A. EDUCATION PLAN

A.3.1. PROGRAM OF INSTRUCTION – MASTERY AND PROMOTION

A.3.1.a. Proficiency and Mastery of Academic Core Content

Proficiency and Mastery of Academic Content

At Seneca Preparatory Academy (SPA), letter grades or their equivalents will be assigned to each course taken by students as following:

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: 59% and below.

For academic core content courses, proficiency will be achieved with a minimum grade of C; and full mastery will be reached with a B or higher grade.

Promotion from Level to Level

The School will use three promotion criteria (academic performance, academic growth and attendance record) as specified in the table underneath to promote students in May, or in July/August after the successful completion of summer school.

- Level 1 Promotion Status

As shown in the table underneath, in this level, Seneca Preparatory Academy students with final report card grades of at least C in reading, math, social studies and science, and adequate attendance (less than 10 unexcused absences per year) will be promoted in May regardless of their academic growth status.

Promotion Status Level	Academic Performance & Attendance	Academic Growth Score	Promotion Status & Summer Requirement
1	Final report card grade of "C" or higher in reading **and** math **and** social studies **and** science. AND Less than 10 unexcused absences	Median student growth percentile (SGP) ≥ 41%. OR Median student growth percentile (SGP) < 41%.	Promote to next grade in May. No summer school required.
2	Final report card grade of "C" or higher in reading **and** math **and** social studies **and** science. AND More than 10 unexcused absences	Median student growth percentile (SGP) ≥ 41%. OR Median student growth percentile (SGP) < 41%.	Students with median SGP ≥ 41% are promoted in May with the recommendation of the Academic Support Team. Students with median SGP < 41 are promoted in July/August after the successful completion of summer school with less than 3 unexcused absences.
3	Final report card grade is below grade "C" in reading, **or** math, **or** social studies, **or** science. AND More than or less than 10 unexcused absences	Median student growth percentile (SGP) ≥ 41%. OR Median student growth percentile (SGP) < 41%.	For all students in Level 3, promotion to the next level occurs only after the successful completion of summer school with less than 3 unexcused absences. Summer school is required for math if a student failed math, and/or for reading if a student failed reading or social studies or science.

- Level 2 Promotion Status

In this category, SPA students will have adequate academic performance as in Level 1 but poor attendance records with more than 10 unexcused absences per year. Students with median SGP equal or higher than 41% will be promoted in May with a recommendation of the Academic Support Team.

Students with median SGP score lower than 41% will be promoted only after the successful completion of summer school with less than three unexcused absences.

- Level 3 Promotion Status

This promotion level deals with students who have a final report card grade lower than "C" in math and/or reading and/or science and/or social studies. These students will attend summer school for math (if they have failed math), and/or for reading (if they had failed reading or science or social studies). For this group of students, promotion will occur only after the successful completion of summer school with less than three unexcused absences.

Seneca Preparatory Academy (SPA) will use a Median Student Growth Percentile no less than 41% for Reading and Math in 2013.

In section A.2 Target Population, Table 2, Seneca Preparatory Academy (SPA) calculated the 2011 median SGP for target area elementary school students to be 47% for both reading and math with a standard deviation of 7% and 10% respectively. The average standard deviation for reading and math was 8.5% = (7% + 10%).

According to the Board, "A school that serves any students between grades three and eight must have a *student growth percentile of no less than minus one standard deviation* from the state median growth percentile in reading and in math" (ASBCS, 2012).

Therefore, the 2011 median SGP for both reading and math SGP was at least 38.5% (47% - 8.5%). This score was rounded to 39%.

SPA assumes that the 2011 median SGP for math and reading will increase by 1% per year until school opens. Consequently, in 2013, it will be at least 41%.

Promotion from Third Grade

Seneca Preparatory Academy (SPA) will implement Arizona Revised Status 15-701. This legislation stipulates that third grade students will not be promoted if their reading scores on the AIMS test, or successor test, fall far below the 3rd grade level.

However, ARS 15-701 also states that a school district or governing board may choose to promote a student who earns an AIMS score that falls far below the third grade level for the following reasons:

1. The student has an identified disability and did not take the AIMS test.
2. The student has an identified disability and has previously been retained.
3. The student is an English Language Learner (ELL) and has had less than 2 years of English instruction.
4. The student has a reading deficiency and has previously been retained twice.
5. The student has demonstrated reading proficiency on an alternate assessment approved by the state board of education.
6. The school district or charter governing board accepts a parent written request for an exemption.

Promotion of Students with Disabilities

Students with disabilities (including ELLs with disabilities) receiving special education and related services under an IEP (Individualized Education Program) are expected to meet the same promotion criteria as their non-disabled peers unless the IEP modifies the promotion criteria in whole or in part.

Promotion of English Language Learners

In addition to meeting the same promotion criteria as other SPA students, English Language Learners (ELLs) will be required to successfully complete the Structured English Immersion (SEI) Program by achieving English language proficiency on the AZELLA test; or by passing district-wide assessments (such as AIMS or Stanford 10) in reading and writing; or upon recommendation of the ELL Student Advisor.

A.3.1.b. Process of Grade Level Promotion/Retention

Promotion to the Next Level

Seneca Preparatory Academy (SPA) in collaboration with parents/guardians will make promotion decisions in May during the last two weeks of school. Ultimately, the School will have the final decision on promotion matters.

The promotion status will be determined by a review of the student overall academic performance, academic growth, attendance record, and from the Academic Support Team input.

A student overall academic performance will be determined by his/her final report card grades in reading, math, science and social studies and by his/her academic growth.

The student academic growth will be determined by academic progress measurements such (1) student median growth percentile (SGP) scores ; (2) results of district-wide assessments with standardized tests (AIMS) or norm-referenced tests (Stanford 10) or AZELLA; and (3) academic progress determined by formative, benchmark, and summative assessment with the DORA/DOMA curriculum-based measurement or other curriculum-based assessments.

The student attendance record will be defined by the number of unexcused absences accumulated by the student during the school year or during summer school. For each absence, the teacher will have to receive a dated and signed note from the student's parents/guardians; otherwise, it will be recorded as an unexcused absence. A student will preferably not have more than 10 or 3 unexcused absences during the school year or summer school respectively.

Absences will be excused for the following reasons: student illness, family emergency, observation of a religious holiday, health in the immediate family and circumstances related to a students' health or safety.

Successful Completion of Summer School

A student who fails to be promoted to the next grade in May will be eligible to attend summer school and will have the opportunity to be promoted in July/August after the successful completion of summer school.

To successfully complete summer school, a student must receive passing grades (that is, grade C or higher) on the summer school report card; and accumulate no more than 3 unexcused absences while attending summer school.

Retention

A student -- who scores below C in the final report cards in both math and reading, and in either sciences or social studies; and fails to successfully complete summer school or other remedial programs -- will be retained in his/her current grade if it is a first time retention in grade 1-3 or 4-6 cycle.

A student who has already been retained in one of these cycles will be promoted to the next level and Seneca Preparatory Academy (SPA) in consultation with the parents/guardians will develop a Personal Learning Plan for him/her.

Parent Promotion Appeal

- Parents/guardians of retained students will have ten (10) business days after receiving the retention notice to submit a written appeal for additional review to the School Director or his/her designee.

  The appeal is a flexible friendly procedure designed to handle each situation on a case-by-case basis. It is a collaborative undertaking between the School and the student

representatives; and it is designed to find the best way to help the student succeed academically. In this process, the student welfare is always the most important factor being considered.

- Within five (5) working days after receiving the appeal letter, the School Director or his/her designee will provide the student and his/her representatives a written response to keep or reverse the student retention.

- If the student representative group is not satisfied with the School Director's response to the appeal, it will have five (5) business days to petition the School Governing Board in writing for another review.

- Within twenty (20) business days of receipt of the appeal letter, the School Governing Board will make a final determination to retain or promote the student as stipulated by ARS 15-342-11.

A.3.1.c. Mastery and Promotion Aligned with Strategy III of the Performance Management Plan

To help students achieve mastery and promotion to the next levels, Seneca Preparatory Academy (SPA) will use progress monitoring tools such as school-wide screenings; formative, benchmark and summative assessments; and district-wide assessments (AIMS, Stanford 10 and AZELLA). These tools are listed in Strategy III of the Performance Management Plan (PMP) and are part of the School Comprehensive Assessment and Monitoring System. Consequently, the school mastery and promotion program is aligned with Strategy III of the Performance Management Plan.

BIBLIOGRAPHY

- ARS 15-701 http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/15/00701.htm&Title=15&DocType=ARS.
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