
GRADE PROMOTION POLICY

California Pacific Charter Schools (“CPCS”) has adopted this Grade Promotion Policy to apply to all students requesting grade promotion. CPSC is committed to the success of each student. The goal of promotion is to create a bridge between the readiness of a student and the level and pace of instruction.

Promotion of a student can happen naturally within an independent study model and doesn’t typically need to be formally reflected in the student’s assigned grade level. Therefore, a thorough evaluation of a request to promote will be conducted before approving a promotion request.

Please note that TK students that were not eligible for kindergarten due to the age cut-off requirement must finish the two-year program by completing kindergarten before being considered for promotion. All other grade levels may request a grade level promotion of their student.

CPSC only reviews promotion requests at the end of each school year, after the student has been enrolled in the school for the majority of the current school year. Rare exceptions may be made by a school administrator to review a promotion request earlier.

A promotion request may only be made if a previous SST meeting has been held during the current school year for the student. If an SST meeting was not held during the current school year, then a promotion request can not be made for that school year.

Parent(s)/Guardian(s) must submit the following to a school administrator or designee by the last day of learning period 7:

1. Written request for the promotion of the student
2. Explanation of why the request is being made
3. List of all interventions and curriculums utilized during the school year
4. Evidence and documentation to show that the majority of the content standards at the grade level being requested to skip have been met (this may include, but is not limited to assignment and work records, assessment scores, work samples, report cards). Please note the school may request additional documentation as needed.

Teachers of students for whom a grade promotion request has been made must submit the following to the school administrator or designee by the last day of learning period 8:

1. Completed updated SST request form
2. Updated state and local assessment data
3. Report cards, if applicable
4. Other relevant information

An SST/promotion meeting will be held during learning period 9 with the teacher, school counselor, and school administrator or designee. The parent/guardian is invited to attend the beginning of the meeting to explain their request and any documentation, however, their

GRADE PROMOTION POLICY

attendance is not required. The team, minus the parent/guardian, will review the information and decide if grade promotion is appropriate. If the team cannot come to a consensus, then the Executive Director holds the responsibility of making the final decision. The parent(s)/guardian(s) will be notified via email of the decision within five school days of the SST/promotion meeting.

If the request is denied, the parent(s)/guardian(s) has the right to appeal. If the promotion request is approved, then the parent(s)/guardian(s) must sign the Parent/Guardian promotion Acknowledgement Form before the student's grade level will be changed in the school database.

Right to Appeal

If the parent(s)/guardian(s) disagree with the decision, they have the right to appeal to the school's Executive Director.

- 1) Parent(s)/guardian(s) choosing to appeal a denial to retain a student shall submit a request to appeal the decision to the Executive Director with a detailed explanation specifying the reasons why the decision should be overturned. The submission of the request to appeal must occur no later than five school days following the date the parent(s)/guardian(s) were notified via email of the denial.
- 2) The Executive Director shall review the appeal as well as the student's academic performance records on which the SST relied. The Executive Director shall be provided an opportunity to discuss records with the parent(s)/guardian(s) and SST meeting members if deemed necessary by the Executive Director.
- 3) The Executive Director will notify the parent(s)/guardian(a) of their decision via email within seven (7) school days of receiving the appeal request.
- 4) The Executive Director's decision is final.