

Dickson County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Promotion and Retention: Students Kindergarten through Eighth Grade	Descriptor Code: 4.603	Issued Date: 09/01/19
		Rescinds: 4.7040	Issued: 03/09/19

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 judgement of the teacher, such retentions are in the best interest
4 of the student. Decisions to retain are subject to review and approval of the principal after consulting
5 with the teacher.

6 In order to enhance the opportunity for remediation, struggling students shall be identified as early as
7 possible in the school year. Parents shall be notified when problems are identified and shall be
8 informed periodically, through the use of the student information system, phone calls and progress
9 reports, of the remedial efforts and progress.

10 Before a student in grades kindergarten through eighth (8th) grade is retained, the parents shall be
11 informed in writing and shall be requested to participate in a conference as soon as possible but no
12 later than (6) weeks before the end of the school year.

13 The following factors will be considered in making a decision on promotion and retention:¹

- 14 1. *Mastery of essential competencies:* Students shall master essential skills sufficiently to ensure
15 a likelihood of success at the next grade level.
- 16 2. *Special procedures for special students:* Students who have been identified as having a special
17 problem, including high risk student and other with special needs, shall be given special
18 consideration. Placement of students with IEPs shall be determined by the IEP Team.
- 19 3. *Flexible placement:* Use of conditional promotion, remedial summer programs, assignment to
20 transitional classes, and other approaches to meeting the needs of students shall be given
21 consideration.
- 22 4. *Attendance:* Attendance shall become a relevant factor only when excessive absenteeism
23 becomes an educational problem.²
- 24 5. *Conduct:* Retention shall not be used as a disciplinary measure.
- 25 6. *Previous retention:* Except under unusual circumstances, students shall not be retained more
26 than once in the same grade.
- 27 7. *Grade level:* Retention shall be considered more appropriate in grades K-3

28 Once the decision to retain has been made:

- 29 1. A report of each student retained shall be made to the director of schools;
- 30 2. Documentation verifying students deficiencies shall be placed in the student's record;
- 31 3. Parents shall have the right to appeal any decision through appeal procedures established by
32 board policy; and
- 33 4. The teacher shall be consulted at each level of the appeal procedure.

- 1 Educational experience for the repeated year shall be carried in order to provide an appropriate
- 2 instructional program. Variations may include, but not limited to, the following:
 - 3 1. Different teacher(s);
 - 4 2. Different techniques and strategies;
 - 5 3. Different materials; and
 - 6 4. Varying lengths of time per subject and/or physical setting in classroom.
- 7 For the purpose of determining the effectiveness of retention toward improving student achievement,
- 8 the progress of retained students shall be monitored for at least three (3) years.

Legal References

1. TRR/MS 0520-12-3-.05(3)(b)
2. TCA 49-2-203(b)(7); TCA 49-6-3002