



# Long Valley Charter School

*Imagine-Achieve-Inspire*

## **Pupil Promotion & Retention Policy**

Approved by: Board of Directors

Date: Dec 14, 2010

Number: 6007

### Procedures:

The Board of Directors expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students 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 Director or designee may recommend a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student. As early as possible in the school year and in the students' school careers, the Director or designee shall identify students who should be retained in accordance with the following criteria:

Students shall be identified on the basis of grades. The following other indicators of academic achievement shall also be used:

- The State's Standardized Testing and Reporting Program
- Teacher recommendation

Decisions about retention of Special Education students will be based on the criteria of their IEP's and their performance level.

When a student is recommended for retention or is identified as being at risk for retention, the Director 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 programs and/or the establishment of a student study team.

### **Acceleration from Kindergarten to First Grade**

A student enrolled in kindergarten may be admitted to the first grade at the discretion of the 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:

1. The student is at least five years of age.
2. The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The student has shown advanced general academic ability for his/her age group.
4. The physical development and social maturity of the student are consistent with his/her advanced academic ability.
5. The parent/guardian of the student has filed a written statement with the school approving the placement in first grade.

### **Continuation in Kindergarten**

Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the school agree that the student shall continue in kindergarten for not more than one additional school year. Consideration for retention in kindergarten will be based on mastery of kindergarten language arts standards. Whenever a student continues in kindergarten for an additional year, the Long Valley Charter School Kindergarten Retention form must be signed by the parent/guardian and the Director or designee, stating that the student shall continue in kindergarten for not more than one additional school year. A copy shall be placed in the student's Cumulative Folder.

### **Retention at Other Grade Levels**

The Director or designee shall identify students who should be retained or who are at the risk of being retained at the following grade levels:

1. Between grades 1 and 2
2. Between grades 2 and 3
3. Between grades 3 and 4
4. Between grades 4 and 5
5. Between grades 5 and 6
6. Between grades 6 and 7
7. Between grades 7 and 8
8. Between grades 8 and 9

A student may not be retained more than one time.

Students in grades 1,2 and 3 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 of identifying students in grades 4-9.

### **Criteria for Promotion/Retention:**

#### **A. PROMOTION**

- A student who meets the criteria for promotion will be promoted.

#### **B. RETENTION (Considerations to be made in Trimester 1)**

- A parent/guardian will be informed at the Fall Parent Conference if their child is at risk for retention if the following criteria apply:

### **Retention is Grade 1:**

#### **If the student meets all of the following criteria:**

1. Received a “Needs Improvement” in Reading on the current year progress report.

### **Retention in Grade 2:**

#### **If the student meets all of the following criteria:**

1. Received a “Needs Improvement” in Reading on the current year progress report.

### **Retention in Grade 3:**

#### **If the student meets both of the following criteria:**

1. Scored at the “far below basic,” “below basic,” or “basic” performance level on the CST (California Standards Test) portion of the STAR in reading the previous year.
2. Received a “Needs Improvement” in reading on the current year progress report.

### **Retention in Grade 4 and 5:**

#### **If the student meets both of the following criteria:**

1. Scored at the “far below basic,” “below basic,” or “basic” performance level on the CST (California Standards Test) portion of the STAR in reading the previous year.
2. Received a “D” or “F” in Reading or math on the current year progress report.

### **Retention in Grade 6, 7 and 8:**

#### **If the student meets both of the following criteria:**

1. Scored at the “far below basic,” “below basic,” or “basic” performance level on the CST (California Standards Test) portion of the STAR in reading the previous year.
2. Received a “D” or “F” in Reading or math on the current year progress report.

## **C. RETENTION – Consideration for Trimester 2:**

### **Retention in Grades 1 – 3:**

In the 2<sup>nd</sup> trimester, a student will no longer be at risk of retention if he/she does not have a “Needs Improvement” in Reading.

### **Retention in Grades 4 – 8:**

In the 2<sup>nd</sup> trimester a student will no longer be at risk of retention if they have a “c” or better in math or reading.

## **D. RETENTION – Considerations for Trimester 3:**

**In the spring, a student will be retained if he/she meets the following criteria:**

### **Retention in Grade 1:**

1. Received a “Needs Improvement” in reading at the 3<sup>rd</sup> trimester.

## **Retention in Grade 2:**

**In the spring, a student will be retained if he/she meets the following criteria:**

1. Received a “Needs Improvement” in reading at the 3<sup>rd</sup> trimester.

## **Retention in Grade 3:**

**In the spring, a student will be retained if he/she meets both of the following criteria:**

1. Scored at the “far below basic,” “below basic,” or “basic” performances level on the CST (California Standards Test) portion of the STAR in reading the previous year.
2. Received an achievement grade of “D” or “F” in reading at the 3<sup>rd</sup> trimester.

## **Retention in Grade 4 and 5:**

**In the spring, a student will be retained if he/she meets both of the following criteria:**

1. Scored at the “far below basic,” “below basic,” or “basic” performances level on the CST (California Standards Test) portion of the STAR in reading or math in the previous year.
2. Received an achievement grade of “D” or “F” in reading or math at the 3<sup>rd</sup> trimester.

## **Retention in Grade 6 - 8:**

**In the spring, a student will be retained if he/she meets both of the following criteria:**

1. Scored at the “far below basic,” “below basic,” or “basic” performance level on the CST (California Standards Test) portion of the STAR in reading or math the previous year.
2. Received a “D” or “F” in reading or math at the 3<sup>rd</sup> trimester.

## **E. CONDITIONAL PROMOTION**

- Between grades 1 and 2:  
Students who do not meet promotion criteria but who attend a summer remediation program and make successful progress may be promoted to the next grade.
- All other grade levels:  
Students who do not meet promotion criteria but who attend a summer remediation program and make successful progress in reading or math (depending upon area of concern) may be promoted to the next grade. Students enrolled in a summer remediation program must attend classes with an attendance rate of at least 90%.
- Special consideration may be given to some students who meet the retention criteria but it is determined that retention may not benefit the student.

## **Identification of Students**

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 or, at grades 6-8, the Student Study Team, determines 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 recommendation for

intervention other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement.

### **Parent Notification**

When a student is identified as being at risk of retention, the Director or designee shall notify the student's parent/guardian at the following times:

- At the fall parent conference
- On the report card at the end of each trimester
- At the second parent conference

The teacher's evaluation shall be provided and discussed with the student's parent/guardian and the Director before any final determination of retention or promotion. The Director or designee shall also provide a copy of the school's promotion/retention policy to those parents/guardians who have been notified that his/her child is at risk of retention.

### **Appeals Process**

The Director's decision to promote or retain a student may be appealed. The burden shall be on the appealing party to show why the teacher's recommendation should be overruled. To appeal the Director's decision, the appealing party shall submit a written request to the Director or designee specifying the reasons why the teacher's recommendation should be overruled. The appeal must be initiated within 10 school days of the determination of retention and promotion. The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her recommendations was based. Within 30 days of receiving the request, the Director or designee whether or not to overrule the teacher's recommendation. Prior to making this determination, the Director's or designee may meet with the appealing party and the teacher. If the Director or designee determines that the appealing party has overwhelming proven that the teacher's recommendation should be overruled, he/she shall overrule the teacher's recommendation. The Director or designee's determine may be appealed by submitting a written appeal to the Board within 15 school days. Within 30 days of receipt of a written appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board. The Board may also meet with the appealing party, the teacher and the Director or designee to decide the appeal. The decision of the Board shall be final. If the decision of the Board is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections, which shall become part of the student's record.

### **Remedial Instruction**

With the parent/guardian's consent, the Director or designee may require a student who has been recommended for retention or has been identified as being at risk of retention to participate in a supplemental instructional program. Such programs may be offered during the summer, after school, or Saturdays. Services shall not be provided during the regular instructional day if it would result in the student being removed from classroom instruction in the core curriculum.

**These services shall be provided to students in the following priority order:**

1. Students who have been recommended for retention or who have been identified as being at risk of retention.

2. Students who have identified as having a deficiency in mathematics, reading or written expression based on the results of the tests administered under the STAR program or teacher recommended.

Forms attached

LONG VALLEY CHARTER SCHOOL

**RETENTION NOTIFICATION**

Student Name \_\_\_\_\_

Current Grade \_\_\_\_\_ Age \_\_\_\_\_

After careful review of the academic performance, assessments, and Teacher recommendation for the above student, the Director is recommending retention for him/her.

*Your child will be retained for an additional year in \_\_\_\_\_ grade for the \_\_\_\_\_ school year.*

LVCS Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name Printed \_\_\_\_\_

LONG VALLEY CHARTER SCHOOL

**PROMOTION NOTIFICATION**

Student Name \_\_\_\_\_

Current Grade \_\_\_\_\_ Age \_\_\_\_\_

Although our child meets the criteria for retention in their current grade for another year the Director is **not** recommending them for retention for the following reasons:

Comments:

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LVCS Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name Printed \_\_\_\_\_

LONG VALLEY CHARTER SCHOOL

**PROMOTION NOTIFICATION**



**TEACHER RECOMMENDATION**

Student Name \_\_\_\_\_

Current Grade \_\_\_\_\_ Age \_\_\_\_\_

I am recommending this student for promotion/retention based on the following criteria:

**Per Board Policy**

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Other

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Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

LONG VALLEY CHARTER SCHOOL

**PROMOTION/RETENTION APPEAL FORM FOR PARENT/GUARDIAN**

I, the parent/guardian of \_\_\_\_\_, a student  
At Long Valley Charter School, wish to appeal the decision to retain/promote (circle one)  
My child in grade \_\_\_\_\_ for the \_\_\_\_\_ school year.

- I understand that I have the burden of proving why the decision to retain/promote should be overruled.
- I understand that this Promotion/Retention Appeal form must be submitted to the Director or designee within ten working days after receiving the final retention notification.

**Note: Attach any documents (e.g. test scores, grades, student work) to support your appeal.**

- Within 30 days of receiving this Appeal form, the Director/designee shall determine whether or not to overrule the teacher's recommendation. Prior to making this determination, the Director may meet with the appealing party and the teacher. If the Director/designee determines that the recommendation should be overruled, the teacher's recommendation shall be voided.
- The Director's/designee's decision may be appealed by submitting a written appeal to the Governing Board within 15 work days. Within 30 days of receipt, the Board shall meet in closed session to hear the appeal. The parent/guardian will be notified of the hearing date, time and location at least 48 hours prior to the hearing. The decision of the Governing Board shall be final.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name Printed \_\_\_\_\_

Date of receipt in Director's/designee's office: \_\_\_\_\_