

FRAMEWORK FOR PROMOTION AND RETENTION

Daarul Uloom Islamic School has an obligation to provide an excellent academic and Islamic education for all students. With the intention to be fair to students, emotionally and academically, we feel it is necessary to establish guidelines regarding promoting students to a subsequent grade or retaining students in their current grade.

The purpose of this policy is to provide the standards and guidelines for the promotion and retention of Daarul Uloom Islamic School students. In providing these guidelines, the school demonstrates its commitment to several main objectives:

- Promoting high educational standards for its students.
- Ensuring that there is consistency in the educational opportunities provided to all students.
- Implementing a plan of monitoring to verify that the quality of instruction and type of instructional materials provided to students are designed to achieve student mastery of the skills and knowledge which are assessed in making promotion decisions.
- early identification of at-risk students and the implementation of systematic academic intervention as the most effective method to help all children achieve success in school and avoid grade retention
- Ensuring that our school's educational objectives are met in a fair and non-discriminatory manner.

A student may be retained should he/she not have reached a standard of achievement necessary for satisfactory progress in the next grade. Retention shall be considered only after all other options have been pursued and parents have been fully informed and involved over a reasonable period of time. Having the support of parents for the retention of a student is essential to the success of the program. In all retention cases that are being considered, the main concern must be of the best interest of the student's emotional, social, and academic needs.

PROCEDURES FOR RETENTION

1. Parents and students are to be made aware of the retention policy at the beginning of the school year.
2. Close contact will be maintained between the school and parents throughout the school year. Interim progress reports should be sent home midway between each nine weeks for students with poor academic status. Personal contacts and requests for conferences should be scheduled and documented when warranted.
3. Assistance will be provided at the earliest point the child is identified as being at-risk of obtaining a failing grade in one core subject area.
4. After the first semester, and no later than January 31, letters should be mailed to parents whose children are in poor academic standing and are possible candidates for retention. The letter should contain an invitation for a conference in which an intervention plan is to be devised to remediate and eliminate deficiencies. Intervention must occur before retention decisions are made. Each student who is considered a candidate for retention will be referred to the Promotion/Retention Committee consisting of the Principal and the teacher.
5. Documentation of the intervention and the effect on achievement is required. Reports to parents will inform the parents of the progress or lack of progress of the student and will be based upon a careful study of the objective and subjective evidence compiled.
6. Between March 31 and April 30, the principal shall arrange a conference with each teacher regarding retention recommendations. Teachers shall bring all appropriate data to support recommendations. A thorough analysis shall be made on each student considering and weighing all factors. At this time, the principal will decide whether the retention can be supported and justified.

7. Two weeks prior to the end of school, a letter should be mailed to the parents of students being retained; informing them of the teacher's intent. Parents should be invited to a conference so they may have a full explanation and justification of the retention. The final decision will be made by school officials. Children will be retained only after a careful consideration and documentation of all factors indicates that non-promotion will be for the best interest of the student.
8. Copies of mid-year and end-of-year retention letters should be maintained in the student's permanent record.
9. An appropriate instructional program should be developed for students who are retained.
10. The following retention criteria will be considered:
 - a. Final over-all grade point average of at least 60%.
 - b. Less than 70% (final grade) in all subject areas of Math, Language Arts, Science, Social Studies, Quran, Islamic Studies, and Arabic.
 - c. Excessive absenteeism.
 - d. Previous retentions.
 - e. Age and maturity.
 - f. Socialization.
 - g. Psychological effect of retention student.
 - h. Teacher judgment as to benefit of retention.

BORDERLINE GRADES

If a student has borderline grades, mandatory attendance in an independent tutoring or summer school program that focuses on the core subjects with a passing grade is required. Promotion into the next grade will only occur upon successful completion of the summer program with a grade of at least 70%.

Middle school students with a final GPA of less than 2.0/4.0 will be placed on academic probation. While on probation, the student will be required to participate in an Academic Support Program, which includes counseling and tutoring. Students on academic probation are prohibited from participating in extra-curricular activities.

A committee consisting of the principal, the classroom teacher, and the Education School Board member will meet to decide if the student will be retained. The decision of the committee is final.

STUDENT ABSENCES

Students attending Daarul Uloom Islamic Schools should be in attendance a minimum of eighty five percent (85%) of the instructional time scheduled for that school year and make satisfactory academic progress in order to be unconditionally recommended for promotion to the next grade. All absences (excused and unexcused) shall be included in the calculation of the 85% attendance minimum for the purpose of determining a student's eligibility for promotion.

All absences must have a written or verbal explanation provided by the parent/guardian upon the return of the student. An absence for which no acceptable explanation is received shall be deemed unexcused.

Those students who fail to meet all applicable Attendance criteria shall be promoted to the next grade **only upon satisfactory completion of an Academic Support Program at the parents' expense**. Students who are required to attend summer school must:

- Have a summer school attendance record of no more than three unexcused absences.
- Successful completion of summer school program of at least 70%.

ADDITIONAL PROMOTIONAL GUIDELINES

8th Grade Constitution Test

All 8th grade students must pass the United States and State of Illinois Constitution tests in order to graduate and continue on to high school.

Incoming Students

Students who were previously enrolled in private schools or other school districts who enroll in Daarul Uloom Islamic School in any grade may be evaluated for appropriate grade placement.

AGE REQUIREMENT FOR ENROLLMENT

- Pre-K1 **MUST** be 3 years old by **September 1st** and completely potty trained.
- Pre-K2 **MUST** be 4 years old by **September 1st**.
- Kindergarten **MUST** be 5 years by **September 1st**.
- Elementary and Middle School need to provide proof of successful earlier grade completion.