

**STUDENT PROMOTION/RETENTION  
(REGULATION)**

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades kindergarten through eight who have demonstrated unsatisfactory achievement in light of the student's potential shall be carefully considered before being moved to the next grade level of instruction. With the exception of retention decisions at the end of third grade, which are prescribed by state law, the student's maturity (emotional, social, mental and physical), chronological age, school attendance, effort, and grades achieved. Standardized test results can be used as one means of the judging progress. Students at the third grade level will be promoted or retained pursuant to 70 O.S. § 1210.508C (Reading Sufficiency Act).

Reading Sufficiency Act Third Grade Promotion/Retention:

Pathway 1: Any third-grade student who meets RSA criteria on the Oklahoma State Testing Program (OSTP) by demonstrating proficiency in reading for questions aligned to Standard 2: Reading Foundations/Processes and Standard 4: Vocabulary are eligible for promotion.

Pathway 2: If a third-grade student meets the end-of-year grade-level target for third grade on one of the state-approved screening assessments at any point in first, second, or third grade is eligible for promotion.

Pathway 3: If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade he/she may be eligible for promotion based on one of the following seven state-approved exemptions:

- o Exemption 1 English Language Learners who have had less than two years of instruction in English and are identified as LEP/ELL on the screening tool approved by the Oklahoma State Department of Education.
- o Exemption 2 Students with an Individualized Education Plan and are assessed with the OAAP.
- o Exemption 3 Students who demonstrate an acceptable level of performance on an alternative standardized reading test approved by the State Board of Education.
- o Exemption 4 Students who demonstrate through a teacher-developed portfolio that they can read on grade level. Portfolio shall include evidence of the student's mastery of state standards in reading equal to grade-level performance on the OSTP.
- o Exemption 5 Students with disabilities who take the OSTP and have an IEP that states they have received intensive remediation in reading and have made adequate progress toward their IEP goals.

- o Exemption 6 Students who have received intensive remediation in reading for two or more years but still demonstrate a deficiency in reading and who already have been retained in pre-kindergarten, kindergarten, first grade, second grade, or third grade. Retention in transitional grades does not count.
- o Exemption 7 Students facing exceptional emergency circumstances which prevent the student from being assessed during the testing window. These requests must have been approved by the Office of Accountability and Assessment at the OSDE.

Pathway 4: A third grade student not eligible for promotion under Pathways 1, 2, or 3, as outlined above, may be evaluated for "probationary promotion" by the Student Reading Proficiency Team.

The Student Reading Proficiency Team shall be composed of:

1. the parent(s) and/or guardian(s) of the student,
2. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. a teacher in reading who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
4. a certified reading specialist, if one is available,
5. an administrator.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district superintendent or designee. The superintendent or designee must approve the recommendation that promotion is the best option for the student. The team shall develop an Individual Plan of Reading Instruction and continue to monitor the reading performance of the student through the student's completion of fifth grade.

#### RETENTION

Students who score "Does Not Meet RSA Criteria" on the reading portion of the statewide third-grade assessment and who are not subject to a good cause exemption as provided in this regulation, and who do not qualify for promotion or "probationary promotion" shall be retained in the third grade and provided individualized instructional services and supports in reading outside of the 90 minute Tier 1 reading block. 70 O.S. § 1210.508C

6. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

#### PROMOTION/RETENTION

In the elementary, intermediate and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be promoted to the next grade level or retained in the current grade. The committee shall consider the student's maturity(emotional, social, mental and physical), chronological age,

school attendance, effort, and grades achieved. Standardized test results can be used as one means of the judging progress.

Whenever a placement committee recommends that a student be promoted to the next grade level or retained at the present grade level, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision to the site principal within five business days of the last day of classes for the current academic year, by complying with the district's appeal process which will be provided, in writing, to them at the time of the decision. If a timely request for an appeal is not received, the teacher's decision shall be final.

A written statement requesting an appeal is to be submitted to the site principal within five business days of the last day of classes for the current academic year. The site placement appeal committee which is comprised of an administrator and two certified staff members who were not involved in the recommendation regarding the promotion/retention decision. The appeal to the site committee shall consist of a review of any written statements on behalf of the placement committee recommending the promotion/retention, as well as a statement or letter by the parent/guardian of the student. After reviewing all information provided, the committee shall render a decision to uphold or overturn the promotion or retention. The parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision to the superintendent or designee.

A written statement requesting an appeal is to be submitted to the superintendent or designee within five days of the site placement committee's decision being rendered. The hearing of the District Placement Appeal Committee shall be scheduled, and the student and/or the student's parent or guardian shall be notified of the date, time, and place of the hearing. The student may be represented by legal counsel at the hearing. The student must notify the Chairperson of the Placement Appeal Committee in writing, at least 2 (two) days in advance of the hearing if the student is going to be represented by legal counsel. The District may elect to have legal representation at the hearing.

The Placement Appeal Committee shall conduct an informal hearing in which the administrator recommending the promotion or retention shall present a statement and any evidence to support the recommendation and the student and his/her parent/guardian shall have the opportunity to present a statement and any evidence to support his/her position. At the conclusion of the hearing, the Committee shall deliberate outside the hearing of the administrator and the student and shall render a written decision as to the promotion or retention. The chairperson of the Committee shall insure that a copy of the written decision is mailed to the student's parent/guardian and provided to the administrator.

If the student's parent/guardian is dissatisfied with the decision of the Placement Appeal Committee, the parent/guardian may appeal the Committee's decision to the Board of Education ("Board") by submitting a written request for an appeal to the Superintendent or the Clerk of the Board within two (2) days after receipt of the Committee's decision.

A hearing on the promotion/retention shall be scheduled and the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student's parent/guardian shall also be notified of the right to have the hearing conducted in either an open or closed session of the Board and shall be required to advise the Superintendent at least three (3) days prior to the hearing as to which option is being chosen. The student's parent/guardian shall also notify the Superintendent at least 3 (three) days prior to the hearing if the student is to be represented by legal counsel.

At the hearing, the administration will present its statement and any evidence to support the recommendation. The parent/guardian shall have the opportunity to present a statement and any evidence to support his/her position. The Board may also ask questions of the administration, student and student's parent/guardian. Both parties may make closing statements. The Board may then deliberate. If the hearing was conducted in executive session, the Board may excuse the parties while conducting its deliberations. If the hearing was conducted in open session, the deliberations will take place in open session. If not already in open session, the Board shall then return to open session, shall make findings of fact, and shall vote to uphold or revoke the placement decision. The decision of the Board shall be final.

**REFERENCE: 70 O.S. §24-114.1**  
**70 O.S. §1210.508C**