

SAN DIEGO CITY SCHOOLS

Date: June 7, 2005

To: **Middle-Level** Principals; Division and Department Heads

Subject: PROMOTION/RETENTION AND PLACEMENT DECISIONS FOR AT-RISK STUDENTS

Department and/or Persons Concerned: Principals, Vice Principals, Teachers, and Counselors

Due Date: Complete required documentation by the end of the academic year.

Reference: District Procedure No. 4760, Promotion/Retention and Placement/Articulation, 6-8 (Middle)

Administrative Circular No. 43, Learning Contract for At-risk Students (October 28, 2004)

Action Requested: Review and comply with the decision and documentation process relating to at-risk students.

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 circular and attachments contain important information related to student promotion/retention and placement/articulation. 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 Administrative Procedure No. 4760 are followed consistently throughout the district. *Please discard all related materials from previous years.*

Attachment	Document(s)
1	<i>Teacher Decision to Promote or Retain Form: Grades 6/7, Grade 8</i> <i>Teacher Decision to Promote or Retain Form: Teacher Directions</i> <i>Secondary Placement Recommendation Form</i> <i>Secondary Placement Recommendation Form: Teacher Directions</i> <i>Parent/Guardian Information Letter (English and Spanish)</i> <i>Teacher Decision to Promote or Retain Form: Electronic Form Instructions</i> <i>Parent/Guardian Conference Request Form</i>
2	<i>Literacy Performance Expectations and Placement Guidelines</i> <i>Literacy Course Guide</i>
3	<i>Mathematics Performance Expectations and Placement Guidelines</i> <i>Mathematics Course Guide</i>

Description of Attachments

1. Teacher Decision to Promote or Retain Form; Secondary Placement Recommendation Form

Attachment 1 provides copies of the *Teacher Decision to Promote or Retain* forms for Spring 2005-06. **This form must be completed for each at-risk student** (i.e., each student with a Learning Contract), even if the student is not being considered for retention. Teacher instructions for completing the *Teacher Decision to Promote or Retain* forms are also included in this attachment.

The form can be accessed and printed electronically at the school site via the Student Achievement Data System. All current student demographic and assessment information is pre-printed on the document. Directions for accessing the electronic forms are included in this section. Additionally, blank forms can be downloaded and printed from the Standards, Assessment, and Accountability Division website at <http://studata.sandi.net/saa/placement/index.asp>. These are available in several languages: Spanish, Cambodian, Lao, Somali, Tagalog, and Vietnamese.

- There are separate forms for Grades 6/7 and for Grade 8.
- For entry-grade 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 Administrative Procedure No. 4760 for a description of the appeal process.)
- For students who attend summer school, a new *Teacher Decision to Promote or Retain* form must be completed at the end of the summer session.

This attachment also includes the *Secondary Placement Recommendation* form with instructions for the teacher on completing the form. This form (available electronically) is to be used when a staff member or parent/guardian requests a review of the student's placement in middle-level coursework. A placement review conference may be convened if there is a belief that the assessment results do not accurately reflect the student's academic performance. These are expected to be exceptional circumstances. For students entering the middle level, the conference should ideally include both the elementary teacher and site administrator, and the middle-level counselor and site administrator/designee. For students exiting the middle level, the conference should ideally include the middle-level and senior high counselors and site administrators/designees.

This attachment also includes a copy of the Parent/Guardian Information Letter (in English and Spanish), and a Parent/Guardian Conference Request Form. Both of these documents should be distributed with each *Teacher Decision to Promote or Retain* form.

2-3. Performance Expectations, Placement Guidelines, and Course Guides: Literacy and Mathematics

Attachments 2 (literacy) and 3 (mathematics) provide the performance expectations and retention criteria for each grade level (performance matrix), and the associated course placement guidelines and course numbers.

- The retention criteria are the same for Fluent English students and for English Learners enrolled five years or more. There are additional retention criteria for English Learners enrolled three to four years. English Learners enrolled less than three years should not be retained.

- The attached Literacy and Mathematics Course Guides reflect the general course offerings for students at specific grade levels. Advanced, Honors and AP course offerings—as appropriate—can be found in the Course of Study.

Middle-level teachers or site administrators should respond to parental questions regarding student promotion/retention at the exit grade level. Parental questions regarding student coursework at the senior high entry grade should be referred to the high school.

Action Timeline

The following timeline comes from district procedure 4760.

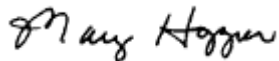
Action Dates	Responsible Party	Actions to be Taken
<i>Within last 6 weeks of instruction</i>	Teacher	<ul style="list-style-type: none"> • Evaluate student’s academic performance based on designated performance measures and, if needed and appropriate, additional evidence of student academic achievement, 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 decision. • Indicate decision on <i>Teacher Decision to Promote or Retain</i> form and submit to principal for signature.
<i>At least 3 weeks prior to end of school year</i>	Principal	<ul style="list-style-type: none"> • Sign <i>Teacher Decision to Promote or Retain</i> form; notify parents/guardians of decision, and the opportunity to request a meeting to discuss student’s academic program in the coming year and/or appeal the decision.
<i>Prior to end of school year</i>	Teacher Principal, Teacher Principal Counselor Teacher/ Counselor, Principal	<ul style="list-style-type: none"> • Convene meeting with parent/guardian upon request to discuss student’s academic program for the coming year. • Conduct <u>appeal process</u> upon request by parent/guardian. <ul style="list-style-type: none"> – Make the final promotion/retention decision following the proceedings. – Contact the parent/guardian regarding disposition of the appeal; provide written notice shortly thereafter. • Conduct <u>Placement Review Conference</u> upon request by staff and/or parent/guardian. <ul style="list-style-type: none"> – Record student performance level and placement recommendation on <i>Secondary Placement Recommendation</i> form. – Make the final placement decision during the conference. Have parent/guardian indicate agreement with or decline of the recommended placement and sign the form.
<i>End of school year</i>	Principal	<ul style="list-style-type: none"> • File all original documents in the student’s cumulative folder (<i>Teacher Decision to Promote or Retain</i> form and, if applicable, <i>Secondary Placement and Recommendation</i> form). • Distribute copies as indicated to parent, teacher, principal, and, at exit grade only, the high school.

Action Dates	Responsible Party	Actions to be Taken
		<ul style="list-style-type: none"> • Notify receiving high school of students promoted with recommended interventions.
<i>End of summer school</i>	Teacher, Principal Principal	<ul style="list-style-type: none"> • Review student progress and assessment results. Confirm or revise promotion/retention decision. Complete new <i>Teacher Decision to Promote or Retain</i> form. • Mail copy of new form to parent/guardian. • File original document in student's cumulative folder.

Questions may be directed to the District Assessment Department at 619-725-7172.

Eileen Poole
 Program Manager
 District Assessment Department

APPROVED:



Mary Hopper
 Chief Administrative Officer

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Attachments (5)

Distribution: Lists A and E