
PLACEMENT OF STUDENTS: ELEMENTARY SCHOOLS

Background

Grade placement shall be the responsibility of the Principal and shall be based on general achievement, consideration being given to the mental, physical, emotional, and social maturity of the child. In general, students transferring into the District will be placed in the same grade level as in the school from which they transferred, but children transferring, as well as continuing students, may be placed in the grade most suitable as determined by the Principal.

Procedures

1. General

- 1.1 Students are to be promoted based on these factors:
 - 1.1.1 Academic achievement.
 - 1.1.2 Rate of progress.
 - 1.1.3 Educational record.
 - 1.1.4 Chronological age.
 - 1.1.5 Intellectual development.
 - 1.1.6 Social and emotional development.
 - 1.1.7 Physical development.
 - 1.1.8 Other factors, such as attendance.

2. Retention

The following procedures will prevail when considering an elementary student for retention for a second year at any grade level. The best interests of the child must be the paramount principle underlying any such decision. Nothing in these procedures shall be taken as rigid and unchangeable when it conflicts with the child's best interests.

- 2.1 Retention will be considered only when, in the opinion of the school-based team, there exists a potential for measurable growth to occur during an extra year in a grade level.
- 2.2 No student shall be retained more than once in the elementary years. Any exception to this procedure is to be made only after consultation with the Director of Instruction.
- 2.3 Parental support for the recommendation shall be considered a vital factor in a decision on any case.

- 2.4 When retention is being considered for their child, parents shall be notified as soon as possible. Parents shall also be notified officially in this sequence:
 - 2.4.1 After consultation between the child's teacher and parent, in June, a letter signed by the Principal and teacher confirming the child's placement for the following school year will be sent.
 - 2.4.2 The final report card will state that the student shall be retained in the same grade.
- 2.5 Parents may request that their child be retained by making a written submission.
- 2.6 A student who has been retained in a previous year may later be advanced to an age-appropriate grade level on the recommendation of a school-based team.
- 2.7 Parents who disagree with a school-based team recommendation that their child be retained shall register their objection in writing to the Principal.
- 2.8 The ultimate responsibility for deciding on a student being considered for retention rests with the Principal. If the parents disagree with the decision, they may use the District appeal process.

3. Acceleration

In a few cases where students are clearly advanced in their learning and when the students' growth cannot be supported in the age-appropriate grade, acceleration may be considered.

- 3.1 At a Principal's request, after consulting with the teacher and parent, a school-based team meeting will be called to discuss the student's needs and learning style. Items to be considered at the school-based meeting will include:
 - 3.1.1 Information from the classroom teacher, learning assistance teacher, Principal, parent, and Director of Instruction.
 - 3.1.2 Testing, at the school and District level.
 - 3.1.3 A review of the present IEP and strategies currently in place.The recommendations of the school-based team shall be considered by the Principal.
- 3.2 An Individual Education Plan (IEP) will be updated or a new one written.
- 3.3 Parental support for the recommendation shall be considered a vital factor in a decision on any case.
- 3.4 If the recommendation for acceleration occurs at the end of the school year, the final report will state that the student is being accelerated.
- 3.5 Where a student becomes a candidate for acceleration, the Principal of the receiving school shall be involved in any decision to advance a student two grade levels.

Reference: Sections 17, 20, 22, 65, 79, 85, School Act
School Regulation 265/89
Permanent Student Record Order MO82/09

Administrative Procedure 361



Required Areas of Study Order MO 295/95
Student Learning Assessment Order M60/94
Student Progress Report Order MO191/94
K-12 Education Plan and Guidelines for Student Reporting

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