

Hancock County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 06/04/15
		Rescinds:	Issued:

1 Students shall progress in sequential order from grade to grade. The professional staff shall place
2 students at the grade level best suited for them academically, socially and emotionally. Retentions may
3 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
5 teacher. However, no student enrolled in the third grade shall be promoted unless the student has
6 shown a basic understanding of curriculum and ability to perform the skills required in the subject of
7 reading as demonstrated by the student's grades or standardized test results. This requirement shall not
8 apply to students who are participating in a Board approved research-based intervention prior to the
9 beginning of the next school year or to students who have IEPs pursuant to 20 U.S. C.§ 1400 et seq.¹

10 The director of schools or his/her designee shall report, at least annually, on any intervention programs
11 available to students in the third grade and recommend any new programs or the modifications of any
12 existing programs to better serves these students.

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

16 Before a student is retained, the parents shall be informed in writing and shall have the opportunity to
17 participate in a conference at least six (6) weeks before the end of the school year.

18 The following factors shall be considered in making a decision on promotion and retention:²

19 1. *Mastery of essential competencies.* Students shall have mastered essential skills sufficiently to
20 ensure a likelihood of success at the next grade level.

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

24 3. *Flexible placement.* Use of conditional promotion, remedial summer programs, assignment to
25 transitional classes, and other approaches to meeting the needs of students shall be given
26 consideration.

27 4. *Attendance.* Attendance shall become a relevant factor only when excessive absenteeism
28 becomes an educational problem.

29 5. *Conduct.* Retention shall not be used as a disciplinary measure.

1 6. *Previous retention.* Except under unusual circumstances, students shall not be retained more
2 than once in the same grade.

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

4 Once the decision to retain has been made:

5 1. A report of each student retained shall be made to the director of schools;

6 2. Documentation verifying student deficiencies shall be placed in the student's record;

7 3. Parents shall have the right to appeal any decision through appeal procedures established by
8 board policy; and

9 4. The teacher shall be consulted at each level of the appeal procedure.

10 Educational approaches and techniques for the repeated year shall vary from the prior year in order to
11 provide an appropriate instructional program. Variations may include, but are not limited to, the
12 following:

13 1. different teacher(s);

14 2. different strategies;

15 3. different materials; and/or

16 4. varying lengths of time per subject and/or physical setting in classroom.

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

Legal References

1. Tenn. Code Ann. § 49-6-3115
2. TRR/MS 0520-1-3-.05(3)(b)

Cross References

Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200