

## **2006 – Promotion, Acceleration, Placement and Retention**

### **1. Purpose**

- 1.1. The educational skills of our students must be continually evaluated. Upshur County Schools must act in the best interest of the student by recommending the best course of action for the students of Upshur County. Promotions, accelerations, placements and retentions will be carefully reviewed to ensure all students are college or career ready upon graduation.

### **2. Definitions**

- 2.1. **Acceleration:** The process of academically advancing students to extend their learning by encountering challenging curriculum to address their learning needs.
- 2.2. **Placement:** The assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- 2.3. **Promotion:** The advancement of a student from one grade and/or program level to the next based on the student's achievement of established criteria in the current grade.
- 2.4. **Retention:** The re-assignment of a student to the current grade and/or program level during the next school year.

### **3. Student Mastery at All Grade Levels**

- 3.1. Upshur County Schools works with educators to contribute to the development of a school system that fosters higher student achievement by combining a rigorous academic program with a realistic understanding of work place expectations in preparing students to be college and career ready. The West Virginia Department of Education has developed curriculum entitled Content Standards and Objectives Policies (WVBE Policies 2520) to assure quality education.
- 3.2. The Upshur County Board of Education has adopted the Content Standards and Objectives for WV Schools as its basic curriculum for Upshur County Schools. The content standards and objectives provide a framework for teachers to teach and students to learn those skills and competencies deemed essential for future success.

### **4. Acceleration, Placement, Promotion and Retention Guidelines**

#### **4.1. Acceleration**

- 4.1.1. Students in grades K-8 are to be referred by the classroom teacher or the parent for grade level acceleration. This referral will go to the Student Assistance Team (SAT). A decision to accelerate shall not be made until all members of the SAT have reached consensus.
- 4.1.2. To be eligible for referral for acceleration consideration, a student must meet the following:
  - 4.1.2.1. Grades K – 3: Classroom performance above grade level in the areas of English/Language Arts, Reading and Mathematics based upon summative and formative assessment results.
  - 4.1.2.2. Grades 3 – 8: Achievement at the Distinguished Level on the West Virginia Summative Assessment in the content areas of Reading/Language Arts and Mathematics.
  - 4.1.2.3. Written recommendation by the child's current teacher.
  - 4.1.2.4. Parent approval.

- 4.1.3. Once the referral criteria are satisfied, the SAT committee may make a referral to the psychologist. The psychologist will administer a battery of tests that measure cognitive, academic, and emotional development.
- 4.1.4. Prior to finalizing a student's acceleration from one grade level to the next the principal or the principal's designee shall counsel the parent(s) as to the long term ramifications of a student's accelerated placement. Issues such as driving, college attendance, age, relationships, must be considered when making such a decision.

#### 4.2. Placement

- 4.2.1. Students who move into Upshur County from other counties, states, home schooling or private schooling will be considered for grade level placement on an individual basis.
  - 4.2.1.1. Students enrolling from other school systems will be placed according to the official documentation forwarded by the school from which they last attended.
  - 4.2.1.2. Students enrolling from home schooling or private schools will be placed according to age, academic achievement, and/or emotional maturity.
    - 4.2.1.2.1. In instances where academic achievement documentation is not available the student will be administered an evaluation(s) to determine their proficiency level for the most appropriate placement.
    - 4.2.1.2.2. The school's Student Assistant Team will meet to determine the appropriate placement of the student.

#### 4.3. Promotion

- 4.3.1. The promotion of a student into a grade or program will be based on the academic achievement of the student and a determination of the education setting in which the student is most likely to receive the instruction and other services needed in order to succeed and progress in mastering the Content Standards and Objectives (Refer to Section 3).

#### 4.4. Retention

- 4.4.1. Decisions regarding student retentions are to be made on an individual basis for each student being considered for retention.
- 4.4.2. Careful consideration must be given to a child's capabilities, social and emotional maturity, and the amount of progress that has been made when a child is considered for retention. It is recommended that a child be retained no more than two times in grades K-5.
- 4.4.3. Students being considered for retention shall be referred to the School Assistance Team as soon as possible where interventions can be established and implemented prior to the final decision to retain being made. It is recommended that the SAT carefully consider the impact retention will have on the student. Team members should also be knowledgeable of current research and best practices concerning student retention. Parents are essential components of the SAT, and their participation will help determine requirements for the student to be promoted to the next grade.
- 4.4.4. At the end of the instructional year, parents may present documentation of mastery to be considered by the principal. However, retention shall be a decision of the principal, after the process outlined in the paragraph above has been completed. Parents of all children who are considered for retention must receive formal notice of such intended action as soon as possible, but no later than the end of the first semester.

5. **Authority:** West Virginia Code §18-2E-10, WVBE Policy 2520

6. **Adopted:** 11/10/98

**Revised:** 02/24/15; 11/12/13; 5/23/06; 2/08/05