

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: STUDENT PROGRESS

PROCEDURE CODE:	620 AP 001
Policy Reference: 620 – Student Progress	Exhibits: 620 E 001 - Definition – Student Progress Placement Plan 620 E 002 - Student Progress Placement Plan

PROCEDURE

1. Early notification is necessary for the development and implementation of effective intervention. The teacher will inform the school administrator, or designate, and the parents/guardians at the first indication that the student is having difficulty.
2. When initial interventions have not been successful and a student is deemed to require targeted or specialized supports, a learning plan will be developed for that student. A learning plan may be a Learner Profile, Inclusive Education Planning Tool, or Individualized Program Plan. A copy of the completed Learning Plan will be placed in the Student Record. Schools may access the services of appropriate Division personnel to support this planning.
3. Student placement and promotion decisions, except specialized placement decisions, are made by the school principal, or designate, in consultation with the student's parents/guardians or the independent student and staff. Consideration of the whole student, such as: age, achievement, general ability, and social/emotional development will be taken into account.
4. Specialized placements will be approved by the Associate Superintendent: Student Services.
5. A written record of student achievement, progress and promotion decisions will be maintained and forwarded to the receiving teacher/school whenever students are promoted. Schools may choose to promote a student who has not achieved the established standards of achievement or performance because this is deemed to be in the best interest of the student.

6. Whenever a student is not promoted to the next grade level (K-8) the principal will forward a copy of the Learning Plan or Student Progress Plan to the Associate Superintendent: Student Services by the first week of July.
7. Appeals regarding student placement shall be in accordance with Policy 618 – Appeals and Hearings Regarding Student Matters.

REFERENCES

[Policy 618 – Appeals and Hearings Regarding Student Matters](#)

Approved: April 2, 2013

Revised: _____

