1 | Purpose
The purpose of this Administrative Regulation is:

- to provide guidelines for the placement and promotion of students

2 | Scope
This Administrative Regulation applies to:

All CBE employees involved in the student placement and promotion decision making process.

3 | Compliance
All employees involved in decision making regarding student placement and promotion are responsible for knowing, understanding and complying with this Administrative Regulation.

4 | Principles
The following principles apply

- CBE believes that every student has the right to experience success.

5 | Definitions.

CBE: means The Calgary Board of Education.

Parent: as defined in the School Act.

6 | Regulation Statement

Responsibility of the principal for placement or promotion decisions

1) Student placement and promotion decisions except special education placement decisions are made by the school principal in consultation with the student’s parent or the independent student and staff.

2) Special education placements are made in accordance with Administrative Regulation 3003 - Special Education.

New students

3) The principal will make a provisional placement for a student new to a Calgary Board of Education school at a level, which in the opinion of the principal reflects the student's general achievement.
| Placement or promotion factors | 4) Notwithstanding the philosophy of continuous progress, decisions with respect to student promotion or placement must be demonstrated to be in the best interest of the student and, consider the following factors:  
  a) age;  
  b) achievement;  
  c) general ability;  
  d) social and emotional adjustment; and  
  e) program continuity/availability.  
  5) Student assessment must be continuous, fair and just, and involve such processes as:  
  a) teacher observation;  
  b) teacher evaluation and testing;  
  c) approved system testing;  
  d) individual referral to Learning Services. |
|-------------------------------|-----------------------------------------------------------------------------------|
| Role of Parents               | 6) The principal must ensure that parents and independent students are:  
  a) consulted about student placement;  
  b) consulted whenever a change of placement or progress is contemplated; and  
  c) are promptly provided with written advice of the proposed placement or promotion, the rationale for the placement or promotion, and are informed about appeal procedures. |
| Concern, complaints and Appeals | 7) Concerns, complaints and appeals regarding school based marks, placement or promotion of a student must follow the CBE process outlined in the current applicable Administrative Regulation. |
7 | History

<table>
<thead>
<tr>
<th>Approval</th>
<th>May 13, 2003</th>
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<tr>
<td>Next Review</td>
<td>June 2020</td>
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| Revision/Review Dates | December 19, 2005
|               | December 13, 2007
|               | February 1, 2010
|               | June 2015    |

8 | Related Information

- AR 3003 Special Education
- AR 6000 Independent Students
- School Act, R.S.A. 2000, c. S-3, section 124