

## ACCELERATION, PROMOTION, AND RETENTION OF STUDENTS

### 1. Statement of Policy

It is the policy of the School Board that each student be placed in the grade level most appropriate to the student's development.

Students are expected to progress annually from grade to grade from Kindergarten through Eighth Grade, but may be retained or advanced at an accelerated rate when circumstances warrant. Placement of High School students shall be based upon credits earned and progress toward graduation.

### 2. Promotion and Retention of Students

#### a. Grades Kindergarten through Eight.

1. Students in Grades Kindergarten through Eight shall advance one grade level in one school year unless retention or accelerated promotion is in the best interest of the student.
2. An administrator, teacher, or the parent/guardian of a student may propose that the student be retained to repeat a grade, or advanced through a grade at an accelerated rate. Such a proposal shall be submitted to the Principal of the school the student attends during the third quarter of the school year prior to the proposed effective date of the action. Decisions related to acceleration, promotion, and retention submitted after the third grading period may be considered based on individual circumstances.
3. The Principal of the school the student currently attends shall evaluate the proposal based upon consideration of the following factors:
  - a. academic achievement measured by grades and test scores
  - b. attendance
  - c. ability to reason and comprehend the curriculum
  - d. emotional maturity
  - e. social adjustment
  - f. chronological age
  - g. physical development

h. child's wishes

i. input from other professional staff

Physical maturity at the time of eligibility for athletic team participation shall not be considered. No student may be retained in a grade level for the purpose of improving the student's ability to participate in extracurricular programs. Disabilities or English proficiency shall not solely be used to determine retention. A student receiving special education or related services may be promoted or retained based on the determination of the case conference committee.

4. A Principal receiving a request shall evaluate the proposal based on the factors listed in Section 3 above and shall notify the parent/guardian and teacher of the student in writing of the decision on the proposal during the fourth quarter. No decision with respect to a proposal shall be set aside because this notice was not given in writing during the fourth quarter, but a parent/guardian shall be permitted to follow through with the process outlined in Sections 5-6 following the receipt of written notice given late. The principal may determine that summer school or remediation opportunities are required for promotion.
5. Upon receipt of the written notice in Section 4 above, the parent/guardian may:
  - a. agree to the proposed action by affirmative response or no response within ten [10] calendar days of receipt of the written notice; or
  - b. ask the Principal of the school the student attends to reconsider the proposed action based upon additional information or a different weighting of the information already considered.
6. If the parent/guardian asks the Principal of the school the student attends to review the proposed action, before making a final decision on the proposed action, the Principal or a designee shall offer to meet with the parent/guardian before the last student day of the school year.
7. The decision of a Principal described in Section 4 above may be appealed to the Superintendent or the Superintendent's designee.

#### b. High School

Advancement through the High School curriculum shall be based upon the student's progress in earning credits necessary for "graduation" as defined by Indiana Code in the student's "expected graduation year" as defined by

Indiana Code. If a student fails to earn credits that enable the student to progress toward graduation in the student's "expected graduation year" as defined by Indiana Code, the student shall be considered to be retained as defined by Indiana Code.

### **3. Guidelines & Forms**

The Superintendent is authorized to promulgate guidelines and suggested notices to assist teachers, principals, and parent/guardians in implementing this Policy.

MSD of Wayne Township, Marion County, Indiana

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