade. A small number of children, however, may benefit from staying another year in the same grade.

The following criteria shall be utilized in making decisions concerning promotion and retention:

- A. Student achievement;
- B. Academic potential;
- C. Attendance;
- D. Health;
- E. Maturity;
- F. Physical size;
- G. Age in relation to grade placement;
- H. Student attitude;
- I. Parent concerns; and
- J. Program options.

Any necessary retention should take place as early in a student's educational career as possible. Only in unusual circumstances should a child be retained more than once.

Adopted: JULY 2, 1992, DECEMBER 4, 1997

PROMOTION, RETENTION AND ACCELERATION OF STUDENTS - PROCEDURES

The following procedure is to be used when considering any student for possible retention.

- A. The principal should be informed prior to February 1 of any students that may be considered for possible retention.
- B. A retention form must be completed in detail and turned in to the principal for every student being considered for possible retention.
- C. The recommending teacher, (principal at the Jr. High) will contact the parent(s) by February 1 to explain the following:
  1. That the child is only being considered for possible retention;
  2. That a formal decision whether or not to recommend retention will be made by May 1; and
  3. Should a formal recommendation be made, the parents will be asked to attend a meeting where they will be involved in the final decision-making process.
- D. The final decision to formally recommend retention will be done jointly by the teacher(s), parent(s), principal, and the school counselor by May 1.

Notification - K-8

- A. A letter will be sent to parents and a copy placed in the student's file upon completion of the decision-making process.
- B. If parents are opposed to the placement, the pupil will be promoted and the parent will be asked to sign a form requesting this. This form will be placed in the student's educational folder. The student will not be assigned to a grade until the parent has either agreed with the retention decision or has been promoted by parental request.
- C. The rank card and pupil permanent record will read, "promoted by parental request."

High School Promotion Policy

1. In order to be considered a member of a class, a student must have completed the following academic credits:

Class of 1998

Sophomore	minimum of	4 academic credits
Junior	minimum of	8 1/2 academic credits
Senior	minimum of	13 academic credits
Graduate	minimum of	1920 academic credits

2. Beginning with the class of 1999 students will be required to accumulate a minimum of 20 credits to graduate. The math requirement will increase from 2 to 3 credits. In order to be a member of a class, 5 credits earned per year will be necessary.

Class of 1999

Sophomore	minimum of	5 academic credits
Junior	minimum of	10 academic credits
Senior	minimum of	15 academic credits
Graduate	minimum of	20 academic credits

Class of 2000

Sophomore	minimum of	5 academic credits
Junior	minimum of	11 academic credits
Senior	minimum of	17 academic credits
Graduate	minimum of	22 academic credits

Class of 2001

Sophomore	minimum of	6 academic credits
Junior	minimum of	12 academic credits
Senior	minimum of	18 academic credits
Graduate	minimum of	24 academic credits

Notices of students whose academic progress is low or failing are sent during the fifth week of the ranking period.

Adopted: JULY 2, 1992, DECEMBER 4, 1997