



## **GRADE LEVEL RETENTION OR ADVANCEMENT POLICY AND PROCEDURES**

Grade level retention or advancement are discouraged except under special circumstances based on individual student need. Student's grade placement, advancement or retention decisions shall be determined after the following have been implemented:

- [a] Teachers adapting teaching strategies and curriculum to meet the learning and instructional needs of students.
- [b] Teachers keeping written records of the child's performance.
- [c] Teachers meeting with parents when advancement or retention is under consideration.
- [d] 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, academic, and emotional development using the following resources:
  - (i) School Special Education Department
  - (ii) Outside evaluation may be conducted at the request and expense of the parent and shall be taken into consideration in determining appropriate placement.

Final placement decisions remain with the director, Special Education Personnel, and Teacher with consideration of input from parents and others who are well acquainted with the student.

No grade placement change shall be made without the parent or legal guardian signing the School "Grade Placement Change" form.