**CIS Academy Promotion Policy and Standards**

**General Policies for Promotion-Retention**

In order to be promoted from one grade to the next, a student must satisfy all State and Local requirements.

* The school principal has the ultimate responsibility for promotion-retention decision accordance with Public Law 94-142, State and Local regulations.
* Teachers are responsible for early identification of students who are at risk of not meeting State or Local promotion standards and for seeking assistance of appropriate resource personnel.
* The promotion policies for the state and the school will be sent to all parents at the beginning of each school year.
* If retention is imminent, two written notices must be given to the parent(s) or guardian(s). The first notice must be sent by the end of the second nine-week grading period. A conference must be scheduled with the parent(s) within the two weeks following the date of the first notice. The second written notice must be sent by the end of the third nine-weeks grading period with a second parent conference schedule. The teacher(s) and parents must conference about the child’s progress and then appropriate grade placement for the following year..

**Local Promotion Standards**

Students must meet the following local standards in order to be considered for promotion to the next grade.

**I Attendance**

Students in 6-8 grades must attend at least 170 out of 180 days in a school year to be considered for promotion to the next grade. Students who exceed 10 absences have the opportunity to file an appeal.

**II Course Progress**

 In order to be promoted in grades, 6, 7, and 8, each student must show satisfactory progress (passing grade of 70-D) in at least three (3) of the following courses:

* + English/Language Arts
	+ Mathematics
	+ Social Studies
	+ Science

**III Past Retention and Waivers**

Students in grades 6-8 shall have the standard waived if the students have already been retained once in a grade, provided adequate progress has been made as determined by the principal and teachers.

**Approved CIS Board of Directors – May 20. 2015**