

**GRADE PLACEMENT/REASSIGNMENT**

Philosophy: It is the intent of the school board to have each child enrolled in Cornerstone Christian Academy placed at a grade level that provides the most favorable opportunity for his/her continuous spiritual and academic growth. The achievement of each student must be evaluated in terms of his/her individual abilities as well as objective criteria.

The Board recognizes the need for uniform procedures to determine whether or not a student should be: 1) placed at a particular grade level, 2) be reassigned for a second year at a grade level or 3) reassigned during the school year to another level. It is the belief of the Board that the decision to place or to reassign a student should involve the parent/teacher and school administration. However, the refusal of a parent or guardian to confer with the school or respond in writing shall not preclude the school administration from placing or reassigning a student.

**Policy adopted:** February 4, 1999

**Revised:**

**GRADE PLACEMENT/REASSIGNMENT****Kindergarten Reassignment**

A child who has been admitted to CCA may be placed in the first grade at the discretion of the school administration if he/she determines that the child is ready for first grade work. The following guidelines may be used:

1. The child is at least five years of age.
2. The child has attended a kindergarten program for enough time to enable the school administration to make an evaluation of his/her ability.
3. The child is in the upper five percent of his/her age group in terms of general mental and academic ability.
4. The physical development and social maturity of the child are consistent with his/her advanced mental and academic ability.
5. The parent or guardian of the child has requested placement in the first grade.
6. All transfers and/or promotions of kindergarten through first grade students shall be completed by the end of the first quarter pursuant to annual calendar adoption.

**Elementary, Grade K-6 Reassignment, Grade Placement**

A student who has been admitted to CCA may be reassigned to a higher or lower grade, or retained in the same grade at the discretion of the school administration if it is determined that the student would benefit from such action.

**Grade Placement Guidelines**

1. A recommendation for retention at a grade should be considered by school administration or teacher/ parent if the following criteria are met for poor grades, non-completion of work, poor attendance; or lack of progress toward mastery of grade level content standards.

**GRADE PLACEMENT/REASSIGNMENT** (Continued)

a. **Grades**

Kindergarten- consistently below average performance

Grades 1-6 at the semester and/or third quarter:

an “F” grade in one of the following:  
Language Arts/Reading  
Mathematics

or with “D”, in two or more of the following:  
Bible  
Language Arts  
Mathematics  
Science/Health  
Social Studies

- b. **Completion of Work**- The student has not completed 80% of the assigned daily work including homework in all subjects, or
- c. **Attendance**- The student has frequent absences during any portion of the year.
- d. The student has not demonstrated mastery of contents for his grade or previous grade levels.

2. Any student who has been absent for more the 10 days may be considered for possible retention at his/her current grade level. Any student who has been absent for more than 20 days will be considered for retention at his/her current grade level.

**Double Promotion Guidelines**

- 1. Double promotion may be considered if:
  - a. The student’s daily work in academic subjects is of such quality and quantity that the student will be able to perform at a superior level in the grade being considered.

**GRADE PLACEMENT/REASSIGNMENT** (Continued)

- b. The teacher/parent and/or school administration assesses the student as mastering all the standards for the current grade level, and the grade level to be “skipped”, including reading, math, language, social science and science.
2. Any consideration for double promotion must be approved by the school’s administration.

**Promotion/Grade Placement for Junior High**

1. Requirements for completion of the junior high program and promotion to ninth grade:
- a. Students must pass 23 of 25 semester units ( 1 unit = 1 semester of an assigned subject). Within the 23 semester units passed, the following requirements must be met:
 

1.1	Bible	4 semester units
1.2	English/Language Arts	4 semester units
1.3	Mathematics	4 semester units
1.4	Science/Health	4 semester units
1.5	Social Science	4 semester units
1.6	Physical Education	3 semester units
1.7	Electives	2 semester units
2. Additional course requirements from junior high school may be met by repeating the course in summer school setting.

**Placement Without Promotion**

Students may be eligible for placement without promotion for the following reasons:

- 1. The student has been retained twice.
- 2. The student, by virtue of age, size, and related issues, is not suited for the current grade.

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