

LL# 1592268

**Acceleration/Retention (K to Grade 12)
Administrative Procedures****Placement**

In keeping with Divisional commitment to appropriate educational programming, a student will be placed in a grade level with their age-appropriate peers. Further, no child shall be registered to attend school in the St. James Assiniboia School Division if their fifth birthday does not occur before December 31 of the school year.

Acceleration

The advancement of a student to one grade level beyond that which is normally associated with their current grade/age placement.

- Since lateral enrichment activities are available to students who require them regardless of grade, it is the practice of the Division to place students in the grade appropriate to age.
- Lateral enrichment strategies to maximize the potential for student social and emotional well-being, success, growth, and achievement should be delineated in a Student Support Plan (SSP).
- The appropriate ESS personnel should be consulted regarding the development of the SSP.

Kindergarten to Grade 8

In Kindergarten to Grade 8, the decision for a student's grade level placement that best supports and extends their learning is based on evidence of their progress and growth in curricular, cognitive, social, and emotional learning. This decision rests with the principal in consultation with teachers, parents, and other specialists, as appropriate.

Grade 9 -12

In Grades 9-12, the final decision on whether or not to grant credits rests with the principal, who consults with teachers, parents, and other specialists as appropriate. Granting credits and diplomas must be based on clear evidence of achievement of the learning outcomes set out in provincial curricula or modified curricula (as set out in an individual education plan), as appropriate.

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Retention (Kindergarten to Grade 8)

The withholding of promotion to or the placement of a student in a grade level other than an age-appropriate setting.

- It is the general practice of the Division to place students in the grade appropriate to age.
- Grade retention is not deemed to be a viable option for students who meet the Manitoba Education criteria for Special Learning Needs.
- Retention should not be utilized as a consequence for negative behaviour or truancy.
- Alternative interventions: resource assistance and support, modifications, and adaptations to program {Individualized Education Plan (IEP)/SSP} and assessment results should be in place for each student.

To inform and guide parent(s)/legal guardian and schools about retention or acceleration as an option for student support, the following should occur:

- The Superintendent/CEO or designate and ESS Administrator/Coordinator will be notified by the principal if parent(s)/legal guardian have requested retention or acceleration.
- The principal will schedule a meeting with parent(s)/legal guardian and appropriate divisional personnel to review research regarding the impact of acceleration or retention on student learning, social-emotional functioning, and future success.
- In consultation with ESS Administrator/Coordinator, the principal and school team review the IEP/SSP to ensure that the plan that is in place clearly delineates goals, timelines, review dates, and specific strategies that maximize the potential for student success, growth, and achievement.

Retention (Grades 9 - 12)

If a student does not submit the necessary evidence of learning to be granted a credit in a course, then the student may be assigned a failing grade or, in extenuating circumstances, may be assigned a grade of "Incomplete". If an IN is assigned, a plan must be put in place at the school level to assist the student in submitting the outstanding evidence of learning in order to receive the credit within a reasonable, agreed-upon timeframe. Once a student has been granted a percentage mark, this information will be reported to the Department of Education.

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Process

If there is disagreement regarding student placement, the following process is to be adhered to for both acceleration and retention in order to give students the best education possible:

1. A written request must be submitted to the Superintendent/CEO or designate by the principal and parent/legal guardian of the student, for a review of the student's grade-level placement.
2. The principal will assist the review process by providing the following documentation to the Superintendent/CEO or designate:
 - a) Interventions which have been implemented, including, where applicable, SSPs/ Individual Education Plans (IEPs) that may have been developed.
 - b) A list of professionals involved in the student's education and development.
 - c) Recent assessment results.
 - d) A summary of communications between the parent and the school staff.
 - e) Any other relevant information which pertains to the student.
3. After receiving the above information, the Superintendent/CEO or designate will convene a meeting with the principal of the school, and any staff agreed upon by them, to review the information.
4. In keeping with Divisional best practices, the decision-making process will be guided by Appropriate Educational Programming as defined by Manitoba Education, informed by use of current best (research) evidence and assessment data to ensure the student is receiving the best education possible.
5. In collaboration with the Superintendent/CEO, the final decision regarding student placement in this instance rests with the principal of the school.
6. The Superintendent/CEO or principal will inform the student's parents/guardians and applicable staff of the outcome.
7. A copy of the written decision shall be provided to parent/legal guardian and placed in the student's cumulative file.

Appeal

In cases where the parent(s)/legal guardian are not in agreement with the final decision, the Principal, ESS Administrator, Superintendent/CEO or designate shall provide a copy of the handbook *Working Together: A Guide to Positive Problem Solving for Schools, Families, and Communities*. A copy may be obtained from the Manitoba Education website at <https://www.edu.gov.mb.ca/k12/docs/parents/dr/index.html>.

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