

Hellenic Greek International School, Addis Ababa

Student Promotion Policy

1. Objective

The promotion policy of the school aims to establish clear and transparent guidelines for promoting students from one grade level to the next, ensuring that academic standards are upheld and students are adequately prepared for the challenges of the next academic year.

2. General Guidelines

- The promotion of Hellenic Greek International School students is based on their academic performance, behavior, attendance, and participation in co-curricular activities.
- All students must meet the minimum academic and behavioral requirements established by the school and the curriculum.

Special considerations will be made for students with valid reasons, including medical issues or documented learning difficulties, with decisions made by the school promotion committee.

3. Academic Requirements

Promotion decisions are based on the following academic criteria

- **Kindergarten division (PreKG -Prep)**

Progression of students to the next level in kindergarten division is based on age, developmental milestones, academic progress and teacher/parent feedback

- **Primary division (Grade 1-3)**

Student promotion for grade 1-3 is based on holistic development of the student, teacher recommendation, consultation with parent and age appropriateness of the student

- **Primary division (Grades 4-6):**
 - Students must achieve a passing grade of yearly average 50% or higher
 - Students are expected show satisfactory (a minimum of grade C) progress in additional subjects such as Physical Education, Art, Amharic, French, Greek and Music.
 - Continuous assessments (projects, quizzes, classwork, and homework) will contribute 60% of the final grade, while final exams contribute 40%.
- **Lower Secondary (Grades 7-8):**
 - Students must achieve a passing grade of yearly average of 50% or higher



- Students are expected to show satisfactory(a minimum of grade C) progress in additional subjects such as Physical Education, Amharic, & French,
 - Continuous assessments (projects, quizzes, classwork, and homework) will contribute 60% of the final grade, while final exams contribute 40%.
- **Upper Secondary (Grades 9-10):**
 - Students must achieve a passing grade of yearly average of 50% or higher
 - Students should show satisfactory(a minimum of grade C) progress in additional subjects such as Physical Education, Amharic, & French,
 - Continuous assessments (projects, quizzes, classwork, and homework) will contribute 60% of the final grade, while final exams contribute 40%.

4. Attendance Requirements

- Students must maintain an attendance rate of at least 90% across the academic year.
- Absenteeism exceeding 10% without valid justification (such as medical reasons) will be considered grounds for non-promotion.
- The school will review students with high absenteeism for possible repetition of the grade or require make-up lessons and examinations for promotions.

5. Behavioral and Co-Curricular Requirements

- Promotion is not solely based on academic results but also on students' behavior and involvement in school life.
- Students must exhibit positive behavior, respect for peers and teachers, and adherence to school rules.
- Participation in co-curricular activities, such as clubs, sports, and student leadership programs, is encouraged as part of holistic development and may contribute positively to promotion decisions.

6. Special Considerations

- **Medical Exemptions:** Students who miss significant portions of the academic year due to verified illness or other medical reasons may be exempted from some academic requirements, provided there is evidence of effort and progress upon return.



- **Learning disabilities:** Students with verified special needs who show effort and improvement despite challenges can be exempted from some promotion requirements

7. Promotion Committee

The school promotion committee consists of:

- The principal
- Academic Coordinator
- Division Director
- Homeroom Teacher of the student.

The committee meets at the end of the academic year to review student performance and make final decisions regarding promotion.

8. Communication with Parents and Guardians

- Parents and guardians will be regularly updated on student progress throughout the year via progress reports and parent-teacher meetings.
- In cases where promotion is uncertain, parents will be informed at least one term in advance, allowing sufficient time for intervention.
- Parent will be informed about the status of his/her child progression to the next grade or detention at same grade level at the end of academic year

9. Appeals

Parents or guardians who wish to appeal promotion decisions can submit a written appeal to the school's promotion committee within one week of receiving the promotion decision. The committee will review the case and provide a final decision within two weeks.

