

*Christ the Teacher Catholic Schools*

**ADMINISTRATIVE PROCEDURES**

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<b>SECTION:</b>	300 – STUDENTS	<b>CODE:</b>	AP 362
<b>PROCEDURE:</b>	<b>STUDENT PROGRAM PLACEMENT AND RETENTION</b>		

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**BACKGROUND**

Students are more successful learners when educators and parents/guardians agree on their program placement. Decisions are to be based on current research knowledge and the long-term impacts on student attitude and learning. A body of research exists on the subject of retention and it must guide our practice. In most cases, retention harms an at-risk student cognitively and affectively. Therefore, rather than grade retention, our efforts are to be focused on flexible programming around time, resources, instructional approaches, assessment and organization for instruction. Ultimately, decisions regarding student program placement will be a professional responsibility involving the school team (Principal, classroom teacher, Student Support Services Teacher, and Coordinator of Student Achievement & Supports). The parent/guardian must be given the opportunity to participate in the decision which would include contributing information that is critical to student programming.

**PROCEDURES**

1. Prior to considering retention, the school team will document current educational achievement as well as the intensive supports the child has been provided. This information will be forwarded to the Coordinator of Student Achievement & Supports who will then communicate this information with the Superintendent of Education. A meeting of the student’s learning team will be scheduled prior to May 15 and the Superintendent of Education will communicate progress with the Director of Education.
2. The school team and Coordinator of Student Achievement & Supports will review the academic achievement data, intervention history, and social relationships of the child as part of the decision making process. Once a decision for the placement of the child has been reached, this information will be communicated with the Superintendent of Education.
3. The school principal will inform the parent(s)/guardian(s) of the placement decision for the child.
4. To ensure fairness and equity for all, parents/guardians who dispute system-initiated placement decisions affecting students must follow AP 151: *Mediation of a Complaint or Grievance*.

Reference: Section 85, 87, 108, 109, 168, 169, 170, 175, 231 Education Act  
Cross Reference: Policy 13 – Appeals and Hearings Regarding Student Matters

Date Issued: November 21, 2007  
Date Revised: May 25, 2016