

Williamson County Board of Education



Adopted Date:

5/17/04
Rev. 10/17/05;9/24/07;
6/17/13

4.603

PROMOTION and RETENTION
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1. The guiding philosophy for determining promotion or retention will be what is in the best interest of the child.
2. Students will normally progress annually in sequential order from grade to grade. The professional staff is
3. expected to place students at the grade level best suited to them academically, socially, and emotionally.
- 4.
5. Most students will require the normal allotted time to progress through the school curriculum. Retention may
6. be made in the elementary grades, K-5, when, in the judgment of the school personnel, such retention is in
7. the best interest of the students. Middle school and high school students must comply with the satisfactory
8. course and credit guidelines as outlined in the Rules, Regulations and Minimum standards for the
9. Governance of Tennessee Public Schools.
- 10.
11. Students who have been identified as having special problems, including high risk students and other
12. students with special needs shall be given special consideration. Retention of students with plans pursuant to
13. §504 of the Rehabilitation Act of 1973 or Individual Education Plans (IEPs) must be considered by the school
14. administration in consultation with the §504 or IEP team, with consideration of the mandate of the Individuals
15. with Disabilities Education Act (IDEA) that students with IEPs be in age appropriate classes and grades.
- 16.
17. The following factors shall be considered in making a decision on promotion and retention:
- 18.
19. 1. Mastery of essential competencies. Students should have mastered essential skills sufficiently to
20. ensure a likelihood of success at the next grade level.
- 21.
22. 2. Conduct. Retention shall not be used as a disciplinary measure.
- 23.
24. 3. Previous retention. Except under unusual circumstances, students shall not be retained more
25. than once in the same grade.
- 26.
27. 4. Teacher input. Teacher input should include the student's progress from daily work, homework,
28. and tests. Teachers should provide information on developmental level, attendance, and
29. academic achievement commensurate with student ability.
- 30.
31. 5. Grade-Level Guidelines.
- 32.
33. a. **Elementary Schools:**
34. In grades 1-5, students should function on or near grade level with an average of at least 70%
35. in language arts and mathematics. In arriving at a decision for either the promotion or retention
36. of a pupil, the combined views of the teachers, principal, and Assistant Superintendent of
37. Elementary Schools are taken into consideration along with those of the parents. The results
38. obtained from standardized achievement tests and class work assignments will be important
39. factors in the decision. The final decision rests with the school personnel.
- 40.
41. As soon as, but no later than the end of the first semester, if a major problem has been
42. identified which could result in retention, the parents will be notified in writing by the teacher(s)
43. of the need to schedule a conference to discuss the student's need for improvement. At least
44. six weeks before the end of the school year, the parents will be notified by the teacher(s) in
45. writing of the need to schedule a conference to discuss a possible retention.
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1 b. **Middle Schools:**
2 In grades 6-8, students must pass with an average of 70% language arts, math, science and
3 social studies. Principals may require students who are failing coursework to attend remediation
4 after school, during study hall or in summer school as a condition for promotion. The final
5 decision for promotion/retention rests with school personnel.

6
7 Parents of students for whom promotion is a potential concern will be notified in writing at the
8 end of the second and third quarters. The student and his/her parents will be asked at that
9 time to meet with the academic team to discuss progress.

10
11 c. **High Schools:**
12 In grades 9-12, students must pass with an average of 70% in each course taken.
13 Classification of students will be as follows:
14 • 9th grade – 1st year in high school
15 • 10th grade – 2nd year in high school
16 • 11th grade – 3rd year in high school
17 • 12th grade (Senior) – At the beginning of the school year, has successfully completed six
18 (6) semesters and is on track to graduate.

19
20 Students must additionally comply with the graduation requirements set forth in Board
21 Policy 4.605 – Graduation Requirements.

22
23 6. Retention, Reporting/Appeal
24 Before the decision to retain is finalized, the principal shall make a report of each student being
25 considered to the appropriate grade level Assistant Superintendent. The report shall include
26 documentation of student deficiencies and documentation of the differentiated instruction implemented
27 by the teacher/school to support the student being successful. This evidence shall be placed in the
28 student's cumulative record.

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30 7. Retention Follow-up
31 Educational experiences for the repeated year should be varied in order to provide an appropriate
32 instructional program. For the purpose of determining the effectiveness of retention toward improving
33 student achievement, the progress of retained students should be monitored for at least three (3) years.

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44 Legal References:
45 TRR/MS 0520-1-3-.05(3)(b)
46 IDEA, 20 U.S.C. § 1406 et seq.

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48 Cross References:
49 4.600 Grading Systems and Report Cards
50 6.200 Attendance
 4.202 Special Education