

**PROMOTION AND RETENTION OF STUDENTS
(GRADES K-8)**

It is the intent of the School Committee that appropriate instruction be offered to all students in a progressive and sequential way. Therefore, the grade placement of each student will be made on an individual basis, understanding that the level of instruction at each grade is not a single level of instruction but rather a series of levels intended to meet the various needs of students assigned to that grade level.

Retention for Grades K-8 will be decided through a committee process involving the building administrator(s), guidance counselors, mediators, and at least three teachers selected by staff. Teachers and administrators are expected to be alert to students at risk for retention, and parents will be notified as early as possible that retention is being considered. An appeals process will be available for parents who are dissatisfied with a retention decision.

Placement in SOS I and II, or in Kindergarten for an additional year, is not considered formal retention if the placement is made based on the development needs of the student.

Retention decisions shall be made utilizing established criteria and timelines as outlined in the accompanying administrative regulation.

Decisions on special education students will be made through the IEP Team process.

Any necessary retention should take place as early in a student's educational career as possible. If possible, retained students will be placed with a different teacher. Only in unusual circumstances shall a child be retained more than once.

Legal Reference: CH. 125.23, B, 5, 1 (Maine Dept. of Ed. Rule)

Cross Reference: IKE-R – Promotion/Retention Administrative Regulation
IKE-E1 – Promotion/Retention Form
IKE-E2 – Retention Checklist
JEA – Compulsory Attendance Ages

Adopted: March 21, 1984

Revised: 6/26/85; 12/13/88; 1/28/93; 4/27/99, 9/12/00, 6/9/09