

CODE: HB.AR**EFFECTIVE DATE:** 30-01-2013**TOPIC:** Student Placement**ISSUE DATE:** 24-03-2026**REVIEW YEAR:** 2033

REGULATION

1. Decisions regarding placement within the school and within the Division shall involve the parents/guardians, 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 parents'/guardians' 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 parents/guardians will not provide written consent or withdraw consent for assessments the principal shall identify programming based upon best knowledge of the student's programming/educational needs.

DIVISION PLACEMENT

4. Subject to the Division's right to refuse a change in schools, *Education Act*, Section 10 (7), if parents/guardians, and when appropriate the student, request 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 parents/guardians, 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 there is disagreement between the principal and parents/guardians regarding the suitability of placement, the Superintendent of Schools shall direct the student to a placement in a Division school and/or program. The student shall be provided with access to programming while placement options are being considered.
7. Prior to a decision for a change in placement, the Superintendent will direct Division staff to review:
 - a. The student's programming and/or medical needs.
 - b. Placement options available in the Division.

OUT OF DIVISION PLACEMENT

8. 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.
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. All out of Division placements shall be reviewed and approved on an annual basis by no later than May 31.
11. Where a parent/guardian requested an out of Division placement and it is not approved, the Superintendent of Schools shall direct the student to a placement in a Division school and/or program.

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