

## Administrative Procedure 361 – Promotion and Retention of Students

---

### Background

Student promotion/retention shall be determined after careful consideration of many factors and a decision arrived at with the long-range welfare of the student as the main priority.

### Procedures

1. Promotion and retention of students is the responsibility of the Principal and staff of each school, in consultation with parents. Parents of students whose programs warrant either possible retention or additional time for completion shall be given this information at least one report period prior to the end of the school year.
2. Notices of promotion or retention shall be given to students on or prior to the last day of the school year.
3. The basic guideline in determining whether or not a student shall be promoted to the next grade level is whether or not the student has demonstrated sufficient skill in one grade or course level for him/her to receive benefit from instruction at the next level.
4. The long-range welfare of the child is to determine the rate of progress or promotion.
5. Individual consideration is to determine promotion or rate of progress, not blanket administration of rigid procedures.
6. Objective information is to determine the rate of progress of individual students. To this end, teachers are required to keep accurate, up-to-date records of student achievement and progress as measured against the program of studies, and must at all times be able to justify a recommendation for promotion or retention.
7. Students progress at different rates. Program modification in order to meet the student's individual needs is preferable to requiring the student to repeat an entire year/grade.
8. In instances where it appears that a student may not be ready for promotion to the next grade level, parents shall receive written notification advising them of the possibility of retention, at least one report period prior to the end of the school year, and be invited to meet with school staff (teacher and administration) to discuss alternatives.
9. Collective (parent(s) and school staff), rather than individual, decisions are to be fundamental in deciding upon retention of a student.
10. The decision to promote or retain a student in any grade or course must be approved by the Principal.

Reference: Section 4, 7, 11, 21, 32, 33, 42, 52, 53, 59, 197, 222 Education Act  
Guide to Education ECS to Grade 12

Effective: 1997-12-11

Amended: 2010-04-15; 2022-01-01