



GOOD FOUNDATIONS ACADEMY  
"Building Knowledge and Character"  
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## **PUPIL PROMOTION/RETENTION (PPR) POLICY**

### ***PURPOSE AND PHILOSOPHY***

To ensure fair and equitable promotion and retention of our students in alignment with Good Foundations Academy's (GFA's) mission, state, and federal laws.

### ***POLICY***

In order to sustain the high level of academic achievement that we envision for all students at GFA, decisions for promotion and retention will be made by the Pupil Promotion or Retention (PPR) Team. Students who meet or exceed the benchmarks listed in the "administrative guidelines" section will be promoted to the next grade level.

**Retention Procedures:** When a classroom teacher identifies a student that is at-risk of failing to meet the benchmarks listed in the "administrative guidelines" section, the teacher will begin collecting data and classroom work samples and notify the parents/guardians, administration, and refer for at risk services. If the student does not make satisfactory progress by mid-year, the teacher will notify the parents at 2<sup>nd</sup> conferences or as near as possible. The teacher and parents will work together to provide any assistance and support needed. If the student is still at risk by 3<sup>rd</sup> Quarter Report Cards, the teacher will inform the parents and recommend the student to the PPR Team.

**Promotion Procedures:** A parent or teacher may submit a written recommendation to have a student promoted to the next grade level at any time.

The PPR team will be comprised of a member of the administrative team, current teacher, next year's teacher, and resource teacher (if applicable). The team will review the data and make a decision for promotion to the next grade level or retention. The current teacher and administrator will meet with the parents to inform of decision and options.

**Parent rights:** According to *Utah Code 53A-15-1402 a* (Local Education Agency) LEA shall "reasonably accommodate a parent or guardian's written request to retain a student on grade

level based on the student’s academic ability or the student’s social, emotional or physical maturity.” Good Foundations Academy agrees to accommodate these requests by holding a PPR Team meeting and following through with what is best for the child’s needs, as agreed on upon by the team. In a circumstance in which a consensus is not made, the executive director will make a decision that he/she believes is best for the child and the school as a whole.

**Timing:** Parents and teachers have the right to a timely decision. In order to “reasonably accommodate” the request, the PPR team will have a preliminary meeting within 2 weeks of the parent or teacher request and a decision meeting held within 3 weeks of the preliminary meeting.

**ADMINISTRATIVE GUIDELINES**

For all grades, attendance is a factor. If the student has missed a significant number of days for any reason, GFA may evaluate if the absences have impeded the student’s ability to master grade level material. Ten or more absences in a year are considered excessive.

**GRADES 1 – 3**

The decision to promote or retain a student is based on literacy. Students are expected to be at the listed benchmarks below. If a student is extremely above or extremely below these benchmarks, they may qualify for retention or promotion. The GFA PPR Team may examine the following data to inform this decision:

Grade	Data Source	Benchmark
1 – 3	DIBELS	At or above grade level
1 – 3	Riggs Orthography	At or above grade level
1 – 2	NWEA	50%ile or higher in Reading
3	Writing Sample	Proficient or above
3	state-mandated or school approved summative, diagnostic, or interim formal assessments	Proficient or Advance in English/Language Arts

**GRADES 4 – 6**

The decision to promote or retain a student is based on literacy, math, and general writing. Students are expected to be at the listed benchmarks below. If a student is extremely above or extremely below these benchmarks, they may qualify for retention or promotion. The GFA PPR Team may examine the following data to inform this decision:

<b>Grade</b>	<b>Data Source</b>	<b>Benchmark</b>
4 – 6	QRI – oral fluency and reading comprehension (*if needed)	At or above grade level
4 – 6	Report Card	70% average on report card for all core subjects (Math, Language Arts, History, Science)
<b>Grade</b>	<b>Data Source</b>	<b>Benchmark</b>
4 – 6	Eureka Math Module Assessments	70% or higher
4 – 6	Writing Sample	Proficient or above
4 – 6	Student Behavior Observation	At or above grade level, same gender peer
4 – 6	state-mandated or school approved summative, diagnostic, or interim formal assessments	Proficient or Advanced in all subject areas tested
4 – 6	Riggs Orthography (*if needed)	At or above grade level
4 – 6	Math Facts Addition, subtraction, multiplication, division (0 – 12)	At or above grade level

### **COMPLIANCE**

GFA will comply with State and Federal laws regarding the students with disabilities and IDEA.