



File IHD

STUDENT PLACEMENT - PROMOTION AND RETENTION OF STUDENTS

PLACEMENT

It is the philosophy of the Portage la Prairie School Division to encourage success in the programs offered by schools and to accurately communicate student progress to the parents and students.

Student achievement shall be regularly reported to parents for the purpose of:

- informing the student and parent(s) of progress in relation to grade placement, indicated ability, and registered program;
- involving the parents in bringing about necessary changes in student progress and/or performance.

Reporting shall include information relevant to each student's academic strengths and weaknesses. Where weaknesses are indicated, reference shall be made to the recommended remediation plan.

Placement (promotion, retention or alternative programming) shall be made in the best interests of the student after careful consideration of the advantages and disadvantages of the various alternatives. A number of factors will be considered in making alternative program placement decisions for students including, the principle of placement in the most enabling environment with peers, program appropriateness, the students' individual learning needs, and their unique situation.

A Personalized Transportation Plan (PTP) shall be developed for students who require transportation due to exceptional needs.

In placing a student, the school staff shall consider not only the student's academic achievement, but his/her age and social and emotional maturity. Whenever promotion is in doubt, the appropriate school staff shall meet with the parent(s) of students concerned, such meetings to take place at the earliest possible time during the school year.

Placement decisions for a student shall be made by the school staff in consultation with parents and the School Division team. Placement decisions at the school level are the responsibility of the Principal.

Condition or trial promotions are discouraged.

The evaluation and placement of students with individual education plans (IEPs) shall be based on the goals and student-specific outcomes in their IEPs for the pupils concerned.

Educational programming for students new to the Division shall begin within 14 days after the student seeks to be enrolled, regardless of whether that school has received the student's pupil file.



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PROMOTION

General

Students who do not meet the stated requirements for promotion may be transferred to the next grade by the Principal if in his/her professional judgement the student's age, social, and emotional maturity, and other relevant factors are such that a transfer to another grade would be in the best interests of the student and/or the Division.

Grade One to Six

Promotion shall be based upon overall success in the grade, with the requirement being the achievement of the goals and objectives in sufficient depth to provide the necessary foundation for the requirements of the subsequent grade.

Grade Seven and Eight

Subjects at the grade 7 and 8 level are assigned the following points for the purpose of determining promotion to the next grade:

SUBJECT	CREDITS	
	ENG. PROGRAM	FR. IMM.
Language Arts	2	1.5
Mathematics	1	1
Social Studies	1	1
Science	1	1
French	1	1.5
Home Ec./Industrial Arts	.5	.5
Physical Education	.5	.5
Health and Guidance	.5	.5
Art or Music	.5	.5
Total	8.0	8.0

A minimum of 5.5 credits are required in order to be promoted to the next grade.

Grade Nine to Twelve

Promotion shall be based upon success in the compulsory and optional courses selected as determined by the course prerequisites and the credit system.

See also: IED



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RETENTION

The consideration of retention, including loss of credit at the High School level, requires regular communication between those involved ie. Teachers, Principal, parents, and in many cases, the student. The following procedure is intended to ensure that this communication occurs, that all relevant data is obtained, and that parents are involved in the process.

Kindergarten to Grade Eight

1. Checklist of required activities:
 - a) Discussion between Principal and Teacher - by January 31.
 - b) Discussion between Principal and all staff involved. (Resource Teacher, Counsellor, Psychologist, Speech Language Pathologist, etc.)
 - c) Parent contact by February 21 followed by meeting(s) with parents.
 - d) Follow-up meeting(s) with parents. (Every attempt is to be made to meet with parents, either at school or, if necessary, at home).
 - e) Final decision to retain made by mid June.
 - f) Preparation of statement for the cumulative file re: the experience during the year and future educational considerations.
 - g) List of students to be retained submitted to Superintendent's Department by June 30.
2. Data required in connection with a decision to retain:
 - a) Consideration of a medical check-up.
 - b) Vision and hearing assessment by Resource Teacher, Counsellor or qualified professional, within last 12 months, date and results recorded in cumulative file.
 - c) An individual educational assessment using appropriate standardized achievement tests in Language Arts and Mathematics which take into consideration the age of the student, physical and/or mental limitations, cultural factors, etc. These tests, which may be done by the Resource Teacher, Counsellor, Principal or other qualified staff, are intended to provide additional insight into the student's development. A decision to retain a student must not be based on isolated test results, either standardized or teacher-made.
 - d) Samples of written work in various subjects at intervals during the year, which may include portfolios.



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High School Program (Grades 9 - 12)

The following procedures, as required for Kindergarten to Grade 8, are applicable to students in Grades 9 to 12, whose credit in any subject is in jeopardy.

1. Discussion between an Administrator and Teacher by November 30 and April 30.
2. Discussion between an Administrator, Counsellor, and other staff involved.
3. Notification to parents by November 30 and April 30.
4. The terms of the Alternative Learning Options – High School (IHE) are also applicable.

Additional Information - Kindergarten to Grade Twelve

During these discussions, consideration is to be given to the need for medical checkups, including vision and hearing screening, and individual standardized testing.