

CODE: HB.AR**EFFECTIVE DATE:** 30-01-2013**TOPIC:** Student Placement**ISSUE DATE:** 28-07-2026**REVIEW YEAR:** 2033

REGULATION

1. Decisions regarding placement within the school and within the Division shall involve the parent/guardian, and when appropriate, the student, and shall consider, but not be limited to, the following:
 - a. Programming needs of the student.
 - b. Placement options available.
 - c. Student and parent/guardian preferences.
2. Relevant documentation will be used in a determination of the programming needs of the student. The school may, with the parent's/guardian's written consent, obtain an assessment of a student's educational, psychological or medical status; and will consider any additional relevant educational, psychological and medical documentation submitted by the parent.
3. If the parent/guardian does not provide written consent or withdraws consent for assessments, the principal shall identify programming based upon best knowledge of the student's programming/educational needs. A parent's refusal to provide consent for assessments does not preclude the principal seeking consultative assistance and support for staff members who are responsible for programming for the student.

DIVISION PLACEMENT

4. Subject to the Division's right to refuse a change in schools, *Education Act*, Section 10 (7), if a parent/guardian, and when appropriate the student, requests placement other than the current school and/or program, the principal shall assist them to find a suitable alternative within the school or Division.
5. If the principal is considering a change of placement for a student that involves a change of school and/or program, the principal shall ensure that:
 - a. Discussions are held with the parent/guardian, and when appropriate, the student, regarding the rationale for the change and the placement options which are available.
 - b. When a change of school is being considered for the subsequent school year, discussions shall be held as soon as possible, but no later than the pre-enrolment deadline.
6. If the student cannot be reasonably accommodated in the current school or program, the principal shall determine an alternative programming option and shall provide the student with access to an interim programming option while placement alternatives are being considered.
7. If there is disagreement between the principal and parent/guardian regarding the suitability of placement, the principal or parent/guardian may request a review by Division Support Services' staff to

identify suitable options and assist in resolving the dispute.

8. If the dispute regarding placement is unresolved, the principal shall direct the student to a placement, and advise the parent/guardian in writing of the placement and of the parent's/guardian's right to appeal to the Superintendent. Further, the principal shall provide the parent/guardian with written information regarding the appeal process.

OUT OF DIVISION PLACEMENT

9. Parental requests for out of Division placement shall be:
 - a. Directed in writing to the Superintendent of Schools.
 - b. Responded to as soon as possible but within 40 school days of receipt of the request.
10. Prior to a decision for out of Division placement, the Superintendent of Schools will direct Division staff to review:
 - a. The student's programming and/or medical needs.
 - b. Placement options available in the Division.

REFERENCES

AB.AR Dispute Resolution and Appeal Processes

HC.BP Resident Student Enrolment

HC.AR Student Admission and Enrolment

HEC.BP Non-Resident Student Admission and Enrolment

Education Act, Section 10 (7)

Ministerial Order #015/2004 Standards for Special Education

Information Bulletin on Standards for Special Education, Amended June 2004