

## **374 PROMOTION AND PLACEMENT OF STUDENTS**

### **Background**

The Division believes that decisions with respect to student placement and programming are the responsibility of professional staff and administration with the final authority resting with the principal. Placement decisions shall be made with the best interests of the students in mind. The district believes that students are best served in the same age cohort.

Research clearly shows that learning is continuous, that grade retention does not serve students well, and is an option that is rarely considered with Canadian Rockies School Division.

The Principal is authorized to place a student in a particular course or particular program as per the following procedures

### **Procedures**

1. Student Program Placement – Kindergarten to Grade Nine
  - a. Student learning and progress will be continuous. All elementary and junior high school students will be placed in classrooms with age-appropriate peers. These classrooms will reflect the range of abilities present in that grade level.
  - b. If, in very exceptional cases, student retention or acceleration is considered:
    - i. An educational assessment will have been completed within the previous six months, including a minimum of a Level B Assessment.
    - ii. Prior to the request for retention or acceleration, an Individual Program Plan clearly outlining the student goals and the specific teaching strategies that articulate the need for grade retention or acceleration will have been in place and utilized for programming. Substantial evidence of student learning will have been collected to substantiate the request.
    - iii. Consultation with central office administration will be mandatory to review the IPP, current assessments and any other relevant information.
    - iv. The student (when appropriate), parent(s) and school staff will meet to discuss the student's strengths, student's needs, the IPP, and the following factors:

- achievement
- chronological age
- intellectual age
- social/emotional development
- physical maturity
- program continuity
- attendance
- attitude

2. Transition to High School (Grades 10-12)

- a. Any student is eligible to enter any program for which they are qualified at the senior high level (reference AP 201).
- b. A student's program placement/course selection will be determined through collaboration between the students, parents, and staff. This process will clearly take into account the student's interests, abilities, and aspirations, as well as, course availability and required prerequisites.
- c. Programming will consider individual education needs of all students.
- d. For appeals, refer to Administrative Procedure AP390 – *Appeals Regarding Student Matters*

**References**

Section 11, 31, 33, 40, 52, 52, 56, 196, 197, 222 School Act  
Guide to Education ECS to Grade 12  
Board Policy 12- Appeals Regarding Student Matters

**History**

Developed: August 2003  
Amended: July 2014  
Amended: January 2020