

Promotion/Retention

In order to be promoted to the next grade level, students must meet the curricular and developmental requirements of their current grade.

PreK-2

Students in Grade Levels (e.g. Pre-Kindergarten, Kindergarten, first grade, second grade) using skill development terms and identifiers must meet the academic requirements for his/her grade level in order to be promoted to the next grade level. If the teachers and administration feel that it is not in the best interest of the student to advance to the next grade based upon criteria listed below, retention may be considered. In such cases, a great deal of communication will take place between parents and the school staff. Parents will be given ample opportunity to express their concerns regarding the academic needs of the student. The final decision will rest with the principal as advised by the student's teacher.

Some questions that would influence the staff's decision regarding promotion are:

- 1) Has the student mastered basic concepts and skills in the core subjects especially reading, language arts and math?
- 2) Has the student met Florida Core Standards, NGSS and Benchmarks?
- 3) Is the student consistently able to complete class work at grade level expectations?
- 4) Does the student assume responsibility for work assignments?
- 5) Has the student received multiple N's, I's, U's or similar symbols of assessments on understanding, application and performance?

Remediation options:

Refer to the remediation options listed below in Grades 3-8

Grades 3-8 (Numeric/Letter Grades)

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are religion, math, language arts, science, and social studies. A student enrolled in a Catholic School who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention.

Students have the following options for remediation:

- Florida Virtual School
- Private Tutoring – minimum of 20 hours per subject
- Remedial Program – minimum 20 hours per subject

Teacher(s) or programs providing remediation must meet the following requirements:

- Hold current certification in the subject area in which the student needs remediation
- Be contracted by the parent
- May not be a member of the family
- Meet the school principal's approval
- May not be the student's current teacher or have the possibility of being the student's teacher in the future
- All remedial services must follow the guidelines of the Office of Catholic Schools and Centers at the expense of the parents/guardians.

Prior to the beginning of the next school year, the principal must receive:

- Tutoring Verification Form to validate attendance
- Proof of proficiency in the subject area(s) including work samples and test scores

Failure to meet any of the above remediation guidelines will result in retention.

The following documentation guidelines will be followed after meeting remediation guidelines:

- The original failing grade is recorded on the permanent record and may not be altered. Proof of proficiency in the subject area must be recorded separately on the permanent record.
- TRANSFER RULE: Any student who fails one or more core subjects must meet the remediation guidelines of the originating school. After these criteria have been met, further assessment may be administered by the school principal to ensure proper placement.

Upon returning to school, students who have completed remediation will automatically be placed on academic probation for one semester. Academic probation includes the following:

- Three parent-teacher conferences during the first semester
- School counselor or resource teacher meets with student regularly to offer support

NOTE: Situations involving students with an existing Student Support Plan will be reviewed individually utilizing the student support team process.

Reviewed 8/1/14