
PROMOTION AND RETENTION POLICY

Philosophy

The Board of Directors (“Board”) of the Capital College and Career Academy (“CCCA” or the “Charter School”) is committed to the success of each student. CCCA has adopted and follows a Student Success Team (“SST”) Policy to establish and implement student achievement and intervention strategies in a timely manner to ensure all students are progressing towards graduation. Despite the implementation of such strategies it may be necessary to retain a student in the prior grade level or promote a student above their grade level for the following school year. In implementing this policy, the CCCA Board is guided by the following principles:

1. Retention and promotion criteria will be objectively based on a student’s ability or inability to meet the grade level CCCA standards of expected student achievement in language arts, mathematics, science, or social science, for students in grades nine (9) through twelve (12), as determined by the CCCA staff as articulated in its California standards-based report card or performance on the California Assessment of Student Performance and Progress (“CAASPP”). (See Specific Grade Level Criteria for Retention or Promotion, attached as Exhibit A).
2. For English Learners, retention cannot be based on the student’s lack of English fluency as related to meeting English standards.
3. Decisions about retention or promotion will not be based on requests for a student to be placed with or avoid a specific teacher or other students.

Retention

A. Required Steps Preceding Retention Decision

Before retaining a student, CCCA will follow the following steps:

1. Parent(s)/Guardian(s) will receive notice of progress or lack of progress in target areas through mid-semester progress reports and semester report cards. Parents will be notified by the teacher of areas of academic concerns in parent teacher conferences or in writing on progress reports or semester report card. Student achievement will be determined “at risk” as defined by CCCA “Specific Grade

Level Criteria for Retention or Promotion” for one or more semesters. (See Specific Grade Level Criteria for Retention or Promotion, attached as Exhibit A).

2. CCCA will hold an SST meeting for Student.¹ Parent(s)/Guardian(s) will be invited to the SST meeting to discuss concerns and proposed interventions. Parent(s)/Guardian(s) will receive a copy of the SST meeting notes which will serve as notice of proposed interventions and student achievement strategies.
3. Research based interventions suggested at the SST meeting will be implemented and documented in an ongoing and consistent manner. A recommended interval of six (6) weeks of academic interventions should occur before the initial SST and the recommendation for retention.
4. Following the above interventions, a teacher may make a recommendation for retention. Once made, Parent(s)/Guardian(s) will be invited to a conference with the teacher(s), Executive Director, and other staff members as deemed necessary (“Retention Team”). Retention Team Conference invitation will be via telephone by teacher to the number Parent(s)/Guardian(s) provided to the Charter School, followed up by a written confirmation sent via US Mail to the address Parent(s)/Guardian(s) provided to the Charter School. Teacher will log all attempts to contact Parent(s)/Guardian(s). If after two (2) documented attempts to schedule a conference by phone, Parent(s)/Guardian(s) do not respond or attend the Retention Team Conference, the conference will be held without their presence.
5. The Retention Team Conference will include:
 - a. Review of previous SST notes;
 - b. Discussion of previous/current/ongoing interventions, review of intervention logs;
 - c. Review of current work and available assessments;
 - d. Development of a plan for support for the following academic year;
 - e. Determination of student’s grade level for the following academic year; and

¹ For students qualified under the Individuals with Disabilities Education Act (“IDEA”), any decisions regarding retention will be made by the Individualized Education Program (“IEP”) team in an IEP meeting. For Students with a Section 504 Plan, any decisions will be made by the Section 504 team in a 504 meeting.

- f. If the decision is to retain the Student, appropriate instruction and interventions are targeted for the following year so the student will be supported in meeting the standards the following year in the retained grade.
6. If there is disagreement among the Retention Team, the Executive Director will make the determination based upon all information discussed at the meeting.
7. When a final decision is made, CCCA will send the Parent(s)/Guardian(s) notes from the meeting, a copy of this policy, and the decision of the Retention Team in writing within forty-eight (48) hours of the meeting at the address provided by Parent(s)/Guardian(s) to the Charter School via registered mail unless otherwise agreed to in writing.

B. Right to Appeal

If the Parent(s)/Guardian(s) disagree with the decision, they have the right to appeal to the CCCA Board through the following steps:

1. Parent(s)/Guardian(s) choosing to appeal a decision to retain a student shall submit a completed Promotion or Retention Appeal Request Form (attached as Exhibit B) to the Executive Director specifying the reasons why the decision should be overturned. The submission of the Retention Appeal Request Form must occur no later than ten (10) school days following the Parent(s)/Guardian(s) receipt of the determination of retention.
2. The Board shall review the appeal as well as the student's academic performance records on which the Retention Team relied. The Executive Director shall be provided an opportunity to state orally and/or in writing the criteria on which the Retention Team or Executive Director's decision was based. The Parent(s)/Guardian(s) will also be given an opportunity to state orally and/or in writing their reason for appeal. The Appeal will be held in a closed session of the Board to maintain student confidentiality. The Board will prepare a written decision which summarizes findings and conclusions.
3. The Board shall notify the Parent(s)/Guardian(s) and Executive Director of its decision in writing within seven (7) school days of the Appeal via registered mail at the address provided by Parent(s)/Guardian(s) to the Charter School unless otherwise agreed to in writing.
4. The Board's decision is final.

C. Supplemental Instruction

Supplemental instructional programs will be available for students who are recommended for retention, retained, or identified as at-risk of retention. Such programs may be offered by CCCA during the summer, before or after school, on Saturdays and/or during intersession.

The Executive Director or designee may require recommended students to participate in supplemental instructional programs. Parents who exclude their students from supplemental instructional programs will be notified in writing by CCCA of their risk of retention for the student's failure to access supplemental instruction.

Promotion

A. Required Steps Preceding Promotion Decision

Before promoting a student, CCCA will follow the following steps:

1. If CCCA receives a promotion request from a student's Parent(s)/Guardian(s), CCCA will schedule and hold an SST meeting for Student.² Parent(s)/Guardian(s) will be invited to the SST meeting to discuss student progress on grade level benchmarks and other considerations/concerns for promotion. Parent(s)/Guardian(s) will receive a copy of the SST meeting notes which will serve as notice of proposed student achievement strategies (and interventions, where applicable).
2. If there is disagreement among the SST, the Executive Director will make the determination whether to recommend the student for promotion based upon all information discussed at the meeting. The Executive Director will send notice of this decision within forty-eight (48) hours of the meeting at the address provided by Parent(s)/Guardian(s) to the Charter School via registered mail unless otherwise agreed to in writing.

B. Right to Appeal

If the Parent(s)/Guardian(s) disagree with the decision, they have the right to appeal to the CCCA Board through the following steps:

² For students qualified under the Individuals with Disabilities Education Act ("IDEA"), any decisions regarding promotion will be made by the Individualized Education Program ("IEP") team in an IEP meeting. For Students with a Section 504 Plan, any decisions will be made by the Section 504 team in a 504 meeting.

1. Parent(s)/Guardian(s) choosing to appeal a decision to promote a student shall submit a completed Promotion or Retention Appeal Request Form (attached as Exhibit B) to the Executive Director specifying the reasons why the decision should be overturned. The submission of the Retention Appeal Request Form must occur no later than ten (10) school days following the Parent(s)/Guardian(s) receipt of the determination of promotion.
2. The Board shall review the appeal as well as the student's academic performance records on which the SST relied. The Executive Director shall be provided an opportunity to state orally and/or in writing the criteria on which the SST or Executive Director's decision was based. The Parent(s)/Guardian(s) will also be given an opportunity to state orally and/or in writing their reason for appeal. The Appeal will be held in a closed session of the Board to maintain student confidentiality. The Board will prepare a written decision which summarizes findings and conclusions.
3. The Board shall notify the Parent(s)/Guardian(s) and Executive Director of its decision in writing within seven (7) school days of the Appeal via registered mail at the address provided by Parent(s)/Guardian(s) to the Charter School unless otherwise agreed in writing.
4. The Board's decision is final.

Exhibit A

Capital College and Career Academy Specific Grade Level Criteria for Retention or Promotion

1. Language Arts: ELA Proficiency Level Below Basic or Far Below Basic on standardized assessments such as iReady twice during a school year
2. Math: Proficiency Level Below Basic or Far Below Basic on standardized assessments such as iReady twice during a school year
3. Secondary Criterion: Failing either English and mathematics. 9th-12th grade students who receive a failing grade in any semester will not receive credit for the course. High school promotion is contingent upon earned credits.

Exhibit B

**Capital College and Career Academy
Promotion or Retention Appeal Request Form**

Date: _____

Name of Student:

Date of Birth: _____ Grade: _____

Appealing the decision for (please circle one): Retention Promotion

As outlined in the Capital College and Career Academy ("CCCA") Promotion and Retention Policy, my child was recommended for retention/promotion by the CCCA Retention Team or promotion by the SST. I do not agree with this recommendation and wish to appeal this decision to the CCCA Board of Directors.

Please explain your
disagreement: _____

I am aware that this appeal must be made within ten (10) school days of my receipt of the recommendation to retain or promote my child and should be submitted to the Executive Director. This appeal will go before the CCCA Board of Directors and it will make a final determination regarding retention or promotion.

Parent/Guardian Name

Parent/Guardian Signature

Date