

Richard Hardy Memorial School

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date:
		Rescinds:	Issued:

1 PROMOTION¹

2 The Director of Schools/designee shall promote students to the next grade level based on the
3 successful completion of required academic work or demonstration of satisfactory progress in each of
4 the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless
5 the student has shown a basic understanding of curriculum and the ability to perform the skills required
6 in the subject of reading as demonstrated by the student's grades or standardized test results. This
7 requirement shall not apply to students who are participating in a board-approved, research-based
8 intervention prior to the beginning of the next school year or to students who have an individualized
9 education program (IEP).²

10 Students who have difficulty in achieving the requirements for promotion **may be considered** for
11 retention. Schools shall identify these students by February 1st. Factors used to identify students for
12 retention shall include:¹

- 13 1. Ability to perform at the current grade level;
- 14 2. Results of local assessments, screening, or monitoring tools;
- 15 3. State assessments, as applicable;
- 16 4. Overall academic achievement of the student;
- 17 5. Likelihood of success with more difficult material if promoted to the next grade;
- 18 6. Attendance record; and
- 19 7. Social and emotional maturity.

26 Students may be identified for retention after the February 1st deadline if the delay in identifying a
27 student is due to:

- 28 1. Date of enrollment;
- 29 2. Additional information acquired after results of local assessment, screening, or monitoring are
30 released; or
- 31 3. **[Insert additional limited situations based on needs in your district.]**
- 32
- 33

1 When a student is **considered** for retention, the student's parent(s)/guardian(s) shall be notified within
2 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
3 avoid retention. The plan shall be developed in coordination with the student's teachers and may also
4 include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school
5 personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

6 The Director of Schools shall develop procedures governing how decisions on retention will be made
7 after the student begins work on his/her individualized promotion plan.

8 *K – 3 Reading Notification*

9 If it is determined through a student's overall performance or a state or local assessment that a student
10 in grades kindergarten through three (K-3) is not meeting grade-level standards in reading, the
11 student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such
12 determination.

13 **RETENTION¹**

14 A student may be retained when such retention is in the best interest of the student. However, a student
15 shall not be retained more than once in any grade.

16 If a student is retained, the Director of Schools/designee shall develop an individualized academic
17 remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the
18 student's parent(s)/guardian(s) within ten (10) calendar days of its development. This plan shall
19 include at least one of the following strategies:

- 20 1. Adjustment to the current instructional strategies or materials;
- 21 2. Additional instructional time;
- 22 3. Individual tutoring outside of school hours;
- 23 4. Modification to the student's classroom assignment to ensure the student receives
24 instruction from a teacher with a level of overall effectiveness of above expectations (level
25 4) or significantly above expectations (level 5); or
- 26 5. Attendance or truancy interventions.

31 The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who
32 are retained.

33 For the purpose of determining the effectiveness of retention toward improving student achievement,
34 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at
35 least three (3) times during the school year in which the student is retained.

Legal References

1. State Board of Education Policy 3.300; TRR/MS 0520-01-03-.05(3)(b)
2. TCA 49-6-3115; 20 USCA § 1400 et seq.

Cross References

- Credit Recovery 4.210
- Grading System 4.600
- Reporting Student Progress 4.601
- Attendance 6.200
- Student Assignments 6.205