PEACE WAPITI PUBLIC SCHOOL DIVISION
Educating Today for Success Tomorrow

POLICY HKE – Promotion, Retention, Placement and Acceleration and Appeal of Student Grades

The Board supports placing students in the best educational environment to ensure they acquire the essential knowledge necessary for future success.

Purpose

To establish guidelines for the promotion, placement, retention and acceleration of students, including the guidelines for the appeal of student grades. This policy ensures that:

- Placement and retention decisions are made through the involvement of parents in student learning, and
- The process for the appeal of student grades remains impartial, fair, neutral and free of bias.

GUIDELINES & PROCEDURES

1. Responsibility and Parental Involvement

   The responsibility for the promotion, placement, retention and acceleration of students in the school shall rest with the School Administrator. Decisions must be made through the involvement of parents in student learning and in consultation with staff and the student, where appropriate. Decisions shall be driven by the goal of ensuring academic rigor, intellectual integrity and the acquisition of essential knowledge.

2. Placement into the next academic year will be approved with the support of assessment and consideration of accommodations and/or modification of curriculum for individual students.

3. Promotion and Placement
   - Academic Standards: Placement into the next academic year shall be based on assessments that prioritize academic rigor and essential knowledge.
   - Method of Assessment: All standings and placement evaluations must be impartial, fair, neutral, and free of bias.
   - Promotion: Students shall be promoted to the next level at the end of the school semester or term where curriculum requirements are achieved and academic standards are met.

4. Retention Criteria for Grades 1 to 9
   a. Retention is a last-resort measure and shall only be considered after the following conditions are met:
   b. The student has received the mandatory literacy and numeracy intervention supports required by the *Education Act*, and the impact of these supports has been reviewed with the parents.
   c. Retention may be considered for students who continue to struggle academically, socially, or emotionally despite targeted interventions.

d. Inclusive Education staff may be included in the consideration of student retention.
e. Where a student's promotion is in doubt, parents shall be involved in the discussion as early as possible, but not later than April 30.
f. Consideration of the Light's Retention Scale – 5th Edition (LRS-5) is recommended.
g. Students with specialized programming do not meet the criteria for retention.
h. A student shall not be retained more than once.

5. Acceleration of students when deemed appropriate by assessment will include assigning a student to a higher grade level of participation in subject enrichment.

6. Student's entry into the next grade or program level should be made only at the beginning of the school semester or year.

7. Where the parents (or guardians) are not in agreement with the placement decision made, whether retention or acceleration, they may appeal the decision to the Superintendent or designate prior to June 20 of that year.

8. Appeal: 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 and are neutral and free of bias, 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:

Policy HK – Student Assessment, Grading and Reporting
Policy JAB – Conflict Resolution
Diploma Examinations - General Information Bulletin

Legal Reference:

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