



# Good Foundations Academy

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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.

**Pupil Promotion or Retention (PPR) Team:** The PPR team will be comprised of a member of the administrative team, current teacher, next year's teacher, and resource teacher (if applicable). A PPR team will be determined on an individual basis for each student considered for retention or early promotion.

**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 as outlined below.

- *End of 2<sup>nd</sup> Quarter:* If the student does not make satisfactory progress by mid-year, the teacher will notify the parents at 2<sup>nd</sup> conferences or earlier. All students at risk of retention will have parents notified no later than 2<sup>nd</sup> quarter report cards. The teacher and parents will work together to provide any assistance and support needed, including strategies parents can use at home as well as strategies that will be implemented at school.
- *End of 3<sup>rd</sup> Quarter:* If the student is still at risk of not meeting benchmarks by 3<sup>rd</sup> quarter report cards, the teacher will inform the parents and recommend the student to the PPR Team, which will be established for the student.
- *During 4<sup>th</sup> Quarter:* Parents and teachers have the right to a timely decision. In order to reasonably accommodate this, the PPR team will be established and have a preliminary meeting by April 15<sup>th</sup>. Findings of the preliminary meeting will be reported to parents. A decision meeting will be held by May 15<sup>th</sup>. The current teacher and administrator will meet with the parents to inform of decision and options.

**Promotion Procedures:** A parent or teacher may submit a written recommendation to have a student promoted to the next grade level at any time. A PPR team will be comprised and review the data in order to make a decision for promotion to the next grade level. 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. 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 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.

### **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 grade level benchmarks. If a student is extremely above or extremely below grade level benchmarks, they may qualify for retention or promotion. The GFA PPR Team may examine state-mandated or school approved summative, diagnostic, or interim formal assessments to inform this decision.

#### **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 grade level benchmarks. If a student is extremely above or extremely below grade level benchmarks, they may qualify for retention or promotion. The GFA PPR Team may examine state-mandated or school approved summative, diagnostic, or interim formal assessments to inform this decision.

### **COMPLIANCE**

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