Pupil Progression Plan

Local Education Agency:

LSU Laboratory School
**Background and Purpose**

Louisiana state law (La.R.S. 24:4) requires local education agencies (LEAs) to establish a comprehensive Pupil Progression Plan based on student performance on the Louisiana Educational Assessment Program with goals and objectives that are compatible with the Louisiana Competency-Based Education Program and which supplements the minimum standards approved by the State Board of Elementary and Secondary Education (BESE). The plan shall address student placement and promotion and shall require the student’s mastery of grade-appropriate skills before he or she can be recommended for promotion.

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

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

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

Questions about this document should be directed to PPP@La.Gov
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I. Placement of students in kindergarten and grade 1

Kindergarten

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

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

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

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

Grade 1

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

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

Parents are referred to their Free and Appropriate Public Education (FAPE) school district if:

1. They are seeking early entrance into Kindergarten for their child.
2. First grade placement is requested, but the child has not attended a full-day public or private kindergarten for a full academic year.
Additional first grade placement considerations or policies required by the LEA:

- The student must meet the Lab School’s promotional requirements for the first grade.
- The Admissions Committee and/or administrative designee reviews records to determine if the Lab School is able to provide appropriate placement. Records reviewed may include, but are not limited to, evaluation information such as attendance, report cards, nationally-normed achievement test performance results, and diagnostic assessment performance results.
- The student must be screened by the Lab School using logically generated Beginning-of-the-Year, Mid-Year, or End-of-Year grade-level or content-area assessments and other school placement assessments. The assessments administered are determined by the time of the year Admissions schedules the screening.

II. Placement of transfer students

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

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

Before Lab School admission is granted to a transfer student:

- The student must meet at least the promotional requirements for the grade level he/she is applying.
- The student’s records are reviewed by the Admissions Committee to determine if the Lab School evaluation information such as attendance, social engagement records, certified transcripts, report cards, nationally-normed achievement test performance results, and diagnostic assessment performance results.
- The student must be screened at the Lab School using locally generated Beginning-of-the-Year, Mid-Year, or End-of-Year grade-level or content-area assessments and other
school placement assessments. The assessments administered are determined by the time of the academic year Admissions schedules the screening.

- The curriculum from the student’s previous school is reviewed by administration and/or an administrative designee to determine what grade-level completion (elementary and middle school students) and/or Carnegie unit credit (for middle and high school students) or grade-level may be awarded. (Previous grade-level completion and/or Carnegie unit credit is accepted only from accredited schools if grade-level and/or course descriptions provided by the previous school are comparable to those of the Lab School.)
- The student’s performance results on state LEAP tests are reviewed to ensure the student’s scores meet state standards for proficiency.
- The student’s performance results on state-mandated End-of-Course test (at the secondary level) must have met state requirements to earn credit for completed Carnegie unit courses.

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

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

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

Lab School requirements for unconditional promotion:

**Kindergarten to First Grade:**

I. Meet grade level end of year Math performance expectations by scoring at least 75% on the grade level math post-test.
II. Score a minimum end of year DRA level of 4.
III. Meet end of year Lab School benchmarks on DIBELS (reading) assessment.
IV. Meet end of year Lab School writing benchmarks.
V. Demonstrate satisfactory end of year social, behavioral, and organizational skills.

**First Grade to Second Grade:**

I. Meet grade level end of year Math performance expectations by scoring at least 75% on the grade level math post-test.
II. Score a minimum end of year DRA level of 20.
III. Meet end of year Lab School writing benchmarks.
IV. Meet end of year Lab School benchmarks on DIBELS (reading) assessment.
V. Demonstrate fact fluency for end of year grade level fluency expectations.
VI. Demonstrate satisfactory end of year social, behavioral, and organizational skills.

**Second Grade to Third Grade:**

I. Meet grade level end of year Math performance expectations by scoring at least 75% on the grade level math post-test.
II. Score a minimum end of year DRA level of 30.
III. Meet end of year Lab School writing benchmarks.
IV. Meet end of year Lab School benchmarks on DIBELS (reading) assessment.
V. Demonstrate fact fluency for end of year grade level fluency expectations.
VI. Demonstrate satisfactory end of year social, behavioral, and organizational skills.

(Continued) Lab School requirements for unconditional promotion:

**Third Grade to Fourth Grade:**

I. MUST pass all core subject classes. Students must have a minimum of 4 quality points based on a 4 point grading scale.
II. Earn at least a “Basic” score on all portions of the state LEAP test.
III. Score a minimum end of year DRA level of 40.
IV. Meet end of year Lab School writing benchmarks.
V. Meet end of year Lab School benchmarks on DIBELS (reading) assessment.
VI. Meet grade level end of year ELA and Math performance expectations by scoring at least 75% on the end of year grade level post-tests. This score is included in each student’s fourth quarter grade.
VII. Demonstrate Math fact fluency for end of year grade level fluency expectations.
VIII. Demonstrate satisfactory end of year social, behavioral, and organizational skills.

**Fifth to Sixth Grade:**

I. MUST pass all core subject classes. Students must have a minimum of 4 quality points based on a 4 point grading scale.
II. Earn at least a “Basic” score on all portions of the state LEAP test.
III. Meet end of year Lab School benchmarks.
IV. Meet end of year Lab School benchmarks on DIBELS (reading) assessment.
V. Meet grade level end of year ELA and Math performance expectations by scoring at least 75% on the end-of-year grade level post-tests. This score is included in each student’s fourth quarter grade.
VI. Demonstrate Math fact fluency for end of year grade level fluency expectations.
VII. Demonstrate satisfactory end of year social, behavioral, and organizational skills.
If a 3rd or 5th grade student does not meet requirements, the SBLC will meet to determine if additional requirements are necessary for promotion consideration.

*6th and 7th grades:

To progress from 6th to 7th grade and from 7th to 8th grade, a student must earn at least a “D” each semester in every course.

A maximum of two units of summer school credit (from an accredited summer school program approved by Administration prior to participation) is accepted. Students failing more than two units of credit must return to their assigned FAPE district school. Summer school course recovery will be allowed once during middle school grades for up to 2 classes or the equivalent of 2 courses.

- A 6th grade student who earns an “F” semester grade, either semester, in any course (up to 2 whole units), fails the course for the year and must enroll in and pass summer school for each core course in which the failing grade was earned.
- A 7th grade student who earns an “F” semester grade, either semester, in any course (up to 2 whole units), fails the course for the year and must enroll in and pass summer school for each core course in which the failing grade was earned.

If a student earns a grade of “F” in more than 2 whole course units, the student is not eligible for promotion at the Lab School and must return to his/her Free and Appropriate Public Education (FAPE) school district.

*Sixth Grade to Seventh Grade:

- Students must earn a “D” or higher each semester in order to pass a course.
- Students who fail a course either first or second semester must attend summer school for the course(s) failed.
- Students who fail more than any combination of four half credits throughout middle school are not eligible for promotion at the LSU Laboratory School and must return to their Free and Appropriate Public Education (FAPE) school district.
- If the failed course is not passed in summer school before July 31st, the student must return to their FAPE school district.

Seventh Grade to Eighth Grade:

- Students must earn a “D” or higher each semester in order to pass a course.
- Students who fail a course either first or second semester must attend summer school for the course(s) failed.
- Students who fail more than any combination of four half credits throughout middle school are not eligible for promotion at the LSU Laboratory School and must return to their Free and Appropriate Public Education (FAPE) school district.
• Seventh grade students, currently enrolled in a high school course, may opt to have the grade transferred to their high school transcript or they may opt to repeat the course in 8th grade. Any failing grades earned count towards the maximum number of failed credits allowed throughout middle school regardless of whether the course is repeated or not.

If the failed course is not passed in summer school before July 31st, the student must return to their FAPE school district.

IV. Promotion of students in grade 4

• Each LEA shall identify third and fourth grade students who have not met an acceptable level of performance that would enable them to successfully transition to the next grade level. Fourth grade students who have not met the acceptable level of performance may be retained or promoted, but in either case, shall be provided with an individual academic improvement plan that adheres to the following requirements:
  o 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.
  o 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.
  o The student shall be identified as requiring an academic improvement plan in the state Student Information System (SIS).
  o The student shall be afforded the opportunity to receive grade-level instruction during the summer.
  o 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.
  o The Department shall audit a random sampling of students identified as needing an academic improvement plan in each local education agency each year.

• The LDOE will provide to each LEA a roster of third and fourth grade students who have scored below the “Basic” achievement level in at least two core academic subjects. Such roster will assist the LEA in making final determinations relative to students’ required individual academic plans.
The decision to retain a student as a result of his/her failure to achieve the standard on the LEAP shall be made by the LEA in accordance with this pupil progression plan.

The individual academic improvement plan shall continue to be in effect until such time as the student achieves a score of “Basic” in each of the core academic subjects that initially led to the development of the student’s individual academic plan.

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

Lab School requirements for unconditional promotion:

**Fourth Grade to Fifth Grade:**

I. MUST pass all core subject classes. Students must have a minimum of 4 quality points based on a 4 point grading scale.
II. Meet end of year Lab School writing benchmarks.
III. Meet end of year Lab School benchmarks on DIBELS (reading) assessment.
IV. Meet grade level end of year ELA and Math performance expectations by scoring at least 75% on the end of year grade level post-tests. This score is included in each student’s fourth quarter grade.
V. Demonstrate fact fluency for end of year grade level fluency expectations.
VI. Demonstrates satisfactory end of year social, behavioral, and organizational skills.
VII. MUST score at least “Basic” in English language arts (including writing) and mathematics and at least “Approaching Basic” on all other test components.

If a 4th grade student does not meet requirements, the SBLC will meet to determine if additional requirements are necessary for promotion consideration.

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

a. Promotion of students in grade 8

Regular Grade 8 Promotion

Eighth grade students shall score at least at the “Basic” achievement level in either English language arts or mathematics and “Approaching Basic” in the other subjects in order to be promoted to the ninth grade. Students who do not meet the promotion standard after taking the eighth grade state assessments in the spring, following the completion of summer remediation, may be placed on a high school campus in the transitional ninth
grade. For any student who recently completed the eighth grade and is transferring into the LAE from another state or country after the completion of summer remediation, the LEA shall review the student’s academic record to determine appropriate placement in ninth grade or transitional ninth grade. Such placement shall occur not later than October 1 of each school year.

Grade 8 Promotion Waivers

- The LEA may waive the state policy for students scoring at the “Unsatisfactory” level in English language arts or mathematics, if the student scores at the “Basic” level in the other, provided that the student has participated in the spring administrations of LEAP and has attended the summer remediation program offered by the LEA.
- An LEA, through its superintendent, may grant a waiver on behalf of individual students who are unable to participate in LEAP testing or unable to attend LEAP summer remediation, including summer remediation required for placement in transitional ninth grade, because of one or more of the following extenuating circumstances as verified through the 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 days prior to summer remediation.

Transitional 9th 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 the 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 programs offered by the LEA. Such placement shall occur no later than October 1 of each school year.

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

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

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

*To progress from 8th to 9th grade, a student must earn at least a “D” each semester in every course.

A maximum of two units of summer credit (from an accredited summer school program approved by Administration prior to participation) is accepted. Students failing more than two units of credit must return to their assigned FAPE district school.

- An 8th grade student who earns an “F” semester grade, either semester, in any course (up to 2 whole units), fails the course for the year and must enroll in and pass summer school for each core course allowed for up to the equivalent of 2 courses during middle school. *High school course recovery falls under HS promotion standards.
- ULS does not offer a transitional 9th grade.
- ULS does not offer Grade 8 promotion waivers.

* Eighth Grade to Ninth Grade:

- Students must earn a “D” or higher each semester in order to pass a course.
- Students who fail a course either first or second semester must attend summer school for the course(s) failed.
• Students who fail more than any combination of four half credits throughout middle school are not eligible for promotion at the LSU Laboratory School and must return to their Free and Appropriate Public Education (FAPE) school district.
• Eighth grade students, currently enrolled in high school courses, may opt to have those grades transferred to their high school transcript or they may opt to repeat the course(s) in 9th grade. Any failing grades earned count towards the maximum number of failed credits allowed throughout middle school regardless of whether the course is repeated or not.
• If the failed course is not passed in summer school before July 31st, the student must return to their FAPE school district.
• On the LEAP 2025 assessment, 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.
• The LSU Laboratory School does not offer a Transitional 9th Grade (9T).

The LSU Laboratory School does not offer grade 8 promotion waivers.

b. High school promotion and transition considerations

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

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

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

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

Early Graduation: Each LEA shall develop an early graduation program allowing students to accelerate their academic progress, complete all state graduation requirements, and receive a high school diploma in less than four years.
- The early graduation program may include distance education (§2326), dual enrollment (§2327), and Carnegie credit and credit flexibility (§2314).
- LEAs shall not have any policies or requirements that would prevent students from graduating in less than four years.

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

The Lab School does not participate in the early graduation program. A student who wishes to participate in an early graduation program must enroll in his/her FAPE district school.

VI. Support for students

School year support

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

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

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

Summer Remediation

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

- Utilizes teachers rated “Highly Effective” pursuant to the teacher’s most recent evaluation or have achieved a value-added rating of “Highly Effective” on the most recent evaluation.
- Limits remedial (below grade-level) instruction to only necessary and focused skills as identified from top-quality assessments and does not account for more than 35 percent of the total summer remediation instructional time.

VII. Promotion and placement of certain student populations

Students with disabilities

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

- The requirements of Title VI of the Civil Rights Act of 1964 are as follows:
  o Establish procedures to identify language minority students.
  o Establish procedures to determine if language minority students are Limited English Proficient.
  o Establish procedures for age-appropriate placement and determine the specialized language services or program the district will use to address the linguistic and cultural needs of the Limited English Proficient student.
- Limited English Proficient (LEP) students shall participate in the statewide assessments pursuant to Bulletin 118. Increasing the expectations for the academic content that students must master in grades K-12 requires a parallel increase in expectations for English language acquisition.
  o Establish procedures to monitor former Limited English Proficient students for two years.
  o Ensure that no LEP student shall be retained solely because of limited English proficiency.

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

The Lab School does not offer a Limited English Proficient (LEP) Program so students in need of an LEP Program must enroll in their FAPE district school.

VIII. Alternative Education placements

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

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

The Lab School does not offer an Alternative School Program so students in need of an Alternative School Program must enroll in their FAPE district school.
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.

Appeal and Due process for Student placement and promotion decisions:

Appeals may only be submitted if the student or parent believes a grading or computational error has been made which has affected the student’s placement/promotion.

1. In those cases, the student or parent/guardian of the student must submit an appeal letter within 5 days to the school level Principal. The letter must state the specific reason for the appeal.
2. After receiving the appeal letter, the school level principal or his/her designee will schedule a conference within 5 days. Attendees must include the student’s teacher(s), the faculty chair for the respective content area or grade-level, and the respective school counselor to review and verify the accuracy of the placement/promotion decision.
3. Within 5 days after the meeting, the respective school counselor will submit a recording of the meeting, a written summary, and any relevant attachments to the school level Principal.
4. Within 5 days, the Principal will review the case and respond in writing to all parties to grant or deny the appeal.

Appeals for students with disabilities:

The same policy listed above applies. The Lab School does not modify student performance expectations or requirements for progression. Students who wish to participate in a modified program must return to their FAPE district school.

Appeals for Section 504 students:

The same policy listed above applies. The Lab School offers accommodations to level the playing field for qualifying students as determined by necessary SBLC input, psychoeducational evaluations, and/or psychological evaluations with an appropriate IQ assessment component. The Lab School does not modify student performance expectations or requirements for progression. Students who wish to participate in a modified program must return to their FAPE district school.
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.

*Some K-5 students are not promoted, but may be considered for promotion if they return for retesting during the summer. Although not required, consideration may be given to academic tutoring or support before retesting.

Secondary Summer School (approved beforehand by the Administration). A maximum of two units of summer school credit is accepted. Students failing more than two units of credit must return to their assigned FAPE district school. *Summer school course recovery will be allowed for up to the equivalent of 2 courses during high school. Students who fail a core course either first or second semester must repeat that course with a passing grade in summer school prior to the start of the upcoming school year in order to return to the LSU Laboratory School.

- **6th – 8th grade students who earn “F”** semester grade(s), either semester, in any course (up to 2 whole units), fail the course for the year and must enroll in and pass summer school for each core course in which a failing grade was earned.
- **9th – 12th grade students who earn “F”** semester grade(s), either semester, in any course (up to 2 whole course units), fail the course for the year and must enroll in and pass summer school for each core course in which a failing grade was earned.

*A secondary student who successfully completes summer remediation must also meet any additional local requirements to pass each “F” semester in each course. Participation in first quarter RTI the following school year may be required.

**Ninth through Twelfth Grade:**
- Students must earn a “D” or higher each semester in order to pass a course.
- Students who fail a course either first or second semester must attend summer school for the course(s) failed.
- Students who fail more than any combination of four half credits throughout high school are not eligible for promotion at the LSU Laboratory School and must return to their Free and Appropriate Public Education (FAPE) school district.
- If the failed course is not passed in summer school before July 31st, the student must return to their FAPE school district.
- Students must score “approaching basic” or higher on the LEAP 2025 end-of-course assessments:
  - English I, English II
  - Algebra I, Geometry
  - Biology I, U.S. History (IB History of the Americas I)
XI. LEA assurances and submission information

Assurance is hereby made to the Louisiana Department of Education that the (insert name of LEA) ________LSU Laboratory School_______ 2019-2020 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: **August 7, 2019**

______________________________
Dr. Amy B. Westbrook
Interim Superintendent

Not Applicable
Board President