

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PROMOTION AND RETENTION	Descriptor No: IS 14	Date Adopted: 4/79
	Reviewed/Revision Adopted: 11/98; 4/01; 9/05; 2/12	

1 The guiding philosophy for determining promotion or retention will be what is in the best
2 interest of the child. Students will normally progress annually in sequential order from grade to
3 grade. The professional staff is expected to place students at the grade level best suited to them
4 academically, socially, and emotionally. Most students will require the normal allotted time to
5 progress through the school curriculum. Retention may be made when, in the judgment of the
6 school personnel, such retention is in the best interest of the student.

7
8 The following factors shall be considered in making a decision on promotion and retention:

- 9
10 1. *Mastery of essential competencies* – Students should have mastered essential skills
11 sufficiently to ensure a likelihood of success at the next grade level.
- 12
13 2. *Conduct* – Retention shall not be used as a disciplinary measure.
- 14
15 3. *Previous retention* – Except under unusual circumstances, students may not be
16 retained more than once.
- 17
18 4. *Teacher input* – Teacher input should include the student’s progress from daily work,
19 intervention and progress monitoring documents, and tests. Teachers should provide
20 information on developmental level, attendance and academic achievement
21 commensurate with student ability.
- 22
23 5. *Documentation* of supplemental interventions and student progress within those
24 interventions.
- 25
26 6. *Grade level Guidelines* – In arriving at a decision for either the promotion or
27 retention of a pupil, the combined views of the teachers, principal and Director of
28 Schools or Designee are taken into consideration along with those of the parents. The
29 results obtained from standardized achievement tests and class work assignments will
30 be important factors. The final decision rests with the school personnel.

31
32 As soon as a major problem has been identified which could result in retention, the
33 parents will be notified in writing by the teacher of the need to schedule a conference
34 to discuss such student’s need for improvement. At least nine weeks before the end
35

36 of the school year, the parents will be notified by the teacher in writing of the need to
37 schedule a conference to discuss a possible retention.

- 38
- 39 7. *Retention Reporting/Appeal* – Before the decision to retain is finalized, the principal
40 shall make a report of each student being considered to the Director of Schools or
41 Designee. The report shall include explicit documentation of student deficiencies and
42 documentation of the differentiated instruction implemented by the teacher/school to
43 support the student being successful. This evidence shall be placed in the student’s
44 cumulative record.
- 45
- 46 8. *Retention Follow-up* – Education experiences for the repeated year should be varied
47 in order to provide an appropriate instructional program. For the purpose of
48 determining the effectiveness of retention toward improving student achievement, the
49 progress of retained students should be monitored for at least three (3) years.
- 50
- 51 9. *Special procedures of special students*: Students who have been identified as
52 having special problems, including high risk students, students with IEP's, and
53 other students with special needs, should be given special consideration.
54 Retention should not be a substitute for special education, counseling
55 intervention, or social services.

56

57 Pursuant to Tenn. Code Ann. § 49-6-3115, a student in the third grade shall not be promoted to
58 the next grade level unless the student has shown a basic understanding of curriculum and ability
59 to perform the skills required in the subject of reading as demonstrated by the student's grades or
60 standardized test results. However, such student may be promoted if the student participates in
61 an LEA approved research-based intervention prior to the beginning of the next school year.
62 This section shall not apply to students who have IEPs pursuant to 20 U.S.C. § 1400 et seq.

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79 Legal Reference:

80

81 T.C.A. §49-6-3115