

## **Grade Advancement for Students Grades K - 12**

### **Kindergarten to First Grade**

Refer to the district's Board policies and administrative regulations.

### **Grades 1-6**

#### Recommendation

Students may be recommended for grade level advancement either by a parent or school personnel.

#### Informal Conference

Classroom teacher, counselor, TAG facilitator, and/or principal meet with parent to explain policy and procedures.

Reasons for recommendations including student's academic level and attitude about grade skipping are presented.

Teacher discusses curriculum modifications currently in use for the student in the present classroom.

If agreement is reached to pursue consideration of grade advancement, the next procedural steps are discussed.

1. Data Collection
  - a. Parent completes Parent Request for Student Grade Advancement;
  - b. Teacher or counselor complete Student Grade Advancement Checklist;
  - c. Test scores, work samples, TAG Student Plan, behavioral records, anecdotal records, etc., are collected and attached;
  - d. The student is interviewed by the counselor;
  - e. The student's prospective teacher is interviewed by the counselor;
  - f. All forms and any other pertinent information are given to the counselor.
2. BESTeam ( Building Education Survey Team)
  - a. Information collected is presented to the Building Education Survey Team (BESTeam) for evaluation;
  - b. A comprehensive psychological evaluation of the student is conducted;

- c. BESTeam conducts meeting with teacher(s), counselor, principal and TAG facilitator; reaches decision; and makes recommendation. (See page 7 of 7 for meeting procedures).
3. Parent Conference
  - a. The counselor, teacher, and principal present BESTeam recommendations to parents and student;
  - b. Parents and students add their signatures to the Grade Level Advancement Decision;
  - c. Parents have the right to appeal the decision in writing to the Director of Instruction.
4. Timeline

This procedure may take place any time throughout the school year.

### **Grades 7-12**

Same procedures as with grades 1-6, except information may be gathered from several teachers.

If the grade skipped means entrance into another level school, such as into the middle school or into the high school, the receiving principal should be included in the discussions.

### **Grades 1-12**

In all grades, there is a trial period of one term or semester with the student's adjustment being assisted by the school counselor. The student should be aware that if it does not go well he or she may go back to the original grade. Caution is needed not to build up excessive expectations from grade advancement. The student should not be made to feel he or she is a failure if it does not do well.

All documentation will be placed in the student's behavior file and the student's TAG plan will reflect advancement decisions.

Counselor sends list of any students advancing a grade level to the Director of Instruction.

Any decision for grade advancement is based upon the individual needs of a particular student. The final decision is the responsibility of the principal(s) involved and the procedures listed above may be modified to fit any unique circumstances.



**STUDENT GRADE ADVANCEMENT CHECKLIST**  
(Completed by teacher or counselor)

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

School \_\_\_\_\_ Present Grade \_\_\_\_\_

Grade Level/Standards Rating

Academic Ability	Does not meet yet	Meets	Exceeds	If exceeds, explain
Reading				
Writing				
Oral Communication				
Math Problem Solving				
Math Computation				
Other				

Other factors to be considered in grade advancement:

	Brief description
Motivation (attitude about school)	_____
Participation in classroom activities	_____
Completion of assignments	_____
Social development with peers	_____
Self discipline	_____
Self concept	_____
Leadership	_____
Others	_____

What are the student's major strengths which led to consideration for advancement?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**GRADE LEVEL ADVANCEMENT DECISION**

Student's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Present school \_\_\_\_\_ Present Grade \_\_\_\_\_

After considerable professional deliberation, the BESTeam recommends the following:

\_\_\_\_\_ No grade placement changes at this time. Reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Move from grade \_\_\_\_\_ to grade \_\_\_\_\_ Effective \_\_\_\_\_ Progress review date \_\_\_\_\_

**If there is to be a grade level advancement:**

This recommendation is being made only after determining that it is the most appropriate option for this student. The advancement will better match educational opportunities with the student's rate and level of learning. Strategic factors such as academic level; social and behavioral development; and student, parent, and staff attitudes were taken into consideration. There is to be trial period of adjustment of one term with assistance provided by the school counselor for the student and the receiving teacher(s). The student is aware that if this move does not go well he or she may return to the original grade. This is not in any means seen as a failure.

Signatures:	Support Decision	
	Yes	No
Student _____	_____	_____
Parent(s) _____	_____	_____
_____	_____	_____
Present Teacher(s) _____	_____	_____
_____	_____	_____
Counselor _____	_____	_____
TAG Facilitator _____	_____	_____
BESTeam Chair _____	_____	_____
Present Principal _____	_____	_____
Receiving Principal (if different) _____	_____	_____

(This form is to be placed in student's behavioral file with copy sent to Director of Curriculum and Instruction)

**PROCEDURES FOR BESTEAM MEETING REGARDING STUDENT GRADE ADVANCEMENT:**

The school counselor will contact the BEST chair to request a complete psychological evaluation for the student considering grade skipping. After this is completed, the BEST chair will schedule a BEST meeting including the student's present teacher, counselor, TAG facilitator, and principal.

At the BESTeam meeting, the BEST chair will:

- \_\_\_\_\_ Provide and explain the results of the psychological evaluation.
- \_\_\_\_\_ Be responsible for record keeping of the meeting's discussion.

At the BESTeam meeting, the counselor will:

- \_\_\_\_\_ Provide **Parent Request for Student Grade Advancement**
- \_\_\_\_\_ Provide **Student Grade Advancement Checklist**
- \_\_\_\_\_ Summarize the counselor's informal interview with student.
- \_\_\_\_\_ Summarize the counselor's informal interview with the future teacher.

At the BESTeam meeting, the TAG facilitator will:

- \_\_\_\_\_ Refer to the student's TAG Student Plan and explain the present curriculum modifications and other learning options for the student.

The BESTeam will reach a decision and make a recommendation on **Grade Level Advancement Decision**. The Counselor will contact the parent and the student and have them sign the form **Grade Level Advancement Decision**.

The parent has the right to appeal the decision in writing to the Director of School Improvement.

All forms will be placed in the student's behavioral file.

The Director of School Improvement will be informed of any decision to advance a student.