

## **POLICY ON STUDENT PROMOTION / RETENTION**

### **1. Philosophy**

The promotion of a student to the next grade, or the retention of a student in the same grade for an additional year, is an important decision in the life of a student.

The Merton Community School District is committed to making individual decisions on grade promotion/retention based on what is in the long-term best interest of the individual student. Staff are committed to helping all students realize their fullest potential, including remediation for students that are experiencing difficulty. To that end, retention may be appropriate and in the long-term best interest of an individual experiencing academic difficulty. Typically, retention is considered after various other remediation steps have been employed by the academic team with insufficient success.

This policy is applicable to grade placement decisions made for students in grades kindergarten through 8th grade. Students who qualify under IDEA (special education students) are governed under separate procedures to insure compliance with all state and federal regulations.

### **2. Procedure / Timeline – See form.**

| <b>STEP</b>   | <b>TIMELINE</b>                                  |
|---|--|
| 1. Teacher or parent recommends retention consideration for student.  | Teacher – by Jan. 1<br>Parent – prefer by Jan. 1 |
| 2. Remediation steps occur, including but not limited to: <ul style="list-style-type: none"> <li>- classroom modifications.</li> <li>- SST.</li> <li>- Additional testing.</li> <li>- Coordinated outside services/consultation.</li> <li>- Teacher aide/at-risk assistance.</li> <li>- School and home coordinated program.</li> </ul> | Sept. – March 1                                  |
| 3. Academic team meets to review student progress.<br>Team includes but is not limited to: Classroom Teacher, Principal, other teachers, parents, etc.<br>Additional remediation and/or other steps considered.   | March  |
| 3. Team meets to make recommendation regarding Grade Placement of student for next year. Factors: <ul style="list-style-type: none"> <li>- Teacher recommendation</li> <li>- Grades</li> <li>- Test data</li> <li>- Cumulative record.</li> <li>- Social factors. Other.</li> </ul>   | May  |

4. Principal makes decision and informs parents. June 10

#### **Appeals Process for Parents**

1. Appeal to Principal by June 20, in writing.
2. Principal responds by July 5.
3. If not resolved, parents may appeal to the Superintendent by July 20.
4. Superintendent responds by August 1.
5. If not resolved, parents may appeal to the school board by August 8.
6. The school board will hear the appeal in closed session and make a decision by the start of school.

(Timelines for the appeals process only may be adjusted by mutual agreement of school and parents.)

#### **4. IDEA / 504 Students**

Students who participate in special education / 504 plans have their education program and decision-making process effected by state and federal regulations. Therefore, decision-making in the area of grade promotion / retention is first governed by state and federal requirements.

Specifically:

- The timelines provided above serve as a guideline. IDEA regulations provide for different, and more flexible timelines and supercede this policy.
- Promotion / retention decisions for 504 students are governed by the 504 team.

To the degree allowed under state and federal regulations, it is recommended teams apply the same timelines and process used for all students as promotion / retention decisions are made for IDEA and 504 students.

#### **5. Non-Discrimination Statement**

It is the policy of the Merton Community School District, pursuant to s. 118.13, Wis. Stats. And PI9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, shall be discriminated against.

Cross reference: Policy 6004.2 Grade Level Assignment of Students

Approved: September 12, 2000

**MERTON COMMUNITY SCHOOL DISTRICT**  
**Form for Consideration**  
**of**  
**Student Retention**

Student name: \_\_\_\_\_

Current grade: \_\_\_\_\_

1. Request to consider student for retention.  
Person requesting: \_\_\_\_\_

Date: \_\_\_\_\_

2. Modifications attempted prior to request:

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3. Modifications or steps taken between request date and team meeting in March:

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4. Participants and results of team meeting in March.

Date:

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5. Participant signatures and team recommendation – May meeting.

Date: \_\_\_\_\_

Recommendation: \_\_\_\_\_

Participants: \_\_\_\_\_

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