

# Lakeland Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>06/03/14</b>
		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 shall be promoted unless the student has demonstrated mastery of  
 6 essential skills established by the school system. Mastery will be determined using student grades,  
 7 standardized test results, grade level skill assessments, or a combination of these. This requirement  
 8 shall not apply to students who are participating in a Board approved research-based intervention prior  
 9 to the beginning of the next school year or to students who have IEPs pursuant to 20 U.S. C.§ 1400 et  
 10 seq.<sup>1</sup>

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

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

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

19 The following factors shall be considered in making a decision on promotion and retention:<sup>2</sup>

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

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

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

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

30 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 superintendent;
- 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.

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Legal References

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

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Cross References

- Grading System 4.600  
Reporting Student Progress 4.601