

Promotion and Non-Promotion of Students

Section 1. General. Decisions as to promotion and non-promotion of students are primarily the responsibility of each individual school. Criteria for determining promotion and retention will be developed by the administrative staff and principals.

The promotion or retention of students is essentially a matter of suitable placement of pupils in a group where a student can learn most effectively. Students will be placed at the appropriate level of instruction at which they can function with due consideration being given to their educational, social, and emotional needs.

Some students may profit by staying another year in the same grade or by repeating particular levels of instruction as needed. If the child is not making satisfactory progress, the parent must be informed early so that the school and home may cooperate in helping the child improve. A conference with the parents is recommended in order that they may be informed of the child's difficulties. If retention is considered, the parents will be given an opportunity to share in the decision to retain their child but the final decision rests with the teacher and principal.

To retain a pupil who is working to capacity even though that capacity is not grade level work, may be unwise. A pupil's social maturity, emotional maturity, physical size, and chronological age must be taken into account along with the potential for achievement. A student may be promoted whenever it becomes evident that it will not be to the student's benefit to remain at that grade level. An appropriate notation shall be made on the report card and the permanent record card which indicates the student's level of achievement. A student shall never be retained for the sole purpose of improving his/her ability to participate in extracurricular athletic programs.

Usually students are not permitted to skip grades or levels of work. Exceptional cases will be handled on an individual basis.

Kindergarten students are not required to repeat kindergarten since kindergarten attendance is not a requirement for enrolling in first grade. Students will be permitted to repeat the kindergarten program if the teacher, parents, and principal agree this is the best assignment for the student.

Section 2. Indiana Statewide Testing for Educational Progress (ISTEP). Students who do not meet the state established criteria on the ISTEP test must enroll in remediation classes or be retained. Students who are required to enroll in remediation classes must be retested at the end of the remediation period. Students who do not meet the established criteria on the retest may be retained. Exceptions or waivers to remediation and retention must be recommended by the principal and approved by the superintendent.