

STUDENT PROGRESS AND PLACEMENT

Background

The goal of the Division is to ensure that all students experience success while progressing through their educational program. Students typically progress from one grade level to the next on an annual basis. Through assessment and evidence of learning, decisions around grade level placement are made.

Educational research indicates that there is little to no benefit to retention. The practice of retention is strongly discouraged by the Good Spirit School Division as an effective support for students. Instead, an interdisciplinary approach to implement a plan for responsive and targeted interventions to support the student in the age-appropriate grade placement should occur. Rarely will retention be considered for students beyond Grade One.

Definitions

Promotion: The student will progress to the next academic year/grade.

Retention: The act of repeating an academic year/grade.

Placement: The act of placing a student in a grade that may not align with their current academic year/grade due to extenuating circumstances.

Procedures

1. Students will progress from kindergarten through to grade 9 with their age-alike peers.
2. Students shall not be retained in elementary and middle grades (K-9) without consulting the Director or designate.
3. Upon request from the teacher and/or parent/guardian, the principal shall arrange for consultation with students, teachers and parent(s)/guardian regarding student progress and placement. Consideration for retention will be based on factors such as: classroom work, tests, general observations, and other sources that the principal deems useful. In addition, a systematic and articulated program for assessing, evaluating, and reporting student progress is required. Diagnostic, formative, and summative assessments are to be used appropriately to guide instruction and to aid in placement decisions. Possible assessments may include the division literacy and numeracy assessments, WJIV, WIAT, etc.

3.1 Families who choose to hold their child back from entering Kindergarten in the year the child turns 5, will not be provided the option to accelerate their child in future years.

4. Retention

4.1. A comprehensive analysis of the previously attempted interventions and enrichment along with the appropriateness of grade retention will be explored through a collaborative planning process that will involve the parent(s)/guardian, Student Support Teacher(s), Student Services Consultant, teacher(s) and the principal, before a decision is made to retain.

- The school team, under the direction of the Student Services Consultant, will complete the Student Placement and Retention Template in Clevr and inform the school's Superintendent of Schools and the Superintendent of Learning.
- The school team will ensure Form 361-1 is completed and uploaded to the Student Placement and Retention Template in Clevr.

4.2. Students who are retained will receive differentiated instruction, systematic intervention, or a modified program at the secondary level to ensure continuous progress.

4.3. A student shall not be retained more than once.

5. Secondary Placements

5.1. Secondary student placement is determined by the credit requirements established by the Ministry of Education.

5.2. Secondary school principals shall regularly inform the Ministry of Education of the standing obtained by each student in Grade 10, Grade 11, and Grade 12.

5.3. Grade 10 to Grade 12 students who last attended school outside Saskatchewan may be required, prior to placement, to have their previous schooling evaluated as per the Ministry of Education Credit Transfer Guidelines.

5.4. Schools wishing to place grade 10 to 12 students in a modified course will follow the procedures outlined in AP 221: Locally Modified Basic Courses.

5.5. Consideration of student placement in an Alternative Education program will be done in accordance with AP 220: Additional Education Program – Alternative Education.

6. Placement of Students

6.1 Considerations for alternate placement of students for exceptional circumstances such as previous school history would occur upon registration or return to school.

6.2 If the administrator is considering an alternate placement for a student, they would have a conversation with the parent/guardian to determine whether an alternate placement would be considered.

6.3 If the parent agrees:

- The administrator will complete the Student Placement Rubric in CLEVR
- If the student is an excellent or fair candidate, the administrator would have a conversation with their Superintendent of Schools regarding their consideration to place the student in a grade that is not age appropriate.
- The school team will ensure Form 361-2 is completed and uploaded to Student Placement and Retention Template in Clevr.

6.4 If the parent is not in favour of an alternate placement:

- Document in Clevr that the school recommendation was not considered by the parent/guardian.

7. Students who are placed in an alternate grade will receive differentiated instruction, systematic intervention, or a modified program at the secondary level to ensure continuous progress.
8. Each teacher shall report regularly under the direction of the principal and in accordance with pertinent procedures, to the parent(s) or guardian of each student with respect to progress or any circumstances or conditions which may be of mutual interest.
9. Each teacher shall place students in accordance with this Administrative Procedure and under the general supervision of the principal.
10. Each teacher shall plan the learning activities of the class with due regard for the individual differences and needs of the students.

Legal Reference: Section 85, 87, 109, 168, 169, 170, 175, 231 Education Act

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