

# Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

**Review:**  
**Annually,**  
**in November**

**Promotion and Retention**

**4.603**

**07/12/21**

Rescinds:

Issued:

**4.603**

**04/1/19**

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 prevent a student from being retained, students with problems shall be identified as early as possible in the school year and a retention identifier checklist completed. Parents/Guardians shall be notified when problems are identified and shall be informed within fifteen (15) days of said checklist being completed.

An Individualized Promotion Plan (IPP) shall be created for each student when retention is being considered. A copy of this document shall be included in the student's permanent record file, along with any additional documentation deemed necessary by February 1st.

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

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.<sup>2</sup>
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.
8. **Remediation/Intervention.** Opportunities that were offered did not demonstrate sufficient gains to be successful to the next grade level.
9. Student does not demonstrate social or emotional maturity to be successful at the next grade level.

Once the decision to retain has been made and the retention team has met, not later than February 1st a tentative Academic Retention Plan (ARP) will be established, and a final Academic Retention Plan (ARP) completed prior to the end of the current school year:

1. A report of each student retained shall be made to the director of schools.
2. A copy of the (ARP should be provided to the parents/guardians within ten (10) days of creation.
3. Documentation verifying student deficiencies shall be placed in the student's record;
4. If the ARP provides for summer remediation, the retention team will meet on or by July 15, to determine if retention, a placement or promotion will occur, and parents will be informed. If the ARP does not provide for summer remediation, the retention team will notify the parent of their decision by July 1 prior to the start of school.
5. The progress of a retained student shall be closely monitored during the school year of retention.
6. The Director of Schools shall receive from each school and keep an annual record of each student who is retained.

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.)

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Legal References:

1. State Board of Education Policy 3.300; TRR/MS 0520-01-03-.05(3)(b)
2. TCA 49-6-3115; 20 USCA § 1400 et seq.

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Cross References:

- Credit Recovery 4.210
- Grading System 4.600
- Reporting Student Progress 4.601
- Attendance 6.200