

# KANAWHA COUNTY BOARD OF EDUCATION POLICY

## Promotion And Classification Of Students K-5

Series: I11

Reference: 126 CSR 42

Issued: 03.16.1978

Revised: 10.15.1998; 05.16.2002; 05.02.2011

Revision Number: 6

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**11.01 General.** Kanawha County Schools is committed to the total development of students. Therefore, when students are considered for promotion, double promotion, and retention the following factors must be thoroughly evaluated:

**11.01.1** Mastery of required competencies as contained in the West Virginia content standards and objectives.

**11.01.2** Social and emotional maturity.

**11.01.3** Physical maturity.

**11.02 Promotion.** The promotion of a student from one grade level to the next shall be based primarily on mastery of required competencies as contained in the West Virginia content standards and objectives.

**11.03 Double Promotion.** Double promotion is the advancement of two (2) grade levels in one academic year. Double promotion is generally not advisable and should only be considered after all other enrichment opportunities have been explored and utilized. Only one double promotion will be permissible at the elementary level. The principal and the Student Assistance Team must review all double promotions. The following documentation is required when double promotion occurs:

**11.03.1** Evidence that the student has mastered the required and essential competencies at the grade levels to be missed.

**11.03.2** Social and emotional maturity is such that the student can adjust to the age group to be joined.

**11.03.3** Physical maturity is such that no significant discrepancies exist between the student and the age group to be joined.

**11.04 Retention.** Retention of students is an option for students who, after intensive interventions, are performing below grade level standards. Interventions must occur before the retention decision is made. Research does not support retention of students (at any grade level) as an appropriate intervention. Accordingly, retention should be considered only after the Student Assistance Team has met and the Kanawha County Schools' "Considerations for Retention/Promotion" document has

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been consulted. The major factor to be considered in retention decisions is the failure to master required competencies that are contained in the West Virginia content standards and objectives for Reading and Mathematics. Students should not be retained more than one (1) time in grades K-5. No student shall spend more than seven years at the elementary level, unless approved by the Superintendent of Schools. The following documentation is required when retention occurs:

- 11.04.1 Evidence that the student has failed to master the required content standards in Reading and/or Mathematics.
- 11.04.2 Evidence that the student has received interventions appropriate in method, frequency and duration.
- 11.04.3 Evidence that the SAT has completed the KCS Considerations for Retention/Promotion document.
- 11.04.4 Evidence that parents have been notified of the possibility of retention prior to the last four weeks of the school year and that a Student Assistance Team meeting was scheduled to discuss the probability and to provide guidance on how to deal with the retention, should it occur. If a parent does not attend the SAT meeting, parents shall be provided with notice by telephone or mail.
- 11.05 **Report Cards.** Report cards are to reflect the student's inclination for promotion, double promotion, or retention.
- 11.06 **Final Decision.** School professional personnel shall make decisions regarding promotion, double promotion, and retention. In the case of differing opinions, the school principal, after consulting with the Student Assistance Team, shall render a final decision.
- 11.07 **Change of Student Grade Level Placement.** In the event a student has been identified, because of age or other factors, for possible change of grade level placement, the Principal shall convene a meeting of the SAT and, if applicable, the Principal and relevant school personnel from the receiving school. The parents of the student shall be invited to attend the meeting. At such meeting all options will be discussed and a consensus decision shall be sought. If, however, a consensus decision is not reached as a result of such meeting, a final decision on grade level

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placement shall be made by the Assistant Superintendent for Elementary Education after consultation with the Principal or Principals involved and the parents.