

Routing: High School Principals Associate Principals Area Superintendents	SITE OPERATIONS BULLETIN School Year 2023-2024	BULLETIN NUMBER: 57 DATE: May 10, 2024 DUE DATE: June 6, 2024
---	--	---

Title: PROMOTION/RETENTION AND PLACEMENT DECISIONS FOR STUDENTS AT-RISK AT THE ELEMENTARY LEVEL

Issuing Department: Humanities, Equity, Access and Opportunity

Reference: [Administrative Regulation AR 5123\(a\)](#), Promotion/Acceleration/Retention Definitions
[Board Procedure BP 5123\(a\)](#), Promotion/Acceleration/Retention
[Administrative Circular No.19](#), Support for Students At-Risk at the Elementary Level (Intervention Plans)

Summary: Review and implement promotion/retention procedures for students at-risk.

Brief Explanation:

The primary purpose of this circular is to call your attention to the actions that must be taken at the end of the school year for students identified as at-risk of not meeting grade-level standards.

This bulletin and attachments contain important information related to student promotion/retention. It is essential that site administrators, teachers, and counselors carefully review all of the attached materials to ensure that the promotion/retention and student placement processes outlined in [Board Procedure BP 5123\(a\)](#) are followed consistently throughout the district. *Please discard all related materials from previous years.*

Description of Attachments

1. Teacher Decision to Promote or Retain Forms

Teacher instructions for completing the Teacher Decision to Promote or Retain forms are found in Attachment 1. Attachments 2a and 2b are copies of the Teacher Decision to Promote or Retain forms, in English and Spanish. **A form must be completed for each student at-risk** (i.e., each student with a Learning Contract), even if the student is not being considered for retention.

- For students who are candidates for retention, the promotion/retention/placement decision should be discussed with the parent/guardian during a conference. There is an appeal process for parents/guardians who disagree with the teacher’s decision to promote or retain. (See the following board policies [BP 5123](#) and [BP 5123E](#) for a description of the appeal process.)

Attachments 3a and 3b are copies of the Parent/Guardian Information Letter in English and Spanish; Attachments 4a and 4b are a “Parent/Guardian Conference Request Form.” These documents must be distributed with each Teacher Decision to Promote or Retain form. Attachment 5a and 5b are a copy of the Agreement for Pupil to Continue in Kindergarten form (in English and Spanish), for distribution as needed.¹

Action Timeline

The following timeline comes from board policies [BP 5123](#) and [BP 5123E](#) (previously referred to as Administrative Procedure No. 4755).

Action Dates	Responsible Party	Actions to be Taken
<i>Within last 6 weeks of instruction</i>	Teacher	• Evaluate student’s academic performance based on designated performance measures and, if needed and appropriate, additional evidence of student academic achievement, participation in support and intervention opportunities, readiness for next grade level, etc. • Consult with the principal and the student’s parent/guardian. • Make promotion/retention decisions (elementary level). • Indicate decision on Teacher Decision to Promote or Retain form and submit to principal for signature. • Indicate decision on Elementary Progress Report Collection form (report card scan sheet).
Action Dates	Responsible Party	Actions to be Taken
<i>At least 3 weeks prior to end of school year</i>	Principal	• Make promotion/retention decisions for Kindergarten students (retention requires parent/guardian approval). Complete Agreement for Pupil to Continue in Kindergarten form and file in student’s cumulative folder. • Sign all Teacher Decisions to Promote or Retain forms; notify parents/guardians of the decision and the opportunity to request a meeting to discuss the student's academic program in the coming year and/or appeal the decision.

¹ Please note: California law (Education Code 48011) requires parent/guardian approval for a Kindergarten student to be retained. A signed Agreement for Pupil to Continue in Kindergarten form **must** be kept on file at the school site for any student retained in Kindergarten in order for the district to collect ADA (average daily attendance) for that child during the retention year (i.e., next school year).

<i>Prior to end of school year</i>	Teacher Principal, Teacher Principal	● Convene meeting with parent/guardian upon request to discuss student's academic program for the coming year. ● Conduct appeal process upon request by parent/guardian. ○ Make final promotion/retention decisions following the proceedings. ○ Contact parent/guardian regarding disposition of the appeal; provide written notice shortly thereafter.
<i>End of school year</i>	Principal	● File all original documents in the student's cumulative folder. ● Distribute copies as indicated to parent, teacher, principals, and, at exit grade only, the middle/junior high school. ● Notify receiving middle-level school of students promoted with recommended interventions.

For more information about this bulletin, contact:

	Primary Contact	Backup Contact
Name:	Maria Montgomery	Wendy Ranck-Buhr
Title:	Senior Director	Senior Executive Director
Department:	Humanities	Equity, Access and Opportunity
Phone:	619-725-7241	619-725-5678
Email:	mmontgomery@sandi.net	wrack-buhr@sandi.net

Attachments:

- Attachment 1: [Decision to Promote or Retain: Teacher Directions](#)
- Attachment 2a: [Decision to Promote or Retain Form \(English\)](#)
- Attachment 2b: [Decision to Promote or Retain Form \(Spanish\)](#)
- Attachment 3a: [Parent/Guardian Information Letter \(English\)](#)
- Attachment 3b: [Parent/Guardian Information Letter \(Spanish\)](#)
- Attachment 4a: [Parent/Guardian Conference Request Form \(English\)](#)
- Attachment 4b: [Parent/Guardian Conference Request Form \(Spanish\)](#)
- Attachment 5a: [Agreement for Pupil to Continue in Kindergarten Form \(English\)](#)
- Attachment 5b: [Agreement for Pupil to Continue in Kindergarten Form \(Spanish\)](#)