

ADMINISTRATIVE PROCEDURE NO. 334

STUDENT PLACEMENT THROUGH RETENTION AND PROMOTIONS

Background

The District strives to place all students in the environment that best meets their needs and the needs of the other students in the District.

Procedures

1. The Principal determines the placement of students in grades, courses and classes in collaboration with the Division Inclusive Learning Team.
2. English Language Learner (ELL) students shall be placed in age appropriate settings.
3. The Principal determines the promotion of students from one grade or course to another.
4. The placement of any student shall be determined after careful consideration of many factors, including the following: academic achievement and skill, age, social adjustment, health and cognitive ability.
5. Placements in a regular classroom with the same-age peers is usually the most appropriate. Care must be taken to ensure that students do not differ significantly in age from their classmates. Students may spend no more than two years in one grade and no more than four years in one division.
6. Parents shall be consulted as early as possible in the school year if any placement, other than the usual placement, is being considered. There must be ongoing consultation between the school and the parents.
6. The Superintendent will be informed of the student placements for retention or promotion.
7. Parents shall be informed of their right to appeal decisions regarding the placement or promotion of students. Admin Procedure No. 360

References:

Sections: 196,197,222 of the Education Act

Ministerial Order 015/2004 – Standards for Special Education

Ministerial Order 001/2013 – Student Learning

Ministerial Order – Teaching Quality Standard

[Repeating a grade: The pros and cons](#)

www.greatschools.org/special-education/health/659-repeating-a-grade.gs?page=all

[Grade Retention and School Promotion](#)

http://www.nasponline.org/about_nasp/positionpapers/GradeRetentionandSocialPromotion.pdf

[Alternatives to Grade Retention](#)

<http://www.nasponline.org/resources/principals/Retention%20WEB.pdf>

March 2014

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