

Marion County Board of Education

Monitoring:

Descriptor Term:

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**Review:
Annually,
in November**

Promotion and Retention

4.603

09/25/17

Rescinds:

Issued:

4.603

12/16/14

All students (including those enrolled in dual enrollment classes) will normally progress annually in sequential order from grade to grade with promotion being recorded at the end of each school year with the presentation of final report cards. The professional staff will place students at the grade level best suited to them academically, socially and emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher.

In order to enhance the opportunity for remediation, students with problems shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports.

The parents of any student who is deemed to be in danger of retention shall be informed in writing and requested to participate in a conference at least six (6) weeks prior to the end of the school year. A copy of this document shall be included in the student's permanent record file, along with minutes of the meeting with the parents, if one occurs.

The following factors shall be considered in making a decision on promotion and retention:¹

1. **Mastery of essential competencies.** Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
2. **Special procedures for special students.** Students who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the IEP-Team. Retention of English learner (EL) students shall not be based solely upon level of English language proficiency (Section I, Part G, Guidelines to Satisfy Legal Requirements of Lau v. Nichols). Retention policies for EL students should not be based on one specific piece of data alone or any sole criterion.
3. **Flexible placement.** Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
4. **Attendance.** Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.²
5. **Conduct.** Retention shall not be used as a disciplinary measure.
6. **Previous retention.** Except under unusual circumstances, students shall not be retained more than once in the same grade.
7. **Grade level.** Retention shall be considered more appropriate in grades K-3.

Once the decision to retain has been made:

1. A report of each student retained shall be made to the director of schools.

2. Documentation verifying student deficiencies shall be placed in the student's record;
3. Parents shall have the right to appeal any decision through appeal procedures established by board policy; and
4. The teacher shall be consulted at each level of the appeal procedure. Educational experiences for the repeated year shall be varied in order to provide an appropriate instructional program. Variations may include, but are not limited to, the following:
 1. different teacher(s);
 2. different techniques and strategies;
 3. different materials; and
 4. varying lengths of time per subject and/or physical setting in classroom.

For the purpose of determining the effectiveness of retention toward improving student achievement, the progress of retained students shall be monitored for at least three (3) years.

Any student may repeat any course as long as space is available. The first grade earned in the course shall be the grade of record unless the student is repeating the course has been retained. (This does not supersede the curriculum requirements for math.)

Legal References:

1. TRR/MS 0520-1-3-.005(3)(b)
2. TCA 49-2-203(b)(7); TCA 49-1-3002

Cross References:

- Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200