

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Promotion, Retention and Placement of Students	CODE: HKE
LEGAL STATUS: Board Motion #06.06, #258.20; <i>The Education Act, 1995</i>	DATE APPROVED: 09 Jan 06, 26 Oct 20

Background: Ideals of hope and affirmation direct and guide the promotion, retention and placement of students in order to best meet their needs.

POLICY: **The promotion, retention or placement of a student should be determined after careful consideration of many factors. The school principal, in consultation with the teacher(s), the parents or guardians, the coordinator of Student Support Services, as deemed necessary, will make the final decision regarding the promotion, retention and placement of a student.**

Guidelines:

1. A multi-factor approach to promotion and retention decisions should be used: chronological age, social maturity, academic achievement, physical maturity, emotional maturity, intellectual ability, health and attendance. A decision to retain a student should be made only after careful consideration of the implications for improved success.
2. The principal, in co-operation with the staff, shall define procedures for promotion, retention, and placement of students in the school.
3. The principal shall keep staff, students, and parents informed of these procedures.
4. Except in unusual circumstances the following guidelines shall apply for promotion, retention and placement of elementary school students.
 - (i) No child shall be retained in the following grades if older than the specified ages as of June 30:
Year 1 – Age 8.6
Year 2 – Age 9.6
Year 3 – Age 10.6
Year 4 – Age 11.6
Year 5 – Age 12.6
Year 6 – Age 13.6
Year 7 – Age 14.6
Year 8 – Age 15.6
Year 9 – Age 16.6
 - (ii) Exceptions might occur with new Canadians, with students who have suffered from a prolonged illness or students who have missed significant amounts of school.
5. Enrichment programs at grade levels are used rather than acceleration.
6. Entry level in the French Immersion program is Kindergarten or Grade One.

7. Placement at high school will be contingent upon admission requirements.
8. Placement of students transferring to the school division will be based on the following:
 - (i) In general, a student transferring to the school division shall be placed in the same year as in the school from which he/she transferred. Only after careful consideration and evaluation of performance should reassignment to another level occur.
 - (ii) In the absence of evidence of placement at the time of admission and until such evidence can be obtained from the student's former school, chronological age should be used to determine year placement.

Procedures:

1. Assessment and evaluation of student progress is comprehensive and ongoing.
2. Remedial or developmental programs should be employed in dealing with specific deficiencies.
3. Parents or guardians should be notified of the possibility of retention of a student at the earliest possible date.
4. Parents should be kept informed of progress and notified early of a retention decision.