Scholar Promotion/Retention Policy

PURPOSE AND PHILOSOPHY
To ensure fair and equitable promotion and retention of our scholars in alignment with CCA’s mission.

POLICY
In order to sustain the high level of academic achievement that we envision for all scholars at CCA, decisions for promotion and retention will be made by the PRT, Promotion/Retention Team.

Promotion - Scholars who meet or exceed course benchmarks may be promoted to the next grade level, or encouraged to move beyond grade levels due to ability. Recommendations will be made based on scores from incoming NWEA, RISE, ACT, ACT Aspire, and weekly progress along with current mentor/future mentor collaboration. Scholars are not required to move ahead in coursework and can choose competitions or deeper DOK projects.

Retention/Summer Requirements - When a subject mentor identifies a scholar that is at risk of failing to meet the benchmarks (early first quarter), the mentor will begin collecting data and classroom work samples and notify administration and the RTI Team. If the scholar is still at risk after first quarter, the scholar will begin working with RTI after they observe and identify the weaknesses. Suggestions will be made as to how the scholar can improve achievement. If the scholar does not make satisfactory progress by mid-year, the mentor will notify the parents at the end of January. The mentor and parents will work together to provide any assistance and support needed. If the scholar is still at risk by March, or spring NWEA, the mentor will inform the parents and recommend the scholar to the PRT for retention.

The PRT will be comprised of the following members:
- a member of the administrative team,
- current mentor(s),
- next year’s possible mentor(s),
- guidance counselor,
- resource mentor (only if applicable).

The team will review the data and make a decision based on the progress of the scholar.
- If the scholar has earned NY for the first and part of second term (6/7/8), a recommendation may be made to hold the scholar at that level for one more year.
- If the scholar is in high school courses, they will be required to either take CCA coursework over the summer (by one of our teachers) OR take the BYU Credit Recovery courses online before returning in the fall.
The current mentors and administrators will meet with the parents to inform of the decision and options once a recommendation has been made.

**ADMINISTRATIVE GUIDELINES**

- For all grades, attendance is a factor. If the scholar has missed a significant number of days for any reason, CCA may evaluate if the absences have impeded the scholar’s ability to master grade level material. Due to the nature of a blended model, scholars should be able to make progress without being in every hub.

**Promotion Guidelines**

- **Language Arts** –
  - The decision to promote or retain a scholar may be based on literacy. The CCA PRT may examine the following data to inform this decision:
    - NWEA 50%ile or higher in Reading and Language.
    - Proficient Writing Sample based on Utah Writing Standards.
    - Cumulative Grade of a C or higher in Language Arts.

- **Mathematics** –
  - The decision to promote or retain a scholar may be based on standard math skills. The CCA PRT may examine the following data to inform this decision:
    - NWEA 50%ile or higher in Mathematics.
    - Proficient application of core math concepts.
    - Cumulative Grade of a C or higher in Mathematics.

**COMPLIANCE** - CCA will comply with State and Federal laws regarding the scholars with disabilities and IDEA.