



Cabrillo Point Academy

Promotion, Acceleration & Retention Policy

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Promotion, Acceleration and Retention Policy

Cabrillo Point Academy is committed to making individual decisions on grade-level acceleration or retention based on the long-term, best interest of the individual student. Staff is committed to helping all students realize their fullest potential, when high academic achievement is evident, staff may request a student for acceleration into the next grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student. Staff may consider grade-level retention in situations of extreme academic need.

The purpose of the Cabrillo Point Academy Governing Board approving this Promotion, Acceleration and Retention Policy is to accomplish the following:

1. Outline the Promotion Policy
2. Outline the Acceleration Policy
3. Outline the Retention Policy
4. Outline the Appeals Process for Parents
5. Establish the Process for IDEA/504 Students
6. Outline the Charter School Rights

1. Promotion Policy

K-8

Each K-8 student will be enrolled in four core subjects: Language Arts, Mathematics, Science, Social Studies, and include enrichment opportunities like art, music, athletics, world languages, technology, field trips, and virtual and in-person community and social experiences, providing a well- rounded education. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards.

High School

High school students can select courses from a variety of learning programs. Students will be enrolled in a minimum of 20 credits per semester (4 classes) unless considered a fifth-year senior. If the student is taking courses at a community college, he/she must meet with his/her counselor to obtain approval prior to enrolling in the community college courses.

Required Courses for All High School Grade Levels*:

- English-Language Arts
- Mathematics
- Science
- Social Studies/History

*This depends on the student's individual graduation plan and course progression.

Four-Year Plan for High School Students

Supervising Teachers develop a four-year individual graduation plan (IGP) for each high school student. The IGP will be reviewed by the Guidance Counselor and/or Regional Administrator and revisited annually (unless necessary due to mid-year course changes). The four-year individual graduation plan will include:

- Learning Program
- Student's intended courses
- Courses completed
- Course of Study
- College and/or Career path

2. Acceleration Policy

When high academic achievement is evident, a teacher and/or parent may recommend a student for acceleration of courses. The student's social and emotional growth shall be taken into consideration in deciding to accelerate a student.

Mid-Year Grade Level Acceleration Requests

The decision to promote a student mid-year will be made only after careful consideration has been given with regards to serving the academic best interests of the student. Mid-year promotions are approved or denied during the first semester. If a student is promoted during the first semester, he/she should be on target to complete all courses at his/her promoted grade level by the end of the school year. 8th to 9th grade acceleration requests are only considered in the fall semester before the high school add/drop date.

A child who was *not age-eligible* for kindergarten (that is, the child turned five after September 1 in the 2014-15 school year or thereafter) and who attended a California private school kindergarten for a year is viewed by the CDE as *not legally enrolled* in kindergarten, pursuant to EC Section 48000 requirements. Therefore, this child, upon enrollment in public school, is enrolled in kindergarten, assessed, and may (but is not required to) be immediately promoted to first grade if the child meets the following State Board of Education criteria, pursuant to Title 5, Section 200:

- The child is at least five years of age.
- The child has attended a public school kindergarten for a long enough time to enable school personnel to evaluate the child's ability.
- The child is in the upper 5 percent of the child's age group in terms of general mental ability.
- The physical development and social maturity of the child are consistent with the child's advanced mental ability.
- The parent or guardian has filed a written statement with the district that approves placement in first grade.

A statement, signed by the district and parent/guardian, is placed in the official school records for these five-year-olds who have been advanced to first grade (EC Section 48011). This action prevents a subsequent audit exception for first-grade placement of an *age-ineligible* student.

Procedure

In order for the school to make sound academic decisions regarding mid-year grade-level promotions, the following process will be followed:

Parent

Parent Request: Parents may request that the teacher promote their child one grade level during the fall semester. The parent must make this request in writing by contacting their HST.

Teacher

If the student's teacher agrees that a review for mid-year grade-level promotion is appropriate, the teacher will complete a request for acceleration into the subsequent grade level and take the student's maturity level into consideration. The request should be sent to gradelevelhelp@cabrillopontacademy.org.

Accelerated promotion requests for students in grades KN-7 are due by December 9, 2022.

Accelerated promotion requests for students in grade 8 are due by August 31, 2022.

- If the student's assessment results are not above grade level, the teacher needs to provide documentation with a written request regarding why promotion is in the student's best interest.
- If the student is not on track to complete all courses at the grade level he/she would be promoted to, the teacher will need to explain in the written request why a promotion would be in the student's best interest.
- Information regarding prior grade retention and the circumstances of such will be considered as part of the accelerated promotion request process.

Student Assessment Records

(A combination of the following will be used to assess the student's readiness to promote):

- **Teachers must meet and evaluate student in person.**
 - *Under no circumstance shall the parent or Learning Coach assist student with assessments when the assessment is being used to promote a student mid-year.*
- Bader Reading Assessment indicating the student is performing above current grade level.
- Writing Sample showing proficiency above grade-level standards.
- Benchmark Data (AWR reports) indicating the student has mastered current grade-level content/state standards.
- Benchmark results (STAR 360) in Mathematics and ELA indicating the student is advanced at current grade-level content/state standards.
- SBAC results (if available) indicating the student has met or exceeded standards.
- Student work samples, demonstrating proficiency above current grade-level standards.

3. Retention Policy

Cabrillo Point Academy is committed to making individual decisions on grade retention based on the long-term, best interest of the individual student. Staff is committed to helping all students realize their fullest potential, including remediation for students that are experiencing difficulty. To that end, retention may be appropriate for a student experiencing extreme academic difficulty or serious health or family emergencies. Retention is considered only after various other remediation steps have been employed by student's teacher(s) and SST Team with insufficient success. After careful analysis of evidence-based instruction and intervention, retention is considered for the next school year. Special consideration will be given to students with limited English proficiency and those with a special education IEP. Students may be retained only once in their K-8 school career.

Kindergarten Continuance Criteria

Students can also continue in grade KN based upon current law. 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 based on student progress on the Individualized Learning Plan. (Ed Code 48011). Whenever a student continues in kindergarten for an additional year, the School Staff 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. (Ed Code 46300.)

Grades 9-12 Retention Criteria

The state does not require school districts to have student retention criteria beyond the last year of middle school to the first year of high school. Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.

Grades 1-8 Retention Criteria

If a student is identified as performing far below the minimum standard for promotion based on their progress on the Individualized Learning Plan, the student may be considered for retention in his/her current grade level. Following the parent's written request, the Retention Committee will determine, based on a careful review of achievement data, if retention is the appropriate intervention for the student's academic deficiencies. The Retention Committee's determination shall specify the reasons that retention is appropriate for the student and shall include recommendations for interventions necessary to assist the student in attaining acceptable levels of academic achievement. If the teacher and parent are not in agreement with the recommendation of retention, please see below for the appeal process. The burden of proof for the appeal rests with the appealing party. (Ed Code 48070.5)

Grades 1-8 Retention Timeline

Parents will request student retention in writing following the timeline explained below.

Step		Timeline
1	Teacher and parent requests retention consideration for student.	Teacher – Complete the Retention Request Survey by January 13, 2023. Parent – Request grade-level retention in writing no later than the last day of the fall 2022 semester (January 6, 2023).
2	Remediation steps occur, including, but not limited to: <ul style="list-style-type: none"> • SST meetings & SST cycle • Academic screenings • Multi-tiered Systems of Supports, includes Tier, 1, Tier 2, and Tier 3 intervention • Curriculum intervention 	Teacher – September 2022 - April 2023.
3	The teacher and a Cabrillo Point Academy administrator will invite the parent and student for a retention consultation meeting, during which the teacher, administrator, and parent/student will discuss the following available learning recovery options: <ul style="list-style-type: none"> • Available academic intervention and support programs and the benefits of such programs. • Research on the effects of grade-level retention. • The student's academic achievement data and any other information relevant to whether retention is in the student's best interest, academically and socially. 	Administrator – Within 30 calendar days of the parent's written request.
4	Retention Committee meets to make recommendations regarding grade-level placement of student for the next school year. Factors: <ul style="list-style-type: none"> • Teacher Recommendation • Parent analysis • Grades • Test Data – Benchmark, SBAC, assessments • Cumulative Record 	Retention Committee – May 2023
5	School Administrator makes decision and informs parent or guardian.	School Administrator – By the last day of school (May 31, 2023).

4. Appeals and Parent Rights

Parents have the right to appeal a decision made by the Retention Committee. If a parent wishes to appeal, they would complete the following steps:

- The burden of proof to provide evidence related to the appeal rests on the appealing party.
- Appeals are not available for parents of students who are not planning to reenroll with Cabrillo Point Academy the following school year.
- Appeal to the Retention Committee in writing within two (2) weeks of receiving the school's decision.
- The Retention Committee will review the retention-related data and respond within two (2) weeks.
- If not resolved, parents may appeal to Cabrillo Point Academy's Executive Director in writing within two (2) weeks of the Retention Committee's decision.
- The Executive Director will review the student's academic achievement data and will send the parent or guardian a response in writing.
- The Executive Director will make all final decisions on retention appeals by the last day of school each academic year.
- The Executive Director's decision is final.

5. IDEA/504 Students

Students who participate in special education/504 plans have their education program and decision-making process affected by state and federal regulations; therefore, decision-making in the area of grade promotion/retention is first governed by state and federal requirements.

6. The Charter School Rights

The policy adopted pursuant to this section shall be adopted at a public meeting of the Governing Board of Cabrillo Point Academy. Nothing in this section shall be construed to prohibit the retention, promotion or acceleration of a pupil not included in grade levels identified in this policy, or for reasons other than those specified for pupils at risk for retention, if such retention is determined to be appropriate for that pupil. Nothing in this section shall be construed to prohibit the Governing Board from adopting promotion, acceleration and retention policies that exceed the criteria established in the California Ed. Code 48070.5, Promotion or Retention of Pupils.

Grade Level Placement Chart 2022-2023

Minimum age requirement for Kindergarten

As a result of legislation passed in September of 2010, children will be admitted into a Kindergarten program at the beginning of the school year, or whenever upon moving into the district, if they will have their 5th birthday on or before September 1st.

*Students who will have their 5th birthday between September 2nd and June 30th can be admitted to Transitional Kindergarten at the beginning of the school year.

Grade Level Placement Chart – 2022-2023	
Birth Date Criteria	Grade Level
09/02/17 - 02/02/18	TK - Transitional Kindergarten
09/02/16 - 09/01/17	KN - Kindergarten
09/02/15 - 09/01/16	1st
09/02/14 - 09/01/15	2nd
09/02/13 - 09/01/14	3rd
09/02/12 - 09/01/13	4th
09/02/11 - 09/01/12	5th
09/02/10 - 09/01/11	6th
09/02/09 - 09/01/10	7th
09/02/08 - 09/01/09	8th
09/02/07 - 09/01/08	9th
12/03/06 - 09/01/07	10th
12/03/05 - 12/03/06	11th
12/03/04 - 12/02/05	12th