

### 3.9 **GRADE LEVEL RETENTION AND ADVANCEMENT - ELEMENTARY GRADES**

- 3.9.1 Grade level retention or advancement are discouraged except under special circumstances based on individual student need. Advancement or retention decisions shall be made after the following have been implemented:
- [a] teacher(s) adapting teaching strategies and curriculum to meet the learning and instructional needs of the student;
  - [b] teacher(s) keeping written records of the student's performance;
  - [c] teacher(s) meeting with parents when advancement or retention is under consideration;
  - [d] parents obtaining and completing the *Grade Placement Change Form*;
  - [e] parents meeting with the principal to provide input regarding the desired change;
  - [f] parents meeting with a representative of the Student Services Department; and
  - [g] review of the request by the Local Case Management Team (LCMT) *(For purposes of this policy, the LCMT must include, at a minimum, one of the student's current classroom teachers, or the most recent if during summer break, the school administrator, school psychologist, guidance counselor, and a representative of the school level Multi-Disciplinary Team.)*
- 3.9.2 No retention or advancement shall be allowed without testing and a thorough review of the test results. Testing may be conducted to determine the student's physical, social, and emotional development as recommended by the LCMT using the school level Multi-Disciplinary Team.
- 3.9.3 Outside evaluation may be conducted at the request and expense of the parent and shall be taken into consideration in determining appropriate placement.
- 3.9.4 Final placement decisions remain with the LCMT, the Director of Student and Family Resources, and either the Advanced Learning Programs Supervisor when considering advancement or a Special Education Supervisor when considering retention, with consideration of input from parents and others who are well acquainted with the student.
- 3.9.5 The advancement/retention provisions of this policy are not applicable to special education students being served under a special education Individualized Education Program (IEP). Placement decisions for such students must be made by the student's IEP Team.

### 3.10 **GRADE LEVEL RETENTION AND ADVANCEMENT - SECONDARY GRADES**

- 3.10.1 Grade level retention or advancement is generally inappropriate and unnecessary in the secondary schools due to the structure of the classes being curriculum specific rather than grade or age specific and flexibility allowed in placement and scheduling. Consideration of retention requires:
- [a] The student must have been continuously enrolled in a public or regularly established private school as defined by the USBE.