



## OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY

3877 Lusk Street | Oakland, CA 94608 | 510 594 3900 | oakmil.org

### Retention Policy (Middle School)

#### Philosophy

OMI is a College Preparatory Academy dedicated to academic excellence. In keeping with our commitment to rigorous academics and preparation for college, OMI requires that cadets demonstrate both academic success and motivation to achieve in order to be promoted to the next grade level. Cadets who promote to the next grade level must receive passing grades in their courses. In OMI's Middle School, we believe that all cadets are capable of reaching skill levels that prepare them for success in high school and college. In keeping with this mission, cadets who do not meet current grade level skill expectations will be required to attend OMI's summer targeted skill-building classes (Summer School). Upon successful completion of these classes, cadets will be better equipped to be successful in the next grade. Cadets who receive a final grade of an 'F' at the end of the second semester, and do not complete summer school classes successfully may be retained at their present grade level. This policy provides guidance to the Director of Teaching and Learning on the retention of students who do not meet grade level standards:

#### I. Criteria

- A. A cadet identified as at risk of retention will be objectively based on the cadet's inability to meet the minimum California state grade level standards in reading/language arts and mathematics for cadets in grades six through eight (6-8) as determined by the following:
  - i. Scores of Standard Not Met on the prior year's state testing in English-Language Arts, or Math.
  - ii. School attendance (ten (10) or more days of absence per academic year) or habitual missing of classes or advising meetings
  - iii. Previous unsuccessful interventions in class or at home (CST, parent/teacher meetings, etc.)
  - iv. Teacher(s), College and Career Counselor, or parent/guardian observation
  - v. Portfolio of work samples
- B. For English Learners (EL), retention cannot be based on the cadet's lack of English fluency as related to meeting English standards.
- C. For cadets with disabilities, the determination of the appropriate standards for promotion and retention should be made as part of the Individualized Education Plan (IEP) process and in accordance with all applicable laws.



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### II. Required Steps and Procedures Preceding Retention Decision

- A. A cadet may be retained in his or her current grade level if he or she is unable to meet California State grade level standards for advancement.
- B. Before retaining a cadet, the Director of Teaching and Learning or his/her designee will determine that:
  - i. A cadet does not meet the minimum California state grade level standards in reading/language arts and mathematics for cadets in grades six through eight (6-8) based on the above criteria.
  - ii. A meeting with the parents/guardians has been held per the OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY CST process. The CST will consider the academic and social emotional needs of the cadet.
  - iii. The interventions and support strategies at previous CST meeting(s) have been documented and implemented in a consistent manner.
  - iv. The cadet's parents/guardians have been continually informed and invited to be involved in the cadet's interventions and supports as defined in Section IV below.
  - v. A retention CST, consisting of the Director of Teaching and Learning, the cadet's classroom teacher(s)/College and Career Counselor and/or other staff members (as deemed necessary), and the parents/guardians of the cadet, has been held to review the interventions and progress to date. The CST will endeavor to reach a conclusion as to which grade level placement is in the best interest of the cadet for the next school year.
- C. If the CST does not reach consensus on a recommendation for retention, the Director of Teaching and Learning will make the final determination based upon all information discussed at the CST meeting.
  - i. The cadet cannot be retained in his or her grade if the cadet's teacher(s)/College and Career Counselor determines in writing that retention is not the appropriate intervention for the cadet's academic deficiencies. This written determination will specify the reasons that



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retention is not appropriate for the cadet and will include recommendations for interventions other than retention.

- ii. If a cadet is retained, the parents/guardians and the teacher(s)/College and Career Counselor will work together to develop and utilize appropriate instruction and intervention strategies that target the areas of concern for the following year so that the cadet will be supported to meet the academic standards in the retained grade.
- iii. When a final decision is made to retain a cadet, the parents/guardians will be notified within ten (10) working days of the retention CST meeting and given the reason for retention in writing along with a copy of this policy.

### III. Identification of “At Risk” Cadets

- A. A cadet will be identified as “at risk” of retention based on prior end-of-year assessments, interim indicators of academic achievement, California Standards and benchmark assessments, and on proficiency levels on standardized testing (as outlined in section IA above). Cadets identified as “at risk” will be remediated per program recommendations with appropriate support in accordance with OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY’S policies.

### IV. Parent notification and involvement

- A. Parents/guardians will be notified by their teacher(s)/College and Career Counselor of a cadet’s areas of academic concern as early in the school year and as early in the cadet’s school career as can be determined.
- B. Parents/guardians will be invited to an initial CST meeting to discuss concerns and proposed interventions.
- C. Parents/guardians will receive a copy of the CST meeting notes, which will also serve as notice of any proposed interventions and cadet support strategies that will be implemented by the school, the cadet and the parents.
- D. If necessary, parents/guardians will be invited to a CST follow-up meeting to discuss the cadet’s progress after the implementation of the interventions and support strategies. Further cadet support options may be discussed, including retention, if applicable.



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- E. If a recommendation for retention is made by the teacher(s) or College and Career Counselor to the Director of Teaching and Learning, parents will be invited to attend the retention CST meeting as a member. Members of the CST will also consist of the Director of Teaching and Learning, the cadet's teacher(s), College and Career Counselor, and other staff members (as deemed necessary).
- F. The retention CST meeting invitation will be made via telephone by the Director of Teaching and Learning to the phone number provided to the school and followed up by a written confirmation sent via US Mail (certified mail) and email to the address provided to the school. The teacher/adviser will log all attempts to contact the parents/guardians.
- G. If after two documented attempts to schedule a CST meeting and the cadet's parents/guardians do not respond, the meeting will be held without their presence.
- H. The retention CST meeting will include the following:
  - i. A review of previous CST notes
  - ii. Discussion on prior, current and ongoing interventions
  - iii. A review of the cadet's current work and any available interim assessments
  - iv. Discussion on the appropriateness of retention
  - v. The development of a plan for cadet support for the remainder of the school year and/or the following school year
- I. Notes from the CST meeting and the decision of the CST, or the final decision of the Director of Teaching and Learning (if the Team is unable to come to consensus), will be sent to the cadet's parents/guardians within ten (10) working days of meeting at the address provided by the parents/guardians to the school via registered mail, unless otherwise agreed in writing.
- J. The cadet will be offered placement for the following year in the grade level determined as appropriate by the CST.

### **V. Right to Appeal**

- A. If the parents/guardians disagree with the final decision, they have the right to appeal to an Appeals Committee.
  - i. Parents/guardians choosing to appeal a decision to retain (or not retain) the cadet will submit their request in writing to the Director of Teaching and Learning. The request will specify the reasons why the decision should be overturned. The appeal must be submitted no later than ten (10) working days following receipt of the determination of retention.



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- ii. An Appeals Committee, appointed by the Superintendent and comprised of one OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY teacher other than the cadet's current grade level, the College and Career Counselor, and the Student Services Coordinator, will review the appeal as well as the cadet's academic performance records. The Director of Teaching and Learning will provide evidence upon which the retention decision was based. The parents/guardians may also provide evidence and the reason(s) for their appeal. The Appeals Committee meeting will be held in a confidential setting. The Appeals Committee will prepare a written decision which summarizes its findings and conclusions. The Appeals Committee may not recommend that the CST or Director of Teaching and Learning's decision be overturned unless the recommendation of the Appeals Committee is unanimous.
- iii. The Appeals Committee will notify the parent(s) and Director of Teaching and Learning of its decision in writing within ten (10) business days of the meeting.
- iv. The Appeals Committee decision is final as to grade level placement of the cadet.