

Policy IHE: Promotion and Retention

Status: DRAFT

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STUDENT PROMOTION AND RETENTION, GRADING AND REPORTING

The Board of School Trustees of the Jackson County School District believes that a well-planned and competently administered student evaluation program is an essential component of the District's Instructional Program. The Board further believes that the regular and effective reporting of student progress toward the attainment of academic goals and objectives is imperative. The Board realizes that the primary function of the District's student evaluation program is to measure as accurately and objectively as possible each student's progress toward the attainment of academic goals and objectives set by the District and the student.

In order to ensure a structured procedure for student evaluation and grade reporting which complies with all Mississippi State Department of Education and Accreditation standards, the following procedures shall be implemented.

The Superintendent and his staff are authorized and directed to establish basic competency requirements for each subject at each grade level taught in the Jackson County School District, and no student shall be promoted from one grade level to another or given a Carnegie unit of credit for any course in which the student has not demonstrated mastery of the basic core competency requirements of said course.

GRADING

A number of factors are used in determining the pupil's grades: daily classwork, class participation, test grades, promptness in completing work, special projects, etc. Parents are invited to contact teachers, counselors and/or administrators concerning any questions relative to a pupil's progress.

1. There shall be four grading periods of nine-week duration at all schools in the district.
2. All grades awarded regular education students in grades K-12 shall be awarded in compliance with the district's promotion/retention policy. Grades awarded to students who have been ruled eligible for special education services and who are also actively participating in the District's special education program(s) shall be based on the following:
 - a. Inclusion receiving a regular diploma is based on same guidelines as district's promotion/retention policy. Accommodations/modifications provided in coordination of both special classroom teacher and regular classroom teacher to obtain final grade.
 - b. Resource placements receiving a MOD or Certificate of Completion is based on attainment of IEP goals and objectives set forth in the student's IEP.
3. In K-5th grades, a minimum of 8 daily and 4 test grades will be given in English/ language arts and math courses during each nine-week grading period. In grades K-3, schools may use science and social studies to teach reading. If a school elects to use this strategy, the teachers will not be required to record nine grades in science or social studies. However, some record should be maintained to measure the student's knowledge in science or social studies or to indicate that the student's ability to read and comprehend is progressing on schedule. In grades Kindergarten through 5th grades, tests will count as 40% of the grade, while daily grades will count as 60%. In 4th-5th grade science and social studies, a minimum of 7 daily and 3 test grades will be given during each nine-week grading period. In 6th - 8th grades, a minimum of 9 daily and 4 test grades shall be recorded for each student in each academic course during each nine-week grading period. A minimum of 4 grades will be given prior to progress reports and a minimum of 4 grades will be given after progress reports. The maximum will be 27 grades per term. In 6th through 8th grades, tests will count 45% and daily grades will count 55% of the total grade. In grades 9-12, a minimum of 9 daily and 4 test grades shall be recorded for each student in each academic course during each nine-week grading period. The maximum number of grades shall be 36 per nine-week term for students in grades 9-12. Tests will count as 50% of the grade, exams will count 20%, and daily grades will count as 30%. JCSD uses a percentage grading scale. Therefore, the use of a point system is not allowed.
4. Nine-week exams will be administered to students in grades 9 -12 in each academic area at the end of the nine-week grading period and will count as 20% of the nine-week grade. Other student evaluations, such as daily tests, class participation, etc. shall count as 80% of the nine-week grade. Nine-week tests will not be given in grades 1- 2 and will be optional for grades 3- 8. Schools on a 4x4 schedule will administer a

comprehensive examination that includes all work completed during a particular course. This exam will account for 20% of the term grade.

5. For schools other than those on a 4x4 schedule, semester grades shall be the average of the two nine-week grades earned by the student in each semester. The yearly grade shall be the average of the two semester grades. For schools on a 4x4 schedule, a student's average represents a combined grade of the daily work, which counts 80%, and the term test grade, which counts 20%. The course average is the average of the two terms. When a student has a failing average in a one-unit course but has passed one semester and failed one semester of the course, the student must repeat the failed semester and attain a grade of 60 or higher for that semester.

REPORTING

The Board believes that one of the critical responsibilities of the school district is the clear and accurate reporting of student progress to the student and his/her parent. The administration and faculty of the Jackson County School District are encouraged to share through every means possible the grading policy of the District and to hold conferences with parents to answer any questions which they may have concerning the evaluation of their child.

1. Report cards shall be issued at the end of each nine-week period. It shall be the responsibility of the Superintendent to establish reporting procedures and develop reporting instruments for use by the District.
2. Numerical averages will be used on report cards K-12 to report student achievement. Report cards for grades K-12 will have a numerical grade. A chart providing information for converting numerical grades will be printed on each report card as follows:

A 90 - 100
B 80 - 89
C 70 - 79
D 60 - 69
F 59 and Below
I Incomplete

Students will be given an S (Satisfactory) and U (Unsatisfactory) in the following courses:

Grades K-3 Handwriting – S, N, or U

Grades K-3 Music, Physical Education, Art, Library, Computer

Grades K-3 Schools utilizing science and social studies to teach reading may use S and

U as grades in those courses.

Grades 4-6 Music, Band, Physical Education, Art, Library, Computer

3. Copies of student grade reports shall be kept on file in the school which the student attends, and all teacher's grade books shall be turned in to the principal at the end of the school year and kept on file for a period of five academic years. All student cumulative records shall be completed and kept on file for not less than five years after the permanent record of the student has become inactive. All student permanent records are kept in perpetuity. All student cumulative and permanent records shall be completed and kept on file in compliance with all Mississippi State Department of Education regulations, state law, and school board policy.
4. Mid-nine-week reports shall be provided to all parents by the end of the fourth week of the nine-week period.

PROMOTION, RETENTION AND TRANSFER OF STUDENTS

1. In order to be promoted from one grade level to the next in grades 1-3, a student must maintain a passing grade in math, language, and reading. The yearly average shall be determined by averaging the two-semester numerical grades. Beginning in the 2018-2019 school year, if a student's reading deficiency is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade (MS Code 37-177-9).
2. In order to be promoted from grade 4 to 5, students must maintain a passing grade in math, reading, and

language, pass either science or social studies.

3. In order to be promoted from one grade level to the next in grades 5-6, students must maintain a passing grade in math, reading, language, science, and social studies.
4. To be promoted from grade 7 to 8, a student must maintain a passing yearly average in English, math, science, social studies, and reading and successfully complete the minimum reading level for the seventh grade.
5. To be promoted from 8th grade to 9th grade a student must have a passing yearly average in English, Math, Science, and Social Studies. Students may be promoted to grade 9 who participate in school remediation and/or credit recovery programs. Participation in these programs must have parent and principal approval. If the school's schedule permits, a student failing one or more courses may be allowed to take the next course in the sequence of the ones passed. (Example: A student who passes 7th grade English, reading, Math and P.E., but fails science and social studies, could take 8th grade English, reading, Math, and P.E. and be scheduled into 7th grade science and social studies again.)

GRADE LEVEL CLASSIFICATION

9th Grade to 10th Grade	Successful Completion of 8 Credits
10th Grade to 11th Grade	Successful Completion of 14 Credits
11th Grade to 12th Grade	Successful Completion of 20 Credits (Students must take English II before being classified as a Senior)
12th Grade to Graduate	Successful Completion of 24 Credits

1. Any student in grades 1-8 who fails a course due to failure of required skills (State Core Skills, District Core Skills, Teacher Designated Skills) may be promoted if he/she successfully completes the skills during the extended school year held in the summer.
2. All special education students will receive the same report card as regular education students, except that a notation shall be made on the grade report and permanent record indicating special education. Those students assigned to Significantly Cognitively Delayed (SCS) special education classes will receive the same grading codes as regular students: however, the grade level of the extended curriculum being taught the student shall be indicated on the report card.
3. No student shall be retained for the purpose of participating in extracurricular activities.

REMEDIAL PROGRAMS

The Superintendent is authorized to develop and administer remedial programs, to include summer school and extended school year programs, which meet all requirements set forth by the Mississippi State Department of Education, state statutes, and requirements of the Mississippi Commission on School Accreditation. Remedial programs will be offered during the school year to students who fail to exhibit mastery on any of the assessments that are a part of the Mississippi Curriculum Content Assessment System. (Note: School personnel are to stress the importance of mastery of these skills to the student and parent. Requirements pertaining to graduation and promotion/retention based on test results should be communicated to all parents.

EXCEPTIONS TO THE PROMOTION/RETENTION POLICY

Students should be retained no more than three times in grades K-8. The sequence for retention is as follows: (1) 1-3 retain once; (2) 4-8 retain once;

If a student is retained 0-1 year in grades K-4, then he/she may be retained more than once in grades 5-8. If the student is not retained in K-3, then the student can be retained twice in 4-8.

Three retentions do not ensure that the student will be automatically promoted. After having been retained a total of two times, each student will be evaluated on an individual basis and may be placed at the appropriate grade level upon approval of the superintendent or his/her designee.
