

Van Buren County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 12/15/11
		Rescinds: 4.603	Issued: 06/17/99

1 Students will normally progress annually in sequential order from grade to grade. The professional
2 staff will place students at the grade level best suited to them academically, socially and emotionally.
3 Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of
4 the students. Decisions to retain are subject to review and approval of the principal after consultation
5 with the teacher. However, no student enrolled in the third grade shall be promoted unless the student
6 has shown a basic understanding of curriculum and ability to perform the skills required in the subject
7 of reading as demonstrated by the student's grades or standardized test results. This requirement shall
8 not 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

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11 The director shall report, at least annually, on any intervention programs available to students in the
12 third grade and recommend any new programs or the modification of any existing programs to better
13 serve these students.

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

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

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

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24 1. ***Mastery of essential competencies.*** Students shall have mastered essential skills sufficiently to
25 ensure a likelihood of success at the next grade level.
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27 2. ***Special procedures for special students.*** Students who have been identified as having special
28 problems, including high risk students and others with special needs, shall be given special con-
29 sideration. Placement of students with IEPs shall be determined by the IEP-Team.
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31 3. ***Flexible placement.*** Use of conditional promotion, remedial summer programs, assignment to
32 transitional classes, and other approaches to meeting the needs of students shall be given con-
33 sideration.
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35 4. ***Attendance.*** Attendance shall become a relevant factor only when excessive absenteeism becomes
36 an educational problem.³
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38 5. ***Conduct.*** Retention shall not be used as a disciplinary measure.
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40 6. ***Previous retention.*** Except under unusual circumstances, students shall not be retained more
41 than once in the same grade.

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Once the decision to retain has been made:

- 1. A report of each student retained shall be made to the director of schools;
- 2. Documentation verifying student deficiencies shall be placed in the student’s record;

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

- 1. different teacher(s);
- 2. different techniques and strategies;
- 3. different materials; and
- 4. varying lengths of time per subject and/or physical setting in classroom.

Legal References:

- 1. TCA 49-6-3115
- 2. TRR/MS 0520-1-3-.05(3)(b)
- 3. TCA 49-2-203(b)(7); TCA 49-6-3002

Cross References:

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