

When retention is considered, the following procedures should be followed:

1. Generally, by the end of February, the teacher shall confer with the Principal and other staff members involved with the student in a Child Study Team meeting to discuss specific areas of concern.
2. Parents/legal guardians shall then be invited to a meeting with the Child Study Team (to the extent possible) by March 15th for a discussion of the matter. This discussion shall consist of an explanation to the parents/legal guardians of their child's current academic standing in relationship to program objectives and individual ability. Goals shall be set for the period through May 1.
3. During the month of May or early June, another meeting will be held to review the goals and the student's progress. In June, a final decision of retention or promotion shall be made. The final decision shall be made by the Principal, as advised by certified staff and with parental/legal guardian consultation.

Promotion and Retention**Page 2**

Guidelines for Promotion and Retention (Grades K-6). The following guidelines are to be used in conjunction with state law as a reference by staff in considering students for promotion/retention.

Kindergarten. Ordinarily, a student who shows sufficient physical, social, emotional and intellectual maturity to have a successful experience in grade one should be promoted.

Grade 1. Ordinarily, a student who reads fluently and with comprehension on a primer level and has mastered the beginning arithmetic concepts clustered under grade one should be promoted to grade two.

Grade 2. Ordinarily, a student who has acquired skills which are taught in the first grade reader and the first part of the second grade reader and who has mastered the basic math objectives clustered under grade two should be promoted to grade three.

Grades 3 – 5. Ordinarily, a student who has mastered the basic skills assigned to the appropriate grade level in mathematics and integrated language arts will be promoted.

Grade 6. Ordinarily, it is expected that students in these grades will master the assigned skills and concepts in language arts, social studies, math and science and have demonstrated satisfactory effort in all other subjects. Students who fail to achieve the basic objectives of two or more of the major academic subjects listed above will be considered for retention. The student should pass language arts and mathematics to be promoted.

Legal Reference: Connecticut General Statutes
P.A. 99-288 An Act Concerning Education Accountability
10-221(b) Boards of education to prescribe rules.
10-265g Summer reading programs required for priority school districts.
Evaluation of student reading level. Personal reading plans. (as amended by PA 01-173)
10-265l Requirements for additional instruction for poor performing students in priority school districts; exemption. Summer school required; exemption (as amended by PA 99-288 & PA 01-173 and PA 03-174)

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