

School District #62 (Sooke)

ELEMENTARY-MIDDLE- SECONDARY ARTICULATION	No.: C-230
	Effective: Apr. 28/81 Revised: Jan. 24/89

ADMINISTRATIVE REGULATIONS

The transfer and placement of elementary students into middle/secondary school programs shall be considered the joint responsibility of the principals concerned.

1. Elementary, middle and secondary principals shall take responsibility for developing an on-going information exchange which will enhance co-operation and understanding between schools.
2. Middle and secondary schools shall provide program information to all feeder schools by the end of April. The district office shall also provide information on district programs, their location, entry criteria and placement processes.
3. Teachers and school-based teams shall be actively involved in recommending placement of students entering middle and secondary programs. Normally, such recommendations shall be made by the end of May.

When students are considered for placement in special education programs, the following shall occur:

- (a) parental consent shall be received prior to the end of June (earlier, where possible).
 - (b) district and school personnel will compile all relevant data.
 - (c) a placement meeting will be held involving school and district personnel.
4. Standardized test results shall be passed on to the receiving school when students are transferred.
 5. Appropriate confidential information shall be transferred to the middle and secondary schools in student files. Materials deemed to be inappropriate for inclusion in a student file should be passed along under separate cover. All files, including Permanent Record Cards, shall be sent to middle and secondary schools no later than the first week in July.