



Student Grade Level Enrollment/Promotion/Retention

Grade Level Enrollment/Promotion/Retention Process

The District shall admit all eligible students who meet the age requirements established by California law for enrollment in public schools.

Transitional Kindergarten (TK)

- Children who turn four (4) years old on or before September 1 of the school year are eligible for enrollment in Transitional Kindergarten.
- Transitional Kindergarten is the first year of a two-year kindergarten program designed to build a bridge between preschool and traditional kindergarten.
- Beginning in the 2025–2026 school year, the eligibility window for Transitional Kindergarten covers all children who turn four (4) years old by September 1.

Kindergarten

- Children who turn five (5) years old on or before September 1 of the school year are eligible for enrollment in Kindergarten.
- Kindergarten enrollment is not compulsory; however, it is strongly encouraged to establish foundational academic and social skills.

First Grade

- Children who turn six (6) years old on or before September 1 of the school year are eligible for enrollment in First Grade.
- Early admission to First Grade is not permitted unless the child has successfully completed kindergarten at a public or private school and meets readiness standards.

Second- Twelfth Grade

Students enrolling in grades 2 through 12 shall be assigned to the grade level corresponding to their chronological age based on their birthdate, unless official documentation from the previous school of enrollment substantiates a promotion or retention.

Promotion/Retention Process

Kindergarten up to Grade 2

Consideration for grade-level promotion or retention shall be addressed through a Student Study Team (SST) process, which is typically conducted over an extended period to ensure a thorough evaluation. Promotion or Retention determinations shall be based on established criteria, including grade level academic progress and performance, social-emotional development, and overall maturity, to identify the most appropriate educational placement for the student.

The Supervising Teacher (or identifying Teacher*) shall be responsible for identifying ~~second through 8th grade~~ students at risk of retention or being considered for promotion.

*Where a student with a disability has individualized achievement criteria identified on the IEP, the student may only be retained upon recommendation of the IEP team. In addressing areas included in the student's IEP, the Special Education Teacher will serve as the identified teacher. For all other areas, the Horizon General Education Certificated Team shall be responsible for the decision to promote or retain a student.

- The Legal Guardian shall be provided the opportunity to request a promotion or retention (Ed Code 48070.5) and will be provided a copy of the District's Promotion/Retention Policy.
- The Legal Guardian shall be notified and invited to participate in the Student Study Team process if a pupil is identified as being at risk of retention or is being considered for promotion.

Retention Guidelines

- An Intervention Plan related to the instructional program, acceleration strategies, and/or referrals for support services should be developed for any student at risk of retention based on Horizon Charter School's local and state assessed needs aligned to the California State Standards.
- Only when the interventions have been unsuccessful and the student has not made sufficient academic progress during the course of the school year will the student be considered for retention.

Criteria for Promotion/Retention:

Decisions to promote or retain will be made by a Horizon Charter School General Education Certificated Team based on the following indicators of academic achievement: proficiency in reading, English-Language Arts and Mathematics as determined by state-wide test results, other Horizon Charter School's assessment results, student grades, and other validated data points identifying level of mastery in grade level standards. Other relevant information, including social emotional needs, chronological age, maturity, and qualitative data, will be considered in the organization's decision to promote or retain.

Appeal Process:

- To appeal the decision to retain or promote a pupil, the appealing party shall submit a written request and rationale for appeal to the Superintendent or designee within 15 days of the decision notice.
- Within 30 days of receipt of a written appeal, the Superintendent or designee shall render a final decision.