



ADMIN PROCEDURES MANUAL  
**Administrative Procedure 201**

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## PROGRAMS OF INSTRUCTION

[www.bced.gov.bc.ca/specialed/gifted/strategies.htm](http://www.bced.gov.bc.ca/specialed/gifted/strategies.htm)

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- 3.2 In the rare instance where retention is being considered, the following steps must be followed:
- There must be clear evidence of comprehensive, tiered interventions over time to support the student's learning;
  - An Expanded School-Based Team meeting involving a Director of Instruction to discuss the appropriateness of retention for the student;
  - A follow-up meeting with the parent/guardian to discuss the Expanded School Based Team's recommendation;
  - If retention is the plan of action, an Individual Education Plan must document the student's educational program and include a plan for review;
  - All retention must be approved by the Associate Superintendent.

Reference: Sections 17, 20, 22, 65, 85 School Act  
School Regulation 265/89  
Educational Program Guide Order M333/99

SD No. 40 (New Westminister)

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