

Regulation

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 6146.2

PROMOTION AND RETENTION

The following guidelines are provided for administrative and teaching staff personnel responsible for the promotion, retention and acceleration of students within the school district.

A. Promotion

In general, students shall be promoted when they have acquired the skills necessary to meet the minimum standards of the school district. The educational program shall provide for the continuous progress of students from grade to grade with students generally spending one year in each grade. A small number of students may benefit from staying another year in the same grade. Such retention shall be considered when it would have a reasonable chance of benefiting the student totally.

B. Retention

Whenever retention is being considered, the teacher shall confer with the principal, child study team and other staff members involved with the student, but no later than the end of the third marking period.

For all retentions the parents/guardians shall be requested to meet with the appropriate teaching and administrative staff to discuss the recommendation of retention. An explanation to the parents/guardians of their student's proficiency level and a summary of the student's achievement levels shall be discussed at the meeting.

The principal shall make his/her recommendation to the chief school administrator regarding the student's promotion or retention. The principal recommendation shall be based on the recommendations of the teaching staff and the child study team if applicable. Every effort shall be made to remediate a pupil's deficiencies before retention is recommended, including a Child Study Team referral if appropriate. The following procedural steps shall be utilized whenever a student is being considered for retention:

1. A conference shall be held with the parents/guardians before a decision is made to retain. Such conference shall be held no later than the third marking period for all grade levels.
2. The chief school administrator will approve all retentions after final review by the child study team.
3. Any student who has unauthorized erratic attendance and/or excessive absence from school and, for whom no home instruction has been approved, shall be considered for retention upon the recommendation of the principal, the teacher

or the child study team. Excessive absence shall be recognized as absences in excess of 18 school days in any one school year.

Bd Approved: 1/19/21