

## **1.0. General Administration**

### **1.B. Student Management**

#### **1.B. PROMOTION AND RETENTION OF STUDENTS**

**Policy Reference: EL-1.1**

**Reviewed by Committee: April 29, 2014**

##### **Retention/Promotion**

The procedure on promotion and retention applies to students enrolled from Kindergarten to Grade 8. The intent of the procedure is to involve the school team and parent(s)/guardians in a process that examines the most appropriate placement for students.

The decision to retain or promote a student should be made on the basis of agreement between the school team and the parents/guardians. The Student Services Administrator should be involved in the process. In the event that consensus cannot be reached, "The Principal is responsible for placing pupils in classes and issuing statements of their standing, subject to the approval of the Superintendent where one has been appointed." (Part V:28 (3) The Educational Administration Act (C.C.S.M.C. E10).

##### **Retention Process:**

- Teachers and administrators should be familiar with current research.
- Parents should be provided with an overview of current research.
- Students displaying difficulties and being considered for retention should be brought to the attention of the school team.
- Parents must be informed early and continuously as to the concerns and the supports provided; parents should be working with the school team.
- The school needs to rule out the possibilities of learning disabilities by:
  - Completing a family history
  - Making referrals for vision, hearing and tracking
  - Considering referrals to the psychologist and/or Speech and Language Pathologist (SLP)
- The school team should consider adaptations and/or modifications to the curricula as defined by Manitoba Education.
- An Individualized Education Plan (IEP) may be developed for a student.
- Schools should consider alternatives to retention such as: personalized programming and supports while the student remains with an age appropriate peer group.
- Prior to a final decision, the school principal should notify the Superintendents' Department.

**Promotion Process:**

- Teachers and administrators should be familiar with current research.
- Parents should be provided with an overview of current research.
- Students demonstrating mastery of the learning outcomes beyond grade level expectations may be considered for promotion.
- Students being considered for promotion should have an academic assessment completed.
- The school team should consider adaptations and/or modifications to the curricula as defined by Manitoba Education.
- An Individualized Education Plan (IEP) may be developed for a student.
- Schools should consider alternatives to promotion such as: personalized programming and enrichment while the student remains with an age appropriate peer group.
- Prior to a final decision, the school principal should notify the Superintendents' Department.