

KIPP: Nashville Board of Directors

Monitoring: Annually	Descriptor Term: Promotion, Retention, Grading, and Assessment	Policy: 4603	Issued: 12/2/19
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1 OVERVIEW

2 KIPP Nashville expects students to meet grade-level standards and progress through each
3 grade within one school year. To accomplish this, instruction should be focused on the state
4 academic standards, accommodate the varying needs and interests of individual students,
5 and include strategies for addressing academic deficiencies. To further promote student
6 learning, schools and parents should form partnerships that involve parents in their child's
7 education; foster shared responsibility among students, parents, and staff; and encourage
8 ongoing two-way communication between parents and the school.

9 Students shall progress through the grade levels by demonstrating growth in learning and by
10 meeting the grade-level State Board of Education approved Tennessee Academic Standards.
11 Progress toward high school graduation shall be based on the student's ability to pass the
12 subjects and electives necessary to earn the required number of credits. Students will be
13 promoted to the next grade level in high school based on TN Academic Standards.

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

15 (1) *Mastery of essential competencies.* Students shall have mastered essential skills
16 sufficiently to ensure a likelihood of success at the next grade level.

17 (2) *Special procedures for special students.* Students who have been identified as having
18 special problems, including high risk students and others with special needs, shall be
19 given special consideration. Placement of students with IEPs shall be determined by
20 the IEP-Team.

21 (3) *Flexible placement.* Use of conditional promotion, remedial summer programs,
22 assignment to transitional classes, and other approaches to meeting the needs of
23 students shall be given consideration.

24 (4) *Attendance.* Attendance shall become a relevant factor only when excessive
25 absenteeism becomes an educational problem.

26 (5) *Conduct.* Retention shall not be used as a disciplinary measure.

27 (6) *Previous retention.* Except under unusual circumstances, students shall not be
28 retained more than once in the same grade.

29 (7) *Grade level.* Retention shall be considered more appropriate in grades K-3.

1 **K-3 Reading Notification**

2 Several state and local assessments are given to measure a student's overall reading
3 proficiency. If a student in grades kindergarten through three (K-3) is not meeting the
4 expectations of the grade-level of standards in reading, her parent or guardian shall be
5 notified within fifteen calendar days.

6 **Grading**

7 Grades K-2 do not administer standard letter grades, but rather a quarterly report of
8 student mastery of key concepts and skills. Beginning in grade 3, students receive quarterly
9 report cards with letter grades according to percentage mastery of concepts measured on
10 formative assessments.

- 11 • A (93-100)
12 • B (85-92)
13 • C (75-84)
14 • D (70-74)
15 • F (0-69)

16 The grades on the final report card are adjusted to include the student's score on TNReady
17 assessments. To determine a student's final grade, KIPP Nashville schools will apply a curve
18 to a student's TNReady score. The TNReady score will be calculated as a percentage by
19 dividing the points earned by the total points possible. Then, the percentage will be curved,
20 using guidance from either the TDOE or MNPS, to determine a student's adjusted TNReady
21 score. The KIPP Nashville Chief of Schools will approve the final TNReady scoring formula
22 once guidance regarding the curve is received. A student's adjusted TNReady score will
23 account for the minimum percentage required by the district of the student's final grade
24 received in each tested course. For the 2019-20 school year, the minimum required
25 percentages are:

District	Grades 3-8	Grades 9-12
Metro Nashville Public Schools	15%	15%
Tennessee Public Charter School Commission	10%	15%

30 If TNReady assessment results are not received by the school at least five (5) instructional
31 days before the end of the course, the school may choose not to include the state
32 assessment score in the student's final grade calculation.

33 Conduct grades are based on behavior and shall not be deducted from quarterly report card
34 grades.

35 **Identification**

36 Below are procedures for identification of students at risk of retention. Documented
37 exceptions to these procedures may be made in special situations (e.g., special education
38 students) with the approval of the school leadership team (i.e., Principal, Assistant
39 Principals, and Director of Operations).

- 40 (1) Schools shall identify students who demonstrate difficulty in achieving the
41 requirements for promotion to the next grade level and therefore may be
42 considered for retention by February 1. However, a student may be identified for
43 retention after February 1 if the delay is due to:
44 a. Date of enrollment; or

- 1 b. Additional information acquired after results of local assessment, screening,
2 or monitoring are released.
- 3 (2) If the student is failing to make normal progress, the parents must be notified of
4 concerns early, so that the school and home may cooperate in helping him/her
5 achieve greater success.
- 6 (3) The teacher shall utilize the Grade Level Team in attempting to help a student who is
7 not progressing at a normal pace and in making decisions to retain.
- 8 (4) The teacher is to discuss possible retention with the school principal prior to
9 discussion with the parent.
- 10 (5) A student retention worksheet and signed parent letter must be on file at the school
11 for each student retained.
- 12 (6) Parent notification of the recommendation to retain or promote is to be given as
13 early as possible in the school year, but no later than three weeks following the end
14 of the school year. Notification of retention is to include a note on the report card
15 for the fourth quarter.
- 16 When a teacher begins to have a concern regarding whether a particular student may need
17 to be retained, the teacher should bring his/her concerns to the school leadership team for
18 review and discussion. This group should be a place where strategies and supports for the
19 student in question are discussed. The decision to retain a particular student should be
20 made as a last resort by a grade level when all else has failed and a specific program for the
21 retention year has been developed.
- 22 When a student is considered for retention, the student's parent/guardian shall be notified
23 within fifteen (15) days, and an individualized promotion plan shall be developed to help the
24 student avoid retention. This plan shall be provided to the student's parent/guardian and
25 the school shall offer to hold a parent-teacher conference to discuss the promotion plan. A
26 student who demonstrates sufficient progress with the strategies included in his or her
27 promotion plan during the school year shall be promoted to the next grade level.
- 29 Parents should be notified by the teacher of the student whose difficulties in the classroom
30 raises concerns. The parents should be apprised of what strategies and supports have been
31 put in place to help their child make requisite progress. Upon notification that their child is
32 not experiencing normal progress in the classroom, a regular communication process
33 should be established and agreed to for the purpose of working together to help the
34 student achieve greater progress.
- 35 If the interventions and strategies developed through the school leadership team in
36 conjunction with the grade-level team and home community do not produce appropriate
37 success for the student, then a meeting with the parent and the school leadership team will
38 be held within the appropriate time frame to discuss the current state of the student's
39 progress, and a decision will be made to either retain or promote.
- 40 The teacher and school leadership team will meet with the parents to inform them of the
41 decision at least 30 days prior to the start of the next school year. Parents and guardians
42 shall be notified of their right to appeal a retention decision to the Chief of Schools.

1 **Retention**

2 For KIPP Nashville schools serving students in grades kindergarten through eight (K-8), A
3 student may be retained when, in the judgment of the student's teacher and/or the
4 student's IEP team, such retention is in the best interest of the student. However, a student
5 shall not be retained more than once in any grade. Additionally, retention of English Learner
6 (EL) students shall not be based solely on English language proficiency.

7 If a student is retained, the principal or his/her designee shall develop an individualized
8 academic remediation plan prior to the start of the next school year. A copy of the plan
9 shall be provided to the student's parent/guardian within ten (10) days of its development.
10 This plan shall include at least one (1) of the following strategies:

- 11 (1) Adjustment to the current instructional strategies or materials;
- 12 (2) Additional instructional time;
- 13 (3) Individual tutoring outside of school hours;
- 14 (4) Modification to the student's classroom assignment to ensure the student receives
15 instruction from a highly effective teacher; or
- 16 (5) Attendance or truancy interventions.

17 **Procedures for Retained Students**

18 *Record Keeping*

19 The school's policy shall include procedures to ensure appropriate record keeping and
20 proper monitoring of students who are retained, including reporting progress to parents at
21 least three (3) times during the school year of retention. Documentation of all academic
22 information pertaining to the student (report cards, progress reports, academic parent-
23 teacher conferences will be documented and filed in the students cum folder. All
24 correspondence between the school and student will be recorded and filed. If necessary,
25 documentation will be referenced to support the school's recommendation to retain.

26 *Monitoring*

27 The school's policy shall include procedures to ensure appropriate record keeping and
28 proper monitoring of students who are retained, including reporting progress to parents at
29 least three (3) times during the school year of retention. Families of students who are in
30 danger of retention will be asked to meet at least three times before a formal meeting to
31 retain. During each meeting, the school will communicate the student's academic progress
32 or regress. Beyond academic data, the student's attendance data will also be recorded and
33 referenced when considering retention. Daily academic data, MAP assessments and
34 reading assessments will be academic points that are considered when having a promotion
35 in doubt meeting with a family. Beyond the student's report card, students will receive at
36 least three additional reports that summarize the progress or regress of the student's
37 academics. The aforementioned academic and attendance data points will be referenced in
38 all meetings pertaining to promotion in doubt.

39 *Reporting Progress*

40 The school's policy shall include procedures to ensure appropriate record keeping and
41 proper monitoring of students who are retained, including reporting progress to parents at
42 least three (3) times during the school year of retention.