



STUDENTS: Promotion and Retention

Promotion and Retention

I. Purpose

To implement Board of Education of Baltimore County (Board) policy 5200 by establishing guidelines for the promotion and retention of students in Baltimore County Public Schools (BCPS).

II. Definitions

- A. *File* – An appeal will be deemed to have been timely filed if, before the expiration of time, it has been:
 - 1. Delivered to the appropriate BCPS administrative office; or
 - 2. Deposited in the United States mail, as registered or certified or express mail, or deposited with a delivery service such as federal express, UPS or DHL that provides verifiable tracking of the item from the point of origin.
- B. *Grade-Level Expectations* – Statement of skills and knowledge that students should attain in a subject by the end of a grade.
- C. *Parent* – The biological or adoptive parent, legal guardian, or person acting in the absence of the parent or guardian.
- D. *Promotion* – A student’s advancement from one grade level to the next higher grade level.
- E. *Retention* – The act of retaining a student in a particular grade.
- F. *Student Support Team* – A general education team that addresses complex academic and behavioral issues of individual students, groups of students and settings in the school.

III. Guidelines

- A. The principal has final responsibility for decisions regarding placement, promotion and retention of students. The decision-making process should involve staff, parents and students where appropriate.

B. Promotion

1. For students in Kindergarten through Grade 2, promotion is expected to occur.
 - a. Grade-level expectations should be based on a thorough understanding of the wide range of cognitive, physical, social and emotional developmental levels that are typical for this age group.
 - b. Students who are not performing according to expectations are to be provided additional support.
2. For students in Grades 3 through 8, promotion is based on academic progress and the attainment of objectives assigned to the students. Other factors must be considered to meet the needs of the whole child.
3. For students in Grades 9 through 12, promotion is based on the number of credits earned.

C. Intervention

1. When a student is not demonstrating progress toward attaining grade-level standards, teachers and staff will design and implement appropriate intervention strategies.
2. If the student does not respond to the identified interventions, the student will be referred to the student support team (SST) in order to develop a plan for educational support.
3. The principal or his/her designee will monitor the implementation of the intervention plan.

D. Special Education

If a student with documented special education needs does not make progress with the use of identified interventions and specialized instruction, the individualized education program (IEP) team will convene to review and revise the student's IEP, as appropriate.

E. Retention

1. It is expected that students will not be retained more than one time during their school career. Any student considered for a second retention must be referred to the SST for review. Any recommendation for a second retention must be approved by the appropriate community superintendent or their designee.
2. In Grades prekindergarten through 2, retention is not expected to occur.

3. In Grades 3 through 8, retention may be considered only when documented intervention strategies have not resulted in the expected student progress.
4. In Grades 3 through 5, evaluation of progress should be based on a student's overall performance in the school program. The evaluation should not be based solely upon performance in individual content areas.
5. In Grades 6 through 8, retention may be considered only when documented intervention strategies have not resulted in the expected student progress. If a student earns a failing grade in two of the following courses (English, math, science and social studies) or in any three courses (including special areas), the student will be considered a candidate for retention.
6. In Grades 9 through 12, retention should be based on the number of credits earned.
7. It is desirable for students to be in Grade 9 by the age of 15.
8. By the end of the second marking period, students should be identified as possible candidates for retention and parents should be notified, in writing.

IV. Compliance

- A. Annually, principals shall disseminate information regarding promotion and retention to all students, parents and instructional staff.
- B. The principal is responsible for all final decisions regarding placement, promotion and retention. Such decisions shall be made with input from the appropriate school team and based on a student's performance and academic progress over the entire school year.
- C. School staff are responsible for communicating information related to academic performance to parents and students, as well as developing, implementing and monitoring strategies to improve achievement for students performing below grade-level expectations.

V. Appeal

The parent of a student who is retained may file an appeal in accordance with this paragraph.

- A. Principal

The parent contacts the principal of his/her child's school to arrange an appointment to discuss the decision.

B. Community Superintendent

1. A decision of the principal to retain a student under this rule may be appealed to the zone's community superintendent.
2. The appeal must be made in writing and filed with the community superintendent within fifteen (15) business days of the date of being notified of the retention.
3. The appeal must include the following:
 - a. The full name, mailing address and telephone number of the parent filing the appeal or his/her designated representative.
 - b. A copy of the report card indicating the retention.
 - c. A concise statement of the issues and facts pertaining to the appeal.

C. Superintendent

1. If the appeal is denied or the party is not satisfied with the decision rendered by the community superintendent, he/she may further appeal that decision to the Superintendent.
2. The appeal must be made in writing and filed with the Superintendent within ten (10) school days of the date of the community superintendent's decision.
3. The Superintendent will review the facts of the case and issue a final written decision within forty-five (45) days of the receipt of the appeal.

D. Board of Education

1. The Superintendent's decision regarding retention under this rule may be appealed to the Board of Education of Baltimore County (Board).
2. The appeal must be made in writing and filed with the Board within thirty (30) calendar days of the date of the Superintendent's decision.
3. The procedures for filing an appeal with the Board are outlined in Board Policy 8340, *Appeal Before the Board of Education*.

E. For all appeals filed under this paragraph, electronic transmittals will not be accepted.

Legal Reference: 20 U.S.C. §1400, *ET SEQ.*, *Individuals with Disabilities Education Act (IDEA)*
Annotated Code of Maryland, Education Article §7-202, *Minimum Levels of Reading Ability*
Annotated Code of Maryland, Education Article §7-205, *Promotion and Graduation of Students in Public High Schools*
COMAR 13A.03.02, *Graduation Requirements for Public High Schools in Maryland*

Related Policies: Board of Education Policy 1270, *Parent and Family Involvement*
Board of Education Policy 5110, *Admission*
Board of Education Policy 5120, *Attendance and Excuses*
Board of Education Policy 5210, *Grading and Reporting*
Board of Education Policy 5250, *Graduation Requirements*
Board of Education Policy 6401, *Gifted and Talented Education Program*

Rule		Superintendent of Schools
Approved:	11/21/68	
Revised:	12/16/76	
Revised:	02/09/89	
Revised:	10/18/90	
Revised:	10/23/18	<i>Effective 07/01/19</i>