

## Procedures for Policy 513.3 Advanced Grade Placement

1. A parent/guardian or staff member may make a written request to the building principal for a student to be advanced a grade.
2. Upon receiving the written request, the principal and psychologist will conduct an interview and information sharing session with the parents/guardians.
3. The principal and the psychologist will observe the child in various settings throughout the school day.
4. Contact will be made with the parents/guardians on the information gathered up to this point. The principal and school psychologist will make a determination as to whether the assessment should continue.
5. If the decision is made to continue with the assessment, the district shall have 30 school days to complete the assessment and the following specific criteria will be used:

- Intellectual functioning that places the child at or above the 95 percentile in comparison to his/her peers. One of the following assessments would be given:

<u>Test</u>	<u>Score Needed</u>
Stanford Binet: Fourth Edition	127
WISC III	125
WPPSI-III	125

- Academic achievement: Academic functioning that places the child at or above the 95<sup>th</sup> percentile in comparison to his/her peers using the Woodcock-Johnson Psychoeducational Battery III, Tests of Achievement (age norms will be used).
  - Social/Emotional maturity: This will be rated by the school and the homes using a national normed assessment such as the “Social skills Rating System” or the “Adaptive Behavior Assessment System”. The score needed must place the child at or above the 95<sup>th</sup> percentile in comparison to his/her peers.
  - The child’s classroom teacher will provide a written statement of child’s standing in classroom, both academic, emotional and social functioning.
  - The school psychologist will conduct an interview with the student.
6. The principal, school psychologist and classroom teacher will work together using the data to arrive at a decision in regard to the request.
  7. Criteria must be met to honor a request for advanced grade placement. A written report will incorporate results of assessments, including teacher input and the

interview with the student. Also, included in this written report will be the rationale used in forming the decision.

8. A meeting will be held with the principal, psychologist, classroom teacher, and parents/guardians for the purpose of sharing the results of the assessments and the decision.
9. The written report will include the names of team members and signatures of parents/guardians. This report will be kept in the student's cumulative file.
10. If parents/guardians disagree with the decision, they can rerequest advanced grade placement in one year. The parents/guardians shall schedule the reevaluation with a licensed psychologist of their choice at no cost to the district. The final decision shall rest with the Superintendent of Schools.

Procedures 513.3 Advanced Grade Placement  
NORTHFIELD SCHOOL DISTRICT NO. 659  
Northfield, Minnesota  
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