



POLICY STATEMENT 340

SUBJECT: STUDENT PLACEMENT AND PROMOTION

AUTHORITY: Education Act, Section 11(1), Section 48(3) **EFFECTIVE:** Nov. 12, 1998

RESPONSIBILITY: Director of Education, Principal, Teacher **REVISED:** April 14, 2004

REFERENCE: **PAGE:** 1 of 2

Statement:

The Superintendent recognizes the consideration of acceleration or retention as an option for students. If in certain circumstances this action is being considered, every support possible shall be provided to the student.

- 340.1 If a student is being considered for acceleration or retention, a meeting of the Student Services School Based Team or equivalent committee consisting of administration, guidance, resource teacher, the community education supervisor, and teacher involved, will be held prior to February 28th. If an equivalent committee is used, a copy of the minutes must be included in the Student Services School Based Team Minutes.

- 340.2 The team will discuss strategies and interventions and make recommendations directed at meeting the needs of the student concerned.
 - a) If after the first meeting, acceleration or retention is still being considered, the Principal shall notify the Director of Education, or designate, by May 15th and a case conference is to be held.
 - b) The case conference may include the school administrator, the student's teacher(s), the resource teacher, the guidance counsellor, the student's parents, an advocate, a district office representative, and representatives of any other agencies involved with the student's case.
 - c) Information on acceleration or retention issues should be provided to the parent and participants involved in the process.

- 340.3 Discussions at the case conference should include an identification of both the student's strengths and weaknesses as they relate to social, academic and motivational development. Discussions should also include information on the health of the student, parental support, school history and school resources available.

- 340.4 Following a thorough review and comprehensive discussion the committee will decide on the placement of the student and recommend a plan of action to be followed. The plan of action could include any combination of peer tutoring, multi-age grouping, an individual education plan, summer school, extended learning time, tutor support outside of school, resource help, in addition to any other recommendations which may be beneficial.
- 340.5 It is preferable that the committee reach a consensus. Failing that, a majority decision of the case conference participants will determine the action to be taken. A Retention & Acceleration Case Conference Form (Appendix A) must be completed and a copy forwarded to the Director of Education.
- 340.6 The Superintendent has the final decision regarding placement of the student.