

BLOOMFIELD PUBLIC SCHOOLS
Bloomfield, Connecticut

ADMINISTRATIVE REGULATION

No. 5123(a)

**RE: Promotion and Retention of Students
 Students**

Approved: October 6, 2015

It is the policy of the Bloomfield Board of Education that all students should be placed in instructional programs in which they can achieve academically as well as emotionally, socially, and physically. While most students require only one school year in a grade to meet district expectations for that grade and are promoted to the next grade for the following year, some Bloomfield students may need an additional year(s) and/or an extended year. Retention of a student in a grade shall be based on the factors listed in the following regulations. The decision of the principal on retention is final.

Number of Retentions

- No student shall be retained more than one time in grades K-4.
- No student shall be retained more than two times in grades K-8.
- If a student transfers into Bloomfield from another district with a retention in his/her record, the building principal shall determine whether another retention is necessary.

Retention Plan

An individual retention plan shall be developed for each student who is retained. The plan shall be developed at the end of the year when the decision to retain is made. It shall be designed by the teacher(s) who provided instruction to the student during the year.

The plan shall include:

- Reason(s) for retention
- Summary list of interventions and materials provided during the year
- Recommendations for interventions for the coming year with list of staff who are responsible

A copy of the plan shall be given to the student's teacher for the next school (team leader at the middle school) and a copy shall be placed in the child's cumulative record. The plan will be monitored by the principal and/or a designee.

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No. 5123(b)

Kindergarten-Grade 4

Primary Retention Factors: A student who is not performing at grade-level in language arts (reading and writing) and mathematics by May shall be considered for retention. Assessments to be used for determining performance shall be district curriculum assessments and state-mandated testing data.

Secondary Retention Factors: Attendance and completion of homework

When retention is being considered, it will be indicated on the December and/or March report cards.

In language arts, if a student scores as the substantially deficient level or at the Bloomfield remedial standard on the Developmental Reading Assessment (DRA) in January administration, parents/guardians will be informed in writing in the January to an individualized reading plan (IRP) for the student. Promotion to the next grade shall be based on documented progress in achieving IRP goals or demonstrated grade-level literacy proficiencies.

If a student achieves an average score of less than 5 on writing prompts given through the year, the student shall be considered for retention.

SummerSchool

Bloomfield operates a summer program that is designed to assist students at-risk in language arts achievement:

- kindergarten students who are at-risk academically will be strongly encouraged to attend the summer program.
- students in grades 1-3 who are substantially deficient or at the Bloomfield remedial standard on DRA will be strongly encouraged to attend the summer program.
- grade 4 students who score at the “Below Basic” level on the reading section of the Connecticut Mastery Test are mandated to attend a summer program.

In mathematics, if a student scores less than 70% on mathematics assessments, s/he will be considered for retention. This consideration will be noted on the December and/or March report cards.

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Grades 5-8

Primary Retention Factors

- Final course grade in mathematics of less than C-
- Final course grade in language arts of less than C-
- Overall grade point average of less than 1.67

Secondary Retention Factors

- More than 15 days of unexcused absences
- Chronological age

When retention is a possibility, it will be included on the second quarter student report card. Parents/guardians will be notified within two weeks. Teachers will confer with parents/guardians.

After the third marking period, the parent/guardian of a student being considered for retention will be again notified by mail. On the first school day in the month of June, the principal shall notify parents of his/her retention decision by certified mail and ask to meet with them to discuss the retention year program and their role in the child's education.

By the end of September of the following school year, the teacher who has a retained student will develop an instructional plan for him/her and share it with the parents.

Retention Profile

This form summarizes the data that will be used for the retention decision.

Student Name _____ Grade _____ DOB _____

Teacher(s) _____ Counselor _____

History

Attendance

School Year	Absent	Tardy	Suspension	Expulsion

Retention History

Retained previously: Y N If yes, what grade? _____

Special Services: PPS Y N CEN: Y N

Achievement Data (To be completed by the teacher at the principal's discretion.)

Directions: Review the student's cumulative folder. Record data that is relevant. Use the back of this form for comments.

Area	Assessment	Results (fall)	Results (Mid-Yr)	Results (spring)
Lang. Arts	Anthology assessments			
	DRA			
	PALS			
	DRP (spring)			
	Average writing score			
Mathematics				
Social Studies				
Science				
CMT				
Other				

teacher

date