

Bridges Charter School 	Board Policy- <b>Promotion/Acceleration/Retention</b>		
Policy Number: <p style="text-align: center;"><b>5123</b></p>	Adopted: <p style="text-align: center;"><b>4/8/13</b></p>	Revised: 	Replaced: <p style="text-align: center;"><b>3/13/17</b></p>

**PURPOSE:**

The **Bridges Charter School's** Governing Board 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. A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Executive Director or designee and with the consent of the parent/guardian, upon determination that the child is ready for first-grade work. (Education Code 48011)

**GENERAL POLICY:**

Students may be retained only once in their K-8 school career. Kindergarten Retention Criteria: Parent/guardian and the district may agree that a student shall continue in kindergarten for an additional school year if she/he performs below grade level standards on Kindergarten Benchmark Assessment. Grades 1-8 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 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 recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. Appeals will be heard at the school level by the Director. The burden of proof for the appeal rests with the appealing party. (Ed Code 48070.5) The teacher(s) of record for students in grades 1-8 will recommend retention for any student who meets all criteria listed below, unless the teacher(s) specify in writing that retention is not the appropriate intervention.

**POLICY DETAILS:**

**1. Admission to First Grade shall be subject to the following minimum criteria:**

1.1. The student is at least five years of age.

- 1.2. The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
  - 1.3. The student is in the upper five percent of his/her age group in terms of general mental ability. This can be verified by completion of kindergarten benchmark assessment used in the **Bridges**' kindergarten program.
  - 1.4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
  - 1.5. The parent/guardian of the student has filed a written statement with the school approving the placement in first grade.
  2. **Continuation in Kindergarten** Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Executive Director or designee agrees that the student shall continue in kindergarten for not more than one additional school year. (Education Code 48011)
    - 2.1. In the event a parent or teacher makes a suggestion for continuation in kindergarten, **Bridges Charter School** will provide an assessment to measure the academic level of the student. A team consisting of the parent(s), teacher, Executive Director (or designee) and psychologist, will meet to determine the best placement for the student based on data and observations.
    - 2.2. Whenever a student continues in kindergarten for an additional year, the Executive 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. (Education Code 46300)
  3. **Retention at Other Grade Levels**
    - 3.1. The Executive Director or designee shall identify students who should be retained or who are at risk of being retained at the following grade levels: (Education Code 48070.5)
      - 3.1.1. Between grades 1 and 2
      - 3.1.2. Between grades 2 and 3
      - 3.1.3. Between grades 3 and 4
      - 3.1.4. Between grades 4 and 5
      - 3.1.5. Between the end of the intermediate grades and the beginning of the middle school grades
      - 3.1.6. Between the end of the middle school grade
    - 3.2. Students between grades 1 and 2, grades 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, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5)
  4. Students shall be identified on the basis of Bridges Benchmark Assessments, statewide assessment results or grades and other indicators of academic achievement.
    - 4.1. 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 determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify
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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 teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code 48070.5)

- 4.2. If the student does not have a single regular classroom teacher, the Executive Director or designee shall specify the teacher(s) responsible for the recommendation to promote or retain the student. (Education Code 48070.5)

## **5. Process of Retention**

- 5.1. When a student is identified as being at risk of retention, the Executive 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. Opportunities for remedial instruction will be provided to pupils recommended for retention or who are identified as being at risk for retention. (Education Code 48070.5)

5.1.1. The Executive Director or designee shall also provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that their child is at risk of retention.

5.1.2. The teacher's recommendation and the Executive Director's decision to promote or retain a student may be appealed consistent with Governing Board policy, administrative regulation and law.

5.1.3. The burden shall be on the appealing party to show why the Executive Director's decision should be overruled. (Education Code 48070.5)

5.1.4. To appeal a teacher's recommendation, the appealing party shall submit a written request to the Executive Director or designee specifying the reasons that the teacher's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

5.1.5. The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her recommendation was based.

5.1.6. Within 30 days of receiving the request, the Executive Director or designee shall determine whether or not to overrule the teacher's recommendation. Prior to making this determination, the Director or designee may meet with the appealing party and the teacher. If the Executive Director or designee determines that the appealing party has overwhelmingly proven that the teacher's recommendation should be overruled, he/she shall overrule the teacher's recommendation.

5.1.7. The Executive Director or designee's determination 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 Executive Director/designee to decide the appeal. The decision of the Board shall be final.

5.1.8. 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.