

Administrative Procedure 361

STUDENT PLACEMENT

Background

Decisions with respect to student placement and programming are the responsibility of the professional staff, in consultation with the parent(s)/guardian(s), with final authority resting with the Principal. Placement decisions shall be made in the best interests of the student.

Procedures

1. Student Program Placement: Kindergarten to Grade 9
 - 1.1 Student learning and progress is to be as continuous as possible.
 - 1.2 If, in exceptional cases, students are placed with other than their age peers, the Principal must ensure that program adaptations are provided to optimize opportunities for learning success.
 - 1.3 Placement decisions are primarily made on a grade basis at the junior high level, however individual subject placements may be provided where a student's needs can be better met by so doing.
2. Transition to Senior High School
 - 2.1 Any student who successfully completes the Grade 9 program is eligible to enter any program for which the student is qualified at the senior high school level.
 - 2.2 Placement in specific senior high school programs rests with the senior high school Principal, in consultation with the student, parent(s)/guardian(s) and staff.
 - 2.3 In preparing junior high students for success in the various senior high school program routes, the following recommendation will be made to the parent(s)/guardian(s) and students with respect to program placement in writing:
 - 2.3.1 A student whose senior high school program is intended to lead to academically based, post-secondary education will normally obtain an average of 65% or better in each core course, and an average of 60% or better in the complementary courses completed.
3. Senior High School Promotion
 - 3.1 Senior high school promotion is by subject as per Alberta Education policy.
4. Special Needs Programming (All Grades)
 - 4.1 Accurate and comprehensive records must be kept, including Individual Program Plans, of students whose programs are modified in order to address one (1) or more specific needs.

5. For appeals arising from this Administrative Procedure, refer to Board Policy 13 – Appeals and Hearing Regarding Student Matters.

Reference: Section 18, 31, 40, 42, 52, 53, 55, 56, 196, 197, 222 Education Act
Practice Review of Teachers and Teacher Leaders Regulation 124/2022
Student Record Regulation 097/2019
Student Evaluation Regulation 177/2003
Ministerial Order 001/2020 – Teaching Quality Standard