Promotion is the expected culmination of a school year and affects the teacher, pupil, and parents. Therefore, serious consideration should be given to the following factors:

A. Number of years retained.
B. Chronological age.
C. Scholastic achievement.
D. Cognitive ability.
E. Developmental and social maturity.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not be passed in a course, the parent/guardian of elementary students should be notified of the recommendation by the end of the third quarter. If dissatisfied with the recommendation, the parent/guardian may appeal the decision by complying with the district’s appeal process. The decision of the Board of Education shall be final. The parent/guardian may prepare a written statement to be placed in the file and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education.

Because enrollment in the primary multiage program may be for two or three years, parents/guardians and teachers are encouraged to communicate regularly about the child’s progress. The district reserves the right to determine placement for students in any class/program exclusive of the provisions of an Individual Education Plan (IEP).

APPEALS PROCEDURE FOR RETENTION OF STUDENTS (with the exception of third grade)

A. An appeal may be requested by letter to the principal. This request should be made within ten calendar days after the parent/guardian is aware of the student’s grade or promotion status.

B. The principal or designee shall hold a conference with the teacher and the parent/guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

C. At the conference, the principal will read Board Policy #5030 and ask the teacher to explain the rationale for the teacher’s decision. The parent/guardian will be given the opportunity to respond and present evidence that supports the parent/guardian position.

D. At the conclusion of the conference, the principal will state, in writing, whether he/she will uphold, rescind, or modify the teacher’s decision. In all cases, the parent/guardian will be advised of the right to have the decision reviewed by the Superintendent or designee.

E. If the parent/guardian desires a further appeal, he/she should request in writing an additional appeal to the Superintendent or designee within five calendar days.

F. The Superintendent or designee shall hold a conference with the principal and the parent/guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

G. At the conference, the Superintendent or designee will read Board Policy #5030 and ask the principal/designee to explain the rationale for the principal/designee’s decision. The parent/guardian will be given the opportunity to respond and present evidence that supports the parent/guardian position.

H. At the conclusion of the conference, the Superintendent or designee will state in writing whether he/she will uphold, rescind, or modify the principal’s decision. In all cases, the parent/guardian will be advised of the right to have the decision reviewed by the Board of Education.

I. The parent/guardian must notify the Board of Education in writing if further appeal is desired. The parent/guardian should specify whether they desire an open or closed hearing with the Board of Education.

J. The Board of Education will conduct a hearing with all relevant parties present. The Board will advise in writing the parent/guardian, Superintendent, principal, and teacher of its decision. The decision of the Board of Education is final.

THIRD GRADE RETENTION/MID-YEAR PROMOTION FOR THIRD GRADE STUDENTS

Oklahoma State law, the Reading Sufficiency Act (RSA), provides specific requirements for third grade students to advance to fourth grade. In order to be promoted to fourth grade automatically, a student must:

• Demonstrate proficiency in reading at the third-grade level through a screening instrument approved by the State of Oklahoma, or
• Score advanced or proficient on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program (OSTP).

If the student does not demonstrate proficiency in reading at the third-grade level or scores unsatisfactory or limited knowledge on the reading comprehension and vocabulary portion of the OSTP, then the student may be promoted if he/she qualifies through one of the “Good Cause Exemptions” or Probationary Promotion.
“Good Cause Exemptions”

A. Limited-English proficient students who have had less than two (2) years of instruction in an English language learner program;

B. Students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program;

C. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;

D. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;

E. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education program that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in pre-kindergarten for academic reasons, kindergarten, first grade, second grade, or third grade;

F. Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in pre-kindergarten for academic reasons, kindergarten, first grade, second grade, or third grade for a total of two (2) years; and

G. Students who have been granted an exemption for medical emergencies by the State Department of Education.

Probationary Promotion

A third grade student who scores at the unsatisfactory level on the reading portion of the third grade statewide criterion-referenced test may be evaluated for a probationary promotion by the Student Reading Proficiency Team. The student shall be promoted to the fourth grade if the team members unanimously recommend probationary promotion to the school principal and the Superintendent, and the principal and Superintendent approve the recommendation that promotion is the best option for the student. If a student is allowed a probationary promotion, the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act. The Student Reading Proficiency Team shall be composed of:

A. Parent(s) and/or guardian(s) of the student,

B. Teacher assigned to the student who had responsibility for reading instruction in that academic year,

C. Teacher in reading who teaches in the subsequent grade level, and

D. Certified reading specialist.

Mid-Year Promotion

Students retained in third grade may only be promoted to fourth grade mid-year prior to November 1 and only upon demonstrating a level of proficiency required to score at the proficient level on the statewide third grade criterion-referenced test, or upon demonstrating proficiency in reading at the third-grade level through a State Board of Education approved screening instrument, and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school. A mid-year promotion shall be made only upon agreement of the parent or guardian of the student and the school principal.

Revised 6/10/96
Revised 12/13/99
Revised 12/8/03
Revised 12/10/07
Revised 1/18/10
Revised 3/10/14
Revised 12/8/14
Revised 12/14/15
Revised 11/14/16