

PROMOTION AND RETENTION

The Board of Education of the Edmond School District, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain the student in the same grade for an additional year, has established the following policy to govern this situation.

The legislatively enacted *Oklahoma Reading Sufficiency Act* (70 O.S. 1210.508A-508E) and applicable rules adopted by the Oklahoma State Board of Education (210.15-27-1-2) govern certain retentions of third grade students. Within the Reading Sufficiency Act (70 O.S. 1210.508 C) provides that “beginning with the 2013-2014 school year, students who score at the Unsatisfactory level on the Reading portion of the third grade criterion-referenced test(s) may only be promoted to fourth grade if the student qualifies for a good cause exemption.” The District will comply with law and rules applicable to the Reading Sufficiency Act.

The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the School District, and to establish a uniform procedure to be followed in cases where retention is appropriate. This policy is adopted in compliance with 70 O.S. § 24.114.1.

This policy also establishes an appeal procedure as required by Oklahoma law by which parents may challenge the decision to retain a student at his or her present grade level or to not pass a student in a course.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

A. Promotion/Retention and Failing Courses

Each school will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher,

a counselor when available, the principal and additional personnel who may be assigned by the principal or Superintendent when appropriate.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social) and to the student's attendance record, although these matters will not bear the same weight as items 1 and 2.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the Superintendent and the relevant principal.

B. Appeal Process

Any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

First Level of Appeal: The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision, the initial decision will be final and non-appealable.

Second Level of Appeal: The parent may request review of the principal's decision by letter to the Superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and non-appealable.

Final Level of Appeal: The parent may request review of the Superintendent's decision by letter to the Superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the Superintendent's written notification of his or her decision, the Superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and non-appealable.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record.