

## **STUDENT PLACEMENT AND PROMOTION POLICY**

### OVERVIEW

The purpose of this Administrative Regulation is to provide guidelines for the placement and promotion of students.

This Administrative Regulation applies to: Administration involved in the student placement and promotion decision making process, and Administration involved in decision making regarding student placement and promotion are responsible for knowing, understanding and complying with this Administrative Regulation.

### Guiding Principle

FLCA believes that every student has the right to experience success.

### Definitions.

FLCA: means Footprints for Learning Charter Academy.

Parent: as defined in the School Act.

### Regulation

It is the 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 consultation with specialists and/or Alberta Education
3. The principal will make a provisional placement for a student new to FLCAI 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.

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.

7. Concerns, complaints and appeals regarding school based marks, placement or promotion of a student are to be in consultation with the Administration and the Board.