

ACCELERATION/PLACEMENT/PROMOTION/RETENTION**A. Purpose and Scope**

All accelerations, placement, promotions, and retentions shall be determined after careful consideration of the student's academic, social, emotional, physical, and mental development.

B. General**First Grade Acceleration**

A child enrolled in kindergarten may be admitted to the first grade at the discretion of the principal and upon determination that the child is ready for first grade work. Admission shall be subject to the following minimum criteria: (Code of Regulations, Title 5, Section 200)

1. The child is at least five years of age.
2. The child has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability. The student has attended one full reporting period of the school year unless special circumstances exist.
3. The child is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the child are consistent with his/her advanced mental ability.
5. The parent/guardian of the child has filed a written statement with the school district approving the placement in first grade.

The School Site Student Study Team shall make a recommendation. Parents who have had their request for acceleration denied may appeal this decision to the school principal who shall make the final determination.

Grade 1-8 Accelerations

All accelerations during the school year shall be determined after careful consideration of the student's academic, social, emotional, physical, and mental development. A student study team shall make a recommendation. Parents who have had their request for

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acceleration denied may appeal this decision to the school principal who shall make the final determination.

Grade K-1 Placement/Retention

Children five years old or older who have completed one year of kindergarten shall be admitted to first grade regardless of age unless the parent/guardian and the district agrees that the child shall continue in kindergarten for not more than one additional school year. (Education Code 48011)

Whenever a student continues in kindergarten for an additional year, the Superintendent 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. (Education Code 46300)

Students in first grade not meeting district promotional standards may be retained through recommendations from a student study team. Parents who have a request for promotion denied may appeal this decision to the school principal who shall make the final determination.

Initial Placement

Placement below the age appropriate grade is possible when there is evidence that there is a lack of skills to be successful in the age-appropriate grade. However, the student's social and emotional growth shall be taken into consideration before placing him/her in a lower grade. A student study team shall make a recommendation. Parents who have had their request for initial placement denied may appeal this decision to the school principal who shall make the final determination.

Promotion

Students shall progress through the school system's grade levels by meeting district promotional standards.

Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. The student must also pass the high school exit exam.

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When a student does not meet established district promotional standards and interventions have not brought about sufficient remediation, special consideration may be given to students who are a year or more over-age for the grade.

The teacher's evaluation shall be discussed with the student's parents/guardians and the principal, before a final determination of retention or promotion. (Education Code 48970.5)

In the event an appealing party disagrees and the issue is not resolved through the prescribed procedures, on promotion or retention of students in current grades 2-5 and grade 8, the principal will refer the matter to a District Placement Appeal Team.

Retention-Identification of Students

The Superintendent or designee shall identify students who should be retained or who are at risk of being retained. (Education Code 48070.5).

Students in grade 2 and 3 shall be identified for retention primarily on the basis of their level of proficiency in reading. Students in grades 4, 5, and 8 shall be identified primarily on the basis of their level of proficiency in reading, English language arts, and mathematics.

Students shall be identified on the basis of district promotional standards and other indicators of academic achievement as established by the district.

Students shall be retained who are:

1. Failing to achieve district promotional standards based on multiple measures in reading in grades 2 and 3.
2. Failing to achieve district promotional standards in reading, English language arts, and mathematics based on multiple measures in grades 4, 5, and 8.

Students shall be designated as at risk of being retained who are in jeopardy of:

1. Failing to achieve a district promotional standards based on multiple measures in reading in grades 2 and 3

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2. Failing to achieve district promotional standards in reading, English language arts, and mathematics based on multiple measures in grades 4, 5, and 8.

The teacher's evaluation shall be discussed with the student's parents/guardians and the principal or designee before a final determination on retention or promotion. (Education Code 48970.5) The refusal of the parent or guardian to attend or respond to notification shall not preclude retaining or promoting the student.

Special education students shall be evaluated by their special education teacher of record based on standards defined in their individual education plans (IEPs).

English language learners designated as at risk of retention shall be evaluated individually to distinguish between proficiency with grade level content and level of English acquisition. The student shall not be solely retained due to limited English proficiency.

Remediation before Promotion

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, after-school programs, summer school program, intersession and/or the implementation of a student study team recommendation. Parents shall be provided an option to exclude their child from this mandatory instruction.

Students shall be reassessed at the end of the remediation program as soon as feasible. The decision to retain or promote the student shall be evaluated at that time.

Exception to Retention Criteria

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(s) determines in writing to a student study team that retention is not the appropriate intervention for the student's academic deficiencies.

This written determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that,

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in the opinion of the teacher(s), are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code 48070.5).

Promotion Contingent Upon Remediation

If the teacher's recommendation to promote is contingent on the student's participation in a remediation program, the student's academic performance shall be reassessed at the end of the remediation program or as soon as feasible, and the decision to retain or promote the student shall be reevaluated at that time. Parents shall be provided an option to exclude their child from this mandatory instruction.

If the student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48970.5) In grade 8, the teachers making the decision should include the core teacher, the math teacher, and a third teacher designated by the principal.

Pupil retention should be limited to a maximum of one (1) year total (K-8).

Notifications

When a student is identified as being at risk of retention, the Superintendent or designee shall so notify the student's parents/guardians in writing as early in the school year as practicable through the regular reporting systems. Notification should take place no later than the first reporting period unless special circumstances exist. 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. (Education Code 48970.5)

The site principal or principal's designee shall also provide a copy of the district's acceleration/placement/promotion/retention policy and administrative regulation to those parents/guardians who have been notified that his/her child is at risk of retention.

Appeals

The teacher'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 teacher's decision should be overruled. (Education Code 48070.5)

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To appeal a teacher’s decision, the appealing party shall submit a written request to the site principal specifying the reasons why the teacher’s decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion. The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based.

Within 30 school days of receiving the request, if disagreement still exists, the principal shall call for a District Placement Appeal Team meeting.

When an appealing party has a disagreement on promotion or retention of students in grades 2-6 and 8-9, after following prescribed procedures, the principal will refer the matter to the District Placement Appeal Team. The District Placement Appeal Team will be comprised of a principal from another school, a teacher from another school, a parent from another school and a district level administrator. The District Placement Appeal Team’s decision shall be final. Prior to making a decision, the District Student Placement Appeal Team will review the teacher’s decision and the appealing parties input. The District Student Placement Appeal Team’s decision shall be final.

If the decision of the District Student Placement Appeal Team is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections that shall become part of the student’s records.

ACCELERATION/PLACEMENT/PROMOTION/RETENTION

When a student does not meet district promotional standards

TEACHER CONSIDERS RETENTION/PROMOTION

TEACHER AND PARENT CONFERENCE FORMAL NOTIFICATION

STUDENT STUDY TEAM REVIEWS STUDENT PROGRESS & REMEDIATION PLAN

REMEDICATION PLAN IMPLEMENTED

STUDENT PROGRESS REASSESSED BY TEACHER

TEACHER MAKES A FINAL DECISION STUDENT STUDY TEAM CONDUCTED

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STUDENT RETAINED/PROMOTED

DECISION MAY BE APPEALED TO DISTRICT PLACEMENT TEAM

Additional Information for Grades 6-8

A student who accumulates more than four (4) “F” grades in one academic year will be considered for retention in grades 6, 7 and 8. Students in grade 8 making promotional standards in reading, English language arts, and mathematics and still having more than 4 F grades will still be considered for retention.

During the school year, the student may attend after school remediation classes to make up credits and meet district promotional standards. Students may also attend summer school to meet district promotional standards. Students may be assigned a additional periods. Attendance standards and satisfactory coursework must be maintained to receive credits.

Before promoting a student due to special considerations, students, parents, and staff shall make every effort for the student to have no more than four (4) failing grades in an academic year and meet the district promotional standards.

A student study team will review retentions and promotions in grades 6, 7 and 8 based on F grades. Appeals will be forwarded to the principal whose decision will be final.

Earned Promotion

1. Middle school students who have been retained in the 6th or 7th grades may be considered for an earned promotion at the beginning of the third quarter of their retained year if they have maintained at least a 3.0 G.P.A. with no F’s during both the first and second quarters. Student study team can make recommendations for promotion to the next grade when a student is making satisfactory academic progress and has not received any D’s or F’s.
2. Students who have been retained in the 8th grade are not eligible for an earned promotion to high school.

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Grade Placement grades 9-12

1. Grade level placement will be determined by the number of credits earned by the student. These credits will be calculated at the conclusion of first semester, second semester, and the beginning of each school year.

Retention and promotion shall be carried out at intervals using the following criteria:

	<u>Start of Year</u>	<u>Mid-Year</u>
10th Grade	40 Credits	70 Credits
11th Grade	100 Credits	130 Credits
12th Grade	160 Credits	190 Credits

To earn status as a 10th grader, students must earn a minimum of 40 credits and pass 9th grade English and reading class, if enrolled.

2. The student’s class activities will be consistent with current grade level standing. Where appropriate, academic eligibility standards will also apply.
3. Students must pass the high school exit exam to earn a high school diploma.

C. Forms and Additional References

Parent notification
Teacher recommendation form

D. Procedures

As prescribed in school handbooks and administrative regulations

E. Reports Required

Principals shall submit annually to the Superintendent or designee a list of student names by grade level who have not met district promotional standards and whether or not they have been retained.

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F. Records Retention

None

G. Responsible Parties

Site Principals
Educational Services
Student Services

E. Approved by Administrator of Unit

Assistant Superintendent of Educational Services