

Administrative Procedure 351

PROMOTION AND RETENTION OF STUDENTS

Background

Promotion and retention of students is the responsibility of the Principal and staff of each school, in consultation with parents or guardians. Parents or guardians of students whose programs warrant either possible retention or additional time for completion shall be given this information as soon as possible during the school year.

Notices of promotion or retention shall be given to students on or prior to the last day of the school year.

Procedures

1. The basic guideline is whether the student has sufficient fundamental skills in one grade or course level for him/her to receive benefit from instruction at the next level.
2. The long-range welfare of the child shall determine rate of progress or promotion, rather than a specific, perhaps temporary phase of behavior.
3. Individual consideration shall determine promotion or rate of progress, not blanket or rigid school or District practice.
4. Objective information shall determine rate of progress of individual students, not personal reasons, hunches, etc. To this end, teachers are required to keep accurate, up-to-date records of student achievement and progress, and must at all times be able to justify a recommendation for promotion or retention.
5. Students progress at different rates. Program modification or adaptation in order to meet the student's individual needs is preferable to requiring the student to repeat an entire year/grade.
6. In instances where it becomes apparent that a student may not be ready for promotion at the end of the year, parents or guardians shall receive written notification advising them of the possibility of retention, at least one report period prior to the end of the year, and be invited to meet with staff to discuss alternatives.
7. Collective, rather than individual decisions shall be the basic rule in deciding promotion or retention.
8. The decision to promote or retain a student in any grade or course must be approved by the Principal.
9. A student's achievement of program objectives and expectations in Grade 9 is critical to success in senior high school. Regulations for Grade 9 include the following:

- 9.1 In order to be promoted to Grade 10, a student must satisfy both of the following requirements:
 - 9.1.1 50% or more in three of the four core subjects (for purposes of this policy core is defined as Language Arts, Mathematic, Science, and Social Studies), with an average of 50% or more and;
 - 9.1.2 An average of 45% or more, in those subjects not designated as core, with not more than one mark below 40%.
 - 9.2 At the conclusion of Grade 9, a student who has not met the promotion requirements may be considered for placement in some or all Grade 10 level courses by a Special Cases Committee consisting of the Principal, subject teachers and parents/guardians.
10. A student who has completed four years in junior high school, and has not been able to meet the criteria identified in Paragraph 9 may proceed to senior high school provided that the student's progress has been reviewed by a Special Cases Committee.
11. It is recognized that students who have met the minimum requirements in prerequisite courses do have the right to enroll in the courses of their choice. The following are suggested guidelines which refer to program routes at the senior high level as outlined in the Guide to Education ECS to Grade 12. These guidelines can be used in counseling students in their course selections. Therefore it is strongly recommended that:
- 11.1 Students with less than a 60% final grade in Grade 9 core subjects should not be allowed to enroll in English 10, Science 10, or Social Studies 10.
 - 11.2 Only students who have achieved a course mark of 60% or higher in a given course should be eligible to enroll in the next course in that sequence of courses.
 - 11.3 Students who do not achieve 60% in a course continue at the next or higher level course in an alternative program route.
 - 11.4 Students who wish to change their program route from a lower sequence course to a higher sequence course in Grade 10 and 11 should have a minimum course mark of 60%.
 - 11.5 Students who wish to change program routes from a lower sequence course to a higher sequence course in Grade 12 should have a minimum course mark of 65%.
 - 11.6 Admission to senior high school courses under special circumstances must be justified by the student and parents or guardians. The decision regarding admission to courses under special circumstances should be documented by the school.

10. Reference: Section 18, 20, 60, School Act

Guide to Education ECS to Grade12

