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## **Promotion and Retention Policy**

Collegium's objective is to educate students to their fullest potential and prepare them for post-secondary education. To achieve this objective, Collegium's students are expected to perform to high standards and demonstrate application of their acquired knowledge.

### Grades 7 to 12

The final grade (cumulative) for a course must be 70% or higher. Students whose final course grade is less than 70% will fail the course. When a student fails a course that is required or one necessary for credit purposes, the student must re-take the course or its equivalent at Collegium in a subsequent semester or school year.

High school students (grades 9 to 12) will only be permitted to make up failed coursework at CCS approved summer schools or programs outside of Collegium. Parents/students should consult with their Guidance Counselor prior to registering for any courses to ensure proper course selection. The Principal will review the proposed course(s) to determine if the course is an appropriate replacement for the CCS course. If the Principal determines the course not to be appropriate, a written appeal request could be submitted to the CEO. The written request would be considered and a decision issued in writing. Appeals of the decision of the CEO could be made to the CCS Board of Trustees in writing. Credit for the course will be applied to a CCS transcript once CCS receives written notification from the course provider that the student has successfully completed the course.

For Middle School students (grades 7 and 8), the final grade (cumulative) for a course must be 70% or higher. Students whose final course grade is less than 70% will fail the course. In a given school year, when a student fails two major subjects or one major and two minor subject courses or any equivalent of two major classes, the student will not be promoted. Instead, the student will be retained at their current grade level. Students will not be permitted to make-up failed coursework at summer schools or in school programs outside of Collegium\*. Major subjects are: Science, Math, Social Studies, Spanish, Language Arts – Writing/Grammar and Language Arts – Literature.

There are minimum cumulative credit requirements that must be achieved in order to attain status as a Collegium 8<sup>th</sup> grade student and as a Collegium Freshman, Sophomore, Junior and Senior. A student who fails a course(s) may not earn enough credits to attain the next year's status and would retain his/her current grade level status.

For grade point average (G.P.A.) calculations and class ranking purposes, Advanced Placement courses in which the student takes the AP Exam and Dual Enrollment courses are weighted with an additional 7 points. For grade point average (G.P.A.) calculations and class ranking purposes, Advanced Placement courses in which the student did not take the AP Exam and honors courses are weighted with an additional 5 points. This value is not added to the final percentage grade for a class and the additional points are not reflected in the percentage grade provided on a report card or transcript. Class rank is determined by the weighted G.P.A.

### Grades 4 to 6

The final grade (cumulative) for a course must be 70% or higher. Students whose final course grade is less than 70% will fail the course. In a given school year, when a student fails two major subjects or one major and two minor subject courses or any equivalent of two major classes, the student will not be promoted. Instead, the student will be retained at their current grade level. Students will not be permitted to make-up failed coursework at summer schools or in school programs outside of Collegium\*. Major subjects are: Science, Math, Social Studies, Spanish, Language Arts – Writing/Grammar and Language Arts – Literature.

### Grades 1 to 3

A student who is achieving below 70% in either Reading or Math will be retained at their current grade level. Students will not be permitted to make-up coursework at summer schools or in school programs outside of Collegium\*.

### Kindergarten

If a CCS kindergarten teacher is considering a student for retention, a referral is made to the Instructional Support Team. The following factors will be considered by the Instructional Support Team when considering a kindergarten retention: attendance, intellectual capacity, ability levels, chronological age, physical, social and emotional maturity, anticipated rate of academic progress, emotional stability and standardized test scores. The Instructional Support Team will make a developmentally appropriate recommendation regarding retention or promotion to the Principal for his/her decision. Students will not be permitted to make-up coursework at summer schools or in school programs outside of Collegium\*.

### Students with IEP's

When a student who has an Individualized Education Plan is failing a course or in danger of being retained, failure and promotion/retention will be evaluated on a case-by-case basis. Student initiative and effort will be considered as well as performance. A student with an Individualized Education Plan may take and receive credit for a class provided at a summer school or in a school program outside of Collegium where the student's I.E.P. team has determined that the class is appropriate for the student. If a student with an IEP is failing a course at the end of a marking period, an IEP team meeting must be scheduled to determine the nature of the student's failure and to determine if the student needs a revision to the IEP to better meet the student's needs. If a student receives a final course grade of 69% or lower in any major subject, an IEP meeting must be scheduled to determine if revisions to the IEP are needed to best meet the student's needs.

### Academic Credit and School Attendance

In order to earn academic credit for courses taken, students may not have more than 10 absences from class for a semester long course, or 20 absences from class for a year-long course. Students exceeding the allotted number of days absent from class will not receive credit for the course, which may affect promotion to the next grade level and/or graduation. If a student's absences exceed the allotted days, the Principal will decide, on a case by case basis, if the course grade remains intact, becomes an automatic failure with no credit for the course being granted or is reported as an incomplete grade with stipulations that must be met before a grade and/or credit can be issued. The decision can be reviewed, first by the CEO, and then by the CCS Board of Trustees, upon written request of the parent/guardian of the student.

### Timeline for Course Failure/Retention

*All dates are approximates and if at any time after the February 1<sup>st</sup> timeframe listed below, a student becomes in danger of failing a course or being retained, the teacher will inform the Principal to begin the process.*

February 1<sup>st</sup> – Names of all students who are failing a course, performing at Below Basic level or who a teacher is considering for retention are submitted to the Principal. Following a discussion with the Principal, and with the Principal's approval, parents are contacted.

March 15<sup>th</sup> – Principal will be updated on the status of all students who were considered "in danger" in February. For those students still in danger of being retained or failing, a letter from the Principal will go home informing parents that their child's performance may warrant retention/course failure.

Spring Conference – Retention/course failure and options will be discussed in detail with parents.

End of May – Teachers will conference with the Principal and confirm retentions/course failures. A retention notice will be mailed to the parents from the Principal's office.

End of Year Report Card – Final course grade and/or retention will be indicated on report card.

Retention/course failure may still be an option even if the timeline does not proceed as indicated above.

The Principal makes all final retention/course failure decisions.

*\*Students in grades K to 8 will not be permitted to make-up failed coursework at summer schools or in programs outside of Collegium. Exceptions to this may be considered in very rare cases. To be considered for an exception, a written request should be submitted to the Principal and CEO. The written request would be considered and a decision issued in writing. Appeals of the decision of the Principal and CEO should be made to the CCS Board of Trustees in writing.*