

 Meadows Arts and Technology Elementary School	<b>Student Promotion, Acceleration and Retention Policy</b>	
	<b>Last Reviewed/Revised:</b> 04/16/2018 Revised	<b>Effective Date:</b> 05/24/2010
<b>Reference Number:</b> CI-SPR-04162018	<b>Original Author:</b> MATES Board	<b>Policy Status:</b> Active

**PURPOSE:**

Education Code 48070 and 48070.5 mandate public school Governing Boards to adopt a policy regarding the promotion and retention of students at specified grade levels and with specified provisions. The Board of Directors (“Board”) of MATES wishes to adhere to these guidelines.

**SCOPE:**

This policy applies to all MATES Personnel with respect to decisions and actions pertaining to student promotion, acceleration and retention.

**GENERAL POLICY STATEMENT:**

The Board expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that students learn and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. When high academic achievement is evident, the Executive Director, Assistant Director, or designee may recommend a student for acceleration into a higher grade level. As early as possible in the school year, the Executive Director, Assistant Director, or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, or other defined criteria.

**POLICY DETAILS:**

1. When high academic achievement is evident, the Executive Director, Assistant Director, or designee may recommend a student for acceleration into a higher grade level. The student's maturity level, and social-emotional functioning shall be taken into consideration in making a determination to accelerate a student.
2. As early as possible in the school year, the Executive Director, Assistant Director, or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation, and criteria included in this Policy.
3. When a student is identified as being at risk of retention, the Executive Director, Assistant Director, or designee shall so notify the student's parent/guardian as early in the school year as practicable. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student.
4. Students shall be identified on the basis of grade level. The following indicators of academic achievement shall be used:
  - 4.1. At Risk of Retention: Students will be considered at risk of being retained at the end of the school year if any of the following apply:

- 4.1.1. Grades K-2: Majority of pre-Reading/Reading skills taught have not been mastered, the student's maturity level and social-emotional functioning do not support promotion
- 4.1.2. Grades 3-5:
  - 4.1.2.1. Performing at "Standard Not Met" on prior year California Assessment of Student Performance and Progress (CAASPP) in English/Language Arts (Grades 4 and 5 only)
  - 4.1.2.2. performing at "Standard Not Met" on prior year California Assessment of Student Performance and Progress (CAASPP) in mathematics (Grades 4 and 5 only)
  - 4.1.2.3. A "1 – Does Not Meet Grade Level Standards" in overall Reading at first or second trimester
  - 4.1.2.4. A "1 – Does Not Meet Grade Level Standards" in overall Writing at first or second trimester
  - 4.1.2.5. A "1 – Does Not Meet Grade Level Standards" in overall Mathematics at first or second trimester
- 4.2. Interventions
  - 4.2.1. Students who are identified at risk of being retained shall be offered additional academic instruction in English/Language Arts and/or mathematics during school and/or after school.
- 4.3. Acceleration from Kindergarten to First Grade
  - 4.3.1A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Executive Director, Assistant Director, or designee and with the consent of the parent/guardian, upon determination that the child is ready for first-grade work. Admission shall be subject to the following minimum criteria:
    - 4.3.1.1. The student is at least five years of age.
    - 4.3.1.2. The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
    - 4.3.1.3. The student is in the upper five percent of his/her age group in terms of general mental ability.
    - 4.3.1.4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
    - 4.3.1.5. The parent/guardian of the student has filed a written statement with the school approving the placement in first grade.
5. Continuation in Kindergarten
  - 5.1. Consistent with California Ed. Code Section 48000 Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Executive Director, Assistant Director, or designee agree that the student shall continue in kindergarten for not more than one additional school year.
  - 5.2. Whenever a student continues in kindergarten for an additional year, the Executive Director, Assistant Director, or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year.
6. Retention at Other Grade Levels
  - 6.1. The Executive Director, Assistant Director, or designee shall identify students who should be retained or who are at risk of being retained at the following grade levels:
    - 6.1.1. Between grades 1 and 2
    - 6.1.2. Between grades 2 and 3
    - 6.1.3. Between grades 3 and 4

- 6.1.4. Between grades 4 and 5
- 6.1.5. Between grades 5 and 6
- 6.2. Students between grades 1 and 2, 2 and 3, and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts and mathematics shall be the basis for identifying students between grades 4 and 5.
- 6.3. Students shall be identified on the basis of either statewide assessment results or grades and other indicators of academic achievement, as established by Board policy.
- 6.4. If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher and the Student Study Team (SST) determine, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the SST, are necessary to assist the student in attaining acceptable levels of academic achievement.
- 6.5. If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the Executive Director and/or Assistant Director or designee before any final determination of retention or promotion.
- 7. Promotion
  - 7.1. Students will be promoted to the next grade level when reasonable academic progress has been made a) as measured by appropriate skill acquisition for that grade level or b) as measured by achieving at a rate at least equal to the previous year's progress.
- 8. Promotion and Retention
  - 8.1. Criteria for Promotion/Retention - The following factors shall be considered prior to the decision to promote or retain a student at the same grade level:
    - 8.1.1. Relative age to his/her peer group
    - 8.1.2. Performance scores on group tests
    - 8.1.3. Level of competency achieved
    - 8.1.4. Level of learning aptitude
    - 8.1.5. Physical size
    - 8.1.6. School attendance
    - 8.1.7. Previous retention
    - 8.1.8. Present level of academic achievement
    - 8.1.9. History of learning disabilities
    - 8.1.10. Student's attitude about possible retention (particularly critical above grade 2)
    - 8.1.11. Motivation of student to complete school tasks
    - 8.1.12. History of inappropriate behavior including delinquency
    - 8.1.13. Knowledge of English language
    - 8.1.14. Present grade placement (retain at the lowest grade level possible)
    - 8.1.15. Transiency
    - 8.1.16. Emotional problems

- 8.1.17. Experiential background
  - 8.1.18. Level of maturity in relating to other students his/her age
  - 8.1.19. Number of years in this country
  - 8.1.20. Parent input (written parent permission required for kindergarten retention)
- 8.2. Procedure and Time Lines for Promotion/Retention Decision
- 8.2.1.1. The classroom teacher verifies whether or not the student has made reasonable academic progress and recommends promotion/retention to the Executive Director and/or Assistant Director or designee. The following time lines shall be observed in promotion/retention decisions:
    - 8.2.1.2. Grades K-5
      - 8.2.1.2.1. October - December: Beginning in October of each year, the classroom teacher will make the parents aware of those students who are not yet making reasonable academic progress.
      - 8.2.1.2.2. Trimester 1 Progress Report: Referral by teacher to the Executive Director and/or Assistant Director to consider student for retention.
      - 8.2.1.2.3. Trimester 1 Report Card: Teacher, Executive Director, or Assistant Director contacts parents to inform them of consideration for retention. Written notification will be given to parent that student is at risk of retention, and the student will be referred to SST.
      - 8.2.1.2.4. Feb.-April: Student progress reviewed with parents.
      - 8.2.1.2.5. April - May: School personnel review student factors and make final recommendation.
    - 8.2.1.3. By last week of school: Final decision for retention made by the SST and the Executive Director and/or Assistant Director and the parent is informed. The Executive Director makes the final decision for promotion/retention after:
      - 8.2.1.3.1. The criteria for promotion/retention have been reviewed and considered by the SST and the Executive Director and/or Assistant Director and classroom teacher.
      - 8.2.1.3.2. Additional assessment(s) and observation(s) have been made, if needed, by SST and the classroom teacher.
      - 8.2.1.3.3. Other alternatives to retention have been reviewed.
      - 8.2.1.3.4. Receiving written permission from the parent for kindergarten retention.
    - 8.2.1.4. The parent will be informed of the final decision in a parent-teacher meeting held by the end of the last week of school and which may include the SST and the Executive Director and/or Assistant Director.
- 8.3. Verification of Promotion/Retention Decision
- 8.3.1. Grades K-5
    - 8.3.1.1. A Retention Notice form shall be completed for each retention indicating the final decision and the parent's signature of agreement or disagreement. Copies of the form will be distributed to the:
      - 8.3.1.1.1. Parent
      - 8.3.1.1.2. Cumulative record

8.3.1.2. A copy of the transcript of students who have performed inadequately, yet are not retained, shall be placed in the cumulative record.

#### 8.4. Appeal of Promotion and Retention Decision

8.4.1. The SST's decision to promote or retain a student may be appealed consistent with Board policy, administrative regulation and law. The burden shall be on the appealing party to show why the SST's decision should be overruled. The following procedure shall be followed challenging a teacher's recommendation to retain a student in the current grade:

8.4.1.1. The Executive Director or Assistant Director receiving a parental request to challenge a SST's decision to retain a student shall direct the parent to contact the teacher in an attempt to resolve the issue between the parent and the SST. In circumstances where the parent's request is not resolved by the conference, the parent will complete a written request stating the reasons for the request and shall submit the written request to the Executive Director or Assistant Director.

8.4.1.2. The Executive Director or Assistant Director will conduct a review of the request and will ensure that both the parent and the SST, at a minimum, are present during the review.

8.4.1.3. The Executive Director or Assistant Director shall inform the parent and the SST of the review decision. In circumstances where either the parent or the teacher are not in agreement with the Executive Director's or Assistant Director's decision, either party may complete a written request stating the reasons for requesting an appeal of the Executive Director's or Assistant Director's decision.

8.4.1.4. The written request for appeal must be submitted to the MATES Board of Directors within 10 days (working days based on the MATES calendar) after receiving notice of the Executive Director's or Assistant Director's decision.

8.4.1.5. Upon receipt of an appeal, the MATES Board of Directors shall, in closed session, hear the appeal as soon as possible, but no later than the first day of the next school year. The parent, the teacher and/or SST members, and the Executive Director or Assistant Director may be present for the review and shall have an opportunity to address the Board.

8.4.1.6. Written findings shall be made setting forth the facts and decisions of the Board.

8.4.1.7. The decision of the MATES Board of Directors shall be final.

#### 9. Decision Authority

9.1. In grades K-1, the Executive Director and SST shall make the final decision for promotion/retention after considering the criteria, implementing the procedures, and considering the parents' desires. Whenever a student continues in kindergarten for an additional year, the Executive Director or Assistant Director shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year.

9.2. In grades 2-5, students shall be retained if the retention criteria stated in the above section apply. The teacher responsible for instruction in a designated subject area shall assign the grade(s). If the teacher assigning the grade(s) in the designated subject believes that retention is not appropriate, that teacher may submit a written report to the Executive Director or Assistant Director which

will become a pupil record and remain in the students' cumulative file. If the Executive Director or Assistant Director concurs with the teacher's written report, then the student will not be retained.

- 9.3. If the student does not have a single regular classroom teacher, the Executive Director or Assistant Director shall specify the teacher(s) responsible for the decision to promote or retain the student.

**NON-COMPLIANCE TO POLICY:**

Violations of this policy may result in the MATES employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations.

**GOVERNANCE:**

The MATES Board and Executive Director will be responsible for monitoring adherence to the policy.

**REVIEW CYCLE:**

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

**REVISION HISTORY:**

<u>Policy Version:</u>	<u>Effective Date:</u>	<u>Revision:</u>
CI-SPR-05242010	5/24/2010	Original Version
CI-SPR-06112012	6/11/2012	Reviewed and modified in accordance with review every two years requirement. Adjusted dates relected in section 10.2.1.2
CI-SPR-05092016	5/09/2016	Reviewed and modified in accordance with review every two years requirement. Revised sections 4.1.2.1-4.1.2.5 to reflect standards based grading. Added Consistent with California Ed. Code Section 48000 in section 5.1. Revised sections 8.1.2-8.1.3.2 to reflect standards based reading. Clarified 10 days to "working days based on the MATES calendar to section 9.4.1.4. Clarified "Parent concurrence is required at Kindergarten" to be consistent with wording in California Ed. Code Section 48000
CI-SPR-04162018	4/16/2018	Reviewed and modified in accordance with review every two years requirement. Revised by Curriculum Committee and Special Education Team to reflect current state testing, school grading practices, and school procedures.