

SCHOLAR POLICY – PROMOTION AND RETENTION POLICY

I. Philosophy

Compass Charter Schools (“CCS” or the “Charter School”) is committed to the success of each scholar. CCS has adopted and follows a Multi-Tiered System of Supports (“MTSS”) system. The Scholar Success Coordinators establish and implement scholar achievement and intervention strategies in a timely manner. Despite the implementation of such strategies it may be necessary to retain a scholar (also known as a scholar) in the prior grade level or promote a scholar above his or her grade level for the following school year. In implementing this policy, the CCS Board of Directors (“Board”) is guided by the following principles:

- 1) Retention and promotion criteria will be objectively based on a scholar’s ability or inability to meet the grade level CCS standards of expected scholar achievement in language arts, mathematics, science, or social science, for scholars in grades kindergarten (k) through eighth (8), as determined by the CCS staff as articulated in its California standards-based report card or performance on the California Assessment of Scholar Performance and Progress. (See “Multi-Tiered System of Support” “Policy on Promotion and Retention”, “Grade Level Placement”, and “Placement” Attached as Exhibit A).
- 2) For English Learners, retention cannot be based on the scholar’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 scholar to be placed with or avoid a specific teacher or other pupils.

II. Retention

A. Required Steps Preceding Retention Decision

Before retaining a scholar, CCS will follow the following steps:

- 1) Parent(s)/Guardian(s) (also known as the Learning Coaches) will receive notice of progress or lack of progress in target areas through mid-semester progress reports and semester report cards. Learning Coaches will be notified by the teacher/Educational Facilitator (“EF”) of areas of academic concerns in parent teacher/EF conferences or in writing on progress reports or semester report card. Scholar achievement will be determined “at risk” as defined by CCS “Multi-Tiered System of Support” for one or more semesters. (Attached as Exhibit A).
- 2) CCS will hold an MTSS meeting for Scholar.¹ Parent(s)/Guardian(s), Director of Options Learning, Educational Facilitator (if applicable) and Director of Counseling Services (if in grades 6-8) will be invited to the MTSS meeting to discuss concerns and proposed

¹ For scholars qualified under the Individuals with Disabilities Education Act (“IDEA”), any decisions regarding retention will be made by the Individualized Education Program (“IEP”) team in an IEP meeting. For Scholars with a Section 504 Plan, any decisions will be made by the Section 504 team in a 504 meeting.

interventions. Parent(s)/Guardian(s) will receive a copy of the MTSS meeting notes which will serve as notice of proposed interventions and scholar achievement strategies.

- 3) Research based interventions suggested at the MTSS meeting will be implemented and documented in an ongoing and consistent manner. A recommended interval of six (6) weeks of academic interventions should occur before the initial MTSS and the recommendation for retention.
- 4) Following the above interventions, a Scholar Success Coordinator(s) may make a recommendation for retention. Once made, Learning Coaches will be invited to conference with the Scholar Success Coordinator(s) and Superintendent & CEO, and other staff members as deemed necessary (“Retention Team”). Retention Team Conference invitation will be via telephone by teacher/EF to the number Learning Coaches provided to CCS, followed up by a written confirmation sent via US Mail to the address Learning Coaches provided to CCS. Teacher/EFs will log all attempts to contact Parent(s)/Guardian(s). If after two (2) documented attempts to schedule a conference by phone, Learning Coaches do not respond or attend the Retention Team Conference, the conference will be held without their presence.
- 5) The Retention Team Conference will include:
 - Review of previous MTSS 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 scholar’s grade level for the following academic year; and
 - If the decision is to retain the scholar, appropriate instruction and interventions are targeted for the following year so the scholar will be supported in meeting the standards the following year in the retained grade.
- 6) If there is disagreement among the Retention Team, the Superintendent & CEO will make the determination based upon all information discussed at the meeting.
- 7) When a final decision is made, CCS 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 forty-eight (48) hours of the meeting at the address provided by Parent(s)/Guardian(s) to CCS via registered mail unless otherwise agreed to in writing.

B. Right to Appeal

If the Parent(s)/Guardian(s) disagree with the decision, they have the right to appeal to the CCS

Board.

- 1) Learning Coaches choosing to appeal a decision to retain a scholar shall submit a completed Promotion or Retention Appeal Request Form (attached as Exhibit B) to the Superintendent & CEO 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 scholar's academic performance records on which the Retention Team relied. The Superintendent & CEO shall be provided an opportunity to state orally and/or in writing the criteria on which the Retention Team or Superintendent & CEO's decision was based. The Parent(s)/Guardian(s) will also 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 scholar confidentiality. The Board will prepare a written decision which summarizes findings and conclusions.
- 3) The Board shall notify the Parent(s)/Guardian(s) and Superintendent & CEO 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 Charter School unless otherwise agreed to in writing.
- 4) The Board's decision is final.

C. Supplemental Instruction

Supplemental instructional programs will be available for scholars who are recommended for retention, retained, or identified as at-risk of retention. Such programs may be offered by CCS during the summer, after school, on Saturdays and/or during intersession.

The Superintendent & CEO or designee may require recommended scholars to participate in supplemental instructional programs. Parents who exclude their scholars from supplemental instructional programs will be notified in writing by CCS of their risk of retention for the scholar's failure to access supplemental instruction.

III. Promotion**A. Required Steps Preceding Promotion Decision**

Before promoting a scholar, CCS will follow the following steps:

- 1) If CCS receives a promotion request from a scholar's Parent(s)/Guardian(s), CCS will schedule and hold an MTSS meeting for Scholar.² Parent(s)/Guardian(s) Director of Options Learning, Educational Facilitator (if applicable) and Director of Counseling Services (if in grades 6-8) will be invited to the MTSS meeting to discuss scholar progress on grade level benchmarks and other considerations/concerns for promotion. Parent(s)/Guardian(s) will receive a copy of the MTSS meeting notes which will serve as notice of proposed scholar achievement strategies (and interventions, where applicable). These promotions will only be considered just before the start of the fall semester and only for scholars in grades 4 and above.
- 2) The MTSS will make a recommendation for the Superintendent & CEO or designee who shall make the final decision. The Superintendent & CEO will send notice of this decision within forty-eight (48) hours of the meeting at the address provided by Parent(s)/Guardian(s) to the Charter School via registered mail unless otherwise agreed to in writing.

B. Right to Appeal

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

- 1) Learning Coaches choosing to appeal a decision to promote a scholar shall submit a completed Promotion or Retention Appeal Request Form (attached as Exhibit B) to the Superintendent & CEO 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 promotion.
- 2) The Board shall review the appeal as well as the scholar's academic performance records on which the MTSS relied. The Superintendent & CEO shall be provided an opportunity to state orally and/or in writing the criteria on which the MTSS or Superintendent & CEO decision was based. The Parent(s)/Guardian(s) will also 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 scholar confidentiality. The Board will prepare a written decision which summarizes findings and conclusions.
- 3) The Board shall notify the Parent(s)/Guardian(s) and Superintendent & CEO 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 Charter School unless otherwise agreed in writing.
- 4) The Board's decision is final.

² For scholars qualified under the Individuals with Disabilities Education Act ("IDEA"), any decisions regarding promotion will be made by the Individualized Education Program ("IEP") team in an IEP meeting. For Scholars with a Section 504 Plan, any decisions will be made by the 504 team in a 504 meeting.

Exhibit A

COMPASS CHARTER SCHOOLS Placement and Retention Policies

Multi-Tiered System of Support

A Multi-Tiered System of Supports (“MTSS”), including Response to Intervention (“RTI”) and Positive Behavioral Intervention and Supports (“PBIS”), is a systematic multi-tiered model which targets behavioral, social, emotional, and academic support for scholars. MTSS establishes a process for providing increasing levels of instructional time and intensity whereby the needs of all learners are identified and supported early and effectively.

MTSS provides high quality standards-based core instruction and the use of data to identify scholars for appropriate acceleration and intervention. The MTSS model advances academic and behavioral CCS Scholar Handbook achievement through frequent progress monitoring, ongoing data collection and analyses as well as providing immediate, evidence-based intervention.

In order to best support our scholars and ensure they are achieving academically and socially/emotionally, scholars receive support from different Tiers throughout the framework.

The three components within the CCS MTSS framework are:

- Assessments
- Internal Benchmark assessments
- CAASPP State Testing

High-Quality, Evidence-Based Instruction

- Tier 1 - Core Instruction (80%--universal interventions)
- Tier 2 - Supplemental Instruction (15%--targeted group interventions)
- Tier 3 - Intensive Instruction (5%--intensive individual interventions)

Data-Based Decision Making

- Leadership meets regularly to assure outcomes are achieved

Academic support sessions, social emotional learning, and behavioral groupings are provided on a regular-basis and supported by the Scholar Success Coordinator. Scholars invited to these support sessions are encouraged to attend.

Grade Level Placement Policy

A scholar’s grade level is determined upon initial enrollment and is written on the Master Agreement. If an elementary scholar is coming to CCS from another school, the grade level is typically based on the scholar’s grade level at the previous school. If no previous school was attended, grade level can be determined by the legal need to be (or have been) five (5) years old by the cutoff date in the year of entry into kindergarten and proceeding chronologically for each grade level. An incoming scholar must provide the most recent report card, current progress report, and transcript if enrolling during the school year, in order to determine appropriate placement. Failure to do so does not delay enrollment but will delay the appropriate placement of

the scholar into courses.

Policy on Promotion and Retention

Promotion to the next grade level is dependent upon the grades earned. Scholars must pass a minimum number of core curriculum courses (i.e., mathematics, science, social science and language arts) and successfully complete any prescribed school year academic instructional support programs. Scholars who are at risk of retention will be provided with programs of supplemental instruction during the school year. Scholars who do not make satisfactory progress each year are at risk of being retained. If a scholar is recommended for retention, the School will notify the scholars Learning Coach in writing.

Placement

If a Learning Coach, Teacher, or Educational Facilitator feels that a scholar should be placed in a different grade level, the situation must be discussed with the Learning Coach, Academic Coordinator, and Director of Program prior to making the change on the Master Agreement. They will make a recommendation for the Superintendent & CEO or designee who shall make the final decision. Scholars may be required to take a placement exam and/or end of unit subject tests to determine appropriate placement based on Learning Coach requests for skipping or repeating a grade.

Exhibit B

**COMPASS CHARTER SCHOOLS
Promotion or Retention Appeal Request Form**

Date: _____

Name of Scholar: _____

Date of Birth: _____ Grade: _____

Appealing the decision for (please circle one): Retention Promotion

As outlined in the Compass Charter Schools (“CCS”) Promotion and Retention Policy, my child was recommended for retention/promotion by the CCS Retention Team or promotion by the MTSS. I do not agree with this recommendation and wish to appeal this decision to the Director of the Learning Program.

Please explain your disagreement: _____

I am aware that this appeal must be made within fourteen (14) calendar days of my receipt of the recommendation to retain or promote my child and should be submitted to the Superintendent & CEO. This appeal will go before the Director of the Learning Program and it will make a final determination regarding retention or promotion.

Parent/Guardian Name

Parent/Guardian Signature

Date