

# **2017-2018 Pupil Progression Plan**

**Local Education Agency:**

**Ascension Parish School Board**

## Background and Purpose

Louisiana state law (R.S. 24.4) requires local education agencies (LEAs) to establish a comprehensive Pupil Progression Plan based on student performance on the Louisiana Educational Assessment Program with goals and objectives that are compatible with the Louisiana Competency-Based Education Program and which supplements the minimum standards approved by the State Board of Elementary and Secondary Education (BESE). **The plan shall address student placement and promotion** and shall require the student's mastery of grade-appropriate skills before he or she can be recommended for promotion.

The law states that "particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills which may be considered in promotion and placement; however, each local school board shall establish a policy regarding student promotion and placement." The law goes on to require the state Department of Education to establish, subject to the approval of BESE, the level of achievement on the fourth and eighth grade LEAP test—in mathematics, English language arts, science, and social studies—needed for students to advance to grades five and nine. BESE must also determine the nature and application of various intervention options to be used when students fail to meet the minimum academic standards approved by the board.

BESE established minimum standards in [Bulletin 1566 – Pupil Progression Policies and Procedures](#). In October 2017, BESE approved, as Notice of Intent, [revisions](#) to Bulletin 1566 that relate to placement, promotion, and supports and interventions for students not meeting minimum academic standards. BESE has also approved regulations pursuant to state law that relate to placement and promotion in [Bulletin 741 – Louisiana Handbook for School Administrators](#), which includes but is not limited to instructional time, grading policies, and graduation requirements. These bulletins also adhere to federal and state laws and regulations that govern the placement and promotion of students with disabilities, English learners, and transfer students.

The purpose of this document is to assist LEAs in developing their required Pupil Progression Plan in accordance with applicable laws and regulations, and to codify LEA policies and procedures related to student placement and promotion. In each section of this document, language that conforms to applicable laws and regulations has been prepopulated. Space is provided for LEAs to add any additional local policies and procedures that fulfill the mandate of the law and support students in acquiring proficiency in grade-appropriate skills. Once completed, submitted to the Louisiana Department of Education, and published locally, teachers shall determine promotion or placement of each student on an individual basis. LEAs may review promotion and placement decisions in order to ensure compliance with their established policy, and reviews may be initiated by a school's governing body, the local superintendent, or a student's parent or legal custodian.

Questions about this document should be directed to [PPP@La.Gov](mailto:PPP@La.Gov)

# Table of Contents

I.	Placement of students in kindergarten and grade 1 .....	4
II.	Placement of transfer students .....	5
III.	Promotion and support or students in kindergarten and grades 1, 2, 3, 5, 6, and 7.....	7
IV:	Promotion and support of students in grade 4 .....	16
V:	Promotion and support of students in grade 8 and high school considerations.....	19
VI:	Support for students .....	23
VII:	Promotion and placement of certain student populations .....	24
VIII:	Alternative education placements .....	27
IX:	Due process related to student placement and promotion .....	29
X:	Additional LEA policies related to student placement and promotion .....	30
XI:	LEA assurances and submission information .....	41

## I. Placement of students in kindergarten and grade 1

### Kindergarten

Schools can only make recommendations to parents regarding student enrollment in kindergarten, since kindergarten is not mandatory. However, in accordance with state law (R.S. 17:221), once students have enrolled in kindergarten, they are subject to compulsory attendance laws and promotion requirements set forth by the LEA.

Every child, as a prerequisite to enrollment in any first grade of a public school, shall meet one of the following criteria:

- attended a full-day public or private kindergarten for a full academic year; or
- passed an academic readiness screening administered by the LEA at the time of enrollment for first grade

The minimum age for kindergarten shall be one year younger than the age required for that child to enter first grade. Each local educational governing authority, by rule, may provide for a child of younger age to enter kindergarten, provided that such child has been evaluated and identified as gifted in accordance with state regulations for such evaluation.

### Grade 1

- Any child admitted to kindergarten pursuant shall be eligible to enter first grade upon successful completion of kindergarten, provided all other applicable entrance requirements have been fulfilled.
- The age at which a child may enter the first grade of any public school at the beginning of the public school session shall be six years on or before September thirtieth of the calendar year in which the school year begins.
- Any child transferring into the first grade of a public school from another state and not meeting the requirements herein for kindergarten attendance shall be required to pass an academic readiness screening administered by the LEA prior to the time of enrollment for the first grade.

***In the space below, please describe any additional placement considerations or policies required by the LEA. Include the names of any required assessments and explain how results will be used.***

All students meeting the age requirement will be placed in 1st grade after the following steps have been completed.

FAST early Reading and FAST early Math will be administered. Results will be analyzed. Judgment by a School Building Level Committee that the student has reached the level of physical, social and emotional maturity necessary for success in the 1st grade will determine placement.

Ascension Parish will consider kindergarten enrollment of students who have been identified through Bulletin 1508 evaluation as Academically Gifted prior to the standard age requirement.

## II. Placement of transfer students

- A student who has transferred from a public school, in- or out-of-state, or a nonpublic school, shall be granted credit for work completed in the previous school. A properly certified transcript shall be required with the student's record of attendance, levels of achievement, history of immunization, and units of credit earned.
- Evaluation information for exceptional students transferring from another school system shall be reviewed by pupil appraisal and approved by a supervisor of special education before the student is enrolled in a special education program.
- Students in grades 5 and 9 transferring to a public school from any in-state nonpublic school, any approved home study program, or a Louisiana resident transferring from any out-of-state school, shall be required to pass the English language arts and mathematics portions of the LEAP placement test.

***In the space below, please describe any additional considerations or local policies related to placement of transfer students.***

Students in grades 5 transferring to the public school system from any home schooling program, unapproved public or nonpublic school, or Louisiana resident transferring from any out-of-state school shall be required to take the English language arts and mathematics portions of the IOWA Basic Skills Test and average a composite score of 4.5 in order to be placed in 5th grade.

The counselor and the teachers to whom the transfer student is assigned should have access to the scores made by the student on tests administered by the school previously attended.

The legal guardian of the transferring student should sign a form indicating legal permission to release student records from the school last attended.

A school administrator may place any new student, after assessment of records or administration of the IOWA Basic Skills Test, in the grade and/or subject most appropriate for the student. When a student enters Ascension Parish School System from another district, he/she generally will be enrolled in the grade level to which he was assigned at his former school. However, Ascension Parish school personnel shall have the right, after assessment, to place the student in a more appropriate grade or subject.

An elementary student entering Ascension Parish schools from a school district using mid-term promotions will be tested by appropriate school personnel who will, in turn, consult with the principal as to grade placement. Pending the testing results, the student should be placed in the lower grade.

Placement for transfer students in transitional 9th grade would follow placement criteria as described for all transfer student placement. If the student is NOT eligible to be promoted to high school as a regular 9th grader, then a placement decision will be made by the middle school director and his/her building level designees on whether the student will remain in 8th grade or move to the high school building as a transitional 9th grader based on relevant information about the student performance test results, age, information from transfer school and other data sources.

#### Approved Out of State Schools

A school administrator may place any new student, after assessment, in the grade and/or subject most appropriate for the student. When a student enters Ascension Parish School System, he/she generally will be enrolled in the grade level to which he was assigned at his former school. However, Ascension Parish school personnel shall have the right, after assessment, to place the student in a more appropriate grade or subject.

An elementary student entering Ascension Parish schools from a school district using mid-term promotions will be tested by appropriate school personnel who will, in turn, consult with the principal as to grade placement. Pending the testing results, the student should be placed in the lower grade.

After administering the IOWA Basic Skills Test and assessment of transfer records, any new high school student will be placed in subjects taught at levels best suited to his/her needs as determined by records of the school from which he/she transfers.

#### Home Study and Unapproved Schools (Public/Nonpublic)

Any student entering grades 1 through 8 from a Home Study Program or a non-approved school shall be administered the appropriate LEA norm-referenced test. Students entering from grades 4 and 8 as well as students transferring from grade 5 of Home Study must pass the IOWA Basic Skills Test before being considered eligible for promotion to the following grade. A central office screening committee, appointed by the Superintendent, shall determine grade level placement based on mastery of state adopted grade level standards as evidenced by these tests.

Any student entering a school from a Residential Facility is to be treated in the same manner as all other students enrolled in the public school system. The student is expected to adhere to the same rules and regulations, including attendance as other students.

Any student entering or transferring to grades 1-12 from a Home Study Program or a non-approved school shall be administered a state-approved form of the IOWA test.

#### Review of Placement

##### Grades K-8

Students in grades K-8 are assigned to heterogeneous classes by the school principal. The services of school counselors are utilized in schools where available. If a student's placement is questioned, a

conference will be scheduled with the parents and the school personnel to determine disposition. Adherence to the policy placement is ensured through continual monitoring by the Directors and Instructional Leadership Partners during on-site visits to all K-8 schools.

### III. Promotion and support for students in kindergarten and grades 1, 2, 3, 5, 6, and 7

Teachers shall, on an individual basis, determine the promotion of each student according to the local Pupil Progression Plan. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills.

***In the space below, please describe the LEA's policies and procedures that will be used to determine promotion for students in Kindergarten and Grades 1, 2, 3, 5, 6, and 7.***

Based upon local school board policy pursuant to these guidelines, each teacher shall, on an individualized basis, determine promotion or placement of each student [R.S. 17:24.4 (G)]. Local school board policies relative to pupil progression will apply to students placed in regular education programs, as well as to exceptional students and to students placed in alternative programs. Placement decisions for exceptional students must be made in accordance with the least restrictive environment requirements of state and federal laws.

Requirements of the Louisiana Educational Assessment Program

A Pupil Progression Plan shall require the student's proficiency on certain tests as determined by the BESE before he or she can be recommended for promotion. (R.S. 17:24.4)

In addition to completing at least the minimum Carnegie units of credit as required by BESE, the student shall meet assessment requirements to earn a standard high school diploma. (Bulletin 741 §2318 and §2319)

All placement and promotion requirements for 4th and 8th graders shall be aligned with current BESE guidelines as outlined in the High Stakes Testing Policy. (Bulletin 1566 §701)

#### Elementary Program of Studies Requirements

The Ascension Parish School System shall follow the minimum required time allotments for each of the "Program of Studies" stipulated in *Bulletin 741*. Currently, the elementary schools vary as to which program of studies is followed at specific schools; however, each must meet the minimum time allotments.

1. The elementary grades shall provide a foundation in fundamentals of English Language Arts, Mathematics, Social Studies, Science, Arts, Health, and Physical Education. (Bulletin 741 §2313)

2. Each elementary school shall provide 63,720 minutes of instructional time per year. (Bulletin 741 §333)
3. Each LEA will provide instruction aligned to BESE-approved standards and shall have the autonomy and flexibility to develop, adopt, and utilize instructional materials that best support their student's achievement of the standards. (Bulletin 741 §2301)
4. Elementary schools shall offer an articulated **foreign language** program for 30 minutes daily in grades four through six and 150 minutes per week in grades seven and eight. (Bulletin 741 §2313)

Promotion from one grade to another for regular education students and students with disabilities shall be based upon three major criteria:

- The state requirements cited in *Bulletin 741: Louisiana Handbook for School Administrators*.
- Passage of state mandated assessment for grades 4 and 8 shall determine promotion to the next grade. Proficiency in grade appropriate skills as defined by state content standards must be demonstrated by students who are not administered a state criterion referenced test.
- Additional state approved local requirements of the Ascension Parish School Board.

### **Kindergarten**

All students completing the kindergarten program will be promoted to the 1<sup>st</sup> grade. Students will not be retained in kindergarten.

### **Grade 1**

In order to be promoted, a student must meet the following criteria:

- a. Achieve mastery in at least one of the two major subjects accordingly:

<u>reading</u>	achieve a grade of "D" or higher in reading /spelling
<u>mathematics</u>	achieve a grade of "D" or higher as evidenced by teacher evaluation

### **and**

- b. Achieve a grade of "D/S" or higher in four of the five minor subjects: writing (A compilation of integrated assessments in writing, English), handwriting, social living, health & P.E., and enrichment.

### **Grade 2**

In order to be promoted, a student must meet the following criteria:



- a. Achieve mastery in at least three of the four major subjects accordingly:

<u>Reading</u>		Achieve a grade of “D” or higher in reading/spelling
<u>Mathematics</u>	}	Achieve a grade of “D” or higher as evidenced by teacher evaluation
<u>Social Living</u>		
<u>Writing</u>		Achieve a grade of “D” or higher in writing through a compilation of integrated assessments in writing and English

**and**

- b. Achieve a grade of “D/S” or higher in two of the three minor subjects: handwriting, health & P.E., and enrichment.

### **Grade 3**

In order to be promoted, a student must meet the following criteria:

- a. Achieve mastery in at least three of the four major subjects accordingly:

<u>Reading</u>		Achieve a grade of “D” or higher in reading/spelling
<u>Mathematics</u>	}	Achieve a grade of “D” or higher as evidenced by teacher evaluation
<u>Social Living</u>		
<u>Writing</u>		Achieve a grade of “D” or higher in writing through a compilation of integrated assessments in writing, English and Spelling

**and**

- b. Achieve a grade of “D/S” or higher in two of the three minor subjects: health & P.E., enrichment, and handwriting

**Additionally:** Students in grades 1-3 who fail reading only, shall be promoted to the next grade. Extra support in reading will be required. The child will be provided an intensive, Tier III intervention in addition to the core program and Tier II strategic intervention daily. Continuous progress monitoring and resulting data will determine

adjustments in intervention.

#### Grade 4

In order to be promoted, a student must meet the following criteria:

- a. Pass the State Grade Level Test, as reported by the LEAP.
- b. Achieve mastery in at least four of the five major subjects accordingly:

<u>Reading</u>		Achieve a grade of “D” or higher in reading/spelling
<u>Mathematics</u>	}	Achieve a grade of “D” or higher as evidenced by teacher evaluation
<u>Science</u>		
<u>Social Studies</u>		
<u>Writing</u>		Achieve a grade of “D” or higher in writing through a compilation of integrated assessments in writing, English and Spelling

**and**

- c. Achieve a grade of “D” or higher in two of the three minor subjects: health & P.E., enrichment, and handwriting.

**Note: A parent conference with the principal and teacher will determine promotion when failure of one major subject and one minor subject has occurred or when only minor subjects have been failed and the student has scored at the *Basic* proficiency level or higher on LEAP.**

#### Grade 5

In order to be promoted, a student must meet the following criteria:

- a. Achieve mastery in at least three of the four major subjects accordingly:

English Language Arts		Achieve a grade of “D” or higher through a compilations of integrated assessments in reading, English, writing in response to text , spelling and handwriting.
Mathematics Science Social Studies	}	Achieve a grade of “D” or higher as evidenced by teacher evaluation

and

- b. Achieve a grade of “D” or higher in one of two minor subjects: health & P.E. and enrichment.

**Note: A parent conference with the principal and teacher will determine promotion when failure of one major subject and one minor subject has occurred or when only minor subjects have been failed.**

Middle Program of Studies Requirements

The Ascension Parish School System shall follow the minimum required time allotments for each of the “*Program of Studies*” stipulated in *Bulletin 741*. Currently, the elementary schools vary as to which program of studies is followed at specific schools; however, each must meet the minimum time allotments.

1. The middle grades shall provide a foundation in fundamentals of English Language Arts, Mathematics, Social Studies, Science, Arts, Health, and Physical Education. (Bulletin 741 §2313)
2. Each middle school shall provide 63,720 minutes of instructional time per year. (Bulletin 741 §333)
3. Each LEA will provide instruction aligned to BESE-approved standards and shall have the autonomy and flexibility to develop, adopt, and utilize instructional materials that best support their student’s achievement of the standards. (Bulletin 741 §2301)
4. Middle schools shall offer an articulated **foreign language** program for 30 minutes daily in grades four through six and 150 minutes per week in grades seven and eight. (Bulletin 741 §2313)

Grade 6

In order to be promoted, a student must meet the following criteria:

- a. Achieve mastery in at least three of the four major subjects accordingly:

English Language Arts		Achieve a grade of “D” or higher on a compilations of integrated assessments in reading, English, and spelling
Mathematics teacher Science Social Studies	}	Achieve a grade of “D” or higher as evidenced by evaluation

and

- b. Achieve a grade of “D” or higher in one of the two minor subjects: health & P.E. and enrichment.

**NOTE: A parent conference with the principal and teacher will determine promotion when failure of one major subject and one minor subject has occurred or when only minor subjects have been failed.**

#### **Fast Track 6<sup>th</sup> Grade (See Appendix A)**

Students will be eligible for the Fast Track 6<sup>th</sup> Grade if they meet the following criteria:

- a. All students who will attain the age of 12 on or before September 30 of their 6<sup>th</sup> grade school year will be considered for placement in the Fast Track 6<sup>th</sup> Grade Program. Students will follow the 7<sup>th</sup> grade curriculum with instruction/ remediation in English language arts and mathematics.

Students will be promoted to the 8<sup>th</sup> grade at the end of the year if they meet the following criteria:

- a. Pass all major classes as defined in the Pupil Progression Plan;
- b. Must not have been expelled during the current academic year;
- c. Must not have had more than 10 unexcused absences in the current academic year; and
- d. Must score at least *Basic* or above on the language arts AND mathematics sections of the 7<sup>th</sup> grade iLEAP test for the current academic year.

Students who fail to meet these criteria at the end of the school year will be placed in the 7<sup>th</sup> grade the following school year.

Students may be evaluated at the end of the 1<sup>st</sup> and 2<sup>nd</sup> grading period to track progress. The following reasons will be considered for removal from the program:

- a. The student makes an “F” on his/her report card in two or more major subjects for any nine-week grading period.
- b. The student has five or more unexcused absences in any one grading period.
- c. The student has been recommended for expulsion or a change of placement to the Ascension Parish Alternative School.

The Middle School Director, upon conferring with the superintendent, will make the final decision as to the removal of any student from the program.

## **Grade 7**

In order to be promoted, a student must meet the following criteria:

- a. Achieve mastery in at least three of the four major subjects accordingly:

English/ Language Arts	achieve a grade of “D” or higher on a compilation of integrated assessments in reading, and English;
mathematics science social studies	} achieve a grade of “D” or higher as evidenced by teacher evaluation

and

- b. Achieve a grade of “D” or higher in one of the two minor subjects: health & P. E. and enrichment.

**NOTE: A parent conference with the principal and teacher will determine promotion when failure of one major subject and one minor subject has occurred or when only minor subjects have been failed.**

### **Fast Track 7<sup>th</sup> Grade (See Appendix A)**

Students will be eligible for the Fast Track 7<sup>th</sup> Grade if they meet the following criteria:

- a. All students who will attain the age of 13 on or before September 30 of their 7<sup>th</sup> grade year will be considered for placement in the Fast Track 7<sup>th</sup> Grade Program. Students will follow the 8<sup>th</sup> grade curriculum with instruction/remediation in English language arts and mathematics.

Students will be promoted to the 9<sup>th</sup> grade at the end of the school year if they meet the following criteria:

- a. Pass all major classes as defined in the Pupil Progression Plan;
- b. Must not have been expelled during the current academic year;
- c. Must not have had more than 10 unexcused absences in the current academic school year; and
- d. Must meet the LEAP standard for promotion to high school after LEAP spring testing or after attending LEAP summer school and successfully passing the LEAP retest. (See Grade 8 Testing Flow Chart)

Students who fail to meet these criteria at the end of the school year will be placed in 8<sup>th</sup> grade the following school year.

Students may be evaluated at the end of the 1<sup>st</sup> and 2<sup>nd</sup> grading period to track progress. The following reasons will be considered for removal from the program:

- a. The student makes an “F” on his/her report card in two or more major subjects for any 9-week grading period.
- b. The student has five or more unexcused absences in any one grading period.
- c. The student has been recommended for expulsion or a change of placement to the Ascension Parish Alternative School.

The Middle School Director, upon conferring with the superintendent, will make the final decision as to the removal of any student from the program.

### **Grade 8**

In order to be promoted, a student must meet the following criteria:

- a. Eighth grade students shall score at least at the “Basic” achievement level in either English language arts or mathematics and “Approaching Basic” in the other subjects in order to be promoted to the ninth grade;
- b. Achieve mastery in at least three of the four eighth grade core subjects accordingly:

English/ Language Arts	achieve a grade of “D” or higher on a compilation of integrated assessments in reading, and English;
mathematics science social studies	} achieve a grade of “D” or higher as evidenced by teacher evaluation

**and**

- c. Achieve a grade of “D” or higher in one of the two minor subjects: health & P. E. and enrichment.

**NOTE: A parent conference with the principal and teacher will determine promotion when failure of one major subject and one minor subject has occurred or when only minor subjects have been failed and the student has scored at the *Basic* level or higher on LEAP.** Students who do not meet the promotion standard after taking the eighth grade state assessments in the spring, following the completion of summer remediation, may be placed on a high school campus in the transitional ninth grade.

\*In grades 4-8, if a student with disabilities is served in a LAA1 class, grade placement may be adjusted to place the student in the appropriate grade level for his/her age group.

### Educational Screening

Each student shall be provided appropriate educational screening and evaluation services. Educational screening activities shall be conducted by a committee at the school building level and shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

### Compensatory and/or Remedial Programs

Students who fail to meet the criteria for promotion, shall be provided with compensatory and/or remedial services staffed by certified teaching personnel. No student, however, who participates in such programs, shall in any way be labeled as incompetent.

Currently, the Ascension Parish School System through structured remediation within the regular classroom setting provides compensatory and/ or remedial programs.

### Summer School

The local school district will not offer summer school for middle school students. Middle (grades 5-8) school students may take courses at an accredited summer school only with prior approval of their principal.

A foreign language waiver request has been sent to the state. Therefore foreign language shall not be offered in grades 4-8.

Students are considered to be “on grade level” if they demonstrate proficiency of appropriate Louisiana State Standards.

### Retention Policy

In grades K-8, it is the policy of the Ascension Parish School System that retention of a student is a positive action to enable the student to be placed in the best possible learning situation to meet his/her individual ability and/or needs and preventive action to enable a student to obtain mastery of the required skills as adequate preparation for success in future school offerings.

The ultimate decision regarding retention of a student shall be based primarily on a student’s inability to meet criteria for promotion. Consideration should be given to kindergarten students regarding the student’s mastery of readiness skills in reading and mathematics, which will enable him to meet with success in the beginning reading and mathematics program. Students in grades 1-3 who fail reading only, shall be promoted to the next grade. Extra support in reading will be required. The child will be provided an intensive, Tier III intervention in addition to the core program and Tier II strategic intervention daily. Continuous progress monitoring and resulting data will determine adjustments in intervention.

In those cases in which a student is not making satisfactory progress that would enable him/her to meet the necessary criteria for promotion, a conference shall be held with the parent(s), guardian, teacher, and principal to discuss retention of the student.

If the parent does not agree with the decision of the professional school personnel to promote or retain, the parent may request a meeting with the appropriate school personnel and the respective Director in order to make a written recommendation concerning promotion or retention to the Superintendent of Schools.

Final approval or rejection will be made by the Superintendent, documented in writing to the participants involved, and placed in the student's cumulative folder.

If, after all factors are considered, it is decided that it would be unwise for a student to be promoted to the next grade or to receive credit in a course, the student and his/her family should be prepared as soon as possible for this decision in such a way that there is no feeling of shame or punishment attached, and so that the decision is seen as being in the best interest of the student.

All kindergarten through third grade will be screened using FAST three times per year.

Ascension Parish assesses all kindergarten students using FSF (First Sound Fluency) three times a year at the beginning of the year. This is a screener to determine need of our Tier III intervention. The resulting data is used to diagnose, prescribe and implement daily interventions that target student deficits in reading. Progress monitoring is conducted at least every three weeks in order to adjust interventions appropriately.

Students in grades 1-3 who fail reading only, shall be promoted to the next grade. Extra support in reading will be required. The child will be provided an intensive, Tier III intervention in addition to the core program and Tier II strategic intervention daily. Continuous progress monitoring and resulting data will determine adjustments in intervention.

#### **IV. Promotion and support of students in grade 4**

- Each LEA shall identify third and fourth grade students who have not met an acceptable level of performance that would enable them to successfully transition to the next grade level. Fourth grade students who have not met the acceptable level of performance may be retained or promoted, but in either case, shall be provided with an individual academic improvement plan that adheres to the following requirements:
  - The school shall convene an in-person meeting with the student's parent or legal custodian, all teachers of core academic subjects, and specialized support personnel, as needed, to review the student's academic strengths and weaknesses, discuss any other relevant challenges, and formulate an individual academic improvement plan designed to assist the student in achieving proficiency in all core academic subjects. All participants shall sign the documented plan and meet to review progress at least once more before the next administration of the LEAP assessment.
  - The student shall be provided with focused, on-grade level instructional support that is appropriate to the content area(s) in which the student has not yet achieved proficiency. Instruction shall be aligned with state academic content standards.



- The student shall be identified as requiring an academic improvement plan in the state Student Information System (SIS).
- The student shall be afforded the opportunity to receive grade-level instruction during the summer.
- Each LEA shall adopt a written policy pertaining to the development of individual academic improvement plans. This policy shall be included in the Pupil Progression Plan.
- The Department shall audit a random sampling of students identified as needing an individual academic improvement plan in each local education agency each year.
- The LDOE will provide to each LEA a roster of third and fourth grade students who have scored below the “Basic” achievement level in at least two core academic subjects. Such roster will assist the LEA in making final determinations relative to students’ required individual academic plans.
  - The decision to retain a student as a result of his/her failure to achieve the standard on the LEAP shall be made by the LEA in accordance with this pupil progression plan.
  - The individual academic improvement plan shall continue to be in effect until such time as the student achieves a score of “Basic” in each of the core academic subjects that initially led to the development of the student’s individual academic plan.

***In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of the fourth grade.***

#### **Grade 4**

In order to be promoted, a student must meet the following criteria:

- a. Pass the State Grade Level Test, as reported by the LEAP.
- b. Achieve mastery in at least four of the five major subjects accordingly:

<u>Reading</u>		Achieve a grade of “D” or higher in reading/spelling
<u>Mathematics</u>	}	Achieve a grade of “D” or higher as evidenced by teacher evaluation
Science		
<u>Social Studies</u>		
<u>Writing</u>		Achieve a grade of “D” or higher in writing through a compilation of integrated assessments in writing, English and Spelling

**and**

- c. Achieve a grade of “D” or higher in two of the three minor subjects: health & P.E., enrichment, and handwriting.

**Note:** A parent conference with the principal and teacher will determine promotion when failure of one major subject and one minor subject has occurred or when only minor subjects have been failed and the student has scored at the *Basic* proficiency level or higher on LEAP.

A non-proficient first time fourth grader according to LEAP 2025 guidelines will be placed in fifth grade based on the following data:

**The Student Must:**

Successfully complete the fourth grade curriculum

Must be placed on an individual academic improvement plan.

**The plan must:**

- Address each core subject in which the student scored below “Basic”.
- Include at least two approved interventions per core subject, including possible participation in summer school as an intervention if chosen by the student and parent.
  - All students identified as academically struggling must be *offered* summer remediation. If the student participates in summer remediation, it may count as one of the two required interventions.
- Be signed by the parent/legal guardian, following discussion of the plan
- Continue until the student achieves “Basic” in the core subjects that led to the development of the plan

**Additional Data to Be Considered:**

- Statewide assessment results (if applicable)
- Third grade LEAP results in ELA and/or Math
- The student scores at the Mastery or Advanced level in ELA or math and at the unsatisfactory level in the other subject on LEAP, when available.
- The student’s highest score in ELA and/or math on LEAP falls within 20 scaled score points of the cutoff score for Basic, when available.
- Student growth data measured from the beginning of the year to the end of the year (SLT’s, IGP,s) shows significant growth in ELA and/or math.
- Benchmark assessment and/or LEAP 360 Interims results aligned to CCSS show significant gains from the beginning of the year to the end of the year.
- The student’s Lexile reading level is on level

- State released practice test results show readiness for the next grade.
- Attendance requirements have been met
- Age
- Students that are twelve years old or older on or before September 30<sup>th</sup> will be considered for promotion

The principal and the SBLC must review student work samples and the above mentioned student data. A student whose data shows that they have the ability to perform at or above the Basic achievement level in the subject(s) for which the waiver is being considered will be promoted.

All requirements for promotion as detailed in Bulletin 1566, Chapter 9, will be followed.

## V. Promotion and support of students in grade 8 and high school considerations

### a. Promotion of students in grade 8

#### **Regular Grade 8 Promotion**

Eighth grade students shall score at least at the “Basic” achievement level in either English language arts or mathematics and “Approaching Basic” in the other subjects in order to be promoted to the ninth grade. Students who do not meet the promotion standard after taking the eighth grade state assessments in spring and summer, following the completion of summer remediation, may be placed on a high school campus in the transitional ninth grade. For any student who recently completed the eighth grade and is transferring into the LEA from another state or country after the completion of summer remediation, the LEA shall review the student’s academic record to determine appropriate placement in ninth grade or transitional ninth grade. Such placement shall occur no later than October 1 of each school year.

#### **Grade 8 Promotion Waivers**

- The LEA may waive the state policy for students scoring at the “Unsatisfactory” level in English language arts or mathematics, if the student scores at the “Basic” level in the other, provided that the student has participated in the spring administrations of LEAP and has attended the summer remediation program offered by the LEA.
- An LEA, through its superintendent, may grant a waiver on behalf of individual students who are unable to participate in LEAP testing or unable to attend LEAP summer remediation, including summer remediation required for placement in transitional ninth grade, because of one or more of the following extenuating circumstances as verified through appropriate documentation:
  - *Physical Illness—appropriate documentation must include verification that the student is under the medical care of a licensed physician for illness, injury, or a*

*chronic physical condition that is acute or catastrophic in nature. Documentation must include a statement verifying that the illness, injury, or chronic physical condition exists to the extent that the student is unable to participate in remediation.*

- *Custody Issues*—certified copies of the court-ordered custody agreements must be submitted to the LEA at least ten school days prior to summer remediation

### **Transitional 9<sup>th</sup> Grade**

- Any first-time eighth grade student who does not meet the passing standard set forth in BESE Bulletin 1566, §703, and any student not eligible for any waiver pursuant to §707 of the bulletin, after completing summer remediation, may be placed on a high school campus in transitional ninth grade.
- LEAs shall follow the guidelines set forth in §703 to determine, based on evidence of student learning, whether eighth grade students may be promoted to the ninth grade or placed on a high school campus in transitional ninth grade. The percentage of an LEA's eighth graders placed in transitional ninth grade is expected to remain stable over time. In the event that the percentage of an LEA's eighth graders placed in transitional ninth grade—exceeds the percentage of eighth graders in that LEA eligible for transitional ninth grade at the conclusion of the prior school year, the local superintendent of that LEA shall provide a written justification to the state superintendent.
- The initial decision to place a student in the transitional ninth grade or to retain a student in the eighth grade shall be made by the school in which the student is enrolled in the eighth grade, in consultation with the student's parents.
- The LEA shall admit transitional ninth grade students, subject to any admissions requirements approved by the school's governing authority or charter authorizer.
- For any student who recently completed the eighth grade from another state or country and is transferring into the LEA after summer remediation has taken place, the LEA shall review the student's academic record to determine appropriate placement in ninth grade or transitional ninth grade. Students placed in the transitional ninth grade shall complete the remediation program offered by the LEA. Such placement shall occur no later than October 1 of each school year.
- After one full year of transitional ninth grade, students shall be included in the ninth grade graduation cohort for high school accountability purposes.
- Students enrolled in transitional ninth grade shall receive appropriate academic supports in any subjects in which they did not score at or above proficient, as determined by BESE. A plan outlining such academic supports shall be included in the student's individual graduation plan (IGP). Progress pursuant to such specified academic supports shall be reviewed at least once throughout the school year in order to determine effectiveness and any needed adjustments.

*In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of the eighth grade.*

**A non-proficient first-time eighth grader will be placed in 9th grade based on the following data:**

**The Student Must:**

**Attend the summer remediation and demonstrate Mastery of Identified essential skills**

**Successfully complete the eighth grade curriculum**

**Additional Data to Be Considered:**

- **Statewide assessment results (if applicable)**
- **Eighth grade LEAP results in ELA and/or Math**
- **The student scores at the Mastery or Advanced level in ELA or math and at the unsatisfactory level in the other subject on LEAP, when available.**
- **Student growth data measured from the beginning of the year to the end of the year (SLT's, IGP's) shows significant growth in ELA and/or math.**
- **Benchmark assessment and/or LEAP 360 Interims results**
- **State released practice test**
- **Attendance requirements have been met**
- **Age**
- **Social Promotion Qualifications**

**The principal and the SBLC must review student work samples and the above mentioned student data. A student whose data shows that they have the ability to perform at or above the Basic achievement level in the subject(s) for which the waiver is being considered will be promoted.**

**All requirements for promotion as detailed in Bulletin 1566, Chapter 9, will be followed.**

**b. High school promotion and transition considerations**

**Instructional Minutes:** When awarding credit based on instructional time, LEAs shall provide a minimum of 7,965 instructional minutes for one Carnegie credit, and students shall be in attendance for a minimum of 7,515 minutes. In order to grant one-half Carnegie credit, LEAs shall provide a minimum of 3,983 instructional minutes, and students shall be in attendance for a minimum of 3,758 minutes.

**Individual Graduation Planning:** By the end of the eighth grade, every student (with the assistance of his parent or other legal custodian and school guidance personnel, counselor) or IEP team (when applicable) shall begin to develop an Individual Graduation Plan (IGP). An IGP guides the next academic year's coursework, assisting students in exploring educational and career possibilities and in making appropriate secondary and postsecondary education decisions as part of an overall career/postsecondary plan.

**Financial Aid Planning:** Louisiana requires public school students graduating spring 2018 and beyond to take one of the following steps as part of their Individual Graduation Plan:

1. **Complete the FAFSA**; or
2. **Complete the Louisiana TOPS form**; or
3. Certify a waiver in writing to the LEA (sample: **non-participation LEA form/Letter**); or
4. Receive a waiver through the district hardship waiver process.

**Early Graduation:** Each LEA shall develop an early graduation program allowing students to accelerate their academic progress, complete all state graduation requirements, and receive a high school diploma in less than four years.

- The early graduation program may include distance education (§2326), dual enrollment (§2327), and Carnegie credit and credit flexibility (§2314).
- LEAs shall not have any policies or requirements that would prevent students from graduating in less than four years.

***In the space below, please describe any local policies or additional considerations used to determine the promotion of students in Grades 9 and above and to support their attainment of a high school diploma.***

A high school student will receive credit for a course upon documented evidence that he/she has achieved a grade of “D” or higher in the content of a course. The number of earned units will therefore determine the student’s grade classification in grades 9-12, as follows:

For a student entering high school, the following number of units will determine classification:

- Freshman-fewer than 5 units
- Sophomore-5 units
- Junior-10 units

- Senior-16 or more units, those units must include 3 credits that count as Core credits for graduation as required on the chosen diploma path in ELA and 3 credits that count as Core credits in Math as required on the chosen diploma path.

The Ascension Parish School System shall adhere to the curriculum and time requirements as stipulated in *Bulletin 741*. The high school shall provide a comprehensive, college preparatory, and/or career technical education curriculum. Each Ascension Parish High School shall provide a school handbook that provides specific information regarding diploma tracks and course offerings.

## VI. Support for students

### School year support

- The individual academic plan for each student identified in §701 of BESE Bulletin 1566 will outline the responsibilities of each party for students who have failed to achieve the standards by the end of fourth grade.
- The LEA will design and implement additional instructional strategies to move the students to grade-level proficiency by providing at least two of the following, which will be documented in the individual academic improvement plan:
  - The student is placed in the classroom of a teacher who has been rated “Highly Effective” pursuant to his/her most recent evaluation or has achieved a value-added rating of “Highly Effective” pursuant to his/her most recent evaluation, or has documented evidence derived from state summative assessments of improving the academic performance of students having individual academic improvement plans in the past.
  - The student completes summer remediation.
  - Additional instructional time is provided during or outside of the school day to expose the student to high-quality instruction. This will not result in a student being removed from English language arts, mathematics, science, or social studies courses.
  - The student is provided access to on grade-level instruction that is aligned to Louisiana State Standards, which may include some below grade-level content and support needed to address the student’s identified weaknesses.
- Remediation programs used throughout the school day and school year will not account for more than 35 percent of total instructional minutes.

The LEA will offer, at no cost, extended, on-grade level instruction through summer remediation to students who did not take the spring LEAP tests or who failed to meet the standard set forth in §701 and §703 of BESE Bulletin 1566. The LEA will provide transportation to and from the assigned remediation summer site(s) from, at a minimum, a common pick-up point.

Student with disabilities attending summer remediation will receive special supports as needed.

### **Summer remediation**

Pursuant to state law (R.S. 17:24.4), LEAs shall continue to offer summer remediation to any student not meeting promotion standards as determined by BESE. Summer remediation programs will meet all of the following requirements:

- Uses curriculum determined by the Louisiana Department of Education to fully align to Louisiana State Standards (Bulletin 141 – *Louisiana Standards for English Language Arts*, Bulletin 142 – *Louisiana Standards for Mathematics*, Bulletin 1962 – *Louisiana Science Content Standards*, and Bulletin 1964 – *Louisiana Social Studies Content Standards*).
- Utilizes teachers rated “Highly Effective” pursuant to the teacher’s most recent evaluation or have achieved a value-added rating of “Highly Effective” on the most recent evaluation.
- Limits remedial (below grade-level) instruction to only necessary and focused skills as identified from top-quality assessments and does not account for more than 35 percent of the total summer remediation instructional time.

## **VII. Promotion and placement of certain student populations**

### **Students with disabilities**

- Students with disabilities attending summer remediation shall receive special supports as needed.
- IEP teams shall determine promotion to the next grade level for a student with a disability who fails to meet state or local established performance standards for the purposes of promotion. Such determination shall be made only if, in the school year immediately prior to each grade level in which the student would otherwise be required to demonstrate certain proficiency levels in order to advance to the next grade level, the student has not otherwise met the local requirements for promotion or has not scored at or above the basic achievement level on the English language arts or mathematics components of the required state assessment and at or above the approaching basic achievement level on the other (Bulletin 1530 §403).

### **English learners**

- The requirements of Title VI of the Civil Rights Act of 1964 are as follows:
  - Establish procedures to identify language minority students.
  - Establish procedures to determine if language minority students are Limited English Proficient.
  - Establish procedures for age-appropriate placement and determine the specialized language services or program the district will use to address the linguistic and cultural needs of the Limited English Proficient student.
- Limited English Proficient (LEP) students shall participate in the statewide assessments pursuant to Bulletin 118. Increasing the expectations for the academic content that students must master in grades K-12 requires a parallel increase in expectations for English language acquisition.



- Establish procedures to monitor former Limited English Proficient students for two years.
- Ensure that no LEP student shall be retained solely because of limited English proficiency.

***In the space below, please describe any local policies or additional considerations related to the promotion and placement of students with disabilities, English learners, or other student populations.***

### **Placement of EL (English Learner) Students**

Placement tests may be administered to any transferring students at the discretion of the principal to determine appropriate grade level and/or courses. The testing instrument to be used will be determined by the receiving school.

#### **a. Placement of EL Students with Records**

The school administration or designee is responsible for issuing the Home Language Survey. This student will be tested to determine appropriate placement in the English Learner Program or in the Regular Education Program.

#### **b. Placement of EL Students with No Records**

The school administration or designee is responsible for issuing the Home Language Survey and any other necessary testing to determine appropriate school placement. A limited English speaking student (K-12) entering this school system with no records shall be placed no more than **on grade level appropriate** to his/her chronological age. Students who will be 16 years of age prior to December 31 of the current school year with no records will be placed in the high school following above criteria.

Subject areas shall focus on developing problem-solving and critical thinking skills (application, analysis, synthesis, evaluation).

- From the initial day of enrollment until the EL student receives a Proficient score on the ELPT test, the teacher shall have the option to mark EL for English Learner students in all academic subject areas. The teacher shall designate on the (Elementary) Progress Report that the student is EL.

#### **c. Review of Placement of the ELL Student**

When already enrolled in the local school system, a non-English speaking student may be inappropriately placed below grade level because of a language barrier. Placement of these students will be reviewed by the principal in consultation with the English Learner (EL) personnel and the classroom teacher who will recommend proper placement based on the Language Assessment Scales, classroom performance, and one of the following: early literacy assessments, benchmarks, or teacher-made tests.

d. Grading and Promotion

The reading and mathematics levels in elementary grades shall be based on parish-approved benchmarks used in each school. Placement and progress in these grades shall be documented by benchmark testing materials and/or other grade level materials.

The standards stated below are minimums for promotion from each grade. Each student with greater capacity should be taken as far as possible beyond these minimums. The instructional program in all subject areas shall focus on developing problem-solving and critical thinking skills (application, analysis, synthesis, evaluation).

- From the initial day of enrollment until the EL student receives a Proficient achievement level on the ELPT test, the teacher shall have the option to mark EL for English Learner students in all academic subject areas. The teacher shall designate on the (Elementary) Progress Report that the student is EL.
- Grades will be assigned according to the guidelines in the Louisiana Administrators' Handbook for EL students.

Evaluation of EL students in content areas and non-English speaking students will be according to their success towards course requirements, i.e., content and skills mandated, and not based on their English proficiency. Each student will be evaluated according to his/her progress with the appropriate instruments, selected by the teacher to meet their proficiency level. The evaluation should be documented as such and a percentage of accomplishments should be graded accordingly.

An EL student shall not receive any grade lower than a "D" in any subject due to lack of understanding of the English language as long as the student is attending class with the appropriate materials and making a sincere attempt to meet the course requirements. An "F" can only be given after the following occur:

- Documentation of educational interventions used in the regular education class and documentation of incidents of behavior disruptions, and
- A conference with the regular education teacher, EL personnel, EL supervisor, and parent/guardian of the student.

Placement, promotion, or retention of an EL student must not be based upon English proficiency or lack of it. He should, however, be assigned grades based on cooperation, effort, and participation in classroom assignments to the degree his English language proficiency allows.

EL students shall begin participation in statewide assessment upon completion of one academic year in an English-speaking school. Students who have had no formal schooling or who have had an extended interruption in schooling may request a state-granted waiver for approval from the State Department of Education. Exemption from

participation in statewide assessment will be decided on a case-by-case basis. Once an EL student participates in the statewide assessment, the SBLC shall be granted the authority to waive the state's grade promotion policy for the student. An EL student who was granted a waiver at the 4<sup>th</sup> grade level is ineligible for a waiver at the 8<sup>th</sup> grade level.

e. Students Exiting the EL Program (Bulletin 111 §4001. Proficient in English)

1. To be considered English proficient and exit English Learner (EL) status, a K-12 grade EL student must score a Proficient achievement level on the ELPT test only.
2. Students with disabilities who are unable to meet the above exit criteria after four years or more in EL status because of their disability, as decided only by consensus of the members of the School Building Level Committee (SBLC), may be exited from EL status (but will still be required to take statewide assessments.)

► Describe the procedure the LEA has established to monitor former Limited English Proficient students for two years.

Monitoring of EL student performance will occur for at least two years once students have exited the EL Program. A Monitoring Checklist will be utilized-initiated by the EL tutors, but completed by the regular ELA teacher on a quarterly basis. The state mandated assessment results are used to monitor the progress of EL students.

No LEP student shall be retained solely because of limited English proficiency.

*Title VI of the Civil Rights Act of 1964: Title VI prohibits discrimination on the grounds of race, color, or national origin by recipients of federal financial assistance. The Title VI regulatory requirements have been interpreted to prohibit denial of equal access to education because of a language minority student's limited proficiency in English. (See: Louisiana District and School Administrators English Language Learners Program Handbook)*

Students with disabilities shall be provided special education and related services in excess of 180 school days if deemed eligible for Extended School Year Services. Those services will be provided in accordance with the student's IEP.

## VIII. Alternative education placements

Alternative schools/programs serve students who are not succeeding in the traditional educational setting and offer a venue that aids in preventing these students from dropping out of school. Alternative schools/programs provide educational and other services to students who have a variety of behavioral and other needs that cannot be adequately met in a traditional school setting. (Refer to Bulletin 741, §2903 and Bulletin 131)

***In the space below, please describe the LEA's policies for placement of students in an alternative program or school, including any promotion policies that may differ from what was provided above.***

Ascension Parish provides students multiple alternatives to regular placements. The programs at Early College Option (ECO) and APPLE digital academy are designed to meet diverse needs of students from grades K-12. All programs adhere to the same district policies and guidelines to the extent feasible.

The goal of the APPLE Digital Academy (APPLE) is to provide a positive direction for students in grades K-12 who have been expelled, who have not been resilient in traditional settings, or who struggle to meet graduation requirements

APPLE Digital Academy is comprised of three programs housed in one facility - Blended Learning Program (BLP), Alternative Learning Program (ALP), and Alternative Pathway Program (APP). The Early College Option (ECO) program blends high school and college work, through a partnership with River Parish Community College, in a rigorous yet supportive manner, compressing the time it takes to complete both a high school diploma and an associates college degree. The ECO program is housed on the campus of River Parish Community College.

#### Entrance Requirements

Alternative Learning Program (ALP): Expulsion from the home campus warrants eligibility for ALP students.

Alternative Pathway Program (APP): Students who are over-age or are unable to achieve success in a graduation path in a traditional school setting are eligible for entrance to APP.

Blended Learning Program (BLP): A voluntary, self-paced learning program designed to meet the needs of students as they work toward graduation by completing online courses. Students enrolled in BLP in grades K-8 are required to take district benchmark assessments and required state assessments within the regular scope and sequence of the course, as applicable to each course.

Early College Option (ECO): There is an open admissions policy to the Early College Option Program. Any entering freshman can apply; however, in order to ensure the best possible success for student, past academic achievement and test scores will be evaluated prior to admittance.

### Exit Criteria

Exit criteria varies from student to student based on the program. All policies for exit are contained in the program designed guidelines.

## IX. Due process related to student placement and promotion

***In the space below, please describe the LEA's due process procedures related to student placement for regular education students, students with disabilities having an Individualized Education Program plan, and students having an Individual Accommodation/Section 504 plan.***

- Regular Education Students  
Students, parents, and teachers will be afforded due process as related to student placement in accordance with Act 250 of the 1979 Louisiana Legislative Session and the adopted policies and procedures of the Ascension Parish School Board. Due process procedures for disabled students must be consistent with those described in the approved Individuals with Disabilities Education Act (IDEA), Part B, LEA Application. Due process procedures for qualified students with disabilities must be consistent with those defined in Section 504 of the Rehabilitation Act of 1973.

### **Components of Due Process Policy**

1. Grievance procedures must follow lines of authority.
2. A student or parent is permitted to file his complaint with the teacher.
3. If the complaint cannot be resolved with a teacher/parent conference, the individual may (a) file his complaint with the principal of the school; or if the grievance is not resolved, the individual may (b) contact the Superintendent of Schools for Ascension Parish in writing.
4. Request a due process hearing at no cost.
5. The Superintendent will advise the President of the School Board for the purpose of setting a hearing on the grievance matter.
6. Parties will be allowed to address the issue before a designated committee.
7. If the individual is not pleased with the decision of the committee, further action may be requested before the entire board.

If the decision reached by the entire board is not considered satisfactory by the person(s) filing the grievance, further action may be pursued through the judicial system.

NOTE: Teachers are afforded the same due process and may follow steps 3 through 8 of the above.

### **Student with Disabilities**

Due process procedures for disabled students must be consistent with those described in Bulletin 1706 Subpart A - Regulations for Students with Disabilities.

For further information regarding students with exceptionalities can be found in: Bulletin 1706, Bulletin 1530, and/or Bulletin 1508.

#### **Section 504 Students**

Due process procedures for qualified students with disabilities must be consistent with those defined in Section 504 of the Rehabilitation Act of 1973.

Ascension Parish will consider acceleration of students who have been identified through Bulletin 1508 evaluation as Academically Gifted for grades K - 12.

In grades 4-8, if a student with disabilities is served in an alternate assessment class, grade placement may be adjusted to place the student in the appropriate grade level for his/her age group.

## **X. Additional LEA policies related to student placement and promotion**

***In the space below, please describe any additional LEA policies related to student placement and promotion that have not been addressed in other sections of this document.***

#### **Foreign Exchange Students**

Each high school may enroll, at most, four foreign exchange students per school year. These students will be non-matriculating Sophomores and must have at least five years of English instruction prior to entry. To assure the success of foreign exchange students in our schools, the principal will have the final authority of accepting or rejecting students based on their English proficiency. The application deadline is July 25th.

### **Policies on Records and Reports**

1. Local school systems shall maintain permanent records of each student's placement, K-12. Each record shall be maintained as a part of the student's cumulative file.

Student records for the purposes of these Guidelines shall include the following:

Course grades;

Scores on the Louisiana Educational Assessment Program;

Scores on local testing programs and screening instruments necessary to document the local criteria for promotion;

Information (or reason) for student placement (See definition of placement.);

Documentation of results of student participation in remedial and alternative programs;

Special education documents, as specified in the approved IDEA-Part B, LEA application;

A copy of the letter informing the parent of either the placement of the student in or the removal of the student from a remedial program; and

A statement regarding written notification to the parent concerning retention and due process procedures. (Bulletin 741 §703)

The local school system shall maintain permanent records of each student's placement. The permanent cumulative record is the official record which follows the student through school, K-12. High schools must continue to gather and maintain certain information about students for administrative purposes and for guiding students in proper educational and career directions. Student records for the purposes stated shall include:

- a. Subjects, grades, and disposition for K-8 students; and correct course titles, grades, and credits earned for secondary students;
- b. Scores on the Louisiana Grade Level Tests and High School Graduation Exit/EOC Exam as reported by the LEAP (when applicable);
- c. Scores on any parish-adopted testing program and screening instruments; including Act 1120 screenings;
- d. All evaluation materials and progress reports on students involved in regular placement or in remedial and alternative programs;
- e. Information on the outcome of student participation in remedial and alternative programs.
- f. A copy of the letter informing the parents or guardians of either the placement of the student in or removal of the student from a remedial program;
- g. The written request of a parent or guardian seeking placement of a student into or the removal of a student from either compensatory or a remedial program;
- h. Special Education documents as specified in the approved Individuals with Disabilities Education Act (IDEA) – Part B, LEA Application; and

- i. Documentation of SBLC procedures and actions regarding qualified students with disabilities under Section 504 of the Rehabilitation Act of 1973.

Each school shall maintain a record of all promotions, retentions, and remedial placements which have been determined by the promotion policies established by the Ascension Parish School Board for grades K-12 including student placement into special programs that have been made by placement committees or by counselor/ teacher recommendations with parental approval.

When a decision is made to retain a student, a record will be maintained to reflect the parent/guardian has been informed in writing of the decision and of the system's due process procedure relating to placement procedures as defined in the system's Pupil Progression Plan.

Data contained in the student's cumulative folder will be made available to authorized personnel only (school principals, counselors, teacher, and parish supervisors). Authorized personnel seeking to examine or remove pertinent data must sign a log and indicate the reason for examining or removing. Upon completion of examination or review, the authorized personnel must return all data and again sign the log.

Interim reports are sent home in grades K-12 at each mid-marking period. In grades K-12 report cards are sent home every nine weeks. In grades K-4 conferences shall be an integral part of the system of reporting student progress to parents. These conferences shall be regularly scheduled two times each year on days designated as parent conference days by the Board.

## **XI. Grading Policy**

- a. No school board member, school superintendent, assistant superintendent, principal, guidance counselor, teacher, or other administrative staff member of the school or the central staff of the parish or city school board shall attempt, directly or indirectly, to influence, alter, or otherwise affect the grade received by a student from his teacher. (Bulletin 1566 §501 C.)
- b. LEAs shall use the following uniform grading system for students enrolled in all grades K-12 for which letter grades are used. LEAs may use other grading scales for honors, gifted, Advanced Placement, International Baccalaureate or other types of courses for which special grading policies exist. (Bulletin 741 §2302)



<b>Grading Scale for Regular Courses</b>	
<b>Grade</b>	<b>Percentage</b>
<b>A</b>	<b>100-93</b>
<b>B</b>	<b>92-85</b>
<b>C</b>	<b>84-75</b>
<b>D</b>	<b>74-67</b>
<b>F</b>	<b>66-0</b>

- c. Teachers shall be responsible for evaluating each student's achievement/performance in all subject areas in accordance with the policies and procedures of the Ascension Parish Pupil Progression Plan. No other personnel shall directly or indirectly attempt to alter or otherwise affect the grade received by a student from his/her teacher unless it is determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy. If it can be determined that a violation of the policies and procedures of the Ascension Parish Pupil Progression Plan has occurred, only the appropriate school principal with the approval of the Superintendent or his designee may adjust the student's grade accordingly.
- d. An interim report is sent to the parent or guardian of each student at the middle of each grading period to report each student's progress and make recommendations for improvement, including parent-teacher conferences. The interim report shall be signed by the parent or guardian and returned to the school. It shall then be the responsibility of the parent or guardian to arrange a conference with the teacher(s) of each child who is not making satisfactory progress, and schools shall keep records of such conferences. High School interim procedures may vary from this description.
- e. Student report cards shall be provided at the end of each grading period for parental review, signature, and return to the school. High School report card procedures may vary from this description.

### **Grading Periods**

Grading periods for the Ascension Parish School System shall be on a nine-week basis for all schools.

Grades 1-4: a minimum of seven grades dispersed throughout the grading period will be used in averaging grades, with daily, weekly, and unit evaluation forming the basis for the nine-week grades. Grades may include tests, written papers, reports, oral recitations, projects, experiments, and

scores on mastery and unit tests, etc. Only one grade per grading period may reflect a combination of homework and class participation. Interim grades may not be counted as one of the minimum of seven grades required per grading period. Students who are classified as having characteristics of dyslexia and participate in a MSL program will have an additional grade averaged into the grades derived from their core reading program. This grade shall be an average of all assessments given in the MSL program during that grading period.

Grades 5: a minimum of nine grades dispersed throughout the grading period will be used in averaging grades, with daily, weekly, and unit evaluation forming the basis for the nine-week grades.

#### **Grades 9-12:**

**Grades 9-12:** each teacher shall have a minimum of eight grades dispersed throughout the grading period and a comprehensive exam. On the block schedule, each full-credit course shall consist of two nine-week grading periods. Each ½ credit course shall consist of one nine-week period. Each teacher shall have a minimum of eight grades per grading period, and a comprehensive exam (midterm or final). Courses requiring EOC tests, the EOC shall count as 15% of the final course.\* Interim reports will be issued a minimum of one time during each grading period at some point designated by the principal to report progress to students and parents for that grading period. Interim report dates will be communicated to parents and students at the beginning of the school year

\* For the 2017-18 school year, only Biology and English III EOCs will be calculated into students' final grades.

In averaging the grades for the grading period, all grades awarded before the exam shall comprise 80% of the total grade with no one grade equaling more than 10% of the total grade and the exam will comprise 20% of the total grade. Students enrolled in a course for which there is an EOC test, must take the EOC test, and it shall count as 15% of the final course grade. EOC scores can be "banked" and used for credit in courses that have to be repeated. Grades may include tests, written papers, reports, oral recitation, projects, class work, experiments, and scores on mastery and unit tests, etc. **Interim grades may not be counted as one of the minimum number of grades required per grading period.**

Exception: For students with disabilities who meet Act 833 criteria, the EOC test will count for 5% of the students' Final Grade in courses that administer the EOC test. For the 2017-18 school year, only Biology and English III EOCs will be calculated into students' final grades.

The grades assigned for the EOC test achievement levels shall be as follows:

EOC Achievement Level	Grade
Excellent/Advanced	A
Good/ Mastery	B
Fair/ Basic	C
*Needs Improvement/ Approaching Basic	D
*Needs Improvement/ Unsatisfactory	F

\* The grade related to a score of needs Improvement will be based on scaled scores depending on old or new test versions.

- The DOE will provide conversion charts for various grading scales used by LEAs. (Bulletin 741 §2318)

### **Percentage and Letter Grades**

**In grades 1-12, letter grades shall be utilized for each grading period based on the following scale:**

**93 – 100 = A = 4 quality points**

**85 – 92 = B = 3 quality points**

**75 – 84 = C = 2 quality points**

**67 – 74 = D = 1 quality points**

**0 – 66 = F = 0 quality points**

For high school honors and AP classes, an additional quality point will be used to compute grade point averages. Honors' credit will be awarded for dual enrollment academic courses offered through a two- or four-year college or university that has been approved by the **Ascension Parish School Board**. These approved courses must be on a pathway for an Associates/Bachelor of Arts or Science degree. Honors' credit will not be awarded for programs such as independent study courses, home school courses or courses taught at a technical or vocational school level.

When averaging quality points or percentage grades, fractions of .5 and above will warrant the next higher letter grade or percentage grade in grades 1-12. All fractions or parts thereof will be dropped after the letter grade has been determined. A student is required to have at least a 1.0 average to earn a "D".

In grades 1-8, letter grades are to be used on report cards, in the grade book, and all other permanent records in all areas. There will be no +'s or -'s attached to the letter grades.

Teachers shall use letter grades or quality points in their individual grade books. (Quality points shall be converted to letter grades at the end of the nine weeks.) Conduct should be graded with a letter grade on report cards only; however, no teacher should lower a student's academic grade for disciplinary reasons.

**In grades 9-12**, letter grades shall be utilized for each grading period. Teachers shall use percentage grades in their individual grade books, but these shall be converted to letter grades at the end of the grading period.

#### Semester Grades (High School Only)

A student is required to have at least a 1.0 average in order to pass or receive credit for the semester. The average is determined by converting letter grades for the two grading periods to quality points and dividing by two based on the following conversion table:

A = 4      B = 3      C = 2      D = 1      F = 0

A failure for the SECOND NINE-WEEKS is a failure for the semester regardless of the grade for the first nine-weeks. EXCEPTION: In an EOC Course ONLY, if the student fails the SECOND NINE WEEKS, but has the required 1.0 average as appropriately calculated to include all Grading Periods and the EOC Categorical Score, AND earned a category score in the top two achievement levels (Excellent/Good OR Advanced/Mastery) on the EOC Test, then the student will pass with the appropriate letter grade assigned as calculated by Quality Points earned.

#### Full Year Final Grades

A student is required to have at least a 1.0 overall average to pass a course for the year. The average is determined by converting letter grades for the four grading periods to quality points and dividing by four (overall average) or two (semester average) based on the following conversion table:

A = 4      B = 3      C = 2      D = 1      F = 0

In grades 1-8, failure will result if an average for the last two nine weeks is below 1.0. A failure the SECOND SEMESTER is a failure for the year regardless of the grades for the first semester.

#### Cumulative Grade Point Average (GPA)

For student that entered High school in the Fall of 2014 or before:

In grades 9-12, a student's **cumulative** GPA will be determined by calculating the sum of the product of the quality points earned per course per nine-weeks and the potential credits per course

per nine weeks divided by the sum of the potential credits per course per quarter. If a student elects to improve his/her cumulative GPA by retaking a course, these guidelines will be followed:

- Correspondence, university, or distance learning courses that have been approved by the principal may be used to repeat a course.
- Only regular level courses may be taken to repeat a course.
- A course that has been passed previously cannot be repeated through a summer school program.
- A course may be repeated only one time for the purpose of improving the grade.
- GPA includes all course grades, even those that have been repeated. A Carnegie unit will only be awarded one time.
- Priority will be given to students enrolling in a course for the first time. Students will be allowed to repeat a course if space in a class is available.

For students that enter the 9<sup>th</sup> Grade in the Fall of 2015 and beyond:

In grades 9-12, a student's cumulative GPA will be determined by calculating the sum of the product of the quality points earned from the course's final grade and the total potential credits possible from said course. If a student elects to improve his/her cumulative GPA by retaking a course, these guidelines will be followed:

- Correspondence, university, or distance learning courses that have been approved by the principal may be used to repeat a course.
- Only regular level courses may be taken to repeat a course.
- A course that has been passed previously cannot be repeated through a summer school program.
- A course may be repeated only one time for the purpose of improving the grade.
- GPA includes all course grades, even those that have been repeated. A Carnegie Unit will only be awarded one time.
- Priority will be given to students enrolling in a course for the first time. Students will be allowed to repeat a course if space in a class is available.

Student within the same graduating class will be ranked according to their **cumulative GPA**. In the event of a tie, between any of the top four ranked positions, the GPA of each of the students involved will be recalculated by calculating the sum of the product of the quality points earned per course per nine-weeks and the potential credits per course per nine-weeks divided by the sum of the potential credits per course per quarter.

Students in the Early College Option Program are members of their home-based schools' graduating classes. ECO students are eligible to share Valedictorian and Salutatorian Awards with students from their home school. An ECO student may share the Valedictorian Award should their GPA be equal to or higher than the top ranking student at their home school. Likewise, an ECO student may share the Salutatorian Award should their GPA be equal to or greater than the second ranking student and less than the top ranking student at their home school.

To ensure that a fair and even opportunity exists for all high school students, whether in the ECO program or not, the above method will be used to determine valedictorian/salutatorian at each Ascension Parish high school campus:

In cases in which students at Early College Options (ECO) are allowed more opportunities for "weighted classes" than his/her student counterparts at his/her home-based school are allowed, the number of weighted classes calculated into determining Val/Sal awards will not exceed the number of weighted classes offered at the home school. When necessary, additional courses will be adjusted to "unweighted."

Similarly, in cases in which a student's home-based school allows more opportunities for "weighted classes" than Early College Options (ECO) allows, the number of weighted courses calculated into determining Val/Sal awards will not exceed the number of weighted classes offered at ECO. When necessary, additional courses will be adjusted to "unweighted."

In Kindergarten, grades of Satisfactory (mastery), Progressing/Developing (approaching mastery), and Needs Improvement (unmastered), shall be utilized for each grading period based on students' portfolio work collections and individualized testing.

No grade shall be given in spelling, language, and social living in the first grade for the first semester.

In grades 1-8, grades of Satisfactory will be reported as an "S" and grades of Unsatisfactory will be reported as a "U" on all permanent records. An "S" grade indicates achievement at a 67% or higher level; a "U" indicates failure. The following subjects will be graded with S/U:

- handwriting - grades 1-3
- health & P.E. - grades 1-3
- art - grades 1-3
- music - grades 1-3

## **Acceleration**

### **Grades K-8**

Accelerated progression is not universally appropriate or beneficial, and the decision to utilize it as an option will only be considered in cases where superior academic ability has been demonstrated.

It is the belief of the Ascension Parish School System that the needs of students with advanced academic abilities can in most cases be achieved through differentiated teaching/learning and classroom enrichment programs.

A request to consider acceleration is submitted to the principal from a parent or teacher.

The School Building Level Committee, appointed by the principal, will act upon the request based upon the following criteria:

1. The student being considered shall have been previously evaluated and classified as gifted per *Bulletin 1508*.
2. Academic Maturity: The student will have scored in the 98<sup>th</sup> percentile in math and reading on a nationally normed test of academic achievement.
3. Intellectual Maturity: Student will have demonstrated an intellectual functioning level in the 99<sup>th</sup> percentile on a nationally normed test of academic aptitude, or "I.Q."
4. Physical Maturity: Student should fit within the physical range of the next grade level.
5. Social and Emotional Maturity: Student should be free of any serious adjustment problems. In some cases, gifted students' social or emotional difficulties may be caused by inappropriately low class placement. Absence of close peer relationships may not be due to social immaturity.
6. It is important that the student should not feel unduly pressured by parents/teachers. The student him/herself should be eager to move ahead.
7. Attendance: Student should attend school regularly to achieve skills necessary for academic success.
8. The committee shall also utilize course grades, scores from appropriate standardized tests, teacher/parent/student interviews and input, and other pertinent information which may help determine appropriate placement.

A student who meets these requirements *may* be a candidate for acceleration; however, the final decision will be made by the committee with the principal based on all available data.

1. Parents will be informed of the school's recommendation.
2. Parents have a right to appeal the decision to the appropriate level Director.

3. If the decision is to “accelerate” the student, a written parental consent must be obtained prior to placement and kept on file in the student’s cumulative record.

Describe any applicable policies and procedures for grade “skipping.”

The “skipping” of grades is not generally advocated except in cases where extreme academic ability has been demonstrated and advancement will not impair a student’s social/emotional well being. Such placement decisions will be determined through a conference with appropriate school personnel and the parents. Written parental consent must be obtained prior to placement. If a student enters the school system for the first time with a record of being skipped to the assigned grade the previous year, the school administrator shall have the right to place the student, after evaluation, in the grade most appropriate for the student.

► Describe any policies governing services for gifted students.

Ascension Parish offers enrichment experiences for appropriately identified gifted students in grades K-8 as an extension of the regular curriculum. Teachers who enroll identified students are afforded inservice training in the area of gifted characteristics, materials, and curriculum strategies which seek to enhance the student’s curriculum, based on his needs and interests. Services are also provided to appropriately identified pre-school age students.



## XII. LEA assurances and submission information

Assurance is hereby made to the Louisiana Department of Education that this (insert name of LEA) Ascension Parish School Board 2017-2018 Pupil Progression Plan has been developed in compliance with all applicable federal and state laws and regulations. If any local policy outlined in this plan conflicts with federal or state laws or regulations, I understand that federal and state laws and regulations shall supersede the local policy.

Date approved by local school board or governing authority: February 6, 2018

/s/ David Alexander  
Superintendent

/s/ Patricia Russo  
Board President