

administrative regulation

Administrative
Regulation No.
3018

Classification:
Student

Effective Date:
June 17, 2015

Student Placement and Promotion

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

Approval	May 13, 2003
Next Review	June 2020
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