

Student Grade Level Placement Procedures

Supplement to Student Assessment Policy

Effective Date: September 2022

1. Purpose

To clearly communicate the procedures that must be followed under the *Student Assessment Policy* when considering options related to the acceleration, promotion, or retention of a student.

These procedures should not be considered in isolation of the larger policy.

2. Definitions

acceleration: moving a student who may require additional challenges ahead a grade level before the rest of their peers.

advancement: moving a student at their current grade level to the next grade level. The student being advanced may be in good academic standing or may be struggling and require additional supports in the next grade level.

retention: holding a student who is struggling back a grade level.

3. Administrative Procedures

- 3.1 The student (if appropriate) and their parent(s) must be involved and supported when a student's grade level placement is being considered (i.e., acceleration or retention). Student grade level placement discussions should begin by the end of the second term or mid-semester.
- 3.2 Students should be placed in the grade that is most appropriate for their curricular, cognitive, social, and emotional learning needs.
- 3.3 The principal will make the final decision respecting the student's placement. The decision will be made in consultation with the student (if appropriate), teachers, parents, and other specialists, as needed.

4. Considerations

Decisions around student placement may have far-reaching implications for a student's success in school. Regardless of the decision, a plan for additional instruction and intervention to support the student's continued well-being and academic success is required.

5. Authority/Reference

Province of Nova Scotia. 2021. *Student Assessment Policy*. Halifax, Nova Scotia: Province of Nova Scotia.

6. Monitoring

These procedures will be monitored and updated to align with the *Student Assessment Policy*.