



Tennessee School Boards Association

Descriptor Term:

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4.603

Promotion and Retention

Rescinds:

Issued:

1 Students will normally progress annually in sequential order from grade to grade. The professional staff
2 will place students at the grade level best suited to them academically, socially and emotionally. Retentions
3 may be made when, in the judgment of the teacher, such retentions are in the best interest of the students.
4 Decisions to retain are subject to review and approval of the principal after consultation with the teacher.

5
6 In order to enhance the opportunity for remediation, students with problems shall be identified as early
7 as possible in the school year. Parents shall be notified when problems are identified and shall be informed
8 periodically of remedial efforts and given progress reports.

9
10 Before a student is retained, the parents shall be informed in writing and shall be requested to participate
11 in a conference at least six (6) weeks before the end of the school year.

12
13 The following factors shall be considered in making a decision on promotion and retention:¹

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15 1. **Mastery of essential competencies.** Students shall have mastered essential skills sufficiently to
16 ensure a likelihood of success at the next grade level.
- 17
18 2. **Special procedures for special students.** Students who have been identified as having special
19 problems, including high risk students and others with special needs, shall be given special
20 consideration. Placement of students with IEPs shall be determined by the M-Team.
- 21
22 3. **Flexible placement.** Use of conditional promotion, remedial summer programs, assignment to
23 transitional classes, and other approaches to meeting the needs of students shall be given consid-
24 eration.
- 25
26 4. **Attendance.** Attendance shall become a relevant factor only when excessive absenteeism becomes
27 an educational problem.²
- 28
29 5. **Conduct.** Retention shall not be used as a disciplinary measure.
- 30
31 6. **Previous retention.** Except under unusual circumstances, students shall not be retained more than
32 once in the same grade.
- 33
34 7. **Grade level.** Retention shall be considered more appropriate in grades K-3.

1 Once the decision to retain has been made:

- 2
- 3 1. A report of each student retained shall be made to the director of schools;
- 4
- 5 2. Documentation verifying student deficiencies shall be placed in the student’s record;
- 6
- 7 3. Parents shall have the right to appeal any decision through appeal procedures established by
- 8 board policy; and
- 9
- 10 4. The teacher shall be consulted at each level of the appeal procedure.
- 11

12 Educational experiences for the repeated year shall be varied in order to provide an appropriate
13 instructional program. Variations may include, but are not limited to, the following:

- 14
- 15 1. different teacher(s);
- 16
- 17 2. different techniques and strategies;
- 18
- 19 3. different materials; and
- 20
- 21 4. varying lengths of time per subject and/or physical setting in classroom.
- 22

23 For the purpose of determining the effectiveness of retention toward improving student achievement,
24 the progress of retained students shall be monitored for at least three (3) years.

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41 Legal References:

- 42 1. TRR/MS 0520-1-3-.05(3)(b)
- 43 2. TCA 49-2-203(b)(7); TCA 49-6-3002
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Cross References:

- Grading System 4.600
- Reporting Student Progress 4.601
- Attendance 6.200