

PROMOTION/ACCELERATION/RETENTION

The 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.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

(cf. 6011 – Academic Standards)

(cf. 6146.5 – Elementary School Promotion/Standards of Proficiency)

When high academic achievement is evident, the Superintendent 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 students' school careers, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation and 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 and Reporting Program
- Fountain Valley School District Kindergarten & First Grade Assessment

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

(cf. 5121 – Grades/Evaluation of Student Achievement)

(cf. 5149 – At Risk Students)

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 programs and/or the establishment of a student study team.

(cf. 6164.5 – Student Study Teams)

(cf. 6177 – Summer School)

The Board of Trustees shall receive annually a mid-year and year-end site- and grade-specific report listing the numbers of students who are at risk of retention and who are actually retained. The board shall also receive an annual report of the number of students who participate in the remediation program.

PROMOTION/ACCELERATION/RETENTION (continued)

Legal Reference:

EDUCATION CODE

37252-37253 Summer school

46300 Method of Computing ADA

48011 Admission on completing kindergarten: grade placement of pupils coming from other districts

48070-48070.5 Promotion and retention

48431.6 Required systematic review of students and grading

51215 Proficiency standards in basic skills

51216 Assessment of pupil proficiency

51217 Withholding diploma (high school)

51218 Separate proficiency standards

56345 Elements of individualized education plan

60641-60647 Standardized Testing and Reporting Program

60648 Minimum performance levels

CODE OF REGULATIONS, TITLE 5

200-202 Admission and exclusion of students

Management Resources

CDE PROGRAM ADVISORIES

06121.89-06123,89 Educating Young Children: Next Steps in Implementing the School Readiness Task Force Report

0916.91 Retention of Students in Elementary and Middle Grades, CIL 91/92-02

CDE MANAGEMENT ADVISORIES

0900.90 Changes in Law concerning Eligibility for Admission to Kindergarten 9010

LEGISLATIVE COUNSEL OPINION

1001.98 Promotion and Retention #21610

CSBA ADVISORIES

1112.98 Student Promotion/Retention Advisory

WEB SITES

CSBA: <http://www.csba.org> CDE: <http://www.cde.ca.gov>

PROMOTION/ACCELERATION/RETENTION**Acceleration from Kindergarten to First Grade**

A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian, upon determination that the child is ready for first-grade work. (Education Code 48011)

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 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 student are consistent with his/her advanced mental ability.
5. The parent/guardian of the student has filed a written statement with the school district 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 district agree that the student shall continue in kindergarten for not more than one additional school year. (Education Code 48011) Consideration for retention in kindergarten will be based on mastery of kindergarten language arts standards on the Fountain Valley School District Kindergarten Assessment.

Whenever a student continues in kindergarten for an additional year, the Fountain Valley School District Kindergarten Retention form must be signed by the parent/guardian and the Superintendent 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 and one copy sent to the Assistant Superintendent of Instruction. (*Education Code 46300*)

PROMOTION/ACCELERATION/RETENTION (continued)**Retention at Other Grade Levels**

The Superintendent 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)

Retention at Other 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 the end of 5th grade and the beginning of the 6th grade
6. Between the end of 6th grade and the beginning of the 7th grade
7. Between the end of 7th grade and the beginning of the 8th grade
8. Between the end of the 8th grade and the beginning of the 9th grade

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 for identifying students in grades 4-8, and between 8th grade and 9th grade.

(cf. 6142.91 – Reading/Language Arts/Instruction)

(cf. 6142.92 – Mathematics Instruction)

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 in Grade 1:

If the student meets all of the following criteria:

1. Scored below Level 5 on the reading fluency section of the First Grade Assessment
2. Scored below 25 on the High Frequency Word list.
3. Received a “Needs Improvement” or a “1” in Reading on the current year progress report.

Retention in Grade 2:

If the student meets all of the following criteria:

1. Scored below Level 16 on the reading fluency section of the First Grade Assessment.
2. Scored below 150 on the High Frequency Word list.
3. Received a “Needs Improvement” on the current year progress report.

PROMOTION/ACCELERATION/RETENTION (continued)**Retention in Grade 3:****If the student meets both of the following criteria:**

1. Scores at the “far below basic,” “below basic,” or “basic” performance level on the CST (California Standards Test) portion of the STAR in reading.
2. Received an achievement grade of D (needs improvement) or F (unsatisfactory” in reading on the current year progress report.

Retention in Grades 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 or math.
2. Received a “D” or “F” in reading or math on the current year progress report.

Retention in Grades 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 or math.
2. Received a “D” or “F” in reading or math on the current year progress report.

C. RETENTION – Considerations for Trimester 2:**Retention in Grades 1-3:**

In the 2nd trimester, a student will no longer be at risk of retention if he/she does not have a “Needs Improvement” or a “1” in Reading.

Retention in Grades 4-8:

In the 2nd 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. Below level 16 on the Fountain Valley School District First Grade Assessment AND
2. Demonstrates a knowledge of less than 150 high-frequency words on the Fountain Valley School District First Grade Assessment AND
3. Receives a “Needs Improvement” or a “1” (working below standard) in reading at the 3rd trimester.

PROMOTION/ACCELERATION/RETENTION**Retention in Grade 2****In the spring, a student will be retained if he/she meets the following criteria:**

1. Received a “Needs to Improve” in reading at the 3rd trimester
2. Reading fluency score is below 16 and mastery of High Frequency Words remains below 150

Retention in Grade 3**In the spring, a student will be retained if he/she meets both of 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
2. Received an achievement grade of “D” or “F” in reading at the 3rd trimester

Retention in Grades 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” performance level on the CST (California Standards Test) portion of the STAR in reading or math
2. Received a “D” or “F” in reading or math at the 3rd trimester

Retention in Grades 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.
2. Received a “D” or “F” in reading or math at the 3rd trimester

E. CONDITIONAL PROMOTION

- Between grades 1 and 2:
Students who do not meet District criteria but who attend a summer remediation summer school may be promoted to the next grade.
- All other grade levels:
Students who do not meet district criteria but who attend a summer remediation summer school and pass the final reading or math assessment (depending upon area of concern) may be promoted to the next grade. The passing score in summer school remediation reading is 60%. The passing score in summer school remediation math is 50%. Students enrolled in remediation summer school must attend classes every day summer school is in session with an attendance rate of at least 90%.

*(cf. 5121 – Grades/Evaluation of Student Achievement)**(cf. 6162.5 – Student Assessment)*

PROMOTION/ACCELERATION/RETENTION (continued)

- 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

Beginning in June 2000, 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 the middle schools, 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 recommendations 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. (Education Code 48070.5)

Parent Notification

When a student is identified as being at risk of retention, the Superintendent 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 principal before any final determination of retention or promotion. (Education Code 48070.5)

(cf. 5145.6 – Parental Notifications)

The Superintendent/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 his/her child is at risk of retention.

Appeals Process

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)

PROMOTION/ACCELERATION/RETENTION (continued)

To appeal a teacher's decision, the appealing party shall submit a written request to the Superintendent or designee 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 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the teacher's decision. Prior to making this determination, the Superintendent or designee may meet with the appealing party and the teacher. If the Superintendent or designee determines that the appealing party has overwhelmingly proven that the teacher's decision should be overruled, he/she shall overrule the teacher's decision.

The Superintendent 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 Superintendent/designee to decide the appeal. The decision of the Board shall be final.

(cf. 9321 – Closed Session Purposes and Agendas)

(cf. 9321.1 – Closed Session Actions and Reports)

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.

(cf. 1312 – Complaints Against the Schools)

(cf. 5125 – Student Records)

(cf. 5125.3 – Challenging Student Records)

Remedial Instruction

With the parent/guardian's consent, the Superintendent 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 shall be offered during the summer, after school, and on 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. (Education Code 37252.5)

(cf. 6177 – Summer School)

PROMOTION/ACCELERATION/RETENTION (continued)

These services shall be provided to students in the following priority order: (Education Code 37252.5)

1. Students who have been recommended for retention or who have been identified as being at risk of retention pursuant to Education Code 48070.5.
2. Students who have been 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 recommendation.

This supplemental instruction program shall be developed in accordance with the requirements of Education Code.

Fountain Valley School District
At Risk of Retention Form – Grade 1

Student: _____ Grade: _____ School: _____ Teacher: _____

Based on low scores on the First Grade Assessment and a “needs improvement” grade in reading, you are notified that per Board Policy 5123, your child is at risk of being retained next September.

<u>1st Grade Criteria</u> ~	<u>Fall</u>	<u>End of Trimester:</u>	<u>One</u>	<u>Two</u>	<u>Three</u>
Scored Below Level:	_____		_____	_____	_____
	5		8	12	16
High Frequency Words: below	_____		_____	_____	_____
	25		50	100	150
# Of Words _____					
_____ N or “1” in Reading					

Recommended Interventions to Aid in Student Growth

PARENT AND STUDENT PLAN:	
	<i>Read to my child/have my child read to me 20 minutes daily</i>
	<i>Ensure time and place to study</i>
	<i>Provide help at home in _____</i>
	<i>Promote organization and responsibility for materials</i>
	<i>Encourage public library use</i>
	<i>Improve attendance/punctuality</i>
	<i>Monitor student work completion contract</i>
	Monitor homework completion
	Participate in homework club
	Develop a discipline plan
	Monitor health habits (sleep, hygiene, nutrition)
	Other _____
TEACHER AND STUDENT PLAN:	
	<i>Develop and monitor work completion contract</i>
	<i>Notify parent of incomplete work</i>
	<i>Notify parent of behavior problem</i>
	<i>Provide extra small group instruction in reading _____, math _____</i>
	<i>Provide individual instruction in reading _____, math _____</i>
	<i>Refer to Reading Clinic/reading elective</i>
	Teach test preparation strategies
	Provide cross age tutoring
	Refer to before/after school remediation classes
	Interact frequently with student
	Provide access to technology to reinforce learning
	Develop an incentive plan when goals are reached (tangible/intangible rewards)
	Other: _____

Teacher Signature

Principal Signature

Parent Notification and Agreement

- **I have been notified about the possible retention of my child next year.**
- I have received and understand the Board Policy and Administrative Regulations on Promotion/Retention, Board Policy 5123.
- I will discuss the Promotion/Retention policy and Student Achievement requirements with my child.
- **I agree to work with my child and school staff to be sure my child attends summer school every day and completes all school assignments. (Parent Initials: _____)**
- I agree to work with the school and support all interventions for my child.
- I agree to the recommended interventions.

Parent/Guardian Signature

Date

Fountain Valley School District
At Risk of Retention Form – Grade 2

Student: _____ Grade: _____ School: _____ Teacher: _____

Based on low scores on the First Grade Assessment and a “needs improvement” grade in reading, you are notified that per Board Policy 5123, your child is at risk of being retained next September.

2nd Grade Criteria

- _____ Reading Fluency-below 16
- _____ Below 150-High Frequency Words
- # of Words: _____
- _____ N in Reading on current progress report

Recommended Interventions to Aid in Student Growth

PARENT AND STUDENT PLAN:	
	<i>Read to my child/have my child read to me 20 minutes daily</i>
	<i>Ensure time and place to study</i>
	<i>Provide help at home in _____</i>
	<i>Promote organization and responsibility for materials</i>
	<i>Encourage public library use</i>
	<i>Improve attendance/punctuality</i>
	<i>Monitor student work completion contract</i>
	Monitor homework completion
	Participate in homework club
	Develop a discipline plan
	Monitor health habits (sleep, hygiene, nutrition)
	Other _____
TEACHER AND STUDENT PLAN:	
	<i>Develop and monitor work completion contract</i>
	<i>Notify parent of incomplete work</i>
	<i>Notify parent of behavior problem</i>
	<i>Provide extra small group instruction in reading _____, math _____</i>
	<i>Provide individual instruction in reading _____, math _____</i>
	<i>Refer to Reading Clinic/reading elective</i>
	Teach test preparation strategies
	Provide cross age tutoring
	Refer to before/after school remediation classes
	Interact frequently with student
	Provide access to technology to reinforce learning
	Develop an incentive plan when goals are reached (tangible/intangible rewards)
	Other: _____

Teacher Signature

Principal Signature

Parent Notification and Agreement

- **I have been notified about the possible retention of my child next year.**
- I have received and understand the Board Policy and Administrative Regulations on Promotion/Retention, Board Policy 5123.
- I will discuss the Promotion/Retention policy and Student Achievement requirements with my child.
- **I agree to work with my child and school staff to be sure my child attends school every day and completes all school assignments. (Parent Initials: _____)**
- I agree to work with the school and support all interventions for my child.
- I agree to the recommended interventions.

Parent/Guardian Signature

Date

Fountain Valley School District
At Risk of Retention Form – Grades 3, 4, 5

Student: _____ Grade: _____ School: _____ Teacher: _____

Based on low scores on the California Standards portion of the STAR Assessment -and/or poor grades, you are notified that per Board Policy 5123, your child is at risk of being retained next September.

Grades

____ N or U Reading
 ____ D or F Reading
 ____ D or F Math

STAR TEST –CA Standards**Reading:**

-Far below basic ____
 Below basic ____ Basic ____

Math:

-Far below basic ____
 Below basic ____ Basic ____

Recommended Interventions to Aid in Student Growth

PARENT AND STUDENT PLAN:	
	Read to my child/have my child read to me 20 minutes daily
	Ensure time and place to study
	Provide help at home in _____
	Promote organization and responsibility for materials
	Encourage public library use
	Improve attendance/punctuality
	Monitor student work completion contract
	Monitor homework completion
	Participate in homework club
	Develop a discipline plan
	Monitor health habits (sleep, hygiene, nutrition)
	Other _____
TEACHER AND STUDENT PLAN:	
	Develop and monitor work completion contract
	Notify parent of incomplete work
	Notify parent of behavior problem
	Provide extra small group instruction in reading _____, math _____
	Provide individual instruction in reading _____, math _____
	Refer to Reading Clinic/reading elective
	Teach test preparation strategies
	Provide cross age tutoring
	Refer to before/after school remediation classes
	Interact frequently with student
	Provide access to technology to reinforce learning
	Develop an incentive plan when goals are reached (tangible/intangible rewards)
	Other: _____

 Teacher Signature

 Principal Signature

Parent Notification and Agreement

- I have been notified about the possible retention of my child next year.
- I have received and understand the Board Policy and Administrative Regulations on Promotion/Retention, Board Policy 5123.
- I will discuss the Promotion/Retention policy and Student Achievement requirements with my child.
- **I agree to work with my child and school staff to be sure my child attends school every day and completes all school assignments. (Parent initials: _____)**
- I agree to work with the school and support all interventions for my child.
- I agree to the recommended interventions.

Parent/Guardian Signature

Date

Student Signature (optional)

Date

Ed Code: 48070-48070.5, Form A

Distribution: White-Cum; Yellow-Parent

Fountain Valley School District
At Risk of Retention Form – Grades 6-8

Student: _____ Grade: _____ School: _____ Teacher: _____

Based on low scores on the California Standards portion of the STAR Assessment and/or poor grades, you are notified that per Board Policy 5123, your child is at risk of being retained next September.

Grades

_____ D or F Reading
 _____ D or F Math

STAR TEST – CA Standards**Reading:**

-Far below basic _____
 Below basic _____ Basic _____

Math:

-Far below basic _____
 Below basic _____ Basic _____

Recommended Interventions to Aid in Student Growth

PARENT AND STUDENT PLAN:	
	Read to my child/have my child read to me 20 minutes daily
	Ensure time and place to study
	Provide help at home in _____
	Promote organization and responsibility for materials
	Encourage public library use
	Improve attendance/punctuality
	Monitor student work completion contract
	Monitor homework completion
	Participate in homework club
	Develop a discipline plan
	Monitor health habits (sleep, hygiene, nutrition)
	Other _____
TEACHER AND STUDENT PLAN:	
	Develop and monitor work completion contract
	Notify parent of incomplete work
	Notify parent of behavior problem
	Provide extra small group instruction in reading _____, math _____
	Provide individual instruction in reading _____, math _____
	Refer to Reading Clinic/reading elective
	Teach test preparation strategies
	Provide cross age tutoring
	Refer to before/after school remediation classes
	Interact frequently with student
	Provide access to technology to reinforce learning
	Develop an incentive plan when goals are reached (tangible/intangible rewards)
	Other: _____

 Teacher Signature

 Principal Signature

Parent Notification and Agreement

- I have been notified about the possible retention of my child next year.
- I have received and understand the Board Policy and Administrative Regulations on Promotion/Retention, Board Policy 5123.
- I will discuss the Promotion/Retention policy and Student Achievement requirements with my child.
- **I agree to work with my child and school staff to be sure my child attends school every day and completes all school assignments. (Parent initial: _____)**
- I agree to work with the school and support all interventions for my child.
- I agree to the recommended interventions.

Parent/Guardian Signature

Date

Student Signature (optional)

Date

Ed Code: 48070-48070.5, Form A

Distribution: White-Cum; Yellow-Parent

FOUNTAIN VALLEY SCHOOL DISTRICT

RETENTION NOTIFICATION FORM

Student name _____

Grade _____ Age _____ School _____

After careful review of the school performance and assessments date of the above student, this school's Promotion/Retention Committee is recommending retention for him/her.

▪ Your child will be retained for an additional year in _____ for the _____ school year.

▪ At this time, summer school is mandatory.

Teacher's Signature _____ Date _____

• I have been notified of this retention.

Principal's Signature _____ Date _____

Comments _____

▪ I have been notified of the retention of my child.

Parent Signature _____ Date _____

Education Code: 48070 – 48070.5

FOUNTAIN VALLEY SCHOOL DISTRICT

PROMOTION/RETENTION

Student Name _____

Grade _____

School _____

Although _____'s performance does not meet the academic achievement level designated in Board Policy 5123, _____ is not recommended for retention based on the following reasons:

It is recommended that the student attend remedial instruction classes and summer school. His/her performance will be assessed at the conclusion of summer school.

Teacher Signature

Teacher Signature

▪ I have been notified of this decision.

Parent Signature

Principal signature

Date of conference _____

Education Code: 48070 – 48070.5

FOUNTAIN VALLEY SCHOOL DISTRICT

PROMOTION/RETENTION APPEAL FORM FOR PARENT/GUARDIAN

I, the parent/guardian of _____, a student

at _____ 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 Superintendent or superintendent designee within ten work 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 Superintendent/designee shall determine whether or not to overrule the teacher’s decision. Prior to making this determination, the Superintendent/designee may meet with the appealing party and the teacher. If the Superintendent/designee determines that the decision should be overruled, the teacher’s decision shall be nullified.
- The Superintendent’s/designee’s decision may be appealed by submitting a written appeal to the Board of Trustees 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 Board of Trustees shall be final.

Signature(s): _____ Date: _____
parent/guardian

_____ Date: _____
parent/guardian

Date of receipt in Superintendent’s/designee’s office: _____