

**WINSLOW PUBLIC SCHOOLS  
25 MESSALONSKEE AVENUE  
WATERVILLE, ME 04901**

**PROMOTION, RETENTION AND ACCELERATION OF STUDENTS**

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.

As far as possible, retention will be decided through conferences involving the Principal, teachers, and parents. The guidance counselor and school consultant will participate as appropriate. Parents will be notified as early as possible that retention is being considered, and except in very unusual circumstances no later than March 15. The Principal shall be responsible for making the final decision as to retention and assignment. Parents dissatisfied with this decision may appeal to the Superintendent and School Committee. Decisions on special education students will be made through the Pupil Evaluation Team process.

The following criteria shall be utilized in making decisions concerning promotion and retention:

- A. Student achievement;
- B. Academic potential;
- C. Attendance;
- D. Health;
- E. Maturity;
- F. Physical size;
- G. Age in relation to grade placement;
- H. Student attitude;
- I. Parent concerns;
- J. Out-of-school influences; and
- K. Program options.

Any necessary retention should take place as early in a student's educational career as possible. Only in unusual circumstances should a child be retained more than once.

**ADOPTED:** 1987; **REVISED:** January 7, 1991; **REVISED:** May 21, 2003

**LEGAL REFERENCE:** CH. 125.23, B, 5, I (Maine Dept. of Ed. Rule)

**CROSS REFERENCE:** IK - Academic Achievement

**SOURCE:** Board Policy