

# Weakley County Board of Education



Monitoring:

Descriptor Term:

## Promotion and Retention

Descriptor Code:

4.603

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2 The Weakley County Board of Education designed this policy to provide system-wide, uniform  
3 standards upon which promotion and retention is based. All students must be full-time students  
4 and meet State Department of Education requirements for graduation.

5  
6 Students will normally progress annually in sequential order from grade to grade and meet the  
7 Tennessee Department of Education requirements for promotion and graduation. The  
8 professional staff will place students at the grade level best suited to them academically, socially  
9 and emotionally. Retention may be made when, in the judgment of the professional staff, such  
10 retention is in the best interest of the student. Decisions to retain are subject to review and  
11 approval of the principal after consultation with the teacher(s) and parents.

12  
13 In order to enhance the opportunities for remediation, students with problems shall be identified  
14 as early as possible in the school year. Parents shall be notified when problems are identified and  
15 shall be informed periodically of remedial efforts and given progress reports.

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17 Every effort shall be made to assist students in doing a year of satisfactory and satisfying work.  
18 Should any student fail any subject during any grading period, the parents shall be informed  
19 early so that the school and home may cooperate in helping the student improve.

20  
21 If it is suspected that a student will be retained, the parents shall be notified and shall be  
22 requested to participate in a conference. The decision of the grade placement of a student shall be  
23 made by the principal, with input from the teacher(s) and school counselor. In exceptional cases,  
24 the final decision of the grade placement of a student may be made by the principal and the  
25 Director of Schools, with input from the teacher(s) and school counselor.

26  
27 The following factors shall be considered in making a decision on promotion and retention:<sup>1</sup>

- 28  
29 1. **Mastery of essential competencies.** Students shall have mastered essential skills sufficiently  
30 to ensure a likelihood of success at the next grade level.  
31 2. **Special procedures for special students.** Students, who have been identified as having  
32 special problems, including high risk students and others with special needs, shall be given  
33 special consideration. Placement of students with IEPs shall be determined by the IEP-Team.  
34 3. **Flexible placement.** Use of conditional promotion, remedial summer programs, credit  
35 recovery programs, assignment to transitional classes, and other approaches to meeting the needs  
36 of students shall be given consideration.  
37 4. **Attendance.** Attendance shall become a relevant factor only when excessive absenteeism  
38 becomes an educational problem.<sup>2</sup>  
39 5. **Conduct.** Retention shall not be used as a disciplinary measure.

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Legal references:

<sup>1</sup> TRR/MS 0520-1-3-.05(3)(b)

<sup>2</sup> TCA 49-2-203(b)(7); TCA 49-6-3002

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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  
5 A. Prohibits the promotion of any third grade student to the next grade level unless the  
6 student shows a basic understanding of the subject of reading as demonstrated by the  
7 student's grades or standardized test scores.

8 B. Permits promotion, if the student receives a research-based intervention prior to the  
9 start of the next school year (Public Chapter 351).

10  
11 A number of considerations will be taken into account in making the decision to retain or  
12 promote a student:

- 13  
14 1. The age of the student in relation to those with whom s/he would work the following year.  
15 2. The emotional, social, and physical maturity of the student.  
16 3. The concerns of the parents or guardians.  
17 4. The degree to which low achievement is reflected through all of a pupil's work.  
18 5. The measurable evidence of low achievement in several key subjects that could be  
19 remediated through retention.  
20 6. The anticipated effect of the decision on the student.

21  
22 Once the decision to retain a student has been made:

- 23  
24 1. A report of each student retained shall be made to the director of schools.  
25 2. Documentation verifying the student deficiencies shall be placed the student's record.  
26 3. Parents shall have the right to appeal any decision through appeal procedures established by  
27 school board policy.  
28 4. The teacher(s) shall be consulted at each level of the appeal procedure.  
29 5. Educational experiences for the student for the repeated year shall be varied in order to  
30 provide an appropriate instructional program. Variations may include, but are not limited, to the  
31 following:

- 32  
33 A. different teacher(s)  
34 B. different techniques and strategies  
35 C. different materials  
36 D. varying lengths of time per subject and/or physical setting in the classroom  
37

38 Official written notification of student progress is made by report card. Report cards are sent  
39 home to parents each six weeks through the students and shall be signed by the parents and  
40 returned. Parent-Teacher Conferences are held early in the school year to discuss student  
41 progress. Teachers shall use phone calls, email, progress reports, and/or other written notes to  
42 parents to inform them of student progress at other times as needed.

43  
44 Credit will be given only when:

- 45  
46 1. The student has mastered essential skills sufficiently;

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- 1 2. The student has had satisfactory attendance;
- 2 3. The student has accounted for all books, fees, materials, etc.; and
- 3 4. The student has completed all requirements of programs such as the drug/alcohol program at
- 4 the counseling center.

5

6 Middle School Students

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- 8 1. Must have a passing grade in at least five (5) subjects before being promoted to the next
- 9 grade. These subjects are math, science, social studies, language arts, and reading.
- 10 2. No student will be socially promoted into grade nine (9) who has not been previously
- 11 retained.
- 12 3. No student will be held back over twice in the same grade. All exceptions will be brought to
- 13 the attention of the director of schools.

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Cross Reference:

4.600 Grading System

4.601 Reporting Student Progress

6.200 Attendance