

- [b] Documentation of extreme need or hardship must be provided, and hardships are limited to the following:
 - (i) sickness;
 - (ii) hospitalization;
 - (iii) pending court investigation; or
 - (iv) other extenuating circumstances beyond the control of the student.
- 3.10.2 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 Student and Family Resources; 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.)*
- 3.10.3 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.
- 3.10.4 Outside evaluation may be conducted at the request and expense of the parent and shall be taken into consideration in determining appropriate placement.
- 3.10.5 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.
- 3.10.6 The advancement/retention provisions of this policy are not applicable to special education students being served under an IEP. Placement decisions for such students must be made by the student's IEP Team.