

# 2024-2025 Pupil Progression Plan



**East Baton Rouge Parish School System**

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**Board Approved: September 19, 2024**

## Background and Purpose

Louisiana state law (R.S. 17:24.4) requires local education agencies (LEAs) to establish a comprehensive Pupil Progression Plan (PPP) based on student performance on the Louisiana Educational Assessment Program (LEAP) 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 Louisiana Department of Education (LDOE) 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 their [minimum academic standards](#) approved by the board.

The purpose of this document is to assist LEAs in developing their required PPP 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 pre-populated. 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 LDOE, and published locally, teachers shall determine the 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)

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

### Kindergarten

The parent or legal guardian of a child who resides in Louisiana and who is age five by September thirtieth of the calendar year in which the school year begins through eighteen shall send their child to a public or nonpublic school, as defined by R.S. 17:236, unless the child's parent or legal guardian opted to defer enrollment of his child in kindergarten pursuant to R.S. 17:151.3 (D) or the child graduates from high school prior to his eighteenth birthday. A child below the age of five who legally enrolls in school shall also be subject to the provisions of this Subpart.

### Grade 1

Any child admitted to kindergarten pursuant R.S. 17:151.3 (D) shall be eligible to enter first grade upon successful completion of kindergarten and shall have satisfactorily passed an academic readiness screening, 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 regarding 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.***

Every child entering public school kindergarten for the first time shall be given the Desired Results Developmental Profile-Kindergarten (DRDP-K). The test will be administered during the first 30 days of school and the results must be reported to LDOE by September 30 each year (additional administrations are optional). The results of this screening shall be used for planning instruction to meet the identified needs of the children and to give extra support where needed. The parent or guardian of each child shall be advised of the results of the child's performance on the tests.

All kindergarten and grade one students are administered DIBELS 8<sup>th</sup> Edition (or state-mandated literacy assessment) to monitor reading according to state-mandated benchmarking periods. Beginning of Year, Middle of Year and End of Year assessments will be administered according to LDOE assessment administration requirements, timelines and state data collection reporting requirements.

There is no policy on early entrance into kindergarten for students identified as gifted. However, students who are evaluated and identified as gifted attend the gifted classes at schools specified by the parish school system.

Children who are entering first grade (age 6 by September 30) and have not attended a state-approved kindergarten program will be administered DIBELS 8<sup>th</sup> Edition (Dynamic Indicators for Basic Early Literacy Skills). This test measures letter naming fluency, phoneme segmentation fluency, nonsense word fluency. Grade specific, DIBELS 8<sup>th</sup> Edition benchmark goals shall serve as the academic readiness criteria for

screened students. All final placement decisions shall be made by the SBLC utilizing all available data points. All K-3 DIBELS 8<sup>th</sup> Edition and DRDPK screeners shall be administered as formative assessments to inform placement and instruction; therefore, no student shall receive a grade for DIBELS 8<sup>th</sup> Edition or DRDPK assessments

## II. Promotion and retention of students in grades K, 1, 2, 3, 4, 5, 6, and 7

### Promotion for students in kindergarten and grades K, 1, 2, 4, and 5

Teachers shall, on an individual basis, determine the promotion of each student according to the local PPP. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills. Students who have not met the acceptable level of performance may be retained or promoted, but in either case, shall be provided with an expanded academic support plan that adheres to requirements in [Section V. Support for Students](#).

***In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of grades K, 1, 2, 4 and 5.***

#### Promotion Policies for Kindergarten-Grade 5

To be promoted in grades K through 5, a student must meet the following criteria:

- A student must earn four quality points in order to pass a core subject (when totaling the combined quality points earned during all four of the nine-week grading periods). A student may not pass an individual core subject if an "F" is earned in both 3<sup>rd</sup> and 4<sup>th</sup> nine weeks in the same subject.
- For promotion purposes, a student must meet the passing standard in both reading\* and math (an annual average of 1 quality point must be earned).
- In addition to the reading and math requirement, students in grades 1-5 must pass two other subjects if reading and ELA are taught as two independent, graded subjects. If reading and ELA are combined into one course, students must pass either science or social studies.
- A performance level of on or above grade level in reading\* and math is required. The term grade level refers to the grade placement with respect to skills as indicated according to adopted textbooks, district approved curriculum aligned to state standards as grade appropriate for each grade level.
- Students are expected to score "Basic" in at least two core academic subjects, including ELA, math, science and social studies. Struggling students who do not score basic in at least two core subject areas shall be provided with an individualized academic improvement plan. (See

Grade 4 promotion section of the document). Academic improvement plans and required interventions shall continue into 5<sup>th</sup> grade until such time as the student meets academic expectations in accordance with Bulletin 1566, section 705. Any student not meeting promotion criteria may be required to attend the extended year or summer remediation program, if available, to be considered for promotion via SBLC waiver process.

- Parents must be given a review of their child's progress at each grading period and be encouraged to be a part of the team to plan interventions to accelerate progress when needed.

\*Beginning in the 2018-2019 school year, schools will double block or integrate reading into an extended English Language Arts (ELA) block inclusive of the instructional minutes for both subjects. One grade will be given for the combined course. The overall grade earned for ELA will be substituted for reading in the aforementioned requirements. (Approval from the school's Executive Director is required for schools who request to not participate in the integrated ELA block). District authorized charter schools shall have autonomy in the area of blocking ELA and reading core content subjects in accordance with their board approved applications and contracts. Charter school leadership must notify the district of their course configuration on or before August 1<sup>st</sup> of each year and notify parents in their school handbooks if an alternative configuration is implemented.

The following uniform grading scale shall be used for students enrolled in all grades K-12 for which letter grades are used:

Grading Scale for Regular Courses		
Grade	Percentage	Quality Points
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59-0	0

\*Act 428 of the 2024 Legislative session, all public schools shall use the above uniform grading system for students enrolled in all grades K-12 for which letter grades are used.

The teacher who has been responsible for instruction for at least 23 days of a reporting period marks a student's, Report Card. For all subjects receiving letter grades, a minimum of twelve (12) grades shall be recorded in the grade book during a specific grading period with a minimum of one grade entered within each instructional week. If a teacher of record is not assigned to a class for ten (10) days or more, the principal shall appoint a certified staff member for monitoring and support of grade entry. The principal has the final determination for the teacher of record.

#### **Promotion via SBLC and/ or Retention**

A meeting of the SBLC shall occur when it is determined that a child is in jeopardy of not meeting the promotion requirements for the present grades. The role of the SBLC shall be to assist the

classroom teacher in designing intervention strategies that could further ensure meeting the requirements for promotion. This should be done as early in the school year as possible. A parent teacher conference must be held and documentation of interventions provided before a SBLC conference. Once any member of the team has requested the SBLC, it shall be the responsibility of the SBLC Coordinator to notify the parent, teacher, and others in writing of the meeting by sending a letter home to parents or placing a telephone call to the parents. No, later than the beginning of the last day of January for any given school year, parents shall be notified in writing that their elementary or middle school child's promotion is in jeopardy. Note: A review of placement may be requested at any time by any member of the SBLC.

For these academically struggling students, promotion decisions will be made according to a preponderance of evidence including but not limited to any of the following:

- Coursework from throughout the school year
- Previous state mandated test scores
- Participation in spring/summer remediation and evidence of student work upon completion of program
- Student attendance during the regular school year, school year remediation, and summer remediation
- Portfolio of LEAP like student work in the areas where the student failed to meet the promotion criteria such as district benchmark assessments, LEAP 360 assessments, EAGLE assessments and other progress monitoring measures
- Evidence from other allowable district approved interventions and supports including those listed below

The number of times a student may be retained in each grade or level is as follows:

- A student should not be retained more than one time for failure to meet academic requirements in grades K-5. \*
- A student should not be retained more than one time for failure to meet academic requirements in grades 6-8. \*

\*After an initial retention and in the event that a second retention is warranted, a *System Level Committee* is required where the school's Executive Director and a designee from appropriate instructional support departments shall become part of the SBLC process.

Local retention policy does not supersede state accountability and high-stakes testing policy for those subjects and grades with state mandated testing requirements. If a student has already been retained the maximum and also has absences in excess of the state attendance requirements in Bulletin 741, Rev. '84, the state requirements take precedence.

#### **Promotion via Alternative Pathways or April Dunn Act**

For a student with a disability who fails to meet state or local established performance standards on any assessment for purposes of promotion, the IEP team shall determine promotion to the next grade level. 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.

IEP teams of students in third grade up to middle school may convene, and review the eligibility requirements for promotion via the April Dunn Act to decide if the student will be promoted to the next grade level. The IEP team will develop rigorous educational goals, among others, to address the achievement gap.

If an IEP team determines that the student is not required to meet state or local established performance standards on any assessment for purposes of promotion, it shall:

- identify rigorous educational goals for the student;
- include diagnostic information, appropriate monitoring and intervention, and other
- evaluation strategies;
- include an intensive instructional program;
- provide innovative methods to promote the student's advancement including flexible scheduling, alternative learning environments, online instruction, or other interventions that are proven to accelerate the learning process and have been scientifically validated to improve learning and cognitive ability;
- and identify a course of study that promotes college or workforce readiness, or both, career placement and advancement, and transition from high school to postsecondary education or work placement.

(Note: Refer to Bulletin 1530 § 403)

*To access the April Dunn Act Guidebook for Promotion, please click [here](#).*

In grades K-3, literacy data should be reviewed to identify students who score below level or well below level on the district's literacy assessments. For identified students, each school shall notify the parents or legal custodian of students identified in writing regarding the student's performance on the state mandated literacy assessment within 15 days of administration. Such notification shall:

- Provide information on activities that can be done at home to support the student's literacy proficiency.
- Provide information about supports and interventions that will be provided by the school to support the student's literacy proficiency.
- Provide a timeline for updates as a result of progress monitoring that includes a middle-of-year and end-of-year update.
- Provide information about the importance of being able to read proficiently by the end of the third grade.
- The school shall provide mid-year and end-of-the-year updates to the parent or legal custodian of students identified as not meeting grade level benchmarks.

The district will follow the policy and procedure regarding literacy support for students in grades K-3 as outlined in the ~~PPP~~ Guidance documents provided by the Louisiana Department of Education found as an appendix to this document. Parents and guardians of K-3rd grade students should be informed at least annually that due to the provisions of Act 422 of the 2023 Legislative Session which

enacted La. R.S. 17:24.11, beginning with the 2024-2025 school year, a student who has a reading deficiency that is not remedied by the end of the third grade shall not be promoted to the 4th grade. The district has adopted state policy as local policy in this matter, and will follow Act 422 policy guidance provided by the LDOE. Policy guidance documents as well as communications to families regarding this requirement are included in the appendix of this document. Act 422 of the 2023 Legislative Session enacted R.S. 17:24.11 to prohibit the promotion to fourth grade if a student scores at the lowest level of the literacy screener. Amplify's DIBELS 8th literacy screener shall be used unless otherwise directed by the Louisiana Department of Education. Promotion is based on scoring higher than well below on the composite score. A third grade student with scores on the state mandated literacy screener that fall within the lowest achievement level may be promoted to the fourth grade through a good-cause exemption. Please refer to the 3<sup>rd</sup> grade section of this document as well as the appendix guidance documents for additional information.

Prior to the 2024-2025 school year and as prescribed by Bulletin 1566, fourth grade students who had not met the acceptable level of performance on LEAP 2025 assessments were required to 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 provided the LEA with a roster of fourth grade students who have scored below the "Basic" achievement level in at least two core academic subjects. Such a rosters assisted the LEA in making final determinations relative to students' required individual academic plans.

Per Bulletin 1566 requirements, 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.

Prior to the 2024-2025 school year, academically struggling students were identified, and individual academic improvement plans were enacted according to the above requirements. Per Bulletin 1566, Section 701 guidelines, the plans should be reviewed with and signed by the student's parent or legal guardian. Copies of the signed Individual Academic Improvement Plan Parent/Legal Guardian

Agreement Form and the Individual Academic Improvement Plan Template must be placed in the student's cumulative file, reviewed annually, and continue until such time as the student meets academic expectations (a score of Basic in each of the core academic subjects that initially led to the development of the student's individual academic plan) for specific interventions and supports identified in the plan. Plans must identify a minimum of two interventions and support to be provided during the school year and/or during the summer. Allowable interventions and supports to be included in the Individual Academic Improvement Plan are as follows:

- Placement in the classroom of a teacher rated "Highly Effective" or "Effective Proficient"
- Completion of summer remediation program that includes curriculum fully aligned to the Louisiana state Standards and limits below grade level content to no more than 35% of total instructional minutes
- Additional instructional time during or outside of the school day
- Grade level instruction that is aligned to the Louisiana State Standards, which may include limited below grade level content and support needed to address the student's identified weaknesses

In August 2024, the Louisiana Department of Education released the Individual Academic Support Plan. The purpose of the Individual Academic Support Plan (IASP) is to create a single student plan for academic support in literacy and mathematics and shall be created by the teacher, principal, other pertinent personnel, and the parent or legal guardian. This single plan replaces the Individual Academic Improvement Plan and further meets the requirements of the following plans:

- Expanded Academic Support Plan (R.S. 17:100.13) - Required for students in kindergarten through 5th grade performing below mastery on any statewide numeracy or literacy assessment. This is also known as a student's high dosage tutoring plan.
- Individual Reading Improvement Plan and Literacy Improvement Plan (R.S. 17:24.10)- Required for students in kindergarten through third grade that score below grade level on the literacy screener. Beginning with the 2025-2026 school year, any retained third grade student or fourth grade student who was promoted to fourth grade through a good-cause exemption shall also receive literacy interventions (R.S. 17:24.11).
- Numeracy Improvement Plan (R.S. 17:24.10) - Required for students in kindergarten through third grade that score below grade level on the numeracy screener.

As the Individual Academic Support Plan (ISP) is intended to replace the Individual Academic Improvement Plan (IAIP), students who currently have IAIPs in place should be transitioned to the new plan in accordance with LDOE literacy, numeracy and high dose tutoring timelines and guidelines. All replacement plans should be in place no later than November 1, 2024. ISP policy implementation guidance, steps for completion and sample templates may be found in the appendix of this document.

### **Promotion and mandatory retention of students in grade 3**

Except for mandatory retention consideration as described below, teachers shall, on an individual basis, determine the promotion of each student according to the local PPP. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills.

Retention will be considered for a student scoring at the lowest achievement level on the state end-of-year literacy screener (DIBELS 8.0) as follows:

- The student shall be provided two additional opportunities to score a higher achievement level on the literacy screener prior to the beginning of the subsequent academic year.
- Any student still scoring at the lowest achievement level after three attempts shall be screened for dyslexia.
- Such a student shall be retained in the third grade unless he or she is found to meet at least one of the good cause exemptions in *Bulletin 1566 – Pupil Progression Policies and Procedures*, §701.
- Promotion on the basis of good cause exemption is subject to the consent of the parent, principal, and superintendent.
- The Student Information System (SIS) must reflect the promotion and the good cause exemption under which promotion was determined.
- Students promoted for good cause shall be provided an expanded academic support plan (see [Section V. Support for Students](#)).
- Students retained in third grade pursuant to this requirement shall be provided an expanded academic support plan, 90 minutes of daily reading instruction, and 30 minutes of daily reading intervention.

LDOE will provide to each LEA a roster of third grade students who have been identified for the purposes of this section, assisting the LEA in making final determinations relative to students' required 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 PPP.
- The expanded academic support plan shall continue to be in effect until such time as the student achieves a score of "Mastery" in each of the core academic subjects that initially led to the development of the student's individual plan.

***In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of grade 3.***

Third grade students shall be promoted or retained utilizing the same criteria and grading scales as all other K-5 grade elementary students as outlined in the previous sections of this document. Additionally, they should be afforded the same literacy and academic supports detailed in both this section and the previous section of this document regarding K-2 and grades 4 and 5 students as it pertains to requirements for literacy, numeracy, Individual Academic Improvement Plans, and Individual Academic Support Plans.

Per policy prior to the 2023-2024 school year and beginning with the 2022-2023 school year, and continuing through the summer following the 2023-2024 school year, any student enrolled in third or fourth grade and scoring below grade-level on the end-of-the-year LDOE-approved literacy assessment shall receive a minimum of 30 hours of explicit literacy instruction inclusive of targeted interventions during the summer. The literacy instruction shall be based on the science of reading and adhere to the following:

- No tuition or fees can be charged for the attendance of an eligible student, and transportation must be offered. Summer learning shall be provided by an LDOE-approved tutoring vendor or by a teacher who is enrolled in or has completed the required foundational literacy skills course required per LAC 28: CXV.509 and who has achieved a rating of “effective: proficient” or greater on the most recent evaluation.
- Students not participating in the required summer literacy interventions may be retained in the grade level during the subsequent school year. Such retention shall be included in each local pupil progression plan. A student qualifying for summer literacy interventions who fails to participate in the program but scored Basic or higher on the ELA portion of the most recent LEAP assessment may be promoted to the next grade level.
- The LEA may waive the state policy for students scoring below grade-level on the end-of-the-year LDOE-approved literacy assessment for students with an IEP at the discretion of the IEP team.
- Prior to retaining a student pursuant to this Section, a meeting of the SBLC committee may be called by the school or parent to determine whether retention or another option for additional student support is in the best interest of the student.

Parents and guardians of K-3rd grade students ~~are~~ should be informed at least annually that due to the provisions of Act 422 of the 2023 Legislative Session which enacted La. R.S. 17:24.11, beginning with the 2024-2025 school year, a student who has a reading deficiency that is not remedied by the end of the third grade shall not be promoted to the 4th grade. The district has ~~intends to~~ adopted state policy as local policy in this matter, and will follow Act 422 policy guidance provided by the LDOE. Policy guidance documents as well as communications to families regarding this requirement are included in the appendix of this document. Act 422 of the 2023 Legislative Session enacted R.S. 17:24.11 to prohibit the promotion to fourth grade if a student scores at the lowest level of the literacy screener. Amplify’s DIBELS 8th literacy screener shall be used unless otherwise directed by the Louisiana Department of Education. Promotion is based on scoring higher than well below on the composite score. A third-grade student with scores on the state mandated literacy screener that fall within the lowest achievement level may be promoted to the fourth grade through a good-cause exemption. Please refer to the 3<sup>rd</sup> grade section of this document as well as the appendix guidance documents for additional information.

Per policy prior to the 2023-2024 school year and beginning with the 2022-2023 school year and every school year thereafter, schools shall identify all students in kindergarten, first, second, and third grade who score below grade-level on the state mandated literacy screener. The school shall notify the parents or legal custodian of students identified in writing regarding the student’s performance within 15 days of identification as outlined in multiple sections of this document. Such notification shall include the following:

- Provide information on activities that can be done at home to support the student’s literacy proficiency.
- Provide information about supports and interventions that will be provided by the school to support the student’s literacy proficiency.

- Provide a timeline for updates as a result of progress monitoring that includes a middle-of-year and end-of-year update.
- Provide information about the importance of being able to read proficiently by the end of the third grade.

Beginning with the 2023-2024 school year, a student in grades kindergarten through three, within thirty days of being identified as having literacy skills that are below grade level based on the results of the literacy screener, shall receive an individual reading improvement plan. The plan shall be created by the teacher, principal, other pertinent school personnel, and the parent or legal guardian; describe the evidence-based reading intervention services the student will receive; and give suggestions for strategies parents can use at home. The school shall provide mid-year and end-of-the-year updates to the parent or legal custodian of students identified in BESE Bulletin 1566. In accordance with the above, third 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 literacy 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 relative to literacy, discuss any other relevant challenges, and formulate an individual academic improvement plan designed to assist the student in achieving proficiency in literacy. All participants shall sign the documented plan, using a template that meets all criteria as identified by the Louisiana Department of Education and/ or template provided by the district and/or Louisiana Department of Education. Participants shall meet to review progress at least once more before the next administration of the LEAP assessment.
- As part of this process and the developed plan, the student shall be provided with focused literacy interventions and supports based on the science of reading designed to improve foundational literacy.
- The student shall be identified as requiring an academic improvement plan in the state Student Information System (SIS) by school level staff.
- In accordance with the developed plan, the student shall be afforded the opportunity to receive on-grade level instruction and focused literacy interventions based on the science of reading during the summer.
- The district policy and procedure pertaining to the development of the individual student literacy plan is in accordance with the steps and resources outlined in the Louisiana Department of Education's PPP Guidance document found as an appendix to this document to ensure the following: daily targeted small-group interventions, before and after school literacy intervention provided by a teacher or tutor with specialized literacy training, and at-home literacy programs that include literacy workshops for the parents and legal guardians of students and web-based or parent-guided home literacy activities.

The criteria for promotion/retention of students in grade 3 shall be the same as all other students in elementary grades 1-5 except for mandatory retention considerations for students scoring at the lowest achievement level on the state end-of-year literacy screener (DIBELS 8.0) prescribed in the 3<sup>rd</sup> Grade Promotion Guidance Document found in the appendix of this document.

A student's individual literacy plan shall be reviewed a minimum of annually, and it should continue to be in effect until such time as release benchmarks are achieved as prescribed in LDOE policy guidance documents.

### **Promotion of students in grades 6 and 7**

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

***In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of grades 6 and 7.***

Beginning in the 2018-2019 school year and beyond, the following shall apply to middle school (Grades 6, 7, 8) promotion, grade placement, and grading:

To satisfy promotion requirements, students must meet state attendance requirements by attending a minimum of 167 days. Students (6, 7 & 8) must also meet local course requirements using either final grades calculation or semester grades calculated as follows:

Schedule	Passing Grades (using semester grades)*
5-Period Schedule	7 of 10
6-Period Schedule	9 of 12
7-Period Schedule	11 of 14
8-Period Schedule	13 of 16
9 Period Schedule	15 of 18
10 Period Schedule	17 of 20
11 Period Schedule	19 of 22
Moves between schools that use 7-Period and 8-Period	12 of 15

Moves between schools that use 7-Period and 9-Period	13 of 16
Moves between schools that use 8-Period and 9-Period	14 of 17

\* To be promoted, two of the passing semester grades shall be in on-level English and Math classes as the student may not receive Fs in the last semester in these areas. This standard is applicable to students in grades 6-8.

The school may convene an SBLC to determine promotion for students who fail to earn enough semester grades for promotion. If a student is retained due to not earning sufficient grades or credits in ELA and/or math, then additional data points may be reviewed by the SBLC for a preponderance of evidence after the receipt of LEAP 2025 scores and new data acquired within summer programming. Additionally, 8<sup>th</sup> grade students are still eligible for T-9 considerations in accordance with LDOE policy guidance.

#### Middle School Semester and Final Grade Calculation

Courses in grades 6, 7, and 8 are assigned final grades in 9-week grading periods. Each nine-week grade earns quality points based on the chart below:

Grade	Quality Points
A	4
B	3
C	2
D	1
F	0

Quality points for each nine weeks in a semester will be averaged together to determine and assign a semester grade. The scale for using quality points to determine letter grades is defined below:

Grade	Quality Points
A	3.5 - 4.0
B	2.5 - 3.49
C	1.5 - 2.49
D	1.0 - 1.49
F	0 - 0.99

In the event that a student earns an F and a D during the two nine weeks in a semester grading period and the D was earned in the 2nd or 4th 9 weeks, a D will be assigned as the final semester grade.

In the event that a student is only enrolled in a school for one nine-week grading period in a semester, the school principal will have the option to determine and assign semester grades based on the 9-week grading period for which the student was enrolled and received grades. In order for a school to assign a semester grade, the student must be enrolled in a class for 52 school calendar days of the semester.

**\*\*The school administration must check report cards immediately upon receiving them. If the promotion status has not been determined, the administration must make the determination and inform parents prior to opening of summer school.**

6th-8th grade students operating on a 4x4 block schedule as a part of a combination school will earn a single final semester grade at each 9 weeks period/Quarter. Students will earn semester grades for fall courses at the 1st and 2nd Quarters and will earn semester grades for spring courses at the 3rd and 4th Quarters. Promotion will be determined based on a 16-grade schedule using the chart located on pages 12-13.

The Grading Scale for Achievement in Grades 6-8 is as follows:

Grading Scale for Regular Courses		
Grade	Percentage	Quality Points
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59-0	0

**\* Act 428 of the 2024 Legislative session, all public schools shall use the above uniform grading system for students enrolled in all grades K-12 for which letter grades are used.**

The teacher who has been responsible for instruction for at least 23 days of a reporting period marks a student's, Report Card. For all subjects receiving letter grades, a minimum of twelve (12) grades shall be recorded in the grade book during a specific grading period with a minimum of one grade entered within each instructional week. If a teacher of record is not assigned to a class for ten (10) days or more, the principal shall appoint a certified staff member for monitoring and support of grade entry. The principal has the final determination for the teacher of record.

The SBLC will make recommendations about Special Education students using the adopted policies of the LSBESE and the student.

For all subjects receiving letter grades in Grades 1-8 inclusive of middle students earning high school credit, a minimum of one grade shall be recorded in the grade book for each week of instruction

during that specific grading period. (i.e., There should be a minimum of nine recorded grades during a nine-week grading period).

All final or mid-term exams in middle and high schools may count for no more than 15% of a student's semester grade. District authorized charter schools have autonomy in the weighting of mid-term and final exams (non-state mandated assessments) in accordance with the instructional programs outlined in their board approved applications and contracts. Charter school leadership must notify the district in writing a week prior to the start of each semester if changes need to be made to the setting in the student information system platform.

### **Promotion via SBLC and/ or Retention**

A meeting of the SBLC shall occur when it is determined that a child is in jeopardy of not meeting the promotion requirements for the present grades. The role of the SBLC shall be to assist the classroom teacher in designing intervention strategies that could further ensure meeting the requirements for promotion. This should be done as early in the school year as possible. A parent teacher conference must be held and documentation of interventions provided before a SBLC conference. Once any member of the team has requested the SBLC, it shall be the responsibility of the SBLC Coordinator to notify the parent, teacher, and others in writing of the meeting by sending a letter home to parents or placing a telephone call to the parents. No, later than the beginning of the last day of January for any given school year, parents shall be notified in writing that their elementary or middle school child's promotion is in jeopardy. Note: A review of placement may be requested at any time by any member of the SBLC.

For these academically struggling students, promotion decisions will be made according to a preponderance of evidence including but not limited to any of the following:

- Coursework from throughout the school year
- Previous state mandated test scores
- Participation in spring/summer remediation and evidence of student work upon completion of program
- Student attendance during the regular school year, school year remediation, and summer remediation
- Portfolio of LEAP like student work in the areas where the student failed to meet the promotion criteria such as district benchmark assessments, LEAP 360 assessments, EAGLE assessments and other progress monitoring measures
- Evidence from other allowable district approved interventions and supports including those listed below

The number of times a student may be retained in each grade or level is as follows:

- A student should not be retained more than one time for failure to meet academic requirements in grades K-5. \*
- A student should not be retained more than one time for failure to meet academic requirements in grades 6-8. \*

\*After an initial retention and in the event that a second retention is warranted, a *System Level Committee* is required where the school's Executive Director and a designee from appropriate instructional support departments shall become part of the SBLC process.

Local retention policy does not supersede state accountability and high-stakes testing policy for those subjects and grades with state mandated testing requirements. If a student has already been retained the maximum and also has absences in excess of the state attendance requirements in Bulletin 741, Rev. '84, the state requirements take precedence.

### **Promotion via Alternative Pathways or April Dunn Act**

For a student with a disability who fails to meet state or local established performance standards on any assessment for purposes of promotion, the IEP team shall determine promotion to the next grade level. 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.

IEP teams of students in third grade up to middle school may convene, and review the eligibility requirements for promotion via the April Dunn Act to decide if the student will be promoted to the next grade level. The IEP team will develop rigorous educational goals, among others, to address the achievement gap.

If an IEP team determines that the student is not required to meet state or local established performance standards on any assessment for purposes of promotion, it shall:

- identify rigorous educational goals for the student;
- include diagnostic information, appropriate monitoring and intervention, and other
- evaluation strategies;
- include an intensive instructional program;
- provide innovative methods to promote the student's advancement including flexible scheduling, alternative learning environments, online instruction, or other interventions that are proven to accelerate the learning process and have been scientifically validated to improve learning and cognitive ability;
- and identify a course of study that promotes college or workforce readiness, or both, career placement and advancement, and transition from high school to postsecondary education or work placement.

(Note: Refer to Bulletin 1530 § 403)

To access the April Dunn Act Guidebook for Promotion, please click [here](#).

Prior to the 2024-2025 school year and as prescribed by Bulletin 1566, fourth grade students who had not met the acceptable level of performance on LEAP 2025 assessments were required to be provided with an individual academic improvement plans that required the plan to be reviewed annually and remain in place until the student earned a LEAP 2025 score of "Basic" in the area that led them to be identified and/or until the plan was replaced by the Individual Graduation Plan (IGP) in grade 8. Policy requires that IAIPs for students in grades 4-7 adhere 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 provided the LEA with a roster of fourth grade students who have scored below the “Basic” achievement level in at least two core academic subjects. Such a rosters assisted the LEA in making final determinations relative to students' required individual academic plans.

Per Bulletin 1566 requirements, 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.

Prior to the 2024-2025 school year, academically struggling students were identified, and individual academic improvement plans were enacted according to the above requirements. Per Bulletin 1566, Section 701 guidelines, the plans should be reviewed with and signed by the student’s parent or legal guardian. Copies of the signed Individual Academic Improvement Plan Parent/Legal Guardian Agreement Form and the Individual Academic Improvement Plan Template must be placed in the student’s cumulative file, reviewed annually, and continue until such time as the student meets academic expectations (a score of Basic in each of the core academic subjects that initially led to the development of the student’s individual academic plan) for specific interventions and supports identified in the plan. Plans must identify a minimum of two interventions and support to be provided during the school year and/or during the summer. Allowable interventions and supports to be included in the Individual Academic Improvement Plan are as follows:

- Placement in the classroom of a teacher rated “Highly Effective” or “Effective Proficient”
- Completion of summer remediation program that includes curriculum fully aligned to the Louisiana state Standards and limits below grade level content to no more than 35% of total instructional minutes
- Additional instructional time during or outside of the school day
- Grade level instruction that is aligned to the Louisiana State Standards, which may include limited below grade level content and support needed to address the student’s identified weaknesses

In August 2024, the Louisiana Department of Education released the Individual Academic Support Plan. The purpose of the Individual Academic Support Plan (IASP) is to create a single student plan for academic support in literacy and mathematics and shall be created by the teacher, principal, other pertinent personnel, and the parent or legal guardian. This single plan replaces the Individual Academic Improvement Plan and further meets the requirements of the following plans:

- Expanded Academic Support Plan (R.S. 17:100.13) - Required for students in kindergarten through 5th grade performing below mastery on any statewide numeracy or literacy assessment. This is also known as a student's high dosage tutoring plan.
- Individual Reading Improvement Plan and Literacy Improvement Plan (R.S. 17:24.10)- Required for students in kindergarten through third grade that score below grade level on the literacy screener. Beginning with the 2025-2026 school year, any retained third grade student or fourth grade student who was promoted to fourth grade through a good-cause exemption shall also receive literacy interventions (R.S. 17:24:11).
- Numeracy Improvement Plan (R.S. 17:24.10) - Required for students in kindergarten through third grade that score below grade level on the numeracy screener.

As the Individual Academic Support Plan (ISP) is intended to replace the Individual Academic Improvement Plan (IAIP), students who currently have IAIPs in place should be transitioned to the new plan in accordance with LDOE literacy, numeracy and high dose tutoring timelines and guidelines. All replacement plans should be in place no later than November 1, 2024. ISP policy implementation guidance, steps for completion and sample templates may be found in the appendix of this document.

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

#### **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 subject in order to be promoted to the ninth grade. Students who do not meet the promotion standard after taking the eighth grade state assessments 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, 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**

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 support in any subjects in which they did not score at or above proficient, as determined by BESE. A plan outlining such academic support shall be included in the student's individual graduation plan (IGP). Progress pursuant to such specified academic support shall be reviewed at least once throughout the school year in order to determine effectiveness and any needed adjustments.

### **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 [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/post secondary plan.

**Financial Aid Planning:** The [linked memorandum](#) outlines the updated Free Application for Federal Student Aid (FAFSA) policy BESE approved at its March 2024 meeting, a repeal of the policy requiring graduating seniors to complete steps related to the FAFSA application. This policy change will be effective starting with the graduation cohort of 2024-2025 and does not remove the requirement of LEAs to provide students and their parents or guardians with information regarding financial aid programs to support postsecondary education and training. LEAs must ensure that each student receives adequate support in completing and submitting an application for financial aid. However, a student action related to FAFSA completion will not be required. An updated parent and student financial aid planning toolkit will be made available to school systems. Please contact [ldefinancialaid@la.gov](mailto:ldefinancialaid@la.gov) with questions.

**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.

### **Credit Recovery Courses and Units**

1. Beginning in 2020-2021, the LEA credit recovery program and policy will be included in the local PPP submitted to LDOE.
2. Students may earn a maximum of seven credit recovery units that may be applied towards diploma graduation requirements and no more than two Carnegie units annually. The school system must annually report to LDOE the rationale for any student:
  - i. receiving more than two credit recovery credits annually; and/or
  - ii. applying more than seven total credit recovery Carnegie units towards graduation requirements.
3. Students earning Carnegie credits in a credit recovery course must have previously taken and failed the field. Previously attempted coursework is considered an academic record and must be recorded on the official transcript.
4. Completed credit recovery courses must be recorded and clearly labeled on the official transcript.
5. Students enrolled in credit recovery courses are not required to meet the instructional minute requirements found in §333.A of this Part.

6. Credit recovery courses must be aligned with state content standards and include a standards aligned pre-assessment to identify unfinished learning and a standards aligned post-assessment to demonstrate course proficiency for content identified as non-proficient.
7. Credit recovery courses taught in a classroom setting using online courses designed for credit recovery must have an assigned certified Louisiana teacher of record or certified teacher of record recognized through a state reciprocity agreement facilitating the instruction.
8. The end-of-course exam weight in a student's final grade determined by the LEA must be the same for a traditional course and a credit recovery course. Students who have previously passed the end-of-course exam, but have failed the course, may choose to retain the previous end-of-course exam score in lieu of participating in an additional administration of the exam.

### **NCAA Update**

Nontraditional courses are taught online or through distance learning, hybrid/blended, independent study, individualized instruction, correspondence or similar means.

Generally, for a nontraditional course to count as an NCAA-approved core course, it must meet all of the following requirements:

- The course must meet all [requirements for an NCAA-approved core course](#).
- All students in the course must have regular instructor-led interaction for the purpose of instruction, evaluation and assistance for the duration of the course. This may include, for example, exchanging emails between the student and teacher, online chats, phone calls, feedback on assignments and the opportunity for the teacher to engage the student in individual or group instruction.
- The course must have a defined time period for completion. For example, it should be clear how long students are required to be enrolled and working in the course and how long a school would permit a student to work on a single nontraditional course.
- Student work (e.g., exams, papers, assignments) must be available for evaluation and validation.
- The course should be clearly identified as nontraditional on the student's official high school transcript.

A nontraditional course may not be approved for any of the following reasons:

- Does not have teacher-based instruction.
- Does not require regular and ongoing instructor-led interaction between the student and teacher.
- Does not require students to complete the entire course.
- Does not prepare students for four-year college class work.
- Does not have official student grade records.
- Does not meet NCAA core-course requirements.

*Note:* See Nontraditional Courses (NCAA Bylaw 14.3.1.2.2) for a [complete list of requirements](#).

If a nontraditional course or program at your school/district has not yet been reviewed by the NCAA, please contact [Eligibility Center](#) Customer Service staff at 877-622-2321.

### **Credit recovery programs**

Many high schools offer credit recovery or credit retrieval programs, which allow students to receive credit for a course they previously failed.

These courses are also reviewed by the High School Review staff. For a credit recovery program to be approved, the courses must meet the following requirements:

1. The courses must meet NCAA core-course requirements and, in some instances, nontraditional course requirements.
2. The high school must follow its credit recovery policies regardless of whether the student is an athlete. The Eligibility Center may request the high school's policy if necessary.
3. Repeated courses must be substantially comparable, qualitatively and quantitatively, to the previously attempted course.

***In the space below, please describe any local policies or additional considerations used to ensure that online classes meet NCAA requirements.***

Local policies and considerations for blended and online classes as well as other high school considerations are included below:

Beginning in the 2017-2018 school year and each year thereafter, eighth grade students must meet the academic criteria outlined in the previous section (6-8 middle school promotion) in order to be considered for promotion. Additional promotion criteria shall be considered if the student does not score at least the "Basic" achievement level in either English language arts or mathematics and "Approaching Basic" in the other subject in order to be promoted to the 9<sup>th</sup> grade. Students who do not meet the promotion standard after taking the 8<sup>th</sup> grade assessments may be placed on a high school campus in the transitional 9<sup>th</sup> grade. For any student who recently completed the 8<sup>th</sup> grade and is transferring into the district from another state or country, the school should convene an SBLC meeting to review the student's academic record to determine appropriate placement in 9<sup>th</sup> grade or transitional 9<sup>th</sup> grade. Any first-time 8<sup>th</sup> grade student who does not meet the passing standard outlined above and any student not eligible for any waiver outlined in Bulletin 1566, after being offered summer remediation, may be placed on a high school campus in transitional 9<sup>th</sup> grade. Placement in a transitional 9<sup>th</sup> grade shall occur no later than October 1 of each school year. The decision to place a student in the transitional 9<sup>th</sup> grade or to retain a student in the 8<sup>th</sup> grade shall be made by the school in which the student is enrolled in 8<sup>th</sup> grade in consultation with the student's parents. Students enrolled in transitional 9<sup>th</sup> grade shall receive appropriate academic supports in any subjects in which they did not score at or above proficient. A plan outlining such supports shall be included in the student's individual graduation plan.

School level SBLC committees should make decisions regarding promotion, retention, and placement in the transitional 9<sup>th</sup> grade.

If there is a delay in 8<sup>th</sup> grade test scores and/or if statewide assessment results are not available on the last day of school, data sources including, but not limited to the following should be considered when making promotion and retention decisions:

- Coursework from throughout the school year
- Previous state mandated test scores

- Participation in spring/summer remediation and evidence of student work upon completion of program
- Student attendance during the regular school year, school year remediation and summer remediation
- Portfolio of LEAP like student work in the areas where the student failed to meet the promotion criteria such as district benchmark assessments, LEAP 360 assessments, EAGLE assessments and other progress monitoring measures
- Evidence from other allowable district approved interventions and supports including those listed below

Additional Policy guidance may be found on the Louisiana Department of Education's *Fourth and Eighth Grade Promotion Policy Guidance* and *Transitional 9<sup>th</sup> grade Promotion Policy Guidance Document* located in the appendix of this document to address the following areas:

- Identification of Students
- Placement of Non-Proficient Students
- Plan for Student Support
- Curriculum Selection and Student Scheduling
- Counselor Tools and Supports
- Inclusion in Graduation Cohort and Dropout Credit Accumulation Index Implications
- LEAP 2025 High School EOC requirements

All final or mid-term exams in middle and high schools may count for no more than 15% of a student's semester grade. District authorized charter schools have autonomy in the weighting of mid-term and final exams in accordance with the instructional programs outlined in their board approved applications and contracts. Charter school leadership must notify the district in writing one week prior to the start of each semester if changes need to be made to the setting in the student information system platform.

#### **Promotion via Alternative Pathways or April Dunn Act**

For a student with a disability who fails to meet state or local established performance standards on any assessment for purposes of promotion, the IEP team shall determine promotion to the next grade level. 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.

IEP teams of students in third grade up to middle school may convene, and review the eligibility requirements for promotion via the April Dunn Act to decide if the student will be promoted to the next grade level. The IEP team will develop rigorous educational goals, among others, to address achievement gap.

If an IEP team determines that the student is not required to meet state or local established performance standards on any assessment for purposes of promotion, it shall:

- identify rigorous educational goals for the student;

- include diagnostic information, appropriate monitoring and intervention, and other evaluation strategies;
- include an intensive instructional program;
- provide innovative methods to promote the student's advancement including flexible scheduling, alternative learning environments, online instruction, or other interventions that are proven to accelerate the learning process and have been scientifically validated to improve learning and cognitive ability; and
- identify a course of study that promotes college or workforce readiness, or both, career placement and advancement, and transition from high school to postsecondary education or work placement.

(Note: Refer to Bulletin 1530 § 403)

*To access the April Dunn Act Guidebook for Promotion, please click [here](#).*

LEA Carnegie unit requirements and promotion requirements by grade level for grades 9-12 are as follows:

Students must complete the minimum of 23 or 24 Carnegie units of credit (See Appendix.) A student who entered the ninth grade during the 1999-2000 school year and thereafter and who transferred to a Louisiana public school at or below the ninth grade shall take and pass the English Language Arts and Mathematics sections and either the Science or the Social Studies test of the Graduation Exit Exam (GEE21). Prior to the 2013-2014 school year, a student who is eligible for the Louisiana Alternate Assessment, Level 2 (LAA2) through an active IEP should take and pass the English Language Arts, Mathematics, and either Science or Social Studies tests to earn a high school diploma. A student who entered the ninth grade during the 2010-2011 school year and thereafter is required to score at the Fair achievement level or higher on the End-of-Course tests (see High School Graduation requirements.) Students entering high school prior to 2017-2018 shall take the following 5 Achievement Level tests: LEAP 2025 English II, LEAP 2025 Algebra and Geometry as well as the following 4 Achievement Level tests: EOC English III, EOC Biology and EOC US History. The 4 level US History EOC test will be administered only for graduating students and re-testers not enrolled in the course. Students entering high school in or after 2017-2018 or students entering prior to 2017-2018 and repeating the course shall take 5 achievement level versions of the following tests: LEAP 2025 English I, LEAP 2025 English II, LEAP 2025 Algebra, LEAP 2025 Geometry, LEAP 2025 US History and LEAP 2025 Biology (in 2018-2019). With the shift to LEAP 2025 tests, historical subject area passing requirements remain the same. Students will still need to earn the level two achievement level, now called Approaching Basic, or higher in order to meet graduation requirements.

Students who enter regular grade 9 during or after 2017-2018 will be required to take all five level tests in the LEAP 2025 series. The English III EOC will not be required for students who enter grade 9 in or after 2017-2018. Any student who took English I before 2017-2018 in a middle school grade or as a T9 student and who is starting high school during or after 2017-2018 must take LEAP 2025 English II for graduation. If the student is unable to pass the LEAP 2025 English test, then the student may be administered the LEAP 2025 English I test.

The chart below outlines EOC courses to be taken by current high school students:

Assessment Type	Subject	How Results are Reported
<b>LEAP 2025 High School</b> <i>Administered in Fall*, Spring, and Summer</i>  *There are two fall windows scheduled for 2022.	English I	Five Achievement Levels: <ul style="list-style-type: none"> <li>• Advanced</li> <li>• Mastery</li> <li>• Basic</li> <li>• Approaching Basic</li> <li>• Unsatisfactory</li> </ul> <i>Approaching Basic or higher meets graduation requirement</i>
	English II	
	Algebra I	
	Geometry	
	Biology	
	US History	
<b>LEAP Connect</b> <i>Administered Feb-March</i>	Grade 11: ELA, mathematics, science (grade 12 may test as needed to meet qualifications for Jump Start diploma for LEAP Connect or for ACT exemption)	Four Levels: 1, 2, 3, and 4 <i>Levels 2-4 are considered passing scores for JS Alternate graduation</i>
<b>ELPT</b>	Listening, Speaking, Reading and Writing Domains	By proficiency levels: students are considered proficient when all domain scores are 4 or 5.

Source: Louisiana Department of Education High School Frequently Asked Questions

[https://www.louisianabelieves.com/docs/default-source/assessment/high-school-assessment-frequently-asked-questions.pdf?sfvrsn=5beb971f\\_34](https://www.louisianabelieves.com/docs/default-source/assessment/high-school-assessment-frequently-asked-questions.pdf?sfvrsn=5beb971f_34)

<https://www.louisianabelieves.com/resources/library/assessment>

Bulletin 741 requires that all students take and pass one course in each of three subject pairs.

- For students entering high school before 2024-2025, students must pass the following: English I or English II; Algebra I or Geometry; Biology or U.S. History
- For students entering high school during or after 2024-2025, students must pass the following: English I or English II; Algebra I or Geometry; Biology or Civics

The last state administration of the U.S. History assessment will be in 2026-2027. Upon receipt of LDOE guidance, school districts will be able to administer assessments at the district level for students who still need to take it to meet graduation requirements. Retest opportunities will be provided for students who do not pass GEE, LAA2, or EOC, or LEAP 2025 high school assessments.

#### Alternate Pathway for Students with Disabilities towards a High School Diploma

Act 833 of the 2014 Legislative Session (currently known as the April Dunn Act) provides for an alternate pathway for a student with a disability to graduate with a high school diploma. The link to the district's Exceptional Students Services April Dunn Act guidebook may be found here:

<https://drive.google.com/file/d/1sV8B3SwjmgOdcngJhYnw0939h0pFGgsp/view?usp=sharing>.

Beginning 2014-2015, the IEP team may determine if the student is required to meet state or local established performance standards on any assessment for purposes of graduation if the student has not met state established benchmarks on state assessments for any two of the three most recent school years prior to high school, or for the two most recent administrations of any state established assessments required for graduation (Bulletin 1530, § 405. If an IEP team determines that state-established benchmarks on the required state assessments are no longer a condition for graduation for a student, it shall:

1. within 30 days into the school year or course, shall develop data driven Individual Performance-Requirements in the student's IEP relevant to graduation requirements. The IEP team shall consider establishing minimum performance requirements for annual academic and functional goals designed to meet the student's needs that result from the student's disability and that will enable the student to be involved in and make progress in the general education curriculum, and to meet other educational needs of the student that result from the student's disability, including the student's postsecondary goals related to training, education, employment, and where appropriate, independent living skills;
2. provide the student and his parent or legal guardian with information related to how requirements that vary from standard expectations may impact future educational and career options;
3. require the student to successfully complete IEP goals and requirements

Additionally, the student must also meet one of the three conditions consistent with the IEP, namely:

- Employment in integrated, inclusive work environments, based on the student's abilities and local employment opportunities, in addition to sufficient self-help skills to enable the student to maintain employment without direct or continuous educational support from the school district
- Mastery of specific employability skills and self-help skills that indicate that he does not require direct and continuous educational support from the school district
- Access to services that are not within the legal responsibility of public education or employment or educational options for which the student has been prepared by the academic.

#### Jump Start Pathway for Students on Alternate Assessment

Starting the 2015-2016 school- year, the student who is assessed using LEAP Connect may be placed by the IEP team on a High School Diploma Alternate Assessment (JumpStart) pathway. The student shall meet:

##### a. Course Requirements

The 23 course credits required for this diploma pathway shall include core academic courses, elective courses, and workforce-readiness or career courses as follows:

- English—4 courses;
- mathematics—4 courses;
- science—2 courses;
- social studies—2 courses;
- workforce-readiness and career—7-9 courses;
- electives (may include health and physical education)—2-4 courses;
- total—minimum of 23 courses.

##### b. Assessment Requirements

- students must earn a score of level 2 or higher in ELA and Math LEAP Connect; or
- students shall demonstrate growth on the alternate standards through a portfolio of student achievement developed by the IEP team.

- The portfolio shall include student data illustrating academic achievement and attainment of IEP goals throughout the student's high school experience.
- The portfolio shall be evaluated for completion by the district special education director or her designee. This portfolio is evaluated using the approved district developed rubric. To access the rubric and the procedures, please click [here](#).
- The end of the student's fourth year of high school is the earliest a portfolio may be evaluated to meet this requirement and must include data from all four years.
- Following the district's procedures, a portfolio must be maintained and updated by the teacher of IEP authority starting 9th grade until the student's exit year.
- The principal for each high school must ensure the maintenance and update of the portfolio for each LEAP Connect student by the teacher of IEP authority in his/ her building.
- Although not a requirement for the exit, every high school student on a Certificate of Achievement pathway must have a portfolio maintained and updated that adheres to the district procedures.
- Every high school student on the LEAP Connect assessment must have a portfolio described above.

c. Workforce-Readiness and Career Education Requirement

- a survey to determine the student's career interests;
- hands-on workplace experiences that are, to the extent practicable, tied to the student's interests and based in the community; and
- career-focused courses including, but not limited to, foundational workplace skills.
- a minimum of seven courses focused on workforce-readiness and career preparation;
- a score, determined by the IEP team, on a workforce-readiness skills assessment; and
- attainment of at least one workforce-related IEP goal.

d. Transition Requirements

- Updated and Signed Individual Graduation Plan
- Transition Plan that meets one of the following:
  - Employment in integrated, inclusive work environments, based on the student's abilities and local employment opportunities, in addition to sufficient self-help skills to enable the student to maintain employment without direct or continuous educational support from the school district
  - Mastery of specific employability skills and self-help skills that indicate that he does not require direct and continuous educational support from the school district
  - Access to services that are not within the legal responsibility of public education or employment or educational options for which the student has been prepared by the academic.

Students will meet all requirements outlined in §2320 of Bulletin 741 to be eligible to receive a High School Diploma Alternate Assessment (JumpStart). The receipt of this diploma does not limit a student's continuous eligibility for services under IDEA unless the student has reached the age of 22. To access the guidebook on alternate pathways, please click [here](#).

### Grade Placement

Grade placement\* is to be determined only at the beginning of the school year for grades 9, 10, 11. Grade placement for seniors may be determined at any time. All students entering high school for the first time shall be classified as 9<sup>th</sup> grade or Transitional 9<sup>th</sup> grade.

Grade 10	No fewer than 5 units of credit A minimum of 1 completed course in English A minimum of 1 completed course in mathematics
Grade 11	No fewer than 12 units of credit A minimum of 2 completed courses in English A minimum of 2 completed courses in mathematics
Grade 12	No fewer than 17 units of credit And scheduled sufficient units during the regular year to complete graduation requirements at the end of the school year

\*Inclusive of district approved traditional, online/virtual, distance learning, blended learning, and independent study. Note: A student shall be placed in grade nine or Transitional 9<sup>th</sup> grade at the beginning of their first year on a high school campus regardless of the number of credits earned prior to entering high school. Reclassification will occur at the beginning of their second year in high school and will be determined by the credit listing above.

ACT 1034: A student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if such student is as follows:  
(1) Seventeen years of age or older with less than (5) five units of credit toward graduation;  
(2) Eighteen years of age or older with less than (10) ten units of credit toward graduation;  
(3) Nineteen years of age or older with less than (15) fifteen units of credit toward graduation. (R.S. 17:224)

Principal recommendations for transfer to adult education must be reviewed and approved by the appropriately assigned Executive Director and Director of Adult Education. Students who are 17 years of age who are recommended for transfer to adult education under this provision must also meet the eligibility requirements for a Waiver to Exit. (R.S. 17:221, Bulletin 741, §1103)

Credits: In Grades 9 through 12, units are earned based on semester grades. An "A" through "D" or "P" will earn whatever units are possible for the course. An "F" will not earn any units. Students receiving a certificate of achievement and participating to the best of their ability should receive passing grades but not Carnegie units. There is no limit to the number of Carnegie units a student may earn in any given year. Students meeting the requirements for Carnegie credit based on proficiency shall have the course title, the year proficiency was demonstrated, P (pass), and the unit of credit earned entered on their transcript as per Bulletin 741. School level requests to approve and administer proficiency exams must be made to the District Test Coordinator and/or Back-Up District Test Coordinator.

The district's accountability department shall report required exam information to the Louisiana Department of Education to seek approval for proficiency exams to be used for the awarding of Carnegie Credit. Tests will be submitted to the Louisiana Department of Education for approval prior to any student taking an exam for proficiency credit. Per Bulletin 741, Section 2314, once the school year has begun, students enrolled in a course for the first time, which is not a credit recovery course or part of an accelerated program, shall only earn credit by passing a course in which the student is enrolled and meeting instructional time requirements. Bulletin 741, Chapter 23 requirements for credit recovery shall govern district credit recovery course enrollment and requirements. Proficiency in a course with a state administered End-of Course exam must be demonstrated using the End-of-Course (EOC) or LEAP 2025 high school exams. LEAP 2025 high school exams or EOC exams are administered for Algebra I, Geometry, English I (new), English II, English III (phasing out), Biology, and U.S. History. State mandated high school exams are administered in December, May, and June. Proficiency in any other courses must be demonstrated by earning a minimum of ~~75%~~ 70% or higher on the district approved proficiency exam. Refer to Bulletin 741 section 2314 (B.1 and E) for the awarding of proficiency credit for new coursework

As required by state policy, the district must ensure that distance learning and other related non-district correspondence type courses meet the requirements dictated by Bulletin 741, Section 2326. In order to do so, students requesting enrollment in such courses for Carnegie Credits shall have the written consent of the principal of the last school they attended. All students shall have written permission from the principal of the student's home school prior to enrolling in a course for credit or promotional purposes. Information concerning district approved correspondence courses is available from the Department of Counseling and Guidance. Only one-half Carnegie unit may be earned per semester course.

Students should be encouraged to enroll in courses for college credit. College courses offered for dual enrollment should be differentiated from regular high school courses in content and performance expectations. Students enrolled in Dual Enrollment courses must meet the eligibility criteria established by the Louisiana Board of Regents (See Appendix J). All high school students may participate in dual enrollment coursework under the established Early College Academy agreement by the Louisiana Board of Regents. Updated Dual Enrollment policy requirements may be found here:

Pursuant to Act 250 and beginning in the 2018-2019 school year, each high school senior not having achieved the established college readiness standards for English and mathematics shall be given the opportunity to take an appropriate transition course designed to improve student academic weaknesses and aligned to Louisiana Student Standards. Rising high school seniors should be offered the opportunity to receive additional information and enroll in courses included on the approved transition course list. (See Appendix H for Guidance for Act 250 College Transition Course Implementation provided by the Louisiana Department of Education).

College courses taken by students while enrolled in high school (concurrent enrollment independent of dual enrollment opportunities offered as a district course) must have the prior approval of the principal and school counselor before enrollment. College credit received will carry weighted credit. The counselor or appropriate supervisor must verify that the college course is on a higher level than

the last course taken by the student in that subject. The course will appear on the high school transcript under one of the following titles:

College Mathematics  
College English  
College Science  
College Social Studies  
College Foreign Language  
College Computer Science

Courses, which carry one or two hours of credit at an approved two year or four-year institution, will earn one or one-half of a Carnegie unit toward graduation at the high school level. Those courses, which earn three to five semester hours of college credit, will earn one full Carnegie unit. If a student transfers from one school to another, weighted grades apply for the purpose of awards given by the school only when the same honors courses are offered in the school to which the student transfers. However, the final transcript will reflect all weighted credits and appropriate honors course designations.

All credits must be counted the semester prior to the student's classification as a senior, and each student shall be notified as to the number of credits he/she will have at the end of the semester. This will depend on the successful completion of all subjects taken during the semester.

3-year graduate	2 <sup>nd</sup> semester of 10 <sup>th</sup> grade
Midterm graduate	2 <sup>nd</sup> semester of 11 <sup>th</sup> grade
4-year graduate	2 <sup>nd</sup> semester of 11 <sup>th</sup> grade

Formal commitment shall be obtained from students on *Formal Commitment: Intent to Graduate Form* and approved by their parent/guardians indicating when they expect to graduate. This form should be in the school files for all seniors no later than the end of the second month of their senior year.

A student shall not be allowed to participate in a graduation exercise if he/she has not satisfactorily completed all the requirements for graduation as set forth in the Pupil Progression Plan and all other local and state policies. All students who participate in the graduation exercise shall have been certified and deemed eligible to receive a diploma by the principal of the school from which the student is graduating. However, the Superintendent shall have the discretion to allow students to participate in graduation exercises when it is warranted by exceptional circumstances.

Students who have earned the required 23 or 24 Carnegie units and have passed the state mandated tests required for graduation shall not be allowed to re-enter any high school and continue to take additional courses. These students will be bestowed a diploma whether or not they choose to take part in formal graduation ceremonies. This policy does not apply to exceptional students who are eligible to continue to receive educational services. Remediation and retake opportunities will be provided for students who do not pass state mandated tests while awaiting retake opportunities. However, these students will not be allowed to register and schedule additional coursework.

Credits for transfer students: In cases where a student transfers into the East Baton Rouge Parish School System and has completed a year of study and has received only yearly grades with no semester grades indicated, grades should be doubled in ranking.

Examples: Civics-C; receives C for the 1<sup>st</sup> semester; C for the 2<sup>nd</sup> semester

Grading Scale and Conversion Table:

$$\text{G.P.A.} = \frac{\text{Total Quality Points}}{\text{Total Units Attempted}}$$

$$\text{Quality Points} = \frac{\text{Numerical Value of Grade}}{\text{Total Units Attempted}}$$

Students may earn Carnegie credit as middle school and high school students in two ways: by passing a course in which the student is enrolled; and meeting instructional time requirements or by demonstrating proficiency as set forth in Bulletin 741 and other sections of this document. Bulletin 741, Section 2314 will govern district policy regarding Carnegie Credit and Credit Flexibility as it relates to High School Graduation Requirements. The district reserves the right to administer a proficiency exam and require the district set proficiency score for any student who transfers into the system from non-approved schools or home schools when placement is in question before awarding Carnegie Credit. District proficiency exams are submitted to the Louisiana Department of Education. (See the Placement Section of this document for policy regarding proficiency exam administration).

Grading Scale for Regular Courses		
Grade	Percentage	Quality Points
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59-0	0

\* Act 428 of the 2024 Legislative session, all public schools shall use the above uniform grading system for students enrolled in all grades K-12 for which letter grades are used.

2017 -2018 and Previous Years Grading Scale for Honors, Gifted, Great Scholars, Dual Enrollment and Advanced Placement Courses		
Grade	Percentage	Quality Points
A	100-93	5
B	92-85	4
C	84-75	3
D	74-67	1
F	66-0	0

Beginning 2018- 2019 and Beyond Grading Scale for District Approved, Academic Honors, Gifted and Great Scholars Courses		
Grade	Percentage	Quality Points
A	100-90	5
B	89-80	4
C	79-70	3
D	69-60	1
F	59-0	0

Beginning 2018- 2019 and Beyond Grading Scale for District Approved, Academic Dual Enrollment and Advanced Placement Courses		
Grade	Percentage	Quality Points
A	100-90	5
B	89-80	4
C	79-70	3
D	69-60	1
F	59-0	0

The LEAP 2025 End-of-Course exams for operational tests will count 15% of a student's final semester grade. For students with disabilities identified under IDEA who meet the participation criteria found in *Bulletin 1530—Louisiana's IEP Handbook for Students with Exceptionalities*, §405.B and R.S. 17:183.2, the EOC test score shall count for 5 percent of the students' final grade for the course (Bulletin 741, § 2318).

District authorized charter schools have autonomy in the weighting of mid-term and final exams (non-state mandated assessments) in accordance with the instructional programs outlined in their board approved applications and contracts. Charter school leadership must notify the district in writing one week prior to the start of each semester if changes need to be made to the setting in the student information system platform.

For all subjects receiving letter grades, a minimum of twelve (12) grades shall be recorded in the grade book during a specific grading period with a minimum of one grade entered within each instructional week. The only exception may be advanced coursework that follows an approved college syllabus. The teacher who has been responsible for instruction for at least 23 days of a reporting period marks a student's Report Card. For all subjects receiving letter grades, a minimum of twelve (12) grades shall be recorded in the grade book during a specific grading period with a minimum of one grade entered within each instructional week. If a teacher of record is not assigned to a class for ten (10) days or more, the principal shall appoint a certified staff member for monitoring and supporting of grade entry. The principal has the final determination for the teacher of record.

Marks that appear on the report card and progress report are as follows:

- A = Outstanding Achievement
- B = Good Achievement
- C = Satisfactory Achievement
- D = Minimum Acceptable Achievement
- F = Failure
- P = Pass

High school students may repeat a course for self-improvement or to establish eligibility to participate in extra-curricular activities requiring specific standards. For the purpose of establishing eligibility, students may enroll in an accredited summer school sanctioned by the Board of Elementary and Secondary Education for self-improvement coursework. It should be understood that students needing repeat work will be given first option for available seats followed by students desiring courses for self-improvement. The first recorded grade will remain on the transcript, but with the notation added to indicate that course was repeated along with the resulting grade.

For the purpose of self-improvement, students receiving a higher grade or grades will be granted the benefit of the higher grade or grades only for determining eligibility for extra-curricular activities requiring specific standards. Further, a student may lose or gain eligibility within a given semester pursuant to the eligibility requirements set forth by the East Baton Rouge Parish School System and the Louisiana High School Athletic Association if tutorial services are evident. EBRPSS Pupil Progression Policy does not supersede LHSAA eligibility requirements.

Grade point averages will be computed utilizing all course grades including those that have been repeated for the purpose of calculating class rankings. A student who has achieved a grade of "A" shall not be allowed to repeat that same course for credit.

A grade correction for any high school Carnegie unit must be made no later than three weeks following the end of the previous semester. A grade correction will only be allowed if an error was made in the calculation of the grade and with the approval of the building principal. The Superintendent or designee must approve any deviation from this policy.

***Class Rank for Determining Regular Education: Valedictorian and Salutatorian, Graduation Honors and Scholarships***

For the purpose of determining class rank, valedictorian, salutatorian, and honor graduates, cumulative grade point averages shall utilize the exact calculation based on the district's Student Transcript System (STS) and shall not be rounded up.

*Valedictorian and Salutatorian: All Other Students Besides Gifted Identified Students:* Beginning with the graduating class of 2010-2011, the senior class rank will be determined by the students' weighted grade point average, including all subjects in grades 9-12. Co-valedictorians will be recognized if these students have earned exactly the same grade point average. In the event that a co-valedictorian is recognized, there will be a salutatorian also. To be considered for valedictorian and salutatorian, the students must be enrolled in that school and classified as a senior since the start of the current school year. Additionally, they must maintain the senior classification for the entire school year. Also, the student must have been in attendance in this school system for the last four (4) semesters of high school prior to and including their last semester of high school. Students not meeting these requirements, but earning appropriate rankings should be recognized as special honor graduates. This does not prevent other honors from being bestowed. However, a student cannot have been in high school for more than eight (8) semesters.

*Honor Graduates:* All seniors who compile a grade point average of 3.9500 and above shall be designated as graduating Summa Cum Laude. All seniors who compile a grade point average in the range of 3.8500 to 3.9400 shall be designated as graduating Magna Cum Laude. All seniors who compile a grade point average in the range of 3.500 to 3.8400 shall be designated as graduating Cum Laude.

*For Students enrolled in high school prior to the fall of 2022 and graduating prior to the Class of 2026 - Valedictorian and Salutatorian - Gifted Education:* Any student who has completed four or more semesters of high school in the gifted program will be ranked as part of the gifted graduating class for purposes of determining valedictorian and salutatorian.

Any student who has enrolled in the gifted program for fewer than four semesters and is not enrolled in the gifted program or equivalent coursework, i.e., Advanced Placement courses, during his/her senior year will be ranked as part of the regular graduating class. The school counselor, gifted coordinator, and school principal must review schedules of the ten top-ranked gifted students at the beginning of the student's senior year to insure eligibility for consideration as valedictorian and/or salutatorian.

To be declared valedictorian or salutatorian of the gifted class, students will be required to complete a minimum of six Carnegie units during their senior year (completion of 11<sup>th</sup> grade to graduation). (For a mid-term graduate, the requirement is three Carnegie credits during their senior year.) Students not meeting these requirements, but earning appropriate rankings should be recognized as special honor graduates. Mid-term graduates are eligible for Valedictorian, Salutatorian and any other honor graduate distinctions. Courses, which carry a weight of one or two semester hours of credit at a four-year institution, will earn one half of a Carnegie unit toward graduation at the high school level. Those courses, which earn three, four, or five semester hours of college credit, will earn one full Carnegie unit.

*Beginning with Incoming 9<sup>th</sup> Graders in the Fall of 2022 and the Class of 2026 - Valedictorian and Salutatorian - Gifted and Great Scholars Education:* Any student who has completed four or more semesters of high school in the gifted/great scholars' program will be ranked as part of the gifted/great scholars graduating class for purposes of determining valedictorian and salutatorian.

Any student who has enrolled in the gifted/great scholars' program for fewer than four semesters and is not enrolled in the gifted/great scholars' program or equivalent coursework, i.e., Advanced Placement courses, during his/her senior year will be ranked as part of the regular graduating class. The school counselor, gifted coordinator, and school principal must review schedules of the ten top-ranked gifted/great scholars' students at the beginning of the student's senior year to insure eligibility for consideration as valedictorian and/or salutatorian.

To be declared valedictorian or salutatorian of the gifted/great scholars' class, students will be required to complete a minimum of six Carnegie units during their senior year (completion of 11<sup>th</sup> grade to graduation). (For a mid-term graduate, the requirement is three Carnegie credits during their senior year.) Students not meeting these requirements, but earning appropriate rankings should be recognized as special honor graduates. Mid-term graduates are eligible for Valedictorian, Salutatorian, and any other honor graduate distinctions. Courses, which carry a weight of one or two semester hours of credit at a four-year institution, will earn one-half of a Carnegie unit toward graduation at the high school level. Those courses, which earn three, four, or five semester hours of college credit, will earn one full Carnegie unit.

*Certificate of Achievement:* A *Certificate of Achievement* is an exit document issued to a student with a disability after he or she has achieved certain competencies and has met specified conditions as listed below. The receipt of a Certificate of Achievement shall not limit a student's continuous eligibility for services under these regulations unless the student has reached the age of 22.

It is recommended that the IEP team consider the High School Diploma Alternate Assessment JumpStart pathway before opting to a **Non-Diploma Certificate of Achievement** as the student's pathway/exit document.

Eligible students must meet the following Provisional Eligibility Criteria to be awarded a Certificate of Achievement:

- The student has completed at least 12 years of school or has reached the age of 22 (not to include students younger than 16).
- The student has met attendance requirements according to Bulletin 741.
- Transition planning has been completed and documented.
- The student participated in LEAP Alternate Assessment (Level 1 or 2); and
- This student addressed the general education curriculum as reflected on the student's IEP.

\*NOTE: The receipt of a Certificate of Achievement does not limit a child's continuous eligibility for services under IDEA unless the child has reached the age of 22.

#### Early College Admissions Policy (Bulletin 741, Section 2329)

- A. High school students of high ability may be admitted to a college on a full- time basis.
- B. A student shall have maintained a "B" or better average on all work pursued during three years (six semesters) of high school.
- C. The student shall have earned a minimum composite score of 25 on the ACT or an equivalent SAT score; this score must be submitted to the college.
- D. A student shall be recommended by his high school principal.
- E. Upon earning a minimum of 24 semester hours at the college level, the student shall be eligible to receive a high school diploma.
  1. The high school principal shall submit to the LDE the following:
    - a. forms provided by the LDE and completed by the college registrar certifying that the student has earned 24 semester hours of college credit; and
    - b. a certificate of high school credits.
- F. A student not regularly enrolled in the current school year in the high school shall be automatically eliminated from participation in all high school activities, with the exception of high school graduation ceremonies.

The LEA's policy for awarding ½ unit of credit is as follows:

*In order to grant one-half Carnegie credit, LEA's shall provide a minimum of 3,983 instructional minutes, and students shall be in attendance for a minimum of 3,758 minutes. (Bulletin 741, Section 2314, C.)* One half (½) unit of credit shall be awarded for each successful semester completed of a full unit course. Any student who transfers into the school and has successfully completed 12 weeks of work in any given semester in a course(s) not offered at the receiving school and who cannot be placed in a comparable course should be given one-half unit of credit.

School level requests to approve and administer proficiency exams must be made to the District Test Coordinator and/or Back-Up District Test Coordinator. The accountability department shall maintain a list of courses approved by the Louisiana Department of Education for which students will have the opportunity to earn Carnegie Credit. The district's accountability department shall report required exam information to the Louisiana Department of Education to seek approval for proficiency exams to be used prior to examination administration. When awarding credit based on demonstrated proficiency, the district and school staff will follow the Carnegie Credit and Flexibility guidelines outlined in BESE Policy 741 §2314. Carnegie Credit and Credit Flexibility.

Carnegie credit courses that will be offered on an “accelerated” schedule are as follows:

Advanced Math Pre-Calculus  
Algebra I, II  
AP Calculus AB  
AP English Language & Composition  
AP English Literature & Composition  
AP Environment Science  
AP French Language & Culture  
AP Human Geography  
AP Psychology  
AP Spanish Language & Culture  
AP U.S. History  
AP World History  
Basic Career Readiness  
Biology I  
Business English  
Chemistry  
Civics  
Computer Science I  
Computer Technology Literacy  
English I, II, III, IV  
Environment Science  
Family and Consumer Science Courses  
Financial Math/Literacy  
French I, II, III  
Geometry  
German I, II  
Health Education  
Introduction to Business Computer Applications  
Latin I, II  
Math Essentials  
Media Arts I, II, III  
Physical Science  
Physics  
Principles of Business  
Psychology  
Senior Applications in English  
Spanish I, II, III  
U.S. History  
World Geography  
World History

#### High School Credit Accumulation on a Middle School Campus

The district encourages students to complete high school courses while enrolled in middle school campuses. The following shall guide this process:

- Physical Education cannot be offered for high school credit as per Bulletin 741.

- Advanced Placement courses cannot be offered in middle school as per College Board policy.
- The term “Honors” will not be used in conjunction with a course offered for Carnegie Credit nor will weighted credit be given for credits earned at a middle school campus.
- A written statement must be given to parents notifying them that any course taken for high school credit will not count in the calculation of the high school GPA for any student and the resulting grade earned in the “for credit course” will be placed on the student’s permanent transcript. A signed copy of this document shall be kept on file at the school and received prior to students completing the course.
- All guidelines also apply to courses offered to Gifted and Talented students.

Approved Courses to be taken at the Middle School Level for High School Credit are as follows:

Algebra I  
 Algebra II  
 English I  
 Family and Consumer Science Courses  
 Financial Literacy  
*Foreign Language I and II*  
 Geometry  
 Career Readiness Courses (Quest for Success or courses formerly known as Journey to Careers)  
 Introduction to Business and Computer Applications  
 Intro to STEM Pathways  
 Keyboarding  
 Keyboarding Application  
 Physical Science  
 Speech I  
 Survey of Computer Science  
 Talented Theater I  
 Talented Visual Art I  
 World Geography

- Any variation of Gifted and Talented courses or new courses offered at the middle or high school levels must be approved by the Supervisor of Gifted Programs and the Superintendent’s designee.
- Any courses particular to a school’s magnet school mission offered at the middle or high school levels must be approved by the Director of Magnet Programs and the the Superintendent’s designee.
- No entry level visual and performing arts courses (such as Beginning Band, Beginning Choir, or Fine Arts Survey) will be offered except in cases of the magnet school academic mission previously mentioned or by a school receiving approval from the the Fine Arts Director and the Superintendent’s designee.
- All appropriate assigned LEAP 2025 EOC courses for Carnegie Credit offered at the middle school level must have the approval of the Executive Director and the Chief Accountability Officer to ensure adherence to state testing requirements. High School credit LEAP 2025 coursework must

be taught by a teacher certified in the content area. (See [teachlouisiana.net](http://teachlouisiana.net) for appropriate certification guidelines).

To request for new courses to be added to the district catalog, school leaders must submit the requests on the appropriate district form that will be reviewed by a committee comprised of the various departments who support implementation and approved by the Superintendent's designee.

### Blended Learning for Credit Recovery and Summer School Credits

For schools offering credit recovery during the regular school year or summer programs, online and/or blended courses must be approved by the principal and Executive Director for each site on an annual basis through the district's approved credit recovery platform. Blended learning courses are defined as courses that combine multiple methods of instruction (including but not limited to, face-to-face, online/virtual, asynchronous, etc.) that incorporate the use of digital platforms or flexible learning spaces.

Bulletin 741, Chapter 23 requirements for credit recovery shall govern district credit recovery course enrollment and requirements. If LEAP 2025 EOC courses are to be taken for "new work" for high school credit, additional permissions are required by the Chief Accountability Officer to ensure adherence to state testing requirements. If a student completes a course on a campus other than his or her home school, the summer school administration shall have written permission from the principal of the student's home school if high school credit is to be awarded. All students shall have written permission from the principal's home school if courses are to be taken for credit or promotional purposes. All acceleration, advanced, and repeat courses must be documented on a student's schedule, regardless of the implementation mode of the course, in the student information system unless the course meets proficiency credit considerations as per Bulletin 741.

The master scheduling block configurations at the district's high schools allow for midterm graduates. Midterm graduates are eligible to participate in May graduation ceremonies and related senior activities as approved by the high school principal. Midterm graduates are also eligible for Valedictorian, Salutatorian, and other honor graduate distinctions.

In addition to mid-term or mid-year graduation opportunities, the district also affords opportunities for early graduation. The components and requirements of the local early graduation program are as follows:

With permission of the principal and the counselor, students may enroll in programs that will result in early graduation such as the following:

- Carnegie credit earned in middle school
- Unlimited Carnegie credits may be earned in an academic year
- Dual enrollment
- Distance Learning
- Blended Instruction
- Virtual Instruction

#### Transfer Policies for Students with Disabilities

The district will follow the procedures described in Bulletin 1706: Regulations for the Implementation of the Children with Exceptionalities Act for enrollment of a transferring student with disabilities.

a. IEPs for Students who Transfer from Public Agencies in the Same State. If a student with a disability (who had an IEP that was in effect in a previous public agency within Louisiana) transfers to a new public agency within Louisiana and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) shall provide a Free Appropriate Public Education (FAPE) to the student (including services comparable to those described in the student's IEP from the previous public agency), until the new public agency either: 1) adopt the student's IEP from the previous public agency; or 2) develops, adopts, and implements a new IEP that meets the applicable requirements in §320 through §324. (Note: refer to Bulletin 1706 §323).

b. IEPs for Students who Transfer from Another State. If a student with a disability (who had an IEP that was in effect in a previous public agency in another state) transfers to a public agency in Louisiana and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) shall provide the student with FAPE (including services comparable to those described in the student's IEP from the previous public agency), until the new public agency: 1) conducts an evaluation pursuant to §305 through §307 (if determined to be necessary by the new public agency); and 2) develops, adopts, and implements a new IEP, if appropriate, that meets the applicable requirements in §320 through §324. (Note: refer to Bulletin 1706 §323).

c. The Interim IEP shall be developed for students who have severe or low incidence impairments documented by a qualified professional concurrent with the conduct of an initial evaluation according to Bulletin 1508, Pupil Appraisal Handbook. In addition: 1) An interim IEP may also be developed for students who have been receiving special educational services in another state concurrent with the conduct of an initial evaluation; and 2) An interim IEP may also be developed concurrent with the conduct of an initial evaluation for a student out-of-school, including students ages three through five, who are suspected of having a disability and for former special education students, through the age of twenty-two, who have left a public school without completing their public education by obtaining a state diploma. (Note: refer to Bulletin 1530 §111)

#### Procedures for Interim IEPs.

The department of Exceptional Student Service must be contacted when a student entering East Baton Rouge from an approved non-public or out of state school system claims to determine eligibility for special education services.

## **IV. Placement of transfer students**

- The local school board shall establish written policies for the placement of students transferring from all other systems and home schooling programs (public, nonpublic, both in and out-of-state, and foreign countries).
- Students in grades 5 and 9 transferring to a public school from any in-state nonpublic school (state-approved and not seeking state approval), any approved home study program, or Louisiana resident

transferring from any out-of-state school, shall be administered the English language arts and mathematics portions of the LEAP placement test. Students who have scored below the “basic” achievement level shall have placement and individual academic support addressed in the same manner as non-transfer students in accordance with §701 and §703.

- Any child transferring into the first grade of a public school from out of state and not meeting the requirements for kindergarten attendance shall be required to pass an academic readiness screening administered by the school system prior to the time of enrollment for the first grade, in accordance with the state law.

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

District policies for the placement of all students, including kindergarteners, transferring from all other systems and the provisions for awarding credit for elementary students (K–8) and secondary students (9–12), including approved schools within the state (public/nonpublic), approved out-of-state schools (public/nonpublic), home study and unapproved schools (public/nonpublic) are as follows:

A student shall be received from a non-public or foreign school when official transfer materials from the sending school are received from the sending school. The transfer materials must include a statement of grade placement, a record of courses taken and currently scheduled, and a status of school obligations (textbooks, debts, etc.). The transfer materials will be used to determine the initial placement of the student. Members of the School Building Level Committee (SBLC) may review available information to determine final placement after careful study of transcripts and/or available academic documentation.

Pursuant to *Bulletin 1566, Chapter 5: Placement Policies – General Requirements, Section 503 Regular Placement (E: Transfer Students)*, students in grades 5 and 9 transferring to a public school from any in-state nonpublic school (state-approved and not seeking state approval), any approved home study program, or Louisiana resident transferring from any out-of-state school, shall be administered the English language arts and mathematics portions of the LEAP placement test. Students who have scored below the “basic” achievement level shall have placement and individual academic supports addressed in the same manner as non-transfer students in accordance with §701 and §703 of Bulletin 1566. (See Appendix G for Policy Guidance from the Louisiana Department of Education). [State Placement Test Overview](#)

*Transfer from Approved Public Schools within the State/Outside of Louisiana (Regular education students)*

Transfers from school systems within the state but outside the district are subject to state requirements. Students who transfer from other public schools shall present documentation of regular or remedial placement from the principal of the transferring school to the principal of the receiving school. Such placement will be maintained until complete documentation is obtained from the transferring school or SBLC determines other placement. Documentation shall include a properly certified transcript showing the student's record of attendance, achievement, immunization records, and the units of credit earned.

*Transfer from Non-Approved Schools*

Grades K-8: An elementary or middle school student shall provide evidence of having mastered content standards in reading and/or mathematics for any grade placement, which the student claims. The evidence will be provided by the following:

- Scoring at an acceptable level on tests appropriate for the grade level.
- Documentation of successful classroom performance of academic work during the first four weeks the student is enrolled.

Per BESE Bulletin 741, Section 707, local school officials from any state-approved school receiving a student from an unapproved school, in- or out-of-state, or approved home study programs, shall determine the placement and/or credits for the student through screening, evaluations, and/or examinations.

1. The principal and/or superintendent may require the student to take an examination on any subject matter for which credit is claimed.

2. The school issuing the high school diploma shall account for all credits required for graduation, and its records will show when and where the credit was earned.

The student shall be placed no higher than one additional grade per year since the previous school placement of the student in a state approved school. If the correctness of the student's placement (grades K-8) is in question, the school administrator or designee may administer tests and provide documentation for the SBLC to use in determining the student's placement. The principal shall convene the SBLC to make a decision as soon as possible.

Grades 9-12: A high school student who has been attending a non-approved school must demonstrate proficiency prior to being awarded high school Carnegie credit for the course. Proficiency in a course with a state administered End-of Course exam must be demonstrated using the LEAP 2025 High School End-of-Course (EOC) exam. LEAP 2025 High School EOC exams are administered for Algebra I, Geometry, English I (new) English II, English III (phasing out), Biology, and U.S. History. LEAP 2025 High School EOC exams are administered in December, May and June. Proficiency in any other courses must be demonstrated by earning a minimum of a 70% or higher on the district and/or state approved proficiency exam. Refer to Bulletin 741 section 2314 (B.1 and E) for the awarding of proficiency credit for new coursework. The district's accountability department shall report to the Louisiana Department of Education to seek approval for proficiency exams to be used for the awarding of Carnegie Credit.

School level requests to approve and administer proficiency exams must be made to the District Test Coordinator and/or Back-Up District Test Coordinator.

East Baton Rouge Parish School System requires the student to take an internal assessment prior to the applicable LEAP 2025 High School EOC exam. A student who does not pass the internal district screening assessment in an LEAP 2025 High School EOC course shall enroll in the LEAP 2025 High School EOC course. A student that passes the internal assessment, must also pass the LEAP 2025 High School EOC exam. Passage of the LEAP 2025 High School EOC exam equates to proficiency. Students meeting the LEAP 2025 High School EOC or non-EOC requirements for Carnegie credit shall have the course title, the year proficiency was demonstrated, the unit of the credit earned, and the school's name and "proficiency" entered on the transcript. Designation of "P" is used on the student transcript. Credit awarded is not used to compute GPA. If a student does not meet the LEAP 2025 High School EOC or non-EOC requirements for Carnegie credit, the grade will not be recorded on the transcript.

#### Transfer from Home Schooling Procedures

Students of all grade levels who have been on state approved home-schooling programs and wish to re-enter the East Baton Rouge Parish School will:

- Report to the assigned school.
- Present a copy of the state approved Louisiana Department of Education Home Study Approval Notification for each year that the student has been in the home study program.
- Present a report that provided information about the program of studies pursued by the student while in home study.

#### Transfer from Home Schooling Placement

Per BESE Bulletin 741, Section 707, local school officials from any state-approved school receiving a student from an unapproved school, in- or out-of-state, or approved home study programs, shall determine the placement and/or credits for the student through screening, evaluations, and/or examinations.

1. The principal and/or superintendent may require the student to take an examination on any subject matter for which credit is claimed.
2. The school issuing the high school diploma shall account for all credits required for graduation, and its records will show when and where the credit was earned.

Students will not be placed higher than one additional grade per year since the previous placement of the student in a state approved school. To determine elementary placement for home school students, the assigned school shall evaluate the student's instructional level using diagnostic and achievement instruments normally used in the school for new students.

These tests include tests similar to state mandated tests in reading and mathematics, end of the book tests and similar components of the adopted textbooks series, grade level materials and norm-referenced data. The interpretation of the results of the test given will be based on the student's re-

entry date. The principal's designee shall be responsible for administering the test. If the student's placement is in question, the principal will convene the SBLC.

Students in grades 5 and 9 transferring to a public school from any in-state nonpublic school (state-approved and not seeking state approval), any approved home study program, or Louisiana resident transferring from any out-of-state school, shall be administered the English language arts and mathematics portions of the LEAP placement test. Students who have scored below the "basic" achievement level shall have placement and individual academic supports addressed in the same manner as non-transfer students in accordance with §701 and §703 of Bulletin 1566.

#### Middle School Placement for Home Schooling Students

It is recommended that the students re-enter at the beginning of a semester. Students re-entering during the semester must successfully complete all required course work from point of entry. The student shall be placed using the following data:

- Evaluations from norm referenced tests.
- Tests similar to state mandated tests
- Recommendations by the School Building Level Committee

#### High School Placement for Home Schooling Students

The home schooling student should re-enter at the beginning of the school year. High school placement is determined by the number of Carnegie units as evidenced by the results of proficiency exams administered at the school where the student is applying. A High School student who has been attending a home study program must demonstrate proficiency prior to being awarded high school Carnegie credit for the course. Proficiency in a course with a state administered End-of Course exam must be demonstrated using the LEAP 2025 High School End-of-Course (EOC) exam. LEAP 2025 High School EOC exams are administered for Algebra I, Geometry, English I (new), English II, English III (phasing out), Biology, and U.S. History. LEAP 2025 High School EOC exams are administered in December, May and June. Proficiency in any other courses must be demonstrated by earning a minimum of a 70% or higher on the district approved proficiency exam. Refer to Bulletin 741 section 2314 (B.1 and E) for the awarding of proficiency credit for new coursework.

East Baton Rouge Parish School System requires the student to take an internal assessment prior to the applicable LEAP 2025 High School EOC exam. A student who does not pass the internal district screening assessment in an LEAP 2025 High School EOC course shall enroll in the LEAP 2025 High School EOC course. A student that passes the internal assessment, must also pass the LEAP 2025 High School EOC exam. Passage of the LEAP 2025 High School EOC exam equates to proficiency. Students meeting the LEAP 2025 High School EOC or non-EOC requirements for Carnegie credit shall have the course title, the year proficiency was demonstrated, the unit of the credit earned, and the school's name and "proficiency" entered on the transcript. Designation of "P" is used on the student transcript. Credit awarded is not used to compute GPA. If a student does not meet the LEAP 2025 High School EOC or non-EOC requirements for Carnegie credit, the grade will not be recorded on the transcript.

These tests include tests similar to state mandated tests in reading and mathematics, end of the book tests and similar components of the adopted textbooks series, grade level materials and norm-

referenced data. The interpretation of the results of the test given will be based on the student's re-entry date. The school counselor at the individual schools shall be responsible for administering the test. If the student's placement is in question, the principal will convene the SBLC. When awarding credit based on demonstrated proficiency, the district and school staff shall follow the Carnegie Credit and Flexibility guidelines outlined in BESE Policy 741 §2314. Carnegie Credit and Credit Flexibility. The district's accountability department shall report to the Louisiana Department of Education to seek approval for proficiency exams to be used for the awarding of Carnegie Credit. School level requests to approve and administer proficiency exams must be made to the District Test Coordinator and/or Back-Up District Test Coordinator.

#### Transitional 9<sup>th</sup> grade Transfer Policies

Refer to the 8<sup>th</sup> grade promotion section of this document as well as the Louisiana Department of Education's *Transitional 9<sup>th</sup> grade Promotion Policy Guidance Document* located in the appendix of this document for policy guidance on the identification and placement of Transitional 9<sup>th</sup> grade students.

#### Transfer Credits from Summer School or Extended School Year Programs

Students attending out of district summer school for promotional purposes (elementary) and Carnegie Credits (secondary) shall have the written consent of the principal of the last school they attended. All students shall have the written permission from the principal of the student's home school to attend a private summer school provider for credit or promotional purposes. Bulletin 741. Chapter 25 shall govern this process for transfer of credits.

#### Transfer Policies for Students with Disabilities

The district will follow the procedures described in *Bulletin 1706: Regulations for the Implementation of the Children with Exceptionalities Act* for enrollment of a transferring student with disabilities.

a. IEPs for Students who Transfer from Public Agencies in the Same State. If a student with a disability (who had an IEP that was in effect in a previous public agency within Louisiana) transfers to a new public agency within Louisiana, and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) shall provide a Free Appropriate Public Education (FAPE) to the student (including services comparable to those described in the student's IEP from the previous public agency), until the new public agency either: 1) adopts the student's IEP from the previous public agency; or 2) develops, adopts, and implements a new IEP that meets the applicable requirements in §320 through §324. (Note: Refer to Bulletin 1706 §323).

b. IEPs for Students who Transfer from Another State. If a student with a disability (who had an IEP that was in effect in a previous public agency in another state) transfers to a public agency in Louisiana, and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) shall provide the student with FAPE (including services comparable to those described in the student's IEP from the previous public agency), until the new public agency: 1) conducts an evaluation pursuant to §305 through §307 (if determined to be necessary by the new public agency); and 2) develops, adopts, and implements a new IEP, if appropriate, that meets the applicable requirements in §320 through §324. (Note: refer to Bulletin 1706 §323).

c. The *Interim IEP* shall be developed for students who have severe or low incidence impairments documented by a qualified professional concurrent with the conduct of an initial evaluation according to *Bulletin 1508, Pupil Appraisal Handbook*. In addition: 1) An interim IEP may also be developed for students who have been receiving special educational services in another state concurrent with the conduct of an initial evaluation; and 2) An interim IEP may also be developed concurrent with the conduct of an initial evaluation for a student out-of-school, including students ages three through five, who are suspected of having a disability and for former special education students, through the age of twenty-two, who have left a public school without completing their public education by obtaining a state diploma. (Note: refer to Bulletin 1530 §111)

Procedures for Interim IEPs.

The department of Exceptional Student Service must be contacted when a student entering East Baton Rouge from an approved non-public or out of state school system claims to determine eligibility for special education services.

## V. Support for students

### Uniform grading policy

LEAs shall use the following uniform grading system for students enrolled in all grades K-12 for which letter grades are used.

Grading Scale for Regular Courses	
Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

### School year support

Each LEA shall identify students in kindergarten through fifth grade who fail to achieve mastery in reading or math. Such students shall be provided with an expanded academic support plan that adheres to the following requirements:

- For students in kindergarten through third grade, the school shall convene a meeting with the student's parent or legal custodian, teachers of core academic subjects, and specialized support

personnel, as needed, to review the student's academic strengths and weaknesses relative to literacy or mathematics, discuss any other relevant challenges, and formulate a plan designed to assist the student in achieving proficiency.

- All participants shall sign the documented plan, using a template provided by LDOE, and shall meet to review progress at least once before the next administration of the LEAP assessment.
- Students not meeting performance expectations in literacy shall be provided with focused literacy interventions and support based on the science of reading designed to improve foundational literacy. Students not meeting performance expectations in mathematics shall be provided with focused mathematics interventions and support designed to improve foundational numeracy or mathematics skills.
- The student shall be identified as requiring an expanded academic support plan in the state SIS.
- The student shall be afforded the opportunity to receive on-grade-level instruction during the summer. For students not meeting performance expectations in literacy, summer instruction must include focused literacy interventions based on the science of reading.
- A plan for a student may include the following specific student supports according to local policy: high-dosage tutoring, placement with a highly effective teacher, daily targeted small-group interventions, before and after school intervention provided by a teacher or tutor with specialized literacy or numeracy training, and at-home programs that include workshops for the parents and legal guardians of students, web-based or parent-guided home activities, and summer learning opportunities. For students below proficiency not placed with a highly effective teacher, high-dosage tutoring must be included in the plan. The expanded academic support plan may serve as the individual reading improvement plan and individual numeracy improvement plan pursuant to R.S. 17:24.10.
- LDOE may audit a random sampling of students identified as needing an expanded academic support plan in each local education agency each year.

### **Summer remediation**

LEAs shall continue to offer summer remediation pursuant to R.S. 17:401.12 and *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. Students with disabilities attending summer remediation will receive special support as needed.

## **VI. Literacy support standards for grades K-3**

- Each local education agency shall identify all students in kindergarten, first, second, and third grade who score below grade level on the literacy assessment.
- The school shall notify the parents or legal custodian of students identified in writing regarding the student's performance within 15 days of identification. Such notification shall:
  - Provide information on activities that can be done at home to support the student's literacy proficiency.
  - Provide information about support and interventions that will be provided by the school to support the student's literacy proficiency.
  - Provide a timeline for updates as a result of progress monitoring that includes a middle-of-year and end-of-year update.
  - Provide information about the importance of being able to read proficiently by the end of the third grade.

- The school shall provide mid-year and end-of-the-year updates to the parent or legal custodian of students identified as scoring below grade level on a beginning-of-year or mid-year administration of the literacy screener.

## VII. Promotion and placement of certain student populations

### Students with disabilities

- Students with disabilities attending summer remediation shall receive special support 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). IEP determinations regarding promotion to the fourth grade for students must be in accordance with *Bulletin 1566* §701.

### 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 - Statewide Assessment Standards and Practices*. 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.
- Decisions regarding promotion of English learners to the fourth grade must be in accordance with *Bulletin 1566* §701.

***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.***

## English Learners (ELs)

The following procedures are in place to identify language minority students seeking attendance in East Baton Rouge Parish schools:

- All students registering must respond to three Home Language Survey questions on the EBRPSS Student Registration and Data Verification Form - Language spoken at home; Language first acquired by student; Language most often spoken by student.
- If a language other than English is indicated on any of the three questions, then the student is considered language minority and must be screened for English language proficiency.

The procedures the LEA has established to determine if language minority students are English Language Learners are as follows:

- Identified language minority students, without state English Language Proficiency Test (ELPT) scores, are administered English Language Proficiency Screener (ELPS) which measures English proficiency in listening, speaking, reading and writing. Results from the ELPS determine if the student is an English Learner and, therefore, is provided instruction using ESL Strategies with appropriate accommodations.
- EBRPSS district staff members are trained in the administration of the ELPS to determine English proficiency.
- If a student comes from out of state and has scores from another English language proficiency test (i.e. LAS Links, WIDA/ACCESS), the district staff should administer Louisiana statewide screener, ELPS, to any potential EL student regardless of whether or not the student enters the school district with scores from another state.

The procedures for age-appropriate placement and the specialized language services or program the LEA will use to address the linguistic and cultural needs of the English Language Learners ~~student~~ are as follows:

English Learner (EL) student will be placed in a grade appropriate regular educational program supported by ESL and Learning, Language, and Literacy (3Ls) instructional strategies and materials. Instructional services are designed and proven to provide an education that leads to the attainment of English language proficiency and academic achievement. English Learners have access to all additional services and programs available to other students.

English Learner identification is based on the results obtained through the ELPS or state ELPT scores. Students identified as EL in any language domain (listening, speaking, reading and writing) will be coded LEP in the Student Information System (SIS).

English Learners must be placed in an age-appropriate grade. If an EL student enters the school system with no academic records, it is recommended that the student be placed in a grade corresponding to his or her age. ELs with records are placed in grades indicated on recent school reports.

The East Baton Rouge Parish School System's ESL and Sheltered English instructional services for English language acquisition and academic achievement are evidence based educational models embodied in adopted textbooks:

- English as a Second Language (ESL): This approach is designed primarily to teach English Learners English language skills. The program also teaches study skills, content vocabulary, and cultural orientation. The medium of instruction is English with little or no use of native language.
- Language, Learning, Literacy (3Ls): An approach that places learning grade-level content at the center of the educational experience for English Learners (ELs) integrating in a seamless and purposeful way language and literacy development. The 3Ls approach aims to ensure that the Learning, Language, and Literacy initially bring dramatic changes as a result of the learning experienced, utilizing the 3Ls approach and the unit of study built on the following instructional principles:
  - Texts, Talk, and Tasks should be cognitively demanding (3Ts)
  - Instruction should provide Access, Attention, and Active engagement (3As)
  - Students learn from the quality texts that are Complex, Compelling, Concise, and Connecting (4Cs)

The procedures the LEA has established to monitor former English Learners students for two years are as follows:

As detailed in the Office of Civil Rights guidance, English Learners can be exited from a language program when they attain levels of English proficiency in listening, speaking, reading, writing and comprehension so that they will be able to meaningfully participate in general education classes and reach levels of academic achievement commensurate with that of their English-speaking peers.

EL students who meet the LDOE exit criteria described below will not be considered EL, but will be monitored for academic progress for two years during which time they will continue to be included in the ELL subgroup for State Accountability System calculations.

All district policies and procedures related to English Proficiency will be governed by Bulletin 111. Chapter 40. (See excerpt below).

***Bulletin 111. Chapter 40. Definitions Related to English proficiency***

***§4001. Proficient in English [Formerly LAC 28: LXXXIII.4001]***

- A. To be considered English proficient and exit English learner (EL) status, an EL student must score level 4 (early advanced) or level 5 (advanced) on all four ELPT domains: 1. speaking; 2. listening; 3. reading; and 4. writing.
- B. In order for a student to receive an approval for exemption from one or more than one domain, schools must submit an official request, including documentation for the request, no later than 30 days prior to the opening of the testing window.
- C. Accommodations for the English Language Proficiency Test (ELPT) should be documented on a student's Individual Education Plan (IEP), Individual Academic Plan (IAP), or English Learner (EL) Checklist no later than 30 days prior to the opening of the testing window.

D.—All students with significant cognitive disabilities identified as ELs are required to take the ELPT Connect. To be eligible to participate in the ELPT Connect assessment, an IEP team must verify that the student has a disability which significantly impacts cognitive functioning and meets the criteria outlined in Bulletin 1530 §505. Additional information can be found in the [Alternate Assessment section of the Students with Significant Cognitive Disabilities Library, including the K-2 Alternate Assessment Participation Decision-Making Tool](#)

No ELL shall be retained solely because of limited English proficiency. Students are expected to participate and work on assignments given with the appropriate level of accommodations. If the student makes no effort, nor participates, despite accommodations being provided, the student may receive a failing grade. In the event an ELL student receives a failing grade, the teacher must provide documentation that demonstrates the accommodations/modifications being provided throughout the grading period, and evidence of parental contact. Prior to issuing the grade, the teacher must hold a conference with the student's parents and other teachers on record.

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.

Educators should refer to the guidelines established by the ESL Support Office as found in the [ESL Handbook Department Student School and Family Guidelines"](#)

## 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 - Louisiana Handbook for School Administrators*, §2903 and *Bulletin 131 - Alternative Education Schools/Programs Standards*)

***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.***

The written policies for all alternatives to regular placements are as follows:

Alternatives to regular placements are established to address the needs of all students in meeting the state mandates for promotion. The district follows policies outlined in Bulletin 741 §2903 and *Bulletin 131: Louisiana Alternative Education Standards* for alternatives to regular placements. Students enrolled in alternatives to regular placements are governed by the same policies as all other students in the district.

A description of each approved alternative school/program/setting operating in the LEA, including the entrance and promotion criteria is as follows:

#### **Discipline Centers (Short Term)**

Discipline centers provide short term alternative placement for students whose behavior requires removal from the home-based school setting. During a student's attendance at the discipline center, they are required to continue engaging with instructional assignments aligned to the Louisiana Student Standards and EBR pacing guides. Assignments are submitted to the home-based school and should be counted for credit. Staff at the discipline center provide counseling support and opportunities for student reflection on negative behavior. Students are also supported with gaining the necessary tools needed to implement replacement behaviors. An ESS or 504 students shall not be placed at a discipline center more than ten (10) cumulative days.

#### **Long Term Suspensions and Expulsion Schools**

The purpose of the program is to provide an educational environment for suspended and expelled students which allows them to gain a quality education while focusing on strategies to improve behavior. Students are eligible to earn grades and Carnegie units. Expelled students must meet the same promotion requirements as outlined in district policy for all other students. Student enrollment requires a decision to affirm an expulsion recommendation or an approved administrative transfer from home-based school supervisor and supervisor of alternative programs.

#### **Overage Programs/ Schools**

Overage programs offer enrollment to students in grades 3-5 and 6-12 who are at-risk of not meeting graduation or promotion requirements. Our overage programs feature a blended approach and small teacher pupil ratios. Students must complete the same coursework aligned to Louisiana Students Standards and prove successful on the same standardized assessments administered at traditional Louisiana public schools. Interested students (and their families) must apply and go through an application and interview process. Enrollment is also initiated through the administrative transfer process.

To be admitted to the overage program, a student in grades 6-12 must display signs of being at risk of dropping out of school.

Identification markers may include the following:

1. Students who are three years behind grade level as determined by age on September 30<sup>th</sup> of that school year.

2. Students two years behind (if space is available) will be considered subsequently.
3. Students with excessive absences/tardies from school due to illness, frequent moves, extenuating circumstances, parents or independent living arrangements.
4. Students with academic deficiencies or performance below assessed skills levels.
5. Students needing small group instruction or non-traditional teaching and individual learning plans.
6. Students without severe discipline problems.
7. Students who are targeted for participation in the middle schools' range in age from twelve to sixteen years of age and are enrolled in schools that are considered traditional; subsequently their needs are not being met.
8. Students who are one or more grade levels behind and have failed previously required LEAP (or state mandated assessments) at least once.
9. Students in who are seriously challenged and are at risk of dropping out of school.

Eligible and/or interested students (and their families) must apply and go through an application and interview process. Home schools must provide the following information after parents have completed the application:

- Current report card and/or transcript
- Attendance report
- Test history
- Parent-teacher conference form
- Screening form for dyslexia if screened
- Updated IAP, IEP, IAIP and/or IGP as appropriate for the identified student
- Behavior plan if student's behavior is identified as part of his failure at the school
- Student demographic sheet

School initiated requests for alternative school placement require a System Level SBLC meeting showing efforts were made by the school to address the student's needs. The school must show documentation on interventions and outcomes, attendance reports, behavior reports, and test data for at least one full academic year (if the child has been in the school system for one full year, if not, use the data the school used to assess the student's need) showing a pattern of unsatisfactory academic growth, and any meetings held with parents to address the student's needs.

Students may be promoted within the school year provided they show progress on benchmark assessments, attendance, and discipline and with teacher/counselor and administrative recommendation. This can be accomplished through the SBLC process.

#### **ALTERNATIVE SCHOOL ORIENTATION, SCHEDULES AND GRADING**

Students are required to attend orientation at an alternative school within one school day or during the next available orientation session offered after receiving an affirmed expulsion or long term suspension. A review of the student's academic schedule will be conducted and courses will be assigned as follows:

Assignment to an alternative school for a semester or more due to an affirmed expulsion or long term suspension:

- Students arriving within the first twenty days of the semester start date will be assigned the same core courses they were previously enrolled in at their traditional school. In the event a course is not available, a comparable course will be assigned to meet graduation requirements. Teachers from the sending school are responsible for ensuring grades reflecting the first 20 days are updated, posted, and available for import by the alternative school teacher. Once grades are imported, the alternative school teacher shall be established as teacher of record for students.
- Students arriving after the first twenty days of the semester will be assigned the same core courses assigned at the traditional school. In the event a course is not available, the teacher from the sending school must provide and make available to alternative school staff a copy of the course syllabus and instructional resources available within 5 days of student enrollment at the alternative school. Teachers from the sending school are responsible for ensuring grades reflecting the first 20 days and beyond are updated, posted and ready for import by the alternative school teacher. Once grades are imported, the alternative school teacher shall be established as teacher of record for students.
- Expired IEPs and Individualized Accommodation Plans IAPs must be updated within 3 days of the student enrolling at an alternative school. IEPs and IAPs expiring within 30 days of student enrollment must be updated by the sending school.

**Assignment to an Alternative School for long term suspension- Less than 20 days:**

- Student's enrolling at an alternative due to a long term suspension will be assigned the same schedule initiated at the traditional school. In the event a course is not available, the teacher from the sending school must provide and make available to alternative school staff a copy of the course syllabus and instructional resources available within 5 days of student enrollment at the alternative school. The teacher of record from the sending school is responsible for end of the semester grades. During the student's less than 20 day enrollment, teachers at the alternative school will properly document assignments and corresponding grades in the student information system. Teachers from the sending school are responsible for assigning end of semester grades.
- Expired Individualized Education Plans and Individualized Accommodation Plans must be updated within 3 days of the student enrolling at an alternative school. Individualized Education Plans and Individualized Accommodation Plans expiring within 30 days of student enrollment must be updated by the sending school.

**Assignment to a short term discipline center:**

- Short term discipline centers offer short-term placement (10 days or less) for students who have displayed behaviors resulting in suspension from school. Discipline centers provide access to

instruction aligned to the Louisiana State Standards. Each discipline center works with students to acknowledge and reflect on negative behaviors and engages with the student to support identification of actions to improve. Any standards aligned coursework completed by a student while attending a short term discipline center should be credited and recorded as a completed assignment by the teacher of record at the sending school. In the event the completed coursework is not comparable to be accepted by the teacher of record, the student shall be given a reasonable opportunity to complete assignments presented by the teacher. Completed coursework will be recorded at the alternative school for students who received an affirmed expulsion or long term suspension.

#### **ALTERNATIVE SCHOOL CREDIT RECOVERY AND COURSE ACCELERATION:**

Alternative schools offer online and blended learning to create personalized, flexible, needs based options for credit recovery that help students stay on track to graduation. Students enrolled at an alternative school must participate in a formal intake process which includes academic and behavioral screening within 5 days of enrollment. A plan for student success will be initiated and include academic and behavioral supports. Overage students' academic plans or individual graduation plans will include an accelerated component outlining allowable self-paced courses in an effort to support students with graduating before age 21. Any student accepted to and enrolled within an alternative school will qualify for acceleration, dropout prevention, and/or credit recovery programs. Student success plans or individual graduation plans establishing credit recovery coursework for students must be aligned to credit recovery requirements in Chapter 23 of Bulletin 741.

#### **Additional Requirements for Credit Recovery and Course Acceleration:**

- Students must be enrolled in the course within the first 20 days of the semester start date
- The number of credit recovery courses offered annually must be in accordance with Bulletin 741, Chapter 23 references to credit recovery
- Students must be paired with a course facilitator, teacher, or learning coach and meet regularly to progress monitor, address student barriers to completion and gauge monthly progression through student success plan
- Students are ineligible for additional credit recovery credits at the start of a new semester if the previous semester's credit recovery coursework remains incomplete. If needed, school teams should initiate an SBLC to review the student's academic plans inclusive of the IGP to determine next steps to ensure student success.

#### **Baton Rouge Juvenile Services – Detention Center**

This program for juvenile offenders is located in the Juvenile Court Building. It is a fifty-two (52) bed lock-up facility for regular and special education students ages 10-17. The City Parish Government operates the center; however, the East Baton Rouge Parish School System provides the educational services. Students are placed at this facility as a result of court proceedings. The duration of the students' stay varies with the offense.

### Hospital/Homebound Program

This is an educational program for students – regular or exceptional – having a medical illness that substantially limits their ability to attend school. The School Building Level Committee (SBLC) or the Individualized Educational Plan (IEP) committee must meet to decide the need, services and accommodations for these students before a homebound teacher is assigned

### Adult Education

The EBRPSS Adult and Continuing Education curriculum is comprised primarily of the OCTAE College and Career Readiness Standards and the Learning Upgrade and Essential Education HiSET (or appropriate identified assessment) Prep curricula. These standards and curricula along with numerous other resources are used to develop an individualized program of study for each student with the goal of enabling the learner to acquire the basic skills necessary to function in today's society so that they can benefit from the completion of secondary school, enhanced family life, attaining citizenship and participating in job training and retraining programs. (Office of Career, Technical and Adult Education)

The procedures for placement in adult education programs are as follows:

The East Baton Rouge Parish School System is committed to providing an academic education program to adults to help them upgrade their skills in reading, mathematics, and language and aid them in obtaining a Louisiana High School Equivalency Diploma. In addition, the East Baton Rouge Adult Education Program is committed to providing basic skills remediation and enrichment ~~help~~ to adults possessing a high school education who are in need of these services.

#### Program Format:

- a. The students enrolled in the adult academic program will not address the Louisiana Minimum Competency Standards.
- b. There are 10 adult-learning centers strategically located within the parish.
- c. The eligible student may enter, enroll and exit the program at any time during the academic year.
- d. The student attends the learning center when it is convenient for him/her. (Exceptions apply for 16 and 17 year old students.)
- e. The adult learning center concept subscribes to individualized instruction based upon the student's needs and permits the student to establish a learning pace commensurate with ability and rate of attendance. Small group instruction and managed enrollment classes are also available.
- f. To qualify for the High School Equivalency Test (HiSET or equivalent assessment), an individual shall be 19 years of age or older. Individuals 18 years of age and 16 or 17 years of age with an approved age waiver may qualify for the HiSET Test by taking the Official Half Length Practice Test and scoring at the "Prepared Level" or above on each part.
- g. Individuals who achieve a standard score of 8 or above on the five (5) parts of the HiSET Test (or equivalent assessment), a minimum of 2 on the essay, and an average of 45 on the total battery are awarded a Louisiana High School Equivalency Diploma.

The LCTCS Board of Supervisors has authorized the following options for the attainment of the high school equivalency diploma in Louisiana:

- Completion of College Preparation Coursework (Developmental Coursework) in Mathematics, English and Reading at an LCTCS college.
- Completion of a College Placement Assessment
- Completion of the High School Equivalency Test
- Combination of Attainment Methods

## 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.***

The LEA's policies on due process procedures for teachers, students and parents as related to student placement for regular education students, students with disabilities and section 504 students are as follows:

### **Procedures for Review of Educational Placements**

Due Process is used when a parent or a member of the School Building Level committee disagrees with consensus of the SBLC.

A parent, teacher or student of legal age who questions the SBLC determination of educational placement for the student should contact the principal. The placement and the reasons for that placement should be thoroughly explained to the person who appeals. In addition, for each evaluation procedure, test, record, report, or other relevant factor used as a basis for the proposed placement decision made for the student, that party has the right to request in writing a hearing on this issue. The written request must be made within the ten (10) working days of the conference with the principal and shall be mailed or delivered to the principal to forward this written request for review to the Superintendent's designee who shall conduct the hearing and serve as hearing officer.

The hearing shall be held within the ten (10) working days of the receipt by the school principal of the request for review, at a time that is convenient to both the parents and the school personnel. Upon mutual consent, this time period may be extended.

The parents and the school personnel have the right to ask questions of persons who make presentations to the hearing officer at the hearing.

At the conclusion of this hearing, the hearing officer shall not render a decision immediately, but shall instead adjourn the hearing and tell all parties that they will receive from him/her a written decision at a later date. Within ten (10) working days after the conclusion of the hearing, the hearing officer shall render this written decision.

The written decision shall be sent by certified mail to the parent and shall include, at least the following information:

- The name, school, and grade level of the student involved.
- The educational placement proposed by the SBLC.
- The educational placement sought by the parents.
- The determination made by the hearing officer of the appropriate educational placement.
- The basis for the determination for that appropriate placement.
- If applicable, the parents' right to ask for review of the decision and the steps involved therein.

If the parents are not satisfied with the decision of the hearing officer, they may write to the Superintendent of Schools, East Baton Rouge Parish School System, 1050 South Foster Drive, Baton Rouge, LA 70806, and request that the decision be reviewed. The written request must be mailed or delivered to the superintendent within ten (10) working days following receipt by the parents of the decision of the hearing officer.

Within ten (10) working days following this meeting, the superintendent or a designee shall render a written decision. The written decision shall be sent by certified mail to the parents and shall include, at least, the following information.

- The name, school, and grade level of the student involved.
- The determination made by the hearing officer of the appropriate educational placement of the student.
- The decision of the superintendent or designee on whether the determination made by the hearing officer should be allowed to stand, should be changed, or whether a new hearing should be conducted in order to consider matters not considered in the original hearing.
- The basis for that decision.

A copy of this decision should also be delivered to the school principal and/or the Superintendent's designee who served as a hearing officer but need not be sent by certified mail.

The decision of the superintendent or a designee on this appeal of educational placement shall be final.

Prior to and during any stage of this review procedure, the parents shall have the right to inspect and review all records with the respect to the educational placement of their child. The custodian of these records may charge a fee for copies of said records that are made for the parents, if the fee does not effectively prevent the parents from exercising their right to inspect and review these records. (Regulations that apply: P.L.93-380 (Buckley Amendment) Section 10 of this Plan – Policies on Records and Reports.)

The principal or the teacher who disagrees with the SBLC determination has the same rights of due process and should follow the same procedures.

During the pending stage of this review procedure, the student shall be placed in the educational setting determined by the SBLC.

Regarding state mandated assessments, the district, through its superintendent, may apply for an appeal on behalf of individual students, provided the certain criteria are met as stated in state mandated assessment guidelines and high stakes testing policy.

In the case of a student with a disability or exceptionality, the due process procedures must be consistent with those described in Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941 et seq.).

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

## **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.***

*Ex. Determination of Valedictorian  
Homework policy  
Minimum number of classes for a graduating senior  
Summer school credit*

### **Functions of the School Building Level Committee (SBLC)**

*The School Building Level Committee (SBLC) is a committee of at least three school level staff members. It shall be comprised of at least the principal/designee, a classroom teacher, and the referring teacher. It is suggested that other persons be included, such as the school counselor, reading specialist, master teacher, nurse, parents, pupil appraisal personnel, etc. This committee is a decision-making group that meets on a scheduled basis to solve problems or address concerns from teachers, parents, or other professionals on individual students who are experiencing difficulty in school because of academic and/or behavior problems. In most cases, for enrolled students, it is only through the SBLC that a referral can be made to pupil appraisal services for an individual evaluation. Any member of the SBLC may convene the committee to request a review of placement at any time.*

*The School Building Level Committee (SBLC) may address questions and considerations that may arise including but not limited to the intervention strategies, academic supports, referrals for consideration of 504 eligibility, promotion, retention, and placement in any education program of a student at any grade level. In addition to the aforementioned, the function of the SBLC is to provide guidance and recommendations with regards to promotion, placement and retention decisions. The SBLC report forms shall be completed and sent to parents at the completion of each meeting to inform them of any retention or placement of a student in a grade other than routine placement.*

*The SBLC does not have the authority to promote a student who does not meet any state mandated high stakes testing standards for promotion. The principal shall make the decision for placement when*

the SBLC is equally divided. The SBLC Report to Parents form concerning grade placement for the next school year should be mailed home to inform parents of an SBLC decision.

When warranted, the principal may request to convene a *System Level Committee*. This committee composed of the School Building Level Committee, appropriate central office administrator, a member of the PPP Committee of Educators representing the Instructional Services Team and a representative of Special Education, Bilingual, or other departments when applicable. The committee considers extraordinary cases in which the PPP policy is deemed not in the best interest of the student.

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

A. Policies on Records and Reports shall be aligned to *Bulletin 741. Section §703. Student Records* referenced below:

B. Each school shall keep records for the registration and attendance of students and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school.

1. Student cumulative records shall continually be updated and, when applicable, contain the following:

- a. name, gender, social security number or a state-assigned identification number, date of admission, and date of birth;
- b. name and address of parents, legal guardian, and/or next of kin;
- c. language or means of communication, spoken or understood;
- d. a cumulative record of the student's progress through the curriculum;
- e. health history;
- f. student grades;
- g. attendance records;
- h. results of vision and hearing screening;
- i. all immunizations given in accordance with the requirements of the Office of Public Health (OPH), Louisiana Department of Health and Hospitals (DHH) recorded on a cumulative health record;
- j. scores on statewide assessments and scores on local testing programs and screening instruments necessary to document the local criteria for promotion; information (or reasons) for student placement, including promotion, retention, and/or remediation and acceleration;
- k. information on the outcome of student participation in remedial and alternative programs; and
- l. 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 education program.

2. The following are applicable to students eligible under IDEA or section 504:

- a. records of parent/teacher conferences prior to referral to pupil appraisal;
- b. results of all educational screening information;
- c. educational interventions and their results;
- d. multi-disciplinary evaluation reports;
- e. a copy of the IEP, including least restrictive environment justification;

- f. a copy of the individualized accommodation program (IAP);
- g. a copy of the parent's written consent for the student to be moved from;
- h. documentation of contact with school building level committee prior to referral to pupil appraisal;
- i. access sheet for special education confidentiality.

C. Each teacher shall be provided with a recording system in which the roster of each class taught shall be maintained and on which all data used to determine student progress shall be recorded.

D. Student records shall be reviewed regularly, and results shall be used for instructional planning, student counseling, and placement.

*Additional Local Policy includes the following:*

1. The local school system 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.

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

- Course grades;
- Scores on the Louisiana Educational Assessment Program and/or state mandated assessments;
- 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)

Additional local policies that relate to the maintenance of records and reports that affect student promotion and/or retention are as follows:

Parents and guardians are guaranteed the right to inspect their children's school records and correct any errors through formal and informal hearings. These parental rights are transferred to students at age 18. Parental request must be granted within five (5) working days. Parents also will be given a copy of any records they request, and in addition, schools must respond to requests by parents to interpret or explain items in students' files. Social workers, school nurses, and other persons with "legitimate educational interest" in a child will be allowed to view and use the student's records. Dissemination of information contained in a student's file requires that parents must give written permission before a school can release information to outsiders who must present a picture ID.

A student may gain access to his/her own records by submitting a request in writing from his/her parents that the student is allowed to examine it without a parent being present. This request should

be submitted to the school counselor. Within five (5) working days from receiving the information request, the school must make available for inspection the information requested, and such inspection shall take place in the presence of qualified school personnel.

When a student transfers to another school (outside the system), the receiving school will be afforded copies of the student's records upon request.

**Records Available to Parents upon Request:**

- a. Cumulative folder
- b. Test data card
- c. Immunization Records
- d. Report card
- e. Evaluation report
- f. Records maintained in connection with East Baton Rouge Pupil Progression Plan.
- g. Disciplinary records maintained by each school separate from other educational records of a student and for that school year only
- h. Review of Disciplinary Action Form for identified exceptional students
- i. Individual Educational Program Placement/Instructional Document (IEP)
- j. LEAP and other state mandated assessment records
- k. Parent Remediation Refusal Form
- l. 504 Records
- m. Individual student's grades and attendance reports

**Procedure for Challenging Contents of Records:**

Upon review of a student's record(s), parents have the opportunity to request a hearing to ask for correction or deletion of any information in the file. The school principal or an appropriate designee will conduct the hearing(s).

At the hearing, parents will be given a "full and fair" opportunity to present their case and relevant evidence. The final decision will be delivered to the parents in writing within five (5) days subsequent the hearing. Parents who are dissatisfied with the hearing or the result of the hearing at the school level may appeal to the superintendent, through the administrative channels of the Office of Civil Rights, and if dissatisfied with decisions rendered by these agencies, seek redress through the appropriate court system.

**Transfer of Student Records:** The forwarding of records including special education and eligible 504 records within the parish is mandatory and cannot be held for nonpayment of library fines, lunch fee, etc.

The forwarding of 504 records is required to enable receiving schools to maintain necessary accommodation plans. All requests for Special Education records from out of the parish shall be channeled through the East Baton Rouge Parish Special Education Department. The East Baton Rouge Parish Special Education Department will be responsible for the forwarding of Special Education Records for students, currently or formerly served after receiving written parental permission. Discipline records for the current school year should be forwarded to the receiving school when a student transfers. Disciplinary documents are not to be housed in the cumulative folder.

Maintenance of Records and Reports: The following records and reports must be maintained for each student:

- Course grades
- Scores on the Louisiana Educational Assessment Program
- Scores on local testing programs and the screening instrument necessary to document the local criteria for promotion and screening outlined in Act 1120
- Information (or reasons) for student placement (see definition of placement)
- Information on the outcome of student participating in remedial and alternative programs
- Special Education documents as specified in the approved Individuals with Disabilities Education Act (IDEA)
- 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 on file
- A copy of the parent's written consent for either the placement of the student in or the removal of the student from alternative to regular placement on file
- Documentation of the parent/guardian's having been informed in writing of the decision to retain a student and of the system's due process procedures relating to placement procedures (as defined in the system's Pupil Progression Plan)
- Documentation of SBLC procedures and actions regarding qualified students with disabilities under Section 504 of the Rehabilitation Act of 1973

Policies on Cumulative Records: These policies must be followed when recording, requesting, and sending student information:

- a. Cumulative File: East Baton Rouge Parish Schools shall maintain permanent records of each student's placement, K-12. Each record shall be kept as part of the student's cumulative file. Handwritten information should be entered in black ink, unless otherwise indicated. Information should be current and legible.
- b. Record Cards:
  1. Grades K-5 and new elementary students, a green folded FAMILY DATA, SPECIAL PROGRAM, and TEST INFORMATION card. MOI # (500-220-6350)
  2. Grades 6-8 and new middle school students, a white SCHOLASTIC & TEST RECORD card. MOI # (500-220-6370)

Contents of Cumulative Records

- a. Student Identification Number on outside of Cumulative Folder
- b. EBRPSS Student Registration and Data Verification Form (see Home Language Survey questions)
- c. Family Information and Test Record Card. The Scholastic and Test Record Card
  - a. must be completed prior to sending it to the receiving school
- d. LEAP (state mandated assessment) scores and remediation records

- e. Students Health Record must be complete and kept up to date. See Immunization Policy
- f. Progress reports for elementary level and grade labels for middle and high school showing course grades for each student
- g. Elementary Parent-teacher Conference Records (to be retained until the first reporting period of the following year; discard prior to entrance in middle school)
- h. Middle School Parent-Teacher Conference Records (should be removed from the cumulative folder prior to the beginning of the next school year)
- i. 504 Records
- j. Special Education documents
- k. Individual Graduation Plan
- l. A signed copy of the Parent Notification letter informing parents of ESL and Sheltered Instructional services provided for identified LEP students.
- m. A copy of the letter informing parents of the placement of a student in a remedial program
- n. A statement regarding written notification to parents concerning retention and due process procedures.
- o. Homeless documentation

Requesting Records from Other Schools in East Baton Rouge Parish at the beginning of the School Year:

- a. Pre-K through 4<sup>th</sup> grade records shall be sent upon receiving written requests to the requesting school within five (5) working days. For Records from 5<sup>th</sup> through 12<sup>th</sup> Grades, the feeder school list is obtained from Information Systems
  - 1. Records may not be requested or sent until ten days after school opens of the current year. SPECIAL EDUCATION/504 RECORDS shall be sent during the summer when requested for scheduling purposes. If Special Education records or 504 records have not been requested before school begins, these records must be requested within the first 5 school days and received before the 10<sup>th</sup> school day.
  - 2. One red line should be marked through the names of students who have not attended the first ten (10) days of school.
  - 3. Names of the students whose names were not printed on the feeder list of the school attended last year should be added.
  - 4. Regular record request forms for students from schools other than feeder schools should be used.
- b. Feeder school must be sent a dated copy of the corrected feeder list form. (#2 and #3 of step a).
- c. A dated copy of the feeder list as submitted by the schools is to be kept at the school.

Sending Cumulative Records at the Beginning of the School Year:

- a. Cumulative records for students whose names appear (without a red line) on the list by the requesting school should not be collected.
- b. If a record is NOT available and the student:
  - DID NOT ATTEND the previous year, a note should be made on a Data Processing printout request.

- DID ATTEND the previous year, a cumulative record with the student's name and SID number must be made. A note must be placed inside the folder as to why no information is available
- c. A copy of the feeder list must be signed by the person sending the records along with the cumulative records to the school requesting them.

Sending Cumulative Records at Other Times during the Year:

- a. Schedules should be planned so that record requests are honored weekly.
- b. A list of records, the date they were sent, and the school, to which they were sent, should be kept.

The regular record forms for students who enter school after the original feeder school lists have been sent to the appropriate schools are to be used.

**Admission of International Exchange Program Students**

This policy applies to international exchange program students from other countries that are sponsored by approved foreign exchange agencies.

a. Agency requirements

- Foreign exchange agencies must be registered with the district, must be listed by the Council for Standards on International Education Travel, and must be approved by the U.S. Department of State to qualify for J-1 Visas. (Visa must be from an Approved Exchange Student Organization that can issue J-1 Visas)
- The contract used by the sponsoring agency between sponsor and student must be on file and approved by the Superintendent or his designee.
- The sponsoring agency must have a local representative who resides within 50 miles of East Baton Rouge Parish, and who is available to meet with school personnel, the student, and the host family.

b. Student requirements

- The exchange student must reside with a legal resident of East Baton Rouge Parish.
- The student must possess a J-1 visa.
- As of September 1, of the program year, the student must meet junior placement status.
- The student must not have received a high school diploma or its equivalent from his/her home school.
- The student must have a cumulative grade point average of 2.0 or above for the previous two years of study.
- As required by the International Exchange Agencies, the student must have sufficient knowledge of the English language to produce effective oral and written communication, to use instructional materials and textbooks printed in English, and to function in the regular education program without special services such as Special Education or English as a Second Language. A letter of recommendation from an English/language teacher endorsing the student's proficiency in English must be included in the application materials.
- An official transcript from the student's home school must be sent to and received by the assigned East Baton Rouge Parish high school by August 1 of the student's attendance year in order to determine placement.

1) Student's will be placed in grades according to Carnegie unit totals as indicated in EBR Parish Pupil Progression Plan.

2) Students must meet all state and local requirements for graduation per *Bulletin 741. §2317. High Schools- E.)*

- a. All exchange students must schedule English III (which includes the study of American Literature), American History, and Civics.
- b. By August 1 of the attending year, the student must present the following documents to the attending school with a request to attend school in East Baton Rouge Parish:
  - J-1 visa
  - Health and immunization records
  - Evidence of health and accident insurance for duration of stay
  - The name, address, and phone numbers of the student's own parents/guardians, the host family, and the local exchange program representative
  - Two character references from the home school
  - A notarized temporary custody agreement between the exchange student's parents/guardian and the host family
- c. Suspensions, Revocation, or Dismissal  
Exchange organizations, host families, and/or exchange students found in non-compliance with the above policy of the East Baton Rouge Parish School Board are subject to having their relationship with the district terminated. Exchange students are subject to the same discipline policies to which regular students must adhere.

EBRPSS policy regarding International Exchange Program Students shall be in accordance with Title 22: Foreign Relations: PART 62—EXCHANGE VISITOR PROGRAM.

### **Homeless Program**

The McKinney-Vento Act states that children and youth who lack "a fixed, regular, and adequate nighttime residence" will be considered homeless. 42 U.S.C. §11434A(2)(A). The mission of the Stewart B. McKinney-Vento Education for Homeless Children and Youth Program is to develop and maintain a comprehensive education program by coordinating resources and services for homeless individuals residing in any temporary living arrangements because of the lack of a fixed, regular, and adequate residence and to foster a climate wherein each homeless individual is positively received and neither stigmatized nor isolated.

The McKinney-Vento Act requires schools to identify and remove all barriers to enrollment and retention in school for children and youth in homeless situations. 42 U.S.C. §§11432(g)(1)(I), (g)(7). Zero tolerance rules for absenteeism can be such barriers, particularly when they result in class failures, exclusion from school, or court involvement. Frequently, students in homeless situations will miss school due to their living situations. Absences caused by homelessness must not be counted against students, as this would create a barrier to enrollment and retention in school.

## **Dyslexia Program**

The Louisiana Dyslexia law (Act 266 of the 2023 legislative session) requires universal screening of certain students for characteristics of dyslexia in the second half of the kindergarten year or upon request by a teacher, parent or legal guardian ~~and related disorders~~ and evaluation of any student suspected of having a disability. The district shall follow and implement requirements of Act 266 adopted in the 2023 Regular Legislative session for dyslexia screening, reporting, and support. Schools should refer to the district's Dyslexia Resource Guide developed by the district's department of 504 services in addition to dyslexia guidance provided by the LDOE with regards to policy and legislative implementation.

Per LDOE Third Grade Promotion Guidance, a student who does not score above the lowest achievement level on the literacy screener after three attempts shall be screened for dyslexia and shall not be promoted to the fourth grade unless promoted for good cause. If a dyslexia screening indicates that the student is at-risk for dyslexia, an immediate referral should be made to the School Building Level Committee (SBLC) to obtain parent permission to initiate the preliminary gathering of data and a review. SBLC members on committees reviewing data for a student who is identified as at-risk for dyslexia should include a teacher of the student identified for review, a speech-language pathologist, educational diagnostician, dyslexia practitioner, dyslexia therapist, and/or a person trained in the identification of dyslexia, a principal or their designee, and a parent or guardian. The SBLC will determine if relevant data indicates the need for further action that may include: additional assessment; continuation of specialized instructional interventions and progress monitoring; development of a 504 Plan to provide classroom accommodations; referral to pupil appraisal for support services or for an evaluation to determine eligibility for special services as provided by IDEA; or return to the regular classroom without further strategies or interventions.

## **Foreign Language Instruction**

Elementary School: Foreign Language instruction in the elementary school should be incorporated in the school day for thirty (30) minutes daily in grades 4 and 5 Foreign language and other elementary and middle school required programs of study course offerings shall be in accordance with Bulletin 741. Applicable waiver documentation may be found in the appendix of this document.

## **Review of Placement**

Review of Placement addresses procedures to be used in implementation of the Pupil Progression Plan.

### **Review of Placement in Individual Cases**

Review of decisions on educational placement of an individual student within a school may be initiated at any time by any member of the Building Level Committee. The principal shall convene the SBLC.

### **Building Level Committee**

For the purpose of review of promotion criteria, the principal will coordinate the decision-making process of the SBLC.

### Composition

- Classroom teacher directly involved with instruction of student
- School Administrator
- Counselor or classroom teacher not directly involved with instruction of student
- Teacher of any special program in which student is involved
- Parent of student
- Student (when appropriate)
- Function
- To review the data from all available sources on each individual student relative to a promotion or retention appeal, waiver, or extenuating circumstance, on a semester or annual basis when applicable
- To make recommendations for remediation and/or placement
- To serve as a review committee to investigate complaints initiated by parents or guardians at the local level. (A parent or guardian may initiate an individual review of student placement and/or promotion by notifying in writing the school building level principal).

If current local data is not available, selection and administration of appropriate tests shall be determined by the SBLC. Such tests shall be administered within ten (10) school days to provide documentation of the student's current level of mastery of state grade appropriate standards. The SBLC, using the SBLC Report to Parents form, shall communicate its determination of educational placement for the student in writing to the parent (s) or legal guardian (s).

If parents question the placement decision, the SBLC should refer to Due Process Guidelines.

### Review of Placement of the Non-English-Speaking Students

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 as a Second Language (ESL) Instructional Specialist and the classroom teacher who will recommend proper placement based on the Language Assessment Scales, classroom performance, and one of the following: teacher-made test, transcripts, or teacher observation.

### Review of Placement Students with Disabilities

Review of decisions on educational placement of an individual student within a school may be initiated at any time by any member of the IEP Committee. The committee shall convene to make such determination.

### Attendance Policy

Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days), per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis.-(Bulletin 741, §1103.G)

## XI. LEA assurances and submission information

Assurance is hereby made to the Louisiana Department of Education that this (insert name of LEA)

### East Baton Rouge Parish School System

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**2024-2025 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: September 19, 2024



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LaMont Cole, Superintendent of Schools



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Carla Powell-Lewis, Board President

## Appendix A: Definition of Terms

### Definition of Terms

#### A. State Terms

*For definitions of state terms, see Chapter 9 of Bulletin 1566 in Appendix B.*

#### B. Local Terms

1. **Academically Able** – A student who maintains a grade of “C” or above on grade level standards according to adopted textbooks and state curriculum guides in the content area in question. Indicators could include grade from the progress report, and standardized test scores.
2. **Advanced Placement** – A program sponsored by the College Board and Educational Testing Services to provide courses for academically able students that offers greater opportunities for individual progress and accomplishment. Students who score 3 or above on Advanced Placement examinations may receive college credit for AP courses taken while they are still in secondary school.
3. **BESE** – Board of Elementary and Secondary Education
4. **Bulletin 741** – Louisiana Handbook for School Administrators containing regulations used in the administration of elementary, secondary, and adult education programs.
5. **Carnegie Unit** – Unit earned based on the successful completion of a High school level coursework.
6. **Credit** – Term that means the same as Carnegie Unit
7. **Criterion Referenced Test (CRT)** – A summary test designed to measure how well a student meets the criteria of specific skills.
8. **EBRPSS**-East Baton Rouge Parish School System
9. **ESS**-Exceptional Student Services
10. **Early College Admissions Program** – A college program through which superior high school students that have completed their junior year in high school may be allowed to enroll in regular college classes.
11. **Grade Level or Above** – A student who has exhibited proficiency on grade level competencies with respect to a skill as indicated according to adopted textbooks and comprehensive curriculum and/ or common core state standards as grade appropriate. Indicators could include grades from progress reports, test scores, and state mandated test results.

- 12. High School Equivalency Test (HiSet) (replaced the former GED: General Education Development Test)** A national test which eligible persons who want to receive a high school equivalency diploma may take.
- 13. Individual Academic Improvement Plan (IAIP)** – A collaborative plan developed through an in-person meeting of a student’s parents or legal custodian, all teachers of core academic subjects and specialized support personnel, as needed to assist the student in achieving proficiency in all core academic subjects. The plan is required for identified students who have scored below “basic” achievement level in at least two core academic subjects, including English language arts, mathematics, science, and social studies, that would enable them to successfully transition to the next grade level. All participants shall sign the documented plan utilizing the state provided template and shall meet to review progress at least once a year.
- 14. Individual Accommodation Plan (IAP)** – A form used to track and document a 504 eligible students’ plan for accommodations.
- 15. Individualized Educational Program (IEP)** – A written program, which sets forth the approach, which will be taken to ensure that the child will be provided an appropriate, free public education.
- 16. Individual Graduation Plan (IGP)** – A collaborative plan designed to assist middle and high school counselors as they support students and their families with the planning process. Beginning in the eighth grade year, students work with their school counselors to complete an IGP. This plan is reviewed, updated, and signed every year until graduation.
- 17. LEA**– Local education agency (East Baton Rouge Parish School Board)
- 18. PPP** – Pupil Progression Plan
- 19. Proficiency Exam** – An examination that will test the mastery of the performance objectives in the state curriculum guide for a particular subject. Credit shall be granted on a pass (proficient) basis only.
- 20. Pupil Appraisal Handbook** – A bulletin published by the State Department of Education, which defines the criteria for all exceptionalities recognized by the state of Louisiana.
- 21. Quality Points** – Numerical value assigned to the letter grades earned by students when they successfully earn a credit or unit. Usually A=4, B=3, C=2, D=1, F=0.
- 22. Student’s Permanent Cumulative Record** – The official record of the student’s work year by year throughout his/her school life, K-12.
- 23. System Level Committee** – A committee composed of the School Building Level Committee, appropriate central office administrator, a member of the PPP Committee of Educators representing the Instructional Services Team and a representative of Special Education, Bilingual, or other departments when applicable. The committee considers extraordinary cases in which the PPP policy is deemed not in the best interest of the student.

**24. TASC** – Truancy Assessment and Service Center

**25. Weighted Credit/Weighted Quality Points** – Numerical value assigned to the letter grades “A”, “B”, or “C” earned by a student in honors, gifted, and Advanced Placement Courses. Quality points are issued as follows: A=5, B=4, C=3, D=1, F=0

## Appendix B: BESE Bulletin 1566

<https://bese.louisiana.gov/policy>

Louisiana Administrative Code July 2024

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**Title 28**  
**EDUCATION**  
**Part XXXIX. Bulletin 1566—Pupil Progression Policies and Procedures**

Editor's Note: Bulletin 1566 was promulgated in LR 6:144 (April 1980), amended LR 11:685 (July 1985) and LR 16:766 (September 1990), promulgated LR 19:1417 (November 1993), amended LR 24:2081 (November 1998). Historical notes will reflect activity on individual Sections from November 1999 forward.

**Chapter 1. Purpose**

**§101. Foreword**

A. This publication represents a forward step in the implementation of a vital component of the Louisiana Competency-Based Education Program. These policies and procedures represent a cooperative effort of offices in the Louisiana Department of Education (DOE), and educators from across the state.

B. The DOE will continue to provide leadership and assistance to school systems in an effort to attain a public system of education that makes the opportunity to learn available to all students on equal terms.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2169 (November 1999), amended LR 33:2061 (October 2007), 36:2001 (September 2010).

**§103. Preface**

A. "The goal of the public educational system is to provide learning environments and experiences, at all stages of human development, that are humane, just and designed to promote excellence in order that every individual may be afforded an equal opportunity to achieve his full potential" (Preamble to Article VIII, Louisiana Constitution). This goal statement from the Constitution suggests that public elementary and secondary education is only a part of a continuum of services that should be available to assist each individual to identify and reach his/her own educational or training goals as quickly and effectively as possible.

B. The amendment and enactment of the Louisiana Competency-Based Education Program, Act 750, (R.S. 17:24.4) by the Louisiana State Legislature in Regular Session during the summer of 1997, was the result of an ever-increasing demand by Louisiana's taxpayers for a better accounting of their educational dollars. This far-reaching statute called for:

1. the establishment of a program for shared educational accountability in the public educational system of Louisiana;
2. the provision for a uniform system of evaluation of the performance of school personnel;
3. the attainment of established goals for education;
4. the provision of information for accurate analysis of the costs associated with public educational programs;

5. the provision of information for an analysis of the effectiveness of instructional programs; and

6. the annual assessment of students based on state content standards.

C. The Louisiana Competency-Based Program is based on the premise that the program must provide options to accommodate the many different learning styles of its students. Every effort is being made to tailor the curriculum to the needs of the individual student, including the student with special instructional needs who subsequently needs curricular alternatives. Such a practice enhances the probability of success, since the student is provided with an instructional program compatible with his individual learning styles as well as with his needs.

D. The Louisiana State Legislature in Regular Session during the summer of 1997 amended and reenacted R.S. 17:24.4(F) and (G)(1), relative to the Louisiana Competency-Based Education Program, to require the state Board of Elementary and Secondary Education (BESE) to adopt rules relative to the promotion of fourth and eighth grade students.

E. The amended Sections relate state content standards adopted for mathematics, English language arts, science, and social studies, to the Louisiana Educational Assessment Program (LEAP), and to the comprehensive pupil progression plans of each of the local educational agencies.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2169 (November 1999), amended LR 33:2061 (October 2007), LR 36:2001 (September 2010), LR 44:479 (March 2018).

**§105. Definition of Terms**

**[Formerly §901]**

A. As used in this bulletin, the terms shall be defined as follows.

**1. State Terms**

*Acceleration*—advancement of a pupil at a rate faster than usual in or from a given grade or course. This may include "gifted student" as identified according to Bulletin 1508.

*Alternate Assessment*—the substitute way of gathering information on the performance and progress of students with disabilities who do not participate in typical state assessments.

*Alternative to Regular Placement*—placement of students in programs not required to address the state content standards.

*Content Standards*—statements of what we expect students to know and be able to do in various content areas.

*LEAP Summer Remediation Program*—a summer school program offered by the LEA for the specific purpose of preparing students to achieve proficiency in English language arts, mathematics, science, and/or social studies.

*Louisiana Educational Assessment Program (LEAP)*—the state's testing program that includes grades 3 through 10 in the core academic subjects of English language arts, mathematics, social studies and science.

*Promotion*—a pupil's placement from a lower to a higher grade based on local and state criteria contained in these guidelines.

*Pupil Progression Plan*—the comprehensive plan developed and adopted by each local education agency which shall be based, in significant part, on student performance on the Louisiana Educational Assessment Program with goals and objectives which are compatible with the Louisiana competency-based education program and which supplement standards approved by BESE.

*Regular Placement*—the assignment of students to classes, grades, or programs based on a set of criteria established in the pupil progression plan. Placement includes promotion, retention, remediation, and acceleration.

*Remedial Programs*—programs designed to assist students including students with disabilities and non/limited English proficient (LEP) students, to overcome educational deficits identified through the Louisiana Education Assessment Program and other local criteria.

*Remediation*—see *remedial programs*.

*Retention*—nonpromotion of a pupil from a lower to a higher grade.

## 2. Local Terms

a. The definition of terms used in a local school system plan must be clearly defined for use as the basis for interpretation of the components of the plan.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 17.7, and 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2176 (November 1999), amended LR 27:190 (February 2001), LR 31:1976 (August 2005), LR 33:2064 (October 2007), amended LR 36: 2010 (September 2010), LR 44:483 (March 2018), LR 46:18 (January 2020), repromulgated LR 50:975 (July 2024).

### **Chapter 3. General Procedure for Development; Approval and Revision of a Pupil Progression Plan**

#### **§301. Development of a Local Plan**

##### **A. Committee of Educators**

1. The state Board of Elementary and Secondary Education (BESE) and the DOE require assurances that the local education agency (LEA) Supervisors of Elementary and Secondary Education, Special Education, Career and Technical Education, Adult Education, Title I, teachers and principals and other individuals deemed appropriate by the local Superintendent are included in the development of the parish pupil progression plan.

##### **B. Committee of Parents**

1. A committee representing the parents of the school district shall be appointed by each city and parish school board. Procedures shall be established whereby this committee shall be informed of the development of the pupil

progression plan. Opportunities shall be provided for parents to have input into the development of the local plan.

2. Due process and equal protection considerations require the local board to include on the parent committee representatives of various disability groups, racial, socio-economic, and ethnic groups from the local district.

3. The local board shall provide staff support to the parent committee.

C. The LEA shall keep on file a written description of the method of selection, composition, function and activities of the local committees.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2170 (November 1999), amended LR 36:2002 (September 2010).

#### **§303. Adoption Procedures**

##### **A. Initial Adoption by the Local School Board**

1. Meetings of the local committees shall be conducted within the legal guidelines of Louisiana's Open Meeting Law.

2. The local pupil progression plan shall be adopted at a public meeting of the local board, notice of which shall be published pursuant to the Open Meetings Law. It shall be stated that once the plan has been adopted and approved, the policies in the local plan shall be incorporated into the policies and procedures manual of the local school board.

3. The statements defining the committee-selection process and the pupil progression plan are public documents that must be handled within the guidelines of the Public Records Act.

##### **B. Locally Initiated Interim Revisions**

1. LEAs will comply with the same procedure as for initial adoption by the local school board.

##### **C. State Mandated Interim Revisions**

1. School systems will be notified of any policy change that will affect their currently approved pupil progression plan within 15 working days after the Notice of Intent is passed by BESE.

2. LEAs shall develop a procedure for informing the public of the proposed policy change.

3. After final adoption as a rule by BESE, school boards shall adopt and incorporate the state mandated policy changes into their current pupil progression plan within 30 working days after notification of said changes.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7; R.S. 17:24.4; R.S. 42:4:2(A)(2); R.S. 44:1-42.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2170 (November 1999), LR 36:2002 (September 2010).

#### **§305. Submission Process**

A. Upon adoption for submission by the local school board, the plan along with a formal submission statement shall be submitted annually to the Department of Education. Documentation of input in the plans development by

educators and parents as well as public notice prior to local board approval and locally-initiated revisions (including dates and locations) must be submitted.

1. Interim revisions: locally-initiated and state-mandated.

a. Resubmission of the local board approved pages is made to the DOE.

b. Signatures of the local school board president and superintendent are required.

c. The revisions are incorporated into the pupil progression plan at both the local and state level.

2. BESE shall certify that the plan includes the requirements for students promoted to high school in the career diploma pathway.

B. A local charter authorizer shall allow a locally authorized charter operator to submit a pupil progression plan in accordance with federal law, state law and BESE policy.

1. Following adoption of the pupil progression plan by the non-profit charter school board of directors, the plan shall not require approval or adoption from the local charter authorizer.

2. A locally authorized charter operator shall submit their pupil progression plan to the local charter authorizer prior to the annual submission to the Department of Education.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2171 (November 1999), amended LR 27:188 (February 2001), LR 27:1517 (September 2001), LR 36:2002 (September 2010), LR 44:479 (March 2018), LR 47:1493 (October 2021).

## **Chapter 5. Placement Policies—General Requirements**

### **§501. General Requirements**

A. Each local pupil progression plan shall contain written policies relative to regular placement and alternatives to regular placement. Such policies must conform to the requirements of these policies and procedures.

B. Each plan shall provide details on academic supports for struggling students, including but not limited to grade-level instruction that is aligned with state academic content standards.

C. Based upon local school board policy pursuant to these policies and procedures, each teacher shall, on an individualized basis, determine promotion or placement of each student. 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.

D. No school board member, school superintendent, assistant superintendent, principal, school counselor, other teacher, or other administrative staff members 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/her teacher.

E. For the 2020-2021 school year, student performance on the LEAP 2025 assessments shall not be considered in making placement decisions for fourth and eighth grade students.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7, R.S. 17:24.4, and R.S. 17:414.2.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2171 (November 1999), amended LR 3:2062 (October 2007), LR 36:2003 (September 2010), LR 44:479 (March 2018), amended LR 48:35 (January 2022).

### **§503. Regular Placement**

#### **A. Promotion—Grades K-12**

1. Promotion from one grade to another for regular students and students with disabilities shall be based on the following statewide evaluative criteria.

a. Each plan shall include the school attendance requirements.

b. Each plan shall include the course requirements for promotion by grade levels.

c. Each plan shall include promotion requirements for students eligible to take LEAP alternate assessment, level 1 (LAA 1) or LEAP connect.

d. Each plan shall include promotion requirements for students with disabilities aligned to policies included in *Bulletin 1530—Louisiana's IEP Handbook for Students with Exceptionalities*.

e. Each plan shall include other applicable requirements, including the high stakes policy requirements for entering students in fifth or ninth grade.

2. Every child, as a prerequisite to enrollment in any first grade of a public school, shall have attended at least a full-day public or non-public kindergarten for a full school year, and shall have satisfactorily passed an academic readiness screening administered by the school system prior to the time of enrollment for the first grade. Each school system shall establish the academic readiness level for its first grade based on criteria established by the system. Any child not able to meet kindergarten attendance requirements due to illness or extraordinary, extenuating circumstances as determined by the school governing authority, shall be required to satisfactorily pass an academic readiness screening administered by the school system prior to the time of enrollment for the first grade. In accordance with R.S. 17:221, any child below the age of seven who legally enrolls in school shall be subject to state laws regarding compulsory attendance and promotion requirements set forth by the school system in accordance with this bulletin.

#### **B. Requirements for High School Students**

1. Each plan shall include the following statements, that:

a. in addition to completing the required minimum number of Carnegie units of credits as presented by BESE, students must pass the required end-of-course tests or LEAP 2025 high school assessments to receive a high school diploma;

b. any first-time eighth grade student who does not meet the passing standard set forth in §703 of this bulletin and any student not eligible for any waiver pursuant to §707 of this Part, may be placed on a high school campus in transitional ninth grade;

c. 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;

d. 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;

e. each LEA shall admit transitional ninth grade students, subject to any admissions requirements approved by the school's governing authority or charter authorizer;

f. the following shall govern the transitional ninth grade:

i. for any student who recently completed the eighth grade and is transferring into the LEA from another state or country after summer remediation, if summer remediation is offered, 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.

ii. After one full year of transitional ninth grade, students shall be included in the ninth grade graduation cohort for high school accountability purposes.

iii. 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. 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.

iv. Students enrolled in transitional ninth grade shall have opportunities to take career and technical education courses and participate in any career training opportunities included in a high school career pathway developed by a consortium of LEAs, post-secondary colleges and universities, and local business and industry, and approved by the LDE.

v. Students enrolled in transitional ninth grade shall receive dropout prevention and mentoring services based on proven strategies to retain and graduate at-risk students. The LDE shall make available to LEAs a list of recommended strategies and technical assistance needed to offer students such services.

#### C. Retention—Grades K-12

1. Retention of a student shall be based upon the student's failure to meet the criteria established by local boards for promotion and other criteria contained in these policies and procedures.

#### D. Acceleration

##### 1. Grades K-8

a. The local school board shall establish written policies and procedures for the placement of students who evidence that they will benefit more from the instructional program at an advanced grade level.

##### 2. Grades 9-12

a. The local school board shall follow the policies and procedures established in *Bulletin 741—Louisiana Handbook for School Administrators*, and other local requirements for student acceleration.

#### E. Transfer Students

1. The local school board shall establish written policies for the placement of students transferring from all other systems and home schooling programs (public, nonpublic, both in and out-of-state, and foreign countries).

a. Students in grades 5 and 9 transferring to a public school from any in-state nonpublic school (state-approved and not seeking state approval), any approved home study program, or Louisiana resident transferring from any out-of-state school, shall be administered the English language arts and mathematics portions of the LEAP placement test. Students who have scored below the "basic" achievement level shall have placement and individual academic supports addressed in the same manner as non-transfer students in accordance with §701 and §703.

b. Any child transferring into the first grade of a public school from out of state and not meeting the requirements for kindergarten attendance shall be required to pass an academic readiness screening administered by the school system prior to the time of enrollment for the first grade, in accordance with state law.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 17.7, and 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2171 (November 2000), amended LR 26:1433 (July 2000), LR 26:1576 (August 2000), LR 27:188 (February 2001), LR 27:1006 (July 2001), LR 27:1682 (October 2001), LR 29:123 (February 2003), LR 30:407 (March 2004), LR 31:1974 (August 2005), LR 31:3103 (December 2005), LR 33:2063 (October 2007), LR 34:2389 (November 2008), LR 36:2003 (September 2010), LR 40:765 (April 2014), LR 40:1332 (July 2014), LR 40:2533 (December 2014), LR 41:1271 (July 2015), LR 44:480 (March 2018), LR 44:1003 (June 2018), LR 44:2131 (December 2018), LR 46:18 (January 2020). LR 48:1759 (July 2022).

#### §505. Other Placement Requirements

A. Progression—Students Participating in LEAP Alternate Assessment (LAA1) or LEAP Connect

1. Students with disabilities who participate in the LEAP alternate assessment or LEAP Connect shall have promotion decisions determined by the IEP team.

B. Alternative Schools/Programs

1. The local school board may establish alternative schools/programs/settings which shall respond to particular educational need(s) of its students.

C. Review of Placement

1. Review of promotion and placement decisions may be initiated by the local school board, superintendent and/or parent or guardian.

2. Each local school board may adopt policies whereby it may review promotion and placement decisions in order to insure compliance with its local plan.

D. Due Process

1. Due process procedures for teachers, students, and parents shall be specified in each local pupil progression plan as related to student placement. The LEA must assure that these procedures do not contradict the due process rights of students with disabilities as defined in the IDEA-Part B.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2172 (November 2000), amended LR 26:1433 (July 2000), LR 27:189 (February 2001), LR 27:1683 (October 2001), LR 29:123 (February 2003), LR 30:409 (March 2004), LR 33:2063 (October 2007), LR 36:2004 (September 2010), LR 44:481 (March 2018).

**§507. Records and Reports**

A. LEAs 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.

B. Student records for the purposes of these guidelines shall include:

1. course grades;
2. scores on LEAP assessments;
3. scores on local testing programs and screening instruments necessary to document the local criteria for promotion;
4. information (or reason) for student placement (see definition of *placement*);
5. documentation of results of student participation in remedial and alternative programs;
6. special education documents as specified in the approved IDEA-Part B, LEA application;
7. a copy of the letter informing the parent of any planned academic support strategies to be provided to the student;
8. a statement regarding written notification to parent concerning retention and due process procedures.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2173 (November 1999), amended LR 27:189 (February 2001), LR

27:1683 (October 2001), LR 36:2004 (September 2010), LR 44:481 (March 2018).

**§509. Local Options**

A. In addition to the statewide mandatory criteria for student placement, local school boards, by written local policies, may also establish local criteria to be used in determining student placement. Such criteria shall be compatible with the statewide criteria established in Chapter 5, §501 and shall be submitted to the LDE as part of the local pupil progression plan.

B. At the option of local school systems, the plans may include other factors to be considered in pupil placements.

C. In conjunction with the enumerated legislated policies and DOE directives, LEAs may include evaluative criteria in their local pupil progression plans. If other criteria are used, the pupil progression plan must so specify.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2173 (November 1999), amended LR 36:2004 (September 2010).

**§511. Legislative Guidelines**

A. Local school systems are encouraged to develop local criterion-referenced testing programs for local assessment use.

B. Local criteria for K-12 must supplement the content standards approved by the BESE.

C. Local criteria must be coordinated with statewide curricular standards for required subjects, to be developed as part of the competency-based education plan.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17, R.S. 17:24.4, and R.S. 17:391.7(G).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2173 (November 1999), amended LR 36:2005 (September 2010).

**§513. Local Testing Programs**

A. Student scores on local testing programs may be used as additional criteria for determining pupil progression. Additional skills may be specified and tested for mastery at the local level as additional criteria for placement.

B. With reference to pupil placement, the local school system shall state the name of the instrument and publisher of other testing and screening programs to be used locally in grades K-12 for general education and exceptional students.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2173 (November 1999), amended LR 36:2005 (September 2010), LR 44:481 (March 2018).

**§515. Policies on Due Process**

A. Due process procedures for teachers, students, and parents shall be specified in each local Pupil Progression Plan as related to student placement. The local school system must assure that these procedures do not contradict the due process rights of students with disabilities as defined in the IDEA-Part B.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2173 (November 1999), amended LR 27:189 (February 2001), LR 27:1683 (October 2001).

#### **Chapter 7. Promotion and Support Policy**

##### **§700. Support Standard for Grades Kindergarten-3**

A. Beginning with the 2022-2023 school year and every school year thereafter, each local education agency shall identify all students in kindergarten, first, second, and third grade who score below grade-level on the literacy screener.

B. The school shall notify the parents or legal custodian of students identified in part A of this subsection in writing regarding the student's performance within 15 days of identification. Such notification shall

1. Provide information on activities that can be done at home to support the student's literacy proficiency.

2. Provide information about supports and interventions that will be provided by the school to support the student's literacy proficiency.

3. Provide a timeline for updates as a result of progress monitoring that includes a middle-of-year and end-of-year update.

4. Provide information about the importance of being able to read proficiently by the end of the third grade.

C. Beginning with the 2023-2024 school year, a student in grades kindergarten through three, within thirty days of being identified as having literacy skills that are below grade level based on the results of the literacy screener, shall receive an individual reading improvement plan. The plan shall be created by the teacher, principal, other pertinent school personnel, and the parent or legal guardian; describe the evidence-based reading intervention services the student will receive; and give suggestions for strategies parents can use at home.

1. The department may audit a random sampling of individual reading improvement plans in each local education agency.

D. The school shall provide mid-year and end-of-the-year updates to the parent or legal custodian of students identified in §700.A of this Chapter.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6; R.S. 17:7; R.S. 17:24.4; and R.S. 14:24.10.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 48:1760 (July 2022), LR 49:245 (February 2023), repromulgated LR 49:851 (May 2023).

##### **§701. Promotion and Support Standard for Grades 3-7**

A. Beginning with the end of the 2022-2023 school year and at the end of each school year thereafter, each local education agency shall identify, based on a preponderance of evidence of student learning relative to literacy, a plan for third grade students who have scored below "basic" achievement level in English language arts and are identified as reading below grade level, that would enable them to successfully transition to the next grade level. Third grade students who have not met such an acceptable level of performance may be retained or promoted; but in either case

shall be provided with an individual student literacy plan that adheres to the following requirements:

1. The school shall convene an in-person meeting with the student's parents or legal custodian, all teachers of core academic subjects, and specialized support personnel, as needed, to review the student's academic strengths and weaknesses relative to literacy, discuss any other relevant challenges, and formulate an individual student literacy plan designed to assist the student in achieving proficiency in literacy. All participants shall sign the documented plan, using a template provided by the department, and shall meet to review progress at least once more before the next administration of the LEAP assessment.

2. The student shall be provided with focused literacy interventions and supports based on the science of reading designed to improve foundational literacy.

3. The student requiring an individual student literacy plan shall be identified as such in the state student information system (SIS).

4. The student shall be afforded the opportunity to receive on-grade level instruction and focused literacy interventions based on the science of reading during the summer.

5. Each LEA shall adopt a written policy pertaining to the development of the individual student literacy plan. This policy shall be included in the pupil progression plan of the LEA and could include the following specific student supports; daily targeted small-group interventions, before and after school literacy intervention provided by a teacher or tutor with specialized literacy training, and at-home literacy programs that include literacy workshops for the parents and legal guardians of students and web-based or parent-guided home literacy activities.

6. The department may audit a random sampling of students in each local education agency identified pursuant to Subsection A of this Section each year.

B. Beginning with the end of the 2017-2018 school year and at the end of each school year thereafter, each local education agency shall identify a plan, based on a preponderance of evidence of student learning, fourth grade students who have scored below "basic" achievement level in at least two core academic subjects, including English language arts, mathematics, science, and social studies, that would enable them to successfully transition to the next grade level. Fourth grade students who have not met such an 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.

1. 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, using a template provided by the department, and shall meet to review progress at least once more before the next administration of the LEAP assessment.

2. 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.

3. The student requiring an academic improvement plan shall be identified as such in the state student information system (SIS).

4. The student shall be afforded the opportunity to receive on-grade level instruction during the summer.

5. 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 of the LEA.

6. The department shall audit a random sampling of students in each local education agency identified pursuant to Subsection A of this Section each year.

C. The department shall provide to each LEA a roster of third and fourth grade students who are eligible for consideration under Subsection A and B of this chapter. Such roster shall assist the LEA in making final determinations relative to students' individual academic plans and/or individual literacy plans required pursuant to this Section.

1. 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 the local pupil progression plan. The department shall provide guidance to LEAs on retention considerations.

2. The individual literacy plan and/or academic improvement plan required in this Section 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 and/or literacy plan.

D. Beginning with the 2024-2025 school year, a third grade student with a reading deficiency as demonstrated by the student scoring at the lowest achievement level in reading on an end-of-year literacy screener in accordance with LAC 28:XXV.2307. *Bulletin 741* shall be provided with two additional opportunities to score a higher achievement level on the literacy screener prior to the beginning of the subsequent academic year. A student who does not score above the lowest achievement level on the literacy screener after three attempts shall be screened for dyslexia and shall not be promoted to the fourth grade unless promoted for good cause as outlined in Subsection E. of this Section.

E. Promotion to Fourth Grade for Good Cause.

1. A student who does not meet the literacy criteria for promotion may be promoted to fourth grade if the student meets at least one of the following conditions:

a. A limited English proficient student has been enrolled in an English language assistance program for fewer than two years.

b. An IEP indicates that the screener is not appropriate for the student with a disability.

c. A student with an IEP or 504 Plan has received intensive reading intervention for two years and still scores at the lowest achievement level on the literacy screener.

d. A student with an IEP or 504 Plan was previously retained in kindergarten, first, or second grade and still scores at the lowest achievement level on the literacy screener.

e. A student has received intensive evidence-based structured literacy intervention for two or more years, still scores at the lowest achievement level, does not meet exceptional criteria, and was previously retained for a total of two years in kindergarten, first, second, or third grade. For the purposes of this Section, intensive reading intervention includes targeted intervention in a small group with progress monitoring documented through an individual reading improvement plan.

f. A student has been diagnosed with dyslexia.

g. The student demonstrates an acceptable level of proficiency on a BESE-approved alternative standardized assessment. Alternative assessments will be presented for BESE approval upon recommendation of LDOE. A student scoring Mastery on the English language arts section of the LEAP 2025 assessment may be considered for promotion.

2. Promotion to fourth grade may be considered for a student who meets a good cause as indicated in this Section. Such promotion shall be considered as follows:

a. The teacher shall confer with the parent or guardian of the student to determine whether promotion based on an exemption should be pursued.

b. The teacher shall submit documentation to the school principal that promotion is appropriate for the student. The documentation shall clearly demonstrate that the student meets at least one of the criteria for good cause and shall reflect the decision of the parent or guardian to allow the request for promotion.

c. The principal shall review the request and documentation provided by the teacher and determine whether to make a written recommendation for promotion. Such recommendation shall be made in writing to the local superintendent.

d. The local superintendent shall review the request and documentation provided by the school principal and, in writing, accept or reject the recommendation. Written notification shall be provided to the parent or guardian and the school principal.

e. The parent or guardian shall have the option to have the child retained in third grade even if the determination of the principal and superintendent is to have the student promoted to fourth grade.

3. Students promoted for good cause shall be provided an individual reading improvement plan using the LDOE form provided.

a. Each plan shall include specialized diagnostic information and intensive evidence-based structured literacy instruction and intervention

b. The school shall confer with the parent or guardian to communicate the support provided according to the plan, the protocol for progress monitoring, and suggestions for strategies families can use at home.

c. Each LEA shall assist schools and teachers in implementing evidence-based reading strategies shown to be successful in improving reading among students with persistent reading difficulties.

4. Beginning with the 2025-2026 school year, no later than the October MFP collection, each LEA shall identify each third grade student retained in the prior year pursuant to Subsection D of this Section and each fourth grade student promoted due to good cause exemption outlined in Subsection E of this Section, indicating the exemption applied. The LDOE will annually publish a report containing the compiled data.

F. Third Grade Retention. A student who is retained in third grade due to a reading deficiency shall be provided intensive evidence-based structured literacy instructional services, progress monitoring, and support as outlined in the individual reading improvement plan to include a daily minimum of ninety minutes of evidence-based, scientifically researched reading instruction during regular school hours and 30 minutes of daily evidence-based reading intervention in the identified area of reading deficiency.

1. Intervention and instruction shall be based upon the foundations of literacy and shall include phonological awareness, phonics, decoding, fluency, and comprehension.

2. Intervention and instruction may also include small group instruction, lower teacher-student ratios, tutoring, transition classes, or extended school calendar for day, week, or summer programs.

3. The student shall be assigned a teacher who has successfully completed training in literacy instruction and who is highly effective as determined by student performance data, particularly related to student growth in reading, and performance appraisals.

4. The parent or guardian shall be provided with written notification of the individual reading improvement plan, the protocol for progress monitoring, and instructions for parent guided at-home reading.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7; R.S. 17:24.4; R.S. 17:24.9; R.S. 17:24.10 and R.S. 17:24.11.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 44:481 (March 2018), LR 48:1760 (July 2022), LR 50:679 (May 2024).

### **§703. Promotion and Support Standard for Grade 8**

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 subject in order to be promoted to the ninth grade. Students who do not meet the promotion standard after taking the eighth grade state assessments 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, 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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 44:481 (March 2018), amended LR 44:1003 (June 2018).

### **§705. Supports for Students**

#### **A. Summer Remediation**

1. LEAs may offer extended, on-grade level instruction through summer remediation to students who, based on a preponderance of evidence of student learning, are considered to be academically struggling, did not take the spring LEAP tests, and failed to meet the standard set forth in §701 and §703 of this Part. The LEA shall provide transportation to and from the assigned LEAP remediation summer site(s) from, at a minimum, a common pick-up point.

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

3. Summer remediation programs shall meet all of the following requirements:

a. use curriculum determined by the department 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*);

b. teachers shall be rated “effective: proficient” or “highly effective” pursuant to the teacher’s most recent evaluation or have achieved a value-added rating of “effective:proficient” or “highly effective” on the most recent evaluation;

#### **B. School Year Support**

1. The individual academic plan for each student identified in §701 of this bulletin shall outline the responsibilities of each party for students who have failed to achieve the standard by the end of fourth grade.

2. LEAs shall design and implement additional instructional strategies to move the students to grade-level proficiency by providing at least two of the following, which shall be documented in the individual academic improvement plan.

a. 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.

b. The student completes summer remediation in accordance with Subsection A of this Section.

c. Additional instructional time is provided during or outside of the school day to expose the student to high quality instruction. This shall not result in a student being removed from English language arts, mathematics, science, or social studies courses.

d. 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.

3. Remediation programs used throughout the school day and school year shall not account for more than 35 percent of total instructional minutes.

C. Beginning with the 2022-2023 school year, and continuing through the summer following the 2023-2024 school year, any student enrolled in third or fourth grade and scoring below grade-level on the end-of-the-year LDOE-approved literacy assessment shall receive a minimum of 30 hours of explicit literacy instruction inclusive of targeted interventions during the summer. The literacy instruction shall be based on the science of reading.

1. No tuition or fees can be charged for the attendance of an eligible student, and transportation must be offered.

2. Summer learning shall be provided by an LDOE-approved tutoring vendor or by a teacher who is enrolled in or has completed the required foundational literacy skills course required per LAC 28: CXV.509 and who has achieved a rating of "effective: proficient" or greater on the most recent evaluation.

3. Students not participating in the required summer literacy interventions may be retained in the grade level during the subsequent school year. Such retention shall be included in each local pupil progression plan. A student qualifying for summer literacy interventions who fails to participate in the program but scored Basic or higher on the ELA portion of the most recent LEAP assessment may be promoted to the next grade level.

4. The LEA may waive the state policy for students scoring below grade-level on the end-of-the-year LDOE-approved literacy assessment for students with an IEP at the discretion of the IEP team.

5. Prior to retaining a student pursuant to this Section, a meeting of the SBLC committee may be called by the school or parent to determine whether retention or another option for additional student support is in the best interest of the student.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 17:6, 17:7, and 17:24.4.

**HISTORICAL NOTE:** Promulgated by the Board of Elementary and Secondary Education, LR 36:2005 (September 2010), amended LR 40:2533 (December 2014), LR 44:482 (March 2018), LR 44:1004 (June 2018), LR 46:18 (January 2020), LR 49:245 (February 2023).

#### **§707. Exceptions to Promotion and Support Policy for Eighth Grade Students**

A. Mastery/Advanced Waiver. 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 *mastery* or *advanced* level in the other, provided that:

1. the decision is made in accordance with the local pupil progression plan, which may include a referral to the School Building Level Committee (SBLC);

2. the student has participated in the spring administration of LEAP and has attended a summer remediation program offered by the LEA; and

3. parental consent is granted.

B. U/B Waiver. 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 following criteria are met:

1. the student scored *approaching basic* or above on the science and social studies components of LEAP;

2. the student had an overall 2.5 grade point average on a 4.0 scale;

3. the student had a minimum 92 percent attendance during the school year;

4. the decision is made in accordance with the local pupil progression plan, which may include a referral to the School Building Level Committee (SBLC);

5. the student has participated in the spring administration of LEAP and has attended a summer remediation program offered by the LEA; and

6. parental consent is granted.

C. AB/AB Waiver. An LEA, through its superintendent, may consider a waiver for a student who has scored at the approaching basic level on both the English language arts and mathematics components of LEAP. The LEA may grant the waiver in accordance with the local pupil progression plan provided the following criteria are met.

1. The student has attended a LEAP summer remediation program offered by the LEA.

D. LEP Waiver. Limited English proficient (LEP) students shall participate in the statewide assessments pursuant to Bulletin 118. The SBLC shall be granted the authority to waive the state's grade promotion policy for an LEP student.

E. Extenuating Circumstances Waiver

1. An LEA, through its superintendent, may grant a waiver on behalf of individual students who are unable to participate in LEAP testing because of one or more of the following extenuating circumstances as verified through appropriate documentation:

a. a physical illness or injury that is acute or catastrophic in nature;

b. a chronic physical condition that is in an acute phase;

c. court-ordered custody issues.

2. Documentation

a. 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.

b. Custody Issues. Certified copies of the court-ordered custody agreements must be submitted to the LEA at least 10 school days prior to summer remediation.

F. State-Granted Waiver

1. A local school superintendent, a parent or guardian, or the DOE may initiate a request for a state-granted waiver from the state superintendent of education on behalf of individual students who are not eligible for promotion because of LEA error or other unique situations not covered under extenuating circumstances.

2. The DOE will provide a report to BESE detailing state-granted waivers.

3. Documentation

a. LEA Error. The LEA superintendent or parent must provide the state superintendent of education with

school- and student-level documentation detailing the error, how the error occurred, and how the error will be corrected so that it will not occur again in the future.

b. Other Unique Situations. Documentation must be provided to the state superintendent of education detailing the unique situation and justifying why a waiver should be granted.

4. Testing/Promotion Decisions

a. The DOE will communicate to the LEAs the means for establishing promotional decisions for those students who have received a state-granted waiver.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 17.7, and 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 36:2006 (September 2010), amended LR 40:2242 (November 2014), LR 44:482 (March 2018), LR 44:1004 (June 2018), LR 46:18 (January 2020).

## Appendix C: Foreign Language Waiver Request

Submitted to Louisiana Department of Education – July 2024



### BESE POLICY WAIVER REQUEST FORM

DATE OF REQUEST: June 27, 2024

REQUEST FOR SCHOOL YEAR: 2024-2025

LOCAL EDUCATION AGENCY: East Baton Rouge Parish School System

SUPERINTENDENT OR SYSTEM LEADER: Adam Smith, Interim Superintendent

CONTACT NAME AND TITLE: Andrea O'Konski, Chief Accountability Officer

EMAIL: [andrea@ebschools.org](mailto:andrea@ebschools.org)

TELEPHONE NUMBER: 225.922.5618

#### REQUEST FOR WAIVER OF POLICY



Bulletin 741, *Louisiana Handbook for School Administrators*, §2313. Elementary Program of Studies, pertaining to BESE mandated elementary level foreign language programs in accordance with R.S. 17:272.

*Waivers are granted from the date of approval and for a maximum of one academic year, unless approval is granted for a longer period of time based upon extenuating circumstances.*

Bulletin number, title, and section:

Bulletin number, title, and section:

Bulletin number, title, and section:

Bulletin number, title, and section:

*In the space below, please explain why the waiver is necessary and describe steps taken within BESE policy to address the situation thus far. Note also what would be the impact of denial of waiver request.*

While every effort will be made to meet policy requirements, a waiver for all sites within the LEA is being requested due to budgetary constraints and availability of certified teachers in the event needed.

Signature of superintendent or system leader:

Submit form, letter of request, and supporting documentation to the Louisiana Department of Education at [EducationPolicy@la.gov](mailto:EducationPolicy@la.gov).

## Appendix D: Graduation Requirements

Updated as of PPP Board Approval Date – Subject to Change by LDE via BESE Policy Bulletin

[https://www.louisianabelieves.com/docs/default-source/jumpstart/tops-university-course-requirements.pdf?sfvrsn=18be8f1f\\_69](https://www.louisianabelieves.com/docs/default-source/jumpstart/tops-university-course-requirements.pdf?sfvrsn=18be8f1f_69)

[https://www.louisianabelieves.com/docs/default-source/jumpstart/tops-tech-course-requirements.pdf?sfvrsn=3dbe8f1f\\_28](https://www.louisianabelieves.com/docs/default-source/jumpstart/tops-tech-course-requirements.pdf?sfvrsn=3dbe8f1f_28)



### TOPS UNIVERSITY (College Diploma) Course Requirements For Incoming Freshmen Beginning Fall 2014

English				
4 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	120331	✓		English I
	120617	✓		English Language Part 1: Cambridge IGCSE
	120619	✓		English Literature Part 1: Cambridge IGCSE
1 Unit	120332	✓		English II
	120618	✓		English Language Part 2: Cambridge IGCSE
	120620	✓		English Literature Part 2: Cambridge IGCSE
1 Unit	120333	✓		English III
	120329		✓	English III: Gifted
	120341		✓	English III: Honors
	120325		✓	English III: AP English Language and Composition
	120403		✓	English III: IB Literature
	120327		✓	English III: IB Language & Literature
	120404		✓	English III: IB Literature & Performance
	120601		✓	English III: DE - CENL 1013 English Composition I
	120602		✓	English III: DE - CENL 1023 English Composition II
	120603		✓	English III: DE - CENL 2153 American Literature I
	120604		✓	English III: DE - CENL 2163 American Literature II
	120605		✓	English III: DE - CENL 2173 Major American Writers
	120621		✓	English Language Part 1: Cambridge AICE - AS (Honors)
	120623		✓	Literature in English Part 1: Cambridge AICE - AS (Honors)
	120334	✓		English IV
	120330		✓	English IV: Gifted
1 Unit	120342		✓	English IV: Honors
	120326		✓	English IV: AP English Literature and Composition
	120405		✓	English IV: IB Literature
	120328		✓	English IV: IB Language & Literature
	120406		✓	English IV: IB Literature & Performance
	120622		✓	English Language Part 2: Cambridge AICE - AS (Honors)
	120624		✓	Literature in English Part 2: Cambridge AICE - AS (Honors)
	120606		✓	English IV: DE - CENL 1013 English Composition I
	120607		✓	English IV: DE - CENL 1023 English Composition II
	120608		✓	English IV: DE - CENL 2103 British Literature I
	120609		✓	English IV: DE - CENL 2113 British Literature II
	120610		✓	English IV: DE - CENL 2123 Major British Writers
	120611		✓	English IV: DE - CENL 2203 World Literature I
	120612		✓	English IV: DE - CENL 2213 World Literature II
	120613		✓	English IV: DE - CENL 2223 Major World Writers
	120614		✓	English IV: DE - CENL 2303 Introduction to Fiction
	120615		✓	English IV: DE - CENL 2323 Introduction to Literature
	120616		✓	English IV: DE - CENL 2313 Introduction to Poetry and/or Drama
	120825		✓	English IV: DE - CENL 2403 Introduction to African American Literature

Mathematics				
4 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	160321	✓		Algebra
1 Unit	160323	✓		Geometry
1 Unit	160322	✓		Algebra II
Note: Integrated mathematics I, II, and III, including the Cambridge IGCSE integrated mathematics sequence, may be substituted for the Algebra I, Geometry, and Algebra II sequence.				
1 Unit	160375	✓		Algebra III
	160508		✓	Additional Math - Cambridge IGCSE
	160500		✓	Algebra III: DE - CMAT 1213 College Algebra
	160347	✓		Advanced Math - Functions and Statistics
	160349	✓		Probability and Statistics
	165031	✓		Statistical Reasoning
	160367		✓	Probability and Statistics: Honors
	160352		✓	Probability and Statistics: AP Statistics
	160509		✓	Math 1 (Probability and Statistics): Cambridge AICE (Honors)
	160356		✓	Probability and Statistics: DE- CMAT 1303 Introductory Statistics
	160346	✓		Advanced Math - Pre-Calculus
	160501		✓	Adv Math-Pre Calc: DE- CMAT 1223 Trigonometry
	160348	✓		Pre-Calculus
	160372		✓	Pre-Calculus: Gifted
	160366		✓	Pre-Calculus: Honors
	160329		✓	Pre-Calculus: AP Pre-Calculus
	160365		✓	Pre-Calculus: IB Math Studies I
	160369		✓	Pre-Calculus: IB Math Studies II
	160502		✓	Pre-Calculus: DE - CMAT 1233 or (CMAT 1213 & 1223) Algebra and Trigonometry
	160510		✓	Math 1 (Pure Math): Cambridge AICE - AS (Honors)
	160326	✓		Calculus
	160368		✓	Calculus: Honors
	160357		✓	Calculus I: Gifted
	160358		✓	Calculus II: Gifted
	160511		✓	Math 2 Part 1: Cambridge AICE - A Level (Honors)
	160512		✓	Math 2 Part 2: Cambridge AICE - A Level (Honors)
	160327		✓	Calculus: AP Calculus AB
	160328		✓	Calculus: AP Calculus BC
	160359		✓	Calculus: IB Mathematics SL I
	160370		✓	Calculus: IB Mathematics SL II
	160360		✓	Calculus: IB Mathematics HL I
	160371		✓	Calculus: IB Mathematics HL II
	160504		✓	Calculus: DE - CMAT 2103 Applied Calculus
	160498		✓	Calculus: DE - CMAT 2113 Differential Calculus I
	160499		✓	Calculus: DE - CMAT 2116 Integral Calculus I
	160506		✓	Calculus: DE - CMAT 2113-5 Calculus I
	160507		✓	Calculus: DE - CMAT 2123-5 Calculus II
	160355		✓	Calculus: IB Further Mathematics
	061175		✓	AP Computer Science A <sup>1</sup>

<sup>1</sup> AP Computer Science A shall be used as either an elective, a math, or foreign language credit.

Science				
4 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	150301	✓		Biology I
	150321		✓	Biology I: DE - CBIO 1013 General Biology I
	150322		✓	Biology I: DE - CBIO 1033 General Biology I (Sci Majors)
1 Unit	150401	✓		Chemistry I
	150400		✓	Chemistry I: Honors
	150412		✓	Chemistry I: Gifted
	150413		✓	Chemistry I: DE - CCEM 1013 General Chemistry Survey I
	150414		✓	Chemistry I: DE - CCEM 1103 Chemistry I
	150415		✓	Chemistry I: DE - CCEM 1123 Chemistry I (Sci Majors)
2 Units from the following.				
No more than one course from each unit grouping will count towards the two unit requirement.				
1 Unit	150302	✓		Biology II
	150327		✓	Biology II: Gifted
	150307		✓	Biology II: AP Biology
	150305		✓	Biology II: IB Biology I
	150308		✓	Biology II: IB Biology II
	149993		✓	Biology II: Cambridge AICE - AS (Honors)
	150323		✓	Biology II: DE - CBIO 1013 General Biology I
	150324		✓	Biology II: DE - CBIO 1033 General Biology I (Sci Majors)
	150325		✓	Biology II: DE - CBIO 1023 General Biology II
	150326		✓	Biology II: DE - CBIO 1043 General Biology II (Sci Majors)
	150303		✓	Biology II: Honors
	150334	✓		Human Anatomy & Physiology
	150330		✓	Anatomy: DE - CBIO 2213 Human Anatomy & Physiology I
	150331		✓	Anatomy: DE - CBIO 2214 Human Anatomy & Physiology I (Lec/Lab)
	150332		✓	Anatomy: DE - CBIO 2223 Human Anatomy & Physiology II
	150333		✓	Anatomy: DE - CBIO 2224 Human Anatomy & Physiology II (Lec/Lab)
	149995		✓	Microbiology: DE - BIOL 2102 - General Microbiology
1 Unit	150402	✓		Chemistry II
	150416		✓	Chemistry II: Gifted
	150410		✓	Chemistry II: AP Chemistry
	150423		✓	Chemistry II: IB Chemistry I
	150411		✓	Chemistry II: IB Chemistry II
	150425		✓	Chemistry II: Cambridge AICE - AS (Honors)
	150417		✓	Chemistry II: DE - CCEM 1003 General, Organic and Biochemistry
	150418		✓	Chemistry II: DE - CCEM 1013 General Chemistry Survey I
	150419		✓	Chemistry II: DE - CCEM 1103 Chemistry I
	150420		✓	Chemistry II: DE - CCEM 1123 Chemistry I (Sci Majors)
	150421		✓	Chemistry II: DE - CCEM 1113 Chemistry II
	150422		✓	Chemistry II: DE - CCEM 1133 Chemistry II (Sci Majors)
	150424		✓	Chemistry II: Honors
	150505		✓	Organic Chemistry: DE - CCEM 2213 - Organic Chemistry I
1 Unit	150901	✓		Earth Science
	150909		✓	Earth Science: DE - CGEO 1103 Physical Geology
	150910		✓	Earth Science: DE - CGEO 1113 Historical Geology
1 Unit	150310	✓		Environmental Science
	312093	✓		Environmental Awareness
	150328		✓	Environmental Science: Honors
	150913		✓	Environmental Science: Gifted
1 Unit	150914		✓	Environmental Science: DE - CEVS 1103 Environmental Science
	150311		✓	Environmental Science: AP Environmental Science
	150312		✓	Environmental Science: IB Environmental Systems
1 Unit	150802	✓		Physical Science
	150915		✓	Physical Science: DE - CPHY 1023 Physical Science I
	110810	✓		Principles of Engineering
	110864	✓		(LSU Partnership) Principles of Engineering
	080109	✓		PLTW Principles of Engineering

Science				
4 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	010302	✓		Agriscience II <sup>2</sup>
1 Unit	150000 or 150700	✓		Physics I
	150699		✓	Physics: Honors
	150705		✓	Physics: Gifted
	149997	✓		Physics I: Cambridge IGCSE
	150724		✓	Physics: AP Physics I - Algebra Based
	150703		✓	Physics: IB Physics I
1 Unit	150725		✓	Physics: AP Physics II - Algebra Based
	150794		✓	Physics: AP Physics C - Electricity and Magnetism
	150795		✓	Physics: AP Physics C - Mechanics
	150704		✓	Physics: IB Physics II
	149999		✓	Physics II: Cambridge AICE - AS (Honors)
	150726		✓	Physics: DE - CPHY 2113 Physics I (Algebra/Trig Based)
	150727		✓	Physics: DE - CPHY 2114 Physics I (Lecture and Lab)
	150728		✓	Physics: DE - CPHY 2133 Physics I (Calculus Based)

<sup>2</sup> Agriscience I is a prerequisite for Agriscience II and is an elective course.

Social Studies				
4 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	220403	✓		U.S. History
	220409		✓	U.S. History: Honors
	220406		✓	U.S. History: Gifted
	220404		✓	AP U.S. History
	220405		✓	IB History of the Americas I
	220407		✓	U.S. History: DE - CHIS 2013 American History I
	220408		✓	U.S. History: DE - CHIS 2023 American History II
1 Unit	220502	✓		American Government
	220505		✓	Government: Honors
	220513		✓	Government: Gifted
	220501	✓		Civics (1st semester)
	220504	✓		Civics (2nd semester)
	220604		✓	Government: AP Government and Politics: Comparative
	220503		✓	Government: AP Government and Politics: United States
	220514		✓	Government: DE - CPOL 2013 Introduction to American Govt
	220515		✓	Government: DE - CPOL 2113 Introduction to State & Local Govt
	220516		✓	Government: DE - CPOL 2213 Introduction to Comparative Govt
2 Units from the following:				
No more than one course from each unit grouping will count towards the two unit requirement.				
1 Unit	220402	✓		Western Civilization
	220446		✓	Western Civilization: DE - CHIS 1013 Western Civilization I
	220447		✓	Western Civilization: DE - CHIS1023 Western Civilization II
	220410	✓		European History
	220449		✓	European History: Gifted
	220412		✓	European History: AP European History
	220453		✓	History (European): Cambridge AICE - AS (Honors)
1 Unit	220300	✓		World Geography
	220315		✓	World/Human Geography: Gifted
	220310		✓	World Geography: AP Human Geography
	220311		✓	World Geography: IB Geography
	220453		✓	Geography: Cambridge AICE - AS (Honors)
	220312		✓	World Geography: DE - CGRG 2113 World Regional Geography or DE-CGRC 2213 Physical Geography
1 Unit	220401	✓		World History
	220400		✓	World History: Honors
	220413		✓	World History: AP World History
	220414		✓	World History: IB World History
	220411		✓	World History: IB History of the Americas II
	220450		✓	World History: DE - CHIS 1113 World Civilization I
	220451		✓	World History: DE - CHIS 1123 World Civilization II
	220454		✓	History (International): Cambridge AICE - AS (Honors)
1 Unit	222009	✓		History of Religion
	222013		✓	History of Religion: DE - CPHL 2213 World Religions
1 Unit	220201	✓		Economics
	220606		✓	Economics: Gifted
	220603		✓	Economics: AP Macroeconomics
	220605		✓	Economics: AP Microeconomics
	220610		✓	Economics: IB Economics
	220517		✓	Economics: Cambridge AICE - AS (Honors)
	220202		✓	Economics: DE - CECN 2113 Economic Principles
	220608		✓	Economics: DE - CECN 2213 Macroeconomics
	220609		✓	Economics: DE - CECN 2223 Microeconomics
1 Unit	222004		✓	Psychology: AP Psychology
	225011		✓	Psychology: DE - CPSY 2013 Intro to Psychology <sup>3</sup>

<sup>3</sup> For Fall 2022 graduates and thereafter.

Social Studies				
4 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	220512	✓		African-American History <sup>4</sup>
	220511		✓	African-American History: DE – CHIS 2103 African American History <sup>4</sup>

<sup>4</sup> For Spring 2022 graduates and thereafter.

Foreign Language				
2 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
2 Units	123501	✓		Arabic I
	123502	✓		Arabic II
	123503	✓		Arabic III
	123504	✓		Arabic IV
	123507		✓	Arabic: IB Language ab initio
	123508		✓	Arabic: IB Language B
	123505		✓	Arabic: DE - CARB 1013/1014 Elementary Arabic I
	123506		✓	Arabic: DE - CARB 1023/1024 Elementary Arabic II
	123511		✓	Arabic Cambridge AICE - AS (Honors)
2 Units	121001	✓		French I
	121002	✓		French II
	121003	✓		French III
	121004	✓		French IV
	121009		✓	French III: Gifted
	121010		✓	French IV: Gifted
	121006		✓	French: AP French Language and Culture
	121007		✓	French: IB Language ab initio
	121008		✓	French: IB Language B
	120999		✓	French: Cambridge AICE - AS (Honors)
	121011		✓	French: DE - CFRN 1013/1014 Elementary French I
	121012		✓	French: DE - CFRN 1023/1024 Elementary French II
	121013		✓	French: DE - CFRN 2013/2014 Intermediate French I
	121014		✓	French: DE - CFRN 2023 Intermediate French II
2 Units	121101	✓		German I
	121102	✓		German II
	121103	✓		German III
	121104	✓		German IV
	121107		✓	German III: Gifted
	121108		✓	German IV: Gifted
	121106		✓	German: AP German Language and Culture
	121113		✓	German: IB Language ab initio
	121114		✓	German: IB Language B
	120115		✓	German: Cambridge AICE - AS (Honors)
	121109		✓	German: DE - CGRM 1013/1014 Elementary German I
	121110		✓	German: DE - CGRM 1023/1024 Elementary German II
2 Units	121601	✓		Latin I
	121602	✓		Latin II
	121603	✓		Latin III
	121604	✓		Latin IV
	121607		✓	Latin III: Gifted
	121608		✓	Latin IV: Gifted
	121606		✓	Latin: AP Latin
	121613		✓	Latin: IB Classical Language
	121609		✓	Latin: DE - CLTN 1013/1014 Elementary Latin I
	121610		✓	Latin: DE - CLTN 1023/1024 Elementary Latin II
	121611		✓	Latin: DE - CLTN 2013 Intermediate Latin I
	121612		✓	Latin: DE - CLTN 2023 Intermediate Latin II
2 Units	122501	✓		Spanish I
	122502	✓		Spanish II
	122503	✓		Spanish III
	122504	✓		Spanish IV
	122509		✓	Spanish III: Gifted
	122510		✓	Spanish IV: Gifted
	122506		✓	Spanish: AP Spanish Language and Culture

Foreign Language				
2 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
	122507		✓	Spanish: IB Language ab initio
	122508		✓	Spanish: IB Language B
	122498		✓	Spanish: IB Spanish IV
	122499		✓	Spanish: IB Spanish V
	122600		✓	Spanish: Cambridge AICE - AS (Honors)
	122601		✓	Spanish Literature: Cambridge AICE - AS (Honors)
	122511		✓	Spanish: DE - CSPN 1013/1014 Elementary Spanish I
	122512		✓	Spanish: DE - CSPN 1023/1024 Elementary Spanish II
	122513		✓	Spanish: DE - CSPN 2013/2014 Intermediate Spanish I
	122514		✓	Spanish: DE - CSPN 2023 Intermediate Spanish II
2 Units	123101	✓		Chinese I
	123102	✓		Chinese II
	123103	✓		Chinese III
	123104	✓		Chinese IV
	123108		✓	Chinese III: Gifted
	123109		✓	Chinese IV: Gifted
	123106		✓	Chinese: AP Chinese Language and Culture
	123110		✓	Chinese: IB Language ab initio
	123107		✓	Chinese: IB Language B
	123124		✓	Chinese: Cambridge AICE - AS (Honors)
2 Units	121401	✓		Italian I
	121402	✓		Italian II
	121403	✓		Italian III
	121404	✓		Italian IV
	121407		✓	Italian III: Gifted
	121408		✓	Italian IV: Gifted
	121406		✓	Italian: AP Italian Language and Culture
	121409		✓	Italian: IB Language ab initio
	121410		✓	Italian: IB Language B
2 Units	121501	✓		Japanese I
	121502	✓		Japanese II
	121503	✓		Japanese III
	121504	✓		Japanese IV
	121506		✓	Japanese III: Gifted
	121507		✓	Japanese IV: Gifted
	121505		✓	Japanese: AP Japanese Language and Culture
	121508		✓	Japanese: IB Language ab initio
	121509		✓	Japanese: IB Language B
	121510		✓	Japanese: Cambridge AICE - AS (Honors)
2 Units	121200	✓		Hindi I
	121201	✓		Hindi II
	121202	✓		Hindi III
	121203	✓		Hindi IV
2 Units	121700	✓		Portuguese I
	121701	✓		Portuguese II
	121702	✓		Portuguese III
	121703	✓		Portuguese IV
2 Units	123520	✓		Vietnamese I
	123521	✓		Vietnamese II
	123522	✓		Vietnamese III
	123523	✓		Vietnamese IV
2 Units	123530	✓		Korean I
	123531	✓		Korean II
	123532	✓		Korean III
	123533	✓		Korean IV

Foreign Language				
2 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
2 Units	122001	✓		Russian I
	122002	✓		Russian II
	122003	✓		Russian III
	122004	✓		Russian IV
2 Units	123301	✓		Hebrew I
	123302	✓		Hebrew II
	123303	✓		Hebrew III
	123304	✓		Hebrew IV
2 Units	123201	✓		Greek I
	123202	✓		Greek II
	123203	✓		Greek III
	123204	✓		Greek IV
2 Units	123456	✓		American Sign Language I
	123457	✓		American Sign Language II
2 Units	121150	✓		Indigenous Language I
	121151	✓		Indigenous Language II
2 Units	061175		✓	AP Computer Science A <sup>5</sup>
	061102	✓		Computer Science <sup>5</sup>
2 Units	121300	✓		Computer Coding as a Foreign Language I <sup>6</sup>
	121301	✓		Computer Coding as a Foreign Language II <sup>6</sup>

<sup>5</sup> For Fall grade 9 entry 2023-2024 students graduating in 2026-2027 and thereafter. AP Computer Science A may be used as either an elective, a math, or foreign language credit.

<sup>6</sup> For Fall grade 9 entry 2023-2024 graduating in 2026-2027 and thereafter. Computer Coding as a Foreign Language shall be aligned to a coding language approved by the Louisiana Workforce Commission to the Industry Based Certification State Focus List.

Art				
1 Unit Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	030501	✓		Art I
	030502	✓		Art II
	030503	✓		Art III
	030504	✓		Art IV
	110560	✓		Art: Drafting
	030596		✓	Art History: Gifted
	030597		✓	Art: AP Art History
	030595		✓	Art History: DE - CART 2103 Art History I
	030594		✓	Art History: DE - CART 2113 Art History II
	030514		✓	Studio Art Design: Talented Visual Arts I
	030515		✓	Studio Art Design: Talented Visual Arts II
	030516		✓	Studio Art Design: Talented Visual Arts III
	030517		✓	Studio Art Design: Talented Visual Arts IV
	030520		✓	Studio Art Design: DE - CART 1113 Art Structure/2-D Design
	030521		✓	Studio Art Drawing: DE - CART 2203 Beginning Drawing
	030509		✓	Art: AP Studio Art: 2-D Design
	030508		✓	Art: AP Studio Art: 3-D Design
	030519		✓	Art: AP Studio Art: Drawing
	030522		✓	Art: IB Visual Arts
	030360	✓		Applied Music
	030300	✓		Beginning Band
	190110	✓		Marching Band
	030310	✓		Beginning Choir
	030353	✓		Sectional Rehearsal
	030361	✓		Studio Piano I
	030362	✓		Studio Piano II
	030363	✓		Studio Piano III
	030480	✓		Studio Strings I
	030481	✓		Studio Strings II
	030482	✓		Studio Strings III
	030301	✓		Intermediate Band
	030311	✓		Intermediate Choir
	030439		✓	Music: Talented Choir: Intermediate
	030302	✓		Advanced Band
	030312	✓		Advanced Choir
	030440		✓	Music: Talented Choir: Advanced
	030320	✓		Beginning Orchestra
	030321	✓		Intermediate Orchestra
	030459		✓	Music: Talented Orchestra: Intermediate
	030322	✓		Advanced Orchestra
	030460		✓	Music: Talented Orchestra: Advanced
	030313	✓		Small Voice Ensemble
	030449		✓	Music: Talented Small Voice Ensemble II
	030303	✓		Wind Ensemble
	030304	✓		Jazz Ensemble
	030352	✓		Guitar Class
	030350	✓		Piano Class
	030341	✓		Music Theory I
	030342	✓		Music Theory II
	030318	✓		Music and Media
	030319	✓		Music and Technology
	030371		✓	Music: Talented Music I
	030372		✓	Music: Talented Music II
	030373		✓	Music: Talented Music III

Art				
1 Unit Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
	030374		✓	Music: Talented Music IV
	030365		✓	Music: IB Music I
	030366		✓	Music: IB Music II
	030332	✓		Fine Arts Survey
	030364		✓	Fine Arts Survey: AP Music Theory
	030590		✓	Fine Arts Survey: DE - CMUS 1013 Music Appreciation
	030591		✓	Fine Arts Survey: DE - CDNC 1013 Dance Appreciation
	030592		✓	Fine Arts Survey: DE - CART 1023 Introduction to Visual Arts
	030593		✓	Fine Arts Survey: DE - CART 1013 Exploring the Arts
	030600	✓		Dance I
	030621	✓		Dance II
	030631	✓		Dance III
	030641	✓		Dance IV
	030719		✓	Dance: IB Dance
	030700	✓		Theatre I
	030721	✓		Theatre II
	030731	✓		Theatre III
	030741	✓		Theatre IV
	030701	✓		Technical Theatre
	030702	✓		Theatre Design and Technology
	030710		✓	Theatre: Talented Theatre I
	030711		✓	Theatre: Talented Theatre II
	030712		✓	Theatre: Talented Theatre III
	030713		✓	Theatre: Talented Theatre IV
	030718		✓	Theatre: IB Theatre
	030709		✓	Theatre: Talented Introduction to Film Studies
	030706		✓	Theatre: IB Film Study I
	030707		✓	Theatre: IB Film Study II
	030708		✓	Theatre: IB Film Study III
	030715		✓	Theatre: DE - CTHE 2103 Acting I
	030716		✓	Theatre: DE - CTHE 2113 Acting II
	030717		✓	Theatre: DE - CTHE 1013 Introduction to Theatre
	030810	✓		Media Arts I
	030820	✓		Media Arts II
	030830	✓		Media Arts III
	030840	✓		Media Arts IV
	312400	✓		Photography I
	312405	✓		Photography II
	312414	✓		Digital Photography
	040241	✓		Digital Storytelling (LSU Partnership)
	080020	✓		Sound Design (LSU Partnership)
	080021	✓		Digital Image and Motion Graphics (LSU Partnership)
	110860	✓		Engineering Design and Development
	110861	✓		Engineering Design and Development (LSU Partnership)
	051103	✓		Speech III <sup>7</sup>
	051104	✓		Speech IV <sup>7</sup>

<sup>7</sup> Speech III and IV (1 Unit Combined).

Physical Education				
1.5 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	190105	✓		Physical Education I
	190100	✓		Adapted Physical Education I <sup>8</sup>
	170001	✓		JROTC I <sup>9</sup>
	170002	✓		JROTC II
	170003	✓		JROTC III
	170004	✓		JROTC IV
½ Unit	190106	✓		Physical Education II
	190097	✓		Adapted Physical Education II
	170001	✓		JROTC I
	170002	✓		JROTC II
	170003	✓		JROTC III
	170004	✓		JROTC IV
	190110	✓		Marching Band
	190113	✓		Extracurricular Sports
	190111	✓		Cheerleading
	190112	✓		Dance Team

Health Education				
.5 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
½ Unit	190500	✓		Health Education
2 Units	170001	✓		JROTC I <sup>9</sup>
	170002	✓		JROTC II

Electives <sup>10</sup>				
2 Units <sup>10</sup> Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
2 Units	Electives			

Financial Literacy <sup>11</sup>				
1 Unit Required <sup>11</sup>	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	160345	✓		Financial Literacy

TOPS University Diploma Minimum Course Requirements				
Total 24 Units				

<sup>8</sup> Adapted physical education restricted to eligible special education student

<sup>9</sup> In schools having approved Junior Reserve Officer Training Corps (JROTC) training, credits may, at the option of the local school board, be substituted for the required credits in physical education and JROTC I and II may be used to meet the health education requirement provided the following requirements are met. A minimum of 2000 minutes of instructional time shall be devoted to health education in JROTC I and in JROTC II. Students must take both JROTC I and JROTC II to meet the health education requirement. All of the standards and GLEs for health shall be covered in JROTC I and JROTC II. JROTC I and JROTC II shall include instruction in CPR, automated external defibrillators, and content relative to dating violence as required by state law

<sup>10</sup> For Fall grade 9 entry 2024-2025 and thereafter, 2 electives are required. For grade 9 entry prior to 2024-2025, 3 electives are required.

<sup>11</sup> For Fall grade 9 entry 2024-2025 and thereafter, financial literacy is required. For grade 9 entry prior to 2024-2025, financial literacy is not required.

**TOPS Tech**  
**(Career Diploma) Course Requirements**  
 For Incoming Freshmen Beginning Fall 2014

English				
4 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	120331	✓		English I
	120617	✓		English Language Part 1: Cambridge IGCSE
	120619	✓		English Literature Part 1: Cambridge IGCSE
1 Unit	120332	✓		English II
	120618	✓		English Language Part 2: Cambridge IGCSE
	120620	✓		English Literature Part 2: Cambridge IGCSE
<b>2 Units from the following:</b>				
No more than one course from each unit grouping will count towards the two unit requirement.				
2 Units	120336	✓		Business English
	120350	✓		Technical Writing
	120333	✓		English III
	120341		✓	English III: Honors
	120329		✓	English III: Gifted and Talented
	120325		✓	English III: AP English Language Arts and Composition
	120403		✓	English III: IB Literature
	120327		✓	English III: IB Language & Literature
	120404		✓	English III: IB Literature & Performance
	120601		✓	English III: DE - CENL 1013 English Composition I
	120602		✓	English III: DE - CENL 1023 English Composition II
	120603		✓	English III: DE - CENL 2153 American Literature I
	120604		✓	English III: DE - CENL 2163 American Literature II
	120605		✓	English III: DE - CENL 2173 Major American Writers
	120621		✓	English Language Part 1: Cambridge AICE - AS (Honors)
	120623		✓	Literature in English Part 1: Cambridge AICE - AS (Honors)
	120334	✓		English IV
	120342		✓	English IV: Honors
	120330		✓	English IV: Gifted and Talented
	120326		✓	English IV: AP English Literature and Composition
	120405		✓	English IV: IB Literature
	120328		✓	English IV: IB Language & Literature
	120406		✓	English IV: IB Literature & Performance
	120622		✓	English Language Part 2: Cambridge AICE - AS (Honors)
	120624		✓	Literature in English Part 2: Cambridge AICE - AS (Honors)
	120606		✓	English IV: DE - CENL 1013 English Composition I
	120607		✓	English IV: DE - CENL 1023 English Composition II
	120608		✓	English IV: DE - CENL 2103 British Literature I
	120609		✓	English IV: DE - CENL 2113 British Literature II
	120610		✓	English IV: DE - CENL 2123 Major British Writers
	120611		✓	English IV: DE - CENL 2203 World Literature I
	120612		✓	English IV: DE - CENL 2213 World Literature II
	120613		✓	English IV: DE - CENL 2223 Major World Writers
	120614		✓	English IV: DE - CENL 2303 Introduction to Fiction
	120615		✓	English IV: DE - CENL 2323 Introduction to Literature

	120616		✓	English IV: DE - CENL 2313 Introduction to Poetry and/or Drama
Note: Or comparable Louisiana technical college courses offered by Jump Start regional teams as approved by BESE				

Mathematics				
4 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	160321	✓		Algebra <sup>1</sup>
	160331	✓		Applied Algebra I
	160338	✓		Algebra I, Part 2 <sup>2</sup>
1 Unit	160323	✓		Geometry <sup>3</sup>
	160332	✓		Applied Geometry <sup>3</sup>
1 Unit	160345	✓		Financial Literacy <sup>4</sup>
1 Unit from the following:				
1 Units	160322	✓		Algebra II <sup>1</sup>
	160351	✓		Math Essentials
	165040	✓		Transition to College Mathematics
	040307	✓		Business Math
	165031	✓		Statistical Reasoning
	160375	✓		Algebra III
	160508	✓		Additional Math - Cambridge IGCSE
	160500		✓	Algebra III: DE - CMAT 1213 College Algebra
	160347	✓		Advanced Math - Functions and Statistics
	160346	✓		Advanced Math - Pre-Calculus
	160501		✓	Adv Math-Pre Calc: DE - CMAT 1223 Trigonometry
	160348	✓		Pre-Calculus
	160365		✓	Pre-Calculus: IB Math Studies I
	160502		✓	Pre-Calculus: DE - CMAT 1233 Algebra and Trigonometry
	160366		✓	Pre-Calculus: Honors
	160349	✓		Probability and Statistics
	160510		✓	Math 1 (Pure Math): Cambridge AICE - AS (Honors)
Note: Or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education.				

<sup>1</sup> Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for Algebra I, Geometry, and Algebra II.

<sup>2</sup> The elective course Algebra I - Part 1 is a prerequisite.

<sup>3</sup> For Fall grade 9 entry 2023-2024 and thereafter, Geometry is required. For grade 9 entry prior to 2023-2024, students must take three additional Math courses of which Geometry is an option.

<sup>4</sup> For Fall grade 9 entry 2024-2025 and thereafter, Financial Literacy is required. For grade 9 entry prior to 2024-2025, students must take four units of math, of which Financial Math is an option.

Science				
2 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	150301	✓		Biology I
	150321		✓	Biology I: DE - CBIO 1013 General Biology I
	150322		✓	Biology I: DE - CBIO 1033 General Biology I (Sci Majors)
1 Unit	150401	✓		Chemistry I
	150412		✓	Chemistry I: Gifted and Talented
	150413		✓	Chemistry I: DE - CCEM 1013 General Chemistry Survey I
	150414		✓	Chemistry I: DE - CCEM 1103 Chemistry I
	150415		✓	Chemistry I: DE - CCEM 1123 Chemistry I (Sci Majors)
	150400		✓	Chemistry I: Honors
	150901	✓		Earth Science
	150909		✓	Earth Science: DE - CGEO 1103 Physical Geology
	150910		✓	Earth Science: DE - CGEO 1113 Historical Geology
	150310	✓		Environmental Science
	150913		✓	Environmental Science: Gifted and Talented
	150311		✓	Environment Science: AP Environmental Science
	150312		✓	Environmental Science: IB Environmental Systems
	150914		✓	Environmental Science: DE - CEVS 1103 Environmental Science
	150328		✓	Environmental Science: Honors
	150802	✓		Physical Science
	150915		✓	Physical Science: DE - CPHY 1023 Physical Science I
	110810	✓		Principles of Engineering
	110864	✓		(LSU Partnership) Principles of Engineering
	080109	✓		PLTW Principles of Engineering
	010302	✓		Agriscience II <sup>5</sup>
	150307		✓	Biology II: AP Biology
	150305		✓	Biology II: IB Biology I
	150308		✓	Biology II: IB Biology II
	149993		✓	Biology II: Cambridge AICE - AS (Honors)
	150410		✓	Chemistry II: AP Chemistry
	150423		✓	Chemistry II: IB Chemistry I
	150411		✓	Chemistry II: IB Chemistry II
	150425		✓	Chemistry II: Cambridge AICE - AS (Honors)
	150000	✓		Physics I
	149997	✓		Physics I: Cambridge IGCSE
	149999		✓	Physics II: Cambridge AICE - AS (Honors)
	150724		✓	Physics: AP Physics I - Algebra Based
	150725		✓	Physics: AP Physics II - Algebra Based
	150703		✓	Physics: IB Physics I
	150704		✓	Physics: IB Physics II
	150794		✓	Physics: AP Physics C - Electricity and Magnetism
	150795		✓	Physics: AP Physics C - Mechanics

<sup>5</sup> The elective course Agriscience I is a prerequisite.

Social Studies				
2 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	220403	✓		U.S. History
	220409		✓	U.S. History: Honors
	220406		✓	U.S. History: Gifted
	220404		✓	AP U.S. History
	220405		✓	IB History of the Americas I
	220407		✓	U.S. History: DE - CHIS 2013 American History I
1 Unit	220408		✓	U.S. History: DE - CHIS 2023 American History II
	220502	✓		American Government
	220505		✓	Government: Honors
	220513		✓	Government: Gifted
	220501	✓		Civics (1st semester)
	220504	✓		Civics (2nd semester)
	220604		✓	Government: AP Government and Politics: Comparative
	220503		✓	Government: AP Government and Politics: United States
	220514		✓	Government: DE - CPOL 2013 Introduction to American Govt
	220515		✓	Government: DE - CPOL 2113 Introduction to State & Local Govt
	220516		✓	Government: DE - CPOL 2213 Introduction to Comparative Govt

Physical Education				
1.5 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
1 Unit	190105	✓		Physical Education I
	190100	✓		Adapted Physical Education I <sup>6</sup>
	170001	✓		JROTC I <sup>7</sup>
	170002	✓		JROTC II
	170003	✓		JROTC III
	170004	✓		JROTC IV
½ Unit	190106	✓		Physical Education II
	190097	✓		Adapted Physical Education II
	170001	✓		JROTC I
	170002	✓		JROTC II
	170003	✓		JROTC III
	170004	✓		JROTC IV
	190110	✓		Marching Band
	190113	✓		Extracurricular Sports
	190111	✓		Cheerleading
	190112	✓		Dance Team

Health Education				
.5 Units Required	Course Code	TOPS		Course Title
		4 Point Scale	5 Point Scale	
½ Unit	190500	✓		Health Education
2 Units	170001	✓		JROTC I <sup>8</sup>
	170002	✓		JROTC II

Electives				
3 Units Required	Course Code	TOP5		Course Title
		4 Point Scale	5 Point Scale	
9 Units	Jump Start course sequence, workplace experiences and approved credentials (a minimum of one industry-based credential is required for graduation).			

TOPS TECH Diploma Minimum Course Requirements				
Total 23 Units				

<sup>6</sup> Adapted physical education restricted to eligible special education students.

<sup>7</sup> In schools having approved Junior Reserve Officer Training Corps (JROTC) training, credits may, at the option of the local school board, be substituted for the required credits in physical education.

<sup>8</sup> JROTC I and II may be used to meet the health education requirement provided the following requirements are met. A minimum of 2000 minutes of instructional time shall be devoted to health education in JROTC I and in JROTC II. Students must take both JROTC I and JROTC II to meet the health education requirement. All of the standards and GLEs for health shall be covered in JROTC I and JROTC II. JROTC I and JROTC II shall include instruction in CPR, automated external defibrillators, and content relative to dating violence as required by state law.

## Appendix E: LDOE 2024-2025 Third Grade Promotion Guidance & Related Documents

[https://www.louisianabelieves.com/docs/default-source/students-with-disabilities/third-grade-promotion-guidance.pdf?sfvrsn=e2566e18\\_2](https://www.louisianabelieves.com/docs/default-source/students-with-disabilities/third-grade-promotion-guidance.pdf?sfvrsn=e2566e18_2)

[https://louisianabelieves.com/docs/default-source/literacy/third-grade-literacy-family-letter-docx-\(1\).pdf?sfvrsn=802f6e18\\_4](https://louisianabelieves.com/docs/default-source/literacy/third-grade-literacy-family-letter-docx-(1).pdf?sfvrsn=802f6e18_4)

[https://louisianabelieves.com/docs/default-source/literacy/3rd-grade-literacy-proficiency---act-422-flyer.pdf?sfvrsn=6a216e18\\_2](https://louisianabelieves.com/docs/default-source/literacy/3rd-grade-literacy-proficiency---act-422-flyer.pdf?sfvrsn=6a216e18_2)



### Third Grade Promotion Guidance

#### Description

Act 422 of the 2023 Legislative Session enacted R.S. 17:24.11 to prohibit promotion to fourth grade if a student scores at the lowest level of the literacy screener. This policy only applies to students in traditional public schools. Public charters are not included.

#### Assessment

- Amplify's DIBELS 8th literacy screener.
- Promotion is based on scoring higher than *well below* on the **composite score**.

#### End-of-Year Measures and Cut Scores

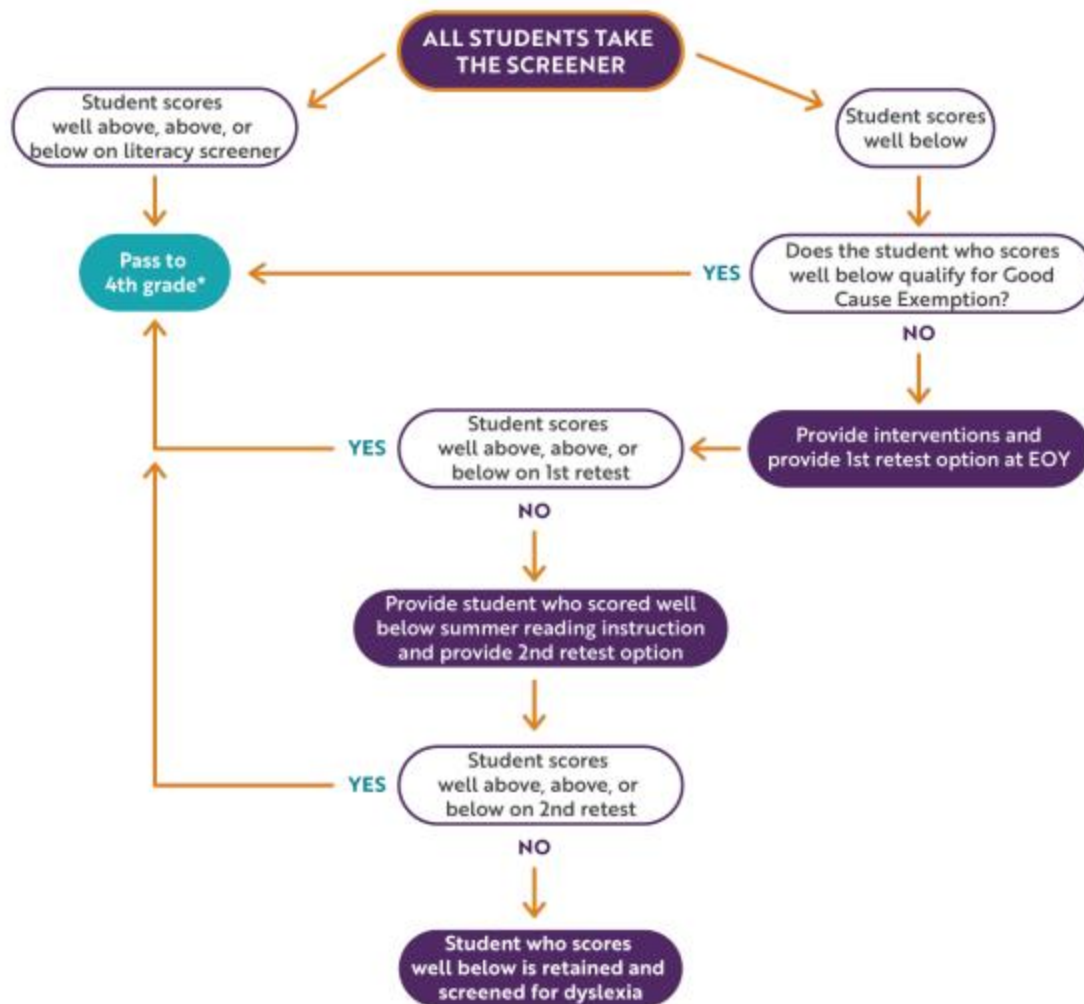
Measure	Well Above	Above	Below	Well Below
Composite	467+	442-466	424-441	200-423
Nonsense Word Fluency (Correct Letter Sounds)	141+	105-140	80-104	0-79
Nonsense Word Fluency (Words Recoded Correctly)	45+	31-44	24-30	0-23
Word Reading Fluency	70+	55-69	47-54	0-46
Oral Reading Fluency (Words Correct)	136+	114-135	96-113	0-95
Oral Reading Fluency (Accuracy)		96+	91-95	0-90
Maze	22.5+	15.5-22	12-15	0-11.5

#### Timeline

Students are given three opportunities to score above *well below*.

- EOY benchmark in April
- Second opportunity at end of May
- Third opportunity after optional summer learning opportunity

### Decision Making Flowchart



\*Passed for this requirement only. Local pupil progression determines other promotion requirements, such as grades and absenteeism.

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### Good Cause Exemption

All third grade students must be assessed using the approved literacy screener. A third grade student with scores on the literacy screener that fall within the lowest achievement level may be promoted to the fourth grade through a good-cause exemption. To qualify for a good-cause exemption one of the following conditions should be met. For the purposes of this Section, intensive reading intervention includes targeted intervention in a small group with progress monitoring documented through an individual reading improvement plan.

- A student with Limited English Proficiency who has been enrolled in an English language assistance program for fewer than two years. If a student comes from out of state and was in an English language assistance program, then those years count.
- An Individualized Education Program (IEP) indicates that the screener is not appropriate for the student with a disability for the purpose of retention. (For more information, see the [Individualized Education Program \(IEP\) Team Decision-Making Guidelines for Assessment Accommodations](#).)
- A student's Individualized Education Program or Section 504 Plan reflects that intensive reading intervention has been received for two years. The IEP or 504 Plan must include a reading goal.
- A student with an Individualized Education Program or Section 504 Plan was previously retained in kindergarten, first, or second grade.
- A student who has not met [Bulletin 1508](#) eligibility criteria as a student with an exceptionality, has been previously retained in kindergarten, first, second, or third grade, **and** has received intensive evidence-based structured literacy intervention for two or more years. Intervention should be documented through an individual reading improvement plan.

Please note that intensive reading intervention includes targeted intervention in a small group with progress monitoring documented through an individual reading improvement plan.

- A student has been diagnosed with dyslexia as documented on an IEP or 504 Plan with accompanying supporting documents or medical diagnosis documentation. This does not include students with characteristics of dyslexia.
- A student demonstrates an acceptable level of proficiency on a BESE-approved alternative standardized assessment. (Alternative assessments will be presented for BESE approval upon recommendation of LDOE.)
- A student, including a student who receives accommodations, who has scores in the Mastery achievement level on the English Language Arts section of the LEAP 2025 assessment.

Note: Regardless of a student qualifying for a good-cause exemption, literacy screening, intervention, and progress monitoring should continue.

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### Good Cause Exemption Questions

If the answer is yes to any of the following questions, then the student falls under the Good Cause Exemption rule.

1. I am a regular education student.
  - a. Has the student been previously retained in kindergarten through grade three **and** has received two years of intensive reading intervention as documented through an individual reading improvement plan?
  - b. Did the student score Mastery on the third grade LEAP ELA portion?
2. I am a student with an IEP or 504 plan.
  - a. Has the student been previously retained in kindergarten through grade three **and** has received two years of intensive reading intervention as documented through an individual reading improvement plan?
  - b. Does the student's IEP indicate that the literacy screener is not appropriate for the student?
  - c. Does the student have an IEP or 504 Plan with a reading goal and has received two years of intensive reading intervention as documented through an individual reading improvement plan?
  - d. Has the student been diagnosed as a student with dyslexia (not characteristics of dyslexia)?
  - e. Did the student score Mastery on the third grade LEAP ELA portion?
3. I am an English Learner.
  - a. Has the student been enrolled in an English language assistance program for fewer than two years?
  - b. Has the student been previously retained in kindergarten through grade three **and** has received two years of intensive reading intervention as documented through an individual reading improvement plan?
  - c. Did the student score Mastery on the third grade LEAP ELA portion?
4. I am a student with Dyslexia.
  - a. Has the student been diagnosed as a student with dyslexia (not characteristics of dyslexia)?
  - b. Did the student score Mastery on the third grade LEAP ELA portion?
  - c. Has the student been previously retained in kindergarten through grade three **and** has received two years of intensive reading intervention as documented through an individual reading improvement plan?

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### Dyslexia Screening

A student who does not score above the lowest achievement level on the literacy screener after three attempts shall be screened for dyslexia and shall not be promoted to the fourth grade unless promoted for good cause.

If a dyslexia screening indicates that the student is at-risk for dyslexia, an immediate referral should be made to the School Building Level Committee (SBLC) to obtain parent permission to initiate the preliminary gathering of data and a review. SBLC members on committees reviewing data for a student who is identified as at-risk for dyslexia should include a teacher of the student identified for review, a speech-language pathologist, educational diagnostician, dyslexia practitioner, dyslexia therapist, and/or a person trained in the identification of dyslexia, a principal or their designee, and a parent or guardian. The SBLC will determine if relevant data indicates the need for further action that may include: additional assessment; continuation of specialized instructional interventions and progress monitoring; development of a 504 Plan to provide classroom accommodations; referral to pupil appraisal for support services or for an evaluation to determine eligibility for special services as provided by IDEA; or return to the the regular classroom without further strategies or interventions.

### Excessive Absenteeism

Regardless of the number of absences, third grade students are held to this requirement. School personnel should work with families to communicate attendance policies and inform them of the requirement to score above *well below* on the end-of-year literacy screener.

### Family Communication

Family communication is essential. Schools should share information about Act 422 with families at the beginning of the school year, as well as after each benchmark. It is recommended that schools have families sign the Family Information Letter as documentation they have received the information.

- [Third Grade Promotion Family Information Letter](#)
- [Third Grade Promotion Flyer](#)

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## Teacher Resources

The following resources are available in the [Louisiana Literacy Library](#):

**LIFT:** A foundational skills diagnostic assessment and a library of resources to assist teachers in addressing gaps in foundational skills for students in grades 3+.

**FIRE:** An advanced foundational skills curriculum for students in grades 3-5 that provides instruction in advanced spelling patterns, grammar, and morphology.

**K-2 Teacher Science of Reading PD Series:** Provides an overview of the science of reading for teachers in grades K-2.

**Literacy Leader PD Series:** Provides an overview of the science of reading and strategies for school literacy leaders.

**K-2 Writing PD Series:** Provides information on effective writing instruction in grades K-2.

**3-12 Literacy Support PD Series:** Provides information on literacy support for students in grades 3-12.

**Paraprofessional and Support Staff PD Series:** Provides information on the science of reading geared at paraprofessionals and support staff, including how they can support that work.

**FUEL:** These fluency supports aligned to ELA Guidebooks 3-5 (2022) are used to provide targeted individualized support to students during small-group instruction.

### Louisiana Revised Statute 24.11

Act 422 of the 2023 Regular Legislative Session mandates that students in traditional public schools must meet specific literacy proficiency standards to be promoted to the fourth grade.

## THIRD GRADE LITERACY PROFICIENCY

*Third grade is crucial for literacy growth as students transition from learning to read to reading to learn across subjects. Research suggests that students who are not proficient by this grade often face ongoing academic challenges, leading to higher dropout rates and fewer students prepared for college and careers. Therefore, boosting proficiency and closing achievement gaps in third grade are primary goals in our Louisiana public schools.*



LOUISIANA DEPARTMENT OF  
**EDUCATION**



### What is required for third grade promotion?

Third-grade students in the traditional public schools must achieve a composite score that is above the well below level on the literacy screener, DIBELS 8th.

### What is DIBELS 8th?

DIBELS 8th assesses various literacy skills including phonemic awareness, alphabetic principle, accuracy, fluency with connected text, and reading comprehension.

### Assessment Timeline

Students will be provided three opportunities to demonstrate proficiency.

- First opportunity at the end-of-year (EOY) benchmark in April
- Second opportunity at the end of May
- Third opportunity after optional summer learning program

### How can parents be proactive about their child's literacy development?

- Contact your child's teacher to discuss the results of the DIBELS 8th literacy screener as well as the resources and services available for your child.
- Learn ways on how you can support your child's literacy development at home.

### Want to help your child become strong readers?

Explore the Louisiana Literacy Library.  
Use your phone to scan the QR code below.





Date: \_\_\_\_\_

Dear Parents and Guardians,

As part of our ongoing commitment to providing a high-quality education for all students in Louisiana, we want to inform you about an important policy affecting third-grade students' promotion to the fourth grade.

#### **Importance of Reading Proficiency in Third Grade**

The third grade is a critical phase for literacy development as it marks the shift in the purpose of reading from applying basic reading skills to using reading as a tool for learning across all subjects). Research suggests that students who do not achieve proficient reading levels by the end of third grade are more likely to have ongoing difficulties in school, resulting in increased dropout rates and fewer students prepared for college and careers. Thus, improving proficiency rates and narrowing the achievement gap in third grade are prioritized in our public schools.

#### **Louisiana Revised Statute 24.11**

The Louisiana Legislature has enacted Act 422 of the 2023 Regular Legislative Session, which mandates that students in traditional public schools must meet specific literacy proficiency standards to be promoted to the fourth grade. Third-grade students who achieve a **well below composite score** on the DIBELS 8<sup>th</sup> literacy screener will **not** be promoted to the next grade level. Additionally, please note that third-grade students must also satisfy the requirements for promotion based on your local school system's pupil progression, including but not limited to passing grades and attendance.

#### **Literacy Screening**

The DIBELS 8th assessment will serve as the literacy screening tool to assess the literacy proficiency of third-grade students. DIBELS 8th evaluates various aspects of literacy, including phonemic awareness, alphabetic principles, accuracy, and fluency with connected text, as well as reading comprehension. The **composite score** provides a comprehensive measure of the students' literacy abilities. This screening tool not only meets legislative mandates but also aims to provide necessary support and resources to help each student succeed academically.



To ensure that every student has a fair opportunity to demonstrate readiness for fourth grade, there are three established assessment opportunities for students:

1. End-of-Year (EOY) benchmark in April
2. Second opportunity at the end of May
3. Third opportunity after optional summer learning program

### **Support and Resources**

We understand that retention is a crucial decision, and we are committed to supporting every student in reaching their full potential. Additional information about the requirements, resources, and services will be provided by your child's school. Resources can also be accessed through the Louisiana Literacy Family Library; you can scan the QR code for more details. If you have any questions or concerns about your child's reading progress, please do not hesitate to contact your child's teacher. We are dedicated to supporting you and your child throughout this process.



Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal (or designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix F: Individual Academic Support Plan Guidance & Template



# Individual Academic Support Plan

Guidance Document for Teachers and Leaders.

### Purpose

The purpose of the Individual Academic Support Plan (IASP) is to create a single student plan for academic support in literacy and mathematics and shall be created by the teacher, principal, other pertinent personnel, and the parent or legal guardian. This single plan replaces the Individual Academic Improvement Plan and further meets the requirements of the following plans:


- Expanded Academic Support Plan (R.S. 17:100.13) - Required for students in kindergarten through 5th grade performing below mastery on any statewide numeracy or literacy assessment. This is also known as a student's high dosage tutoring plan.
- Individual Reading Improvement Plan and Literacy Improvement Plan (R.S. 17:24.10)- Required for students in kindergarten through third grade that score below grade level on the literacy screener. Beginning with the 2025-2026 school year, any retained third grade student or fourth grade student who was promoted to fourth grade through a good-cause exemption shall also receive literacy interventions (R.S. 17:24:11).
- Numeracy Improvement Plan (R.S. 17:24.10) - Required for students in kindergarten through third grade that score below grade level on the numeracy screener.

### Steps to Complete IASP

1. Complete student information.
2. Identify what students are eligible for an IASP.
  - a. For Kindergarten through third grade students, any student below proficiency on the literacy or numeracy screener should receive an IASP. Please note that until LDOE releases a state-wide numeracy screener, schools should use their own numeracy screener or curriculum-embedded diagnostic to determine eligibility.
  - b. For fourth and fifth grade students, any student scoring below Mastery on LEAP ELA or Math.

3. Attach the data report to this plan showing eligibility. This can include the DIBELS Student Report, LEAP Student Report, and/or Other Data Sources.
4. Complete Section A for literacy and numeracy if applicable. There are two requirements for K-3 students scoring below proficiency: interventions and high-dosage tutoring. These both have their own requirements and should both be met. The plan should include the skills addressed, the frequency of the interventions/tutoring sessions, who will conduct the interventions/tutoring sessions, and the materials being used. If you are conducting interventions that meet the requirements of high-dosage tutoring, then students do not need to receive both. **However, please note that high-dosage tutoring only requires a 10 week plan; interventions should be conducted until the student is proficient. Also, if the student is in a highly-effective teacher's classroom, they are not required to receive high-dosage tutoring, but should still receive interventions.**
  - a. Interventions - Students should be provided with direct, explicit interventions based on individual needs using high-quality instructional materials. Progress monitoring should occur. **This shall continue until screening shows the student is proficient.**
  - b. High-Dosage Tutoring - Students shall be provided with one of the following:
    - i. Students are placed in the class of a highly effective teacher in that identified content area.
    - ii. Students receive high-dosage tutoring. This requires that the tutoring should:
      1. begin no later than 30 days after the student is identified as eligible or 30 days after school starts for students identified during the summer.
      2. include direct instruction, utilize formative assessments throughout the school year, and align with Tier I instruction and grade-level content.
      3. persist over a period of at least 10 weeks.
      4. take place at least 3 times a week.
      5. last for approximately 30 minutes per session (or less if developmentally appropriate).
      6. consist of groups of no more than 4 students.
      7. be led by a consistent tutor or small group of tutors.
      8. be embedded within the school day.
      9. be provided in person or virtually.
      10. utilize materials on the LDOE's approved curriculum list, including materials created or provided by the LDOE.

5. For Section A in both Literacy and Numeracy, policy requires families to be informed about activities they can do to support extended learning at home. Teachers should attach the DIBELS Home Connect Report, resources found under the [Families Literacy Pillar](#), resources found under the [Families Math Pillar](#), family resources connected to high-quality instructional materials, or Zearn Family resources.
6. Complete Section B for literacy and numeracy if applicable. Fourth and fifth grade students scoring below Mastery on LEAP ELA or Math must receive high-dosage tutoring. If placed in a highly-effective teacher's class, then this plan is not required. The plan should include the skills addressed, the frequency of the tutoring sessions, who will conduct the interventions/tutoring sessions, and the materials being used.
- a. High-Dosage Tutoring - Students shall be provided with one of the following:
- Students are placed in the class of a highly effective teacher in that identified content area.
  - Students receive [high-dosage tutoring](#). This requires that the tutoring should:
    - begin no later than 30 days after the student is identified as eligible or 30 days after school starts for students identified during the summer..
    - include direct instruction, utilize formative assessments throughout the school year, and align with Tier I instruction and grade-level content.
    - persist over a period of at least 10 weeks.
    - take place at least 3 times a week.
    - last for approximately 30 minutes per session (or less if developmentally appropriate).
    - consist of groups of no more than 4 students.
    - be led by a consistent tutor or small group of tutors.
    - be embedded within the school day.
    - be provided in person or virtually.
    - utilize materials on the LDOE's approved curriculum list, including materials created or provided by the LDOE.
7. Families should be informed throughout the school year the progress their child is making. Identify the date of the next screening. This may be a middle-of-the-year screener, benchmarks, progress monitoring data, and/or curriculum-embedded assessments.

- 
8. Obtain signatures upon completion of the plan. Families should receive a copy, including attachments.
  9. Implement Plan.

# Individual Academic Support Plan

## Purpose

The purpose of the Individual Academic Support Plan is to create a single student plan for academic support in literacy and numeracy and shall be created by the teacher, principal, other pertinent personnel, and the parent or legal guardian. (State Statutes: R.S. 17:100.13, R.S. 17:24:11, R.S. 17:24:10).

## Student Information

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School Year: \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

## Other Student Identifiers:

English Language Learner  
504  
1508/SPED

## Signatures:

Teacher(s): \_\_\_\_\_

Principal (or designee): \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

Other (if applicable): \_\_\_\_\_ Role: \_\_\_\_\_

Date of Plan: \_\_\_\_\_ Date of Next Screening: \_\_\_\_\_



## Literacy

**Complete Section A** for Kindergarten through third grade students who scored below grade level on the literacy screener. Literacy screener data report is attached.

**Complete Section B** for fourth or fifth grade students who scored below mastery on the LEAP ELA assessment. LEAP Student Report is attached.

### Section A

- Evidence-based literacy intervention/high-dosage tutoring plan:

Services provided by: \_\_\_\_\_

Skills addressed: \_\_\_\_\_

Frequency of sessions: \_\_\_\_\_

Materials used: \_\_\_\_\_

- Strategies families can do at home: See attached.

### Section B:

- Student is provided with high-dosage literacy tutoring. The plan is described below.

Services provided by: \_\_\_\_\_

Skills addressed: \_\_\_\_\_

Frequency of sessions: \_\_\_\_\_

Materials used: \_\_\_\_\_



## Numeracy

**Complete Section A** for Kindergarten through third grade students who scored below grade level on the numeracy screener. Numeracy screener data report is attached.

**Complete Section B** for fourth or fifth grade students who scored below mastery on the LEAP Math assessment. LEAP Student Report is attached.

### Section A

- Evidence-based numeracy intervention/high-dosage tutoring plan:

Services provided by: \_\_\_\_\_

Skills addressed: \_\_\_\_\_

Frequency of sessions: \_\_\_\_\_

Materials used: \_\_\_\_\_

- Strategies families can do at home: See attached.

### Section B:

- Student is provided with high-dosage math tutoring. The plan is described below.

Services provided by: \_\_\_\_\_

Skills addressed: \_\_\_\_\_

Frequency of sessions: \_\_\_\_\_

Materials used: \_\_\_\_\_

## Appendix G: LDOE 9<sup>th</sup> Grade Transition Policy Guidance

[https://louisianabelieves.com/docs/default-source/policy/transitional-9th-grade-policy-guidance.pdf?sfvrsn=8ceb6718\\_14](https://louisianabelieves.com/docs/default-source/policy/transitional-9th-grade-policy-guidance.pdf?sfvrsn=8ceb6718_14)



### Transitional 9<sup>th</sup> Grade Promotion Policy Guidance 2024-2025

The 9<sup>th</sup> grade transition is a critical time for high school students, often determining the likelihood of graduation; nearly 40% of overage 8<sup>th</sup> graders who are retained subsequently drop out of school. It is critical to acknowledge that struggling students need support beyond academic remediation. Struggling students need multi-faceted, intensive and customized support in all areas to achieve social, emotional, and academic progress.

As schools seek to address the challenges of 9<sup>th</sup> grade transition, it is critical to (a) ensure a smooth, well-planned transition for all students and (b) plan proper supports for struggling students who need additional academic remediation.

The document helps counselors (a) support school-wide student planning throughout Individual Graduation Plans and (b) implement Transitional 9<sup>th</sup> Grade for appropriate students. The following items are included to assist with Transitional 9<sup>th</sup> Grade Implementation:

- [Transitional 9<sup>th</sup> Grade Key Policies](#)
- [Step 1: Identify Students](#)
- [Step 2: Determine Placement of Non-Proficient Students](#)
- [Step 3: Plan for Student Support](#)
- [Step 4: Select Appropriate Curriculum](#)
- [Counselor Tools and Supports](#)
- [Accountability Implications](#)

#### TRANSITIONAL 9<sup>th</sup> GRADE KEY POLICIES

Policy contained in Bulletin 1566, [Pupil Progression Plan Guidance](#), allows placement of students who are unable to meet the standard of proficiency in 8<sup>th</sup> grade in transitional 9<sup>th</sup> grade to improve the likelihood of high school graduation by providing the necessary remediation in a high school setting. The highlights of the transitional 9<sup>th</sup> grade policy include:

##### **Support for Students**

LEAs shall offer, at no cost, extended, on grade level instruction through summer remediation to students who, based on a preponderance of evidence of student learning, are considered to be academically struggling, did not take the spring LEAP tests, and failed to meet the passing standard set forth in §701 and §703 of the bulletin 1566. The LEA shall provide transportation to and from the assigned LEAP remediation summer site(s) from, at a minimum, a common pick-up point.

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<sup>1</sup>Students with disabilities who meet the eligibility criteria in Act 833 of the 2014 Legislative Session will have promotion decisions determined by their IEP team. More information on high school special education policies may be found in [this document](#) the conclusion of the prior school year, the local superintendent of that LEA shall provide a written justification to the state superintendent.

**Local Decision-making:** Placement in transitional 9<sup>th</sup> grade shall be at the discretion of the school where the student was enrolled in 8<sup>th</sup> grade. Schools are highly encouraged to use the transitional 9<sup>th</sup> grade placement option as data show that students placed on a high school campus are more likely to become high school graduates. The School Building Level Committee (SBLC)<sup>1</sup> at the sending school will review data such as standardized test scores, past coursework and student behavioral data to determine the most appropriate setting for each student. The SBLC team must consist of a school counselor, administrator, teachers familiar with the student and the student's guardian. Each LEA shall enroll students placed in transitional 9<sup>th</sup> grade, subject to any approved school admission requirements.

BESE Approved Language from Bulletin 1566, Pupil Progression Policies and Procedures:

*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.*

**Inclusion in High School Graduation Cohort:** Students placed in transitional 9<sup>th</sup> grade are considered 8<sup>th</sup> graders for accountability purposes and are not included in the high school graduation cohort during their first year on the high school campus. These students can enroll in high school-level classes, including career education courses, which parents and schools deem appropriate (i.e. the student is capable of successfully passing the course). LEAP 2025 scores earned by students in transitional 9<sup>th</sup> grade shall be transferred or banked in the same manner as students who take LEAP 2025 exams in middle school. T9 students are not placed in a high school graduation cohort in their T9 year; however, students will be eligible to graduate when they meet all graduation requirements regardless of the number of years they have been enrolled in high school.

Students who have been outside a traditional public school setting for one calendar year may be placed in transitional 9<sup>th</sup> grade as long as they have never been enrolled previously in 9<sup>th</sup> grade. The LEA determines appropriate placement in ninth grade or transitional ninth grade for students who transfer to the LEA from another state or country, no later than October 1 of each school year.

LEAs shall address how they will make transitional 9th grade placement decisions, as well as address remediation, in their Pupil Progression Plans.

## STEP-BY-STEP PLANNING GUIDE

### STEP 1: Identify Students

Identify eligible T9 students and the areas in which they are proficient or non-proficient. LEAs will determine appropriate placement criteria. Based on a review of local Pupil Progression Plans, most LEAs are basing these decisions on the following data points:

- Benchmark assessments
- Performance on classroom assessments
- Course grades
- Student growth

- IEP goals
- Attendance

## **STEP 2: Determine Placement of Non-Proficient Students**

The initial decision to place a student in the Transitional 9<sup>th</sup> Grade or to retain a student in the 8<sup>th</sup> grade shall be at the discretion of the local school or school system where the student was enrolled in 8<sup>th</sup> grade. However, schools are highly encouraged to make such placements, as data show that students placed on a high school campus are less likely to drop out. The School Building Level Committee (SBLC) at the middle school will review standardized test scores, past coursework, and student behavioral data to determine the most appropriate setting for each student.

### **Data indicators for student placement include:**

- 1) 8<sup>th</sup> grade assessment results (if available)
- 2) Student growth data and/or results from a teacher's SLT process
- 3) Results of benchmark assessments rated as Tier 1 or 2 through the Instructional Materials Review process and/or the state released ELA and math practice tests
- 4) Performance results on classroom assessments aligned to the state academic standards (e.g. unit assessments from Tier 1 curricula)
- 5) IEP goals
- 6) Course grades
- 7) attendance
- 8) Student graduation support profile

### **Student Profile Considerations (Employment, Career Inventory, Transient)**

- **Employment Considerations**
  - Readiness
    - Does the student have the necessary skills?
  - Interests -
    - Knowing what students find worthy of their time and their hobbies outside of school go a long way in establishing rapport and in building a higher interest level in subject matter.
  - Anecdotal Information
    - Offers important considerations about students in terms of their strengths and concerns.
- **Career Inventory Considerations**
  - Career interest inventories typically describe or illustrate (often with pictures and videos) many occupations and job tasks and ask youth to rate how much they would enjoy doing each job or task.
  - By rating their level of interest in a wide range of occupations, these inventories help young people recognize their predominant interests and preferences.
  - Career interest inventories can be used in school classes, in afterschool and community youth programs, in workforce development programs, and at home.
  - Explore free career interest inventory tools that youth can access on the Internet.
  - Adapt methods and materials to suit individual youth needs.
  - Use the career interest inventory results as a starting point for engaging youth in exploration

- and planning for careers and postsecondary education.
- **Transient Considerations**
  - Provide solid transition programs for mobile students
  - Include administrative procedures that increase the overall quality of the school
  - Implement flexible classroom strategies
  - Incorporate collaborative support and effective communication

### **STEP 3: Plan for Student Support**

Create a customized counseling structure (e.g., a support team) to support each Transitional 9<sup>th</sup> Grade student. The [National College Attainment Network \(NCAN\)](#) provides [an advisor training module](#) for school counselors to create a comprehensive [early awareness program](#) for college and career readiness.

Career counseling, a part of career development, is a focused effort starting in middle school and accelerating in high school to help students: 1) identify the career they might pursue; 2) attain the competencies and certifications they need to secure entry-level employment; and 3) build the habits and life skills necessary to be productive adults. Effective career counseling should:

- Encourage all teachers in each pathway to become de facto career counselors in their specialty, an informal-but-powerful strategy.
- Reinforce emphasis on joint curricular planning between academic and CTE teachers.
- Retain career counseling capacity (in-person or online) to provide all students with some form/modality of one-on-one career and college planning in both 10<sup>th</sup> and 12<sup>th</sup> grades.
- Form (or expand) career-technical students organizations (CTSOs) in targeted job sectors, relying on teacher-advisors and industry partners to mentor the student-members of these organizations.
- Develop region-wide teacher professional development (PD) modules emphasizing Jump Start and specific high-demand job sectors that can be implemented in every school district.
- Recruit “near-peer” mentors (i.e., recent graduates who are gainfully employed in targeted industries), with the option of “importing” and “exporting” some of these young success stories to outlying parishes that may lack this population.
  - Hold multi-school district industry mentoring events where students from different high schools can meet with industry partners who can then perhaps provide informal mentoring or help form CTSOs.

**Determine how often this structure should evaluate an individual student’s progress, specifying the data the support team will use to identify student progress and gaps**

- Quarterly support team meetings are recommended as interim progress checks
- Review course grades
- Review common assessments
- Review attendance records
- Review discipline reports
- Review teacher/mentor evaluations

**Evaluate student growth and identify next steps**

- Review academic data to determine if a student is progressing.
- Assess whether the student has socially acclimated to the high school campus and matured in his/her academic life (attendance, course work, homework, class participation and study habits).

- Plan ongoing counseling and mentoring.
- Create an Individualized Graduation Plan that will support the student in the 9<sup>th</sup> grade cohort based on his/her ongoing needs Provide Career Readiness Course Opportunities

**Career development is a lifelong process that students begin in middle school and accelerate in high school. Career development includes:**

- a) developing an understanding of different career opportunities;
- b) learning the foundational academic skills necessary to attain and succeed in employment;
- c) developing the behavioral skills necessary to attain and succeed in employment;
- d) learning about different college options (types of schools, programs and schedules); and
- e) developing individual plans to guide learning and career searches, during and after high school.

**A Middle School/Transitional 9<sup>th</sup> Grade Career Readiness opportunity includes:**

- Career Exploration:
  - Career fairs
  - Career presentations.
- Career Awareness course:
  - Financial Literacy
  - Student interest testing).
- College Awareness:
  - School posters
  - College representatives presentations
  - College campus visit(s).

#### **STEP 4: Select Appropriate Curriculum**


Instructional materials are one of the most important tools educators use in the classroom to enhance student learning. It is critical that materials fully align to state standards and are high quality if teachers are to provide meaningful instruction. No program is a silver bullet, so principals must support their teachers to choose and use each program in a way that supports the unique students in their building. Review the posted [instructional resource reviews](#).

Hundreds of titles have been reviewed by educators and experts from across the state. The Department tiers programs so that schools can easily see which programs are more and less aligned to Louisiana's academic standards. The [rubrics](#) for these reviews are available so that districts can review the materials on their own as needed as well.

Through these reviews, the Department has also identified a number of trends in missing curricular components and has released a series of resources to help districts select high-quality curricula.

**These include:**

- [Teacher toolbox](#): Comprehensive set of tools for educators and districts. Teachers can also access [grade specific libraries](#) for easier use.
- [English Language Arts \(ELA\) planning resources](#): Classroom-ready daily lesson plans for grades 3-12. Each unit includes three culminating tasks and lessons that prepare students for those tasks, integrating rich texts and all standards.
- [Math planning resources](#): Includes resources to support math remediation and guides for using the Eureka math curriculum with Louisiana's math standards.
- [Social Studies planning resources](#): Includes scope and sequence documents and instructional tasks.



Once a strong curriculum is chosen, principals must ensure all teachers receive professional development on how to implement the curriculum. Using the [curriculum implementation scale](#), principals should observe teachers, review classroom assessment data, and look at student work to determine the level of support teachers need with implementing the curriculum effectively. Principals should also use the series of collaboration sessions ([session 1](#), [session 2](#), [session 3](#), and session 4) to learn how to develop a better professional development plan for their teachers around curriculum implementation.

## Appendix H: Dual Enrollment Policy Guidance

[https://www.laregents.edu/wp-content/uploads/2023/06/AA-2.22-Dual-Enrollment\\_with-new-modality\\_6.14.23.pdf](https://www.laregents.edu/wp-content/uploads/2023/06/AA-2.22-Dual-Enrollment_with-new-modality_6.14.23.pdf)

Revised 1/9/2023; 6/14/2023

Effective for Enrollment in Fall 2023. Changes for 2023 in **Green**

### Academic Affairs Policy 2.22 Minimum Requirements for Dual Enrollment

**Purpose:** This policy establishes the minimum requirements for high school student eligibility to enroll in dual enrollment courses offered by Louisiana public postsecondary institutions.<sup>1</sup>

This policy is designed to:

- Enable and encourage institutions to provide pathways of access to dual enrollment courses.
- Ensure quality and rigor of dual enrollment courses.
- Define minimum academic and technical dual enrollment eligibility requirements for students.

This policy is effective for Academic Year 2023-2024; however, any or all aspects of the policy may be implemented immediately.

#### Definitions:

**Dual Enrollment:** The enrollment of a high school student in a college course for which dual credit (both college and high school credit) is attempted, is recorded on the student's secondary record and may be recorded on the student's postsecondary academic record. A college course offered for dual enrollment may be taught onsite at the postsecondary institution, onsite at the high school, online, or in a hybrid fashion, utilizing a traditional or choice credit modality. Postsecondary institutions must comply with all accreditation requirements for awarding credit.

**Early College Credit:** College credit earned before completing high school or during the summer immediately following high school graduation, including by dual enrollment and credit-by-exam such as Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP). Credit hours for AP, IB, or CLEP are contingent on the student achieving an appropriate score as required by either the awarding institution or Board of Regents policy.

**Academic Dual Enrollment Course:** A dual enrollment course in an academic discipline that is designed for transfer to a Baccalaureate degree, Nexus degree, Certificate in General Studies, or Associate of Arts or Science, and/or applicable toward Regents' statewide general education requirements.

**Technical Dual Enrollment Course:** A dual enrollment course in applied, technical fields with content focused on acquiring specific workforce technical skills in a program leading to a Certificate of Technical Studies, Technical Diploma, or Associate of Applied Science designed to prepare students for immediate employment or career entry.

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<sup>1</sup> The Board of Regents establishes minimum admission standards for first-time first-year and transfer students to Louisiana public colleges and universities. Two-year institutions are open admission and therefore have no academic admissions requirements for entry for first-time first-year and transfer students.

### Minimum Requirements for Dual Enrollment

The minimum requirements to enroll in dual enrollment differ based on two types of entry:

- A. Academic Dual Enrollment Courses
- B. Technical Dual Enrollment Courses

#### A. Minimum Requirements for Academic Dual Enrollment Courses

Students must meet any eligibility requirements the postsecondary institution designates, including institutional prerequisite requirements or placement measures, in addition to the minimum requirements outlined below. Postsecondary institutions shall provide additional eligibility requirements to Regents annually for publication on [LaDualEnrollment.com](http://LaDualEnrollment.com).

A student is eligible to enroll in Academic Dual Enrollment Courses if they meet ANY of the following four criteria <sup>1</sup>		
<b>1. Success in high school</b>		
2.5 cumulative high school GPA		
<b>AND</b>		
Subject-specific minimum scores on any assessment listed in Figure 1 (page 5).	<b>OR</b>	Counselor recommendation based on overall student performance and grade trends in the subject.
<b>2. Success in subject area</b>		
3.0 cumulative <b>high school</b> subject-area GPA, as determined by the postsecondary institution.	<b>AND</b>	Counselor recommendation based on grade trends in the subject.
<b>3. Success in previous dual enrollment courses<sup>2</sup></b>		
2.5 cumulative <b>college</b> GPA, as demonstrated in prior dual enrollment participation.		
<b>4. Meet the eligibility thresholds required by an approved Early College Academy.</b>		

<sup>1</sup> Any of these three criteria qualify a student to continue to take dual enrollment classes. Criterion 3 should not be construed as exclusionary.

<sup>2</sup> Unlike criterion 1 and criterion 2, which are subject-area-based, criterion 3 creates eligibility in all subject areas.

#### B. Minimum Requirements for Technical Dual Enrollment Courses

Technical Dual Enrollment courses are predominantly taught at two-year institutions, which are open admissions. These course requirements may differ by institution.<sup>3</sup>

A student is eligible to enroll in Technical Dual Enrollment Courses if they meet ANY of the following four criteria	
<b>1. Success in high school</b>	
2.0 cumulative high school GPA	
<b>2. Success in high school performance</b>	
Counselor recommendation based on relevant high school performance.	
<b>3. Success in previous dual enrollment courses</b>	
2.0 cumulative <b>college</b> GPA, as demonstrated in prior dual enrollment participation.	
<b>4. Meet the eligibility thresholds required by an approved Early College Academy.</b>	

<sup>3</sup> In addition to the requirements listed in the table, some courses have additional safety requirements, and some programs have minimum age requirements set by regulatory agencies. Please reference the postsecondary institution of interest to ensure the student meets any regulatory requirements and that any safety compliance prerequisites are met.

## **Courses and Instruction**

### **Course Content and Rigor**

Dual enrollment courses are college courses taught to high school students, regardless of location, instructor type, or mode of delivery.

Student learning outcomes listed on the syllabus, as well as midterm and final examinations, must be identical to what is offered and expected on the college campus.

Assessments, including assignments, midterms, and finals, must be graded at a college level for college credit, regardless of course delivery method, location, instructor, facilitator, or process. Grades awarded may differ between the secondary transcript and postsecondary transcript if the high school measures differ from those of the postsecondary institution.

### **Dual Enrollment Instructors**

Dual enrollment instructors are college-level instructors with documented academic credentials and professional experience that meet the postsecondary institution's policy on minimum faculty qualifications required to teach the dual enrollment course, according to SACSCOC (or COE) credential guidelines.

All new dual enrollment instructors must receive formal training by a postsecondary departmental faculty member or, preceding the start of class, participate in a workshop offered by the institution to review the curriculum, course content, assessment methods, and student learning outcomes. Institutions shall regularly conduct oversight and provide ongoing professional development to dual enrollment instructors.

Each institution will provide to the Board of Regents a description of the process which dual enrollment instructors or facilitators are required to complete before offering the course.

### **Delivery format and Credit-Modality**

A college course offered for dual enrollment may be taught onsite at the postsecondary institution, onsite at the high school, online, or in a hybrid fashion. The course credit may also be treated in two different credit-modalities: traditional credit modality and Choice credit modality. Grades awarded in courses using the traditional credit-modality are automatically applied to both the student's secondary and collegiate transcripts. While grades for all dual enrollment courses apply to the secondary transcript, grades awarded for courses using the Choice credit-modality are only applied to the student's collegiate transcript at the student's choosing.

Regardless of the delivery format, or credit-modality, all dual enrollment courses must be taught by dual enrollment instructors adhering to identical content and rigor expectations.

An institution may only offer a course utilizing the Choice credit-modality if the institution will transcript the grade in that course on the collegiate transcript should the student's choose that option. The decision as to whether dual enrollment grades impact the student's college GPA remains with the management boards and their institutions.

### **Dual Enrollment Student Advising**

Dual enrollment students should be advised of the benefits and implications of taking college courses. Advising should include information on admissions, GPA, costs, academic policies, and course transferability. It is important for students to understand that dual enrollment course performance can impact future federal and state financial aid eligibility. Dual enrollment students must have access to appropriate college learning resources and student support services.

Revised 1/9/2023; 6/14/2023

Effective for Enrollment in Fall 2023. Changes for 2023 in Green

### **Dual Enrollment Agreements**

Each secondary and postsecondary institution shall join in a Memorandum of Understanding (MOU) for the delivery of dual enrollment courses. These agreements should address the following aspects of dual enrollment courses:

- Curricular oversight and rigor
- Faculty standards
- Fees and costs charged to students and families
- Fees and costs borne by the secondary and postsecondary institutions
- Student learning resources and advising
- Student support services
- Ongoing course and instructor evaluation
- Guidelines that govern delivery format and credit-modality processes

### **Other Dual Enrollment Programming Options**

#### **Early College Academy**

An Early College Academy (ECA) is a comprehensive model of dual enrollment that provides support and the opportunity to earn up to an associate degree or 60 hours of transferable college credits at little or no cost to students. These programs, starting as early as 9<sup>th</sup> grade, provide rigorous, supportive learning environments that blend high school and college learning experiences through dedicated college and career postsecondary diploma pathways. An ECA is established by a formal memorandum of understanding (MOU) between a secondary school district and a postsecondary institution. MOUs must address student eligibility for course placement, scheduling and accessibility, student access to college learning resources and advising, instructor credential standards, curricular oversight and rigor, costs charged to students and families, and costs borne by the secondary and postsecondary institutions. The ECA will adhere to this policy except if approved by the appropriate management board and ratified by the Board of Regents.

#### **Fast Forward**

Fast Forward, an initiative of the Louisiana Department of Education and the Board of Regents, provides high school diploma pathways that include dual enrollment courses to enable students to earn an Associate of Applied Science, an Associate of Arts or Science designed to transfer to a Baccalaureate degree, or a state-approved apprenticeship. Each public postsecondary institution should approve and annually review all Fast Forward pathways that include certificates or degrees offered by the institution. For more information, go to [FastForward.la](http://FastForward.la).

#### **Dual Enrollment Reporting**

Institutions shall submit data annually to the Board of Regents, in the manner prescribed by the Board, relating to dual enrollment at the institution. The Board shall annually analyze and report on the data to ensure compliance with this policy and inform continuous improvement efforts.

**Academic Affairs Policy 2.22 Figure 1**  
**Placement Scores**

Together with the GPA requirement, if a student has any score in the Humanities and Social Science placement score column, they are eligible to enroll in a Humanity or Social Science dual enrollment course. If they have both the GPA and any score in the Science and Mathematics placement score column, they are eligible to enroll in a Science or Mathematics dual enrollment course.

Assessment	Placement Scores for Humanities and Social Sciences	Placement Scores for Science and Mathematics
ACCUPLACER	86 Sentence Structure	65 Elem. Alg. 40 Col-Level Math*
ACCUPLACER NG	250 Writing	250 QRAS
ASPIRE	433	431
MAP	245	265
Pre-ACT	18	19
Pre-SAT	25 WL	500
EOC	740 English II	760 Algebra I 750 Geometry
LEAP 2025	Mastery or above English II	Geometry: Mastery or above (for enrollment in non-algebraic Gen. Ed Math)  Geometry: Mastery or above <u>and</u> completion of Algebra II w/C or better for enrollment in College Algebra
ACT	18	19
SAT	500 ERW	510 Math
ALEKS PPL	n/a	35*
Advanced Placement Exam	3 in a Humanities or Social Science subject area	3 in a Math or Science subject area

## Appendix I: State Placement Test Guidance Document

*Subject to Change by LDE – Updated Revision as of PPP Board Approval Date*



### State Placement Test Overview

For Students Transferring into Louisiana Public Schools

#### Overview

This document provides test coordinators with important information regarding the administration, scoring and reporting of the state placement assessment. Per BESE-approved policy, school systems determine promotion and retention for students in grades 3 through 8. Placement decisions for students entering grade 9 will be made in accordance with longstanding policy in Bulletin 1566, which includes the option for students to be enrolled in transitional grade 9. Pursuant to [Bulletin 1566, Chapter 5: §503](#), students seeking to transfer to a public school in grades 5 or 9 from any

- in-state nonpublic school,
- approved home study program, or
- out-of-state school,

shall be required to take the English language arts and mathematics portions of the state placement test to inform placement decisions and design remediation for students who may need support for the next level of study.



#### 2021-2021 Exception to Policy for One Year

In 2020, the Louisiana legislature passed law which disallows the use of state assessments to make promotion decisions in grades 4 and 8 for 2020-2021. While state placement test results can continue to be used to measure the performance of students on the Louisiana Student Standards and as a guide for planning remediation, the test results cannot be the sole source for promotion decisions.

#### About the Placement Test

##### Test Design

The state placement test is a computer-based test that is designed to measure students' knowledge and skills in English language arts and mathematics based on the Louisiana Student Standards in grades 4 and 8. The test is consistent with the annual LEAP state assessments for grades 3-8. Both English language arts and mathematics have three sessions. Session times can be found in the test administration manual posted in [DRC INSIGHT](#).

##### Test Administration

District test coordinators are responsible for managing the state placement test administration in [DRC INSIGHT](#). Test administration should be consistent with LEAP state assessment policy for:

- Accommodations that are documented on an IEP, IAP or EL checklist
- Test security as written in Bulletin 111
- Administration outlined in test coordinator and administrator manuals
  - Maintain time allocations for sessions
  - Monitor students frequently
  - Provide allowable materials (scratch paper, calculators)

The state placement test is available year round. School systems should notify the department at least 30 days in advance of any district-planned testing day to ensure scoring and reporting are completed within 4 to 7 days. The following resources are available to support district and school test administrators:

- State Placement Test Administrator Manual
- State Placement Test Coordinator Manual
- DRC INSIGHT Portal User Guide

**Scoring and Reporting**

The state placement test will be scored by DRC, Louisiana's testing vendor, and will provide results based on the same five achievement levels reported for LEAP assessments. School systems will receive the following reports in [eDIRECT](#) under the Report Delivery tab:

- Student-Level Report (PDF)
- District/School File (csv)

**Frequently Asked Questions*****What is the placement test?***

The state placement test is a state-administered assessment for students transferring into Louisiana public schools and enrolling in grades 5 and 9. Decisions about promotion for all other grades is determined by the Pupil Progression Plan of each school system in accordance with state regulations.

***If a student takes the LEAP 2025, does he/she have to take the state placement test, also?***

If a student has a current 4th or 8th grade LEAP 2025 test score on record, the LEAP 2025 score shall be used in place of the state placement test. The student should not take the state placement test.

***Do newly arrived English learners need to take the placement test?***

Yes, school systems should use the results of the test in addition to federal guidelines for ELs to make decisions about class and grade placement. Federal guidelines require newly arrived ELs to be placed in their age appropriate grade.

***Which students must take the state placement tests?***

All public school students should take the LEAP 2025 test during the designated testing window. Nonpublic school, home study, and out-of-state transfers enrolling in grades 5 and 9 must take the state placement test if they did not participate in the spring test in a current year.

***How will school systems upload students into DRC INSIGHT?***

Students should be added to the system as a new student. If the student has a previously-assigned LASID the student should be uploaded with the LASID. If a student does not have a LASID, the student's SSN can be used with a leading "0".

***Can school systems require home study or nonpublic students to take the spring LEAP 2025 state assessment instead of the placement test?***

School systems cannot mandate transferring students seeking enrollment in grades 5 or 9 to participate in the spring LEAP 2025 assessment administration if they are not enrolled.

- School systems are required to allow students transferring from a BESE-approved home study program to participate in spring LEAP administration as requested, and they should be tested under state contract using the 998 site code.
- School systems are not required to test students from non-public schools, and there is a fee that is paid to the testing vendor for non-public, non-state scholarship school students. Non-public, non-state scholarship students should be tested using the 997 site code.
- School systems can charge an administration fee up to \$ 35.00, which must be reimbursed if the

pg. 2

student enrolls in the school system in the fall. School systems can develop an application process to allow for reasonable time to make testing arrangements for transferring students.

- An [FAQ for Testing Home Study and Nonpublic School Students](#) provides additional details related to administration, cost and vendor requirements.

**Can public school students take the state placement test?**

Public school students shall take the LEAP 2025 grade level or course assessment. The state placement test should only be administered to public school students who had an excused absence from the regular LEAP test administration. The state placement test will not be used in any case for accountability purposes.

**What resources are available on promotion guidance?**

The Department provides the following documents to support school systems:

- [Promotion guidance](#)
- [Individual Graduation Plan guidance](#)
- [High School Planning Guidebook](#)

**What do I do after I receive the state placement test results?**

Bulletin 1566 establishes benchmark assessment requirements for students in grades 3-7 and in grade 8.

- Students in grades 3-7 must earn an achievement level of BASIC in at least two core academic subjects of the four tested: English language arts, mathematics, science, and social studies. Fourth grade students who do not meet this level of performance may be retained or promoted, but in either case, must be provided with an individual academic improvement plan (IAIP) that adheres to certain requirements. The IAIP must be maintained through each subsequent grade for which the student does not meet the benchmark requirement.
- Students in grade 8 must score at the BASIC achievement level in either English language arts or mathematics and APPROACHING BASIC in the other subject in order to be promoted to the ninth grade; however, students not meeting the promotion standard after taking the eighth grade state assessments may be placed on a high school campus in transitional grade nine.
- The department created a remediation field on the csv file in DRC INSIGHT that identifies students who do not meet established grade level benchmarks. This field can also be used as part of the April Dunn eligibility process.

## Appendix J: EBR Exceptional Student Services HS Diploma Alternate Assessment Jumpstart Portfolio Rubric for Exiting Seniors

<https://drive.google.com/file/d/1lqpB1WvBpS3k34fuiXmURF3NAYEbaFVw/view?usp=sharing>

Exceptional Student Services Department HS Diploma Alternate Assessment JumpStart Portfolio (for ELA, Math, Science, and Social Studies) Rubric for Exiting Seniors					
Name of the Student: _____		School: _____		Date: _____	
Assessment Ratings:	0	1	2	3	Score
<b>Sources of Learning</b> (Alignment to Louisiana Connectors and/or Tier 1 Curriculum)	0- 48 of artifacts are aligned to the Louisiana Connectors and/or Tier 1 Curriculum.	49-96 of artifacts are aligned to the Louisiana Connectors and/or Tier 1 Curriculum.	97- 144 of artifacts are aligned to the Louisiana Connectors and/or Tier 1 Curriculum.	145- 192 of artifacts are aligned to the Louisiana Connectors and/or Tier 1 Curriculum.	
<b>Artifacts of Learning</b> (ELA, math, science, and social studies Classwork)	0-48 of the required classwork artifacts: a. are provided; 2. are dated; 3. are graded.	49-96 of the required classwork artifacts: a. are provided; 2. are dated; 3. are graded.	97-144 of the required classwork artifacts: a. are provided; 2. are dated; 3. are graded.	145-192 of the required classwork artifacts: a. are provided; 2. are dated; 3. are graded.	
<b>Artifacts of Learning</b> (ELA & math IEP Progress Report)	0-8 of the required number of IEP progress reports are provided.	9-16 of the required number of IEP progress reports are provided.	17-24 of the required number of IEP progress reports are provided.	25-32 of the required number of IEP progress reports are provided.	
<b>Proficiency on Content and Skills</b> (Academic Achievement in ELA, math, science, and social studies)	0-25% of data show student growth and academic achievement.	26-50% of data student growth and academic achievement	51-75% of data show student growth and academic achievement	76-100% of data show student growth and academic achievement	
<b>Proficiency on Content and Skills</b> (ELA and math IEP Goals Attainment)	0-25% of data show student growth and sufficient progress and/ or IEP goals attainment.	26-50% of data show student growth and sufficient progress and/ or IEP goals attainment.	51-75% of data show student growth and sufficient progress and/ or IEP goals attainment.	76-100% of data show student growth and sufficient progress and/ or IEP goals attainment.	
<b>Overall Assessment</b>	The passing cut score for a passing portfolio is 10 with a score of at least 1 in each of the 5 assessment criteria.				Total:
<b>CERTIFICATION</b> My signature below certifies that the student above has _____ (met or not met) the HS Diploma Alternate Assessment JumpStart portfolio requirement as set by the East Baton Rouge Parish School System. This certifies further that the IEP team may use the portfolio to meet the testing requirement for graduation via this pathway.  <div style="text-align: center;">             _____              Elizabeth Taylor- Chapman              Director, Exceptional Student Services           </div>					

#### Overview:

The portfolio is used to meet the testing requirement for graduation for students on the HS Diploma Alternate Assessment JumpStart. The IEP team of students who have not earned at least a Level 2 on the LEAP Connect may submit a portfolio that illustrates academic achievement and attainment of IEP goals that will be reviewed and certified by the Director of Exceptional Student Services. A portfolio is required for every HS Community-based student.

#### Procedures:

1. This portfolio rubric is given to all high school principals and Community-based teachers at the beginning of the school year.
2. The school counselor will provide the ESS teacher, the IEP teams, and the school principal with a copy of the transcript audit sheets of all HS community-based students by the first week of September. For seniors, the audit sheet should also reflect whether or not a portfolio is needed for graduation. The IEP team will discuss the plans on how to move forward.

Note: a. A portfolio is required for every HS Community-based student.

b. All portfolios for 9th, 10, 11th, & non-exiting 12th graders will be audited using a general checkpoint timeline. Portfolios for the exiting seniors will follow a different audit timeline. The checkpoint schedules will be provided.

c. During the IEP meeting and the counselor-student meeting, the portfolio must be reviewed and discussed.

3. By February 1st, the IEP team must submit the portfolio of the exiting seniors to the school's instructional support specialist for preliminary review. Before the portfolio is submitted to the director of ESS, the school counselor, the principal, ESS ISS assigned to the school and a Transition Facilitator will review the portfolio. They will sign off on the submission of the exiting senior's portfolio to the ESS office. The portfolio must pass the preliminary review that will focus on organization, presentation, and completeness.

**Presentation:** The portfolio is correctly filed with dates chronologically arranged.

**Organization:** All artifacts are filed within the designated section or divider.

**Completeness:** All components of the portfolio have been filed including artifacts for all four core classes (ELA, math, science, and social studies).

4. Each portfolio is assessed based on the following criteria:

##### a. Sources of Learning

The portfolio contains artifacts that are aligned to the Louisiana Connectors and/ or the Tier 1 curriculum. These artifacts include work from the district-adopted curriculum, **Unique Learning curriculum and/or work that have been directly adapted from the district-adopted Tier 1 curriculum content and assessment.** The artifacts from other sources are considered supplementary and will not be included in the scoring of this criterion. Each artifact should reflect the Louisiana Connector (Unique Learning) or Louisiana Student Standards (Tier 1 curriculum)

##### b. Artifacts of Learning (Classwork)

The portfolio contains the required number of artifacts that support demonstration of learning outcomes. The artifacts in ELA, math, science and social studies include at least **three GRADED and DATED** artifacts aligned to criterion above **per 9 week period over the course of 4 years.** Each artifact should reflect the Louisiana Connector (Unique Learning) or Louisiana Student Standards (Tier 1 curriculum).

**c. Artifacts of Learning (IEP Goals)**

The portfolio contains the required number of artifacts that support demonstration of learning outcomes. The artifacts include the **printed and signed IEP progress report for ELA and Math** per 9 week grading period over the course of four years. .

**d. Proficiency on Content and Skills (Academic Achievement in ELA, math, science, and social studies)**

The portfolio contains data illustrating academic achievement through **passing scores based on the district wide grading scale as stipulated on the district Pupil Progression Plan.**

**e. Proficiency on Content and Skills (ELA and math IEP Goals Attainment)**

The portfolio contains data illustrating IEP goal attainment or sufficient progress in ELA and math as documented in the data included in the progress reports.

5. By March 1st, the ESS ISS assigned to the school will submit the portfolio of the exiting senior to the ESS Office via the ESS Supervisor.
6. One day after the end of the 3rd 9 week period, the school will provide the ESS office with a copy of the 3rd 9 weeks artifacts (the required classwork and the IEP progress reports).
7. The Office of the ESS Director will release the results via the certification rubric by the last week of April.
8. In the event that the portfolio is not certified, the IEP team has an opportunity to appeal the decision. Please notify your ESS ISS in writing one day after the results have been released if an appeal is to be made. The results of the appeal process, if applicable, will be announced by the first week of May.

## Appendix K: LDOE LEAP 2025 High School (End of Course) Conversion Charts

[https://louisianabelieves.com/docs/default-source/assessment/high-school-leap-2025-grade-conversion-table.pdf?sfvrsn=bfb6911f\\_4](https://louisianabelieves.com/docs/default-source/assessment/high-school-leap-2025-grade-conversion-table.pdf?sfvrsn=bfb6911f_4)

*Subject to Change by LDE – Updated Revision as of PPP Board Approval Date*

### LEAP 2025 High School Tests Scale Score to Grade Scale Conversion Tables

Students enrolled in a course for which there is a LEAP 2025 High School test must take the test (*Bulletin 741, Section 2318*). The LEAP 2025 High School test score shall count a percentage of the student's final grade for the course. The percentage must be between 15 and 30 percent inclusive, and shall be determined by the local district. The LDOE provides conversion tables to help districts factor the LEAP 2025 High School tests scores into final course grades.

The following table shows the relationship among LEAP 2025 achievement levels, scale scores, grade scale scores based on the uniform grading scale (93 85 75 67 0), and the corresponding letter grade.

	LEAP 2025 Achievement Level	LEAP 2025 Scale Score	Grade Scale Score	Grade
Algebra I	Advanced	805-850	93-100	A
	Mastery	750-804	85-92	B
	Basic	725-749	75-84	C
	Approaching Basic	700-724	67-74	D
	Unsatisfactory	650-699	0-66	F
English I	Advanced	791-850	93-100	A
	Mastery	750-790	85-92	B
	Basic	725-749	75-84	C
	Approaching Basic	700-724	67-74	D
	Unsatisfactory	650-699	0-66	F
Geometry	Advanced	783-850	93-100	A
	Mastery	750-782	85-92	B
	Basic	725-749	75-84	C
	Approaching Basic	700-724	67-74	D
	Unsatisfactory	650-699	0-66	F
English II	Advanced	794-850	93-100	A
	Mastery	750-793	85-92	B
	Basic	725-749	75-84	C
	Approaching Basic	700-724	67-74	D
	Unsatisfactory	650-699	0-66	F
US History	Advanced	774-850	93-100	A
	Mastery	750-773	85-92	B
	Basic	725-749	75-84	C
	Approaching Basic	711-724	67-74	D
	Unsatisfactory	650-710	0-66	F
Biology	Advanced	772-850	93-100	A
	Mastery	750-771	85-92	B
	Basic	725-749	75-84	C
	Approaching Basic	707-724	67-74	D
	Unsatisfactory	650-706	0-66	F

The attached tables show the corresponding grade scale score for each LEAP 2025 scale score. Each LEAP 2025 High School test scale score is mapped onto a grade scale score within each of the LEAP 2025 achievement level ranges. The following is an example of how the conversion tables are used to calculate the student's final course grade:

Dana earned 89% in her Algebra I coursework, and had a scale score of 768 on her LEAP 2025 Algebra I test which placed her in the *Mastery* achievement level. The LEAP 2025 High School tests count for 20% of the final course grade in her district. According to the conversion table for Algebra I on page 3, her LEAP 2025 scale score 768 translates into a grade scale score of 87. Her final course percentage is  $87 \times 0.20 + 89 \times 0.80 = 88.6$ , which is a B.

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
ALGEBRA I - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Advanced	850	100	A
Advanced	849	100	A
Advanced	848	100	A
Advanced	847	100	A
Advanced	846	99	A
Advanced	845	99	A
Advanced	844	99	A
Advanced	843	99	A
Advanced	842	99	A
Advanced	841	99	A
Advanced	840	98	A
Advanced	839	98	A
Advanced	838	98	A
Advanced	837	98	A
Advanced	836	98	A
Advanced	835	98	A
Advanced	834	98	A
Advanced	833	97	A
Advanced	832	97	A
Advanced	831	97	A
Advanced	830	97	A
Advanced	829	97	A
Advanced	828	97	A
Advanced	827	96	A
Advanced	826	96	A
Advanced	825	96	A
Advanced	824	96	A
Advanced	823	96	A
Advanced	822	96	A
Advanced	821	95	A
Advanced	820	95	A
Advanced	819	95	A
Advanced	818	95	A
Advanced	817	95	A
Advanced	816	95	A
Advanced	815	95	A
Advanced	814	94	A
Advanced	813	94	A
Advanced	812	94	A
Advanced	811	94	A
Advanced	810	94	A
Advanced	809	94	A
Advanced	808	93	A

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
ALGEBRA I - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Advanced	807	93	A
Advanced	806	93	A
Advanced	805	93	A
Mastery	804	92	B
Mastery	803	92	B
Mastery	802	92	B
Mastery	801	92	B
Mastery	800	91	B
Mastery	799	91	B
Mastery	798	91	B
Mastery	797	91	B
Mastery	796	91	B
Mastery	795	91	B
Mastery	794	91	B
Mastery	793	91	B
Mastery	792	90	B
Mastery	791	90	B
Mastery	790	90	B
Mastery	789	90	B
Mastery	788	90	B
Mastery	787	90	B
Mastery	786	90	B
Mastery	785	90	B
Mastery	784	89	B
Mastery	783	89	B
Mastery	782	89	B
Mastery	781	89	B
Mastery	780	89	B
Mastery	779	89	B
Mastery	778	89	B
Mastery	777	89	B
Mastery	776	88	B
Mastery	775	88	B
Mastery	774	88	B
Mastery	773	88	B
Mastery	772	88	B
Mastery	771	88	B
Mastery	770	88	B
Mastery	769	87	B
Mastery	768	87	B
Mastery	767	87	B
Mastery	766	87	B
Mastery	765	87	B

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
ALGEBRA I - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Mastery	764	87	B
Mastery	763	87	B
Mastery	762	87	B
Mastery	761	86	B
Mastery	760	86	B
Mastery	759	86	B
Mastery	758	86	B
Mastery	757	86	B
Mastery	756	86	B
Mastery	755	86	B
Mastery	754	86	B
Mastery	753	85	B
Mastery	752	85	B
Mastery	751	85	B
Mastery	750	85	B
Basic	749	84	C
Basic	748	84	C
Basic	747	83	C
Basic	746	83	C
Basic	745	83	C
Basic	744	82	C
Basic	743	82	C
Basic	742	81	C
Basic	741	81	C
Basic	740	81	C
Basic	739	80	C
Basic	738	80	C
Basic	737	80	C
Basic	736	79	C
Basic	735	79	C
Basic	734	78	C
Basic	733	78	C
Basic	732	78	C
Basic	731	77	C
Basic	730	77	C
Basic	729	77	C
Basic	728	76	C
Basic	727	76	C
Basic	726	75	C
Basic	725	75	C
Approaching Basic	724	74	D
Approaching Basic	723	74	D
Approaching Basic	722	73	D

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
ALGEBRA I - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Approaching Basic	721	73	D
Approaching Basic	720	73	D
Approaching Basic	719	73	D
Approaching Basic	718	72	D
Approaching Basic	717	72	D
Approaching Basic	716	72	D
Approaching Basic	715	71	D
Approaching Basic	714	71	D
Approaching Basic	713	71	D
Approaching Basic	712	71	D
Approaching Basic	711	70	D
Approaching Basic	710	70	D
Approaching Basic	709	70	D
Approaching Basic	708	69	D
Approaching Basic	707	69	D
Approaching Basic	706	69	D
Approaching Basic	705	68	D
Approaching Basic	704	68	D
Approaching Basic	703	68	D
Approaching Basic	702	68	D
Approaching Basic	701	67	D
Approaching Basic	700	67	D
Unsatisfactory	699	66	F
Unsatisfactory	698	65	F
Unsatisfactory	697	63	F
Unsatisfactory	696	62	F
Unsatisfactory	695	61	F
Unsatisfactory	694	59	F
Unsatisfactory	693	58	F
Unsatisfactory	692	57	F
Unsatisfactory	691	55	F
Unsatisfactory	690	54	F
Unsatisfactory	689	53	F
Unsatisfactory	688	51	F
Unsatisfactory	687	50	F
Unsatisfactory	686	48	F
Unsatisfactory	685	47	F
Unsatisfactory	684	46	F
Unsatisfactory	683	44	F
Unsatisfactory	682	43	F
Unsatisfactory	681	42	F
Unsatisfactory	680	40	F
Unsatisfactory	679	39	F

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
ALGEBRA I - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Unsatisfactory	678	38	F
Unsatisfactory	677	36	F
Unsatisfactory	676	35	F
Unsatisfactory	675	34	F
Unsatisfactory	674	32	F
Unsatisfactory	673	31	F
Unsatisfactory	672	30	F
Unsatisfactory	671	28	F
Unsatisfactory	670	27	F
Unsatisfactory	669	26	F
Unsatisfactory	668	24	F
Unsatisfactory	667	23	F
Unsatisfactory	666	22	F
Unsatisfactory	665	20	F
Unsatisfactory	664	19	F
Unsatisfactory	663	18	F
Unsatisfactory	662	16	F
Unsatisfactory	661	15	F
Unsatisfactory	660	13	F
Unsatisfactory	659	12	F
Unsatisfactory	658	11	F
Unsatisfactory	657	9	F
Unsatisfactory	656	8	F
Unsatisfactory	655	7	F
Unsatisfactory	654	5	F
Unsatisfactory	653	4	F
Unsatisfactory	652	3	F
Unsatisfactory	651	1	F
Unsatisfactory	650	0	F

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
Geometry - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Advanced	850	100	A
Advanced	849	100	A
Advanced	848	100	A
Advanced	847	100	A
Advanced	846	100	A
Advanced	845	99	A
Advanced	844	99	A
Advanced	843	99	A
Advanced	842	99	A
Advanced	841	99	A
Advanced	840	99	A
Advanced	839	99	A
Advanced	838	99	A
Advanced	837	99	A
Advanced	836	99	A
Advanced	835	98	A
Advanced	834	98	A
Advanced	833	98	A
Advanced	832	98	A
Advanced	831	98	A
Advanced	830	98	A
Advanced	829	98	A
Advanced	828	98	A
Advanced	827	98	A
Advanced	826	97	A
Advanced	825	97	A
Advanced	824	97	A
Advanced	823	97	A
Advanced	822	97	A
Advanced	821	97	A
Advanced	820	97	A
Advanced	819	97	A
Advanced	818	97	A
Advanced	817	97	A
Advanced	816	96	A
Advanced	815	96	A
Advanced	814	96	A
Advanced	813	96	A
Advanced	812	96	A
Advanced	811	96	A
Advanced	810	96	A
Advanced	809	96	A
Advanced	808	96	A

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
Geometry - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Mastery	764	88	B
Mastery	763	88	B
Mastery	762	88	B
Mastery	761	87	B
Mastery	760	87	B
Mastery	759	87	B
Mastery	758	87	B
Mastery	757	87	B
Mastery	756	86	B
Mastery	755	86	B
Mastery	754	86	B
Mastery	753	86	B
Mastery	752	85	B
Mastery	751	85	B
Mastery	750	85	B
Basic	749	84	C
Basic	748	84	C
Basic	747	83	C
Basic	746	83	C
Basic	745	83	C
Basic	744	82	C
Basic	743	82	C
Basic	742	81	C
Basic	741	81	C
Basic	740	81	C
Basic	739	80	C
Basic	738	80	C
Basic	737	80	C
Basic	736	79	C
Basic	735	79	C
Basic	734	78	C
Basic	733	78	C
Basic	732	78	C
Basic	731	77	C
Basic	730	77	C
Basic	729	77	C
Basic	728	76	C
Basic	727	76	C
Basic	726	75	C
Basic	725	75	C
Approaching Basic	724	74	D
Approaching Basic	723	74	D
Approaching Basic	722	73	D

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
Geometry - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Approaching Basic	721	73	D
Approaching Basic	720	73	D
Approaching Basic	719	73	D
Approaching Basic	718	72	D
Approaching Basic	717	72	D
Approaching Basic	716	72	D
Approaching Basic	715	71	D
Approaching Basic	714	71	D
Approaching Basic	713	71	D
Approaching Basic	712	71	D
Approaching Basic	711	70	D
Approaching Basic	710	70	D
Approaching Basic	709	70	D
Approaching Basic	708	69	D
Approaching Basic	707	69	D
Approaching Basic	706	69	D
Approaching Basic	705	68	D
Approaching Basic	704	68	D
Approaching Basic	703	68	D
Approaching Basic	702	68	D
Approaching Basic	701	67	D
Approaching Basic	700	67	D
Unsatisfactory	699	66	F
Unsatisfactory	698	65	F
Unsatisfactory	697	63	F
Unsatisfactory	696	62	F
Unsatisfactory	695	61	F
Unsatisfactory	694	59	F
Unsatisfactory	693	58	F
Unsatisfactory	692	57	F
Unsatisfactory	691	55	F
Unsatisfactory	690	54	F
Unsatisfactory	689	53	F
Unsatisfactory	688	51	F
Unsatisfactory	687	50	F
Unsatisfactory	686	48	F
Unsatisfactory	685	47	F
Unsatisfactory	684	46	F
Unsatisfactory	683	44	F
Unsatisfactory	682	43	F
Unsatisfactory	681	42	F
Unsatisfactory	680	40	F
Unsatisfactory	679	39	F

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
Geometry - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Unsatisfactory	678	38	F
Unsatisfactory	677	36	F
Unsatisfactory	676	35	F
Unsatisfactory	675	34	F
Unsatisfactory	674	32	F
Unsatisfactory	673	31	F
Unsatisfactory	672	30	F
Unsatisfactory	671	28	F
Unsatisfactory	670	27	F
Unsatisfactory	669	26	F
Unsatisfactory	668	24	F
Unsatisfactory	667	23	F
Unsatisfactory	666	22	F
Unsatisfactory	665	20	F
Unsatisfactory	664	19	F
Unsatisfactory	663	18	F
Unsatisfactory	662	16	F
Unsatisfactory	661	15	F
Unsatisfactory	660	13	F
Unsatisfactory	659	12	F
Unsatisfactory	658	11	F
Unsatisfactory	657	9	F
Unsatisfactory	656	8	F
Unsatisfactory	655	7	F
Unsatisfactory	654	5	F
Unsatisfactory	653	4	F
Unsatisfactory	652	3	F
Unsatisfactory	651	1	F
Unsatisfactory	650	0	F

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
English II - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Advanced	850	100	A
Advanced	849	100	A
Advanced	848	100	A
Advanced	847	100	A
Advanced	846	100	A
Advanced	845	99	A
Advanced	844	99	A
Advanced	843	99	A
Advanced	842	99	A
Advanced	841	99	A
Advanced	840	99	A
Advanced	839	99	A
Advanced	838	99	A
Advanced	837	98	A
Advanced	836	98	A
Advanced	835	98	A
Advanced	834	98	A
Advanced	833	98	A
Advanced	832	98	A
Advanced	831	98	A
Advanced	830	98	A
Advanced	829	97	A
Advanced	828	97	A
Advanced	827	97	A
Advanced	826	97	A
Advanced	825	97	A
Advanced	824	97	A
Advanced	823	97	A
Advanced	822	97	A
Advanced	821	96	A
Advanced	820	96	A
Advanced	819	96	A
Advanced	818	96	A
Advanced	817	96	A
Advanced	816	96	A
Advanced	815	96	A
Advanced	814	96	A
Advanced	813	95	A
Advanced	812	95	A
Advanced	811	95	A
Advanced	810	95	A
Advanced	809	95	A
Advanced	808	95	A

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
English II - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Advanced	807	95	A
Advanced	806	95	A
Advanced	805	94	A
Advanced	804	94	A
Advanced	803	94	A
Advanced	802	94	A
Advanced	801	94	A
Advanced	800	94	A
Advanced	799	94	A
Advanced	798	94	A
Advanced	797	93	A
Advanced	796	93	A
Advanced	795	93	A
Advanced	794	93	A
Mastery	793	92	B
Mastery	792	92	B
Mastery	791	92	B
Mastery	790	92	B
Mastery	789	91	B
Mastery	788	91	B
Mastery	787	91	B
Mastery	786	91	B
Mastery	785	91	B
Mastery	784	91	B
Mastery	783	90	B
Mastery	782	90	B
Mastery	781	90	B
Mastery	780	90	B
Mastery	779	90	B
Mastery	778	90	B
Mastery	777	89	B
Mastery	776	89	B
Mastery	775	89	B
Mastery	774	89	B
Mastery	773	89	B
Mastery	772	89	B
Mastery	771	88	B
Mastery	770	88	B
Mastery	769	88	B
Mastery	768	88	B
Mastery	767	88	B
Mastery	766	88	B
Mastery	765	87	B

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
English II - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Mastery	764	87	B
Mastery	763	87	B
Mastery	762	87	B
Mastery	761	87	B
Mastery	760	87	B
Mastery	759	86	B
Mastery	758	86	B
Mastery	757	86	B
Mastery	756	86	B
Mastery	755	86	B
Mastery	754	86	B
Mastery	753	85	B
Mastery	752	85	B
Mastery	751	85	B
Mastery	750	85	B
Basic	749	84	C
Basic	748	84	C
Basic	747	83	C
Basic	746	83	C
Basic	745	83	C
Basic	744	82	C
Basic	743	82	C
Basic	742	81	C
Basic	741	81	C
Basic	740	81	C
Basic	739	80	C
Basic	738	80	C
Basic	737	80	C
Basic	736	79	C
Basic	735	79	C
Basic	734	78	C
Basic	733	78	C
Basic	732	78	C
Basic	731	77	C
Basic	730	77	C
Basic	729	77	C
Basic	728	76	C
Basic	727	76	C
Basic	726	75	C
Basic	725	75	C
Approaching Basic	724	74	D
Approaching Basic	723	74	D
Approaching Basic	722	73	D

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
English II - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Approaching Basic	721	73	D
Approaching Basic	720	73	D
Approaching Basic	719	73	D
Approaching Basic	718	72	D
Approaching Basic	717	72	D
Approaching Basic	716	72	D
Approaching Basic	715	71	D
Approaching Basic	714	71	D
Approaching Basic	713	71	D
Approaching Basic	712	71	D
Approaching Basic	711	70	D
Approaching Basic	710	70	D
Approaching Basic	709	70	D
Approaching Basic	708	69	D
Approaching Basic	707	69	D
Approaching Basic	706	69	D
Approaching Basic	705	68	D
Approaching Basic	704	68	D
Approaching Basic	703	68	D
Approaching Basic	702	68	D
Approaching Basic	701	67	D
Approaching Basic	700	67	D
Unsatisfactory	699	66	F
Unsatisfactory	698	65	F
Unsatisfactory	697	63	F
Unsatisfactory	696	62	F
Unsatisfactory	695	61	F
Unsatisfactory	694	59	F
Unsatisfactory	693	58	F
Unsatisfactory	692	57	F
Unsatisfactory	691	55	F
Unsatisfactory	690	54	F
Unsatisfactory	689	53	F
Unsatisfactory	688	51	F
Unsatisfactory	687	50	F
Unsatisfactory	686	48	F
Unsatisfactory	685	47	F
Unsatisfactory	684	46	F
Unsatisfactory	683	44	F
Unsatisfactory	682	43	F
Unsatisfactory	681	42	F
Unsatisfactory	680	40	F
Unsatisfactory	679	39	F

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
English II - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Unsatisfactory	678	38	F
Unsatisfactory	677	36	F
Unsatisfactory	676	35	F
Unsatisfactory	675	34	F
Unsatisfactory	674	32	F
Unsatisfactory	673	31	F
Unsatisfactory	672	30	F
Unsatisfactory	671	28	F
Unsatisfactory	670	27	F
Unsatisfactory	669	26	F
Unsatisfactory	668	24	F
Unsatisfactory	667	23	F
Unsatisfactory	666	22	F
Unsatisfactory	665	20	F
Unsatisfactory	664	19	F
Unsatisfactory	663	18	F
Unsatisfactory	662	16	F
Unsatisfactory	661	15	F
Unsatisfactory	660	13	F
Unsatisfactory	659	12	F
Unsatisfactory	658	11	F
Unsatisfactory	657	9	F
Unsatisfactory	656	8	F
Unsatisfactory	655	7	F
Unsatisfactory	654	5	F
Unsatisfactory	653	4	F
Unsatisfactory	652	3	F
Unsatisfactory	651	1	F
Unsatisfactory	650	0	F

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
US History - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Advanced	850	100	A
Advanced	849	100	A
Advanced	848	100	A
Advanced	847	100	A
Advanced	846	100	A
Advanced	845	100	A
Advanced	844	99	A
Advanced	843	99	A
Advanced	842	99	A
Advanced	841	99	A
Advanced	840	99	A
Advanced	839	99	A
Advanced	838	99	A
Advanced	837	99	A
Advanced	836	99	A
Advanced	835	99	A
Advanced	834	99	A
Advanced	833	98	A
Advanced	832	98	A
Advanced	831	98	A
Advanced	830	98	A
Advanced	829	98	A
Advanced	828	98	A
Advanced	827	98	A
Advanced	826	98	A
Advanced	825	98	A
Advanced	824	98	A
Advanced	823	98	A
Advanced	822	97	A
Advanced	821	97	A
Advanced	820	97	A
Advanced	819	97	A
Advanced	818	97	A
Advanced	817	97	A
Advanced	816	97	A
Advanced	815	97	A
Advanced	814	97	A
Advanced	813	97	A
Advanced	812	96	A
Advanced	811	96	A
Advanced	810	96	A
Advanced	809	96	A
Advanced	808	96	A

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
US History - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Advanced	807	96	A
Advanced	806	96	A
Advanced	805	96	A
Advanced	804	96	A
Advanced	803	96	A
Advanced	802	96	A
Advanced	801	95	A
Advanced	800	95	A
Advanced	799	95	A
Advanced	798	95	A
Advanced	797	95	A
Advanced	796	95	A
Advanced	795	95	A
Advanced	794	95	A
Advanced	793	95	A
Advanced	792	95	A
Advanced	791	95	A
Advanced	790	94	A
Advanced	789	94	A
Advanced	788	94	A
Advanced	787	94	A
Advanced	786	94	A
Advanced	785	94	A
Advanced	784	94	A
Advanced	783	94	A
Advanced	782	94	A
Advanced	781	94	A
Advanced	780	94	A
Advanced	779	93	A
Advanced	778	93	A
Advanced	777	93	A
Advanced	776	93	A
Advanced	775	93	A
Advanced	774	93	A
Mastery	773	92	B
Mastery	772	92	B
Mastery	771	91	B
Mastery	770	91	B
Mastery	769	91	B
Mastery	768	90	B
Mastery	767	90	B
Mastery	766	90	B
Mastery	765	90	B

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
US History - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Mastery	764	89	B
Mastery	763	89	B
Mastery	762	89	B
Mastery	761	88	B
Mastery	760	88	B
Mastery	759	88	B
Mastery	758	87	B
Mastery	757	87	B
Mastery	756	87	B
Mastery	755	87	B
Mastery	754	86	B
Mastery	753	86	B
Mastery	752	86	B
Mastery	751	85	B
Mastery	750	85	B
Basic	749	84	C
Basic	748	84	C
Basic	747	83	C
Basic	746	83	C
Basic	745	83	C
Basic	744	82	C
Basic	743	82	C
Basic	742	81	C
Basic	741	81	C
Basic	740	81	C
Basic	739	80	C
Basic	738	80	C
Basic	737	80	C
Basic	736	79	C
Basic	735	79	C
Basic	734	78	C
Basic	733	78	C
Basic	732	78	C
Basic	731	77	C
Basic	730	77	C
Basic	729	77	C
Basic	728	76	C
Basic	727	76	C
Basic	726	75	C
Basic	725	75	C
Approaching Basic	724	74	D
Approaching Basic	723	73	D
Approaching Basic	722	73	D

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
US History - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Approaching Basic	721	72	D
Approaching Basic	720	72	D
Approaching Basic	719	71	D
Approaching Basic	718	71	D
Approaching Basic	717	70	D
Approaching Basic	716	70	D
Approaching Basic	715	69	D
Approaching Basic	714	69	D
Approaching Basic	713	68	D
Approaching Basic	712	68	D
Approaching Basic	711	67	D
Unsatisfactory	710	66	F
Unsatisfactory	709	65	F
Unsatisfactory	708	64	F
Unsatisfactory	707	63	F
Unsatisfactory	706	62	F
Unsatisfactory	705	61	F
Unsatisfactory	704	59	F
Unsatisfactory	703	58	F
Unsatisfactory	702	57	F
Unsatisfactory	701	56	F
Unsatisfactory	700	55	F
Unsatisfactory	699	54	F
Unsatisfactory	698	53	F
Unsatisfactory	697	52	F
Unsatisfactory	696	51	F
Unsatisfactory	695	50	F
Unsatisfactory	694	48	F
Unsatisfactory	693	47	F
Unsatisfactory	692	46	F
Unsatisfactory	691	45	F
Unsatisfactory	690	44	F
Unsatisfactory	689	43	F
Unsatisfactory	688	42	F
Unsatisfactory	687	41	F
Unsatisfactory	686	40	F
Unsatisfactory	685	39	F
Unsatisfactory	684	37	F
Unsatisfactory	683	36	F
Unsatisfactory	682	35	F
Unsatisfactory	681	34	F
Unsatisfactory	680	33	F
Unsatisfactory	679	32	F

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
US History - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Unsatisfactory	678	31	F
Unsatisfactory	677	30	F
Unsatisfactory	676	29	F
Unsatisfactory	675	28	F
Unsatisfactory	674	26	F
Unsatisfactory	673	25	F
Unsatisfactory	672	24	F
Unsatisfactory	671	23	F
Unsatisfactory	670	22	F
Unsatisfactory	669	21	F
Unsatisfactory	668	20	F
Unsatisfactory	667	19	F
Unsatisfactory	666	18	F
Unsatisfactory	665	17	F
Unsatisfactory	664	15	F
Unsatisfactory	663	14	F
Unsatisfactory	662	13	F
Unsatisfactory	661	12	F
Unsatisfactory	660	11	F
Unsatisfactory	659	10	F
Unsatisfactory	658	9	F
Unsatisfactory	657	8	F
Unsatisfactory	656	7	F
Unsatisfactory	655	6	F
Unsatisfactory	654	4	F
Unsatisfactory	653	3	F
Unsatisfactory	652	2	F
Unsatisfactory	651	1	F
Unsatisfactory	650	0	F

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
Biology - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Advanced	850	100	A
Advanced	849	100	A
Advanced	848	100	A
Advanced	847	100	A
Advanced	846	100	A
Advanced	845	100	A
Advanced	844	99	A
Advanced	843	99	A
Advanced	842	99	A
Advanced	841	99	A
Advanced	840	99	A
Advanced	839	99	A
Advanced	838	99	A
Advanced	837	99	A
Advanced	836	99	A
Advanced	835	99	A
Advanced	834	99	A
Advanced	833	98	A
Advanced	832	98	A
Advanced	831	98	A
Advanced	830	98	A
Advanced	829	98	A
Advanced	828	98	A
Advanced	827	98	A
Advanced	826	98	A
Advanced	825	98	A
Advanced	824	98	A
Advanced	823	98	A
Advanced	822	97	A
Advanced	821	97	A
Advanced	820	97	A
Advanced	819	97	A
Advanced	818	97	A
Advanced	817	97	A
Advanced	816	97	A
Advanced	815	97	A
Advanced	814	97	A
Advanced	813	97	A
Advanced	812	97	A
Advanced	811	97	A
Advanced	810	96	A
Advanced	809	96	A
Advanced	808	96	A

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
Biology - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Advanced	807	96	A
Advanced	806	96	A
Advanced	805	96	A
Advanced	804	96	A
Advanced	803	96	A
Advanced	802	96	A
Advanced	801	96	A
Advanced	800	96	A
Advanced	799	95	A
Advanced	798	95	A
Advanced	797	95	A
Advanced	796	95	A
Advanced	795	95	A
Advanced	794	95	A
Advanced	793	95	A
Advanced	792	95	A
Advanced	791	95	A
Advanced	790	95	A
Advanced	789	95	A
Advanced	788	94	A
Advanced	787	94	A
Advanced	786	94	A
Advanced	785	94	A
Advanced	784	94	A
Advanced	783	94	A
Advanced	782	94	A
Advanced	781	94	A
Advanced	780	94	A
Advanced	779	94	A
Advanced	778	94	A
Advanced	777	93	A
Advanced	776	93	A
Advanced	775	93	A
Advanced	774	93	A
Advanced	773	93	A
Advanced	772	93	A
Mastery	771	92	B
Mastery	770	92	B
Mastery	769	91	B
Mastery	768	91	B
Mastery	767	91	B
Mastery	766	90	B
Mastery	765	90	B

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
Biology - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Mastery	764	90	B
Mastery	763	89	B
Mastery	762	89	B
Mastery	761	89	B
Mastery	760	88	B
Mastery	759	88	B
Mastery	758	88	B
Mastery	757	87	B
Mastery	756	87	B
Mastery	755	87	B
Mastery	754	86	B
Mastery	753	86	B
Mastery	752	86	B
Mastery	751	85	B
Mastery	750	85	B
Basic	749	84	C
Basic	748	84	C
Basic	747	83	C
Basic	746	83	C
Basic	745	83	C
Basic	744	82	C
Basic	743	82	C
Basic	742	81	C
Basic	741	81	C
Basic	740	81	C
Basic	739	80	C
Basic	738	80	C
Basic	737	80	C
Basic	736	79	C
Basic	735	79	C
Basic	734	78	C
Basic	733	78	C
Basic	732	78	C
Basic	731	77	C
Basic	730	77	C
Basic	729	77	C
Basic	728	76	C
Basic	727	76	C
Basic	726	75	C
Basic	725	75	C
Approaching Basic	724	74	D
Approaching Basic	723	74	D
Approaching Basic	722	73	D

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
Biology - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Approaching Basic	721	73	D
Approaching Basic	720	72	D
Approaching Basic	719	72	D
Approaching Basic	718	72	D
Approaching Basic	717	71	D
Approaching Basic	716	71	D
Approaching Basic	715	70	D
Approaching Basic	714	70	D
Approaching Basic	713	69	D
Approaching Basic	712	69	D
Approaching Basic	711	69	D
Approaching Basic	710	68	D
Approaching Basic	709	68	D
Approaching Basic	708	67	D
Approaching Basic	707	67	D
Unsatisfactory	706	66	F
Unsatisfactory	705	65	F
Unsatisfactory	704	64	F
Unsatisfactory	703	62	F
Unsatisfactory	702	61	F
Unsatisfactory	701	60	F
Unsatisfactory	700	59	F
Unsatisfactory	699	58	F
Unsatisfactory	698	57	F
Unsatisfactory	697	55	F
Unsatisfactory	696	54	F
Unsatisfactory	695	53	F
Unsatisfactory	694	52	F
Unsatisfactory	693	51	F
Unsatisfactory	692	50	F
Unsatisfactory	691	48	F
Unsatisfactory	690	47	F
Unsatisfactory	689	46	F
Unsatisfactory	688	45	F
Unsatisfactory	687	44	F
Unsatisfactory	686	42	F
Unsatisfactory	685	41	F
Unsatisfactory	684	40	F
Unsatisfactory	683	39	F
Unsatisfactory	682	38	F
Unsatisfactory	681	37	F
Unsatisfactory	680	35	F
Unsatisfactory	679	34	F

LEAP 2025 HS Tests Scale Score to Grade Scale Conversion Tables			
Biology - 93 85 75 67 0			
LEAP 2025 Achievement Level	LEAP 2025 SCALE SCORE	GRADE SCALE SCORE	GRADE
Unsatisfactory	678	33	F
Unsatisfactory	677	32	F
Unsatisfactory	676	31	F
Unsatisfactory	675	29	F
Unsatisfactory	674	28	F
Unsatisfactory	673	27	F
Unsatisfactory	672	26	F
Unsatisfactory	671	25	F
Unsatisfactory	670	24	F
Unsatisfactory	669	22	F
Unsatisfactory	668	21	F
Unsatisfactory	667	20	F
Unsatisfactory	666	19	F
Unsatisfactory	665	18	F
Unsatisfactory	664	17	F
Unsatisfactory	663	15	F
Unsatisfactory	662	14	F
Unsatisfactory	661	13	F
Unsatisfactory	660	12	F
Unsatisfactory	659	11	F
Unsatisfactory	658	9	F
Unsatisfactory	657	8	F
Unsatisfactory	656	7	F
Unsatisfactory	655	6	F
Unsatisfactory	654	5	F
Unsatisfactory	653	4	F
Unsatisfactory	652	2	F
Unsatisfactory	651	1	F
Unsatisfactory	650	0	F