



CNCA Standards-Based Promotion & Retention Policy

CNCA continuously strives to promote high educational standards and advance the academic achievement of its students. In order to ensure all CNCA students are on track and prepared for success in the next grade level and beyond, promotion and retention standards have been developed. Students in grades K-8 must meet or exceed the criteria outlined below in order to attain promotion to the next grade. Students who are not in a benchmark grade can be retained at the discretion of their respective school administrative team. Students cannot be retained more than once while they attend a CNCA school. CNCA strives to not retain students in middle school whenever possible, given the significant stigma and social-emotional implications.

Standards-Based Promotion Requirements

In order to attain promotion to the next grade, students must meet or exceed the following requirements:

- iReady Diagnostic score for Math fall within the “one grade level below” category or above OR student is on track to meet annual stretch growth
- iReady Diagnostic score for English Reading fall within the “one grade level below” category or above OR student is on track to meet annual stretch growth (excludes TK-2 grade students in the dual language program)
- TK-2 Grade Students in the Dual Language Program: Spanish Reading level based on the ENIL is above “emergency” level
- Final report card grades in language arts and math of “C” or “2” or better.

Students Who Do Not Satisfy the Criteria

Students who do not satisfy the promotion criteria above will undergo a comprehensive review by the site principal and leadership team, using Light’s Retention Scale, to determine recommendations for promotion and summer intervention.

CNCA employs a robust Multi-Tiered Systems of Support model and diligently strives to identify and address the needs of at risk students early in the school year to avoid retention. The following interventions and supports are provided for all at risk students to provide assistance in mastering grade level standards:

- Differentiated, small-group, and individual standards-based instruction.
- Supplemental academic support programs in grades K through 8 may be provided before school, after school, or weekends to give students additional academic support.
- Summer school programs.

Family Notification

When a student is at-risk of not meeting grade level standards for promotion, parents/guardians are notified of academic concerns throughout the year during teacher conferences, progress reports, and official school correspondence. All written notification must be signed by the parent/guardian and returned to the school. Ultimately, the site administrators conduct individual meetings with the parents/guardians of each retention candidate to discuss the decision and attempt to secure parent support.



Parent/Guardian Appeal

A parent/guardian may appeal the decision to retain their child with the school principal by engaging a process that includes the following:

Step	Timeframe
1) Parent/guardian meets with the school principal and teacher to learn about retention recommendation and rationale	By June 15 th
2) Parent/guardian communicates desire to appeal this decision, either during the meeting in step 1 or afterward. Communication must include a written statement of appeal.	Before June 30 th
3) Principal reviews the appeal with site leadership team (e.g., assistant principals) and teacher.	Before June 30 th
4) Parent/guardian meet with site leadership team members (above) and teacher to discuss the results of the team's review (e.g., recommendation stands or recommendation has been reversed).	Before June 30 th
5) Parent/guardian either provides written consent for retention or does not do so. If consent is not given, the student is not retained. Retention decisions are ultimately up to the parent and a student may not be retained without parental consent.	By June 30 th