

**HARVEST RIDGE COOPERATIVE CHARTER SCHOOL**  
**PROMOTION AND RETENTION POLICY**

**I. Philosophy**

Harvest Ridge Cooperative Charter School (“HRCCS”) is committed to the success of each student. HRCCS has adopted and follows a Student Intervention Team (“SIT”) and Student Success Team (“SST”) Policy to establish and implement student achievement and intervention strategies in a timely manner. Despite the implementation of such strategies it may be necessary to retain a student in the prior grade level or promote a student above his or her grade level for the following school year. In implementing this policy, the HRCCS Board of Directors (“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 HRCCS standards of expected student achievement in language arts, mathematics, science, or social science, for students in grades kindergarten (k) through eighth (8), as determined by the HRCCS staff as articulated in its California standards-based report card or performance on the California Assessment of Student Performance and Progress.
- 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 a specific teacher or with specific friend(s).

**II. Retention**

**A. Required Steps Proceeding Retention Decision**

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

- 1) Parent(s)/Guardian(s) will receive notice of progress or lack of progress in target areas through mid-trimester progress reports and trimester report cards. Parents will be notified by the teacher regarding areas of academic concerns in parent teacher conferences or in writing on progress reports or trimester report card. Student achievement will be determined “at risk” as defined by HRCCS “Specific Grade Level Criteria for Retention” for one or more trimesters. (Attached as Exhibit A).
- 2) HRCCS will hold a SIT and SST meeting for Student.<sup>1</sup> Parent(s)/Guardian(s) will be invited to the SST meeting to discuss concerns and proposed interventions. Parent(s)/Guardian(s) will

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<sup>1</sup> For students qualified under the Individuals with Disabilities Education Act (“IDEA”), this meeting shall be held by the individualize education program (“IEP”) team.

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 SIT and SST meeting will be implemented and documented in an ongoing and consistent manner. A recommended interval of (4) to six (6) weeks of academic instruction and intervention should occur before the initial SST and the recommendation for retention.
- 4) A recommendation for retention will be made by a teacher. Once made, Parent(s)/Guardian(s) will be invited to 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 School, followed up by a written confirmation sent via US Mail to the address Parent(s)/Guardian(s) provided to the School. Teacher will log all attempts to contact Parent(s)/Guardian(s). If after two (2) documented attempts to schedule a conference by phone, if Parent(s)/Guardian(s) do not respond or attend the conference, the conference will be held without their presence.
- 5) The Retention Team Conference will include:
  - Review of previous SIT/SST notes;
  - Discussion of previous/current/ongoing interventions, review of intervention logs;
  - Review of current work and available assessments;
  - Development of a plan for support for the following academic year;
  - Determination of student’s grade level for the following academic year; and
  - 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, HRCCS 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 48 hours of the meeting at the address provided by Parent(s)/Guardian(s) to the School via registered mail unless otherwise agreed in writing.

## **B. Right to Appeal**

If the Parent(s)/Guardian(s) disagree with the decision, they have the right to appeal to the HRCCS Board of Directors.

- 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 Appendix A) 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 opportunity to state orally and/or in writing the criteria on which the Retention Team or Executive Director decision was based. The Parent(s)/Guardian(s) will 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 School unless otherwise agreed 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 HRCCS during the school day or after school.

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

## **III. Promotion**

### **A. Required Steps Proceeding Promotion Decision**

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

- 1) If HRCCS receives a promotion request from a student's Parent(s)/Guardian(s), HRCCS will schedule and hold an initial SIT/SST meeting for Student.<sup>2</sup> 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. HRCCS will use the Iowa Acceleration Scale to determine eligibility for promotion. Parent(s)/Guardian(s) will receive a copy of the SST meeting notes and Acceleration Scale results, which will serve as notice of proposed student achievement strategies (and interventions, where applicable).

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<sup>2</sup> For students qualified under the Individuals with Disabilities Education Act ("IDEA"), this meeting shall be held by the individualize education program ("IEP") team.

- 2) If there is disagreement among the SIT/SST, the Executive Director will make the determination whether to recommend the student for promotion based upon results of the Iowa Acceleration Scale and all information discussed at the meeting. The Executive Director will send notice of this decision within 48 hours of the meeting at the address provided by Parent(s)/Guardian(s) to the School via registered mail unless otherwise agreed in writing.

## **B. Right to Appeal**

If the Parent(s)/Guardian(s) disagree with the decision, they have the right to appeal to the HRCCS Board of Directors.

- 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 Appendix A) to the Executive Director specifying the reasons why the decision should be overturned. The submission of the Promotion 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 and Iowa Acceleration Scale results on which the SST relied. The Executive Director shall be provided opportunity to state orally and/or in writing the criteria on which the SST or Executive Director decision was based. The Parent(s)/Guardian(s) will 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 School unless otherwise agreed in writing
- 4) The Board's decision is final.

Appendix A

Harvest Ridge Cooperative Charter School  
Promotion or Retention Appeal Request Form

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

As outlined in the Harvest Ridge Cooperative Charter School's ("HRCCS") Promotion and Retention Policy, my child was recommended for retention by the HRCCS Retention Team or promotion by the SST. I do not agree with this recommendation and wish to appeal this decision to the HRCCS Board of Directors.

Please explain your disagreement: \_\_\_\_\_

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I am aware that this appeal must be made within ten (10) 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 HRCCS Board of Directors and it will make a final determination regarding retention or promotion.

\_\_\_\_\_  
Parent/ Guardian Name

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date