



SECTION III: INSTRUCTION

POLICY 3150

PROMOTION AND RETENTION

Introduction

The Board of Education, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain him or her in the same grade for an additional year, has established the following policy to govern this question. The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the School District, and to establish a uniform procedure to be followed in cases in which retention is appropriate. The policy also establishes an appeal procedure by which parents may challenge the retention on promotion decision. No appeals process is required by Oklahoma law as to the district's decision to promote a student when the parents desire that the student be retained in a grade. In making such a promotion decision, the district shall use its best educational judgment and all relevant information.

As used in this Policy, "promote" or "promotion" means to pass a student who has successfully completed the requirements of a particular grade into the next higher grade at the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's record that he or she has successfully completed the current grade.

As used in this Policy, "retain" or "retention" means to decline a student from advancing into the next higher grade at the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade.

Policy Regarding Promotion and Retention and Failing Courses

Each school will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor, when available, and additional personnel who may be assigned by the principal or Superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Except when mandatory retention applies under State or Federal Law, the following strong supportive evidence must be presented to the student and parent regarding retention. This evidence must be based on:

1. Testing that actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social) and to the student's attendance record, although these matters will not bear the same weight as items 1 and 2 and cannot be the sole reason for a decision to retain or promote a student.



SECTION III: INSTRUCTION

POLICY 3150

PROMOTION AND RETENTION

The student and parent will be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make reasonable efforts to help the student improve his or her academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the Board of Education, Superintendent and principal.

Appeal Process

Except when mandatory retention applies under State or Federal Law, any parent may request reconsideration of a retention decision:

First Level of Appeal:

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision, the initial decision will be final.

Second Level of Appeal:

The parent may request review of the principal's decision by letter to the Executive Director of Student Services. If no request is received within five (5) days of the parent's receipt of written notification of the principal's decision, the principal's decision will be final.

Final Level of Appeal:

The parent may request review of the Executive Director of Student Services' decision by letter to the Superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of written notification of the Executive Director of Student Services' decision, the Executive Director of Education's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final.

If a parent disagrees with the Board's decision, the parent may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record.

Prior to retaining a student at the parent's request, the student's parents will be required to sign an acknowledgement form accepting responsibility for any adverse consequences of retaining a student



against district recommendations.

Third Grade Retention: Policy in conjunction with Reading Initiative

A third grade student who meets the criteria for retention as defined in State Law 70-1210.508A-E may be promoted upon the recommendation of the District Superintendent if the student qualifies for one of the good-cause exemptions provided through the State’s Reading Sufficiency Act (70-1210.508A-E).

Mid-Year Promotion of Retained Third Graders

A retained third grade student who demonstrates that he or she:

- Is a successful and independent reader who is reading at or above grade level; and has progressed sufficiently to master appropriate fourth grade reading skills; and
- Is demonstrating a level of reading proficiency required to score above the unsatisfactory level on the third-grade statewide criterion-referenced test, or mastery of the Oklahoma State Standards as assessed by the reading portion of the grade 4 criterion referenced test; and
- Is showing progress sufficient to master appropriate fourth-grade level skills, as determined by the school district;

may be promoted by the District prior to September 1 (or the next school day after September 1 if September 1 is not a school day) of the retention year if the parents and the District are in agreement with the mid-year promotion, provided that no such agreement shall be made after this date. The academic progress plan for any retained third grade student who has been promoted mid-year to fourth grade must continue to be implemented for the entire academic year.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*
Broken Arrow Board of Education policy revision, March 10, 2014.
Broken Arrow Board of Education policy revision, December 11, 2017.
Broken Arrow Board of Education policy revision, June 1, 2020.
Broken Arrow Board of Education policy revision, May 9, 2022.