

214 PUPIL PROGRESS

KINDERGARTEN

Kindergarten is generally the child's first contact with the school and the first opportunity for the school staff to evaluate the student's potential for learning. It is expected that the vast majority of students would move to the first grade after one year of kindergarten. When, in the judgment of the teacher and administrator, there is reason to believe the level of maturity is such that the student may not be successful in learning the reading skills called for in first grade, the parent(s) or guardian(s) should be advised. This should be done by conference at the earliest practical date. If progression through the school year confirms the earlier observations, then the staff should recommend that the student spend a second year in kindergarten.

GRADES 1-8

The general policy is that a student should take eight years to complete the elementary and middle school after kindergarten. It may be necessary for a student to take an additional year to complete the eighth grades if there is unsatisfactory achievement in the basic skills areas.

It shall be the obligation of the teachers and administrator to make an early assessment of the skill level of each student. Where there is evidence that the student's level of skill development, or maturity, is such that he or she may not successfully complete a grade, three steps shall be taken:

1. The parent(s) or guardian(s) will be called into conference and apprised of the teacher's concern and be given a summary of the area of weakness. This conference will be held before the middle of the school year.
2. The teacher(s) will outline a program of remediation and an explanation of this program will be given to the parent(s) or guardian(s).
3. Periodic reports will be given to the parent(s) or guardian(s) (in addition to the report card) to inform them of the pupil's progress.

If, after the above steps have been taken, the student is still not ready to go into the next grade by the end of the school year the teacher(s) and administrator may recommend retention of that student in the same grade for the next year. Parent(s) or guardian(s) will be given this recommendation in conference with the teacher(s) and administrator. If the parents do not agree with this recommendation, the teacher and the administrator in joint agreement have the final authority to retain a pupil.

When a recommendation is made for non-promotion, the parent(s) or guardian(s) shall be asked to acknowledge receipt of the recommendation. A copy of the recommendation and of the parent's or guardian's acknowledgment will be kept on file.

At any time during a child's academic career in grades kindergarten through eighth grade, the administrator, working in conjunction with a child study team including the parent(s) or guardian(s), may promote a student based upon academic and/or social reasons.

PLACEMENT OF NEW CHILDREN IN GRADES K-8

Upon receiving a student who is new to the school, the administrator will accept the grade placement designation provided by the school from which the student transferred unless the parent(s) or guardian(s) and the administrator agree that the student should be placed in a lower grade for good reason. It should then be explained to the parent(s) or guardian(s) that this is a trial placement.

If, at the end of a trial period, the student is not able to perform successfully in the grade placement made, or if the student has demonstrated an ability to perform well at a higher grade, it may be necessary to make a revised assignment. This change of assignment shall be made in consultation with the parent(s) or guardian(s). The final decision on the placement of the student rests with the administrator in consultation with the teacher(s), but it is always best to have parent(s) or guardian(s) agreement, if possible, regarding student placement.