



CANADIAN INTERNATIONAL SCHOOL OF PHNOM PENH

Placement of Students

Board Approval Date
October 15, 2019

POLICY

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. The grade level assignment of a current student shall be the responsibility of the school Principal, upon consultation with the student's teachers, student support team (as needed), and parents.
2. In grades or courses where there are multiple sections, the Principal will determine the section in which a student is to be enrolled.
3. In special circumstances, the Principal may change the grade level of a student. Consideration will be given to the age, academic achievement, social development, and language acquisition of the student. Occasionally, acceleration may be considered for students who were initially retained for language development if acceleration would place the student with his or her age-appropriate peers.
4. Except in highly unusual circumstances, students will not be placed into grade levels that are more than one year above or one year below their age-appropriate grade level.
5. In these cases where it becomes apparent that a student cannot handle the regular CIS program and CIS is unable to offer an appropriate alternative program, upon prior notification to the parents, the student shall be withdrawn from CIS.

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, student support team, 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 teachers, student support team, 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 two courses in a given year, the student shall be required to get remedial help. If the student is successful, he/she shall be promoted to the next grade. If the student is unsuccessful, the Principal shall determine the appropriate grade placement.
- 3.2 If a student in Middle School fails three or more courses in a given year, he or she may be required to repeat the academic year.

4. High 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 a School Counselor to determine appropriate courses based on post-secondary options.
- 4.3. Students who do not receive a passing mark in a course (or a passing blended mark for courses with diploma exams) shall not receive credits for that course and may be required by the Principal to complete remedial work prior to the beginning of the next school year. Details are to be determined by the Principal.

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

5. IB Diploma Programme:

5.1. Students interested in the IB DP must meet all of the requirements outlined in the IB DP Admissions Policy.