

The Columbia County Board of Education believes that, in order to help assure appropriate achievement of students throughout their school experience, basic promotion and retention criteria **will** be used in the public schools of Columbia County.

**REQUIREMENTS FOR GRADES 3, 5, & 8:**

- 1. A student who performs satisfactorily on the CRCT but who does not meet promotion standards and criteria established by the CCBOE may be retained.**
- 2. When a student does not perform at grade level in Grades 3, 5, or 8 on the CRCT, the following will occur:**
  - a. The principal or designee will notify the parents/guardians by first-class mail. The letter will be sent within ten (10) calendar days, excluding weekends and holidays, of the receipt of the CRCT individual student test scores. The letter will contain the following information:**
    - (1) The student's below grade-level performance on the CRCT;**
    - (2) The specific retest(s) to be given the student and testing date(s);**
    - (3) The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the CRCT;**
    - (4) The possibility that the student might be retained at the same grade level for the next school year.**
  - b. The student will be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and**
  - c. The student will be retested with appropriate section(s) of the CRCT or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the CCBOE.**

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**3. When a student does not meet grade-level standards on the CRCT in Grades 3, 5, and 8, and also does not meet grade-level standards on a second opportunity to take the assessment, the principal/designee will notify the parent/guardian of the student's retention by first-class mail.**

**1. The school principal or designee will retain the student for the next school year except as otherwise provided for in this policy.**

**2. The school principal or designee will notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.**

**(a) The notice will describe the option of the parent or guardian or teacher to appeal the decision to retain the student.**

**(b) The notice will describe the composition and functions of the placement committee; it may describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting; and**

**(c) The notice will include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent, guardian, teacher(s), and principal or designee.**

**4. The parent, guardian, or teacher has the right to appeal the decision to retain the student. If a request is made to appeal the decision to retain the student, then the school principal or designee will establish a placement committee to consider the appeal (Policy IHE).**

**a. The placement committee will be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the CRCT or the alternative assessment instrument on which the student failed to meet grade-level standards.**

**b. The principal or designee will notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.**

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- c. The placement committee **will** review the overall academic achievement of the student in light of the performance on the **CRCT** or the alternative assessment instrument and promotion standards and criteria established by the **CCBOE** for the school that the student attends, and make a determination to promote or retain.
  - d. The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
  - e. The placement committee **will** prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
  - f. The placement committee **will** provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
- 5.** A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not **meet** grade-level **standards** in Grades 3, 5, or 8 on the **CRCT** specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.
- 6.** A student who is absent or otherwise unable to take the **CRCT** in reading and/or mathematics on the first administration or its designated make-up day(s) **will** take the **CRCT** in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the **CCBOE**. Placement or promotion of these students **will** follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
- 7.** A student's failure to take the **CRCT** in Grades 3, 5, and 8 in Reading and/or Mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the **CCBOE** **will** result in the student being retained. The option of the parent, guardian, or teacher(s) to appeal the decision to retain the student **will** follow the procedure set forth in **Policy IHE**.
- 8.** For students receiving special education or related services, the Individualized Education Plan Committee **will** serve as the placement committee.
- 9. The decision of the placement committee may be appealed to the Superintendent or designee**

**CCBOE ADDITIONAL CRITERIA:**

1. Students who are retained or placed will be provided with an alternative instruction plan with strategies and/or additional services which specifically address the skill deficits that resulted in the retention/placement. These plans, strategies, and services **will** be documented through **the Pyramid of Student Achievement process**.
2. **The local school principal who is considering the placement of a student who passes the CRCT in Grades 1, 2, 4, 6, and 7 but does not meet local promotion requirements for the first time in a grade-level set must convene a local school placement committee to determine the student's placement for the upcoming school year.**
3. **The local school principal who is considering the placement of a student who passes the CRCT in Grades 5 or 8 but does not meet local promotion requirements, must request consideration of the system placement committee. The local school must provide evidence of instructional and/or behavioral intervention strategies based on the Pyramid of Student Achievement process for students who do not meet promotion requirements. The system placement committee will determine the student's placement or the upcoming school year.**
4. **The local school principal of a student who fails to meet promotion requirements for a second time at a grade-level set (elementary or middle school) may request consideration for placement to the next grade level through the system placement committee. The local school will provide evidence of instructional and/or behavioral intervention strategies based on the Pyramid of Student Achievement process for students who do not meet promotion requirements. The system placement committee will determine the student's placement for the upcoming school year.**
5. **The retention of a student who has met promotion standards as determined by the CCSS is rare and strongly discouraged. Parent/guardians who disagree with the school's promotion decision must file a written appeal with the local school principal. The appeal will be forwarded by the principal to the Assistant Superintendent of Student Learning.**
6. If there is an exception to the above stated criteria, then written justification must be presented to the **system placement** committee. The justification will be based on professional consultation and input.

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7. **The retention of students for athletic purposes will be prohibited in the CCSS. Schools desiring to retain a student in Grades 6, 7, or 8, even though promotion criteria were met, must do so in accordance with the system’s promotion policy. In addition, the request must be accompanied by the opinions of two professional sources, outside the school, supportive of the reasons for retention. Final approval will be made by a committee composed of: (a) two teachers (other than athletic coaches) who have taught the child, (b) the principal, and (c) the Superintendent.**

**INTRA-SCHOOL PROMOTION/PLACEMENT COMMITTEE:**

The system placement committee will continue for students who pass the **CRCT** but fail to meet system promotion requirements and are recommended for placement by the sending school.

Procedures for Forming Committee:

**1. If the placement involves two schools, the committee should be comprised of:**

- a. Representative from both schools (may be principal, assistant principal, or counselor);
- b. A representative from the **Department of Student Learning;**
- c. **Assistant Superintendent of Student Learning or district-level designee** (will serve as Chairperson).

**NOTE:** The chairperson may invite more than one person from any of the categories, if needed.

Procedure:

The principal of the school in which the child is enrolled will **contact the Assistant Superintendent of Student Learning to request a meeting of the system placement committee.** The principal of the school in which the child is enrolled will present **evidence of instructional and/or behavioral intervention strategies based on the Pyramid of Student Achievement process for the student.** After **discussion and review of the documentation the system placement committee will determine the student’s placement for the upcoming school year.**

Documentation of all placement committee decisions will be placed in the students’ permanent records.

**ADOPTED:** 7/26/04 (New)

**REVISED:** 7/26/04, 3/20/07  
**Columbia County Board of Education**

**Attachment A—Procedure IHE—Promotion and Retention**

School Letterhead

Letter to Parent  
Informing That Student (Grade 3 **or** 5) Did Not Perform  
On Grade Level on First Administration of the  
Criterion Referenced Competency Test

(Sent Via First Class Mail within Ten Days after Receipt of Individual  
Student CRCT Results)

\_\_\_\_\_ (Date)

Dear \_\_\_\_\_ (Parent's/Guardian's Name):

Your child was recently administered the Georgia Criterion-Referenced Competency Tests (CRCT). \_\_\_\_\_ (child's name), scored below grade level on the **third/fifth grade** \_\_\_\_\_ CRCT in **Reading and/or Math**.

As required by Georgia law and Columbia County Board of Education Policy, we are providing opportunities for your child to be:

1. Retested in **Reading and/or Math on June \_\_\_\_ (Reading) and/or June \_\_\_\_ (Math)** and
2. Provided **additional, differentiated, and accelerated instruction in Reading and/or Math beginning May \_\_\_\_\_ until the date of retesting at \_\_\_\_\_ from 8:00 a.m.-10:00 a.m. (Reading) and 10:15 a.m. – 12:15 p.m. (Math).**

If your child does not score on grade level when retested, **he/she** may be retained next year in **third/fifth grade**.

We welcome your involvement in educational planning to assist your child in performing on grade level and meeting promotion standards. Please contact \_\_\_\_\_ **if you have any questions.**

Sincerely,

\_\_\_\_\_  
Principal

cc: Student's Permanent Record

School Letterhead

Letter to Parent  
Informing That Student (Grade 8) Did Not Perform  
On Grade Level on First Administration of the  
Criterion Referenced Competency Test

(Sent Via First Class Mail within Ten Days after Receipt of Individual  
Student CRCT Results)

May \_\_\_\_\_

Dear \_\_\_\_\_:

Your child was recently administered the Georgia Criterion-Referenced Competency Tests (CRCT). \_\_\_\_\_ scored below grade level on the eighth grade CRCT in Reading and/or Math.

As required by Georgia law and Columbia County Board of Education Policy, we are providing opportunities for your child to be:

1. Retested in Reading and/or Math on June \_\_\_\_ (Reading) and/or June \_\_\_\_ (Math) and
2. Provided additional, differentiated, and accelerated instruction in Reading and/or Math beginning \_\_\_\_\_ until the date of retesting at \_\_\_\_\_.

If your child does not score on grade level when retested, he/she may be retained next year in eighth grade.

We welcome your involvement in educational planning to assist your child in performing on grade level and meeting promotion standards. Please contact \_\_\_\_\_ if you have any questions.

Sincerely,

\_\_\_\_\_  
Principal

Cc: Student's Permanent Record

Attachment C—Procedure IHE—Promotion and Retention

School Letterhead

Letter to Parent  
Informing That Student (Grades 3, 5, or 8) Did Not Perform  
On Grade Level on Second Administration of the  
Criterion Referenced Competency Test  
(Sent Via First Class Mail)

\_\_\_\_\_ (Date)

Dear \_\_\_\_\_ (Parent's/Guardian's Name):

I am writing as a follow-up to my previous letter **sent in May 200**\_\_, concerning your child's performance on the Criterion-Referenced Competency Tests (CRCT). As you know, your child participated **or had the opportunity to participate in the CRCT Summer School Remediation Program. He/She was retested in Reading, (June \_\_\_) and/or Math (June \_\_\_). His/Her score was \_\_\_\_\_.** Therefore, \_\_\_\_\_ (child's name) will be retained in \_\_\_\_\_ grade next year.

You and/or your child's teacher \_\_\_\_\_ (name[s] of teacher[s] of the subject[s] of the CRCT on which the student did not perform on grade level), have the option to appeal this decision to retain \_\_\_\_\_ (child's name) by notifying me in writing by \_\_\_\_\_ (date) of your wish to do so. **For your convenience, an appeal request form is attached.** If you or \_\_\_\_\_ (name[s] of teacher[s]) appeal this decision to retain your child, a Placement Committee will meet to discuss the appeal. The Placement Committee will be comprised of you, \_\_\_\_\_ (name[s] of teacher[s]) and \_\_\_\_\_ (me or principal designee).

The Placement Committee will review **your child's** overall academic achievement and, in light of (his/her) performance on the test and state and local promotion standards and criteria, decide whether to promote or retain your child. Your child will be retained unless all of us agree that \_\_\_\_\_ (he/she) should be promoted and is likely to perform on grade level at the end of next school year if provided accelerated, differentiated, or additional instruction.

Regardless of the final decision concerning \_\_\_\_\_'s (child's name) placement, the Placement Committee and/or the school will determine the accelerated, differentiated, or additional instruction to which your child will be assigned. Additional assessments which may be appropriate and a plan of assessment for the next year will also be developed so that we can monitor your child's progress.

Sincerely,

Principal

cc: Student's Permanent Record

**Criterion Referenced Competency Test**  
**Request to Appeal Retention Decision**

**Student's Name:** \_\_\_\_\_ **Home School:** \_\_\_\_\_

**I would like to appeal the decision to retain my child for the 200\_\_ - 200\_\_ School Year. I am appealing this decision based on the following reasons:**

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**Please notify me of the time and date of the Placement Committee meeting in which this appeal will be discussed.**

**Parent/Guardian Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Letter to Parent  
(Establishing a Placement Committee)  
(Sent Via First Class Mail)**

\_\_\_\_\_ (Date)

Dear \_\_\_\_\_ (Parent's/Guardian's Name):

I am writing as a follow-up to my previous correspondence dated \_\_\_\_\_ (insert date) concerning \_\_\_\_\_'s (child's name) performance on the Criterion-Referenced Competency Tests (CRCT) and (his/her) retention in the \_\_\_\_\_ (grade level) grade.

As you are aware, you and \_\_\_\_\_ (name[s] of teacher[s] of the subject[s] of the CRCT on which the student did not perform on grade level) had the option to appeal this decision to retain \_\_\_\_\_ (child's name) by notifying me in writing by \_\_\_\_\_ (date) of your wish to do so. Since \_\_\_\_\_ (you and/or name[s] of teacher[s] appealed the decision to retain \_\_\_\_\_ (child's name), as required by law, I am calling a meeting of you, \_\_\_\_\_ (name[s] of teacher[s], and me or principal designee). The meeting is scheduled for \_\_\_\_\_ (time and date) at \_\_\_\_\_ (location). If this time is not convenient with you, please call my office at \_\_\_\_\_ (telephone number) to reschedule the meeting.

We will review \_\_\_\_\_'s (child's name) overall academic achievement and, in light of (his/her) performance on the test and state and local promotion standards and criteria, decide whether to promote or retain your child. Your child will be retained unless all of us agree that \_\_\_\_\_ (he/she) should be promoted and is likely to perform on grade level at the end of the next school year if provided accelerated, differentiated or additional instruction.

Regardless of the final decision concerning \_\_\_\_\_'s (child's name), the Placement Committee for the school will determine the accelerated, differentiated, or additional instruction to which your child will be assigned. Additional assessments which may be appropriate and a plan of assessment for the next year will also be developed so that we can monitor your child's progress.

Sincerely,

\_\_\_\_\_  
Principal

cc: Student's Permanent Record

**Attachment F—Procedure IHE—Promotion and Retention**

**School Letterhead**

Sent With **Students in Grades 3, 5, 7, & 8**  
Not Meeting State Standard  
(Sent Via First Class Mail)

\_\_\_\_\_ (Date)

Dear \_\_\_\_\_ (Parent's/Guardian's Name):

As you know, we recently administered the Criterion Referenced Competency Tests to our students. Enclosed is your child's CRCT report. Based on \_\_\_\_\_'s (child's name) performance on the CRCT in \_\_\_\_\_ (subject[s]), \_\_\_\_\_ (he/she) may be at risk in meeting the \_\_\_\_\_ (grade) grade promotion standard required by Georgia law. In an effort to improve your child's achievement and prevent the need for future retention, we will provide additional academic support for your child. Please contact \_\_\_\_\_'s (child's name) teacher (Grades 2 & 4) / Counselor (Grades 6 & 7) to schedule a conference so that we can discuss how we can work together to best meet the needs of your child.

Sincerely,

\_\_\_\_\_  
Principal

cc: Student's Permanent Record

**Attachment: CRCT Results from Grades 2, 4, 6, & 7**

## **SAMPLE COMMITTEE MEETING AGENDA**

### Agenda

Introductions of Placement Committee Members

Purpose of the Meeting

Review:

- Overall academic achievement including:  
Current and Previous Criterion-Referenced Competency Test Scores and Norm Referenced Test Scores  
Teacher Grades  
Other Pertinent Information
- Standards and criteria of state law and State Board of Education and Columbia County Board of Education Policy

Teacher Input

Parent Input

Decision:

- Promotion: Requires a unanimous decision to promote and a determination that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year. All members of the Placement Committee must agree to promotion or the student is retained.
- Retention

Whether Promoted or Retained, Discuss:

- Accelerated, differentiated, additional instruction to be provided in order for the student to perform at grade level by the conclusion of the next school year.
- Additional assessments as may be appropriate in addition to state and local assessments administered to students in the same grade.
- Continuous assessment during the next school year in order to monitor the progress of the student.

Prescribe Placement & Promotion Plan

Adjourn

cc: Student's Permanent Record

**Attachment H—Procedure IHE—Promotion and Retention**

**SAMPLE PLACEMENT COMMITTEE DECISION**

Meeting Date:

Student's Name:

Student's Grade Level:

Placement Committee

Decision:

\_\_\_\_\_ Promotion to Grade \_\_\_\_: Requires a unanimous decision to promote and a determination that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year. All members of the Placement Committee must agree to promotion or the student is retained.

\_\_\_\_\_ Retention in Grade \_\_\_\_.

- I. Accelerated, differentiated, additional instruction to be provided in order for the student to perform at grade level by the conclusion of the next school year:
- II. Additional Assessments as may be appropriate in addition to state and local assessments administered to students in the same grade:
- III. Continuous assessment during the next school year in order to monitor the progress of the student:

cc: Student's Permanent Record

**Attachment I—Procedure IHE—Promotion and Retention**

**PLACEMENT DOCUMENTATION CHECKLIST**

**TO BE COMPLETED BY SCHOOL:**

Student's Name \_\_\_\_\_ Sex \_\_\_\_\_

Race \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

Present Grade \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

1. Has the child been retained? \_\_\_\_ Yes \_\_\_\_ No If yes, what grade(s)?  
\_\_\_\_\_

2. Is documentation available that the child is in SST? \_\_\_\_ Yes \_\_\_\_ No

If no, what strategies have been used?  
\_\_\_\_\_  
\_\_\_\_\_

3. Review of permanent record:

a. Attendance record (Is there a pattern across the years?)  
\_\_\_\_\_

b. Number of schools attended since first grade:  
\_\_\_\_\_

c. Relevant medical information  
\_\_\_\_\_  
\_\_\_\_\_

d. Discipline record  
\_\_\_\_\_  
\_\_\_\_\_

e. Test scores by year (Please report in percentile ranks, stanines, or number of objectives achieved/total number of objectives and scale score).

<u>TEST</u>	<u>DATE</u>	<u>SCORE</u>
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\_\_\_\_\_  
\_\_\_\_\_

Copy of report card(s) attached.

**PRINCIPAL'S SIGNATURE**

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**TO BE COMPLETED BY COMMITTEE:**

Disposition:

\_\_\_\_\_

Reason for Decision:

\_\_\_\_\_

**Signatures:**

Committee Chairman:

\_\_\_\_\_

Members:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_