

# Obion County 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>01/12/04</b>
		Rescinds: <b>Sec. 13-15G</b>	Issued: <b>04/07/97</b>

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 and parents.

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

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

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14 The following factors shall be considered in making a decision on promotion and retention:<sup>1</sup>

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

1. The age of the pupil in relation to those with whom he or she would work the following year;
2. Observation of the child's emotional, social, and physical maturity;
3. The concerns of the parents;
4. The degree to which low achievement is reflected through all of a pupil's work;
5. Measurable evidence of low achievement in several key subjects that could be remediated through retention;
6. The anticipated effect of the decision on the child.

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;
3. Parents shall have the right to appeal any decision through appeal procedures established by board policy; and
4. The teacher shall be consulted at each level of the appeal procedure.

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.

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

Legal References:

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

Cross References:

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