

PROMOTION AND RETENTION

The educational program of a student in the Township of Franklin Public Schools shall provide for continuous growth and achievement. The advancement of a student from one grade to another implies that academic, social and emotional needs have been met. To this end, children will be placed in the educational setting most appropriate to their needs.

Standards/Proficiencies

Each school year's standards for achievement and proficiency levels are available from the superintendent's office.

Placement in Grade and Program(s)

The superintendent or his designee is responsible for the placement of students at the appropriate grade level. At the beginning of each school year, parents and students shall be informed of the requirements for promotion and expected level of achievement for the particular grade level and/or special program. Notification of placement in remedial programs based on state and local district requirements shall be made by the superintendent or his designee. Documentation of the notification shall be maintained.

Progress Reporting to Parents

Parents and students shall be notified at appropriate times during the school year of progress in meeting promotion and remediation standards. In addition to the regular communication called for in board policy between parent and teacher, parents of students who are in danger of failing for the marking period due to not achieving and/or undue absenteeism shall receive progress reports midway through the marking period, or earlier if appropriate. The immediate scheduling of a parent-teacher conference when deficiencies are determined shall be the initial intervention effort for remediation and shall be the responsibility of the respective teacher.

Retention Notices

Intervention efforts, parent-teacher conferences and other communications with parents regarding possible retention of their child will be evaluated in terms of the student's total progress.

When reviewing students for retention the following steps shall be taken:

- A. A notice shall be mailed to the parents/guardians by the principal before April 15, stating that the child is in danger of failing and may be required to repeat the grade.
- B. A plan which identifies a timeline for future parent/guardian contacts shall be presented by the teacher to the parent/guardian.

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Retention Notices (continued)

- C. A conference shall be held involving the teacher, and other staff members who have worked with the student. The items to be discussed shall include:
1. Anecdotal teacher records which document factual evidence of insufficient progress;
 2. Test results;
 3. Report card grades;
 4. Academic performance;
 5. Attendance records;
- D. A meeting involving parents/guardians, teachers, principal and other staff members shall take place before a final decision is rendered. The decision shall rest with the principal.

Appeal of Retention Decision

Every effort shall be made by staff to seek the cooperation and assistance of the parents. Parents shall be notified in writing of the student's retention and their right of appeal. Parents desiring to appeal the decision of the principal must notify the Superintendent in writing of their request within thirty (30) calendar days of the Principal's decision. The Superintendent shall hear the appeal and render his decision within thirty (30) calendar days of the appeal hearing.

Policy Development and Revision

The superintendent or his designee shall periodically solicit input from students, parents and teachers and consider it when determining and/or revising district standards for promotion and retention.

Date: March 15, 1989