



## STUDENT PLACEMENT AND PROMOTION

REVIEWED:

AMENDED: August 16, 2006

APPROVED: March 8, 2017

### **BACKGROUND**

Students shall be assigned to grade levels or courses that are best suited to meeting their educational needs. The primary objective underlying student placement or course assignment shall be to ensure the maximum gain for each student each year and shall be determined after careful consideration of many factors.

### **GUIDELINES**

1. In grades K-9, the grade level assignment of a current student shall be the responsibility of the school Principal. upon consultation with the student's teachers and parents.
2. Notwithstanding that the Principal shall be responsible for student placement, students in grades K-9 shall not be placed into mixed level of courses.
3. In grades or courses where there are multiple sections, the principal will determine the section in which a student is enrolled.
4. In Secondary School. promotion is by successful completion of courses not necessarily years of study.



# The International School

OF MACAO | 澳門國際學校

5. In very rare circumstances, the Principal may accelerate a student into a higher grade. Consideration will be given to the age, academic achievement, social development, and language acquisition of the student. Acceleration may be considered for students who were initially retained for language development and whereby acceleration would place the student with his or her age-appropriate peers. Acceleration cases must meet DSEJ guidelines as well.
6. Secondary school students may elect to take online coursework that TIS is unable to offer directly. However, they may not take an online course concurrently with the same course being offered in a TIS classroom.
7. Except in highly unusual circumstances, students will not be placed into grade levels that are more than a year above or 1 year below their age-appropriate grade level.
8. In matters of retention, students shall not be retained for more than one extra year in Primary School and one extra year in Middle School.
9. In these cases where it becomes apparent that a student cannot handle the regular TIS program and TIS is unable to offer an appropriate alternative program, upon prior notification to the parents, the student shall be withdrawn from TIS. TIS will assist the family in finding an appropriate program for their child.
10. Students in grades 10-12 may choose to challenge a course according to Alberta Education regulations. The principal must approve all course challenges.



## **PROCEDURES**

### 1. All Students:

1.1. In accordance with Alberta Education, a passing grade shall be considered 50%.

1.2. When it becomes apparent that a student may not be ready for promotion at the end of the school year, the parents shall be informed. preferably no later than the end of January, in a discussion of the alternatives to be undertaken by the Principal, teachers, and the parents.

### 2. Primary Students:

2.1. When the learning progress of a student does not meet the requirements for success in the subsequent grade, the teacher shall alert the Principal. The Principal, in consultation with the teacher and parents, shall determine which grade placement will provide the most benefit for the student's learning.

2.2. Parents may petition the Principal to retain their child for developmental reasons. The Principal, in consultation with the teacher and parents, shall determine the student's placement. Such requests should be made as early in the spring as possible.

### 3. Middle School Students:

3.1. If a student in Middle School fails up to 2 courses in a given year, the student shall be required to take remedial help during summer school. If the student is successful in summer school, he/she shall be promoted to the next grade. If the student is unsuccessful in summer school, the Principal, in consultation with summer School staff shall determine appropriate placement.

3.2. If a student in Middle School fails 3 or more courses in a given year, he or she shall be retained (notwithstanding Guidelines #6 above).

### 4. Secondary School Students:

4.1. Teachers shall advise students of appropriate course levels to help students be successful. Teachers, students, and parents should consult the Secondary Course Prerequisite Guidelines for the appropriate prerequisites for secondary courses.

4.2. Students in grades 9-12 should consult with the school counselor to determine appropriate course based on post-secondary options.

4.3. Students who do not receive a passing mark in a course (or a passing blended mark



# The International School

OF MACAO | 澳門國際學校

for courses with diploma exams) shall not receive credits for that course and may be required by the Principal to attend summer school for additional help.

4.4. If a student does not meet the required prerequisite for a course, they may complete a Prerequisite Appeal with the secondary counselor.

5. IB Diploma Programme:

5.1. Students interested in the 1B DP must meet all of the requirements outlined in the IB DP Admissions Guidelines.



# The International School

OF MACAO | 澳門國際學校



# The International School

OF MACAO | 澳門國際學校