

POLICY HKE – Promotion and Retention

The Board supports placing students in the best educational environment.

Purpose

to establish guidelines for the promotion, retention of students and for the appeal of student marks.

GUIDELINES & PROCEDURES

1. The major responsibility for the promotion of students in the school shall rest with the School Administrator.
2. Where curriculum requirements are achieved, students shall be promoted to the next level at the end of the school semester or term. Student's entry into the next grade or program level should be made only at the beginning of the school semester or year.
3. Student promotion and retention should take into consideration the student's emotional, physical, and mental growth.
4. Elementary and Junior High:
 - a) Where a student's promotion is in doubt, parents shall be advised of this as early in the school year as possible but not later than April 30.
 - b) The School Administrator shall consult with Inclusive Education staff when specialized programming is being considered.
 - c) Where the parents (or guardians) are not in agreement with the placement decision made, they may appeal the decision to the Superintendent or designate prior to July 31 of that year.
5. Senior High:
 - a) All final standings granted to high school students:
 - i) are endorsed by the School Administrator of the school concerned, and the Superintendent;
 - ii) are determined by the school on the basis of a fair and just method of assessment, in accordance with policy HK;
 - iii) are submitted to Alberta Education for approval and recording at a time and in a manner determined by the Minister of Education;
 - iv) are made known to the student by the school together with the information necessary to appeal the standing.
 - b) All high school students have the right to appeal:
 - i) final standings assigned to them by the school in non-diploma examination courses;
 - ii) the portion of the blended final course grade assigned by the school in diploma examination courses;

- iii) diploma examination marks (appeal of diploma examination marks must be made directly to Alberta Education).
- c) Where a student wishes to appeal a final standing on a school assigned portion of a final standing, such appeal will be dealt with as follows:
 - i) A student wishing to appeal his/her final standing in a subject must do so within ten calendar days of the last operational day of the semester.
 - ii) Appeals must be in writing to the School Administrator and must specify the basis for the appeal.
 - iii) The School Administrator shall give consideration to each appeal and render a decision in writing on it within seven days of receipt of the appeal.
 - iv) In considering the appeal, the School Administrator shall take one or more of the following actions:
 - 1) consultation with the teachers involved;
 - 2) review of the student's record;
 - 3) a personal hearing of the student's appeal;
 - 4) investigation of the assessment procedures followed;
 - 5) consultation with the student's parent(s).
- d) The School Administrator shall submit a copy of each appeal and its disposition to the Superintendent.

REFERENCES

Cross References: links to

Policy HK-Student Assessment, Grading and Reporting

Policy JAB – Conflict Resolution

[Diploma Examinations - General Information Bulletin](#)

Legal Reference:

BM#: 370-96; 20161027.1008; 20190926.1008

Next Review: 2022/2023