

**Administrative Procedure 7060 R1**

***Grade Placement: Kindergarten to Grade 7***

1. When the very rare circumstance occurs that it may be in the best educational interest of the child to consider retention or acceleration, then this decision must be made by the school principal in collaboration with parents, district staff and the school-based team which includes teachers and other supporting staff as needed.
2. The process shall be documented, with a record of the meetings and process retained in the student's file with a copy to the district principal of student services. Parents shall receive a copy of the notes retained.
3. Consistent with the policy statement, if there is a decision to promote a student with support for their learning, then such supports shall be documented and parents shall receive a copy of the proposed supports of learning. These supports could be part of a child's formal individual education plan or a school-based learning plan.
4. If a parent believes that a child is placed in an inappropriate grade and that this placement significantly affects the health, education, or safety of a child, then there is an appeal process through the board's bylaws at: [http://sd71.bc.ca/sd71/policy\\_manual/APPEALSBYLAWS.pdf](http://sd71.bc.ca/sd71/policy_manual/APPEALSBYLAWS.pdf)
5. Every reasonable effort will be made at the school level to reconcile a parent's concerns with placement if there is a concern about the level of support put in place or the grade placement of the child.