

Student Promotion and Retention Policy (SSDA 16)

Intent of Policy

The purpose of this policy is to provide the identification of those students in the District who should be retained or are at risk of being retained.

Basis for Retention

Any decision regarding the retention of a student may be based on the following:

1. The results of the assessments administered as part of the California Assessment of Student Performance and Progress (“CAASPP”) and the State adopted minimum levels of proficiency/performance standards for CAASP exams; and/or
2. Performance indicators for District students, including:
 - a. Grades
 - b. Progress reports
 - c. Other indicators of academic achievement

Identification of Students to Be Retained Based on Grade Level

1. Between Second Grade and Third Grade (2nd - 3rd)

Retention decisions for students moving from second to third grade shall be *primarily* based on the student’s reading proficiency.

2. Between Third Grade and Fourth Grade. (3rd-4th)

Retention decisions for students moving from third to fourth grade shall be *primarily* based on the student’s reading proficiency.

3. Between fourth and fifth grade (4th- 5th)

Retention decisions for students moving from fourth to fifth grade shall be based on the student’s proficiency in reading, English language arts, and mathematics.

4. Between Elementary School and Middle School

Retention decisions for students moving from the intermediate grades to Middle School (typically 6th-7th) shall be based on the student’s proficiency in reading, English language arts, and mathematics.

Early Identification of Student's At-Risk of Being Retained

The District shall make all efforts to identify those student's at-risk of being retained as early in the school year as practicable. In addition, District shall seek to identify at-risk students as early in their school careers as possible.

Notification to Parents When Student At Risk of Retention

The District shall notify student's parent/guardian whenever a student is identified as being at-risk for retention. This notice shall be provided as early in the school year as practicable to do so. The notice will inform parent/guardian that they have the opportunity to consult with student's teacher(s) responsible for making the decision to retain or promote student. Parent and teacher shall discuss options for assisting student in improving any academic deficiencies.

Decision to Retain

Any decision to retain a student in his/her current grade shall be made by the student's regular education teacher on the bases set forth above. If either measure identified above (CAASP or the District's indicators) indicate that a student is performing below the minimum standard for promotion, the student shall be retained in his/her current grade unless the student's regular education teacher makes a written determination as set forth in this policy.

Written Determination to Promote Student Not Meeting Minimum Standards

A student who has been identified for retention shall not be retained if the student's regular education teacher makes a written determination including each of the following:

1. Clear finding that retention is not the appropriate intervention for addressing the student's academic deficiencies;
2. Specify the reasons that retention is not appropriate for the student;
3. Recommend those alternatives to retention that the teacher believes are necessary to assist the student to attain acceptable levels of academic achievement; and
4. Specify whether promotion is contingent upon student attending remediation program during summer/interim session

Evaluation Following Summer/Interim Session Remediation Program

If the recommendation to promote a student is based on student's attendance in summer/interim session remediation program, student's academic performance shall be evaluated at the end of the remediation program.

Prior to making any decision based on the teacher's evaluation, the results of the evaluation will be provided to and discussed with the student's parent or guardian and the school principal.

Once the results of the evaluation have been discussed with parent/guardian and principal, the student's teacher will make the final determination on whether the student shall be promoted or retained. The parent/guardian will be provided with written notice of this decision.

Parent Appeal of District Decision to Retain/Promote

If a parent disagrees with the District's decision to retain or promote their child, they may appeal that decision in accordance with the following procedures:

Parent shall request an appeal of the decision to retain/promote within 30 calendar days of the date the teacher makes the final determination.

Parent appeals shall be reviewed by superintendent. The superintendent shall contact parent and obtain any information/evidence supporting the appeal. The superintendent shall discuss the appeal with the teacher and review information/evidence supporting the decision to retain/promote. The appealing parent bears the burden of showing why the teacher's decision to retain/promote should be reversed. A written decision regarding the appeal will be provided to parent/guardian within 30 calendar days of the appeal.

Opportunities for Remedial Instruction

If a student is identified as at-risk for retention and/or recommended for retention, the District shall offer appropriate opportunities for obtaining remedial instruction.