



Administrative Procedure 361

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 on the basis of 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

- 2.1 Parents may request that their child be retained by making a written submission.
- 2.2 The ultimate responsibility for making a decision 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, Instructional Services.
 - 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 IEP (Individual Education Plan) 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 into a middle, or secondary school.

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