
HORIZON SCHOOL DIVISION NO. 67**POLICY HANDBOOK**

Policy Code:	HKA
Policy Title:	Student Placement and Promotion
Cross Reference:	HK, HGB, IFH
Legal Reference:	School Act, Sec.18 (e) 20 (h) AB Education Guide to Education
Adoption Date:	April 23, 1997
Amendment or Re- affirmation Date:	November 17, 2009 February 27, 2018

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT PLACEMENT AND PROMOTION OF A STUDENT FROM ONE GRADE OR COURSE TO ANOTHER IS DETERMINED BY THE PRINCIPAL, IN ACCORDANCE WITH ALBERTA EDUCATION GUIDELINES AND THIS POLICY.

REGULATIONS

1. The ultimate decision as to the placement and promotion of a student are determined by the principal after careful consideration regarding the student's developmental needs, abilities, and long range welfare.
 - 1.1. Placement, promotion, and retention decisions shall be communicated in writing and recorded in the student record.
2. Promotion and retention of students will be based on performance as measured against established standards.
 - 2.1. In cases where it becomes apparent that a student may not be ready for promotion at the end of a school year, the school shall communicate and consult with the parents/guardians well in advance of the school year.
 - 2.2. For students in grades 10-12, placement, promotion, and retention decisions shall be made on a course basis in harmony with the Alberta Transfer Guide and Guide to Education as it pertains to matters of prerequisites, prerequisite waivers, challenge exams and issuing of credits.
 - 2.3. In the case of students failing to apply themselves in a reasonable manner, steps shall be taken to frequently counsel them with regard to their academic performance, attitude and behavior and to modify the program as necessary and possible to meet their abilities.
 - 2.4. Any recommendation for student acceleration must be approved by the Superintendent of Schools.
3. In matters of retention, program modification is preferable to repetition of an entire grade
 - 3.1. Students will not be retained more than once per division
4. Placement, promotion, and retention decisions may be appealed as per Board policy.