

<b>Regional School Unit 73 Board of Directors</b>	<b>CODE: IKE</b> Page 1
<b>SUBJECT: PROMOTION &amp; RETENTION OF STUDENTS IN GRADES K to 8</b>	
<b>DATE OF ORIGINAL POLICY:</b>	7/2/1992
<b>DATE OF NEXT REVIEW:</b>	2019
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<b>REVISION DATE:</b>	2/27/2014
<b>JURISDICTION:</b>	RSU 73 Schools

**POLICY: SUBJECT: PROMOTION & RETENTION OF STUDENTS IN GRADES K to 8**

**Philosophy:**

It is the intent of RSU 73 to offer appropriate instruction to all students in a developmental, progressive and sequential way. The grade placement of each child should be made on an individual basis and promotion should be tied to the attainment of academic and developmental criteria. RSU 73 believes that parents, teachers, and administration should be involved as early as possible in identifying areas of need.

**Policy:**

It is the policy of RSU 73 that the grade placement of students will be made on an individual basis in accordance with the criteria contained in this procedure.

The following criteria shall be utilized in making decisions concerning grade level placement.

A. Student achievement

- Performance as reported on the report card. (Must receive a grade of 65 or better on numerical report cards and must receive partially meets on standards-based report cards)
- Norm-referenced tests (if applicable)
- State criterion referenced tests (if applicable)

B. Academic potential (performance in relation to ability level)

C. Attendance

D. Health

E. Maturity

F. Age in relation to grade placement

G. Student attitude

H. Parent concerns

I. Program options

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**Process:**

The following grade placement guidelines will be used to process placement in grades K to 8.

1. Parents will be notified of concerns about the grade level placement of students and possible retention as early as possible.
2. Absences of twenty days or more days per school year shall serve as a criterion for referral to the Placement Committee. A letter will be sent to parents informing them of this referral.
3. Absences of thirty days shall make retention in the grade mandatory. Administration shall have the right to use discretion in cases of long-term illness, accident or other unusual circumstances
4. Students earning less than a yearly grade of "65", or earning less than a "partially meets" in any required subjects, will serve as a criterion for referral to the Placement Committee.
5. When applicable, scoring below grade level or the percentile cut-off on standardized assessments will serve as a criterion for referral to the placement committee.
7. Retention warning letters will be sent home starting at progress report time during the first ranking period.
8. Transfer students arriving too late for the RSU 73 school district to follow the stated Student Placement Procedure, will be referred to the Placement Committee for recommendations.
9. The possibility of summer school is an option when and if it is offered. As students who fails 1 or 2 subjects or earns a "does not meet" in 1 or 2 subjects has the option of summer school. However, for students in grade 6, 7 and 8, their yearly average in the subject area must at least be a "50" in order for students to be eligible to take summer school.
10. In the case of parent, student or teacher request for an accelerated grade placement, the request needs to be made to the building principal. The building principal will then convene The Placement Committee. The Placement Committee will hear the requestor's argument for acceleration and after hearing the argument will use the criteria A, as stated above, to make a decision.

**Appeals Process**

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1. If parents disagree with the recommendation of the placement committee they may appeal the decision to the Placement Appeal Committee.
  2. If parents disagree with the recommendation of the Placement Appeal Committee, they may appeal to the superintendent.
  3. The Superintendent's decision will be final.
- A. A letter containing the decision of the Placement Appeal Committee and, as applicable, the superintendent will be sent to parents and a copy of those letters placed in the student's file upon completion of the decision-making process.

**Delegation of Authority:**

The RSU 73 Board delegates the responsibility for the implementation of this policy as it is written to the building principal, and as applicable, the Superintendent.

**Exceptions to This Policy:** None at this time.

**Members of the Placement Committee:**

The members of the Placement Committee will consist of no less than one teacher member from each of the grade levels or teams in the building, a special education teacher, a guidance counselor, the student's teacher (s), and the building principal.

**Members of the Placement Appeal Committee:**

The above committee with the inclusion of the parents and any professionals that the parent has invited will serve as the Placement Appeals Committee.

**Reports:** The principal will prepare a report annually for the Superintendent and School Board as to the number of students by grade that have been retained, and reason(s) for the retention.

**Adopted: February 27, 2014**