

SCHOOL-BASED DECISION MAKING

Policy Format

School: Hite Elementary School

Subject of the Policy: Primary Program

Policy Statement:

Students entering Jane Glass Hite Elementary School will participate in the Primary School Program. As stated in KRS 158.031, the "Primary School Program" means that part of the elementary school program in which children are enrolled from the time they begin school until they are ready to enter fourth grade.

Students will be grouped and regrouped (as necessary) to best meet the academic needs of the individual and to incorporate the "Seven Critical Attributes" of the Primary Program. The Primary Program is structured in multi-ability groups. It is the responsibility of the teachers and principal to evaluate and determine grouping patterns. Final grouping decisions rest with the principal and should be based on overall enrollment issues within the school.

The "Seven Critical Attributes" which guide the Primary Program are as follows:

- Multi-age, multi-ability groupings
- Developmentally appropriate practices
- Continuous progress
- Authentic assessment
- Qualitative reporting
- Professional teamwork
- Positive parent involvement

Retention and promotion within the primary program are not compatible with continuous progress (704 KAR 3:440 3). A student will advance to the intermediate program unless there is a need for more than four years to complete the primary program. Parents or guardians, and teachers may make a request to the principal and counselor for an evaluation of a student. The principal must be involved in making the decision for a fifth year in the Primary Program.

The process to be used when considering an extra year (P5) for a student includes:

1. Students are identified through PLC work.
2. Teachers should bring documentation of achievement concerns to the administration for intervention planning and RTI process review.
3. Teachers should complete an informal survey of struggling students in the class, using formative assessments, observations, parent input, anecdotal records, journals, work samples, conferences, formal testing records and other evaluation information. Consideration of P5 placement should occur by the district conference date in February.
4. For a student needing an additional year in the Primary Program, teachers shall complete the Family and Staff Summary forms (see JCPS Pupil Progression, Promotion and Grading handbook).

5. **Teacher(s) shall discuss with parents the possibility of an extra year in the program at least 30 days before such a decision takes effect, with a deadline prior to state accountability testing. The parent must give written approval for an extra year in the program. The principal must inform the parent of the review and reconsideration process.**
6. **All documentation shall become part of the Cumulative Record. A Continuous Comment form should be included, listing concerns and strategies implemented.**

Criteria for recommendation of an extra year (P5) in the Primary Program:

1. **Academic performance level**

Primary Program "Program Review for accountability" rubric is to be monitored by an ad hoc team of primary teaching staff and administrators to insure all components are addressed. Rubric results are to be shared with the SBDM Council following the fall and winter reviews, along with the final review in the spring.

Date of 1st Reading: 1/21/04

Date of 2nd Reading: 2/18/04

Date Adopted: 2/18/04

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Signature


SBDM Council Chairperson